

PUBLIC HEARING

Approval of Special Use Permit in R-5 Zone to allow for Veterinary Clinic at
1571 S. US Highway 281 (P.M. Properties, 0.48 acres, Blanco, Texas 78606
(Property Owner: Mancha, Pete)



City of Blanco

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

STAFF REPORT: 11/12/24

DESCRIPTION: Variance request to allow a veterinary clinic in the R-5 mixed use zone. C-1 zone allows for this type of use.

ANALYSIS: Request to allow a variance on the property located 1571 S US Hwy 281 to allow for a veterinary clinic on a .48 acre tract (Lot 2 of PM Properties). This location has most recently been a real estate office and is zoned R-5 which is mixed use residential/commercial. A special use permit could not be requested because veterinary services is not allowed by SUP. Rezoning is not an option because the property is surrounded by R-5 on three sides (281 on the other) thereby creating "spot zoning" if a rezone is allowed.

To the south there is a spray foam business and a real estate office. To the west and north of the subject property is undeveloped land with the R-5 designation. Being located on highway 281 the best use for this property is commercial. While it is a little unusual to approve a variance for land use (instead of a re-zone or SUP) there exists some hardships to grant it.

1. Variance would only apply when the applicant owns or operates the business. Variance expires if business or property is sold.
2. A variance to allow veterinary services avoids "spot" zoning where an area is re-zoned when the zone sits by itself
3. Commercial use of this type appears to be a good fit with the surrounding businesses.

FISCAL IMPACT: Adding a new business to the City

RECOMMENDATION: P&Z recommends to City Council approval of the variance request to allow a veterinary clinic in the R-5 mixed use zone.

24-00166-01

City of Blanco
Application for Variance Request Owner/Applicant Information
REZONING/SPECIAL USE

1. Owner Information (the holder (s) of a legal or equitable interest in the Subject Property as shown by the deed records of Blanco County.

Property owner's full legal name: <u>PETE MANCHA</u>		
Property owner's mailing Address: <u>1571 S US HWY 281</u>		
City: <u>BLANCO</u>	State: <u>TX</u>	Zip Code: <u>78606</u>
Home Phone:	Work Phone:	Cell: <u>(832) 832-0868</u>
Email Address:		

2. Applicant Information (a person Seeking approval of an application ; can be the Owner or Designated Representative of the Owner)

<input type="checkbox"/> Same as Owner (if checked, skip to Section 3)		
Applicant's full legal name: <u>ROBERT SAN MIGUEL</u>		
Applicant's mailing address: <u>2000 FM 2325</u>		
City: <u>WIMBERLEY</u>	State: <u>TX</u>	Zip Code: <u>78676</u>
Home Phone:	Work Phone:	Cell Phone: <u>(512) 981-9281</u>
Email Address: <u>AGGIERSM@gmail.com</u>		

Aggie rsm

3. Designated Contact (the individual who the Owner or Applicant has Chosen to receive all communications on his/her behalf related to the Application):

<input type="checkbox"/> Same as Owner (skip to section 4)	<input checked="" type="checkbox"/> Same as applicant (skip to Section 4)	
Contact name:		
Contact mailing address:		
City:	State:	Zip Code:
Home Phone:	Work Phone:	Cell Phone:

4. Additional Information Required Of Business Entities Only:

Is The Owner a Corporation or Partnership? Yes (complete this section) No (skip and go to section 5)

Attach a letter on company stationery, signed by an authorized individual, authorizing the Applicant to file an Application on behalf of the company.

Not Applicable. The Company is serving as the Applicant.

5. Owner's / Applicant's Certification

I hereby certify that the information provided herein is true and correct to the best of my knowledge.

Signature: [Signature]

Date: SEPTEMBER 23, 2024

Printed Name: ROBERT SAN MIGUEL

[Signature]
9.23.24
PEDRO MANCHA

**City of Blanco Application for a Variance Request
Property Information**

1. Owner Information:
Property Owner's Full Legal Name: PETE MANCHA

2. Property Information (the property or tract for which this application has been submitted.)
911 street address of property (if established)
Legal Description: PM PROPERTIES
Lot: 62 Block: Subdivision: PM PROP Sec: Phase:
If not located in Subdivision: Survey:
Abstract: Recorded (Vol/Page)

3. Type of Variance being requested

- 1. Sign
- 2. Building setback
- 3. Administrative
- 4. Other (please Explain) use

All Applicants Complete the Following:

Ordinance and section being appealed	Requirements of Regulation	Variance Sought from requirements
1	THE PROPERTY IS CURRENTLY ZONED RS.	WE WOULD LIKE TO ESTABLISH A VETERINARY CLINIC ON THE PROPERTY. <i>Sec 4.4 of UDC restricting Veterinary use to C-1 only</i>

Hardship Findings (attach additional sheets if necessary):
Describe the actual situation of the subject property and any special or unique condition(s) found thereon which may cause unusual and practical difficulty or unnecessary hardship if Applicant is made to comply with strict enforcement of the ordinance:
SEE ATTACHED
Describe how strict enforcement of the provisions of the ordinance that are sought to be varied will (A) deny the applicant the privileges or safety commonly enjoyed by neighboring or similarly situated property in the City of Blanco with similarly timed development and (B) deprive the Applicant the reasonable use of his/her land, and that failure to grant this variance would result in undue hardship to the Applicant :
SEE ATTACHED
Describe how the granting of a variance will not be detrimental to public health, safety, and welfare, will not be injurious to other property, or will not prevent the enjoyment/use of adjacent property owners:
SEE ATTACHED
Describe how the hardship sought to be avoided is NOT the result of (A) the applicant's own actions (self imposed or self created) and /or (economic or financial hardship)
SEE ATTACHED
Describe how the variance will improve the functionality of the property:
SEE ATTACHED

Attach any requested building plans, site plans, plats, surveys, or any other pertinent documents having any importance to this request behind this sheet and list documents and descriptions below:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

Owner's/ Applicant's Certification:

I hereby certify and agree to the following:

1. I have carefully read the complete Application and know all statements herein and in the attachments hereto are true and correct to the best of my knowledge.
2. The Owner of the Subject Property, if different from the Applicant, has authorized the submittal of this application.
3. No work in relation to the requested variance may start until such variance is approved by the City Council of the City of Blanco.
4. Variance approval may be revoked if any false statements are made herein.
5. As the Owner of the above property or Duly Authorized Applicant, I hereby grant permission to the City of Blanco, its employees, officers and Duly appointed board and commission members to enter the premises to make all necessary inspections and to take all other actions necessary to review and act upon this Application.

Signature: Robert San Miguel X Pedro Manuella
Print Name: ROBERT SAN MIGUEL PEDRO MANUELA
Date SEPTEMBER 24, 2021 9-23-21
23

Required Documents for Variance Submittal

1. Legal description and plat of subject site.
Two (1) copies of field note description typed and attached on a separate sheet (plain bond paper, not letterhead, or the subdivision name with lot and block number.
2. Map, clearly showing the site in relation to the adjacent streets and distance to the nearest thoroughfare.
3. Names and Addresses of legal property owners within 200 feet of the block or parcel (this can be obtained at the Blanco County Appraisal District located at 615 Nugent Ave. Johnson City, TX 78636. (830) 838-4013.)
4. A completed application.
5. A filing fee of \$750.00 plus ~~\$8.55~~ per property owner within 200 feet.

\$9.64

HARDHIT FINDING C

1. We're hoping to establish a mixed animal veterinary clinic within the City of Blanco; however, the subject property is currently zoned R5 and does not allow for a veterinary clinic to be established, which is why we would like to apply for a small variance.

2. The properties towards the east (across 281) and the properties towards the south are currently zoned C1 which would allow for a veterinary clinic to be established. Also, we will be purchasing the property directly towards to the west of the subject property (approximately seven acres), but we're not seeking any sort of variance on that property since the clinic will just be located on the subject property.

3. The clinic will help expand access to veterinary medicine throughout Blanco County (and the surrounding areas). Our veterinary practice is currently a mobile practice, which has been serving the community for approximately two years now, but we're limited in being able to fully meet our patients demands when it comes to medical issues that involve surgery and after hour care, which is why having a physical clinic is so important.

4. N/A

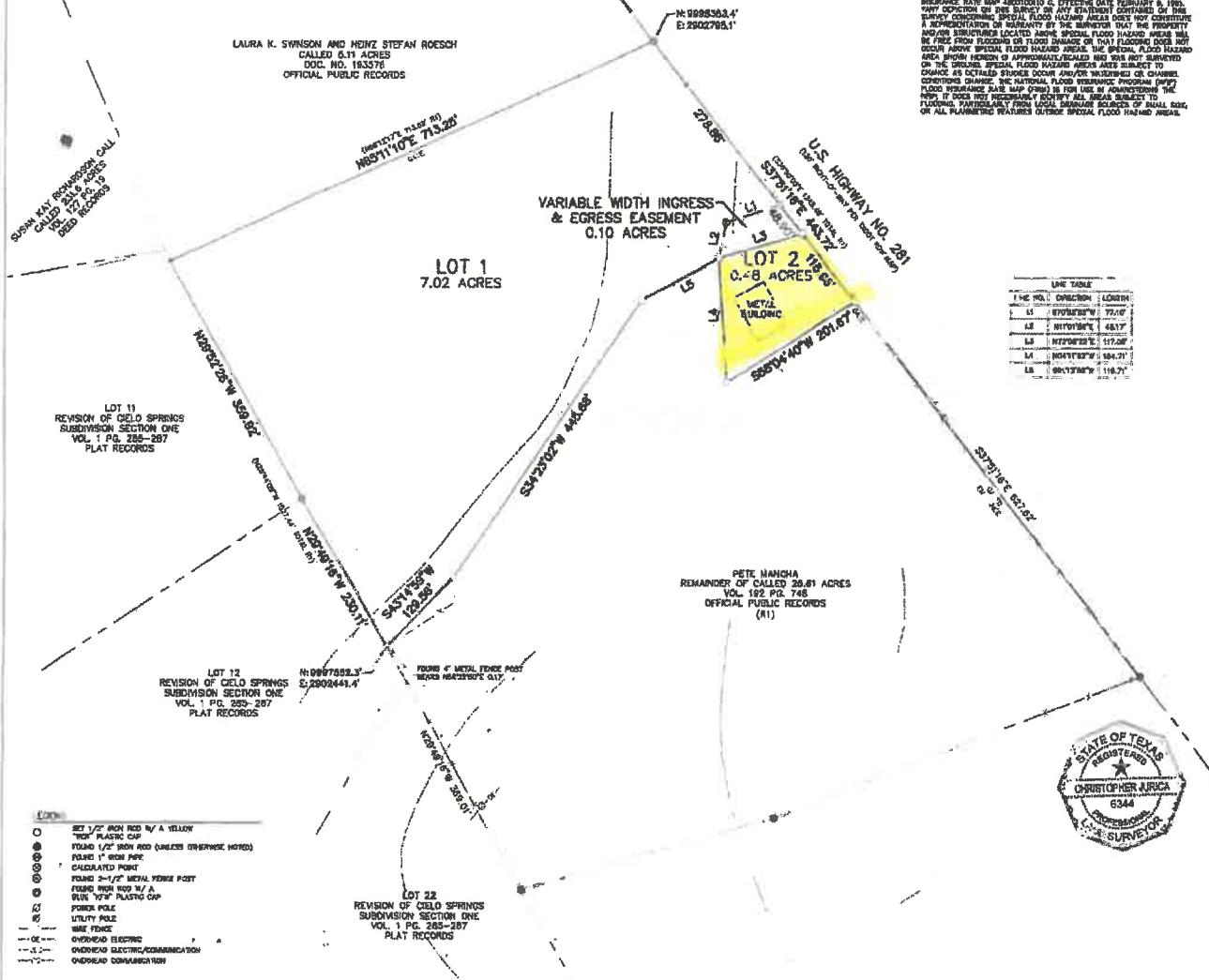
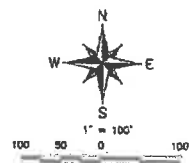
5. The property is currently being used for office space – prior to that it was a gym. If we're allowed to establish a clinic; we're going to clean up the exterior of building; build a new fence; build a new entrance; provide better parking; and as previously mentioned, bring additional veterinary care to the community.

V-3 PG-332

GENERAL SURVEY NOTES

- 1) HORIZONTAL DATUM TEXAS STATE PLANE COORDINATE SYSTEM, GEOPID 83, USED.
- 2) THIS PLAN WAS PREPARED WITHOUT THE BENEFIT OF A TITLE CURATIVE, THEREFORE, ALL SETBACKS, ENCUMBRANCES, DISCONTINUED STRIPS OR LAND USE REGULATIONS MAY NOT BE SHOWN HEREIN. THE SURVEYOR DID NOT COMPLETE AN ABSTRACT OF TITLE.
- 3) IMPROVEMENTS NOT SHOWN HEREIN NOW WERE LOCATED BY THIS SURVEY.
- 4) ELEVATIONS ARE SHOWN FOR INFORMATIONAL PURPOSES ONLY.
- 5) CONVEYED (DIT) TEXAS NATURAL RESOURCES INFORMATION SYSTEM HEREIN ARE FOR GRAPHICAL/PLANNING PURPOSES ONLY AND SHALL NOT BE USED FOR PLANNING, DESIGN OR CONSTRUCTION.
- 6) STATE PLANE COORDINATES SHOWN HEREIN ARE FOR INFORMATIONAL PURPOSES ONLY.
- 7) 1/2" IRON ROD WITH A YELLOW "TOP" PLASTIC CAP SET AT ALL LOT CORNERS.
- 8) THIS SUBDIVISION IS SUBJECT TO RESTRICTIONS RECORDED IN VOLUME 192, PAGE 748, OFFICIAL PUBLIC RECORDS, BLANCO COUNTY, TEXAS AS THEY MAY APPLY.
- 9) LOT LINES SHOWN HEREIN WERE CREATED TO COMPLY WITH THE EXISTING BUILDING SETBACKS (SHOWN SHAD) SPECIFIED IN THE ZONING ORDINANCE/AMPHIB DEVELOPMENT CODE AT THE TIME OF DEVELOPMENT OF THE SUBDIVISION.

**SUBDIVISION PLAT ESTABLISHING
P.M. PROPERTIES**
BEING A 7.54 ACRE TRACT OF LAND SITUATED IN THE H. EGLESTON
SURVEY NO. 24, ABSTRACT NO. 1, BLANCO COUNTY, TEXAS AND BEING
OUT OF A CALLED 26.61 ACRE TRACT OF LAND RECORDED IN VOLUME 192,
PAGE 748, OFFICIAL PUBLIC RECORDS, BLANCO COUNTY, TEXAS



SPECIAL FLOOD HAZARD AREA NOTE

A PORTION OF THIS SUBDIVISION IS WITHIN ZONE A WITH FLOOD RISK. THESE ARE SHOWN EFFECTIVE DATE FEBRUARY 6, 1993. ANY DEVIATION ON THIS SURVEY TO ANY STRUCTURE OR OTHER PROPERTY CONSTITUTE SPECIAL FLOOD HAZARD AREA DOES NOT CONSTITUTE A REPRESENTATION OF HAZARD BY THE SURVEYOR THAT THE PROPERTY AND/OR STRUCTURE LOCATED ABOVE SPECIAL FLOOD HAZARD AREA WILL BE FREE FROM FLOODING OR FLOOD DAMAGE OR THAT FLOODING DOES NOT OCCUR ABOVE SPECIAL FLOOD HAZARD AREA. THE SPECIAL FLOOD HAZARD AREA SHOWN HEREIN IS APPROXIMATE/ESTIMATED AND IS NOT GUARANTEED ON THE GROUND. SPECIAL FLOOD HAZARD AREAS ARE SUBJECT TO CHANGE AS FURTHER STUDIES OCCUR AND/OR WATERWAYS OR CHANNEL CONDITIONS CHANGE. THE NATIONAL FLOOD INSURANCE PROGRAM (NFIP) FLOOD INSURANCE RATE MAP (FIRM) IS FOR USE IN DETERMINING THE RISK IT DOES NOT NECESSARILY IDENTIFY ALL AREAS SUBJECT TO FLOODING, PARTICULARLY FROM LOCAL STREAMS, BODIES OF SMALL BODIES OR ALL PLANNING FEATURES OUTSIDE SPECIAL FLOOD HAZARD AREAS.

LINE TABLE

LINE NO.	BEARING	LENGTH
L1	S72°01'00"W	77.07
L2	N70°01'00"E	48.17
L3	N70°01'00"E	117.28
L4	N07°01'00"E	184.71
L5	S85°17'00"E	118.71

FILED FOR RECORD
IN THE OFFICIAL RECORDS OF:
Blanco County
On: 07/02/2021 11:07:01 AM
IN THE PLAT RECORDS
P.M. PROPERTIES
Doc Number: 2021-218202
Number of Pages: 1
Amount: \$62.00
Order#: 20210018000005
By: LW



Laura Walla

DEED ACKNOWLEDGMENT
STATE OF TEXAS
COUNTY OF BLANCO

I, PETE MANHUA, OWNER OF THE LAND SHOWN ON THIS PLAT, AND DESIGNATED HEREIN AS THE REAL INTERESTER OF THE CITY OF BLANCO, TEXAS, AND PETE MANHUA BLANCO SUBDIVISION HEREIN, HEREBY DECLARES TO THE USE OF THE PUBLIC FOREVER ALL SETBACKS, ALIENS, PARTIAL-ACRES CHANGES, EASEMENTS, ENCUMBRANCES AND PUBLIC PLACED THEREON SHOWN FOR THE PURPOSES AND CONSIDERATION THEREON EXPRESSED.

Pete Manhua
PETE MANHUA
P.O. BOX 423
BLANCO, TEXAS 78808

STATE OF TEXAS
COUNTY OF BLANCO

I, LAURA A. CASSIDY, CITY SECRETARY OF THE CITY OF BLANCO, TEXAS, DO HEREBY CERTIFY THAT THIS PLAT OF SAID SUBDIVISION HAS BEEN APPROVED BY THE CITY, AND/OR COMBINING THEREIN STATED.

CREW UNDER MY HAND AND SEAL OF OFFICE THIS 17 DAY OF JUNE 21

APPROVED BY THE CITY SECRETARY
STATE OF TEXAS
COUNTY OF BLANCO

I, LAURA A. CASSIDY, CITY SECRETARY OF THE CITY OF BLANCO, TEXAS, DO HEREBY CERTIFY THAT THIS PLAT OF SAID SUBDIVISION HAS BEEN APPROVED BY THE CITY, AND/OR COMBINING THEREIN STATED.

CITED THIS 17 DAY OF JUNE 21
A. Cassidy
LAURA A. CASSIDY
CITY SECRETARY

STATE OF TEXAS
COUNTY OF BLANCO



I HEREBY CERTIFY THAT THIS PLAT CONFORMS TO THE EMINENT REQUIREMENTS AS SET FORTH IN TEXAS STATUTES AND REGULATIONS AND THAT THE SURVEYOR HAS BEEN LICENSED TO PRACTICE SURVEYING IN THE STATE OF TEXAS.

Christopher Jurca
CHRISTOPHER JURCA, PLS. 6344
06/16/2021

I, LAURA WALLA, COUNTY CLERK OF BLANCO COUNTY, TEXAS, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT OF SURVEY WAS FILED FOR RECORD IN MY OFFICE ON THIS 17 DAY OF JUNE 2021 AT 11:07 O'CLOCK AM, AND FILED RECORDED ON THE 17 DAY OF JUNE 2021 AT 11:07 O'CLOCK AM, IN BOOK 187 PAGE 332 IN THE PLAT RECORDS OF BLANCO COUNTY, TEXAS.

WITNESS MY HAND AND SEAL OF OFFICE THIS 17 DAY OF JUNE 2021

Laura Walla
LAURA WALLA, COUNTY CLERK BLANCO COUNTY, TEXAS



JOB NO: 1542-21
DRAWN BY: CJJ
CHECKED BY: CJJ
SHEET: 1 OF 1



Search

88099



Here:

Show search results for 880...

20972

4355



9684

**SUBJECT
PROPERTY**

14859

88100

8099

16133

1516

6408

17687

14921

3654

17680

17681

17686

17684

17685

81872

17679

17682

17689

17696

16229

9719

7099

230

17678

17683

17690

17691

17708

75742

12781

19229

17677

17693

17692

17695

80887

A-1

81872

19228

18857

17713

17694

80886

12776

19141

17712

17711

17710

17709

17705

17704

12773

1482

17714

17715

17716

17717

17718

17719

17720

17703

12773

17702

17711

17722

3270

A-314

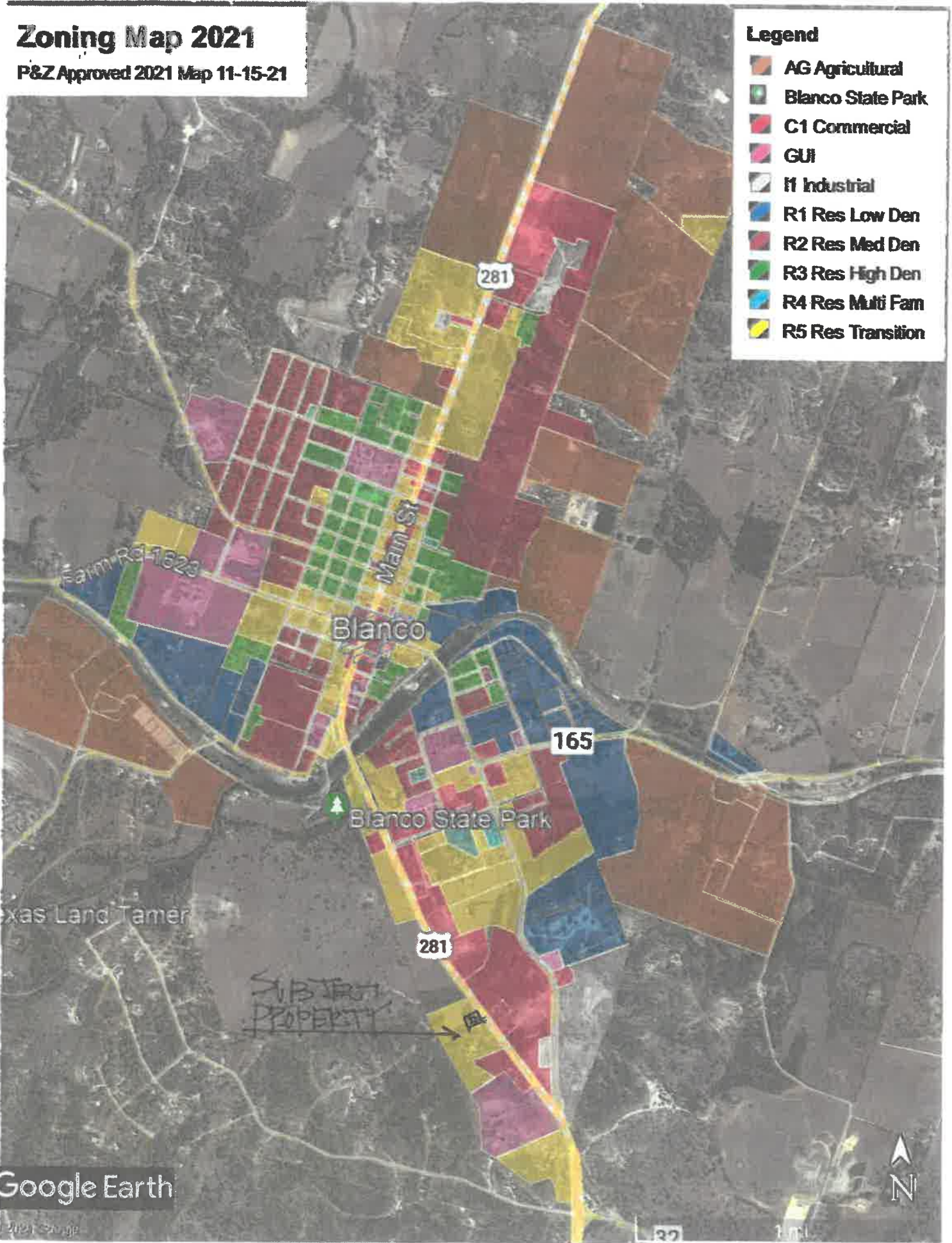
0 300 600ft

Zoning Map 2021

P&Z Approved 2021 Map 11-15-21

Legend

- AG Agricultural
- Blanco State Park
- C1 Commercial
- GUI
- I1 Industrial
- R1 Res Low Den
- R2 Res Med Den
- R3 Res High Den
- R4 Res Multi Fam
- R5 Res Transition



Google Earth



PUBLIC HEARING

Approval of Special Use Permit to allow 12 foot variance instead of the required 20 foot building line in the R-3 zone at 624 Singleton (Blanco Heights, Lot 3, 9, Block 1, Blanco, Texas 78606, (Property Owner: Cloninger, Karl)



City of Blanco

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

STAFF REPORT: 11/12/24

DESCRIPTION: Variance to allow an 8' encroachment into a 20' building line to build a carport in an R-3 zoning district.

ANALYSIS: Karl and Becky Cloninger reside in a single family home on 624 Singleton in Blanco. They currently do not have a carport or garage in their home built in the early 1960s. The home did have a garage but a previous owner converted the space to be part of the home to make it functionally larger. The home (as shown in pictures) does not have a carport, garage, or driveway.

The request is for a dual building line variance that will allow for an 8' encroachment into the 20' building line. This is the only way the applicant will be able to have a carport as the home sits lengthwise from end to end on the lot's width. The street has at least two other homes that have building line encroachments for a carport. The applicant has a circular driveway designed to have the carport and the steps to the home to include a possible ramp for mobility.

The carport will be aesthetically pleasing (as shown in drawings) and will utilize trellises so that the carport is unassuming in the neighborhood. While an encroachment into the building line holds some concerns a driveway and carport will look much nicer than a car that sits on the grass because there is no driveway. There is sufficient hardship because no carport or garage currently exist on the property. There are other homes that have done what the applicant is requesting on this street.

FISCAL IMPACT: N/A

RECOMMENDATION: Planning and Zoning recommends approving a building line encroachment variance on 624 Singleton to City Council.

SCANNED

City of Blanco

Application for Variance Request Owner/Applicant Information
REZONING/SPECIAL USE

1. Owner Information (the holder (s) of a legal or equitable interest in the Subject Property as shown by the deed records of Blanco County.

Property owner's full legal name: Karl Cloninger		
Property owner's mailing Address: 624 Singleton Street		
City: Blanco	State: Texas	Zip Code: 78606
Home Phone:	Work Phone:	Cell: 512-484-0492
Email Address:		

2. Applicant Information (a person Seeking approval of an application ; can be the Owner or Designated Representative of the Owner)

<input type="checkbox"/> Same as Owner (if checked, skip to Section 3)		
Applicant's full legal name:		
Applicant's mailing address: 20540 State Highway 46 W115		
City: Spring Branch	State: Texas	Zip Code: 78070
Home Phone:	Work Phone:	Cell Phone: 210-906-9099
Email Address:		

3. Designated Contact (the individual who the Owner or Applicant has Chosen to receive all communications on his/her behalf related to the Application):

<input type="checkbox"/> Same as Owner (skip to section 4)	<input type="checkbox"/> Same as applicant (skip to Section 4)	
Contact name:		
Contact mailing address:		
City: Spring Branch	State: Texas	Zip Code: 78070
Home Phone:	Work Phone:	Cell Phone:

4. Additional Information Required Of Business Entities Only:


Is The Owner a Corporation or Partnership? Yes (complete this section) No (skip and go to section 5)

Attach a letter on company stationery, signed by an authorized individual, authorizing the Applicant to file an Application on behalf of the company.


Not Applicable. The Company is serving as the Applicant.

5. Owner's / Applicant's Certification

I hereby certify that the information provided herein is true and correct to the best of my knowledge.

Signature: 

Date: 10/11/24


10/11/24
DAVID VESIO

Printed Name: Karl Cloninger

**City of Blanco Application for a Variance Request
Property Information**

1. Owner Information:	
Property Owner's Full Legal Name:	Karl Cloninger

2. Property Information (the property or tract for which this application has been submitted.)	
911 street address of property (if established) . 624 Singleton Street, Blanco, Texas, 78606	
Legal Description:	
Lot: 3,9	Block: 1
Subdivision: Blanco Heights	Sec: Phase:
If not located in Subdivision: Survey:	
Abstract:	Recorded (Vol/Page) Vol 64, Pg 27

3. Type of Variance being requested

1. Sign
2. Building setback Setback variance requested
3. Administrative
4. Other (please Explain) _____

All Applicants Complete the Following:

Ordinance and section being appealed	Requirements of Regulation	Variance Sought from requirements
Chapter 9A, Chapter 5 Subdivision and Land Development, 5.4 lot standards,	20 foot front yard set back.	12 foot variance from setback regulation to construct car port.

Hardship Findings (attach additional sheets if necessary):

Describe the actual situation of the subject property and any special or unique condition(s) found thereon which may cause unusual and practical difficulty or unnecessary hardship if Applicant is made to comply with strict enforcement of the ordinance:

624 Singleton street is located in historic Pittsburg town area, built in the late 1960's, with homes constructed close to the street; this house is located 25ft to 30ft from front of house to property line. The current front yard set back of 20ft is located approx. 13ft from the front door. The owner would like to add front porch and open carport (there is no garage) adjacent to the front of the house which is not possible due to the 20ft front yard setback assigned long after the subdivision plat and house was designed and constructed. Precedent of constructing carports which do not comply exist on same ro

Describe how strict enforcement of the provisions of the ordinance that are sought to be varied will (A) deny the applicant the privileges or safety commonly enjoyed by neighboring or similarly situated property in the City of Blanco with similarly timed development and (B) deprive the Applicant the reasonable use of his/her land, and that failure to grant this variance would result in undue hardship to the Applicant :

The applicants currently have to park on the street. They are elderly and handicapped and would like to build a carport which will be closer to the house, as well as circular drive to front door, entry to assist them physically, provide additional safety and security, and help preserve their vehicles. Similar to the adjacent residence. The front yard is small due to the historic time period design layout of the subdivision and individual lots. Continued parking on the street, with longer, non accessible pathway (owner has planned a ramp entry to their front door porch) impose undue hardship upon the elderly home owners.

Describe how the granting of a variance will not be detrimental to public health, safety, and welfare, will not be injurious to other property, or will not prevent the enjoyment/use of adjacent property owners:

The home owner has engaged a professionally licensed architect to design the carport, porch, and entry ramp that has designed a carport that enhances the mid century modern aesthetic of the house, improve the block aesthetic, and increase the garden qualities of the front yard site. There is no deleterious impact or imposition to adjacent property's, use aesthetic or function. The owner is planning on a circular drive, to remove cars from street, for greater block safety, and improved accessibility.

Describe how the hardship sought to be avoided is NOT the result of (A) the applicant's own actions (self imposed or self created) and /or (economic or financial hardship)

The owners inherited the design, location of the home on site, as well as the design of the subdivision lot. The existing home and subdivision plat was designed in the 1960', with a very different design criteria and standards. Resulting in the placement of the home close to the street, with very little setback. Further complicating the limited front yard available a 20ft front yard setback from the property line was assigned at a much later date to this subdivision without consideration of the historic subdivision lot's configurations and home locations.

Describe how the variance will improve the functionality of the property:

The variance will allow the both handicap elderly residents to park next to the entry, assisting with their physical limitations. The carport will get their cars off the street and into a protected area. Reducing potential roadside incidents, reduce volume of cars on the street, improving the residents safety, and protecting their vehicles from damage.


Attach any requested building plans, site plans, plats, surveys, or any other pertinent documents having any importance to this request behind this sheet and list documents and descriptions below:


1. Three dimensional architectural model showing proposed design of new porch, carport, circular drive, and setbacks. P-1-P-1
2. Existing lot survey. - 1 PAGE
3. 10 SHEETS ADJACENT NEIGHBORS
4. VARIANCE APPLICATION
5. _____
6. _____
7. _____
8. _____
9. _____

Owner's/ Applicant's Certification:

I hereby certify and agree to the following:

1. I have carefully read the complete Application and know all statements herein and in the attachments hereto are true and correct to the best of my knowledge.
2. The Owner of the Subject Property, if different from the Applicant, has authorized the submittal of this application.
3. No work in relation to the requested variance may start until such variance is approved by the City Council of the City of Blanco.
4. Variance approval may be revoked if any false statements are made herein.
5. As the Owner of the above property or Duly Authorized Applicant, I hereby grant permission to the City of Blanco, its employees, officers and Duly appointed board and commission members to enter the premises to make all necessary inspections and to take all other actions necessary to review and act upon this Application.

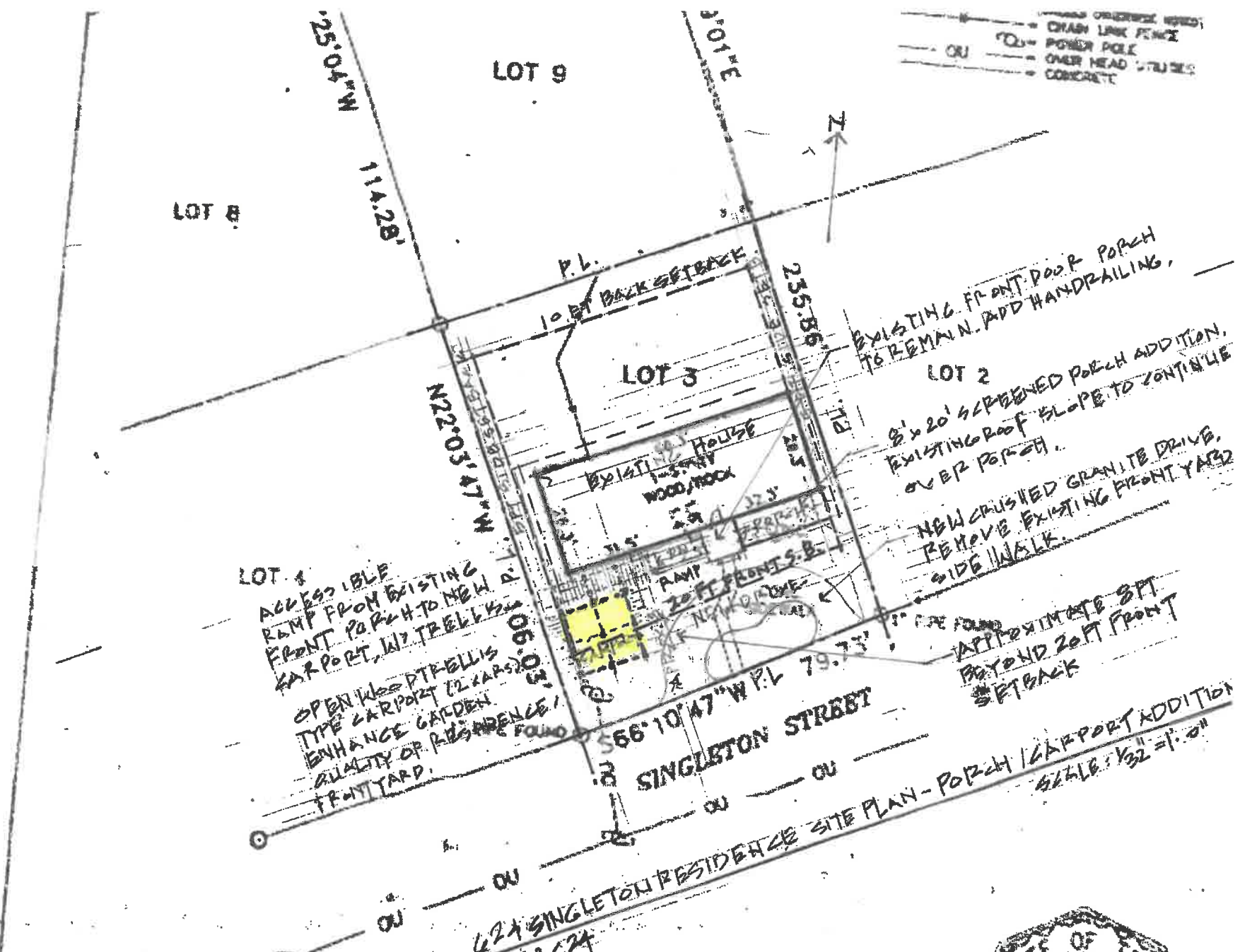
✓ Signature: 
Print Name: Keith R. Clouinger
Date: 10/11/24


DAVID VEGICA
10/11/24

Required Documents for Variance Submittal

1. Legal description and plat of subject site.
Two (1) copies of field note description typed and attached on a separate sheet (plain bond paper, not letterhead, or the subdivision name with lot and block number.
2. Map, clearly showing the site in relation to the adjacent streets and distance to the nearest thoroughfare.
3. Names and Addresses of legal property owners within 200 feet of the block or parcel (this can be obtained at the Blanco County Appraisal District located at 615 Nugent Ave. Johnson City, TX 78636. (830) 838-4013.)
4. A completed application.
5. A filing fee of \$750.00 plus ~~\$8.53~~ \$9.64 per property owner within 200 feet.

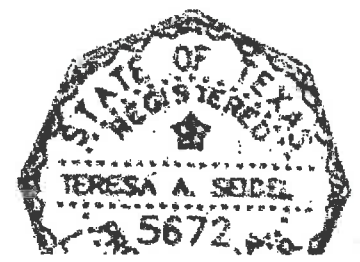
CHAIN LINK FENCE
 POWER POLE
 OVER HEAD UTILITIES
 CONCRETE

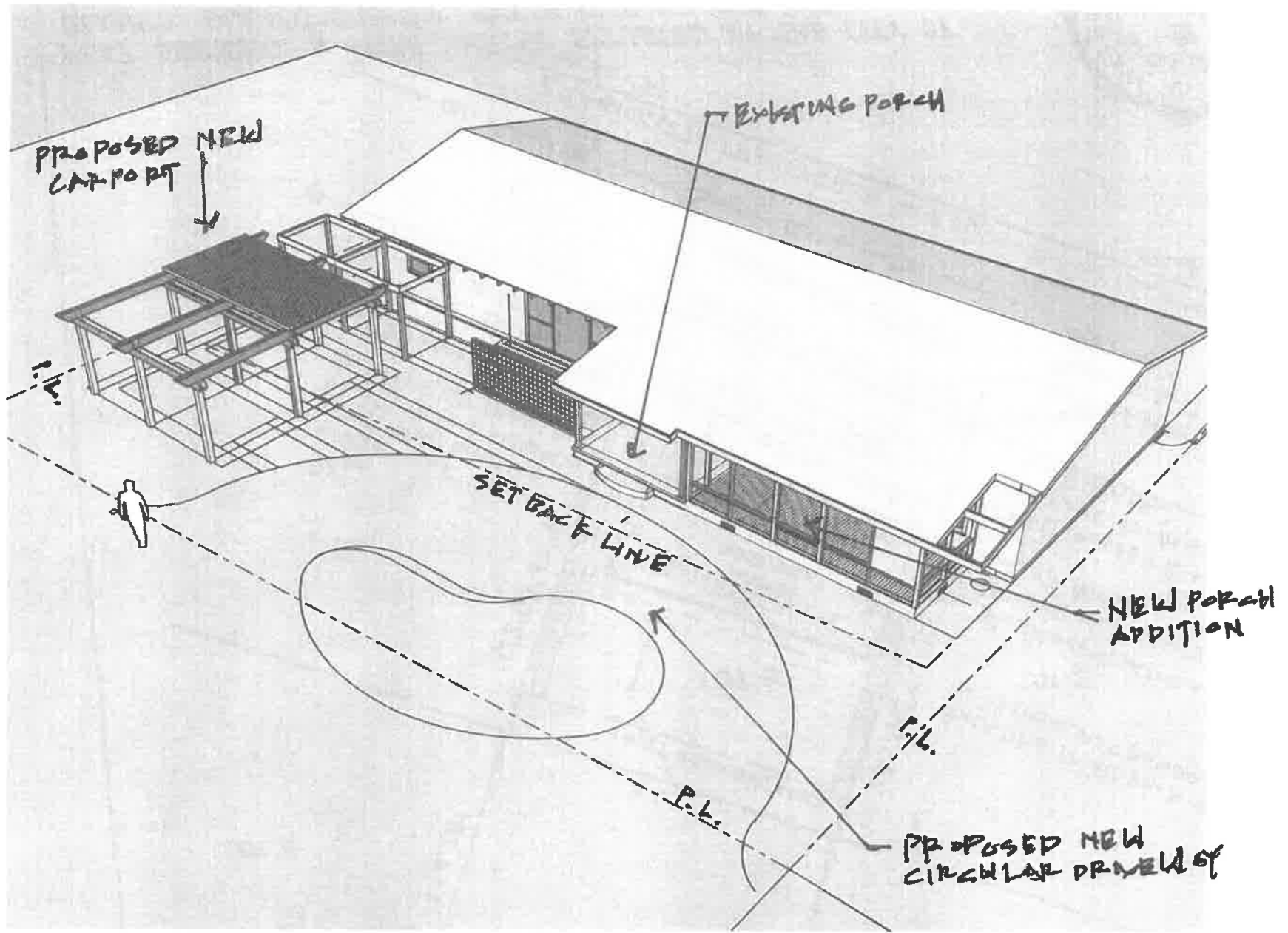


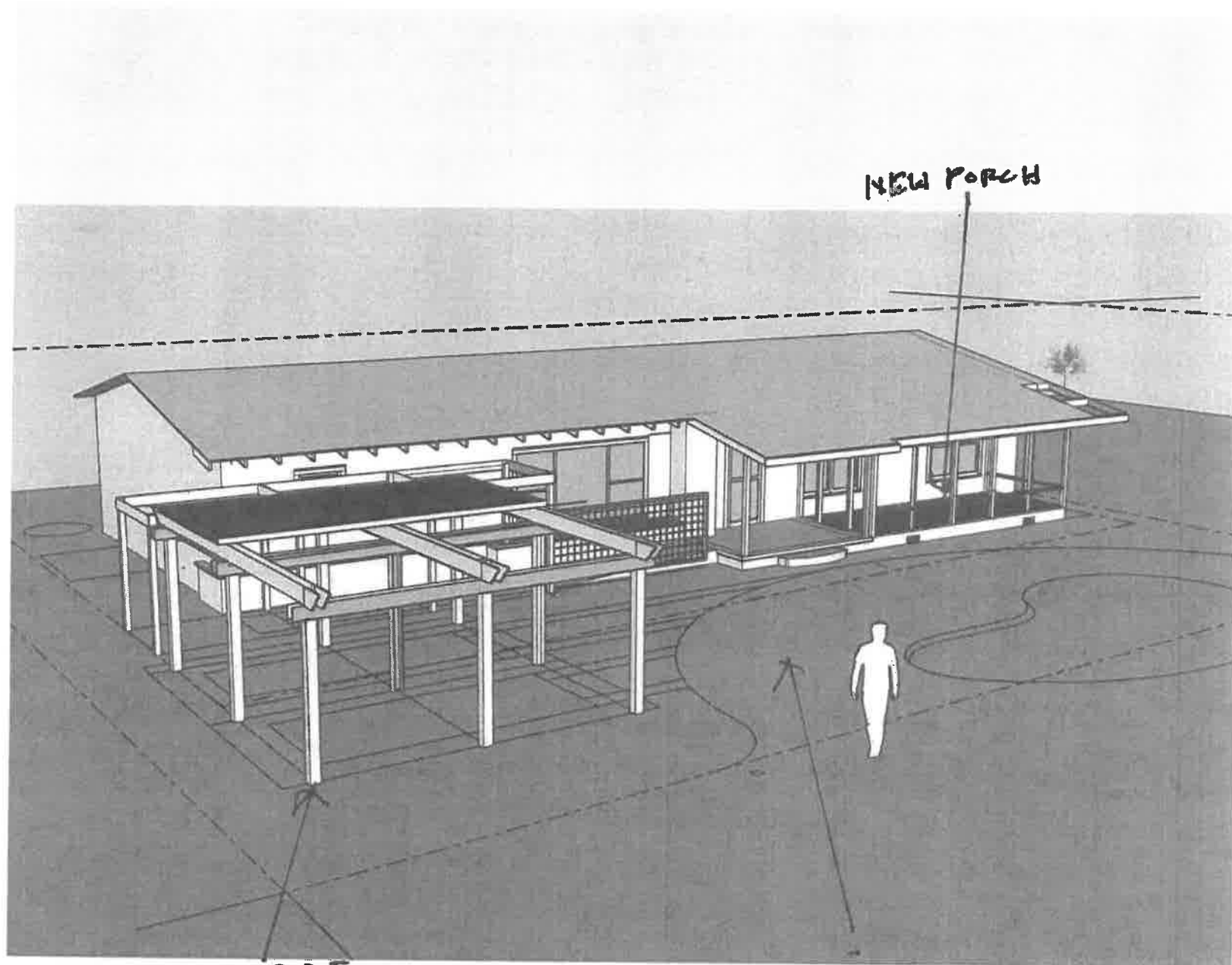
LOT 1
 ACCESSIBLE
 RAMP FROM EXISTING
 FRONT PORCH TO NEW
 CARPORT, W/ TRELLIS
 OPEN W/ TRELLIS
 TYPE CARPORT (2 CARS)
 ENHANCE GARDEN
 QUALITY OF RESIDENCE/
 FRONT YARD.

LOT 2
 8' x 20' SCREENED PORCH ADDITION.
 EXISTING ROOF SLOPE TO CONTINUE
 OVER PORCH.
 NEW CRUSHED GRANITE DRIVE.
 REMOVE EXISTING FRONT YARD
 SIDE WALK.
 APPROXIMATE 8 FT
 BEYOND 20 FT FRONT
 SETBACK

PLAT SHOWING: A TITLE SURVEY SITUATED IN THE CITY OF
 BLANCO, BLANCO COUNTY, TEXAS OUT OF THE HORACE
 EGGLESTON LEAGUE SURVEY NO. 26, ABSTRACT NO 1, BLANCO
 COUNTY, TEXAS AND BRING ALL OF LOTS 2 AND 3



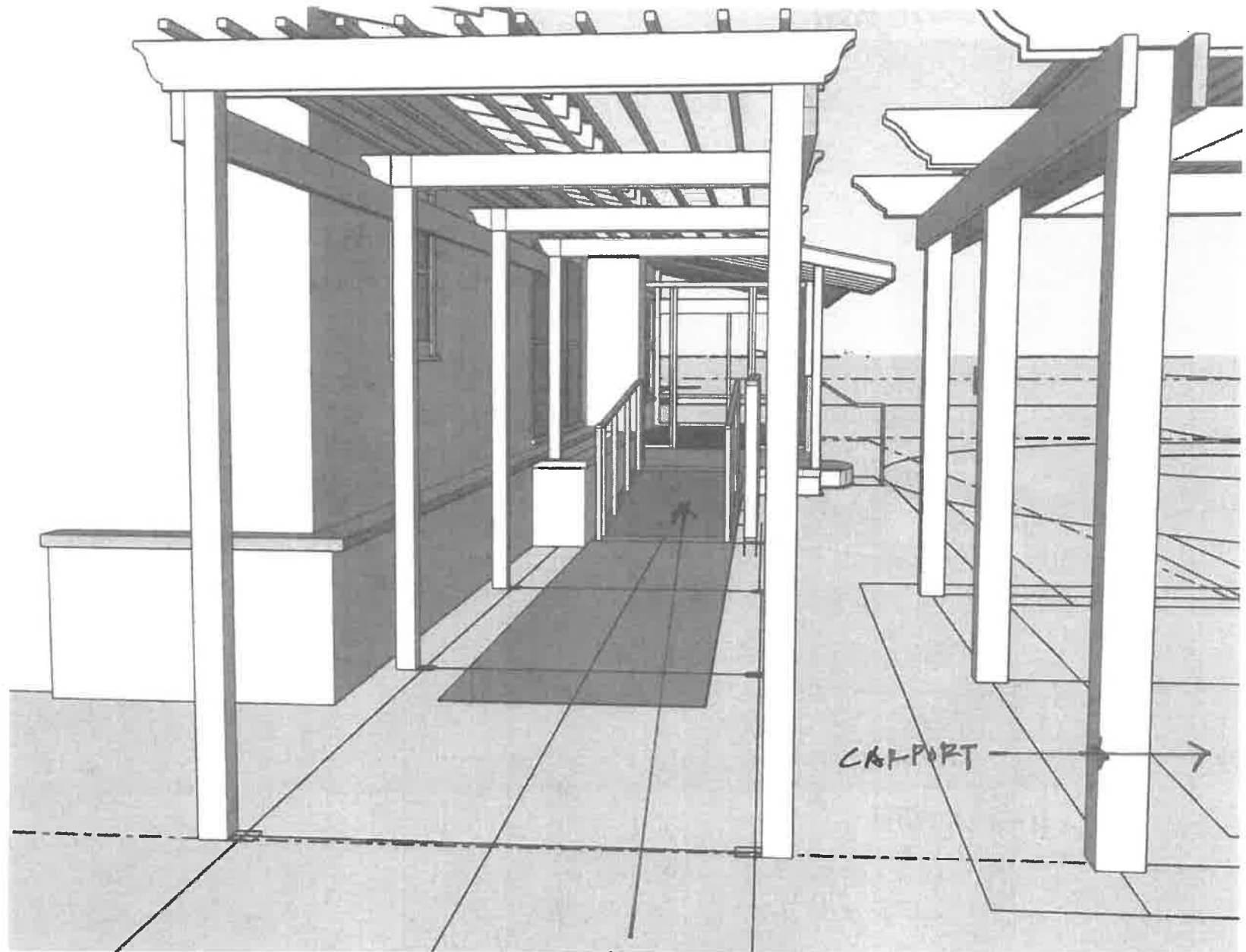




NEW PORCH

NEW CARPORT

NEW DRIVE



- NEW ACCESSIBLE ENTRY (FRONT DOOR) RAMP

ap

1 for your map.

Legend


 St Michael & All Angels

BLANCO RIVER

624 SINGLETON
BLAM CO, TX

.06 MILES
TO CHANDLER
STREET



 St Michael & All Ang



300 ft





**AD-HOC
COMMITTEE
PRESENTATIONS**

STAFF
CITY HALL

**STAFF
FINANCE
DEPARTMENT**

City of Blanco
Financial Statement
As of October 31, 2024

11/8/2024 11:24 AM

100 - General Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary							
Ad Valorem Tax Revenue	1,555.06	(38,569.81)	40,124.87	1,555.06	629,650.11	0.25%	628,095.05
Tax Revenue	89,375.63	0.00	89,375.63	89,375.63	1,205,000.00	7.42%	1,115,624.37
Other Revenues	135.00	41.67	93.33	135.00	9,105.00	1.48%	8,970.00
Grant Revenue	0.00	833.00	(833.00)	0.00	12,000.00	0.00%	12,000.00
Court Fines and Fees	8,666.68	2,124.98	6,541.70	8,666.68	220,920.00	3.92%	212,253.32
Permit Fees	9,421.62	316.57	9,105.05	9,421.62	70,050.00	13.45%	60,628.38
Interest Income	4,681.98	6,664.00	(1,982.02)	4,681.98	80,000.00	5.85%	75,318.02
Revenue Totals	<u>113,835.97</u>	<u>(28,589.59)</u>	<u>142,425.56</u>	<u>113,835.97</u>	<u>2,226,725.11</u>	<u>5.11%</u>	<u>2,112,889.14</u>
Expense Summary							
Community Aide and Events	0.00	0.00	0.00	0.00	85,900.00	0.00%	85,900.00
Education and Training	3,622.00	333.33	3,288.67	3,622.00	31,945.00	11.34%	28,323.00
Outside Services	2,400.00	154.44	2,245.56	2,400.00	217,778.78	1.10%	215,378.78
Personnel	105,785.10	3,915.10	101,870.00	105,785.10	1,416,810.39	7.47%	1,311,025.29
Travel Expenses	0.00	136.88	(136.88)	0.00	10,488.00	0.00%	10,488.00
Services	945.00	250.00	695.00	945.00	35,611.00	2.65%	34,666.00
Supplies	0.00	264.93	(264.93)	0.00	57,050.00	0.00%	57,050.00
Other Expenses	7,640.24	6,143.34	1,496.90	7,640.24	86,284.00	8.85%	78,643.76
Computers	11,715.34	2,984.03	8,731.31	11,715.34	64,271.00	18.23%	52,555.66
General Insurance	56,618.92	1,101.56	55,517.36	56,618.92	58,380.45	96.98%	1,761.53
Maintenance	0.00	1,957.67	(1,957.67)	0.00	32,500.00	0.00%	32,500.00
Utilities	1,337.21	1,582.73	(245.52)	1,337.21	50,500.00	2.65%	49,162.79
Vehicle Expenses	122.62	0.00	122.62	122.62	51,000.00	0.24%	50,877.38
Water	0.00	50.00	(50.00)	0.00	600.00	0.00%	600.00
Expense Totals	<u>190,186.43</u>	<u>18,874.01</u>	<u>171,312.42</u>	<u>190,186.43</u>	<u>2,199,118.62</u>	<u>8.65%</u>	<u>2,008,932.19</u>

City of Blanco
 Financial Statement
 As of October 31, 2024

11/8/2024 11:24 AM

100 - General Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Ad Valorem Tax Revenue							
100-4001 Current I&S	0.00	(37,915.66)	37,915.66	0.00	0.00	0.00%	0.00
100-4002 Current Interest (I &S)	0.00	(62.50)	62.50	0.00	0.00	0.00%	0.00
100-4003 Current Penalty (I & S)	0.00	(154.16)	154.16	0.00	0.00	0.00%	0.00
100-4004 Delinquent Interest (I&S)	0.00	(62.50)	62.50	0.00	0.00	0.00%	0.00
100-4005 Delinquent Penalty (I&S)	0.00	(41.66)	41.66	0.00	0.00	0.00%	0.00
100-4006 Delinquent I&S	0.00	(333.33)	333.33	0.00	0.00	0.00%	0.00
100-4007 Current M&O	955.45	0.00	955.45	955.45	619,050.11	0.15%	618,094.66
100-4008 Current Interest (M&O)	68.67	0.00	68.67	68.67	1,000.00	6.87%	931.33
100-4009 Current Penalty (M&O)	115.15	0.00	115.15	115.15	3,000.00	3.84%	2,884.85
100-4010 Delinquent Interest (M&O)	77.94	0.00	77.94	77.94	800.00	9.74%	722.06
100-4011 Delinquent Penalty (M&O)	36.20	0.00	36.20	36.20	750.00	4.83%	713.80
100-4012 Delinquent M&O	301.65	0.00	301.65	301.65	5,000.00	6.03%	4,698.35
100-4013 Current Overages	0.00	0.00	0.00	0.00	25.00	0.00%	25.00
100-4014 Delinquent Overages	0.00	0.00	0.00	0.00	25.00	0.00%	25.00
Ad Valorem Tax Revenue Totals	<u>1,555.06</u>	<u>(38,569.81)</u>	<u>40,124.87</u>	<u>1,555.06</u>	<u>629,650.11</u>	<u>0.25%</u>	<u>628,095.05</u>
Tax Revenue							
100-4110 City Sales & Use Tax Allocation	85,101.31	0.00	85,101.31	85,101.31	1,075,000.00	7.92%	989,898.69
100-4120 Franchise Fees/Right of Way	2,725.03	0.00	2,725.03	2,725.03	110,000.00	2.48%	107,274.97
100-4180 Mixed Beverage Taxes Allocation	1,549.29	0.00	1,549.29	1,549.29	20,000.00	7.75%	18,450.71
Tax Revenue Totals	<u>89,375.63</u>	<u>0.00</u>	<u>89,375.63</u>	<u>89,375.63</u>	<u>1,205,000.00</u>	<u>7.42%</u>	<u>1,115,624.37</u>
Other Revenues							
100-4150 LEOSE (Law Enforcement Officer	0.00	0.00	0.00	0.00	1,000.00	0.00%	1,000.00
100-4160 Liquor License	0.00	0.00	0.00	0.00	3,000.00	0.00%	3,000.00
100-4165 Land Lease	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00

City of Blanco
 Financial Statement
 As of October 31, 2024

11/8/2024 11:24 AM

100 - General Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Other Revenues							
100-4170 Miscellaneous Income	105.00	0.00	105.00	105.00	1,500.00	7.00%	1,395.00
100-4325 Open Records	0.00	0.00	0.00	0.00	200.00	0.00%	200.00
100-4350 Recycling	0.00	0.00	0.00	0.00	1,930.00	0.00%	1,930.00
100-4501 Police Services - Escorts	0.00	0.00	0.00	0.00	700.00	0.00%	700.00
100-4502 Police Services - Reports	30.00	0.00	30.00	30.00	275.00	10.91%	245.00
Other Revenues Totals	<u>135.00</u>	<u>41.67</u>	<u>93.33</u>	<u>135.00</u>	<u>9,105.00</u>	<u>1.48%</u>	<u>8,970.00</u>
Grant Revenue							
100-4215 PD - Grants	0.00	833.00	(833.00)	0.00	10,000.00	0.00%	10,000.00
100-4220 Grants - Other	0.00	0.00	0.00	0.00	2,000.00	0.00%	2,000.00
Grant Revenue Totals	<u>0.00</u>	<u>833.00</u>	<u>(833.00)</u>	<u>0.00</u>	<u>12,000.00</u>	<u>0.00%</u>	<u>12,000.00</u>
Court Fines and Fees							
100-4302 Fines	6,944.30	0.00	6,944.30	6,944.30	90,000.00	7.72%	83,055.70
100-4305 FTA3 (Omni Fee - City \$10.00)	20.00	0.00	20.00	20.00	500.00	4.00%	480.00
100-4306 LTPDF (Local Truancy Prevention	10.00	0.00	10.00	10.00	3,500.00	0.29%	3,490.00
100-4309 MJF (Municipal Jury Fund -	4.40	0.00	4.40	4.40	100.00	4.40%	95.60
100-4310 Court Income	0.00	0.00	0.00	0.00	100,000.00	0.00%	100,000.00
100-4311 Time Payment Reimbursement	30.00	41.65	(11.65)	30.00	500.00	6.00%	470.00
100-4312 Mun Court Svc Fee Retained	1,471.68	2,083.33	(611.65)	1,471.68	25,000.00	5.89%	23,528.32
100-4320 Notary Public	85.00	0.00	85.00	85.00	500.00	17.00%	415.00
100-4330 Photocopies	1.30	0.00	1.30	1.30	20.00	6.50%	18.70
100-4360 Rental Income	100.00	0.00	100.00	100.00	800.00	12.50%	700.00
Court Fines and Fees Totals	<u>8,666.68</u>	<u>2,124.98</u>	<u>6,541.70</u>	<u>8,666.68</u>	<u>220,920.00</u>	<u>3.92%</u>	<u>212,253.32</u>
Permit Fees							
100-4401 Building Inspection Fees	0.00	0.00	0.00	0.00	500.00	0.00%	500.00

City of Blanco
 Financial Statement
 As of October 31, 2024

11/8/2024 11:24 AM

100 - General Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Permit Fees							
100-4402 Building Permit	7,770.22	0.00	7,770.22	7,770.22	40,000.00	19.43%	32,229.78
100-4403 Certificate of Occupancy	300.00	0.00	300.00	300.00	1,500.00	20.00%	1,200.00
100-4405 Demolition Permit	0.00	0.00	0.00	0.00	500.00	0.00%	500.00
100-4406 Development Fees	0.00	0.00	0.00	0.00	1,000.00	0.00%	1,000.00
100-4407 Driveway Permit	0.00	0.00	0.00	0.00	500.00	0.00%	500.00
100-4408 Electrical Permit	250.00	0.00	250.00	250.00	3,000.00	8.33%	2,750.00
100-4409 Fencing Permit	0.00	0.00	0.00	0.00	500.00	0.00%	500.00
100-4410 Garage Sale Permits & Other	5.00	0.00	5.00	5.00	200.00	2.50%	195.00
100-4411 Golf Cart Permit	0.00	0.00	0.00	0.00	50.00	0.00%	50.00
100-4413 Mechanical HVAC Permits	0.00	0.00	0.00	0.00	1,500.00	0.00%	1,500.00
100-4414 Peddler Permit	0.00	0.00	0.00	0.00	500.00	0.00%	500.00
100-4415 Permits/Fees-Other	0.00	0.00	0.00	0.00	3,000.00	0.00%	3,000.00
100-4416 Plan Review	0.00	0.00	0.00	0.00	2,500.00	0.00%	2,500.00
100-4417 Plat	0.00	0.00	0.00	0.00	2,500.00	0.00%	2,500.00
100-4418 Plumbing Permit	250.00	0.00	250.00	250.00	2,500.00	10.00%	2,250.00
100-4419 Re-Zoning	0.00	0.00	0.00	0.00	1,000.00	0.00%	1,000.00
100-4420 Roofing	0.00	0.00	0.00	0.00	1,000.00	0.00%	1,000.00
100-4421 Sign Permit	0.00	0.00	0.00	0.00	500.00	0.00%	500.00
100-4424 TX Alcohol Beverage	0.00	0.00	0.00	0.00	500.00	0.00%	500.00
100-4425 Variance Application Fees	750.00	0.00	750.00	750.00	3,000.00	25.00%	2,250.00
100-4427 Short Term Rental Fees	0.00	208.25	(208.25)	0.00	2,500.00	0.00%	2,500.00
100-4430 Mobile Food Truck Permit	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
100-4432 Mailing/Postage	96.40	24.99	71.41	96.40	300.00	32.13%	203.60
Permit Fees Totals	9,421.62	316.57	9,105.05	9,421.62	70,050.00	13.45%	60,628.38

City of Blanco
 Financial Statement
 As of October 31, 2024

11/8/2024 11:24 AM

100 - General Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Interest Income							
100-4805 Interest Income	4,681.98	6,664.00	(1,982.02)	4,681.98	80,000.00	5.85%	75,318.02
Interest Income Totals	<u>4,681.98</u>	<u>6,664.00</u>	<u>(1,982.02)</u>	<u>4,681.98</u>	<u>80,000.00</u>	<u>5.85%</u>	<u>75,318.02</u>
Revenue Totals	<u><u>113,835.97</u></u>	<u><u>(28,589.59)</u></u>	<u><u>142,425.56</u></u>	<u><u>113,835.97</u></u>	<u><u>2,226,725.11</u></u>	<u><u>5.11%</u></u>	<u><u>2,112,889.14</u></u>

City of Blanco
 Financial Statement
 As of October 31, 2024

11/8/2024 11:24:54 AM

100 - General Fund Council	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Community Aide and Events	0.00	0.00	0.00	0.00	1,000.00	0.00%	1,000.00
Education and Training	0.00	0.00	0.00	0.00	3,500.00	0.00%	3,500.00
Outside Services	0.00	0.00	0.00	0.00	2,205.00	0.00%	2,205.00
Personnel	800.00	0.00	800.00	800.00	4,800.00	16.67%	4,000.00
Services	0.00	0.00	0.00	0.00	1,000.00	0.00%	1,000.00
Supplies	0.00	4.17	(4.17)	0.00	50.00	0.00%	50.00
Travel Expenses	0.00	45.83	(45.83)	0.00	1,550.00	0.00%	1,550.00
Council Totals	<u>800.00</u>	<u>50.00</u>	<u>750.00</u>	<u>800.00</u>	<u>14,105.00</u>	<u>5.67%</u>	<u>13,305.00</u>

100 - General Fund Administration	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Community Aide and Events	0.00	0.00	0.00	0.00	10,700.00	0.00%	10,700.00
Computers	3,170.24	2,505.74	664.50	3,170.24	35,081.00	9.04%	31,910.76
Education and Training	832.00	0.00	832.00	832.00	7,090.00	11.73%	6,258.00
General Insurance	4.00	5.99	(1.99)	4.00	72.00	5.56%	68.00
Maintenance	0.00	0.00	0.00	0.00	5,000.00	0.00%	5,000.00
Other Expenses	0.00	62.51	(62.51)	0.00	7,995.00	0.00%	7,995.00
Outside Services	0.00	0.00	0.00	0.00	81,900.00	0.00%	81,900.00
Personnel	24,510.77	0.00	24,510.77	24,510.77	399,213.16	6.14%	374,702.39
Services	0.00	0.00	0.00	0.00	6,070.00	0.00%	6,070.00
Supplies	0.00	166.60	(166.60)	0.00	8,100.00	0.00%	8,100.00
Travel Expenses	0.00	0.00	0.00	0.00	7,845.50	0.00%	7,845.50
Utilities	689.63	83.33	606.30	689.63	11,500.00	6.00%	10,810.37
Administration Totals	<u>29,206.64</u>	<u>2,824.17</u>	<u>26,382.47</u>	<u>29,206.64</u>	<u>580,566.66</u>	<u>5.03%</u>	<u>551,360.02</u>

City of Blanco
 Financial Statement
 As of October 31, 2024

11/8/2024 11:24:54 AM

100 - General Fund Police	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Community Aide and Events	0.00	0.00	0.00	0.00	1,200.00	0.00%	1,200.00
Computers	413.98	394.96	19.02	413.98	21,290.00	1.94%	20,876.02
Education and Training	2,790.00	333.33	2,456.67	2,790.00	21,000.00	13.29%	18,210.00
General Insurance	8,627.22	22.39	8,604.83	8,627.22	16,529.35	52.19%	7,902.13
Maintenance	0.00	0.00	0.00	0.00	4,000.00	0.00%	4,000.00
Other Expenses	7,640.24	4,380.83	3,259.41	7,640.24	55,589.00	13.74%	47,948.76
Outside Services	0.00	0.00	0.00	0.00	1,000.00	0.00%	1,000.00
Personnel	52,922.05	433.16	52,488.89	52,922.05	902,285.07	5.87%	849,363.02
Services	0.00	0.00	0.00	0.00	23,200.00	0.00%	23,200.00
Supplies	0.00	0.00	0.00	0.00	4,100.00	0.00%	4,100.00
Utilities	519.92	0.00	519.92	519.92	19,000.00	2.74%	18,480.08
Vehicle Expenses	122.62	0.00	122.62	122.62	51,000.00	0.24%	50,877.38
Police Totals	73,036.03	5,564.67	67,471.36	73,036.03	1,120,193.42	6.52%	1,047,157.39

100 - General Fund Court	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Computers	8,131.12	83.33	8,047.79	8,131.12	7,900.00	102.93%	(231.12)
Education and Training	0.00	0.00	0.00	0.00	355.00	0.00%	355.00
General Insurance	2.00	2.00	0.00	2.00	24.00	8.33%	22.00
Other Expenses	0.00	33.33	(33.33)	0.00	400.00	0.00%	400.00
Outside Services	2,400.00	83.33	2,316.67	2,400.00	23,000.00	10.43%	20,600.00
Personnel	6,113.80	0.00	6,113.80	6,113.80	68,712.16	8.90%	62,598.36
Services	0.00	0.00	0.00	0.00	2,341.00	0.00%	2,341.00
Supplies	0.00	83.33	(83.33)	0.00	1,070.00	0.00%	1,070.00
Travel Expenses	0.00	91.05	(91.05)	0.00	1,092.50	0.00%	1,092.50
Water	0.00	50.00	(50.00)	0.00	600.00	0.00%	600.00

City of Blanco
 Financial Statement
 As of October 31, 2024

11/8/2024 11:24:54 AM

Court Totals	<u>16,646.92</u>	<u>426.37</u>	<u>16,220.55</u>	<u>16,646.92</u>	<u>105,494.66</u>	<u>15.78%</u>	<u>88,847.74</u>
100 - General Fund Parks and Streets	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Maintenance	0.00	1,957.67	(1,957.67)	0.00	23,500.00	0.00%	23,500.00
Supplies	0.00	0.00	0.00	0.00	43,600.00	0.00%	43,600.00
Utilities	<u>113.50</u>	<u>1,291.15</u>	<u>(1,177.65)</u>	<u>113.50</u>	<u>17,500.00</u>	<u>0.65%</u>	<u>17,386.50</u>
Parks and Streets Totals	<u>113.50</u>	<u>3,248.82</u>	<u>(3,135.32)</u>	<u>113.50</u>	<u>84,600.00</u>	<u>0.13%</u>	<u>84,486.50</u>
100 - General Fund Non-Department	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Community Aide and Events	0.00	0.00	0.00	0.00	73,000.00	0.00%	73,000.00
General Insurance	47,985.70	1,071.18	46,914.52	47,985.70	41,755.10	114.92%	(6,230.60)
Other Expenses	0.00	1,666.67	(1,666.67)	0.00	22,300.00	0.00%	22,300.00
Outside Services	0.00	71.11	(71.11)	0.00	109,673.78	0.00%	109,673.78
Personnel	21,438.48	3,481.94	17,956.54	21,438.48	41,800.00	51.29%	20,361.52
Services	945.00	250.00	695.00	945.00	3,000.00	31.50%	2,055.00
Supplies	0.00	10.83	(10.83)	0.00	130.00	0.00%	130.00
Utilities	<u>14.16</u>	<u>208.25</u>	<u>(194.09)</u>	<u>14.16</u>	<u>2,500.00</u>	<u>0.57%</u>	<u>2,485.84</u>
Non-Department Totals	<u>70,383.34</u>	<u>6,759.98</u>	<u>63,623.36</u>	<u>70,383.34</u>	<u>294,158.88</u>	<u>23.93%</u>	<u>223,775.54</u>
Expense Total	<u>190,186.43</u>	<u>18,874.01</u>	<u>171,312.42</u>	<u>190,186.43</u>	<u>2,199,118.62</u>	<u>8.65%</u>	<u>2,008,932.19</u>

City of Blanco
 Financial Statement
 As of October 31, 2024

11/8/2024 11:24 AM

100 - General Fund Council	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
100-01-5180 Community Appreciation	0.00	0.00	0.00	0.00	1,000.00	0.00%	1,000.00
100-01-5312 Dues/Membership	0.00	0.00	0.00	0.00	2,000.00	0.00%	2,000.00
100-01-5313 Education (Education,	0.00	0.00	0.00	0.00	1,500.00	0.00%	1,500.00
100-01-5621 Janitorial	0.00	0.00	0.00	0.00	2,205.00	0.00%	2,205.00
100-01-5757 Stipends	800.00	0.00	800.00	800.00	4,800.00	16.67%	4,000.00
100-01-5791 Hotel Expense	0.00	0.00	0.00	0.00	1,000.00	0.00%	1,000.00
100-01-5792 Meals & Entertainment	0.00	20.83	(20.83)	0.00	250.00	0.00%	250.00
100-01-5793 Mileage	0.00	16.67	(16.67)	0.00	200.00	0.00%	200.00
100-01-5794 Parking & Tolls	0.00	8.33	(8.33)	0.00	100.00	0.00%	100.00
100-01-5859 Rental Facility Fees	0.00	0.00	0.00	0.00	1,000.00	0.00%	1,000.00
100-01-5904 Office Supplies	0.00	4.17	(4.17)	0.00	50.00	0.00%	50.00
Council Totals	800.00	50.00	750.00	800.00	14,105.00	5.67%	13,305.00

