

PRESENTATION 1

STREETSCAPE PRESENTATION TO BLANCO CITY COUNCIL September 10, 2024

By: Retta Martin

Eric Burkhart

City Council Liaison:
Bobby McClung

Committee Members:

Retta Martin (Chair)

Mike Betzer

Eric Burkhart

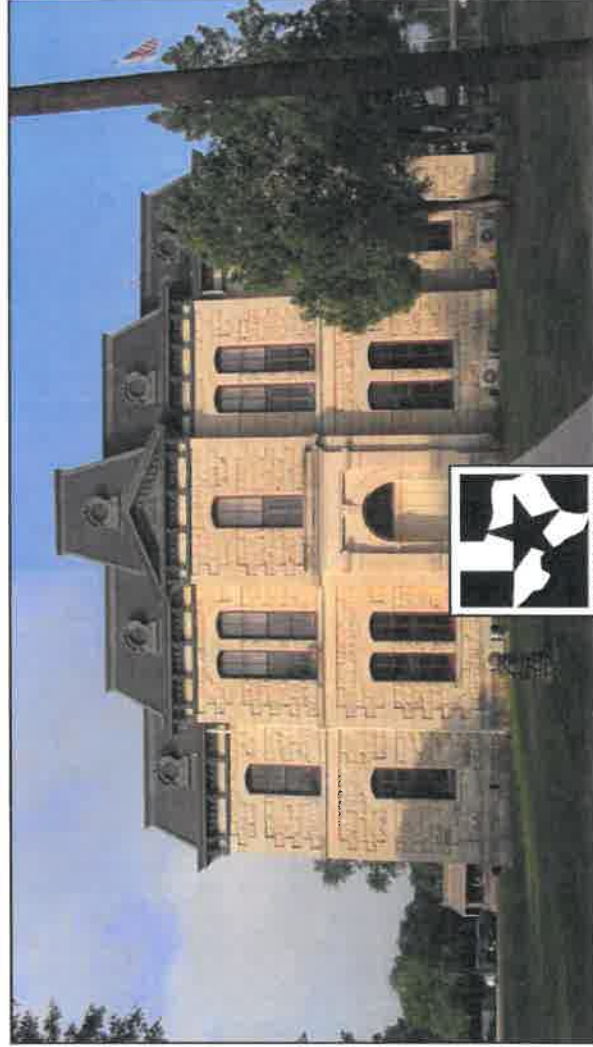
Moses Hawk

Stephanie Wright

TEXAS HISTORICAL COMMISSION

BLANCO

Historic Preservation Action Plan



Brief History of Streetscape Committee

- In 2004, City starts drafting Comprehensive Master Plan
- Blanco Historic Preservation Committee asks City to apply to the Texas Commission for Visionaries in Preservation Program
- In 2007, City admitted into VIP Program
- For 6 months in 2007, members of the community to develop goals, which were:

Highest Goals of VIP Program: Manage Growth to
Protect Rural Character & Natural Resources:

- Prevent billboard sprawl outside ETJ
- Night Skies
- Land Trust
- Limiting developers' maximum acres
- Lighting for pedestrian & car traffic in keeping with rural character

Higher Goals of VIP Program:
Promote Adherence to Design Standards

- Develop & implement design standards, incentives and penalties for compliance for historic fabric and new development
- Develop & implement signage standards
- Identify & design gateways in keeping with Blanco's character

High Goals of VIP Program: Preserve & Revitalize the Square (Streetscape!**)**

- Burying utilities in downtown historic square
- Improving landscaping on courthouse square in keeping with Blanco's cultural landscape
- Generating and promoting historic preservation activities on the square
- Encouraging diverse businesses in historic downtown through incentives
- Identify and promote incentives for historic restoration of buildings

Develop Budget

Blanco Streetscape Project
Prepared July 2024

Project Overview

Draft - Based on January Meeting of the Streetscape Committee

Phase 1 Pecan Street from 4th Street going south, to Town Creek
Phase 2 Third Street from Pecan going west to the east side of 281/Main Street
Phase 3 Fourth Street from Bowling Clubs & Met Shop west going to 281/Main Street

Streetscape Project Financials & Budget (2024 & 2025)

Funding source	2024	2025	Total
Cash on Hand	\$ 1,500.00		1,500.00
Grassroots Contributions			
Casino night			
Concert			
Dance/other events			
Paypal & other contributions			
Square Property Owners			
Large Donors			
Grants			
Total Revenues	\$ 1,500.00	\$ 605,000.00	\$ 763,500.00
Expenditures			
25,000.00			
10,000.00			
30,000.00			
55,000.00			
200,000.00			
200,000.00			
150,000.00			
605,000.00			

Current Budgeted Expenditures

Planning & Design:
(currently known to date)

Phase	2024	2025	Total
Phase 1			
Topo Survey	\$ 6,100.00		\$ 6,100.00
Civil Eng Drawings, Project Mgmt	\$ 20,000.00		\$ 20,000.00
Update to 4 way stop Conceptual Drawings	\$ 2,500.00		\$ 2,500.00
Construction		\$ 220,000.00	\$ 220,000.00
Phase 2			
Survey	\$ 6,100.00		\$ 6,100.00
Conceptual Drawings	\$ 2,500.00		\$ 2,500.00
Civil Eng, CK Drawings, Project Mgmt	\$ 20,000.00		\$ 20,000.00
Complete Design Drawings (est)	\$ 2,500.00		\$ 2,500.00
Construction		\$ 220,000.00	\$ 220,000.00
Phase 3			
Survey	\$ 6,100.00		\$ 6,100.00
Conceptual Drawings	\$ 2,500.00		\$ 2,500.00
Civil Eng, CK Drawings, Project Mgmt	\$ 20,000.00		\$ 20,000.00
Complete Design Drawings (est)	\$ 2,500.00		\$ 2,500.00
Construction		\$ 220,000.00	\$ 220,000.00
Bulk Mailings			
Estimated Costs for 4 Bulk Mailings of 3000/ea	\$ 9,200.00	\$ 9,200.00	\$ 18,400.00
Printing	\$ 1,300.00	\$ 1,300.00	\$ 2,600.00
Mailing			
Total expenditures	\$ 95,300.00	\$ 664,500.00	\$ 759,800.00
Surplus (deficit)	\$ 61,200.00	\$ (39,500.00)	\$ 1,700.00

Begin Fundraising & Public Awareness

- Rack Card



- Brochure

IMAGINE DOWNTOWN BLANCO WITH MORE:

- Trees & Shade
- Wheelchair Accessibility
- Sidewalk Seating
- Colorful Blooms & Greenery
- Historic Charm
- Reasons to Park and Stay a While



JOIN THE EFFORT TO HELP RESTORE HISTORIC BLANCO

To make a tax-deductible donation that supports the restoration and revitalization of Historic Blanco, simply fill out this form, insert your check, and mail it to:

Keep Blanco Beautiful, Inc.
P.O. Box 694
Blanco, TX 78606

You may also use this form to sign up for volunteer opportunities, updates, and notifications about upcoming Streetscape meetings.

Please make checks payable to KBB Streetscape Project

Keep Blanco Beautiful, Inc. is a 501(c)(3) non-profit organization.

Name: _____

Address: _____

Line 2: _____

City: _____

State: _____

Zip Code: _____

Phone: _____

Email: _____

Volunteer Receive Updates and Notifications

THE BLANCO STREETSCAPE PROJECT

AND KEEP BLANCO BEAUTIFUL

"Kindly invite you to help preserve and revitalize the public spaces of"

HISTORIC DOWNTOWN BLANCO



THE BLANCO STREETSCAPE PROJECT

2024 Community Challenge

Join us in Beautification of the Blanco Square and Historic District

The Blanco Streetscape Committee is asking residents of the greater Blanco Community and folks who love Blanco (wherever they live) to assist with our 2024 funding goals for Streetscape preconstruction activities. Let's get Going!

The target is to get this project underway and in construction by 2025.

Phase I: Pecan Street between 4th Street and Town Creek

Phase II: Third Street from Pecan to 281/Main Street

Phase III: Fourth Street from the Bowling Club to 281/Main St

Initial Fundraising Goal: \$125,000

RISE TO THE CHALLENGE... The time is now!

Blanco Community Funding Challenge

- \$60,000 from Community Banks
- \$40,000 from Local Blanco Business Owners
- \$25,000 from the Community at Large

Compliance with the Americans with Disabilities Act (ADA)

- “More than 142 local government entities have been named in lawsuits for failing to maintain ADA compliance, and most of these end in very large settlement agreements to fund new construction of ADA sidewalks, ramps, and other improvements.”

--<https://adatile.com/ada-non-compliance-what-happens-when-cities-or-businesses-do-not-comply/>



MAIN STREET
ARCHITECTS INC





MAIN STREET

ARCHITECTS INC



MAIN STREET
ARCHITECTS INC

**Blanco Streetscape
Christmas Celebration**

December 7, 2024

**Uptown Blanco
Restaurant**

**Casino Night – Libations
- Carolers Prizes - Live
Music**



PRESENTATION 2

**Blanco Historic Preservation Commission
Report to the Blanco City Council
September 4, 2024**

To the Honorable Members of the Blanco City Council:

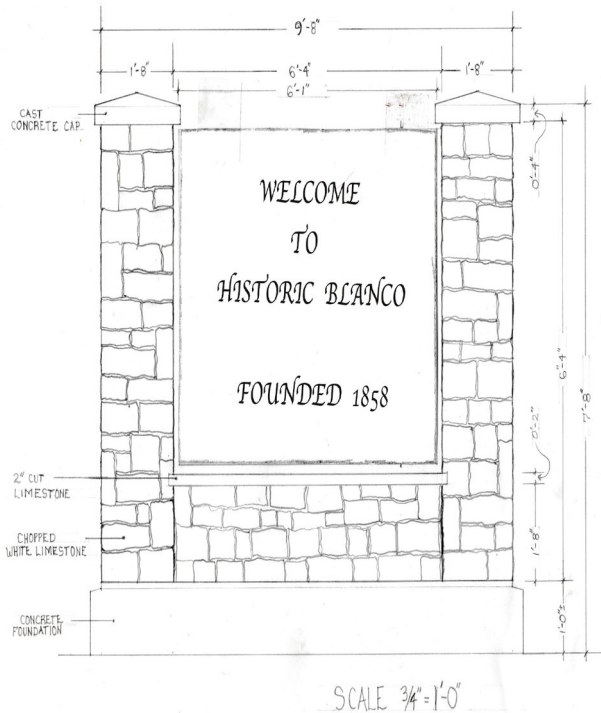
Section 4.11 B. (1) of the Uniform Development Code authorizes the Blanco Historic Preservation Commission (“BHPC” or “the Commission”) to prepare and submit to the City Council a report summarizing the work accomplished during the previous year. Unfortunately, the Commission’s last report was submitted on August 9, 2022 (attached for your reference).

Since the date of such report, the Commission has been hampered by a significant turnover of Commissioners, due to death, being elected to City Council (and hence, being unable to continue as Commissioner per the UDC), moving on to other worthy endeavors, and resignation. The last annual report (attached as Exhibit A) set forth the following one year goals of the Commission. We would like to report to the Council the status of completing such goals:

TWO YEAR REPORT

1. Gateway signs completed and placed.

The Gateway signs were originally envisioned to be signs located at the 4 main entrances to the City of Blanco. The project originally started in 2020 or before, and a payment to Manning Signs occurred in 2020. There were disagreements concerning the design of the signs with Manning Signs ultimately issue a refund of the amount paid.



Since then, the project has been shelved pending resolution of the 281 bypass route issue. The Commission plans on taking up this project again once the route of the 281 bypass is finally determined.

2. Social media, Facebook and websites progressing.

The BHPC has a Facebook page (“Blanco Historic Preservation Commission”) and Rudy Nino has almost single handedly responsible for publish very informational content to such page on an almost daily basis. With the creation of the Media & Public Relations Committee, of which our newest and most tech-savvy Commissioner, Allie Frenchi will be an integral part, The BHPC hopes to expand its social media and online presence by expanding the Commission’s social media presence. Allie is also looking into the feasibility of looking into incorporating the Historical Walking Tour Brochures into an electronic walking tour format.

3. Update Survey and Inventory.

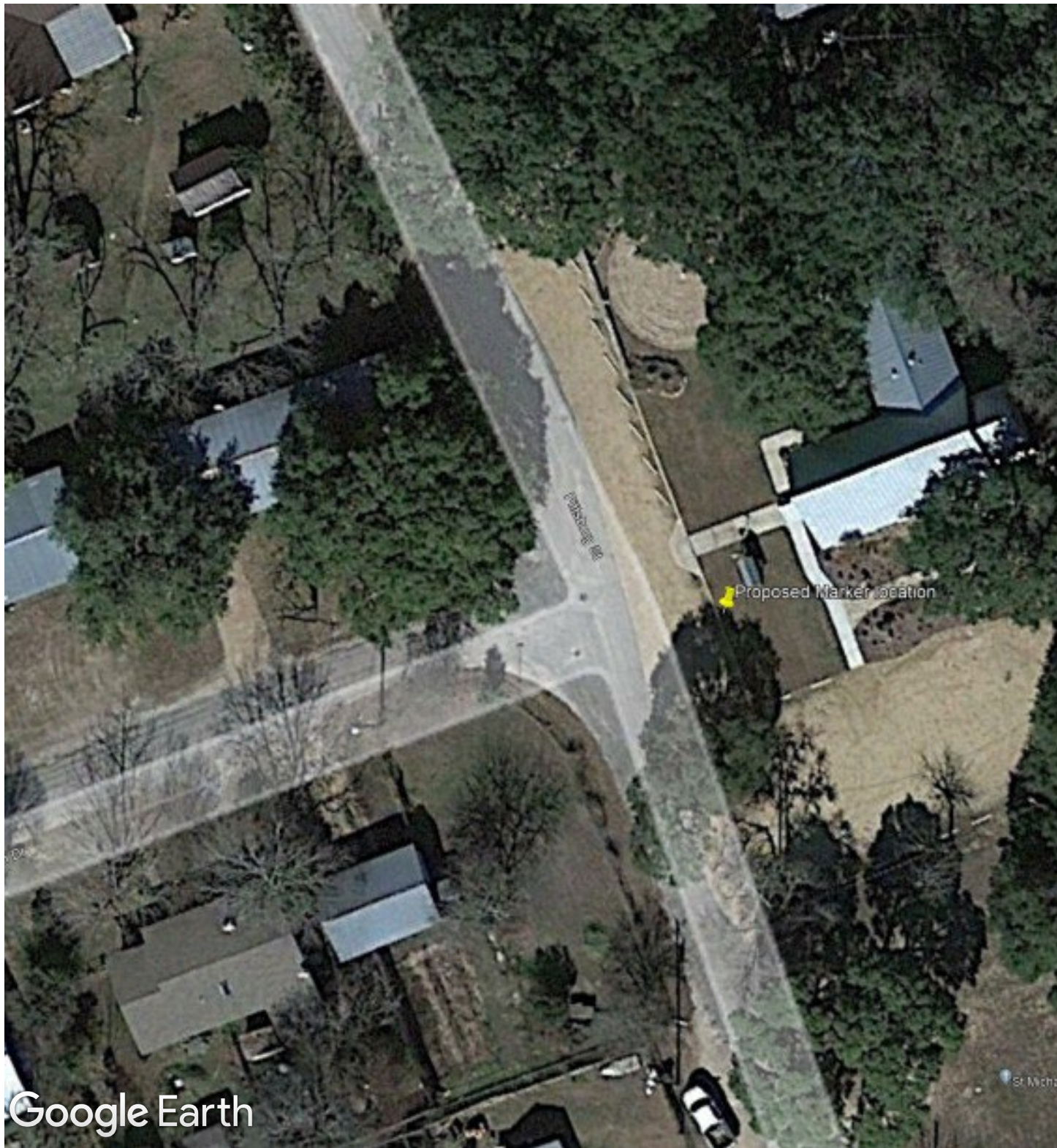
Commissioner Jacqueline Milford-Flores and Rudy Nino have been working diligently with documenting historic resources in the city limits of Blanco through fieldwork and research. The assistance provided by Jo Nell Haas and Wendi Cambridge, who have been tirelessly working similar inventory and survey of historic resources in Blanco County outside the city limits, has been invaluable. This job will always be ongoing.

4. Increased recognition of the Pittsburg neighborhood and obtaining a historic marker

On May 15, 2024, the Commission submitted to the Texas Historical Commission its application for a Historic Marker honoring the formation of the historic residential community of Pittsburg in 1855. The marker will be located at 218 Pittsburg St. on the grounds of St. Michael & All Angels Episcopal Church.

We were pleasantly surprised when the THC approved the marker about 2 months later without any requested changes or additional review. It is our understanding that it is very rare for such an application to be approved so quickly and without changes or additional review. Payment for the marker and post upon which the marker will be attached has been made by the City from the Commission’s current budget (thanks to Rudy Nino for discovering the Commission had a \$800.00 credit with the THC from a prior marker application that was not approved by the THC so that the Commission had to pay only \$650.00 for the current marker). The Commission is in the process of preparing for a dedication ceremony, date and time to be determined after the marker has been manufactured and delivered by the THC.

The Commission is grateful to St. Michael & All Angels Episcopal Church for agreeing to allow the marker to be hosted on the property, and the hard work of Gail McClelland, Eric Burkhart, Jo Nell Haas and Rudy Nino in preparing such application and other work associated that they did in connection with such project.



5. Obtain a City Council liaison and work with the Council more

Ryan Moses has been very helpful in his role as “unofficial” liaison, but we would like to request whether he or some other councilmember to serve as official liaison.

The Commission would like to increase its dealings with the Council, both through its liaison and directly. The Council, thanks to the lobbying efforts of Retta Martin, has amended the UDC to increase the Commission’s membership from 6 to 7, which the Commission hopes will assist it in being able to have quorums at its regular meetings and Commissioners to take on assigned tasks. The Commission thanks the Council for accommodating us with the amendment to the UDC.

6. Establish ownership of the rock wall behind Cranberries and begin work on its preservation.

The ownership of the rock wall has been established and the City is currently awaiting funding to commence its restoration. The Commission stands ready to assist with such restoration.

7. Supporting the Streetscape project

The Commission has provided both direct and indirect support to the Streetscape project. Former Commissioner Retta Martin is the Chair the Streetscape Commission and has been instrumental and keeping the project moving forward. Current Commissioner Gary Currier also served on Streetscape and has set up Streetscape with its own QuickBooks accounting records so that it can better monitor and report its financial dealings.

8. Create events to celebrate every era of Blanco’s history

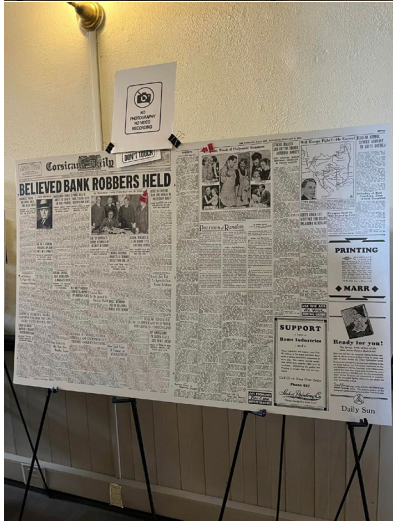
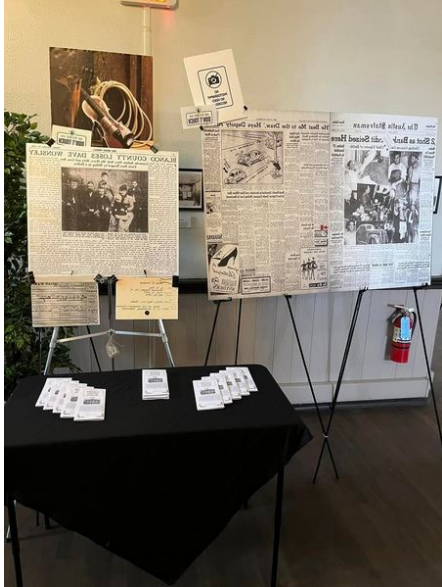
a. Heritage Days (1st Saturday of February).

Originally proposed to be part of when the Hill Country Trail riders come through town. Never really materialized, but the Commission is currently exploring ways to honor and celebrate the various cultures that has shaped what Blanco is today.

The Commission also hosted an information booth at the first Blanco Founder’s Day street dance on March 23, 2024.

b. May History Month

Rudy Nino greatly increased the Commission’s postings on Facebook during May History Month and created a display of old newspaper articles documenting the activities of the outlaws Bonne and Clyde, which was exhibited in the Old Historic Blanco Courthouse during May History Month.



9. New banners

Welcome to Historic Blanco, in Blanco Panther Blue and Gold colors, were placed at 4 locations in the City in 2023 thanks to the help of Pedernales Electric Co-op. Unfortunately, the banners are not bearing the elements as well as hoped and the Commission is working at replacing such banners with something more durable.



10. New Historical Walking Tour Brochures

The Commission created a brochure entitled Discover Historic Blanco, which contains a map of the downtown historic district, and summaries of 46 historic structures and sites located in the

district, plus 3 historic sides located outside of the downtown historic district. Five hundred copies of this brochure were printed and were placed in the brochure kiosk in the Old Historic Blanco Courthouse. The Commission has learned that the brochures are quite popular with visitors to Blanco and all copies from the original printing were snatched up by visitors within a couple of months. The Commission has updated the brochure and ordered 1,000 copies to be printed and made available to Blanco visitors once again.

AUGUST 9, 2022

ANNUAL REPORT TO BLANCO CITY COUNCIL

During the last year the BPHC has been working hard to reach past goals and work toward the future. In doing so we have made great strides to reaching these goals.

One-year goals

1. The one-year goals are:
 1. Gateway signs completed and placed. – There is a partnership between the city, Chamber of Commerce and BHPC, and local citizens making up a steering committee to move forward.
 - a. The \$2,150.00 that was paid to Andrew Manning of Manning Signs is being refunded to the Commission. A check has been sent. At our last meeting it was discussed that these funds should go toward the new Gateway project, as that is what it was intended for.
 2. Social media, FB, and web site are progressing. Wendy Cambridge has done a great job with FB.
 3. Update Survey and Inventory – Develop criteria.
 1. Included in this inventory will be rock walls, rock fences, cisterns and other structures.
 2. A data base program has been secured from the Texas Historical Commission so we can have a searchable database.
- We are working toward recognizing Pittsburg neighborhood and getting a history and placard marker.
- Reestablishing and work with the City/City Council perhaps a City Council liaison. There is more in your package on this.
- Rock walls starting with the wall behind Cranberries working with the city to establish ownership, concerns about liability and historical restoration of such walls.
- Supporting the Streetscape project
- Creating events to celebrate every era of Blanco's history.
 1. Heritage days the first Saturday of February when the Hill Country Trail riders come through town.
 2. May history month. One big event or several smaller events focused on our history from 1900 to present day.

1. New banners to replace the old maroon and grey ones.
They were ordered, paid for, and arrived yesterday.
 - 8 banners with hardware for 4 was \$1,008.00.
 - On our next agenda there will be a discussion to get two 3X5 banners for events.
 - 1) Information booths
 - 2) Parades
 - 3) Other places as needed.
 - 4) The cost for these two banners is \$90.00 each
2. New Historical Walking Tour brochures are being updated for reprint very soon
3. Budget for 2021-2022
 - We purchased the banners and with the remaining funds in this year's budget will be used for the brochures and two banners if passed at the next meeting.
 - 2022-2023 budget we are asking for \$6,800.00
 - 1) \$500 – Supplies: Printer/scanner, paper, ink, etc.
 - 2) \$1500 – Trainings
 - 3) \$2.00 – Markers
 - 4) \$800 – Pamphlets, Flyers, Booklets

Five Year Goals

1. Ongoing reviews (and applicable revisions) to CLG standards
 - Paint guidelines have been created and are to be added to the UDC with design guidelines
 - Looking at and revising forms
 - Have a presence on the city's Google docs for beginning to manage photos, documents etc.
2. Begin the process of identifying
 - Buildings
 - Structures like bridges, rock walls, cisterns etc.
 - Objects like trails, mile markers, streetlamps.
 - Placards
 - Kiosks
 - Interactive historic district online
 - QR code on signs or placards to learn more

This is in development stage new Commissioner, Ryan Moses, is looking to manage it.
3. Develop and expand online presence
4. Identify and create new historic districts, i.e., churches
5. Projects will always be in motion and ongoing.

