

**AD-HOC COMMITTEE
PRESENTATION**

Asset Management & Capital Improvement Plans

City of Blanco

CIAMAC
Framing Document
December 2024



1

Objectives



Enterprise Fund:
establish a sustainable maintenance program for City infrastructure and emergency repairs – including annual and multi-year budgetary requirements



Anticipate, plan and identify funding options for infrastructure improvements to support growth



Develop sustainable processes to manage future growth:

- Asset Management Plan
- Capital Improvement Plan
- Comprehensive Land Development Plan
- Annual Review of Utility & Tax Rates

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Desired State

- A Comprehensive Development Plan that is a “living document”, which incorporates the City’s land use plans, growth projections and designated citizen Committee(s) input.
- A proactive, sustainable, multi-year, budgeted, maintenance program
Asset Management Plan – AMP
- Multi-year, sustainable, plans and budget process that support a Development Plan, Capital Improvement Plan – Utility Rates & Tax allocation

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Sustainability

- HRG maintains GIS Map System that is interactive & accessible through portals available to City Departments and Committees
- CIAMAC updates the CIP annual budget recommendations to the City Council based on Long Term Debt / Total Asset Value of taxable property – Annual Ratio not to exceed 5% without Council Approval

- Inflation rate of project costs 3.5% per year
- Grants/Debt forgiveness (TWDB) anticipated funding 20% of project costs
- New Bond debt retires at a rate of 3.3% per annum

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Initial % of CIP	Year Ending 30-Sep	CIP Project Costs	Grants/ Other Sources		New Debt Issue
0.00%	2024		\$		
14.18%	2025	\$ 1,602,750	\$ 320,550	\$	1,282,200
20.83%	2026	\$ 2,355,500	\$ 471,100	\$	1,884,400
22.53%	2027	\$ 2,546,750	\$ 509,350	\$	2,037,400
22.53%	2028	\$ 2,547,500	\$ 509,500	\$	2,038,000
22.16%	2029	\$ 2,505,500	\$ 501,100	\$	2,004,400
23.25%	2030	\$ 2,628,500	\$ 525,700	\$	2,102,800
29.19%	2031	\$ 3,300,000	\$ 660,000	\$	2,640,000
30.79%	2032	\$ 3,481,500	\$ 696,300	\$	2,785,200
32.49%	2033	\$ 3,672,983	\$ 734,597	\$	2,938,386
34.27%	2034	\$ 3,874,997	\$ 774,999	\$	3,099,997
36.16%	2035	\$ 4,088,121	\$ 817,624	\$	3,270,497
38.15%	2036	\$ 4,312,968	\$ 862,594	\$	3,450,374
40.24%	2037	\$ 4,550,181	\$ 910,036	\$	3,640,145
42.46%	2038	\$ 4,800,441	\$ 960,088	\$	3,840,353
44.79%	2039	\$ 5,064,465	\$ 1,012,893	\$	4,051,572
47.26%	2040	\$ 5,343,011	\$ 1,068,602	\$	4,274,409
49.86%	2041	\$ 5,636,877	\$ 1,127,375	\$	4,509,501
52.60%	2042	\$ 5,946,905	\$ 1,189,381	\$	4,757,524
55.49%	2043	\$ 6,273,985	\$ 1,254,797	\$	5,019,188
58.54%	2044	\$ 6,619,054	\$ 1,323,811	\$	5,295,243
61.76%	2045	\$ 6,983,102	\$ 1,396,620	\$	5,586,481
65.16%	2046	\$ 7,367,172	\$ 1,473,434	\$	5,893,738
68.74%	2047	\$ 7,772,367	\$ 1,554,473	\$	6,217,894
72.52%	2048	\$ 8,199,847	\$ 1,639,969	\$	6,559,878
76.51%	2049	\$ 8,650,839	\$ 1,730,168	\$	6,920,671
80.72%	2050	\$ 9,126,635	\$ 1,825,327	\$	7,301,308
85.16%	2051	\$ 9,628,600	\$ 1,925,720	\$	7,702,880
89.85%	2052	\$ 10,158,173	\$ 2,031,635	\$	8,126,538
94.79%	2053	\$ 10,716,872	\$ 2,143,374	\$	8,573,498
#####	2054	\$ 11,306,300	\$ 2,261,260	\$	9,045,040
		\$ 171,061,894	\$ 34,212,379	\$	136,849,515

Sustainability Project Funding

Water Projects
52%

Wastewater Projects
21%

Street Projects
27%

20% Grant Funding*

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Current LT Debt Reduction	Current LT debt Balance end of year	Grand Total LT Debt Balance	Total Taxable Assessed Value	% Ratio LTD/TAV
\$	\$ 18,200,000	\$ 18,200,000	\$ 364,848,443	4.99
\$ 710,000	\$ 17,490,000	\$ 18,772,200	\$ 386,739,350	4.85
\$ 730,000	\$ 16,760,000	\$ 19,883,903	\$ 409,943,711	4.85
\$ 745,000	\$ 16,015,000	\$ 21,072,277	\$ 434,540,333	4.85
\$ 625,000	\$ 15,390,000	\$ 22,316,869	\$ 460,612,753	4.85
\$ 755,000	\$ 14,635,000	\$ 23,335,605	\$ 488,249,518	4.78
\$ 770,000	\$ 13,865,000	\$ 24,378,675	\$ 517,544,489	4.71
\$ 545,000	\$ 13,320,000	\$ 26,123,569	\$ 548,597,159	4.76
\$ 555,000	\$ 12,765,000	\$ 27,927,410	\$ 581,512,988	4.80
\$ 560,000	\$ 12,205,000	\$ 29,800,888	\$ 616,403,768	4.83
\$ 565,000	\$ 11,640,000	\$ 31,749,942	\$ 653,387,994	4.86
\$ 585,000	\$ 11,055,000	\$ 33,765,778	\$ 692,591,273	4.88
\$ 595,000	\$ 10,460,000	\$ 35,864,884	\$ 734,146,750	4.89
\$ 600,000	\$ 9,860,000	\$ 38,059,046	\$ 778,195,555	4.89
\$ 615,000	\$ 9,245,000	\$ 40,345,371	\$ 824,887,288	4.89
\$ 625,000	\$ 8,620,000	\$ 42,736,301	\$ 874,380,525	4.89
\$ 640,000	\$ 7,980,000	\$ 45,234,637	\$ 926,843,357	4.88
\$ 655,000	\$ 7,325,000	\$ 47,848,559	\$ 982,453,958	4.87
\$ 670,000	\$ 6,655,000	\$ 50,586,648	\$ 1,041,401,196	4.86
\$ 685,000	\$ 5,970,000	\$ 53,457,912	\$ 1,103,885,267	4.84
\$ 700,000	\$ 5,270,000	\$ 56,471,808	\$ 1,170,118,384	4.83
\$ 715,000	\$ 4,555,000	\$ 59,638,269	\$ 1,240,325,487	4.81
\$ 730,000	\$ 3,825,000	\$ 62,967,734	\$ 1,314,745,016	4.79
\$ 745,000	\$ 3,080,000	\$ 66,471,175	\$ 1,393,629,717	4.77
\$ 505,000	\$ 2,575,000	\$ 70,415,126	\$ 1,477,247,500	4.77
\$ 400,000	\$ 2,175,000	\$ 74,676,721	\$ 1,565,882,350	4.77
\$ 410,000	\$ 1,765,000	\$ 79,153,722	\$ 1,659,835,291	4.77
\$ 425,000	\$ 1,340,000	\$ 83,854,557	\$ 1,759,425,408	4.77
\$ 265,000	\$ 1,075,000	\$ 88,968,360	\$ 1,864,990,933	4.77
\$ 275,000	\$ 800,000	\$ 94,340,009	\$ 1,976,890,389	4.77
\$ 100,000	\$ 700,000	\$ 100,170,167	\$ 2,095,503,812	4.78

Sustainability Funding LTD/TAV Valuation

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CIP PLAN – NOV 2024

Project ID#	Project Name	Project Description	Fiscal Year Ending Sep 30 and Budget Cost									Total Cost	
			2023	2024	2025	2026	2027	2028	2029	2030	2031-32		
S 1	Interim Street Repairs	Repair Potholes			100000	100000	100000	100000	100000	100000	100000	200000	\$ 800,000
WW 1-1	Repair Manholes	Repair all poor & fair condition MH's, 10-yr prog			45000	45000	45000	45000	45000	45000	225000		\$ 450,000
WW 1-2	Manhole Inspection	Determine location & condition, 5-yr			8500	8500	8500	8500	8500	8500			\$ 42,500
WW 2	Replace VCP In floodplain	Replace all Vitrified Clay Pipe (VCP) In FP, 5800 lf				400000	400000						\$ 800,000
WW 3	Main Lift Station	Relocate/construct new MLS	Completed										\$ -
WW 4	CCTV Inspection	Inspect all VCP WW lines			52000	52000	52000	52000	52000				\$ 240,000
WW 5	Replace all VCP WW pipe	Replace balance of all VCP not in FP, 30500 lf							950000	950000	950000	1900000	\$ 4,750,000
WW 6	Extension of north WW Line E 9th St	Extend Sewer main, cost-share w/ landowners							650000	650000	-325000	-650000	\$ 325,000
W 1	Utilities/Street Pecan St	Replace W and WW lines, repave st			301500	301500							\$ 603,000
W 2	Utilities/Street	Replace W and WW lines, repave st					742000	742000					\$ 1,484,000
W 3	Palamino Waterline	Replace 4300lf waterline			550000	550000							\$ 1,100,000
W 4	Replace 6 Fire Hydrants	Replace 6 non-operating fire hydrants			150000								\$ 150,000
W 5	Elevated Tank Improvements	Replace pumps, resurface structure					750000						\$ 750,000
W 6	Cleto Springs Water Mains	Replace all water mains in Cleto Springs			449250	898500	449250						\$ 1,797,000
W 7	Replace/Relocate all Water mains	In segments as prioritized by age and condition.							700000	1850000			\$ 2,550,000
	Undefined Bond Program Projects	Other W & WW Projects for years 2031 and 2032										4674500	\$ 4,674,500
			\$ -	\$ -	\$1,602,750	\$2,355,500	\$ 2,546,750	\$2,547,500	\$2,505,500	\$ 2,628,500	\$ 6,349,500	\$ 20,336,000	

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Scalable & Viable Infrastructure Plan

Addresses long-term planning, financing options and executable action items for elected Council members

Allows flexibility for project selections, establish timelines for design, construction and funding.

Provides a roadmap for seamless execution of an ever-changing landscape to provide utility services in a growth corridor.

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CIAMAC Recommends

1

A 10 Year Bond Authorization Program to allow the systematic sale of bonds (**Total \$ Authorization Amount**) during a 10-year period to fund restoration/replacement of infrastructure every 2- 3 years in accordance with proposed LTD/AV ratio. Allows the City to avoid bond election expenses by obtaining prior authorization.

2

This Bond Program is the first phase of a long-term program to update the entire water, wastewater and street infrastructure to the fullest extent that the City can afford. Current 30-year projection estimates a potential total of \$170,000,000 in project expense.

3

Rescind a 1987 ordinance allocating a 1/2 penny of sales tax to subsidize ad valorem taxes. Instead, use allocation to build a cash reserve in the Enterprise Fund and allocate uses to dedicated water and street accounts.

**STAFF
CITY HALL**

**STAFF
POLICE
DEPARTMENT**

**STAFF
FINANCE
DEPARTMENT**

City of Blanco
 Financial Statement
 As of November 30, 2024

12/6/2024 9:19 AM

100 - General Fund	Current Month Actual	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary					
Ad Valorem Tax Revenue	39,810.30	41,365.36	629,650.11	6.57%	588,284.75
Tax Revenue	105,824.28	195,199.91	1,205,000.00	16.20%	1,009,800.09
Other Revenues	38.00	173.00	9,105.00	1.90%	8,932.00
Grant Revenue	0.00	0.00	12,000.00	0.00%	12,000.00
Court Fines and Fees	7,610.58	16,277.26	220,920.00	7.37%	204,642.74
Permit Fees	7,470.00	16,891.62	70,050.00	24.11%	53,158.38
Interest Income	4,255.41	8,937.39	80,000.00	11.17%	71,062.61
Revenue Totals	<u>165,008.57</u>	<u>278,844.54</u>	<u>2,226,725.11</u>	<u>12.52%</u>	<u>1,947,880.57</u>
Expense Summary					
Community Aide and Events	0.00	0.00	13,900.00	0.00%	13,900.00
Education and Training	2,100.50	5,722.50	31,945.00	17.91%	26,222.50
Outside Services	7,484.50	9,884.50	217,778.78	4.54%	207,894.28
Personnel	82,241.69	188,026.79	1,416,810.39	13.27%	1,228,783.60
Travel Expenses	565.48	565.48	10,488.00	5.39%	9,922.52
Services	12,194.94	13,139.94	35,611.00	36.90%	22,471.06
Supplies	0.00	0.00	57,050.00	0.00%	57,050.00
Other Expenses	6,018.01	13,658.25	86,284.00	15.83%	72,625.75
Computers	3,030.52	14,745.86	64,271.00	22.94%	49,525.14
General Insurance	20.00	56,638.92	58,380.45	97.02%	1,741.53
Maintenance	0.00	0.00	32,500.00	0.00%	32,500.00
Utilities	2,548.33	3,885.54	50,500.00	7.69%	46,614.46
Vehicle Expenses	2,052.19	2,174.81	51,000.00	4.26%	48,825.19
Water	0.00	0.00	600.00	0.00%	600.00
Expense Totals	<u>118,256.16</u>	<u>308,442.59</u>	<u>2,127,118.62</u>	<u>14.50%</u>	<u>1,818,676.03</u>

City of Blanco
 Financial Statement
 As of November 30, 2024

12/6/2024 9:19 AM

100 - General Fund	Current Month Actual	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Ad Valorem Tax Revenue					
100-4001 Current I&S	0.00	0.00	0.00	0.00%	0.00
100-4002 Current Interest (I &S)	0.00	0.00	0.00	0.00%	0.00
100-4003 Current Penalty (I & S)	0.00	0.00	0.00	0.00%	0.00
100-4004 Delinquent Interest (I&S)	0.00	0.00	0.00	0.00%	0.00
100-4005 Delinquent Penalty (I&S)	0.00	0.00	0.00	0.00%	0.00
100-4006 Delinquent I&S	0.00	0.00	0.00	0.00%	0.00
100-4007 Current M&O	37,601.73	38,557.18	619,050.11	6.23%	580,492.93
100-4008 Current Interest (M&O)	0.00	68.67	1,000.00	6.87%	931.33
100-4009 Current Penalty (M&O)	0.00	115.15	3,000.00	3.84%	2,884.85
100-4010 Delinquent Interest (M&O)	186.30	264.24	800.00	33.03%	535.76
100-4011 Delinquent Penalty (M&O)	228.31	264.51	750.00	35.27%	485.49
100-4012 Delinquent M&O	1,793.96	2,095.61	5,000.00	41.91%	2,904.39
100-4013 Current Overages	0.00	0.00	25.00	0.00%	25.00
100-4014 Delinquent Overages	0.00	0.00	25.00	0.00%	25.00
Ad Valorem Tax Revenue Totals	<u>39,810.30</u>	<u>41,365.36</u>	<u>629,650.11</u>	<u>6.57%</u>	<u>588,284.75</u>
Tax Revenue					
100-4110 City Sales & Use Tax Allocation	97,445.77	182,547.08	1,075,000.00	16.98%	892,452.92
100-4120 Franchise Fees/Right of Way	6,790.57	9,515.60	110,000.00	8.65%	100,484.40
100-4180 Mixed Beverage Taxes Allocation	1,587.94	3,137.23	20,000.00	15.69%	16,862.77
Tax Revenue Totals	<u>105,824.28</u>	<u>195,199.91</u>	<u>1,205,000.00</u>	<u>16.20%</u>	<u>1,009,800.09</u>
Other Revenues					
100-4150 LEOSE (Law Enforcement Officer	0.00	0.00	1,000.00	0.00%	1,000.00
100-4160 Liquor License	0.00	0.00	3,000.00	0.00%	3,000.00
100-4165 Land Lease	0.00	0.00	500.00	0.00%	500.00
100-4170 Miscellaneous Income	20.00	125.00	1,500.00	8.33%	1,375.00
100-4325 Open Records	0.00	0.00	200.00	0.00%	200.00