City of Blanco
 Financial Statement
 As of October 31, 2024

11/8/2024 11:24 AM

100 - General Fund Administration	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
100-02-5001 Appreciation	0.00	0.00	0.00	0.00	3,000.00	0.00%	3,000.00
100-02-5002 Bank Charges	0.00	4.17	(4.17)	0.00	50.00	0.00%	50.00
100-02-5003 Codification Expense	0.00	0.00	0.00	0.00	4,195.00	0.00%	4,195.00
100-02-5008 Awards	0.00	16.67	(16.67)	0.00	200.00	0.00%	200.00
100-02-5101 Christmas Lights	0.00	0.00	0.00	0.00	200.00	0.00%	200.00
100-02-5190 Elections	0.00	0.00	0.00	0.00	10,500.00	0.00%	10,500.00
100-02-5201 Computer Maintenance	0.00	1,093.31	(1,093.31)	0.00	13,125.00	0.00%	13,125.00
100-02-5202 Copier Lease	413.98	0.00	413.98	413.98	5,000.00	8.28%	4,586.02
100-02-5203 Computer Hardware	0.00	124.95	(124.95)	0.00	1,500.00	0.00%	1,500.00
100-02-5205 Computer - Software	2,756.26	1,287.48	1,468.78	2,756.26	15,456.00	17.83%	12,699.74
100-02-5312 Dues/Membership	832.00	0.00	832.00	832.00	2,905.00	28.64%	2,073.00
100-02-5313 Education (Education,	0.00	0.00	0.00	0.00	4,185.00	0.00%	4,185.00
100-02-5402 Minor Equipment	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
100-02-5601 Admin Fees	0.00	0.00	0.00	0.00	50.00	0.00%	50.00
100-02-5621 Janitorial	0.00	0.00	0.00	0.00	1,900.00	0.00%	1,900.00
100-02-5627 Legal Fees	0.00	0.00	0.00	0.00	50,000.00	0.00%	50,000.00
100-02-5633 Professional Fees	0.00	0.00	0.00	0.00	30,000.00	0.00%	30,000.00
100-02-5702 AD&D	4.00	5.99	(1.99)	4.00	72.00	5.56%	68.00
100-02-5708 Dental	81.32	0.00	81.32	81.32	1,463.76	5.56%	1,382.44
100-02-5713 Health	1,608.36	0.00	1,608.36	1,608.36	29,529.36	5.45%	27,921.00
100-02-5715 Life	17.80	0.00	17.80	17.80	349.20	5.10%	331.40
100-02-5718 Vision	17.86	0.00	17.86	17.86	352.08	5.07%	334.22
100-02-5751 Salaries/Wages Expense	19,369.30	0.00	19,369.30	19,369.30	319,665.14	6.06%	300,295.84
100-02-5754 Social Security - Employer	1,197.96	0.00	1,197.96	1,197.96	19,878.14	6.03%	18,680.18
100-02-5755 Medicare Expense	280.15	0.00	280.15	280.15	4,648.92	6.03%	4,368.77
100-02-5756 Longevity	0.00	0.00	0.00	0.00	450.00	0.00%	450.00

City of Blanco
 Financial Statement
 As of October 31, 2024

11/8/2024 11:24 AM

100 - General Fund Administration	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
100-02-5759 TMRS-Employer Contribution	1,228.02	0.00	1,228.02	1,228.02	22,376.56	5.49%	21,148.54
100-02-5786 Overtime	0.00	0.00	0.00	0.00	500.00	0.00%	500.00
100-02-5791 Hotel Expense	0.00	0.00	0.00	0.00	3,910.00	0.00%	3,910.00
100-02-5792 Meals & Entertainment	0.00	0.00	0.00	0.00	920.00	0.00%	920.00
100-02-5793 Mileage	0.00	0.00	0.00	0.00	2,755.50	0.00%	2,755.50
100-02-5794 Parking & Tolls	0.00	0.00	0.00	0.00	260.00	0.00%	260.00
100-02-5796 Contract Labor	710.00	0.00	710.00	710.00	0.00	0.00%	(710.00)
100-02-5801 Building Maintenance	0.00	0.00	0.00	0.00	5,000.00	0.00%	5,000.00
100-02-5857 Subscriptions	0.00	0.00	0.00	0.00	4,175.00	0.00%	4,175.00
100-02-5858 Records Retention	0.00	0.00	0.00	0.00	1,895.00	0.00%	1,895.00
100-02-5901 Cleaning Supplies	0.00	0.00	0.00	0.00	750.00	0.00%	750.00
100-02-5902 Consumables	0.00	0.00	0.00	0.00	100.00	0.00%	100.00
100-02-5903 Office Furniture - Admin	0.00	0.00	0.00	0.00	250.00	0.00%	250.00
100-02-5904 Office Supplies	0.00	0.00	0.00	0.00	2,500.00	0.00%	2,500.00
100-02-5905 Postage Meter Rental	0.00	124.95	(124.95)	0.00	1,500.00	0.00%	1,500.00
100-02-5906 Postage	0.00	0.00	0.00	0.00	2,500.00	0.00%	2,500.00
100-02-5909 Postage Supplies	0.00	41.65	(41.65)	0.00	500.00	0.00%	500.00
100-02-5951 Electric	23.69	0.00	23.69	23.69	3,000.00	0.79%	2,976.31
100-02-5954	436.95	0.00	436.95	436.95	7,500.00	5.83%	7,063.05
100-02-5964 Gas / Propane	228.99	83.33	145.66	228.99	1,000.00	22.90%	771.01
Administration Totals	29,206.64	2,824.17	26,382.47	29,206.64	580,566.66	5.03%	551,360.02

City of Blanco
 Financial Statement
 As of October 31, 2024

11/8/2024 11:24 AM

100 - General Fund Police	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
100-03-5181 Community Outreach	0.00	0.00	0.00	0.00	1,200.00	0.00%	1,200.00
100-03-5201 Computer Maintenance	0.00	103.29	(103.29)	0.00	1,240.00	0.00%	1,240.00
100-03-5202 Copier Lease	413.98	0.00	413.98	413.98	5,000.00	8.28%	4,586.02
100-03-5203 Computer Hardware	0.00	291.67	(291.67)	0.00	3,500.00	0.00%	3,500.00
100-03-5205 Computer - Software	0.00	0.00	0.00	0.00	11,550.00	0.00%	11,550.00
100-03-5312 Dues/Membership	420.00	0.00	420.00	420.00	3,000.00	14.00%	2,580.00
100-03-5313 Education (Training, Hotel,	2,370.00	0.00	2,370.00	2,370.00	14,000.00	16.93%	11,630.00
100-03-5315 Tuition Reimbursement	0.00	333.33	(333.33)	0.00	4,000.00	0.00%	4,000.00
100-03-5401 Investigations	0.00	0.00	0.00	0.00	3,000.00	0.00%	3,000.00
100-03-5402 Minor Equipment	7,640.24	3,964.16	3,676.08	7,640.24	47,589.00	16.05%	39,948.76
100-03-5403 Grants/Donations	0.00	416.67	(416.67)	0.00	5,000.00	0.00%	5,000.00
100-03-5621 Janitorial	0.00	0.00	0.00	0.00	0.00	0.00%	0.00
100-03-5702 AD&D	14.00	22.39	(8.39)	14.00	268.80	5.21%	254.80
100-03-5708 Dental	284.62	0.00	284.62	284.62	4,879.20	5.83%	4,594.58
100-03-5713 Health	5,629.26	0.00	5,629.26	5,629.26	98,431.20	5.72%	92,801.94
100-03-5714 Law Enforcement Liability	8,000.72	0.00	8,000.72	8,000.72	14,560.55	54.95%	6,559.83
100-03-5715 Life	62.30	0.00	62.30	62.30	1,303.68	4.78%	1,241.38
100-03-5716 Mobile Equipment	612.50	0.00	612.50	612.50	1,700.00	36.03%	1,087.50
100-03-5718 Vision	62.51	0.00	62.51	62.51	1,173.60	5.33%	1,111.09
100-03-5719 Workmen's Comp TML-IRP	0.00	0.00	0.00	0.00	17,286.19	0.00%	17,286.19
100-03-5720 Animal Boarding	0.00	0.00	0.00	0.00	1,000.00	0.00%	1,000.00
100-03-5751 Salaries/Wages Expense	37,028.38	0.00	37,028.38	37,028.38	655,945.20	5.65%	618,916.82
100-03-5754 Social Security - Employer	2,539.19	0.00	2,539.19	2,539.19	40,668.60	6.24%	38,129.41
100-03-5755 Medicare Expense	593.84	0.00	593.84	593.84	9,511.21	6.24%	8,917.37
100-03-5756 Longevity	0.00	0.00	0.00	0.00	1,210.00	0.00%	1,210.00
100-03-5759 TMRS-Employer Contribution	2,608.41	0.00	2,608.41	2,608.41	44,976.19	5.80%	42,367.78

City of Blanco
 Financial Statement
 As of October 31, 2024

11/8/2024 11:24 AM

100 - General Fund Police	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
100-03-5760 Uniforms Allowance - Police	0.00	0.00	0.00	0.00	3,800.00	0.00%	3,800.00
100-03-5761 Uniforms/Apparel - Police	0.00	0.00	0.00	0.00	3,400.00	0.00%	3,400.00
100-03-5762 Safety Body Armor	0.00	0.00	0.00	0.00	4,000.00	0.00%	4,000.00
100-03-5764 Certification Pay	250.00	433.16	(183.16)	250.00	5,200.00	4.81%	4,950.00
100-03-5770 Employment Costs-Police	0.00	0.00	0.00	0.00	500.00	0.00%	500.00
100-03-5786 Overtime	3,863.54	0.00	3,863.54	3,863.54	10,000.00	38.64%	6,136.46
100-03-5801 Building Maintenance	0.00	0.00	0.00	0.00	4,000.00	0.00%	4,000.00
100-03-5811 Fuel	0.00	0.00	0.00	0.00	36,000.00	0.00%	36,000.00
100-03-5815 Vehicle Repair &	122.62	0.00	122.62	122.62	15,000.00	0.82%	14,877.38
100-03-5852 Copy/Printing Expense	0.00	0.00	0.00	0.00	200.00	0.00%	200.00
100-03-5853 Dispatch (County Dispatch)	0.00	0.00	0.00	0.00	23,000.00	0.00%	23,000.00
100-03-5901 Cleaning Supplies	0.00	0.00	0.00	0.00	1,000.00	0.00%	1,000.00
100-03-5904 Office Supplies	0.00	0.00	0.00	0.00	3,000.00	0.00%	3,000.00
100-03-5906 Postage	0.00	0.00	0.00	0.00	50.00	0.00%	50.00
100-03-5909 Postage Supplies	0.00	0.00	0.00	0.00	50.00	0.00%	50.00
100-03-5951 Electric	27.46	0.00	27.46	27.46	4,000.00	0.69%	3,972.54
100-03-5954	492.46	0.00	492.46	492.46	15,000.00	3.28%	14,507.54
Police Totals	73,036.03	5,564.67	67,471.36	73,036.03	1,120,193.42	6.52%	1,047,157.39

City of Blanco
 Financial Statement
 As of October 31, 2024

11/8/2024 11:24 AM

100 - General Fund Court	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
100-04-5201 Computer Maintenance	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
100-04-5202 Copier Lease	137.99	0.00	137.99	137.99	1,700.00	8.12%	1,562.01
100-04-5205 Computer - Software	7,993.13	0.00	7,993.13	7,993.13	5,200.00	153.71%	(2,793.13)
100-04-5312 Dues/Membership	0.00	0.00	0.00	0.00	55.00	0.00%	55.00
100-04-5313 Education (Education,	0.00	0.00	0.00	0.00	300.00	0.00%	300.00
100-04-5402 Minor Equipment	0.00	33.33	(33.33)	0.00	400.00	0.00%	400.00
100-04-5628 Municipal Court Judge	2,400.00	0.00	2,400.00	2,400.00	15,000.00	16.00%	12,600.00
100-04-5629 Municipal Court State Fees	0.00	0.00	0.00	0.00	0.00	0.00%	0.00
100-04-5630 Prosecutor	0.00	0.00	0.00	0.00	5,500.00	0.00%	5,500.00
100-04-5633 Professional Fees	0.00	0.00	0.00	0.00	1,500.00	0.00%	1,500.00
100-04-5636 Municipal Court Collection	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
100-04-5702 AD&D	2.00	2.00	0.00	2.00	24.00	8.33%	22.00
100-04-5708 Dental	40.66	0.00	40.66	40.66	487.92	8.33%	447.26
100-04-5713 Health	804.18	0.00	804.18	804.18	9,843.12	8.17%	9,038.94
100-04-5715 Life	8.90	0.00	8.90	8.90	116.40	7.65%	107.50
100-04-5718 Vision	8.93	0.00	8.93	8.93	117.36	7.61%	108.43
100-04-5751 Salaries/Wages Expense	4,611.87	0.00	4,611.87	4,611.87	50,590.80	9.12%	45,978.93
100-04-5754 Social Security - Employer	281.12	0.00	281.12	281.12	3,136.63	8.96%	2,855.51
100-04-5755 Medicare Expense	65.75	0.00	65.75	65.75	733.57	8.96%	667.82
100-04-5756 Longevity	0.00	0.00	0.00	0.00	145.00	0.00%	145.00
100-04-5759 TMRS-Employer Contribution	292.39	0.00	292.39	292.39	3,541.36	8.26%	3,248.97
100-04-5791 Hotel Expense	0.00	25.00	(25.00)	0.00	300.00	0.00%	300.00
100-04-5792 Meals & Entertainment	0.00	26.88	(26.88)	0.00	322.50	0.00%	322.50
100-04-5793 Mileage	0.00	29.17	(29.17)	0.00	350.00	0.00%	350.00
100-04-5794 Parking & Tolls	0.00	10.00	(10.00)	0.00	120.00	0.00%	120.00
100-04-5854 Municipal Court Bldg	0.00	0.00	0.00	0.00	2,241.00	0.00%	2,241.00

City of Blanco
 Financial Statement
 As of October 31, 2024

11/8/2024 11:24 AM

100 - General Fund Court	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
100-04-5856 Notary Public	0.00	0.00	0.00	0.00	100.00	0.00%	100.00
100-04-5870 Subscriptions	0.00	50.00	(50.00)	0.00	600.00	0.00%	600.00
100-04-5904 Office Supplies	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
100-04-5906 Postage	0.00	0.00	0.00	0.00	70.00	0.00%	70.00
Court Totals	<u>16,646.92</u>	<u>426.37</u>	<u>16,220.55</u>	<u>16,646.92</u>	<u>105,494.66</u>	<u>15.78%</u>	<u>88,847.74</u>

City of Blanco
 Financial Statement
 As of October 31, 2024

11/8/2024 11:24 AM

100 - General Fund Parks and Streets	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
100-05-5155 Tree Trimming	0.00	291.67	(291.67)	0.00	3,500.00	0.00%	3,500.00
100-05-5800 Maintenance & Infrastructure	0.00	1,666.00	(1,666.00)	0.00	20,000.00	0.00%	20,000.00
100-05-5908 Paving Materials	0.00	0.00	0.00	0.00	43,600.00	0.00%	43,600.00
100-05-5951 Electric	0.00	1,291.15	(1,291.15)	0.00	15,500.00	0.00%	15,500.00
100-05-5953 Street Lighting	113.50	0.00	113.50	113.50	2,000.00	5.68%	1,886.50
Parks and Streets Totals	113.50	3,248.82	(3,135.32)	113.50	84,600.00	0.13%	84,486.50

City of Blanco
 Financial Statement
 As of October 31, 2024

11/8/2024 11:24 AM

100 - General Fund Non-Department	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
100-06-5002 Bank Charges	0.00	0.00	0.00	0.00	100.00	0.00%	100.00
100-06-5100 Chamber of Commerce	0.00	0.00	0.00	0.00	72,000.00	0.00%	72,000.00
100-06-5104 B. C. South Library Dis	0.00	0.00	0.00	0.00	1,000.00	0.00%	1,000.00
100-06-5321 Emergency Expenses	0.00	0.00	0.00	0.00	1,000.00	0.00%	1,000.00
100-06-5324 Contingency	0.00	1,666.67	(1,666.67)	0.00	20,000.00	0.00%	20,000.00
100-06-5611 Legal Notices/Publications	0.00	0.00	0.00	0.00	1,200.00	0.00%	1,200.00
100-06-5622 Audit Services	0.00	0.00	0.00	0.00	48,820.00	0.00%	48,820.00
100-06-5623 Bldg Insp/Bureau Veritas	0.00	0.00	0.00	0.00	30,000.00	0.00%	30,000.00
100-06-5625 Appraisal District	0.00	0.00	0.00	0.00	30,000.00	0.00%	30,000.00
100-06-5704 Automobile Physical Damage	4,002.32	0.00	4,002.32	4,002.32	6,000.00	66.71%	1,997.68
100-06-5709 Errors & Omissions	2,960.58	0.00	2,960.58	2,960.58	6,482.77	45.67%	3,522.19
100-06-5711 Liability Deductible	0.00	0.00	0.00	0.00	1,000.00	0.00%	1,000.00
100-06-5712 General Liability Insurance	1,397.48	274.89	1,122.59	1,397.48	3,300.00	42.35%	1,902.52
100-06-5717 Real & Personal Property	33,621.84	0.00	33,621.84	33,621.84	15,412.80	218.14%	(18,209.04)
100-06-5719 Workmen's Comp TML-IRP	21,438.48	3,481.94	17,956.54	21,438.48	41,800.00	51.29%	20,361.52
100-06-5720 Animal Mortality	0.00	71.11	(71.11)	0.00	853.78	0.00%	853.78
100-06-5721 Automobile Liability	4,802.98	673.85	4,129.13	4,802.98	8,089.53	59.37%	3,286.55
100-06-5722 Crime Coverage	220.50	18.32	202.18	220.50	220.00	100.23%	(0.50)
100-06-5727 Cyber Insurance	980.00	104.12	875.88	980.00	1,250.00	78.40%	270.00
100-06-5857 Subscriptions	945.00	250.00	695.00	945.00	3,000.00	31.50%	2,055.00
100-06-5907 Po Box Rental - Non-	0.00	10.83	(10.83)	0.00	130.00	0.00%	130.00
100-06-5951 Electric	14.16	208.25	(194.09)	14.16	2,500.00	0.57%	2,485.84
Non-Department Totals	70,383.34	6,759.98	63,623.36	70,383.34	294,158.88	23.93%	223,775.54
Expense Totals	190,186.43	18,874.01	171,312.42	190,186.43	2,199,118.62	8.65%	2,008,932.19

City of Blanco
 Financial Statement
 As of October 31, 2024

11/8/2024 11:24 AM

200 - Enterprise Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary							
Other Revenues	5,565.33	62.48	5,502.85	5,565.33	750.00	742.04%	(4,815.33)
Utility Revenue	221,368.78	149.94	221,218.84	221,368.78	2,569,800.00	8.61%	2,348,431.22
Fees	2,616.20	0.00	2,616.20	2,616.20	32,500.00	8.05%	29,883.80
Interest Income	4,789.24	0.00	4,789.24	4,789.24	120,000.00	3.99%	115,210.76
Revenue Totals	<u>234,339.55</u>	<u>212.42</u>	<u>234,127.13</u>	<u>234,339.55</u>	<u>2,723,050.00</u>	<u>8.61%</u>	<u>2,488,710.45</u>
Expense Summary							
Bond Agent Fees	0.00	25.00	(25.00)	0.00	1,150.00	0.00%	1,150.00
Other Expenses	5,387.52	8,707.69	(3,320.17)	5,387.52	104,494.47	5.16%	99,106.95
Utilities	231,987.37	51,229.50	180,757.87	231,987.37	1,613,750.00	14.38%	1,381,762.63
Computers	10,749.38	125.00	10,624.38	10,749.38	22,000.00	48.86%	11,250.62
Outside Services	2,070.89	41.67	2,029.22	2,070.89	178,000.00	1.16%	175,929.11
General Insurance	2.00	1.99	0.01	2.00	24.00	8.33%	22.00
Personnel	5,015.55	880.06	4,135.49	5,015.55	14,627.77	34.29%	9,612.22
Maintenance	30.00	0.00	30.00	30.00	8,000.00	0.38%	7,970.00
Chemicals and Materials	0.00	0.00	0.00	0.00	5,500.00	0.00%	5,500.00
Water	27,729.38	0.00	27,729.38	27,729.38	407,368.20	6.81%	379,638.82
Supplies	0.00	491.65	(491.65)	0.00	6,900.00	0.00%	6,900.00
Interest Expense	0.00	5,938.94	(5,938.94)	0.00	71,296.00	0.00%	71,296.00
Loans	0.00	0.00	0.00	0.00	170,000.00	0.00%	170,000.00
Expense Totals	<u>282,972.09</u>	<u>67,441.50</u>	<u>215,530.59</u>	<u>282,972.09</u>	<u>2,603,110.44</u>	<u>10.87%</u>	<u>2,320,138.35</u>

City of Blanco
 Financial Statement
 As of October 31, 2024

11/8/2024 11:24 AM

200 - Enterprise Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Other Revenues							
200-4170 Miscellaneous Income	5,540.33	20.83	5,519.50	5,540.33	250.00	2216.13%	(5,290.33)
200-4326 NSF - Insufficient Funds	25.00	41.65	(16.65)	25.00	500.00	5.00%	475.00
Other Revenues Totals	<u>5,565.33</u>	<u>62.48</u>	<u>5,502.85</u>	<u>5,565.33</u>	<u>750.00</u>	<u>742.04%</u>	<u>(4,815.33)</u>
Utility Revenue							
200-4620 CSI - Non-Refundable (Customer	205.00	0.00	205.00	205.00	5,000.00	4.10%	4,795.00
200-4703 Late Fees	1,952.59	0.00	1,952.59	1,952.59	20,000.00	9.76%	18,047.41
200-4901 Garbage	29,663.33	0.00	29,663.33	29,663.33	355,000.00	8.36%	325,336.67
200-4902 Infrastructure Fees (Cielo	20.00	0.00	20.00	20.00	0.00	0.00%	(20.00)
200-4903 Sales Tax Revenue	0.00	0.00	0.00	0.00	1,000.00	0.00%	1,000.00
200-4904 Sewage	60,394.82	0.00	60,394.82	60,394.82	430,000.00	14.05%	369,605.18
200-4905 Water	129,133.04	0.00	129,133.04	129,133.04	1,755,000.00	7.36%	1,625,866.96
200-4909 Septage Receiving	0.00	149.94	(149.94)	0.00	1,800.00	0.00%	1,800.00
200-4950 Water Meter Deposit (Water	0.00	0.00	0.00	0.00	2,000.00	0.00%	2,000.00
Utility Revenue Totals	<u>221,368.78</u>	<u>149.94</u>	<u>221,218.84</u>	<u>221,368.78</u>	<u>2,569,800.00</u>	<u>8.61%</u>	<u>2,348,431.22</u>
Fees							
200-4701 Effluent Surcharge	2,006.20	0.00	2,006.20	2,006.20	10,000.00	20.06%	7,993.80
200-4702 Service Call Fees-Water	0.00	0.00	0.00	0.00	500.00	0.00%	500.00
200-4906 Sewer Tap	0.00	0.00	0.00	0.00	5,000.00	0.00%	5,000.00
200-4907 Water Tap	0.00	0.00	0.00	0.00	10,000.00	0.00%	10,000.00
200-4951 Connection Fee - Non	610.00	0.00	610.00	610.00	7,000.00	8.71%	6,390.00
Fees Totals	<u>2,616.20</u>	<u>0.00</u>	<u>2,616.20</u>	<u>2,616.20</u>	<u>32,500.00</u>	<u>8.05%</u>	<u>29,883.80</u>
Interest Income							
200-4805 Interest Income	4,789.24	0.00	4,789.24	4,789.24	120,000.00	3.99%	115,210.76
Interest Income Totals							

City of Blanco
 Financial Statement
 As of October 31, 2024

11/8/2024 11:24 AM

200 - Enterprise Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Interest Income	4,789.24	0.00	4,789.24	4,789.24	120,000.00	3.99%	115,210.76
Revenue Totals	234,339.55	212.42	234,127.13	234,339.55	2,723,050.00	8.61%	2,488,710.45

City of Blanco
 Financial Statement
 As of October 31, 2024

11/8/2024 11:24:54 AM

200 - Enterprise Fund Water	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Bond Agent Fees	0.00	0.00	0.00	0.00	500.00	0.00%	500.00
Chemicals and Materials	0.00	0.00	0.00	0.00	3,000.00	0.00%	3,000.00
Computers	5,374.69	83.33	5,291.36	5,374.69	11,000.00	48.86%	5,625.31
General Insurance	2.00	1.99	0.01	2.00	24.00	8.33%	22.00
Maintenance	30.00	0.00	30.00	30.00	3,000.00	1.00%	2,970.00
Other Expenses	5,387.52	8,634.77	(3,247.25)	5,387.52	103,619.47	5.20%	98,231.95
Outside Services	2,070.89	0.00	2,070.89	2,070.89	74,200.00	2.79%	72,129.11
Personnel	2,939.13	880.06	2,059.07	2,939.13	12,870.11	22.84%	9,930.98
Supplies	0.00	450.00	(450.00)	0.00	5,900.00	0.00%	5,900.00
Utilities	102,493.09	0.00	102,493.09	102,493.09	645,500.00	15.88%	543,006.91
Water	27,729.38	0.00	27,729.38	27,729.38	407,368.20	6.81%	379,638.82
Water Totals	146,026.70	10,050.15	135,976.55	146,026.70	1,266,981.78	11.53%	1,120,955.08

200 - Enterprise Fund Sewer	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Bond Agent Fees	0.00	25.00	(25.00)	0.00	650.00	0.00%	650.00
Chemicals and Materials	0.00	0.00	0.00	0.00	2,500.00	0.00%	2,500.00
Computers	5,374.69	41.67	5,333.02	5,374.69	11,000.00	48.86%	5,625.31
Interest Expense	0.00	5,938.94	(5,938.94)	0.00	71,296.00	0.00%	71,296.00
Loans	0.00	0.00	0.00	0.00	170,000.00	0.00%	170,000.00
Maintenance	0.00	0.00	0.00	0.00	5,000.00	0.00%	5,000.00
Other Expenses	0.00	72.92	(72.92)	0.00	875.00	0.00%	875.00
Outside Services	0.00	41.67	(41.67)	0.00	103,800.00	0.00%	103,800.00
Personnel	2,076.42	0.00	2,076.42	2,076.42	1,757.66	118.14%	(318.76)
Supplies	0.00	41.65	(41.65)	0.00	1,000.00	0.00%	1,000.00
Utilities	129,494.28	51,229.50	78,264.78	129,494.28	968,250.00	13.37%	838,755.72

City of Blanco
 Financial Statement
 As of October 31, 2024

11/8/2024 11:24:54 AM

Sewer Totals	<u>136,945.39</u>	<u>57,391.35</u>	<u>79,554.04</u>	<u>136,945.39</u>	<u>1,336,128.66</u>	<u>10.25%</u>	<u>1,199,183.27</u>
Expense Total	<u><u>282,972.09</u></u>	<u><u>67,441.50</u></u>	<u><u>215,530.59</u></u>	<u><u>282,972.09</u></u>	<u><u>2,603,110.44</u></u>	<u><u>10.87%</u></u>	<u><u>2,320,138.35</u></u>

City of Blanco
 Financial Statement
 As of October 31, 2024

11/8/2024 11:24 AM

200 - Enterprise Fund Water	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
200-01-5052 Bond Agent Fees CTSRCO	0.00	0.00	0.00	0.00	500.00	0.00%	500.00
200-01-5056 CIP WTP 2020	5,387.52	8,137.04	(2,749.52)	5,387.52	97,644.47	5.52%	92,256.95
200-01-5070 INFRAMARK	102,141.81	0.00	102,141.81	102,141.81	615,000.00	16.61%	512,858.19
200-01-5076 HR Green (HRG) GIS System	0.00	466.48	(466.48)	0.00	5,600.00	0.00%	5,600.00
200-01-5201 Computer Maintenance	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
200-01-5331 Computer - Software &	5,374.69	0.00	5,374.69	5,374.69	6,500.00	82.69%	1,125.31
200-01-5332 Pre-Printed Water Bills	0.00	0.00	0.00	0.00	3,500.00	0.00%	3,500.00
200-01-5641 Legal Fees	0.00	0.00	0.00	0.00	25,000.00	0.00%	25,000.00
200-01-5642 Permits	2,070.89	0.00	2,070.89	2,070.89	1,200.00	172.57%	(870.89)
200-01-5643 Permitting/Legal - Discharge	0.00	0.00	0.00	0.00	3,000.00	0.00%	3,000.00
200-01-5644 Professional Fees	0.00	0.00	0.00	0.00	45,000.00	0.00%	45,000.00
200-01-5646 Janitorial	0.00	31.25	(31.25)	0.00	375.00	0.00%	375.00
200-01-5702 AD&D	2.00	1.99	0.01	2.00	24.00	8.33%	22.00
200-01-5708 Dental	40.66	40.66	0.00	40.66	487.92	8.33%	447.26
200-01-5713 Health	804.18	819.93	(15.75)	804.18	9,843.12	8.17%	9,038.94
200-01-5715 Life	8.90	9.70	(0.80)	8.90	116.40	7.65%	107.50
200-01-5718 Vision	8.93	9.77	(0.84)	8.93	117.36	7.61%	108.43
200-01-5751 Salaries/Wages Expense	1,821.60	0.00	1,821.60	1,821.60	0.00	0.00%	(1,821.60)
200-01-5754 Social Security - Employer	112.94	0.00	112.94	112.94	6.20	1821.61%	(106.74)
200-01-5755 Medicare Expense	26.42	0.00	26.42	26.42	1.45	1822.07%	(24.97)
200-01-5759 TMRS-Employer Contribution	115.50	0.00	115.50	115.50	1,657.66	6.97%	1,542.16
200-01-5783 Longevity	0.00	0.00	0.00	0.00	540.00	0.00%	540.00
200-01-5786 Overtime	0.00	0.00	0.00	0.00	100.00	0.00%	100.00
200-01-5821 Major Equipment	0.00	0.00	0.00	0.00	3,000.00	0.00%	3,000.00
200-01-5825 Equipment Rental	30.00	0.00	30.00	30.00	0.00	0.00%	(30.00)
200-01-5831 Aggregate	0.00	0.00	0.00	0.00	500.00	0.00%	500.00

City of Blanco
 Financial Statement
 As of October 31, 2024

11/8/2024 11:24 AM

200 - Enterprise Fund Water	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
200-01-5841 Chemicals	0.00	0.00	0.00	0.00	2,500.00	0.00%	2,500.00
200-01-5846 Leak Repair	0.00	0.00	0.00	0.00	2,000.00	0.00%	2,000.00
200-01-5847 CLWSC water	18,529.38	0.00	18,529.38	18,529.38	293,618.20	6.31%	275,088.82
200-01-5848 GBRA	9,200.00	0.00	9,200.00	9,200.00	111,000.00	8.29%	101,800.00
200-01-5870 Subscriptions	0.00	0.00	0.00	0.00	750.00	0.00%	750.00
200-01-5906 Postage	0.00	450.00	(450.00)	0.00	5,400.00	0.00%	5,400.00
200-01-5911 Office Supplies	0.00	0.00	0.00	0.00	500.00	0.00%	500.00
200-01-5963 Electric	223.60	0.00	223.60	223.60	25,000.00	0.89%	24,776.40
200-01-5964 Gas / Propane	0.00	0.00	0.00	0.00	2,000.00	0.00%	2,000.00
200-01-5965	127.68	0.00	127.68	127.68	3,500.00	3.65%	3,372.32
Water Totals	<u>146,026.70</u>	<u>10,050.15</u>	<u>135,976.55</u>	<u>146,026.70</u>	<u>1,266,981.78</u>	<u>11.53%</u>	<u>1,120,955.08</u>

City of Blanco
 Financial Statement
 As of October 31, 2024

11/8/2024 11:24 AM

200 - Enterprise Fund Sewer	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
200-02-5031 Blanco CTSRCO 2017B -	0.00	2,310.65	(2,310.65)	0.00	27,739.00	0.00%	27,739.00
200-02-5053 Bond Agent Fees CTSRCO	0.00	0.00	0.00	0.00	350.00	0.00%	350.00
200-02-5058 Bond Agency Fees-CTSRCO	0.00	25.00	(25.00)	0.00	300.00	0.00%	300.00
200-02-5059 Lift Station 2023 (CIP)	0.00	0.00	0.00	0.00	0.00	0.00%	0.00
200-02-5060 Garbage	26,979.55	0.00	26,979.55	26,979.55	300,000.00	8.99%	273,020.45
200-02-5070 INFRAMARK	102,141.79	51,229.50	50,912.29	102,141.79	615,000.00	16.61%	512,858.21
200-02-5121 Blanco CTSRCO 2017B	0.00	0.00	0.00	0.00	100,000.00	0.00%	100,000.00
200-02-5122 Blanco CTSRCO 2019	0.00	0.00	0.00	0.00	70,000.00	0.00%	70,000.00
200-02-5127 Blanco CTSRCO 2019 -	0.00	3,628.29	(3,628.29)	0.00	43,557.00	0.00%	43,557.00
200-02-5201 Computer Maintenance	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
200-02-5331 Computer - Software &	5,374.69	0.00	5,374.69	5,374.69	10,500.00	51.19%	5,125.31
200-02-5611 Legal Notices/Publications	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
200-02-5633 Professional Fees	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
200-02-5641 Legal Fees	0.00	0.00	0.00	0.00	25,000.00	0.00%	25,000.00
200-02-5642 Permits	0.00	0.00	0.00	0.00	2,300.00	0.00%	2,300.00
200-02-5643 Permitting/Legal - Discharge	0.00	0.00	0.00	0.00	1,000.00	0.00%	1,000.00
200-02-5644 Professional Fees	0.00	0.00	0.00	0.00	65,000.00	0.00%	65,000.00
200-02-5645 Engineering - WWTP	0.00	0.00	0.00	0.00	10,000.00	0.00%	10,000.00
200-02-5646 Janitorial	0.00	31.25	(31.25)	0.00	375.00	0.00%	375.00
200-02-5751 Salaries/Wages Expense	1,821.60	0.00	1,821.60	1,821.60	0.00	0.00%	(1,821.60)
200-02-5754 Social Security - Employer	112.94	0.00	112.94	112.94	0.00	0.00%	(112.94)
200-02-5755 Medicare Expense	26.40	0.00	26.40	26.40	0.00	0.00%	(26.40)
200-02-5759 TMRS-Employer Contribution	115.48	0.00	115.48	115.48	1,657.66	6.97%	1,542.18
200-02-5786 Overtime	0.00	0.00	0.00	0.00	100.00	0.00%	100.00
200-02-5821 Major Equipment	0.00	0.00	0.00	0.00	5,000.00	0.00%	5,000.00
200-02-5841 Chemicals	0.00	0.00	0.00	0.00	2,500.00	0.00%	2,500.00

City of Blanco
 Financial Statement
 As of October 31, 2024

11/8/2024 11:24 AM

200 - Enterprise Fund Sewer	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
200-02-5906 Postage	0.00	41.65	(41.65)	0.00	500.00	0.00%	500.00
200-02-5911 Office Supplies	0.00	0.00	0.00	0.00	500.00	0.00%	500.00
200-02-5963 Electric	372.94	0.00	372.94	372.94	45,000.00	0.83%	44,627.06
200-02-5964 Gas / Propane	0.00	0.00	0.00	0.00	2,000.00	0.00%	2,000.00
200-02-5965	0.00	0.00	0.00	0.00	5,000.00	0.00%	5,000.00
200-02-5966 Water's Edge Trash	0.00	0.00	0.00	0.00	1,250.00	0.00%	1,250.00
Sewer Totals	<u>136,945.39</u>	<u>57,391.35</u>	<u>79,554.04</u>	<u>136,945.39</u>	<u>1,336,128.66</u>	<u>10.25%</u>	<u>1,199,183.27</u>
Expense Totals	<u><u>282,972.09</u></u>	<u><u>67,441.50</u></u>	<u><u>215,530.59</u></u>	<u><u>282,972.09</u></u>	<u><u>2,603,110.44</u></u>	<u><u>10.87%</u></u>	<u><u>2,320,138.35</u></u>

City of Blanco
 Financial Statement
 As of October 31, 2024

11/8/2024 11:24 AM

300 - I & S Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary							
Ad Valorem Tax Revenue	1,349.63	72,262.58	(70,912.95)	1,349.63	867,498.00	0.16%	866,148.37
Interest Income	1,046.56	916.30	130.26	1,046.56	11,000.00	9.51%	9,953.44
Revenue Totals	<u>2,396.19</u>	<u>73,178.88</u>	<u>(70,782.69)</u>	<u>2,396.19</u>	<u>878,498.00</u>	<u>0.27%</u>	<u>876,101.81</u>
Expense Summary							
Bond Agent Fees	500.00	54.14	445.86	500.00	650.00	76.92%	150.00
Loans	27,731.25	55,629.15	(27,897.90)	27,731.25	667,589.87	4.15%	639,858.62
Other Expenses	0.00	1,249.50	(1,249.50)	0.00	15,000.00	0.00%	15,000.00
Interest Expense	0.00	11,468.33	(11,468.33)	0.00	137,627.00	0.00%	137,627.00
Expense Totals	<u>28,231.25</u>	<u>68,401.12</u>	<u>(40,169.87)</u>	<u>28,231.25</u>	<u>820,866.87</u>	<u>3.44%</u>	<u>792,635.62</u>

City of Blanco
 Financial Statement
 As of October 31, 2024

11/8/2024 11:24 AM

300 - I & S Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Ad Valorem Tax Revenue							
300-4001 Current I&S	682.95	71,304.63	(70,621.68)	682.95	855,998.00	0.08%	855,315.05
300-4002 Current Interest (I &S)	48.97	91.63	(42.66)	48.97	1,100.00	4.45%	1,051.03
300-4003 Current Penalty (I & S)	82.33	233.24	(150.91)	82.33	2,800.00	2.94%	2,717.67
300-4004 Delinquent Interest (I&S)	105.50	124.95	(19.45)	105.50	1,500.00	7.03%	1,394.50
300-4005 Delinquent Penalty (I&S)	46.06	83.30	(37.24)	46.06	1,000.00	4.61%	953.94
300-4006 Delinquent I&S	383.82	416.50	(32.68)	383.82	5,000.00	7.68%	4,616.18
300-4013 Current Overages	0.00	8.33	(8.33)	0.00	100.00	0.00%	100.00
Ad Valorem Tax Revenue Totals	<u>1,349.63</u>	<u>72,262.58</u>	<u>(70,912.95)</u>	<u>1,349.63</u>	<u>867,498.00</u>	<u>0.16%</u>	<u>866,148.37</u>
Interest Income							
300-4805 Interest Income	<u>1,046.56</u>	<u>916.30</u>	<u>130.26</u>	<u>1,046.56</u>	<u>11,000.00</u>	<u>9.51%</u>	<u>9,953.44</u>
Interest Income Totals	<u>1,046.56</u>	<u>916.30</u>	<u>130.26</u>	<u>1,046.56</u>	<u>11,000.00</u>	<u>9.51%</u>	<u>9,953.44</u>
Revenue Totals	<u><u>2,396.19</u></u>	<u><u>73,178.88</u></u>	<u><u>(70,782.69)</u></u>	<u><u>2,396.19</u></u>	<u><u>878,498.00</u></u>	<u><u>0.27%</u></u>	<u><u>876,101.81</u></u>

City of Blanco
 Financial Statement
 As of October 31, 2024

11/8/2024 11:24:54 AM

300 - I & S Fund water	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Bond Agent Fees	0.00	54.14	(54.14)	0.00	650.00	0.00%	650.00
Interest Expense	0.00	10,015.00	(10,015.00)	0.00	120,180.00	0.00%	120,180.00
Loans	0.00	15,590.61	(15,590.61)	0.00	187,127.37	0.00%	187,127.37
Other Expenses	0.00	1,249.50	(1,249.50)	0.00	15,000.00	0.00%	15,000.00
water Totals	<u>0.00</u>	<u>26,909.25</u>	<u>(26,909.25)</u>	<u>0.00</u>	<u>322,957.37</u>	<u>0.00%</u>	<u>322,957.37</u>

300 - I & S Fund Sewer	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Loans	27,731.25	20,455.21	7,276.04	27,731.25	245,462.50	11.30%	217,731.25
Sewer Totals	<u>27,731.25</u>	<u>20,455.21</u>	<u>7,276.04</u>	<u>27,731.25</u>	<u>245,462.50</u>	<u>11.30%</u>	<u>217,731.25</u>

300 - I & S Fund Non-Department	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Bond Agent Fees	500.00	0.00	500.00	500.00	0.00	0.00%	(500.00)
Interest Expense	0.00	1,453.33	(1,453.33)	0.00	17,447.00	0.00%	17,447.00
Loans	0.00	19,583.33	(19,583.33)	0.00	235,000.00	0.00%	235,000.00
Non-Department Totals	<u>500.00</u>	<u>21,036.66</u>	<u>(20,536.66)</u>	<u>500.00</u>	<u>252,447.00</u>	<u>0.20%</u>	<u>251,947.00</u>
Expense Total	<u><u>28,231.25</u></u>	<u><u>68,401.12</u></u>	<u><u>(40,169.87)</u></u>	<u><u>28,231.25</u></u>	<u><u>820,866.87</u></u>	<u><u>3.44%</u></u>	<u><u>792,635.62</u></u>

City of Blanco
 Financial Statement
 As of October 31, 2024

11/8/2024 11:24 AM

300 - I & S Fund water	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
300-01-5051 Bond Agent Fees-Wilmington	0.00	24.99	(24.99)	0.00	300.00	0.00%	300.00
300-01-5052 Bond Agent Fees CTSRCO	0.00	29.15	(29.15)	0.00	350.00	0.00%	350.00
300-01-5054 CIP Water 2017A	0.00	8,330.00	(8,330.00)	0.00	100,000.00	0.00%	100,000.00
300-01-5056 WTP 2020 (L1001127) -	0.00	1,249.50	(1,249.50)	0.00	15,000.00	0.00%	15,000.00
300-01-5117 Blanco CTSRCO 2020 -	0.00	4,181.67	(4,181.67)	0.00	50,180.00	0.00%	50,180.00
300-01-5128 Certificates of Obligation	0.00	7,260.61	(7,260.61)	0.00	87,127.37	0.00%	87,127.37
300-01-5129 Certificates of Obligation	0.00	5,833.33	(5,833.33)	0.00	70,000.00	0.00%	70,000.00
water Totals	<u>0.00</u>	<u>26,909.25</u>	<u>(26,909.25)</u>	<u>0.00</u>	<u>322,957.37</u>	<u>0.00%</u>	<u>322,957.37</u>

City of Blanco
 Financial Statement
 As of October 31, 2024

11/8/2024 11:24 AM

300 - I & S Fund Sewer	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
300-02-5059 Lift Station 2023 - Interest	27,731.25	4,621.88	23,109.37	27,731.25	55,462.50	50.00%	27,731.25
300-02-5065 Lift Station 2023 - Principal	0.00	15,833.33	(15,833.33)	0.00	190,000.00	0.00%	190,000.00
Sewer Totals	<u>27,731.25</u>	<u>20,455.21</u>	<u>7,276.04</u>	<u>27,731.25</u>	<u>245,462.50</u>	<u>11.30%</u>	<u>217,731.25</u>

City of Blanco
 Financial Statement
 As of October 31, 2024

11/8/2024 11:24 AM

300 - I & S Fund Non-Department	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
300-06-5032 2015 Series - (TIB) Interest	0.00	1,453.33	(1,453.33)	0.00	17,447.00	0.00%	17,447.00
300-06-5033 2015 Series - (TIB) Principal	0.00	19,583.33	(19,583.33)	0.00	235,000.00	0.00%	235,000.00
300-06-5034 Bond Agent Fees CO Series	500.00	0.00	500.00	500.00	0.00	0.00%	(500.00)
Non-Department Totals	500.00	21,036.66	(20,536.66)	500.00	252,447.00	0.20%	251,947.00
Expense Totals	28,231.25	68,401.12	(40,169.87)	28,231.25	820,866.87	3.44%	792,635.62

City of Blanco
 Financial Statement
 As of October 31, 2024

11/8/2024 11:24 AM

400 - Municipal Court Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary							
Court Fines and Fees	622.46	708.05	(85.59)	622.46	8,500.00	7.32%	7,877.54
Interest Income	565.99	625.00	(59.01)	565.99	7,500.00	7.55%	6,934.01
Revenue Totals	<u>1,188.45</u>	<u>1,333.05</u>	<u>(144.60)</u>	<u>1,188.45</u>	<u>16,000.00</u>	<u>7.43%</u>	<u>14,811.55</u>
Expense Summary							
Services	0.00	145.83	(145.83)	0.00	1,750.00	0.00%	1,750.00
Expense Totals	<u>0.00</u>	<u>145.83</u>	<u>(145.83)</u>	<u>0.00</u>	<u>1,750.00</u>	<u>0.00%</u>	<u>1,750.00</u>

City of Blanco
 Financial Statement
 As of October 31, 2024

11/8/2024 11:24 AM

400 - Municipal Court Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Court Fines and Fees							
400-4301 CTF (Court Technology Fund -	187.96	333.20	(145.24)	187.96	4,000.00	4.70%	3,812.04
400-4307 MCBS (Municipal Court Building	224.55	374.85	(150.30)	224.55	4,500.00	4.99%	4,275.45
400-4312 Mun Court Svc Fee Retained	209.95	0.00	209.95	209.95	0.00	0.00%	(209.95)
Court Fines and Fees Totals	<u>622.46</u>	<u>708.05</u>	<u>(85.59)</u>	<u>622.46</u>	<u>8,500.00</u>	<u>7.32%</u>	<u>7,877.54</u>
Interest Income							
400-4805 Interest Income	<u>565.99</u>	<u>625.00</u>	<u>(59.01)</u>	<u>565.99</u>	<u>7,500.00</u>	<u>7.55%</u>	<u>6,934.01</u>
Interest Income Totals	<u>565.99</u>	<u>625.00</u>	<u>(59.01)</u>	<u>565.99</u>	<u>7,500.00</u>	<u>7.55%</u>	<u>6,934.01</u>
Revenue Totals	<u><u>1,188.45</u></u>	<u><u>1,333.05</u></u>	<u><u>(144.60)</u></u>	<u><u>1,188.45</u></u>	<u><u>16,000.00</u></u>	<u><u>7.43%</u></u>	<u><u>14,811.55</u></u>

City of Blanco
 Financial Statement
 As of October 31, 2024

11/8/2024 11:24:54 AM

400 - Municipal Court Fund Court Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Services	0.00	145.83	(145.83)	0.00	1,750.00	0.00%	1,750.00
Court Fund Totals	0.00	145.83	(145.83)	0.00	1,750.00	0.00%	1,750.00
Expense Total	0.00	145.83	(145.83)	0.00	1,750.00	0.00%	1,750.00

City of Blanco
 Financial Statement
 As of October 31, 2024

11/8/2024 11:24 AM

400 - Municipal Court Fund Court Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
400-04-5855 Municipal Court Technology	0.00	145.83	(145.83)	0.00	1,750.00	0.00%	1,750.00
Court Fund Totals	0.00	145.83	(145.83)	0.00	1,750.00	0.00%	1,750.00
Expense Totals	0.00	145.83	(145.83)	0.00	1,750.00	0.00%	1,750.00

City of Blanco
 Financial Statement
 As of October 31, 2024

11/8/2024 11:24 AM

500 - Hotel/Motel Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary							
Tax Revenue	13,047.50	10,841.66	2,205.84	13,047.50	130,100.00	10.03%	117,052.50
Interest Income	378.10	916.67	(538.57)	378.10	11,000.00	3.44%	10,621.90
Revenue Totals	<u>13,425.60</u>	<u>11,758.33</u>	<u>1,667.27</u>	<u>13,425.60</u>	<u>141,100.00</u>	<u>9.51%</u>	<u>127,674.40</u>
Expense Summary							
Community Aide and Events	<u>120,749.00</u>	<u>8,145.60</u>	<u>112,603.40</u>	<u>120,749.00</u>	<u>97,750.00</u>	<u>123.53%</u>	<u>(22,999.00)</u>
Expense Totals	<u>120,749.00</u>	<u>8,145.60</u>	<u>112,603.40</u>	<u>120,749.00</u>	<u>97,750.00</u>	<u>123.53%</u>	<u>(22,999.00)</u>

City of Blanco
 Financial Statement
 As of October 31, 2024

11/8/2024 11:24 AM

500 - Hotel/Motel Fund	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Tax Revenue							
500-4130 Hotel Occupancy Tax	13,047.50	10,833.33	2,214.17	13,047.50	130,000.00	10.04%	116,952.50
500-4140 Hotel Occupancy Interest	0.00	8.33	(8.33)	0.00	100.00	0.00%	100.00
Tax Revenue Totals	<u>13,047.50</u>	<u>10,841.66</u>	<u>2,205.84</u>	<u>13,047.50</u>	<u>130,100.00</u>	<u>10.03%</u>	<u>117,052.50</u>
Interest Income							
500-4805 Interest Income	378.10	916.67	(538.57)	378.10	11,000.00	3.44%	10,621.90
Interest Income Totals	<u>378.10</u>	<u>916.67</u>	<u>(538.57)</u>	<u>378.10</u>	<u>11,000.00</u>	<u>3.44%</u>	<u>10,621.90</u>
Revenue Totals	<u><u>13,425.60</u></u>	<u><u>11,758.33</u></u>	<u><u>1,667.27</u></u>	<u><u>13,425.60</u></u>	<u><u>141,100.00</u></u>	<u><u>9.51%</u></u>	<u><u>127,674.40</u></u>

City of Blanco
 Financial Statement
 As of October 31, 2024

11/8/2024 11:24:54 AM

500 - Hotel/Motel Fund Non-Department	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Community Aide and Events	120,749.00	8,145.60	112,603.40	120,749.00	97,750.00	123.53%	(22,999.00)
Non-Department Totals	<u>120,749.00</u>	<u>8,145.60</u>	<u>112,603.40</u>	<u>120,749.00</u>	<u>97,750.00</u>	<u>123.53%</u>	<u>(22,999.00)</u>
Expense Total	<u><u>120,749.00</u></u>	<u><u>8,145.60</u></u>	<u><u>112,603.40</u></u>	<u><u>120,749.00</u></u>	<u><u>97,750.00</u></u>	<u><u>123.53%</u></u>	<u><u>(22,999.00)</u></u>

City of Blanco
 Financial Statement
 As of October 31, 2024

11/8/2024 11:24 AM

500 - Hotel/Motel Fund Non-Department	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
500-06-5100 Chamber of Commerce	120,000.00	7,500.00	112,500.00	120,000.00	90,000.00	133.33%	(30,000.00)
500-06-5102 Blanco Historic Preservation	0.00	374.85	(374.85)	0.00	4,500.00	0.00%	4,500.00
500-06-5105 HOT Funds Distribution	749.00	0.00	749.00	749.00	0.00	0.00%	(749.00)
500-06-5151 Keep Blanco Beautiful	0.00	208.25	(208.25)	0.00	2,500.00	0.00%	2,500.00
500-06-5152 Keep Blanco Beautiful:	0.00	62.50	(62.50)	0.00	750.00	0.00%	750.00
Non-Department Totals	<u>120,749.00</u>	<u>8,145.60</u>	<u>112,603.40</u>	<u>120,749.00</u>	<u>97,750.00</u>	<u>123.53%</u>	<u>(22,999.00)</u>
Expense Totals	<u><u>120,749.00</u></u>	<u><u>8,145.60</u></u>	<u><u>112,603.40</u></u>	<u><u>120,749.00</u></u>	<u><u>97,750.00</u></u>	<u><u>123.53%</u></u>	<u><u>(22,999.00)</u></u>

**STAFF
POLICE
DEPARTMENT**



**City of Blanco Police Department
Chief's Monthly Report
October 2024**

**Jerry Thornhill,
Chief of Police**



BLANCO POLICE DEPARTMENT



Jerry Thornhill, B.A.S.
Chief of Police

437 Blanco Avenue
Blanco, Texas 78606

Office: (830) 833-4375
Fax: (830) 833-4975

Chief's Monthly Report—October 2024

Department News

There is no major news within the department to report for the month of October, 2024. The Department is pleased to report no major crimes or events of note.

Community Events & Involvement

The Police Department supported multiple awareness initiatives this month, to include Breast Cancer Awareness, Bullying Awareness, and Domestic Violence Awareness. Officers were allowed to support the initiative of their choosing by wearing appropriate colored shirts under uniforms, displaying pins, pens and bracelets which were also passed out to the public.

Additionally, Chief Thornhill represented the Police Department by handing out bags of treats at the annual Trunk or Treat on the Square this Halloween.

Staffing

The month of October, the Police Department saw a decrease of full-time staffing by one patrol officer.

As such, the Police Department continues to recruit qualified applicants to fill two open patrol positions. Three applications were received, with one application being processed through background investigation with recommendation for interview.

Angel Vallejo (sponsored cadet) is continuing his studies through the AACOG Police Academy.

Milton Saltmarsh is continuing to complete the required courses to sit for the TCOLE exam.

Department Statistics

Patrol Operations

Total Calls for Service	September 2024	+/- Previous Month
-In city	220	+16
-Out of city	2	-1
Agency Assist	15	+3



BLANCO POLICE DEPARTMENT



Jerry Thornhill, B.A.S.
Chief of Police

437 Blanco Avenue
Blanco, Texas 78606

Office: (830) 833-4375
Fax: (830) 833-4975

Traffic Stops		
-Total Vehicles Stopped	143	-32
-Resulting Citations	39	-23
-Resulting Warnings	132	+20
Arrests		
-On view	4	+3
-Warrants	0	+/-0
Motor Vehicle Collisions	10	-2

Detailed statistics to follow further into the report.

It is important to note these statistics represent reported Calls for Service and not verified offenses or incidents

Administrative Operations

o **Chief Activities**

Chief Thornhill assisted Lieutenant McMains by splitting the open patrol shift for the entire month of October, dedicating time and effort to patrol duties to ensure the same level of safety and security is provided to the citizens of Blanco despite again dropping below minimum staffing levels.

This month Chief Thornhill attended the Mike Magna Complex Dedication & Memorial Service honoring Blanco County's founding Emergency Management Coordinator, Mike Magna, who recently passed away.

o **Records Requests**

The Police Department received and fulfilled a total of 12 records requests in October 2024.

o **Fleet Updates**

Fleet IN COMMISSION	7	
Fleet IN REPAIR	0	
Fleet OUT OF COMMISSION	2	Units 171, 181

o **Payroll Utilization** (newly reported department statistic and data has not been compiled for September 2024)

Type of Pay	Hours	Percentage of Total
Regular	NA	5.58%
Overtime (planned)	0	-
Overtime (unplanned)	85	38.64%
Extra Duty	0	-



BLANCO POLICE DEPARTMENT



Jerry Thornhill, B.A.S.
Chief of Police

437 Blanco Avenue
Blanco, Texas 78606

Office: (830) 833-4375
Fax: (830) 833-4975

Criminal Investigations Division

Number of Reports Taken	Total	+/- previous month
-resulting in offense report	14	+9
-resulting in informational/other report	14	-1
Offenses Filed		
-felony	0	+/-0
-misdemeanor	1	+/-0

Lieutenant McMain assisted Chief Thornhill by splitting the open patrol shift for the entire month of October, dedicating time and effort to patrol duties to ensure the same level of safety and security is provided to the citizens of Blanco despite again dropping below minimum staffing levels. As patrol duties take precedence over all other duties within the department, the ability to conduct CID operations was greatly diminished for the month of October.

Regional Involvement

- o Child Fatality Review Team
- o Hill Country Crimes Against Children Multi-Disciplinary Team
- o Behavioral Health Leadership Team
- o Community Paramedic Expansion Project
- o Community Mental Health Awareness Team
- o Sexual Assault Response Team

Lieutenant McMain regularly engages in regional multi-disciplinary team meetings (as listed above) to ensure the highest quality and continuity of services to the citizens of our community; specifically, children, victims of crimes against persons, and mental health consumers. This month due to staffing levels, Lieutenant McMain was unable to attend any of the regional meetings except for the meetings requiring regular attendance through state mandate.

October 2024, the Behavioral Health Leadership Team hosted a Breakfast Workshop & Networking Event which invited local mental health authorities to meet and discuss goals and resources which the Blanco Police Department did have representation at.

Detailed Statistics

Total Traffic Stops: 143

Traffic Violations by Type	Resulting in Citation	Resulting in Warning
Moving Violation	51	118
Non-Traffic Violation	0	2
School Zone Violation	9	22



BLANCO POLICE DEPARTMENT



Jerry Thornhill, B.A.S.
Chief of Police

437 Blanco Avenue
Blanco, Texas 78606

Office: (830) 833-4375
Fax: (830) 833-4975

**Some traffic stops resulted in multiple citations/warnings if the officer addressed more than one violation*

Arrests Made by Month

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Adult	10	5	5	0	3	1	2	3	1	4		
Juvenile	0	0	0	0	0	0	0	0	0	0		
Total	10	5	5	0	3	1	2	3	1	4		

Calls for Service by Month

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Total	252	218	176	173	180	112	95	156	207	220		

Offenses by Month

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Total								11	6	19		

**Offense data not collected prior to August 2024*

Motor Vehicle Collisions by Month

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Total	6	6	10	8	8	16	10	8	12	10		

Miles Patrolled by Month

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Total									2141	2399		

**Data not available prior to September 2024*

Monthly Report of Incident by Incident Type

Call Type	Number of Calls
911 Follow-Up	4
Administrative	2



BLANCO POLICE DEPARTMENT



Jerry Thornhill, B.A.S.
Chief of Police

437 Blanco Avenue
Blanco, Texas 78606

Office: (830) 833-4375
Fax: (830) 833-4975

Alarm - Business	6
Alarm - Residential	0
Alarm - Other	1
Alcohol Related Offense (other)	2
Altered Mental Status	0
Animal Complaint	11
Assault - Physical	1
Assault - Sexual	0
Assist Public	3
Assist Other Agency	15
Bomb Threat	0
Burglary	1
Business Check	24
City Ordinance Violation	0
Civil	4
Close Patrol	45
Criminal Mischief	0
Deceased Person	0
Disorderly Conduct	1
Disturbance – Physical	2
Disturbance – Verbal	4
Drowning	0
DUI/DWI	0
Domestic Violence	2
Emotionally Disturbed Person	1
Fight	0
Fireworks	0
Follow-Up	8
Fraud	3
Harassment	1
Homicide	0
Hostage	0
Illegal Dumping	0
Indecency	0
Information	12
Internet Crime	0
Intoxicated	2
Misconduct	0
Missing Person	0
MVA – Fatal	0
MVA – Non-Injury	2



BLANCO POLICE DEPARTMENT



Jerry Thornhill, B.A.S.
Chief of Police

437 Blanco Avenue
Blanco, Texas 78606

Office: (830) 833-4375
Fax: (830) 833-4975

MVA – Injury	5
MVA – Other	3
Overdose	0
Public Service	0
Reckless Driver	14
Robbery	0
Sexual Offense	0
Shots Fired	1
Stabbing	0
Suspicious Circumstances	7
Suspicious Person	3
Suspicious Vehicle	3
Theft	3
Threats	1
Trespass	1
Traffic Stop	143
Welfare Check	10
TOTAL (including uncategorized calls for service)	363

**Note, numbers reflect the incident type the call was dispatched as, not necessarily what the incident type and/or offense was determined to be. Additionally, some incidents required multiple incident codes and can be listed under many categories.*

Summary

During the month of October 2024, the Blanco Police Department saw another increase in providing officer assistance to other agencies as well as increases in arrests, verified offenses, and overall calls for service; despite the decrease in staff. The noted increases in verified offenses included theft, fraud, and alcohol-related offenses. The Police Department will continue to closely monitor data to determine if these crime trends change, and if new ones appear to develop.

Disclosure

Many data collection sources were utilized to compile the presented information to include Record Management System reporting and administrative logs. In our continued effort to report accurate and transparent numbers, the department discloses that the RMS system is continuously updated and reports run at various times, sometimes producing different results. Care should be taken when comparing this monthly report to other data reports as different data collection methods and data sources may be used. The data provided is for informational use only.

CONSENT
ITEM #1

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

**Meeting Minutes
October 8, 2024**

A regular meeting and public hearing of the City Council, City of Blanco, Texas was held on October 8, 2024, at 6:00 pm at the Byars Building, 308 Pecan Street, Blanco, Texas.

The meeting was called to order at 6:00 pm by Mayor Arnold, followed by roll call announcing a quorum was present. The Invocation and the Pledge of Allegiance was led by Rev. Bryn Caddell. Council members present: Mayor Arnold, Mayor Pro-Tem Mack-McClung and Council Members Moses, Cargill, and Moore. Council Member Swinson was absent.

City staff present: Warren Escovy, City Administrator, Laurie Cassidy, City Secretary, Dana Bundick, Interim Finance Director, and Chief Jerry Thornhill.

Mayor Arnold made the following announcements:

- Texas Water Company is moving to Stage 3 Water Restrictions on Monday, October 14, 2024.
- New water meter installations are almost complete, approximately 50 meters are left to install.
- An online *Utility Billing Request Form* has been created for any customer needing additional assistance with paying their water bill. We understand there has been some confusion due to all the recent changes including the new accounting/billing system, adopted a new rate structure, water meter upgrades.

Public Comments:

- Heidi Savory, Blanco business owner, spoke regarding roof damage to Cranberries Antiques building during high wind event. Has asked for trees (located behind the building) to be trimmed. The damage to roof was \$3,715. She is asking for the city to reimburse her.
- Retta Martin, City of Blanco resident, spoke regarding the Streetscape Committee. She shared the committee's donor recognition plan. Keep Blanco Beautiful (KBB) has been raising money annually since 2000. All donors for the Streetscape project will receive some form of compensation such as a bench in Bindseil Park or Planter on the square. There will also be a Doner Challenge going on.

OPENED PUBLIC HEARINGS at 6:10 pm (No Comments)

1. Approval of Short-Term Rental Permit Application at 1006 12th Street (Hill Country Haven, TC Estates, Lot 01, 0.232 acres, Blanco, Texas 78606, (Property Owner: Latham, Abby T.).

CLOSED PUBLIC HEARINGS at 6:10 pm

PROCLAMATION:

1. Mayor Arnold Proclaimed October 2024 as Hill Country Night Sky Month.

AD-HOC COMMITTEE PRESENTATIONS:

CIAMAC Committee Update by OJ Armstrong, Chair

Utility Billing Fees -- Rate Order (Four Components)

1. Water Available Fee (fixed rate) based on size of meter (5/8" meter = \$41.49)
2. Plus, cost of all water that passes through the meter
3. Sewer/Wastewater Availability Fee (fixed rate) based on size of meter (5/8" meter = \$32.20)
4. Plus, fee for utilization \$8.39/1,000 gal. based on 80% of water consumption

Designed so the Enterprise Fund can build a reserve.

All customers Outside City Limits (OCL) pay an extra fee (availability fee) of \$16.12

Recent ruling from the Texas Supreme Court, SAWS will now take ownership of its wastewater discharge into the San Antonio River(GBRA already filed a motion to readdress).

Transportation Planning & Advisory Committee by Council Member Moore, Chair

TPAC Standing Directives

- Recommend a comprehensive transportation plan, including street layout, design standards, and traffic control features
- Coordinate all Transportation plan recommendations with CIAMAC, Planning & Zoning Commission, Streetscape Committee, and City Police
- Coordinate city transportation infrastructure issues with TXDOT when state highways are involved
- Provide community outreach to ensure public input on all transportation related matters impacting residents.

Current Directives

- Future of Main Street
- Voluntary annexation or other options opportunities if a relief route is selected
- Parking in Blanco

Recent updates

- Expanded Committee (from five to 11 members)
- Held first committee meeting with expanded committee
- TxDOT Meeting

Accomplishments

- Community Meeting (July 25, 2024)
- Over 800 historical and environmental features provided to TxDOT for evaluation
- Data/Research Collected thus far
- TxDOT timeline will be long with environmental, land acquisition, and design aspects dictating 10+ years possible relief rout opening

TxDOT Meeting

- Met with TxDOT team on October 1, 2024 (Tucker Ferguson, Heather Nguyen and Megan Dutton)
- Widening of Highway 281 (outside of the City) is funded and underway
- TxDOT is working to minimize impact

- Impact to Blanco (No Build remains an option until it isn't)
- Relief Route Selection (limited exits – use existing thoroughfares (e.g. 165))
- There will not be an announcement of a final choice or a meeting with the community in October as originally planned
- City of Blanco discussed voluntary annexation or other options
- Frontage road on the relief route will most likely be one-way
- 10+ years before a relief route would be completed

TPAC next steps

- Short Term
- Mid Term
- Long Term

Staff Presentations:

1. City Hall, Warren Escovy, City Administrator, shared the following: last month the Council adopted the 2025 budget, Certificate of Obligation Series 2024A will be delayed for a second time, the water plant is close to being operational and they are performing test runs this week, PSI new water meter installations are almost complete (approximately 50 left to install), billing issues (discussed previously by Mayor Arnold) contact the Utility Billing Department for assistance, Boards and Commissions (Comprehensive Master Plan Task Force is looking for volunteers, Planning & Zoning needs two volunteers and Historic Preservation Commission needs 1 volunteer). Plans are being made for a monthly Council workshop, looking at the fourth Tuesday, one hour in length to discuss various upcoming projects, etc., in a more relaxed atmosphere.
2. City Hall, Dana Bundick, Interim Finance Director shared she is working on year-end close out and will present October monthly finance report next month.
3. Police Department, Chief Thornhill thanked the Mayor and Council for the appreciation picnic. He spoke about the Homecoming Parade, had one flaw/miscommunication, won't happen again. PD attended the first responder blessing on September 30, they held their first 5K run which Council Member Swinson participated in. Regarding staffing, they have made three conditional job offers, of which two have been accepted. One is a cadet in the Academy who will be available to start employment in March.

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 September 10, 2024, Regular Meeting and Public Hearing.
2. Approval of Minutes from the September 12, 2024, Special Meeting.
3. Approval of Minutes from the September 27, 2024, Special Meeting and Public Hearing.

A motion was made by Council Member Moore to approve the consent agenda items one through three as presented, seconded by Council Member Cargill all in favor, motion carried unanimously.

NEW BUSINESS: Consider, discuss, and take appropriate action on the following:

1. Consideration, Discussion, and Take Possible Action Approval of Short-Term Rental Permit Application at 1006 12th Street (Hill Country Haven, TC Estates, Lot 01, 0.232 acres, Blanco, Texas 78606, (Property Owner: Latham, Abby T.). Warren shared this property meets the requirements for a short-term rental. Planning & Zoning Commission recommended approval of the permit at their meeting on October 7, 2024. The Owner, Abby Latham shared they purchased the home and currently live in Spring Branch but plan to eventually live in Blanco. **A motion was made by Mayor Pro-Tem Mack-McClung to approve the short-term rental permit application for Hill Country Haven at 1006 12th Street, seconded by Council Member Moore, all in favor, motion carried unanimously.**
2. Consideration, Discussion, and Take Possible Action with respect to Approval of a RESOLUTION DELAYING ACTION ON AN ORDINANCE AUTHORIZING THE ISSUANCE OF THE CITY OF BLANCO, TEXAS COMBINATION TAX AND REVENUE CERTIFICATES OF OBLIGATION, SERIES 2024A IN AN AMOUNT NOT TO EXCEED \$2,500,000; AND OTHER MATTERS RELATED THERETO. Staff's recommendation is to approve the delay resolution as requested and look at the projects that could be included in the amended 2024A series. **A motion was made by Council Member Cargill to approve the Resolution delaying action on the Ordinance, seconded by Mayor Pro-Tem Mack-McClung, motion carried 3-0, with Council Member Moore abstaining.**
3. Consideration, Discussion, and Take Possible Action on Approval to purchase a Wacker Neuson Compacting and Rolling equipment new for about \$25,000 or a used machine for about \$15,000 to be used for street repair paving. The Council discussed the best option at this time would be cold mix as it is easier to use and less expensive. They also discussed the purchase of machine, new vs. used. Staff's recommendation is to authorize staff to purchase a Wacker Neuson RD12L-90 (roller). The purchase can use COVID funds for the 24' year. **A motion was made by Mayor Pro-Tem Mack-McClung to purchase a used machine, seconded by Council Member Moore, all in favor, motion carried unanimously.**
4. Consideration, Discussion, and Take Possible Action on Approval of Amendments to the current Sign Ordinance 2011-392. The Council discussed changes that have been discussed and suggested by the Planning & Zoning Commission. Warren Escovy, City Administrator suggested that the Council review and discuss only tonight and bring back next month for a motion. Planning & Zoning Commission has been working on these revisions for months. The Council discussed keeping the variance notification but possibly reducing the base fee of \$750.00 to \$250.00 + actual cost to staff. **No Action Taken.**
5. Consideration, Discussion, and Take Possible Action on Approval of Matt Herden to fill Planning & Zoning Commissioner Vacancy. Planning & Zoning Commission and Warren Escovy, City Administrator recommend approval of application received from Matt Herden. **A motion was made by Council Member Moore to approve application from Matt Herden to fill vacancy on Planning & Zoning Commission, seconded by Council Member Cargill, all in favor, motion carried unanimously.**
6. Consideration, Discussion, and Take Possible Action on Approval of street closure(s) on the Square, November 7-10, 2024 for Car Show held by MG Register. Scott Harvey, Texas MG Register, Dallas, Texas spoke and shared next month planning to hold event which begins November 7 and goes through November 10, 2024. They are expecting approximately 75-100 people. The theme is "Holding Court in Blanco". Car show is on Saturday, November 9 with 80 cars on display. (Friday night to Saturday morning). Chief Thornhill shared this date

coincides with the Veterans Day Parade which begins at 9:00 am, SAME Saturday. Mayor Arnold invited them to participate in the parade. **A motion was made by Mayor Pro-Tem Mack-McClung to approve the street closures for Texas MG Register (parking 7:00 pm Friday to 2:00 pm on Saturday), seconded by Council Member Cargill, all in favor, motion carried unanimously.**

7. Consideration, Discussion, and Take Possible Action on Approval of Waiver of Water Disconnect Notices for the Months of November and December 2024. The Council discussed, each November and December Council either waives disconnects or moves back a week. Collections are more challenging when removed. **A motion was made by Council Member Moses to waive water disconnects for the months of November and December 2024, seconded by Council Member Moore, all in favor, motion carried unanimously.**
8. Consideration, Discussion, and Take Possible Action on Approval of rainwater collection gutters for Bindseil Park. The Council discussed **No Action Taken.**
9. Consideration, Discussion, and Take Possible Action on Approval of Revisions to City of Blanco Organizational Chart. Mayor Arnold opened up for discussion with the Council. Suggestions include moving City Attorney, Chief of Police and/or City Secretary under the Council to report directly to the Mayor and Council. **No Action Taken.**
10. Consideration and Discussion only (No Action) on Approval of Ordinance 2024-O-0xx Adoption of Ethics Policy. The Council discussed adoption of an ethics policy (template came from Bryan, TX). Tim Tuggey, Attorney said with the Council's blessing he will redline the draft policy and resubmit for review in the next 10 days. **No Action Taken.**
11. Consideration, Discussion, and Take Possible Action on Authorization of City Administrator to go out for RFQ for City Engineering Services. The City has contracted with Ardurra Engineering since March 2022. Concerned with speed and project management. Staff's recommendation is to authorize staff to go out for RFQ for Engineering Services. **A motion was made by Council Member Moore to authorize the City Administrator to go out for RFQ for City Engineering Services, seconded by Mayor Pro-Tem Mack-McClung, all in favor, motion carried unanimously.**
12. Consideration, Discussion, and Take Possible Action on Authorization of City Administrator to go out for RFQ for IT Services. The Council discussed having more cyber security protocols put in place (this is a CJIS requirement). Staff's recommendation is to authorize the City Administrator to go out for RFQ for Computer Maintenance, Server Maintenance, and IT Support Services. **A motion was made by Mayor Pro-Tem Mack-McClung to authorize City Administrator to go out for RFQ for IT Services, seconded by Council Member Moore, all in favor, motion carried unanimously.**

Closed regular meeting at 7:54 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) and Section 1.05, Texas Disciplinary Rules of Professional Conduct; Confer with City Attorney regarding City Water Agreements with GBRA and Texas Water Company

2. 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 legal issues associated with the Water Treatment Plant Project; Bids, Contract. Award and Notice to Proceed.
3. Texas Government Code Sections 551.071 (Consultation with City Attorney) and Section 1.05, Texas Disciplinary Rules of Professional Conduct; Consultation with City Attorney regarding Economic Development Project.
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 Pending Legal Matters.

Closed executive session at 9:04 pm and convened into regular meeting.:

Adjournment:

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

The meeting was adjourned at 9:05 pm.

Respectfully submitted,

Mike Arnold, Mayor

ATTEST:

Laurie A. Cassidy, City Secretary

These minutes were approved on the _____ day of _____, 2024.

CONSENT
ITEM #2

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

**Meeting Minutes
October 29, 2024**

A special meeting of the City Council, City of Blanco, Texas was held on October 29, 2024, at 6:00 pm at the Byars Building, 308 Pecan Street, Blanco, Texas.

The meeting was called to order at 6:00 pm by Mayor Pro-Tem Mack-McClung, followed by roll call announcing a quorum was present. Council members present: Mayor Pro-Tem Mack-McClung and Council Members Swinson, Moses, Moore and Cargill. Mayor Arnold was absent. The Pledge of Allegiance was led by Mayor Pro-Tem Mack-McClung.