STAFF
CITY HALL

**STAFF
FINANCE
DEPARTMENT**

July 2024 Financial Report

City of Blanco
 Revenue And Expense Report
 As of July 31, 2024

9/5/2024 1:52 PM

100 - General Fund	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
Revenue Summary							
-	127,049.72	2,146,975.80	3,000,582.51	853,606.71	28.45%	1,991,973.23	2,265,739.07
Revenue Totals	<u>127,049.72</u>	<u>2,146,975.80</u>	<u>3,000,582.51</u>	<u>853,606.71</u>	<u>28.45%</u>	<u>1,991,973.23</u>	<u>2,265,739.07</u>
Expense Summary							
00-General	0.00	50.04	0.00	(50.04)	0.00%	0.00	0.00
01-Council	925.00	8,209.08	16,400.00	8,190.92	49.94%	12,638.04	14,571.73
02-Administration	32,515.17	525,477.57	667,870.73	142,393.16	21.32%	586,798.07	717,162.85
03-Police	57,197.39	964,033.15	1,284,170.84	320,137.69	24.93%	974,176.35	1,173,264.24
04-Court	8,622.93	124,008.91	177,344.45	53,335.54	30.07%	129,411.86	94,671.21
05-Parks and Streets	1,134.93	14,575.98	55,046.15	40,470.17	73.52%	11,228.11	14,667.91
06-Non-Department	268.33	304,685.63	205,140.52	(99,545.11)	(48.53%)	474,590.58	491,923.94
Expense Totals	<u>100,663.75</u>	<u>1,941,040.36</u>	<u>2,405,972.69</u>	<u>464,932.33</u>	<u>19.32%</u>	<u>2,188,843.01</u>	<u>2,506,261.88</u>

City of Blanco
 Revenue And Expense Report
 As of July 31, 2024

9/5/2024 1:52 PM

200 - Enterprise Fund	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
Revenue Summary							
-	237,051.30	2,411,880.17	2,417,450.00	5,569.83	0.23%	1,985,047.99	2,548,014.73
Revenue Totals	<u>237,051.30</u>	<u>2,411,880.17</u>	<u>2,417,450.00</u>	<u>5,569.83</u>	<u>0.23%</u>	<u>1,985,047.99</u>	<u>2,548,014.73</u>
Expense Summary							
00-General	0.00	0.00	20,000.00	20,000.00	100.00%	14,638.03	17,874.65
01-Water	93,159.06	1,364,485.25	1,162,212.77	(202,272.48)	(17.40%)	1,105,630.38	1,104,964.10
02-Sewer	121,160.07	1,987,158.28	1,435,558.85	(551,599.43)	(38.42%)	856,304.67	956,284.66
Expense Totals	<u>214,319.13</u>	<u>3,351,643.53</u>	<u>2,617,771.62</u>	<u>(733,871.91)</u>	<u>-28.03%</u>	<u>1,976,573.08</u>	<u>2,079,123.41</u>
Revenues Over(Under) Expenditures	<u>22,732.17</u>	<u>(939,763.36)</u>	<u>(200,321.62)</u>	<u>0.00</u>	<u>0.00%</u>	<u>8,474.91</u>	<u>468,891.32</u>

City of Blanco
 Revenue And Expense Report
 As of July 31, 2024

9/5/2024 1:52 PM

300 - I & S Fund	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
Revenue Summary							
-	10,586.48	533,911.33	545,759.44	11,848.11	2.17%	454,819.59	461,003.83
Revenue Totals	<u>10,586.48</u>	<u>533,911.33</u>	<u>545,759.44</u>	<u>11,848.11</u>	<u>2.17%</u>	<u>454,819.59</u>	<u>461,003.83</u>
Expense Summary							
01-water	0.00	59,171.25	202,907.00	143,735.75	70.84%	401,818.35	0.00
02-Sewer	0.00	27,577.18	55,308.44	27,731.26	50.14%	0.00	0.00
06-Non-Department	0.00	11,382.37	252,944.00	241,561.63	95.50%	14,000.09	0.00
Expense Totals	<u>0.00</u>	<u>98,130.80</u>	<u>511,159.44</u>	<u>413,028.64</u>	<u>80.80%</u>	<u>415,818.44</u>	<u>0.00</u>
Revenues Over(Under) Expenditures	<u>10,586.48</u>	<u>435,780.53</u>	<u>34,600.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>39,001.15</u>	<u>461,003.83</u>

City of Blanco
 Revenue And Expense Report
 As of July 31, 2024

9/5/2024 1:52 PM

400 - Municipal Court Fund	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
Revenue Summary							
-	738.75	11,534.81	5,600.00	(5,934.81)	(105.98%)	7,895.43	10,519.45
Revenue Totals	<u>738.75</u>	<u>11,534.81</u>	<u>5,600.00</u>	<u>(5,934.81)</u>	<u>-105.98%</u>	<u>7,895.43</u>	<u>10,519.45</u>
Expense Summary							
04-Court Fund	0.00	0.00	1,700.00	1,700.00	100.00%	20,693.00	20,693.00
Expense Totals	<u>0.00</u>	<u>0.00</u>	<u>1,700.00</u>	<u>1,700.00</u>	<u>100.00%</u>	<u>20,693.00</u>	<u>20,693.00</u>
Revenues Over(Under) Expenditures	<u>738.75</u>	<u>11,534.81</u>	<u>3,900.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>(12,797.57)</u>	<u>(10,173.55)</u>

City of Blanco
 Revenue And Expense Report
 As of July 31, 2024

9/5/2024 1:52 PM

500 - Hotel/Motel Fund	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
Revenue Summary							
-	23,366.13	97,924.66	130,100.00	32,175.34	24.73%	89,956.31	111,625.42
Revenue Totals	<u>23,366.13</u>	<u>97,924.66</u>	<u>130,100.00</u>	<u>32,175.34</u>	<u>24.73%</u>	<u>89,956.31</u>	<u>111,625.42</u>
Expense Summary							
06-Non-Department	40.00	106,470.96	95,500.00	(10,970.96)	(11.49%)	90,435.00	92,877.00
Expense Totals	<u>40.00</u>	<u>106,470.96</u>	<u>95,500.00</u>	<u>(10,970.96)</u>	<u>-11.49%</u>	<u>90,435.00</u>	<u>92,877.00</u>
Revenues Over(Under) Expenditures	<u>23,326.13</u>	<u>(8,546.30)</u>	<u>34,600.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>(478.69)</u>	<u>18,748.42</u>

August 2024 Financials

City of Blanco

Revenue And Expense Report

As of August 31, 2024

100 - General Fund	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
Revenue Summary							
-	136,835.57	2,283,811.37	3,000,582.51	716,771.14	23.89%	2,143,581.93	2,265,739.07
Revenue Totals	<u>136,835.57</u>	<u>2,283,811.37</u>	<u>3,000,582.51</u>	<u>716,771.14</u>	<u>23.89%</u>	<u>2,143,581.93</u>	<u>2,265,739.07</u>
Expense Summary							
00-General	(50.04)	0.00	0.00	0.00	0.00%	0.00	0.00
01-Council	470.47	8,679.55	16,400.00	7,720.45	47.08%	13,672.48	14,571.73
02-Administration	58,835.78	584,313.35	667,870.73	83,557.38	12.51%	647,228.69	717,162.85
03-Police	78,305.69	1,042,338.84	1,284,170.84	241,832.00	18.83%	1,059,181.60	1,185,974.04
04-Court	(33,480.14)	90,528.77	177,344.45	86,815.68	48.95%	137,069.53	94,671.21
05-Parks and Streets	18,151.93	32,727.91	55,046.15	22,318.24	40.54%	12,367.97	14,667.91
06-Non-Department	(195.77)	304,489.86	205,140.52	(99,349.34)	(48.43%)	476,100.55	491,923.94
Expense Totals	<u>122,037.92</u>	<u>2,063,078.28</u>	<u>2,405,972.69</u>	<u>342,894.41</u>	<u>14.25%</u>	<u>2,345,620.82</u>	<u>2,518,971.68</u>
Revenues Over(Under) Expenditures	<u>14,797.65</u>	<u>220,733.09</u>	<u>594,609.82</u>	<u>0.00</u>	<u>0.00%</u>	<u>(202,038.89)</u>	<u>(253,232.61)</u>

City of Blanco
 Revenue And Expense Report
 As of August 31, 2024

9/5/2024 2:04 PM

200 - Enterprise Fund	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
Revenue Summary							
-	218,010.55	2,629,890.72	2,417,450.00	(212,440.72)	(8.79%)	2,182,481.13	2,548,014.73
Revenue Totals	<u>218,010.55</u>	<u>2,629,890.72</u>	<u>2,417,450.00</u>	<u>(212,440.72)</u>	<u>-8.79%</u>	<u>2,182,481.13</u>	<u>2,548,014.73</u>
Expense Summary							
00-General	0.00	0.00	20,000.00	20,000.00	100.00%	16,054.32	17,874.65
01-Water	79,388.87	1,443,874.12	1,162,212.77	(281,661.35)	(24.23%)	1,197,420.87	1,104,964.10
02-Sewer	292,991.48	2,280,149.76	1,435,558.85	(844,590.91)	(58.83%)	1,144,715.87	956,284.66
Expense Totals	<u>372,380.35</u>	<u>3,724,023.88</u>	<u>2,617,771.62</u>	<u>#####</u>	<u>-42.26%</u>	<u>2,358,191.06</u>	<u>2,079,123.41</u>
Revenues Over(Under) Expenditures	<u>(154,369.80)</u>	<u>(1,094,133.16)</u>	<u>(200,321.62)</u>	<u>0.00</u>	<u>0.00%</u>	<u>(175,709.93)</u>	<u>468,891.32</u>

City of Blanco
 Revenue And Expense Report
 As of August 31, 2024

9/5/2024 2:04 PM

300 - I & S Fund	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
Revenue Summary							
-	4,635.74	538,547.07	545,759.44	7,212.37	1.32%	458,017.98	461,003.83
Revenue Totals	<u>4,635.74</u>	<u>538,547.07</u>	<u>545,759.44</u>	<u>7,212.37</u>	<u>1.32%</u>	<u>458,017.98</u>	<u>461,003.83</u>
Expense Summary							
01-water	143,185.25	202,356.50	202,907.00	550.50	0.27%	419,988.85	0.00
02-Sewer	0.00	27,577.18	55,308.44	27,731.26	50.14%	0.00	0.00
06-Non-Department	244,862.00	256,244.37	252,944.00	(3,300.37)	(1.30%)	253,160.84	0.00
Expense Totals	<u>388,047.25</u>	<u>486,178.05</u>	<u>511,159.44</u>	<u>24,981.39</u>	<u>4.89%</u>	<u>673,149.69</u>	<u>0.00</u>
Revenues Over(Under) Expenditures	<u>(383,411.51)</u>	<u>52,369.02</u>	<u>34,600.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>(215,131.71)</u>	<u>461,003.83</u>

City of Blanco
 Revenue And Expense Report
 As of August 31, 2024

9/5/2024 2:04 PM

400 - Municipal Court Fund	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
Revenue Summary							
-	978.01	12,512.82	5,600.00	(6,912.82)	(123.44%)	9,316.75	10,519.45
Revenue Totals	<u>978.01</u>	<u>12,512.82</u>	<u>5,600.00</u>	<u>(6,912.82)</u>	<u>-123.44%</u>	<u>9,316.75</u>	<u>10,519.45</u>
Expense Summary							
04-Court Fund	1,728.67	1,728.67	1,700.00	(28.67)	(1.69%)	21,741.95	23,388.31
Expense Totals	<u>1,728.67</u>	<u>1,728.67</u>	<u>1,700.00</u>	<u>(28.67)</u>	<u>-1.69%</u>	<u>21,741.95</u>	<u>23,388.31</u>
Revenues Over(Under) Expenditures	<u>(750.66)</u>	<u>10,784.15</u>	<u>3,900.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>(12,425.20)</u>	<u>(12,868.86)</u>

City of Blanco
 Revenue And Expense Report
 As of August 31, 2024

9/5/2024 2:04 PM

500 - Hotel/Motel Fund	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
Revenue Summary							
-	1,685.33	99,609.99	130,100.00	30,490.01	23.44%	110,501.28	111,625.42
Revenue Totals	<u>1,685.33</u>	<u>99,609.99</u>	<u>130,100.00</u>	<u>30,490.01</u>	<u>23.44%</u>	<u>110,501.28</u>	<u>111,625.42</u>
Expense Summary							
06-Non-Department	4,600.00	111,070.96	95,500.00	(15,570.96)	(16.30%)	92,477.00	92,877.00
Expense Totals	<u>4,600.00</u>	<u>111,070.96</u>	<u>95,500.00</u>	<u>(15,570.96)</u>	<u>-16.30%</u>	<u>92,477.00</u>	<u>92,877.00</u>
Revenues Over(Under) Expenditures	<u>(2,914.67)</u>	<u>(11,460.97)</u>	<u>34,600.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>18,024.28</u>	<u>18,748.42</u>

City of Blanco

Manual of Accounting Policies

September ~~2023~~2024

Table of Contents

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

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

Appendix C – Subscriptions – to be expanded later 33

Appendix D – Long-Term Vendor Relationships 34

Appendix E – Loan Covenant Checklist 36

Section 1: Overview

1.1 Purpose

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

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

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

1.2 Manual

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

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

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

1.3 Authority

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

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

1.4 Policy Maintenance

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

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

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

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

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

1.5 Revision History

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

Section 2: Revenues

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

2.1 Receipt of Payments

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

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

2.2 Receipt of Checks

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

2.3 NSF Checks

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

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

2.4 Reconciliation of Deposits

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

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

2.5 City-Managed Services

Utilities

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

Rates and Charges

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

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

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

Utility Charges and Deposits

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

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

Utility Bill Processing

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

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

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

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

Required Reporting

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

Waste Management

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

Municipal Court

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

Citations

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

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

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

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

Case Management

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

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

Fines and Fees

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

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

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

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

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

Payment Plans

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

Refunds

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

Delinquency

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

2.6 Receivables

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

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

Utility Bill Delinquency

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

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

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

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

Uncollectible Accounts

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

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

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

Allowance for Doubtful Accounts

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

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

Credits and Other Adjustments to Accounts Receivable

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

2.7 Cash Management

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

Banks

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

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

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

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

2.5 Segregation of Duties

General guidelines for assigning duties in the Finance Department:

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

Section 3: Expenditures

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

3.1 Cash Disbursements

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

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

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

Vendor Payments

Invoice Review and Expense Coding

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

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

Check Signing Guidelines

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

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

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

Vendor Payments by Wires or Other Payment Types

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

Purchasing Card Statements

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

Voided Checks and Stop Payments

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

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

Loan and Bond Payments

Principal and interest payments are currently completed by wire transfer.

Accounts Payables Register

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

Petty Cash

The City does not keep petty cash.

Bank Access

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

3.2 Purchasing Cards

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

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

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

General Guidelines for Use of Purchasing Cards

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

Unacceptable Purchasing Card Uses

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

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

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

3.3 Purchasing Policy

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

3.4 Capital Expenditures

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

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

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

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

3.5 Vendor Management

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

Long-Term Vendor Relationships

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

Vendor reviews should include:

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

Contract reviews should be completed annually and should include:

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

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

Vendor Guidelines

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

Federally Funded or Loan-Related Vendor Procurements

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

3.6 Segregation of Duties

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

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

Section 4: Human Resources

4.1 Payroll

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

General Policies

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

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

Payroll System Access

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

Payroll Processing

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

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

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

Payroll Reporting

The Finance Department is responsible for:

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

4.2 Personnel Policy

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

4.3 Employee Training

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

Section 5: Assets and Liabilities

5.1 Asset Additions, Capitalizations, and Depreciation

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

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

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

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

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

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

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

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

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

5.2 Asset Disposals

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

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

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

5.3 Inventory

The City currently expenses items and does not maintain inventory.

5.4 Investments

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

Section 6: Financial Position and Fund Balance

6.1 Funds

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

Governmental Funds

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

Enterprise Funds

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

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

6.2 One-Time/Unpredictable Revenue Sources

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

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

Section 7: Compliance

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

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

7.1 Public Funds Investment Act and Public Funds Collateral Act

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

The City receives and reviews collateralization reports from their depository.

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

7.2 Annual Audits

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

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

7.3 Audit Findings and Corrective Action Plans

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

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

7.4 Compliance Review

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

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

- Review of updated regulations affecting the City

7.5 TWDB Funding

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

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

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

Revenue Coverage

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

Interest and Sinking Fund

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

Surplus Funds & Rebates

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

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

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

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

Other Requirements

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

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

Section 8: Budget

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

8.1 Annual Budget

Revenues

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

User Charges

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

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

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

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

Expenditures

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

Budget Appropriations/Amendments

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

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

8.2 Budget Management

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

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

Section 9: Grant Management

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

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

9.1 Grant Selection

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

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

9.2 Grant Application

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

Grant Contract / Requirements for Approval

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

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

9.3 Compliance with Grant Requirements

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

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

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

Grant revenues should be promptly deposited upon receipt.

9.4 Maintenance and Monitoring of Grant Files

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

9.5 Procurement

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

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

9.6 Retention and Maintenance of Records

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

9.7 Guidance

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

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

References:

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

Section 10: Financial Reporting

10.1 Basis of Accounting

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

10.2 Operating Cycle

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

10.3 Month-End Close

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

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

Journal Entries

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

Bank Account Reconciliation

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

Account Reconciliations

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

Segregation of Duties

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

10.4 Monthly Financial Reports

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

Additional Reports

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

10.5 Annual Financial Reports

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

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

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

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

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

General Ledger

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

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

Section 11: Record Retention/Data Storage

11.1 Duty to Maintain Records

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

11.2 General Guidelines

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

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

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

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

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

Appendix A – Authority Matrix

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

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

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

Appendix B – Bank Accounts

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

Appendix C – Subscriptions – to be expanded later

Vendor	Description	Due Date	Amount Due	Auto draft or Check

Appendix D – Long-Term Vendor Relationships

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

Appendix E – Loan Covenant Checklist

To be reviewed annually.

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

City of Blanco

Investment Policy

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

TABLE OF CONTENTS

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

I. PURPOSE

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

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

II. GOVERNING AUTHORITY

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

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

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

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

III. SCOPE

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

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

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

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

IV. INVESTMENT OBJECTIVES AND STRATEGY

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

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

Safety

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

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

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

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

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

Liquidity

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

Diversification

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

Public Trust

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

Yield

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

Strategy

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

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

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

V. RESPONSIBILITY AND CONTROL

Delegation of Authority

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

Quality and Capability of Investment Management

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

Training Requirement

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

Internal Controls

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

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

Prudence

The standard of prudence to be applied by the Investment Officers shall be the "prudent investor" rule. This rule states that "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment considering the probable safety of their capital as well as the probable income to be derived."

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

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

Indemnification

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

Ethics and Conflicts of Interest

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

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

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

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

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

VI. SUITABLE AND AUTHORIZED INVESTMENTS

Portfolio Management

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

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

Investments

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

A. Authorized Investments Under This Policy

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

B. Authorized Investments Under the Act

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

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

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

C. Not Authorized

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

VII. INVESTMENT PARAMETERS

Maximum Maturities

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

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

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

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

Diversification

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

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

VIII. AUTHORIZED BANKS AND DEALERS

Depository

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

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

Authorized Brokers/Dealers

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

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

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

Competitive Bids

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

Delivery vs. Payment

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

IX. SAFEKEEPING OF SECURITIES AND COLLATERAL

Safekeeping and Custodian Agreements

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

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

Collateral Policy

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

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

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

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

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

Subject to Audit

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

X. MONITORING

Performance Standards

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

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

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

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

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

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

Monitoring Market Value

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

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

XI. INVESTMENT POLICY ADOPTION

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

XII. CITY OF BLANCO AUTHORIZED ENTITY LIST

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

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

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

Investment Officers

City Administrator, Warren Escovy

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

Council Authorized Broker/Dealers

None authorized at this time

City Council Authorized Pools

Texas CLASS

TexPool

City of Blanco

Purchasing Policy

September ~~2023~~ 2024

Table of Contents

Section 1: Introduction	3
1.1 Purpose	3
1.2 Manual	3
1.3 Policy Maintenance.....	4
1.4 Revision History.....	5
1.5 Competitive Bidding Requirements	5
Section 2: Methods & Thresholds for Good and Services	5
2.1 Micro Purchases (Under \$3,000)	6
2.2 Small Purchases (between \$3,000-\$5,000).....	7
2.3 Large Purchases (over \$50,000).....	7
2.4 Closing Out the Purchase	9
Section 3: Historically Underutilized Businesses	9
Section 4: Rental and Lease Equipment.....	9
Section 5: Professional Services.....	10
Section 6: Annual Contracts (With Unit Prices)	11
Appendix A – HUB Form.....	12
Appendix B – Federally Funded Procurements.....	13

Section 1: Introduction

1.1 Purpose

This Policy is designed to provide City departments with critical information and to assist them through all phases of the procurement process, including planning, sourcing, contracting, contract administration and surplus disposition. The City adheres to the public procurement values of accountability, ethics, impartiality, professionalism, service, and transparency by:

- Ensuring compliance with local, state, and federal laws applicable to procurement and contracting.
- Obtaining needed goods, services, professional services, and public works at the best possible price, of the highest quality and at the right time.
- Serving as stewards of the public trust by spending tax dollars wisely, efficiently and with integrity.
- Providing all suppliers, including Historically Under-utilized Businesses, equal access to the City's competitive processes for the acquisition of goods, services, professional services, and public works.
- Protecting the interests of City taxpayers by avoiding any undue influence, political pressures and protecting the integrity of the procurement process. To accomplish the above, officials, directors and employees of the City will strive to provide equitable and competitive access to the City's procurement process for all responsible suppliers. Further, procurement will be conducted in a manner that promotes and fosters public confidence in the integrity of the City's procurement process. The City is a General Law Type A city.

Disclosure of Certain Relationships by Government Officials and Vendors

A local government official must disclose certain relationships with vendors to the City. The official must file a disclosure statement if the vendor who is contracting or has contracted with the City has:

1. a familial relationship with the official,
2. an employment of other business relationship with the official or a family member of the official that results in receiving over \$2,500 of taxable income over a 12-month period, or
3. given the official or family member of the official one or more gifts that have an aggregate value over \$100 in the 12-month period preceding the date the official becomes aware of the contract or potential contract with the City.

Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ found on the Texas Ethics Commission's website (ethics.state.tx.us/forms/conflict), the vendor or person's affiliation or business relationship that may cause a conflict of interest with the City.

By law, this questionnaire must be filed with, not later than the seventh business day after the date the person becomes aware of facts that require the statement to be filed.

A person commits a class C misdemeanor offense if the person violates Section 176.006, Texas Local Government Code. By submitting a response to a quote, bid or other request, vendors declare compliance with the requirements of Chapter 176 of the Texas Local Government Code.

1.2 Manual

This Purchasing Manual (Manual) is the official purchasing policy document for the City. This Manual is intended for use as a guide to the City's purchasing needs. City employees involved in the purchasing

process should be familiar with, and adhere to, the guidelines set forth in this manual as they work to achieve the purpose and objectives set by the City.

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

Wherever possible, written procedures will also be established and maintained by the Finance Director for functions involving purchasing throughout the City. The Manual is subject to revision to meet the often rapidly changing developments encountered in the field of purchasing and in the economy.

1.3 Policy Maintenance

The Manual is available to the City Council and staff of Blanco. It is the responsibility of the Finance Director to implement and enforce compliance with the Manual. It is the responsibility of all employees associated with the City to be aware of and abide by these policies and to exercise sound business judgment in the application of these policies.

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

Annually, as a part of the budget adoption process, the policies in the Manual will be reviewed and updated as needed, to align the policies with current and desired practices. The appendices contain material that may change more often and should be updated on an as-needed basis.

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

1.4 Revision History

Date	Version #	Changes Made	Author
9/2022	01	Initial document	
09/2024	01	Initial document reviewed	

1.5 Competitive Bidding Requirements

The Texas Local Government Code requires competitive bidding on proposals for all City purchases exceeding \$50,000 in amount, and prohibits a City employee from making 'separate, sequential, or component purchases to avoid the competitive bidding requirements.' A violation is a Class B misdemeanor.

The Texas Local Government Code does not require competitive bidding for purchases exceeding \$50,000 if the purchase is made through a State of Texas approved contract or cooperative; or in certain other limited circumstances defined in such Code.

These requirements strongly encourage anticipating City needs for an entire budget year for supplies, equipment, and services. If the City anticipates purchasing several like items the total cost of which would be over \$50,000 in a budget year, the City must combine the purchases and use competitive bidding in order to comply with state law.

Section 2: Methods & Thresholds for Good and Services

The following sections outline the methods of source selection available to procure goods and services for the City. They also establish when each method may be used, the key requirements of each method, the manner of award and the authority to award. Purchase requirements shall not be divided to constitute a Micro Purchase or under \$50,000 purchase under this Section.

General Purchasing Guidelines

- Before starting the Request for Quotation process, active contracts should be reviewed to verify desired products or services are not available to purchase on contract.
- The using department is strongly encouraged to consult with the Finance Department for guidance if the purchase is a sole source or an emergency.

Dollar Amount	Purchase Method	Required Documents	Approval Requirements
Under \$3,000	Request for Quotation process (RFQ) or City-Issued Credit Card	Itemized and signed receipt or invoice.	Must be approved by the department head. For purchases over \$1,000, notify the Finance Department prior to purchase.
Between \$3,000 and \$50,000	Request for Quotation (RFQ) process	Acquire at least 3 quotes. Need to maintain quote documentation and written decision-making rationale. <i>If you cannot obtain 3 quotes, consult with Finance.</i>	Must be approved by the City Administrator and reviewed by the Finance Department prior to reaching out for quotes. Best value quote should be selected. Purchases over \$3,000: department heads must check to see if there are any HUBs providing solicited items/services and reach out to them.
Over \$50,000	<u>Competitive proposal</u> • Sealed Bid • Request for Qualification • Request for Proposal <u>Noncompetitive proposal</u> • Sole source procurement • Emergency purchase	Documents required depend on the source method. Please see the purchasing policy or consult with Finance to verify what documents need to be maintained.	Prior to going out for a bid, the bidding method must be discussed with and approved by the City Administrator. Prior to purchase, the City Council's approval is required.

2.1 Micro Purchases (Under \$3,000)

The purchase of goods and services under \$3,000 is an informal purchase and may be solicited through a Request for Quotation process or by using a City-Issued Credit Card. For purchases over \$1,000, the department head shall notify the Finance Department prior to purchase.

The department head may exercise discretion for the acquisition of such purchases as authorized in the current fiscal budget. Purchases in this category may be made by department heads or City employees designated by department heads. It is the responsibility of each department head to ensure complete

control over this purchasing process. Department heads should designate employees who are allowed to make purchases and provide internal control procedures to ensure that all purchases are for legitimate public purposes.

Itemized invoices and receipts should be directed to the Finance Department. The invoices or receipts should be in the original document and must be signed and given an account code by the department head. Department heads shall visit the Finance Department weekly for invoice review and coding.

Statements from vendors should be reconciled monthly by the Finance Department so that all purchases are accounted for.

2.2 Small Purchases (between \$3,000-\$5,000)

Purchases for goods and services between \$3,000 and \$50,000 are informal purchases and may be solicited through a Request for Quotation process. A minimum of three quotations are required for purchases of goods or services within this threshold. If the department head cannot obtain at least three quotes, they should consult with the Finance Department for further assistance.

The using department may issue a Request for Quotations to vendors with the approval of the City Administrator and a review from the Finance Director.

It is the responsibility of the department head to obtain the quotes and determine the best value for the goods and services requested. Once a decision has been made, the quote documentation and decision shall be submitted to the City Administrator or designee for final approval. An explanation will be required if the quote for the lowest cost was not chosen.

For purchases over \$3,000, the following requirements will apply:

- Opportunity to quote should be extended to at least two HUBs inside or outside of Blanco County. The state maintains a database of HUBs at <https://mycpa.cpa.state.tx.us/tpasscmlsearch/tpasscmlsearch.do>.
- If no HUBs are registered in Blanco County for the good/service needed, the purchase is exempt from this requirement, but the practice is still encouraged.
- A non-response quotation is considered a quotation for this purpose provided the HUB was given a reasonable time (3-5 business days) to respond.
- Quotations received from vendors shall not be divulged to other bidders until after the award has been made.

2.3 Large Purchases (over \$50,000)

The purchase of goods and services over \$50,000 is a formal purchase and requires approval from the City Council prior to purchase. The purchase of goods and services over \$50,000 shall be made through one of the following sourcing methods:

- Competitive proposal
 - Sealed Bid
 - Request for Qualification
 - Request for Proposal
- Noncompetitive proposal
 - Sole source
 - Emergency purchase

Note: Sourcing method must be discussed with and approved by the City Administrator.

Competitive Proposal

If a purchase is anticipated to exceed \$50,000 regardless of the method of purchase the sealed bid or proposal procedures must be used. Bid specifications or a request for proposal shall be prepared and mailed to vendors. The bid is advertised in the local newspaper. The user department shall be responsible for establishing and providing a complete written set of specifications along with a requisition. Specifications shall be written on a technical or functional basis. Brand names are to be avoided to ensure a fair competitive environment.

Sealed bids or proposals are received and tabulated by the user department. If the competitive sealed bidding requirement applies to the contract, notice of the time and place at which the bids will be publicly opened and read aloud must be published at least once a week for two consecutive weeks in a newspaper published in the City. The date of the first publication must be before the 14th day before the date set to publicly open the bids and read them aloud.

The lowest and best responsible bid or proposal will be recommended to the Council for their approval. In determining the best value for the City, the City may consider:

- The purchase price;
- The reputation of the bidder and of the bidder's goods or services;
- The quality of the bidder's goods or services;
- The extent to which the goods or services meet the City's needs;
- The bidder's past relationship with the City;
- The impact on the ability of the City to comply with laws and rules relating to contracting with historically underutilized businesses and nonprofit organizations employing persons with disabilities;
- The total long-term cost to the City to acquire the bidder's goods or services; and
- Any relevant criteria are specifically listed in the request for bids or proposals.

The Council will evaluate the recommended vendor and decide to approve or disapprove. If the recommended vendor is not approved the Council may award the bid to another vendor; bids may be rejected altogether. If the recommendation is approved and the Council awards the bid, the Purchaser may submit an award letter to the vendor or may prepare a purchase voucher. If an award letter is sent to the vendor, a copy of the letter should be sent to the Finance Department along with a copy of the approved bid or proposal.