100-4350 Recycling	0.00	0.00	1,930.00	0.00%	1,930.00
100-4501 Police Services - Escorts	0.00	0.00	700.00	0.00%	700.00
100-4502 Police Services - Reports	18.00	48.00	275.00	17.45%	227.00
Other Revenues Totals	<u>38.00</u>	<u>173.00</u>	<u>9,105.00</u>	<u>1.90%</u>	<u>8,932.00</u>
Grant Revenue					
100-4215 PD - Grants	0.00	0.00	10,000.00	0.00%	10,000.00
100-4220 Grants - Other	0.00	0.00	2,000.00	0.00%	2,000.00
Grant Revenue Totals	<u>0.00</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	6,036.80	12,981.10	90,000.00	14.42%	77,018.90
100-4305 FTA3 (Omni Fee - City \$10.00)	20.00	40.00	500.00	8.00%	460.00
100-4306 LTPDF (Local Truancy Prevention &	10.15	20.15	3,500.00	0.58%	3,479.85
100-4309 MJF (Municipal Jury Fund - \$0.10)	3.45	7.85	100.00	7.85%	92.15
100-4310 Court Income	0.00	0.00	100,000.00	0.00%	100,000.00
100-4311 Time Payment Reimbursement Fee	30.00	60.00	500.00	12.00%	440.00
100-4312 Mun Court Svc Fee Retained	1,390.18	2,861.86	25,000.00	11.45%	22,138.14
100-4320 Notary Public	20.00	105.00	500.00	21.00%	395.00
100-4330 Photocopies	0.00	1.30	20.00	6.50%	18.70
100-4360 Rental Income	100.00	200.00	800.00	25.00%	600.00
Court Fines and Fees Totals	<u>7,610.58</u>	<u>16,277.26</u>	<u>220,920.00</u>	<u>7.37%</u>	<u>204,642.74</u>
Permit Fees					
100-4401 Building Inspection Fees	0.00	0.00	500.00	0.00%	500.00
100-4402 Building Permit	750.00	8,520.22	40,000.00	21.30%	31,479.78
100-4403 Certificate of Occupancy	300.00	600.00	1,500.00	40.00%	900.00
100-4405 Demolition Permit	0.00	0.00	500.00	0.00%	500.00
100-4406 Development Fees	0.00	0.00	1,000.00	0.00%	1,000.00
100-4407 Driveway Permit	0.00	0.00	500.00	0.00%	500.00
100-4408 Electrical Permit	250.00	500.00	3,000.00	16.67%	2,500.00
100-4409 Fencing Permit	0.00	0.00	500.00	0.00%	500.00
100-4410 Garage Sale Permits & Other	0.00	5.00	200.00	2.50%	195.00
100-4411 Golf Cart Permit	0.00	0.00	50.00	0.00%	50.00
100-4413 Mechanical HVAC Permits	250.00	250.00	1,500.00	16.67%	1,250.00

100-4414 Peddler Permit	0.00	0.00	500.00	0.00%	500.00
100-4415 Permits/Fees-Other	5,670.00	5,670.00	3,000.00	189.00%	(2,670.00)
100-4416 Plan Review	0.00	0.00	2,500.00	0.00%	2,500.00
100-4417 Plat	0.00	0.00	2,500.00	0.00%	2,500.00
100-4418 Plumbing Permit	250.00	500.00	2,500.00	20.00%	2,000.00
100-4419 Re-Zoning	0.00	0.00	1,000.00	0.00%	1,000.00
100-4420 Roofing	0.00	0.00	1,000.00	0.00%	1,000.00
100-4421 Sign Permit	0.00	0.00	500.00	0.00%	500.00
100-4424 TX Alcohol Beverage Commission	0.00	0.00	500.00	0.00%	500.00
100-4425 Variance Application Fees	0.00	750.00	3,000.00	25.00%	2,250.00
100-4427 Short Term Rental Fees	0.00	0.00	2,500.00	0.00%	2,500.00
100-4430 Mobile Food Truck Permit	0.00	0.00	1,000.00	0.00%	1,000.00
100-4432 Mailing/Postage	0.00	96.40	300.00	32.13%	203.60
Permit Fees Totals	<u>7,470.00</u>	<u>16,891.62</u>	<u>70,050.00</u>	<u>24.11%</u>	<u>53,158.38</u>
Interest Income					
100-4805 Interest Income	<u>4,255.41</u>	<u>8,937.39</u>	<u>80,000.00</u>	<u>11.17%</u>	<u>71,062.61</u>
Interest Income Totals	<u>4,255.41</u>	<u>8,937.39</u>	<u>80,000.00</u>	<u>11.17%</u>	<u>71,062.61</u>
Revenue Totals	<u><u>165,008.57</u></u>	<u><u>278,844.54</u></u>	<u><u>2,226,725.11</u></u>	<u><u>12.52%</u></u>	<u><u>1,947,880.57</u></u>

City of Blanco
 Financial Statement
 As of November 30, 2024

12/6/2024 9:19:45 AM

100 - General Fund	Council	Current Month Actual	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Community Aide and Events		0.00	0.00	1,000.00	0.00%	1,000.00
Education and Training		0.00	0.00	3,500.00	0.00%	3,500.00
Outside Services		175.00	175.00	2,205.00	7.94%	2,030.00
Personnel		0.00	800.00	4,800.00	16.67%	4,000.00
Services		0.00	0.00	1,000.00	0.00%	1,000.00
Supplies		0.00	0.00	50.00	0.00%	50.00
Travel Expenses		0.00	0.00	1,550.00	0.00%	1,550.00
Council Totals		<u>175.00</u>	<u>975.00</u>	<u>14,105.00</u>	<u>6.91%</u>	<u>13,130.00</u>

100 - General Fund	Administration	Current Month Actual	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Community Aide and Events		0.00	0.00	10,700.00	0.00%	10,700.00
Computers		2,479.50	5,649.74	35,081.00	16.10%	29,431.26
Education and Training		200.50	1,032.50	7,090.00	14.56%	6,057.50
General Insurance		4.00	8.00	72.00	11.11%	64.00
Maintenance		0.00	0.00	5,000.00	0.00%	5,000.00
Other Expenses		0.00	0.00	7,995.00	0.00%	7,995.00
Outside Services		7,309.50	7,309.50	81,900.00	8.92%	74,590.50
Personnel		26,028.92	50,539.69	399,213.16	12.66%	348,673.47
Services		0.00	0.00	6,070.00	0.00%	6,070.00
Supplies		0.00	0.00	8,100.00	0.00%	8,100.00
Travel Expenses		565.48	565.48	7,845.50	7.21%	7,280.02
Utilities		739.65	1,429.28	11,500.00	12.43%	10,070.72
Administration Totals		<u>37,327.55</u>	<u>66,534.19</u>	<u>580,566.66</u>	<u>11.46%</u>	<u>514,032.47</u>

100 - General Fund	Police	Current Month Actual	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
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Community Aide and Events	0.00	0.00	1,200.00	0.00%	1,200.00
Computers	275.51	689.49	21,290.00	3.24%	20,600.51
Education and Training	1,900.00	4,690.00	21,000.00	22.33%	16,310.00
General Insurance	14.00	8,641.22	16,529.35	52.28%	7,888.13
Maintenance	0.00	0.00	4,000.00	0.00%	4,000.00
Other Expenses	6,018.01	13,658.25	55,589.00	24.57%	41,930.75
Outside Services	0.00	0.00	1,000.00	0.00%	1,000.00
Personnel	50,595.31	103,517.36	902,285.07	11.47%	798,767.71
Services	12,194.94	12,194.94	23,200.00	52.56%	11,005.06
Supplies	0.00	0.00	4,100.00	0.00%	4,100.00
Utilities	551.28	1,071.20	19,000.00	5.64%	17,928.80
Vehicle Expenses	2,052.19	2,174.81	51,000.00	4.26%	48,825.19
Police Totals	<u>73,601.24</u>	<u>146,637.27</u>	<u>1,120,193.42</u>	<u>13.09%</u>	<u>973,556.15</u>

100 - General Fund	Court	Current Month Actual	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Computers		275.51	8,406.63	7,900.00	106.41%	(506.63)
Education and Training		0.00	0.00	355.00	0.00%	355.00
General Insurance		2.00	4.00	24.00	16.67%	20.00
Other Expenses		0.00	0.00	400.00	0.00%	400.00
Outside Services		0.00	2,400.00	23,000.00	10.43%	20,600.00
Personnel		5,617.46	11,731.26	68,712.16	17.07%	56,980.90
Services		0.00	0.00	2,341.00	0.00%	2,341.00
Supplies		0.00	0.00	1,070.00	0.00%	1,070.00
Travel Expenses		0.00	0.00	1,092.50	0.00%	1,092.50
Water		0.00	0.00	600.00	0.00%	600.00
Court Totals		<u>5,894.97</u>	<u>22,541.89</u>	<u>105,494.66</u>	<u>21.37%</u>	<u>82,952.77</u>

100 - General Fund	Parks and Street:	Current Month Actual	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Maintenance		0.00	0.00	23,500.00	0.00%	23,500.00
Supplies		0.00	0.00	43,600.00	0.00%	43,600.00
Utilities		1,134.93	1,248.43	17,500.00	7.13%	16,251.57
Parks and Streets Totals		<u>1,134.93</u>	<u>1,248.43</u>	<u>84,600.00</u>	<u>1.48%</u>	<u>83,351.57</u>

:100 - General Fund	Non-Department	Current Month Actual	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Community Aide and Events		0.00	0.00	1,000.00	0.00%	1,000.00
General Insurance		0.00	47,985.70	41,755.10	114.92%	(6,230.60)
Other Expenses		0.00	0.00	22,300.00	0.00%	22,300.00
Outside Services		0.00	0.00	109,673.78	0.00%	109,673.78
Personnel		0.00	21,438.48	41,800.00	51.29%	20,361.52
Services		0.00	945.00	3,000.00	31.50%	2,055.00
Supplies		0.00	0.00	130.00	0.00%	130.00
Utilities		122.47	136.63	2,500.00	5.47%	2,363.37
Non-Department Totals		<u>122.47</u>	<u>70,505.81</u>	<u>222,158.88</u>	<u>31.74%</u>	<u>151,653.07</u>
Expense Total		<u>118,256.16</u>	<u>308,442.59</u>	<u>2,127,118.62</u>	<u>14.50%</u>	<u>1,818,676.03</u>

City of Blanco
 Financial Statement
 As of November 30, 2024

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100 - General Fund	Council	Current Month Actual	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
100-01-5180	Community Appreciation Events	0.00	0.00	1,000.00	0.00%	1,000.00
100-01-5312	Dues/Membership	0.00	0.00	2,000.00	0.00%	2,000.00
100-01-5313	Education (Education, Training, C	0.00	0.00	1,500.00	0.00%	1,500.00
100-01-5621	Janitorial	175.00	175.00	2,205.00	7.94%	2,030.00
100-01-5757	Stipends	0.00	800.00	4,800.00	16.67%	4,000.00
100-01-5791	Hotel Expense	0.00	0.00	1,000.00	0.00%	1,000.00
100-01-5792	Meals & Entertainment	0.00	0.00	250.00	0.00%	250.00
100-01-5793	Mileage	0.00	0.00	200.00	0.00%	200.00
100-01-5794	Parking & Tolls	0.00	0.00	100.00	0.00%	100.00
100-01-5859	Rental Facility Fees	0.00	0.00	1,000.00	0.00%	1,000.00
100-01-5904	Office Supplies	0.00	0.00	50.00	0.00%	50.00
Council Totals		<u>175.00</u>	<u>975.00</u>	<u>14,105.00</u>	<u>6.91%</u>	<u>13,130.00</u>

100 - General Fund	Administration	Current Month Actual	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
100-02-5001	Appreciation	0.00	0.00	3,000.00	0.00%	3,000.00
100-02-5002	Bank Charges	0.00	0.00	50.00	0.00%	50.00
100-02-5003	Codification Expense	0.00	0.00	4,195.00	0.00%	4,195.00
100-02-5008	Awards	0.00	0.00	200.00	0.00%	200.00
100-02-5101	Christmas Lights	0.00	0.00	200.00	0.00%	200.00
100-02-5190	Elections	0.00	0.00	10,500.00	0.00%	10,500.00
100-02-5201	Computer Maintenance	2,479.50	2,479.50	13,125.00	18.89%	10,645.50
100-02-5202	Copier Lease	0.00	413.98	5,000.00	8.28%	4,586.02
100-02-5203	Computer Hardware	0.00	0.00	1,500.00	0.00%	1,500.00
100-02-5205	Computer - Software Updates	0.00	2,756.26	15,456.00	17.83%	12,699.74
100-02-5312	Dues/Membership	200.50	1,032.50	2,905.00	35.54%	1,872.50
100-02-5313	Education (Education, Training, C	0.00	0.00	4,185.00	0.00%	4,185.00
100-02-5402	Minor Equipment	0.00	0.00	500.00	0.00%	500.00
100-02-5601	Admin Fees	0.00	0.00	50.00	0.00%	50.00
100-02-5621	Janitorial	150.00	150.00	1,900.00	7.89%	1,750.00
100-02-5627	Legal Fees	5,203.50	5,203.50	50,000.00	10.41%	44,796.50
100-02-5633	Professional Fees	1,956.00	1,956.00	30,000.00	6.52%	28,044.00
100-02-5702	AD&D	4.00	8.00	72.00	11.11%	64.00
100-02-5708	Dental	81.32	162.64	1,463.76	11.11%	1,301.12
100-02-5713	Health	1,640.52	3,248.88	29,529.36	11.00%	26,280.48
100-02-5715	Life	17.80	35.60	349.20	10.19%	313.60
100-02-5718	Vision	19.56	37.42	352.08	10.63%	314.66
100-02-5751	Salaries/Wages Expense	18,820.40	38,189.70	319,665.14	11.95%	281,475.44
100-02-5754	Social Security - Employer Paid	1,163.91	2,361.87	19,878.14	11.88%	17,516.27
100-02-5755	Medicare Expense	272.19	552.34	4,648.92	11.88%	4,096.58
100-02-5756	Longevity	0.00	0.00	450.00	0.00%	450.00
100-02-5759	TMRS-Employer Contribution	1,193.22	2,421.24	22,376.56	10.82%	19,955.32
100-02-5786	Overtime	0.00	0.00	500.00	0.00%	500.00
100-02-5791	Hotel Expense	0.00	0.00	3,910.00	0.00%	3,910.00
100-02-5792	Meals & Entertainment	0.00	0.00	920.00	0.00%	920.00
100-02-5793	Mileage	565.48	565.48	2,755.50	20.52%	2,190.02
100-02-5794	Parking & Tolls	0.00	0.00	260.00	0.00%	260.00
100-02-5796	Contract Labor	2,820.00	3,530.00	0.00	0.00%	(3,530.00)

100-02-5801 Building Maintenance	0.00	0.00	5,000.00	0.00%	5,000.00
100-02-5857 Subscriptions	0.00	0.00	4,175.00	0.00%	4,175.00
100-02-5858 Records Retention	0.00	0.00	1,895.00	0.00%	1,895.00
100-02-5901 Cleaning Supplies	0.00	0.00	750.00	0.00%	750.00
100-02-5902 Consumables	0.00	0.00	100.00	0.00%	100.00
100-02-5903 Office Furniture - Admin	0.00	0.00	250.00	0.00%	250.00
100-02-5904 Office Supplies	0.00	0.00	2,500.00	0.00%	2,500.00
100-02-5905 Postage Meter Rental	0.00	0.00	1,500.00	0.00%	1,500.00
100-02-5906 Postage	0.00	0.00	2,500.00	0.00%	2,500.00
100-02-5909 Postage Supplies	0.00	0.00	500.00	0.00%	500.00
100-02-5951 Electric	200.32	224.01	3,000.00	7.47%	2,775.99
100-02-5954 Telephones/Broadband/Internet	539.33	976.28	7,500.00	13.02%	6,523.72
100-02-5964 Gas / Propane	0.00	228.99	1,000.00	22.90%	771.01
Administration Totals	<u>37,327.55</u>	<u>66,534.19</u>	<u>580,566.66</u>	<u>11.46%</u>	<u>514,032.47</u>

100 - General Fund	Police	Current Month Actual	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
100-03-5181	Community Outreach	0.00	0.00	1,200.00	0.00%	1,200.00
100-03-5201	Computer Maintenance	275.51	275.51	1,240.00	22.22%	964.49
100-03-5202	Copier Lease	0.00	413.98	5,000.00	8.28%	4,586.02
100-03-5203	Computer Hardware	0.00	0.00	3,500.00	0.00%	3,500.00
100-03-5205	Computer - Software Updates	0.00	0.00	11,550.00	0.00%	11,550.00
100-03-5312	Dues/Membership	0.00	420.00	3,000.00	14.00%	2,580.00
100-03-5313	Education (Training, Hotel, Meals)	1,900.00	4,270.00	14,000.00	30.50%	9,730.00
100-03-5315	Tuition Reimbursement	0.00	0.00	4,000.00	0.00%	4,000.00
100-03-5401	Investigations	75.00	75.00	3,000.00	2.50%	2,925.00
100-03-5402	Minor Equipment	5,943.01	13,583.25	47,589.00	28.54%	34,005.75
100-03-5403	Grants/Donations	0.00	0.00	5,000.00	0.00%	5,000.00
100-03-5621	Janitorial	0.00	0.00	0.00	0.00%	0.00
100-03-5702	AD&D	14.00	28.00	268.80	10.42%	240.80
100-03-5708	Dental	284.62	569.24	4,879.20	11.67%	4,309.96
100-03-5713	Health	5,741.82	11,371.08	98,431.20	11.55%	87,060.12
100-03-5714	Law Enforcement Liability	0.00	8,000.72	14,560.55	54.95%	6,559.83
100-03-5715	Life	62.30	124.60	1,303.68	9.56%	1,179.08
100-03-5716	Mobile Equipment	0.00	612.50	1,700.00	36.03%	1,087.50
100-03-5718	Vision	68.46	130.97	1,173.60	11.16%	1,042.63
100-03-5719	Workmen's Comp TML-IRP	0.00	0.00	17,286.19	0.00%	17,286.19
100-03-5720	Animal Boarding	0.00	0.00	1,000.00	0.00%	1,000.00
100-03-5751	Salaries/Wages Expense	37,570.30	74,598.68	655,945.20	11.37%	581,346.52
100-03-5754	Social Security - Employer Paid	2,353.09	4,892.28	40,668.60	12.03%	35,776.32
100-03-5755	Medicare Expense	550.33	1,144.17	9,511.21	12.03%	8,367.04
100-03-5756	Longevity	0.00	0.00	1,210.00	0.00%	1,210.00
100-03-5759	TMRS-Employer Contribution	2,359.23	4,967.64	44,976.19	11.05%	40,008.55
100-03-5760	Uniforms Allowance - Police	0.00	0.00	3,800.00	0.00%	3,800.00
100-03-5761	Uniforms/Apparel - Police	1,035.00	1,035.00	3,400.00	30.44%	2,365.00
100-03-5762	Safety Body Armor	0.00	0.00	4,000.00	0.00%	4,000.00
100-03-5764	Certification Pay	250.00	500.00	5,200.00	9.62%	4,700.00
100-03-5770	Employment Costs-Police	0.00	0.00	500.00	0.00%	500.00
100-03-5786	Overtime	320.16	4,183.70	10,000.00	41.84%	5,816.30
100-03-5801	Building Maintenance	0.00	0.00	4,000.00	0.00%	4,000.00