City staff present: Warren Escovy, City Administrator

Warren Escovy, City Administrator announced the next Coffee with the Mayor will be held on November 8, from 8:30 to 10:00 am, location unknown.

Mayor Pro-Tem Mack-McClung announced the meeting/mixer tomorrow night at the Byars Building, Comprehensive Master Plan Task Force, 5:30 to 7:00 pm. We have 26 volunteers thus far; all are welcome to attend.

Public Comments:

- Ken Welch, Blanco County resident spoke, asked about Q&A format, open dialogue, and would someone be taking notes.

WORKSHOP:

Retta Martin spoke regarding the CAMP Training she has attended in the past. It doesn't matter how you personally feel about an item, it should not be discussed between members. You should follow the ordinances, rules and laws.

Bill Depew asked about open forum. Council Member Swinson added her, and Mayor Pro-Tem Mack-McClung have been working on Message Board where all can share thoughts and ideas in an open forum. She said she can continue looking into this and can get with Warren regarding the Google settings. Tim Tuggey, Attorney added, it is a Public Message Board.

City Administrator:

- *Update on Water Plant* – November 6 testing will begin on the Water Plant and hopefully by end of week we will know if the plant is fully operational.
- *Update on minor road repair/potholes* – Received approval from the Council to purchase a used roller machine. First, Inframark plans to rent a roller to complete areas at 6th Street and also at Cherry Street, and other areas that have not been repaired yet.
- *Halloween on the Square* – Member of the City staff and Inframark will begin handing out candy around 5:30 pm.
- *Update on Series 2024A Certificate of Obligation* – At the next Council meeting, this will be discussed, Council needs to approve the funding for the Water Plant, Filter to Waste (FTW) funding (\$462,000). Additional funding is needed for purchase of ten fire hydrants (\$100,000), retaining wall at Town Creek (\$150,000), sewer line extension (\$600,000).
- *Gem of the Hills, Taco Cook Off* – Warren and Damon (Inframark) will be participating, November 9.

- *New Water Meter Installations* – Approximately 50 meters left, Inframark is working on a portion of these as well as completion of back fill and Ferguson is working on the balance to have them all completed within the next few weeks.
- *New Customer Portal* – Kick off staff training on November 12 with Jim Brown, H2O Analytics and hoping to roll out to water customers by the middle of November.
- *Code of Ethics* – Next month the Council will be reviewing a new Code of Ethics Policy

Police Department:

- *General Update on Staffing* – Currently have five full time officers including admin staff. Have made two conditional job offers, one person is currently in the Academy, the other is waiting on test results from TCOLE, this puts us at seven officers plus Nancy our Administrative Assistant. This leaves us with two open positions.
- *Update on Veterans Day Parade and the MG Register Car Show* – Spoke with MG Register car group and Terry Weeks from the VFW and they are willing to work together on the November 9 events. Constable Bussey and a couple of deputies from the Sheriff’s office will be assisting with the Parade and the Car Show in the morning.
- *Trunk or Treat on the Square* – The Police Department, along with Constable Bussey and deputies from the Sheriff’s office will be participating in the Trunk or Treat event and then transitioning over to the First Baptist Church Halloween events.

Council Member Cargill asked why Inframark and not Ferguson is working on the final meter installations. Warren said these meters had issues with size or extra work needed for the swap-out. Donna expressed concern with her new meter, waiting for the dirt to be filled back in, the plastic meter box sticks up out of the ground, worried about the pipes freezing. Warren said the repairs should be complete in the next few days.

Will the City be making repairs to 7th Street at Rocky Road, it’s a dangerous area with people transitioning from the Baptist Church up to the neighborhood. The Chief said Officer Donny Nance will be monitoring traffic control until repairs are complete.

Ken Welch discussed the proposed Code of Ethics Policy. He feels it is large, and some content does not apply to Blanco. Would like for it to be discussed at the next Council meeting and then brought back at a later meeting for a vote.

Council Discussion:

- *TPAC Committee and TXDOT plans* – Council Member Moore shared the next TPAC meeting is scheduled for this Thursday, October 31 at 10:30 am at the Byars Building. Currently have a committee of 11 people. TxDOT just announced their next Community Workshop #4 to be held in early 2025 and the TPAC Committee is in the process of sharing this information with residents. At the next TxDOT Community Workshop #4 they will share two relief routes; one previously presented and another revised from a previously presented option, as well as the No-Build (do nothing) alternative. Our belief is that TxDOT is working to “hug the property lines” instead of going through the middle of properties which has caused the delay in revealing the proposed route(s). We are ten years away from the relief route being built so in the meantime we are looking at speed limit, increased lanes, stop lights, and how to alleviate traffic issues we are experiencing now.

Ken Welch suggested having the Committees communicate with each other about what they are working on so everyone can work together.

- *Projects: Sewer line extension* - Bill Depew asked about the sewer extension project. What happens if we install the sewer line and then TxDOT comes along with their new relief route? He believes infrastructure inside the city is more critical than sewer lines further north of the city. Mayor Pro-Tem Mack-McClung explained many of the properties that were annexed ten years ago are still in need of city services and we need to fulfill our obligation, so this is considered critical infrastructure. If TxDOT does build the relief route they will need to take this into consideration.
- *2024A Certificates of Obligation* – Warren discussed in the future we may need to hold an election to issue bonds for larger project(s). At this time will use the Texas Water Development Board loan of \$3,390,000 with low interest rate of 2.77% plus grant funds of \$513,919 and Certificate of Obligation for smaller projects. CIAMAC is working on plan for larger project, long them over the next 20-25 years.

Ken Welch and others discussed open land in and around the City.

Wayne Gosnell spoke about the Comprehensive Master Plan Task Force and the Transportation (TPAC) Committee stating the Chairs of these two committees are City Council Members. How do we avoid the walking quorum during these meetings? Mayor Pro-Tem Mack-McClung said the City posts a notice of meeting if the foresee a possible quorum. The Council also tries to coordinate with each other to make sure they do not form a quorum without notice.

Regarding the sewer line on the North side of town, the major concern is with environmental. Hope the City reviews this project very closely (underground gas tanks) Paradise Creek/Valero/Neighborhood Market. City had this reviewed in the past. Warren shared no plans have been submitted. There is a water quality ordinance and a drainage ordinance. Half to two thirds of the property is in the 100 year flood plain. Nothing has been done to date. Discussed car wash and if the City could support an additional car wash and also if the property was zoned correctly for a car wash.

Adjournment:

The meeting was adjourned at 7:00 pm.

Respectfully submitted,

Bobby Mack-McClung, Mayor Pro-Tem

ATTEST:

Laurie A. Cassidy, City Secretary

These minutes were approved on the _____ day of _____, 2024.

NEW BUSINESS

ITEM #1

SEE PUBLIC HEARING #1

NEW BUSINESS ITEM #2

SEE PUBLIC HEARING #2

NEW BUSINESS

ITEM #3

City of Blanco

Application for Consideration for Appointment to Planning & Zoning Commission

Name: Karl W. Cloninger
Address: 624 Singleton Dr
Home Phone: 512. 484. 0492 Alternate Phone: _____
E-Mail ~~ark@arkcloninger.com~~ arkcloninger@gmail.com

Do you live inside the City Limits?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are you registered to vote in Blanco County?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are you a US Citizen?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are you 18 years of age or older?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Has a final judgment been entered finding you totally mentally incapacitated; or partially mentally incapacitated without the right to vote?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Have you been convicted of a felony?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Have you lived inside the City Limits for over 6 months and the State for over 12 months?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Please describe applicable experience (including work and volunteer experience), and why you want to serve on the P&Z.

Full professional career. See my resume
(attached)
State service, higher education, professional
announcing, professional services.

Signature Karl Cloninger Date: 11/7/2024

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@cityofblanco.com

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

Additional: Blanco Chamber Board
since 2021. Volunteer Director
of Youth Mental Health

Professional Experience:

- Management of an educational component of the Urban Outdoors Branch of the Texas Parks and Wildlife Department, including Project WILD, Aquatic WILD (1994-1997), and primary developer (with others) of The Becoming An Outdoors Woman program. Implemented more than 50 statewide and regional BOW related workshops during the course of this assignment. (1994-2003)
- Management of the 4500-acre State of Texas Parrie Haynes Ranch which featured a full conference center operation for workshops, trainings, and events, a 10-week summer youth camp operation for under-served children, and a full-service Equestrian Center for trail riding throughout the ranch.
- Events were conducted for as many as 350 individuals and for groups of 60 persons for extended two-week sessions. Ranch events were diverse and included the provision of food, lodging, and event logistics. Additionally, on-ranch programs included tours and interpretive programs of the "Oak Tree" and the "Hoover House Cabin", and original homestead for local youth, schools, scouting groups, youth hunting groups, and the public at large. (1996-2009)
- Implementation of additional innovative outdoor recreation programs including development of secondary level outdoor programs for women (BOW-Phase II) throughout Texas, including opportunities in backpacking, car-camping, horseback riding, land navigation, kayaking, and fishing (freshwater and salt-water), and hunting. Additionally, organized a series of "long-trail" youth outreach trail rides across the State of Texas requiring the management of hundreds of staff and logistical volunteers, and a series of statewide youth outreach events including fishing, boating, and hunting related events. (1994-2009)
- Professional announcer/emcee for national equine related events including the Texas Equestrian Trail Rider's Association "Mane Event" (Belton, TX 2003-2004), the Extreme Mustang Makeover (Ft. Worth 2007-2008), and served as the "Voice" of Dennis Reis Universal Horsemanship's No Dust Tour featuring work at more than 60 weekend tour stops and clinics across the United States. This work included cameo appearances and audio spots on RFD Television. (2003-Present)
- Twelve years of university level teaching in the areas of Outdoor Recreation, Community Education, and Research Methods at four major and regional universities. Assignments included teaching, research, supervision of student practica, and student advising (graduate and undergraduate level). Dissertation Topic: "Off Season Utilization of Resident Camps in the United States". Courses instructed included (but not limited to) Leadership, Outdoor Recreation Leadership, Wilderness Skills, Recreation Programming, Environmental and Historical Interpretation, and Statistical Methods. (1980-1992)
- Successful operation of a full time farrier business which included the shoeing and trimming of different breeds and types of horses including dressage horses, hunter-jumpers, race horses, and rodeo event horses.. The business continues to be selectively operational using natural balance horse shoeing techniques. (Fully operational 1987-2003)

Accomplishments:

- Developed Parrie Haynes Ranch from being an under-utilized facility to one of Texas' premier conference centers, outdoor recreation program, and horseback riding venues.. Managed the development and operation of this facility with three (3) full time staff and countless volunteers. (1994-2009)
- Secured a \$2.5 million grant from the Camp Coca-Cola Foundation for additions to the Parrie Haynes Ranch "East-Side Complex" including 200 person dining hall with commercial kitchen, office building, swimming pool, two (2) residences, and nine (9) cabins. (2003)
- Wrote and received funding for two (2) federal grants to support the development of the Parrie Haynes Equestrian Center including construction of trails, pens, electrical and water facilities, restrooms, and buildings for meeting and food service. (1999-2001)
- Wrote and received funding for two (2) Texas Parks and Wildlife Community Outreach Grants for sponsorship of TPWD/TETRA Outreach trail rides. Such trail rides served over 1000 youth from El Paso to Houston from 1997-2009.
- Responsible for solicitation of land and buildings (\$1.2 million) from Police Activities League of Texas as a donation to the Texas Parks and Wildlife Department for development of TPWD Game Warden Training Academy in Hamilton County, Texas. (2008)

Education:

University of Oregon Master of Science / Doctor of Philosophy Masters and Doctoral level studies in the areas of Recreation and Parks Management, Outdoor Education, The Sociology and Philosophy of Leisure, and Community Education.	Eugene, Oregon 1978, 1980
The University of Alabama Bachelor of Science/Education	Tuscaloosa, Alabama 1975
Dennis Reis Universal Horsemanship Mentor Series 30-Day Instructor Clinic	Penngrove, California January 2010
Dennis Reis Universal Horsemanship 30 Day Clinic Mentor Series 30- Day Natural Horsemanship Clinic	Penngrove, California June/July 2008
Sam Howry School of Rodeo Announcing Certificate of Completion	Oklahoma City, OK 1998
Scott Simpson's School of Horseshoeing Certificate of Completion/AFA Intern Certification	Walla Walla, Washington 1991
Oklahoma Horseshoeing School Certificate of Completion	Oklahoma City, OK 1987

Employment:

Stormwalker Ranch Director of Programs	Wann, OK Spring 2012-Present
Dennis Reis Universal Horsemanship Tour Announcer/The "Voice" of the No Dust Tour	Penngrove, California Fall 2007 - Present
Texas Parks and Wildlife Department Manager II	Statewide -Texas June 1994 -May , 2009
Karl Cloninger Farrier Services Owner	TX, WA, OR 1987 - 2003
Various Universities (Oregon, Oklahoma, Texas, Washington) Assistant Professor-Outdoor Recreation/Outdoor Education	Various Cities 1980 - 1992

Publications:

Publication of multiple academic journals (refereed) and magazine articles associated with outdoor education, the youth camping industry, and contribution to a university textbook concentrating on leadership. A list of articles, book contributions, and professional presentations can be provided upon request.

Awards:

- TPWD Employee Recognition Award/Partnership-In recognition of acquiring the \$2.5 million donation for the re-development of Parrie Haynes Ranch by the Camp Coca-Cola Foundation- (2004).
- TPWD Employee Recognition Award/Outreach-In recognition of being a member of the Huff Trail Ride service team planning, leadership, and support group for the Huff Trail Ride Project - (2005).

References:

Excellent references are available upon request.

NEW BUSINESS

ITEM #4



City of Blanco

P.O. Box 750 Blanco, Texas 78606

Office 830-833-4525 Fax 830-833-4121

STAFF REPORT: 11/12/24

DESCRIPTION: Certificate of Obligation of \$1.5 million for public works Projects

ANALYSIS:

A Certificate of Obligation of \$1.5 million needs to be awarded at the Tuesday November 12th Council meeting. The FTW for the water plant will be paid for with the CO money as the plant is almost completely built. The VFDs have been ordered due to the critical nature of the product. The remainder of the funds (about \$1,000,000) will need to be appropriated (can be at a later meeting) for public works projects which will be paid through our debt service (I&S) for the following items:

\$462,000 for FTW at the Water Plant

\$600,000 for sewer line from 15th Street to north City limits line. This number can go smaller if we just go to Brewer property only and apply the \$95,000 reimbursement from another property owner. (\$370,000)

VFD's at Stallion - \$30k

Retaining wall for Town Creek about \$150,000

Portable generator - \$50k

10 fire hydrants- \$100k

\$300,000 to \$650,000 Sewer line extension (Dowdy and 14th to 281)

What was removed was the \$100,000 for Generator disconnects that was paid for by our Owner's Discretionary Allowance (ODA) on the meter project. It was the money saved by our new meters that is financing our generator project. Instead of \$100,000 for a hot mix patching machine we are paying about \$25,000+ in the remaining Covid funds to pay for a roller compactor.

FUNDING: Certificate of Obligations

RECOMMENDATION: Approve Ordinance as requested by bond council.

City of Blanco
Brewer Sanitary Sewer Connection
Opinion of Probable Construction Cost



Option 1 - Jack and Bore Across 281

Item	DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT
100	MOBILIZATION	LS	1	11%	\$ 36,897.81
101	PREPARATION OF RIGHT-OF-WAY	LS	1	4%	\$ 13,614.71
203	TACK COAT	GAL	2.20	\$ 10.00	\$ 22.00
205	HOT MIX ASPHALTIC CONCRETE PAVEMENT (8" TYPE B)	SY	22	\$ 100.00	\$ 2,200.00
515	TOPSOIL (4")	CY	29	\$ 35.00	\$ 1,004.63
520	HYDROMULCHING	SY	258	\$ 15.00	\$ 3,875.00
530	BARRICADES, SIGNS & TRAFFIC HANDLING	LS	1	\$ 50,000.00	\$ 50,000.00
540	STORMWATER POLLUTION PREVENTION PLAN	LS	1	3%	\$ 10,063.04
550	TRENCH EXCAVATION SAFETY PROTECTION	LF	775	\$ 7.00	\$ 5,425.00
848	8" PVC SANITARY SEWER LINE (SDR-26), (0'-6')	LF	775	\$ 200.00	\$ 155,000.00
852	SANITARY SEWER MANHOLE (0'-6')	EA	3	\$ 15,000.00	\$ 45,000.00
856	JACKING, BORING, OR TUNNELING (24")	LF	80	\$ 400.00	\$ 32,000.00
856	8" CARRIER PIPE (BORE)	LF	80	\$ 200.00	\$ 16,000.00
856	24" STEEL CASING OR LINER	LF	80	\$ 275.00	\$ 22,000.00
866	POST-CONSTRUCTION SANITARY SEWER MAIN TELEVISION INSPECTION (8"-15" MAIN)	LF	855	\$ 6.00	\$ 5,130.00
	CONTINGENCY	LS	1	30%	\$ 119,469.66
Option 1 - Construction Total					\$ 517,701.84

Option 2 - Open-Cut Parallel Along 281 South Bound

Item	DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT
100	MOBILIZATION	LS	1	11%	\$ 43,718.60
101	PREPARATION OF RIGHT-OF-WAY	LS	1	4%	\$ 15,897.67
203	TACK COAT	GAL	2.33	\$ 10.00	\$ 23.33
205	HOT MIX ASPHALTIC CONCRETE PAVEMENT (8" TYPE B)	SY	23	\$ 100.00	\$ 2,333.33
515	TOPSOIL	CY	48	\$ 35.00	\$ 1,685.19
520	HYDROMULCHING	SY	433	\$ 15.00	\$ 6,500.00
530	BARRICADES, SIGNS & TRAFFIC HANDLING	LS	1	\$ 50,000.00	\$ 50,000.00
540	STORMWATER POLLUTION PREVENTION PLAN	LS	1	3%	\$ 11,923.26
550	TRENCH EXCAVATION SAFETY PROTECTION	LF	1300	\$ 7.00	\$ 9,100.00
848	8" PVC SANITARY SEWER LINE (SDR-26), (0'-6')	LF	1300	\$ 200.00	\$ 260,000.00
852	SANITARY SEWER MANHOLE (0'-6')	EA	4	\$ 15,000.00	\$ 60,000.00
866	POST-CONSTRUCTION SANITARY SEWER MAIN TELEVISION INSPECTION (8"-15" MAIN)	LF	1300	\$ 6.00	\$ 7,800.00
	CONTINGENCY	LS	1	30%	\$ 140,694.42
Option 2 - Construction Total					\$ 461,181.39

List of Key Assumptions:

1. The above opinion of probable construction cost was developed based on the best available GIS data of the City's existing water and sewer infrastructure and verified using aerial imagery.
2. Site and field verifications were not conducted for these estimates.
3. Topographic surveying, environmental review, and geotechnical engineering services were not included.
4. Land acquisition costs are not included in the above estimates. The estimates are based on the proposed alignment being within public ROW.
5. This estimate assumes that there are no utility conflicts with, but not limited to, existing water, electrical, gas, telecommunication, etc.
6. This estimate assumes that both options can hydraulically operate via gravity without the need for a lift station.
7. The alignments shown in the corresponding exhibit are for graphical purposes only and have not been field verified.
8. TxDOT coordination was not completed during the development of these estimates.

Due to the assumptions listed above, Ardurra Group, Inc. recommends a field survey and preliminary engineering design to determine if these options presented are feasible.

City of Blanco
Sanitary Sewer Service to Akil Property
Opinion of Probable Construction Cost



Item	DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT
100	MOBILIZATION	LS	1	11%	\$ 36,087.50
101	PREPARATION OF RIGHT-OF-WAY	LS	1	4%	\$ 13,122.73
515	TOPSOIL	CY	39	\$ 35.00	\$ 1,348.15
520	HYDROMULCHING	SY	347	\$ 15.00	\$ 5,200.00
530	BARRICADES, SIGNS & TRAFFIC HANDLING	LS	1	\$ 40,000.00	\$ 40,000.00
540	STORMWATER POLLUTION PREVENTION PLAN	LS	1	3%	\$ 9,842.04
550	TRENCH EXCAVATION SAFETY PROTECTION	LF	1040	\$ 7.00	\$ 7,280.00
848	8" PVC SANITARY SEWER LINE (SDR-26), (0'-6')	LF	1040	\$ 200.00	\$ 208,000.00
852	SANITARY SEWER MANHOLE (0'-6')	EA	4	\$ 15,000.00	\$ 60,000.00
866	POST-CONSTRUCTION SANITARY SEWER MAIN TELEVISION INSPECTION (8"-15" MAIN)	LF	1040	\$ 6.00	\$ 6,240.00
	CONTINGENCY	LS	1	30%	\$ 116,136.12
Option 2 - Construction Total					\$ 380,880.41

List of Key Assumptions:

1. The above opinion of probable construction cost was developed based on the best
2. Site and field verifications were not conducted for these estimates.
3. Topographic surveying, environmental review, and geotechnical engineering services were
4. Land acquisition costs are not included in the above estimates. The estimates are based on
5. This estimate assumes that there are no utility conflicts with, but not limited to, existing
6. This estimate assumes that both options can hydraulically operate via gravity without the
7. The alignments shown in the corresponding exhibit are for graphical purposes only and
8. TxDOT coordination was not completed during the development of these estimates.

ORDINANCE NO. 2024-O-010

ORDINANCE AUTHORIZING THE ISSUANCE OF THE CITY OF BLANCO, TEXAS COMBINATION TAX AND REVENUE CERTIFICATES OF OBLIGATION, SERIES 2024A; LEVYING AN AD VALOREM TAX AND PLEDGING CERTAIN SURPLUS REVENUES IN SUPPORT OF THE CERTIFICATES; APPROVING AN OFFICIAL STATEMENT, A PAYING AGENT/REGISTRAR AGREEMENT AND OTHER AGREEMENTS RELATING TO THE SALE AND ISSUANCE OF THE CERTIFICATES; AND ORDAINING OTHER MATTERS RELATING TO THE ISSUANCE OF THE CERTIFICATES

**THE STATE OF TEXAS §
COUNTY OF BLANCO §
CITY OF BLANCO §**

WHEREAS, the City Council of the City of Blanco, Texas (the "City") deems it advisable to issue certificates of obligation in the amount of \$2,500,000 (the "Certificates") for the purpose of paying contractual obligations incurred or to be incurred for constructing, improving, designing, acquiring, and equipping the City's: (i) water/wastewater system, (ii) drainage improvements, (iii) street improvements, to include acquisition of street maintenance equipment, (iv) public safety, to include improvements to the City's fire suppression system, and (v) payment of professional services in connection therewith including legal, engineering, architectural and fiscal fees and the costs of issuing the Certificates; and

WHEREAS, the Certificates hereinafter authorized and designated are to be issued and delivered for cash pursuant to Subchapter C of Chapter 271, Local Government Code and Chapter 1502, Texas Government Code, as amended; and

WHEREAS, on July 9, 2024 the City Council passed a resolution authorizing and directing the City Secretary to give notice of intention to issue the Certificates; and

WHEREAS, the notice was published on July 17, 2024 and July 24, 2024 in *Blanco County News*, a newspaper of general circulation in the City and a "newspaper" as defined in Section 2051.044, Government Code; and

WHEREAS, the notice was also posted with the City's website continuously for at least 45 days before the date tentatively set for the passage of this Ordinance; and

WHEREAS, the City has not received a valid petition from the qualified voters of the City protesting the issuance of the Certificates; and

WHEREAS, it is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and public notice of the time, place and purpose of the meeting was given, all as required by Chapter 551, Texas Government Code; and

WHEREAS, it is considered to be in the best interest of the City that the interest bearing Certificates be issued; therefore,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BLANCO, TEXAS:

Section 1. RECITALS, AMOUNT AND PURPOSE OF THE CERTIFICATES. The recitals set forth in the preamble hereof are incorporated herein and shall have the same force and effect as if set forth in this Section. The Certificates of the City of Blanco, Texas (the "City") are hereby authorized to be issued and delivered in the aggregate principal amount of \$2,500,000 for the purpose of paying contractual obligations incurred or to be incurred for constructing, improving, designing, acquiring, and equipping the City's: (i) water/wastewater system, (ii) drainage improvements, (iii) street improvements, to include acquisition of street maintenance equipment, (iv) public safety, to include improvements to the City's fire suppression system, and (v) payment of professional services in connection therewith including legal, engineering, architectural and fiscal fees and the costs of issuing the Certificates.

Section 2. DESIGNATION, DATE, DENOMINATIONS, NUMBERS, AND MATURITIES OF CERTIFICATES. Each certificate issued pursuant to this Ordinance shall be designated: "CITY OF BLANCO, TEXAS COMBINATION TAX AND REVENUE CERTIFICATES OF OBLIGATION, SERIES 2024A", and initially there shall be issued, sold, and delivered hereunder fully registered certificates, without interest coupons, dated _____, 2024, in the denomination and principal amount hereinafter stated, numbered consecutively from R-1 upward (except the initial Certificate delivered to the Attorney General of the State of Texas which shall be numbered T-1), payable to the respective initial registered owners thereof (as designated in Section 12 hereof), or to the registered assignee or assignees of said Certificates or any portion or portions thereof (in each case, the "Registered Owner"), and the outstanding principal amount of the Certificates shall mature and be payable on _____ in each of the years and in the principal amount, respectively, as set forth in the following schedule:

<u>YEAR</u>	<u>PRINCIPAL AMOUNT</u>	<u>YEAR</u>	<u>PRINCIPAL AMOUNT</u>
2025		2040	
2026		2041	
2027		2042	
2028		2043	
2029		2044	
2030		2045	
2031		2046	
2032		2047	
2033		2048	
2034		2049	
2035		2050	
2036		2051	
2037		2052	
2038		2053	
2039		2054	

The term "Certificate" as used in this Ordinance shall mean and include collectively the Certificates initially issued and delivered pursuant to this Ordinance and all substitute Certificates

exchanged therefor, as well as all other substitute Certificates and replacement Certificates issued pursuant hereto.

SECTION 3. INTEREST. The Certificates scheduled to mature during the years, respectively, set forth below shall bear interest from the dates specified in the FORM OF CERTIFICATE set forth in this Ordinance to their respective dates of maturity at the following rates per annum:

<u>YEAR</u>	<u>INTEREST RATE</u>	<u>YEAR</u>	<u>INTEREST RATE</u>
2025		2040	
2026		2041	
2027		2042	
2028		2043	
2029		2044	
2030		2045	
2031		2046	
2032		2047	
2033		2048	
2034		2049	
2035		2050	
2036		2051	
2037		2052	
2038		2053	
2039		2054	

Interest shall be payable in the manner provided and on the dates stated in the FORM OF CERTIFICATE set forth in this Ordinance.

Section 4. CHARACTERISTICS OF THE CERTIFICATES. (a) Registration, Transfer, Conversion and Exchange; Authentication. The City shall keep or cause to be kept at Wilmington Trust, N.A., Dallas, Texas (the "Paying Agent/Registrar") books or records for the registration of the transfer, conversion and exchange of the Certificates (the "Registration Books"), and the City hereby appoints the Paying Agent/Registrar as its registrar and transfer agent to keep such books or records and make such registrations of transfers, conversions and exchanges under such reasonable regulations as the City and Paying Agent/Registrar may prescribe; and the Paying Agent/Registrar shall make such registrations, transfers, conversions and exchanges as herein provided. The Paying Agent/Registrar shall obtain and record in the Registration Books the address of the Registered Owner of each Certificate to which payments with respect to the Certificates shall be mailed, as herein provided; but it shall be the duty of each Registered Owner to notify the Paying Agent/Registrar in writing of the address to which payments shall be mailed, and such interest payments shall not be mailed unless such notice has been given. The City shall have the right to inspect the Registration Books during regular business hours of the Paying Agent/Registrar, but otherwise the Paying Agent/Registrar shall keep the Registration Books confidential and, unless otherwise required by law, shall not permit their inspection by any other entity. The Paying Agent/Registrar shall make the Registration Books available within the State of Texas. The City shall pay the Paying Agent/Registrar's standard or customary fees and charges for making such registration, transfer, conversion, exchange and delivery of a substitute Certificate

or Certificates. Registration of assignments, transfers, conversions and exchanges of Certificates shall be made in the manner provided and with the effect stated in the FORM OF CERTIFICATE set forth in this Ordinance. Each substitute Certificate shall bear a letter and/or number to distinguish it from each other Certificate.

Except as provided in Section 4 of this Ordinance, an authorized representative of the Paying Agent/Registrar shall, before the delivery of any such Certificate, date and manually sign said Certificate, and no such Certificate shall be deemed to be issued or outstanding unless such Certificate is so executed. The Paying Agent/Registrar promptly shall cancel all paid Certificates and Certificates surrendered for conversion and exchange. No additional ordinances, orders, or resolutions need be passed or adopted by the governing body of the City or any other body or person so as to accomplish the foregoing conversion and exchange of any Certificate or portion thereof, and the Paying Agent/Registrar shall provide for the printing, execution, and delivery of the substitute Certificates in the manner prescribed herein, and said Certificates shall be printed or typed on paper of customary weight and strength. Pursuant to Chapter 1201, Texas Government Code, as amended, and particularly Subchapter D thereof, the duty of conversion and exchange of Certificates as aforesaid is hereby imposed upon the Paying Agent/Registrar, and, upon the execution of said Certificate, the converted and exchanged Certificate shall be valid, incontestable, and enforceable in the same manner and with the same effect as the Certificate which initially was issued and delivered pursuant to this Ordinance, approved by the Attorney General of the State of Texas and registered by the Comptroller of Public Accounts of the State of Texas.

(b) Payment of Certificates and Interest. The City hereby further appoints the Paying Agent/Registrar to act as the paying agent for paying the principal of and interest on the Certificates, all as provided in this Ordinance. The Paying Agent/Registrar shall keep proper records of all payments made by the City and the Paying Agent/Registrar with respect to the Certificates, and of all conversions and exchanges of Certificates, and all replacements of Certificates, as provided in this Ordinance. However, in the event of a nonpayment of interest on a scheduled payment date, and for thirty (30) days thereafter, a new record date for such interest payment (a "Special Record Date") will be established by the Paying Agent/Registrar, if and when funds for the payment of such interest have been received from the City. Notice of the past due interest shall be sent at least five (5) business days prior to the Special Record Date by United States mail, first-class postage prepaid, to the address of each Registered Owner appearing on the Registration Books at the close of business on the last business day next preceding the date of mailing of such notice.

(c) General. The Certificate (i) shall be issued in fully registered form, without interest coupons, with the principal of and interest on such Certificate to be payable only to the Registered Owners thereof, (ii) may be redeemed prior to their scheduled maturities (notice of which shall be given to the Paying Agent/Registrar by the City at least 45 days prior to any such redemption date which shall indicate to which principal installments the redemption shall be applied), (iii) may be converted and exchanged for other Certificates, (iv) may be transferred and assigned in whole, but not in part, (v) shall have the characteristics, (vi) shall be signed, sealed, executed and authenticated, (vii) the principal of and interest on the Certificates shall be payable, and (viii) shall be administered and the Paying Agent/Registrar and the City shall have certain duties and responsibilities with respect to the Certificates, all as provided, and in the manner and to the effect as required or indicated, in the FORM OF CERTIFICATE set forth in this Ordinance. The Certificate initially issued and delivered pursuant to this Ordinance is not required to be, and shall

not be, authenticated by the Paying Agent/Registrar, but on each substitute Certificate issued in conversion of and exchange or substitute for any Certificate or Certificates issued under this Ordinance the Paying Agent/Registrar shall execute the PAYING AGENT/REGISTRAR'S AUTHENTICATION CERTIFICATE, in the form set forth in the FORM OF CERTIFICATE.

(d) Substitute Paying Agent/Registrar. The City covenants with the Registered Owners of the Certificates that at all times while the Certificates are outstanding the City will provide a competent and legally qualified bank, trust company, financial institution, or other agency to act as and perform the services of Paying Agent/Registrar for the Certificates under this Ordinance, and that the Paying Agent/Registrar will be one entity. The City reserves the right to, and may, at its option, change the Paying Agent/Registrar upon not less than 30 days written notice to the Paying Agent/Registrar, to be effective at such time which will not disrupt or delay payment on the next principal or interest payment date after such notice. In the event that the entity at any time acting as Paying Agent/Registrar (or its successor by merger, acquisition, or other method) should resign or otherwise cease to act as such, the City covenants that promptly it will appoint a competent and legally qualified bank, trust company, financial institution, or other agency to act as Paying Agent/Registrar under this Ordinance. Upon any change in the Paying Agent/Registrar, the previous Paying Agent/Registrar promptly shall transfer and deliver the Registration Books (or a copy thereof), along with all other pertinent books and records relating to the Certificates, to the new Paying Agent/Registrar designated and appointed by the City. Upon any change in the Paying Agent/Registrar, the City promptly will cause a written notice thereof to be sent by the new Paying Agent/Registrar to each Registered Owner of the Certificates, by United States mail, first-class postage prepaid, which notice also shall give the address of the new Paying Agent/Registrar. By accepting the position and performing as such, each Paying Agent/Registrar shall be deemed to have agreed to the provisions of this Ordinance, and a certified copy of this Ordinance shall be delivered to each Paying Agent/Registrar.

(e) Book-Entry-Only System. The Certificates issued in exchange for the Certificates initially issued as provided in Section 4(i) shall be issued in the form of a separate single fully registered Certificate for each of the maturities thereof registered in the name of Cede & Co., as nominee of The Depository Trust Company of New York ("DTC") and except as provided in subsection (f) hereof, all of the outstanding Certificates shall be registered in the name of Cede & Co., as nominee of DTC.

With respect to Certificates registered in the name of Cede & Co., as nominee of DTC, the City and the Paying Agent/Registrar shall have no responsibility or obligation to any securities brokers and dealers, banks, trust companies, clearing corporations and certain other organizations on whose behalf DTC was created to hold securities to facilitate the clearance and settlement of securities transactions among DTC participants (the "DTC Participant") or to any person on behalf of whom such a DTC Participant holds an interest in the Certificates. Without limiting the immediately preceding sentence, the City and the Paying Agent/Registrar shall have no responsibility or obligation with respect to (i) the accuracy of the records of DTC, Cede & Co. or any DTC Participant with respect to any ownership interest in the Certificates, (ii) the delivery to any DTC Participant or any other person, other than a Registered Owner, as shown on the Registration Books, of any notice with respect to the Certificates, or (iii) the payment to any DTC Participant or any person, other than a Registered Owner, as shown on the Registration Books of any amount with respect to principal of or interest on the Certificates. Notwithstanding any other provision of this Ordinance to the contrary, but to the extent permitted by law, the City and the

Paying Agent/Registrar shall be entitled to treat and consider the person in whose name each Certificate is registered in the Registration Books as the absolute owner of such Certificate for the purpose of payment of principal of and interest, with respect to such Certificate, for the purposes of registering transfers with respect to such Certificate, and for all other purposes of registering transfers with respect to such Certificates, and for all other purposes whatsoever. The Paying Agent/Registrar shall pay all principal of and interest on the Certificates only to or upon the order of the respective Registered Owners, as shown in the Registration Books as provided in this Ordinance, or their respective attorneys duly authorized in writing, and all such payments shall be valid and effective to fully satisfy and discharge the City's obligations with respect to payment of principal of and interest on the Certificates to the extent of the sum or sums so paid. No person other than a Registered Owner, as shown in the Registration Books, shall receive a Certificate evidencing the obligation of the City to make payments of principal, and interest pursuant to this Ordinance. Upon delivery by DTC to the Paying Agent/Registrar of written notice to the effect that DTC has determined to substitute a new nominee in place of Cede & Co., and subject to the provisions in this Ordinance with respect to interest checks being mailed to the registered owner at the close of business on the Record Date the word "Cede & Co." in this Ordinance shall refer to such new nominee of DTC.

(f) Successor Securities Depository: Transfer Outside Book-Entry-Only System. In the event that the City determines to discontinue the book-entry system through DTC or a successor or DTC determines to discontinue providing its services with respect to the Certificate, the City shall either (i) appoint a successor securities depository, qualified to act as such under Section 17(a) of the Securities and Exchange Act of 1934, as amended, notify DTC and DTC Participants of the appointment of such successor securities depository and transfer one or more separate Certificates to such successor securities depository or (ii) notify DTC and DTC Participants of the availability through DTC of Certificates and transfer one or more separate Certificates to DTC Participants having Certificates credited to their DTC accounts. In such event, the Certificates shall no longer be restricted to being registered in the Registration Books in the name of Cede & Co., as nominee of DTC, but may be registered in the name of the successor securities depository, or its nominee, or in whatever name or names the Registered Owner transferring or exchanging Certificate shall designate, in accordance with the provisions of this Ordinance.

(g) Payments to Cede & Co. Notwithstanding any other provision of this Ordinance to the contrary, so long as any Certificate is registered in the name of Cede & Co., as nominee of DTC, all payments with respect to principal of, and interest on such Certificate and all notices with respect to such Certificate shall be made and given, respectively, in the manner provided in the Letter of Representations of the City to DTC.

(h) DTC Blanket Letter of Representations. The City confirms execution of a Blanket Issuer Letter of Representations with DTC establishing the Book-Entry-Only System which will be utilized with respect to the Certificates.

(i) Cancellation of Initial Certificate. On the closing date, one Initial Certificate representing the entire principal amount of the Certificates, payable in stated installments to the order of the purchaser of the Certificates or its designee set forth in Section 12 of this Ordinance, executed by manual or facsimile signature of the Mayor or Mayor Pro-tem and City Secretary, approved by the Attorney General of Texas, and registered and manually signed by the Comptroller of Public Accounts of the State of Texas, will be delivered to such Underwriters set

this Certificate shall be paid to the Registered Owner hereof upon presentation and surrender of this Certificate at maturity, or upon the date fixed for its redemption prior to maturity, at Wilmington Trust, N.A., which is the "Paying Agent/Registrar" for this Certificate at its designated office for payment currently, Dallas, Texas (the "Designated Payment/Transfer Office"). The payment of interest on this Certificate shall be made by the Paying Agent/Registrar to the Registered Owner hereof on each interest payment date by check or draft, dated as of such interest payment date, drawn by the Paying Agent/Registrar on, and payable solely from, funds of the City required by the ordinance authorizing the issuance of this Certificate (the "Ordinance") to be on deposit with the Paying Agent/Registrar for such purpose as hereinafter provided; and such check or draft shall be sent by the Paying Agent/Registrar by United States mail, first-class postage prepaid, on each such interest payment date, to the Registered Owner hereof, at its address as it appeared at the close of business on the 15th day of the preceding month each such date (the "Record Date") on the registration books kept by the Paying Agent/Registrar (the "Registration Books"). In addition, interest may be paid by such other method, acceptable to the Paying Agent/Registrar, requested by, and at the risk and expense of, the Registered Owner. In the event of a non-payment of interest on a scheduled payment date, and for 30 days thereafter, a new record date for such interest payment (a "Special Record Date") will be established by the Paying Agent/Registrar, if and when funds for the payment of such interest have been received from the City. Notice of the Special Record Date and of the scheduled payment date of the past due interest (which shall be 15 days after the Special Record Date) shall be sent at least five business days prior to the Special Record Date by United States mail, first-class postage prepaid, to the address of each owner of a Certificate appearing on the Registration Books at the close of business on the last business day next preceding the date of mailing of such notice. Notwithstanding the foregoing, during any period in which ownership of the Certificate is determined only by a book entry at a securities depository for the Certificate, any payment to the securities depository, or its nominee or registered assigns, shall be made in accordance with existing arrangements between the City and the securities depository.

ANY ACCRUED INTEREST due at maturity or upon the redemption of this Certificate prior to maturity as provided herein shall be paid to the Registered Owner upon presentation and surrender of this Certificate for redemption and payment at the Designated Payment/Transfer Office of the Paying Agent/Registrar. The City covenants with the Registered Owner of this Certificate that on or before each principal payment date, interest payment date, and accrued interest payment date for this Certificate it will make available to the Paying Agent/Registrar, from the "Interest and Sinking Fund" created by the Ordinance, the amounts required to provide for the payment, in immediately available funds, of all principal of and interest on the Certificates, when due.

IF THE DATE for the payment of the principal of or interest on this Certificate shall be a Saturday, Sunday, a legal holiday or a day on which banking institutions in the city where the principal corporate trust office of the Paying Agent/Registrar is located are authorized by law or executive order to close, then the date for such payment shall be the next succeeding day which is not such a Saturday, Sunday, legal holiday or day on which banking institutions are authorized to close; and payment on such date shall have the same force and effect as if made on the original date payment was due.

THIS CERTIFICATE is dated September 1, 2024, authorized in accordance with the Constitution and laws of the State of Texas in the principal amount of \$2,500,000, for the purpose

of paying contractual obligations incurred or to be incurred by the City for constructing, improving, designing, acquiring, including acquiring land, easements and right of way, and equipping the City's: (i) water/wastewater system, (ii) drainage improvements, (iii) street improvements, to include acquisition of street maintenance equipment, (iv) public safety, to include improvements to the City's fire suppression system, and (v) payment of professional services in connection therewith including legal, engineering, architectural and fiscal fees and the costs of issuing the Certificates.

ON FEBRUARY 15, 2034, or on any date thereafter, the Certificates of this Series maturing on and after February 15, 2035 may be redeemed prior to their scheduled maturities, at the option of the City, with funds derived from any available and lawful source, at par plus accrued interest to the date fixed for redemption as a whole, or in part, and, if in part, the particular maturities to be redeemed shall be selected and designated by the City and if less than all of a maturity is to be redeemed, the Paying Agent/Registrar shall determine by lot the Certificates, or a portion thereof, within such maturity to be redeemed (provided that a portion of a Certificate may be redeemed only in an integral multiple of \$5,000).

WITH RESPECT TO any optional redemption of the Certificates, unless certain prerequisites to such redemption required by the Ordinance have been met and moneys sufficient to pay the principal of and premium, if any, and interest on the Certificates to be redeemed shall have been received by the Paying Agent/Registrar prior to the giving of such notice of redemption, such notice shall state that said redemption may, at the option of the City, be conditional upon the satisfaction of such prerequisites and receipt of such moneys by the Paying Agent/Registrar on or prior to the date fixed for such redemption, or upon any prerequisite set forth in such notice of redemption. If a conditional notice of redemption is given and such prerequisites to the redemption and sufficient moneys are not received, such notice shall be of no force and effect, the City shall not redeem such Certificates and the Paying Agent/Registrar shall give notice, in the manner in which the notice of redemption was given, to the effect that the Certificates have not been redeemed.

THE CERTIFICATES MATURING ON February 15 in the years _____ are subject to mandatory sinking fund redemption by lot prior to maturity in the following amounts on the following dates and at a price of par plus accrued interest to the redemption date ("Term Certificates").

Term Certificates Maturing on February 15, 20

<u>Redemption Date</u>	<u>Principal Amount</u>
†	\$†

† Final Maturity

THE PRINCIPAL AMOUNT of the Term Certificates required to be redeemed pursuant to the operation of the mandatory sinking fund redemption provisions shall be reduced, at the option of the City by the principal amount of any Term Certificates of the stated maturity which, at least 50 days prior to a mandatory redemption date, (1) shall have been acquired by the City at a price not exceeding the principal amount of such Term Certificates plus accrued interest to the date of purchase thereof, and delivered to the Paying Agent/Registrar for cancellation, (2) shall

have been purchased and canceled by the Paying Agent/Registrar at the request of the City with monies in the Interest and Sinking Fund at a price not exceeding the principal amount of the Term Certificates plus accrued interest to the date of purchase thereof, or (3) shall have been redeemed pursuant to the optional redemption provisions and not theretofore credited against a mandatory sinking fund redemption requirement.

NO LESS THAN 30 days prior to the date fixed for any such redemption, unless the Purchaser (as defined in the Ordinance) is the sole Registered Owner of all of the outstanding principal amount of the Certificates, the City shall cause the Paying Agent/Registrar to send notice by United States mail, first-class postage prepaid to the Registered Owner of each Certificate to be redeemed at its address as it appeared on the Registration Books of the Paying Agent/Registrar at the close of business on the business day next preceding the date of mailing such notice and to major securities depositories, national bond rating agencies and bond information services; provided, however, that the failure to send, mail or receive such notice, or any defect therein or in the sending or mailing thereof, shall not affect the validity or effectiveness of the proceedings for the redemption of the Certificates. By the date fixed for any such redemption due provision shall be made with the Paying Agent/Registrar for the payment of the required redemption price for the Certificates. If due provision for such payment is made, all as provided above, the Certificates thereby automatically shall be treated as redeemed prior to its scheduled maturity, and it shall not bear interest after the date fixed for redemption, and it shall not be regarded as being outstanding except for the right of the Registered Owner to receive the redemption price from the Paying Agent/Registrar out of the funds provided for such payment.

ALL CERTIFICATES OF THIS SERIES are issuable solely as fully registered certificates, without interest coupons, in the denomination of \$5,000 and any integral multiple of \$5,000 in excess thereof. As provided in the Ordinance, this Certificate may, at the request of the Registered Owner or the assignee or assignees hereof, be assigned, transferred, converted into and exchanged for a like aggregate principal amount of fully registered certificate, without interest coupons, payable to the appropriate Registered Owner, assignee or assignees, as the case may be, having the same denomination or denominations of \$5,000 and in any integral multiple of \$5,000 in excess thereof as requested in writing by the appropriate Registered Owner, assignee or assignees, as the case may be, upon surrender of this Certificate to the Paying Agent/Registrar for cancellation, all in accordance with the form and procedures set forth in the Ordinance. Among other requirements for such assignment and transfer, this Certificate must be presented and surrendered to the Paying Agent/Registrar, together with proper instruments of assignment, in form and with guarantee of signatures satisfactory to the Paying Agent/Registrar, evidencing assignment of this Certificate or any portion or portions hereof in any denomination of \$5,000 and any integral multiple of \$5,000 in excess thereof to the assignee or assignees in whose name or names this Certificate or any such portion or portions hereof is or are to be registered. The form of Assignment printed or endorsed on this Certificate may be executed by the Registered Owner to evidence the assignment hereof, but such method is not exclusive, and other instruments of assignment satisfactory to the Paying Agent/Registrar may be used to evidence the assignment of this Certificate or any portion or portions hereof from time to time by the Registered Owner. The Paying Agent/Registrar's reasonable standard or customary fees and charges for assigning, transferring, converting and exchanging any Certificate or portion thereof will be paid by the City. In any circumstance, any taxes or governmental charges required to be paid with respect thereto shall be paid by the one requesting such assignment, transfer, conversion or exchange, as a condition precedent to the exercise of such privilege. The Paying Agent/Registrar shall not be required to make any such transfer, conversion, or exchange (i) during the period commencing with the close of business on any Record Date and ending with the opening of business on the next

following principal or interest payment date, or (ii) with respect to any Certificate or any portion thereof called for redemption prior to maturity, within 45 days prior to its redemption date; provided, however, such limitation of transfer shall not be applicable to an exchange by the Registered Owner of the unredeemed balance of the Certificates.

WHENEVER the beneficial ownership of this Certificate is determined by a book entry at a securities depository for the Certificate, the foregoing requirements of holding, delivering or transferring this Certificate shall be modified to require the appropriate person or entity to meet the requirements of the securities depository as to registering or transferring the book entry to produce the same effect.

IN THE EVENT any Paying Agent/Registrar for the Certificates is changed by the City, resigns, or otherwise ceases to act as such, the City has covenanted in the Ordinance that it promptly will appoint a competent and legally qualified substitute therefor, and cause written notice thereof to be mailed to the Registered Owner of the Certificates.

IT IS HEREBY certified, recited and covenanted that this Certificate has been duly and validly authorized, issued and delivered; that all acts, conditions and things required or proper to be performed, exist and be done precedent to or in the authorization, issuance and delivery of this Certificate have been performed, existed and been done in accordance with law; and that annual ad valorem taxes sufficient to provide for the payment of the interest on and principal of this Certificate, as such interest comes due and such principal matures, have been levied and ordered to be levied against all taxable property in said City, and have been pledged for such payment, within the limit prescribed by law, and that this Certificate, together with other obligations of the City, is additionally secured by and payable from the surplus revenues of the City's sewer system, remaining after payment of all operation and maintenance expenses thereof, and all debt service, reserve and other requirements in connection with all of the City's revenue bonds or other obligations (now or hereafter outstanding), which are payable from all or part of the Net Revenues of the City's sewer system, which amount shall not exceed \$1,000 all as provided in the Ordinance.

BY BECOMING the Registered Owner of this Certificate, the Registered Owner thereby acknowledges all of the terms and provisions of the Ordinance, agrees to be bound by such terms and provisions, acknowledges that the Ordinance is duly recorded and available for inspection in the official minutes and records of the governing body of the City, and agrees that the terms and provisions of this Certificate and the Ordinance constitute a contract between each Registered Owner hereof and the City.

IN WITNESS WHEREOF, the City has caused this Certificate to be signed with the manual or facsimile signature of the Mayor of the City and countersigned with the manual or facsimile signature of the City Secretary of said City, and has caused the official seal of the City to be duly impressed, or placed in facsimile, on this Certificate.

City Secretary

Mayor

(CITY SEAL)

FORM OF PAYING AGENT/REGISTRAR'S AUTHENTICATION CERTIFICATE

PAYING AGENT/REGISTRAR'S AUTHENTICATION CERTIFICATE

(To be executed if this Certificate is not accompanied by
an executed Registration Certificate of the
Comptroller of Public Accounts of the State of Texas)

It is hereby certified that this Certificate has been issued under the provisions of the Ordinance described in the text of this Certificate; and that this Certificate has been issued in conversion or replacement of, or in exchange for, a certificate, certificates, or a portion of a certificate or certificates of a Series which originally was approved by the Attorney General of the State of Texas and registered by the Comptroller of Public Accounts of the State of Texas.

Dated

Wilmington Trust, N.A.,
Paying Agent/Registrar

By: _____
Authorized Representative

FORM OF ASSIGNMENT:

ASSIGNMENT

For value received, the undersigned hereby sells, assigns and transfers unto

Please insert Social Security or Taxpayer
Identification Number of Transferee

(Please print or typewrite name and address,
including zip code, of Transferee)

the within Certificate and all rights thereunder, and hereby irrevocably constitutes and appoints _____, attorney, to register the transfer of the within Certificate on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed:

NOTICE: Signature(s) must be guaranteed by a member firm of the New York Stock Exchange or a commercial bank or trust company.

NOTICE: The signature above must correspond with the name of the Registered Owner as it appears upon the front of this Certificate in every particular, without alteration or enlargement or any change whatsoever.

**FORM OF REGISTRATION CERTIFICATE OF
THE COMPTROLLER OF PUBLIC ACCOUNTS:**

COMPTROLLER'S REGISTRATION CERTIFICATE: REGISTER NO.

I hereby certify that this Certificate has been examined, certified as to validity and approved by the Attorney General of the State of Texas, and that this Certificate has been registered by the Comptroller of Public Accounts of the State of Texas.

Witness my signature and seal this

Comptroller of Public Accounts
of the State of Texas

(COMPTROLLER'S SEAL)

INSERTIONS FOR THE INITIAL CERTIFICATE

The Initial Certificate shall be in the form set forth in this Section, except that:

A. immediately under the name of the Certificates, the headings "INTEREST RATE" and "MATURITY DATE" shall both be completed with the words "As Shown Below" and "CUSIP NO." shall be deleted.

B. the first paragraph shall be deleted and the following will be inserted:

"ON THE DATE SPECIFIED BELOW, the City of Blanco, Texas (the "City"), being a political subdivision, hereby promises to pay the annual installments set forth below to the Registered Owner specified above, or registered assigns (hereinafter called the "Registered Owner"), on February 15 in each of the years, in the principal installments in the following schedule and bearing interest at the per annum rate stated above:

<u>Year</u>	<u>Principal Amounts</u>	<u>Interest Rates</u>
-------------	--------------------------	-----------------------

(Information from Sections 2 and 3 to be inserted)

The City promises to pay interest on the unpaid principal amount hereof (calculated on the basis of a 360-day year of twelve 30-day months) from the Closing Date at the respective Interest Rate per annum specified above. Interest is payable on February 15, 2025 and semiannually on each August 15 and February 15 thereafter to the date of payment of the principal installment specified above; except, that if this Certificate is required to be authenticated and the date of its authentication is later than the first Record Date (hereinafter defined), such principal amount shall bear interest from the interest payment date next preceding the date of authentication, unless such date of authentication is after any Record Date but on or before the next following interest payment date, in which case such principal amount shall bear interest from such next following interest payment date; provided, however, that if on the date of authentication hereof the interest on the Certificate or Certificates, if any, for which this Certificate is being exchanged is due but has not been paid, then this Certificate shall bear interest from the date to which such interest has been paid in full."

C. The Initial Certificate shall be numbered "T-1."

Section 6. INTEREST AND SINKING FUND. A special "Interest and Sinking Fund" is hereby created and shall be established and maintained by the City at an official depository bank of said City. Said Interest and Sinking Fund shall be kept separate and apart from all other funds and accounts of said City, and shall be used only for paying the interest on and principal of said Certificates. All ad valorem taxes levied and collected for and on account of said Certificates shall be deposited, as collected, to the credit of said Interest and Sinking Fund. During each year while any of said Certificates are outstanding and unpaid, the governing body of said City shall compute and ascertain a rate and amount of ad valorem tax which will be sufficient to raise and produce the money required to pay the interest on said Certificates as such interest comes due, and to provide and maintain a sinking fund adequate to pay the principal of said Certificates as such principal matures (but never less than 2% of the original amount of said Certificates as a sinking fund each year); and said tax shall be based on the latest approved tax rolls of said City, with full allowances being made for tax delinquencies and the cost of tax collection. Said rate and amount of ad valorem tax is hereby levied, and is hereby ordered to be levied, against all taxable property in said City, for each year while any of said Certificates are outstanding and unpaid, and said tax shall be assessed and collected each such year and deposited to the credit of the aforesaid Interest and Sinking Fund. Said ad valorem taxes sufficient to provide for the payment of the interest on and principal of said Certificates, as such interest comes due and such principal matures, are hereby pledged for such payment, within the limit prescribed by law. Accrued interest and any premium on the Certificates shall be deposited in the Interest and Sinking Fund and used to pay interest on the Certificates.

Section 7. REVENUES. The Certificates together with other obligations of the City, are additionally secured by and shall be payable from a limited pledge of the surplus revenues of the City's sewer system remaining after payment of all operation and maintenance expenses thereof, and all debt service, reserve, and other requirements in connection with all of the City's revenue bonds or other obligation (now or hereafter outstanding) which are payable from all or any part of the net revenues of the City's sewer system, with such amount not to exceed \$1,000 constituting "Surplus Revenues." The City shall deposit such Surplus Revenues to the credit of the Interest and Sinking Fund created pursuant to Section 6, to the extent necessary to pay the principal and interest on the Certificates. Notwithstanding the requirements of Section 6, if Surplus Revenues are actually on deposit or budgeted for deposit in the Interest and Sinking Fund in advance of the

time when ad valorem taxes are scheduled to be levied for any year, then the amount of taxes which otherwise would have been required to be levied pursuant to Section 6 may be reduced to the extent and by the amount of the Surplus Revenues then on deposit in the Interest and Sinking Fund or budgeted for deposit therein.

The Mayor of the City Council of the City and the City Secretary of the City are hereby ordered to do any and all things necessary to accomplish the transfer of monies to the Interest and Sinking Fund of this issue in ample time to pay such items of principal and interest.

Section 8. DEFEASANCE OF CERTIFICATES. (a) Any Certificate and the interest thereon shall be deemed to be paid, retired and no longer outstanding (a "Defeased Certificate") within the meaning of this Ordinance, except to the extent provided in subsections (c) and (e) of this Section 8, when payment of the principal of such Certificate, plus interest thereon to the due date or dates (whether such due date or dates be by reason of maturity, upon redemption, or otherwise) either (i) shall have been made or caused to be made in accordance with the terms thereof (including the giving of any required notice of redemption or the establishment of irrevocable provisions for the giving of such notice) or (ii) shall have been provided for on or before such due date by irrevocably depositing with or making available to the Paying Agent/Registrar or an eligible trust company or commercial bank for such payment (1) lawful money of the United States of America sufficient to make such payment, (2) Defeasance Securities, certified by an independent public accounting firm of national reputation to mature as to principal and interest in such amounts and at such times as will ensure the availability, without reinvestment, of sufficient money to provide for such payment and when proper arrangements have been made by the City with the Paying Agent/Registrar or an eligible trust company or commercial bank for the payment of its services until all Defeased Certificates shall have become due and payable or (3) any combination of (1) and (2). At such time as a Certificate shall be deemed to be a Defeased Certificate hereunder, as aforesaid, such Certificate and the interest thereon shall no longer be secured by, payable from, or entitled to the benefits of, the ad valorem taxes or revenues herein levied and pledged as provided in this Ordinance, and such principal and interest shall be payable solely from such money or Defeasance Securities.

(b) The deposit under clause (ii) of subsection (a) shall be deemed a payment of a Certificate as aforesaid when proper notice of redemption of such Certificates shall have been given or upon the establishment of irrevocable provisions for the giving of such notice, in accordance with this Ordinance. Any money so deposited with the Paying Agent/Registrar or an eligible trust company or commercial bank as provided in this Section may at the discretion of the City Council of the City also be invested in Defeasance Securities, maturing in the amounts and at the times as hereinbefore set forth, and all income from all Defeasance Securities in possession of the Paying Agent/Registrar or an eligible trust company or commercial bank pursuant to this Section which is not required for the payment of such Certificate and premium, if any, and interest thereon with respect to which such money has been so deposited, shall be remitted to the City Council of the City.

(c) Notwithstanding any provision of any other Section of this Ordinance which may be contrary to the provisions of this Section, all money or Defeasance Securities set aside and held in trust pursuant to the provisions of this Section for the payment of principal of the Certificates and premium, if any, and interest thereon, shall be applied to and used solely for the payment of the particular Certificates and premium, if any, and interest thereon, with respect to which such money

or Defeasance Securities have been so set aside in trust. Until all Defeased Certificates shall have become due and payable, the Paying Agent/Registrar shall perform the services of Paying Agent/Registrar for such Defeased Certificates the same as if they had not been defeased, and the City shall make proper arrangements to provide and pay for such services as required by this Ordinance.

(d) Notwithstanding anything elsewhere in this Ordinance, if money or Defeasance Securities have been deposited or set aside with the Paying Agent/Registrar or an eligible trust company or commercial bank pursuant to this Section for the payment of Certificates and such Certificates shall not have in fact been actually paid in full, no amendment of the provisions of this Section shall be made without the consent of the registered owner of each Certificate affected thereby.

(e) Notwithstanding the provisions of subsection (a) immediately above, to the extent that, upon the defeasance of any Defeased Certificate to be paid at its maturity, the City retains the right under Texas law to later call that Defeased Certificate for redemption in accordance with the provisions of this Ordinance, the City may call such Defeased Certificate for redemption upon complying with the provisions of Texas law and upon the satisfaction of the provisions of subsection (a) immediately above with respect to such Defeased Certificate as though it was being defeased at the time of the exercise of the option to redeem the Defeased Certificate and the effect of the redemption is taken into account in determining the sufficiency of the provisions made for the payment of the Defeased Certificate.

As used in this Section, "Defeasance Securities" means (i) Federal Securities, (ii) noncallable obligations of an agency or instrumentality of the United States of America, including obligations that are unconditionally guaranteed or insured by the agency or instrumentality and that, on the date the City Council of the City adopts or approves proceedings authorizing the issuance of refunding bonds or otherwise provide for the funding of an escrow to effect the defeasance of the Certificates are rated as to investment quality by a nationally recognized investment rating firm not less than "AAA" or its equivalent, and (iii) noncallable obligations of a state or an agency or a county, municipality, or other political subdivision of a state that have been refunded and that, on the date the City Council of the City adopts or approves proceedings authorizing the issuance of refunding bonds or otherwise provide for the funding of an escrow to effect the defeasance of the Certificates, are rated as to investment quality by a nationally recognized investment rating firm no less than "AAA" or its equivalent. "Federal Securities" as used herein means direct, noncallable obligations of the United States of America, including obligations that are unconditionally guaranteed by the United States of America (including Interest Strips of the Resolution Funding Corporation).

Section 9. DAMAGED, MUTILATED, LOST, STOLEN, OR DESTROYED CERTIFICATES. (a) Replacement Certificates. In the event any outstanding Certificate is damaged, mutilated, lost, stolen or destroyed, the Paying Agent/Registrar shall cause to be printed, executed and delivered, a new certificate of the same principal amount, maturity and interest rate, as the damaged, mutilated, lost, stolen or destroyed Certificate, in replacement for such Certificate in the manner hereinafter provided.

(b) Application for Replacement Certificates. Application for replacement of damaged, mutilated, lost, stolen or destroyed Certificates shall be made by the Registered Owner thereof to

the Paying Agent/Registrar. In every case of loss, theft or destruction of a Certificate, the Registered Owner applying for a replacement certificate shall furnish to the City and to the Paying Agent/Registrar such security or indemnity as may be required by them to save each of them harmless from any loss or damage with respect thereto. Also, in every case of loss, theft or destruction of a Certificate, the Registered Owner shall furnish to the City and to the Paying Agent/Registrar evidence to their satisfaction of the loss, theft or destruction of such Certificate, as the case may be. In every case of damage or mutilation of a Certificate, the Registered Owner shall surrender to the Paying Agent/Registrar for cancellation the Certificate so damaged or mutilated.

(c) No Default Occurred. Notwithstanding the foregoing provisions of this Section, in the event any such Certificates shall have matured, and no default has occurred which is then continuing in the payment of the principal of, redemption premium, if any, or interest on the Certificates, the City may authorize the payment of the same (without surrender thereof except in the case of a damaged or mutilated Certificate) instead of issuing a replacement Certificate, provided security or indemnity is furnished as above provided in this Section.

(d) Charge for Issuing Replacement Certificates. Prior to the issuance of any replacement certificate, the Paying Agent/Registrar shall charge the Registered Owner of such Certificate with all legal, printing, and other expenses in connection therewith. Every replacement Certificate issued pursuant to the provisions of this Section by virtue of the fact that any Certificate is lost, stolen or destroyed shall constitute a contractual obligation of the City whether or not the lost, stolen or destroyed Certificate shall be found at any time, or be enforceable by anyone, and shall be entitled to all the benefits of this Ordinance equally and proportionately with any and all other Certificates duly issued under this Ordinance.

(e) Authority for Issuing Replacement Certificates. In accordance with Subchapter B of Chapter 1206, Texas Government Code, this Section 9 of this Ordinance shall constitute authority for the issuance of any such replacement Certificate without necessity of further action by the governing body of the City or any other body or person, and the duty of the replacement of such Certificate is hereby authorized and imposed upon the Paying Agent/Registrar, and the Paying Agent/Registrar shall authenticate and deliver such Certificate in the form and manner and with the effect, as provided in Section 4(a) of this Ordinance for the Certificates issued in conversion and exchange for other Certificates.

Section 10. CUSTODY, APPROVAL, AND REGISTRATION OF THE CERTIFICATE; BOND COUNSEL'S OPINION; CUSIP NUMBERS AND CONTINGENT INSURANCE PROVISION, IF OBTAINED. The Mayor of the City Council of the City is hereby authorized to have control of the Certificate initially issued and delivered hereunder and all necessary records and proceedings pertaining to the Certificate pending their delivery and their investigation, examination, and approval by the Attorney General of the State of Texas, and their registration by the Comptroller of Public Accounts of the State of Texas. Upon registration of the Certificate said Comptroller of Public Accounts (or a deputy designated in writing to act for said Comptroller) shall manually sign the Comptroller's Registration Certificate attached to such Certificate, and the seal of said Comptroller shall be impressed, or placed in facsimile, on such Certificate. The approving legal opinion of the City's Bond Counsel and the assigned CUSIP numbers, if any, may, at the option of the City, be printed on the Certificate issued and delivered under this Ordinance, but neither shall have any legal effect, and shall be solely for the convenience

and information of the Registered Owners of the Certificate. In addition, if bond insurance is obtained, the Certificate may bear an appropriate legend as provided by the insurer.

Section 11. COVENANTS REGARDING TAX EXEMPTION OF INTEREST ON THE CERTIFICATES. (a) Covenants. The City covenants to take any action necessary to assure, or refrain from any action which would adversely affect, the treatment of the Certificates as obligations described in section 103 of the Internal Revenue Code of 1986, as amended (the "Code"), the interest on which is not includable in the "gross income" of the holder for purposes of federal income taxation. In furtherance thereof, the City covenants as follows:

(1) to take any action to assure that no more than 10 percent of the proceeds of the Certificates or the projects financed therewith (less amounts deposited to a reserve fund, if any) are used for any "private business use," as defined in section 141(b)(6) of the Code or, if more than 10 percent of the proceeds of the Certificates or the projects financed therewith are so used, such amounts, whether or not received by the City, with respect to such private business use, do not, under the terms of this Ordinance or any underlying arrangement, directly or indirectly, secure or provide for the payment of more than 10 percent of the debt service on the Certificates, in contravention of section 141(b)(2) of the Code;

(2) to take any action to assure that in the event that the "private business use" described in subsection (1) hereof exceeds 5 percent of the proceeds of the Certificates or the projects financed therewith (less amounts deposited into a reserve fund, if any) then the amount in excess of 5 percent is used for a "private business use" which is "related" and not "disproportionate," within the meaning of section 141(b)(3) of the Code, to the governmental use;

(3) to take any action to assure that no amount which is greater than the lesser of \$5,000,000, or 5 percent of the proceeds of the Certificates (less amounts deposited into a reserve fund, if any) is directly or indirectly used to finance loans to persons, other than state or local governmental units, in contravention of section 141(c) of the Code;

(4) to refrain from taking any action which would otherwise result in the Certificates being treated as "private activity bonds" within the meaning of section 141(b) of the Code;

(5) to refrain from taking any action that would result in the Certificates being "federally guaranteed" within the meaning of section 149(b) of the Code;

(6) to refrain from using any portion of the proceeds of the Certificates, directly or indirectly, to acquire or to replace funds which were used, directly or indirectly, to acquire investment property (as defined in section 148(b)(2) of the Code) which produces a materially higher yield over the term of the Certificates, other than investment property acquired with --

(A) proceeds of the Certificates invested for a reasonable temporary period of 3 years or less or, in the case of a refunding bond, for a period of 90 days,

(B) amounts invested in a bona fide debt service fund, within the meaning of section 1.148-1(b) of the Treasury Regulations, and

(C) amounts deposited in any reasonably required reserve or replacement fund to the extent such amounts do not exceed 10 percent of the proceeds of the Certificates;

(7) to otherwise restrict the use of the proceeds of the Certificates or amounts treated as proceeds of the Certificates, as may be necessary, so that the Certificates do not otherwise contravene the requirements of section 148 of the Code (relating to arbitrage) and, to the extent applicable, section 149(d) of the Code (relating to advance refundings);

(8) to pay to the United States of America at least once during each five-year period (beginning on the date of delivery of the Certificates) an amount that is at least equal to 90 percent of the "Excess Earnings," within the meaning of section 148(f) of the Code and to pay to the United States of America, not later than 60 days after the Certificates have been paid in full, 100 percent of the amount then required to be paid as a result of Excess Earnings under section 148(f) of the Code; and

(9) to assure that the proceeds of the Certificates will be used solely for new money projects.

(b) Rebate Fund. In order to facilitate compliance with the above covenant (8), a "Rebate Fund" is hereby established by the City for the sole benefit of the United States of America, and such fund shall not be subject to the claim of any other person, including without limitation the bondholders. The Rebate Fund is established for the additional purpose of compliance with section 148 of the Code.

(c) Proceeds. The City understands that the term "proceeds" includes "disposition proceeds" as defined in the Treasury Regulations and, in the case of refunding bonds, transferred proceeds (if any) [and] proceeds of the refunded bonds expended prior to the date of issuance of the Certificates. It is the understanding of the City that the covenants contained herein are intended to assure compliance with the Code and any regulations or rulings promulgated by the U.S. Department of the Treasury pursuant thereto. In the event that regulations or rulings are hereafter promulgated which modify or expand provisions of the Code, as applicable to the Certificates, the City will not be required to comply with any covenant contained herein to the extent that such failure to comply, in the opinion of nationally recognized bond counsel, will not adversely affect the exemption from federal income taxation of interest on the Certificates under section 103 of the Code. In the event that regulations or rulings are hereafter promulgated which impose additional requirements which are applicable to the Certificates, the City agrees to comply with the additional requirements to the extent necessary, in the opinion of nationally recognized bond counsel, to preserve the exemption from federal income taxation of interest on the Certificates under section 103 of the Code. In furtherance of such intention, the City hereby authorizes and directs the City Administrator or Interim Finance Director to execute any documents, certificates or reports required by the Code and to make such elections, on behalf of the City, which may be permitted by the Code as are consistent with the purpose for the issuance of the Certificates. This Ordinance is intended to satisfy the official intent requirements set forth in Section 1.150-2 of the Treasury Regulations.

(d) Allocation Of, and Limitation On, Expenditures for the Project. The City covenants to account for the expenditure of sale proceeds and investment earnings to be used for the purposes described in Section 1 of this Ordinance (the "Project") on its books and records in accordance with the requirements of the Internal Revenue Code. The City recognizes that in order for proceeds to be expended under the Internal Revenue Code, the sale proceeds or investment earnings must be expended no more than 60 days after the earlier of (1) the fifth anniversary of the delivery of the Certificates, or (2) the date the Certificates are retired. The City agrees to obtain the advice of nationally-recognized bond counsel if such expenditure fails to comply with the foregoing to assure that such expenditure will not adversely affect the tax-exempt status of the Certificates. For purposes hereof, the City shall not be obligated to comply with this covenant if it obtains an opinion that such failure to comply will not adversely affect the excludability for federal income tax purposes from gross income of the interest.

(e) Disposition of Project. The City covenants that the property constituting the projects financed with the proceeds of the Certificates will not be sold or otherwise disposed in a transaction resulting in the receipt by the City of cash or other compensation, unless the City obtains an opinion of nationally-recognized bond counsel that such sale or other disposition will not adversely affect the tax-exempt status of the Certificates. For purposes of the foregoing, the portion of the property comprising personal property and disposed in the ordinary course shall not be treated as a transaction resulting in the receipt of cash or other compensation. For purposes hereof, the City shall not be obligated to comply with this covenant if it obtains an opinion that such failure to comply will not adversely affect the excludability for federal income tax purposes from gross income of the interest.

(f) Written Procedures. Unless superseded by another action of the City, to ensure compliance with the covenants contained herein regarding private business use, remedial actions, arbitrage and rebate, the City hereby adopts and establishes the instructions attached hereto as Exhibit "A" as their written procedures for the Certificates and any other tax-exempt debt or obligation outstanding or hereafter issued.

Section 12. SALE OF CERTIFICATES. The Certificates are hereby sold to the bidder whose bid produced the lowest net effective interest rate, pursuant to the taking of public bids therefor, on this date, and shall be delivered to a syndicate of the purchaser represented by _____ (the "Purchaser") at a price of \$_____, representing the par amount of the Certificates, plus a reoffering premium of \$_____, less an underwriter's discount of \$_____. The Certificates shall initially be registered in the name of CEDE & Co.

Section 13. DEFAULT AND REMEDIES.

(a) Events of Default. Each of the following occurrences or events for the purpose of this Ordinance is hereby declared to be an Event of Default: (i) the failure to make payment of the principal of or interest on any of the Certificates when the same becomes due and payable; or (ii) default in the performance or observance of any other covenant, agreement or obligation of the City, the failure to perform which materially, adversely affects the rights of the Registered Owners of the Certificates, and the continuation thereof for a period of 60 days after notice of such default is given by any Registered Owner to the City.

(b) Remedies for Default. (i) Upon the happening of any Event of Default, then and in every case, any Registered Owner or an authorized representative thereof, including, but not limited to, a trustee or trustees therefor, may proceed against the City, or any official, officer or employee of the City in their official capacity, for the purpose of protecting and enforcing the rights of the Registered Owners under this Ordinance, by mandamus or other suit, action or special proceeding in equity or at law, in any court of competent jurisdiction, for any relief permitted by law, including the specific performance of any covenant or agreement contained herein, or thereby to enjoin any act or thing that may be unlawful or in violation of any right of the Registered Owners hereunder or any combination of such remedies; (ii) It is provided that all such proceedings shall be instituted and maintained for the equal benefit of all Registered Owners of Certificates then outstanding.