Sole Source Procurement

Sole source procurement is defined as the acquisition of a good, service, professional service, or public work in which there is only one possible vendor. The department requesting a sole source procurement shall provide and retain a written justification to support a sole source determination. The sole source written justification, signed by the department head and the City Administrator, should explain and fully describe the conditions which make the supplier the only source for a given commodity or service. Sole source procurement shall be avoided, except when no available alternative sources exist. The sole source written justification shall be maintained as a public record.

Emergency or Public Health and Safety Purchases

Emergency purchases are defined as those purchases caused by an unforeseen and dangerous or public health and safety situation requiring immediate action to preserve the health or safety of people or

property. When such purchases are made, the user department will make the purchase at the best possible price. The use of such purchase authority by reason of failure to anticipate normal needs should be avoided.

2.4 Closing Out the Purchase

1. After the purchase is placed, the vendor provides ordered goods or services and submits an invoice to the City.
2. The user department will inspect the goods upon delivery, or the services upon completion, to see if specifications have been met.
3. The user department will sign and code the invoice or receipt prior to submitting it to Finance.
4. The vendor invoice will be submitted to the Finance Department for payment before noon on Monday.

Section 3: Historically Underutilized Businesses

Pursuant to §252.0215, Local Government Code, the City, in making an expenditure of more than \$3,000 but less than \$50,000, shall contact at least two historically underutilized businesses in the county in which the City is situated on a rotating basis, based on information provided by the comptroller pursuant to Chapter 2161, Government Code. For state or federally funded purchases such as some grants, outreach to historically underutilized businesses may be required above the \$50,000 threshold.

The City should actively contact at least 2 HUBs for any expenditure more than \$3,000. However, if the online database fails to identify a historically underutilized business in the county in which the City is situated, the City is exempt from this section.

The Texas Comptroller's website has an online database to search for HUBs in Hays County. This database can be accessed at <https://mycpa.cpa.state.tx.us/tpasscmbsearch/>. Historically Underutilized Business Outreach Certification Form must be filled out for each qualifying purchase (see [Appendix A](#)). This form will serve as documentation of the City's compliance with state HUB laws.

Section 4: Rental and Lease Equipment

Sealed bids or State of Texas contracts will accomplish all lease agreements if the amount of the lease is expected to be \$50,000 or more over the term of the lease agreement. Leases should never be used to avoid or circumvent the requirements for competition that would apply to outright purchases. The soundest rule is that any lease of equipment be subject to the requirements for competition that apply to outright purchases.

The City Secretary should be notified of the date the equipment is rented/leased and the date the equipment is returned so that an insurance certificate can be obtained and cancelled.

When renting/leasing is the only viable answer to an equipment need, care should be exercised to provide cancellation options that are favorable to the City. The department should identify the source of funding to cover the payments of equipment rental/lease for the entire period of the contract.

Section 5: Professional Services

"Professional Services" include services which involve mental or intellectual skills, often accompanied by formal certification or licensing by a state agency, such as accounting, architecture, engineering, medicine, planning, economics, law, financial advisory services and scientific or laboratory consulting services.

State laws exempt the procurement of these services from competitive bidding requirements. The City Council should select professional service consultants based on demonstrated competence and qualifications and should negotiate fees based on what is fair and reasonable for the type of services, rather than on a "low bid" basis. Except for architects, engineers, and land surveyors, both price and qualifications can be considered in selecting consultants.

In the case where Federal funding will be used for professional non-engineering, architectural, or land surveying services, a cost comparison competitive proposal taking cost and qualifications into account will be followed. Where a project is being funded by a federal grant, the City's procurement process will also comply with the federal laws applicable to the City and the respective grant.

In the case of architectural, engineering services or land surveying services a two-step process can be followed, according to §2254, Texas Government Code, the Professional Services Procurement Act. The steps include:

1. The initial selection of the most highly qualified provider of those services on the basis of demonstrated competence and qualifications (and not considering price); and
2. The negotiation of a fee with the selected consultant. If a satisfactory contract cannot be negotiated with the most highly qualified provider of architectural, engineering, or land surveying services, the second most qualified consultant may be undertaken, and so forth until a contract is entered into.

Note: For engineers, architects, and surveyors, price may not be considered in the initial selection of the consultant. For professional services procurement involving an anticipated fee of \$25,000 or less, the process described may be followed in an informal manner by the elected official/department head but must be approved by the City Council. For procurements involving an anticipated fee exceeding \$25,000, the department head in coordination with the City Administrator may make a formal request for proposal procedures.

All contracts for equipment maintenance, equipment lease/rental and professional services should be approved by the City Attorney and brought before the City Council for approval and signed by the City Administrator.

When a user department wishes to initiate an RFP or RFQ to procure professional services, it should have the approval of the City Council. The user department will evaluate proposals, or a committee appointed by the City Council. A contract should be approved by the City Attorney based on the RFP or RFQ and the consultant's proposal prior to being presented to City Council for approval.

Section 6: Annual Contracts (With Unit Prices)

Departments will request authorization from the City Council to request bids for goods and/or services such as petroleum products, road materials, work uniforms etc. These contracts include a unit price and not a total price. The following statement should be included in the terms and conditions of each request for bids that require an annual contract:

- If this bid is accepted and approved by City Council, then this bid becomes the contract and there are no oral agreements either expressed or implied.

References

- Texas Local Government Code
 - 252.021 - over \$50,000 threshold for competitive bids
 - 252.0215 - expenditures \$3,000-\$50,000 require municipality to actively contact at least 2 HUBs
 - 252.022 - emergency purchases can be made in situations of public calamity when there is an immediate need to relieve necessity of the municipality's residents or to preserve the property of the municipality; to preserve or protect the public health or safety of the municipality's residents; and to pay for unforeseen damage to public machinery, equipment, or other property.
 - 252.043 - Award of contract
 - 252.0436 – Contract with person indebted
 - 252.044 – Bonds for full contract price are required
 - Notice requirement: once a week for 2 consecutive weeks and 14 total days
- Texas Government Code
 - 2254.004 - requires contracts to select by qualifications then, negotiate price but do not choose solely based on price
- 2 CFR 200
 - <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR45ddd4419ad436d>

Appendix A – HUB Form

Historically Underutilized Business (HUB)

Outreach Certification Form

(for purchases above \$3,000)

REQUESTING DEPT:
Department Name
Contact Staff Name

REQUIRED HUB CONTACT #1			
Vendor Name		Contact Person (Phone or Email)	
Contact Date		Price Quoted	\$
Description of Goods/Services		Relevant Documentation	

REQUIRED HUB CONTACT #2			
Vendor Name		Contact Person (Phone or Email)	
Contact Date		Price Quoted	\$
Description of Goods/Services		Relevant Documentation	

IMPORTANT:

All purchasing policies must be followed when contacting HUBs for quotations.

If you cannot obtain 3 quotes, please consult with the Finance Department.

Appendix B – Federally Funded Procurements

(Current as of May 2023)

Procurements and contracts utilizing federal funds require additional elements to be in compliance with federal laws and regulations. Below are detailed the federal procurement standards and the contract provisions in their entirety. Not all standards and contract provisions will be applicable in every situation, but they should be reviewed for any situation where federal funds are involved. The primary requirement is that jurisdictions must follow their own procurement policies and procedures, so in cases where thresholds in the federal rules are higher than state or city thresholds, the lowest thresholds should be used.

The following sections are from the Code of Federal Regulations, Title 2, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

[§ 200.318 General procurement standards.](#)

(a) The non-Federal entity must have and use documented procurement procedures, consistent with State, local, and tribal laws and regulations and the standards of this section, for the acquisition of property or services required under a Federal award or subaward. The non-Federal entity's documented procurement procedures must conform to the procurement standards identified in [§§ 200.317](#) through [200.327](#).

(b) Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

(c)

(1) The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

(2) If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a State, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

(d) The non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

(e) To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services. Competition requirements will be met with documented procurement actions using strategic sourcing, shared services, and other similar procurement arrangements.

(f) The non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

(g) The non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

(h) The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. See also [§ 200.214](#).

(i) The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: Rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

(j)

(1) The non-Federal entity may use a time-and-materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time-and-materials type contract means a contract whose cost to a non-Federal entity is the sum of:

(i) The actual cost of materials; and

(ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

(2) Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

(k) The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and

claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

[[85 FR 49543](#), Aug. 13, 2020, as amended at [86 FR 10440](#), Feb. 22, 2021]

§ 200.319 Competition.

(a) All procurement transactions for the acquisition of property or services required under a Federal award must be conducted in a manner providing full and open competition consistent with the standards of this section and [§ 200.320](#).

(b) In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

- (1) Placing unreasonable requirements on firms in order for them to qualify to do business;
- (2) Requiring unnecessary experience and excessive bonding;
- (3) Noncompetitive pricing practices between firms or between affiliated companies;
- (4) Noncompetitive contracts to consultants that are on retainer contracts;
- (5) Organizational conflicts of interest;
- (6) Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and
- (7) Any arbitrary action in the procurement process.

(c) The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

(d) The non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

- (1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to

define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and

(2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

(e) The non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period.

(f) Noncompetitive procurements can only be awarded in accordance with [§ 200.320\(c\)](#).

§ 200.320 Methods of procurement to be followed.

The non-Federal entity must have and use documented procurement procedures, consistent with the standards of this section and [§§ 200.317, 200.318, and 200.319](#) for any of the following methods of procurement used for the acquisition of property or services required under a Federal award or sub-award.

(a) **Informal procurement methods.** When the value of the procurement for property or services under a Federal award does not exceed the *simplified acquisition threshold (SAT)*, as defined in [§ 200.1](#), or a lower threshold established by a non-Federal entity, formal procurement methods are not required. The non-Federal entity may use informal procurement methods to expedite the completion of its transactions and minimize the associated administrative burden and cost. The informal methods used for procurement of property or services at or below the SAT include:

(1) *Micro-purchases* —

(i) **Distribution.** The acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (See the definition of *micro-purchase* in [§ 200.1](#)). To the maximum extent practicable, the non-Federal entity should distribute micro-purchases equitably among qualified suppliers.

(ii) **Micro-purchase awards.** Micro-purchases may be awarded without soliciting competitive price or rate quotations if the non-Federal entity considers the price to be reasonable based on research, experience, purchase history or other information and documents it files accordingly. Purchase cards can be used for micro-purchases if procedures are documented and approved by the non-Federal entity.

(iii) **Micro-purchase thresholds.** The non-Federal entity is responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of risk, and its documented procurement procedures. The micro-purchase threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations. Non-Federal entities may establish a threshold higher than the Federal threshold established in the Federal Acquisition Regulations (FAR) in accordance with [paragraphs \(a\)\(1\)\(iv\) and \(v\)](#) of this section.

(iv) **Non-Federal entity increase to the micro-purchase threshold up to \$50,000.** Non-Federal entities may establish a threshold higher than the micro-purchase threshold identified in the FAR in accordance with the requirements of this section. The non-Federal entity may self-certify a threshold up to \$50,000 on an annual basis and must

maintain documentation to be made available to the Federal awarding agency and auditors in accordance with [§ 200.334](#). The self-certification must include a justification, clear identification of the threshold, and supporting documentation of any of the following:

(A) A qualification as a low-risk auditee, in accordance with the criteria in [§ 200.520](#) for the most recent audit;

(B) An annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or,

(C) For public institutions, a higher threshold consistent with State law.

(v) **Non-Federal entity increase to the micro-purchase threshold over \$50,000.** Micro-purchase thresholds higher than \$50,000 must be approved by the cognizant agency for indirect costs. The non-federal entity must submit a request with the requirements included in [paragraph \(a\)\(1\)\(iv\)](#) of this section. The increased threshold is valid until there is a change in status in which the justification was approved.

(2) **Small purchases** —

(i) **Small purchase procedures.** The acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources as determined appropriate by the non-Federal entity.

(ii) **Simplified acquisition thresholds.** The non-Federal entity is responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk and its documented procurement procedures which must not exceed the threshold established in the FAR. When applicable, a lower simplified acquisition threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations.

(b) **Formal procurement methods.** When the value of the procurement for property or services under a Federal financial assistance award exceeds the SAT, or a lower threshold established by a non-Federal entity, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement can be used in accordance with [§ 200.319](#) or [paragraph \(c\)](#) of this section. The following formal methods of procurement are used for procurement of property or services above the simplified acquisition threshold or a value below the simplified acquisition threshold the non-Federal entity determines to be appropriate:

(1) **Sealed bids.** A procurement method in which bids are publicly solicited and a firm fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bids method is the preferred method for procuring construction if the conditions.

(i) In order for sealed bidding to be feasible, the following conditions should be present:

(A) A complete, adequate, and realistic specification or purchase description is available;

(B) Two or more responsible bidders are willing and able to compete effectively for the business; and

(C) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(ii) If sealed bids are used, the following requirements apply:

(A) Bids must be solicited from an adequate number of qualified sources, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised;

(B) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;

(C) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;

(D) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

(E) Any or all bids may be rejected if there is a sound documented reason.

(2) **Proposals.** A procurement method in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids. They are awarded in accordance with the following requirements:

(i) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Proposals must be solicited from an adequate number of qualified offerors. Any response to publicized requests for proposals must be considered to the maximum extent practical;

(ii) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and making selections;

(iii) Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the non-Federal entity, with price and other factors considered; and

(iv) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby offeror's qualifications are evaluated and the most qualified offeror is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services through A/E firms that are a potential source to perform the proposed effort.

(c) **Noncompetitive procurement.** There are specific circumstances in which noncompetitive procurement can be used. Noncompetitive procurement can only be awarded if one or more of the following circumstances apply:

- (1) The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (see [paragraph \(a\)\(1\)](#) of this section);
- (2) The item is available only from a single source;
- (3) The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation;
- (4) The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; or
- (5) After solicitation of a number of sources, competition is determined inadequate.

§ 200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

(a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in [paragraphs \(b\)\(1\)](#) through [\(5\)](#) of this section.

§ 200.322 Domestic preferences for procurements.

(a) As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron,

aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

(b) For purposes of this section:

(1) “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

(2) “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

§ 200.323 Procurement of recovered materials.

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at [40 CFR part 247](#) that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

§ 200.324 Contract cost and price.

(a) The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.

(b) The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and, in all cases, where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

(c) Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under [subpart E of this part](#). The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.

(d) The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.

§ 200.325 Federal awarding agency or pass-through entity review.

(a) The non-Federal entity must make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the non-Federal entity desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.

(b) The non-Federal entity must make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:

- (1) The non-Federal entity's procurement procedures or operation fails to comply with the procurement standards in this part;
- (2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;
- (3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product;
- (4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or
- (5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.

(c) The non-Federal entity is exempt from the pre-procurement review in [paragraph \(b\)](#) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part.

- (1) The non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third-party contracts are awarded on a regular basis;
- (2) The non-Federal entity may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these standards. The non-Federal entity must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

§ 200.326 Bonding requirements.

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

- (a) A bid guarantee from each bidder equivalent to five percent of the bid price. The “bid guarantee” must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- (b) A performance bond on the part of the contractor for 100 percent of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the contractor’s requirements under such contract.
- (c) A payment bond on the part of the contractor for 100 percent of the contract price. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

§ 200.327 Contract provisions.

The non-Federal entity’s contracts must contain the applicable provisions described in appendix II to this part.

Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

- (A) Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by [41 U.S.C. 1908](#), must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- (B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.
- (C) Equal Employment Opportunity. Except as otherwise provided under [41 CFR Part 60](#), all contracts that meet the definition of “federally assisted construction contract” in [41 CFR Part 60–1.3](#) must include the equal opportunity clause provided under [41 CFR 60–1.4\(b\)](#), in accordance with Executive Order 11246, “Equal Employment Opportunity” ([30 FR 12319, 12935, 3 CFR Part, 1964–1965 Comp.](#), p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at [41 CFR part 60](#), “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

(D) Davis-Bacon Act, as amended ([40 U.S.C. 3141](#)–3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act ([40 U.S.C. 3141](#)–3144, and 3146–3148) as supplemented by Department of Labor regulations ([29 CFR Part 5](#), “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act ([40 U.S.C. 3145](#)), as supplemented by Department of Labor regulations ([29 CFR Part 3](#), “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act ([40 U.S.C. 3701](#)–3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with [40 U.S.C. 3702](#) and [3704](#), as supplemented by Department of Labor regulations ([29 CFR Part 5](#)). Under [40 U.S.C. 3702](#) of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of [40 U.S.C. 3704](#) are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under [37 CFR § 401.2 \(a\)](#) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of [37 CFR Part 401](#), “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

(G) Clean Air Act ([42 U.S.C. 7401](#)–7671q.) and the Federal Water Pollution Control Act ([33 U.S.C. 1251](#)–1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act ([42 U.S.C. 7401](#)–7671q) and the Federal Water Pollution Control Act as amended ([33 U.S.C. 1251](#)–1387). Violations must

be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see [2 CFR 180.220](#)) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at [2 CFR 180](#) that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(I) Byrd Anti-Lobbying Amendment ([31 U.S.C. 1352](#))—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by [31 U.S.C. 1352](#). Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award

**STAFF
POLICE
DEPARTMENT**



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

**Jerry Thornhill,
Chief of Police**



BLANCO POLICE DEPARTMENT



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

437 Blanco Avenue
Blanco, Texas 78606

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

Chief's Monthly Report—August 2024

Department News

Officer Gassmann and Officer Perkins both completed their required field training and were released to full duty this month, allowing the department to resume 24/7 officer response as of August 28th, 2024.

The Police Department is pleased to report no major crimes or incidents of major interest for the month of August.

Community Events & Involvement

August 14th, 2024 saw students returning to school after summer break. Officers of the Blanco Police Department visited each school campus for the first day to greet the students and ensure increased police presence for the safety of the children of our community.

Additionally, the department increased traffic presence in the school zones to ensure continued community education and enforcement of appropriate driving behaviors while children are present.

Staffing

The Police Department is actively recruiting qualified applicants to fill three open patrol positions. After a successful trip to the AACOG Police Academy in San Antonio, there are two applicants currently in the background investigation process and additional applicants visiting the department to meet current officers and conduct ride-alongs.

In-progress training: Corporal Salazar First Line Supervisor

Completed training:

TCOLE Certification Lieutenant McMain Basic TCOLE Instructor
TCOLE Firearms Instructor



BLANCO POLICE DEPARTMENT



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

437 Blanco Avenue
Blanco, Texas 78606

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

Department Statistics

Patrol Operations

Total Calls for Service	August 2024	+/- Previous Month
-In city	152	+73
-Out of city	4	+4
Agency Assist	11	+2
Traffic Stops		
-Total Vehicles Stopped	218	+127
-Resulting Citations	95	+71
-Resulting Warnings	123	+45
Arrests		
-On view	3	+2
-Warrants	0	-2
Motor Vehicle Collisions	8	-2

Detailed statistics to follow further into the report.

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

Administrative Operations

○ Chief Activities

Chief Thornhill dedicated much of his time to finishing touches of the police department budget, to include involvement in budget workshops with members of the city council. He networked with other department heads at this month's county Chief Meeting as well. Due to a conflicting budget workshop, Chief Thornhill was unable to attend the Blanco ISD Safety & Security Meeting this month; Lieutenant McMain attended as his alternate.

Additionally, Chief Thornhill assisted patrol by taking many calls for service the month of August until the department returned to 24/7 staffing.

○ Records Requests

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



BLANCO POLICE DEPARTMENT



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

437 Blanco Avenue
Blanco, Texas 78606

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

○ Fleet Updates

Fleet IN COMMISSION	6	
Fleet IN REPAIR	1	Unit 201
Fleet OUT OF COMMISSION	2	Units 171, 181

○ Payroll Utilization (newly reported department statistic and data has not been compiled for August 2024)

Type of Pay	Hours	Percentage of Total
Regular		
Overtime (planned)		
Overtime (unplanned)		
Extra Duty		

Criminal Investigations Division

Number of Reports Taken	Total	+/- previous month
-resulting in offense report	12	<i>data not yet available</i>
-resulting in informational/other report	15	<i>data not yet available</i>
Offenses Filed		
-felony	2	+2
-misdemeanor	3	+1

Regional Involvement

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

Lieutenant McMair oversees the criminal investigations division of the Blanco Police Department and regularly engages in regional multi-disciplinary team meetings (as listed above) to ensure the highest quality and continuity of services to the citizens of our community; specifically, children, victims of crimes against persons, and mental health consumers. These meetings were regularly scheduled and there were no special regional events of note for the month of August, 2024.



BLANCO POLICE DEPARTMENT



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

437 Blanco Avenue
Blanco, Texas 78606

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

Detailed Statistics

Total Traffic Stops: 218

Traffic Violations by Type	Resulting in Citation	Resulting in Warning
Moving Violation	92	119
Non-Traffic Violation	3	4
School Zone Violation	33	0

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

Arrests Made by Month

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

Offenses by Month

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

**Offense data not collected prior to August 2024*

Motor Vehicle Collisions by Month

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

Miles Patrolled by Month

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

**Data not collected to this point, will be available starting September 2024*



BLANCO POLICE DEPARTMENT



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

437 Blanco Avenue
Blanco, Texas 78606

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

Monthly Report of Incident by Incident Type

Call Type	Number of Calls
911 Follow-Up	4
Administrative	0
Alarm - Business	11
Alarm - Residential	2
Alarm - Other	0
Animal Complaint	1
Assault - Physical	1
Assault - Sexual	0
Assist Public	2
Assist Other Agency	11
Bomb Threat	0
Burglary	0
Business Check	13
City Ordinance Violation	0
Civil	5
Close Patrol	27
Criminal Mischief	2
Deceased Person	0
Disorderly Conduct	0
Disturbance – Physical	2
Disturbance – Verbal	2
Drowning	0
DUI/DWI	0
Domestic Violence	2
Emotionally Disturbed Person	1
Fight	1
Fireworks	0
Fraud	2
Harassment	0
Homicide	0
Hostage	0
Illegal Dumping	0
Indecency	0
Information	11
Internet Crime	1
Intoxicated	1
Misconduct	0
Missing Person	1



BLANCO POLICE DEPARTMENT



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

437 Blanco Avenue
Blanco, Texas 78606

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

MVA – Non-Injury	7
MVA – Injury	1
Overdose	0
Public Service	2
Reckless Driver	15
Robbery	0
Sexual Offense	0
Shots Fired	0
Stabbing	0
Suspicious Circumstances	2
Suspicious Person	2
Suspicious Vehicle	4
Theft	2
Threats	0
Trespass	1
Traffic Stop	218
Welfare Check	9
TOTAL (including uncategorized calls for service)	367

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



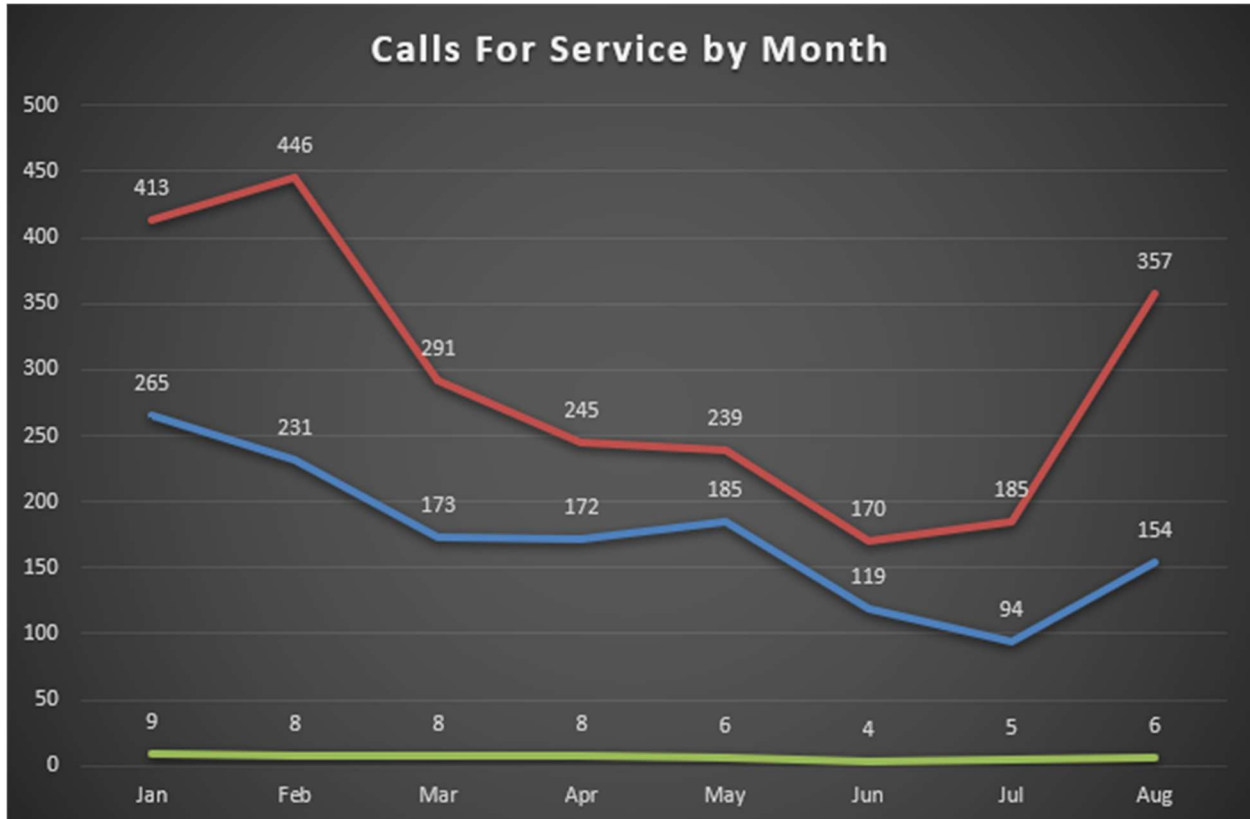
BLANCO POLICE DEPARTMENT



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

437 Blanco Avenue
Blanco, Texas 78606

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



Summary

The Blanco Police Department saw an increase in both overall calls for service, verified offenses, and officer productivity for the month of August 2024. At this time, it is not able to be determined if that is due to an increase in crime or due to rising staffing levels. The Police Department will continue to closely monitor data to determine if any crime trends begin to develop.

Disclosure

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

CONSENT

ITEM #1

**SPECIAL MEETING AND BUDGET WORKSHOP
OF THE GOVERNING BODY OF
THE CITY OF BLANCO**

**Meeting Minutes
August 6, 2024**

A special meeting and budget workshop of the City Council, City of Blanco, Texas was held on August 6, 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. 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, Dana Bundick, Interim Finance Director, and Chief Jerry Thornhill.

Mayor Arnold made the following announcements:

- The Eagle atop our flagpole has been repaired by Gary Currier.
- Coffee with the Mayor, to be held Friday from 8-10 am at the Feed Store.
- Police Appreciation Picnic, 9/14, from 11-1 pm at Bindseil Park

Public Comments:

- Crystal Spybuck, City of Blanco resident and Library Director, Blanco County South Library spoke regarding request of \$15,000 in budget funds.
- Dan Murrah, City of Blanco resident spoke regarding the budget and city administrator fees.
- B. Ballas, City of Blanco resident spoke regarding Library allocation of \$15,000. Expressed hope for and value of the Library.