100-03-5811 Fuel	1,728.38	1,728.38	36,000.00	4.80%	34,271.62
100-03-5815 Vehicle Repair & Maintenance	323.81	446.43	15,000.00	2.98%	14,553.57
100-03-5852 Copy/Printing Expense	0.00	0.00	200.00	0.00%	200.00
100-03-5853 Dispatch (County Dispatch)	12,194.94	12,194.94	23,000.00	53.02%	10,805.06
100-03-5901 Cleaning Supplies	0.00	0.00	1,000.00	0.00%	1,000.00
100-03-5904 Office Supplies	0.00	0.00	3,000.00	0.00%	3,000.00
100-03-5906 Postage	0.00	0.00	50.00	0.00%	50.00
100-03-5909 Postage Supplies	0.00	0.00	50.00	0.00%	50.00
100-03-5951 Electric	276.36	303.82	4,000.00	7.60%	3,696.18
100-03-5954 Telephones/Broadband/Internet	274.92	767.38	15,000.00	5.12%	14,232.62
Police Totals	<u>73,601.24</u>	<u>146,637.27</u>	<u>1,120,193.42</u>	<u>13.09%</u>	<u>973,556.15</u>

100 - General Fund	Court	Current Month Actual	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
100-04-5201	Computer Maintenance	275.51	275.51	1,000.00	27.55%	724.49
100-04-5202	Copier Lease	0.00	137.99	1,700.00	8.12%	1,562.01
100-04-5205	Computer - Software Updates	0.00	7,993.13	5,200.00	153.71%	(2,793.13)
100-04-5312	Dues/Membership	0.00	0.00	55.00	0.00%	55.00
100-04-5313	Education (Education, Training, C	0.00	0.00	300.00	0.00%	300.00
100-04-5402	Minor Equipment	0.00	0.00	400.00	0.00%	400.00
100-04-5628	Municipal Court Judge	0.00	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
100-04-5630	Prosecutor	0.00	0.00	5,500.00	0.00%	5,500.00
100-04-5633	Professional Fees	0.00	0.00	1,500.00	0.00%	1,500.00
100-04-5636	Municipal Court Collection Serv	0.00	0.00	1,000.00	0.00%	1,000.00
100-04-5702	AD&D	2.00	4.00	24.00	16.67%	20.00
100-04-5708	Dental	40.66	81.32	487.92	16.67%	406.60
100-04-5713	Health	820.26	1,624.44	9,843.12	16.50%	8,218.68
100-04-5715	Life	8.90	17.80	116.40	15.29%	98.60
100-04-5718	Vision	9.78	18.71	117.36	15.94%	98.65
100-04-5751	Salaries/Wages Expense	4,161.60	8,773.47	50,590.80	17.34%	41,817.33
100-04-5754	Social Security - Employer Paid	253.20	534.32	3,136.63	17.03%	2,602.31
100-04-5755	Medicare Expense	59.22	124.97	733.57	17.04%	608.60
100-04-5756	Longevity	0.00	0.00	145.00	0.00%	145.00
100-04-5759	TMRS-Employer Contribution	263.84	556.23	3,541.36	15.71%	2,985.13
100-04-5791	Hotel Expense	0.00	0.00	300.00	0.00%	300.00
100-04-5792	Meals & Entertainment	0.00	0.00	322.50	0.00%	322.50
100-04-5793	Mileage	0.00	0.00	350.00	0.00%	350.00
100-04-5794	Parking & Tolls	0.00	0.00	120.00	0.00%	120.00
100-04-5854	Municipal Court Bldg Security	0.00	0.00	2,241.00	0.00%	2,241.00
100-04-5856	Notary Public	0.00	0.00	100.00	0.00%	100.00
100-04-5870	Subscriptions	0.00	0.00	600.00	0.00%	600.00
100-04-5904	Office Supplies	0.00	0.00	1,000.00	0.00%	1,000.00
100-04-5906	Postage	0.00	0.00	70.00	0.00%	70.00
Court Totals		5,894.97	22,541.89	105,494.66	21.37%	82,952.77

100 - General Fund	Parks and Streets	Current Month Actual	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
100-05-5155	Tree Trimming	0.00	0.00	3,500.00	0.00%	3,500.00
100-05-5800	Maintenance & Infrastructure	0.00	0.00	20,000.00	0.00%	20,000.00
100-05-5908	Paving Materials	0.00	0.00	43,600.00	0.00%	43,600.00
100-05-5951	Electric	0.00	0.00	15,500.00	0.00%	15,500.00
100-05-5953	Street Lighting	1,134.93	1,248.43	2,000.00	62.42%	751.57
Parks and Streets Totals		<u>1,134.93</u>	<u>1,248.43</u>	<u>84,600.00</u>	<u>1.48%</u>	<u>83,351.57</u>

100 - General Fund	Non-Department	Current Month Actual	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
100-06-5002	Bank Charges	0.00	0.00	100.00	0.00%	100.00
100-06-5100	Chamber of Commerce (Payment	0.00	0.00	0.00	0.00%	0.00
100-06-5104	B. C. South Library Dis	0.00	0.00	1,000.00	0.00%	1,000.00
100-06-5321	Emergency Expenses	0.00	0.00	1,000.00	0.00%	1,000.00
100-06-5324	Contingency	0.00	0.00	20,000.00	0.00%	20,000.00
100-06-5611	Legal Notices/Publications	0.00	0.00	1,200.00	0.00%	1,200.00
100-06-5622	Audit Services	0.00	0.00	48,820.00	0.00%	48,820.00
100-06-5623	Bldg Insp/Bureau Veritas	0.00	0.00	30,000.00	0.00%	30,000.00
100-06-5625	Appraisal District	0.00	0.00	30,000.00	0.00%	30,000.00
100-06-5704	Automobile Physical Damage	0.00	4,002.32	6,000.00	66.71%	1,997.68
100-06-5709	Errors & Omissions	0.00	2,960.58	6,482.77	45.67%	3,522.19
100-06-5711	Liability Deductible	0.00	0.00	1,000.00	0.00%	1,000.00
100-06-5712	General Liability Insurance	0.00	1,397.48	3,300.00	42.35%	1,902.52
100-06-5717	Real & Personal Property	0.00	33,621.84	15,412.80	218.14%	(18,209.04)
100-06-5719	Workmen's Comp TML-IRP	0.00	21,438.48	41,800.00	51.29%	20,361.52
100-06-5720	Animal Mortality	0.00	0.00	853.78	0.00%	853.78
100-06-5721	Automobile Liability	0.00	4,802.98	8,089.53	59.37%	3,286.55
100-06-5722	Crime Coverage	0.00	220.50	220.00	100.23%	(0.50)
100-06-5727	Cyber Insurance	0.00	980.00	1,250.00	78.40%	270.00
100-06-5857	Subscriptions	0.00	945.00	3,000.00	31.50%	2,055.00
100-06-5907	Po Box Rental - Non-Department.	0.00	0.00	130.00	0.00%	130.00
100-06-5951	Electric	122.47	136.63	2,500.00	5.47%	2,363.37
Non-Department Totals		<u>122.47</u>	<u>70,505.81</u>	<u>222,158.88</u>	<u>31.74%</u>	<u>151,653.07</u>
Expense Totals		<u><u>118,256.16</u></u>	<u><u>308,442.59</u></u>	<u><u>2,127,118.62</u></u>	<u><u>14.50%</u></u>	<u><u>1,818,676.03</u></u>

City of Blanco
 Financial Statement
 As of November 30, 2024

12/6/2024 9:19 AM

200 - Enterprise Fund	Current Month Actual	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary					
Other Revenues	25.00	5,590.33	750.00	745.38%	(4,840.33)
Utility Revenue	219,134.77	440,503.55	2,569,800.00	17.14%	2,129,296.45
Fees	40.00	2,656.20	32,500.00	8.17%	29,843.80
Interest Income	5,172.24	24,574.55	120,000.00	20.48%	95,425.45
Revenue Totals	<u>224,372.01</u>	<u>473,324.63</u>	<u>2,723,050.00</u>	<u>17.38%</u>	<u>2,249,725.37</u>
Expense Summary					
Bond Agent Fees	350.00	350.00	1,150.00	30.43%	800.00
Other Expenses	330,202.15	335,589.67	104,494.47	321.16%	(231,095.20)
Utilities	108,335.45	340,322.82	1,613,750.00	21.09%	1,273,427.18
Computers	546.28	11,295.66	22,000.00	51.34%	10,704.34
Outside Services	13,002.95	15,073.84	178,000.00	8.47%	162,926.16
General Insurance	2.00	4.00	24.00	16.67%	20.00
Personnel	5,214.88	10,230.43	65,612.53	15.59%	55,382.10
Maintenance	30.00	60.00	8,000.00	0.75%	7,940.00
Chemicals and Materials	0.00	0.00	5,500.00	0.00%	5,500.00
Water	30,613.52	58,342.90	407,368.20	14.32%	349,025.30
Supplies	625.66	625.66	6,900.00	9.07%	6,274.34
Interest Expense	0.00	0.00	71,296.00	0.00%	71,296.00
Loans	0.00	0.00	170,000.00	0.00%	170,000.00
Expense Totals	<u>488,922.89</u>	<u>771,894.98</u>	<u>2,654,095.20</u>	<u>29.08%</u>	<u>1,882,200.22</u>

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200 - Enterprise Fund	Current Month Actual	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Other Revenues					
200-4170 Miscellaneous Income	0.00	5,540.33	250.00	2216.13%	(5,290.33)
200-4326 NSF - Insufficient Funds	25.00	50.00	500.00	10.00%	450.00
Other Revenues Totals	<u>25.00</u>	<u>5,590.33</u>	<u>750.00</u>	<u>745.38%</u>	<u>(4,840.33)</u>
Utility Revenue					
200-4620 CSI - Non-Refundable (Customer	140.00	345.00	5,000.00	6.90%	4,655.00
200-4703 Late Fees	1,617.36	3,569.95	20,000.00	17.85%	16,430.05
200-4901 Garbage	29,851.21	59,514.54	355,000.00	16.76%	295,485.46
200-4902 Infrastructure Fees (Cielo Springs)	20.00	40.00	0.00	0.00%	(40.00)
200-4903 Sales Tax Revenue	0.00	0.00	1,000.00	0.00%	1,000.00
200-4904 Sewage	59,111.68	119,506.50	430,000.00	27.79%	310,493.50
200-4905 Water	128,294.52	257,427.56	1,755,000.00	14.67%	1,497,572.44
200-4909 Septage Receiving	100.00	100.00	1,800.00	5.56%	1,700.00
200-4950 Water Meter Deposit (Water Meter	0.00	0.00	2,000.00	0.00%	2,000.00
Utility Revenue Totals	<u>219,134.77</u>	<u>440,503.55</u>	<u>2,569,800.00</u>	<u>17.14%</u>	<u>2,129,296.45</u>
Fees					
200-4701 Effluent Surcharge	0.00	2,006.20	10,000.00	20.06%	7,993.80
200-4702 Service Call Fees-Water	0.00	0.00	500.00	0.00%	500.00
200-4906 Sewer Tap	0.00	0.00	5,000.00	0.00%	5,000.00
200-4907 Water Tap	0.00	0.00	10,000.00	0.00%	10,000.00
200-4951 Connection Fee - Non Refundable	40.00	650.00	7,000.00	9.29%	6,350.00
Fees Totals	<u>40.00</u>	<u>2,656.20</u>	<u>32,500.00</u>	<u>8.17%</u>	<u>29,843.80</u>
Interest Income					
200-4805 Interest Income	5,172.24	24,574.55	120,000.00	20.48%	95,425.45
Interest Income Totals	<u>5,172.24</u>	<u>24,574.55</u>	<u>120,000.00</u>	<u>20.48%</u>	<u>95,425.45</u>
Revenue Totals	<u>224,372.01</u>	<u>473,324.63</u>	<u>2,723,050.00</u>	<u>17.38%</u>	<u>2,249,725.37</u>

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200 - Enterprise Fund	Water	Current Month Actual	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Bond Agent Fees		0.00	0.00	500.00	0.00%	500.00
Chemicals and Materials		0.00	0.00	3,000.00	0.00%	3,000.00
Computers		408.54	5,783.23	11,000.00	52.57%	5,216.77
General Insurance		2.00	4.00	24.00	16.67%	20.00
Maintenance		30.00	60.00	3,000.00	2.00%	2,940.00
Other Expenses		330,202.15	335,589.67	103,619.47	323.87%	(231,970.20)
Outside Services		10,702.95	12,773.84	74,200.00	17.22%	61,426.16
Personnel		3,047.24	5,986.37	38,362.49	15.60%	32,376.12
Supplies		625.66	625.66	5,900.00	10.60%	5,274.34
Utilities		53,494.08	155,987.17	645,500.00	24.17%	489,512.83
Water		30,613.52	58,342.90	407,368.20	14.32%	349,025.30
Water Totals		<u>429,126.14</u>	<u>575,152.84</u>	<u>1,292,474.16</u>	<u>44.50%</u>	<u>717,321.32</u>

200 - Enterprise Fund	Sewer	Current Month Actual	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Bond Agent Fees		350.00	350.00	650.00	53.85%	300.00
Chemicals and Materials		0.00	0.00	2,500.00	0.00%	2,500.00
Computers		137.74	5,512.43	11,000.00	50.11%	5,487.57
Interest Expense		0.00	0.00	71,296.00	0.00%	71,296.00
Loans		0.00	0.00	170,000.00	0.00%	170,000.00
Maintenance		0.00	0.00	5,000.00	0.00%	5,000.00
Other Expenses		0.00	0.00	875.00	0.00%	875.00
Outside Services		2,300.00	2,300.00	103,800.00	2.22%	101,500.00
Personnel		2,167.64	4,244.06	27,250.04	15.57%	23,005.98
Supplies		0.00	0.00	1,000.00	0.00%	1,000.00
Utilities		54,841.37	184,335.65	968,250.00	19.04%	783,914.35
Sewer Totals		<u>59,796.75</u>	<u>196,742.14</u>	<u>1,361,621.04</u>	<u>14.45%</u>	<u>1,164,878.90</u>
Expense Total		<u>488,922.89</u>	<u>771,894.98</u>	<u>2,654,095.20</u>	<u>29.08%</u>	<u>1,882,200.22</u>

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200 - Enterprise Fund	Water	Current Month Actual	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
200-01-5052	Bond Agent Fees CTSRSCO 2017A	0.00	0.00	500.00	0.00%	500.00
200-01-5056	CIP WTP 2020	329,982.15	335,369.67	97,644.47	343.46%	(237,725.20)
200-01-5070	INFRAMARK	51,070.90	153,212.71	615,000.00	24.91%	461,787.29
200-01-5076	HR Green (HRG) GIS System	220.00	220.00	5,600.00	3.93%	5,380.00
200-01-5201	Computer Maintenance	137.74	137.74	1,000.00	13.77%	862.26
200-01-5331	Computer - Software & Updates	0.00	5,374.69	6,500.00	82.69%	1,125.31
200-01-5332	Pre-Printed Water Bills	270.80	270.80	3,500.00	7.74%	3,229.20
200-01-5641	Legal Fees	2,595.00	2,595.00	25,000.00	10.38%	22,405.00
200-01-5642	Permits	0.00	2,070.89	1,200.00	172.57%	(870.89)
200-01-5643	Permitting/Legal - Discharge	2,672.95	2,672.95	3,000.00	89.10%	327.05
200-01-5644	Professional Fees	5,435.00	5,435.00	45,000.00	12.08%	39,565.00
200-01-5646	Janitorial	0.00	0.00	375.00	0.00%	375.00
200-01-5702	AD&D	2.00	4.00	24.00	16.67%	20.00
200-01-5708	Dental	40.66	81.32	487.92	16.67%	406.60
200-01-5713	Health	820.26	1,624.44	9,843.12	16.50%	8,218.68
200-01-5715	Life	8.90	17.80	116.40	15.29%	98.60
200-01-5718	Vision	9.78	18.71	117.36	15.94%	98.65
200-01-5751	Salaries/Wages Expense	1,901.60	3,723.20	23,680.80	15.72%	19,957.60
200-01-5754	Social Security - Employer Paid	117.90	230.84	1,474.41	15.66%	1,243.57
200-01-5755	Medicare Expense	27.58	54.00	344.82	15.66%	290.82
200-01-5759	TMRS-Employer Contribution	120.56	236.06	1,657.66	14.24%	1,421.60
200-01-5783	Longevity	0.00	0.00	540.00	0.00%	540.00
200-01-5786	Overtime	0.00	0.00	100.00	0.00%	100.00
200-01-5821	Major Equipment	0.00	0.00	3,000.00	0.00%	3,000.00
200-01-5825	Equipment Rental	30.00	60.00	0.00	0.00%	(60.00)
200-01-5831	Aggregate	0.00	0.00	500.00	0.00%	500.00
200-01-5841	Chemicals	0.00	0.00	2,500.00	0.00%	2,500.00
200-01-5846	Leak Repair	0.00	0.00	2,000.00	0.00%	2,000.00
200-01-5847	CLWSC water	21,413.52	39,942.90	293,618.20	13.60%	253,675.30