(c) Remedies Not Exclusive. (i) No remedy herein conferred or reserved is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or under the Certificates or now or hereafter existing at law or in equity; provided, however, that notwithstanding any other provision of this Ordinance, the right to accelerate the debt evidenced by the Certificates shall not be available as a remedy under this Ordinance. (ii) The exercise of any remedy herein conferred or reserved shall not be deemed a waiver of any other available remedy. (iii) By accepting the delivery of a Certificate authorized under this Ordinance, such Registered Owner agrees that the certifications required to effectuate any covenants or representations contained in this Ordinance do not and shall never constitute or give rise to a personal or pecuniary liability or charge against the officers, employees or trustees of the City or the City Council. (iv) None of the members of the City Council, nor any other official or officer, agent, or employee of the City, shall be charged personally by the Registered Owners with any liability, or be held personally liable to the Registered Owners under any term or provision of this Ordinance, or because of any Event of Default or alleged Event of Default under this Ordinance.

Section 14. ESTABLISHMENT OF CONSTRUCTION FUND AND INTEREST EARNINGS. (a) Construction Fund. A special fund or account, to be designated the City of Blanco Series 2024A Certificate of Obligation Construction Fund (the "2024A Construction Fund") is hereby created and shall be established and maintained by the City at a depository bank of the City. The 2024A Construction Fund shall be kept separate and apart from all other funds and accounts of the City. The Construction Fund and the Interest and Sinking Fund shall be invested in accordance with the Public Funds Investment Act, Chapter 2256, Texas Government Code, as amended, and the City's Investment Policy.

(b) Interest Earnings. Interest earnings derived from the investment of proceeds from the sale of the Certificates shall be used along with the Certificate proceeds for the purpose for which the Certificates are issued as set forth in Section 1 hereof or to pay principal or interest payments on the Certificates; provided that after completion of such purpose, if any of such interest earnings remain on hand, such interest earnings shall be deposited in the Interest and Sinking Fund. It is further provided, however, that any interest earnings on bond proceeds which are required to be rebated to the United States of America pursuant to Section 11 hereof in order to prevent the Certificates from being arbitrage bonds shall be so rebated and not considered as interest earnings for the purposes of this Section.

Section 15. APPROVAL OF OFFICIAL STATEMENT. The City hereby approves the form and content of the Official Statement relating to the Certificates and any addenda, supplement or amendment thereto, and approves the distribution of such Official Statement in the reoffering of the Certificates by the Purchaser in final form, with such changes therein or additions thereto as the officer executing the same may deem advisable, such determination to be conclusively evidenced by his execution thereof. The distribution and use of the Preliminary Official Statement dated August 30, 2024 prior to the date hereof is confirmed, approved and ratified. The City Council hereby finds and determines that the Preliminary Official Statement and final Official Statement were "deemed final" (as that term is defined in 17 CFR Section 240.15c(2)-12) as of their respective dates.

Section 16. APPROVAL OF PAYING AGENT/REGISTRAR AGREEMENT. Attached hereto as Exhibit "B" is a substantially final form of the Paying Agent/Registrar Agreement with an attached Blanket Issuer Letter of Representation. The Mayor of the City Council of the City is hereby authorized to amend, complete or modify such agreement as necessary and is further authorized to execute such agreement and the City Secretary is hereby authorized to attest such agreement.

Section 17. CONTINUING DISCLOSURE UNDERTAKING. (a) Annual Reports. The City shall provide annually to the MSRB, in an electronic format as prescribed by the MSRB, (i) within six months after the end of each fiscal year of the City ending in or after 2024, financial information and operating data, which information and data may be unaudited, with respect to the City of the general type included in the final Official Statement authorized by Section 15 of this Ordinance, being the information described in Exhibit "C" hereto and (ii) if not provided as part of such financial information and operating data, audited financial statements of the City, within twelve months after the end of each fiscal year of the City ending in or after 2024. Any financial statements to be so provided shall be (1) prepared in accordance with the accounting principles described in Exhibit "A" hereto, or such other accounting principles as the City may be required to employ from time to time pursuant to state law or regulation, and (2) audited, if the City commissions an audit of such statements and the audit is completed within the period during which they must be provided. If the audit of such financial statements is not complete within such period, then the City shall provide unaudited financial statements within such period, and audited financial statements for the applicable fiscal year to the MSRB, when and if the audit report on such statements become available.

If the City changes its fiscal year, it will notify the MSRB of the change (and of the date of the new fiscal year end) prior to the next date by which the City otherwise would be required to provide financial information and operating data pursuant to this Section.

The financial information and operating data to be provided pursuant to this Section may be set forth in full in one or more documents or may be included by specific reference to any document that is available to the public on the MSRB's internet web site or filed with the SEC. All documents provided to the MSRB pursuant to this Section shall be accompanied by identifying information as prescribed by the MSRB.

(b) Event Notices. The City shall notify the MSRB, in an electronic format as prescribed by the MSRB, in a timely manner not in excess of ten business days after

the occurrence of the event, of any of the following events with respect to the Certificates:

- A. Principal and interest payment delinquencies;
- B. Non-payment related defaults, if material within the meaning of the federal securities laws;
- C. Unscheduled draws on debt service reserves reflecting financial difficulties;
- D. Unscheduled draws on credit enhancements reflecting financial difficulties;
- E. Substitution of credit or liquidity providers, or their failure to perform;
- F. Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the Certificates, or other events affecting the tax status of the Certificates
- G. Modifications to rights of holders of the Certificates, if material within the meaning of the federal securities laws;
- H. Certificate calls, if material within the meaning of the federal securities laws;
- I. Defeasances;
- J. Release, substitution, or sale of property securing repayment of the Certificates, if material within the meaning of the federal securities laws;
- K. Rating changes;
- L. Bankruptcy, insolvency, receivership or similar event of the City;
- M. The consummation of a merger, consolidation, or acquisition involving the City or the sale of all or substantially all of the assets of the City, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material within the meaning of the federal securities laws; and
- N. Appointment of a successor or additional trustee or the change of name of a trustee, if material within the meaning of the federal securities laws;
- O. Incurrence of a Financial Obligation of the City, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar

terms of a Financial Obligation of the City, any of which affect security holders, if material; and

- P. Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a Financial Obligation of the City, any of which reflect financial difficulties.

The City shall notify the MSRB, in an electronic format as prescribed by the MSRB, in a timely manner, of any failure by the City to provide financial information or operating data in accordance with subsection (a) of this Section by the time required by such subsection. All documents provided to the MSRB pursuant to this Section shall be accompanied by identifying information as prescribed by the MSRB.

(c) Limitations, Disclaimers, and Amendments. The City shall be obligated to observe and perform the covenants specified in this Section for so long as, but only for so long as, the City remains an "obligated person" with respect to the Certificates within the meaning of the Rule, except that the City in any event will give notice of any deposit made in accordance with Section 12.02 of this Ordinance that causes the Certificates no longer to be outstanding.

The provisions of this Section are for the sole benefit of the holders and beneficial owners of the Certificates, and nothing in this Section, express or implied, shall give any benefit or any legal or equitable right, remedy, or claim hereunder to any other person. The City undertakes to provide only the financial information, operating data, financial statements, and notices which it has expressly agreed to provide pursuant to this Section and does not hereby undertake to provide any other information that may be relevant or material to a complete presentation of the City's financial results, condition, or prospects or hereby undertake to update any information provided in accordance with this Section or otherwise, except as expressly provided herein. The City does not make any representation or warranty concerning such information or its usefulness to a decision to invest in or sell Certificates at any future date.

UNDER NO CIRCUMSTANCES SHALL THE CITY BE LIABLE TO THE HOLDER OR BENEFICIAL OWNER OF ANY CERTIFICATE OR ANY OTHER PERSON, IN CONTRACT OR TORT, FOR DAMAGES RESULTING IN WHOLE OR IN PART FROM ANY BREACH BY THE CITY, WHETHER NEGLIGENT OR WITHOUT FAULT ON ITS PART, OF ANY COVENANT SPECIFIED IN THIS SECTION, BUT EVERY RIGHT AND REMEDY OF ANY SUCH PERSON, IN CONTRACT OR TORT, FOR OR ON ACCOUNT OF ANY SUCH BREACH SHALL BE LIMITED TO AN ACTION FOR MANDAMUS OR SPECIFIC PERFORMANCE.

No default by the City in observing or performing its obligations under this Section shall comprise a breach of or default under this Ordinance for purposes of any other provision of this Ordinance.

Should the Rule be amended to obligate the City to make filings with or provide notices to entities other than the MSRB, the City hereby agrees to undertake such obligation with respect to the Certificates in accordance with the Rule as amended.

Nothing in this Section is intended or shall act to disclaim, waive, or otherwise limit the duties of the City under federal and state securities laws.

The provisions of this Section may be amended by the City from time to time to adapt to changed circumstances that arise from a change in legal requirements, a change in law, or a change in the identity, nature, status, or type of operations of the City, but only if (1) the provisions of this Section, as so amended, would have permitted an underwriter to purchase or sell Certificates in the primary offering of the Certificates in compliance with the Rule, taking into account any amendments or interpretations of the Rule since such offering as well as such changed circumstances and (2) either (a) the holders of a majority in aggregate principal amount (or any greater amount required by any other provision of this Ordinance that authorizes such an amendment) of the outstanding Certificates consents to such amendment or (b) a person that is unaffiliated with the City (such as nationally recognized bond counsel) determines that such amendment will not materially impair the interest of the holders and beneficial owners of the Certificates. If the City so amends the provisions of this Section, it shall include with any amended financial information or operating data next provided in accordance with paragraph (a) of this Section an explanation, in narrative form, of the reason for the amendment and of the impact of any change in the type of financial information or operating data so provided. The City may also amend or repeal the provisions of this continuing disclosure agreement if the SEC amends or repeals the applicable provision of the Rule or a court of final jurisdiction enters judgment that such provisions of the Rule are invalid, but only if and to the extent that the provisions of this sentence would not prevent an underwriter from lawfully purchasing or selling Certificates in the primary offering of the Certificates.

Section 19. NO RECOURSE AGAINST CITY OFFICIALS. No recourse shall be had for the payment of principal of or interest on the Certificates or for any claim based thereon or on this Ordinance against any official of the City or any person executing any Certificates.

Section 20. FURTHER ACTIONS. The officers and employees of the City are hereby authorized, empowered and directed from time to time and at any time to do and perform all such acts and things and to execute, acknowledge and deliver in the name and under the corporate seal and on behalf of the City all such instruments, whether or not herein mentioned, as may be necessary or desirable in order to carry out the terms and provisions of this Ordinance, the Certificates, the initial sale and delivery of the Certificates, the Paying Agent/Registrar Agreement, and any insurance commitment letter or insurance policy. In addition, prior to the initial delivery of the Certificates, the Mayor, the City Secretary, the City Administrator or Interim Finance Director, the City Attorney and Bond Counsel are hereby authorized and directed to approve any technical changes or corrections to this Ordinance or to any of the instruments authorized and approved by this Ordinance necessary in order to (i) correct any ambiguity or mistake or properly or more completely document the transactions contemplated and approved by this Ordinance and as described in the Official Statement, (ii) obtain a rating from any of the national bond rating agencies or satisfy requirements of any bond insurer, or (iii) obtain the approval of the Certificates by the Attorney General's office. Further, all prior actions by City staff and consultants to give effect to the City Council's intent, including clarifying revisions to the legally required notice of intention to issue the Certificates, are hereby ratified, approved and confirmed.

In case any officer of the City whose signature shall appear on any Certificate shall cease to be such officer before the delivery of such Certificate, such signature shall nevertheless be valid and sufficient for all purposes the same as if such officer had remained in office until such delivery.

Section 21. INTERPRETATIONS. All terms defined herein and all pronouns used in this Ordinance shall be deemed to apply equally to singular and plural and to all genders. The titles and headings of the articles and sections of this Ordinance have been inserted for convenience of reference only and are not to be considered a part hereof and shall not in any way modify or restrict any of the terms or provisions hereof. This Ordinance and all the terms and provisions hereof shall be liberally construed to effectuate the purposes set forth herein and to sustain the validity of the Certificates and the validity of the lien on and pledge to secure the payment of the Certificates.

Section 22. INCONSISTENT PROVISIONS. All ordinances, orders or resolutions, or parts thereof, which are in conflict or inconsistent with any provisions of this Ordinance are hereby repealed to the extent of such conflict and the provisions of this Ordinance shall be and remain controlling as to the matters contained herein.

Section 23. INTERESTED PARTIES. Nothing in this Ordinance expressed or implied is intended or shall be construed to confer upon, or to give to, any person or entity, other than the City and the Registered Owners of the Certificates, any right, remedy or claim under or by reason of this Ordinance or any covenant, condition or stipulation hereof, and all covenants, stipulations, promises and agreements in this Ordinance contained by and on behalf of the City shall be for the sole and exclusive benefit of the City and the registered owners of the Certificates.

Section 24. INCORPORATION OF RECITALS. The City hereby finds that the statements set forth in the recitals of this Ordinance are true and correct, and the City hereby incorporates such recitals as a part of this Ordinance.

Section 25. REPEALER. All orders, resolutions and ordinances, or parts thereof, inconsistent herewith are hereby repealed to the extent of such inconsistency.

Section 26. SEVERABILITY. The provisions of this Ordinance are severable; and in case any one or more of the provisions of this Ordinance or the application thereof to any person or circumstance should be held to be invalid, unconstitutional, or ineffective as to any person or circumstance, the remainder of this Ordinance nevertheless shall be valid, and the application of any such invalid provision to persons or circumstances other than those as to which it is held invalid shall not be affected thereby.

Section 27. PERFECTION. Chapter 1208, Government Code, applies to the issuance of the Certificates and the pledge of ad valorem taxes and revenues granted by the City under Sections 6 and 7 of this Ordinance, and such pledge is therefore valid, effective and perfected. If Texas law is amended at any time while the Certificates are outstanding and unpaid such that the pledge of ad valorem taxes and revenues granted by the City under Sections 6 and 7 of this Ordinance is to be subject to the filing requirements of Chapter 9, Business & Commerce Code, then in order to preserve to the registered owners of the Certificates the perfection of the security interest in said pledge, the City agrees to take such measures as it determines are reasonable and necessary under

Texas law to comply with the applicable provisions of Chapter 9, Business & Commerce Code and enable a filing to perfect the security interest in said pledge to occur.

Section 28. EFFECTIVE DATE. This Ordinance shall become effect immediately from and after its passage on first and final reading in accordance with Section 1201.028, Texas Government Code, as amended.

Section 29. NO PERSONAL LIABILITY. No covenant or agreement contained in the Certificates, this Ordinance or any corollary instrument shall be deemed to be the covenant or agreement of any member of the City Council or any officer, agent, employee or representative of the City Council in his individual capacity, and neither the directors, officers, agents, employees or representatives of the City Council nor any person executing the Certificates shall be personally liable thereon or be subject to any personal liability for damages or otherwise or accountability by reason of the issuance thereof, or any actions taken or duties performed, whether by virtue of any constitution, statute or rule of law, or by the enforcement of any assessment or penalty, or otherwise, all such liability being expressly released and waived as a condition of and in consideration for the issuance of the Certificates.

Section 30. CUSTODY, APPROVAL, AND REGISTRATION OF CERTIFICATE; BOND COUNSEL'S OPINION; AND CONTINGENT INSURANCE PROVISION, IF OBTAINED. The Mayor of the City is hereby authorized to have control of the Certificate initially issued and delivered hereunder and all necessary records and proceedings pertaining to the Certificate pending its delivery and their investigation, examination, and approval by the Attorney General of the State of Texas, and their registration by the Comptroller of Public Accounts of the State of Texas. Upon registration of the Certificate said Comptroller of Public Accounts (or a deputy designated in writing to act for said Comptroller) shall manually sign the Comptroller's Registration Certificate attached to such Certificate, and the seal of said Comptroller shall be impressed, or placed in facsimile, on such Certificate. The approving legal opinion of the City's Bond Counsel, at the option of the City, be printed on the Certificate issued and delivered under this Ordinance, but neither shall have any legal effect, and shall be solely for the convenience and information of the Registered Owner of the Certificate. In addition, if bond insurance is obtained, the Certificate may bear an appropriate legend as provided by the insurer.

IN ACCORDANCE WITH SECTION 1201.028, Texas Government Code, passed and approved on the final reading on the 12th day of November, 2024.

Mayor, City of Blanco, Texas

ATTEST:

City Secretary, City of Blanco, Texas

[Signature Page]

EXHIBIT "A"

WRITTEN PROCEDURES RELATING TO CONTINUING COMPLIANCE WITH FEDERAL TAX COVENANTS

A. Arbitrage. With respect to the investment and expenditure of the proceeds of the Bonds, Notes, Certificates, Leases or other Obligations now or hereafter outstanding as having the interest on such debt exempt from Federal income taxes of the debt holder (the "Obligations") the Issuer's City Administrator or Interim Finance Director (the "Responsible Person") will, as applicable to each issuance of Obligations:

- instruct the appropriate person or persons that the construction, renovation or acquisition of the facilities must proceed with due diligence and that binding contracts for the expenditure of at least 5% of the proceeds of the Obligations will be entered into within 6 months of the Issue Date;
- monitor that at least 85% of the proceeds of the Obligations to be used for the construction, renovation or acquisition of any facilities are expended within 3 years of the date of delivery of the Obligations ("Issue Date");
- restrict the yield of the investments to the yield on the Obligations after 3 years of the Issue Date;
- monitor all amounts deposited into a sinking fund or funds, e.g., the Debt Service Fund/Bond Fund/Interest and Sinking Fund, to assure that the maximum amount invested at a yield higher than the yield on the Obligations does not exceed an amount equal to the debt service on the Obligations in the succeeding 12-month period plus a carryover amount equal to one-twelfth of the principal and interest payable on the Obligations for the immediately preceding 12-month period;
- ensure that no more than 50% of the proceeds of the Obligations are invested in an investment with a guaranteed yield for 4 years or more;
- assure that the maximum amount of any reserve fund for any Obligations invested at a yield higher than the yield on the Obligations will not exceed the lesser of (1) 10% of the principal amount of the Obligations, (2) 125% of the average annual debt service on the Obligations measured as of the Issue Date, or (3) 100% of the maximum annual debt service on the Obligations as of the Issue Date;
- monitor the actions of the escrow agent (to the extent an escrow is funded with proceeds) to ensure compliance with the applicable provisions of the escrow agreement, including with respect to reinvestment of cash balances;
- maintain any official action of the Issuer (such as a reimbursement resolution) stating its intent to reimburse with the proceeds of the Obligations any amount expended prior to the Issue Date for the acquisition, renovation or construction of the facilities;
- ensure that the applicable information return (e.g., IRS Form 8038-G, 8038-GC, or any successor forms) is timely filed with the IRS;
- assure that, unless excepted from rebate and yield restriction under section 148(f) of the Code, excess investment earnings are computed and paid to the U.S. government at such time and in such manner as directed by the IRS (i) at least every

5 years after the Issue Date and (ii) within 30 days after the date the Obligations are retired.

B. Private Business Use. With respect to the use of the facilities financed or refinanced with the proceeds of the Bonds the Responsible Person will:

- monitor the date on which the facilities are substantially complete and available to be used for the purpose intended;
- monitor whether, at any time the Obligations are outstanding, any person, other than the Issuer, the employees of the Issuer, the agents of the Issuer or members of the general public has any contractual right (such as a lease, purchase, management or other service agreement) with respect to any portion of the facilities;
- monitor whether, at any time the Obligations are outstanding, any person, other than the Issuer, the employees of the Issuer, the agents of the Issuer or members of the general public has a right to use the output of the facilities (e.g., water, gas, electricity);
- monitor whether, at any time the Obligations are outstanding, any person, other than the Issuer, the employees of the Issuer, the agents of the Issuer or members of the general public has a right to use the facilities to conduct or to direct the conduct of research;
- determine whether, at any time the Obligations are outstanding, any person, other than the Issuer, has a naming right for the facilities or any other contractual right granting an intangible benefit;
- determine whether, at any time the Obligations are outstanding, the facilities are sold or otherwise disposed of; and
- take such action as is necessary to remediate any failure to maintain compliance with the covenants contained in the Order related to the public use of the facilities.

C. Record Retention. The Responsible Persons will maintain or cause to be maintained all records relating to the investment and expenditure of the proceeds of the Obligations and the use of the facilities financed or refinanced thereby for a period ending three (3) years after the complete extinguishment of the Obligations. If any portion of the Obligations is refunded with the proceeds of another series of tax-exempt obligations, such records shall be maintained until the three (3) years after the refunding obligations are completely extinguished. Such records can be maintained in paper or electronic format.

D. Responsible Persons. Each Responsible Person shall receive appropriate training regarding the Issuer's accounting system, contract intake system, facilities management and other systems necessary to track the investment and expenditure of the proceeds and the use of the facilities financed with the proceeds of the Obligations. The foregoing notwithstanding, the Responsible Persons are authorized and instructed to retain such experienced advisors and agents as may be necessary to carry out the purposes of these instructions.

EXHIBIT "B"
PAYING AGENT/REGISTRAR AGREEMENT

EXHIBIT "C"

DESCRIPTION OF ANNUAL FINANCIAL INFORMATION

The following information is referred to in Section 17 of this Ordinance.

Annual Financial Statements and Operating Data

The financial information and operating data with respect to the City to be provided annually in accordance with such Section are as specified (and included in the Appendix or under the headings of the Official Statement referred to) below:

- (1) Table 1 - Valuations, Exemptions and Tax Debt;
- (2) Table 2 – Classification of Assessed Valuation By Use Category;
- (3) Table 3 – Property Tax Collections;
- (4) Table 7 – General Fund History;
- (5) Table 8 – Water and Sewer System History;
- (6) Table 9 - Sales Tax Collections

Accounting Principles

The accounting principles referred to in such Section are the accounting principles described in the notes to the financial statements referred to in the paragraph above.

NEW BUSINESS

ITEM #5

MEMORANDUM OF AGREEMENT

OUTDOOR LIGHTING ORDINANCE CODE ENFORCEMENT OFFICER

PURPOSE:

This Memorandum of Agreement documents the responsibilities of the Blanco County Friends of the Night Sky (BCFNS) and the City of Blanco regarding BCFNS funding a contracted Outdoor Lighting Ordinance Code Enforcement Officer. This Officer, working solely under contract with the City of Blanco, will be dedicated to enforcing the Outdoor Lighting Ordinance independently of the Blanco Police Department or any sworn law enforcement officers.

PROBLEM:

1. The City of Blanco has had an Outdoor Lighting Ordinance in place since 2006, amended by BCFNS in 2018, and again in 2023.
2. Despite this ordinance, multiple Blanco businesses remain in serious non-compliance, contributing to light pollution.
3. A City resident has filed multiple Outdoor Lighting Ordinance violation complaints, highlighting the need for dedicated enforcement resources.
4. The City currently lacks resources to effectively enforce the ordinance, endangering its International Dark Sky Community (IDSC) status.

BASIC AGREEMENT:

To address these issues, the BCFNS will fund a contracted Outdoor Lighting Ordinance Code Enforcement Officer. This Officer will independently handle all enforcement duties related to the ordinance, including filing complaints with the municipal court and initiating summons for violators.

RESPONSIBILITIES:

The Blanco County Friends of the Night Sky will:

1. Designate a single point of contact for coordinating this initiative with the City of Blanco.

2. Establish a fund restricted to paying the Code Enforcement Officer, who will work on contract as an independent contractor with little to no reliance on the Blanco Police Department.
3. Assist the City in reviewing qualifications and selecting a contracted individual for this role.
4. Transfer funds as necessary to the City for paying the contractor, contingent upon BCFNS approval of the selected candidate.
5. Provide training to the contractor on the Outdoor Lighting Ordinance and supply any necessary equipment, such as light meters, at no cost to the City.
6. Monitor the contractor's performance and provide feedback to the City Administrator.
7. Deposit an initial \$1,200 into a dedicated City account for funding this role, with additional funds as necessary.

The City of Blanco will:

1. Establish a dedicated fund for receiving BCFNS donations specifically for paying the contracted Code Enforcement Officer. This account will be separate from general city funds.
2. Inform BCFNS monthly of the fund balance and notify them when additional funds are needed.
3. Ensure funds are available before work hours are scheduled for the contractor.
4. Provisionally select the contracted Code Enforcement Officer, with BCFNS review and approval.
5. Handle administrative details, including contracting, payments, and any necessary legal documentation for the contractor.
6. Retain final authority over contract termination or renewal, with notice to BCFNS.

The Contracted Outdoor Lighting Ordinance Code Enforcement Officer will:

1. Report to and coordinate solely with the Blanco City Administrator on all duties.
2. Operate as an independent contractor on an as-needed basis, without requiring assistance from the Blanco Police Department.

3. Provide personal transportation, equipment, and necessary devices for completing all tasks related to the role.
4. Work at a rate of \$25/hour, funded only through the dedicated account.
5. Execute the following duties under the job description outlined below.

JOB DESCRIPTION:

The contracted Outdoor Lighting Ordinance Code Enforcement Officer shall:

1. Complete training with BCFNS to become familiar with the City's Outdoor Lighting Ordinance, enforcement protocols, and light measurement tools.
2. Conduct routine nighttime surveys of the City to identify and document potential violations of the Outdoor Lighting Ordinance.
3. File formal complaints directly with the municipal court for summons to be issued against confirmed violators.
4. Notify businesses of confirmed ordinance violations and provide guidance on corrective actions. Businesses will have a standard 30-day period to address violations, with an option to request an additional 30-day extension at the discretion of the Code Enforcement Officer.
5. Independently handle all follow-up communication with businesses to verify compliance and document corrective actions.
6. Maintain a record of all complaints, citations, corrective actions, and compliance status, submitting monthly reports to the City Administrator and BCFNS.
7. When necessary, initiate formal complainant process through municipal court authorities and seek the issuance of court issued summons in accordance with municipal procedures, including filing all supporting documents with the municipal court.
8. Testify in Municipal Court as needed, if a citation is contested, to support enforcement efforts based on documented evidence and reports.

DURATION AND COST ESTIMATE:

1. After initial high-priority cases are resolved, enforcement efforts are expected to decrease, allowing the Code Enforcement Officer to move to a monitoring phase involving periodic surveys and responding to new complaints.
2. Based on current complaints, it is estimated that 128 hours of initial enforcement will be required, totaling \$3,200. Including additional time for follow-up and monitoring, approximately \$4,000 will be needed to fund this role for one year.
3. The initial \$1,200 donation from BCFNS will begin this initiative, with further funding raised as necessary by BCFNS. No city operating funds will be allocated to this role.

TERMS:

1. This agreement remains in effect until BCFNS or the City decides to modify or terminate it.

Signed: _____

Wayne Gosnell

President, Blanco County Friends of the Night Sky

Date: _____, _____ 2024

Signed: _____

Mike Arnold

Mayor, City of Blanco, Texas

Date: _____, _____ 2024

NEW BUSINESS

ITEM #6

WATER DELIVERY AND TREATMENT AGREEMENT

This Water Delivery and Treatment Agreement (Agreement) is made by and between SJWTX, Inc. dba The Texas Water Company, a Texas corporation (TWC), and the City of Blanco, a Type A general law city located in Blanco County, Texas (City), and is made effective as of the last date stated below.

RECITALS

WHEREAS, the City owns and operates water and wastewater systems for the provision of water service to customers located within its corporate limits and extraterritorial jurisdiction.

WHEREAS, the City has executed a contract with Guadalupe Blanco River Authority (GBRA) for the purchase of up to 600-acre feet per year of untreated water at a maximum rate of diversion of 540,000 gallons per day (gpd) (Raw Water Contract).

WHEREAS, the Raw Water Contract expires on December 31, 2050, absent an early termination pursuant to the terms of the Raw Water Contract.

WHEREAS, while the City intends to continue to exercise its rights to divert, treat, and use water in the Blanco River, the firm water supply secured by the City through the Raw Water Contract will serve as a primary source of the City's potable water for the foreseeable future.

WHEREAS, TWC owns and operates the Canyon Lake Shores public water system registered with the Texas Commission on Environmental Quality (TCEQ) under identification number 0460019 (Canyon Lake PWS).

WHEREAS, TWC has an obligation to provide continuous and adequate service to the customers located within its certificated service area, including those customers served by the Canyon Lake PWS.

WHEREAS, the Canyon Lake PWS has the capacity to transport and treat the raw water purchased under the Raw Water Contract at a maximum rate of 540,000 gpd.

WHEREAS, TWC is committed to using the Canyon Lake PWS to transport and treat the 600-acre feet the City purchases from GBRA such that the City has access to this firm water supply for the duration of the Raw Water Contract.

AGREEMENT

1. Maximum Quantity. The City shall pump and TWC shall deliver up to 540,000 gpd through a 12" water meter dedicated for this purpose. In the event the City needs more than 540,000 gpd in a Day, the City shall not pump and TWC shall not deliver more than 540,000 gpd unless and until the City has followed the procedures set forth in Section 3. A "Day" is the 24-hour period that begins at 12:00 am and ends at 12:00 am.

2. Rate of Delivery. The City shall install a variable frequency drive (VFD) water pump no later than March 1, 2025. The City shall set the VFD to a delivery rate of 325 gallons per minute (gpm). In the event the City requires a higher pumpage rate, the City may set the VFD to no higher than 425 gpm. The City may pump at the increased rate of 425 gpm until it has reached the maximum quantity of 540,000 gpd for the Day unless an agreement to pump more has been reached pursuant to Section 3. For example, if the VFD has been pumping at 325 gpm for the first 12 hours of the Day, then the VFD may pump at 425 gpm for the remaining 12 hours of the Day. Prior to the installation of the VFD pump, the provisions of paragraphs 1. & 2. of the agreements described at Section 16.d & e. of this Agreement shall remain in force and effect.
3. Water in Excess of Maximum Quantity. The City shall not pump more than 540,000 gpd in a Day without the verbal or written consent of TWC's President or the President's designated representative. In the event the City increases the VFD above 325 gpm, the City shall:
 - a. Notify TWC via phone and email within two hours of increasing the VFD setting;
 - b. Update TWC every two hours thereafter until the City has identified the source of the issues with its water system that necessitated the need for increased pumping; and
 - c. Provide TWC with an estimate of how much water the City will need in excess of the maximum quantity of 540,000 gpd and for how long it will need it.

TWC shall provide water in excess of 540,000 gpd at TWC's sole discretion. TWC shall not provide excess water in an amount that would cause the water level in the storage tank described in Section 7.d. of this Agreement to drop below 5 feet.

4. Issue Affecting Canyon Lake PWS. If TWC experiences an operational issue affecting customers served by the Canyon Lake PWS and the City, TWC shall maintain parity in any reductions in service to its retail customers and the City. In addition, TWC shall:
 - a. Notify the City within two hours of the time TWC first becomes aware there is an issue;
 - b. Update the City every two hours thereafter until TWC has identified the source of the issue with the Canyon Lake PWS; and
 - c. Provide the City with the best information available regarding how and for how long the City's access to the water purchased under the Raw Water Agreement will be affected.
5. Price for Water Treatment. Beginning with usage on and after February 1, 2025, the City shall pay TWC a base fee of \$1,500 per month and a volumetric rate of \$2.66 per 1,000 gallons for the treatment of the water purchased pursuant to the Raw Water Contract. Both the base fee and volumetric rate shall be adjusted each year with the adjustment to take effect no later than February 1st. The adjustment shall be calculated using the BLS Water and Sewer and Trash Collection Services annual index change for February 1st. Prior to February 1, 2025, the City shall pay a base fee of \$1,000 per month and a volumetric rate of \$2.18 per 1,000 gallons.

6. Price for Excess Water. For water delivered in excess of 540,000 gpd, the City shall pay TWC a volumetric rate that is equal to the tiered volumetric rate applicable to retail customers served through a Large Meter by the Canyon Lake PWS as shown in TWC's tariff approved by the Public Utility Commission of Texas and adjusted from time to time. A "Large Meter" is a meter that is 1 ½" or larger.
7. Ownership Interest. The City shall hold an undivided 1% ownership interest in the facilities listed below:
 - a. The 12" water transmission main beginning at the junction of Lakeshore Drive and Potter's Creek Road to the 750,000-gallon ground storage tank located in the Mystic Shores subdivision at 244 Lily Street (a distance of approximately 26,330 linear feet);
 - b. The pump station located immediately downstream of the 750,000-gallon ground storage tank located in the Mystic Shores subdivision at 244 Lily Street;
 - c. The 16" water transmission main beginning at the 750,000-gallon ground storage tank located in the Mystic Shores subdivision at 244 Lily Street, thence westerly along State FM 306 to the junction of US Highway 281 and FM 306 (a distance of approximately 32,100 linear feet);
 - d. The 1,000,000-gallon ground storage tank located at the far northwest corner of Stallion Estates subdivision on US Highway 281 and described as a 0.44-acre tract situated in the S.C. Baker Survey No. 38, Abstract 40, being out of the remaining portion of a called 869.110 acres deed in Stallion Estates, Inc. per volume 200, page 226, Deed Records, Blanco County, Texas; and
 - e. The 12" water transmission pipeline beginning at the junction of US Highway 281 and FM 306, thence in a northerly direction along the east side of US Highway 281 (a distance of approximately 7,200 linear feet) to the 1,000,000-gallon ground storage tank described in paragraph d. of this Section.
8. Sale, Assignment, or Pledge of Ownership Interest. The City shall not sell, assign, or otherwise transfer the ownership interest described in Section 7 of this Agreement, or pledge such interest as collateral, without first obtaining the written consent of TWC. The City's agreement to the undivided ownership interest described in Section 7 of this Agreement is conditioned upon the adoption of a City ordinance providing that such interest may not be sold, assigned, or otherwise transferred, or pledged as collateral, unless the question of the sale, assignment, transfer, or pledge is first approved by a majority of the qualified voters of the City who vote on the question at a referendum. Any such ordinance shall also state that a repeal or amendment to the ordinance is only effective if the repeal or amendment is approved by a majority vote of the city council and by a majority of the qualified voters of the City who vote on the question at a referendum. The city council shall consider and vote on the ordinance at the same meeting it considers and votes on this Agreement.
9. Maintenance and Repairs Expenses; Capital Costs. In addition to the amounts stated in Section 5, the City shall pay TWC a flat fee of \$5,000 per month for maintenance and repair expenses, and capital costs for replacement, expansion, or upgrade of any kind, incurred by TWC and its successors and assigns in connection with the facilities listed in Section 7 of this Agreement.

This monthly payment is the City's sole financial obligation arising from or related to the ownership interest described in Section 7 of this Agreement.

10. Payment Date. TWC shall invoice the City for all amounts due under Sections 5, 6, and 9 of this Agreement on the 15th of each month, and the City shall pay all invoices in full no later than the 16th day after the date on the invoice.
11. Drought Restrictions. Subject to any required approval by TCEQ, the City shall amend all applicable ordinances and other documents to mirror the drought stages in the version of TWC's Drought Contingency Plan in effect at the time this Agreement is executed and applicable to the area served by the Canyon Lake PWS. Going forward, and subject to any required TCEQ approvals, the City shall make all modifications to the applicable ordinances and other documents that are necessary to maintain consistency with TWC's Drought Contingency Plan.
12. Termination. This Agreement terminates on December 31, 2050. Notwithstanding the termination date, the provision in Section 8 of this Agreement requiring the City to obtain written consent from TWC before selling, assigning, or otherwise transferring its 1% ownership interest, or pledging such interest as collateral, remains effective.
13. Issue Affecting Delivery by GBRA. Notwithstanding the termination date stated in Section 12 of this Agreement, TWC shall be released from all obligations under this Agreement for any period during which GBRA ceases furnishing raw water under the Raw Water Agreement. If GBRA decreases the amount of raw water available to the City, TWC's delivery obligation under Section 1 shall be adjusted downward by a proportional amount until GBRA resumes making raw water available at a rate of 540,000 gpd. The City shall notify TWC, via phone and email, of any complete or partial curtailment by GBRA within two hours of receiving notification of the curtailment from GBRA.
14. Force Majeure. If by reason of force majeure any party shall be rendered unable wholly or in part to carry out its obligations under this agreement, then such party shall give notice and full particulars of such force majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied on, the obligation of the party giving such notice, so far as it is affected by such force majeure, shall be suspended during the continuance of the inability then claimed, but for no longer period, and any such party shall endeavor to remove or overcome such inability with all reasonable dispatch. The term "force majeure" as employed herein shall mean strikes, lockouts, or other industrial disturbances; acts of public enemy; orders of any kind of the Government of the United States or the State of Texas, or any civil or military authority; insurrection or riots; epidemics; pandemics; landslides; lightning; earthquake; fires; hurricanes; tornados; storms; floods; washouts; droughts (subject only to the parity requirements stated above, if then applicable); arrests; restraint of government and people; civil disturbances; explosions; breakage or accidents to machinery; pipelines or canals; or on account of any other causes not reasonably within the control of the party claiming such inability. The term "force majeure" does not include a major leak, an excessive number of simultaneous small leaks, SCADA failure, pump failure, loss of water pressure, or other

interruption of water operations that does not coincide with one of the events included in the definition of force majeure.

15. Notice of Force Majeure. If a party claiming force majeure fails to notify the other party and provide appropriate evidence in accordance with the above provisions, it shall not be exempted from its liability for failure of performance or complete performance, or the necessity of delay in fulfilling its obligations. The party affected by force majeure shall make reasonable efforts to reduce the consequences of the force majeure and resume the performance of all relevant obligations as soon as possible after the termination of force majeure. If the party affected by Force Majeure fails to resume performance of the relevant obligations after the reasons for the temporary exemption from performance of the obligations due to Force Majeure disappear, such party shall be liable to the other parties in this regard.
 - a. The City shall provide notice to TWC by contacting the President of TWC via phone and email.
 - b. TWC shall provide notice to the City by contacting the City Administrator via phone and email.

16. Termination of Previous Agreements. This Agreement supersedes and replaces all prior written agreements addressing the delivery and treatment of the water purchased by the City under the Raw Water Contract and all related issues. Such agreements include, but are not limited to the following:
 - a. Contract to Facilitate Regional Cooperation for the Beneficial Development of Water Resources for Western Comal and Blanco Counties, Texas (dated April 10, 2001);
 - b. First Amendment to that Certain Contract to Facilitate Regional Cooperation for the Beneficial Development of Water Resources for Western Comal and Blanco Counties, Texas (dated April 15, 2003);
 - c. Memorandum of Understanding: City of Blanco and Canyon Lake Water Service Company (effective April 25, 2019);
 - d. Rule 11 Agreement from Mediation on September 5, 2023 (dated September 5, 2023); and
 - e. Revised Rule 11 Agreement from Mediation on September 5, 2023 (dated September 27, 2023).

17. Mutual Release. Upon execution of this Agreement, the City and TWC shall also execute a comprehensive mutual release of all known or unknown claims existing between the parties as of the effective date of this Agreement; to include but not limited to any existing claims for reimbursement of capital costs or maintenance repair expense or breach of any of the agreements listed in paragraphs a. through c. of Section 16 of this Agreement.

18. Notice. Unless expressly stated otherwise, all notice required or allowed by this Agreement shall be provided to the President of TWC or the President's designated representative and the Blanco City Administrator using the contact information provided below. Any change to the contact information must be provided in writing within two business days of the date the change is effective.

TWC:

Aundrea Williams, President
SJWTX, Inc. dba The Texas Water Company
P.O. Box 1742
Canyon Lake, TX 78133
(281) 726-4520
aundrea.williams@txwaterco.com

City of Blanco:

City of Blanco
Attn: City Administrator
300 Pecan St.
Blanco, Texas 78606
(830) 833-4525
cityadmin@cityofblancotx.gov

19. Successors and Assigns. The terms and conditions of this Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors and permitted assigns.
20. Counterparts. This Agreement may be signed in any number of counterparts, each of which shall be an original, with the same effect as if the signatures thereto and hereto were upon the same instrument. Counterparts delivered by electronic transmission shall be deemed to be originally signed counterparts.
21. Modification and Waiver. Any of the terms or conditions of this Agreement may be waived in writing at any time by the party which is entitled to the benefits thereof, and this Agreement may be modified or amended by a written instrument executed by all parties hereto. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing by all of the parties hereto. No waiver of any of the provisions of this Agreement shall be deemed or shall constitute a waiver of any other provision hereof (whether or not similar) nor shall such waiver constitute a continuing waiver.
22. Invalid Provisions. If any term or other provision of this Agreement is invalid, illegal or incapable of being enforced by any law or public policy, all other terms and provisions of this Agreement shall nevertheless remain in full force and effect so long as the economic or legal substance of the transactions contemplated hereby is not affected in any manner materially adverse to any party.
23. Third Party Beneficiaries. No individual or firm, corporation, partnership, or other entity shall be a third-party beneficiary of the representations, warranties, covenants, and agreements made by any party hereto.
24. Dispute Resolution. In the event any disputes arise under this Agreement that the parties cannot resolve by mutual agreement, the parties agree to participate in mediation with an agreed third party prior to the initiation of any litigation (provided the parties retain the right to seek

injunctive relief to maintain a status quo). Otherwise, all disputes shall be resolved under applicable law in the state district courts sitting in Comal County or Blanco County, Texas.

IN WITNESS WHEREOF, the parties have executed and delivered this Agreement effective upon the later of the signatures below:

SJWTX, Inc. dba The Texas Water Company	The City of Blanco
By: _____	By: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

NEW BUSINESS

ITEM #7

ORDINANCE NO. 2024-O-011

AN ORDINANCE ADOPTING CERTAIN CONDITIONS TO ANY SALE, TRANSFER OR PLEDGE OF THE CITY'S OWNERSHIP INTEREST IN COMPONENTS OF THE CANYON LAKE SHORES PUBLIC WATER SYSTEM

WHEREAS, The Texas Water Company, Inc, a Texas corporation ("TWC") owns and operates the Canyon Lake Shores public water system registered with the Texas Commission on Environmental Quality under identification number 0460019 ("PWS");

WHEREAS, the City of Blanco ("City") owns an interest in certain water treatment and delivery facilities that are components of the PWS;

WHEREAS, the City and TWC have agreed to resolve, settle and compromise various disputes and controversies between them relating to, among other issues, their joint interests in the PWS components partially owned by the City, by adoption and execution of a certain Water Delivery and Treatment Agreement ("Agreement");

WHEREAS, under the Agreement, the City wishes to restrict by ordinance any further sale, transfer or pledge of the City's ownership interest in the components of the PWS;

WHEREAS, such agreement and related restrictions are in the best interests of the City and support public health and welfare;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BLANCO:

SECTION 1. FINDINGS OF FACT

That the facts and matters set forth in the preamble of this Ordinance are true and correct.

SECTION 2. ADOPTION OF NEW SECTION 12.01.004, ENTITLED: "Referendum required for sale, transfer or pledge of the City's interest in certain water treatment and delivery facilities"; as follows:

- (a) The City currently is a party to a contract that secures water treatment and delivery to the City from the Canyon Lake Shores public water system for and on behalf of the citizens and ratepayers of the City, which are used in support of the city's water system.
- (b) The City owns an interest in certain facilities that are described in and made a part of the contract referenced herein.
- (c) Ownership of these facilities is a valuable property right and secures unto the citizens and ratepayers of the City alternative sources of water for use now and in the future.
- (d) The city council believes that for the good government, peace, and order of the City and for the protection of trade or commerce of the City, the sale, transfer or pledge of any such interest in treatment or delivery facilities secured by contract and owned by the City to a third party should only occur upon recommendation of the city council and subsequent approval by a majority of citizens then voting by referendum.
- (e) The City's interest in the water treatment or delivery facilities described in that certain Water Delivery and Treatment Agreement may not be sold, pledged as collateral, or otherwise

transferred unless the question of the sale, pledge or transfer is first approved by a majority of the qualified voters of the City who vote on the question at a referendum.

- (f) Any repeal of or material amendment to this ordinance is effective only if approved by a majority vote of the city council and by a majority of the qualified voters of the City who vote on the question at a referendum.

SECTION 3. EFFECTIVE DATE; IMPLEMENTATION AND ENFORCEMENT DATE

This ordinance is effective on the date of publication of notice of adoption on the City's website and the local newspaper of general circulation, each of which shall be made not later than ten (10) days after adoption.

SECTION 4. SEVERABILITY & REPEALER

If any provision of this ordinance shall be adjudged invalid or unconstitutional, the same shall not affect the validity of this ordinance as a whole or in part, except if the part held or adjudged invalid or unconstitutional. Upon adoption, the provisions of this ordinance repeal any inconsistent existing provisions of other City ordinances.

ADOPTED BY CITY COUNCIL, CITY OF BLANCO, ON THE ___ DAY OF _____, 2024.

CITY OF BLANCO

Mayor

ATTEST:

City Secretary

NEW BUSINESS

ITEM #8

**Budget Adjustment Register
City of Blanco**

11/8/2024 11:32:29 AM

Post Date	GL Account Number	GL Account Name	Line Item Description	Previous	Adjustment	Current
9/30/2024	100-4006	Delinquent I&S	September 2024 FYE Budget Adju	4,000.00	(4,000.00)	0.00
	100-4005	Delinquent Penalty (I&S)	September 2024 FYE Budget Adju	500.00	(500.00)	0.00
	100-4004	Delinquent Interest (I&S)	September 2024 FYE Budget Adju	750.00	(750.00)	0.00
	100-4003	Current Penalty (I & S)	September 2024 FYE Budget Adju	1,850.00	(1,850.00)	0.00
	100-4002	Current Interest (I &S)	September 2024 FYE Budget Adju	750.00	(750.00)	0.00
	100-4001	Current I&S	September 2024 FYE Budget Adju	454,988.00	(454,988.00)	0.00
	200-4500	Lift Station Project - Grant	Enterprise Fund Revenue Surplu	0.00	230,167.00	230,167.00
	200-4701	Effluent Surcharge	Enterprise Fund Revenue Surplu	5,000.00	9,529.43	14,529.43
	200-4901	Garbage	Enterprise Fund Revenue Surplu	325,000.00	19,502.67	344,502.67
	200-4805	Interest Income	Enterprise Fund Revenue Surplu	51,000.00	35,177.02	86,177.02
	200-4904	Sewage	Enterprise Fund Revenue Surplu	418,000.00	280,238.01	698,238.01

NEW BUSINESS

ITEM #9

**Budget Adjustment Register
City of Blanco**

11/7/2024 2:15:14 PM

Post Date	GL Account Number	GL Account Name	Line Item Description	Previous	Adjustment	Current
10/1/2024	500-06-5100	Chamber of Commerce (Payments	Blanco Chamber of Commerce HOT	90,000.00	106,244.00	196,244.00

A motion was made by Mayor Pro-Tem Mack-McClung that the property tax rate be increased by the adoption of a tax rate of \$0.4094, which is effectively a 19% increase in the tax rate, seconded by Council Member Swinson. The vote was 4-1 with Mayor Pro-Tem Mack-McClung, Council Members Swinson, Cargill, and Moore voting for and Council Member Moses voting no. Motion carried.

7. Consideration, Discussion, and Take Possible Action on Approval of Annual Hotel Occupancy Tax funds request in the amount of \$154,237.00 for Blanco Chamber of Commerce. A motion was made by Council Member Moses to approve the annual Hotel Occupancy Tax funds request in the \$154,237.00 for the Blanco Chamber of Commerce, seconded by Council Member Cargill, all in favor, motion carried unanimously.
8. Consideration, Discussion, and Take Possible Action on approval of request for HOT Funds in the amount of \$42,007.00 for Christmas Lights for Blanco Chamber of Commerce. A motion was made by Council Member Cargill to "Make Blanco Christmas again" approve request for HOT funds in the amount of \$42,007 for Christmas Lights for Blanco Chamber of Commerce, seconded by Council Member, Moses, all in favor, motion carried unanimously.

Roll Call Vote Confirmation

City Secretary, Laurie Cassidy provided the Roll Call Vote Confirmation for agenda items 2, 3, and 6.


Mayor Pro-Tem Mack-McClung expressed his appreciation in keeping this meeting to within an hour after the long five plus hour regular meeting from September 10, 2024.

Adjournment:

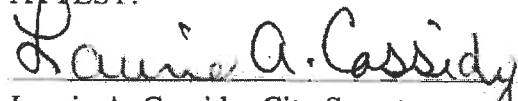
A motion was made by Council Member Moses to adjourn the meeting, seconded by Council Member Moore, all in favor.

The meeting was adjourned at 4:56 pm.

Respectfully submitted,


Bobby Mack-McClung, Mayor Pro-Tem

ATTEST:


Laurie A. Cassidy, City Secretary

These minutes were approved on the 8 day of October, 2024.



**Budget Adjustment Register
City of Blanco**

11/7/2024 2:23:54 PM

Post Date	GL Account Number	GL Account Name	Line Item Description	Previous	Adjustment	Current
10/1/2024	100-4006	Delinquent I&S	Budget Adjustment to Correct a	4,000.00	(4,000.00)	0.00
	100-4005	Delinquent Penalty (I&S)	Budget Adjustment to Correct a	500.00	(500.00)	0.00
	100-4004	Delinquent Interest (I&S)	Budget Adjustment to Correct a	750.00	(750.00)	0.00
	100-4003	Current Penalty (I & S)	Budget Adjustment to Correct a	1,850.00	(1,850.00)	0.00
	100-4002	Current Interest (I & S)	Budget Adjustment to Correct a	750.00	(750.00)	0.00
	100-4001	Current I&S	Budget Adjustment to Correct a	454,988.00	(454,988.00)	0.00

Budget Adjustment Register

11/8/2024 11:30:30 AM

City of Blanco

Post Date	GL Account Number	GL Account Name	Line Item Description	Previous	Adjustment	Current
10/1/2024	200-02-5755	Medicare Expense	Enterprise Fund - Utility Bill	0.00	343.37	343.37
	200-02-5754	Social Security - Employer Pai	Enterprise Fund - Utility Bill	0.00	1,468.21	1,468.21
	200-02-5751	Salaries/Wages Expense	Enterprise Fund - Utility Bill	0.00	23,680.80	23,680.80
	200-01-5755	Medicare Expense	Enterprise Fund - Utility Bill	1.45	343.37	344.82
	200-01-5754	Social Security - Employer Pai	Enterprise Fund - Utility Bill	6.20	1,468.21	1,474.41
	200-01-5751	Salaries/Wages Expense	Enterprise Fund - Utility Bill	0.00	23,680.80	23,680.80
	100-06-5100	Chamber of Commerce (Payments	100-06-5100 Inactive account w	72,000.00	(72,000.00)	0.00

Enterprise Fund

Account #	Account Description	2023-2024 Approved Budget	Actual as of 8/21/2024	2024-2025 Proposed Budget	Notes
Revenue					
Sales Revenue					
200-4132	Utility Vehicles Sold	\$ -	\$ -	\$ -	
200-4170	Miscellaneous Income	\$ 250.00	\$ 10.28	\$ 250.00	
200-4326	NSF - Insufficient Funds	\$ 200.00	\$ 825.00	\$ 500.00	
200-4500	Lift Station Project - Grant	\$ -	\$ 230,167.00	\$ -	
200-4620	CSI - Non-Refundable (Customer Service Inspection)	\$ 5,000.00	\$ 3,100.00	\$ 5,000.00	
200-4701	Effluent Surcharge	\$ 5,000.00	\$ 13,184.90	\$ 10,000.00	
200-4702	Service Call Fees-Water	\$ 1,000.00	\$ -	\$ 500.00	
200-4703	Late Fees	\$ 20,000.00	\$ 19,494.17	\$ 20,000.00	
200-4805	Interest Income	\$ 51,000.00	\$ 73,714.11	\$ 120,000.00	
200-4901	Garbage	\$ 325,000.00	\$ 315,200.21	\$ 355,000.00	
200-4902	Infrastructure Fees (Cielo Springs)	\$ 30,000.00	\$ 2,700.00	\$ -	
200-4903	Sales Tax Revenue	\$ 5,000.00	\$ -	\$ 1,000.00	
200-4904	Sewage	\$ 350,000.00	\$ 634,918.94	\$ 430,000.00	
200-4905	Water	\$ 1,500,000.00	\$ 1,316,133.66	\$ 1,755,000.00	
200-4906	Sewer Tap	\$ 15,000.00	\$ 2,950.00	\$ 5,000.00	
200-4907	Water Tap	\$ 20,000.00	\$ 5,900.00	\$ 10,000.00	
200-4909	Septage Receiving	\$ 2,000.00	\$ 1,140.00	\$ 1,800.00	
200-4950	Water Meter Deposit (Water Meter Deposit)	\$ 5,000.00	\$ -	\$ 2,000.00	
200-4951	Connection Fee - Non Refundable	\$ 15,000.00	\$ 5,990.00	\$ 7,000.00	
	TOTAL SALES REVENUE	\$ 2,349,450.00	\$ 2,625,428.27	\$ 2,723,050.00	
TOTAL REVENUE		\$ 2,349,450.00	\$ 2,625,428.27	\$ 2,723,050.00	
EXPENDITURES					
OTHER SERVICES					
200-00-5009	Credit Card Charges	\$ 20,000.00	\$ 16,768.25	\$ -	Should be a Liability Account
200-00-5861	Trash-Off	\$ -	\$ -	\$ -	
	TOTAL OTHER SERVICES	\$ 20,000.00	\$ 16,768.25	\$ -	
WATER DEPT					
Personnel Services					
200-01-5702	AD&D	\$ 26.40	\$ 18.00	\$ 24.00	
200-01-5708	Dental	\$ 487.92	\$ 362.92	\$ 487.92	
200-01-5713	Health	\$ 9,650.16	\$ 7,178.04	\$ 9,843.12	
200-01-5715	Life	\$ 116.40	\$ 87.30	\$ 116.40	
200-01-5718	Vision	\$ 107.16	\$ 80.38	\$ 117.36	
200-01-5725	Global Life	\$ 2,717.88	\$ -	\$ -	
200-01-5751	Salaries/Wages Expense	\$ 24,710.40	\$ 20,878.44	\$ 23,680.80	
200-01-5754	Social Security - Employer Paid	\$ 1,541.47	\$ 1,311.67	\$ 1,474.41	
200-01-5755	Medicare Expense	\$ 345.03	\$ 306.76	\$ 344.82	
200-01-5756	Longevity	\$ 540.00	\$ 555.00	\$ -	
200-01-5759	TMRs-Employer Contribution	\$ 1,595.46	\$ 1,368.48	\$ 1,657.66	
200-01-5786	Overtime	\$ 100.00	\$ -	\$ 100.00	
	TOTAL PERSONNEL SERVICES	\$ 41,938.28	\$ 32,146.99	\$ 37,846.49	
Public Works					
200-01-5070	Inframark	\$ 566,320.00	\$ 640,488.86	\$ 615,000.00	# includes the 5% CPI increase + \$120,000 for overages and the admin fee
200-01-5075	Inframark Integration - ESRI Software License	\$ 1,000.00	\$ -	\$ -	
200-01-5821	Major Equipment	\$ 3,000.00	\$ -	\$ 3,000.00	
200-01-5841	Chemicals	\$ 2,500.00	\$ -	\$ 2,500.00	
200-01-5846	Leak Repair	\$ 2,000.00	\$ -	\$ 2,000.00	
	TOTAL PUBLIC WORKS	\$ 574,820.00	\$ 640,488.86	\$ 622,500.00	
Water Debt					
200-01-5056	CIP WTP - 2020 (L1001127)	\$ -	\$ 314,058.03	\$ 97,644.47	Delay Claim Cost
	TOTAL WATER DEBT	\$ -	\$ 314,058.03	\$ 97,644.47	
Supply Services					
200-01-5906	Postage	\$ 5,400.00	\$ 4,563.18	\$ 5,400.00	
200-01-5911	Office Supplies	\$ 2,250.00	\$ 57.63	\$ 500.00	
	TOTAL SUPPLY SERVICES	\$ 7,650.00	\$ 4,620.81	\$ 5,900.00	
Software & Maintenance					
200-01-5201	Computer Maintenance	\$ 1,000.00	\$ 1,172.11	\$ 1,000.00	
200-01-5203	Computer Hardware	\$ -	\$ 166.96	\$ -	
200-01-5331	Computer - Software & Updates	\$ 39,214.49	\$ 6,378.75	\$ 6,500.00	5% Increase Fundview
	TOTAL SOFTWARE & MAINTENANCE	\$ 40,214.49	\$ 7,717.82	\$ 7,500.00	
Other Services					
200-01-5076	HR Green (HRG) GIS System	\$ 10,000.00	\$ 9,189.25	\$ 5,600.00	
200-01-5324	Contingency	\$ -	\$ -	\$ -	
200-01-5332	Pre-Printed Water Bills	\$ 2,400.00	\$ 2,830.57	\$ 3,500.00	USIO
200-01-5641	Legal Fees	\$ 19,000.00	\$ 42,428.75	\$ 25,000.00	
200-01-5642	Permits	\$ 1,200.00	\$ 2,074.89	\$ 1,200.00	
200-01-5643	Permitting/Legal - Discharge	\$ 3,000.00	\$ 2,806.59	\$ 3,000.00	
200-01-5644	Professional Fees	\$ 45,000.00	\$ 54,423.41	\$ 45,000.00	
200-01-5646	Janitorial	\$ 375.00	\$ -	\$ 375.00	
200-01-5831	Aggregate	\$ 500.00	\$ -	\$ 500.00	
200-01-5870	Subscriptions	\$ 750.00	\$ 169.40	\$ 750.00	
200-01-5922	Sales and Use Tax - Water	\$ 15,000.00	\$ -	\$ -	Should be a liability account

TOTAL OTHER SERVICES	\$	97,225.00	\$	113,922.86	\$	84,925.00
----------------------	----	-----------	----	------------	----	-----------

Water Services

200-01-5847	CLWSC water - (Texas Water)	\$	240,000.00	\$	185,463.23	\$	293,618.20	3.4 % increase + 2.65 per 1000 gallons
200-01-5848	GBRA	\$	105,000.00	\$	87,500.00	\$	111,000.00	\$500 increase per month
TOTAL WATER SERVICES		\$	345,000.00	\$	272,963.23	\$	404,618.20	

Utilities

200-01-5963	Electric	\$	47,500.00	\$	17,754.27	\$	25,000.00
200-01-5964	Gas / Propane	\$	650.00	\$	1,577.41	\$	2,000.00
200-01-5965	Telephones/Broadband/Internet	\$	5,000.00	\$	2,160.28	\$	3,500.00
TOTAL UTILITIES		\$	53,150.00	\$	21,491.96	\$	30,500.00

TOTAL WATER - ENTERPRISE 01	\$	1,159,997.77	\$	1,407,410.56	\$	1,291,434.16
------------------------------------	----	---------------------	----	---------------------	----	---------------------

Sewer Dept

Personnel Services

200-02-5751	Salaries/Wages Expense	\$	24,710.40	\$	20,878.44	\$	23,640.80
200-02-5754	Social Security - Employer Paid	\$	1,541.47	\$	1,311.67	\$	1,448.21
200-02-5755	Medicare Expense	\$	345.03	\$	306.76	\$	343.37
200-02-5759	TMRS-Employer Contribution	\$	1,595.46	\$	1,368.49	\$	1,657.66
		\$	28,192.36	\$	23,865.36	\$	27,150.04

Public Works

200-02-5070	INFRAMARK	\$	566,320.00	\$	640,488.78	\$	615,000.00	# Includes the 5% CPI Increase + \$120,000 for overages and the admin fee
200-02-5821	Major Equipment	\$	5,000.00	\$	-	\$	5,000.00	
200-02-5822	Plant Maintenance	\$	-	\$	-	\$	-	
200-02-5841	Chemicals	\$	2,500.00	\$	-	\$	2,500.00	
		\$	573,820.00	\$	640,488.78	\$	622,500.00	

Sewer Debt

200-02-5031	Blanco CTSRSCO 2017B - Interest Expense Only	\$	27,809.00	\$	27,808.50	\$	27,739.00
200-02-5051	Bond Agent Fees-Wilmington Trus	\$	-	\$	-	\$	-
200-02-5053	Bond Agent Fees CTSRSCO 2017B	\$	500.00	\$	350.00	\$	350.00
200-02-5058	Bond Agent Fees CTSRSCO 2019	\$	300.00	\$	300.00	\$	300.00
200-02-5121	Blanco CTSRSCO 2017B	\$	127,809.00	\$	100,000.00	\$	100,000.00
200-02-5122	Blanco CTSRSCO 2019	\$	115,160.00	\$	70,000.00	\$	70,000.00
200-02-5123	TWDB Escrow Fees-Wil Trust	\$	350.00	\$	-	\$	-
200-02-5125	TWDB Escrow Fees for 2017B	\$	300.00	\$	-	\$	-
200-02-5127	Blanco CTSRSCO 2019 - Interest Expense Only	\$	44,404.00	\$	44,404.00	\$	43,557.00
		\$	316,632.00	\$	242,862.50	\$	241,946.00

Supply Services

200-02-5906	Postage	\$	5,400.00	\$	-	\$	500.00
200-02-5911	Office Supplies	\$	2,250.00	\$	-	\$	500.00
		\$	7,650.00	\$	-	\$	1,000.00

Software & Maintenance

200-02-5201	Computer Maintenance	\$	500.00	\$	703.88	\$	500.00	
200-02-5331	Computer - Software & Updates	\$	39,214.49	\$	10,233.00	\$	10,500.00	5% Increase Fundview
		\$	39,714.49	\$	10,936.88	\$	11,000.00	

Other Services

200-02-5324	Contingency	\$	-	\$	-	\$	-	
200-02-5611	Legal Notices/Publications	\$	500.00	\$	-	\$	500.00	
200-02-5641	Legal Fees	\$	19,000.00	\$	24,041.25	\$	25,000.00	
200-02-5642	Permits	\$	1,500.00	\$	-	\$	2,300.00	
200-02-5643	Permitting/Legal - Discharge	\$	1,000.00	\$	-	\$	1,000.00	
200-02-5644	Professional Fees	\$	65,000.00	\$	33,165.25	\$	65,000.00	
200-02-5645	Engineering - WWTP	\$	10,000.00	\$	-	\$	10,000.00	
200-02-5646	Janitorial	\$	375.00	\$	-	\$	375.00	
200-02-5921	Sales and Use Tax - Sewer	\$	9,000.00	\$	8,305.27	\$	-	Should be a liability account
		\$	106,375.00	\$	65,511.77	\$	104,175.00	

Utilities

200-02-5060	Garbage	\$	307,000.00	\$	284,987.28	\$	300,000.00
200-02-5963	Electric	\$	47,500.00	\$	34,113.57	\$	45,000.00
200-02-5964	Gas / Propane	\$	3,000.00	\$	1,679.82	\$	2,000.00
200-02-5965	Telephones/Broadband/Internet	\$	5,000.00	\$	1,487.85	\$	5,000.00
200-02-5966	Water's Edge Trash	\$	1,250.00	\$	-	\$	1,250.00
		\$	363,750.00	\$	322,268.52	\$	353,250.00

TOTAL SEWER - ENTERPRISE 02	\$	1,436,133.85	\$	1,305,933.81	\$	1,361,021.04
------------------------------------	----	---------------------	----	---------------------	----	---------------------

TOTAL ENTERPRISE EXPENDITURES	\$	2,616,131.62	\$	2,730,112.62	\$	2,652,455.19
--------------------------------------	----	---------------------	----	---------------------	----	---------------------

NEW BUSINESS

ITEM #10

City of Blanco

Manual of Accounting Policies

September ~~2023~~2024

Table of Contents

Section 1: Overview	5
1.1 Purpose	5
1.2 Manual	5
1.3 Authority	5
1.4 Policy Maintenance.....	5
1.5 Revision History.....	6
Section 2: Revenues	7
2.1 Receipt of Payments	7
2.2 Receipt of Checks	7
2.3 NSF Checks	7
2.4 Reconciliation of Deposits.....	7
2.5 City-Managed Services.....	7
2.6 Receivables.....	10
2.7 Cash Management	11
2.5 Segregation of Duties.....	12
Section 3: Expenditures	12
3.1 Cash Disbursements.....	12
3.2 Purchasing Cards	14
3.3 Purchasing Policy.....	15
3.4 Capital Expenditures	15
3.5 Vendor Management	15
3.6 Segregation of Duties.....	17
Section 4: Human Resources	17
4.1 Payroll	17
4.2 Personnel Policy	18
4.3 Employee Training.....	18
Section 5: Assets and Liabilities	18
5.1 Asset Additions, Capitalizations, and Depreciation	18
5.2 Asset Disposals.....	19
5.3 Inventory.....	19

5.4	Investments.....	20
Section 6: Financial Position and Fund Balance.....		20
6.1	Funds.....	20
6.2	One-Time/Unpredictable Revenue Sources	20
Section 7: Compliance.....		20
7.1	Public Funds Investment Act and Public Funds Collateral Act.....	21
7.2	Annual Audits.....	21
7.3	Audit Findings and Corrective Action Plans	21
7.4	Compliance Review	21
7.5	TWDB Funding.....	22
Section 8: Budget.....		23
8.1	Annual Budget.....	23
8.2	Budget Management	24
Section 9: Grant Management.....		24
9.1	Grant Selection.....	24
9.3	Compliance with Grant Requirements.....	25
9.4	Maintenance and Monitoring of Grant Files	25
9.5	Procurement	25
9.6	Retention and Maintenance of Records	25
9.7	Guidance	26
Section 10: Financial Reporting		26
10.1	Basis of Accounting	26
10.2	Operating Cycle.....	26
10.3	Month-End Close.....	26
10.4	Monthly Financial Reports	27
10.5	Annual Financial Reports	27
Section 11: Record Retention/Data Storage.....		28
11.1	Duty to Maintain Records	28
11.2	General Guidelines.....	28
Appendix A – Authority Matrix		30
Appendix B – Bank Accounts.....		32

Appendix C – Subscriptions – to be expanded later 33

Appendix D – Long-Term Vendor Relationships 34

Appendix E – Loan Covenant Checklist 36

Section 1: Overview

1.1 Purpose

The City of Blanco, Texas (City) is committed to sound financial management through integrity, prudent stewardship, planning, accountability, transparency and full disclosure, and communication. The broad purpose of this Manual of Accounting Policies is to assist the City in achieving and maintaining a long-term stable and positive financial condition and provide guidelines for the day-to-day planning and operation of the City's financial affairs.

The scope of this policy includes aspects of accounting and financial reporting, internal controls, operating and capital projects budgeting, and revenue management. These policies are intended to accomplish the following:

- Demonstrate to the citizens of the City, the investment community, and the bond rating agencies that the City is committed to strong fiscal operations;
- Detail financial goals and strategies for future policymakers and financial managers;
- Support the fair presentation and full disclosure of the financial position of the City in conformity when appropriate with the generally accepted accounting principles of the United States of America (GAAP) and the standards put forth by the Governmental Accounting Standards Board (GASB); and
- Support compliance with finance-related legal and contractual issues in accordance with the Texas Local Government Code and other related legal mandates upon the City.

1.2 Manual

The Manual of Accounting Policies (Manual) is the official accounting policy document for the City. The purpose of the Manual is to describe the existing accounting policies that have been established for the City and to assist employees as they work to achieve the purpose and objectives set by the City.

The Manual includes all current accounting policies that have been developed by the City through the time of issuance, unless otherwise noted. The policies herein apply to all employees, consultants, and other individuals involved in all accounting and financial statement preparation processes.

Wherever possible, written procedures will also be established and maintained by the Director of Finance for functions involving cash handling and/or accounting throughout the City. These procedures will embrace the general concepts of fiscal responsibility set forth in this policy.

1.3 Authority

Authority for the commitment of City resources, the initiation of expenditures, and the execution of agreements has been granted at various levels of management. The authorities themselves, and the procedures implementing the approval processes, are intended to ensure that the appropriate management level is involved in the decision-making process on a timely basis.

[Appendix A](#) contains additional information about the delegation of specified authorities.

1.4 Policy Maintenance

The Manual is a public document available to the City Council, the staff of Blanco and the general public. It is the responsibility of the Finance Director to implement and enforce compliance with the Manual. It

is the responsibility of all employees associated with the City to be aware of and abide by these policies and to exercise sound business judgment in the application of these policies.

It is the responsibility of the Finance Director to establish and review the initial version of the Manual, as well as create and review subsequent changes. It is the responsibility of the City Council to approve and adopt this Manual and subsequent major revisions.

Annually, as a part of the budget adoption process, the policies in the Manual will be reviewed and updated as needed, to align the policies with current and desired practices. The appendices contain material that may change more often and should be updated on an as-needed basis. These changes do not need to be approved by the City Council unless it so directs any review and approval.

All change requests related to the Manual must be submitted in writing to the Finance Director. The Finance Director is responsible for reviewing and incorporating all change requests, as well as making changes to the official Manual and posting changes in a timely manner. All revisions must be provided to the City Administrator and City Council, and any revision to policy language must be approved by the City Council.

1.5 Revision History

Date	Version #	Changes Made	Author
9/1/2022	01	Initial document	
9/10/2024	02	Initial document with changes made by staff and council.	

Section 2: Revenues

The City strives to maintain and administer a revenue system that will ensure a reliable, equitable, diversified, and sufficient revenue stream to support desired City services.

2.1 Receipt of Payments

All customer payments are received in the form of a check, money order, cash, credit card, or online payment. Payments made in person, via the drop box, or by mail are entered into the accounting system manually. Online payments are entered automatically because the utility billing system is integrated with the accounting system.

At the end of the day, any amounts over \$200.00 in the cash drawer shall be counted and reconciled. Any funds (cash, checks and/or money orders) that must be retained overnight should adequately be secured in a locked safe in the department. All excess cash, money orders, and checks received shall be deposited at the bank on the next business day.

2.2 Receipt of Checks

All checks received that are payable to the City shall be restrictively endorsed immediately. Checks should be made payable to the City of Blanco.

2.3 NSF Checks

The bank shall notify the Finance Director of any insufficient (NSF) checks via email. If applicable, the Utilities Clerk is responsible for adjusting the customer's account to reflect the service charge for NSF checks. The Finance Department is responsible for filing the NSF checks in the office.

A service charge in the amount set forth in the fee schedule in the City of Blanco ordinances will be required to cover the handling of any returned checks.

2.4 Reconciliation of Deposits

To ensure that each deposit was received and correctly posted, all cash, check, money order, and credit card transactions should be reconciled daily to the reports generated on the accounting system. The recording and reconciliation of deposits shall be completed by an employee who does not make the deposits. Any discrepancies should be immediately investigated and reported to the Finance Director or designee.

The Finance Director or designee shall reconcile the daily cash deposits to the bank statements monthly. The City Administrator shall review and approve this reconciliation along with the supporting documentation monthly.

2.5 City-Managed Services

Utilities

The City utilizes a third party for the management of the City's utilities. New utility connections are routed to the third party, who will install and activate their services. ~~The City Council is responsible for reviewing and approving new connections provided by the third party.~~ The City is responsible for reporting, managing utility payments and receivables, and making large asset purchases that are then provided to the third party.

Rates and Charges

The City performs utility rate studies using an external assessor at least every two years but may seek additional guidance dependent on prevailing economic conditions. Rate studies shall include in their consideration the repayment of any existing or planned loans or bonds, and any other liens, encumbrances or obligations allowed by law.

The City agrees that so long as the notes are outstanding, the City shall set, establish, maintain, and collect such rates, charges, and fees to produce system revenues in an amount necessary to meet the debt service and revenue coverage requirements of the loan or bond agreements.

The City Council is responsible for approving all new rates and charges. The City Council shall review and make a determination on the new utility rates within a reasonable period after receipt of the relevant rate study.

Utility Charges and Deposits

Charges for service include water tap, sewer tap, garbage collection and disposal, and water and sewer rates. Deposits are charged for the new service for water, sewer and/or garbage. A refund of the deposit shall be made on the termination of service, less any amount owed to the city.

All charges and rates are set in the fee schedule found in the City of Blanco ordinances.

Utility Bill Processing

Customer meters are ~~mostly~~ satellite read, and older meters ~~will continue to be~~ **are currently being** converted ~~when possible~~. For non-satellite read meters, customer meters are read once a month by a third-party vendor, and usage data is transferred to the ~~accounting~~ **billing** system. The ~~accounting~~ **billing** system generates bills (including usage, fees, installation, etc.), records payments, and tracks aging receivables for overdue billing.