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

1. Consideration, Discussion, and Take Possible Action on Approval of H2O Analytics Corp Customer Portal Plan, to be part of the new automatic metering system. The council discussed and item was tabled to August 13, 2024, meeting. **No Action Taken.**
2. Consideration, Discussion, and Take Possible Action on Approval of Ordinance 2024-O-006 Adopting Water Conservation Plan and Drought Contingency Plan. Warren Escovy, City Administrator and Byron with Ardurra updated the Council regarding revisions to the plan. The City last approved the Water Conservation Plan and Drought Contingency Plan in 2017. **A motion was made by Council Member Moses to approve Ordinance 2024-O-006 Adopting Water Conservation Plan and Drought Contingency Plan, with correction to Texas Water, and UDC enforcement, seconded by Council Member Cargill, all in favor, motion carried unanimously.**

3. Consideration, Discussion, and Take Possible Action to allow the City Administrator to Direct Darrell Wagner (Available Construction) to work on a project valued at \$35,000 to fill a majority of potholes in Blanco. Warren Escovy spoke regarding taking \$35,000 that has not been spent in the fiscal year 23-24 budget for street repairs and hire Available Construction to fill potholes for as much of the city as possible. In current discussions with Inframark, to add an additional person for maintenance and repair of streets. **A motion was made by Mayor Pro-Tem Mack-McClung to hire Available Construction to repair potholes, not to exceed \$35,000.00, seconded by Council Member Moore, all in favor, motion carried unanimously.**

Budget Workshop

1. Budget Discussion Workshop #2– No Action Taken

Mayor Arnold made a statement regarding the budget and corrected the information; we are a Council Manager form of government, and the Mayor is the Budget Officer. Will be making change, may be adding additional budget workshop. Warren presented the current budget numbers to council.

Adjournment:

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

The meeting was adjourned at 7:48 pm.

Respectfully submitted,

Mike Arnold, Mayor

ATTEST:

Laurie A. Cassidy, City Secretary

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

CONSENT
ITEM #2

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

**Meeting Minutes
August 13, 2024**

A regular meeting of the City Council, City of Blanco, Texas was held on August 13, 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 Dan Murrah. 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, Dana Bundick, Interim Finance Director, and Chief Jerry Thornhill.

Mayor Arnold made the following announcement:

- Police Appreciation Picnic, September 14, 2024, 11-1 pm at Bindseil Park, hotdogs and activities for the kids.

Public Comments:

- Kenneth Welch, Blanco County resident spoke regarding the Mayor being the Budget Officer, he also shared his opposition to the use of Certificates of Obligation. Lastly, he mentioned the members of TPAC are dedicated and hard-working individuals that have the best interest of Blanco in mind and he would appreciate a discussion on what the expectations of the committee will be moving forward.
- Mike Smith, City of Blanco resident and former City Council Member, spoke regarding the TPAC committee expressing continuity during the reorganization is critical as TPAC is currently dealing with critical issues. Secondly, he spoke regarding the dismissal of the City Administrator. He shared his concern of losing the city administrator and his support of Warren Escovy as the current City Administrator.
- David Smith, City of Blanco resident, spoke of two concerns. Regarding the TPAC committee, he thanked former Mayor Lumpee for creating the committee, he has seen great progress with the current leadership, urged Council to keep it moving forward. Secondly regarding the city administrator, we have had long term issues finding and retaining good leaders. He spoke in favor of Warren Escovy, he has done a good job and should be allowed to continue.
- Jay Palmer, Blanco County resident, spoke regarding the city administrator position and spoke in favor of keeping Warren as City Administrator. He has been fair and played by the books and has not tried to obstruct progress. He and attorney Tim Tuggey keep the city moving in the right direction.
- Matt Herden, City of Blanco resident, spoke regarding the City Administrator position and in favor of keeping Warren Escovy. He attends all meetings of the Planning & Zoning and Historic Commissions as well as the other committees. Blanco needs professionals to lead us. The mere discussion of termination of any of the staff has an effect on our bond rating. Want to make sure we have professionals leading us. Don't make any changes that will hurt the city.

Staff Presentations:

1. City Hall, Warren Escovy, City Administrator, spoke regarding pothole filling, auto meters (Ferguson) began the process this week, expect to complete in the next two months, explained the grants, TDA lift station grant, TWDB \$3.9 m drinking water state revolving fund loan of \$3,558,739 with \$512,000 in loan forgiveness funds. Certificates of obligation will be used to fix the water lines in Cielo Springs, the Palomino water line and water line at 9th Street. Last month a \$1.5m request was brought to the council. One project identified was the WTP filter to waste to repair design flaw, CIAMAC will be discussing further. Council Member Moses made an apology to Warren which he accepted. Moses also asked for a tablet to be used at Council meetings.
2. City Hall, Dana Bundick presented the third quarter financial report and noted a budget amendment coming in September to the Enterprise fund, hotel/motel, chamber received unbudgeted funds during eclipse, will adjust for this.
3. Police Department, Chief Thornhill presented the July Monthly Report. Police Department passed the annual audit by the Chiefs Association. He also noted school starts tomorrow and there will be zero tolerance for speeding in school zones. He also announced that Matt McMain became the new Blanco County Fire Marshal.

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 July 9, 2024, Budget Workshop.
2. Approval of Minutes from the July 9, 2024, Regular Meeting and Public Hearing.
3. ~~Approval of Minutes from the July 25, 2024, Special Meeting.~~

Mayor Arnold struck item 3 from the Consent Agenda. Council Member Moore made amendment to July 9 minutes, Old Business #1, he recused himself due to his **family** owning the adjacent property (not himself). Council Member Swinson had an amendment to New Business #11, motion should read: **change the method of appointment to council at large, change the term lengths to 3-year terms, and reappoint all current CIAMAC members.**

A motion was made by Council Member Moses to approve the consent agenda item one and two as amended, seconded by Council Member Swinson 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 Resolution with TWDB Project 62938. (Principal Forgiveness Agreement, Escrow Agreement, and Resolution) Steve Perry, D.A. Davidson, Financial Advisor discussed Texas Water Development Board loan of \$3,903,919 and principal forgiveness agreement of \$513,919, interest rates are low. Angela with McCall Parkhurst shared the closing is September 12. Interest only until 2028 at 2.77%. No out-of-pocket cost. Funds to be used for water line repairs at Cielo Springs, Palomino water line, and 9th Street project.
2. Consideration, Discussion, and Take Possible Action with respect to Approval of ORDINANCE AUTHORIZING THE ISSUANCE OF \$3,390,000 CITY OF BLANCO, TEXAS COMBINATION TAX AND SURPLUS REVENUE CERTIFICATES OF OBLIGATION, SERIES 2024; AND OTHER RELATED MATTERS.

A motion was made by Mayor Pro-Tem Mack-McClung to approve Items 1 and 2, Approval of Resolution with TWDB Project 62938 and Approval of ORDINANCE AUTHORIZING THE ISSUANCE OF \$3,390,000 CITY OF BLANCO, TEXAS COMBINATION TAX AND SURPLUS REVENUE CERTIFICATES OF OBLIGATION, SERIES 2024; AND OTHER RELATED MATTERS, seconded by Council Member Swinson, all in favor, motion carried unanimously.

3. Consideration, Discussion and Take Possible Action on Selection of Engineering Firm for Approval of Engineering and Administration Services Agreement regarding TWDB Project 62938. Warren shared review selection of engineering firms for approval of engineering and administration services regarding TWDB project. Staff recommendation is for the Council to select Ardurra for Engineering and Administrative services. Cost estimate is per the Texas Water Development Board. **A motion was made by Council Member Cargill to approve selection of Ardurra for Engineering and Administrative Services, seconded by Council Member Moore, all in favor, motion carried unanimously.**
4. Consideration, Discussion and Take Possible Action on Selection of Bond Counsel for Approval of Bond Counsel Services regarding TWDB Project 62938. Review selection of bond counsel services regarding TWDB project. Staff recommends the Council select McCall Parkhurst and Horton, **A motion was made by Mayor Pro-Tem Mack-McClung to approve McCall, Parkhurst, and Horton, LLP for Bond Counsel Services, seconded by Council Member Cargill all in favor, motion carried unanimously.**
5. Consideration, Discussion and Take Possible Action on Selection of Financial Advisor for Approval of Financial Advisor Services regarding TWDB Project 62938. Staff recommends D.A. Davidson for financial advisor. **A motion was made by Mayor Pro-Tem Mack-McClung to approve D.A. Davidson for Financial Advisor, seconded by Council Member Moore, all in favor, motion carried unanimously.**
6. Consideration, Discussion and Take Possible Action to approve one-year extension to pilot irrigation agreement. Attorney Tuggey spoke to brief the Council regarding the easement to the Wastewater Treatment Plant and deed in which the owner got all rights to all effluent. Ongoing dispute regarding effluent rights. In 2022 the City entered pilot program (October 1, 2022, for two years to measure amount of effluent). **No Action Taken.**
7. Consideration, Discussion and Take Possible Action on Approval of Well Monitoring Agreement between the City of Blanco and Blanco-Pedernales Groundwater Conservation District. Warren discussed, clean up item. Old well on Cherry Street, old Public Works facility. BPGCD is requesting monitoring well agreement. Ron Feisler retired and new director is asking for new agreement. **A motion was made by Council Member Cargill to enter into new Well Monitoring Agreement with BPGCD, seconded by Council Member Moore, all in favor, motion carried unanimously.**
8. Consideration, Discussion and Take Possible Action on Approval of request for removal from ETJ by 3F Properties LLC relating to a 4.09-acre tract of land. **Item Tabled, No Action Taken.**
9. Consideration, Discussion and Take Possible Action to Direct Capital Improvement and Asset Management Advisory Committee (CIAMAC) to study and put together ideas/plans for repairing/improving our dams. The Mayor spoke regarding dams that are in need of repair. Direct CIAMAC to review. **No Action Taken.**

10. Consideration, Discussion and Take Possible Action on Approval of Possible Voluntary Annexation of the City Wastewater Treatment Plant Property. **A motion was made by Mayor Pro-Tem Mack-McClung to investigate the process for annexation of contiguous property owned by City and initiate and proceed, seconded by Council Member Cargill, motion carried 4-0 with Council Member Moses abstained.**
11. Consideration, Discussion and Take Possible Action on local parking issues in and around businesses inside the City of Blanco. The Mayor spoke regarding parking issues. Redbud received Certificate of Appropriateness (COA) in 2021 and is now requesting permits for construction of a new Beer Garden. The Council discussed large venues and parking issues within the City which will become a problem if the council doesn't resolve them now. Discussed paving sides of streets for additional parking or adding additional sidewalks and directional signs. This issue will require a partnership. **No Action Taken.**

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

1. Consideration, Discussion, and Take Possible Action on Approval of H2O Analytics Corp Customer Portal Plan, to be part of the new automatic metering system. The Council requested a representative to attend next meeting to answer questions. **Item Tabled, No Action Taken.**
2. Consideration, Discussion and Take Possible Action on Appointment and/or Reappointment of Members of the Transportation Planning and Advisory Committee (TPAC). **Item Tabled, No Action Taken.**
3. Consideration, Discussion and Take Possible Action on Approval of Memorandum of Understanding (MOU) between the City of Blanco and the Blanco the Blanco County South Library District regarding Donation and Grandfathering of LED Sign. Laurie Cassidy, City Secretary discussed revisions to the Memorandum of Understanding. **A motion was made by Council Member Moore to approve the Memorandum of Understanding (MOU) between the City of Blanco and the Blanco the Blanco County South Library District regarding Donation and Grandfathering of LED Sign as amended, seconded by Council Member Moses, all in favor, motion carried unanimously.**
4. Consideration, Discussion, and Take Possible Action on Performance Review and Cost-Benefit Analysis of Inframark Contract. The Council discussed and staff recommends the Council agree to amend the Inframark contract to include the new service and pull back the RFQ. **Item Moved to Executive Session.**
5. Consideration, Discussion and Take Possible Action on 1) Approval of Broker's Price Opinion on City Surplus Property at Blanco Vista Estates, Lot 3 (9.43 Acres), and 2) Specify in Advance the Use of any Resulting Proceeds, in the Event a Sale is Authorized by Separate and Future Action of Council. The Council discussed options. **No Action Taken.**

Candy made the following statement:

At the first budget workshop, the Blanco City Administrator presented to the council a budget explained he had compiled the information and explained reasonings behind the entries. He never said it was his budget, it isn't! It belongs to no one person, it belongs to the City of Blanco.

When a person prepares their taxes, they normally use an CPA or an expert in the field, same with a Doctor, Attorney, Builder and REALTOR®!

Who better to compile the numbers than someone that works on a full time basis with each department, has a working knowledge of the why something is listed.

So now the City Council now has a working budget that they can dissect, cuss and discuss, find errors, delete or combine line items...all for the CITIZENS OF BLANCO.

Several years ago, I was no Warren fan...then I observed him with an open mind, and I saw what an asset he is to The City of Blanco. He came from a City Manager city where he held that position and he WAS responsible for the budget, we should be happy we have someone of his background here. Is he well paid...yes...but you get what you pay for.

We must be able to put our egos and personal agendas aside, this is not a place for vengeance or vendettas. This is a place where the Citizens of Blanco put their trust in us to take care of Blanco and the blood, sweat, tears and tax dollars THEY have invested.

Divided we fail...Together we can do it.

So, let's choose to work together for the  of Blanco.

Closed regular meeting at 8:11 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 Section 551.071 (Consultation with City Attorney) and Section 1.05, Texas Disciplinary Rules of Professional Conduct. Confer with City Attorney regarding Performance Review and Cost-Benefit Analysis of Inframark Contract.
4. 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 disannexation request by John and Nancy Gilbert relating to a 3.17-acre tract of land and also removal from ETJ request by 3F Properties LLC relating to a 4.09-acre tract of land.
5. 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.
6. Texas Government Code Section 551.074 (Personnel Matters) to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of City Administrator.

Closed executive session at 9:58 pm and convened into regular meeting.

Old Business #4:

Consideration, Discussion, and Take Possible Action on Performance Review and Cost-Benefit Analysis of Inframark Contract. **A motion was made by Mayor Pro-Tem Mack-McClung to approve concept and direct City Administrator to draft amendment to Inframark contract for final Council approval as soon as next month, seconded by Council Member Moore, all in favor, motion carried unanimously.**

Adjournment:

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

The meeting was adjourned at 10:00 pm.

Respectfully submitted,

Mike Arnold, Mayor

ATTEST:

Laurie A. Cassidy, City Secretary

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

CONSENT
ITEM #3

**BUDGET WORKSHOP
OF THE GOVERNING BODY OF
THE CITY OF BLANCO**

**Meeting Minutes
August 15, 2024**

A budget workshop of the City Council, City of Blanco, Texas was held on August 15, 2024, at 5:30 pm at the Byars Building, 308 Pecan Street, Blanco, Texas.

The meeting was called to order at 5:30 pm by Mayor Arnold, followed by roll call announcing a quorum was present. 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, Dana Bundick, Interim Finance Director, and Chief Jerry Thornhill.

Mayor Arnold had no announcements.

Public Comments:

- B. Ballas, City of Blanco resident spoke regarding the budget, bring attention to budget proposal, diagrams, constant raising of fees puts heavy burden on residents. Please take this into consideration. Balanced budget is important as well.
- Doug Schmoe, City of Blanco resident, spoke regarding his disappointment in the variance process for the variance request at 619 Live Oak. The Planning & Zoning Commission denied the request and then the City Council approved it unanimously. He lives next door at 603 Live Oak. He said he does not understand the process. Permits pending, look at the building code, chapter 9, only 10% accessory buildings allowed, request is 18%. Also made multiple calls and received no call back.

Budget Workshop

1. Budget Discussion Workshop #3– No Action Taken

Poll of Council Members in favor of 1% tax cut and \$20,000 contingency fund:

Moses: yes, Moore: yes, Mack-McClung: yes, Cargill: yes, Swinson: need more time to review.

Adjournment:

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

The meeting was adjourned at 6:16pm.

Respectfully submitted,

Mike Arnold, Mayor

ATTEST:

Laurie A. Cassidy, City Secretary

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

CONSENT

ITEM #4

**WATER WORKSHOP
OF THE GOVERNING BODY OF
THE CITY OF BLANCO**

**Meeting Minutes
August 20, 2024**

A water workshop of the City Council, City of Blanco, Texas was held on August 20, 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. Council members present: Mayor Arnold, Mayor Pro-Tem Mack-McClung and Council Members Swinson, Moses, and Cargill. Council Member Moore was absent.

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

Mayor Arnold made the following announcements.

- This is a Water Workshop, and everyone is welcome to participate. There will not be an Executive Session.
- The next Blood Drive will be this Monday, August 26, 2024, 9:30 to 2:30 pm.

Public Comments:

- None

Water Workshop

Discussion only – **No Action Taken**

Tim Tuggey spoke regarding the following:

City of Blanco Water Rights:

- Blanco River -600-acre feet/year*
- GBRA (currently Canyon Lake)-600-acre feet/year* (*currently expires 2050 but will renew*)
*600-acre feet/year = 536,000 gallons/day

Water Treatment & Distribution:

- Blanco River water-City owned water treatment plant and internal distribution system
- GBRA water-Treatment by third party with joint distribution from Canyon Lake to point of distribution south of City and City-owned internal distribution system.

Systems Status:

- City Water Treatment Plant-under repair and slated for completion in late 2024-early 2025. City to issue CO in September 2024 for approximately \$450,000 in final repair costs.

- GBRA/Canyon Lake external distribution system-fully operational but requires ongoing repair and maintenance as well as resolution of ongoing disputes over delivery of full 600-acre feet and financial responsibility for ongoing costs for maintenance and repair.
- Internal distribution-operational but requires major ongoing repair and maintenance.

History of GBRA/Canyon Lake System:

Historically, the City has relied upon Blanco River water, but as a backup supply, in 2001 and 2003, the City acquired the GBRA water rights and then partnered for treatment and delivery with Canyon Lake Water Supply Co-now Texas Water Company. The City invested \$512,532 and acquired an interest in the distribution system from Canyon Lake up to the City, as follows:

- 20% of a 12” water transmission main beginning at the junction of Lakeshore Drive and Potter’s Creek Road to the 500,000 gallon elevated storage tank located in the Mystic Shores subdivision (a distance of approximately 26,330 linear feet);
- 11% of a pump station located immediately downstream of the 500,000 gallon elevated storage tank in the Mystic Shores subdivision;
- 11% off a 16” water transmission main beginning at the 500,000 gallon elevated storage tank located in the Mystic Shores subdivision, thence
- westerly along State FM 306 to the junction of US Highway 281 and FM 305 (a distance of approximately 32,100 linear feet);
- 25% of the 1,000,000 gallon elevated storage tank located at the far northwest corner of Stallion Estates subdivision on US Highway 281; and
- 50% of an additional main, a 12” water transmission pipeline beginning at the junction of US Highway 281 and FM 306, thence in a northerly direction along US Highway 281 (a distance of approximately 7,200 linear feet).

City of Blanco and Texas Water history:

As of 2001 and 2003:

City invests total \$512,532

Canyon Lake WSC invests total \$2,128,048

Respective interest and investment assigned based on PEAK CAPACITY USAGE.

CITY WILL PAY CANYON LAKE WATER FOR UP TO 500,000 GALLONS PER DAY

For example, investment required for 11% of 16” main along FM 306 was calculated upon and assumed full utilization of the City’s 600-acre feet divided by full projected capacity of the main as of 2001, as follows:

FM 306 16” main:

City invests \$127,116 (11%)

Canyon Lake WSC invests \$1,028,884 (89%)

Population Served:

	Texas Water	Blanco
2005	20,000	1,6000
2023	85,000	1,900

Water Connections:

	Texas Water	Blanco
2005	6,700	<1,1000
2023	26,000	<1,300

System Capacity/Demand (AF)*:

	Texas Water	Blanco
Avail Groundwater	8,800	0
Avail Surface Water	6,850	1,200**
Total Demand	7,900	352

*Estimates based on TWC 2022 Water Avail Study & City of Blanco records

**600 AF currently offline for water treatment plan renovation

History continued—a growing disconnect between capacity and usage.

From 2005 to present, the disconnect between the original capacity/usage model and actual usage by the parties has grown rapidly.

- By 2015 the disconnect between capacity and usage is emerging and growing.
- In 2019, the City takes water treatment plant offline for repair and renovation and is for now 100% on GBRA water.
- From 2015-2022, CLWSC/Texas Water spends \$9,920,000 on upgrades, primarily FM 306 main.
- Texas Water claims City owes >\$990,000 (11% of improvement costs).
- If City doesn't pay its share, Texas Water claims City doesn't own share.
- City disputes all claims.

Issues Presented:

- What is the future need of Blanco?
 - What maintenance burden is the City prepared to bear?
 - Should the City reduce/adjust its ownership share?
-
- Texas Water proposes:
 - Firm delivery of up to 600-acre feet (535,000 gallons/day)
 - 1% ownership for City
 - Capped monthly maintenance fee (\$5,000).

Q&A Discussion

Adjournment:

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

The meeting was adjourned at 7:42 pm.

Respectfully submitted,

Mike Arnold, Mayor

ATTEST:

Laurie A. Cassidy, City Secretary

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

CONSENT
ITEM #5

**BUDGET WORKSHOP
OF THE GOVERNING BODY OF
THE CITY OF BLANCO**

**Meeting Minutes
August 26, 2024**

A budget workshop of the City Council, City of Blanco, Texas was held on August 26, 2024, at 5:00 pm at the Byars Building, 308 Pecan Street, Blanco, Texas.

The meeting was called to order at 5:00 pm by Mayor Arnold, followed by roll call announcing a quorum was present. Council members present: Mayor Arnold, Mayor Pro-Tem Mack-McClung and Council Members Moses, Cargill, and Moore. Council Member Swinson was absent.

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

Mayor Arnold made the following announcements:

- There is an award being offered to the person who submits information leading to the punishment of the person or persons responsible for shooting the ducks on River Run
- Large Hackberry tree fell on City Hall park restrooms, trees have been cut down.

Public Comments:

- Ken Welch, Blanco County resident, spoke regarding discussion item from the Water Workshop. Possible \$5,000 maintenance fee charged to the city, has this been incorporated into the proposed budget? Secondly, over the weekend call was made to the police department, and they were told there was no one on duty to respond to the call.

Budget Workshop

1. Budget Discussion Workshop #4– No Action Taken

Poll of Council Members in favor of 1) Zero percent increase (would cut 2 staff members), 2) Voter-Approval Rate of 0.4180, or 3) Rate in-between the NNR and VAR: \$0.3978 and \$20,000 contingency fund:

Moses: Abstained, Moore: #3, Mack-McClung: #3, Cargill: #3, Swinson: Absent

Closed regular meeting and convened into executive session at 5:33 PM

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 551.074 (Personnel Matters) to deliberate the evaluation or duties of certain public employees.

Closed executive session and convened into regular session at 6:25 pm.

Adjournment:

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

The meeting was adjourned at 6:25 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



City of Blanco

P.O. Box 750 Blanco, Texas 78606

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

STAFF REPORT: 1/9/24

DESCRIPTION: Request from developer for a variance from the UDC Chapter 7, 7.2 requiring sidewalks on all new developments

ANALYSIS: A 1.752 acre tract being an entire City block near the City core more specifically bounded by Elm Street, 6th, 7th, and Hackberry Street. The development would normally require sidewalks on all areas where ROW abuts the lots. The applicant is proposing 8 single family lots on this city block in the R-3 zoning district which would allow for this type of density.

P&Z needs to establish a hardship whether it be topography or not enough ROW, drainage or some other issue that pushes the City to grant a variance. The applicants explain that there is an expense to sidewalks (4'). The City's comprehensive plan discusses pedestrian pathways and our newest subdivision Los Altos has them on the sides that has no drainage ditch. A large drainage ditch is usually the reason given for not providing a sidewalk but some kind of pathway can be provided instead. Connectivity to other sidewalks is also very important.

The north side of Seventh Street has sidewalks that mostly connect to both the Middle School and is across the street from High school ball fields. Elm Street has some sidewalks mostly near Uptown Blanco.

FISCAL IMPACT: 8 single family lots would provide substantial ad valorem to the city while providing additional single family home options in the City.

RECOMMENDATION: Require sidewalks on 7th Street and Elm Street to promote connectivity and to NOT require sidewalks on 6th and Hackberry as there are no sidewalks near those streets.

City of Blanco

Application for Variance Request/Special Use permit

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

Property owner's full legal name: John Larson and Kathryn Larson		
Property owner's mailing Address: 212 Turf Cove		
City: Austin	State: TX	Zip Code: 78748
Home Phone: n/a	(Katy) Work Phone: 512-680-4130	Cell: (John) 512-744-8001
Email Address: katy@larsonhomesllc.com, john@larsonhomesllc.com		

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

<input checked="" type="checkbox"/> Same as Owner (if checked, skip to Section 3)		
Applicant's full legal name:		
Applicant's mailing address:		
City:	State:	Zip Code:
Home Phone:	Work Phone:	Cell Phone:
Email Address:		

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

<input type="checkbox"/> Same as Owner (skip to section 4)	<input type="checkbox"/> Same as applicant (skip to Section 4)	
Contact name: Ross Corder		
Contact mailing address: 1042 Northpark Ridge		
City: New Braunfels	State: TX	Zip Code: 78130
Home Phone:	Work Phone: 210 378 4953	Cell Phone:

4. Additional Information Required of Business Entities Only:

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

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

Not Applicable. The Company is serving as the Applicant.

5. Owner's / Applicant's Certification

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

Signature: K Larson

Date: 8/8/24

Printed Name: Kathryn Larson

Property Information

1. Owner Information:				
Property Owner's Full Legal Name: <u>John Larson and Kathryn Larson</u>				
2. Property Information (the property or tract for which this application has been submitted.)				
911 street address of property (if established) <u>603 Elm, Blanco, TX 78606</u>				
Legal Description: <u>Harrison Heirs</u>				
Lot:	Block: <u>02</u>	Subdivision: <u>SB0009</u>	Sec:	Phase:
If not located in Subdivision: Survey:				
Abstract: <u>SB0009</u>			Recorded (Vol/Page)	

3. Type of Variance being requested
<ol style="list-style-type: none"> 1. Sign 2. Building setback 3. Administrative 4. Special Use 5. Other (please Explain) <u>relief from sidewalk requirement</u>

All Applicants Complete the Following:

Ordinance and section being appealed	Requirements of Regulation	Variance Sought from requirements
<u>9A, Ch 7, 7.2</u>	<u>All developments shall provide for streets and sidewalks to serve said development in accordance with the requirements and design standards of the City's thoroughfare plan as may be adopted by the City Council, etc.</u>	<u>We are requesting a variance to be exempt from sidewalk requirements for our property at 603 Elm, where we plan to build residential single-family, residential homes.</u>

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

The newly developed codes, which mandate the inclusion of sidewalks along new properties, will increase construction costs. This escalation in expenses could adversely impact the feasibility of maintaining affordable housing prices.

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

There are no sidewalks present on the surrounding city blocks.

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

Given the absence of sidewalks on the surrounding city blocks, which prevents any connections to existing pedestrian pathways, granting this variance will not adversely affect public health, safety, or welfare.

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

This request for a variance is not the result of the applicant's actions or a relief from economic hardship, but a city requirement for sidewalks which as stated previously are not feasible given there are no other sidewalks and may increase runoff to other surrounding streets.