200-01-5848 GBRA	9,200.00	18,400.00	111,000.00	16.58%	92,600.00
200-01-5870 Subscriptions	0.00	0.00	750.00	0.00%	750.00
200-01-5906 Postage	625.66	625.66	5,400.00	11.59%	4,774.34
200-01-5911 Office Supplies	0.00	0.00	500.00	0.00%	500.00
200-01-5963 Electric	2,193.62	2,417.22	25,000.00	9.67%	22,582.78
200-01-5964 Gas / Propane	0.00	0.00	2,000.00	0.00%	2,000.00
200-01-5965 Telephones/Broadband/Internet	229.56	357.24	3,500.00	10.21%	3,142.76
Water Totals	<u>429,126.14</u>	<u>575,152.84</u>	<u>1,292,474.16</u>	<u>44.50%</u>	<u>717,321.32</u>

200 - Enterprise Fund	Sewer	Current Month Actual	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
200-02-5031	Blanco CTSRCO 2017B - Interest	0.00	0.00	27,739.00	0.00%	27,739.00
200-02-5053	Bond Agent Fees CTSRCO 2017B	350.00	350.00	350.00	100.00%	0.00
200-02-5058	Bond Agency Fees-CTSRCO 2019	0.00	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
200-02-5060	Garbage	0.00	26,979.55	300,000.00	8.99%	273,020.45
200-02-5070	INFRAMARK	51,070.90	153,212.69	615,000.00	24.91%	461,787.31
200-02-5121	Blanco CTSRCO 2017B	0.00	0.00	100,000.00	0.00%	100,000.00
200-02-5122	Blanco CTSRCO 2019	0.00	0.00	70,000.00	0.00%	70,000.00
200-02-5127	Blanco CTSRCO 2019 - Interest E	0.00	0.00	43,557.00	0.00%	43,557.00
200-02-5201	Computer Maintenance	137.74	137.74	500.00	27.55%	362.26
200-02-5331	Computer - Software & Updates	0.00	5,374.69	10,500.00	51.19%	5,125.31
200-02-5611	Legal Notices/Publications	0.00	0.00	500.00	0.00%	500.00
200-02-5633	Professional Fees	0.00	0.00	500.00	0.00%	500.00
200-02-5641	Legal Fees	2,100.00	2,100.00	25,000.00	8.40%	22,900.00
200-02-5642	Permits	0.00	0.00	2,300.00	0.00%	2,300.00
200-02-5643	Permitting/Legal - Discharge	0.00	0.00	1,000.00	0.00%	1,000.00
200-02-5644	Professional Fees	200.00	200.00	65,000.00	0.31%	64,800.00
200-02-5645	Engineering - WWTP	0.00	0.00	10,000.00	0.00%	10,000.00
200-02-5646	Janitorial	0.00	0.00	375.00	0.00%	375.00
200-02-5751	Salaries/Wages Expense	1,901.62	3,723.22	23,680.80	15.72%	19,957.58
200-02-5754	Social Security - Employer Paid	117.90	230.84	1,468.21	15.72%	1,237.37
200-02-5755	Medicare Expense	27.56	53.96	343.37	15.71%	289.41
200-02-5759	TMRS-Employer Contribution	120.56	236.04	1,657.66	14.24%	1,421.62
200-02-5786	Overtime	0.00	0.00	100.00	0.00%	100.00
200-02-5821	Major Equipment	0.00	0.00	5,000.00	0.00%	5,000.00
200-02-5841	Chemicals	0.00	0.00	2,500.00	0.00%	2,500.00
200-02-5906	Postage	0.00	0.00	500.00	0.00%	500.00
200-02-5911	Office Supplies	0.00	0.00	500.00	0.00%	500.00
200-02-5963	Electric	3,730.36	4,103.30	45,000.00	9.12%	40,896.70
200-02-5964	Gas / Propane	0.00	0.00	2,000.00	0.00%	2,000.00
200-02-5965	Telephones/Broadband/Internet	40.11	40.11	5,000.00	0.80%	4,959.89
200-02-5966	Water's Edge Trash	0.00	0.00	1,250.00	0.00%	1,250.00

Sewer Totals	<u>59,796.75</u>	<u>196,742.14</u>	<u>1,361,621.04</u>	<u>14.45%</u>	<u>1,164,878.90</u>
Expense Totals	<u><u>488,922.89</u></u>	<u><u>771,894.98</u></u>	<u><u>2,654,095.20</u></u>	<u><u>29.08%</u></u>	<u><u>1,882,200.22</u></u>

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300 - I & S Fund	Current Month Actual	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary					
Ad Valorem Tax Revenue	54,568.36	55,917.99	867,498.00	6.45%	811,580.01
Interest Income	986.42	2,032.98	11,000.00	18.48%	8,967.02
Utility Revenue	3,673.02	3,673.02	0.00	0.00%	(3,673.02)
Revenue Totals	<u>59,227.80</u>	<u>61,623.99</u>	<u>878,498.00</u>	<u>7.01%</u>	<u>816,874.01</u>
Expense Summary					
Bond Agent Fees	350.00	850.00	650.00	130.77%	(200.00)
Loans	0.00	27,731.25	667,589.87	4.15%	639,858.62
Other Expenses	0.00	0.00	15,000.00	0.00%	15,000.00
Interest Expense	0.00	0.00	137,627.00	0.00%	137,627.00
Outside Services	1,500.00	1,500.00	0.00	0.00%	(1,500.00)
Expense Totals	<u>1,850.00</u>	<u>30,081.25</u>	<u>820,866.87</u>	<u>3.66%</u>	<u>790,785.62</u>

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300 - I & S Fund	Current Month Actual	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Ad Valorem Tax Revenue					
300-4001 Current I&S	52,867.99	53,550.94	855,998.00	6.26%	802,447.06
300-4002 Current Interest (I &S)	0.00	48.97	1,100.00	4.45%	1,051.03
300-4003 Current Penalty (I & S)	0.00	82.33	2,800.00	2.94%	2,717.67
300-4004 Delinquent Interest (I&S)	152.12	257.62	1,500.00	17.17%	1,242.38
300-4005 Delinquent Penalty (I&S)	174.51	220.57	1,000.00	22.06%	779.43
300-4006 Delinquent I&S	1,373.74	1,757.56	5,000.00	35.15%	3,242.44
300-4013 Current Overages	0.00	0.00	100.00	0.00%	100.00
Ad Valorem Tax Revenue Totals	<u>54,568.36</u>	<u>55,917.99</u>	<u>867,498.00</u>	<u>6.45%</u>	<u>811,580.01</u>
Interest Income					
300-4805 Interest Income	<u>986.42</u>	<u>2,032.98</u>	<u>11,000.00</u>	<u>18.48%</u>	<u>8,967.02</u>
Interest Income Totals	<u>986.42</u>	<u>2,032.98</u>	<u>11,000.00</u>	<u>18.48%</u>	<u>8,967.02</u>
Utility Revenue					
300-4911 Transfers	<u>3,673.02</u>	<u>3,673.02</u>	<u>0.00</u>	<u>0.00%</u>	<u>(3,673.02)</u>
Utility Revenue Totals	<u>3,673.02</u>	<u>3,673.02</u>	<u>0.00</u>	<u>0.00%</u>	<u>(3,673.02)</u>
Revenue Totals	<u><u>59,227.80</u></u>	<u><u>61,623.99</u></u>	<u><u>878,498.00</u></u>	<u><u>7.01%</u></u>	<u><u>816,874.01</u></u>

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300 - I & S Fund	water	Current Month Actual	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Bond Agent Fees		350.00	350.00	650.00	53.85%	300.00
Interest Expense		0.00	0.00	120,180.00	0.00%	120,180.00
Loans		0.00	0.00	187,127.37	0.00%	187,127.37
Other Expenses		0.00	0.00	15,000.00	0.00%	15,000.00
Outside Services		1,500.00	1,500.00	0.00	0.00%	(1,500.00)
water Totals		<u>1,850.00</u>	<u>1,850.00</u>	<u>322,957.37</u>	<u>0.57%</u>	<u>321,107.37</u>

300 - I & S Fund	Sewer	Current Month Actual	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Loans		0.00	27,731.25	245,462.50	11.30%	217,731.25
Sewer Totals		<u>0.00</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	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Bond Agent Fees		0.00	500.00	0.00	0.00%	(500.00)
Interest Expense		0.00	0.00	17,447.00	0.00%	17,447.00
Loans		0.00	0.00	235,000.00	0.00%	235,000.00
Non-Department Totals		<u>0.00</u>	<u>500.00</u>	<u>252,447.00</u>	<u>0.20%</u>	<u>251,947.00</u>
Expense Total		<u>1,850.00</u>	<u>30,081.25</u>	<u>820,866.87</u>	<u>3.66%</u>	<u>790,785.62</u>

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300 - I & S Fund	water	Current Month Actual	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
300-01-5051	Bond Agent Fees-Wilmington Tru	0.00	0.00	300.00	0.00%	300.00
300-01-5052	Bond Agent Fees CTSRCO Water	350.00	350.00	350.00	100.00%	0.00
300-01-5054	CIP Water 2017A (L1000633) - P	0.00	0.00	100,000.00	0.00%	100,000.00
300-01-5056	WTP 2020 (L1001127) - Principal	0.00	0.00	15,000.00	0.00%	15,000.00
300-01-5117	Blanco CTSRCO 2020 - Interest E	0.00	0.00	50,180.00	0.00%	50,180.00
300-01-5128	Certificates of Obligation Series 2	0.00	0.00	87,127.37	0.00%	87,127.37
300-01-5129	Certificates of Obligation Series 2	0.00	0.00	70,000.00	0.00%	70,000.00
300-01-5644	Professional Fees	1,500.00	1,500.00	0.00	0.00%	(1,500.00)
water Totals		<u>1,850.00</u>	<u>1,850.00</u>	<u>322,957.37</u>	<u>0.57%</u>	<u>321,107.37</u>

300 - I & S Fund	Sewer	Current Month Actual	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
300-02-5059	Lift Station 2023 - Interest Only ,	0.00	27,731.25	55,462.50	50.00%	27,731.25
300-02-5065	Lift Station 2023 - Principal	0.00	0.00	190,000.00	0.00%	190,000.00
Sewer Totals		<u>0.00</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	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
300-06-5032	2015 Series - (TIB) Interest	0.00	0.00	17,447.00	0.00%	17,447.00
300-06-5033	2015 Series - (TIB) Principal	0.00	0.00	235,000.00	0.00%	235,000.00
300-06-5034	Bond Agent Fees CO Series 2024	0.00	500.00	0.00	0.00%	(500.00)
Non-Department Totals		0.00	500.00	252,447.00	0.20%	251,947.00
Expense Totals		1,850.00	30,081.25	820,866.87	3.66%	790,785.62

City of Blanco
 Financial Statement
 As of November 30, 2024

12/6/2024 9:19 AM

400 - Municipal Court Fund	Current Month Actual	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary					
Court Fines and Fees	519.05	1,141.51	8,500.00	13.43%	7,358.49
Interest Income	532.68	1,098.67	7,500.00	14.65%	6,401.33
Revenue Totals	<u>1,051.73</u>	<u>2,240.18</u>	<u>16,000.00</u>	<u>14.00%</u>	<u>13,759.82</u>
Expense Summary					
Services	<u>0.00</u>	<u>0.00</u>	<u>1,750.00</u>	<u>0.00%</u>	<u>1,750.00</u>
Expense Totals	<u>0.00</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 November 30, 2024

12/6/2024 9:19 AM

400 - Municipal Court Fund	Current Month Actual	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Court Fines and Fees					
400-4301 CTF (Court Technology Fund -	166.19	354.15	4,000.00	8.85%	3,645.85
400-4307 MCBS (Municipal Court Building	190.28	414.83	4,500.00	9.22%	4,085.17
400-4312 Mun Court Svc Fee Retained	162.58	372.53	0.00	0.00%	(372.53)
Court Fines and Fees Totals	<u>519.05</u>	<u>1,141.51</u>	<u>8,500.00</u>	<u>13.43%</u>	<u>7,358.49</u>
Interest Income					
400-4805 Interest Income	532.68	1,098.67	7,500.00	14.65%	6,401.33
Interest Income Totals	<u>532.68</u>	<u>1,098.67</u>	<u>7,500.00</u>	<u>14.65%</u>	<u>6,401.33</u>
Revenue Totals	<u><u>1,051.73</u></u>	<u><u>2,240.18</u></u>	<u><u>16,000.00</u></u>	<u><u>14.00%</u></u>	<u><u>13,759.82</u></u>

City of Blanco
 Financial Statement
 As of November 30, 2024

12/6/2024 9:19:46 AM

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

City of Blanco
 Financial Statement
 As of November 30, 2024

12/6/2024 9:19 AM

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

City of Blanco
 Financial Statement
 As of November 30, 2024

12/6/2024 9:19 AM

500 - Hotel/Motel Fund	Current Month Actual	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary					
Tax Revenue	0.00	13,047.50	130,100.00	10.03%	117,052.50
Interest Income	355.86	733.96	11,000.00	6.67%	10,266.04
Revenue Totals	<u>355.86</u>	<u>13,781.46</u>	<u>141,100.00</u>	<u>9.77%</u>	<u>127,318.54</u>
Expense Summary					
Community Aide and Events	<u>76,244.00</u>	<u>196,993.00</u>	<u>203,994.00</u>	<u>96.57%</u>	<u>7,001.00</u>
Expense Totals	<u>76,244.00</u>	<u>196,993.00</u>	<u>203,994.00</u>	<u>96.57%</u>	<u>7,001.00</u>

City of Blanco
 Financial Statement
 As of November 30, 2024

12/6/2024 9:19 AM

500 - Hotel/Motel Fund	Current Month Actual	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Tax Revenue					
500-4130 Hotel Occupancy Tax	0.00	13,047.50	130,000.00	10.04%	116,952.50
500-4140 Hotel Occupancy Interest	0.00	0.00	100.00	0.00%	100.00
Tax Revenue Totals	<u>0.00</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	<u>355.86</u>	<u>733.96</u>	<u>11,000.00</u>	<u>6.67%</u>	<u>10,266.04</u>
Interest Income Totals	<u>355.86</u>	<u>733.96</u>	<u>11,000.00</u>	<u>6.67%</u>	<u>10,266.04</u>
Revenue Totals	<u><u>355.86</u></u>	<u><u>13,781.46</u></u>	<u><u>141,100.00</u></u>	<u><u>9.77%</u></u>	<u><u>127,318.54</u></u>

City of Blanco
 Financial Statement
 As of November 30, 2024

12/6/2024 9:19:46 AM

500 - Hotel/Motel Fund	Non-Departn	Current Month Actual	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Community Aide and Events		<u>76,244.00</u>	<u>196,993.00</u>	<u>203,994.00</u>	<u>96.57%</u>	<u>7,001.00</u>
Non-Department Totals		<u>76,244.00</u>	<u>196,993.00</u>	<u>203,994.00</u>	<u>96.57%</u>	<u>7,001.00</u>
Expense Total		<u><u>76,244.00</u></u>	<u><u>196,993.00</u></u>	<u><u>203,994.00</u></u>	<u><u>96.57%</u></u>	<u><u>7,001.00</u></u>

City of Blanco
 Financial Statement
 As of November 30, 2024

12/6/2024 9:19 AM

500 - Hotel/Motel Fund	Non-Departm	Current Month Actual	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
500-06-5100 Chamber of Commerce (Payment		76,244.00	196,244.00	196,244.00	100.00%	0.00
500-06-5102 Blanco Historic Preservation		0.00	0.00	4,500.00	0.00%	4,500.00
500-06-5105 HOT Funds Distribution		0.00	749.00	0.00	0.00%	(749.00)
500-06-5151 Keep Blanco Beautiful		0.00	0.00	2,500.00	0.00%	2,500.00
500-06-5152 Keep Blanco Beautiful: Streetscap		0.00	0.00	750.00	0.00%	750.00
Non-Department Totals		<u>76,244.00</u>	<u>196,993.00</u>	<u>203,994.00</u>	<u>96.57%</u>	<u>7,001.00</u>
Expense Totals		<u><u>76,244.00</u></u>	<u><u>196,993.00</u></u>	<u><u>203,994.00</u></u>	<u><u>96.57%</u></u>	<u><u>7,001.00</u></u>

CITY OF BLANCO
JULY 1, 2024 - SEPTEMBER 30, 2024

INVESTMENT REPORT

The Quarterly Investment Report for the City of Blanco, Texas for the quarter ended September 30, 2024 is hereby submitted.

The current depository bank for the City of Blanco is Texas Regional Bank, Blanco, Texas. The current investment account bank for the City of Blanco is Texas Class.

This report is in compliance with the investment strategy as established in the City's Investment Policy and the Public Funds Investment Act, Chapter 2256, Texas Government Code.