The Utilities Clerk is responsible for overseeing the entry of meter readings into the ~~accounting~~ **billing** system. Anomalies that trigger additional scrutiny include zero bills and unusually high amounts. Meters may be re-read on an as-needed basis. ~~After a review, the Utilities Clerk shall approve of the meter reading report.~~ The customer bills are ~~printed out and mailed at the end of the month~~ **out in the middle of the month**. Any concerns may be raised to the Utilities Clerk or the City Secretary.

Customer payments are recorded in the system as received. Utility payments are due on or before the 10th of the month by 5:00 p.m. ~~If the 10th falls on a weekend or holiday, then the due date is moved to the next business day.~~ Bank drafts for auto-pay customers are initiated on the ~~7th~~ **5th** of the month. ~~If the 5th falls on a weekend or holiday, then the bank draft is moved to the next business day.~~ and credit card drafts are initiated on the day the customer chooses to set up their auto-draft payment on the third-party payment website. ~~At the end of the month, reconciliations are performed between meter readings, invoices (billings), and collections.~~ The Accounts Receivable (AR) aging report is updated for ~~delinquent accounts.~~

The Utilities Clerk may adjust bills for mistakes, leaks, or other authorized issues. Fees collected include usage, meter deposits, new meter fees, new account connection fees and late fees. The Finance Director or designee reviews all adjustments monthly.

Required Reporting

Various reports for the utilities are required by regulatory agencies. Adhering to regulatory requirements and additional requirements imposed by loan and bond agreements is a priority. Technical reports are filed by the Public Works provider and retained in accordance with appropriate record retention requirements.

Waste Management

Waste is managed by an outside vendor but financially managed by the City. The bill is received by the City and reconciled by the Utility Clerk. The invoice is reviewed and paid by the Finance Department.

Municipal Court

The mission of the City's Municipal Court Department is to provide an accessible legal forum for individuals to have their court matters heard in a fair and efficient manner.

Citations

The City uses handheld ticket writers from a third party to issue electronic citations and are integrated with the City's case management system. Electronic citations are uploaded automatically to the case management system. Manual citations are only used when needed (i.e., equipment malfunction).

Manual citations shall be entered into the case management system by the **Court Clerk** Police Department staff. The ~~Municipal Court~~ **police administrative assistant** picks up ~~drops off~~ the manual citations after they are entered by the Police Department staff daily.

Once a citation is entered into the third party's public safety system electronically or manually, the record cannot be edited or deleted by anyone. After entry, these citations are uploaded from the citation software into the case management system twice a day.

Each officer's log of electronic and manual citations is reviewed monthly by a supervisor.

Case Management

Once a citation is issued, the Court Clerk shall prepare a jacket for each violation. All information regarding a case is contained in a file jacket. The Court Clerk is then responsible for preparing the forms and orders, based on the defendants' request. Once the forms and orders have been prepared, the file shall be provided to the Judge for review and signature of approval.

All payments, certificates, community service, and any other paperwork that is turned in is also put into each file. The Court Clerk has the authority to post payments and file paperwork. When a case is complete, the jacket is reviewed and signed by two signers, the Judge and a court representative, and sealed for storage.

Fines and Fees

Fines and fees due for each citation are automatically determined by the case management system and assessed to each defendant's case based on the violation committed. This determination uses fine and fee information stored in the case management software that is based on federal, state, and local statutory requirements.

The Court Clerk is assigned to one cash drawer, which is obtained from the City Hall safe at the beginning of each shift. The Court Clerk balances and batches out daily. All funds collected that day

along with a register from the case management software shall be given to the Finance Department for review and verification. The Finance Department shall then include the Court funds in the daily deposit of all City funds collected.

Payments made by defendants online are reviewed and posted in the case management system each business day by the Court Clerk. The Court Clerk will also reconcile collections to payments recorded in the case management system daily. These reconciliations are included with the deposit, which is prepared by a Court Clerk and collected by the Finance Department to report daily collections.

Fines and fees collected in cash are deposited with the Finance Department the same day along with a signed deposit sheet. The Finance staff shall verify the cash and sign the deposit receipt.

Payment Plans

The Municipal Court Judge has authorized the Municipal Court Department staff to create payment plans for fines and fees owed on adjudicated cases, if requested by a defendant within certain parameters. The defendant may be granted a 30-day extension to pay the fine and monthly payment amounts may be set as low as \$50. If the case has not been adjudicated, current standing orders allow the Court Clerk to review and approve the request for a payment plan. The Court Clerk shall prepare the judgement order and file is given to judge to review and sign.

Refunds

Refunds are prepared by a Court Clerk or other duly authorized representative of the court, who prepares the documentation and processes the refund in the case management system. Refunds may be based on a defendant's request or based on the Municipal Court Judge's order. A refund form with supporting documentation is submitted to the Finance Department for payment to defendants. Refund checks are processed by the Finance Department and shall be signed by two signers.

Delinquency

The City has contracted with a collection agency to assist with collecting delinquent payments from defendants. Delinquent cases are referred to the third-party after a warrant has been issued.

2.6 Receivables

The City shall maintain high collection rates for all revenues by monitoring monthly receivables. The City shall follow a consistent and reasonable approach to collecting revenues to the fullest extent allowed by law for all delinquent taxpayers and others overdue in payments to the City.

Revenues received will be compared to budgeted revenues by the Finance Director and any variances considered to be material will be investigated. This process will be summarized in the monthly budget-to-actual reports to the City Council.

Utility Bill Delinquency

For delinquent accounts, a 10% penalty will be incurred on the 11th day of the month for non-payment, past due notice shall be mailed on the 15th and disconnects will occur on the 21st of the month. If the 10th day of the month falls on Saturday or Sunday or a city holiday, payment will be due in the office of the city before 8:00 a.m. the second working day.

If no payment has been made, the City Secretary shall have the authority to disconnect or terminate all utility services and a work order shall be generated to lock the meter. Sixty days after a meter is locked and no payment has been provided, customer accounts are reclassified as uncollectible.

The Utilities Clerk may develop payment plans for accounts that are past due and may waive penalties after consultation with the City Secretary on a case-by-case basis.

The City Secretary shall charge the fee set forth in the fee schedule found in Appendix A in the City of Blanco ordinances for the reconnection of disconnected water service.

Uncollectible Accounts

Uncollectible accounts will be written off and may be sent to collections.

Accounts receivable shall be reconciled to supporting details on a quarterly basis and presented for review by the City Administrator. These reconciliations should be accompanied by a list of all delinquent accounts and accounts identified as write-offs. The City Administrator must approve all write-offs before they are sent to collections.

Once a write-off has been processed, the City will maintain a master list of bad accounts. Customers listed on the write-off list will be allowed to establish a new account only if the back debt is paid. Account write-offs are bookkeeping entries only and do not release debtors from their obligations to the City.

Allowance for Doubtful Accounts

The City establishes an annual allowance for uncollectible accounts. The amount for the allowance is adjusted each year by the Finance Director based on the collectability of aging receivables. The City Finance Director may consult with the City's auditors and legal counsel to assist with determining the collectability of aging receivables.

Accounts that have been identified as write-offs will be debited from the Allowance for Doubtful Accounts annually as a part of the preparation and finalization of the financial statements.

Credits and Other Adjustments to Accounts Receivable

It may be necessary for accounts receivable to be credited in order to correct billing errors or other issues. All credits should be reviewed by the Finance Director on a monthly basis.

2.7 Cash Management

The City shall establish sound cash management practices to ensure secure cash handling and solid internal controls.

Banks

The establishment of bank accounts is authorized and administered by the Finance Director or the City Administrator. The Finance Director has administrative rights for all bank accounts. All bank accounts are maintained in financial institutions insured by the Federal Deposit Insurance Company (FDIC) and kept under the FDIC insurance limits unless there are protective agreements in writing in place with the bank.

The City maintains bank accounts at various financial institutions (see [Appendix B](#)).

The City uses a pooled account to process most day-to-day operations. All banking operations are overseen by the Finance Department. Banking access is limited to the Finance Director, Finance Admin, and the City Secretary. Signing authority on the bank accounts is separate and restricted to three members of the City Council (including, possibly, the Mayor), and requires signatures of at least two of those three authorized Council members. City Council shall approve all such authorization appointments.

Construction accounts are used to maintain and track loan fund proceeds intended for projects related to funds received from the Texas Water Development Board (TWDB).

2.5 Segregation of Duties

General guidelines for assigning duties in the Finance Department:

- To the extent possible, the receipt and deposit of cash should be separated from record-keeping functions. If this is not possible, this task should be rotated among members of the Finance Department City staff to ensure that no one person consistently has jurisdiction over a single task and there is review of the activity over time.
- Reconciling bank statements and making bank deposits ~~should not be consistently the responsibility of a single employee but rotated among members of the Finance Department~~ **is the responsibility of the Finance Director with the review and verification from the City Secretary.**

Section 3: Expenditures

The City works to ensure that all expenditures are reasonable and necessary uses of the resources of its taxpayers. City Staff will be bound by the approved budget. All purchases will be made in accordance with the City's current Purchasing Policy and in compliance with State law.

3.1 Cash Disbursements

The method of disbursement used for the payment of the purchase of goods and services includes the following:

- 1) payment by check;
- 2) wire; and
- 3) purchasing card.

When making disbursements for goods or services received it is important to verify that accurate payments for eligible costs are made to vendors in a timely manner, within 30 days of the receipt of an invoice. In addition, disbursement requires proper controls to assure that the expenditure of City funds is necessary, reasonable, and in line with departmental budgets. This policy applies to all disbursements of the City.

Vendor Payments

Invoice Review and Expense Coding

Invoices are received or forwarded to the Finance Department upon receipt. On a weekly basis, the Finance Department will review invoices and perform the following:

- Confirm satisfactory receipt of goods or services.
- Ensure the presence and accuracy of supporting documentation.
- Enter invoice information into the accounting system utilizing the appropriate budget codes.
- Scan any available supporting documentation into the accounting system.
- Prepare checks.
- Present checks along with supporting documentation to two authorized signers.
- Review invoices for any new vendors to ensure the capture of W-9 forms.

Check Signing Guidelines

All checks must be signed by two authorized signers and presented along with supporting documentation. Checks will be signed manually. This procedure must be required and enforced by the City and the bank. The authorized signers' list shall be reviewed and approved by City Council, and confirmed with the bank annually, after all elections, or immediately in case of unexpected turnover.

ACH, EFT, and other online payments may only be used for routine monthly transactions, which have been approved in memorandum by two authorized signers. If one of these transactions should be required for another purpose, the transaction shall be reviewed and signed off on in advance of payment. These transactions should be entered into the accounting system on the date they are made. Strong preference should be given to payment by check.

All check stock should be stored in a locked cabinet with limited access.

Vendor Payments by Wires or Other Payment Types

Payments by wire require two independent authorizations. Digital security tokens providing one-time passwords will be held by the Finance Director, the Finance Admin, and the City Secretary.

Purchasing Card Statements

All credit card statements are reviewed by the Finance Department. Charges that cause concern are held temporarily for further review by the Finance Director, and thereafter, may be paid but may also be charged back to the employee internally.

Voided Checks and Stop Payments

Checks may be voided due to processing errors by making proper adjustments in the accounting system and defacing the check by clearly marking it as "VOID". All voided checks are processed with the bank if a positive pay file has already been sent. The Finance Department approves voids in the accounting system. A journal entry is auto generated, and if the check was printed, it shall be retained to aid in preparation of bank reconciliations.

Stop payment orders may be made for checks lost in the mail or other valid reasons. Stop payments are processed by the Finance Department with the bank. The Finance Director or designee approves voids in the accounting system.

Loan and Bond Payments

Principal and interest payments are currently completed by wire transfer.

Accounts Payables Register

The Finance Department will review the accounts payable register at least monthly. Because purchase orders are not in use, efforts must be made weekly to communicate with all City staff to ensure that the Finance Department has received all outstanding invoices. All payments shall be made promptly, within 30 days of the receipt of an invoice.

Petty Cash

The City does not keep petty cash.

Bank Access

Bank access is restricted to specified personnel. Currently, only the Finance Director and the Finance Admin and the City Secretary may add accounts, transfer funds, or take other administrative actions. Additional access must be authorized by the City Administrator, upon recommendation of the Finance Director.

3.2 Purchasing Cards

The City provides specified individuals with credit cards for purchases in the normal course of business. Authorization for the issuance of credit cards is granted by the Finance Director who will also determine credit limits and any other appropriate restrictions.

City purchasing cards are only for budgeted items purchased in the normal course of business. All receipts and sales slips shall be retained and provided to the Finance Department within 30 days.

The Finance Director or designee will review the credit card statements and receipts each month and follow up with the users regarding any concerns or discrepancies noted. Cards are paid in full each month.

General Guidelines for Use of Purchasing Cards

- Call or visit the most competitive vendor available within reasonable travel distance.
- Obtain the best possible price; many vendors offer government discounts. Remember the City is exempt from sales tax. The merchant should be reminded that sales tax should not be included in the transaction.
- Verify the charges (and that we are not charged tax) and sign the receipt. If the receipt does not identify what each amount is for, write it on the receipt. Please be specific.
- The purchaser should receive a charge card receipt and possibly a cash register receipt. Keep them and provide them to the Finance Department within 30 days.
- Confirm pricing and tax-exempt status. If shipped, ask the supplier to enclose a copy of the sales slip with each shipment, listing price per item and other applicable charges.

Unacceptable Purchasing Card Uses

Purchasing Cards are not to be used for such items as the following:

- Capital items (Over \$5,000 with a 1-year or more life expectancy)
- Unbudgeted goods, supplies and/or services
- Hazardous materials or supplies
- Alcohol
- Personal or professional services
- Services where a potential liability may exist that requires insurance and/or bonds
- Products or services which require the approval of another individual

Purchases are not to be split into two or more smaller purchases to avoid exceeding the micro-purchase threshold described in the Purchasing Policy.

3.3 Purchasing Policy

The City follows a separate Purchasing Policy. This policy will be reviewed and adopted annually.

3.4 Capital Expenditures

The City makes long-term investments that provide benefits for its citizens. Capital planning and investment decisions are made by City management and the City Council. All capital improvements must consider current projects in place and underway, current resources, forecasted future resource changes, operation and maintenance, and budget planning and timing.

Capital assets are considered assets with a purchase price over \$5,000 and assets that provide additional value to the City that have an expected life of over one year. The Finance Director determines which items and improvements should be expensed and which should be capitalized. The Finance Director may consult with the City's auditors to help determine capitalization.

All capital asset investments and purchases must comply with the City's Purchasing Policy.

The Finance Director will maintain the records of the City's fixed assets, including description, cost, department of responsibility, date of acquisition, depreciation and expected useful life. Fixed asset activities will be recorded in both the accounting system and a tracking spreadsheet. Responsibility for safeguarding the City's fixed assets lies with the organization or department that has been assigned that asset. When an asset leaves a department's responsibility due to disposition, sale or transfer, the assigned department is responsible to report the change in status or location to the Finance Director.

3.5 Vendor Management

Approved vendor lists are not currently utilized by the City. When a new vendor is utilized, a W-9 should be requested by the Finance Department. These forms are filed electronically in the accounting system. Each year the Finance Department should review the vendors list in the accounting system and review the W-9s for active vendors. Vendors that have not been used for at least three years should be marked as inactive. Only members of the Finance Department have access to the vendor files. When one member of the Finance Department enters new vendors, the other should review and approve the new list.

Long-Term Vendor Relationships

The City utilizes some long-term vendor relationships and contracts. All major long-term vendor relationships should come under review at least every five years. The City's external audit team or audit firm should be rotated at least every five years. See Appendix D for a list of current major long-term vendor relationships. Appendix D shall be updated by the Finance Director as changes occur and publish the update to City Staff and City Council.

Vendor reviews should include:

- Previous performance
- Any changes in services required based on changing City needs
- Continuing need for the services
- Costs and competitiveness
- Whether the vendor will continue to have the capacity for the required services for the foreseeable future
- Compliance with contracts, if any are in place
- Depending on services, consideration of whether this relationship should go out to bid

Contract reviews should be completed annually and should include:

- Confirmation of primary individuals managing the relationship on each side
- Previous performance
- Completion of contract deliverables
- Meeting with the vendors to discuss previous year's performance and plans for the next year
- Gathering information relevant to budget decisions for the coming year
- Request for information on long-term planning relevant to the budget (such as capital maintenance, large expenditure forecasting, etc.)
- Review of communications map specifying who should be included on all communications

Results of these reviews should be documented internally and presented to the City Council.

Vendor Guidelines

- Vendors must provide copies of all reporting made on behalf of the City.
- Contracts should specify and vendors should provide detailed invoicing, preferably including:
 - Current and total-to-date expense reporting, if applicable
 - Budget-to-actual reporting, if applicable
 - Dates of service and detail for nonroutine items
 - Supporting documentation for expenditures

Federally Funded or Loan-Related Vendor Procurements

All procurements will follow the guidance in the City's Purchasing Policy. Prior to selecting any contractors or vendors, the City shall ensure that the contractor or vendor is not listed on the federal Excluded Parties List System and is not suspended or debarred by either the State of Texas or the Federal Government. Vendor procurement will comply with applicable state, federal, loan, or bond related regulations and requirements.

3.6 Segregation of Duties

Appropriate segregation of duties helps to ensure proper internal controls and reduce the chances of fraud, waste, and abuse.

The Finance Department should ensure that the individuals responsible for approving, recording, and paying for purchases have secondary reviews. Due to the staffing levels maintained at the City, management oversight must be used to compensate for complete segregation.

Section 4: Human Resources

4.1 Payroll

The City has established a payroll policy to run the payroll smoothly and to ensure employees an accurate and timely payment of salaries and wages. The payroll policy applies to every city employee.

General Policies

All payrolls will be completed on a computerized system. Employees are paid biweekly on Friday for the pay period ending one week prior.

- Paychecks are directly deposited into individual employee checking or savings account unless instructed otherwise.
- Payment to all employees will be based on the approved time sheets.
- Employees may not enter time, clock in/out for another employee, or fill in the information as to what hours were worked. To do so is cause for discipline, up to and including termination. The exception is in the case of a supervisor acting while an employee is out of the office to allow payroll to be processed, and the employee affected will be fully informed.

Payroll System Access

Payroll system access is restricted to specified personnel. Currently, the Finance Department has full access to confidential city and employee information. Employee information and payroll shall not be changed without a secondary review.

Payroll Processing

Proper recording of time worked, and an efficient approval process are essential for accurate payroll calculation of city employees. To ensure proper timesheet submission:

- All city employees shall have the ability to enter their time into the payroll system by Monday at 9 am.
- Timesheets must be reviewed and approved by the relevant department head.
- All adjustments or edits in payroll must be completed by the employee in the payroll system and approved by the department head.
 - If the employee is not available and an adjustment is needed, the Finance Department will consult the department head prior to adjusting and finalizing the employee's time. Adjustments like this will always be disclosed to the employee.

- Timesheets finalized by the department head must be reviewed and approved by the Finance Department.
 - The editor and approver shall be separate employees, ensuring that all timesheets are reviewed by a secondary person.
- The Finance Department shall email the paystubs to all employees once the bank draft report has been submitted to the bank.

Payroll Reporting

The Finance Department is responsible for:

- Keeping and maintaining payroll reports from the payroll system.
- Submitting a bank draft report to the bank, which requires two-factor authentication.
- Maintaining paper records of personnel files.
- Ensuring authorized signers review and sign paystubs at the same time they review and sign checks to ensure awareness and visibility of personnel costs. This is not required to happen before payroll is processed.

4.2 Personnel Policy

The City follows a separate Personnel Policy, documented in a Personnel Manual that is approved by City Council. This policy will be reviewed and adopted annually.

4.3 Employee Training

The City incurs additional general and administrative expenses to provide training and development support to employees and City Council members. Training assistance and guidance are also implemented during new employee onboarding. At hiring, all new employees are required to review and sign the City's Employee Handbook. Cybersecurity training and workplace harassment training are completed by all employees annually. In addition, professional development is available through the Texas Municipal League.

Section 5: Assets and Liabilities

5.1 Asset Additions, Capitalizations, and Depreciation

Fixed (capital) assets are assets which are purchased for long-term use, such as land, buildings, equipment, improvements, and the like. The Finance department is responsible for properly accounting for and reporting capitalized assets in accordance with GAAP. The Department Heads are responsible for tracking the fixed assets and safeguarding the assets from loss/theft. The list of fixed assets will be maintained by the Finance Director and updated on a quarterly basis as needed.

An asset should be capitalized when the following criteria are met:

- The asset is tangible.
- The assets are owned by the municipality.
- The expected useful life of the asset is longer than one year.

- An asset can also be capitalized if it will extend the life of an existing asset by one (1) year or longer. Ongoing repairs or maintenance (i.e., an oil change for a City owned truck) will not be capitalized.
- The cost of the asset is greater than \$5,000.
- Capitalization decisions are reviewed for reasonableness by the City Administrator

Any assets that do not meet all the criteria listed above shall be expensed.

Fixed Asset purchases should be reviewed and approved by the City Administrator. The City Administrator plans and oversees asset acquisitions and maintenance with the approval of the City Council.

Department heads and third-party asset managers (such as public works providers) must include planned fixed asset purchases in their annual budget. Items that are not part of approved acquisitions in the approved budget must be individually reviewed by the City Council and subject to funding availability. All costs associated with the acquisition (i.e., fees, tax, start-up costs, installation, closing fees) should be considered when the asset is added to the fixed asset list. Improvements are to be capitalized if they extend the useful life of an asset by over a year and/or increase the asset's value by extending its life for more than one year.

Fixed assets are tracked by the department heads. The Finance Director and the City Secretary maintain a shared asset list for insurance, overview, and audit purposes. This list is sent out to the department heads for review and updated on an annual basis. Asset lists are provided to the auditor annually after internal review. If more information is needed, the Finance Director will contact the relevant personnel as appropriate.

The City may consult with the auditor to assist with the determination of depreciation rates and useful life for fixed assets, and the depreciation is accrued at the end of the fiscal year.

5.2 Asset Disposals

The decision to dispose of an asset is made by the department head that manages that asset and approved by the Finance Director, subject to further approval by the City Administrator or City Council. These decisions should be based on comparisons of new purchase to repair costs of an existing asset, the longevity of repair effectiveness, other potential repairs pending on the asset, and, if repair is selected, a preferred extension of the usable life of at least two years.

Department heads should monitor their assets so when a disposal occurs, the budget is properly prepared for any costs incurred with disposal. The Financial Director and department heads will discuss how an asset will be disposed (scrap, sell, etc.). Once an asset has been disposed of, the Finance Director will be notified to make adjustments for assets covered by insurance.

The Finance Director and City Secretary maintain the list of fixed assets and will modify that list when assets are disposed of, no longer in use, lost, or otherwise impaired. Salvage values should be tracked for each asset to calculate depreciation and sales price should be tracked for each item that has been disposed of.

5.3 Inventory

The City currently expenses items and does not maintain inventory.

5.4 Investments

The City maintains a separate Investment Policy that is reviewed and updated annually.

Section 6: Financial Position and Fund Balance

6.1 Funds

The City utilizes an unrestricted governmental fund for all regular revenues and expenditures, and an enterprise fund that contains the transactions related to the utilities.

Governmental Funds

The City maintains a general fund. This fund records all of the resource inflows and outflows not allocated to the enterprise fund. This fund collects taxes, user charges, intergovernmental payments, loan and bond receipts, and various other sources.

Enterprise Funds

In regular order, the utility fund should be organized and operated as an enterprise fund. This enterprise fund shall operate internally as a business and should not require input from the general fund. If charges and fees cannot be maintained at a level that ensures this internal financial stability, these revenues should be reviewed by the City Council.

- A. Utility rates and other Enterprise Fund user fees should be set at levels sufficient to cover operating expenditures (direct and indirect), meet debt obligations and debt service coverage, provide funding for capital improvements, and provide adequate levels of working capital.
- B. The City may set a different fee or rate for residents versus non-residents.
- C. Utility rates should be reviewed annually by the City Council.
- D. All rates shall be adopted by City Ordinance.

6.2 One-Time/Unpredictable Revenue Sources

One-time, unpredictable revenue sources should not be used for ongoing expenses or expenditures.

These revenues shall be used for one-time purchases such as increase in fund balance requirements, capital equipment purchases, capital improvements, or retirement of debt or other City obligations. Attention must be paid to any increase in overall maintenance and operation costs that may be incurred due to these purchases.

Section 7: Compliance

The City endeavors to ensure compliance and transparency. Publishing annual financial statements, participating in annual audits, and continuous improvement in areas of internal control are methods used to ensure these goals are met.

The City may utilize grant, loan, and bond funding to expand the City's capacity to build and improve City infrastructure. These funding vehicles come with restrictions and requirements that the City must follow. Compliance with covenants and requirements associated with supplementary funding should be reviewed and affirmed annually.

7.1 Public Funds Investment Act and Public Funds Collateral Act

The City has adopted and executed a plan to ensure that obligations of public funds include a provision that the proceeds are held at a designated state depository institution or other authorized institution in accordance with the Public Funds Investment Act, Government Code, Chapter 2256, and the Public Funds Collateral Act, Government Code, Chapter 2257.

The City receives and reviews collateralization reports from their depository.

The City maintains a separate Investment Policy that contains additional details regarding compliance with the Public Funds Investment and Public Funds Collateral Acts.

7.2 Annual Audits

The City conducts an annual audit of general-purpose financial statements prepared in accordance with Generally Accepted Accounting Principles (GAAP) as set out by the Governmental Accounting Standards Board (GASB) by a certified public accountant or a licensed public accountant. All audits are reviewed and approved by the City Council.

Some grants and loans require that audited financial statements are submitted to the associated agencies. This process will be completed within the required timeframes. The City currently holds loans from the Texas Water Development Board (TWDB) that require the submission of audited statements no later than 120 days following the close of the City's fiscal year.

7.3 Audit Findings and Corrective Action Plans

The City may receive findings related to audits of the City's annual financial statements. In addition, the City may receive notices of noncompliance from loan holders. The City must coordinate with these outside reviewers to develop corrective action plans to address any identified issues.

When findings are received, the City Administrator works with the Finance Director to discuss a plan for completing the corrective action plan. The Finance Director is responsible for completing the corrective action plan and provides updates to the City Administrator at least quarterly until all issues are resolved. If the issues identified are complex, sensitive, or require a policy response, the City Administrator may call a special City Council meeting and seek Council action or authorization for corrective action.

7.4 Compliance Review

City management and the City Council should perform annual compliance and policy reviews for various areas of concern, including the following:

- Annual review of Investment Policy, Purchasing Policy, Accounting Policies, and Personnel Policies
- Review of audit findings and noncompliance letters
- Review of loan and bond compliance

- Review of updated regulations affecting the City

7.5 TWDB Funding

The Texas Water Development Board (TWDB) administers a special general revenue fund for the state of Texas titled the Rural Water Assistance Fund. The purpose of this fund is to make low-interest loans to rural subdivisions for water or wastewater-related projects. TWDB also administers a Drinking Water State Revolving Fund (DWSRF). The purpose of this fund is to provide financial assistance for water projects pursuant to the Safe Drinking Water Act, 42 U.S.C. §§ 300f et seq; applicable federal regulations; Texas Water Code, Chapter 15, §§ 15.601 – 15.618; and 31 TAC Chapter 371.

The City has received financial assistance from the TWDB to support and execute the City's water supply services. The funding obligation includes a series of provisions that the City is required to follow. In addition, The City is required to maintain and operate the water services in an efficient manner and at a reasonable cost. Adequate services are required to be provided to all persons within the service area, and no free services of the system shall be allowed. All customers or users of the system shall be billed, with collections being received in a timely manner.

The City may utilize a loan covenant checklist to assist in monitoring and achieving loan compliance (see separate Loan Covenant Checklist document). The direct management of the loan covenant checklist is the responsibility of the City Secretary and the Finance Director, but the requirements described in the loans must be followed by City staff and the City Council.

Revenue Coverage

The City's loan covenants assert that it will at all times charge and collect rates and charges in connection with its ownership and operation of the System as will be at least sufficient to produce revenues, after payment of the costs of operating and maintaining the System, in an amount not less than 1.10 times debt service requirements of all outstanding debt of the Issuer which is secured in whole or in part by a pledge of revenues of the System, for which the City is budgeting the repayment of such obligations from the revenues of the System, or the City shall prepare and provide documentation to any holder of a Certificate who requests same, which evidences the levy and collection of an ad valorem tax rate dedicated to the Interest and Sinking Fund, in conjunction with any other legally available funds except System rates and charges, sufficient for the repayment of System debt service requirements.

Interest and Sinking Fund

The City has established an Interest and Sinking Fund to address loan agreements. The City must transfer and deposit to the Interest and Sinking Fund each month an amount not less than 1/12th of the annual debt service on the Certificates until the amount on deposit in the Interest and Sinking Fund equals the amount required for annual debt service on the Certificates.

Surplus Funds & Rebates

The City shall establish, adopt, and maintain an annual budget that provides for either the monthly deposit of sufficient Surplus Revenues and/or tax revenues, the monthly deposit of any other legally available funds on hand at the time of the adoption of the annual budget, or a combination thereof, into the Interest and Sinking Fund for the repayment of the Certificates.

In addition, the loan funding includes a provision that if loan proceeds are determined to be surplus funds remaining after project completion, the remaining balance will be deposited into an interest and

sinking fund. Funds derived from Loan Forgiveness which result in surplus funds remaining will be returned to TWDB and may not be retained. The balances of the interest and sinking funds will later be used to account for repayment of any interest and principal on the obligations owed to TWDB.

Further, the City will implement all the necessary procedures to comply with the requirement that if certain amounts are earned on the investment of funded proceeds that the earnings are to be returned to the Federal Government under section 148 of the code.

Other Requirements

Agreements in place with the TWDB require the submission of the following:

- An approved budget by ~~October~~ **September** 30th
- Audited financial statements by January 28th
- Timely responses to any noncompliance letters

Section 8: Budget

Annually, the City Council, the Finance Director, and City Administrator will review and finalize the budget. The approved budget serves as the binding document guiding the City's expenditures for the following fiscal year. The budget year begins on October 1st and ends on September 30th each year.

8.1 Annual Budget

Revenues

Where services provide a public benefit, the City strives to recover the costs of those services through property and sales taxes. These taxes are expected to cover all operations, maintenance, and debt service requirements for the City.

User Charges

For services that benefit specific users, the City shall establish and collect fees to recover the costs of those services.

When setting a user charge, the City will strive for the following:

- To cover direct costs.
- Review charges and fees at least every three years and make any necessary adjustments to avoid sudden large increases.
- May set a different fee for residents versus non-residents.

Factors in setting fees shall include but not be limited to market and competitive pricing, demand for services, and impact on users, which may result in recovering something less than direct, indirect, and overhead costs.

Expenditures

The annual budget shall provide sufficient funds for the operation of City services. The City will strive to ensure that all expenditures are necessary and reasonable.

Budget Appropriations/Amendments

All expenditures of the City shall be made in accordance with the adopted annual budget. Any additions to department budgets shall be accomplished through budget amendments approved by the City Council. At the close of each fiscal year any unencumbered balance of an appropriation shall revert to the general fund.

Department heads will have an opportunity to identify upcoming needs, maintenance, or development when the Finance Director is initiating the budget process. Revenue projections in June and certified tax rolls in July provide additional data to start finalizing budget decisions. The City Council will engage in budget workshops using the materials and information provided by City staff, and the final budget must be approved by September 30th each year.

8.2 Budget Management

Each department head is responsible for adhering to their departmental budget. The Finance Director should provide updates comparing budget-to-actual spending to all department heads at least monthly. Except for emergency situations, any expenditure that was not approved in the initial approved budget must be brought to the City Council for consideration before it is incurred.

Emergency situations must be reported to the City Council as soon as possible, and the budget implications must be considered as quickly as is practical considering any ongoing emergency conditions.

Section 9: Grant Management

The City pursues grant funding that is in alignment with the City's overall goals and objectives. Grant funded items and programs should be evaluated to ensure they are sustainable in terms of operations, maintenance, and staffing. The City will focus on compliance, documentation, and effective reporting to prevent recoupment of grant funds.

City staff will provide prior notice to the City Secretary and the Finance Department of potential new grants and any related compliance, documentation, and reporting assistance that may be required.

9.1 Grant Selection

Departments shall investigate sources of funding relevant to them. The individual department shall generally be responsible for investigating funding sources and for monitoring and coordinating all grant applications and programs in conformance with citywide budgeting, staffing, goals, and program considerations.

Grant renewals must go through the same evaluation process as new grants to ensure continued alignment with city goals and funding considerations.

9.2 Grant Application

Timely grant applications are the responsibility of the related department and the City Secretary. If a grant requires matching City funds, in any amount, or if the grant application requires the approval of the City Council, the grant application must be submitted to the City Council for discussion and approval prior to submittal to the funding agency. Otherwise, the City Administrator may sign the grant.

Grant Contract / Requirements for Approval

Prior to acceptance of any funding or expenditure of funds on any grant activity, a written contract is required. Review and approval by the City Council is required before a grant award can be accepted.

The City Council must authorize acceptance of grant funds over \$25,000.00, approve matching funds, and authorize the City Administrator (or designee) to execute all necessary documents. The Finance Department is responsible for preparing budget entries to increase estimated revenues and appropriating expenditures of the same amount to the proper accounts.

9.3 Compliance with Grant Requirements

If a grant is for the City in general, the City Secretary is responsible for managing the grant requirements. If the grant is specific to a department, that department is responsible for managing and monitoring the following:

- Grant activities/projects are properly accomplished;
- Grant accounting/recording is accurate;
- Performance reports are complete and submitted per terms of the grant; and,
- Requests for reimbursement are accurate and submitted on schedule (or as soon as possible after completion of related grant activities).

All financial grant reporting should be reviewed by the Finance Director or designee prior to submission.

Grant revenues should be promptly deposited upon receipt.

9.4 Maintenance and Monitoring of Grant Files

The grant file should include a copy of the signed contract and all documents associated with the grant, including but not limited to the contract and amendments, application, activity reports, request for reimbursement, fiscal reports, and other correspondence. This should be maintained in accordance with any requirements set forth by the funding agency, if any, by the initiating department.

9.5 Procurement

When goods or services are procured in order to accomplish the goals of the grant program, the City Purchasing Policy must be followed. There are specific rules and regulations related to procurements using federal funds. The City Purchasing Policy contains more detail. The Code of Federal Regulations (CFR) and Texas Local Government Code (TLGC) should also be consulted.

Contracts related to federal grants also have specific guidelines and required language that must be included (§ 200.327).

9.6 Retention and Maintenance of Records

At a minimum, departments must retain all grant-related records for three years from the date of submission of the final expenditure report for the grant. Retention is required for purposes of State/Federal examination and audit. Exceptions can include if litigation or audit is started before the expiration of the three-year period or if the city is notified in writing of an extension of the retention period.

9.7 Guidance

Detailed guidance on federal grant requirements, performance, and reporting can be found within the Code of Federal Regulations (CFR). The Texas Local Government Code (TLGC) also contains pertinent information about procurement and contracting that may apply to grants.

- 2 CFR, Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
 - 2 CFR, Part 200, Subpart C - Pre-Federal Award Requirements and Contents of Federal Awards
 - 2 CFR, Part 200, Subpart D - Post Federal Award Requirements
 - § 200.318-327 – Procurement
 - § 200.318-327 - Performance and Financial Monitoring and Reporting
 - 2 CFR, Part 200, Subpart E - Cost Principles
 - § 200.403 – Factors affecting the allowability of costs
 - § 200.404 – Reasonable costs
 - § 200.413-414 – Direct costs and Indirect (F&A) costs
 - § 200.416-417 - Special Considerations for States, Locals Governments, and Indian Tribes
- TLGC, Title 8, Subtitle A, Chapter 252 – Purchasing and Contracting Authority of Municipalities
- TLGC, Title 8, Subtitle C, Chapter 271 – Purchasing and Contracting Authority of Municipalities, Counties, and Certain Other Local Governments

References:

- <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>
- https://texas.public.law/statutes/tex._local_gov't_code_title_8

Section 10: Financial Reporting

10.1 Basis of Accounting

The City operates on a modified accrual basis of accounting on an annual basis. Internal reporting and reports to the City Council are presented on a cash basis.

10.2 Operating Cycle

The City follows a fiscal year from October 1st through September 30th.

10.3 Month-End Close

The Finance Department will prepare a trial balance after the end of each month to identify and resolve discrepancies and to serve as a foundation for reporting to the City Administrator and City Council. Financial activity is entered into the accounting system continuously, then reports and analysis are generated for and by the Finance Director.

Internal reports and monthly reporting are presented on a cash basis with some limited accruals of significant annual or semi-annual expenses to improve the understanding of adherence to the approved budget.

Journal Entries

The Finance Department is responsible for making entries into the accounting system. Other employees may enter bills, payments, timesheets, and other entry only information, but are not granted administrative access to the system. The Finance Director has the ultimate responsibility for the completeness and accuracy of the data in the accounting system.

Bank Account Reconciliation

All bank accounts are reconciled at least monthly by the Finance Department. Reconciliations may be prepared by either the Finance Director ~~or the Finance Admin~~ and must be reviewed by the ~~other~~ **City Secretary**. No account should consistently be reviewed by the same person over time. All discrepancies in bank reconciliations must be investigated and resolved quickly.

Account Reconciliations

Reconciliations of the financial accounts are performed at least quarterly for all accounts to ensure that balances are adequately supported and that any reconciliation issues are resolved in a timely manner.

Segregation of Duties

Within constraints due to the size of the Finance Department, the City maintains segregation of duties between preparation, review, approvals, and custody of documentation as best possible. Consistent review and rotation of tasks inside the Finance Department provide additional oversight to compensate for a lack of strict segregation.

10.4 Monthly Financial Reports

The Finance Director prepares budget-to-actual comparisons for review by the City Administrator and the City Council monthly. The City Council will also hear financial presentations by the Finance Director ~~quarterly~~ **monthly**. The City Administrator and City Council may request additional reporting on an as-needed basis.

Additional Reports

On a quarterly basis, a detailed accounts receivable report (showing aged, outstanding accounts by customer, and accounts identified to be written off) is reviewed by the Finance Department. This report is presented to the City Administrator for review. All write-offs must be approved by the City Administrator. Approved account write-offs are completed in the accounting system as part of the end-of-year financial close by the City's Finance Director. The City may consult with the auditor to assist with the completion of the write-offs in the accounting system after the City's Finance Director approval.

10.5 Annual Financial Reports

Financial statements are presented in accordance with U.S. Generally Accepted Accounting Principles (GAAP), and in line with the guidance Governmental Accounting Standards Board (GASB).

The City's financial statements are presented using the accrual basis of accounting whereby revenue is recognized when earned and expenses are recognized when incurred.

The Finance Director prepares an end-of-year trial balance, an updated fixed asset inventory, and any other required reports for the City's auditors. The City Administrator and department heads will assist with the necessary information within their purview. The Finance Department will respond to auditors

to provide requested supporting documentation. Finalized financial statements will be reviewed by the Finance Director and the City Administrator.

The audited financial statements are presented annually to the City Council along with any findings. At the end of each reporting period, all financial reporting documentation is backed up and stored on the City's servers. In addition, the accounting system in current use maintains live backups of the entire accounting database on the cloud.

General Ledger

The accounting system general ledger contains the full chart of accounts. During the review of the financial statements, a high-level review is performed of account additions and changes by the Finance Director.

The audit firm may require adjustments related to the financial statements. These entries include but are not limited to recurring entries, accrual entries, reversing entries, and adjusting entries. Accruals are recorded as part of the journal entry process.

Section 11: Record Retention/Data Storage

11.1 Duty to Maintain Records

The City will provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all records through a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition. These procedures will be consistent with the requirements of the Local Government Records Act, local ordinances, and accepted records management practice. This policy shall apply to all employees, agents, independent contractors, and volunteers of the City.

11.2 General Guidelines

The City Secretary is the designated Records Management Officer. When a new City Secretary takes up the position, they must inform the Texas State Library and Archives Commission of the change. The previous City Secretary must deliver to their successor all local government records in custody.

The City shall convene a committee at least annually to review the records management program, review and approve records control schedules, approve the destruction of records in accordance with the records control schedules, and discuss methods to carry out the records management program throughout the City. This process may be assisted by a third-party service.

All pertinent financial documentation is maintained in off-site secured data storage. In addition, all critical data stored locally should have physical security (locked door, passwords, etc.) during non-work hours.

After the record retention periods have expired, they will be identified for the records committee to review and approve. No record shall be destroyed if it is the subject of an open records request or ongoing legal action. Departments may request an extension of the retention period for specific records.

Records relevant to any external agreements such as loans, contracts, and grants will be maintained as required in those agreements regardless of standard procedures.

Appendix A – Authority Matrix

Authority Subject	Manager	Final Approval
Review and Approve the Authority Matrix	Finance Director	City Council

Authority Subject	Positions	Final Approval
Open and Close Bank Accounts	Finance Director, City Administrator	Authorized signers on bank accounts
Inter-Account Transfers	Finance Director, Finance Admin , City Secretary	Completed as needed
Initiate and Release Wire Transfers	Finance Director, Finance Admin , and City Secretary with dual approval	Dual approval with token system
Signing Authority	Mayor, Mayor Pro-tem, any specified City Council member for the length of their term	Mayor, Mayor Pro-tem, any specified City Council member for the length of their term
Setup and Remove Vendor Accounts	Finance Director and Finance Admin City Secretary	Separate person to set up and review

Authority Subject	Authorized Signers	Authorization Limits	Final Approval Above Established Threshold
Contracts	Appropriate to the contract	All contracts must be reviewed	City Administrator reviews all contracts and determines which contracts must be reviewed and approved by City Council
Loans	Mayor, Mayor Pro-tem, any specified City Council member for the length of their term	All loans	City Council approval
Grants	Appropriate to the grant	All grants are reviewed	City Council approval prior to application

Appendix B – Bank Accounts

Bank Name	Account Number	Account Name
Texas Regional Bank	6020	Consolidated Acct
Texas Regional Bank	0771	DWSRF-WTP
Texas Regional Bank	3804	Chapter 59
Texas Regional Bank	8226	Lift Station Project
Texas Class	0009	I & S
Texas Class	0014	General Savings
Texas Class	0015	Water/Sewer Savings
Texas Class	0003	Covid-19
Texas Class	0013	WTP Construction Project
Texas Class	0007	CWSRF-WWTP
Wilmington Trust	4533	CTSRCO 2017A
Wilmington Trust	4535	CTSRCO 2017B
Wilmington Trust	4511	CTSRCO 2019
Wilmington Trust	1363	CTSRCO 2020
Wilmington Trust	4534	2017A
Wilmington Trust	1322	2020
Wilmington Trust	3512	2019
Wilmington Trust	xxxx	2024

Appendix C – Subscriptions – to be expanded later

Vendor	Description	Due Date	Amount Due	Auto draft or Check

Appendix D – Long-Term Vendor Relationships

Vendor	Description	Last Reviewed	Point of Contact	Contract Expiration
Infra-Mark	Public Utility provider	March 2022 August 2024	Dennis Burrell	March 2032
D.A.Davidson & Co.	Financial Advisor		Steven Perry	
Crowe LLP (Belt Harris Pechacek, LLLP)	Auditor	April 2022		April 2027
Waste Management Connections Lone Star, Inc.	Waste Management	May 2023		April 2028
Texas Regional Bank	Depository Bank	June 2023	Calen McNett	
Ardurra	Engineering	March 2022	Byron Sanderfer	Until termination
Douglas Montgomery	Prosecutorial Services	July 2022		
Hill Country IT	IT Services	January 2022	Chris Nagel	
Tim Tuggey	Legal Services	December 2021		
Linebarger Goggan Blair & Sampson, LLP	Court Collections	April 2023		
HR Green, Inc.	GIS Services	June 2024	Mike Liska	

Appendix E – Loan Covenant Checklist

To be reviewed annually.

Loan documents contain full requirements and specifications. The checklist (in a separate excel document) is only intended as a tool and should not be considered complete or definitive, and the language has been shortened or paraphrased. Complete wording and requirements are to be found in the original loan documentation.

NEW BUSINESS

ITEM #11

City of Blanco

Investment Policy

~~July 11, 2023~~ ~~September 10, 2024~~ November 12,
2024

TABLE OF CONTENTS

I. Purpose	2
II. Governing Authority	2
III. Scope.....	3
IV. Investment Objectives and Strategy	3
V. Responsibility and Control.....	5
VI. Suitable and Authorized Investments.....	7
VII. Investment Parameters	8
VIII. Authorized Banks and Dealers.....	9
IX. Safekeeping of Securities and Collateral.....	10
X. Monitoring.....	11
XI. Investment Policy Adoption.....	12
XII. City of Blanco Authorized Entity List.....	13

I. PURPOSE

The purpose of this Policy is to provide policy and strategy guidelines for the prudent investment of funds of the City of Blanco (“the City”), to achieve the goals of safety, liquidity, yield, and diversification for all investment activity. It is the policy of the City that, giving due regard to the safety and risk of investment, all available funds shall be invested in conformance with State and Federal Regulations, applicable Bond Resolution requirements, applicable Loan Covenants, adopted Investment Policy, and adopted investment Strategy.

This investment policy complies with the Public Funds Investment Act, Chapter 2256 of the Government Code (the “Act”), which requires each local government to adopt a written investment policy regarding the investment of its funds and funds under its control and is designed to secure all funds of the City. The Investment Policy addresses the methods, procedures, and practices that must be exercised to ensure effective and judicious fiscal management of the City’s funds.

II. GOVERNING AUTHORITY

Public Funds Investment Act. All investments shall be managed in a manner responsive to the public trust, consistent with state and local law, including Texas Government Code Chapter §2256, the Public Funds Investment Act (PFIA or “the Act”).

Local Governance. The City Council retains ultimate fiduciary responsibility for the city portfolio. The Finance Director is designated by the City Council as the Investment Officer of the City and other

Investment Officers may be additionally designated to provide adequate redundancy by having properly trained and informed staff. The City may engage the services of one or more external investment managers to assist in the management of the entity's investment portfolio in a manner consistent with the entity's objectives (PFIA §2256.005 (f)). Such external managers may be granted discretion to purchase and sell investment securities in accordance with this Investment Policy and held to the Prudent Investor standard of care. No person may engage in an investment transaction except as provided under the terms of this Policy.

Trained Staff. All Investment Officers shall attend at least one training session provided by an independent source, in accordance with the Act, within 12 months after assuming investment duties and shall attend ten hours of training every two successive fiscal years beginning on the first day of the fiscal year (PFIA §2256.008).

III. SCOPE

This Investment Policy shall govern the investment of all financial assets of the City.

When reasonable, the City will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles (GAAP).

This Investment Policy shall apply to all transactions involving the financial assets and related activity for all the foregoing funds. However, this policy does not apply to the assets administered for the benefit of the City by outside agencies under deferred compensation programs.

At the time of the adoption of this policy, the City's only investments lie with the local government investment pool, Texas CLASS.

IV. INVESTMENT OBJECTIVES AND STRATEGY

The City shall manage and invest its cash with five primary objectives, listed in order of priority: safety, liquidity, diversification, public trust, and yield, expressed as optimization of interest earnings. The safety of the principal invested always remains the primary objective. All investments shall be designed and managed in a manner responsive to the public trust and consistent with state and local law.

The City shall maintain a comprehensive cash management program, which includes a collection of accounts receivable, vendor payments in accordance with invoice terms, and prudent investment of available cash. Cash management is defined as the process of managing monies to insure maximum cash availability and maximum earnings on short-term investment of idle cash.

Safety

Protection of the principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit and interest rate risk.

A. Credit Risk – The City will minimize credit risk, the risk of loss due to the failure of the issuer or backer of the investment, by:

- Limiting investments to the safest types of investments.
- Pre-qualifying the financial institutions and broker/dealers with which the City will do business.
- Diversifying the investment portfolio so that potential losses on individual issuers will be minimized.

B. Interest Rate Risk – The City will minimize the risk that the interest earnings and the market value of investments in the portfolio will fall due to changes in general interest rates, by:

- Structuring the investment portfolio so that investments mature to meet cash requirements for ongoing operations, thereby avoiding the need to liquidate investments prior to maturity.
- Investing operating funds primarily in certificates of deposit, shorter term securities, money market mutual funds, or local government investment pools functioning as money market mutual funds.
- When applicable, diversifying maturities and staggering purchase dates to minimize the impact of market movements over time.

Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that investments mature concurrent with cash needs to meet anticipated demands. Because all possible cash demands cannot be anticipated, some or all of the portfolios may be invested in shares of money market mutual funds or local government investment pools that offer same-day liquidity.

Diversification

If the City's portfolio expands beyond local government investment pools, investment selections shall be diversified by market sector, issuer, and maturity to spread risk and manage market risk.

Public Trust

All participants in the City's investment process shall seek to act responsibly as custodians of the public trust. Investment Officers shall avoid any transaction that might impair public confidence in the City's ability to govern effectively.

Yield

The investment portfolio shall be designed with the objective of attaining a reasonable market yield throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

Strategy

The current investment strategy has been designed to accomplish these objectives:

- The City invests in Texas CLASS, an investment trust open to any municipality, county, school district, or authority created under Section 52(b)(1) or (2), Article III or Section 59, Article XVI, Texas Constitution, a fresh water supply district, a hospital district and any political subdivision, authority, public corporation, body politic, or instrumentality of the state of Texas, any office, department, commission, board, or other agency that is part of any branch of State government, an institution of higher education, and any nonprofit corporation acting on behalf of any of those entities that has taken the actions required by Section 2256.016 of the Act and that has executed either the Trust Agreement or a counterpart of the Trust Agreement or a participation certificate. Texas CLASS employs similar investment objectives and strategies to the City, which include legality, safety, liquidity, and yield.

If the City expands its investment portfolio to include investments beyond Texas local government investment pools, the Strategy will be updated to be compliant with the requirements set forth in Section 2256.005 of the Act.

V. RESPONSIBILITY AND CONTROL

Delegation of Authority

In accordance with the Act, the City Council will designate the City's Investment Officers by resolution. An Investment Officer is authorized to execute investment transactions on behalf of the City and may deposit, withdraw, transfer, or manage funds for investment purposes. Only the Investment Officers may engage in an investment transaction or the management of City funds after designation by the Council. The City may further contract with a non-discretionary registered investment adviser to advise on the management of the City's portfolio. The investment authority granted to the investing officers is effective until rescinded by the City Council.

Quality and Capability of Investment Management

The City shall ensure that periodic training in investments is completed by the designated Investment Officers through courses and seminars offered by professional organizations, associations, and other independent sources in order to ensure the quality and capability of investment management in compliance with the Act.

Training Requirement

In accordance with the City and the Act, designated Investment Officers shall attend eight (8) hours of investment training every two fiscal years relating to investment risks and responsibilities as specified in the Act. A newly appointed Investment Officer must attend a training session of at least 10 hours of instruction within twelve months of the date the officer took office or assumed the officer's duties. The investment training session shall be provided by an independent source approved by the City Council. For purposes of this policy, an "independent source" from which investment training shall be obtained include a professional organization, an institution of higher education or any other sponsor other than a business organization with whom the City may engage in an investment transaction.

Internal Controls

The City's Finance Director is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The

concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management.

Prudence

The standard of prudence to be applied by the Investment Officers shall be the “prudent investor” rule. This rule states that “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.”

In determining whether an Investment Officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:

- The investment of all funds, or funds under the City’s control, over which the officer had responsibility rather than a consideration as to the prudence of a single investment.
- Whether the investment decision was consistent with the written approved investment policy of the City.

Indemnification

The Investment Officers, acting in accordance with written procedures and exercising due diligence, shall not be held personally liable for a specific investment's credit risk or market price changes, provided that these deviations are reported immediately, and the appropriate action is taken to control adverse developments.

Ethics and Conflicts of Interest

Investment Officers and employees involved in the investment process shall refrain from personal business activity that would conflict with the proper execution and management of the investment program, or that would impair their ability to make impartial decisions. Employees and Investment Officers shall disclose any material interests in financial institutions or counterparties with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of the City.

An Investment Officer of the City who has a personal business relationship with an organization seeking to sell an investment to the City shall file a statement disclosing that personal business interest to the City Council.

In addition, an Investment Officer who is related within the second degree by affinity or consanguinity to an individual seeking to sell an investment to the City shall file a statement disclosing that relationship. A statement required under this subsection must be filed with the Texas Ethics Commission and the City Council. For this purpose, a personal business relationship shall be defined as:

- Owning 10% or more of the voting stock of the firm
- Owning \$5,000 or more of the fair market value of the firm
- Receiving more than 10% of the Officer’s annual income from the firm, or

- Having acquired \$2,500 or more from the firm in his personal account

VI. SUITABLE AND AUTHORIZED INVESTMENTS

Portfolio Management

The City's investment portfolio is comprised entirely of investments in Texas CLASS, over which the City has no management authority or discretion. However, in general, the City maintains a "buy and hold," portfolio strategy. Maturity dates are matched with cash flow requirements and investments are purchased with the intent to be held until maturity. However, investments may be liquidated prior to maturity for the following reasons:

- An investment with declining credit may be liquidated early to minimize loss of principal.
- The cash flow needs of the City require that the investment be liquidated.

Investments

City funds governed by this policy may be invested only in the instruments described in "A. Authorized Investments Under This Policy" below, all of which are authorized by the Act. Authorized investments under the Act are more extensive than the investments authorized under this policy. Investment of City funds in any instrument or security not authorized under this Policy is prohibited. If the City desires to invest in the instruments authorized under the Act that are not authorized under this policy, the City must amend this policy to reflect authorization of those instruments. Any amendments or revisions to this policy shall be approved by the City Council. The City will not be required to liquidate an investment that becomes unauthorized subsequent to its purchase.

A. Authorized Investments Under This Policy

- Texas local government investment pools, which 1) meet the requirements of the Act, 2) are rated no lower than AAA or an equivalent rating by at least one nationally recognized rating service, 3) must maintain a maximum average dollar weighted maturity of 60 days, 4) seek to maintain a \$1.00 net asset value, 5) be authorized by resolution or ordinance of the City Council; and 6) are in compliance with SEC Rule 2a- 7.

B. Authorized Investments Under the Act

- Obligations of the United States of America, its agencies and instrumentalities, excluding mortgage-backed securities, with a stated final maturity not to exceed three years.
- Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent, with a stated final maturity not to exceed three years.
- Depository Certificates of Deposit issued by a bank or savings bank doing business in Texas that is insured by the Federal Deposit Insurance Corporation or its successor or secured by obligations in a manner and amount provided by law and this policy for deposits of the City.
- Money Market Mutual Funds that 1) are registered and regulated by the Securities and Exchange Commission, 2) have a dollar weighted average stated maturity of 60 days or less,

3) are rated AAA by at least one nationally recognized rating service, 4) seek to maintain a net asset value of \$1.00 per share; and 5) are in compliance with SEC Rule 2a-7

- Texas local government investment pools, which 1) meet the requirements of the Act, 2) are rated no lower than AAA or an equivalent rating by at least one nationally recognized rating service, 3) must maintain a maximum average dollar weighted maturity of 60 days, 4) seek to maintain a \$1.00 net asset value, 5) be authorized by resolution or ordinance of the City Council; and 6) are in compliance with SEC Rule 2a-7.
- Fully collateralized repurchase agreements with a bank in Texas or a primary dealer, executed under the Bond Market Master Repurchase Agreement in accordance with the Act not to exceed 120 days. Flex repurchase agreements may be used for bond proceeds and may exceed 120 days but must be matched to the projected expenditures of the funds.
- FDIC insured "brokered certificates of deposit" securities from a bank in any U.S. state, delivered versus payment to the City's safekeeping agent, not to exceed one year to maturity. Before purchase, the Investment Officer must verify the FDIC status of the bank (at www.fdic.gov) to assure that the bank is FDIC insured.
- FDIC insured or collateralized interest-bearing accounts in any bank in Texas.

C. Not Authorized

- Interest-only or principal-only mortgage-backed securities, collateralized mortgage obligations with an inverse floating interest rate or a maturity date of over 10 years are strictly prohibited.

VII. INVESTMENT PARAMETERS

Maximum Maturities

The longer the maturity of investments the greater their potential price volatility, therefore it is the City's policy to concentrate its investment portfolio in shorter-term securities in order to limit principal risk caused by changes in interest rates.

The City attempts to match its investments with anticipated cash flow requirements. The City will not directly invest in securities maturing more than two (2) years from the date of purchase; however, the above-described obligations, certificates, or agreements may be collateralized using longer dated investments.

Because no secondary market exists for repurchase agreements, the maximum maturity shall be 120 days except in the case of a flexible repurchase agreement for bond proceeds. The maximum maturity for such an investment shall be determined in accordance with project cash flow projections and the requirements of the governing bond ordinance.

The composite portfolio will have a maximum weighted average maturity of 365 days. This dollar-weighted average maturity will be calculated using the stated final maturity dates of each security.

Diversification

The City recognizes that investment risks can result from issuer defaults, market price changes or various technical complications leading to temporary illiquidity. Risk is controlled through portfolio diversification that shall be achieved by the following general guidelines:

- Limiting investments to avoid over concentration in investments from a specific issuer or business sector (excluding U.S. Treasury securities and certificates of deposit that are fully insured and collateralized in accordance with state and federal law),
- Limiting investment in investments that have higher credit risks,
- Investing in investments with varying maturities, and
- Continuously investing a portion of the portfolio in readily available funds such as local government investment pools (LGIPs), money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

VIII. AUTHORIZED BANKS AND DEALERS

Depository

At least every five years, a banking services depository shall be selected through the City's banking services procurement process, which shall include a formal request for proposal (RFP). The selection of a depository will be determined by competitive bid and evaluation of bids will be based on the following selection criteria:

- The ability to qualify as a depository for public funds in accordance with state law.
- The ability to provide requested information or financial statements for the periods specified.
- The ability to meet all requirements in the banking RFP.
- Complete response to all required items on the bid form.
- Lowest net banking service cost, consistent with the ability to provide an appropriate level of service.

Authorized Brokers/Dealers

The City Council shall, at least annually, review, revise, and adopt a list of qualified broker/dealers authorized to engage in investment transactions with the City.

Those firms that request to become qualified bidders for securities transactions will be required to provide a completed broker/dealer questionnaire that provides information regarding creditworthiness, experience, and reputation. Authorized firms may include primary dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1 (Uniform Net Capital Rule), and qualified depositories.

All local government investment pools must sign a certification acknowledging that the pool has received and reviewed the City of Blanco Investment Policy and that reasonable procedures and controls have been implemented to preclude investment transactions that are not authorized by the City's policy.

Competitive Bids

It is the policy of the City to require competitive bidding for all individual security purchases and sales except for transactions with money market mutual funds and local government investment pools. Treasury and agency securities purchased at issue through an approved broker/dealer or financial institution must still be compared to alternatives in the secondary market.

Delivery vs. Payment

Securities shall be purchased using the **delivery vs. payment** method except for investment pools and money market mutual funds. Funds will be released after notification that the purchased security has been received.

IX. SAFEKEEPING OF SECURITIES AND COLLATERAL

Safekeeping and Custodian Agreements

The City shall contract with a bank or banks for the safekeeping of securities owned by the City as part of its investment portfolio. The City will approve the Custodian for pledged collateral to secure demand or time deposits. Securities owned by the City shall be held for the City as evidenced by safekeeping receipts from the safekeeping institution.

An independent third-party Custodian for collateral will be approved by the City. Collateral for deposits will be evidenced by original safekeeping receipts from the Custodian in which the collateral is held. Collateral must be held by an independent bank outside the holding company of the depository, a Federal Reserve Bank, or a Federal Home Loan Bank.

Collateral Policy

Consistent with the requirements of the Public Funds Collateral Act (Gov' t Code 2257), it is the policy of the City to require full collateralization of all City funds at all times and demand deposits with any depository bank. In order to anticipate market changes and provide security for all funds, the market value of the collateral will be no less than 100% of principal and accrued interest on the deposits less the amount insured by the FDIC daily.

At its discretion, the City may require a higher level of collateralization for certain investment securities. The Finance Director is responsible for entering into collateralization agreements with third party custodians in compliance with this policy. The acceptable investment securities for collateral are:

- Obligations of the U.S. Government, its agencies and instrumentalities including mortgage-backed securities and CMOs passing the bank test.
- Obligations of any state or local government rated AA or better by at least two nationally recognized rating agencies.
- Letters of credit from the FHLB.

Preference will be given to pledged securities rather than letters of credit. The collateral agreement shall include provisions relating to possession of the collateral, the substitution or release of investment securities, pledge of securities, and the method of valuation of securities. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the City directly from the Custodian and retained.

The custodian shall provide a monthly report of collateral directly to the City. Collateral shall be reviewed at least quarterly by the City to assure the market value of the pledged securities is adequate.

Subject to Audit

All collateral shall be subject to inspection and audit by the Finance Director or the City's independent auditors.

X. MONITORING

Performance Standards

The City's investment portfolio will be managed in accordance with the parameters specified within this Policy. The portfolio shall be designed with the objective of obtaining a reasonable yield through budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow requirements of the City. Quarterly reports will provide performance information comparing the City's yield to the one-year Treasury Bill which will be the benchmark for the portfolio in keeping with its one-year maximum weighted average maturity.

It is the policy of the City to purchase investments with maturity dates coinciding with cash flow needs. Through this strategy, the City shall seek to optimize interest earnings utilizing allowable investments available on the market at that time. Market values will be reported, at a minimum, on a quarterly basis on all securities owned and compared to the current amortized book value.

The Investment Officers shall prepare and sign an investment report on a quarterly basis that summarizes investment strategies employed in the most recent quarter and describes the portfolio in terms of investment securities, maturities, and shall explain the average investment yield for the quarter.

The quarterly investment report shall include a summary statement of investment activity prepared in compliance with generally accepted accounting principles (GAAP) and the Act. This summary will be prepared in a manner that will allow the City to ascertain whether investments activities during the reporting period have complied with the Investment Policy. The report will be provided to the City Council on a timely basis. The report will include the following:

- A listing of individual securities held at the end of the reporting period.
- Realized and unrealized gains or losses.
- A listing of the beginning and ending book and market value of securities for the period.
- Average weighted yield to maturity of portfolio as compared to applicable benchmark.
- Listing of investments by maturity date.
- Fully accrued and amortized interest and earnings for the reporting period.
- A comparison to performance benchmarks for the period for individual securities.
- The percentage of the total portfolio that each type of investment represents.

- Statement of compliance of the City's investment portfolio with the Act and the Investment Strategy and Policy approved by the City Council.
- Additions and changes to the market value during the period.

Monitoring Market Value

The market value of all securities in the portfolio will be determined on a quarterly basis at a minimum. These values will be obtained from a reputable and independent source and disclosed to the governing body quarterly in a written report.

An independent auditor will be provided with the quarterly reports as a part of the annual financial audit.

XI. INVESTMENT POLICY ADOPTION

It is the City's intent to comply with state laws and regulations. The City's Investment Policy and Strategy shall be subject to revisions consistent with changing laws, regulations, and needs of the City. At least annually, the City Council shall adopt a resolution stating that it has reviewed the Blanco Investment policy and investment strategies and include any changes or modifications to the Policy or Strategy.

XII. CITY OF BLANCO AUTHORIZED ENTITY LIST

The authorized broker/dealer list for the City is shown below. Each of these firms, and the individual covering the account, are sent the current Investment Policy.

The City's Policy establishes specific criteria for the brokers and requires that the list of broker/dealers be approved annually by the City Council. If the City chooses to expand to brokerage investments, the City should revise this policy and select an Investment Advisor. The Investment Advisor should maintain the brokerage compliance files for the City.

When any material changes are made to the Investment Policy, the new Policy shall be sent out to all broker/dealers and pools.

Investment Officers

City Administrator, Warren Escovy

~~Interim Finance Director, Sasha Ricks~~ Dana Bundick

Council Authorized Broker/Dealers

None authorized at this time

City Council Authorized Pools

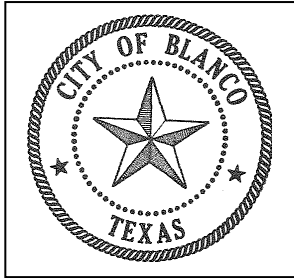
Texas CLASS

TexPool

NEW BUSINESS

ITEM #12

Personnel Policy



City of **BLANCO** **TEXAS**

~~Adopted on February 7, 2023~~

~~Revised on November 13, 2022~~ Revised on November 12, 2024

~~Effective January 1, 2023~~

TABLE OF CONTENTS

	PAGE
PREFACE	
SECTION 1 : INTRODUCTION	
1.01 Mission	1
1.02 Purpose	1
1.03 Policies Established	1
1.04 Applicability	2
1.05 Authority	2
1.06 Responsibility for Implementation of Personnel Policies	2
1.07 Enforcement of Policies	3
1.08 Distribution of Manual	3
1.09 Objectives	4
1.10 Definitions	4
1.11 At-Will	5
1.12 Dissemination	5
1.13 Organizational Chart	6
1.14 Equal Employment Opportunity	7
1.15 Disabilities	7
1.16 Harassment	7
1.17 Smoking	9
1.18 Searches	9
SECTION 2: EMPLOYMENT	
2.01 Hiring	10
2.02 Recruiting Procedures	10
2.03 Minimum Age Requirements	16
2.04 Nepotism (Employment of Relatives)	16
2.05 Termination of Employment	17
2.06 Re-Employment	19
2.07 Employment and Elected Offices	20
2.08 Political Activity	20
2.09 Personnel Files	21
2.10 Confidentiality of Medical Record	21
SECTION 3: STANDARDS OF CONDUCT	
3.01 Employee Conduct	22
3.02 Standards of Conduct	23

	PAGE
3.03 Attendance	26
3.05 Use of City Property	27
3.06 Computer Use Policy	30
3.07 Social Media Policy	33
3.08 Acceptance of Gifts	36

SECTION 4: SALARY ADMINISTRATION

4.01 Pay System & Job Classifications	37
4.02 Salary Administration	38
4.03 Work Schedules	39
4.04 Overtime	40
4.05 Pay Procedures	41
4.06 Time and Pay for On-Call, Callback and Call Out Situations	43
4.07 Step-Up Pay, Certification and License Pays	44
4.08 Travel Time	44
4.09 Employee Performance and Development System	45
4.10 Pay Plan, Compensation Guidelines and Job Descriptions	46
4.11 Promotions	47
4.12 Lateral Transfers	48
4.13 Demotions	48
4.14 Reorganization	48
4.15 Reduction-In-Force	48

SECTION 5: EMPLOYEE BENEFITS AND SERVICES

5.01 Enrollment and Plan Year	49
5.02 Texas Municipal Retirement System (TMRS), Social Security & Medicare	49
5.03 Workers Compensation	49
5.04 Consolidated Omnibus Budget Reconciliation Act of 1985	50
5.05 Tuition Reimbursement Program	50
5.06 Training Schools	52
5.07 Longevity Pay	53
5.08 Nursing Mother Breaks	53

SECTION 6 : DISCIPLINE/GRIEVANCE/APPEALS

6.01 Discipline	53
6.02 Disciplinary Process	58
6.03 Grievances	59
6.04 What Is Not Discipline	60

SECTION 7: ACCRUEL AND LEAVE	PAGE
7.01 Vacation	60
7.02 Sick Leave	61
7.03 Civic Leave	61
7.04 Bereavement Leave	61
7.05 Family and Medical Leave	62
7.06 Pregnancy & Parental Leave	62
7.07 Military Leave	62
7.08 Administrative Leave	63
7.09 Unauthorized Absence	63
7.10 Donation of Paid Time Off	64
7.11 Inclement Weather	64
7.12 Holiday Leave	64
 SECTION 8: SAFETY AND SECURITY	
8.01 Responsibilities	65

PREFACE

1. A permanent paper copy of the City of Blanco Personnel Manual will be kept on file in the Office of the City Administrator who has been charged with the responsibility for keeping the manual and all subsequent amendments or revisions. In addition, all Department Directors are to retain a copy in their files, which will be available for review by City employees.
2. This Personnel Manual is a general, non-comprehensive guideline for procedures between the City and its employees. The Personnel Manual is intended to educate and orient the employee as to the expectations associated with being a City of Blanco employee.
3. The purpose of the manual is to set forth clearly and concisely the policies, procedures, and practices of the City of Blanco. All City employees are subject to the guidelines set forth in this manual and are expected to be familiar with those sections of the manual that relate to them.
4. In the event of a conflict between the operating policies and procedures of the City and the departmental rules and regulations, City policies and procedures will supersede the departments' policies and procedures.
5. Questions regarding the meaning of any portion of the manual should be directed to the Employee's Department Director, while inquiries regarding changes, additions or deletions to this manual should be submitted to the City Administrator.
6. Policies and procedures regarding disciplinary actions, grievances, and performance evaluations are also outlined in separate manuals.

SECTION 1: INTRODUCTION

The City of Blanco welcomes you to our staff. We want to make sure your first days on the job are as pleasant and comfortable as possible.

As a new Employee you may have questions about City policies, procedures, and expectations of you as an Employee. This Personnel Manual will answer most of those questions. For additional information or clarification, please speak to your direct Supervisor, Department Director, or City Administrator.

1.01 Mission

Personnel of the City of Blanco will provide outstanding customer service in a cost- effective manner. To accomplish this mission, we will:

- Provide responsive and effective service to the community;
- Stay focused on methods to improve quality, cost and effectiveness;
- Create and maintain effective partnerships and regional collaborations;
- Value diversity in the organization and in our community;
- Be accountable to citizens and each other for our actions; and
- Uphold the highest professional and ethical standards.

1.02 Purpose

The purpose of the City of Blanco Personnel Manual is to provide a consistent guide to personnel interaction involving City Employees. This manual supersedes all previous Personnel Manuals. The language used in the manual does not alter the at-will employment relationship or constitute an employment agreement, a contract, or guarantee of continued employment. This policy does not address every conceivable personnel interaction. This Manual is designed to ensure that decisions are objective, fair, consistent, and in accordance with the expectations of the City. It is your responsibility to ask questions if you do not understand any policy or procedure. Should you have questions as to the interpretation or understanding of any policy or practice, please make an appointment with your Department Director immediately. If the Department Director is unable to answer your questions, please see the City Administrator. It is important that all Employees have a full and complete understanding of the City of Blanco's personnel policies. The more you know about working for the City of Blanco, the easier it will be for you to understand your role in relation to other positions and our Mission.

The City of Blanco is an At-Will employer (see Section 1.11). This handbook does not confer any contractual rights. Either you or the City may terminate this relationship at any time with or without cause.

1.03 Policies Established

These policies and all amendments hereto shall be the official personnel policies of the City. The City reserves the right to modify, change, or revoke any or all such plans, policies, and procedures, in whole or in part, at any time, with or without notice. Any change made to these policies is immediate and no rights or privileges in past personnel policies are grandfathered. The City will advise Employees of those changes in writing.

1.04 Applicability

These policies apply to all City Employees, except where inconsistent with state law, federal law, City ordinance, or the particular instrument hiring a specific Employee. In the event of such inconsistency, the state or federal law, ordinance, or more specific agreement shall prevail.

1.05 Authority

- A. These policies are generally established by the City Administrator and approved by the Mayor and City Council; and any amended, revised, or new policies must be approved accordingly. In addition to these personnel policies, Department Directors may establish departmental policies and procedures, but they must be approved by the City Administrator before taking effect. These policies must relate specifically to their department. Departmental rules and regulations shall not conflict with these policies and procedures.
- B. The provisions of these policies are severable, and if any provision or part of a provision is held invalid, illegal, or unenforceable, this will not affect the validity of the remaining provisions or parts of provisions, which shall remain in force and effect.
- C. In cases where federal or state laws or regulations supersede local policy for specific groups of employees, such laws or regulations will substitute for these personnel policies only insofar as necessary for compliance.
- D. The City Administrator may issue Procedural Directives, which may outline more specific details of the policies and procedures outlined in this Personnel Manual.