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

This variance will prevent the increase of ~~drainage issues~~ drainage issues which would result from an increase in impervious cover.

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

1. Survey that includes the legal description of the subject site
2. Aerial view of the site plan
3. Google Map showing closest thoroughfare
4. Stapled printouts of names & addresses of property owners within 200 ft of site
- 5.
- 6.
- 7.
- 8.
- 9.

Owner's/ Applicant's Certification:

I hereby certify and agree to the following:

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

Signature: K Larson

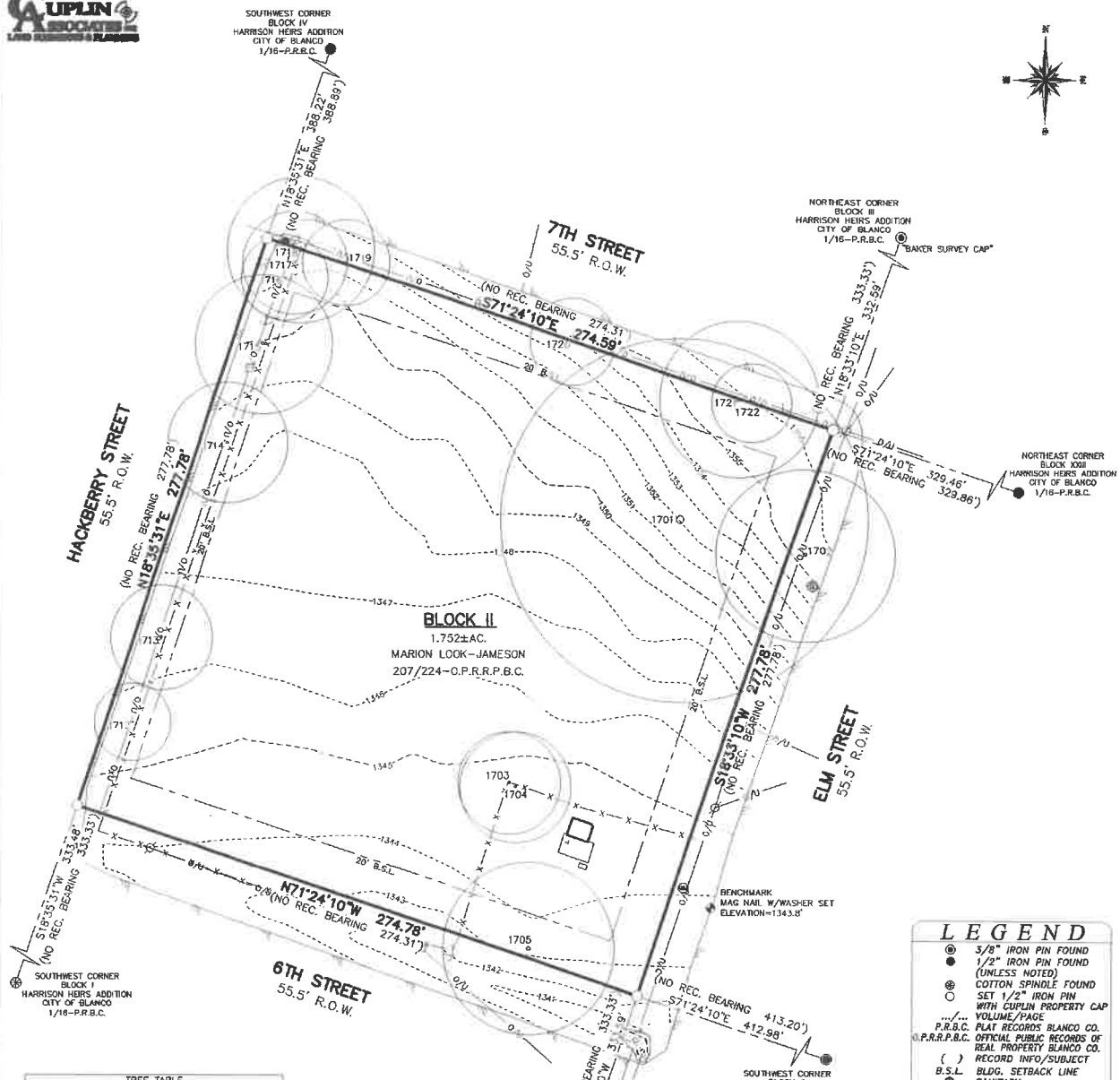
Print Name: Kathryn Larson

Date: 8/8/24

Required Documents for Variance Submittal

1. Legal description and plat of subject site.
One copy of field note description typed and attached on a separate sheet (plain bond paper, not letterhead, or the subdivision name with lot and block number.
2. Map clearly showing the site in relation to the adjacent streets and distance to the nearest thoroughfare.
3. Names and addresses of legal property owners within 200 feet of the block or parcel (this can be obtained at the Blanco County Appraisal District located at 615 Nugent Ave. Johnson City, TX 78636. (830) 868-4013.)
4. A completed application.
5. A filing fee of \$750.00 plus \$8.10 per property owner within 200 feet.

ALL APPLICATIONS MUST BE SUBMITTED TO CITY HALL 20 DAYS PRIOR TO THE FIRST MONDAY OF THE MONTH. LATE SUBMITTALS WILL BE SCHEDULED FOR THE FOLLOWING MONTHS' PLANNING AND ZONING COMMISSION MEETING DUE TO NOTICE REQUIREMENTS.



TREE NO.	TRUNK DIA.	SPECIES	MULTI-TRUNK
1701	4"	LIVE OAK	
1702	20"	LIVE OAK	
1703	12"	HACKBERRY	
1704	15"	ASH	
1705	20"	OAK	
1712	8"	HACKBERRY	
1713	12"	HACKBERRY	
1714	14"	HACKBERRY	
1715	16"	HACKBERRY	
1716	10"	PECAN	
1717	12"	HACKBERRY	8
1718	17"	HACKBERRY	10
1719	10"	HACKBERRY	
1720	10"	HACKBERRY	
1721	18"	HACKBERRY	
1722	9"	HACKBERRY	

LEGEND

- 3/8" IRON PIN FOUND
- 1/2" IRON PIN FOUND (UNLESS NOTED)
- COTTON SPINDLE FOUND
- SET 1/2" IRON PIN WITH CUPLIN PROPERTY CAP
- VOLUME/PAGE P.R.R.B.C. PLAT RECORDS BLANCO CO.
- RECORD INFO/SUBJECT P.R.R.B.C. OFFICIAL PUBLIC RECORDS OF REAL PROPERTY BLANCO CO.
- () RECORD INFO/SUBJECT
- B.S.L. BLDG. SETBACK LINE
- SANITARY
- UTILITY POLE
- GUY WIRE
- OVERHEAD UTILITY
- WATER METER
- EDGE/PAVEMENT/GRAVEL
- WIRE FENCE
- -81.5 - MINOR CONTOUR
- -520 - MAJOR CONTOUR
- SIGN

○ TRUNK SIZE
○ CRITICAL ROOT ZONE
○ TREE NUMBER

- NOTES:**
- 1) BASIS OF BEARINGS ARE TO THE NORTH AMERICAN DATUM OF 1983, TEXAS COORDINATE SYSTEM, CENTRAL ZONE.
 - 2) OWNER TO CONFIRM ALL SETBACK, EASEMENT, AND DESIGN REGULATIONS PRIOR TO BEGINNING AND/OR CONSTRUCTION ON THIS PROPERTY WITH THE PROPER REGULATORY AGENCY.
 - 3) ELEVATIONS ARE BASED ON THE VERTICAL DATUM NAVD 83.
 - 4) SURVEYOR MAKES NO GUARANTEE AS TO THE TYPE OF TREE LISTED ABOVE. IF CRITICAL, IT MAY BE PRUDENT TO HAVE A CERTIFIED ARBORIST VERIFY THE INFORMATION.
 - 5) NO LEGIBLE BEARINGS FOUND ON RECORD PLAT AND ALL DISTANCES ARE SHOWN IN PARAS. THE PARAS TO FEET CONVERSION IS 1 PARA = 2.77778 FEET.
 - 6) CITY OF BLANCO ZONING IS RESIDENTIAL 3. RESIDENTIAL 3 MINIMUM FRONT SETBACK IS 20', FOR CORNER LOTS, SETBACK SETBACK TO MATCH FRONT YARD SETBACK.

BOUNDARY, TREE AND TOPOGRAPHIC SURVEY

LEGAL DESCRIPTION: BEING ALL OF BLOCK II, HARRISON HEIRS ADDITION TO THE CITY OF BLANCO, A SUBDIVISION IN THE CITY OF BLANCO, BLANCO COUNTY, TEXAS, AS SHOWN ON PLAT RECORDED IN VOLUME 1, PAGE 16 OF THE PLAT RECORDS OF BLANCO COUNTY, TEXAS.

SUBJECT TO CURRENT TERMS AND CONDITIONS OF LAND USE AND SUBDIVISION REGULATIONS OF THE CITY OF BLANCO, BLANCO COUNTY, TEXAS.

THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A TITLE COMMITMENT AND MAY HAVE ADDITIONAL ENCUMBRANCES, SURVEYOR NOT RESPONSIBLE FOR ANY ENCUMBRANCES THAT A TITLE COMMITMENT MAY DISCLOSE.

I HEREBY CERTIFY EXCLUSIVELY TO JOHN LARSON - FOUR SQUARE BUILDERS, THAT THIS SURVEY WAS PERFORMED ON THE GROUND AND WAS SURVEYED BY ME OR UNDER MY DIRECT SUPERVISION, CUPLIN & ASSOCIATES, INC. ACCEPTS NO RESPONSIBILITY FOR THE USE OF THIS SURVEY BY ANYONE OTHER THAN THE ABOVE REFERENCED PARTIES HEREBY CERTIFIED TO FOR THIS SURVEY. 2023, CUPLIN & ASSOCIATES, INC. ©.

DATED 11/22/2023



1 OF 1 SHEET

PROJ. NO. 231100
 PREPARED FOR: JOHN LARSON
 TECH: T. ALSTON
 APPROVED: D. STARK
 FIELDWORK PERFORMED ON: 11/13/2023
 COPYRIGHT: 2023 PROFESSIONAL FORM NO. 101.26500

1500 OLLIE LANE
 MARBLE FALLS, TX. 78654
 PH. 325-388-3300/830-693-8815
 WWW.CUPLINASSOCIATES.COM

SCALE 1" = 50'

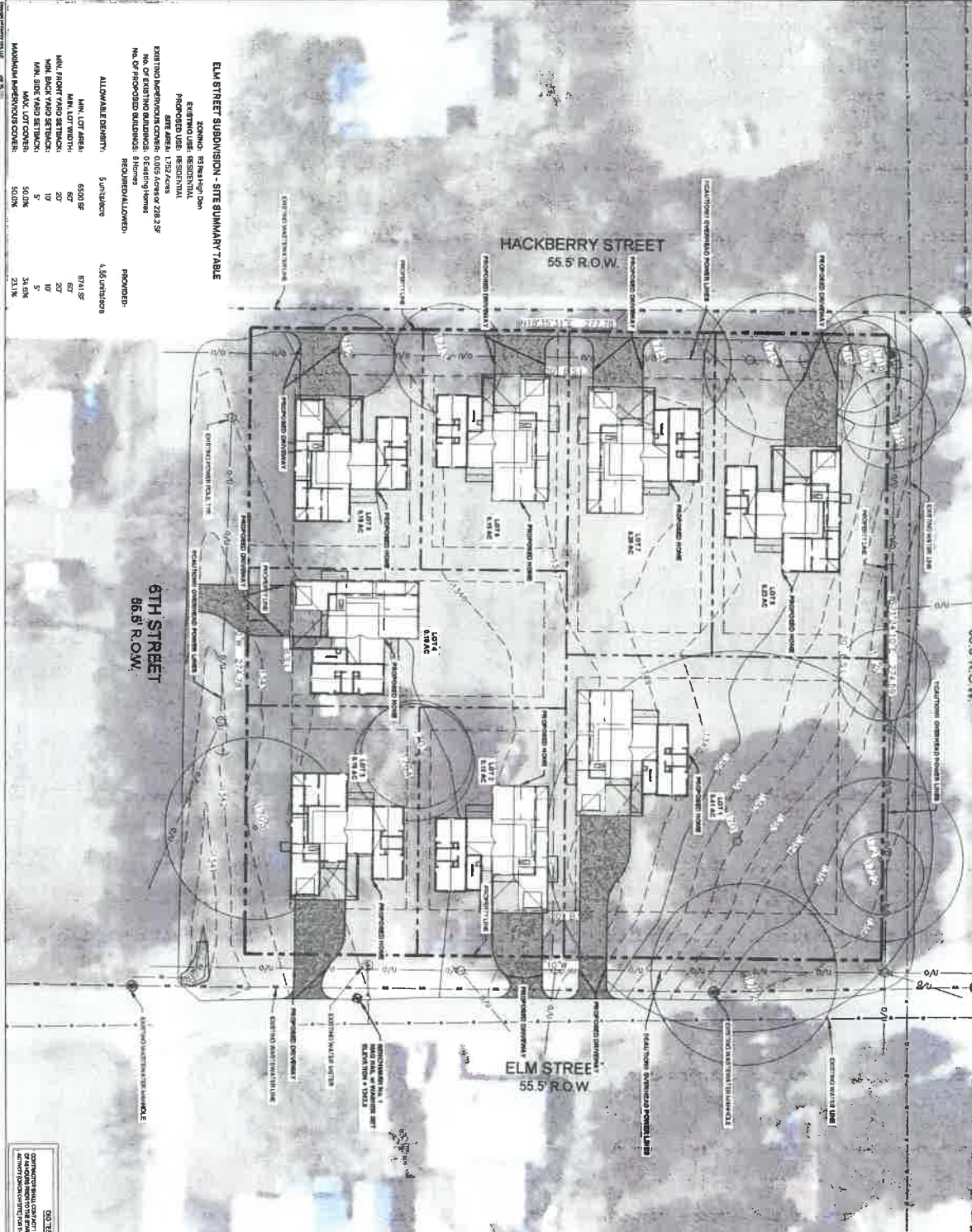
0 25 50

NO.	DATE	DESCRIPTION
2		
1		

REVISIONS

SUBDIVISION
 HILL COUNTRY CIVIL ENGINEERS & CONSULTANTS
 12200 N. MOORE AVENUE, SUITE 100
 COLUMBIA, TEXAS 76801
 TEL: 817.261.1111
 WWW.HILLCOUNTRYCIVIL.COM

LEGAL DESCRIPTION
 TRACT 10, BLOCK 1, HARBORSHIRE ADDITION TO
 HARBORSHIRE SUBDIVISION, CITY OF
 BLANCO, TEXAS, BEING THE SAME AS
 SHOWN ON PLAT 12200, RECORDING BOOK
 12200, PAGE 10, PUBLIC RECORDS OF
 TARRANT COUNTY, TEXAS, INSTRUMENT
 NO. 2012-00188-0000



ELM STREET SUBDIVISION - SITE SUMMARY TABLE

ZONING: R384 High-Den
EXISTING USE: RESIDENTIAL
PROPOSED USE: RESIDENTIAL

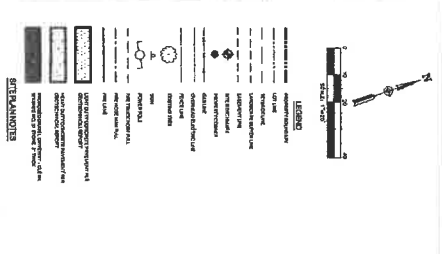
EXISTING IMPROVEMENTS COVER: 0.05% Area of 228.25'

NO. OF EXISTING BUILDINGS: 8 Homes

NO. OF PROPOSED BUILDINGS: 8 Homes

REQUIRED ALLOWANCES:

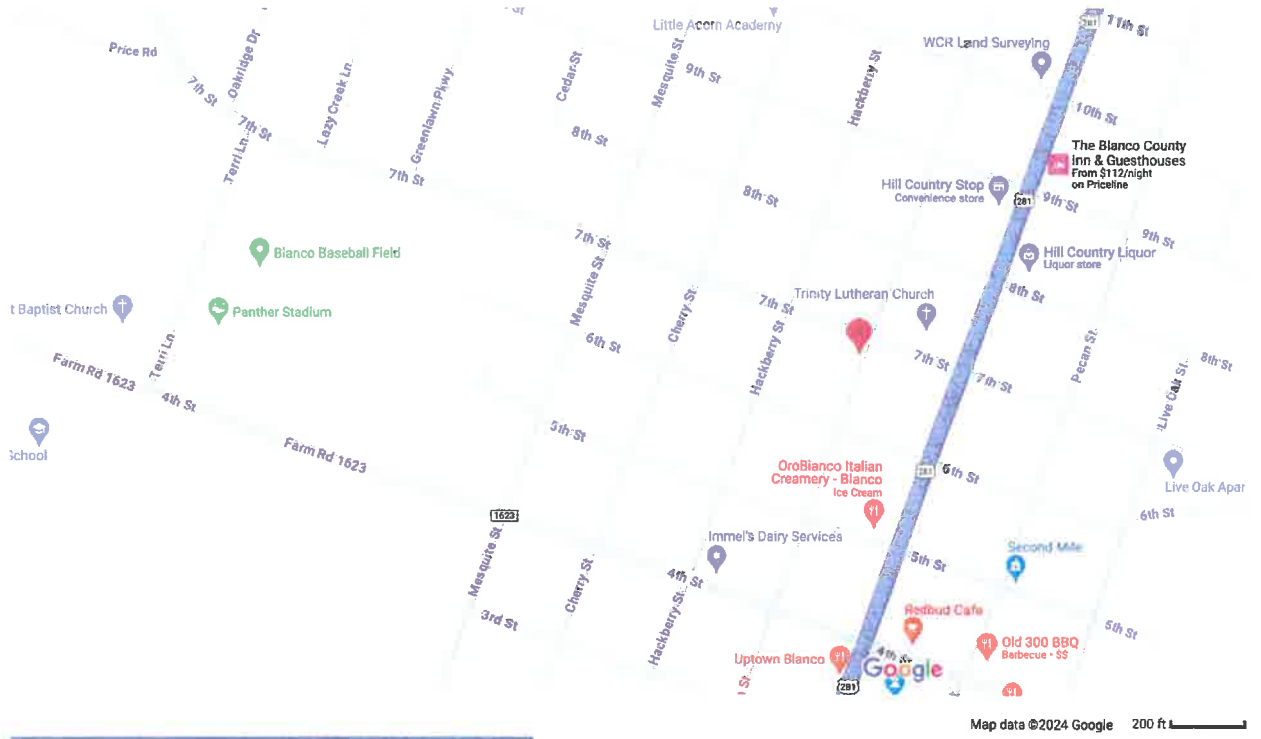
ALLOWABLE ELEMENT:	5 SURFACES	4.5% SURFACES
MIN. LOT AREA:	6500 SF	6741 SF
MIN. LOT WIDTH:	67'	67'
MIN. FRONT YARD SETBACK:	20'	20'
MIN. SIDE YARD SETBACK:	5'	5'
MIN. REAR YARD SETBACK:	5'	5'
MAX. LOT COVER:	50.0%	34.6%
MAXIMUM IMPROVEMENTS COVER:	50.0%	23.1%



NOTES

1. THE PROPOSED LOTS ARE TO BE CONVEYED TO THE BUYER BY DEED.
2. THE PROPOSED LOTS ARE TO BE CONVEYED TO THE BUYER BY DEED.
3. THE PROPOSED LOTS ARE TO BE CONVEYED TO THE BUYER BY DEED.
4. THE PROPOSED LOTS ARE TO BE CONVEYED TO THE BUYER BY DEED.
5. THE PROPOSED LOTS ARE TO BE CONVEYED TO THE BUYER BY DEED.
6. THE PROPOSED LOTS ARE TO BE CONVEYED TO THE BUYER BY DEED.
7. THE PROPOSED LOTS ARE TO BE CONVEYED TO THE BUYER BY DEED.
8. THE PROPOSED LOTS ARE TO BE CONVEYED TO THE BUYER BY DEED.
9. THE PROPOSED LOTS ARE TO BE CONVEYED TO THE BUYER BY DEED.
10. THE PROPOSED LOTS ARE TO BE CONVEYED TO THE BUYER BY DEED.
11. THE PROPOSED LOTS ARE TO BE CONVEYED TO THE BUYER BY DEED.
12. THE PROPOSED LOTS ARE TO BE CONVEYED TO THE BUYER BY DEED.

<p>OVERALL SITE PLAN</p>	<p>ELM STREET SUBDIVISION BLANCO, TEXAS</p>	<p>HCC JOB NO. 04-9-01 DRAWN BY: RTC/TJK</p>	<p>DATE: _____</p>	<p>REVISION: _____</p>
			<p>SHEET NO. 6 OF 11</p>	<p>HILL COUNTRY CIVIL ENGINEERS & CONSULTANTS 12200 N. MOORE AVENUE, SUITE 100, COLUMBIA, TEXAS 76801 TEL: 817.261.1111 WWW.HILLCOUNTRYCIVIL.COM</p>



603 Elm St

- Directions
- Save
- Nearby
- Send to phone
- Share

603 Elm St, Blanco, TX 78606

4H2H+74 Blanco, Texas

Photos

Tr. high



high school

NEW BUSINESS

ITEM #2

SHORT-TERM RENTAL PERMIT APPLICATION

The Applicant is responsible to provide accurate and complete information and plans to comply with the requirements of Ordinance 2022-O-005 and all applicable laws and regulations. The City of Blanco is not responsible for the accuracy of information or plans provided to the City for its review or approval.

A determination of whether an application is complete will be made by the City Staff within fifteen (15) working days.

Date: 6/10/24

Fee: See schedule below (due with application) Paid CK# 1084 CASH _____
CC _____

AUG 02 2024

SECTION 1: OWNER/APPLICANT'S INFORMATION

OWNER'S NAME: <u>Xavier Villalón</u>		
HOME ADDRESS: <u>5330 Gary Cooper Street</u>		APT. NUMBER: <u>—</u>
CITY, STATE: <u>San Antonio Texas</u>	ZIP: <u>78240</u>	
PHONE NUMBER: <u>210-414-3304</u>		
EMAIL ADDRESS: <u>x@xaviervillalon.com</u>		

SECTION 2: OPERATOR'S INFORMATION

OPERATOR'S NAME: <u>Xavier Villalón</u>		
ADDRESS: <u>5330 Gary Cooper Street</u>		APT. NUMBER: <u>—</u>
CITY, STATE: <u>San Antonio, TX</u>	ZIP: <u>78240</u>	
PHONE NUMBER: <u>210-414-3304</u>		
EMAIL ADDRESS: <u>x@xaviervillalon.com</u>		

SECTION 3: LOCAL CONTACT PERSON'S INFORMATION

LOCAL CONTACT PERSON'S NAME: Xavier Villalón	
ADDRESS: 20 Mesquite	APT. NUMBER: —
CITY, STATE: Blanco, TX	ZIP: 78606
24-HOUR PHONE NUMBER: 210-414-3304	
EMAIL ADDRESS: x@xaviervillalon.com	

SECTION 4: PROPERTY INFORMATION

NAME OF SHORT-TERM RENTAL: Blue Cottage Inn		
ADDRESS AND/OR LOCATION OF REQUEST 20 Mesquite Blanco Texas 78606		
PROPERTY LEGAL DESCRIPTION (ATTACH SITE PLAN AND FLOOR PLAN):		
EXISTING ZONING: R3	NUMBER OF BEDROOMS: 3	OCCUPANCY LIMIT: 9
GENERAL DESCRIPTION OF ANY FOOD SERVICE TO BE OFFERED TO GUESTS:		

**I certify that I am the owner/or properly authorized representative of the property described in this petition and authorized to file this application.

Signature of Owner/Applicant:  Date: 6/10/24

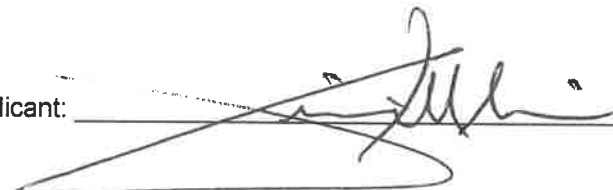
<p>FOR CITY USE ONLY</p> <p>PERMIT #: _____</p> <p><input type="checkbox"/> Update Short-Term Rental List/Map <input type="checkbox"/> Life Safety Inspection <input type="checkbox"/> Email Financial Dept. Information</p>	<p>FEES:</p> <p>\$300 per permit; to be paid annually</p>
---	--

The Applicant/Owner must provide the following with this application:

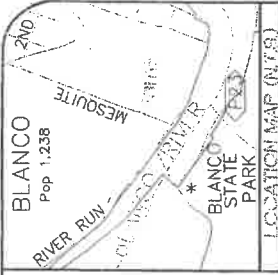
<input checked="" type="checkbox"/>	A site plan showing the proposed layout of the property use and any on-site parking available for the short-term rental. The site plan shall also include any proposed spas, hot tubs, pools, fire pits, bars, cabanas, and any other proposed uses or structures.
<input checked="" type="checkbox"/>	A copy of the floorplan of the existing or proposed structure to include bedroom sizes and dimensions.
<input checked="" type="checkbox"/>	If the short-term rental was in operation prior to May 10, 2022, and the Applicant/Owner claims vested rights based upon this prior operation, attach documented evidence of such operation.

AFFIRMATION: I hereby certify that I have carefully read the application and that all the information contained therein is true and correct upon penalty of perjury. I understand that any false statement made by me on this application could cause the City to revoke the permit. I understand that I am required to abide by all rules and regulation of the City of Blanco Short-Term Rental Ordinance. Further, I authorize the City of Blanco to investigate and verify the facts claimed by me on this application.

AUTHORIZATION: This application must be signed by the applicant if the person is an individual; if the person applying is a partnership, by a general partner; if the person applying is a corporation, by an officer.

Signature of Applicant:  _____ Date: 6/10/24

City Approval: _____ Date: _____



ADDRESS: 20 MESQUITE ST.
LOCATION MAP (N.T.S.)



NOTES:
 1. ALL DIMENSIONS ARE IN FEET UNLESS OTHERWISE SPECIFIED.
 2. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE ROAD UNLESS OTHERWISE SPECIFIED.
 3. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE ROAD UNLESS OTHERWISE SPECIFIED.
 4. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE ROAD UNLESS OTHERWISE SPECIFIED.
 5. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE ROAD UNLESS OTHERWISE SPECIFIED.
 6. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE ROAD UNLESS OTHERWISE SPECIFIED.
 7. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE ROAD UNLESS OTHERWISE SPECIFIED.
 8. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE ROAD UNLESS OTHERWISE SPECIFIED.
 9. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE ROAD UNLESS OTHERWISE SPECIFIED.
 10. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE ROAD UNLESS OTHERWISE SPECIFIED.

PLAT SHOWING:
 SURVEY OF A 0.54 OF AN ACRE TRACT OF LAND SITUATED IN THE CITY OF BLANCO, BLANCO COUNTY, TEXAS OUT OF THE HORACE EGGLESTON LEAGUE SURVEY NO. 24, ABSTRACT NO. 1, BEING ALL OF AN 11.49175 SQ. FT. TRACT OF LAND, CALLED TRACT 1 AND ALL OF A 12.271 SQ. FT. TRACT OF LAND, CALLED TRACT 2 BOTH CONVEYED TO GREGORY F. HILBURN OF RECORD IN VOLUME 406, PAGE 53, OFFICIAL PUBLIC RECORDS OF BLANCO COUNTY, TEXAS.