Warren Escovy, City Administrator, Investment Officer 12/6/24
Date



Dana Bundick, Interim Financial Officer, Investment Officer 12/6/2024
Date

Quarterly Investment Report
July 1, 2024 - September 30, 2024

	Interest Earned	Balance as of 9/30/2024
Texas Regional Bank - General Fund	\$2,396.96	\$13,298.23
Texas Regional Bank - Water Treatment Plant	\$7.43	\$921.99
Texas Regional Bank - Police Department/Chapter 59	\$0.00	\$651.45
Texas Regional Bank - Lift Station Project	\$1,214.29	\$150,495.22
Texas Class - Consolidated	\$9,341.70	\$684,102.77
Texas Class - General Savings	\$3,692.84	\$274,384.04
Texas Class - Water/Sewer Savings	\$3,585.00	\$266,376.59
Texas Class - WTP Construction Project	\$212.42	\$15,783.75
Texas Class - COVID 19	\$2,251.00	\$167,254.28
Texas Class - Waste Water Treatment Plant	\$7,169.38	\$532,698.19
Texas Class - I & S	\$5,800.76	\$244,570.86
Texas Class - Court	\$1,780.13	\$132,266.54
Texas Class - Hotel/Motel	\$2,804.22	\$88,358.80
Texas Class - Water/Sewer Enterprise	\$2,441.75	\$181,425.70
	\$42,697.88	\$2,478,204.37

CONSENT
ITEM #1

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

**Meeting Minutes
November 12, 2024**

A regular meeting and public hearing of the City Council, City of Blanco, Texas was held on November 12, 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 Pastor Carlos Cloyd. Council members present: Mayor Arnold, Mayor Pro-Tem Mack-McClung and Council Members Swinson, Moses, Cargill, and Moore.

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

Mayor Arnold made the following announcements:

- The Blanco County Burn Ban is on. Expires December 10, 2024 at noon.

Public Comments:

- Michael Green, City of Blanco resident, spoke addressing the Night Sky issues. Specifically at the Best Western, PEC and the lighting, concerned about not being able to see the sky.
- Melissa Blackburn, City of Blanco resident, spoke regarding the Night Sky. She commented that we need to enforce the night sky ordinance as well as all other ordinances.
- David Loose, Cielo Springs resident, spoke regarding Night Sky, Friends of the Night Sky. Spoke regarding the current light pollution.
- Kenneth Welch, Blanco County resident, spoke regarding New Business #4, Certificate of Obligation. He is opposed to COO's and specifically, the extension of sewer lines. He commented that they should be funded by a bond. He also spoke about Old Business #3, Ethics Policy, it's good but needs work, he will share his comments with the Council. Lastly, he commented on Old Business #7, he is opposed to having council members as chair of the committees.
- Stefanie Wright, City of Blanco resident, spoke as a resident and not as a representative of the Blanco County Newspaper. She said she is in support of the Night Sky MOA.
- David Smith, City of Blanco resident, spoke regarding support and protection of the Night Sky saying it is important to partner with the committee and execute the MOA.
- Bill Depew emailed a statement to the City Secretary asking for it be read. He expressed his concern and opposition to the Certificates of Obligation. He asked for the leaks to be fixed and the budget to be cut by 90,000 dollars a year. He also stated he is in favor of the adoption of the ethics policy.

Point of Note by Mayor Arnold and Warren Escovy, the leak count is going down with the new meters.

OPENED PUBLIC HEARINGS at 6:18 pm (No Comments)

1. Approval of variance as per Section 4.4 of the Unified Development Code (UDC) to allow veterinarian use on an R-5 property where it is allowed only on a C-1 zoned property as per the UDC. Location: 1571 S. US Hwy. 281, P.M. Properties, Lot 02, 0.48 Acres, Blanco, Texas 78606, (Property Owner: Pete Mancha).
2. 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).

CLOSED PUBLIC HEARINGS at 6:18 pm

AD-HOC COMMITTEE PRESENTATIONS:

Pedestrian Alternatives and Transportation Modes Committee Update by Sarah Munger, Chair
Environmental Attorney, in Austin.

Committee created a year ago to promote walkability in the City of Blanco. The concept is not new. In 2004 the Comprehensive Master Plan included walking plan. Pedestrians and xx are most important. Needs are still prevalent today. In 2008? Safe sidewalks, Goals today, development active walkability plan and TxDOT grants. This plan should complement the CMP and should include all of Blanco. This is a prerequisite for receiving grant money. The work proposed with use grant funds and not be part of the city budget. Received 170 responses from last year's survey. Connectivity to schools, grocery store. 77% of respondents support walkability. Developed a draft working map. Over the summer the committee walked the routes. Narrowed it down to 4 routes to focus on. Compliment the hard work of all the other committees. Today we have top 3 routes to focus on. 1st route, HS to Lowes (TxDOT road), 2nd route, Pecan Street, Methodist Church to the Library, 3rd route, Fulcher to Elementary School. Next step is to apply for grants, infrastructure grant, design grant. Develop the plan.

Planning & Zoning Commission, Brandon Carlson, Chair

Main item working on is the new sign ordinance. Recently filled one opening. Working on filling two vacant positions.

Staff Presentations:

1. City Hall, Warren Escovy, City Administrator, shared the following: Gem of the Hills Taco Cook-off, best pork taco and best overall taco, City and Inframark, Certificates of Obligation, many needs, WTP progress, Westech testing, looks good and very close to operationally, PSI water meters. Customer portal system billing issues, request form, Boards and Commissions, P&Z needs 1 person and HPC needs one person. CMP Task Force, up to 28 and could use additional volunteers, and Roller for pothole repair, Inframark has rented one for a month to try out, working on 6th Street and also at Cherry Street, Inframark in the process of hiring 7th employee.
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. Paid annual insurance this month. Court system, Fundview, portion of Haylee paid out of court, fix coming, water/sewer fund, Karis, wages, budget amendment coming.
3. Police Department, Chief Thornhill was on a call and couldn't be in attendance.

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 October 8, 2024, Regular Meeting and Public Hearing
2. Approval of Minutes from the October 29, 2024, Special Meeting.

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

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

1. Consideration, Discussion, and Take Possible Action on Approval of Memorandum of Agreement (MOA) between the City of Blanco and Blanco County Friends of the Night Sky. - MOA with Night Sky to fund Code enforcement officer only for light issues. City is in support of the MOA but at the same time does not want to put a burden on the Police Department. Eleven letters of complaint were filed. We need an enforcement officer, went to City (who lacks resources), need someone working with the businesses to fix the problem. 1), 2) The city, and 3) ,(Get wording from Tim Tuggey), currently has \$1200 and should cost approximately \$5,000. Thank you to the night sky volunteers for your generous work. **A motion was made by Mayor Pro-Tem Mack-McClung to approved version 2.0 of the MOA presented by Wayne Gosnell tonight notwithstanding any other provisions of this MOA: (1) the City shall exercise sole and exclusive authority to hire, fire and supervise the contract officer and direct all activities of the contract officer and any other activity under the MOA or the ordinance; (2) the City shall retain sole discretion and authority over any and all enforcement or prosecutorial activity under the ordinance or the MOA; and (3) the City in no way waives any claim of sovereign immunity or related rights and privileges, seconded by Council Member Moore, all in favor, motion carried unanimously.**
2. Consideration, Discussion, and Take Possible Action on Approval of variance as per Section 4.4 of the Unified Development Code (UDC) to allow veterinarian use on an R-5 property where it is allowed only on a C-1 zoned property as per the UDC. Location: 1571 S. US Hwy. 281, P.M. Properties, Lot 02, 0.48 Acres, Blanco, Texas 78606, (Property Owner: Pete Mancha). This is a variance request to allow a veterinary clinic in the R-5 mixed use zone. C-1 zone to allow for this type of use. Planning & Zoning Commission recommendation to the Council is to approve the variance request to allow a veterinary clinic in the R-5 mixed use Zone. **A motion was made by Council Member Moore to approve the variance as presented, seconded by Council Member Cargill all in favor, motion carried unanimously.**
3. Consideration, Discussion, and Take Possible Action on 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). The variance is to allow an 8' encroachment into a 20' building line to build a carport in an R-3 zoning District. Planning & Zoning recommendation is to approve a building line encroachment variance at 624 Singleton. **A motion was made by Mayor Pro-Tem Mack-McClung to approve the variance as presented, seconded by Council Member Cargill, all in favor, motion carried unanimously.**
4. Consideration, Discussion, and Take Possible Action on Approval of Karl Cloninger to fill Planning & Zoning Commissioner Vacancy. **A motion was made by Council Member Moses to appoint Karl Cloninger to fill the Planning & Zoning Commission vacancy, seconded by Council Member Moore, all in favor, motion carried unanimously.**

5. Consideration, Discussion, and Take Possible Action with respect to an Ordinance (2024-O-010) 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. Steve Perry, Financial Advisory shared, closing is scheduled for November 26. Competitive bid. Categories. Angela, Bond Council listed items approved for funding. \$3.9 mil, TWDB is to fix 3 largest water leaks throughout the city. Already starting survey work to repair leaks, funded and underway. **A motion was made by Mayor Pro-Tem Mack-McClung to approve Ordinance 2024-O-10 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, seconded by Council Member Swinson, motion carried 3-0 with Council Members Moses and Moore abstained.**
6. Consideration, Discussion, and Take Possible Action on Approval of Water Delivery and Treatment Agreement between Texas Water Company and the City of Blanco. Tim Tuggey, Attorney discussed the proposed Agreement with the Council. **A motion was made by Mayor Pro-Tem Mack-McClung to approve Water Delivery and Treatment Agreement between Texas Water Company and the City of Blanco, seconded by Council Member Moore, motion carried 3-2 with Council Members Moses and Swinson opposed.**
7. Consideration, Discussion and take Possible Action to Adopt 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. **A motion was made by Council Member Cargill to approve 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, seconded by Mayor Pro-Tem Mack-McClung, motion carried 4-0 with Council Member Moses abstained.**
8. Consideration, Discussion, and Take Possible Action on Approval of 2023/2024 budget amendments (Dana Bundick, Interim Finance Director). **A motion was made by Council Member Swinson to approve the 2023/2024 budget amendments, seconded by Council Member Moore, motion carried 4-0 with Council Member Moses abstained.**
9. Consideration, Discussion, and Take Possible Action on Approval of 2024/2025 budget amendments (Dana Bundick, Interim Finance Director). **A motion was made by Council Member Moore to approve the HOT Funds budget amendment, seconded by Council Member Cargill, motion carried 4-0 with Council Member Moses abstained.**
A motion was made by Council Member Moore to approve the balance of the 2024/2025 budget amendments, salary adjustment, seconded by Council Member Swinson, motion carried 4-0 with Council Member Moses abstained.
10. Consideration, Discussion, and Take Possible Action on Adoption of the Manual of Accounting Policies 2024-2025 (Dana Bundick, Interim Finance Director). **A motion was made by Council Member Moore to adopt the Manual of Accounting Policies 2024-2025, seconded by Council Member Moses, all in favor, motion carried unanimously.**

11. Consideration, Discussion and Take Possible Action on Adoption of the Investment Policy 2024-2025 (Dana Bundick, Interim Finance Director). **A motion was made by Council Member Moore to approve the adoption of the Investment Policy 2024-2025 revisions, seconded by Mayor Pro-Tem Mack-McClung, all in favor, motion carried unanimously.**
12. Consideration, Discussion, and Take Possible Action on Approval of Amendments to the Personnel Policy (Dana Bundick, Interim Finance Director). **A motion was made by Council Member Moses to approve the amendments to the Personnel Policy, seconded by Council Member Cargill, all in favor, motion carried unanimously.**
13. Consideration, Discussion, and Take Possible Action on Adoption of the Purchasing Policy 2024-2025 (Dana Bundick, Interim Finance Director). **A motion was made by Council Member Moore to approve the updated Purchasing Policy 2024-2025, seconded by Council Member Moses, all in favor, motion carried unanimously.**
14. Consideration, Discussion, and Take Possible Action on Authorization of City Administrator to go out for RFQ for Building Permit Review and Inspection Services (Warren Escovy, City Administrator). Staff recommends City Administrator go out for RFQ. City has utilized SAME company since 2013. **A motion was made by Council Member Cargill to authorize the City Administrator to go out for RFQ for building permit review and inspection services, seconded by Council Member Moses, all in favor, motion carried unanimously.**

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

1. Consideration, Discussion, and Take Possible Action on Approval of Ordinance 2024-O-012, Amendments to the current Sign Ordinance 2011-392. Goal was to simplify sign ordinance to allow ease of use to business owners while keeping face of Blanco the same. Tim Tuggey, Attorney recommended tabling this item to be discussed further prior to approval. **No Action Taken.**
2. Consideration, Discussion, and Take Possible Action on Approval of rainwater collection gutters for Bindseil Park. City Administrator working on downspout, certificate of appropriateness. **Item Tabled; No Action Taken.**
3. Consideration, Discussion, and Take Possible Action on Approval of Revisions to City of Blanco Organizational Chart. Suggestion was made to add dotted line from council to city attorney. **A motion was made by Mayor Pro-Tem Mack-McClung to revise the Organizational Chart to add a dotted line from Mayor & Council to City Attorney, Tim Tuggey, seconded by Council Member Moore, all in favor, motion carried unanimously.**
4. Consideration, Discussion, and Take Possible Action on Approval of Ordinance 2024-O-013 Adoption of Ethics Policy. Tim Tuggey, Attorney discussed with the Council. **Item Tabled; No Action Taken.**

Closed regular meeting at 8:35 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 9:17 pm and convened into regular meeting.:

Adjournment:

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

The meeting was adjourned at 9:18 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
November 26, 2024**

A special meeting of the City Council, City of Blanco, Texas was held on November 26, 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 Mike Arnold, followed by roll call announcing a quorum was present. Council members present: Mayor Mike Arnold, Mayor Pro-Tem Mack-McClung and Council Members Swinson, Moses, Moore and Cargill. The Pledge of Allegiance was led by Mayor Arnold.

City staff present: Warren Escovy, City Administrator, Chief Jerry Thornhill, and Laurie Cassidy, City Secretary.

Announcements: None

Public Comments:

- Courtney Trent, Blanco County (ETJ) resident, spoke regarding the TxDOT bypass. She also shared her experience as an ETJ resident, concerned with rumors that the Mayor is not a City of Blanco resident, as may be the case with others on council while she herself has no vote and cannot run for office. Concerned with word on the two routes being considered by TxDOT and hearing conflicting stories regarding the routes.

WORKSHOP:

City Administrator:

- *Update on Water Treatment Plant* – FTW, on point to be fixed close to operational. Next week Bactee, testing water through TCEQ. Plant is working, pending TCEQ water testing and TWDB approval.
- *Discussion on Series 2024A Certificate of Obligation, Projects to Consider* – Received \$1.5 million. At the next Council meeting, the Council will need to decide how to spend the remaining funds.

Police Department:

- *General Update on Staffing* – Six full time officers, seventh officer onboarding after December 10th, one officer at the academy. Target is 9 full time sworn, plus reserve officer and admin.

Council Discussion:

- *PSI Water Meter Project* – 20-30 remaining meters. Customer Portal, 400 meters remain to be backfilled by Damon's crew.
- *Discussion of pothole and minor road repairs* – Hired contractor to complete the first phase of repair project. Roller has been ordered and Damon's crew will begin work on Phase 2.
- *Code of Ethics* – Bobby Mack read through and sent comments to Tim Tuggey. He will be updating and sending it out for final review and approval at the December 10th meeting. More streamlined version. All council comments are welcome to be submitted to Tim.

- *Preview of the December agenda items* – Warren shared, new business items, Tic-Toc ban on govt. issued phones, selection of engineering services, and IT services contracts. Old Business, sign ordinance (being cleaned up), rain gutters at Bindseil Park, and approval of Ethics Policy. Also, CIAMAC will be doing a presentation on bond election, list of projects with amounts (\$2.5 mil/year in 6–8-year project).

Bobby Mack shared information regarding economic development, hierarchy of needs structure, and bottom starts with infrastructure, followed by talent, real estate/site, amenities/quality of life and incentives. Growth over time (without raising taxes) new residents and businesses.

Texas Runs on Water, adult winner was Heather Steel, artwork was shown at meeting and Autumn S. (youth winner). Hays County has exemption for rainwater collection. Surrounding cities do \$5,000 rebate for large storage.

Endorse exemption General Law, get out of ETJ exemptions with other small cities, current legislation, get their attention. Suzanne B., rural reporter.

Questions from the Public:

Ken Welch, spoke regarding review of personal policy. He also shared what do's and don'ts should apply to everyone.

Friday at 6:00 pm, lighting of the Courthouse square and Bindseil Park.

Stephane Wright said Retta Martin asked about where we are on funding Streetscape project(s). Economic Development, safe sidewalks for walkers, strollers, etc. Warren discussed with Retta today and he will be reviewing options. Bobby mentioned lack of a plan. Couple of donors pledged a total of \$60,000 if they could see a plan. Need construction ready plans. The first part of the plan is the engineering study that needs to be paid for. Need a grant or private donation for this. A lot of progress has been made. GLO grant is in process, they received a large number of applications and are currently reviewing them.

Committee lunch/mixer to collaborate ideas and goings on, starting in January 2025.

Ken Welch, last meeting, are there any updates on latest TxDOT meeting(s), Dennis Moore Jr shared not wanting to have frontage roads, they want it to be a true relief route. US 281 widening going on, not funded yet. Do evaluation on Blanco right now on speed, lights, etc., and will provide report to the city within the next few weeks. No build is still an option. Mr. Palmer said, if they are not interested in frontage roads, it does not matter where the route ends up and he does not want development along the route. Does it matter to the city? Need another one on one TxDOT meeting like the one held at Twin Sisters. Smaller group setting to be able to receive better feedback.

Gary Currier, water question, 5 year plan. We will look in it.

Closed Regular Meeting at 7:10 pm and adjourned 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 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 8:11 pm and adjourned into Regular Meeting.

Adjournment:

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

The meeting was adjourned at 8:11 pm.