1.06 Responsibility for Implementation of Personnel Policies

- A. The City Administrator is responsible for the administration of the personnel policies and procedures. The City Administrator may delegate authority to appropriate staff members to act on his or her behalf in the administration of these policies and procedures.
- B. Except for matters reserved to the City Council by statute or ordinance, final authority on appointments and personnel decisions is reserved to the City Administrator. The City Administrator will work closely with the Mayor and City Council when hiring Department Directors.
- C. Each Department Director is responsible for enforcing the policies and procedures contained in this manual and or providing assistance and advice to their employees regarding the content of this policy manual. They are also responsible for assisting their employees in interpreting these policies and standards in individual situations. In the event they need assistance with the interpretation or enforcement, they are to seek assistance from the Human Resource Director or City Administrator.
- D. Each employee is responsible for familiarizing themselves with the policies and procedures in this manual. Lack of awareness of any policy or procedure is not to be construed as an excuse for disobeying or ignoring these rules.

1.07 Enforcement of Policies

In order to maintain the integrity of the City government, the following guidelines listed below should be followed:

- A. **Employees:** All employees of the City are entrusted with protecting the rights and privileges of their fellow employees and the citizens of Blanco. This protection entails assisting with compliance and enforcement of all policies set forth by the City. City Employees may be exposed to, and have access to, confidential information about citizens of the community, the City, City plans, co-workers, Municipal Court, and all actions by City departments. Any Employee who discloses confidential information may be subject to disciplinary action to include immediate termination. It is also the responsibility of each Employee to promptly report any breach of this policy by a co-worker to their Department Director and/or the Human Resource Director. If the breach involves a Department Director or City Administrator, it should be immediately reported to the Mayor.
- B. **Department Directors:** Department Directors are responsible to the City Administrator for assisting with the compliance and enforcement of all City policies; by themselves and for the employees they supervise. They will keep the City Administrator informed of any pending policy actions and will conduct investigations to protect the rights and privileges of the citizens of Blanco as necessary and if requested to do so by the City Administrator.
- C. **Human Resource Director:** It is the responsibility of the Human Resource Director to conduct investigations when a complaint is filed or when policies are not followed. Once an investigation is completed, the Human Resource Director will brief the City Administrator and make recommendations as to findings.
- D. **City Administrator:** It is the responsibility of the City Administrator to see that the employees and citizens of Blanco are protected by enforcing the policies set forth by the City, and to ensure an appropriate and thorough investigation is conducted on all complaints of wrongdoing. Once an investigation is completed, the guidelines for disciplinary action as outlined in this manual will be followed, if appropriate.
- E. **City Council:** The City Council of Blanco has been elected by the citizens to govern the community. The City Council has delegated the authority to supervise the actions of the City employees to the City Administrator.

1.08 Distribution of Manual

- A. All Department Directors will maintain a current paper copy of the Personnel Manual and will answer any questions regarding material in the manual.
- B. This Personnel Manual shall be furnished to all employees and to each new employee when hired.
- C. This Personnel Manual will also be available on the City's website.
- D. Each employee will sign an acknowledgement of receipt of the Personnel Manual and policy letter.

1.09 Objectives

The City seeks to achieve these objectives through the systematic, uniform application of modern personnel practices. The City's personnel policies strive to:

- A. Promote and increase productivity, efficiency, responsiveness to the public, and economy in the City's service;
- B. Provide fair and equal opportunity for qualified persons to enter and progress in the City's service in a manner based on merit;
- C. Maintain recruitment, advancement, and other practices to enhance the attractiveness of a City career;
- D. Develop and maintain consistent, up-to-date position classifications and compensation plans;
- E. Develop high morale among City Employees by fostering good working relationships, and by providing uniform personnel policies, opportunity for advancement, and consideration of employment needs and desires;
- F. Retain Employees based on the adequacy of their performance, correct inadequate performance, and separate Employees whose inadequate performance cannot be corrected; and
- G. Assure that Employees are protected against coercion for partisan political purposes and are prohibited from using their positions with the City for the purpose of interfering with or affecting the results of any kind of official election.

1.10 Definitions

- A. Anniversary Date – The annual date coinciding with an employee's date of hire or promotional date of hire.
- B. Calendar Year – The annual period from January 1st through December 31st.
- C. Fiscal Year – The annual period from October 1st through September 30th.
- D. Full-time Employee – A full-time employee is an employee that is a regular employee who routinely works a 40-hour workweek and is designated as Fair Labor Standards Act (FLSA) exempt or non-exempt by the City Administrator. This will be determined through a review of the applicable job description and in compliance with the federal guidelines in the FLSA.
- E. Part-time Employee – A part-time employee is any regular or temporary employee who routinely works less than a 30-hour workweek. All requests for this status will be judged according to the effect it will have on the operation of the City.

- F. Probationary Employee - A probationary employee is one who has been appointed to a budgeted regular position but who has not successfully completed their probationary period.
- G. Regular Employee – A regular employee is designated by the City Administrator to fill a budgeted regular position, either full-time or part-time who has satisfactorily completed their probationary period.
- H. Seasonal Employee - An employee hired at either a full-time or part-time work schedule on a seasonal basis (a street maintenance worker hired for the summer months). A seasonal employee is eligible for City designated holidays.
- I. Separation – The date an Employee retires, resigns, dies, or is dismissed from employment with the City of Blanco.
- J. Temporary Employee – A temporary employee is one hired for a specific length of time, usually less than six months, to meet short term needs.
- K. Volunteer Employee – A person who donates their services without any express or implied compensation except for incidental expenses as approved by the City Administrator.

1.11 At-Will

- A. All employees of the City of Blanco serve at will. These policies and the benefits described herein do not constitute a contract of employment or a contract between the City and any Employee to provide any benefit. Nothing contained herein shall create an entitlement to, or property interest in, continued employment with the City.
- B. The City may alter, amend, and terminate any of the policies or benefits set forth herein at any time, with or without notice. Notwithstanding any statement contained in these policies, or in any other document or statement issued by the City or any of its representatives to the contrary, the City shall have the right to terminate any Employee from employment with the City, at any time, with or without cause, subject to state and federal law.
- C. Any full-time, regular employee who is terminated by the City Administrator may appeal, directly to the Mayor, any decision that will terminate employment for that employee. The Mayor's decision is final and non-appealable. Furthermore, if an employee terminates employment, a two-week notice for FLSA non-exempt and a thirty-day notice for FLSA exempt employees is required if the employee wants to be eligible for rehire.

1.12 Dissemination

The City Human Resource Director shall make every effort to thoroughly acquaint Employees with the materials in these personnel policies and any subsequent revision. Copies of these policies and all amendments shall be furnished to each Employee. Notwithstanding the foregoing, it is each Employee's responsibility to become familiar with the contents of these policies, and to ask questions when necessary for a full understanding. Each City Employee will receive a copy of these policies and is required to read it carefully and to adhere to the rules and regulations stated herein. Within two (2) weeks of employment or any

amendment to the Personnel Policies, every Employee is required to sign an acknowledgment of having read and understood the policies contained in these Personnel Policies.

1.13 Organizational Chart

A. Organizational Chart – Will be presented to and approved by the City Council during the budget process.

B. City Council:

1. The City of Blanco is a Type A General Law City governed by a Mayor and City Council that by election has adopted the Mayor-City Council form of government.
2. The Mayor is the Presiding Official at meetings of the City Council and is the Chief Executive Officer and Chief Civic Representative of the City. The Mayor is responsible for creating and overseeing the budget.
3. The City Council functions as the legislative branch of city government, provides policy for the conduct of municipal affairs, enacts ordinances, exercises budgetary authority, and maintains oversight of city government.

C. City Administrator

The City Administrator is the Chief Administrator of the City of Blanco and is responsible for the day-to-day management and administration of the City. The City Administrator shall carry out the policies set by the City Council and enforce the ordinances of the City and laws of the State of Texas. The City Administrator oversees all employees and may hire and terminate employees accordingly.

D. Department Directors:

1. Department Directors report directly to the City Administrator and are responsible for enforcement of the provisions of this manual as it relates to the supervision and administration of personnel in their department.
2. Department Directors will, in addition to their other duties, assure the maintenance of high standards of ethical and moral conduct among their personnel so as to reflect favorably on the City at all times.
3. Department Directors are responsible for the protection of all information which is created for or primarily used by their respective department. This responsibility includes the protection of computerized information, which is placed in the custody of individual Employees including authorizing access to all computerized information.

E. Employees:

All Employees of the City will familiarize themselves with the provisions of this manual and comply with the policies set forth.

1.14 Equal Employment Opportunity

- A. Discrimination against any person in recruitment, examination, appointment, training, promotion, discipline or any other aspect of personnel administration because of political opinions or affiliations, membership or non-membership in employee organizations, or based on race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), disability and genetic information (including family medical history), veteran's status or disability which does not impair their ability to perform the job is prohibited. Any employee who feels that they have been discriminated against may file a grievance to the Human Resource Director. If the grievance is against the City Administrator, the grievance should be filed with the Mayor.
- B. The City Administrator, Human Resource Director and Department Directors are responsible for implementing and maintaining the City's Equal Employment Opportunity (EEO) Program as set forth by appropriate Civil Rights Acts, Executive Orders, this Policy Manual, and/or any Supreme Court decisions now in effect or to be so rendered in the future.

1.15 Disabilities

- A. The City shall comply with the federal Americans with Disabilities Act (ADA). The City will not discriminate against qualified Applicants and Employees with disabilities in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment based on disability.
- B. An Applicant or Employee should inform the City if they need assistance with the applicant's or Employee's essential job duties. The City will provide Applicants and Employees' requests with reasonable accommodations that do not impose an undue hardship on the City.
- C. Reasonable accommodations shall be in accordance with the Americans with Disability Act. If an accommodation needs to be made in accordance with this act, the employee shall so advise the Department Director or the Human Resource Director so that the City can engage in an interactive process with the employee to explore what reasonable accommodations, if any, can be made.

1.16 Harassment

- A. It is the right of all Employees to perform their jobs in an environment free from all forms of harassment. The City prohibits and will not tolerate unwelcome conduct by any person, male or female, including City Employees, elected officials, vendors, customers, and any other person who enters the workplace, if the inappropriate conduct is based on race, color, sex (including sexual harassment), religion, national origin, disability, or age, and if:
 - 1. Submitting to the conduct or being subjected to the conduct is made either explicitly or implicitly a term or condition of employment, including hiring, promotion, pay, fringe benefits, job training, classification, referral, and other aspects of employment.
 - 2. Submission to or rejection of such conduct by an individual is used as the basis for

employment decisions affecting such individual.

3. The conduct has the purpose or effect of unreasonably interfering with an individual's performance on the job; or
 4. It creates a hostile, offensive, or intimidating work environment.
- B. Harassment may include offensive jokes, slurs, epithets, or name calling, other derogatory ethnic/racial/sexual remarks, physical assaults or threats, attempted assaults, stalking, and other inappropriate or harassing physical conduct.
- C. All employees are responsible for respecting the rights of co-workers. The City will not tolerate discriminatory conduct or the display of discriminatory materials in the workplace that are offensive to a reasonable Employee.
- D. Sexual harassment may include unwelcome sexual advances, innuendo, requests for sexual favors, sexually demeaning conduct, or other physical, verbal, or visual conduct based on sex. Sexual harassment does not depend on the harasser's motives or intentions, but whether or not the behavior is unwelcome.
- E. Employees who believe that they have been the subject of harassment or other unlawful discrimination shall report the alleged act directly to the Human Resource Director unless the employee is a police officer then Police Department Policy 210 should be followed. If the conduct involves the City Administrator, it shall be reported to the Mayor. An investigation of all complaints will be undertaken immediately. Any supervisor, agent, or other employee who has been found by the City after appropriate investigation to have harassed another employee will be subject to appropriate disciplinary action, up to and including discharge from the City.
- F. Any Department Director, upon receipt of a harassment or unlawful discrimination complaint, shall immediately notify the Human Resource Director and City Administrator. If the conduct involves the City Administrator, it shall be reported to the Mayor.
- G. Any Employee found in violation of this policy will be subject to disciplinary action, up to and including termination.
- H. Reporting and Investigating Discrimination or Harassment
1. Any Employee that is subject to, is a witness to, or becomes aware of any conduct that might be considered a violation of the protections of this Section must report the conduct immediately to the Employee's Department Director or Supervisor, who shall immediately report the incident to the Human Resource Director and City Administrator. Failure to do so will result in disciplinary action.
 2. If the Department Director or Supervisor is involved in the alleged conduct, the Employee should report the conduct to the Human Resource Director. If the alleged conduct involves both the City Administrator and the Department Director, the

Employee should file a written report to the Mayor, to be then submitted to the City Council.

3. Any person who witnesses, or who a report is made of discrimination or harassment shall take immediate steps to stop the action. Failure to take immediate action to stop and report the incident may lead to discipline for the witness and/or supervisor, up to and including termination.
 4. Confidentiality of the report will be maintained as much as possible. However, absolute confidentiality cannot be promised as the report may be disclosed to people who need the information to investigate, or to take corrective actions, or both, and as required by law.
 5. After an incident described by this section has been reported, the Human Resource Director, or a third party appointed by the Mayor and City Council if involving the City Administrator, will conduct an investigation. If it is determined that allegation of discrimination or harassment prohibited is substantiated, the City will take prompt corrective action to END the harassment or discrimination and discipline the harasser.
 6. An Employee who is found to have engaged in conduct in violation of this section is subject to appropriate disciplinary action, including termination.
- I. Retaliation Prohibited: A report of a violation of this section that is made in good faith will in no way be held against an Employee. The City will not tolerate retaliation of any kind and in any manner. This protection extends not only to the person reporting a violation of this section, but also to those who serve as witnesses in investigations conducted under this section or participate in a report or investigation.

1.17 Smoking

- A. Smoking, using any tobacco product, and vaping is expressly prohibited within City facilities. Smoking, using any tobacco product, and vaping are only permitted in designated exterior areas of City facilities. The City of Blanco does not permit the use of any tobacco products or vaping inside City vehicles or inside City facilities. No City Employee will be allowed to smoke/vape in view of the public.
- B. All Department Directors shall designate authorized smoking areas away from the view of the public and outside of a City facility. If an employee is caught smoking or using any tobacco product, marijuana, or other plant product or any lighted or burning pipe, cigar, cigarette of any kind or smoking equipment or device, in a prohibited building, structure or vehicle, or in the view of the public while on-duty, they will be subject to disciplinary action, up to and including termination.

1.18 Searches

The City reserves the right to make general or random searches of all City property such as desks, closets, computers, tablets, phones, City social media accounts and City vehicles without consent of the Employee. The use of privately owned padlocks or other locking

mechanisms for City property is prohibited and such locking mechanisms will be removed.

SECTION 2: EMPLOYMENT

2.01 Hiring

- A. The City Administrator is the hiring authority for the City except as otherwise delegated through ordinance or resolution.
- B. The City Administrator is responsible for providing fair and equal opportunity to all qualified persons seeking employment with the City of Blanco. Included in the City Administrator's responsibilities are employment planning, recruitment, selection, retention, and placement. The City Administrator may only delegate hiring authority to a Department Director; however, the City Administrator retains the ultimate responsibility for the selection.
- C. When an emergency exists that requires the services of personnel who are not otherwise available, such Employees may be immediately hired by the City Administrator for a period not to exceed ninety (90) days without regard to normal recruitment and selection requirements. If the hiring of the interim Employee is not confirmed by the City Administrator within the ninety (90) day period, the Employee is considered to be automatically discharged as of the ninety-first (91st) day.

2.02 Recruiting Procedures

- A. It is the objective of the City of Blanco to find and recruit the most qualified candidates for each vacancy within the City government. This section outlines the policies and procedures the City Administrator or his/her designee will use to achieve this objective.
- B. Department Directors will immediately notify the Human Resource Director and City Administrator in writing of an impending job vacancy.
- C. The Human Resource Director will advertise as necessary to recruit prospective applicants for vacant positions, communicate with appropriate agencies, contact possible sources for applicants, and maintain applicant files. If any Department Director has a vacancy the Department Director must make a written request to the City Human Resource Director before being approved by the City Administrator for vacancy publication. The Human Resource Director is responsible for:
 - 1.Placing advertising on the City's website, in publications, and any other appropriate advertising site.
 - 2.Accepting all applications and distributing them to the appropriate Department Director.
- D. Recruitments can be conducted in the following manner:
 - 1.Public- Applications will be accepted from external and internal candidates. Job

postings are available on the City's website, emailed to all City Employees and posted in common areas.

2. Internal Only- Applications will be accepted only from internal candidates. Job postings are emailed to all City Employees and posted in common areas.

E. Job Postings

1. The Human Resource Director will work with the Department Director to develop job postings to describe the particular requirements for vacant positions. The job posting will reference the minimum requirements and essential job functions for the position, as this will provide the basis on which applicant qualifications will be evaluated.
2. The Human Resource Director shall post notice of the job opening internally and/or externally for a period of fourteen (14) days. At the City Administrator's discretion, and for good cause, the City Administrator may waive this time period, but in no instance shall it be posted internally for a period of less than five (5) days.
3. If the City Administrator and/or the Department Director are not satisfied that there is a sufficient quantity or quality of qualified people from the application pool, he/she may reopen the position.

- F. The Human Resource Director and/or Department Director shall review the applications and schedule interviews for those candidates selected for further consideration. Consideration must be given to all applications received, however, interviews need not to be provided to all applicants.

G. Reference Checks

All efforts shall be made to determine the applicant's past work history. The best reference is someone who is in a position to evaluate the applicant's work performance. Personal references should be avoided unless they are the only references available.

The Human Resource Director shall conduct reference checks prior to communicating a conditional offer of employment to a candidate. If an internal candidate is being considered, reference checks must include at least one person from the current chain of command.

1. All new Hires will be required to take a drug test/physical pertaining to the position they are being considered for.

H. Selection

1. The first step in the selection process is the submission of an application. The application will determine if the prospective employee fulfills minimum requirements of education, training, certifications, and experience for the posted vacancy. Minimum requirements are those listed in the job description at the time of the vacancy announcement and cannot be waived. If the City Administrator determines that there are an inadequate number of candidates to assure that the best interests of

the citizens are served, he/she may waive this requirement.

2. Police Officers will follow Police Policy 201 regarding Selection.
3. Applications will be received and reviewed by the Human Resource Director for completeness. Each application will be evaluated by the applicable Department Director to determine the most qualified applicants.
4. A minimum of three (3) of the most qualified applicants will be chosen by the Department Director for further screening.
5. If a job opening occurs within six months of the job initially being filled, the Department Director, with concurrence from the City Administrator has the option to review and select applications received from the initially advertised opening.
6. For the purposes of this section, a volunteer employee will be eligible for consideration of employment during the internal City posting period.
7. The Department Director will be responsible for selecting from among the referred candidates to fill vacancies. Selection(s) must be defensible and documented to the City Administrator for final approval.
8. The Human Resource Director is responsible for sending letters or emails to applicants, regardless of whether or not they were interviewed, notifying unsuccessful applicants that another candidate was selected.

I. Examinations

1. All examinations for employment used by the City shall be valid. In most cases an independent third party will be used for appropriate job recruitment examinations and be reliable as determined by the City Administrator, in accordance with federal, state, and local statutes.
2. It is the Department Directors' responsibility to see that the selection techniques used by their respective departments abide by the City's Equal Employment Opportunity (EEOC) policy and all applicable federal, state, and local guidelines. Examinations only determine minimum qualifications. The City encourages the appointment of superior applicants who have the capacity for promotion and leadership.
3. The Department Director is responsible for submitting their procedures for selection to the Human Resource Director. Finally, the examinations used should follow the EEOC Uniform Guidelines on Employee Selection Procedures (UGESP).
4. The Department Directors through the Human Resource Director may use one or more of the following selection techniques to determine the most qualified person for a job vacancy once applications have been reviewed.
 - a. Oral Examination – An oral examination or interview may be used to elicit information regarding the abilities of the applicants not readily obtained in a

written examination. All interviews should be structured and use more than one interviewer to reduce subjectivity.

- b. Written Examination – A written examination may be used if it is objective and valid. Written examinations should not be relied on as the only method of selection unless it measures the only qualification necessary for the job.
 - c. Performance Testing – A performance test requiring the applicant to perform a task that will help determine ability and manual skills for a job (such as a typing test for a clerk) may be used.
5. The City Administrator will be kept informed of all selection examination procedures used: the type and composition of the exams, the rating scale used, and who conducts the exams. The selection procedure will be continuously refined to assure that the most advanced techniques are used in the selection process.
- a. Physical Testing – Jobs requiring physical ability (such as police, fire or public works) may require a physical test. The test may be either competitive or qualifying, and may consist of a test of physical strength, ability and/or coordination. Each department shall use the same standardized physical test for all job applicants, and it shall be job related.
 - b. Evaluation of Education, Training, and Experience – This evaluation shall be based on information in the application form, from other data secured through the interview process or from other sources and shall be subject to investigation for truth and completeness.
 - c. Employment Eligibility Verification – (I-9) The Immigration Reform and Control Act of 1986 requires all employers to verify employment eligibility of any person hired after November 6, 1986. Each individual considered for hire must provide proof of U.S. citizenship or employment eligibility as prescribed by rules adopted by and on forms provided by the Immigration and Naturalization Services. The City Administrator or their designee shall maintain records of employment eligibility verification.

J. Selection

1. After receiving examination results from all qualified candidates, Department Directors will recommend their choice(s) to the City Administrator in writing. The City Administrator will make the final selection. Upon making this selection and making a conditional offer of employment to the prospective employee, that individual will be required to undergo a physical examination, to include a drug test, which will be performed at the City's expense.
2. The physical examination will be designed to ensure that the prospective employee meets minimum physical standards as outlined in the job description. If the prospective employee fails to meet the minimum physical standards as outlined in the job description, the City will attempt to assist the prospective employee by examining different avenues under which the prospective employee could perform the necessary minimum job functions. If this is not possible, this may disqualify the prospective

employee from the conditional offer of employment.

3. When a job opening occurs at the Department Director level, the same selection process will be undertaken to find a replacement. The City Administrator will announce his/her choice for the position to the City Council at a regular council meeting for introductory purposes only. In all cases, except for the position of Police Chief, the City Administrator's selection will be appointed to the vacant position. The position of Police Chief requires selection by the City Administrator and the concurrence of the Mayor and City Council.
4. The City Administrator may fill any position on an interim basis for up to 90 days if he/she determines this is in the best interest of the City. People filling an interim position may be considered for regular appointment at the conclusion of the recruitment process.

K. Pre-Employment Drug Testing

1. The City of Blanco is committed to the principle of keeping illegal drug use out of the workplace. Drug use in the workplace endangers fellow workers, public safety, Employee morale, and productivity. This policy is implemented in accordance with the Drug Free Workplace Act of 1988.
2. Any external applicant for employment who has been made a conditional offer of employment will be required to undergo a drug test for the presence of drugs in their system. The Human Resource Director must receive a negative test result before the applicant may be made a final offer of employment. A job applicant who refuses consent to a drug test as a condition of employment will be denied employment with the City of Blanco. All drug test results will be kept in a separate medical file and will only be disclosed to a decision maker who needs the results in order to make an employment decision.
3. If the applicant receives a positive result on the drug test, the Department Director will be notified. The Department Director will contact the applicant to rescind the conditional job offer. The Department Director may continue to hire from the same pool of applicants or reopen the position for recruitment.
4. Drug testing will only be administered as allowed by Federal and State law.

L. Background Investigations

1. Background investigations will be done in accordance with the requirements for filling the vacant position.
 - a. Background Check- Non-public Safety: The Human Resource Director shall conduct a background check on each applicant for employment based on the essential functions of the job. An applicant may not be disqualified from hire merely by having a criminal conviction. The nature of the offense, how much time has passed, and the job the applicant has applied for will be taken into consideration. Background information shall remain confidential as required by law.

- b. **Background Check- Public Safety:** A thorough and comprehensive background investigation is completed on each police applicant as required by State law. Background investigations are completed internally by a City approved background investigator and maintained in accordance with department protocol and state law.
2. Applicants that are considered for a position that requires the operation of a City vehicle must possess a valid Texas Driver's License. The applicant will have a Driver's License Verification and History Check before a final offer for employment will be made.
3. Once all pre-employment activities are successfully completed, the Department Director will contact the City Administrator for approval to proceed with the applicant. The Department Director will confirm the job offer with the applicant.

M. Probationary Periods

The probationary period is the final employment examination. The following policies will be in effect for new hires and regular employees on probationary status:

1. New Hires

- a. All newly hired employees will be on a six (6) month probationary period. If an employee's employment with the City is terminated for whatever reason prior to the completion of their probationary period, they will not be entitled to be compensated for accrued personal leave.
- b. To successfully complete a probationary period, an employee must perform the functions outlined in their assigned job description to standard. The new employee may be dismissed without appeal, except on grounds of discrimination, while on probationary status.
- 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.
- d. At any time during the probationary period an Employee may be dismissed without further recourse by the City Administrator. Even after completing the probationary period, an Employee's employment with the City remains at-will in nature.

2. Employees on Probationary Status

- a. All regular employees on probationary status in a new position will be on six (6)

months' probation for that new position.

- b. All regular employees will be evaluated in the same manner as new hires: at six (6) and twelve (12) months of work at the new position for retention. To successfully complete the probationary period, the regular employee must perform the functions outlined in their job description to standard.
- c. At the discretion of the City Manager, the employee may be returned to the same or a similar position previously held with the City if they do not satisfactorily complete the probationary period, but only if a similar position is still available. If a similar position is not available, the employee may be terminated.
- d. A regular employee on probation for a new position may also have their probation extended by the Department Director or City Administrator.
- e. Regular employees placed on probation for disciplinary or job performance purposes will not be allowed to use benefits, personal leave, sick leave, annual leave, etc.) within the first 30-days. This is a time for corrective and improvement purposes and the employee needs to be present in order for these corrective actions to take place. Use of leave during this time period will result in an extension of the probation for a like amount of time.

2.03 Minimum Age Requirements

Age limits are imposed for certain positions based on a bona fide occupation qualification or statutory requirement. The City will comply with all specific State laws or any federally imposed age requirements. No person under the age of eighteen (18) will be employed in any position in the City.

2.04 Nepotism (Employment of Relatives)

A. Family Member

The City of Blanco defines a family member as:

1. A relationship created by marriage includes spouse, spouse's child, spouse's parent, spouse's brother, spouse' s sisters, spouse's nephew, spouse's niece, spouse's grandchild, spouse's grandparent, spouse's first cousin, spouse' s aunt, and spouse's uncle;
2. A relationship created by birth (blood) includes parent, brother, sister, child, grandparent, grandchild, aunt, uncle, niece, nephew, first cousin, great grandparent, great grandchild, great aunt, great uncle, great niece, and great nephew; and
3. Significant others who live in the same household.

B. Applicants

An applicant may not be hired as an Employee if that department already employs a person who is a family member of the applicant. This passage does not apply to volunteers with the police department.

C. Employees within the same department

If an Employee becomes a family member of another Employee who works in the same department the Employees may remain in the department, however, they may not directly supervise one another.

D. Elected Officials

As required by state law, no person related within the second degree by affinity* or third degree of consanguinity** to the Mayor, any member of the City Council, and any officer of the City or Officer of any City Board shall be appointed, voted upon, or confirmed by that relative to any office, position, clerkship, employment, or duty of the City. This prohibition shall not apply, however, to any person who shall have been continuously employed by the City for a period of six (6) months prior to the election of the Mayor or Council member so related to him/her. The person must have been continuously employed by the City for a period of thirty (30) days prior to the appointment of a related Officer of a City Board or Officer of the City to retain employment.

1. "Affinity" is a relationship created by marriage and within the second degree includes spouses, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparent-in-law and grandchild-in-law.
2. "Consanguinity" is a relationship created by birth and within the first and second degree includes grandparents, parents, brothers, sisters, children, and grandchildren, and within the third degree includes aunts, uncles, nieces, nephews, great-grandchildren and great-grandparents.

2.05 Termination of Employment

The City follows a progressive disciplinary procedure. Any actions affecting ranking, pay or leave must be submitted to Finance to be processed through payroll. The City Administrator has full discretion to substitute disciplinary actions based on the need of the department.

A. Resignation

1. Whenever possible, an employee desiring to leave City service in good standing should submit a written resignation through his/her departmental chain of command to the Department Director at least 2 weeks in advance of the last day of work. Department Directors desiring to leave the city in good standing should provide 30 calendar days in advance of the last day of work. The City Administrator may waive any portion of the notice period. The resignation shall include the reason for leaving.
2. An employee who resigns without sufficient notice is subject to having their rehire status affected adversely for failure to give sufficient notice. The City Administrator, upon recommendation from the appropriate Department Director, will make this determination.

B. Retirement

The same notice requirement for resignation applies in the case of retirement except that a longer period of advance notice may be required to start retirement payments promptly. Retirement programs will be in compliance with State and Federal laws.

C. Reduction in Force

1. An employee may be laid off because of changes in duties or the organization of the City or a department. Whenever possible, at least thirty days written notice shall be given to an employee prior to the layoff.
2. If there is more than one employee in any particular position, layoffs shall be carried out on the basis of demonstrated job performance in that particular position.
3. This policy does not mean that a person shall be retained for a similar or subordinate position. If a person is laid off from any position, it will be his/her responsibility to apply for any openings (if there are any) with the City for which they wish to be considered.

D. Absences Due to Illness or Injury

1. Employees, absent due to an illness or injury which prevent them from performing the essential functions of their job, will be terminated for employment with the City after the completion of 12 weeks of Family Medical Leave (FMLA) and a period of 90 days of extended leave usage.
2. If an employee returns to work during the 90 days in any capacity other than full-time, unrestricted duty, and then later is unable to work due to the same circumstances, the employee will still be subject to termination upon the completion of the original 90 day extended leave usage for the same illness or injury.
3. If the qualified employee falls under the guidelines of the Americans with Disabilities Act, the City will attempt to make a reasonable accommodation so that the employee may resume the duties of their position. After reasonable accommodations have been made and the employee is still unable to fulfill the required duties of their current position, the City will determine if another position is vacant within the City for which the employee is qualified. If it is determined that reasonable accommodation cannot be made, the employee is still subject to termination procedures.
4. At the City Administrator's discretion, severance pay may be offered to employees who might be subject to termination under the City's 90-day extended leave usage policy. The employee's hourly rate at the time of termination will be used when calculating the severance pay.

E. Termination by Dismissal

1. Employees may be terminated by dismissal due to the inability of the employee to satisfactorily perform the job requirements, just cause or failure to comply with the rules

and regulations outlined in this or other City or departmental manuals. An employee may also be terminated when a physician appointed by the City Administrator determines that the employee, for whatever reason, is unable to perform the required duties of the position.

2. The Department Director will make a recommendation to the City Administrator for employee dismissal.
3. Any employee can appeal a decision regarding their termination directly to the Mayor. Any employee termination appeal must be made by written notice by the affected employee to the mayor, no later than 3 business days after termination by the applicable department head or other supervisor. Any such notice of appeal shall include a summary statement of the grounds for appeal. Upon receipt of notice of an appeal, the Mayor shall permit the affected employee to make a personal appearance to provide and state any grounds and other details or evidence in support of the appeal. Any decision of the Mayor shall be final and not subject to further appeal, except as provided by applicable law.
4. Even though an employee's dismissal is recommended by the Department Director, the City Administrator is still the decision maker and his/her decisions are subject to appeal to the Mayor and no higher.

F. Termination Procedures

1. With cooperation of the employee, an Exit Interview will be conducted upon an employee's separation from the City service, regardless of length of service, position, or the circumstances of separation.
2. The Human Resource Director will be responsible for conducting all Exit Interviews and ensuring each employee is interviewed prior to their separation from City employment, if possible.
3. The respective supervisor or Department Director will conduct a termination performance evaluation for all employees who are leaving employment.
4. The City shall maintain all personnel records on employees for the length of time as required by appropriate State and Federal regulations.

2.06 Re-Employment

- A. An Employee who resigned from City service and submitted a written notice of resignation stating the date of departure and the reason for resignation is considered to have left in "good standing". The notice of resignation must have been submitted a minimum of fourteen (14) calendar days prior to the effective date. Employees who did not leave in "good standing" will not be re-employed by the City unless the City Administrator grants approval.
- B. If a former Employee is re-employed by the City of Blanco within any time frame, the original hire date will not be used to restore vacation, sick, holiday or longevity accrual rates. All accrual rates will be based on the new hire date; any previous time will not be

merged. Prior service will not count for eligibility for any paid time off, and there will be no restoration of any accrued time that was unpaid at the time of separation of employment with the City of Blanco.

2.07 Employment and Elected Offices

- A. An Employee must notify the City Administrator and Mayor of his or her intention to file as a candidate for any publicly elected office prior to filing as a candidate.
- B. Employees who are elected or appointed to a public office in the City of Blanco are required to resign from City employment.

2.08 Political Activity

- A. An Employee may not endorse a candidate for federal, state, or local public office while on-duty or permit the display of the City logo or the use of any City equipment or property in support of such candidate.
- B. An Employee may not engage in political activity relating to a campaign for an elective public office or a proposition to be voted on by the public while in City uniform, on-duty, or while representing or acting on behalf of the City. They may campaign for or assist in the election of any public official running for public office; however, these activities shall at all times be confined to off-duty hours or while on personal leave. For purposes of this policy to engage in political activity includes:
 - 1. Using or granting permission to use his or her job title for political activity;
 - 2. Making a speech to a group or gathering supporting or opposing candidate or proposition;
 - 3. Distributing information relating to the campaign of a candidate or a proposition;
 - 4. Wearing a campaign button while in uniform;
 - 5. Circulating or signing a petition for a candidate or proposition;
 - 6. Soliciting votes for a candidate or proposition;
 - 7. Using City equipment to promote a candidate or proposition;
 - 8. Soliciting campaign contributions for a candidate or for or against a proposition;
 - 9. Any activity supporting or opposing a candidate or proposition expressed in a manner, time, or location that the public might reasonably believe represents a position of the City.
- C. An employee may receive approval by the City Administrator and Mayor to campaign on specific issues on behalf of the City of Blanco in Austin or Washington, D.C. on issues

directly affecting the City of Blanco.

2.09 Personnel Files

- A. Personnel files shall be maintained in the Human Resource Director's Office. The record copy of all personnel information related to an employee shall be filed in the employee's personnel file, subject to specific exceptions under the law.
- B. Most information in an employee's personnel file is public information and must be disclosed upon request, except for specific items exempted by law. No information in an employee's personnel file will be communicated to any person or organization except through the Office of the City Secretary.
- C. Upon request, an employee or representative of the employee designated in writing may examine any item contained in the employee's personnel file not exempted by law. When a supervisor of an employee requires access to the official personnel file of an employee under their supervision for the handling of personnel matters, the supervisor must obtain authorization from the Human Resource Director or City Administrator.
- D. Adverse information is defined as any written report, which would tend to adversely affect one's employment status or possibly prevent an employee from obtaining employment with others in the future. This definition includes but is not limited to reports relating to suspensions, probation and reprimands resulting from some type of employee misconduct.
- E. Department Directors may review employees' official personnel files with their employees during the annual evaluation process each year. The Department Director may request the City Administrator that any records containing adverse information which are dated at least five full calendar years previously be removed from the Personnel File. The City Administrator has the option to waive the five-year removal stipulation if he/she finds the removal is in the best interest of the City.

2.10 Confidentiality of Medical Record

- A. Federal law requires that the City maintain all employee medical information in separate, confidential files. Therefore, in addition to personnel files, the City maintains a separate medical file for each employee. The Human Resource Director shall maintain these confidential medical files in a locked cabinet.
- B. Examples of information that may be provided to the City by an employee or the employee's health care provider and maintained in the confidential medical file, include:
 - 1. Notes to justify an absence;
 - 2. Reports to request leave;
 - 3. Documentation to verify the employee's ability to return to work;
 - 4. Medical records to support a claim for sick pay or disability benefits;
 - 5. Copies of insurance records;
 - 6. Workers compensation records;

7. Work related medical history records; and
 8. All other applicable medical information.
- C. It is important that employees understand that the records are confidential but that the confidentiality may be waived when the employee provides medical information to their Department Director, the Human Resource Director, or the City Administrator. When an employee provides information to the Department Director, they are expected to share the information only on an “as needed” basis with other members of management.
- D. In addition to protecting their own confidential medical information, employees must also respect the privacy and confidentiality of other coworkers’ medical information. Employees are expected to use discretion and judgment when dealing with such information and are to refrain from passing along information, gossip, rumors, or anything else that may constitute an invasion of a co-worker’s privacy or breach of confidence.

SECTION 3: STANDARDS OF CONDUCT

3.01 Employee Conduct

- A. Employees of the City of Blanco are entrusted by the citizens to provide quality services. This level of trust creates a special responsibility for the employees. Therefore, employees are expected to maintain a high level of ethical standards, to act with integrity in all public relationships and to always conduct themselves in a manner that maintains public confidence.
- B. Employees shall strive to always uphold the Constitution, laws and ordinances of the United States, State of Texas, and the City of Blanco, and shall also strive to meet the following Code of Ethics:
1. Be honest and trustworthy in verbal and written communications and in all professional relationships;
 2. Be dedicated to providing quality services by being cooperative and constructive, and by making the best and most efficient use of available resources;
 3. Be fair and considerate in the treatment of fellow employees and citizens, addressing concerns and needs with equity;
 4. Be committed to accomplishing all tasks in a superior way, and abstain from all job behaviors that may tarnish the image of the City;
 5. Recognize that policy decisions are the responsibility of the City Council, and;
 6. Provide the best services to improve the quality of life in the City of Blanco.
- C. This Code of Ethics requires hard work, courage, and choices. Employees and citizens will always be better served when a standard Code of Ethics is followed.
- D. Although the standards set forth increase the responsibilities of the Department Directors in

supervising their teams, the standards are not intended to define the limit of departmental responsibility in this area, nor do they limit the circumstances under which a Department Director may act to remove, demote, reassign, or otherwise discipline any employee whose conduct is unacceptable.

3.02 Standards of Conduct

A. Personal Conduct

1. City employees are expected to conduct themselves in a mature, responsible manner in their relationships with other City employees and the citizens.
2. Employees shall not conduct themselves either privately or publicly in any manner that will cause a loss of public confidence in the City government or be in any way detrimental to the efficiency of the City government.
3. Employees shall be courteous in their conduct at all times. As a representative of the City, they shall avoid answering questions in a rude or abrupt manner, and shall refrain from publicity using coarse, profane, or abusive language at all times.
4. Employees shall not devote any on-duty time to any activity other than City business. Exceptions to this policy are personal emergencies with the consent of the Department Director and/or City Administrator.
5. Employees shall prohibit any conduct, either in connection with City business or of such a public nature that it adversely reflects on the City or the employee's ability to function satisfactorily as a City employee.

B. Employees shall not:

1. Contract with the City with any type of personal business.
2. Accept or solicit, for personal financial gain, any benefit that might reasonably tend to influence the Employee or appear to influence the Employee to act improperly in the discharge of official duties.
3. Use their official positions improperly to secure unwarranted privileges or exemptions for themselves, relatives, or others. This includes suggestions or influence that the City transacts business with any entity of which they or their relatives are officers, agents, or members or in which they or their relatives have a financial interest.
4. Knowingly provides false or misleading information to their supervisor.
5. Participate in making or influencing any City governmental decision or action in which they know that they have any financial interest.
6. Use or disclose, other than in the performance of their official duties or as may be required by law, confidential information gained in the course of or by reasons of their positions.

C. Conflicts of Interest

1. All City employees and their families are prohibited from having direct or indirect financial interests or transactions that result from information obtained through City employment or because of their City title and position.
2. All City employees and their families are also prohibited from using information obtained directly or indirectly through their employment to further their private interests if such information has not been made available to the general public.
3. Professional people performing contractual work for the City may not represent privately any client or interest that is now or will in the future have like business with the City.

D. Outside Employment

1. All requests for outside employment must be approved in writing by the appropriate Department Director and the City Administrator. Police Officers should defer to Police Policy 208 regarding Outside Employment.
2. Employees of the City are prohibited from engaging in outside employment or activities not compatible with the satisfactory performance of their regular duties.
3. Employees of the City are prohibited from engaging in outside employment with companies who have current contracts with the City, unless approved by the City Administrator in advance.
4. Employees are prohibited from working outside employment if they are out on Sick Leave, Major Medical Leave or Workers' Compensation, unless approved by the City Administrator in advance.

E. Alcohol and Drug Policy

1. It is the City of Blanco's policy to maintain a safe and healthy work environment for all employees. Therefore, it is the City's policy that the workplace, city-wide, is free from the unlawful manufacture, distribution, dispensation, possession, or use of a drug, or any substance controlled by law. The term, "drug" includes alcoholic beverages as well as illegal inhalants and illegal drugs. Non-narcotic prescription drugs are allowed if employee is able to produce a current (not expired) prescription and the prescription requires that it be taken during working hours. It is specifically the City's policy to prohibit the use of alcohol and the adverse effects from alcohol while on duty. On-duty includes during special events.
2. The City has adopted a policy of "reasonable suspicion" regarding drug testing employees for illicit drug or alcohol use.
 - a. When there is reasonable suspicion to believe that an employee's unsatisfactory behavior or job performance is due to substance abuse or that substance abuse may be a contributing factor, the City Administrator may require a fitness for duty examination

- b. When there is reasonable suspicion to believe that an employee is under the influence of an illicit drug or alcohol, the City Administrator may require either a fitness for duty examination and/or may require an immediate drug and/or alcohol test.
- c. If an employee refuses to consent to a fitness for duty examination, or an alcohol or drug screening test, such refusal shall be grounds for termination of employment.
- d. A positive test result from a fitness for duty examination or alcohol or drug screening test shall be grounds for disciplinary action. Any behavior causing the fitness for duty examination or alcohol, or drug screening shall be grounds for disciplinary action up to and including dismissal.
- e. All employees must refrain from drinking alcohol at least 8 hours prior to their scheduled work time.

F. Arrest, Confinement, and Indictments

- 1. City employees are subject to disciplinary action up to and including termination and/or job restrictions for violations of law. This policy applies to acts prohibited by law that result in detainment, charges being filed, arrest, confinement, indictment, and /or conviction, as well as to acts prohibited by law not resulting in detainment, charges filed, arrest, confinement or indictment.
- 2. Employees must notify their supervisor and/or Department Director within twenty-four (24) hours if they are detained, arrested, charged, indicted, convicted, receive deferred adjudication, or plead nolo contendere to any misdemeanor or felony. Employees who do not drive as a part of their job duties with the City are not required to report minor traffic violations. Failure to report these events in a timely manner may result in immediate termination.
- 3. At the time the employee's department is made aware of an employee's arrest or conduct constituting an offense, the Department Director shall consult with the City Administrator to determine available options which include, but are not limited to:
 - a. Allowing the employee to return to regular duty with pay;
 - b. Allowing the employee to return to restricted duty with pay;
 - c. Placing the employee on paid administrative leave;
 - d. Placing the employee on unpaid administrative leave; or
 - e. Terminating the employee.
- 4. Once the indictment or information is dismissed or fully adjudicated without trial, and if tried, until the trial and appeal (if any) are completed and all related administrative matters are completed, the City Administrator in consultation with the Department Director will decide the status of the employee. An employee on administrative leave may, in the City's sole discretion, be reinstated to the position held before being placed on administrative leave (if available), if the indictment or information is dismissed, the employee is acquitted, or the conviction is reversed on appeal. Even though charges are

reduced or dismissed, the employee may still be subject to disciplinary action up to and including termination.

- G. Exceptions made to any item in Section 3.02 must be approved by the City Administrator in writing and kept on file with the Human Resource Director.

3.03 Attendance

- A. Employees shall be required to be at their place of work in accordance with work schedules established by their department. Employees are expected to be at their workplace or official duty during City business hours or be officially excused by their Department Director. Any Employee who fails to report, is habitually tardy, leaves the workplace without proper authorization or misuses leave may be subject to disciplinary action up to and including termination. All departments shall maintain accurate attendance records.
- B. Whenever an Employee is unable to report to work due to an illness, injury or an emergency, the Employee must contact their supervisor as far in advance as possible prior to their scheduled shift time, and each subsequent day thereafter. Leave time is subject to approval of the Supervisor. The absent Employee is responsible for ensuring that proper advance notice of absence or late arrival is given to their supervisor, in accordance with the department rules. If a voicemail is left, it is the Employee's responsibility to call back to ensure that the message was received. Messages left with non-Supervisory personnel will not be accepted.
- C. Failure to provide proper notification of an absence or lateness, unexcused absences, late arrivals, or early departures from work may result in disciplinary action, up to and including termination.
- D. Any Employee who fails to report to work for three (3) consecutive workdays and fails to notify their supervisor in advance of the reason for the failure to report to work, will be considered to have voluntarily and irrevocably abandoned their position and resigned from their position at the end of the third (3rd) day.

3.04 Personal Appearance and Grooming

- A. The personal appearance and grooming of our Employees play an important role in the perception that the public citizens have of the City of Blanco. Employees are expected to dress appropriately and professionally and present a clean and neat appearance while at work and while representing the City or conducting City business.
- B. Employees are expected to maintain minimum standards of dress, grooming, and personal hygiene appropriate for the position and job duties and as necessary to protect the safety of the Employees. This policy establishes the foundation for the City's dress code policy.
- C. Business casual attire or a department approved required uniform is to be worn on a daily basis.

- D. In order to maintain a positive public image and to assist Employees in determining what is appropriate, the following items are prohibited or restricted:
 - 1. Shirts that allow a bare midriff;
 - 2. Clothing with obscene messages or that endorse alcohol, tobacco products, drugs, pornography, or offensive material of any kind;
 - 3. Clothing that is dirty, soiled, stained, ripped or tattered;
 - 4. Athletic clothing; and
 - 5. Hair, including facial hair, must always be clean and neatly groomed.
- E. Employees in violation of this policy may be sent home. Under such circumstances Employees may not be paid for work time missed. Employees whose grooming or personal appearance violates this policy may be disciplined up to and including termination of employment for repeated violations.
- F. The City Administrator may make exceptions to this policy when deemed necessary for business reasons. Department Directors or Supervisors are responsible for enforcing this policy in their respective departments in order to maintain acceptable dress and appearance.

3.05 Use of City Property

- A. City facilities, equipment, supplies, and other City resources are made available to assist each Employee perform their job duties and not for their personal use. The City, however, recognizes that under certain circumstances the Employee's limited use of City telephones, computers, facsimile, e-mail, copiers, Internet, and similar resources for personal use may be necessary or beneficial to the City. An Employee that violates this policy, with excessive use of City equipment for private use, shall be subject to disciplinary action up to and including termination. Excessive use is defined as any use that could generate additional expense to the City, decrease customer service internally or externally, or otherwise lower productivity of Employees.
- B. City Vehicles
 - 1. It is the policy of the City of Blanco to provide transportation needs, as necessary, for its Employees. City-owned vehicles may be used only for City business, except as otherwise specifically authorized by written departmental policy approved by the City Administrator.
 - 2. Employees assigned a City vehicle will be required to sign a statement indicating that they have read and will comply with the rules and provisions of this policy. Employees who do not comply with the provisions of this policy shall be subject to disciplinary action up to, and including, termination.

3. Take-home vehicles are vehicles owned, leased, or otherwise under care and control of the City of Blanco and are taken home by the Employee after regular working hours in order to respond to City emergencies, posing threats to life and/or property. Any non-compliance with this administrative procedure may result in immediate suspension from the take-home vehicle program and/or possible disciplinary action.
4. Authorization for the use of a City take-home vehicle is the responsibility of the City Administrator. A Department Director may authorize temporary use of a City take-home vehicle for a special assignment or event. An Employee may not take a vehicle more than twenty-five (25) miles from Blanco County for commuting purposes without specific written approval from the City Council.
5. To prolong the life and properly maintain City vehicles, Employees will ensure that their assigned vehicles have sufficient gas, oil, and other fluids to prevent premature failure, and that all tires are kept properly inflated. The Employee, to whom the vehicle is assigned, is responsible for the condition of the vehicle and for ensuring that it continues its scheduled maintenance program. Any problems with the operation of the vehicle should be promptly reported to the Department Director. Said vehicles should be removed from service until the problem can be evaluated and/or corrected.
6. Careless, abusive, negligent, or reckless handling or operation of any City vehicle by any Employee may result in disciplinary action up to and including termination.
7. All vehicle accidents shall be reported to the Department Administrator. All City owned vehicles and equipment involved in an accident shall be examined by the Department Director prior to returning to service. The Department Director shall determine if further examination or repairs by a specialized technician are necessary before returning a damaged unit to service.
8. Depending on the circumstances, the City of Blanco reserves the rights to limit its liability for personal losses of the Employee in the event of theft of belongings from a City-owned vehicle. Employees are responsible for taking prudent steps to ensure the reasonable security of the vehicle and its contents.
9. The City of Blanco also reserves the right to limit its liability in the event of an accident that is caused by the Employee, depending on the time and circumstances of the accident. Any ticket or fines received by the Employee during their operation of a City-owned vehicle will be the responsibility of the Employee.
10. It is understood that use of a City take-home vehicle for City purposes is unavoidably commingled with a small amount of personal use. However, using a City take-home vehicle for the sole purpose of conducting personal business is prohibited. Take-home vehicles shall not normally be used for personal business. Use of the vehicle for personal stops while on route between work and home are allowed if they do not significantly alter the normal route taken.
11. All vehicles must be operated in a lawful manner and appropriately maintained under

the care and control of the assigned Employee. Any non-compliance of this administrative procedure may result in immediate suspension from the take-home vehicle program or disciplinary action up to and including termination.

12. All Employees who drive City vehicles or receive allowances from the City must immediately inform their Department Director in writing, of any past convictions or pending charges from driving while intoxicated, driving under the influence of drugs and/or moving traffic violations.
13. Employees will not use City vehicles to haul or tow anything other than City equipment needed in the performance of their job assignment.
14. Employees will not possess, purchase, or be under the influence of drugs or alcoholic beverages while operating City vehicles or equipment, or private vehicle while performing City duties. Tobacco use is not allowed in any City vehicle at any time.
15. Generally, non-city Employees are not authorized to be passengers. Exceptions may be authorized by City Administrator and the Chief of Police for the Police Department.
16. In no case shall a person other than a City Employee be allowed to drive a City vehicle unless approved by the City Administrator for an authorized use.
17. All operators of City vehicles shall possess a valid Texas driver's license and maintain a satisfactory driving record. They must also possess the appropriate license at all times. Driving records will be periodically examined.
18. Employees who operate City vehicles in the course and scope of their employment must notify their supervisor if and when their driver's license becomes invalid or suspended for any reason.
19. City Employees, while operating City vehicles, are required to remain within the City limits unless conducting official business or commuting to and from work. Any other exception requires approval of the Department Director or City Administrator.
20. All Employees, if involved in any vehicular collision in a City vehicle or in a private vehicle while performing City duties, shall call the appropriate law enforcement agency and contact their Department Director or City Administrator. The Police Chief will be notified so that an accident report can be completed, and an insurance claim can be filed. The Employee will be required to complete a post-accident drug test.
21. Employees are not permitted under any circumstances to operate a city vehicle while performing City duties in situations where the Employee is temporarily unable to operate a vehicle safely or legally, because of illness, medication, or intoxication.
22. Employees whose position requires the operation of a motor vehicle must exercise due diligence to drive safely, wear seat belts, follow all traffic laws, and avoid

distractions while driving.

C. Cellular Phones

1. The City may provide cellular phones and services to qualified and approved Employees. The City will maintain a single service provider contract from authorized state, local, or federal cooperative contracts that offer discounted pricing and wide range of service plans. Use of any other service provider or contract for City owned cellular phones and/or services must be justified and approved in writing.
2. The City recognizes that many employees bring personal cell phones to work. The use of personal cell phones during working hours, including those with a texting, camera and/or video playing capability is determined by each Department Director. Employees who use cell phones to violate City policy, will be subject to disciplinary action, up to and including termination.
3. Employees shall not use a cell phone while operating a motor vehicle, including both making and receiving phone calls and texting. All employees must, when asked by the City, consent to a request to provide the City access to all cell phone and text message records used for City business purposes, on both personal and City issued cell phones. Employees using City-issued cell phones have no expectation of privacy in cell phone calls, pictures, or text messages on these phones, and this includes City related items on a personal cell phone.
4. Employees with City-issued cell phones are allowed to use City cell phones for personal phone calls. Employees are advised that records related to calls and text messages made and received on City owned cell phones or business calls made on personal cell phones may be deemed public information. Information related to telephone numbers called, length of call, and time and date of call as well as the text message itself may be obtained through the Texas Public Information Act, except in narrowly defined circumstances.
5. Employees should be aware that cell phone calls are not secure and can be monitored. It is a crime for a third party to intentionally monitor cell phone conversations without the consent of one of the parties to the conversation. Inadvertent monitoring of private cellular conversations is possible. Caution should be used whenever confidential or sensitive information must be discussed on a city-provided cell phone.

3.06 Computer Use Policy

- A. Use of City computers to access the Internet or electronic mail (i.e., "email") is a privilege not a right. The City provides computers and Internet / email access for the express purpose of conducting City business and performing municipal tasks.

- B. The City may provide computer networks, internet access, instant messaging, email, telephones, cell phones, digital cameras, voice mail, hand-held radios and fax communication systems for use by City employees in the performance of their job duties. These communications devices are referred to collectively in the policy as “electronic communication systems” or “systems.” These electronic communication systems are designed to support and enhance the communication, research and information capabilities of City employees and to encourage work-related communication and sharing of information resources within the City. This policy governs user behavior pertaining to access and usage of the City’s electronic communication systems. This policy applies to all City employees, volunteers and other affiliates who use the City’s electronic communication systems. The City’s electronic communication systems access must be used in a professional, responsible, efficient, ethical, and legal manner.
- C. Acceptable uses of the City’s electronic communication system are limited to those activities that support reference, research, internal/external communication and conducting City business in line with the user’s job responsibilities. Network users are encouraged to develop uses which meet their individual needs, and which take advantage of the City internal network function. The City prohibits connection to sites or forwarding of information that contain materials that may be offensive to others including, but not limited to, sites or information containing sexually explicit material. Users must understand that use of any City-provided, publicly accessible computer network such as the internet, instant messaging and email is a privilege which can be revoked at any time for violations of this policy.
- D. No Employee or volunteer should have any expectation of privacy or confidentiality when using any City resource, including the City's public and private networks. The City reserves the right to access, intercept, monitor, and review all information accessed, posted, sent, stored, printed, or received through the City's communications systems or equipment at any time.
- 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. If an Employee receives a city email at a private email address, the Employee should immediately forward the email to the Employee's City email address for storage.
- F. Personal passwords are not an assurance of confidentiality. To ensure proper use of its electronic communication systems, the City will monitor their use. Management staff has the ability and will with or without advance notice, monitor and view usage. This includes but is not limited to employee email, voice mail, instant messages, text messages, information and material transmitted received or stored using City systems and user internet access and usage pattern. This is to ensure that the City’s Internet resources are devoted to maintaining the highest levels of productivity, as well as proper use and compliance with this policy.
- G. The person in whose name the City provided Internet, email, or other electronic

communication system accounts are issued is responsible at all times for its proper use, regardless of the user's location. Exchanges that occur in the course of conducting City business on the City's electronic communications systems will be considered communications of the City and held to the same standards as formal letters.

H. Any software or other material, including music, downloaded into a city computer may be used only in ways consistent with the licenses and copyrights of the vendor, author or owner of the material.

I. No City Official-or Employee may:

1. Download any software or program onto City computers without the express written authorization of the City Administrator.
2. Use City computers or City-funded internet/email accounts:
 - a. In a manner that neglects the City Official or Employee's assigned duties or interferes in City operations;
 - b. To participate in on-line chat rooms, unless those chat rooms are sponsored by legitimate professional organizations relevant to municipal government, and such participation is approved in advance by the City Administrator;
 - c. To invite an Employee on a date or make sexual propositions of Employees; to harass or otherwise interfere with a City Employee. This prohibition includes but is not limited to harassment stemming from an Employee's race, ethnicity, color, gender, age, or marital status;
 - d. To send or distribute off-color jokes, articles or stories that are lewd, and a reasonable person would find them to be offensive;
 - e. To send or distribute worms or viruses;
 - f. To send threatening messages to any other person or institution;
 - g. Use City computers or City-funded internet/email accounts to view, download, or distribute pornographic material, including obscene images or text;
 - 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;
 - i. To store personal information (i.e., that information not directly related to City business). City Officials and Employees shall regularly remove any personal data (i.e., that which is not prepared for or by the City for conducting City business) from City computers and internet/email accounts;
 - j. To delete or remove programs installed by the City or delete data prepared by or for the City that is related to City business;

- k. To operate a private business, do work for another employer, or conduct political campaigns. This prohibition does not apply to the preparation and generation of election notices and related documents required by law; and
- l. To violate another person's privacy, perform an illicit act, or commit a crime.

3.07 Social Media Policy

- A. This Policy addresses the responsibility of all Employees with regard to their personal use of social media. This policy also outlines the protocol and procedure for Employee and volunteer use of social media to disseminate public information and/or promote special events, programs, and services on the behalf of the City of Blanco.
- B. An employee's use of social media, both on and off duty, must not interfere with or conflict with the employee's duties or job performance, reflect negatively on the City or violate any City policy. The intent of these standards is to regulate the creation and distribution of information concerning the City, its employees and citizens through electronic media, including, but not limited to online forums, instant messaging, internet social media and blogging sites. This policy is designed to protect the City's reputation and ensure that an employee's communications not only reflect positively on the employees as an individual, but also on the City.
- C. This policy should be read and interpreted in conjunction with other City policies, including but not limited to, policies prohibiting harassment, discrimination, offensive conduct or inappropriate behavior. Violations of the Social Media Policy may lead to disciplinary action up to and including termination. The City provides an effective system for employee complaints "off-line" through the "General Complaint and Grievance" policy without resorting to social media.
- D. Definition
 - 1. For purposes of this policy, "social media" shall mean the use of technology in combination with electronic social networks of any type. Social media sites may include, but not be limited to, Facebook, Twitter, LinkedIn, Instagram, Myspace, YouTube, blogs, Wikis, chat rooms, Snap Chat, and on-line forums, bulletin boards, journals and diaries.
 - 2. Social media also includes official City of Blanco websites and all forms of on-line community sites that are established and maintained by the City of Blanco.
 - 3. Social media activity includes but not limited to texting, blogging, instant messaging, the posting of videos on YouTube and similar media, and posting, and other actions involving technology and social media sites. The term "Employee", in this section, shall mean a full-time, part-time, or contract Employee or volunteer of the City.
- E. Coverage: This policy applies to all City departments and all Employees.

F. Employee Personal Use of Social Media

1. The lines between public and private, personal and professional can become blurred in on-line social networks. With that in mind, below are guidelines for social media use by City while off duty.
2. Posting of confidential information may violate State law and subject the user to criminal penalty.
3. Personal use of social media while off duty must not interfere with or conflict with the Employee's duties or job performance, utilize the Employee status as a City Employee to bolster his opinion or violate any City policy. Employees are encouraged to act responsibly while off duty and to exercise good judgment when using social media.
4. Employees shall consider the following guidelines for personal use of social media whether on-duty or off-duty:
 - a. Respect co-workers and the City. Do not post any confidential information obtained through employment with the City and/or pictures on the Internet that may defame, embarrass, insult, demean or damage the reputation of the City or any of its Employees.
 - b. Do not post any information and/or pictures that may constitute violation of any City policy.
 - c. The City may require removal of any material that is disruptive to the workplace or impairs the mission of the City.
 - d. The City has vested interest in protecting its confidential information and in encouraging Employees to engage in communication with people outside the City that not only reflects positively on the Employee as an individual, but also on the City.
 - e. If the employee's social networking includes any information related to the City, the employee must make it clear to the readers that the views expressed are the employee's alone and not reflective of the views of the City.
 - f. Employees are encouraged to act responsibly on and off duty, and to exercise good judgment when using social media. Employees should recognize that postings on your social media site, even if done off premises and while off duty, could have an adverse effect on the City's legitimate business interests.
 - g. Employees shall not put anything on social media that may constitute violation of the City's Harassment Policy. Employees may not post any pornographic pictures of any type on social media. Employees must be mindful that the City's harassment policy covers both work and non-work time, including posting on social media sites.
 - h. Employees may not post pictures of themselves or others on social media sites

containing images of City uniforms or insignia, City logos, City equipment or City work sites unless authorized in advance by the City Administrator.

- i. Employees shall not post information on social media that could adversely impact the City and/or an employee of the City. Employees shall not post any comment on social media that interferes with the duties of other employees or the mission of any department within the City.
- j. Employees shall immediately remove postings violating this policy, even when placed by others on your social media site. Failure to remove the postings or posting in violation of this policy may result in discipline up to and including termination.
- k. Employees who see violations of this policy on other employee's social media posts shall immediately notify their Department Director and Human Resource Director in writing of the violation. Failure to notify the Department Director and Human Resource Director shall be grounds for disciplinary action.

G. Use of Social-Media On Duty

- 1. The City of Blanco permits the use of social media while on duty for the sole purpose of conducting City business and only with Department Director approval.
- 2. All communication representing the City through social media outlets should remain professional in nature. Incomplete, inaccurate, inappropriate, threatening, demeaning, harassing, or poorly worded postings may be harmful to the City's reputation or violate City policy.
- 3. Employees bear full responsibility for the material they post on social media sites. Inappropriate usage of social media can be grounds for disciplinary actions, up to and including termination.
- 4. Public messages relating to the City of Blanco activities on social media sites and/or any messages that might act as the "voice" or attempt to reflect the views of the City of Blanco must be approved by the City Administrator or Mayor. Public messages regarding law enforcement and safety must be approved by the Chief of Police.
- 5. Employees shall not ignore copyright laws, cite, or reference sources inaccurately. Media inquiries generated on social media sites should be referred to the City Secretary.

H. Official Social Media Sites

- 1. Official social media sites representing the City of Blanco will be the property of the City of Blanco. All social media sites and email accounts shall be established by the City Secretary. The City Secretary shall be responsible for the technical oversight of the City of Blanco's social media formats to include:

- a. Establishing social media sites and related emails accounts.
- b. Maintaining a list of social media domains, account logins and passwords and changing passwords.
- c. Social media formats must meet one or both of the following purposes:
 1. Provide residents of Blanco information about City events, activities, and issues; and/ or
 2. Promote the positive aspect of the City of Blanco to those in and outside the community.
3. The official social media sites shall provide transparency for activities and programs of the City of Blanco. The City's official website, www.cityofblanco.com, will remain the primary location for Internet content regarding City business, services, and events.
4. Whenever possible, links within social media formats should direct users back to the City's website for more information, forms, documents, or on-line services necessary to conduct business with the City of Blanco.
5. All social media accounts shall be set up to maintain all public documents in accordance with applicable Texas Public Information Act and Federal laws.

I. Enforcement

1. Violations of this policy may result in immediate revocation of any or all electronic communications access and user privileges and may be grounds for disciplinary action up to and including termination. Certain violations could result in civil or criminal liabilities for the user. Individual Supervisors do not have the authority to make exceptions to this policy.
2. All social media access and use involving City equipment and resources are subject to the City's Internet, Intranet, and email use policy.
3. The City urges Employees to report any violations or possible perceived violations to their Supervisor or Department Director. Violations include discussions of the City and its Employees and patrons, any discussion of personal information and any unlawful activity related to blogging or social networking.

3.08 Acceptance of Gifts

- A. A gift is an economic gain or economic advantage to an Employee or to a relative of an Employee. The purpose of laws and policies governing gifts to public Employees is to regulate attempts to influence the Employees to use their authority or discretion to the advantage of the person making the gift. The Mayor and City Administrator may accept gifts to the City and issue acknowledgements on behalf of the City.
- B. Employees can only accept gifts when in compliance with Federal and State laws and this policy.

- C. It is a crime for a public employee to agree to make a decision in return for payment or receipt of some other benefit.
- D. Employees may not accept gifts, favors, services, or promises of future employment that could relate to, or influence the performance of the Employee's official duties.
- E. Employees may not use their position to gain special privileges or benefits and are to avoid participating financially in any business enterprise, which might influence their official decisions and judgments.
- F. Employees may not hold any position with any business enterprise or governmental unit, which would conflict with the proper performance of the Employee's duties or responsibilities.
- G. City employees and their families are prohibited from accepting gifts, gratuities, favors, entertainment, loans, or anything else of monetary value arising out of their duties as City employees, from any person who has or will obtain contractual or other business with the City, as well as those who conduct operations that are regulated by the City.
- H. Exceptions to this policy are awards presented for meritorious public contributions or achievements given through charitable, religious, professional, or non-profit social or recreational organizations.
- I. A token gift exceeding the amount of \$50 in value presented as a sincere thank you for services rendered will become the property of the Department or City as a whole. Department Directors will be held accountable to the City Administrator to ensure that this policy is strictly enforced.

SECTION 4: SALARY ADMINISTRATION

The City of Blanco's compensation policies have been designed to provide guidelines for ensuring fair and equitable practices and to maintain compliance with the Fair Labor Standards Act (FLSA). The City Administrator, with the approval of City Council, will establish a Personnel Pay Plan that outlines compensation by salary ranges. The pay plan will be established in accordance with budgeted funds and established annually by the City Council through the annual budget adoption process.

4.01 Pay System & Job Classifications

- A. Regular full-time and part-time City positions are classified according to the duties, responsibilities, and requirements of the job. Each job is assigned a salary schedule designation.
- B. The City Administrator may appoint a person to a non-budgeted position on a temporary basis not to exceed ninety (90) days pending approval of a budgeted position by the City Council.

- C. The City Administrator may also appoint a person to double fill a budgeted position if at his/her discretion the double fill is necessary to meet the obligations of the Department.
- D. Salaries, which are outside of the salary range, will require approval of the City Administrator and City Council confirmation.
- 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.
- F. Job descriptions will be updated by the Department Director on a regular or on an as needed basis. Updated descriptions will be submitted to the City Administrator for final approval.

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.

A. Probationary Employment

1. Each new Employee is placed into a probationary status until the Employee completes the probationary period. The probationary period allows the Supervisor or Department Director an opportunity to evaluate, train, coach, and observe the Employee's ability to perform assigned duties.
2. Throughout the probationary period, the Supervisor shall communicate and document the provisional Employee's progress in his/her performance. If the Employee's performance meets expected levels, they complete their probation after twelve (12) months, subject to review and approval of the City Administrator.
3. If the Employee's performance during the probationary period is less than satisfactory, the probationary period may, at the discretion of the City Administrator on recommendation of the Supervisor and the Department Director, be extended up to six (6) additional months.
4. At any time during the probationary period an Employee may be dismissed without further recourse by the City Administrator. Even after completing the probationary period, an Employee's employment with the City remains at-will in nature.

B. Full-Time Employee

A full-time Employee is defined as an Employee who works an average of forty (40) hours a week or two thousand-eighty (2,080) hours annually. Such Employees are eligible for all City benefits. Full-time Employees are further classified in one of the following categories:

1. **Exempt Employees:** Certain Employees, due to their position, title and responsibilities, are exempt from the minimum wage and overtime provisions of the FLSA. Exempt Employees primarily include those individuals occupying a bona fide executive, administrative, and/or professional position under the FLSA. All positions are evaluated to ensure accurate classifications and may be re-evaluated as necessary to ensure the position is classified appropriately.
2. **Non-Exempt Employees:** An Employee covered by overtime provisions of the FLSA. Non-exempt Employees include hourly Employees, and some non-exempt Employees may receive overtime. Time and one-half is used in calculating overtime in situations where the actual hours worked exceed forty (40) hours in a seven (7) day work period.

C. Part-Time Employee

1. A part-time Employee is defined as an Employee who normally works less than an average of forty (40) hours per week on a continuous basis.
2. Part-time Employees are eligible for annual performance evaluations but are not eligible for any City benefits except those required by law, or as approved by the City Administrator or City Council.

D. Temporary Employee

1. A temporary/seasonal Employee is defined as an Employee who, regardless of the number of hours worked per week, will not exceed nine hundred ninety-nine (999) hours in a calendar year and may only work periodically for a specific season or time- period.
2. These Employees are not eligible for any City benefits, except those required by law, and are required to re-apply each successive year for continued employment consideration.

4.03 Work Schedules

- A. All Department Directors will fill out time records on themselves and their employees for each pay period and submit them to the Finance Department. The Department Director's time records must be approved by the City Administrator. Department Directors need to maintain regular office hours in order to be available to the citizens of Blanco. Any scheduled days off shall be pre-approved by the City Administrator.
- B. Employees in all City Departments (except for the Police Department) will observe a seven (7) day, forty (40) hour work period before overtime is incurred for non-exempt Employees. The Police Department will observe a fourteen (14) day, eighty-four (84) hour work schedule before any overtime is incurred. The work week begins at 12:00 a.m. on Monday and ends 12:00 p.m. Sunday which consists of seven (7) consecutive twenty-four (24) hour periods.

- C. Each Department Director is responsible for exercising adequate supervision to ensure that Employees are complying with each established work schedule and that unscheduled work is performed only in bona fide emergencies. The Department Director is responsible for controlling start and stop times and all work hours. If an Employee starts work early or works late and the time for either period is seven (7) minutes or less, then that time is considered incidental and will not require compensation. Overtime will begin the eighth (8th) minute and will be calculated in fifteen (15) minute intervals.
- D. It is the Employee's responsibility to comply with department work schedules and to avoid work that is unscheduled or unauthorized.
- E. While many City services are provided on a twenty-four (24) hour basis, seven (7) days per week, the City has established its core business hours as 8:00 a.m. to 5:00 p.m. Monday through Friday.

4.04 Overtime

- A. Overtime is defined as hours worked in excess of the allowable number of hours per work period under the Fair Laborers Standard Act (FLSA). The preferable method to limit overtime compensation is to schedule equal time off for the employee during the same work period in which the extra hours were worked.
- B. Executive, administrative, and professional employees, as defined in the FLSA, are exempt from the overtime provisions of FLSA and are expected to render necessary and reasonable overtime services without additional compensation. The salaries of these positions are established with this assumption in mind. Extra hours worked by executive, administrative, and professional employees may be used as a factor in granting flexible leave hours. Each City job description designates whether persons hired in that classification are exempt from or covered by (non-exempt) the overtime provisions of the FLSA.
- C. Work Schedules for Exempt Employees: Exempt Employees work at the discretion of their Department Director and may be required to work hours in excess of the normal work week. Exempt positions are not eligible for overtime payment. Therefore, the Department Director may define the work hours and hold the Employee accountable to a specified schedule without affecting the exempt status under the FLSA.
- D. Work Periods for Non-Exempt Employees: Non-exempt Employees in all City departments will observe a forty (40) hour workweek. For the purpose of calculating overtime, the work week begins on Monday at 12:00 a.m. (midnight) and ends on Sunday at 11:59 p.m., except for police personnel.
 - 1. Non-exempt Employee positions shall record each workday separately with respect to hours worked.
 - 2. Any hours worked outside of a normal work week schedule must be recorded on the time clock applicable to each workday.
 - 3. All overtime must be approved by the Employee's Department Director. Non-exempt employees in the Police Department will work overtime as required due to calls for

service.

4. If an Employee leaves work/work site periodically during the day for personal reasons, the Employee shall reflect the lost time on their time sheet (i.e., vacation, sick leave, etc.).
- E. City of Blanco Police Officers observe a fourteen (14) day work cycle for the purpose of calculating overtime. Police Officers work on twelve (12) hour shifts that are scheduled by the Department Director/Chief of Police. Eighty-four (84) hours must be met in the fourteen (14) day work cycle before overtime is earned.
- F. All Employees may be required to work overtime, when necessary, as determined by Department Directors or the City Administrator. All overtime worked by a non-exempt Employee must be pre-approved. Specific overtime assignments shall be rotated and allocated as evenly as possible among Employees qualified to do the work. Employees are expected to respond to a reasonable request to work overtime and may be subject to disciplinary action for failing to stay or report overtime work.
- G. Any overtime work performed outside of a non-exempt Employee's normal work week must be promptly recorded and documented for the purposes of maintaining an accurate payroll as set out below. Overtime must be recorded and approved on the time sheet. Hours must be recorded in increments of .25 (i.e., .25, .50, or .75).
- H. Employees who work overtime without authorization are subject to disciplinary action, up to and including termination.
- I. By issuing an Employee a cell phone, laptop, or any similar remote access device, the City does not give such Employee permission to work outside of normal work week schedule and any overtime work involving such equipment also must be approved in advance for non-exempt Employees.
- J. Non-exempt Employees (excluding Police Officers) shall receive overtime at the rate of one and one-half hours for each hour of time actually worked, including Holiday and Vacation time, in excess of 40 hours in a work week. Overtime may be compensated as an overtime payment (see 4.04 Overtime Pay Procedures). Vacation time and holiday time count towards hours worked for overtime purposes. Sick and other paid time off do not count toward hours worked for overtime purposes.
- K. Police Officers will be paid at the rate of one and one-half times the regular rate for each hour working in excess of 84 hours in their 14 day pay period. Overtime may be compensated as an overtime payment (see 4.04 Overtime Pay Procedures). Vacation time counts towards hours worked for overtime purposes. Holiday, Sick and other paid time off do not count toward hours worked for overtime purposes for Police Officers.