Gregory F. Hilburn
 6/25/10
 6:27

ALL DIMENSIONS ARE TO THE CENTERLINE OF THE ROAD UNLESS OTHERWISE SPECIFIED.

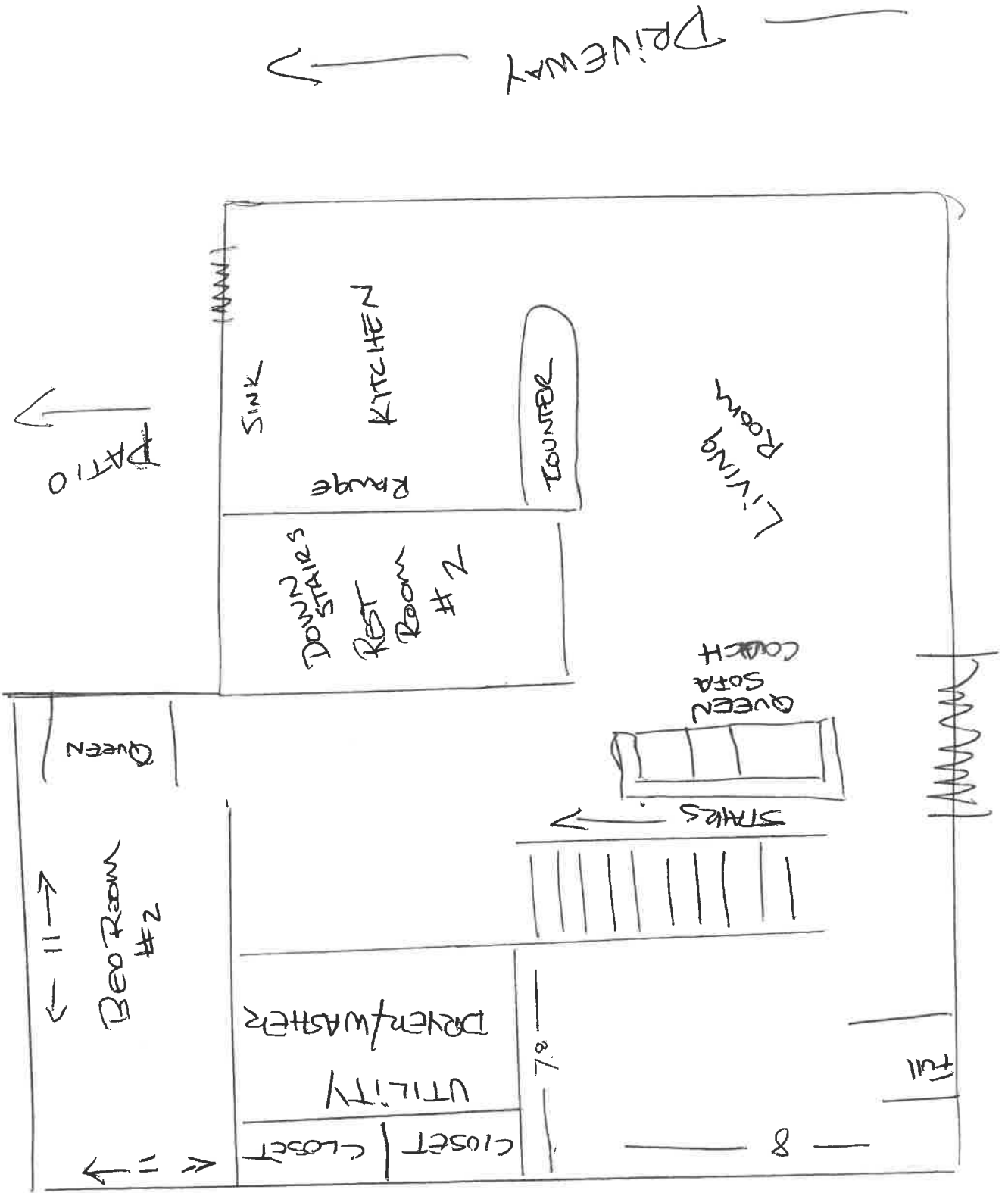


STATE OF TEXAS
 COUNTY OF BLANCO
 I, AMIL M. BAKER JR., DO HEREBY CERTIFY THAT THIS PLAT WAS PREPARED FROM AN ACTUAL SURVEY MADE ON THE GROUND BY PERSONS WORKING UNDER MY SUPERVISION.
 AMIL M. BAKER JR.
 REGISTERED PROFESSIONAL LAND SURVEYOR NO. 1459
 SURVEYED: APRIL 15, 2010
 PROJECT NO.: 09-063.01 HILBURN
 DWG No.: N/DRAW 2009/09-063 HILBURN/DWG.

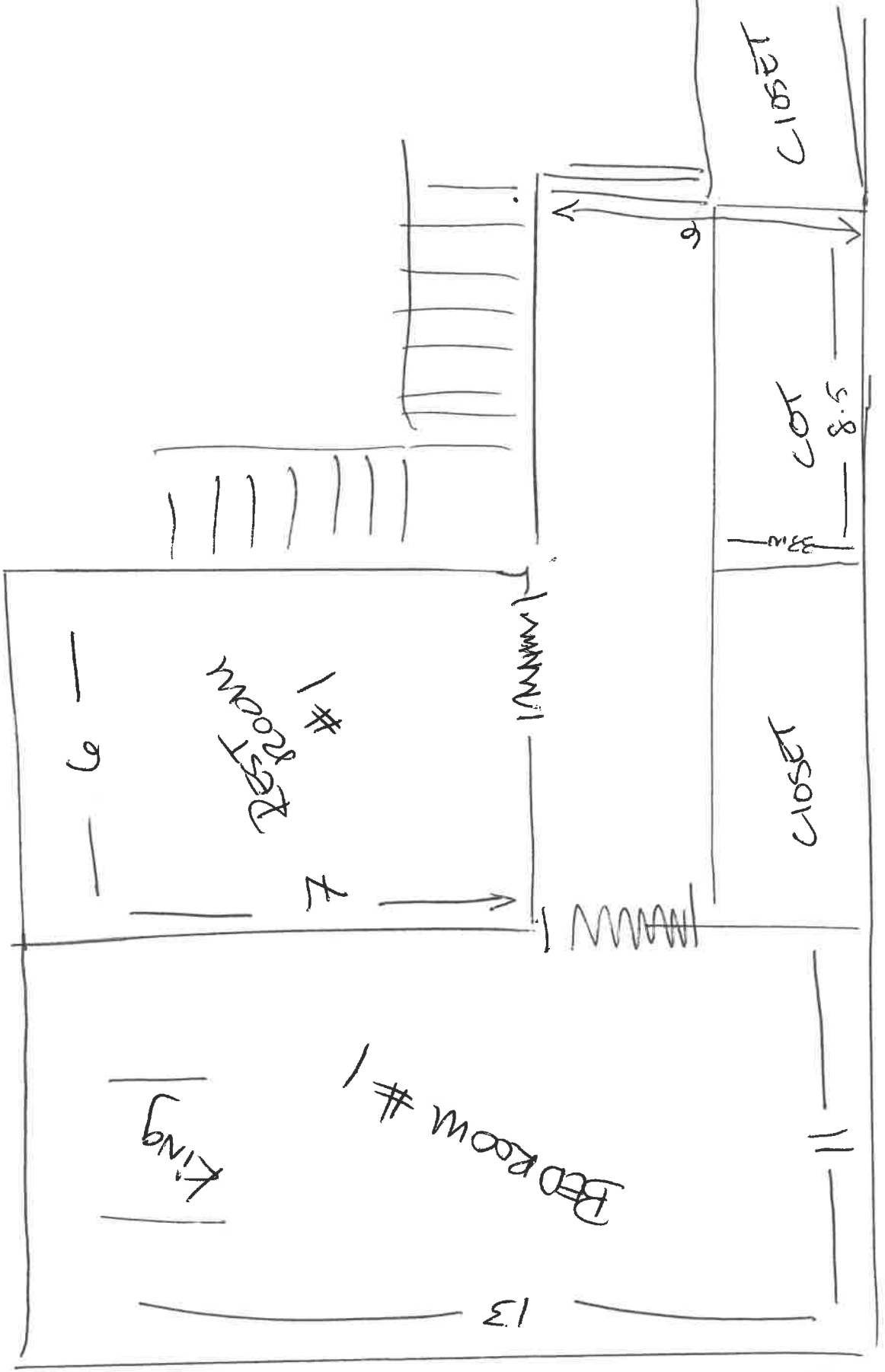
BAKER SURVEYING, INC.
 PH. (830) 633-2250
 FAX. (830) 633-2257
 2250 US 291 N.
 WAXAHACH, TX 75080

THIS SURVEY IS THE PROPERTY OF BAKER SURVEYING, INC. AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF BAKER SURVEYING, INC.

DOWN STAIRS



UPSTAIRS



NEW BUSINESS

ITEM #3



City of Blanco

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

STAFF REPORT: 9/10/24

DESCRIPTION: Final Plat of 382.99 acres of land including 63 single family lots and all ROW. This final plat of La Domaine at Riviere came from the concept plan of Blanco River Ranch that was approved in 2023. This final plat which includes ROW

ANALYSIS:

The final Plat consists of the 63 single family lots and the ROW dedicated to RM 165. The property is located north of and adjacent to RR 165 and the Blanco River and east of Sunset Ridge and the Blanco City Limits line. The main access to Blanco River Ranch will come from a main roadway that accesses from RR 165 over the Blanco River with secondary access from Sunset Ridge. The main roadway access be served from an improved water crossing.

The Final Plat has mostly 5 acre lots that will be served by well and septic. The basic roadway and concept plan meets all requirements of a plat except for the requirement to provide a main access that is "unflooded." This requirement has been addressed with the variance request. The secondary access is unflooded though not improved and will have a "crash" gate installed.

A variance has been requested to allow a portion of access roadway to be in the 100 year flood plain. The City of Blanco Unified Development Code (November 2020) Section 6.2 General Standards and Requirements has adopted the City of Austin Drainage Criteria Manual COA DCM as part of its drainage design criteria. Accordingly, a waiver will be required to allow access to RR 165 since this is in the regulatory FEMA floodplain. The owner applicant has addressed this issue with requesting a variance.

The City's responsibility is to review the final, any platting required and approve all drainage or floodplain review of the project. Because the project is entirely in the ETJ, any permitting or site development review will be performed by Blanco County.



This development will provide residences and economic development for Blanco County but will not directly affect the City of Blanco. The event center and winery (not in this plat) may provide an option for Blanco area residents and there may be some indirect traffic from the project. The Concept plan meets all City requirements if the variance is approved.

Drainage plans have been submitted reviewed, redlined, but have not yet been corrected or been approved as of 9-3-24.

FISCAL IMPACT: No direct impact to the City.

RECOMMENDATION:

Planning and Zoning's recommendation is that City Council (P&Z HAD NOT MET AT TIME THAT THIS REPORT WAS ISSUED)_____ (recommendation to will be made before meeting):
Approval will be conditioned on the following:

1. Along with the normal required documents for final plat the following will be required:

At time of FINAL PLAT to City Council and approved floodplain study proving there are no-impacts (no rise to the 100-year water surface elevation (WSE) to the floodplain with the proposed improvements. Approved before Final Plat can be granted by City Council.

City of Blanco Application for Plat

300 Pecan Street P.O. Box 750
Blanco, TX 78606
830-833-4525
Utilities@cityofblancotx.gov

Check
one:

Master Development
Plan

Final Plat Preliminary Plat

Vacating Plat

Replat

Amending Plat

Development Plat

Conveyance Plat

1. Name of Subdivision: Le Domaine at Rivière Blanc Unit No. _____
Location Description/Nearest Intersection: 1072 FM 165, Blanco, TX 78606
1566 Sunset Ridge, Blanco, TX 78606

2. Owner/Applicant: Isabelle Parcel Address: 5707 Southwest Parkway BLDG.2 STE.250, Austin, TX 78735
Email: iparcel@dunaway.com Telephone: 908-601-0877
Fax: _____ Mobile: _____
Note: If applicant is person other than owner, a letter of authorization must be provided from owner.

3. Licensed Engineer/Surveyor (technical contact): Mike Mullone
Address: 5707 Southwest Parkway BLDG.2 STE.250, Austin, TX 78735 Email: mmullone@dunaway.com
Telephone: 512-306-8252 Fax: _____ Mobile: _____

4. Property Details:

City Limits:	<u> </u> In Out (ETJ)	Water Source:	<u>well</u>
Commercial:	<u> </u> Yes No	Sewage Treatment:	<u>septic</u>
Residential:	<u> </u> Yes No	TxDOT Frontage:	<u> </u> Yes No
No. of Lots:	<u>63 Residential</u>	100-Year Floodplain:	<u> </u> Yes No
Total Acreage without floodplain:	<u>382.99</u>	Edwards Aquifer Zone:	<u>Recharge</u>
Density Class:	<u>1 per 5 acres</u>		<u>Contributing</u>
Zoning Class:	<u>ETJ – none</u>		

5. Waiver:

- I have attached the notarized 30-day waiver signed by the owner waving my rights to sec 212.009 of the Local Government Code, allowing the City more time to properly review the application
- I am opting out of the 30-day waiver acknowledging my application will be reviewed as is.

The undersigned agrees to comply with all platting and subdivision requirements of the City of Blanco, and hereby authorizes the surveyor/engineer to record the approved final plat. The undersigned agrees to pay the appropriate fees and agrees to pay fees for any additional review requiring consultation with City Consultants, including involvement of a contract engineer in a predevelopment conference. To the extent possible, City Staff will provide the Owner/Applicant with an estimate of fees should outside consultation be required.

Isabelle Parcel

Digitally signed by Isabelle Parcel
DN: c=US, E=iparcel@dunaway.com, O=Dunaway Associates
LL, CN=Isabelle Parcel
Date: 2024.08.22 15:20:22-05'00'

08/22/2024

Signature of Owner/Applicant

Date

**FEE PLUS THE COST OF ENGINEERING REVIEW WHICH WILL BE
BILLED TO THE APPLICANT. PLAT WILL NOT BE APPROVED
UNTIL FINAL INVOICE IS SETTLED**

Plat submittals should include one (1) hard copy of each required submittal document, as well as digital PDF versions of each required document, including application.



**PLAT APPLICATION
Thirty (30) Day Waiver Letter**

WAIVER LETTER
30-Day Processing Requirement for Plats
Texas Local Government Code Section 212.009

PLAT NAME:
Le Domaine at Rivière Blanc

The Texas Municipal Government Code requires that the municipal authority responsible for approving plats must take action on a plat within thirty (30) days of the plat application being submitted. A plat is considered approved by the municipal authority unless it is disapproved within that period.

Thirty (30) days is generally not enough time for a plat to be processed by City Staff and forwarded to the appropriate governing body for approval, therefore a waiver for this section of the State Code has been provided below. The waiver shall be signed by the property owner or property owner’s agent. If this waiver is not signed, it is likely that the plat will be forwarded to the appropriate governing body with a staff recommendation of denial within thirty (30) days of the application being accepted. Signing of this waiver in no way slows the processing of the plat.

Rather, it allows City Staff sufficient time to conduct a thorough review, time for the applicant to make revisions, and the necessary time to prepare the documents for approval by the appropriate governing body.

I hereby waive the statutory time limits in accordance with Section 212.009 of the Texas Local Government Code.

Signature of Owner / Agent: Isabelle Parcel Digitally signed by Isabelle Parcel
DN: C=US, E=iparcel@dunaway.com, O=Dunaway
Associates LLC, CN=Isabelle Parcel
Date: 2024.08.21 16:12:31 -0500

Date: 08/20/2024

Printed Name: Isabelle Parcel





City of Blanco

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

Mr. Jay Palmer
7700 W. Hwy 71, Ste 300
Austin, TX 78735

1-26-24

Blanco River Ranch Concept Plan is a 627 acre project in Blanco's ETJ which will include up to 84 single family homes and 128 acres of commercial property. On November 14, 2023 Blanco City Council approved a concept plan and access variance at 1566 Sunset Ridge/1072 FM 165, Blanco with the following provisions:

- 1) that all residential structures will be required to have a rainwater collection system and service the structure,
- 2) the agreed crash gate be installed and shown in the final plans,
- 3) that the Heimer Road secondary access, emergency access provide an all-weather surface

A floodplain study proving there are no-impacts (no rise to the 100-year water surface elevation (WSE) to the floodplain with the proposed improvements. (will be required with the first Final plat of any section).

Please let me know if you have any questions or concerns,

Respectfully,

Warren Escovy
City Administrator

BLANCO RIVER RANCH



FUTURE RESIDENTIAL
 4.4 ACRE LOTS

FUTURE RESIDENTIAL
 6.4 ACRE LOTS

FUTURE VINEYARD EXPANSION

FUTURE VINEYARD EXPANSION

VINEYARD

AVISSE CHAPEL

RENTAL LIBRARY

COMBINED UTILITY & PASTURE ROOM

PRODUCT YIELD ANALYSES
 CONCEPT PLAN
 DATE: 8/29/2023

ITEM	USE	YIELD
A	RESIDENTIAL	63 LOTS
B	FUTURE RESIDENTIAL	11 LOTS
C	FUTURE RESIDENTIAL	10 LOTS
D	WINERY EVENTS RENTALS	128 AC

STANDARD CRITERIA
 1 ALL RIGHTS OF WAY (R.O.W.) - 50' (PRIVATE)
 2 RESIDENTIAL LOTS 5+ ACRES

DRAINAGE & E
 1 LCI THIS SECTION SHALL NOT APPLY TO:
 3 RESIDENTIAL SUBDIVISIONS IN THE ET/ THAT
 CREATES NO MORE IMPERVIOUS GROUND COVER
 THAN TWENTY PERCENT (20%) OF THE GROSS
 SURFACE AREA, EXCLUSIVE OF ANY AREA WITHIN
 THE ONE HUNDRED (100) YEAR FLOOD PLAIN.

BLANCO RIVER RANCH

OWNERS:
 PALMCO INC
 7700 W. HWY. 71, STE 300
 AUSTIN, TX 78755

PLANNER:
 PHARR PARADISE PARK LLC
 7700 W. HWY. 71, STE 300
 AUSTIN, TX 78755

SCALE: 1" = 300'-0"
DATE: AUGUST 9, 2023
PARCEL: APPROX. 637 AC
LOCATION: BLANCO, ABS A0001 SURVEY 24 H EGGLESTON, ACRES 319.20
 ABS A0001 SURVEY 24 H EGGLESTON, ACRES 37.5
 ABS A0084 SURVEY 6 THOMAS J CALLEHAN, ACRES 8.476

SUNSET RIDGE EXISTING

SAN SABA CT EXISTING

US HWY 281





VICINITY MAP
NOT TO SCALE

ENGINEER/SURVEYOR NAME AND ADDRESS:
 Name: Dunaway Associates
 Address: 5707 Southwest Pkwy, Bldg. 2, Suite 250
 Austin, TX 78735 Phone: 512-306-8252

OWNER/DEVELOPER NAME AND ADDRESS:
 Name: Riviere Blanc Investments, LLC
 Address: 7700 W Highway 71, Suite 300, Austin, TX 78735
 Phone: 512-733-2922

SURVEY NOTES:

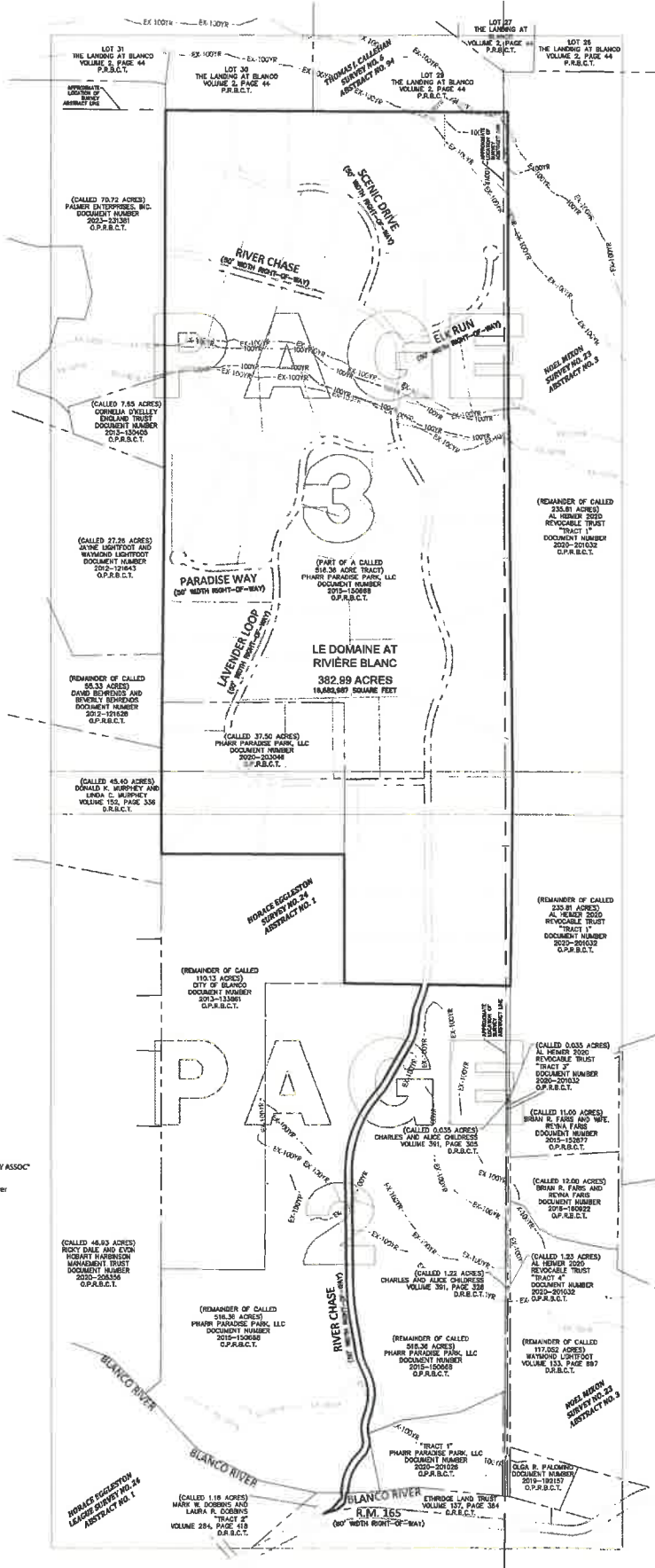
The basis of bearings for this survey is the Texas State Coordinate System, Central Zone, based upon GPS measurements. Distances and areas herein are grid values.

According to the graphical plotting of the Flood Insurance Rate Map for Blanco County, Texas and Incorporated Areas, Panel 110 of 250. Map Number 48021C0110C, Map Revised Date: February 6, 1981, the subject property is located in Zone X (no screen), defined as "Areas determined to be outside of the 0.2% annual chance floodplains", and in Zone A, defined as "Special Flood Hazard Areas (SFHA) Subject to Inundation by the 1% Annual Chance Flood; No Base Flood Elevations determined." A flood study was performed by this firm to establish an existing 100-year floodplain limit as well as a proposed 100-year floodplain limit to be established post-construction and development of the subdivision. Existing and proposed 100-year floodplain limits are shown herein.

D.R.B.C.T. = Plat Records of Blanco County, Texas
 P.R.B.C.T. = Plat Records of Blanco County, Texas
 O.P.R.B.C.T. = Official Public Records of Blanco County, Texas

LEGEND

- Subdivision Boundary Line
- - - Right-of-Way Line
- - - Right-of-Way Center Line
- - - Easement Line
- - - Property Line
- - - Existing 100-year floodplain
- - - Proposed 100-year floodplain
- 5/8" Iron rod with cap stamped "DUNAWAY ASSOC" (unless otherwise noted)
- Calculated point for corner with the Blanco River
- Found fence corner post



RIGHT-OF-WAY	LENGTH (LINEAR FEET)	LENGTH (MILES)
RIVER CHASE	11,368	2.153
LAVENDER LOOP	4,776	0.905
PARADISE WAY	759	0.144
ELK RUN	1,101	0.209
SCENIC DRIVE	1,848	0.350

FINAL PLAT
Le Domaine at Riviere Blanc
382.99 ACRES
 63 Single-Family Residential Lots totaling
 349.57 Acres
 2 Park Land Lots totaling 9.84 Acres
 Right-of-Way dedication totaling 23.18 Acres



5707 Southwest Pkwy • Bldg. 2 • Suite 250 • Austin, Texas 78735
 Tel: 512.306.8252

[TXNG FIRM F-1114][DSURV FIRM 10098100]

Prepared by the Merico Engineering Survey No. 24, Abstract No. 1, and the Red Mann Survey No. 21, Abstract No. 3, Blanco County, Texas

(CALLED 45.60 ACRES)
DONALD K. MURPHY AND
WENIA T. MURPHY
VOLUME 152, PAGE 336
O.P.R.B.C.T.

Line Number	Bearing	Distance
L1	N78°50'38"E	80.36'
L2	N78°09'24"E	87.36'
L3	N77°48'00"E	16.41'
L4	N78°49'33"E	46.20'
L5	N71°28'58"W	10.07'
L6	N38°28'55"E	83.62'
L7	S38°28'55"W	85.08'
L8	N74°42'21"E	181.81'
L9	S28°52'57"W	76.87'
L10	S67°43'38"W	83.32'

Curve Number	Control Points	Radius	Arc Length	Chord Bearing and Distance
C1	38°40'32"	400.00	288.70	N49°24'38"E 283.72'
C2	80°39'27"	115.00	116.46	N37°01'17"E 111.02'
C3	32°37'48"	275.00	158.81	N49°07'41"E 158.50'
C4	32°37'48"	225.00	126.14	S49°07'41"E 126.41'
C5	80°39'27"	100.00	100.00	S33°01'17"W 100.00'
C6	38°40'32"	400.00	288.83	S49°24'38"W 283.11'

Line Number	Bearing	Distance
L11	S87°18'28"W	78.42'
L12	S88°28'58"W	105.79'
L13	S28°19'37"W	76.54'
L14	S28°19'37"W	76.54'
L15	S08°43'48"W	248.15'
L16	S17°37'48"W	834.68'
L17	S47°30'13"W	335.19'
L18	S28°01'42"W	78.87'
L19	S71°48'28"W	1,201.27'
L20	S72°27'42"E	1,193.82'

Curve Number	Control Points	Radius	Arc Length	Chord Bearing and Distance
C7	60°47'43"	70.00	49.84	S48°27'48"W 48.79'
C8	38°40'32"	400.00	272.84	S49°24'38"W 267.88'
C9	80°39'27"	125.00	143.93	S33°01'17"W 138.34'
C10	32°37'48"	350.00	143.37	S17°07'28"W 140.48'
C11	49°14'48"	400.00	276.98	S17°07'10"W 268.48'
C12	18°27'31"	400.00	144.28	S09°44'38"W 143.84'
C13	80°40'00"	2,000.00	318.44	S13°01'48"W 318.19'
C14	49°14'48"	400.00	236.24	S17°07'28"W 235.88'
C15	18°27'31"	775.00	163.23	S33°01'23"W 162.84'
C16	22°57'24"	375.00	144.83	S38°28'01"W 144.84'
C17	18°27'31"	375.00	151.08	S38°41'07"W 150.78'
C18	22°57'24"	1,000.00	386.14	S29°08'17"W 382.57'

LEGEND

- Subdivision Boundary Line
- Right-of-Way Line
- Right-of-Way Center Line
- Easement Line
- Property Line
- Existing 100-year floodplain
- Proposed 100-year floodplain
- Set 5/8" iron rod with cap stamped "DUNAWAY ASSOC"
- Calculated point for corner with the Blanco River
- Found fence corner post

5707 Southwest Pkwy # 800, 2 e Sullo 250 e Austin, Texas 78735
Tel: 512.306.8252
(TXENG FRM-1-114) (TXSURV FRM-1008/100)

SURVEY NOTES:

The basis of bearings for this survey is the Texas State Coordinate System, Central Zone, based upon GPS measurements. Distances and areas hereon are grid values.