Respectfully submitted,

Mike Arnold, Mayor

ATTEST:

Laurie A. Cassidy, City Secretary

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

NEW BUSINESS

ITEM #1

NEW BUSINESS

ITEM #2



City of Blanco

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

STAFF REPORT: 12/10/24

DESCRIPTION:

ANALYSIS: We have had Ardurra Engineering as City Engineer since March 2022. City is always is looking at ways to improve internal services and while the City Engineer has done adequate work we are looking at efficiency, project management and cost effectiveness at this position.

The City Council Authorized staff to go out for RFQ and there were four respondents: SPI, Atlas Design, HR Green, and Freeland Turk. On Friday the Interview committee made up of CIAMAC members George Vravlek, OJ Armstrong, Steve Scheffie, with Mayor and Protem rounding at the five interviewers. SPI, Atlas, and HR Green were the three finalists that are going to be interviewed on Friday. The Committee will make a recommendation to the Council.

FISCAL IMPACT: To be determined

RECOMMENDATION: The Engineering Interview Committee is recommending_____ TBA



Warren Escovy <cityadmin@cityofblancotx.gov>

Engineer RFQ interviews in the Byars Building on Friday December 6th Starting at 1:30pm

Warren Escovy <cityadmin@cityofblancotx.gov>

Wed, Dec 4, 2024 at 3:37 PM

Cc: OJ Armstrong <ciamacchair@cityofblancotx.gov>, Laurie Cassidy <citysec@cityofblancotx.gov>

Bcc: Allen Ross <aross@spi-eng.com>, "Thomas, Leigh" <leigh.thomas@hrgreen.com>, Tommy McClung <tmcclung@atlasdgn.com>

Good Afternoon Candidates,

The interview committee is very excited to have all of you visiting Blanco to speak to us and share your ideas

1. **SPI at 1:30pm , HR Green at 2:10pm , and then Atlas at 2:50pm** with 40 minute time slots each.
2. 10 to 15 minute presentation. Because we have it as a possible quorum it might be easier to have it in the council chambers and I'll have the TV set up for you to do a powerpoint presentation. You can present however you like which could be electronic or by slides so we can have an easel there as well.
3. Questions will be asked of the presenters broken down into three main areas: 1. Philosophy of project management 2. Pricing structure 3. How they can help the City with Plan review 4. Philosophy on developing cost estimates for City projects
4. The other focus will be the experience that these firms have with a town our size including their experiences and knowledge of TXDOT, TCEQ, and TWDB regulations and processes

Because we wanted to give Council an opportunity to be present at the meeting it will actually be open to the public to view and listen. No outside comments will be allowed but there could be interested folks at the Byars building. The Interview Committee will then meet (possibly at a later time) and provide a recommendation to City council at their December 10th meeting.

Warmest Regards,

--

PLEASE USE NEW EMAIL cityadmin@cityofblancotx.gov

Warren Escovy
Blanco City Administrator
(830) 833-4525 ext. 105
(830) 330-1905 (cell)
cityadmin@cityofblancotx.gov



**CITY OF BLANCO, TEXAS
REQUEST FOR QUALIFICATIONS
ENGINEERING SERVICES FOR PLAN REVIEW**

1. REQUEST FOR STATEMENT OF QUALIFICATIONS:

The City of Blanco, Texas, hereinafter referred to as “the City”, is soliciting Statement of Qualifications from professional Engineering Applicants, hereinafter referred to as “the Applicant”, which have comprehensive experience in providing professional services as outlined in the SCOPE OF SERVICES section of this request. The Applicant awarded the contract is referred to herein as “the Applicant.”

Statements of Qualifications are due at 4 p.m. 11/15/24. Statements of Qualifications will be opened by City Staff at which time will be read aloud. Statements received after the opening date and time will not be considered. Proposals will become public, as required by the Public Information Act, after the contract is awarded. At the discretion of the City, a short-list of applicants may be requested to make a presentation to an Evaluation Committee appointed by the Mayor and/or at a Council Meeting of the City of Blanco.

Please submit a proposal of services and statement of qualifications to:

Warren Escovy, City Administrator
City of Blanco
300 Pecan Street
Blanco, Texas 78606

2. OBJECTIVES AND BACKGROUND:

The City of Blanco is accepting proposals to perform professional engineering services to support in the review of plans, reports, and construction drawings and provide other associated services as requested by the City.

The professional engineering services requested will require the Applicant to be licensed to practice engineering in the State of Texas and must also employ active Texas Registered Professional Engineers.

3. SCOPE OF SERVICES:

- a. The City will provide plans, maps, construction drawings and other materials to the Applicant for engineering review and preparation of comments. The City will indicate the desired review schedule to the Applicant.
- b. The Applicant will perform the requested review of the materials and provide written comments to the City per the agreed upon schedule for each project.
- c. The Applicant will coordinate directly with permit/plat applicants when requested by the City.

- d. The Applicant may provide Capital Project Management and Construction Administration Services.
- e. The Applicant will attend pre-construction meetings, construction meetings, and perform stormwater/drainage construction observation when requested by the City.
- f. The Applicant will participate in litigation support when requested or required by law.
- g. The Applicant will provide input and attend meetings related to the existing water quality ordinance and potential development of a revised water quality ordinance and potential development of a revised water quality ordinance. Up to five meetings are included in this scope of services.
- h. The Applicant may from time to time be called upon to perform the following services:
 - (1) Attend meetings of the City Council and Planning and Zoning Commission when requested by the Mayor, City Secretary/Planning Coordinator; and/or
 - (2) Attend other public or private meetings involving engineering issues or Water Quality issues and other matters related to the duties performed.
- i. The Applicant shall conduct business in good faith displaying professionalism and a courteous manner in dealings with the staff, citizens, and customers of the City.
- j. The Applicant will report to Warren Escovy, verbally or in writing, any conflicts between the Applicant and any citizen or customer in the course of performing said duties and responsibilities.
- k. The Applicant shall assign to the City a minimum of one (1) staff person as "Project Manager," who is a Professional Engineer licensed to practice in the State of Texas. The Project Manager will be the City's primary point of contact.
- l. The Applicant shall maintain complete and accurate records of work performed for the City. The Applicant shall manage both public and confidential records that the Applicant obtains with the understanding that some records may be subject to state open records laws. The Applicant shall comply with the City's public information and records retention policies.
- m. Engineering studies, including but not limited to, preparation of development agreements, preparation of capital improvement bid packages and associated engineering and technical evaluation and input relative to maintenance and repair of city infrastructure.
- n. Preparation of Land Use Plans, Comprehensive Development Plans, Asset Management Plans, Capital Improvement Plans and calculations needed to conduct rate studies."
- o. Performs other related duties as needed.

4. COMPENSATION OF SERVICES:

The City intends to enter into a Professional Services Contract covering the period needed to perform the engineering services for plan review. Compensation for services rendered will be based on the agreed upon amount and type of fee negotiated between the City and the Applicant.

5. NO PRE-SUBMITTAL CONFERENCE:

A pre-submittal conference will not be held.

6. EVALUATION, CRITERIA AND SELECTION PROCEDURES:

A. Evaluation Criteria:

Selection of the Applicant will be based on a thorough evaluation of the qualifications of each Applicant. City staff and the City Engineer will rate the strength of the Applicants and proposed team-based experience and qualifications. The City will evaluate the submitted Statements of Qualification (SOQ's) based on, but not limited to, the following criteria, with maximum possible points allowed for each:

- Knowledge of, and project experience in, Blanco and Central Texas. (15 Points)
- Applicant's relevant experience with comparable, municipal planning and public works infrastructure. (30 Points)
- Proposed project staffing experience and availability. (25 Points)
- Relevant engineering and project management experience of proposed Project Manager including capability to timely deliver the requested services. (30 Points)

Total: 100 Points

The City reserves the right to request additional information or clarifications from any and all proponents and to allow corrections of errors or omissions. Location of business shall not be considered in selecting the engineering Applicant.

Optional: the short-listed Applicants (if any) may be requested to participate in an interview and provide a presentation that is worth up to an additional 25 Points. Any additional points earned will be added to the points the Applicant received in the first round of the evaluation.

Please provide the following information in the Applicant's Statement of Qualifications:

1. The staff and percent availability to handle the engineering services for plan reviews workload and the size of the engineering Applicant based on the need- to -know timing on design of construction plans.
2. The address of the Applicant's principal place of business and the name of the individual(s) who will act as the primary contact(s), along with their experience and qualifications.
3. A record of previous relevant experience in providing the prospective engineering services for plan reviews.
4. A list of references including names, addresses, and phone numbers of at least 3 municipal organizations where municipal services have been provided or are being provided.
5. Complete the attached Response Form.

B. Selection procedure:

1. The City will review all submissions in accordance with Sections 6 and 7 of this solicitation. It may decide to select the best and most qualified Applicant at this time or may decide to short-list selected qualified Applicants.
2. If the City decides to short-list Applicants, the short-listed Applicants will be notified in writing to participate in an interview with the City by email.

3. After evaluations are complete, the City will rank the Applicants by the total score, with the highest total score reflecting the best and most qualified Applicant. The City will enter into negotiations for compensation and other relevant issues with the Applicant deemed the best and most qualified.
4. In the event the City is unable to negotiate a mutually acceptable contract with the selected Applicant, it reserves the right to terminate negotiations with the first choice and enter into negotiations with the following choice, and so on until the City enters into a contract with a qualified Applicant.

7. GENERAL REQUIREMENTS:

- A. Independent Consultant: The selected Applicant shall not be an employee or officer of the City. The Applicant and Applicant employees will act as independent contractors and acquire no rights or benefits offered to the employees of the City, its departments, or agencies.
- B. General Liability Insurance/Professional Liability: See Attachment "A" "City of Blanco Contractor Insurance Requirements."

8. STATEMENT OF QUALIFICATIONS SUBMISSION:

- A. Statements of Qualifications must be addressed to Warren Escovy, City Administrator, and received at the City Offices at 300 Pecan Street, Blanco, Texas 78606 at or before: 4 p.m. NOVEMBER 15, 2024.

STATEMENTS OF QUALIFICATIONS RECEIVED AFTER 4 P.M. WILL BE PLACED IN THE FILE UNOPENED AND WILL NOT BE CONSIDERED. NO EXCEPTIONS. NEITHER FAXED STATEMENTS OF QUALIFICATIONS NOR EMAILED STATEMES OF QUALIFICATIONS WILL BE ACCEPTED.

- B. Statements of Qualifications must be submitted in a sealed envelope clearly bearing the name of the Applicant and address and bearing the words: "ENGINEERING SERVICES FOR PLAN REVIEW RFQ".
- C. The Applicant must submit one (1) original and five (5) copies of the Statement of Qualifications Including all information on a flash drive.
- D. Applicants are encouraged to verify that the City of Blanco agency contact, the City Secretary, has received Qualifications. Any Qualifications received after the deadline will not be accepted.

9. CONFLICT OF INTEREST:

A statement indicating the Applicant has no conflict of interest with the City of Blanco including any past or present employees or past or present elected officials of the City. **THE CIQ FORM MUST BE SUMITTED WITH THE STATEMENT OF QUALIFICATIONS. THE FORM**

IS AVAILABLE HERE: [HTTPS://WWW.ETHICS.STATE.TX.US/FORMS/CIQ.PDF](https://www.ethics.state.tx.us/forms/ciq.pdf). NO EMPLOYEE, OFFICER, OR AGENT OF THE CITY THAT HAS ANY INTEREST IN ANY VENDOR SHALL PARTICIPATE IN THE SELECTION OF THE VENDOR. THE SELECTED VENDOR SHALL COMPLETE AN AFFIDAVIT REGARDING PROHIBITION ON CONTRACTS WITH COMPANIES BOYCOTTING ISRAEL (TEXAS GOVERNMENT CODE CHAPTER 2270). THE SELECTED VENDOR MUST ALSO FILL OUT FORM 1295, AS REQUIRED BY THE TEXAS ETHICS COMMISSION, AND SUBMIT IT TO THE CITY. THE FORM MAY BE FOUND HERE: [HTTPS://WWW.ETHICS.STATE.TX.US/WHATSNEW/ELF INFO FORM1295.HTM](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

10. AWARD:

The City reserves the right to reject any or all Applicants.

11. WRITTEN AGREEMENT:

The successful Applicant will be required to negotiate a written agreement with the City with provisions meeting the requirements in state and federal law.

12. REQUESTS FOR CLARIFICATION:

Should this solicitation fail to contain sufficient information in order for interested Applicants to obtain a clear understanding of the services required by the City, or should it appear that the instructions outlined in the solicitation are not clear or are contradictory, any interested Applicant may in writing request clarification from the City Administrator, no later than 11/1/24. The interested Applicant shall email a copy of the written clarification request to City Administrator, Warren Escovy, at cityadmin@cityofblanco.com. Written requests from interested forms and written responses by the City will be provided to all Applicants.

13. EQUAL OPPORTUNITY AND AN APPLICANT AFFIRMATIVE ACTION PROGRAM:

The successful Applicant must agree to abide by regulations pertaining to Equal Employment as set forth in all applicable local, state, and federal regulations, to include not discriminating because of race, color, religion, sex, age, disability, or national origin and will agree to take appropriate measures to employ minority and women-owned businesses. A copy of all noted regulations can be obtained from the City of Blanco. Also, the City will make every reasonable effort to ensure that all are treated fairly and equally throughout the entire advertisement, review, and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.

14. ADDITIONAL INFORMATION:

Contact with persons other than the City Engineer or City Secretary as provided in Section 12, above, may result in the disqualification of the submittal. In fairness to all Applicants, the City will not communicate with anyone representing a potential provider of services during the RFQ process, except (1) as contemplated under Section 12 hereinabove, (2) meetings and

communications required to conduct business not related to the RFQ, and (3) possible personal presentations by Applicants after written submittals have been received and evaluated, if deemed necessary by the City.

In addition, the City reserves the right to contact any Applicant for purposes of obtaining clarification of a submission, as deemed necessary after responses have been opened and also as contemplated under Section 6.B., above.

15. COST OF DEVELOPING STATEMENTS OF QUALIFICATIONS:

All costs related to the preparation of the statement of qualifications and any related activities are the sole responsibility of the Applicants. The City assumes no liability for any costs incurred by the Applicants throughout the entire selection process.

16. DOCUMENT OWNERSHIP:

All submittals, including attachments and supplementary materials shall become, upon submission, property of the City of Blanco and will not be returned to the submitting Applicant.

Attachments:

- A. City of Blanco Contractor Insurance Requirements
- B. Response Form

ATTACHEMENT "A"

CITY OF BLANCO CONTRACTOR INSURANCE REQUIREMENTS

Applicant providing goods, materials and services for the City of Blanco shall, during the term of the contract with the City of Blanco or any renewal or extension thereof, provide and maintain the types and amounts of insurance set forth herein. All insurance and certificate(s) of insurance shall contain the following provisions:

1. Name the City of Blanco as additional named insured as to all applicable coverage.
2. Provide for at least thirty (30) days prior written notice to the City of Blanco for cancellation, non-renewal, or material change of the insurance.
3. Provide for a waiver of subrogation against the City of Blanco for injuries, including death, property damage, or any other loss to the extent the same is covered by the proceeds of insurance.

Insurance Company Qualification: All insurance companies providing the required insurance shall be authorized to transact in Texas and rated at least "A" by AM Best or other equivalent rating service.

Certificate of Insurance: Certificates of Insurance evidencing all of the required insurance coverages shall be submitted with the Applicant's submission. Copies of any modifications, amendments, renewals, or terminations of any coverage shall be promptly submitted to the City. If the contract is extended by the City of Blanco, certificates of insurance evidencing all of the required insurance coverages shall also be provided to the City prior to the date the contract is extended.

Type and Amount of Insurance:

- Statutory Workers Compensation insurance as required by state law.
- Commercial General Liability minimum limits of \$500,000 per occurrence for bodily injury, personal injury, and property damage.
- Automobile Liability with a minimum of \$500,000 combined single limit;
- Professional Services Professional Liability Insurance with a minimum of \$1 million dollars per occurrence and \$1 million dollars aggregate.

NEW BUSINESS

ITEM #3



City of Blanco

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

December 10, 2024

STAFF REPORT: IT RFQ respondents

DESCRIPTION: In October of this year City Council authorized staff to go out for RFQ for IT services in an effort to look at improving services. In December of 2021 the City approved a contract with Hill Country IT for the above mentioned services after having been selected by Council through an RFQ process. Three companies responded to the RFQ.

ANALYSIS: The City Administrator and mayor requested a new RFQ to look at ways to improve service, lower costs, and provide better value for IT services. There are three IT firms that have responded to the RFQ being Tech on Purpose, VC3, Inc. and Hill Country IT (our current provider). Our internet provider is required to have CJIS certification because we service municipal court.

CJIS certification is a requirement for organizations that use or access criminal justice information (CJI). The FBI administers the certification to ensure that organizations have the necessary security measures in place to protect CJI. Tech on Purpose does NOT have this certification and therefore can not be considered.

VC3 and Hill Country IT are both qualified firms with VC3 Inc. excelling in Cyber security solutions and more 24 hour service remotely and in person services

FISCAL IMPACT: Better service and better cyber security protection

RECOMMENDATION:

Staff recommends that City Council authorize the City Administrator to work with VC3 Inc. to bring an service agreement to City Council for their approval.