4.05 Pay Procedures

A. Bi-Weekly Payroll

1. The City of Blanco operates on a bi-weekly payroll system. Paystubs will be available on Friday at 10:00 a.m., the day that payroll is processed. Employees will be paid

every other Friday. Timesheets must be turned in on the Monday of the week following the end of each pay period. Pay shall reflect the two (2) weeks prior to the Monday that timesheets are due (ex. Pay for the 14th of the month (if the 14th is a Friday) is on the twenty-first (21st) of the same month).

2. Paychecks shall not be given to third parties without the express written authorization of the affected Employee or as required by State law.
3. All employees are required to have their paychecks direct deposited.

B. Errors in Pay

1. It is the Employee's responsibility to notify the Finance Department immediately if the Employee detects errors in a paycheck. This includes over and under payments, errors in deductions, and other information that would cause a discrepancy in the net or gross income of the Employee.
2. If an error occurs, which results in an overpayment to an Employee, the Employee will be required to reimburse the overpayment to the City. If the error results in underpayment, the City will rectify the problem as soon as possible, or no later than the next regularly scheduled pay period.

C. Overtime Calculations

1. It is the Employee's responsibility to notify the Finance Department immediately if the Employee detects errors in a paycheck. This includes over and under payments, errors in deductions, and other information that would cause a discrepancy in the net or gross income of the Employee.
2. Non-exempt employees (excluding Police Officers): Overtime is defined as those hours actually worked. Sick days and other paid leave are NOT counted as hours worked by non-exempt employees during any FLSA-defined work week, which exceed 40 hours specified for such workweek.
3. Overtime will not be paid or accrued until the allowable number of hours worked has been surpassed for a given workweek regardless of the daily schedule of an eligible Employee. All non-exempt Employees who are directed to work after completing work beyond the normal 40-hour schedule will be paid overtime pay.
4. Police Officers: Overtime is defined as those hours actually worked (vacation days holidays, sick and other paid leave are NOT counted as hours worked) by non-exempt employees during any FLSA-defined work week, which exceeds 84 hours in a 14-day cycle for Police Officers. Overtime will not be paid or accrued until the allowable number of hours worked has been surpassed for a given workweek regardless of the daily schedule of an eligible Employee. All non-exempt Police Officers who are directed to work after completing work beyond the normal 84-hour schedule will be paid overtime pay.

4.06 Time and Pay for On-Call, Callback and Call Out

A. On Call

1. On-Call time is not considered time worked and is not compensable at the Employee's regular hourly rate of pay as allowed by law. On-call time is the time outside of regularly scheduled working hours when an Employee is assigned to be available for callback. The Employee is free to pursue personal activities but must respond to summons (telephone/radio) within designated guidelines determined by the Department Director.
2. Employees must abide by the guidelines set out in the Drug-Free and Alcohol-Free Workplace Policy of this manual during On-Call time. An Employee may receive a stipend at the rate determined for On-Call availability.

B. Call Back

1. Callback time is generally defined as the time the City requires an "on-call" Employee to return to work on an unscheduled or emergency basis to work outside of the Employee's regularly scheduled work hours.
2. There are times when the "on call" employee must call in another employee with a particular expertise to fix an issue. This person is also considered to be on "call back" under this policy. The time that a non-exempt "on-call" Employee is assigned to "call back" time will be considered as hours worked if during that time the Employee is required to perform the Employee's regular duties.
3. When an Employee is on "on-call" status and is called to work, compensation will be given to the Employee as defined below:
 - a. Return to the Employee's usual place of work: anytime worked less than two (2) hours, will still be deemed as two (2) hours of work, in accordance with the Fair Labor Standards Act.
 - b. Remain near a telephone at a fixed location.
 - c. Departments can make their own policies concerning what positions will be mandated for "on-call" duty and what the length of response time must be for Employees to return to the work site. If "call back" time results in overtime hours, the Employee shall inform their Supervisor on the next business day.

C. Call Out

1. Non-exempt Employees called back to work shall be paid at the rate of one and- one-half times the regular rate of pay for the time worked, with a minimum of two (2)

hours of pay.

2. When a call out runs into the normal workday, a non-exempt Employee's pay would change to straight time. "Call-Out" hours are considered hours worked and can result in overtime pay being accrued.

4.07 Step-Up Pay, Certification and License Pays

A. Step-Up Pay

1. When an Employee is temporarily (more than two (2) weeks) assigned their duties and responsibilities of a higher classification, that Employee may receive additional compensation if the assignment exceeds fourteen (14) working days.
2. The rate of pay will be determined by the City Administrator and shall not exceed the range or position the Employee is assuming.

B. Certification and License Pay

1. It is the policy of the City of Blanco to encourage its Employees to participate in advanced training. Levels of training and certification for that training should be recognized. To properly compensate those Employees who achieve required levels of certification and/or licenses, an employee may request certification or license pay from their supervisor who will present the issue to the City Administrator for review.
2. It is the Employee's responsibility to notify their supervisor and provide documentation when they obtain a higher certification or education level, or if the certification or assignment pay no longer applies to their position. The Supervisor will then notify the City Administrator.
3. Employees will receive an Education increase upon reaching their educational goal.

4.08 Travel Time

- A. Commute Time:** Travel time at the beginning or end of the workday is not compensable. Generally, an Employee is not at work until they reach the work site. This includes travel to offsite locations where the Employee may have a temporary assigned workplace. However, if a non-exempt Employee is required to report to work to pick up materials, equipment, or other Employees, or to receive instructions prior to traveling to the worksite, then the time from the worksite to the final destination is compensable.
- B. Overnight Travel:** When overnight travel is required by the City, time for the travel shall be reimbursed as required by the Fair Labor Standards Act. Travel time during the regular workday necessitated by job duties shall be compensated. If an Employee has a question regarding how travel time will be compensated, the Employee should consult the City Administrator before travel.

- C. **Per Diem, Expenses for Travel:** An Employee who is required to travel outside the City limits on City business in the Employee's own vehicle shall be reimbursed for mileage at the IRS reimbursement rate. Lodging or air travel, if needed, shall be approved by the City Administrator in advance of the trip. Costs for meal expenses and incidentals shall be paid based on receipts submitted but should in no case exceed the IRS per diem rate for United States travel unless written approval is sought and received from the City Administrator. All mileage numbers and receipts shall be submitted to the Finance Director within five (5) business days of the return of the Employee from travel. No expenses shall be reimbursed without a valid receipt. The use of airline miles shall not be reimbursed.

4.09 Employee Performance and Development System

- A. The performance evaluation is a measurement of an employee's work performance over a period of time. The performance evaluation is also a developmental tool that is used as a means for the Supervisor to communicate to the Employee essential job factors, skills, expectations, and at what level the Employee should be performing.
- 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.
- C. Performance evaluation results are used in determining merit increases and promotions. An Employee's immediate Supervisor will complete written performance evaluations with final written approval by the City Administrator. Employees will sign and be given a copy of the evaluation prepared by their supervisor.
- D. Salary increases may be given to reward individual performance are subject to budgetary guidelines established by the City Council.
- E. All full-time and part-time Employees shall be evaluated based upon a performance plan, to include the City's guiding values, mandatory job factors, and/or leadership and other criteria developed by the Supervisor and the Employee. Employees hired during the last quarter of the fiscal year will not be eligible for a merit increase until the annual review the following year or completion of the probationary period, if appropriate.
- F. An Employee receiving a "Marginal" rating on their annual evaluation will not receive an adjustment to pay and will be placed on a Performance Improvement Plan and given ninety (90) days to improve.
- G. If at the end of the ninety (90) day period, the Employee's performance improves to "Proficient", the Employee will continue employment with the City and may be eligible to receive an adjustment from the date of the "Proficient" rating.
 - 1. The Employee's next evaluation will be on the next common review date and may be eligible for an adjustment based on performance for the entire previous twelve (12) months.

2. Upon the re-evaluation, if performance is still rated as "Marginal" the Employee is subject to disciplinary action, up to and including termination, in accordance with direction provided by this policy and the City Administrator.
- H. Performance Improvement Plan: Employees may be disciplined for conduct or performance or a combination of the two (2). At any time, if an employee's performance falls below expected levels the Employee may be placed on a Performance Improvement Plan and give ninety (90) days to improve. If at the end of the ninety (90) day period, the Employee receives a rating that is below "Proficient", the Employee is subject to disciplinary action, up to and including termination, in accordance with directions provided by this policy and the City Administrator.
 - I. If an Employee is out on approved leave of absence, including but not necessarily limited to, leave due to an on-the-job injury, FMLA leave, or military leave, then the Employee shall be evaluated based on their performance while at work. However, merit pay will be based on the evaluation rating, as if the Employee were at work the entire evaluation period. If an Employee is out the entire evaluation period, then the Supervisor will use the previous evaluation period rating. Any salary increase shall occur on the effective date of the change.

4.10 Pay Plan, Compensation Guidelines and Job Descriptions

- A. The City's compensation program will provide compensation opportunities (career opportunities, benefits, etc.) that are a blend of those offered by its competitors. Each job classification in the City will be assigned to the pay structure and will have a pay grade defined by the minimum and maximum dollar limits. The pay grade defines the pay opportunities for the job.
- B. Pay structures shall be reviewed periodically to reflect the City's changing competitive position, economic conditions, and compensation objectives; and shall be subject to the budgetary guidelines established by the City Council.
- C. The City Council shall establish the pay plan annually during the budget process, which includes compensation and salary structure recommendations made by the City Administrator. One of the functions of the budget process is to consider the competing priorities for limited revenue resources. It may be determined that the City's current financial status cannot support the total cost. Conversely, in a positive financial condition, the City may consider increasing the percentages allotted. The financial status will affect both structure adjustments and individual salaries during any future fiscal years.
- D. When any salary structure is adjusted, the Employee's salary will be adjusted in order to maintain the Employee's position in the structure. In addition, the Employee may receive a budgeted merit increase. Conversely, if the City's financial status cannot support a structure adjustment and a merit increase in the same year, the City may elect to adjust the structure one (1) year and in the following year provide a merit increase to Employees with no structure adjustments or may elect to maintain the current pay structure until conditions change.

- E. Each position in the City has a salary range defined by minimum and maximum salary limits and a midpoint. The salary range defines the pay opportunities for the job. The salary ranges and midpoints are to be reviewed and revised to reflect changing competitive positions, economic conditions and compensation objectives.
- F. Employees shall not be paid less than the minimum of the pay grade established for their position and increases shall not provide for Employee salaries to exceed the maximum of the pay range for their position. The midpoint of the range is equivalent to the average salary paid in the market, with the basic compensation philosophy that an Employee should be at or near the midpoint of the range when he or she has attained three (3) years of tenure in the position.
- G. Employees whose salary is at or above the maximum of their pay grade will be "frozen" until the structure "catches up" with the individual's rate of pay.
- H. The job description provides a general summary of the purpose, essential job duties, responsibilities, and requirements of a position. It is not intended to be a comprehensive listing of all tasks associated with the position nor an implied contract between the City and the Employee. Job descriptions are required for all positions. The main objectives of the job description are:
 - 1. To serve as a means of communication between the Supervisor and the Employee to clarify the responsibilities and expectations for the job;
 - 2. To serve as the main resource to determine the salary range;
 - 3. To service as the basis for the annual performance appraisal; and
 - 4. To identify minimum qualifications and applied skills, essential job functions, as well as knowledge and ability for the purpose of recruitment, selection, promotion and training.
- I. Employees are hired on the assumption that each Employee will "perform other work-related duties as required" that may not be specifically spelled out in their job description.

4.11 Promotions

- A. A promotion is defined as the assumption of job duties and responsibilities that are higher in character and scope than the previous job. A promotion occurs when the new job is of a higher salary range than the prior job and is accompanied by a job title change.
- B. It is the policy of the City to encourage and provide opportunities for promotion. Each Employee is responsible for monitoring vacancies and is encouraged to apply for vacant positions, in which the Employee is interested in and for which he/she is qualified.
- C. When a non-exempt Employee is promoted to an exempt employment status, the Employee shall have the compensatory time balance cashed out prior to the effective date of the promotion. Payment shall be made at the Employee's rate of pay on the effective date of the cash out.

- D. If any Employee is promoted, the resulting salary increase shall be at least an amount sufficient to reach the minimum salary range for the new job. If the current rate of pay is more than the maximum rate of pay for the new classification, then the pay shall remain the same.
- E. Promotions shall follow the same probationary period requirements in Section 4.02. If the Employee fails to meet the established performance standards, the employee may return to the Employee's previous position or a similar position, if a position is available, at the pay the Employee was receiving immediately preceding the promotion.
- F. Part-time Employees promoting into a regular full-time position will use the new start date in their full-time position as their accrual date for benefits.

4.12 Lateral Transfers

A lateral transfer is movement from one position to another position within the same pay range. In the event an incumbent is transferred, whether voluntary or involuntary, to a position with the same pay range, the incumbent shall remain at the same salary. A lateral transfer will follow the same probationary period requirements in Section 4.02.

4.13 Demotions

A demotion occurs when an Employee moves from one job position to a position of a lower salary range and therefore, may result in a lower salary based on the minimum and maximum of the salary range for the **new** position.

4.14 Reorganization

An Employee may be transferred, have a job title change, or have a salary increase or decrease due to a department or City-wide reorganization.

4.15 Reduction-In-Force

From time- to- time economic conditions or the changing staffing needs of the City create situations which may require a reduction in force or layoff from specific positions.

4.16 Compensatory Time

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 a cap of 40 hours representing 40 overtime hours worked, without the expressed written, 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. 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.

SECTION 5: EMPLOYEE BENEFITS AND SERVICES

The City of Blanco provides a benefits program for its full-time Employees. The actual terms of coverage are as described in the individual summary plan documents, and the summary provided below is only to inform Employees of the general benefits and procedures in a more concise manner. The terms of coverage are subject to periodic revision. All benefit guides and plan summaries can be obtained through the City Secretary.

5.01 Enrollment and Plan Year

Full time Employees are eligible for health and dental benefits and will be advised of group medical plans, dependent coverage availability, as well as current premium costs, during orientation. Employees and their eligible dependents will be covered on the first of the month following sixty (60) days of employment (per the Affordable Care Act). Group health plans are reviewed yearly, Employees will be notified when any changes are made. Premiums for group and voluntary plans are deducted bi-weekly from the Employee's paycheck.

5.02 Texas Municipal Retirement System (TMRS), Social Security and Medicare

The City of Blanco participates in the Texas Municipal Retirement System (TMRS), Social Security and Medicare. All costs for these programs will be deducted from the Employees paycheck each payday throughout the year.

5.03 Workers Compensation

- A. The City provides workers compensation coverage to all Employees for job related injuries or occupational illnesses suffered by the Employee while acting in the course and scope of their position.
- B. If an Employee sustains a job-related injury, the injury is to be reported immediately to the Employee's Supervisor or Department Director by the injured Employee and any Employee that aids the injured Employee.
- C. A first report of Injury Form is also to be immediately completed. To the extent provided by State law, worker's compensation insurance will cover medical expenses for treatment of such job-related injuries. For the medical expenses to be paid, the Employee must

follow the appropriate guidelines issues by the worker's compensation carrier.

D. EMPLOYEES SHOULD NEVER PAY FOR TREATMENT OR PRESCRIPTIONS ASSOCIATED WITH THE INJURY.

E. EMPLOYEES SHOULD NEVER USE THEIR PERSONAL INSURANCE CARD FOR A WORK-RELATED INJURY.

F. Administrative leave will be provided for the first seven (7) days for a worker injured in the course and scope of employment.

1. Once the Employee misses seven (7) calendar days, the injured Employee becomes eligible for temporary income benefits as required but the Texas Worker's Compensation Act.
2. Temporary income benefits are approximately seventy percent (70%) of an Employee's average wage during the previous thirteen (13) weeks.
3. If absence is due to a serious health condition, the worker's compensation leave will run concurrently with Family and Medical Leave. After seven (7) calendar days of missed work the Employee may be eligible for wage continuation payments.
4. If an Employee is absent due to an on- the- job injury or illness, the injured or ill Employee will continue to accrue sick and vacation leave benefits for the first three (3) months of the injury or illness. Accruals will cease after three (3) months and until the Employee returns to work.

5.04 Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA)

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) became effective on April 7, 1986. Through COBRA, the City of Blanco Employees, and their dependents, which are currently enrolled in qualified group benefits, are afforded an opportunity to extend those benefits at one- hundred percent (100%) of the established monthly premium (subject to change from time to time) in situations by which the benefits coverage would otherwise end. The length of COBRA varies depending on the nature of the qualifying event but could range between eighteen (18) to thirty-six (36) months.

5.05 Tuition Reimbursement Program

- A. The Tuition Reimbursement Program is provided for eligible full-time Employees to supplement the cost of obtaining degrees that will help them in their current job or in future jobs with the City. The Human Resources Department will administer the program and review all reimbursement applications.
- B. Full-time Employees in good standing, who have completed (1) year of employment with the City, are eligible to apply for tuition reimbursement.

- C. This policy shall apply to degree related programs only from an accredited college, university, or technical school and will cover associate degrees, undergraduate bachelor's degrees, and master's degrees. Employees will be limited to one (1) degree per level (i.e., bachelors, masters).
- D. The courses and/or degree programs must relate to the Employee's current positions, or to career paths with the City that they may be reasonably following in the near future.
- E. Employees are responsible for scheduling classes that will not conflict with their work schedule. The Department Director has the option of altering the Employee's work schedule if special circumstances are warranted.
- F. Employees shall not be permitted to attend courses under this educational reimbursement program during work hours unless authorized by the City Administrator. Employees attending courses under this educational reimbursement program shall not be compensated for their course work as hours worked.
- G. The City shall reimburse the Employee the cost of tuition, lab fees, books, and other mandatory fees for courses directly related to their degree plan. Reimbursements shall not include miscellaneous expenses such as late fees, travel expenses, parking fees, finance fees, health center fees, etc.
- H. Employees must earn a grade of "C" or better in undergraduate classes and a "B" or better in graduate classes to receive this benefit. It is not the policy of the City to reimburse the cost of tuition and fees for any individual who is receiving or is eligible to receive assistance from such sources as scholarships or grants.
- I. The availability of tuition reimbursement is subject to City Council approved funding levels. The total amount of annual tuition reimbursement will be established annually, as part of the budget process based upon anticipated participation and available funding. The training needs of the department as a whole will be considered before individual requests for tuition reimbursement are added to the budget.
- J. Requirements for continued service with the City after course completion are an assurance that the City will benefit from Employee participation in the program. If an Employee leaves City employment for any reason before a service requirement is completed, the Employee must repay the City half of the tuition that was paid to the Employee.
 - 1. A service requirement is not an assurance of continued employment by the City.
 - 2. If a termination of employment occurs (voluntary or involuntary) and the Employee owes a repayment amount, and the Employee does not otherwise repay the amount, the Employee agrees to have the repayment amount deducted from the Employee's paychecks that are issued after the termination decision occurs, as allowed by law.
- K. To begin participation in the Tuition Reimbursement Program, Employees must notify

their Department Director in writing by submitting a completed application for the program with proper signatures along with a degree plan from the school and tuition dollar estimate in time for the budget preparation workshop for the next fiscal year. All paperwork must then be forwarded to the Human Resource Director. This must be done each year for all classes to be taken in the next fiscal year.

1. To be considered for reimbursement, the course must be on the approved degree plan.
2. Upon completion of a class, the Employee must attach a copy of the tuition receipt and a grade report, obtain the necessary signatures and forward the documents to Human Resources within forty-five (45) days of the completion of class. After reviewing the documents, they will be forwarded to the Finance Department for processing.
3. The Employee must sign a tuition repayment agreement before the check is released. Requests for reimbursement received more than forty-five (45) days after the last day of class, and those without an application on file will not be honored.
4. **REMINDER:** It is the Employee's responsibility to complete all steps of the process within the specified deadlines. This includes Department Director approval and the time constraints placed on the initial application and on the deadline for submissions of an official grade report. The Human Resource Department will not be responsible for notifying the Employee of the deadline dates. Any required documentation or forms not submitted within the stipulated time frame will not be reimbursed.

5.06 Training Schools

- A. The City will pay appropriate costs for mandatory training (including books and related fees) for certification purposes, or to maintain such certification. An Employee who is approved for any training whose cost, with expenses, costs more than two-hundred fifty dollars (\$250.00) shall agree to reimburse the City if the Employee leaves City employment within one (1) year of completing the course. If the course is multiple days, the one (1) year requirement commences on the last day of the training.
- B. Requirements for continued service with the City after course completion are an assurance that the City will benefit from Employee participation in the training. If an Employee leaves City employment for any reason before a service requirement is completed, the Employee must repay the City full amount of the training and expenses paid by the City.
- C. A separate one (1) year service requirement must be completed for each reimbursement made to the Employee.
- D. A service requirement is not an assurance of continued employment by the City.
- E. If a termination of employment occurs (voluntary or involuntary) and the Employee owes a repayment amount, and the Employee does not otherwise repay the amount, the Employee agrees to have the repayment amount deducted from the Employee's paychecks that are issued after the termination decision occurs, as allowed by law.

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. Longevity pay is subject to TMRS and income tax withholding. Former Employees who are re-hired will be paid based on the newly hired date with the City and that does not include past employment.

5.08 Nursing Mother Breaks

- A. The City of Blanco will allow a reasonable break time for employees to express breast milk for her nursing child for one year after child's birth (each time such employee has need to express the milk). The US Department of Labor guidelines will be followed in regard to this right.
- B. The City shall make reasonable accommodations for the needs of Employees who express breast milk including:
 - 1. Providing a reasonable amount of break time for an Employee to express breast milk each time the Employee has the need to express the milk; and
 - 2. Provide a place, other than a bathroom, which is shielded from view and free from intrusion where the Employee can express breast milk.
- C. The City will not discipline or discriminate against an Employee because the Employee has used her right to express breast milk under this policy.
- D. Any Employee wishing to use this break time and area needs to inform the City as soon as possible so the City may make adequate reasonable accommodation.

SECTION 6: DISCIPLINE/GRIEVANCES/APPEALS

6.01 Discipline

It is the intent of the City of Blanco to compensate its Employees fairly; to make all reasonable provisions for their safety and health; to provide adequate instruction, direction and equipment; and to treat all Employees with dignity and respect. All Employees are expected to work diligently and conscientiously for the City as directed by their Supervisors and maintain a high level of conduct on/off the job.

A. Disciplinary Guidelines

- 1. The City of Blanco encourages the use and application of progressive discipline whenever practical. Accordingly, mild disciplinary action may be taken when an

Employee first has problems with attendance, work performance, or conduct that is disruptive or inappropriate in nature. If the Employee fails to correct the problem, or develops other problems, more severe disciplinary action shall be taken. Using progressive discipline in such a manner maximizes an employee's opportunity to correct problems.

2. Utilizing progressive discipline, however, does not preclude the City from exercising its right to impose severe discipline, including the immediate termination, of an Employee, whenever such action is deemed appropriate.
3. By providing the possible use of progressive discipline, the City in no way has waived or altered the "At-Will" nature of employment with the City.
4. While most cases the disciplinary action taken will depend upon the degree of severity of the offense(s), the record of the offender, and the seriousness of the consequences of the offense(s), there are certain offenses, which will result in severe disciplinary action regardless of the record of the offender.
5. The purpose of standard disciplinary procedures is to provide consistency in applying similar penalties for similar offenses. However, Department Directors and the City Administrator have discretion to take the totality of the circumstances into account when taking disciplinary action.
6. The purpose of standard disciplinary procedures is to provide consistency in applying similar penalties for similar offenses. However, Department Directors and the City Administrator have discretion to take the totality of the circumstances into account when taking disciplinary action.

B. Basis for Discipline

The specific descriptions following each general heading are examples of the type of conduct that can result in disciplinary action and are not intended to be all-inclusive. Offenses such as these listed below or violations of other City or department policies and/or procedures constitute grounds for disciplinary action, up to and including termination.

1. Unsatisfactory attendance
 - a. Unauthorized absences
 - b. Abuse of leave
 - c. Tardiness
2. Unsatisfactory performance
 - a. Inability or unwillingness to satisfactorily perform assigned work.
 - b. Failing to perform duties at an acceptable level.
 - c. Failure to successfully complete a Performance Improvement Plan.

3. Indifference towards work
 - a. Inefficiency, negligence, loafing, carelessness, leaving work without permission, excessive use of City time for performing personal business during work hours, abuse of eating or break periods, sleeping or otherwise being inattentive during work hours, interfering with the work of others, mistreatment of the public or other Employees.
 - b. Negligently causing damage to City property.
 - c. Failure to meet or maintain specified conditions of employment, such as failure to obtain/maintain a degree, license, or certification required as condition for performing a job.
 - d. Misusing or failing to use delegated authority in performance of duties.

4. Dereliction of duty
 - a. Failure to observe and follow the policies of the Employee's department/office or the City.
 - b. Failure of an Employee to take appropriate action when a violation of policies, rules, or regulations comes to the Employee's attention, regardless to the violator's assignment or position in the City.
 - c. Failure to promptly report or deliver to a supervisor any property found by, confiscated by, or relinquished to an Employee of the City without undue delay.
 - d. Failure to promptly report damage to City equipment or property of others.

5. Insubordination
 - a. Failure or refusal by an Employee to perform assigned work or to fully comply with instructions or orders from a supervisor or Department Head. This may include the use of abusive language, displaying of hostility, or indifference in response to supervision.
 - b. Refusal to submit to corrective action or performance improvement as required by a supervisor.

6. Violation of safety rules
 - a. Improper removal of safety guards (i.e., fire extinguishers); failure or improper use of safety equipment; failure to follow safety practice rules, which includes failure or refusal to participate in required post-accident drug and/or alcohol testing; failure to report an on-the-job injury, vehicle accident, or unsafe condition on the day of the occurrence; smoking in prohibited areas.
 - b. Causing or contributing to an accident by operating City equipment in an unsafe or unauthorized manner.
 - c. Failure to notify a supervisor, prior to reporting to work, of taking prescribed or over-the-counter drugs with a warning label.

7. Dishonesty
 - a. Misuse of City property or funds.
 - b. Falsifying or altering City documents.
 - c. Any falsifying action detrimental to the City; cheating; lying to any City Official or member of City management, including the Employee's immediate Supervisor.

- d. Falsely reporting illness or injury, or otherwise attempting to deceive any representative of the City as to a health or medical condition.

8. Disturbance

- a. The City prohibits and will not tolerate Employee conduct that is harassing, intimidating, threatening, or violent, including, but not limited to:
 - i. Using confidential information in ways that may be detrimental to the City or to another Employee.
 - ii. Entering City property for unauthorized reasons.
 - iii. Participation by an Employee in a disturbance occurring on City property or while on duty.
 - iv. Harassment of or discourtesy to other City Employees, Elected Officials, or citizens, creating dissension or discord between Employees, or between Employees and citizens.
 - v. Use of abusive, profane, or threatening language; inappropriate or harassing comments, jokes, references, or mannerisms; threats of violence; physical challenges to fight.
 - vi. Horseplay; inappropriate or harassing physical contact; deliberately causing injury to fellow Employee(s); attempted assault or assaulting of fellow Employee(s); fighting on City property; possession of dangerous weapons, firearms, explosives without permission.

9. Misconduct

- a. The violation of any Federal or State law, rule, regulation, or City ordinance while on duty, or the violation of any Federal or State law, rule regulation, or City ordinance while off-duty, including a criminal act, that may have adverse impact upon the City or on the public confidence in the integrity of City government, or on the relationship of the Employee and other Employees, or acts which reflect poorly upon the City's image.
- b. Theft of, aiding, or encouraging the theft of cash, City property, or equipment.
- c. Operating or conducting illegal activity on the job or on City property.
- d. Unauthorized charges against the City's account.

C. Types of Disciplinary Action

All or a combination of the following progressive disciplinary measures may be taken by Supervisors. Supervisors will evaluate each situation and take the appropriate level of discipline. Some infractions may warrant skipping steps in the process.

1. Verbal Counseling

- a. Supervisors should immediately correct minor infractions as witnessed or as reported. The purpose of verbal counseling is to correct minor behavior before it turns into serious infractions.
- b. Repeated minor infractions should lead to written counseling.

2. Written Counseling

- a. The Supervisor should document and verbally advise the Employee of their unsatisfactory performance or conduct and recommend areas for improvement.
- b. Counseling shall be administered soon after the time the unsatisfactory performance or misconduct occurs, and Supervisor shall document in writing the verbal counseling in the Employee's file in the Human Resource Director's Office.

3. Reprimand

- a. Reprimands are written memos given to Employees for unsatisfactory performance, for policy, procedural, or conduct violations, or in instances where a written counseling has already been given and the violation has subsequently been repeated or where unsatisfactory performance has continued.
- b. When a written reprimand is given, it is to be administered in a timely manner. The Employee concerned is to be informed directly of the conduct, the rule it violates, the action being taken, the terms and conditions of that action, the consequences of future violations.
- c. Supervisors or Department Directors shall provide the Employee with a copy of the reprimand. Originals of all reprimands shall be sent to the Human Resource Director for inclusion in the Employee's personnel file.
- d. A reprimand may also be a Performance Improvement Plan that includes directions on how performance can be improved. Originals of all Performance Improvement Plans shall be sent to the Human Resource Director for inclusion in the Employee's personnel file. See additional information related to Performance Improvement Plans below.

3. Suspension or Involuntary Demotion

- a. A suspension without pay or an involuntary demotion may be administered in situations where reprimands have been imposed for previous infractions or lack of performance, or in situations that are serious enough to warrant this level of discipline without prior discipline.
- b. Suspension of exempt Employees must be in compliance with the Fair Labor Standards Act (FLSA).

4. Termination

- a. Termination may be the culmination of a progressive discipline or performance improvement process.
- b. Termination may also occur as the first disciplinary measure undertaken if the situation warrants it.

6.02 Disciplinary Process

- A. Any Department Director or Supervisor who proposes to suspend an Employee without pay, demote an Employee, or terminate an Employee is required before making a final decision, to give the Employee notice of the proposed disciplinary action and an opportunity to respond to the Department Director or City Administrator.
 - 1. The Employee must appear at the time indicated to give a verbal response to the proposed disciplinary action, but he or she may also submit a written response.
 - 2. The Employee may accept the action or explain why disciplinary action should not be taken.
- B. After carefully considering the Employee's response and any other new information, the City Administrator may impose the disciplinary action as originally recommended by the Department Director, modify such discipline, or forgo any discipline.
- C. Department Directors and Supervisors must follow procedures outlined by the Human Resource Director in executing any documents of proposed or actual disciplinary action.
- D. Performance Improvement Plan
 - 1. Employees may be disciplined for conduct or performance or a combination of the two. At times performance is more predominately the issue and for these instances a Performance Improvement Plan may be used in lieu of or in addition to other discipline.
 - 2. A performance review plan shall be written with a step-by-step plan designed to improve the employees' performance.
 - 3. All Employee Improvement Plans will be approved through the City Administrator and shall be signed by the Department Director and employee.

4. While under an Employee Improvement Plan, an Employee's performance shall be reviewed monthly by the Employee's supervisor and the Employee. Any additional corrections occurring during the review period will be added in writing.
5. Improvement Plans shall be set for a specific period of time, and if the performance doesn't improve, shall be grounds for termination of the employee.

E. Annual Performance Evaluation

1. An Employee receiving a "Marginal" rating on their annual evaluation will not receive an adjustment to pay and will be placed on a Performance Improvement Plan and given ninety (90) days to improve.
2. If at the end of the ninety (90) day period, the Employee's performance improves to "Proficient", the Employee will continue employment with the City and may be eligible to receive an adjustment from the date of "Proficient" rating. The Employee's next evaluation will be on the next common review date and may be eligible for an adjustment based on performance for the entire previous twelve (12) months.
3. Upon the re-evaluation, if performance is still rated as "Marginal" the Employee is subject to disciplinary action, up to and including termination, in accordance with directions provided by this policy and the City Administrator.

F. Employee Representatives

1. An Employee does not have the right to have a representative present during any interview involved in an investigation of misconduct of the Employee or another Employee.
2. An Employee has the right to have a representative assist or represent the Employee at any stage of the disciplinary proceeding that applies to that Employee after the Employee has been given notice of a proposed disciplinary action.

6.03 Grievances

- A. A grievance is a claim by an Employee, or recently separated Employee, that the Employee has been unjustly disciplined or has been adversely affected by a personnel decision. A grievance is an informal discussion, with the purpose of giving the grievant an opportunity to present his or her position on the matter.

- B. Everyone involved in the chain of command should listen and consider the grievance, but this is not intended to mean, nor shall it have effect of requiring, that any written notice, any charges, any witnesses, or any response or written reasons for decisions be presented during or after the grievance process by the City.
- C. An Employee or recently separated Employee having a grievance relating to employment shall first present the grievance to the Employee's Supervisor or Department Director in writing. The grievance should be presented within three (3) working dates of the date of occurrence which led to the grievance, or within three (3) working days from the date the Employee first had knowledge of the alleged conduct.
- D. The Department Director receiving a grievance has a duty to be attentive to the Employee's concerns, to arrive at a full understanding of Employee's point of view and to give the Employee a clear and specific answer. If the Department Director believes the grievance to be of substantial nature and not to have been settled to the full satisfaction of the Employee, the Department Director shall make an immediate record in writing of the facts and report the grievance to the City Administrator.
- E. An Employee, or recently separated Employee, who after discussing a grievance with the Employee's Department Director or Supervisor is not satisfied with the answer, may appeal the grievance to the City Administrator within five (5) working days of the meeting with the Department Director. Any appeal to the latter shall be in writing. The decision by the City Administrator will be final.

6.04 What Is Not Discipline

Layoffs, reductions-in-force, expiration of temporary appointments, separations allowed by other sections of this handbook, pay reductions or other measures resulting from economy campaigns, reorganizations or other similar policies are not considered discipline and cannot be appealed under the City's policies and procedures.

SECTION 7: ACCRUALS AND LEAVE

7.01 Vacation

- 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)

Each regular Employee will be eligible to use accrued vacation hours after successfully completing a ninety (90) day introductory period.

- 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 have to be approved by the Department and City Administrator.
- 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.

7.02 Sick Leave

- A. Full-time permanent Employees shall commence to accrue paid sick leave at the rate of 6.67 hours per month upon full-time employment with the City. Sick leave may be taken when an Employee is ill, to attend doctor/dentist appointments, or to care for an ill friend or relative.
- B. Employees unable to work because of unexpected illnesses shall notify their immediate Supervisor as soon as reasonably possible. The City may require a physician's verifying statement for any illness that exceeds three (3) working days, or in the event of excessive absences or absences of extraordinary duration.
- C. Sick leave may be carried over to subsequent fiscal years. Accrued sick leave will not be paid out when an employee leaves service with the City.
- D. Any Employee who exhausts sick leave due to illness may substitute vacation leave during the time of the illness.

7.03 Civic Leave

- A. After successfully completing the ninety (90) day introductory period, full-time, exempt, and non-exempt, regular Employees shall commence to accrue eight (8) hours of paid leave each fiscal year toward satisfying civic activities, such as voting and to report to calls for jury service. Employees granted civic leave for jury service shall retain all juror fees.
- B. Employees excused or released from jury service during working hours shall report to their workstations, unless otherwise instructed. Civic leave may not be carried over to subsequent fiscal years.

7.04 Bereavement Leave

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.

7.05 Family and Medical Leave

- A. Benefits under the Family & Medical Leave Act will not accrue to any City Employee until required by law (when the City reaches fifty (50) Employees). When the City has fifty (50) or more Employees, each full-time, regular Employee shall be entitled to leave in accordance with the federal Family & Medical Leave Act (FMLA), if applicable.
- B. It is the City's policy that any accrued vacation leave, and sick leave shall be applied toward FMLA leave and run concurrently with FMLA leave until exhausted prior to commencing any unpaid portion of the requested FMLA leave.

7.06 Pregnancy & Parental Leave

- A. An Employee shall be entitled to non-compensated parental leave. Each pregnant Employee shall be treated the same as other similarly situated Employee regarding requests for sick leave and for accommodations related to performing the essential functions of the job.
- B. At least ten (10) working days' advance written notice of cessation of work shall be required, except in emergencies or in response to doctor's orders. Pregnant Employees and Employees with illnesses or disabilities arising from pregnancy or maternity shall be entitled to benefits on the same basis as Employees with other types of illnesses or disabilities.
- C. Available vacation, sick leave or disability benefits may be used for the time the Employee is medically unable to work. The Employee will be entitled to resume work following the end of the pregnancy when she is able to perform her job duties and has obtained a physician's release to return to duty.

7.07 Military Leave

- A. The City complies with the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA), as amended. USERRA is a federal statute that protects Employees who engage in military duty in the uniformed services. The exception to the "at-will" doctrine contained in USERRA applies only to this section of the Personnel Manual regarding military leave.
- B. Military leave shall be approved leave for regular, full-time Employees of the City who are members of the state military forces or members of the reserve or National Guard components of the Armed Forces of the United States.
- C. The paid military leave period is measured as the fiscal year October 1 through September 30.
- D. Employees may elect to continue medical benefit coverage under COBRA for the duration of the military leave unless covered under the provisions of FMLA.
- E. All requests for leave should be accompanied by a copy of the order, directive, notice, or

other documents requiring absence from scheduled work. Military orders shall be turned in either before starting or upon returning from military service.

- F. An Employee who is a member of the state military forces or a reserve or National Guard component of the armed forces will be granted up to fifteen (15) days of paid leave per fiscal year for days on which the Employee is engaged in authorized training or duty ordered or authorized by the Texas military pursuant to Chapter 437 of the Government Code:
1. All requests for leave must be accompanied by a copy of the order, directive, notice, or other document requiring absence from scheduled work. Military orders may be provided before leaving or upon returning from military duty.
 2. Leave pay will not be granted for hours before or after the regularly scheduled working hours or for overtime hours scheduled, with the exception of shift workers who are scheduled to work overnight before the scheduled military leave begins.
 3. No Employee using Chapter 437 military leave will be discriminated against for use of this leave or lose any work benefit while using this leave.
 4. Supervisors may work with their employees to flex days off to better accommodate military members in their quest to serve our Country. This provision is only if the employee asks to do so and may not be forced by the Supervisor or the City.

7.08 Administrative Leave

In circumstances not falling within other provisions of these policies, the City Administrator may authorize an Employee to take leave without pay under such terms and conditions as may be mutually agreeable.

7.09 Unauthorized Absence

- A. Employees who are absent from work without having provided notice, obtained a supervisor's approval, provided a legitimate excuse, or who fail to return from scheduled time off without notice, may be deemed to have abandoned their position.
- B. Abandonment of an employment position may lead to disciplinary action or the determination that the Employee has resigned.
- C. Any Employee who fails to report to work for three (3) consecutive workdays and fails to notify their supervisor in advance of the reason for the failure to report to work, will be considered to have voluntarily and irrevocably abandoned their position and resigned from their position at the end of the third (3rd) day.

8. Donation of Paid Time Off

- A. An Employee may donate accrued paid time off, including sick leave or vacation leave to a pool from which any Employee may request hours.
- B. Before an Employee is eligible to receive hours from the donated time off pool:
 - 1. The receiving Employee shall have exhausted all paid time off or will exhaust the paid time off during the expected leave time;
 - 2. The receiving Employee has requested leave for a reason listed above where the Employee would normally have paid time off but has exhausted the Employee's paid leave; and
 - 3. The Supervisor of the receiving Employee and the City Administrator give their approval.
- C. A receiving Employee may not:
 - 1. Use donated time off for vacation leave;
 - 2. Use donated time as time worked to calculate overtime pay; or
 - 3. Use donated time off for more than twelve (12) weeks in one twelve (12) month period.

8. Inclement Weather

- A. In the event City offices are entirely closed as a result of inclement weather or a natural disaster, employees will be paid for the time that the office is officially closed.
- B. In the event of inclement weather makes travel to work from home unsafe or impossible for an Employee, absence from work will be considered an excused absence if the Employee provides the required notification to the Employee's Supervisor or Department Director. The Employee may take leave without pay for the work missed or may use vacation time.

8. Holiday Leave

- A. With the exception of the Police Department, employees are generally not required to work on City holidays. The City has ~~13 1/2~~ 14 1/2 official holidays listed per year. The particular holidays are to be determined each fiscal year by the City Council. The City may choose to observe the day preceding or following a holiday's official date.
- B. All full-time employees will be compensated at the rate of hours scheduled to work for a holiday recognized by the Council. Recognized holidays will be determined by the

Council yearly to be published in the minutes per the respective Council meeting.

- C. Any partial holidays will be compensated at the number of hours determined by the Council when the recognized holiday schedule is approved per the respective council meeting (example: an approved 4-hour holiday).
- D. Full-time, exempt Employees required by their Supervisor to work on a holiday shall be given the same amount of substitute time off as if worked, up to eight (8) hours (12 hours for Police Personnel) substitute time off with pay on another date.
- E. Full-time, nonexempt (hourly Employees who are eligible for overtime) Employees who are required to work on a holiday shall be given: (1) Eight 8 or twelve 12 hours of holiday pay depending on their assigned schedule; plus (2) straight time pay for the hours of work on the holiday.
- F. Regular, part-time Employees are not eligible for holiday pay. An Employee on unpaid leave on a designated holiday, or in a non-pay status on a scheduled workday immediately preceding or immediately following a designated holiday shall not receive pay for the holiday.
- G. An Employee on pre-approved vacation leave on a designated holiday, or any type of paid leave, shall not have the holiday deducted from his or her leave time.

SECTION 8 - SAFETY AND SECURITY

8.1 Safety and Security Responsibilities

The City Administrator is responsible for ensuring that safe working conditions are maintained throughout the City and its work areas. Within the limits of the job, each Department Director and supervisor shall strive to provide safe, clean, and secure surroundings in all places of employment under his/her responsibility.

- A. Supervisors shall instruct all employees in their Department against the use of unsafe equipment and unsafe work methods; shall require development and observance of safety habits and shall expedite removal and/or correction of safety hazards.
- B. Department Directors and all immediate supervisors shall give attention to preventing accidents and promoting safety. They shall emphasize the importance of safety to City Employees, train them in correct work procedures and shall, by their own actions, set a good example at all times. Accident prevention and safety training will occur on a regular or an as needed basis.
- C. All supervisors have a responsibility to be on the alert for any condition or practice that might jeopardize the safety of employees or the public.

- D. All supervisors shall be on the alert for and will attempt to prevent any overt act, which may endanger the employee or the safety of others.
- E. Employees are required, as a condition of employment, to observe all safety regulations and requirements given verbally or in writing by their supervisors. Each employee in addition to guarding their own safety and the City's property shall do everything possible to safeguard fellow workers and other people affected by their work.
- F. It shall be the duty and responsibility of operators of motor equipment to report to their supervisor any defect in their mechanical equipment when it occurs and to use every precaution to prevent additional property loss, expense, or recurrence of such condition. A log shall be maintained of motor equipment by the department's fleet representative that should include regular maintenance, defects, and failures.
- G. Operators of motorized equipment of the City of Blanco who violate these regulations or become involved in any accident will be subject to disciplinary action if after proper investigation, it is determined that the employee was responsible for such action or through carelessness or recklessness that the employee contributed to the cause of the accident.
- H. Employees who operate City vehicles or are reimbursed for using their own vehicle for City business shall be responsible for keeping the state required driver's license current and valid and shall maintain a safe driving record both on and off duty. Employees are also required to maintain minimum insurance coverage on their personal vehicles as required by the State of Texas. Any employee found to be operating a City vehicle or their own vehicle on City business, which violates policy as established by the City Manager regarding minimum driving standards is subject to disciplinary action up to and including termination.
- I. The security of City Hall and all other City property is the direct responsibility of the Chief of Police.
- J. No persons other than authorized employees and officials are to be allowed unsupervised in City Hall or other city facilities after normal business hours. All personnel given unlimited access to City Hall and the Police Department must complete the State of Texas Criminal Justice Information Security (CJIS) training before being allowed unfettered access. CJIS training will be granted to only those who have a need to access CJIS information or be in the area where a CJIS computer or files are stored. An employee who has an updated CJIS certification from the State will escort all others in City Hall and in the Police Station. In addition:
 - 1. Employees working after hours are responsible for informing on duty police department personnel that they are in the building.
 - 2. All employees are responsible for locking their respective offices and exterior doors and their respective work areas.
 - 3. All employees shall lock their computers and turn off lights (except designated or

safety emergency lights) prior to leaving for the duty day.

4. All Department Directors shall develop an evacuation plan in the event of a fire or other incident that requires immediate evacuation. This plan will be exercised on a biannual basis by the City Emergency Management Coordinator.
5. The Police Department will train all City employees on the latest active shooter response techniques. This response will be exercised at least annually by the City Emergency Management Coordinator.
6. Violations of this section are to be reported to the Chief of Police.



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. 1, 2025
MLK, Jr. Day	Jan. 20, 2025
Presidents' Day	Feb. 17, 2025
Good Friday (1/2 Day)	April 18, 2025
Memorial Day	May 26, 2025
Lavender Fest	June 6, 2025
Emancipation Day	June 19, 2025
Independence Day	July 4, 2025
Labor Day	Sept. 1, 2025
Columbus Day	Oct. 13, 2025
Veterans' Day	Nov. 11, 2025
Thanksgiving Day	Nov. 27, 2025
Day After Thanksgiving	Nov. 28, 2025
Christmas Day	Dec. 25, 2025
Day after Christmas Day	Dec. 26, 2025
Personal Day (1)	Any Day of the Year (must be pre-approved by Dept Head)

NEW BUSINESS

ITEM #13

City of Blanco

Purchasing Policy

~~September 2023~~ 2024

November 2024

Table of Contents

Section 1: Introduction	3
1.1 Purpose	3
1.2 Manual	3
1.3 Policy Maintenance.....	4
1.4 Revision History.....	5
1.5 Competitive Bidding Requirements	5
Section 2: Methods & Thresholds for Good and Services	5
2.1 Micro Purchases (Under \$3,000)	6
2.2 Small Purchases (between \$3,000-\$5,000).....	7
2.3 Large Purchases (over \$50,000).....	7
2.4 Closing Out the Purchase	9
Section 3: Historically Underutilized Businesses	9
Section 4: Rental and Lease Equipment.....	9
Section 5: Professional Services.....	10
Section 6: Annual Contracts (With Unit Prices)	11
Appendix A – HUB Form.....	12
Appendix B – Federally Funded Procurements.....	13

Section 1: Introduction

1.1 Purpose

This Policy is designed to provide City departments with critical information and to assist them through all phases of the procurement process, including planning, sourcing, contracting, contract administration and surplus disposition. The City adheres to the public procurement values of accountability, ethics, impartiality, professionalism, service, and transparency by:

- Ensuring compliance with local, state, and federal laws applicable to procurement and contracting.
- Obtaining needed goods, services, professional services, and public works at the best possible price, of the highest quality and at the right time.
- Serving as stewards of the public trust by spending tax dollars wisely, efficiently and with integrity.
- Providing all suppliers, including Historically Under-utilized Businesses, equal access to the City's competitive processes for the acquisition of goods, services, professional services, and public works.
- Protecting the interests of City taxpayers by avoiding any undue influence, political pressures and protecting the integrity of the procurement process. To accomplish the above, officials, directors and employees of the City will strive to provide equitable and competitive access to the City's procurement process for all responsible suppliers. Further, procurement will be conducted in a manner that promotes and fosters public confidence in the integrity of the City's procurement process. The City is a General Law Type A city.

Disclosure of Certain Relationships by Government Officials and Vendors

A local government official must disclose certain relationships with vendors to the City. The official must file a disclosure statement if the vendor who is contracting or has contracted with the City has:

1. a familial relationship with the official,
2. an employment of other business relationship with the official or a family member of the official that results in receiving over \$2,500 of taxable income over a 12-month period, or
3. given the official or family member of the official one or more gifts that have an aggregate value over \$100 in the 12-month period preceding the date the official becomes aware of the contract or potential contract with the City.

Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ found on the Texas Ethics Commission's website (ethics.state.tx.us/forms/conflict), the vendor or person's affiliation or business relationship that may cause a conflict of interest with the City.

By law, this questionnaire must be filed with, not later than the seventh business day after the date the person becomes aware of facts that require the statement to be filed.

A person commits a class C misdemeanor offense if the person violates Section 176.006, Texas Local Government Code. By submitting a response to a quote, bid or other request, vendors declare compliance with the requirements of Chapter 176 of the Texas Local Government Code.

1.2 Manual

This Purchasing Manual (Manual) is the official purchasing policy document for the City. This Manual is intended for use as a guide to the City's purchasing needs. City employees involved in the purchasing

process should be familiar with, and adhere to, the guidelines set forth in this manual as they work to achieve the purpose and objectives set by the City.

The Manual includes all current purchasing policies that have been developed by the City through the time of issuance, unless otherwise noted. The policies herein apply to all employees and other individuals involved in all City purchasing processes.

Wherever possible, written procedures will also be established and maintained by the Finance Director for functions involving purchasing throughout the City. The Manual is subject to revision to meet the often rapidly changing developments encountered in the field of purchasing and in the economy.

1.3 Policy Maintenance

The Manual is available to the City Council and staff of Blanco. It is the responsibility of the Finance Director to implement and enforce compliance with the Manual. It is the responsibility of all employees associated with the City to be aware of and abide by these policies and to exercise sound business judgment in the application of these policies.

It is the responsibility of the Finance Director to establish and review the initial version of the Manual, as well as create and review subsequent changes. It is the responsibility of the City Council to approve and adopt this Manual and subsequent major revisions.

Annually, as a part of the budget adoption process, the policies in the Manual will be reviewed and updated as needed, to align the policies with current and desired practices. The appendices contain material that may change more often and should be updated on an as-needed basis.

All change requests related to the Manual must be submitted in writing to the Finance Director. The Finance Director is responsible for reviewing and incorporating all change requests, as well as making changes to the official Manual and posting changes in a timely manner. All revisions to policy language must be approved by the City Council.

1.4 Revision History

Date	Version #	Changes Made	Author
9/2022	01	Initial document	
09/2024	01	Initial document reviewed	
11/2024	02	Secondary document reviewed	

1.5 Competitive Bidding Requirements

The Texas Local Government Code requires competitive bidding on proposals for all City purchases exceeding \$50,000 in amount, and prohibits a City employee from making 'separate, sequential, or component purchases to avoid the competitive bidding requirements.' A violation is a Class B misdemeanor.

The Texas Local Government Code does not require competitive bidding for purchases exceeding \$50,000 if the purchase is made through a State of Texas approved contract or cooperative; or in certain other limited circumstances defined in such Code.

These requirements strongly encourage anticipating City needs for an entire budget year for supplies, equipment, and services. If the City anticipates purchasing several like items the total cost of which would be over \$50,000 in a budget year, the City must combine the purchases and use competitive bidding in order to comply with state law.

Section 2: Methods & Thresholds for Good and Services

The following sections outline the methods of source selection available to procure goods and services for the City. They also establish when each method may be used, the key requirements of each method, the manner of award and the authority to award. Purchase requirements shall not be divided to constitute a Micro Purchase or under \$50,000 purchase under this Section.

General Purchasing Guidelines

- Before starting the Request for Quotation process, active contracts should be reviewed to verify desired products or services are not available to purchase on contract.
- The using department is strongly encouraged to consult with the Finance Department for guidance if the purchase is a sole source or an emergency.

Dollar Amount	Purchase Method	Required Documents	Approval Requirements
Under \$3,000	Request for Quotation process (RFQ) or City-Issued Credit Card	Itemized and signed receipt or invoice.	Must be approved by the department head. For purchases over \$1,000, notify the Finance Department prior to purchase.
Between \$3,000 and \$50,000	Request for Quotation (RFQ) process	Acquire at least 3 quotes. Need to maintain quote documentation and written decision-making rationale. <i>If you cannot obtain 3 quotes, consult with Finance.</i>	Must be approved by the City Administrator and reviewed by the Finance Department prior to reaching out for quotes. Best value quote should be selected. Purchases over \$3,000: department heads must check to see if there are any HUBs providing solicited items/services and reach out to them.
Over \$50,000	<u>Competitive proposal</u> • Sealed Bid • Request for Qualification • Request for Proposal <u>Noncompetitive proposal</u> • Sole source procurement • Emergency purchase	Documents required depend on the source method. Please see the purchasing policy or consult with Finance to verify what documents need to be maintained.	Prior to going out for a bid, the bidding method must be discussed with and approved by the City Administrator. Prior to purchase, the City Council's approval is required.

2.1 Micro Purchases (Under \$3,000)

The purchase of goods and services under \$3,000 is an informal purchase and may be solicited through a Request for Quotation process or by using a City-Issued Credit Card. For purchases over \$1,000, the department head shall notify the Finance Department prior to purchase.

The department head may exercise discretion for the acquisition of such purchases as authorized in the current fiscal budget. Purchases in this category may be made by department heads or City employees designated by department heads. It is the responsibility of each department head to ensure complete

control over this purchasing process. Department heads should designate employees who are allowed to make purchases and provide internal control procedures to ensure that all purchases are for legitimate public purposes.

Itemized invoices and receipts should be directed to the Finance Department. The invoices or receipts should be in the original document and must be signed and given an account code by the department head. Department heads shall visit the Finance Department weekly for invoice review and coding.

Statements from vendors should be reconciled monthly by the Finance Department so that all purchases are accounted for.

2.2 Small Purchases (between \$3,000-\$5,000)

Purchases for goods and services between \$3,000 and ~~\$50~~ \$5,000 are informal purchases and may be solicited through a Request for Quotation process. A minimum of three quotations are required for purchases of goods or services within this threshold. If the department head cannot obtain at least three quotes, they should consult with the Finance Department for further assistance.

The using department may issue a Request for Quotations to vendors with the approval of the City Administrator and a review from the Finance Director.

It is the responsibility of the department head to obtain the quotes and determine the best value for the goods and services requested. Once a decision has been made, the quote documentation and decision shall be submitted to the City Administrator or designee for final approval. An explanation will be required if the quote for the lowest cost was not chosen.

For purchases over \$3,000, the following requirements will apply:

- Opportunity to quote should be extended to at least two HUBs inside or outside of Blanco County. The state maintains a database of HUBs at <https://mycpa.cpa.state.tx.us/tpasscmlsearch/tpasscmlsearch.do>.
- If no HUBs are registered in Blanco County for the good/service needed, the purchase is exempt from this requirement, but the practice is still encouraged.
- A non-response quotation is considered a quotation for this purpose provided the HUB was given a reasonable time (3-5 business days) to respond.
- Quotations received from vendors shall not be divulged to other bidders until after the award has been made.

2.3 Large Purchases (over \$50,000)

The purchase of goods and services over \$50,000 is a formal purchase and requires approval from the City Council prior to purchase. The purchase of goods and services over \$50,000 shall be made through one of the following sourcing methods:

- Competitive proposal
 - Sealed Bid
 - Request for Qualification
 - Request for Proposal
- Noncompetitive proposal
 - Sole source
 - Emergency purchase

Note: Sourcing method must be discussed with and approved by the City Administrator.

Competitive Proposal

If a purchase is anticipated to exceed \$50,000 regardless of the method of purchase the sealed bid or proposal procedures must be used. Bid specifications or a request for proposal shall be prepared and mailed to vendors. The bid is advertised in the local newspaper. The user department shall be responsible for establishing and providing a complete written set of specifications along with a requisition. Specifications shall be written on a technical or functional basis. Brand names are to be avoided to ensure a fair competitive environment.

Sealed bids or proposals are received and tabulated by the user department. If the competitive sealed bidding requirement applies to the contract, notice of the time and place at which the bids will be publicly opened and read aloud must be published at least once a week for two consecutive weeks in a newspaper published in the City. The date of the first publication must be before the 14th day before the date set to publicly open the bids and read them aloud.

The lowest and best responsible bid or proposal will be recommended to the Council for their approval. In determining the best value for the City, the City may consider:

- The purchase price;
- The reputation of the bidder and of the bidder's goods or services;
- The quality of the bidder's goods or services;
- The extent to which the goods or services meet the City's needs;
- The bidder's past relationship with the City;
- The impact on the ability of the City to comply with laws and rules relating to contracting with historically underutilized businesses and nonprofit organizations employing persons with disabilities;
- The total long-term cost to the City to acquire the bidder's goods or services; and
- Any relevant criteria are specifically listed in the request for bids or proposals.

The Council will evaluate the recommended vendor and decide to approve or disapprove. If the recommended vendor is not approved the Council may award the bid to another vendor; bids may be rejected altogether. If the recommendation is approved and the Council awards the bid, the Purchaser may submit an award letter to the vendor or may prepare a purchase voucher. If an award letter is sent to the vendor, a copy of the letter should be sent to the Finance Department along with a copy of the approved bid or proposal.

Sole Source Procurement

Sole source procurement is defined as the acquisition of a good, service, professional service, or public work in which there is only one possible vendor. The department requesting a sole source procurement shall provide and retain a written justification to support a sole source determination. The sole source written justification, signed by the department head and the City Administrator, should explain and fully describe the conditions which make the supplier the only source for a given commodity or service. Sole source procurement shall be avoided, except when no available alternative sources exist. The sole source written justification shall be maintained as a public record.

Emergency or Public Health and Safety Purchases

Emergency purchases are defined as those purchases caused by an unforeseen and dangerous or public health and safety situation requiring immediate action to preserve the health or safety of people or

property. When such purchases are made, the user department will make the purchase at the best possible price. The use of such purchase authority by reason of failure to anticipate normal needs should be avoided.

2.4 Closing Out the Purchase

1. After the purchase is placed, the vendor provides ordered goods or services and submits an invoice to the City.
2. The user department will inspect the goods upon delivery, or the services upon completion, to see if specifications have been met.
3. The user department will sign and code the invoice or receipt prior to submitting it to Finance.
4. The vendor invoice will be submitted to the Finance Department for payment before noon on Monday.

Section 3: Historically Underutilized Businesses

Pursuant to §252.0215, Local Government Code, the City, in making an expenditure of more than \$3,000 but less than \$50,000, shall contact at least two historically underutilized businesses in the county in which the City is situated on a rotating basis, based on information provided by the comptroller pursuant to Chapter 2161, Government Code. For state or federally funded purchases such as some grants, outreach to historically underutilized businesses may be required above the \$50,000 threshold.

The City should actively contact at least 2 HUBs for any expenditure more than \$3,000. However, if the online database fails to identify a historically underutilized business in the county in which the City is situated, the City is exempt from this section.

The Texas Comptroller's website has an online database to search for HUBs in Hays County. This database can be accessed at <https://mycpa.cpa.state.tx.us/tpasscmbsearch/>. Historically Underutilized Business Outreach Certification Form must be filled out for each qualifying purchase (see [Appendix A](#)). This form will serve as documentation of the City's compliance with state HUB laws.

Section 4: Rental and Lease Equipment

Sealed bids or State of Texas contracts will accomplish all lease agreements if the amount of the lease is expected to be \$50,000 or more over the term of the lease agreement. Leases should never be used to avoid or circumvent the requirements for competition that would apply to outright purchases. The soundest rule is that any lease of equipment be subject to the requirements for competition that apply to outright purchases.

The City Secretary should be notified of the date the equipment is rented/leased and the date the equipment is returned so that an insurance certificate can be obtained and cancelled.

When renting/leasing is the only viable answer to an equipment need, care should be exercised to provide cancellation options that are favorable to the City. The department should identify the source of funding to cover the payments of equipment rental/lease for the entire period of the contract.

Section 5: Professional Services

"Professional Services" include services which involve mental or intellectual skills, often accompanied by formal certification or licensing by a state agency, such as accounting, architecture, engineering, medicine, planning, economics, law, financial advisory services and scientific or laboratory consulting services.

State laws exempt the procurement of these services from competitive bidding requirements. The City Council should select professional service consultants based on demonstrated competence and qualifications and should negotiate fees based on what is fair and reasonable for the type of services, rather than on a "low bid" basis. Except for architects, engineers, and land surveyors, both price and qualifications can be considered in selecting consultants.

In the case where Federal funding will be used for professional non-engineering, architectural, or land surveying services, a cost comparison competitive proposal taking cost and qualifications into account will be followed. Where a project is being funded by a federal grant, the City's procurement process will also comply with the federal laws applicable to the City and the respective grant.

In the case of architectural, engineering services or land surveying services a two-step process can be followed, according to §2254, Texas Government Code, the Professional Services Procurement Act. The steps include:

1. The initial selection of the most highly qualified provider of those services on the basis of demonstrated competence and qualifications (and not considering price); and
2. The negotiation of a fee with the selected consultant. If a satisfactory contract cannot be negotiated with the most highly qualified provider of architectural, engineering, or land surveying services, the second most qualified consultant may be undertaken, and so forth until a contract is entered into.

Note: For engineers, architects, and surveyors, price may not be considered in the initial selection of the consultant. For professional services procurement involving an anticipated fee of \$25,000 or less, the process described may be followed in an informal manner by the elected official/department head but must be approved by the City Council. For procurements involving an anticipated fee exceeding \$25,000, the department head in coordination with the City Administrator may make a formal request for proposal procedures.

All contracts for equipment maintenance, equipment lease/rental and professional services should be approved by the City Attorney and brought before the City Council for approval and signed by the City Administrator.

When a user department wishes to initiate an RFP or RFQ to procure professional services, it should have the approval of the City Council. The user department will evaluate proposals, or a committee appointed by the City Council. A contract should be approved by the City Attorney based on the RFP or RFQ and the consultant's proposal prior to being presented to City Council for approval.

Section 6: Annual Contracts (With Unit Prices)

Departments will request authorization from the City Council to request bids for goods and/or services such as petroleum products, road materials, work uniforms etc. These contracts include a unit price and not a total price. The following statement should be included in the terms and conditions of each request for bids that require an annual contract:

- If this bid is accepted and approved by City Council, then this bid becomes the contract and there are no oral agreements either expressed or implied.

References

- Texas Local Government Code
 - 252.021 - over \$50,000 threshold for competitive bids
 - 252.0215 - expenditures \$3,000-\$50,000 require municipality to actively contact at least 2 HUBs
 - 252.022 - emergency purchases can be made in situations of public calamity when there is an immediate need to relieve necessity of the municipality's residents or to preserve the property of the municipality; to preserve or protect the public health or safety of the municipality's residents; and to pay for unforeseen damage to public machinery, equipment, or other property.
 - 252.043 - Award of contract
 - 252.0436 – Contract with person indebted
 - 252.044 – Bonds for full contract price are required
 - Notice requirement: once a week for 2 consecutive weeks and 14 total days
- Texas Government Code
 - 2254.004 - requires contracts to select by qualifications then, negotiate price but do not choose solely based on price
- 2 CFR 200
 - <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR45ddd4419ad436d>

Appendix A – HUB Form

Historically Underutilized Business (HUB)

Outreach Certification Form

(for purchases above \$3,000)

REQUESTING DEPT:
Department Name
Contact Staff Name

REQUIRED HUB CONTACT #1			
Vendor Name		Contact Person (Phone or Email)	
Contact Date		Price Quoted	\$
Description of Goods/Services		Relevant Documentation	

REQUIRED HUB CONTACT #2			
Vendor Name		Contact Person (Phone or Email)	
Contact Date		Price Quoted	\$
Description of Goods/Services		Relevant Documentation	

IMPORTANT:

All purchasing policies must be followed when contacting HUBs for quotations.

If you cannot obtain 3 quotes, please consult with the Finance Department.

Appendix B – Federally Funded Procurements

(Current as of May 2023)

Procurements and contracts utilizing federal funds require additional elements to be in compliance with federal laws and regulations. Below are detailed the federal procurement standards and the contract provisions in their entirety. Not all standards and contract provisions will be applicable in every situation, but they should be reviewed for any situation where federal funds are involved. The primary requirement is that jurisdictions must follow their own procurement policies and procedures, so in cases where thresholds in the federal rules are higher than state or city thresholds, the lowest thresholds should be used.

The following sections are from the Code of Federal Regulations, Title 2, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

[§ 200.318 General procurement standards.](#)

(a) The non-Federal entity must have and use documented procurement procedures, consistent with State, local, and tribal laws and regulations and the standards of this section, for the acquisition of property or services required under a Federal award or subaward. The non-Federal entity's documented procurement procedures must conform to the procurement standards identified in [§§ 200.317](#) through [200.327](#).

(b) Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

(c)

(1) The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

(2) If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a State, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

(d) The non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

(e) To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services. Competition requirements will be met with documented procurement actions using strategic sourcing, shared services, and other similar procurement arrangements.

(f) The non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

(g) The non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

(h) The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. See also [§ 200.214](#).

(i) The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: Rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

(j)

(1) The non-Federal entity may use a time-and-materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time-and-materials type contract means a contract whose cost to a non-Federal entity is the sum of:

(i) The actual cost of materials; and

(ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

(2) Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

(k) The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and

claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

[[85 FR 49543](#), Aug. 13, 2020, as amended at [86 FR 10440](#), Feb. 22, 2021]

§ 200.319 Competition.

(a) All procurement transactions for the acquisition of property or services required under a Federal award must be conducted in a manner providing full and open competition consistent with the standards of this section and [§ 200.320](#).

(b) In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

- (1) Placing unreasonable requirements on firms in order for them to qualify to do business;
- (2) Requiring unnecessary experience and excessive bonding;
- (3) Noncompetitive pricing practices between firms or between affiliated companies;
- (4) Noncompetitive contracts to consultants that are on retainer contracts;
- (5) Organizational conflicts of interest;
- (6) Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and
- (7) Any arbitrary action in the procurement process.

(c) The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

(d) The non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

- (1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to

define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and

(2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

(e) The non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period.

(f) Noncompetitive procurements can only be awarded in accordance with [§ 200.320\(c\)](#).

§ 200.320 Methods of procurement to be followed.

The non-Federal entity must have and use documented procurement procedures, consistent with the standards of this section and [§§ 200.317](#), [200.318](#), and [200.319](#) for any of the following methods of procurement used for the acquisition of property or services required under a Federal award or sub-award.

(a) **Informal procurement methods.** When the value of the procurement for property or services under a Federal award does not exceed the *simplified acquisition threshold (SAT)*, as defined in [§ 200.1](#), or a lower threshold established by a non-Federal entity, formal procurement methods are not required. The non-Federal entity may use informal procurement methods to expedite the completion of its transactions and minimize the associated administrative burden and cost. The informal methods used for procurement of property or services at or below the SAT include:

(1) *Micro-purchases* —

(i) **Distribution.** The acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (See the definition of *micro-purchase* in [§ 200.1](#)). To the maximum extent practicable, the non-Federal entity should distribute micro-purchases equitably among qualified suppliers.

(ii) **Micro-purchase awards.** Micro-purchases may be awarded without soliciting competitive price or rate quotations if the non-Federal entity considers the price to be reasonable based on research, experience, purchase history or other information and documents it files accordingly. Purchase cards can be used for micro-purchases if procedures are documented and approved by the non-Federal entity.

(iii) **Micro-purchase thresholds.** The non-Federal entity is responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of risk, and its documented procurement procedures. The micro-purchase threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations. Non-Federal entities may establish a threshold higher than the Federal threshold established in the Federal Acquisition Regulations (FAR) in accordance with [paragraphs \(a\)\(1\)\(iv\)](#) and [\(v\)](#) of this section.

(iv) **Non-Federal entity increase to the micro-purchase threshold up to \$50,000.** Non-Federal entities may establish a threshold higher than the micro-purchase threshold identified in the FAR in accordance with the requirements of this section. The non-Federal entity may self-certify a threshold up to \$50,000 on an annual basis and must

maintain documentation to be made available to the Federal awarding agency and auditors in accordance with [§ 200.334](#). The self-certification must include a justification, clear identification of the threshold, and supporting documentation of any of the following:

(A) A qualification as a low-risk auditee, in accordance with the criteria in [§ 200.520](#) for the most recent audit;

(B) An annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or,

(C) For public institutions, a higher threshold consistent with State law.

(v) **Non-Federal entity increase to the micro-purchase threshold over \$50,000.** Micro-purchase thresholds higher than \$50,000 must be approved by the cognizant agency for indirect costs. The non-federal entity must submit a request with the requirements included in [paragraph \(a\)\(1\)\(iv\)](#) of this section. The increased threshold is valid until there is a change in status in which the justification was approved.

(2) **Small purchases** —

(i) **Small purchase procedures.** The acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources as determined appropriate by the non-Federal entity.

(ii) **Simplified acquisition thresholds.** The non-Federal entity is responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk and its documented procurement procedures which must not exceed the threshold established in the FAR. When applicable, a lower simplified acquisition threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations.

(b) **Formal procurement methods.** When the value of the procurement for property or services under a Federal financial assistance award exceeds the SAT, or a lower threshold established by a non-Federal entity, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement can be used in accordance with [§ 200.319](#) or [paragraph \(c\)](#) of this section. The following formal methods of procurement are used for procurement of property or services above the simplified acquisition threshold or a value below the simplified acquisition threshold the non-Federal entity determines to be appropriate:

(1) **Sealed bids.** A procurement method in which bids are publicly solicited and a firm fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bids method is the preferred method for procuring construction if the conditions.

(i) In order for sealed bidding to be feasible, the following conditions should be present:

(A) A complete, adequate, and realistic specification or purchase description is available;

(B) Two or more responsible bidders are willing and able to compete effectively for the business; and

(C) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(ii) If sealed bids are used, the following requirements apply:

(A) Bids must be solicited from an adequate number of qualified sources, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised;

(B) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;

(C) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;

(D) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

(E) Any or all bids may be rejected if there is a sound documented reason.

(2) **Proposals.** A procurement method in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids. They are awarded in accordance with the following requirements:

(i) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Proposals must be solicited from an adequate number of qualified offerors. Any response to publicized requests for proposals must be considered to the maximum extent practical;

(ii) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and making selections;

(iii) Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the non-Federal entity, with price and other factors considered; and

(iv) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby offeror's qualifications are evaluated and the most qualified offeror is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services through A/E firms that are a potential source to perform the proposed effort.

(c) **Noncompetitive procurement.** There are specific circumstances in which noncompetitive procurement can be used. Noncompetitive procurement can only be awarded if one or more of the following circumstances apply:

- (1) The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (see [paragraph \(a\)\(1\)](#) of this section);
- (2) The item is available only from a single source;
- (3) The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation;
- (4) The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; or
- (5) After solicitation of a number of sources, competition is determined inadequate.

§ 200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

(a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in [paragraphs \(b\)\(1\)](#) through [\(5\)](#) of this section.

§ 200.322 Domestic preferences for procurements.

(a) As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron,

aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

(b) For purposes of this section:

(1) “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

(2) “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

§ 200.323 Procurement of recovered materials.

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at [40 CFR part 247](#) that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

§ 200.324 Contract cost and price.

(a) The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.

(b) The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and, in all cases, where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

(c) Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under [subpart E of this part](#). The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.

(d) The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.

§ 200.325 Federal awarding agency or pass-through entity review.

(a) The non-Federal entity must make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the non-Federal entity desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.

(b) The non-Federal entity must make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:

- (1) The non-Federal entity's procurement procedures or operation fails to comply with the procurement standards in this part;
- (2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;
- (3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product;
- (4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or
- (5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.

(c) The non-Federal entity is exempt from the pre-procurement review in [paragraph \(b\)](#) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part.

- (1) The non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third-party contracts are awarded on a regular basis;
- (2) The non-Federal entity may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these standards. The non-Federal entity must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

§ 200.326 Bonding requirements.

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

- (a) A bid guarantee from each bidder equivalent to five percent of the bid price. The “bid guarantee” must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- (b) A performance bond on the part of the contractor for 100 percent of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the contractor’s requirements under such contract.
- (c) A payment bond on the part of the contractor for 100 percent of the contract price. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

§ 200.327 Contract provisions.

The non-Federal entity’s contracts must contain the applicable provisions described in appendix II to this part.

Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

- (A) Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by [41 U.S.C. 1908](#), must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- (B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.
- (C) Equal Employment Opportunity. Except as otherwise provided under [41 CFR Part 60](#), all contracts that meet the definition of “federally assisted construction contract” in [41 CFR Part 60–1.3](#) must include the equal opportunity clause provided under [41 CFR 60–1.4\(b\)](#), in accordance with Executive Order 11246, “Equal Employment Opportunity” ([30 FR 12319, 12935, 3 CFR Part, 1964–1965 Comp.](#), p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at [41 CFR part 60](#), “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

(D) Davis-Bacon Act, as amended ([40 U.S.C. 3141](#)–3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act ([40 U.S.C. 3141](#)–3144, and 3146–3148) as supplemented by Department of Labor regulations ([29 CFR Part 5](#), “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act ([40 U.S.C. 3145](#)), as supplemented by Department of Labor regulations ([29 CFR Part 3](#), “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act ([40 U.S.C. 3701](#)–3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with [40 U.S.C. 3702](#) and [3704](#), as supplemented by Department of Labor regulations ([29 CFR Part 5](#)). Under [40 U.S.C. 3702](#) of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of [40 U.S.C. 3704](#) are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under [37 CFR § 401.2 \(a\)](#) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of [37 CFR Part 401](#), “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

(G) Clean Air Act ([42 U.S.C. 7401](#)–7671q.) and the Federal Water Pollution Control Act ([33 U.S.C. 1251](#)–1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act ([42 U.S.C. 7401](#)–7671q) and the Federal Water Pollution Control Act as amended ([33 U.S.C. 1251](#)–1387). Violations must

be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see [2 CFR 180.220](#)) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at [2 CFR 180](#) that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(I) Byrd Anti-Lobbying Amendment ([31 U.S.C. 1352](#))—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by [31 U.S.C. 1352](#). Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award

NEW BUSINESS

ITEM #14



City of Blanco

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

STAFF REPORT: 11/12/24

DESCRIPTION: Request for RFQ for Inspection and plan review services

ANALYSIS: The City of Blanco is a full service community but with a smaller staff there are some functions that have to be sent out to a "third party" to help provide the town with full service coverage. City inspections and plan review for commercial buildings, residential, and industrial is performed by Bureau Veritas. BV does plan review, inspections, and works closely with our Permit Clerk and City administrator to make sure all new build and construction work are completed properly. The City, through its fee structure makes a very small profit off of these services.

Bureau Veritas has been adequately performing these services since 2013. The City should be constantly looking at ways to improve its performance and going out for an RFQ is one of the ways to create competition. The City Admin has been communicating with a couple of firms that would be interested in participating in an RFQ. There is always room for improvement and the City will look at responsiveness to applicants and builders, inspections, and overall satisfaction with the process.

The City subs its fire inspections and plan review to the Blanco County Fire Marshal (was Blanco ESD #2). We should continue to do so as they are local people doing the job for the City. We have a great relationship with the County Fire Marshal and should keep this work local.

FISCAL IMPACT: N/A

RECOMMENDATION: Authorize the City Administrator to go out for RFQ for Inspection and plan review services.

Home - Needs

BUILDING SERVICES FOR SAFETY COMPLIANCE

Bureau Veritas provides a variety of Building Safety Services. Our team provides plan review for compliance with federal, state, and local codes and regulations throughout the United States. Our

We use cookies on this site to enhance your user experience.
By clicking any link on this page you are giving your consent for us to set cookies.

OK, I AGREE

The team at Bureau Veritas has extensive experience reviewing all types of construction and building occupancies. Our professionals are ICC certified in each area of their building safety expertise.

We provide plan review services which include the following disciplines: architectural, structural, fire and life safety, accessibility, mechanical, plumbing, electrical, as well as green building and energy requirements as required by the local jurisdiction. Our experienced team can also provide a plan review of on-site and off-site civil improvements, including grading plans, utility plans, and other similar items for conformance with public agency regulations.

Not only do we specialize in plan review and building inspection services, but we are also able to provide organizations with augmented staffing for both ongoing efforts as well as short-term projects. We are experienced with combining time-proven processes with innovated technology and have the ability to offer electronic plan review submissions. We are also able to offer our clients access to our internally developed web-based project tracking system. This application offers comprehensive features to easily record, process, track, and report all phases of plan review and inspection, including a variety of permits and associated administrative tasks. Our partnership provides your customers with a high level of customer service, technical expertise, as well as in-depth experience across all areas of building inspection services.

KEY BENEFITS OF OUR BUILDING SAFETY SERVICES

Knowledgeable inspection staff that includes ICC Certified Professionals

In-depth experience inspecting all building types and occupancies

We use cookies on this site to enhance your user experience.
By clicking any link on this page you are giving your consent for us to set cookies.

Next-business-day performed inspections

Expert team of professional engineers that includes structural, civil, electrical, mechanical, and fire protection along with licensed architects

CONTACT US

LEARN ABOUT OUR RELATED CODE COMPLIANCE OFFERINGS



FIRE SAFETY SERVICES
Reduce fire and life safety risk



PLANNING SERVICES
Streamlining construction planning and permitting



PUBLIC WORKS SERVICES
Assisting public and private agencies

We use cookies on this site to enhance your user experience.
By clicking any link on this page you are giving your consent for us to set cookies.

City of Blanco - Bureau Veritas Fee Calculator

Construction Valuation **\$100,000**

Dwelling Construction Square Feet (includes living area, patio & garage) **1,000**

#VALUE!

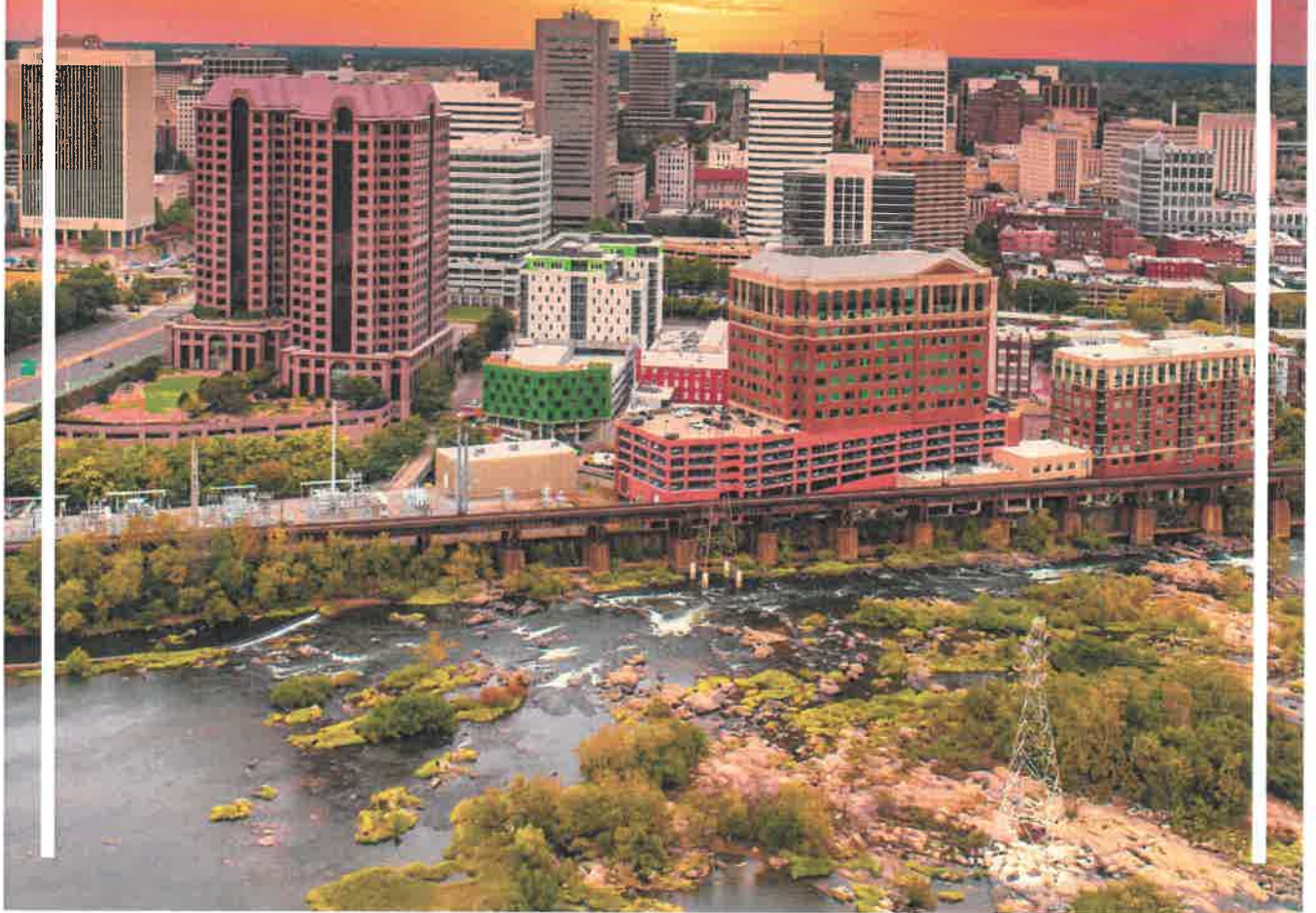
	Commercial And Multi Family	One And Two Family	Other Residential
Inspection Fee	\$655.88	\$863.50	\$655.88
Plan Review Fee	\$426.35	No Charge	No Charge
	Commercial And Multi Family Total	One And Two Family Total	Residential (Non-dwelling)
	\$1,082.22	\$863.50	\$655.88



**BUREAU
VERITAS**

	Commercial And Multi Family	One And Two Family	Other Residential
	\$596.25	\$785.00	\$596.25
	\$387.59	No Charge	No Charge
	Commercial And Multi Family Total	One And Two Family Total	Residential (Non-dwelling)
	\$983.84	\$785.00	\$596.25

Let's bring your
vision to life.



Transforming Community Development

With cost effective building, infrastructure
and maintenance solutions.

SAFE**built**®

Who Are We?









Committed to the development and safety of your community.

SAFEbuilt was established in 1992, built on the principle of serving communities all around us, by enabling building departments to improve service quality, save money, and improve community satisfaction.

Today, we provide comprehensive community development services to over 1,800 clients in 38 states across the nation (and Washington D.C.,) supporting the enforcement of safe building, infrastructure, and maintenance standards. With our nationwide reach, we can help you overcome everyday challenges by achieving and sustaining the goals of your community, no matter size or complexity.

Let SAFEbuilt bring your vision to life!

Why Choose Us?

-  Reduced Development Timelines
-  Faster Turnarounds
-  Lower Costs & Stabilize Budgets
-  Eliminate Staffing Risks
-  Manage Demand Fluctuations
-  Boost Efficiencies
-  Improved Customer Service
-  Expedited Services

OUR CORE VALUES

1

INTEGRITY



2

IMPROVEMENT



3

TEAMWORK



4

RESPECT



5

SERVICE



How Can We Serve You?



Solutions that make an impact on your community



FULL-SERVICE BUILDING DEPARTMENT MANAGEMENT

- Building Officials
- Plan Review
- Inspection Services
- Permit Technicians

BUILDING INSPECTIONS

- Accessibility
- Construction Engineering (CEI)
- Commercial
- Residential
- Fire
- Health
- HUD
- MEP
- New Construction
- Post-Disaster
- Roof
- Structural
- Site/Civil

PLAN REVIEW

- Commercial
- Residential
- Education Facilities
- Electronic Plan Review
- Fire
- MEP
- Post-Disaster
- Site/Civil
- Seismic
- Structural

CODE COMPLIANCE

- Land Use Inspections
- Property Maintenance Inspections
- Rental Housing Inspections
- Special Magistrate Services

PLANNING SERVICES

- Comprehensive Planning
- Land Development Codes
- Municipal Planning
- Planning & Zoning
- Transportation Planning
- Urban Design
- Community Engagement
- Grant Writing & Management

SPECIALIZED SERVICES

- Civil Engineering
- Electrical Engineering
- Fire Services
- Surveying & Mapping
- Landscape Architecture
- Landscape Urbanism
- Environmental
- Program & Construction Management
- Geographic Information System (GIS)
- Real Estate

SERVICES DESIGNED FOR YOU

Whether your community is facing unpredictable growth, a shortage of certified staff, fluctuating workload, or a large and unique project, SAFEbuilt designs service solutions around your organizational and financial needs.

Solutions that are
custom fit to your needs

FAQ:

Our workload fluctuates, will we have to pay for staff we don't need?

We cater each contract to your individual community requirements so you only pay for the services you need: full service, supplemental, or on-call contracts.

What does a typical contract look like?

Contracts can be acquired through sole proposals, piggyback contracts, OMNIA, or through a Request for Proposal (RFP). Typical contract terms are for three years, with options to renew for additional one-year terms.

What is a typical implementation period?

Depending on the scope of work, we can begin work 24-48 hours after a signed contract. However, we will work with you to develop a program that best fits your needs and schedule.

Can SAFEbuilt operate on our existing technology platform?

Yes, our staff have experience working on all community development platforms as well as our proprietary solution, CommunityCore.

What are your staffing credentials?

All our staff maintain compliance with all ICC, State, and local certifications specific to their trade. We currently have 845 licensed/certified team members.

What equipment do you provide for the staff?

All equipment provided can be customized to your needs, but as a standard, we provide staff with uniforms, vehicles, and all the necessary equipment (cell phone, computer, software) to perform their job.

How will SAFEbuilt staff be represented in the community?

SAFEbuilt is a proud corporate partner in all the communities we support. Whether in an office or out in the field, staff are required to behave professionally at all times and wear appropriately branded apparel.



"Windsor has had a longstanding relationship with SAFEbuilt which has been built on trust and dependability. SAFEbuilt's people are what make them stand apart from other companies that may provide similar services to theirs. I encourage you to put SAFEbuilt's people and services to the test as Windsor did many years ago. We have never had any regrets."

*Mayor,
Windsor, Colorado*

**Need help bringing
your vision to life?**

**CONTACT US
TODAY!**

SAFEbuilt.com
866.977.4111
info@SAFEbuilt.com



SAFEbuilt®

OLD BUSINESS

ITEM #1

CITY OF BLANCO

ORDINANCE No.

2024-O-012

AMENDMENT TO SIGN REGULATIONS

AN ORDINANCE AMENDING THE BLANCO CODE OF ORDINANCES; MODIFYING REGULATIONS FOR SIGNS AND SIGN STRUCTURES IN THE CITY LIMITS AND ETJ; PROVIDING FOR THE FOLLOWING: RULES; STANDARDS; PROCEDURES; INCLUDING CRIMINAL FINES AND CIVIL PENALTIES, REPEALER AND SEVERABILITY

WHEREAS, the City Council of the City of Blanco (“City Council”) seeks to promote the community’s historic aesthetic, and scenic vistas; and

WHEREAS, the City Council strives to promote reasonable and prudent development, including the use of signage to promote area businesses, events and activities, provide the signage is consistent with land use and development principles annunciated in the Comprehensive Master Plan; and

WHEREAS, the City Council finds that signs erected, modified or maintained in violation of the City’s regulations are a threat to the public health, safety, and welfare, and constitute a public nuisance to be prevented and abated in accordance with Chapter 217 of the Texas Local Government Code; and

WHEREAS, the City Council has received public input by and through the Planning and Zoning Commission, the Blanco Historical Preservation Commission, and the Blanco Chamber of Commerce; and

WHEREAS, pursuant to Texas Local Government Code Section 51.001, the City has general authority to adopt an ordinance or police regulation that is for the good government, peace or order of the City and is necessary or proper for carrying out a power granted by law to the City; and

WHEREAS, pursuant to Chapter 216 of the Texas Local Government Code, the City has the authority to regulate signs; and

WHEREAS, the City Council finds that it is necessary and proper for the good government, peace or order of the City of Blanco to amend the City’s sign regulations in accordance with this ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Blanco City Council:

1. FINDINGS OF FACT

The foregoing recitals are incorporated into this Ordinance by reference as findings of fact as if expressly set forth herein.

2. AMENDMENT

City of Blanco Code of Ordinances is hereby amended in its entirety, and after such amendment, shall read in accordance with *Attachment "A"*, which is attached hereto and incorporated into this Ordinance for all intents and purposes.

3. REPEALER

To the extent reasonably possible, ordinances are to be read together in harmony. However, all ordinances, or parts thereof, that are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters regulated, herein.

4. SEVERABILITY

Should any of the clauses, sentences, paragraphs, sections or parts of this Ordinance be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Ordinance.

5. CODIFICATION

The City Secretary is hereby directed to record and publish the attached rules, regulations and policies in the City's Code of Ordinances as authorized by Section 52.001 of the Texas Local Government Code.

6. EFFECTIVE DATE

This Ordinance shall be effective immediately upon passage and publication.

7. PROPER NOTICE & MEETING

It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

CITY OF BLANCO:

by: _____
Mayor Mike Arnold

ATTEST:

Laurie Cassidy, City Secretary

APPROVED AS TO FORM:
Tim Tuggey, City Attorney

ATTACHMENT “A”

City of Blanco

CODE OF ORDINANCES

SIGNS

Chapter 9. Planning and Development Regulations

ARTICLE 9.01. GENERAL PROVISIONS (RESERVED)

ARTICLE 9.02. UNIFIED DEVELOPMENT CODE

§ 9.02.001. Adopted.

The Unified Development Code, adopted by the city on November 10, 2020, **is included at the end of this chapter** as exhibit A. Due to the nature of the development code and the technicalities involved in adopting or amending it, such ordinance is printed herein as enacted, with only non-substantive formatting and style changes. Capitalization, punctuation and numbering of chapters, sections and subsections have been retained as enacted. Subsequent amendments will be inserted in their proper place and denoted by a history note following the amended section. Obviously misspelled words have been corrected without notation. Any other material added for purposes of clarification is enclosed in brackets.

(Ordinance adopting Code)

ARTICLE 9.03. SIGNS

Division 1. Generally

§ 9.03.001. Title.

This article shall be commonly cited as the sign ordinance.
(Ordinance 2011-392, sec. 26.01.001, adopted 11/8/11)

§ 9.03.002. Purpose.

This article provides standards for the erection, repair, maintenance and removal of signs within the city and its extraterritorial jurisdiction (ETJ). All signs not exempted as provided in this article shall conform to these standards. The general objectives of these standards are to promote health, safety, welfare, convenience and enjoyment of the public, and to achieve the following:

§ 9.03.003. Geographic scope.

This article applies to all property within the incorporated municipal boundaries (i.e., "city limits") and the extraterritorial jurisdiction (ETJ) as they exist at the time this article is adopted and as may be modified in the future.

(Ordinance 2011-392, sec. 26.01.003, adopted 11/8/11)

§ 9.03.004. Exemptions.

The following signs are exempt from regulation under this article:

(1)

Any sign wholly within the confines of a building, and oriented so as to be out of view from outside the building.

(2)

Commemorative plaques and historical markers, flags [sic] mounted on the face of a building or erected on a site as a freestanding monument, when placed by a governmental entity, or historical society to commemorate a person, event or other matter of historical interest.

(3)

Any sign erected or required to be erected by any governmental entity or public utility to give information, directions, or warnings to the general public, regardless of the sign's location on public or private property.

(4)

Signs required by law.

(5)

A political sign that is carried by a person or is a bumper sticker on a vehicle.

(Ordinance 2011-392, sec. 26.01.004, adopted 11/8/11)

(Ordinance 2011-392, sec. 26.01.005, adopted 11/8/11)

§ 9.03.007. Address signs.

Address signs shall be required to be visible from an adjacent right-of-way for the primary structure on each piece of property, including residential and nonresidential property. The letters, numbers, and symbols that make up these signs must be six inches (6") in height.

(Ordinance 2011-392, sec. 26.01.007, adopted 11/8/11)

§ 9.03.008. Dilapidated signs.

Signs and sign structures are required to be maintained in a good and sound condition as determined by the building official in accordance with the International Building Code. Responsible parties must repair or replace signs and sign structures that are rotting, peeling, rusting, fading, becoming discolored, covered in dirt, or filled with holes. Responsible parties shall not allow signs or sign structures to become dangerous, within the meaning of the International Building Code, as a result of inadequate design, construction, repair, or maintenance. The city can seek to compel immediate removal of signs that are in such a state of disrepair as to constitute an imminent threat to public health, safety and welfare.

(Ordinance 2011-392, sec. 26.01.008, adopted 11/8/11)

§ 9.03.009. Discontinued signs.

The responsible party shall remove any sign that advertises a business or project that has ceased operations in excess of one 60 days, unless the property is leased, in which case the sign shall be

removed after 60 days. The responsible party shall remove any sign and/or sign structure that has not been used for advertising or promoting a going concern for at least six (6) months. For the purposes of this section, a business or project has ceased to operate when it is no longer engaged in the sale of products or services in the normal course of business.
(Ordinance 2011-392, sec. 26.01.009, adopted 11/8/11)

§ 9.03.010. Obstructions to passageways.

No sign shall be installed so as to prevent free ingress to or egress from any door, window, or fire escape. No sign of any kind shall be attached to a standpipe or fire escape.
(Ordinance 2011-392, sec. 26.01.010, adopted 11/8/11)

§ 9.03.012. Street right-of-way protected.

(a)

A person shall not install a sign on the right-of-way of a street or highway maintained by the city unless explicitly authorized by this article.

(b)

Signs installed in violation of this article are hereby declared a public nuisance, and may be removed and disposed of by the city without notice and without compensation to the sign owner.
(Ordinance 2011-392, sec. 26.01.012, adopted 11/8/11)

§ 9.03.013. Interference with utilities or drainage easement.

The installation of a sign or sign structure shall not inhibit access to or interfere with a utilities or drainage easement.
(Ordinance 2011-392, sec. 26.01.013, adopted 11/8/11)

§ 9.03.015. Signs on trees.

Signs are prohibited from being installed on any trees.
(Ordinance 2011-392, sec. 26.01.015, adopted 11/8/11)

§ 9.03.016. Signs on utility poles.

Signs are prohibited from being installed on utility poles except for signs that are required by law, provide safety instructions,

§ 9.03.017. Reflective surfaces.

Signs with reflective surfaces are prohibited except for purposes of traffic control or safety.
(Ordinance 2011-392, sec. 26.01.017, adopted 11/8/11)

§ 9.03.018. Building and electrical codes.

Signs and sign structures will be installed, repaired, replaced, and maintained in compliance with all applicable building and electrical codes adopted by the city.

§ 9.03.041. Regulated Signs.

Allowed signs by permit.

Any sign not listed as allowed must be requested by variance.

	Type	Size	Info
A	Awning Sign	.5 sq feet per 1 foot of building side	2 per side of building
B	Banners	36 sq feet	Must be securely attached
C	Banner over 281		City or community sponsored event. No political affiliation. Proof of TxDot permit required. Can not be on PEC pole.
D	Canopy sign	.5 sq feet per 1 foot of building side	
E	Community service sign	6 sq feet	No taller than 6 feet
F	Concession Trailer (no permit required for civic events less than 1 week)		Must have written, notarized authorization from property owner. Permit valid for 3 months.
G	Construction/Development sign	32 sq feet	
H	Feather Banner	18 feet max, 1 per permit	Brand new business is free for first 60 days. \$50 per month. Only displayed during business hours.
I	Hanging sign	.5 sq feet per 1 foot of building side	2 per side of building
J	Ingress/egress sign	3 sq feet	1 per entry/exit
K	Internally lit sign	Refer to type of sign	Follow night skies requirement
L	Mobile service provider	20 sq feet	
M	Monument sign	2.75 sq feet per 1 foot of building frontage. Maximum of 125 sq feet. Max high 8 feet	
N	Traffic control signs	4 sq feet	Private street, road name, residence sign.
O	Projecting signs	.5 sq feet per 1 foot of building side	1 per side
P	Special event signs	32 sq feet	permit for 30 days, Must be securely

			attached
Q	Wall signs	Fit within exterior wall of building	1 per side
R	Window signs	.5 sq foot per foot of building frontage.	1 per window
S	Murals	Size of wall	Evaluated by city staff for appropriateness.

Permit not required

	Type	Size	Info
A	Address sign	2 sq feet	
B	Athletic sponsorship	125 sq feet	Must be located on city or BISSD property and erected by one of those entities
C	Construction/Development (under 6 sq feet)	6 sq feet	
E	Political signs	36 sq feet	No more than 6 feet tall with no moving elements. Must be on private property with owner consent. Can only be up 90 days prior to election and must be down 10 days after victor is sworn in.
F	Private street, road name, residence sign		
G	Real estate sign	6 sq feet	
H	Seasonal decorations		clearly customarily and commonly associated with any national, local or religious holiday or celebration.
I	Signs or notices issued by an court or government entity.		
J	Small, business related signs on or visible through doors or windows indicating: store hours, security, trade memberships, credit cards accepted. no solicitation and open/closed.	5 sq ft	
K	Vehicle sign	Size of vehicle	One STATIONARY vehicle sign allowed per property.
L	Flags	30 sq feet	2 government flags, 2 non government flag. No taller than 30 feet. Must comply with Texas flag

			code.
M	Vending machine sign	Normal dimensions of machine	
N	Portable signs	10 sq feet	To be removed every evening

§ 9.03.042. Application.

Prior to installing a sign requiring a permit or a nonconforming sign, a person must obtain a permit from the city.

§ 9.03.044. Inspections.

(a)

Illustration inspection.

At the discretion of the City Staff, each applicant may be required to submit the illustrations listed above to the city's building inspector for approval before a permit may issue. The City Staff may require the submission of illustrations pursuant to this section when the size, materials, or electrical components of the sign and/or sign structure warrant review by the city's building inspector. Refusal to submit illustrations when requested pursuant to this section is grounds for denial of a sign permit.

(b)

Follow-up inspection.

Each applicant required by the above subsection to submit illustrations for review by the city's building inspector may be required by the City Staff to submit to a physical inspection of the sign and/or sign structure after the completion of the construction phase. Refusal to allow access for an on-site inspection constitutes a violation of this article.

(Ordinance 2011-392, sec. 26.02.004, adopted 11/8/11)

§ 9.03.045. Review and time limits.

The City Staff shall promptly review the application upon the receipt of a complete permit application and upon payment of the permit fee by the applicant. The City Staff shall grant or deny the permit application within twenty (20) days from the date the complete application, including all required documentation and permit fee, was filed with the City Staff. Failure to act within twenty (20) days constitutes a denial of the application.

(Ordinance 2011-392, sec. 26.02.005, adopted 11/8/11)

§ 9.03.046. Approval.

The City Staff shall approve a permit for the sign if it complies with the building, electrical or other adopted codes of the city, and with:

(1)

The regulations for signs contained in this article;

(2)

Any variance that has been granted from these regulations;

(3)

Any special regulations that have been adopted for a type of sign or for signs located in a district established under this article; and

§ 9.03.047. Denial.

If the City Staff does not approve a permit for the sign, the City Staff shall state the reasons for the denial in writing, and shall mail a certified copy of the reasons for denial to the address of the applicant stated on the application.

(Ordinance 2011-392, sec. 26.02.007, adopted 11/8/11)

§ 9.03.048. Appeals.

Any applicant who is denied a permit for the display of a sign may file a written appeal to P&Z within ten (10) days after receipt of the written copy of the denial provided by the City Staff by certified mail. P&Z shall review the written appeal and make a recommendation to the city council. An appeal stays all proceedings in furtherance of the action unless the City Staff determines in writing that a stay would cause imminent peril to life or property. The city council can uphold, modify, or reject the recommendations of the City Staff and P&Z.

(Ordinance 2011-392, sec. 26.02.008, adopted 11/8/11)

§ 9.03.049. Duration and expiration.

(a)

Commencement.

The approval of a sign permit shall be effective for a period of six (6) months. If the authorized sign work has not commenced within six (6) months of the date the permit was issued, the permit shall be deemed to have automatically expired and shall become null and void, requiring the submittal of a new sign permit application.

(b)

Completion.

If the authorized sign work is not fully completed within nine (9) months of the date the permit was issued, the permit shall be deemed to have expired and shall become null and void.

The fees for permit applications and extensions shall be in conformance with the fee schedule adopted by the city council, as may be amended (appendix A of the Code of Ordinances). The fee charged for a permit to change the copy portion of a sign is reduced to the lesser amount set forth in the fee schedule.

(Ordinance 2011-392, sec. 26.02.010, adopted 11/8/11)

Division 3. Variances

§ 9.03.071. Variance procedure.

(a)

A responsible party that wants a variance from this article must file a request for variance at city hall with the City Staff along with a variance fee, as stated in the city's most recent fee schedule. The City Staff will indicate what documentation the responsible party must provide in support of the request. Such documentation shall meet the standardized requirements set forth by the city with input from the planning and zoning commission.

(b)

Once the necessary documentation has been provided to the City Staff, P&Z will review the request and make a determination based on the documentation provided by the responsible party as well as any opinions of the City Staff.

(c)

Any decision made by P&Z must be reviewed by the city council. The applicant is responsible for securing an item on the council's agenda at which time the council may affirm, deny, or modify the commission's recommendation.

(d)

If either the City Staff or the responsible party disagrees with a decision by P&Z to deny or modify a variance request, they can submit a written request that the city council review the request, the supporting documents, and P&Z's decision. The request for variance shall clearly state why the applicant's case is unique and why granting the request for variance would not set a precedent for future variance requests. The city council can affirm, reverse, or modify the decision of P&Z.

(e)

The city council has final authority to approve a variance.
(Ordinance 2011-392, sec. 26.03.001, adopted 11/8/11)

§ 9.03.072. Design standards for variances.

When considering granting a variance in accordance with this division, the following considerations may be considered by P&Z and the city council:

(1)

Special or unique hardship because of the size or shape of the property on which the sign is to be located.

(2)

Hardship claim based on the exceptional topographic conditions or physical features uniquely affecting the property on which a sign is to be located.

(4)

Proposed sign location, configuration, design, materials and colors are harmonious with the Hill Country setting.

(5)

The proposed sign does not visually dominate the structure to which it belongs or call undue attention to itself.

(10)

The city may take into consideration the demonstrated and documented correlation between the variance and protecting the public health and safety.

(11)

The city will be more inclined to consider a variance request when it is sought during an earlier stage of the construction approval process, for instance when the responsible party is submitting/obtaining a plat, planned development district, development agreement, or site plan.

(Ordinance 2011-392, sec. 26.03.002, adopted 11/8/11)

§ 9.03.073. Financial hardship.

A showing that the display of a sign would be more profitable or the sign would be more valuable is not a special or unique hardship as required by this division.

(Ordinance 2011-392, sec. 26.03.003, adopted 11/8/11)

§ 9.03.074. Conditions.

The city council may impose conditions upon the granting of a variance under this article. Such conditions must be related to the variance sought, and be generally intended to mitigate the adverse effects of the sign on neighboring tracts and the general aesthetic ambiance of the community. A responsible party's failure to comply with conditions placed on a variance may result in the city council voiding the variance and authorizing all available code enforcement actions and other remedies available in equity or at law.

(Ordinance 2011-392, sec. 26.03.004, adopted 11/8/11)

Division 4. Legal Nonconforming Signs

§ 9.03.101. Generally.

In addition to signs within the definition of legal nonconforming signs found in section 9.03.005 of this article, any sign lawfully existing in an unincorporated area prior to annexation by the city, but which does not conform with the provisions of this article upon annexation, is hereby deemed to be a legal nonconforming sign.

(Ordinance 2011-392, sec. 26.04.001, adopted 11/8/11)

§ 9.03.102. Modification.

(a)

A legal nonconforming sign or sign structure shall be brought into conformity with this article if the city code enforcement officer determines that more than fifty percent (50%) of the nonconforming sign or sign structure is modified, meaning blown down, destroyed, dismantled, reconstructed, or replaced for any purpose other than maintenance operations or changing letters or symbols. A nonconforming sign or sign structure shall be brought into conformity with this article if the sign or sign structure is relocated. A change in copy on a changeable copy sign is not a modification for purposes of this subsection.

Division 6. Design Standards

Part I. In General

Lighting.

All signage lighting must comply with the city's outdoor lighting ordinance, section 5.12 of the Unified Development Code, and any applicable provisions of future lighting ordinances.
(Ordinance 2011-392, sec. 26.06.001, adopted 11/8/11)

Location.

Distance from certain uses.

Unless otherwise associated with such location, no sign shall be located nearer than twenty (20) feet to any church, cemetery, public building, or historic site or district.
(Ordinance 2011-392, sec. 26.06.002, adopted 11/8/11)

§ 9.03.153. Measurement of surface area.

Only one (1) side of a double-faced, V-shape, back-to-back, or other similar type of sign shall be measured to determine the surface area of a sign.
(Ordinance 2011-392, sec. 26.06.003, adopted 11/8/11)

§ 9.03.155. Compliance with International Building Code.

All sign installations commenced in accordance with this article must be in compliance with the International Building Code, as adopted by the city council.
(Ordinance 2011-392, sec. 26.06.005, adopted 11/8/11)
(Ordinance 2011-392, sec. 26.06.056, adopted 11/8/11)

Division 7. Sign Limits

§ 9.03.231. Historic district.

Signs within the historic district must have a certificate of appropriateness issued by the city historic commission.
(Ordinance 2011-392, sec. 26.07.001, adopted 11/8/11)

Division 8. Enforcement

§ 9.03.251. Complaints.

(a)

Complaints alleging violations of this article may be filed with the city by any person, including but not limited to city officials.

(b)

The City Staff may, at the administrator's discretion, notify the responsible party informally.

(c)

Sworn complaints shall be filed with the municipal court.
(Ordinance 2011-392, sec. 26.08.001, adopted 11/8/11)

§ 9.03.252. Civil and criminal penalties.

The city shall have the power to administer and enforce the provisions of this article as may be required by governing law. Any person violating any provision of this article is subject to suit for injunctive relief as well as prosecution for criminal violations. Any violation of this article is hereby declared to be a nuisance. In addition to other available relief, the city shall be entitled to issue a stop work order on the construction of noncompliant signs.

(Ordinance 2011-392, sec. 26.08.002, adopted 11/8/11)

§ 9.03.253. Criminal offenses.

(a)

Each violation of the following sections of this article constitutes a separate criminal offense, punishable by a fine not exceeding five hundred dollars (\$500.00):

(b)

Each day that a responsible party violates a provision of this article by maintaining a sign contrary to this article shall constitute a separate offense. An offense under this article is a misdemeanor.

(c)

The culpable mental state required for conviction for a violation of this article shall be knowingly.
(Ordinance 2011-392, sec. 26.08.003, adopted 11/8/11)

§ 9.03.254. Civil remedies.

Nothing in this article shall be construed as a waiver of the city's right to bring a civil action to enforce the provisions of this article and to seek remedies as allowed by law, including but not limited to the following:

(1)

Injunctive relief to prevent specific conduct that violates this article or to require specific conduct that is necessary for compliance with this article, including removal of signs that violate this article at the expense of the responsible party; and

(2)

A civil penalty up to one thousand dollars (\$1,000.00) a day when it is shown that the defendant was actually notified of the provisions of this article and after receiving notice committed acts in violation of this article or failed to take action necessary for compliance with this article, and other available relief.

(Ordinance 2011-392, sec. 26.08.004, adopted 11/8/11)

§ 9.03.255. Removal of sign.

Any sign violating this article must be removed or brought into compliance within thirty (30) days of receipt of written notice from the city. If the responsible party fails to remove or alter the structure so as to comply with the standards set forth in this article within thirty (30) days after such notice, the

city may undertake such removal or alteration as is necessary to bring the structure into compliance and assess the costs to the responsible party. The city may cause any sign or other sign structure which presents an immediate peril to persons or property to be removed or altered immediately and without notice, and without compensation to the sign owner.

(Ordinance 2011-392, sec. 26.08.005, adopted 11/8/11)

§ 9.03.256. Impoundment of signs.

(a)

The City Staff shall have the authority to remove all signs, without notice to the owners thereof, placed within any street or highway right-of-way; attached to trees, telephone and utility poles, other natural features; or banners that do not have the permit affixed as required by section **9.03.183(i)**.

(b)

The City Staff shall have the authority to impound such confiscated signs for a period of five (5) business days.

(c)

The owner of a sign impounded by the city may recover same upon payment of an impoundment fee for each sign, as established by the city council. Payment of the impoundment fee must be rendered to the city prior to the expiration of the five (5) business days impoundment period. Upon expiration of the impoundment period, the City Staff shall have authority to dispose of such sign at the administrator's discretion.

(Ordinance 2011-392, sec. 26.08.006, adopted 11/8/11)

OLD BUSINESS

ITEM #2

OLD BUSINESS

ITEM #3

Citizens of Blanco

Mayor & Council

**City Administrator
Warren Escovy**

**City Attorney:
Tim Tuggey**

**Engineer:
Ardurra**

**City Secretary:
Laurie Cassidy**

**Public Works:
Inframark**

**Police
Department**

**Interim Finance
Director:
Dana Bundick**

**Court:
Haylee Hartman**

**Utilities:
Karis Beard**



OLD BUSINESS

ITEM #4

DISCUSSION DOCUMENT – NOT AN OFFICIAL DOCUMENT

DISCUSSION DOCUMENT
NOT AN OFFICIAL DOCUMENT

CITY OF BLANCO

**Code of Ethics and Conduct for Elected
and Appointed Officials**

ADOPTED _____, 2024

DISCUSSION DOCUMENT
NOT AN OFFICIAL DOCUMENT

DISCUSSION DOCUMENT – NOT AN OFFICIAL DOCUMENT

Table of Contents

<u>Title</u>	<u>Page No.</u>
A. Ethics	3
B. Conduct	6
1. Overview of Councilmembers Roles and Responsibilities	6
2. General Policies and Protocol	8
3. EAO Conduct with One Another	9
4. Conduct with City Staff	11
5. Conduct with the Public	13
6. Council Conduct with Other Public Agencies	15
7. Council Conduct with Committees and Commissions	15
8, Conduct with the Media	16
C Sanctions	17
D. Glossary of Terms	19
E. Implementation	20

Policy Purpose

The Blanco City Council has adopted this Code of Ethics and Conduct for Elected and Appointed Officials for members of the City Council and the City's Committees and Commissions to assure public confidence in the integrity of local government and its effective and fair operation. This Code supplements but does not repeal any other existing City ordinance governing or addressing rule of decorum or related ethical issues.

A. ETHICS

The citizens of Blanco are entitled to have a fair, ethical and accountable local government that has earned the public's full confidence for integrity. In keeping with the City of Blanco's commitment to excellence, the effective functioning of democratic government therefore requires that:

- public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government;
- public officials be independent, impartial and fair in their judgment and actions;
- public office be used for the public good, not for personal gain; and
- public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility,

To this end, the Blanco City Council has adopted this Code of Ethics and Conduct for Elected and Appointed Officials ("Code of Ethics and Conduct") for members of the City Council and of the City's Committees and Commissions to assure public confidence in the integrity of local government and its effective and fair operation. The City's Code of Ethics and Conduct provides guidance on ethical issues and questions of right and wrong,

- 1, **Act in the Public Interest.** Recognizing that stewardship of the public interest must be their primary concern, Elected and Appointed Officials ("EAOs") will work for the common good of the people of Blanco and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before the Blanco City Council, Committees and Commissions.
2. **Comply with both the spirit and the letter of the Law and City Policy.** Members of the City Council and the City's Committees and Commissions shall comply with the laws of the nation, the State of Texas and the City of Blanco in the performance of their public duties, These laws include, but are not limited to: the United States and Texas Constitutions; State laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government; and City ordinances, codes and policies.

3. **Conduct of Elected and Appointed Officials ("EAO").** EAO shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of Council, Committees and Commissions, the staff, or public.
4. **Respect for Process.** EAO shall perform their duties in accordance with the processes and rules of order established by the City Council and Committee and Commissions governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the City Council by City staff.
5. **Conduct of Public Meetings.** EAO shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers; making personal comments not germane to the business of the body; attempting to monopolize the discussion at public meetings; or otherwise interfering with the orderly conduct of meetings.
6. **Decisions Based on Merit.** EAO shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.
7. **Communication.** EAO shall publicly disclose substantive information that is relevant to a matter under consideration by the Council or Committees and Commissions, which they may have received from sources outside of the public decision-making process.
8. **Conflict of Interest.** No EAO or a relative thereof shall:
 - (a) Have a financial interest in any contract, job, work, or service of or to the City, or the sale to the City of any supplies, equipment, material, or real or personal property.
 - (b) Participate in a vote or decision on any matter in which the EAO has a substantial interest.
 - (c) Accept any gift from any person that might reasonably tend to influence such EAO in the discharge of such EAO's official duties. The prohibition against gifts shall not apply to:
 - (i) A lawful campaign contribution;
 - (ii) An honorarium in consideration for services unless the officer would not have been asked to provide the services but for the officer's position;
 - (iii) Meals, lodging, transportation in connection with services rendered by the EAO at a conference, seminar or similar event that is more than merely perfunctory;

DISCUSSION DOCUMENT – NOT AN OFFICIAL DOCUMENT

- (iv) Complimentary copies of trade publications and other related materials;
 - (v) Attendance at hospitality functions at local, regional, state or national association meetings and/or conferences;
 - (vi) Any gift, which would have been offered or given to the person if such person was not an EAO;
 - (vii) An occasional item with a value less than fifty dollars (\$50.00);
 - (viii) Tee shirts, caps and other similar promotional material;
 - (ix) Meals, transportation and lodging in connection with a seminar or conference at which the EAO is providing services;
 - (x) Gifts on account of kinship or a personal, or professional, or business relationship independent of the EAO's status;
 - (xi) Complimentary attendance at political or charitable fund-raising events;
9. **Confidential Information.** EAO shall respect the confidentiality of information concerning the property, personnel, or affairs of the City, They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial, political or other private interests.
10. **Use of Public Resources.** EAO shall not use public resources not available to the public in general, such as City staff time, equipment, supplies or facilities, for private gain or personal, political purposes, Councilmembers desiring use of such city resources for public meetings shall first obtain permission from a majority of the Council at a duly called, posted Council meeting.
11. **Representation of Private Interests.** In keeping with their role as stewards of the public interest, members of Council shall not appear on behalf of the private interests of third parties before the Council or any Committee, Commission or proceeding of the City, nor shall members of Committees and Commissions appear before their own bodies or before the Council on behalf of the private interests of third parties on matters related to the areas of service of their bodies, nor voluntarily participate on behalf of others in any litigation to which the City is, or might be, an adverse party.
12. **Advocacy.** EAO shall represent the official policies or positions of the City Council, Committee or Commission to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, EAO shall explicitly state they do not represent their body or the City of Blanco, nor will they allow the inference that they do.

13. **Policy Role of EAO.** EAO shall respect and adhere to the structure of Blanco City government as outlined by applicable law. In this structure, the City Council determines the policies of the City with the advice, information and analysis provided by the public, Committees and Commissions, and City staff. Except as provided by applicable law, EAO shall not interfere with the administrative functions of the City or the professional duties of City staff; nor shall they impair the ability of staff to implement Council policy decisions.
14. **Independence of committees and Commissions,** Because of the value of the independent advice of Committees and Commissions to the public decision-making process, members of Council shall refrain from using their position to unduly influence the deliberations or outcomes of Committees and Commission proceedings,
15. EAOs shall not intervene in Municipal Court matters.
16. EAOs shall not direct City staff to take actions that are not in keeping with advice and guidance from the City Attorney.
17. **Positive Workplace Environment.** EAO shall support the maintenance of a positive and constructive workplace environment for City employees and for citizens and businesses dealing with the City. EAO shall recognize their special role in dealings with City employees so in no way do they create the perception of inappropriate direction to staff.

B. CONDUCT

This Code of Ethics and Conduct is designed to describe the manner in which Councilmembers and Committee and Commission members should treat one another, City staff, citizens, and others they come into contact with in representing the City of Blanco.

The constant and consistent theme through all of the conduct guidelines is "respect." Councilmembers experience huge workloads and tremendous stress in making decisions that could impact many lives. Despite these pressures, elected and appointed officials are called upon to exhibit appropriate behavior at all times. Demonstrating respect for each individual through words and actions is the touchstone that can help guide Councilmembers and Committee and Commission members to do the right thing in even the most difficult situations.

1. Overview of Councilmember Roles and Responsibilities

Mayor

- Acts as the official head of the City for all ceremonial purposes.
- Chairs Council meetings.

DISCUSSION DOCUMENT – NOT AN OFFICIAL DOCUMENT

- Calls for special meetings, subject to exceptions granted by law.
- Serves as spokesperson for the City Council on City positions.
- Makes judgment calls on proclamations, Special Orders of the Day, etc.
- Recommends subcommittees as appropriate for Council approval.
- Leads the Council into an effective, cohesive working team.
- Signs documents on behalf of the City.
- Reviews mail addressed to Mayor.
- Other duties as set forth in other laws, ordinances, or the Uniform Development Code.

Mayor Pro Tern

- Performs the duties of the Mayor if the Mayor is absent or disabled
- Chairs Council meetings at the request of the Mayor.
- Represents the City at ceremonial functions at the request of the Mayor.
- Signs documents on behalf of the City, in absence of Mayor.

All Councilmembers

All members of the City Council, including those serving as Mayor (when voting as permitted by law) and Mayor Pro Tern, have equal votes. No Councilmember has more power than any other Councilmember, and all should be treated with equal respect. Therefore, no ranking or pecking order shall be established for predetermining the order of roll call votes or public introductions, except that the Mayor and Mayor Pro Tern shall be introduced first at public meetings and events. All Councilmembers should:

- Fully participate in City Council meetings and other public forums while demonstrating respect, kindness, consideration, and courtesy to other
- Prepare in advance of Council meetings and be familiar with issues on the agenda
- Represent the City at ceremonial functions at the request of the Mayor
- Be respectful of other people's time, stay focused and act efficiently during public meetings.
- Serve as a model of leadership and civility to the community
- Inspire public confidence in Blanco government

- Provide contact information with the City Secretary in case an emergency or urgent situation arises while the Councilmember is out of town
- Demonstrate honesty and integrity in every action and statement
- Participate in scheduled activities to increase team effectiveness and review Council procedures, such as this Code of Ethics and Conduct.

Meeting Chair

The Mayor will chair official meetings of the City Council, unless the Mayor Pro Tem or another Councilmember is designated as chair of a specific meeting.

- Maintains order, decorum, and the fair and equitable treatment of all speakers
- Keeps discussion and questions focused on specific agenda item under consideration
- Makes parliamentary rulings with advice, if requested, from the City Secretary who acts as advisory parliamentarian, and in her absence, the City Attorney shall act as advisory parliamentarian.

2. General Policies and Protocol

Ceremonial Events

Requests for a City representative at ceremonial events will be handled by the City Secretary's Office. The Mayor will serve as the designated City representative. If the Mayor is unavailable, then City Secretary will determine if event organizers would like another representative from the Council. If yes, then the Mayor can recommend which Councilmember should be asked to serve as a substitute. Invitations received at City Hall are presumed to be for official City representation. Invitations addressed to Councilmembers shall be shared with the City Secretary's Office in order to assure posting for compliance with the Texas Open Meetings Act, if applicable.

Rules of Order for Meetings.

City ordinance and the latest edition of Robert's Rules of Order Newly Revised shall serve as the parliamentary authority for Council and Committees, committees and Commission. Standing rules that vary from Robert's Rules may be adopted by the Council by ordinance.

Non agenda Items (Public Comments).

During a designated period of the agenda, referred to as "Public Comments," members of the public may bring forth issues or questions that are not on the meeting's agenda. Each member of the public will be limited to three minutes unless otherwise directed by the Mayor (Council meetings) or Chair (Committee/Commission meetings).

DISCUSSION DOCUMENT – NOT AN OFFICIAL DOCUMENT

State law does not require the City Council to have an agenda item for "Public Comments". Public Comments shall be made in accordance with rules of decorum established by ordinance and may not be used as a forum to make personal attacks against individual citizens or city employees. Such remarks will result in the speaker being asked to step back from the podium and a forfeiture of the remaining time to speak.

Public hearings.

Councilmembers (Council meetings) and Committee/Commission members (Committee/Commission meetings) will not express opinions during the public hearing portion of the meeting except to ask pertinent questions of the speaker or staff. "I think" and "I feel" comments by EAO are not appropriate until after the close of the public hearing. EAO should refrain from arguing or debating with the public during a public hearing and shall always show respect for different points of view.

3. EAO Conduct with One Another

EAOs are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. All have chosen to serve in public office in order to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even though individuals may "agree to disagree" on contentious issues.

3(a). In Public Meetings

Use formal titles

EAO should refer to one another formally during public meetings, such as Mayor, Mayor Pro Tem, Chair, Commissioner or Councilmember followed by the individual's last name.

Practice civility and decorum in discussions and debate.

Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, public officials to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments, No shouting or physical actions that could be construed as threatening will be tolerated,

Honor the role of the Chair in maintaining order,

It is the responsibility of the Chair to keep the comments of EAO on track during public meetings. EAO should honor efforts by the Chair to focus discussion on current agenda items. If there is disagreement about the agenda or the Chair's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.

Avoid personal comments that could offend other EAO.

If a member is personally offended by the remarks of another member, the offended member should make notes of the actual words used and call for a “point of personal privilege” that challenges the other member to justify or apologize for the language used. The Chair will maintain control of this discussion.

Demonstrate effective problem-solving approaches

EAO have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.

Outside of official Committee or Commission meetings, individual Committee and Commission members are not authorized to represent the City or their Committee or Commission unless specifically designated by the Council or the Committee or Commission to do so for a particular purpose. In public, however, all EAO shall represent the official policies or positions of their Committee or Commission. Only the chair or his/her designee shall speak during a Council public hearing on any item that has been addressed by the Committee or Commission, and for which detailed minutes have been provided to the Council. The chair shall represent the majority view of the Committee or Commission, but shall report on any minority views as well. When an official Committee or Commission position differs from staff’s recommendation on a particular policy issue, then at the Mayor’s discretion additional time may be provided to the chair of the Committee or Commission (or his/her designee) to explain the position of the Committee/Commission. If new information is brought to light during a public hearing that was not shared previously with the Committee or Commission, the Mayor may allow the Committee or Commission chair to respond. If the Council deems the new information sufficient to warrant additional study, then by majority vote Council may refer the issue back to the Committee or Commission for further study prior to taking other action itself.

Individual opinions and positions may be expressed by Committee and Commission members regarding items that have not come before the particular Committee/Commission to which they belong. When presenting their individual opinions and positions, Councilmembers and Committee/committee/Commission members shall explicitly state they do not represent their body or the City of Blanco, nor will they allow the inference that they do.

Although a Committee or Commission may disagree with the final decision the Council makes, the Committee or Commission shall not act in any manner contrary to the established policy adopted by the Council.

3(b).In Private Encounters

Continue respectful behavior in private

The same level of respect and consideration of differing points of view that is deemed appropriate for public discussions should be maintained in private conversations.

Be aware of the insecurity of written notes, voicemail messages, and E-mail

Technology allows words written or said without much forethought to be distributed wide and far. Would you feel comfortable to have this note faxed to others? How would you feel if this voicemail message were played on a speaker phone in a full office? What would happen if this E-mail message were forwarded to others? Written notes, voicemail messages and e-mails should be treated and presumed to be~~potentially~~ "public" communication.

Even private conversations can have a public presence

Elected and appointed officials are always on display - their actions, mannerisms, and language are monitored by people around them that they may not know. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched, and casual comments between individuals before and after public meetings noted and may be subject to the Open Meetings Act.

4. Conduct with City Staff

Governance of a City relies on the cooperative efforts of elected officials, who set policy; appointed officials who advise the elected, and City staff, who implements and administers the Council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

Treat all staff as professionals

Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor or inappropriate behavior towards staff is not acceptable,

Member questions/inquiries to City staff

1. **General.** Member communications with City staff should be limited to normal City business hours unless the individual staff member's job duties or -the circumstances warrant otherwise. Responses to Council questions posed outside of normal business hours should be expected no earlier than the next business day.
2. **Routine Requests for Information and Inquiries,** EAO may contact staff directly for information made readily available to the general public on a regular basis. Under these circumstances staff shall treat the member no differently than they would the general public, and the member shall not use their elected status to secure preferential treatment. The City Administrator does not need to be advised of such contacts.
3. **Non-Routine Requests for Readily Available Information.** EAO may also contact staff directly for easily retrievable information not routinely requested by the general public so long as it does not require staff to discuss the issue or express an opinion (e.g., "How many traffic lights are there in the City?" or "Under what circumstances does the City lower its flags to half masthalf-mast?")

4. **Non-Routine Requests Requiring Special Effort.** Any member request or inquiry that requires staff to compile information that is not readily available or easily retrievable and/or that requests staff to express an opinion (legal or otherwise) must be directed to the City Administrator, or to the city attorney, as appropriate (e.g., "How many Study Issues completed over the past five years have required 500 or more hours of staff time?", or "What is the logic behind the City's sign ordinances affecting businesses along 281?"). The City Administrator (or council appointee as appropriate) shall be responsible for distributing such requests to his/her staff for follow-up. Responses to such requests shall be copied to all Councilmembers (if originating from a Councilmember), relevant Committee or Commission members (if originating from a Committee or Commission member), the City Administrator, the city attorney as appropriate and affected department directors.
5. **Meeting Requests.** Any member request for a meeting with staff must be directed to the City Administrator or council appointee, as appropriate.

Do not improperly disrupt City staff from their jobs

Elected and appointed officials should not disrupt City staff while they are in meetings, on the phone, or engrossed in performing their job functions, in order to have their individual needs met. Do not attend City staff meetings unless requested by staff - even if the elected or appointed official does not say anything, his or her presence implies support, shows partiality, intimidates staff, and hampers ~~staffs~~staff's ability to do their job objectively.

Never publicly criticize an individual employee

Elected and appointed officials should never express concerns about the performance of a City employee in public, to the employee directly, or to the employee's manager. Comments about staff performance should only be made to the City Administrator through private correspondence or conversation.

Do not get involved in administrative functions

EAOs must not attempt to influence City staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, the payment of claims against the City or granting of City licenses and permits.

Check with City staff on correspondence before taking action

Before sending correspondence, Council members should check with City staff to see if an official City response has already been sent or is in progress. Committee and Commission members shall not send correspondence except as authorized under the City's policies governing volunteers.

Limit requests for staff support

DISCUSSION DOCUMENT – NOT AN OFFICIAL DOCUMENT

Routine secretarial support will be provided to all Councilmembers. The City Secretary (or designee) opens mail addressed to Mayor and forwards information as appropriate. The City Secretary also opens mail for other Council members, unless a Councilmember requests other arrangements.

Requests for additional staff support - even in high priority or emergency situations, any such requests should be made to the City Administrator who is responsible for allocating City resources in order to maintain a professional, well-run City government.

Do not solicit political support from staff

Elected and appointed officials should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from City staff. City staff may, as private citizens with constitutional rights, support political candidates, but all such activities must be done away from the workplace. The use of the City's email system for political purposes or communications is not allowed.

5. Conduct with the Public

5(a). In Official Settings

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of an individual EAO toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

Be Welcoming to speakers and treat them with care and courtesy/gentleness

Be fair and equitable in allocating public hearing time to individual speakers

The Mayor or Chair will determine and announce limits on speakers at the start of the public hearing process. Generally, each speaker will be allocated three minutes with applicants and appellants or their designated representatives allowed time as allocated by the Mayor.–

No speaker will be turned away unless he or she exhibits inappropriate behavior. Each speaker may only speak once during the public hearing unless the Mayor or Chair requests additional clarification later in the process.

~~Give the appearance of a~~ Actively listening to all individual speakers

It is disconcerting to speakers to have EAO not look at them when they are speaking. Be aware of facial expressions, especially those that could be interpreted as "smirking," disbelief, anger or boredom.

Ask for clarification, but avoid debate and argument with the public

DISCUSSION DOCUMENT – NOT AN OFFICIAL DOCUMENT

Only the chair - not individual EAO - can interrupt a speaker during a presentation. However, a member can ask the chair for a point of order if the speaker is off the topic or exhibiting behavior or language the member finds disturbing.

If speakers become flustered or defensive by questions, it is the responsibility of the chair to calm and focus the speaker and to maintain the order and decorum of the meeting. Questions by EAO to the public testifying should seek to clarify or expand information. It is never appropriate to belligerently challenge or belittle the speaker, EAO's personal opinions or inclinations about upcoming votes should not be revealed until after the public hearing is closed.

No personal attacks of any kind, under any circumstance

EAO should be aware that their body language and tone of voice, as well as the words they use, can appear to be intimidating or aggressive.

Follow parliamentary procedure in conducting public meetings

The City Secretary serves as advisory parliamentarian for the Council and City and is available to answer questions or interpret situations according to parliamentary procedures. In her absence, the City Attorney serves as advisory parliamentarian. The Chair, subject to the appeal of the full Council or Committee/Commission, makes final rulings on parliamentary procedure per the procedure outlined in Robert's Rules of Order Newly Revised.

5(b). In Unofficial Settings

Make no promises on behalf of the Council, Committee/Commission or City

EAO will frequently be asked to explain a Council or Committee/Commission action or to give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of City policy and to refer to City staff for further information. It is inappropriate to overtly or implicitly promise Council or Committee/Commission action, or to promise City staff will do something specific (fix a pothole, etc.).

Make no personal comments about other EAO

It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other EAO, and their opinions and actions.

Remember that Blanco is a small town at heart

EAO are constantly being observed by the community every day that they serve in office. Their behaviors and comments serve as models for proper deportment in the City of Blanco. Honesty and respect for the dignity of each individual should be reflected in every word and action taken by EAO, 24 hours a day, seven days a week. It is a serious and continuous responsibility,

6. Council Conduct with Other Public Agencies

Be clear about representing the City or personal interests

When representing the City, the Councilmember must support and advocate the official City position on an issue, not a personal viewpoint. Outside of official Committee or Commission meetings, Committee and Commission members are not authorized to represent the City or their Committee or Commission unless specifically designated by the Council or the Committee or Commission to do so for a particular purpose and with staff's knowledge,

When representing another organization whose position is different from the City, the Councilmember should withdraw from voting on the issue if it significantly impacts or is detrimental to the City's interest. Councilmembers should be clear about which organizations they represent and inform the Mayor and Council of their involvement.

Be equally clear in correspondence about representation

City letterhead may be used when the Councilmember is representing the City and the City's official position. A copy of official correspondence should be given to the City Secretary~~ouncil Services Assistant~~ to be filed ~~in the Council Office~~ as part of the permanent public record.

City letterhead should not be used for non-City business or for correspondence representing a dissenting point of view from an official Council position.

7. Council Conduct with Committees and Commissions

The City has established several Committees and Commissions as a means of gathering more community input. Citizens who serve on Committees and Commissions become more involved in government and serve as advisors to the City Council. They are a valuable resource to the City's leadership and should be treated with appreciation and respect.

If attending a Committee or Commission meeting, be careful of personal opinions

Councilmembers may attend any Committee or Commission meeting, which are always open to any member of the public. With the approval of City Council, a Councilmember may serve as chair of a Committee or Commission. However, they should be sensitive to the way their participation, especially if it is on behalf of an individual, business or developer, could be viewed as unfairly affecting the process, When appropriate, a~~Any~~ public comments by a Councilmember at a Committee or Commission meeting should be clearly made as individual opinion and not as a representation of the feelings of the entire City Council.

Limit contact with Committee and Commission members to questions of clarification

It is inappropriate for a Councilmember to contact a Committee or Commission member to lobby on behalf of an individual, business, or developer, and vice versa. It is acceptable for Councilmembers to contact Committee or Commission members in order to clarify a position taken by the Committee or Commission.

Remember that Committees and Commissions serve the community, not individual Councilmembers. The City Council appoints individuals to serve on Committees and Commissions, and it is the responsibility of Committees and Commissions to follow policy established by the Council; but Committee and Commission members do not report to individual Councilmembers, nor should Councilmembers feel they have the power or right to threaten Committee and Commission members with removal if they disagree about an issue. Appointment and re-appointment to a Committee or Commission should be based on such criteria as expertise, ability to work with staff and the public, and commitment to fulfilling official duties. A Committee or Commission appointment should not be used as a political "reward."

Be respectful of diverse opinions

A primary role of Committees and Commissions is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns and perspectives. Councilmembers may have a closer working relationship with some individuals serving on Committees and Commissions but must be fair and respectful of all citizens serving on Committees and Commissions.

Keep political support away from public forums

Committee and Commission members may offer political support to a Councilmember, but not in a public forum while conducting official duties. Conversely, Councilmembers may support Committee and Commission members who are running for office but not in an official forum in their capacity as a Councilmember.

8. Conduct with the Media

Committee and Commission members are not authorized to represent the City outside of official Committee/Commission meetings unless specifically authorized to do so.

Councilmembers are frequently contacted by the media for background and quotes.

The best advice for dealing with the media is to never go "off the record"

Most members of the media represent the highest levels of journalistic integrity and ethics and can be trusted to keep their word. But one bad experience can be catastrophic. Words that are not said cannot be quoted.

The Mayor is the official spokesperson for the City on City positions

DISCUSSION DOCUMENT – NOT AN OFFICIAL DOCUMENT

The Mayor is the designated representative of the Council to present and speak on the official City position. If an individual Councilmember is contacted by the media, the Councilmember should be clear about whether their comments represent the official City position or a personal viewpoint.

Choose words carefully and cautiously

Comments taken out of context can cause problems, Be especially cautious about humor, sardonic asides, sarcasm, or word play. It is never appropriate to use personal slurs or swear words when talking with the media.

C. SANCTIONS

Public Disruption

Members of the public who do not follow proper conduct after a warning in a public meeting may be barred from further testimony at that meeting or removed from the Council Chambers.

Inappropriate Staff Behavior

Councilmembers should refer to the City Administrator any City staff who do not follow proper conduct in their dealings with Councilmembers, other City staff, or the public. These employees may be disciplined in accordance with standard City procedures for such action; if it is determined such action did occur. (Please refer to the section on Council Conduct with City Staff for more details on interaction with Staff.)

Councilmembers Behavior and Conduct

Compliance and Enforcement. The Code of Ethics and Conduct expresses standards of ethical conduct expected for members of the Blanco City Council, Committees and Commissions, EAO themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government. The chairs of Committees and Commissions and the Mayor and Council have the additional responsibility to intervene when actions of EAO that appears to be in violation of the Code of Ethics and Conduct are brought to their attention.

City Councilmembers who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Council, be removed from committee assignments (both within the City of Blanco or with inter-governmental agencies) by the Council.

Councilmembers should point out to the offending Councilmember infractions of the Ethics Policy. If the offenses continue, then the matter should be placed on a council agenda in closed session under the provisions of Section 551.074 of the Texas Government Code.

The affected Councilmember may request that the complaint be considered in a public meeting. The affected Councilmember shall be provided by the City Attorney or City Administrator a copy of the complaint in writing. At such meeting, the City Attorney or City Administrator shall present in detail to the City Council the nature of the complaint and the City Attorney or City Administrator's findings and conclusions as to a possible violation of this Code of Ethics and Conduct.

The affected Councilmember shall have the right to a full and complete hearing before the City Council with the opportunity to call witnesses and present evidence in such person's behalf, The non-implicated City Councilmembers in attendance shall conduct a hearing in open session and review the complaint. The City Council may reject the complaint and take no action or take action to formally reprimand or censure the offending Councilmember.

The foregoing compliance and enforcement provisions are made subject to applicable law, including but not limited to provisions governing the removal of any EAO from office.

Committee and Commission Members Behavior and Conduct

Counseling and verbal reprimands may be administered by Committee and Commission chairs (or their designee) to Committee and Commission members failing to comply with City policy. These lower levels of sanctions shall be kept private to the degree allowed by law. Verbal or written reprimands may be administered by the Mayor or Mayor Pro Tem at the direction of the Council. Copies of all written reprimands administered by the Mayor shall be distributed in memo format to the respective Committee or Commission member, the Committee or Commission chairperson, the city secretary, the City Administrator, and the City Council. Written reprimands administered by the Mayor or Mayor Pro Tern shall not be publicized except as required under the Public Information Act.

The City Council may impose sanctions on Committee and Commission members whose conduct does not comply with the City's policies, up to and including removal from office. Any form of discipline imposed by Council shall be determined by a majority vote of at least a quorum of the Council at a noticed public meeting and such action shall be preceded by a Report to Council with supporting documentation. The Report to Council shall be distributed in accordance with normal procedures. Any Report to Council addressing alleged misconduct by a Committee or Commission member shall be routed through the Office of the City Attorney for review of whether any information is exempt from disclosure (subject to redaction) based on privacy interests authorized under the Public Information Act.

When deemed warranted, the Council may call for an investigation of Committee or Commission member conduct. Should the City Attorney or City Administrator believe an investigation is warranted, they shall confer with the Council. The Council shall ask for an investigation of the allegation and a report of the findings.

DISCUSSION DOCUMENT – NOT AN OFFICIAL DOCUMENT

The results of any investigation conducted by the City Administrator or City Attorney shall be reported to the full Council in a closed session. It may be reported in a verbal or written report. Any written report to Council addressing the investigation of Committee and Commission members shall be routed through the City Attorney for review of whether any information is exempt from disclosure (subject to redaction) based on privacy interests authorized under the Public Information Act. The affected Member may request that the complaint be considered in a public meeting. The Member shall be provided a copy of the complaint in writing. At such meeting, the City Attorney or City Administrator shall present a report to the City Council describing in detail the nature of the complaint and the City Attorney or City Administrator's findings and conclusions as to a possible violation of this Code of Ethics and Conduct. The affected member shall have the right to a full and complete hearing before the City Council with the opportunity to call witnesses and present evidence in such person's behalf. The non-implicated City Councilmembers in attendance shall conduct a hearing and review the complaint. The City Council may reject the complaint or take action

It shall be the Council's responsibility to determine the next appropriate action. Any such action taken by Council (with the exception of "take no further action") shall be conducted at a noticed meeting. These actions include, but are not limited to discussing and counseling the individual on the violations; placing the matter on a future public hearing agenda to consider sanctions; forming a Council ad hoc subcommittee to review the allegation, the investigation and its findings, as well as to recommend sanction options for Council consideration.

A violation of this Code of Ethics and Conduct, alone, shall not constitute a basis for challenging the validity of a Council, Committee or Commission decision.

D. GLOSSARY OF TERMS

Confidential information means any information to which an official has access in such person's official capacity, which may not be disclosed to the public except pursuant to state and/or federal law and which is not otherwise a matter of public record or public knowledge. Confidential information includes the following information, however transmitted: (i) any information from a meeting closed to the public pursuant to the Texas Open Meetings Act or other law regardless of whether disclosure violates the Texas Open Meetings Act or Texas Public Information Act; (ii) any information protected by attorney client, attorney work product, or other applicable legal privilege; and (iii) any information deemed confidential by law.

Gift means anything of value, regardless of form, offered or given in the absence of adequate and lawful consideration. It does not include the receipt or acceptance of campaign contributions, which are regulated by federal, state, and/or local laws or ordinance.

Relative means any person related to an officer within the second degree by Consanguinity or affinity. This relationship includes the spouse, parents, children,

stepchildren, father and mother-in-law, or son and daughter-in-law, grandparents, grandchildren, sisters and brothers of the officer.

Substantial interest means (i) the ownership of ten (10) percent or more of the voting stock or shares of a business entity; (ii) the ownership of ten (10) percent or more, or fifteen thousand dollars (\$15,000.00) or more of the fair market value of a business entity; or (iii) funds received from the business entity exceed ten (10) percent of the person's gross income for the previous year, and action on the matter involving the business entity will have a special economic effect on the business entity that is distinguishable from the effect on the public. It is expressly provided herein that an investment or ownership in a publicly held company, in an amount less than fifteen thousand dollars (\$15,000.00) does not constitute a substantial interest. Substantial interest in real property means the person has an interest in the real property that is equitable or legal ownership with a fair market value of two thousand five hundred dollars (\$2,500.00) or more; and it is reasonably foreseeable that an action on a matter involving the real property will have a special economic effect on the value of the real property distinguishable from its effect on the public. (Ownership includes any partnership, joint or corporate ownership or any equitable or beneficial interest as a beneficiary of a trust.) A Member is considered to have a substantial interest under this Ethics Policy if a person related to the Member in the second degree of consanguinity or affinity has a substantial interest under this Code of Ethics and Conduct.

E. IMPLEMENTATION

As an expression of the standards of conduct for EAO expected by the City, the Code of Ethics and Conduct is intended to be self-enforcing. It therefore becomes most effective when EAO are thoroughly familiar with it and embrace its provisions. For this reason, this document shall be included in the regular orientations for candidates for City Council, applicants to Committee and Commissions, and newly elected and appointed officials. EAO entering office shall sign a statement affirming they read and understood the City of Blanco Code of Ethics and Conduct. In addition, the Code of Ethics and Conduct shall be annually reviewed by the City Council, Committees and Commissions, and the City Council shall consider recommendations from Committees and Commissions and update it as necessary.

Exhibit A

**OPERATIONAL PROTOCOLS
FOR BLANCO CITY COUNCIL**

It is the overriding objective of the Council^a that the interests of the City be served faithfully and effectively at all times. To that end, the Council and individual Councilmembers will work together to foster a working environment that is characterized by mutual respect and professional courtesy, free of harassment and unnecessary interpersonal conflict, compliant with all applicable laws, guided at all times by the Charter, and consistently focused on a commitment to service. This protocol governs interactions among the Council and its members and establishes the standards of behavior that all have agreed are best suited to achieving the appropriate working environment. These rules of engagement are not intended to take the place of any ethical guidelines, or other policies but, rather, supplement those guidelines, directives, and policies by facilitating the type of productive day-to-day interactions that are necessary for accomplishing the duties and responsibilities assigned to each individual or group.

Council's first duties are to:

- 1) create a strategic plan with concise goals;
- 2) implement a system to measure goal achievement on a quarterly basis;
- 3) speak with one voice once a majority decision has been rendered; and
- 4) view responsibilities to the entire City as stakeholders and not to certain sections of the community.

The Council and individual Councilmembers shall at all times:

- o Operate within the scope of authority provided for in the City's ordinances and codes and in accordance with all applicable laws.
- o Observe the requirements regarding properly noticed open meetings and refrain from meeting in numbers less than a quorum with the intent of avoiding open meetings requirements.
- o Appoint a duly authorized delegate or subcommittee to attend to matters within the Council's scope of authority that the Council does not pursue as a body, requiring that delegate or subcommittee to report back to the Council to allow for an informed decision by the Council as a whole.
- o Designate the Mayor as spokesperson on policy decisions collectively reached at properly noticed meetings and, once decisions are made, avoid the appearance that the Council is not in agreement with regard to the direction taken.

DISCUSSION DOCUMENT – NOT AN OFFICIAL DOCUMENT

- o Follow the rules of debate as set forth in the Council's recognized parliamentary authority during Council meetings.
- o Respect the delegation of authority and responsibility to appointees as provided for in the Charter.
- o Avoid at all times inappropriately providing direction on administrative matters or other matters not within the scope of their authority.
- o Direct all requests for information from City personnel to the City Administrator in order to avoid the appearance of any impropriety or undermining of the appointee's position and authority; and, when at all possible, contact the City Administrator with questions about upcoming Council agenda items in order to provide the City Administrator the opportunity to gather needed information and have appropriate staff present at the meeting to adequately address the questions.
- o Seek clarification from the City Attorney, as necessary, regarding the scope of the Council's authority or responsibility, proper process, or other legal issues.
- o Treat citizens, appointees, and City employees in a courteous and fair manner at all times

Situations involving a Councilmember who is not following the Council's operational protocols shall be addressed through the following incremental steps: 1) the concerned Councilmember shall have a one-on-one conversation with the non-complying Councilmember; 2) the Mayor or Mayor Pro Tem shall discuss the situation with said Councilmember; and 3) the Mayor or Mayor Pro Tem shall appoint an ad hoc committee of the Council to address the situation.

The Council considers this protocol to be critical to the success of the organization and, accordingly, failure to adhere to the rules of engagement set forth above will result in appropriate action, which, for appointees, may include removal from his or her position. Councilmembers and appointees shall have an affirmative duty to report to the full Council and to the other appointees any situation which they believe, in good faith, constitutes a violation of this protocol, whether intentional or unintentional.

The Council will revisit this protocol semi-annually to ensure that it is achieving the goals it was intended to achieve and to determine if any amendment or other action is necessary to establish and maintain effective professional relationships among the Council and its appointees.