According to the graphical plotting of the Flood Insurance Rate Map for Blanco County, Texas and Incorporated Areas, RFD 110 of 250, Map Number: 480310310C, Map Revised Date: February 6, 1991, the subject property is located in Zone X (two screens), defined as "Areas determined to be outside of the 0.2% annual chance floodplain", and in Zone A, defined as "Special Flood Hazard Area (SFHA) Subject to Inundation by the 1% Annual Chance Flood; No Base Flood Elevations determined." A flood study was performed by this firm to establish an existing 100-year floodplain level as well as a proposed 100-year floodplain limit to be established post-construction and development of the subdivision. Existing and proposed 100-year floodplain limits are shown hereon.

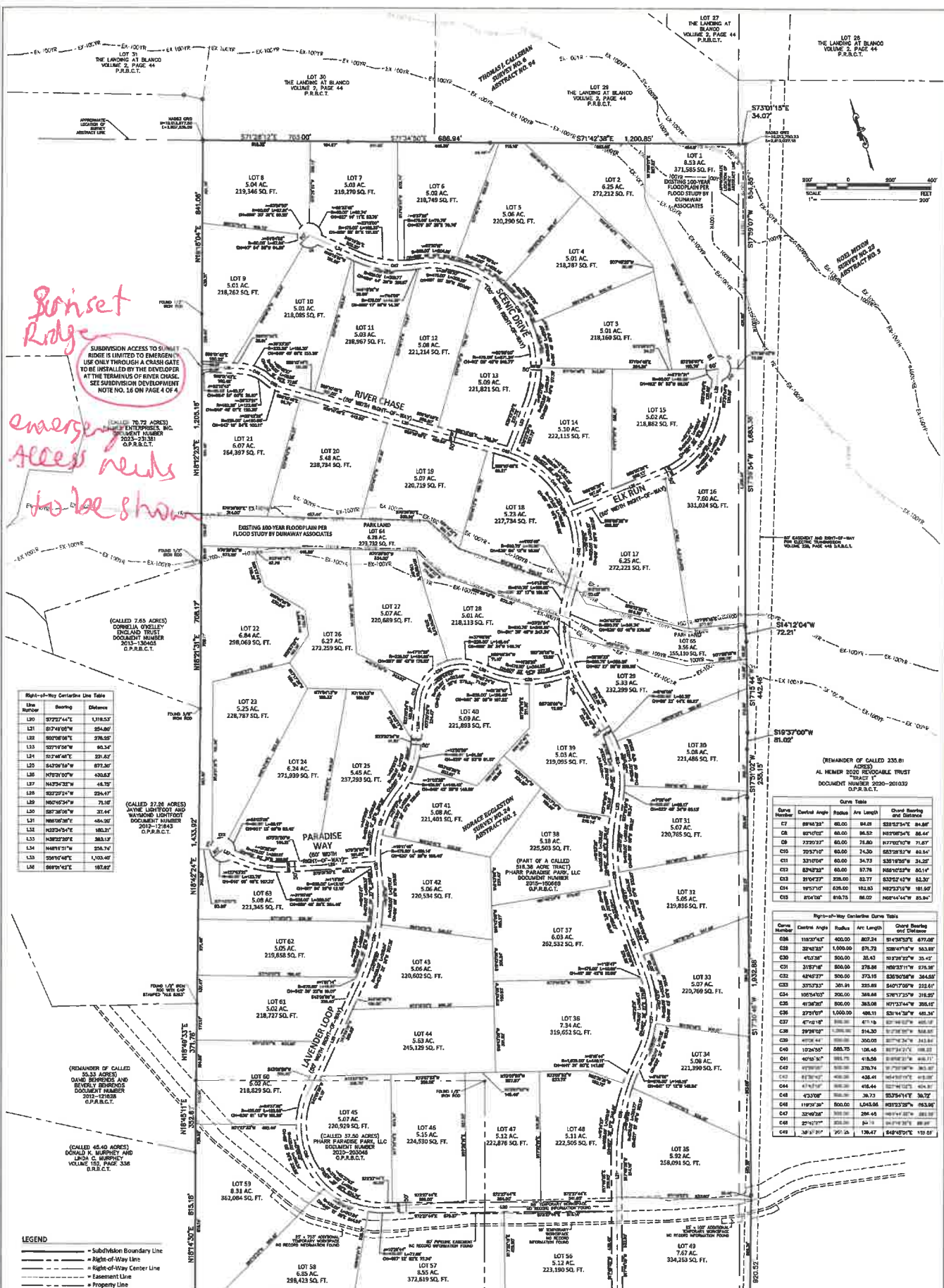
D.R.B.C.T. = Plat Records of Blanco County, Texas
P.R.B.C.T. = Plat Records of Blanco County, Texas
O.P.R.B.C.T. = Official Public Records of Blanco County, Texas

ENGINEER/SURVEYOR NAME AND ADDRESS:
Name: Dunaway Associates
Address: 3707 Southwest Parkway, Building 2, Suite 250, Austin, TX 78741
Phone: 512-306-8252

OWNER/DEVELOPER NAME AND ADDRESS:
Name: Riviere Blanc Investments, LLC
Address: 7750 Williams Tr., Suite 300, Austin, TX 78735
Phone: 512-732-2922

FINAL PLAT
Le Domaine at Riviere Blanc
382.99 Acres
63 Single-Family Residential Lots totaling 349.97 Acres
2 Park Land Lots totaling 9.84 Acres
Right-of-Way dedication totaling 23.18 Acres

Created by the Horne Eglehart Survey No. 24, Abstract No. 1, and the Wood Mason Survey No. 23, Abstract No. 1, Blanco County, Texas



Sunset Ridge

emergency access needs to be shown

SUBDIVISION ACCESS TO SUNSET RIDGE IS LIMITED TO EMERGENCY USE ONLY THROUGH A CRASH GATE TO BE INSTALLED BY THE DEVELOPER AT THE TERMINUS OF RIVER CHASE. SEE SUBDIVISION DEVELOPMENT NOTE NO. 16 ON PAGE 4 OF 4.

Right-of-Way Centerline Data Table

Line Number	Bearing	Distance
L20	S72°24'44"	1,118.53'
L21	S74°49'05"	254.80'
L22	S20°20'08"	278.25'
L23	S27°19'58"	80.34'
L24	S72°46'42"	22.44'
L25	S42°50'18"	872.26'
L26	N79°21'00"	420.82'
L27	N43°25'22"	44.75'
L28	S22°22'24"	224.67'
L29	N60°26'34"	71.91'
L30	S27°26'10"	22.44'
L31	N88°20'47"	484.20'
L32	N32°35'47"	183.17'
L33	N32°22'20"	263.17'
L34	N44°19'11"	254.74'
L35	S29°14'47"	1,103.40'
L36	S69°24'47"	182.82'

Right-of-Way Centerline Curve Data Table

Curve Number	Central Angle	Radius	Arc Length	Chord Bearing and Distance
C1	89°48'29"	60.00	94.00	S28°25'51" 84.84'
C2	82°02'07"	60.00	86.52	N18°25'24" 86.44'
C3	72°22'27"	60.00	78.80	S63°28'18" 71.87'
C4	70°21'17"	60.00	74.30	S57°28'18" 69.54'
C5	37°10'04"	60.00	34.73	S38°18'28" 31.20'
C6	42°42'27"	60.00	37.78	N18°18'28" 36.17'
C7	21°22'27"	60.00	22.77	S32°22'18" 22.30'
C8	19°21'17"	60.00	20.83	N18°21'18" 19.67'
C9	8°04'07"	60.00	10.42	N10°44'18" 8.84'

LEGEND

- Subdivision Boundary Line
- Right-of-Way Line
- Right-of-Way Center Line
- Easement Line
- Property Line
- Existing 100-year floodplain
- Proposed 100-year floodplain
- Set 5/8" iron rod with cap stamped "DUNAWAY ASSOC" (unless otherwise noted)
- Calculated point for corner with the Blanco River
- Found fence corner post

DUNAWAY

5707 Southwest Pkwy • Bldg. 2 • Suite 250 • Austin, Texas 78735
 (TXENG FRM-F-1114) (TXSURV FRM-10091100)

SURVEY NOTES:

The basis of bearings for this survey is the Texas State Coordinate System, Central Zone, based upon GPS measurements. Distances and areas herein are grid values.

According to the graphical plotting of the Flood Insurance Rate Map for Blanco County, Texas and Incorporated Areas, Panel 110 of 250, Map Number 48931C0110C, Map Revised Date: February 6, 1991, the subject property is located in Zone A (in stream), defined as "Areas determined to be outside of the 0.26 annual chance floodplain", and in Zone A, defined as "Special Flood Hazard Areas (SFHAs) Subject to Inundation by the 1% Annual Chance Flood; No Base Flood Elevations Determined". A flood study was performed by this firm to establish an existing 100-year floodplain limit as well as a proposed 100-year floodplain in limit to be established post-construction and development of the subdivision. Existing and proposed 100-year floodplain limits are shown herein.

D.R.B.C.T. - Plat Records of Blanco County, Texas
 P.A.B.C.T. - Plat Records of Blanco County, Texas
 O.P.R.B.C.T. - Official Public Records of Blanco County, Texas

ENGINEER/SURVEYOR NAME AND ADDRESS:
 Name: Dunaway Associates
 Address: 5707 Southwest Parkway, Building 2, Suite 250, Austin, TX 78735
 Phone: 512-306-8252

OWNER/DEVELOPER NAME AND ADDRESS:
 Name: Riviere Blanc Investments, LLC
 Address: 7200 W Hillway, 7, Suite 300, Austin, TX 78735
 Phone: 512-732-8922

FINAL PLAT
Le Domaine at Riviere Blanc
382.99 ACRES
63 Single-Family Residential Lots totaling 349.97 Acres
2 Park Land Lots totaling 9.84 Acres
Right-of-Way dedication totaling 23.18 Acres

Prepared by the Harvey Engineering Survey No. 24, Abstract No. 1, and the Neal Wilson Survey No. 23, Abstract No. 1, Blanco County, Texas

PAGE 3 OF 4

METES AND BOUNDS

Being a 382.99-acre parcel of land situated in the Horace Eggleston Survey No. 24, Abstract No. 1, and in the Noel Moon Survey No. 23, Abstract No. 3, Blanco County, Texas, being all of called 37.50-acre tract of land described in Supplemental General Warranty Deed to Pharr Paradise Park, LLC, as recorded in Document Number 2020-205046, Official Public Records of Blanco County, Texas (O.P.R.C.), and being a portion of a called 516.36-acre tract of land described in Warranty Deed with Vendor's Lien to Pharr Paradise Park, LLC, as recorded in Document Number 2015-150668, O.P.R.C., said 382.99-acre parcel of land being more particularly described by metes and bounds as follows:

STATE OF TEXAS
COUNTY OF BLANCO
NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:
THAT, Riviere Blanc Investments, LLC, formerly known as Pharr Paradise Park LLC, a corporation organized and existing under the laws of the State of Texas, with its home address at 7700 W Highway 71, Suite 300, Austin, Texas 78735, and owners of 216.20 acres of land situated in the Horace Eggleston Survey No. 24, Abstract No. 1, Blanco County, Texas, as conveyed to it by deed dated March 3rd, 2015, recorded in County Clerk's Document Number 2015-150668, and by deed dated August 14th, 2020, recorded in County Clerk's Document Number 2020-205046, Official Public Records of Blanco County, Texas, both deeds being recorded in the Official Public Records of Blanco County, and 67.9 acres of land situated in the Noel Moon Survey No. 23, Abstract No. 3, Blanco County, as conveyed to it by deed dated March 3rd, 2015, recorded in County Clerk's Document Number 2015-150668, Official Public Records of Blanco County, Texas, and 67.9 acres of land situated in the Noel Moon Survey No. 23, Abstract No. 3, as to be known as the Le Domaine at Riviere Blanc subdivision, in accordance with the plat shown hereon, subject to any and all assessments and restrictions hereon granted, and does hereby dedicate to the public (or owners of the property shown hereon) for private streets) the use of the streets and easements shown hereon.

IN WITNESS WHEREOF the said Riviere Blanc Investments, LLC has caused these presents to be executed by its President, thereunto duly authorized, as follows:
ATTEST: (Name, Title)
G. J. Palmer, Jr., Manager
Riviere Blanc Investments, LLC
7700 W Highway 71, Suite 300, Austin, Texas 78735

STATE OF TEXAS
COUNTY OF BLANCO
BEFORE ME, the undersigned authority, on this day personally appeared Jay Palmer, known to me to be the person whose name is subscribed to the foregoing instrument as Director of Riviere Blanc Investments, LLC, (formerly known as Pharr Paradise Park LLC) and acknowledged to me that he executed the same in such capacity as the act and deed of said corporation for the purposes and considerations therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE:
This the day of , 20
Notary Public In and for the State of Texas

CITY OF BLANCO APPROVAL
We hereby certify that this plat of Le Domaine at Riviere Blanc has been approved by the City, and/or consulting engineer and is approved for recording.
On this day of , 20
Mika Arnold, Mayor
Laure Cassidy, City Secretary

Northeasterly, along said curve to the left, through a central angle of 08 degrees 03 minutes 28 seconds, and an arc length of 187.12 feet to a set iron rod with cap for corner at the end of said curve;
THENCE North 71 degrees 05 minutes 39 seconds West, continuing across said called 516.36-acre tract, a distance of 588.06 feet to a found 1/2-inch iron rod for corner on the common westerly line of said called 516.36-acre tract and the westerly line of a called 110.33-acre tract of land described in Warranty Deed to the City of Blanco, Texas, as recorded in Document Number 2015-153861, O.P.R.C.;
THENCE North 88 degrees 10 minutes 47 seconds East, along said common line, a distance of 997.21 feet to a set iron rod with cap for the southeast corner of said called 37.50-acre tract;
THENCE North 71 degrees 48 minutes 13 seconds West, along the common southerly line of said called 37.50-acre tract and the northerly remainder of land of said City of Blanco tract, a distance of 1,399.11 feet to a found 1/2-inch iron rod with cap for the southeast corner of said called 37.50-acre tract, being on the eastern line of a called 67.9-acre tract of land described in Warranty Deed with Vendor's Lien to Donald K. Murphy, and wife, Linda C. Murphy, as recorded in Volume 152, Page 386, D.B.R.C.;
THENCE North 18 degrees 14 minutes 30 seconds East, along the common westerly line of said called 37.50-acre tract and the easterly line of said Murphy tract, a distance of 815.18 feet to a set iron rod with cap for the northeast corner of said Murphy tract and the southeast corner of a called 55.33-acre tract of land described in Warranty Deed to David Behrends and Beverly Behrends, as recorded in Document Number 2012-121828, O.P.R.C.;
THENCE North 18 degrees 45 minutes 11 seconds East, along the common westerly line of said called 37.50-acre tract and the easterly line of said Behrends tract, a distance of 352.67 feet to a set iron rod with cap for the northwest corner of said called 37.50-acre tract and a westerly corner of said called 516.36-acre tract;
THENCE North 08 degrees 49 minutes 33 seconds East, along the common westerly line of said called 516.36-acre tract and the easterly line of said Behrends tract, a distance of 371.76 feet to a found 1/2-inch iron rod with cap stamped "HLS 5268" for the common northeast corner of said Behrends tract and the southeast corner of a called 27.25-acre tract of land described in Warranty Deed to Inyne Lightfoot and Waymond Lightfoot, as recorded in Document Number 2014-321641, O.P.R.C.;
THENCE North 18 degrees 42 minutes 24 seconds East, along the common westerly line of said called 516.36-acre tract and the easterly line of said Lightfoot tract, a distance of 1,433.83 feet to a found 1/2-inch iron rod for the common northeast corner of said Lightfoot tract and the southeast corner of the Cornelia O'Kelley England Trust, as recorded in Document Number 2013-130405, O.P.R.C.;
THENCE North 18 degrees 21 minutes 31 seconds East, along the common westerly line of said called 516.36-acre tract and the easterly line of said O'Kelley England Trust tract, a distance of 700.17 feet to a found 1/2-inch iron rod for the northeast corner of said O'Kelley England Trust tract and the southeast corner of a called 70.72-acre tract of land described in General Warranty Deed to Palmer Enterprises, Inc., as recorded in Document Number 2013-251381, O.P.R.C.;
THENCE North 18 degrees 12 minutes 23 seconds East, along the common westerly line of said called 516.36-acre tract and the easterly line of said Palmer Enterprises tract, a distance of 1,205.16 feet to a found 1/2-inch iron rod for corner;
THENCE North 58 degrees 16 minutes 04 seconds East, continuing along said common line, a distance of 843.06 feet to a found fence corner post for the northwest corner of said called 516.36-acre tract, being the southeast corner of Lot 30, The Landings at Blanco, an addition to Blanco County, as recorded in Volume 2, Page 44, Plat Records of Blanco County, Texas 19 84;
THENCE South 71 degrees 28 minutes 12 seconds East, along the common northerly line of said called 516.36-acre tract and the southerly line of said Lot 30, a distance of 703.02 feet to a found fence corner post for corner;
THENCE South 71 degrees 34 minutes 50 seconds East, continuing along said common line and along the southerly line of Lot 29, of said The Landings at Blanco, a distance of 646.94 feet to a found fence corner post for corner;
THENCE South 71 degrees 42 minutes 28 seconds East, along the common northerly line of said called 516.36-acre tract and the southerly line of said Lot 29, a distance of 1,200.85 feet to a found fence corner post for the southeast corner of said Lot 29, being on the westerly line of a called 235.41-acre tract of land described in General Warranty Deed to Allen H. Helmer, Trustee of the H. Helmer 2010 Revocable Trust under a Trust Agreement dated March 20, 2010, as recorded in Document Number 2010-200103, O.P.R.C.;
THENCE North 73 degrees 01 minute 15 seconds East, along the common northerly line of said called 516.36-acre tract and the westerly line of said Helmer Trust tract, a distance of 34.07 feet to a found fence corner post for corner;
THENCE along the common easterly line of said called 516.36-acre tract and the westerly line of said Helmer Trust tract the following courses and distances:
South 79 degrees 59 minutes 07 seconds West, a distance of 654.85 feet to a found fence corner post for corner;
South 17 degrees 59 minutes 54 seconds West, a distance of 1,683.38 feet to a found fence corner post for corner;
South 14 degrees 13 minutes 04 seconds West, a distance of 72.21 feet to a found fence corner post for corner;
South 19 degrees 15 minutes 44 seconds West, a distance of 444.45 feet to a found fence corner post for corner;
South 19 degrees 57 minutes 00 seconds West, a distance of 81.02 feet to a found fence corner post for corner;
South 17 degrees 53 minutes 02 seconds West, a distance of 235.15 feet to a found fence corner post for corner;
South 37 degrees 30 minutes 46 seconds West, a distance of 1,932.88 feet to a found fence corner post for corner;
South 18 degrees 43 minutes 04 seconds West, a distance of 910.52 feet to a found fence corner post for corner;

SUBDIVISION DEVELOPMENT NOTES:
1. The subdivision lies within the Blanco Independent School District boundary.
2. Residential Lots are limited to one single family residence per lot.
3. The subdivision lies within the City of Blanco Zoning Ordinance Jurisdiction (E2)
4. The following easements are hereby designated:
a. Building setback lines shall conform with the PCD Zoning District requirements.
5. The fully developed, concentrated storm water runoff for the 100-year storm and the 100-year regulatory floodplain shall be contained within drainage easements.
6. All structures/obstructions are prohibited in the Drainage Easements.
7. All utility easements are to be provided by the utility owner. All residential structures will not be required to remove or regulate, trees, and other obstructions, inspecting, removal, and repair of all overhead and underground lines.
8. No buildings or any other obstructions shall be placed within utility easements. Where access is obstructed within easement, utility providers shall have the right of ingress and egress over grantor's adjacent land to and from said utility easement.
9. Ejector service to the property to be provided by:
10. Ejector service to the property to be provided by:
11. Ejector service to the property to be provided by the lot owner. All residential structures will not be required to have a collection system and service the structure.
12. A portion of this parcel lies within the boundaries of a 100-year floodplain as indicated on the Flood Insurance Rate Map for Blanco County, Texas and Incorporated Areas, Panel 17 of 250, Map Number 48011J11101C, Map Effective Date: February 1, 2011.
13. No construction, without written approval from Blanco County shall be allowed within an identified "FIRM" floodplain area, and then only after a detailed floodplain development permit including engineering plans and studies show that no rise in the Base Flood Elevation (BFE) will result, that no flooding will result, that no obstruction to the natural flow of water will result, and subject to all owners of the property affected by such construction becoming a party to the request. Where construction is permitted, all finished floor elevations shall be a minimum of one foot above the 100-year flood elevation.
14. Building Requirements for Zoning District Residential 1:
Allowable density: 1 unit/2 acres
Minimum Lot Area: 33,000 sq ft.
Minimum Lot Width: 100'
Maximum building height: 10'
Maximum lot cover: 25%
Minimum Setbacks:
Front yard: 40'
Back yard: 40'
Side yard: 15'
Central setback: 30'
On-Street Setback: 25'
15. A crash gate is required to be installed along the adjoining Sunset Ridge entrance at the terminus of River Chase. Ingress/egress through the crash gate is reserved for emergency use only, as is shown in the final development plans of the subdivision and on this plat.
16. Secondary access and emergency access will be provided by Helmer Road. Subdivision developer is required to provide an all-weather surface paving to Helmer Road in order to service the developed subdivision.

STATE OF TEXAS
COUNTY OF BLANCO
CERTIFICATE OF COUNTY APPROVAL
I, Laura Walla, County Clerk of Blanco County, Texas, do hereby certify that on the day of A.D. 20, the Comptroller's Court of Blanco County, Texas, passed an Order authorizing the filing for record of this plat, and said Order has been duly entered in the minutes of said Court in Book Page
WITNESS MY HAND AND SEAL OF OFFICE this the day of A.D. 20
Laura Walla, County Clerk
Blanco County, Texas
Brett Berry, County Judge
Blanco County, Texas
CERTIFICATE OF RECORDING
I, Laura Walla, County Clerk of Blanco County, Texas, do hereby certify that the foregoing instrument of writing with its certificate of authentication was filed for record in my office on the day of A.D. 20, at o'clock m., and duly recorded on the day of A.D. 20, at o'clock m., in the Plat Records of Blanco County, Texas, in Book Page
WITNESS MY HAND AND SEAL OF OFFICE this the day of A.D. 20
Laura Walla, County Clerk
Blanco County, Texas

South 18 degrees 55 minutes 56 seconds West, a distance of 541.83 feet to a found 1/2-inch iron rod with cap stamped "BAKER SURVEYING" for corner;
THENCE South 19 degrees 01 minute 04 seconds West, continuing along the common easterly line of said called 516.36-acre tract and the westerly line of said Helmer Trust tract, a distance of 169.03 feet to a set iron rod with cap for corner;
THENCE departing said common line and crossing said called 516.36-acre tract the following courses and distances:
North 71 degrees 05 minutes 39 seconds West, a distance of 630.03 feet to a set iron rod with cap for corner at the beginning of a curve to the right, having a radius of 1,025.00 feet and whose chord bears South 36 degrees 05 minutes 39 seconds West, a distance of 155.97 feet;
Southwesterly, along said curve to the right, through a central angle of 08 degrees 43 minutes 38 seconds, and an arc length of 156.23 feet to a set iron rod with cap for corner at the point of reverse curvature of a curve to the left, having a radius of 850.00 feet and whose chord bears South 32 degrees 46 minutes 07 seconds West, a distance of 94.06 feet;
Southwesterly, along said curve to the left, through a central angle of 15 degrees 26 minutes 42 seconds, and an arc length of 94.35 feet to a set iron rod with cap for corner at the end of said curve;
South 25 degrees 00 minutes 46 seconds West, a distance of 78.36 feet to a set iron rod with cap for corner at the beginning of a curve to the right, having a radius of 400.00 feet and whose chord bears South 36 degrees 29 minutes 01 second West, a distance of 158.27 feet;
Southwesterly, along said curve to the right, through a central angle of 22 degrees 54 minutes 39 seconds, and an arc length of 159.59 feet to a set iron rod with cap for corner at the end of said curve;
South 47 degrees 55 minutes 35 seconds West, a distance of 330.19 feet to a set iron rod with cap for corner at the beginning of a curve to the right, having a radius of 800.00 feet and whose chord bears South 53 degrees 07 minutes 23 seconds West, a distance of 145.07 feet;
Southwesterly, along said curve to the right, through a central angle of 10 points 24 minutes 15 seconds, and an arc length of 145.27 feet to a set iron rod with cap for corner at the point of reverse curvature of a curve to the left, having a radius of 875.00 feet and whose chord bears South 37 degrees 58 minutes 39 seconds West, a distance of 60.50 feet;
Southwesterly, along said curve to the left, through a central angle of 40 degrees 43 minutes 40 seconds, and an arc length of 621.40 feet to a set iron rod with cap for corner at the end of said curve;
South 17 degrees 37 minutes 48 seconds West, a distance of 834.08 feet to a set iron rod with cap for corner at the beginning of a curve to the left, having a radius of 1,975.00 feet and whose chord bears South 13 degrees 05 minutes 48 seconds West, a distance of 312.21 feet;
Southwesterly, along said curve to the left, through a central angle of 09 degrees 04 minutes 02 seconds, and an arc length of 312.53 feet to a set iron rod with cap for corner at the end of said curve;
South 08 degrees 33 minutes 48 seconds West, a distance of 244.15 feet to a set iron rod with cap for corner at the beginning of a curve to the left, having a radius of 425.00 feet and whose chord bears South 00 degrees 44 minutes 58 seconds East, a distance of 137.55 feet;
Southerly, along said curve to the left, through a central angle of 18 degrees 37 minutes 31 seconds, and an arc length of 138.16 feet to a set iron rod with cap for corner at the point of reverse curvature of a curve to the right, having a radius of 425.00 feet and whose chord bears South 12 degrees 37 minutes 10 seconds West, a distance of 327.77 feet;
Southwesterly, along said curve to the right, through a central angle of 45 degrees 21 minutes 46 seconds, and an arc length of 336.49 feet to a set iron rod with cap for corner at the end of said curve;
South 35 degrees 18 minutes 03 seconds West, a distance of 54.79 feet to a set iron rod with cap for corner;
South 35 degrees 19 minutes 23 seconds West, a distance of 23.76 feet to a set iron rod with cap for corner at the beginning of a curve to the left, having a radius of 225.00 feet and whose chord bears South 19 degrees 00 minutes 28 seconds West, a distance of 126.41 feet;
Southwesterly, along said curve to the left, through a central angle of 32 degrees 37 minutes 46 seconds, and an arc length of 284.63 feet to a set iron rod with cap for corner at the point of reverse curvature of a curve to the right, having a radius of 160.00 feet and whose chord bears South 33 degrees 01 minute 19 seconds West, a distance of 181.59 feet;
Southwesterly, along said curve to the right, through a central angle of 06 degrees 39 minutes 27 seconds, and an arc length of 209.20 feet to a set iron rod with cap for corner at the point of reverse curvature of a curve to the left, having a radius of 400.00 feet and whose chord bears South 44 degrees 54 minutes 58 seconds West, a distance of 232.16 feet;
Southwesterly, along said curve to the left, through a central angle of 36 degrees 44 minutes 43 seconds, and an arc length of 256.53 feet to a set iron rod with cap for corner at the end of said curve, being on the northerly bank of the Blanco River;
THENCE South 28 degrees 22 minutes 55 seconds West, continuing across said called 516.36-acre tract and across the Blanco River, a distance of 55.58 feet to a calculated point for corner within said Blanco River, said point being on the common easterly line of said called 516.36-acre tract and the westerly line of a tract of land in deed to Eldridge Land Trust, as recorded in Volume 137, Page 364, D.B.R.C.;
THENCE North 74 degrees 42 minutes 21 seconds West, continuing along said common line and along the Blanco River, a distance of 20.19 feet to a calculated point for corner within said Blanco River;
THENCE South 26 degrees 24 minutes 55 seconds West, continuing along said common line and crossing the Blanco River, a distance of 70.86 feet to a found fence corner post for corner;
THENCE South 67 degrees 16 minutes 38 seconds West, continuing along said common line, a distance of 82.30 feet to a set iron rod with cap for corner on the northerly right-of-way line of said R.M. 165, being the beginning of a curve to the left, having a radius of 3,185.86 feet and whose chord bears North 86 degrees 57 minutes 07 seconds West, a distance of 308.32 feet;
THENCE Westerly, along the northerly right-of-way line of said R.M. 165 and along said curve to the left, through a central angle of 08 degrees 08 minutes 19 seconds, and an arc length of 106.36 feet to the POINT OF BEGINNING and containing 382.29 acres (or 36,582,297 square feet) of land, more or less.