Wc

Owner: VC3

Project: _____

Categories	Rating	x	Weight	=	Total
1. Related project experience	<u>10</u>	x	<u>2</u>	=	<u>20</u>
2. Firm's ability and capacity to perform the work, including key personnel to be assigned to this project.	<u>10</u>	x	<u>1</u>	=	<u>10</u>
3. Grasp of the project requirements: • Feasibility studies • Design • Construction	<u>9</u>	x	<u>1</u>	=	<u>9</u>
4. Method to be used to fulfill the required services (i.e., design and construction phases, etc.)	<u>10</u>	x	<u>1</u>	=	<u>10</u>
5. Management approach for technical requirements (i.e., cost controls, construction phase involvement)	<u>9</u>	x	<u>2</u>	=	<u>18</u>
6. Use of consultants who may work on the project— in-house and outside resources, etc.	<u>9</u>	x	<u>1</u>	=	<u>9</u>
7. Time schedule planned for this project (i.e., availability for project)	<u>9</u>	x	<u>1</u>	=	<u>9</u>
8. Firm's experience and methods used for: • Budgeting and financial controls • Determining fee and compensation	<u>9</u>	x	<u>1</u>	=	<u>9</u>

Grand Total 96

Instructions for the Selection Committee

Rating: During the interview, rate each firm on a scale of 1 to 5, with 5 being the highest, in each of the categories.

Weight: Weights on a scale of 1 to 10, with 10 being the highest, should be established for each category before the interview. It is suggested that weights used here correspond to weights of categories used for evaluating Statements of Qualifications.

Totals: At the completion of the interview, multiply the rating by the weight in each category, and enter the totals on the lines provided. Add all totals to establish a grand total.

W-

Owner: Hill Country IT

Project: _____

Categories	Rating	x	Weight	=	Total
1. Related project experience	<u>9</u>	x	<u>2</u>	=	<u>18</u>
2. Firm's ability and capacity to perform the work, including key personnel to be assigned to this project.	<u>10</u>	x	<u>1</u>	=	<u>10</u>
3. Grasp of the project requirements: • Feasibility studies • Design • Construction	<u>10</u>	x	<u>1</u>	=	<u>10</u>
4. Method to be used to fulfill the required services (i.e., design and construction phases, etc.)	<u>9</u>	x	<u>1</u>	=	<u>9</u>
5. Management approach for technical requirements (i.e., cost controls, construction phase involvement)	<u>8</u>	x	<u>2</u>	=	<u>16</u>
6. Use of consultants who may work on the project— in-house and outside resources, etc.	<u>9</u>	x	<u>1</u>	=	<u>9</u>
7. Time schedule planned for this project (i.e., availability for project)	<u>9</u>	x	<u>1</u>	=	<u>9</u>
8. Firm's experience and methods used for: • Budgeting and financial controls • Determining fee and compensation	<u>9</u>	x	<u>1</u>	=	<u>9</u>

Grand Total 90

Instructions for the Selection Committee

Rating: During the interview, rate each firm on a scale of 1 to 5, with 5 being the highest, in each of the categories.

Weight: Weights on a scale of 1 to 10, with 10 being the highest, should be established for each category before the interview. It is suggested that weights used here correspond to weights of categories used for evaluating Statements of Qualifications.

Totals: At the completion of the interview, multiply the rating by the weight in each category, and enter the totals on the lines provided. Add all totals to establish a grand total.

We

Owner: Tech on Purpose

Project: _____

Categories	Rating	x	Weight	=	Total
1. Related project experience	_____	x	_____	=	_____
2. Firm's ability and capacity to perform the work, including key personnel to be assigned to this project.	_____	x	_____	=	_____
3. Grasp of the project requirements: • Feasibility studies • Design • Construction	_____	x	_____	=	_____
4. Method to be used to fulfill the required services (i.e., design and construction phases, etc.)	_____	x	_____	=	_____
5. Management approach for technical requirements (i.e., cost controls, construction phase involvement)	_____	x	_____	=	_____
6. Use of consultants who may work on the project— in-house and outside resources, etc.	_____	x	_____	=	_____
7. Time schedule planned for this project (i.e., availability for project)	_____	x	_____	=	_____
8. Firm's experience and methods used for: • Budgeting and financial controls • Determining fee and compensation	_____	x	_____	=	_____
Grand Total					<input type="text"/>

Not ETIS certified which is required to service mun. Gov

Instructions for the Selection Committee

Rating: During the interview, rate each firm on a scale of 1 to 5, with 5 being the highest, in each of the categories.

Weight: Weights on a scale of 1 to 10, with 10 being the highest, should be established for each category before the interview. It is suggested that weights used here correspond to weights of categories used for evaluating Statements of Qualifications.

Totals: At the completion of the interview, multiply the rating by the weight in each category, and enter the totals on the lines provided. Add all totals to establish a grand total.

RFQ for Computer Maintenance, Server Maintenance, and IT support

The City of Blanco Is Soliciting Quotations for IT Services. Bidding companies are required to demonstrate a solid background in providing IT services to similar organizations and provide the information requested below. Please direct any questions to Laurie Cassidy @ 830-833-4525 x 101 or citysec@cityofblancotx.gov. **Bids will be due on November 15, 2024, by 4:00 PM** and a committee will evaluate the responses and recommend finalists to be interviewed by the Staff and City Council.

Contracts will be awarded on a "Best Value" bases. To be considered the following information **MUST** be included with your proposal:

Section #1

- Listing of equipment [hardware] and software expertise
- Service hours of operation. Availability for afterhours support broken down by Night, weekend & Holidays [If Available]
- Listing of certifications (Must be CJIS certified to review PD Computers)
- Certificate of insurance to include Liability & Errors and Omissions
- A minimum of three references with contact name and phone number of similar clients
- A brief company background statement
- Hourly Rates for services outside the contract terms
- Description of offsite data backup procedure, storage & protection.

Section #2

The proposal shall include the following services for a fixed monthly fee on an annual basis:

- Support, repair, and management of approximately 17 desktop computers and 10 laptops not inclusive of Hardware [parts] or Software [new or additional]
- Support, Repair & Management of the City's network [Parts excluded]
- System level upgrades such as O/S & patches
- Asset management- inventory of all city IT related assets by name, model/serial number, warranty status, location, purchase date and users
- Maintain network infrastructure & related assets in optimal operating condition using any available system firmware updates and patches.
- Support, management & maintenance of networked and stand-alone printers [hardware excluded]
- Support, Management and maintenance of anti-virus Software on each server and computers attached to the city's network.
- Support & management of the city's E-Mail to include configuring local and mobile devices.
- Install software upgrades provided by department specific vendors and assist in resolving any software related issues with such vendors.
- Maintain a list of all service request/issues and their resolution and provide same to the City Council upon request.
- Provide recommendations, as appropriate, to keep the city's network operating efficiently, safely, and up to date and ensure multiple vendor software systems communicate with each other.
- Live 24x7x365 problem reporting by monitoring all critical infrastructure including internet connections, firewalls, switches, computers & servers.

Bidders should provide any information deemed pertinent such as areas of expertise, average response time, municipal software experience, etc. Successful bidders would have demonstrated, through their proposal, the ability to support the IT needs of the City of Blanco by providing the information required in section #1, being able to support the services outlined in section #2, listing references demonstrating similar service experience, meeting insurance requirements and certification(s) and training levels.



Response For:



City of Blanco, TX
RFQ for Computer Maintenance,
Server Maintenance, and IT Support
November 15, 2024



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LETTER OF TRANSMITTAL

November 15th, 2024

Justin Stringer

VC3, Inc.

1301 Gervais St., Suite 1800

Columbia, SC 29201

Response to: RFQ for Computer Maintenance, Server Maintenance, and IT Support

Attention:

Warren Escovy, City Administrator

The City of Blanco, TX - City Hall

300 Pecan St., Blanco, TX 78606

Dear City of Blanco, TX:

VC3, Inc. respectfully submits the enclosed response for the Request for Proposal Comprehensive Technology Services Provider for the City of Blanco, TX. We certify that VC3 is authorized to operate contractually and sell within the State of Texas (Federal Tax ID: 57-0993240).

This response fully addresses the requirements of the city outlined in *Blancos Background Information and RFP Response Requirements*. This proposal and cost schedule shall be valid and binding for Ninety (90) days following Request for Proposal due date and will become part of the contract that is negotiated with the City.

With over 29 years of IT experience and over 1,100 municipal government clients in 21 states, VC3 offers a longstanding history of combining stable day-to-day operations with forward thinking IT leadership to establish a high technology orientation for cities as they grow and evolve.

Our key contact for this proposal is:

Justin Stringer, Senior Account Executive

(682) 438-6566

justin.stringer@vc3.com

VC3 appreciates the opportunity to submit these qualifications.

Sincerely,

A handwritten signature in black ink, appearing to read 'RV'.

Ryan Vestby, CEO

(800) 787-1160

Ryan.Vestby@vc3.com



SECTION 1

Listing of Equipment [hardware] and Software Expertise

The following selected highlighted certifications below are held among VC3 engineers, managers, and support staff — including senior-level, long-term employees:

- Certified Information Security Systems Professional (CISSP)
- Certified Government Chief Information Officer (CGCIO)
- VMware:
 - VMware Certified Professional
 - Data Center Virtualization
 - VMware Sales Professional
 - Multiple years and versions of each across staff
- Microsoft:
 - Microsoft Certified Solutions Associate (MCSA)
 - Microsoft Certified Professional (MCP)
 - Microsoft Certified Systems Engineer (MCSE)
 - Microsoft Certified Technology Specialist (MCTS)
 - Microsoft Certified IT Professional (MCITP)
 - Microsoft Server (various years)
- Cisco:
 - Cisco Certified Entry Network Technician (CCENT)
 - Cisco Certified Network Associate (CCNA):
 - CCNA Routing & Switching
 - CCNA Security
 - Cisco Certified Network Professional (CCNP)
 - Cisco Certified Network Professional – Security (CCNP-S)
- Certified Wireless Network Administration (CWNA)
- Project Management Professional (PMP)
- Lean Six Sigma Yellow Belt
- Certified Business Continuity Professional
- Information Technology Information Library (ITIL) Certification
- CompTIA Security+

Service Hours of Operation

VC3 has built its operations around serving municipalities and public safety. Accordingly, VC3 operates on a 24x7x365 basis without interruption for nights, weekends, or holidays.



Listing of Certifications

- **CJIS:** As a condition of employment at VC3, all technical employees are required to maintain CJIS certification at federal levels.
 - **Technical employees are required to maintain CJIS certification at a state level.**
- **FBI & NCIC Requirements:** VC3 has approximately 300+ engineers, Account Managers, Project Managers, and Virtual Chief Information Officers that:
 - Have completed the Criminal Justice Information System's (CJIS) Security and Awareness Training
 - Are certified as completing the Level 4 CJIS Security Training.
 - Are approved to access networks that connect to the Federal Bureau of Investigation's (FBI) National Crime Information Center (NCIC) Systems, therefore meeting the requirements needed for local law enforcement audits.

Certificate of Insurance

Please see VC3's Certificate of Insurance enclosed in this submission.

REFERENCES

References were selected based on characteristics shared with the City of Blanco and its expressed goals. VC3 provides comprehensive IT support & management, cybersecurity, vendor management, network design, and strategic planning city-wide for all departments across these municipalities.

City of Port Lavaca, TX

- VC3 provides fully outsourced remote and on-site IT support for the City of Port Lavaca.
- 11,000+ residents, 70+ IT users
- **Contact:** Jody Weaver, City Manager: jweaver@portlavaca.org, (361) 552-9793

City of Pilot Point, TX

- VC3 provides full IT support to a cloud-based environment for the City of Pilot Point.
- 4,500+ residents, 95+ IT users
- **Contact:** Britt Lusk, City Manager, blusk@cityofpilotpoint.org, (940) 686-2165

City of Blue Mound, TX

- VC3 provides fully outsourced remote and on-site IT support for the City of Blue Mound.
- 2,500+ residents, 16+ IT users
- **Contact:** Jennifer Calvert, City Manager, jcalvert@bluemoundtexas.us, (817)232-0663



Company Background:

For over 25 years, VC3 has intentionally focused on providing managed IT services to municipal government. Accordingly, VC3 has created service offerings to align with local government-specific needs including security & audit requirements, diverse technology needs across many city departments, IT budgeting, and financial models designed to contain costs and adapt to shifting priorities across fiscal years and administrations.

General Business Information

- Full legal company name: VC3, Inc.
- Total Full-Time Employees: 800+
- Total Number of Clients: 1,800+
- Total Number of Municipal Clients: 1,200 +
- Location of office to service the account: Midland/Odessa area with staff in other metro regions across the state.
- Incorporated in 1994
- State of Incorporation: Delaware
- Federal Tax ID: 57-0993240
- Texas SOS File Number: 0803366858
- Dun & Bradstreet Number: 926120601
- NAICS Code: 541512 - Computer Systems Design Services

VC3 Employee Background Checks

All VC3 employment offer letters are contingent upon completion of credit, criminal, and Department of Motor Vehicle (DMV) background checks.

Additional Office Locations

- 10325 Younger Rd, Midland, TX 79706
- 333 Fayetteville Street, Suite 516, Raleigh, NC 27601
- 315 W Ponce De Leon Avenue, Suite 150, Decatur, GA, 30030
- 8000 Centerview Pkwy., Ste. 120 Memphis, TN 38018
- 5815 Clark Rd, Bath Twp, MI 48808
- 5614 Grand Ave, Duluth, MN 55807
- Suite 101, 15511 – 123 Avenue NW, Edmonton, Alberta T5V 0C3
- Suite 355, 3115 – 12 Street NE, Calgary, Alberta T2E 7J2



Financial and Audit Information

- **Financial Information:** Audited financials are available upon request.
- **SOC 2 Compliance:** VC3 maintains a SOC 2 certification, asserting that standards & controls are followed to keep client data secure, available, and confidential. SOC 2 is a voluntary compliance standard and requires regular audits. SOC 2 compliance information is available upon request.

Municipal League/Association Endorsements and Partnerships

VC3 is proud to be endorsed by nine state leagues of municipalities who have chosen to partner with and/or endorse VC3:

- Tennessee Municipal League
- Georgia Municipal Association
- Maryland Municipal League
- Iowa League of Cities
- North Carolina League of Municipalities
- Connecticut Conference of Municipalities
- Kentucky League of Cities
- Municipal Association of South Carolina
- League of California Cities
- California Special Districts Association

Municipal Software Experience

VC3 maintains expertise in many municipal-focused software applications including offerings from Tyler Technologies, arcGIS, municipal-specific ERP systems.

Average Response Times

VC3's most recently reported response times include:

- A 67 second wait time for helpdesk support phone calls
- ~50% of all support requests by phone resolved within 15 minutes

STAFF RESOURCES

The City of Blanco will be managed on a day-to-day basis by our local team supporting Texas clients but will have access to the entire VC3 engineering staff when needed.

Support Staff Categories and Domain Expertise

- Chief Technology Officer – 1
- Chief Information Security Officer – 1
- Strategic Advisors – 40+
- Service Delivery Managers – 10+
- Help Desk Engineers – 40+
- System Engineers – 100+
- Senior System Engineers – 10+



- Network Engineers – 5
- Architect & Escalation Engineers (domain experts) – 10+
- Client Relationship Managers – 25+
- Project Managers & Engineers – 25+
- Application Development Engineers – 20+

Total Engineering Resources – 300+

Hourly Rates for Services Outside the Contract Terms:

Please see the enclosed Order that references VC3's Master Agreement. The Master Agreement outlines hourly rates in Exhibit A for support that falls outside of the scope of the enclosed Order.

Many of the line items listed in Exhibit A are included as part of VC3's proposed offering. Exhibit A defines hourly rates for services not covered by an agreement or Order. If a line item is defined as in-scope per the terms and inclusions of an Order, hourly rates will not be charged.

Description of Offsite Data Backup Procedure, Storage, and Protection

Please see the enclosed Order for a detailed description of the proposed solutions of offsite data backup procedures, storage, and protection.

SECTION 2

This proposal includes the following services for a fixed monthly fee:

- Support, repair, and management of approximately 17 desktop computers and 10 laptops not inclusive of Hardware [parts] or Software [new or additional]
- Support, Repair & Management of the City's network [Parts excluded]
- System level **upgrades** such as O/S & patches
- Asset management- inventory of all city IT related assets by name, model/serial number, warranty status, location, purchase date and users
- Maintain network infrastructure & related assets in optimal operating condition using any available system firmware updates and patches.
- Support, management & maintenance of networked and stand-alone printers [hardware excluded]
- Support, Management and maintenance of anti-virus Software on each server and computers attached to the city's network.
- Support & management of the city's E-Mail to include configuring local and mobile devices.
- Install software upgrades provided by department specific vendors and assist in resolving any software related issues with such vendors.
- Maintain a list of all service request/issues and their resolution and provide same to the City Council upon request.
- Provide recommendations, as appropriate, to keep the city's network operating efficiently, safely, and up to date and ensure multiple vendor software systems communicate with each other.
- Live 24x7x365 problem reporting by monitoring all critical infrastructure including internet connections, firewalls, switches, computers & servers.

Proposed Offering

See enclosed Order for VC3's proposed offering.

City of Blanco Proposal



303 Pecan St
Blanco, TX
830.833.4525

Number of Offices/Locations: 2
Number of Employees/Computers: 17



Executive Summary

The City of Blanco is seeking immediate and ongoing support for their technology needs. They have recognized the significance of reliable technology within their office and have already implemented personal computers, printers, and office management software. However, they require IT support to ensure the efficiency and smooth operation of their technological infrastructure.

The Hill Country IT (HCIT) proposal aims to provide a comprehensive plan for implementing and managing enhanced technology services for The City of Blanco. The priorities for the implementation and management will be determined by school executives or appointed individuals who will work closely with HCIT. Together, we will monitor and evaluate the progress of the established priorities and objectives.

The HCIT proposal will likely include various aspects such as:

Technical Support: HCIT will offer technical support services to address any issues or problems that arise with the city's technology infrastructure. This may involve troubleshooting hardware and software problems, resolving network issues, and providing assistance to employees with their technology-related needs.