STATE OF TEXAS
COUNTY OF BLANCO
CERTIFICATE OF SURVEYOR
I, Mark D. Yule, a Registered Professional Land Surveyor in the State of Texas, hereby certify that this Plat complies with the survey related requirements of the Blanco County Subdivision Regulations and further certify that this plat is true and correctly made and is prepared from an actual survey of the of the property made under my supervision and that the corner monuments were properly placed under my supervision.
Mark D. Yule
Registered Professional Land Surveyor
State of Texas, No. 5975
mdule@texasurvey.com
8/21/2024
Date

STATE OF TEXAS
COUNTY OF BLANCO
CERTIFICATE OF ENGINEER
I, Michael Mullown, a Licensed Professional Engineer in the State of Texas, hereby certify that this Plat complies with the engineering and related requirements of the Blanco County Subdivision Regulations.
Michael Mullown
Registered Professional Engineer
State of Texas, No. 127980
mmullown@texasengineer.com
08/21/2024
Date

ENGINEER/SURVEYOR NAME AND ADDRESS:
Name: Dunaway Associates
Address: 5707 Southwest Freeway, Building 2, Suite 250
Austin, TX 78735 Phone: 512-306-8392
OWNER/DEVELOPER NAME AND ADDRESS:
Name: Riviere Blanc Investments, LLC
Address: 7700 W Highway 71, Suite 300, Austin, TX 78735
Phone: 512-732-2922

FINAL PLAT
Le Domaine at Riviere Blanc
382.99 ACRES
63 Single-Family Residential Lots totaling 349.97 Acres
2 Park Land Lots totaling 9.84 Acres
Right-of-Way dedication totaling 23.18 Acres
Shown in The Horace Eggleston Survey No. 24, Abstract No. 1, and the Noel Moon Survey No. 23, Abstract No. 3, Blanco County, Texas
PAGE 4 OF 4

NEW BUSINESS

ITEM #4



City of Blanco

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

STAFF REPORT: 9/10/24

DESCRIPTION: Discussion and possible approval of amended Inframark Contract

ANALYSIS: City of Blanco approved the concept of amending the Inframark Contract to add a new employee at Inframark's expense for street repair, maintenance, and tree trimming. Inframark also agreed to an expanded scope and a reduction of administrative fee from 15% down to 5%.

Inframark's offer is as follows:

1. Mowing of city parks, right-of-ways, and rear easements identified in Schedule 5, and perform limb trimming in said city parks, right-of-ways, and rear easements.

Inframark is willing to decrease the cap coverage admin fee from **15% to 5%** (Estimated to be about \$21,000 of savings to the City)

The cost savings (City's budget was committed to hiring a Public Works Employee to do street repair) of the new employee plus the decrease in the admin fee is approximately \$90,000. The value of the additional scope could be above \$100,000 a year. In the opinion of staff this a very good deal that is worth at least \$90,000.

Amendment to the contract is in the Item packet.

FISCAL IMPACT: About \$90,000 in value

RECOMMENDATION: Staff's recommendation is to approve the contract amendment.

**FIRST AMENDMENT TO THE WATER AND WASTEWATER TREATMENT PLANT
OPERATION AND MAINTENANCE AGREEMENT BETWEEN INFRAMARK, LLC
AND THE CITY OF BLANCO, TEXAS**

THIS FIRST AMENDMENT is effective on October 1, 2024 (“Effective Date”) by and between the City of Blanco, Texas (hereinafter referred to as the “Client”) and Inframark, LLC (hereinafter referred to as the “Operator”) for the purpose of revising the services set forth in the Agreement as hereinafter set forth:

WITNESSETH THAT:

WHEREAS, on March 1, 2022, the Client and Operator entered into an agreement for the operation and maintenance of the Client’s water and wastewater treatment plant and facilities (hereinafter referred to as the “Agreement”); and

WHEREAS, the Parties desire to execute this First Amendment to revise the services set forth in the Agreement.

1. Section 3.1.7 of the Agreement shall be replaced in its entirety with the following:

Grant the Operator, free of charge, a license to use the Facilities, including all equipment, structures, facilities, trailers, tractors, and vehicles under Client’s ownership and which have been assigned by Client to the Facilities.

2. Section 3.2 of the Agreement shall be replaced in its entirety with the following:

Client shall provide Operator with access to all Client vehicles, trailers, tractors, and equipment necessary for Operator to provide the Services under this Agreement, unless otherwise agreed to by the parties.

3. Section 3.3 of the Agreement shall be replaced in its entirety with the following:

During the Client’s annual budgetary planning process, Operator may recommend the replacement of any vehicles, tractors, trailers, and equipment necessary for Operator to provide the Services under this Agreement, whether provided by Client or owned by Operator, during the upcoming Agreement Year and provide Client with an estimated cost to replace any such vehicles, tractors, trailers, and equipment. If, at any time during said Agreement Year, Operator, in its reasonable discretion, determines that any such vehicles, tractors, trailers, and equipment provided by Client hereunder or owned by Operator that is used to provide the Service hereunder is past its useful life, Operator may replace such a vehicle, tractor, trailer, or piece of equipment unless otherwise agreed to by the parties. Operator may also replace any vehicle provided by Client hereunder or owned by Operator that is used to provide the Service hereunder if such vehicle, tractor, trailer, or piece of equipment has a failure that was not reasonably foreseeable by Operator, even if Operator has not recommended such a vehicle, tractor, trailer, or piece of equipment replacement during Client’s annual

budgetary process. If Operator's costs increase due to any such a vehicle, tractor, trailer, or piece of equipment replacement, subject to substantiation reasonably acceptable to the Client, Operator shall notify the Client and the Base Fee shall automatically increase by Operator the cost of such vehicle, tractor, trailer, or piece of equipment replacement, plus an administrative fee of ten percent (10%).

4. Schedule 1 to the Agreement shall be replaced in its entirety with the Schedule 1 attached to this First Amendment.
5. On the Effective Date of this First Amendment, the Annual Compensation, which consists of the Base Fee and Annual Variable Operations and Maintenance/Repair Budget, shall be increased to the following amounts:
 - Annual Variable Operations and Maintenance/Repair Budget: \$238,766.64
 - Base Fee: \$986,934.96
 - Annual Compensation: \$1,225,701.60 (payable in equal monthly installments of: \$102,141.80)
6. All other terms and provisions of the Agreement remain in full force and effect to the extent that they do not conflict with this First Amendment. In the event of any conflict between the provisions of this First Amendment and the provisions of the Agreement, the provisions in this First Amendment will control.
7. The First Amendment is binding upon the parties hereto and their respective legal representatives, successors, and assigns.

IN WITNESS WHEREOF the parties have made and duly executed this First Amendment this the _____ day of _____, 2024.

Client:
City of Blanco, Texas

Operator:
Inframark, LLC

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

Schedule 1: Operator's Services

Operator's services for the Facilities include:

- (a) Production of treated water as reasonably necessary to meet demand for water by the Client's customers, as well as using reasonable efforts to maintain full water storage capacity levels in all water storage facilities in the distribution system as per best industry practices;
- (b) Proper operation and treatment of wastewater effluent to meet the requirements of the Permits. Currently outfall 002 spray irrigation effluent disposal method. Staffing will be based on the Permit requirements;
- (c) Proper operation and maintenance of the city pump stations currently in operation and as listed in Schedule 5 to transport sewage to the wastewater treatment facility;
- (b) Routine Preventive Maintenance of the Facilities based on the manufacturer specifications;
- (c) Repair and replacement of the Facilities' equipment through the Annual Variable O/M/R Budget; if such repairs and replacements are Capital Improvements, such Capital Improvements are the responsibility of the Client;
- (d) Laboratory testing and analysis as stated in Section 2.6.3 of the Agreement;
- (e) Preparation and prompt delivery of the following filings and reports: monthly discharge monitoring reports ("DMRs"), Client's yearly Process Residue report, SWMORs, MORs, DLQORs (surface water monthly operating report, monthly operating report, and disinfectant level quarterly operating report), and leak and flush water reports for Client's water loss audits. Operator shall also provide necessary information for Client to respond to regulatory agency inquiries and Client's filings or applications for loans, grants, or other funding. ; Client shall be responsible for submitting these filings and reports to the regulatory agencies prescribed by Applicable Law;
- (f) Disposal of Process Residue in accordance with Applicable Law and;
- (g) Within sixty (60) days of the Client's acceptance of the facility improvements at the water treatment plant, Operator shall provide the Client with a written equipment condition assessment report of critical electrical and mechanical equipment at the Facilities.

Unless otherwise agreed, the Operator shall provide labor and Annual Variable O/M/R Expenditures up to the Annual Variable O/M/R Budget necessary for the operation and maintenance of the Facilities; if, at any point during an Agreement Year, the actual Annual Variable O/M/R Expenditures incurred by Operator to that point exceed the Annual Variable O/M/R Budget, the Operator will invoice the Owner for the excess cost in accordance with Section 4.6 and will continue to invoice any additional Annual Variable O/M/R Expenditures on a monthly basis thereafter.

Routine Preventive Maintenance shall include:

- (a) Routine Preventive Maintenance in accordance with Operator's experience, acceptable industry practice and approved operating and maintenance procedures developed for equipment and processes of the Facilities;
- (b) Routine Preventive Maintenance in accordance with manufacturers' specifications and approved operating and maintenance procedures developed for equipment and processes of the Facilities;
- (c) Cleaning and lubricate equipment;
- (d) Making equipment inspections and needed adjustments;
- (e) Performing building and grounds services and janitorial services, which consists of general upkeep, cleaning, sweeping, and mopping, for the Facilities and cleaning of all equipment and vehicles for the Facilities within the skill or capabilities of Operator's employees who are exclusively assigned by the Operator to the operations and maintenance of the Facilities and that does not require the use of specialized tools or equipment. Should the services above require the use of specialized tools or equipment or skills outside the capabilities of Operator's employees exclusively assigned by the Operator to the operations and maintenance of the Facilities, the Operator shall subcontract this work and the cost incurred as a result will be considered Annual Variable O/M/R Expenditures.
- (f) Subcontract any light plumbing and electrical maintenance and repair and the cost thereof will be considered Annual Variable O/M/R Expenditures;
- (g) Maintaining vehicles and light duty service trucks necessary for daily operations;
- (h) Maintaining the Facilities' instrumentation that is directly related to the Services provided hereunder, including instrumentation provided to the Operator by the Client under this Agreement; and
- (i) Provide and manage a computerized maintenance management system for scheduling and tracking all preventative maintenance, repairs, and associated spare parts.

Collection and Distribution Services:

- (a) Install taps within five (5) business days after receiving a work order from the Client when Operator can perform such tap installations with Client's equipment; if a tap installation is greater than 6 feet in depth, Operator may utilize subcontractor for such work and the costs incurred will be considered Annual Variable O/M/R Expenditures.
- (b) Make necessary repairs to stop leaks and remove sewer blockages when Operator can perform such repairs with Operator's or Client's equipment; if a repair is greater than 6 feet in depth, Operator may utilize subcontractor for such work and the costs incurred will be considered Annual Variable O/M/R Expenditures. Operator shall be responsible for twenty (20) repairs to stop leaks or remove sewer blockages per month; if Operator

performs any repairs to stop leaks or removal of sewer blockages over twenty (20) per month, the cost of such additional repairs or removal incurred will be considered Annual Variable O/M/R Expenditures.

- (c) Make repairs to Client's collection and distribution lines limited to one (1) full length of pipe being preplace or repaired up to a depth achievable by Client's equipment including safety devices. Operator may, at its sole discretion, subcontractor for such work and the costs incurred will be considered Annual Variable O/M/R Expenditures.
- (d) Make necessary road repairs as related to damage caused by leak or repair of leaks within fifteen (15) days of when the repair is made.
- (e) Perform all turn on and turn offs during normal business hours which are from 8:00 AM to 5:00 PM on Monday through Friday.
- (f) Read meters as set forth in the Client's meter read schedule in effect as of the Commencement Date of this Agreement.

Other Services

- (a) Mowing of city parks, right-of-ways, and rear easements identified in Schedule 5 of this Agreement and perform limb trimming in said city parks, right-of-ways, and rear easements using the City's vehicles and equipment necessary to perform such limb trimming.
- (b) Manage IPP program of the Real Ale Brewery based on the Client's standards in effect on the Commencement Date of this Agreement.
- (c) Perform minor building maintenance and repair (such as door repair and replacement, window seals, light bulbs replacements, replacement of 120 volt receptacles, and breakers replacements, etc.) for City buildings; if any electrical work is required to perform such building maintenance and repair; Operator shall subcontract for an electrician to perform said work and the cost incurred for such electrician will be included in the Annual O/M/R Budget.
- (d) Upon request of the City, the Operator shall perform needed and basic road repair where necessary. Such basic road repairs includes basic pothole and edge repair necessary to maintain streets to minimum operational condition, as needed, and shall not include capital repair or upgrades of any streets or roads. Operator shall also perform light concrete curb and sidewalk repairs. It is agreed that materials for such repairs completed by Operator will be charged to the Annual Variable O/M/R Expenditures. Should these basic road repair services require the use of specialized equipment or require skills outside the skill or capabilities of Operator's employees exclusively assigned by the Operator to the operations and maintenance of the Facilities, the Operator shall subcontract this work and the cost incurred as a result will be considered Annual Variable O/M/R Expenditures.

- (e) Flush dead-end waterlines that are accessible on a monthly basis; Client shall be responsible for repairs to any broken or missing dead-end waterlines.
- (f) Provide labor for two (2) eight (8) hour days and one (1) four (4) hour Saturday in March of each year to assist Client with the annual trash off.
- (g) Remove animal carcasses within the Client's right-of-ways when such removal does not create a health or safety risk; if any such animal carcass removal creates a risk to health and safety, Operator shall subcontract this work and the cost incurred as a result will be considered Annual Variable O/M/R Expenditures.
- (h) Perform maintenance for street sign and replace any street signs as necessary. The cost for such street sign maintenance and replacements shall be considered part of the Annual Variable O/M/R Expenditures.
- (i) Perform up to ten (1) customer service inspections per month; if Operator performs more than ten (10) customer service inspections per month, the cost of such additional customer service inspections will be considered Annual Variable O/M/R Expenditures.

These services performed within the capabilities of local staff. For services outside the capabilities, Inframark will supplement with internal regional resources or with external subcontractors; the cost of such external subcontractors will be included in the Base Compensation unless otherwise stated herein.

NEW BUSINESS

ITEM #5

NEW BUSINESS

ITEM #6

NEW BUSINESS

ITEM #7

RESOLUTION NO. 2024-R-015

**RESOLUTION DELAYING ACTION ON A RESOLUTION AUTHORIZING THE
ISSUANCE OF THE CITY OF BLANCO, TEXAS COMBINATION TAX AND
REVENUE CERTIFICATES OF OBLIGATION, SERIES 2024A IN AN AMOUNT NOT
TO EXCEED \$2,500,000;
AND OTHER MATTERS RELATED THERETO**

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

WHEREAS, on July 9, 2024, the City Council of the City of Blanco, Texas (the "City") passed a resolution authorizing the publication of a notice of intent (the "Notice Resolution") to issue the City of Blanco, Texas Combination Tax and Revenue Certificates of Obligation, Series 2024A in a maximum principal amount not to exceed \$2,500,000 (the "Certificates"); and

WHEREAS, the Notice Resolution stated that the City Council tentatively proposed to authorize the issuance of the Certificates and to hold a public hearing on the Certificates at its regular meeting of the City Council to commence at 6:00 p.m. on September 10, 2024; and

WHEREAS, upon the advice of the City's staff, the City finds it necessary to delay action on the ordinance authorizing the issuance of the Certificates until a regular meeting of the City Council to commence at 6:00 p.m. on October 8, 2024.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BLANCO, TEXAS THAT:

Section 1. Delaying Action. The City hereby delays action on the ordinance authorizing the issuance of the Certificates and the public hearing on the Certificates until a regular meeting of the City Council to commence at 6:00 p.m. on October 8, 2024, at its regular meeting place in the Byars Building, 308 Pecan St., Blanco, Texas.

Section 2. Other Matters. This Resolution shall become effective immediately upon adoption. The Mayor and City Secretary are hereby authorized and directed to execute the certificate to which this Resolution is attached on behalf of the City and to do any and all things proper and necessary to carry out the intent of this Resolution.

PASSED AND APPROVED this 10th day of September, 2024.

Mayor, City of Blanco

CERTIFICATE FOR RESOLUTION

We, the undersigned officers and members of the City Council of the City of Blanco, Texas (the "City"), hereby certify as follows:

1. The City Council of the City convened in REGULAR MEETING ON THE 10TH DAY OF SEPTEMBER, 2024, at the regular meeting place thereof, and the roll was called of the duly constituted officers and members of said City Council, to-wit:

Mike Arnold, Mayor
Bobby Mack-McClung, Mayor Pro-Tem
Ryan Moses, Councilmember
Candy Cargill, Councilmember
Laura Swinson, Councilmember
Dennis J. Moore, Jr., Councilmember

and all of the persons were present, except the following absentees: _____, thus constituting a quorum. Whereupon, among other business, the following was transacted at the Meeting: a written

**RESOLUTION DELAYING ACTION ON A RESOLUTION AUTHORIZING THE
ISSUANCE OF THE CITY OF BLANCO, TEXAS COMBINATION TAX AND
REVENUE CERTIFICATES OF OBLIGATION, SERIES 2024A IN AN AMOUNT NOT
TO EXCEED \$2,500,000; AND OTHER MATTERS RELATED THERETO**

was duly introduced for the consideration of the City Council. It was then duly moved and seconded that the Resolution be passed on first reading; and, after due discussion, said motion carrying with it the passage of the Resolution, prevailed and carried by the following vote:

AYES: —

NOES: —

2. A true, full and correct copy of the Resolution passed at the Meeting described in the above and foregoing paragraphs is attached to and follows this Certificate; that the Resolution has been duly recorded in the City Council's minutes of the Meeting; that the above and foregoing paragraphs are a true, full and correct excerpt from the City Council's minutes of the Meeting pertaining to the passage of the Resolution; that the persons named in the above and foregoing paragraphs are the duly chosen, qualified and acting officers and members of the City Council as indicated therein; that each of the officers and members of the City Council was duly and sufficiently notified officially and personally, in advance, of the time, place and purpose of the Meeting, and that the Resolution would be introduced and considered for passage at the Meeting, and each of the officers and members consented, in advance, to the holding of the Meetings for

such purpose, and that the Meeting was open to the public and public notice of the time, place and purpose of the meeting was given, all as required by Chapter 551, Texas Government Code.

3. The Mayor of the City has approved and hereby approves the Resolution; that the Mayor and the City Secretary of the City have duly signed the Resolution; and that the Mayor and the City Secretary of the City hereby declare that their signing of this Certificate shall constitute the signing of the attached and following copy of the Resolution for all purposes.

SIGNED AND SEALED this September 10, 2024.

City Secretary

Mayor

[CITY SEAL]

NEW BUSINESS

ITEM #8

Stage 1 Triggers -- MILD Water Shortage Conditions

Requirements for initiation

Customers shall be requested to voluntarily conserve water and adhere to the prescribed restrictions on certain water uses, defined in Section VII Definitions, when formal notification is provided to the public by the City Administrator through news media based on a determination made by the Director of Public Works. Residents should voluntarily reduce water usage by 10%-20% when the City has been without appreciable rainfall and forecasts predict more dry weather in the foreseeable future. During Stage 1, no penalties will be imposed on the users that do not abide by the reduced water usage. Reminders will be placed in the local newspaper and posted on the City's website each week.

Requirements for termination

Stage 1 of the Plan may be rescinded when all the conditions listed as triggering events have ceased to exist for a period of 3 consecutive days.

Stage 2 Triggers - MODERATE Water Shortage Conditions

Requirements for initiation

Customers shall be required to comply with the requirements and restrictions on certain non-essential water uses provided in Section IX of this Plan when the water system demand has reached 75% of the available water supply capacity for 3 consecutive days.

Requirements for termination

Stage 2 of the Plan may be rescinded when all the conditions listed as triggering events have ceased to exist for a period of 2 consecutive weeks. Upon termination of Stage 2, Stage 1, or the applicable drought response stage based on the triggering criteria, becomes operative.

Stage 3 Triggers - SEVERE Water Shortage Conditions

Requirements for initiation

Customers shall be required to comply with the requirements and restrictions on certain non-essential water uses for Stage 3 of this Plan when the water system demand has reached 85% of the available water supply capacity for 3 consecutive days.

Requirements for termination

Stage 3 of the Plan may be rescinded when all the conditions listed as triggering events have ceased to exist for a period of 3 consecutive days. Upon termination of Stage 3, Stage 2, or the applicable drought response stage based on the triggering criteria, becomes operative.

Stage 4 Triggers - CRITICAL Water Shortage Conditions

Requirements for initiation

Customers shall be required to comply with the requirements and restrictions on certain non-essential water uses for Stage 4 of this Plan when the water system demand has reached 95% of the available water supply capacity for 3 consecutive days; or if less than 90 days of storage exists in the city's Blanco River Reservoirs.

Requirements for termination

Stage 4 of the Plan may be rescinded when all the conditions listed as triggering events have ceased to exist for a period of 3 consecutive days. Upon termination of Stage 4, Stage 3, or the applicable drought response stage based on the triggering criteria, becomes operative.

Stage 3 Response – SEVERE Water Shortage Conditions

Target: Achieve a 30% percent reduction in total water use, daily water demand.

Best Management Practices for Supply Management:

The City of Blanco will manage limited water supplies and/or reduce water demand by reduced or discontinued flushing of water mains, reduced or discontinued irrigation of public areas; use of an alternate supply source(s); and use of reclaimed water for non-potable purposes.

Water Use Restrictions for Demand Reduction:

All requirements of Stage 2 shall remain in effect during Stage 3 except:

- (a) Irrigation of landscaped areas shall be limited to designated watering days between the hours of 12:00 midnight and 10:00 a.m. and between 8 p.m. and 12:00 midnight and shall be by means of hand-held hoses, hand-held buckets, drip irrigation, or permanently installed automatic sprinkler system only. The use of hose-end sprinklers is prohibited at all times.
- (b) The watering of golf course tees is prohibited unless the golf course utilizes a water source other than that provided by the City of Blanco.
- (c) The use of water for construction purposes from designated fire hydrants under special permit is to be discontinued.

Stage 4 Response – CRITICAL Water Shortage Conditions

Target: Achieve a 40% percent reduction in total water use, daily water demand.

Best Management Practices for Supply Management:

The City of Blanco will manage limited water supplies and/or reduce water demand by reduced or discontinued flushing of water mains, reduced or discontinued irrigation of public areas; use of an alternate supply source(s); and use of reclaimed water for non-potable purposes.

Water Use Restrictions for Reducing Demand:

All requirements of Stage 2 and 3 shall remain in effect during Stage 4 except:

- (a) Irrigation of landscaped areas shall be limited to designated watering days between the hours of 6:00 a.m. and 10:00 a.m. and between 8:00 p.m. and 12:00 midnight and shall be by means of hand-held hoses, hand-held buckets, or drip irrigation only. The use of hose-end sprinklers or permanently installed automatic sprinkler systems are prohibited at all times.
- (b) Use of water to wash any motor vehicle, motorbike, boat, trailer, airplane, or other vehicle not occurring on the premises of a commercial car wash and commercial service stations and not in the immediate interest of public health, safety, and welfare is prohibited. Further, such vehicle washing at commercial car washes and

commercial service stations shall occur only between the hours of 6:00 a.m. and 10:00 a.m. and between 6:00 p.m. and 10 p.m.

- (c) The filling, refilling, or adding of water to swimming pools, wading pools, and Jacuzzi-type pools is prohibited.
- (d) Operation of any ornamental fountain or pond for aesthetic or scenic purposes is prohibited except where necessary to support aquatic life or where such fountains or ponds are equipped with a recirculation system.
- (e) No application for new, additional, expanded, or increased-in-size water service connections, meters, service lines, pipeline extensions, mains, or water service facilities of any kind shall be approved, and time limits for approval of such applications are hereby suspended for such time as this drought response stage or a higher-numbered stage shall be in effect.

Stage 5 Response – EMERGENCY Water Shortage Conditions

Target: Achieve a 50% percent reduction in total water use, daily water demand.

Best Management Practices for Supply Management:

The City of Blanco will manage limited water supplies and/or reduce water demand by reduced or discontinued flushing of water mains, reduced or discontinued irrigation of public areas; use of an alternate supply source(s); and use of reclaimed water for non-potable purposes.

Water Use Restrictions for Reducing Demand:

All requirements of Stage 2, 3, and 4 shall remain in effect during Stage 5 except:

- (a) Irrigation of landscaped areas is absolutely prohibited.
- (b) Use of water to wash any motor vehicle, motorbike, boat, trailer, airplane, or other vehicle is absolutely prohibited.

Stage 6 Response – WATER ALLOCATION

In the event that water shortage conditions threaten public health, safety, and welfare, the City Administrator, upon recommendation of the Director of Public Works, may order water rationing and/or terminate service to selected users of the system in accordance with the following sequence:

1. Recreational users
2. Commercial users
3. School users
4. Residential users
5. Hospitals, public health and safety facilities

OLD BUSINESS

ITEM #1

OLD BUSINESS

ITEM #2

OLD BUSINESS

ITEM #3

OLD BUSINESS

ITEM #4