System Maintenance: HCIT will ensure the regular maintenance of the city's technology systems. This includes performing software updates, applying security patches, and conducting routine maintenance tasks to keep the systems functioning optimally.

Data Backup and Recovery: HCIT will establish a reliable data backup system to prevent data loss in case of unforeseen events such as hardware failures or cyberattacks. They will also develop strategies for efficient data recovery in the event of any data loss incidents.

Technology Planning and Consulting: HCIT will work closely with city executives to develop long-term technology plans and strategies. They will provide consultation on technology upgrades, recommend appropriate software and hardware solutions, and assist in budgeting for technology-related expenses.

Training and Education: HCIT may offer training programs or workshops to educate city employees on the effective use of technology tools and software. This can enhance productivity and efficiency within the office environment.

Overall, the HCIT proposal aims to provide comprehensive IT support and services to The City of Blanco, enabling them to improve their technological capabilities and streamline their operations.



Hill Country IT Background

I started my career in 1999 working internationally, implementing e-mail and accounting software for an oil servicing company. Over the years, I held various positions and eventually reached a Director level. After gaining 17 years of experience and learning about different technologies, I felt confident enough to start my own IT service company.

In 2016, I brought on my first client and have been providing assistance ever since. I firmly believe that our communities deserve quality IT support that is prompt, understands the clients' needs, and can effectively perform the required duties.

Currently, my company supports multiple municipalities in the area, including Blanco County, City of Johnson City, City of Granite Shoals, City of Blanco, and City of Highland Haven. This gives us a unique insight into the specific challenges and needs that The City of Blanco may benefit from.

I am proud to say that my company is currently CJIS L4 compliant, ensuring that we meet the security standards set for handling Criminal Justice Information Services. This certification reflects our commitment to data security and compliance when working with government entities.

With my extensive experience, dedication to prompt and effective IT support, and understanding of IT needs, I believe I can be a valuable partner for The City of Blanco as they seek enhanced technology, services, and support.



Needs Assessment

Assessment Process:

The City of Blanco has undergone a basic needs assessment. Additional considerations should be given after a full comprehensive investigation of current technology.

The below information is based off the RFQ "RFQ for IT support"

Existing Standards

Hardware Standard:

The City of Blanco has undergone growth over the past few years, and in doing so, has acquired a non-standardized group of personal computers and production servers running a multitude of windows based applications, along with various networked equipment.

Infrastructure Standard:

Currently, The City of Blanco has 2 primary location in Blanco. Both office's are connected to the Internet by standard networking equipment

The office needs are satisfied by these connections.

All personal computers are at different makes/models/ages. Life cycle replacement of the equipment should be given consideration to ensure proper budgeting for replacements. We have been replacing as budget money comes up.

Flagship Applications/Backend Services:

The City of Blanco primary systems are currently running on the PC's to provide the necessary day to day operational duties. The main applications are a number of "City Centric" style or "Police Centric" programs where the vendors provide periodic updates.

Secondary Applications

The City of Blanco secondary applications primarily reside on each individual's personal computer. Examples of this would be e-mail, MS Office, etc.

Professional Development:

The City of Blanco staff possess varying degrees of knowledge and skills as it relates to technology. There are unexplored avenues for professional development that technology can assist in to ensure that each team members' computer skills are at an acceptable level as well as developing departmental Subject Matter Experts (SME). There is also potential to develop specific individual skills to assist in day-to-day support options before engaging technical support.

Hill Country IT can provide the services and support listed below:

1. Personal Computer Services

Operating System:

- Installation
- Updates
- Configuration
- Maintenance
- Troubleshooting

Software:

- Installation
- Configuration
- Update
- Troubleshooting
- Maintenance

Hardware:

- Installation
- Internal component installation
- External component installation
- Troubleshooting
- Maintenance

2. Server Services

Operating Systems:

- Installation
- Updates
- Configuration
- Maintenance
- Troubleshooting

Software:

- Installation
- Configuration
- Update
- Troubleshooting
- Maintenance

Hardware:

- Installation
- Internal component installation
- Troubleshooting
- Maintenance

3. Printers:

Operating Systems

- Installation
- Updates
- Configurations
- Maintenance
- Troubleshooting

Hardware

- Installation
- Troubleshooting
- Maintenance

(Excludes any copier/printer where services are provided by another vendor)

4. Software Support:

- MS Windows – all versions
- MS Office – all versions
- Active Directory
- Windows security
- Network security
- Building door security
- Application security
- Current website security
- Current website maintenance/support
- TBD

5. Software Support with Vendor Services examples:

- Fund Balance
- Square1
- TBD

6. Other:

HCIT can provide:

- Remote service/support
- On-Site service/support
- Asset Tracking
- Trouble Ticket Reports
- Guaranteed response to all issue notification within 30 minutes during normal business hours once received
- Guaranteed response to all issue notification by 10 am the next business day after hours once received

Optional Services**:

- Hardware Procurement
- Software Procurement
- Anti-Virus/Content Filter
- E-Mail Hosting
- PC/Server Backups

*HCIT strives to provide a 97% or higher system uptime excluding outages due to unapproved software/hardware, power outages, Acts of God, malicious activity, scheduled downtime, and requested downtime. This percentage will be based on a 24/7 operation calculated monthly. In the event HCIT does not meet the 97% guarantee, 1% refund will be provided for each percentage point below 97%. An Outage is defined as a non-usable system.

Pricing Options:

Option 1: (12 month term)

12 hours on-site/remote support per month billed at \$900 per month during normal business hours of 8am to 5pm Monday – Friday. Scheduled afterhours maintenance will be deducted from this allotment when applicable. Once the allotment has been reached, \$110 per hour for every hour thereafter through the end of the month will be assessed during normal business hours.

All non-scheduled time outside of normal business hours will be billed at \$110 per hour. Option 1 will auto renew unless notification of cancelation is received 30 days prior to the termination of this agreement. HCIT reserves the right to increase all rates up to 5% on each renewal date.

Option 2: (6 month term)

12 hours on-site/remote support per month billed at \$1350 per month during normal business hours of 8am to 5pm Monday – Friday. Scheduled after hours maintenance will be deducted from this allotment when applicable. Once the allotment has been reached, \$110 per hour for every hour thereafter through the end of the month will be assessed during normal business hours.

All non-scheduled time outside of normal business hours will be billed at \$135 per hour. Option 2 will auto renew unless notification of cancelation is received 30 days prior to the termination of this agreement. HCIT reserves the right to increase all rates up to 5% on each renewal date.

Option 3: (Hourly)

Hourly on-site/remote support billed at \$135 per hour during 8am to 5pm Monday - Friday.

All after hours support will be billed at \$145 per hour outside of normal business hours.

Option 4: (12 month term Per Device)

On-site/remote support per month billed at \$65 per Server, \$55 per PC, and \$35 per Network device per month (router, switch, non-lease printer).

Option 4 will auto renew unless notification of cancelation is received 30 days prior to the termination of this agreement. HCIT reserves the right to increase all rates up to 5% on each renewal date.



Optional Services Pricing:

- Hardware Procurement
 - HCIT can procure any/all hardware
 - Invoiced separately per purchase.
- Software Procurement
 - HCIT can procure any/all software
 - Invoiced separately per purchase.
- Anti-Virus/Anti-Spam
 - HCIT can implement an Anti-Virus/Anti-Spam to keep all PC's safe from internet viruses
 - \$4.00 per device per month
 - \$40.00 per device per year if purchased annually
- Hosted Exchange Email
 - HCIT can implement a full Exchange server providing full corporate e-mail solution
 - \$4.00 per mailbox per month for OWA
 - \$7.00 per mailbox per month for the Full Version
- PC/Server Backups
 - HCIT can implement an on-line/off-site backup system
 - \$7 Per 25Gb

NEW BUSINESS

ITEM #4



City of Blanco

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

STAFF REPORT: 12/10/24

DESCRIPTION: Certificate of Obligation projects for the remainder balance of about \$1,000,000

ANALYSIS:

A Certificate of Obligation of \$1.5 million was awarded at the Tuesday November 12th Council meeting. The FTW for the water plant was paid with the CO money as the water plant is completely built as directed by council from a separate action. The VFDs have been ordered due to the critical nature of the product (\$492,000 for both products). The remainder of the funds (about \$1,000,000) will need to be selected at this meeting for public works projects which will be paid through our debt service (I&S) for the following items:

\$600,000 (\$505,000 after reimbursement) for sewer line from 15th Street to north City limits line minus \$95,000 reimbursement from Neighbors Market.

Retaining wall for Town Creek about \$150,000 (an estimate has been received by Dirt works)

Portable generator - \$50k (for Cielo water system and Pittsburg lift station)

Generator (permanent) at PD- \$25K

10 fire hydrants- \$100k

Dowdy and 14th to 281 Sewer line: \$40,000 to NOT exceed \$115,000 If you bare out the numbers and extend an additional 1100' along Dowdy you're looking at a construction cost of \$84,770 and probably needing \$30,000 for engineering plan set.

\$945,000 total obligation (with the reimbursement) of the remaining \$1,000,0000.

FUNDING: Certificate of Obligations

RECOMMENDATION: Approve the projects for the balance of the Certificate of Obligation funds

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 *Neighbor's* ~~All~~ 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.

OLD BUSINESS

ITEM #1

DISCUSSION DRAFT ONLY

City of Blanco, TX

November 29⁵, 2024

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: [retain existing text]

§ 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)

§ 9.03.0057. 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)

§ 9.03.0068. 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)

§ 9.03.0079. Discontinued signs.

The responsible party shall remove any sign that advertises a business or project that has ceased operations in excess of 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)

§ 9.03.00810. 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)

§ 9.03.00912. 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)

§ 9.03.0103. 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)

§ 9.03.0115. Signs on trees.

Signs are prohibited from being installed on any trees.
(Ordinance 2011-392, sec. 26.01.015, adopted 11/8/11)

§ 9.03.0126. Signs on utility poles.

Signs are prohibited from being installed on utility poles except for signs that are required by law, or provide safety instructions,

§ 9.03.0137. 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)

§ 9.03.0148. 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

(1) Permit required. The signs listed in this section are permissible within the city limits and the ETJ, in accordance with all applicable requirements of this article. Any sign not: a) listed as allowed by permit or b) allowed without permit or variance, is prohibited and otherwise 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 height 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.

(2) Permit not required. The following signs do not require a permit or variance. Any sign not: a) listed as allowed by permit or b) allowed without permit or variance, is prohibited and otherwise must be requested by variance.

	Type	Size	Info
A	Address sign	2 sq feet	
B	Athletic sponsorship	125 sq feet	Must be located on city or BISD 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. May be on private property solely with owner consent. Erected not more than 180 days prior to election date; and removed not more than five (5) days after winning candidate 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 a 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. The permit application must be accompanied by the fee, the illustration, and the master sign plan (if applicable), and must contain the following:

- (1) Name, address, and telephone number of the owner of the sign;
- (2) Name, address, and telephone number of the occupant sponsoring the sign;
- (3) Name, address, and telephone number of the contractor, if any, installing the sign;
- (4) Name, address, and telephone number of the property where the sign is to be installed;
- (5) Date on which it is to be installed;
- (6) Zoning district in which the proposed sign will be located; and
- (7) Any variance that will be requested or has been approved.

§ 9.03.0434. 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, at his discretion. 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)

§ 9.03.0445. 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)

§ 9.03.0456. 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 or by other ordinance or applicable law; and

§ 9.03.0467. 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)

§ 9.03.0478. 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)

§ 9.03.0489. 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.

(c) Extension.

(1) Prior to expiration of a sign permit, the applicant may request an extension in writing. The city administrator may grant an extension for good cause shown.

(2) Two (2) extensions of three (3) months each in length may be granted.

§ 9.03.04950. Fees.

The fees for permit applications and extensions shall conform 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 for a variance 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, City Staff will provide an initial recommendation to P&Z and 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.

(3)

Proposed sign location, configuration, design, materials and colors are harmonious with the City of Blanco setting.

(4)

The proposed sign does not visually dominate the structure to which it belongs or call undue attention to itself.

(5)

The city may take into consideration the demonstrated and documented correlation between the variance and protecting the public health and safety.

(6)

The city may consider and weigh the timing of the variance request inasmuch as the city encourages such requests at 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 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 56. Design Standards

Part I. In General

§ 9.03.13151. 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)

§ 9.03.1352 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)

§ 9.03.1353. 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)

§ 9.03.13455. 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 67. 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 78. 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):

[Section 9.03.006](#)

[Section 9.03.007](#)

[Section 9.03.008](#)

Section 9.03.009

Section 9.03.010

Section 9.03.011

Section 9.03.012

Section 9.03.013

Section 9.03.014

Section 9.03.042

Section 9.03.043(b)

Section 9.03.102

Section 9.03.131

Section 9.03.132

~~[retain listed applicable sections after numerical reconciliation]~~

(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)

Division 89. Miscellaneous Provisions

§ 9.03.281 Liability.

The provisions of this article shall not be construed as relieving or limiting in any way the responsibility or liability of any person that erects or owns any sign, from personal injury or property damage resulting from the placing of the sign, or resulting from the negligence or willful acts of such person in the design, construction, maintenance, repair or removal of any sign erected in accordance with a permit issued under the provisions of this article. Nor shall it be construed as imposing upon the city or its officers, employees or agents any responsibility or liability by reason of the approval of any signs, materials, or devices under these provisions.

(Ordinance 2011-392, sec. 26.09.001, adopted 11/8/11)

OLD BUSINESS

ITEM #2

CITY OF BLANCO

Code of Ethics and Conduct for Elected and Appointed Officials

ADOPTED _____, 2024

Policy Purpose

It being in the best interest of the public welfare, the Blanco City Council has adopted this Code of Ethics and Conduct for Elected and Appointed Officials 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 rules 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 in integrity. In keeping with the City of Blanco's commitment to excellence, the effective functioning of democratic government therefore requires:

- 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") to assure public confidence in the integrity of local government and its effective and fair operation.

- 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) Except as may be permitted by law after full and proper disclosure as required by law, 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, or related discussion or deliberations, 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;

- (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 were 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 as an elected official; and
 - (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, including but not limited to, any confidential or privileged information discussed in closed, executive sessions of the City Council.
 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. EAO wishing to use 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, and except as may be permitted by law after full and proper disclosure as required by law, 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. **No Intervention in Legal Proceedings.** EAOs, acting in such capacity, shall not intervene in municipal, state, or federal court matters in any jurisdiction, except as may be authorized by action of the City Council.
16. **Legal Guidance.** 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

1. General Policies and Protocol

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 have been adopted by the Council by ordinance and may be adopted in the future. Other rules of decorum for meetings are in City ordinance.

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. EAO shall refrain from arguing or debating with the public during a public hearing and shall always show respect for different points of view.

2. 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.

Practice civility and decorum in discussions and debate.

EAOs shall not make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments.

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 following procedures outlined in parliamentary procedure.

Avoid personal comments that could offend other EAO.

EAOs should avoid behavior that is likely to cause personal offense to other EAO.

3. 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.

Treat all staff as professionals

Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Inappropriate behavior towards staff is not acceptable,

Limit involvement in administrative functions

EAOs should not attempt to improperly 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.

Coordinate with City staff on correspondence before taking action

Before sending correspondence, Council members should coordinate with City staff to see if an official City response has already been sent or is in progress.

Limited staff support

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 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 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) from City staff. The use of the City's email system for political purposes or communications is not allowed.

4. Conduct with the Public

4(a). In Official Settings

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. Unless another time period is announced in advance for good cause, each speaker will be allocated three minutes with applicants and appellants or their designated representatives allowed time as allocated by the Mayor or Chair.

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. EAO should direct their attention to the speaker when they are speaking.

Avoid debate and argument with the public

Only the chair - not individual EAO – may, solely for purposes of maintaining order and decorum, 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 offensive behavior or language.

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 positions on upcoming votes should not be revealed until after the public hearing is closed.

No personal attacks of any kind, under any circumstance

Personal attacks are prohibited. 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.

4(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. No EAO shall overtly or implicitly promise Council or Committee/Commission action or promise City staff will do something specific (like, fix a pothole).

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.

5. Council Conduct with Other Public Agencies

Be clear about representing the City or personal interests

When representing the City, the Mayor and Councilmember must support and advocate the official City position on an issue, not a personal viewpoint.

Be equally clear in correspondence about representation

City letterheads 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 to be filed 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.

6. 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.

No inappropriate contact with Committee and Commission members

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 to clarify a position taken by the Committee or Commission, or to share or exchange their own opinions or vision on an issue relating to City business.

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.

7. 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 Mayor is the official spokesperson for the City on City positions

The Mayor is the designated representative of the Council to present and speak on the official City position. In the Mayor's absence, the Mayor Pro Tem performs this function. If an individual Councilmember is contacted by the media, the Councilmember should be clear that their comments represent only the official City position or a personal viewpoint.

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

Council members 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 occurred.

Councilmember 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 appear 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, the matter should be placed on a Council agenda in closed session as permitted under the provisions of the Texas Government Code. All such deliberations by Council in closed session are confidential and privileged and may not be disclosed by any member of Council except with the permission of the entire Council.

The foregoing compliance and enforcement provisions are made subject to applicable law, including but not limited to provisions of state law governing the removal of any EAO from office for official misconduct.

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.

The City Council may impose additional sanctions on Committee and Commission members whose conduct does not comply with the City's policies, up to and including removal from office.

A violation of this Code of Ethics and Conduct shall not, standing alone, constitute a basis for challenging the validity of a Council, Committee or Commission decision.

D. GLOSSARY OF TERMS

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.