



City of Granite Shoals
2221 N. Phillips Ranch Road
Granite Shoals, TX 78654
Phone (830) 598-2424 Fax (830) 598-6538
www.graniteshoals.org

**GRANITE SHOALS CITY COUNCIL
REGULAR CITY COUNCIL MEETING AGENDA
CITY HALL – COUNCIL CHAMBERS, 2ND FLOOR
2221 N. PHILLIPS RANCH ROAD
TUESDAY, MARCH 8, 2016, 6:00 PM**

1. **Call meeting to order**
2. **Invocation**
3. **Pledge of Allegiance to the flag of the United States and to the Texas flag**
*Texas Flag: Honor the Texas flag; I pledge allegiance to thee,
Texas, one state under God, one and indivisible.*
4. **Public comment and announcements and Items of Interest** *p. 4-9*
At this time, any person with business before the Council not scheduled on the agenda may speak to the Council. No formal action can be taken on these items at this meeting. No discussion or deliberation can occur. Comments regarding specific agenda items should occur when the item is called. Anyone wishing to speak under this agenda item must complete a Comment Card and submit to the City Secretary prior to addressing the Council.
5. **Presentations, Recognitions and Reports** *p. 10*
Pastor Jackie English – Chairman’s report on 50th Anniversary Committee activities and City of Granite Shoals Big Birthday Bash - Saturday April 23, 2016. *p. 11-12*
Mr. Jim Tenny: Presentation on the Granite Shoals Airstrip related to future options for commercial or general aviation, potential for grants and possible long-range goals for Council consideration. *p. 13*
6. **Management Reports** *p. 14*
 - a.) **City Manager**
 - Meeting with MFISD representatives meeting 2/26/2016
 - LCRA meeting 2-24-2016 – update – nuisance vegetation *p. 15-16*
 - City Wide Clean Up Day for Spring 2016: April 30, 2016 8 AM to 12 Noon. *p. 17-18*
 - b.) **Assistant City Manager** *p. 19*
 - Report on the ‘Energy Audit’ conducted by Jacob and Martin Engineering *p. 19-24*
 - 2016 Paving Project *p. 25-27*
 - Next CDBG grant application date is February 2017 (2 year cycle)

p. 28

c.) **City Secretary**

- Elections Update *p. 29*
- Records Management Update
- Human Resources Update
- Wildlife Advisory Committee update – Pilot Program Information Meeting for the Public / Prequalification Meeting for interested volunteers to be held March 24, 2016.

7. **Consent Agenda Items** *p. 31*

The items listed are considered to be routine and non-controversial by the City Council and will be approved by one motion, There will be no separate discussion of these items unless a Councilmember so requests, in which case the item will be removed from the Consent Agenda prior to a motion and vote. The item will be considered in its normal sequence of the regular agenda.

- a. Approval of City Council Regular Meeting minutes for February 23, 2016. *p. 32-61*
- b. Approval of Resolution #504 authorizing Burnet Central Appraisal District to accept a bid from Homero Ramirez for tax foreclosure property at Lot 152, Elm Creek Section of Sherwood Shores, for \$1,500. *p. 62-64*
- c. Approval of Resolution #505 to express support for request of the City of Marble Falls and the Counties of Burnet and Llano for Texas Department of Transportation TXDOT Beautification Project area at Hwy 281 and Hwy 71. *p. 65-66*

Council will individually consider and may take action on any or all of the following items:

8. **REGULAR AGENDA ITEMS**

- a. Discuss, consider and possibly take action related to Airstrip Advisory Committee (Ordinance #537 passed March 24, 2009) structure, membership, function and mission. (City Manager Ken Nickel/City Attorney Brad Young). *p. 67-73*
- b. Discuss, consider and possibly take action related to the appointment of members to Boards and Committees. (City Secretary Simpson) *p. 74-92*
- c. Discuss, consider and possibly take action related to proposed Resolution #506 to authorize estimate of Public Infrastructure Road improvement project for repair/rebuild of portions of Prairie Creek Road and Phillips Ranch Road in the amount of \$5 million including road improvements, right of way purchases, relocation of utilities and water line utility upgrades as discussed in previous City Council meetings December 15, 2015, January 12, 2016, January 26, 2016, February 9, 2016 and February 23, 2016. (City Manager Ken Nickel) *p. 93-96*
- d. Discuss, consider and possibly take action related to establishing procedures for processing Open Records Requests for footage from body-worn cameras in the Police Department. (City Manager Ken Nickel) *p. 97-101*
- e. Continue workshop discussion related to amending City Code Chapter 40, Zoning, Section 40-18. Nonconforming buildings and uses, with modifications as discussed during City Council Regular Meeting February 23, 2016. (City Manager Ken Nickel)

p. 102-110

9. **Future Meetings and Agenda Items**

p. 111-114

- Review Agenda Calendar
- Identification of future agenda items

10. **Adjournment**

CERTIFICATION

I certify that the foregoing agenda has been posted at Granite Shoals City Hall, 2221 N. Phillips Ranch Road, both on the indoor bulletin board and the six panel Park Information and City Notice Outdoor Bulletin Board cases which are accessible to the public at all times, and the city website at www.graniteshoals.org on Friday, March 4, 2016 on or before 6:00 p.m. and shall remain there continuously from such time until after this meeting is adjourned on Tuesday, March 8, 2016. City Hall is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 8 hours prior to this meeting. Please contact the City Secretary at (830) 598-2424 for further information.



For Elaine Simpson, TRMC/MMC, City Secretary

The City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any matters listed on the agenda, as authorized by Texas Government Code Sections 551.071 (consultation with attorney), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), 551.087 (economic development), and/or 418.183 (homeland security).



**City of Granite Shoals, Texas
City Council Regular Meeting
Agenda Item Cover Memo
March 8, 2016**

Agenda Item: Item 4 – Public Comment and Staff Announcements

AGENDA CAPTION

- At this time, any person with business before the Council not scheduled on the agenda may speak to the Council.
- No formal action can be taken on these items at this meeting.
- No discussion or deliberation can occur.
- Comments regarding specific items should occur when the item is called on the agenda.
- Anyone wishing to speak under this agenda item must complete a “Comment Card” and submit it to the City Secretary prior to addressing the Council.

Staff Announcements (announcements of community interest) :

The Texas Open Meetings Act effective September 1, 2009, provides that “a quorum of the city council may receive from municipal staff, and a member of the governing body may make, a report regarding items of community interest during a council meeting without having given notice of the subject of the report, provided no action is taken or discussed.”

The law provides that an “**item of community interest**” includes the following:

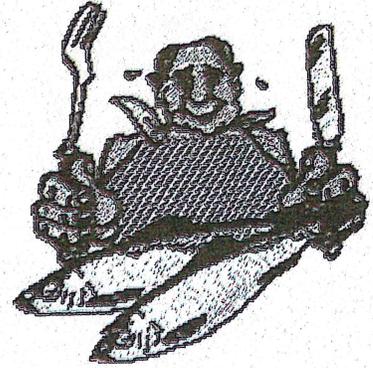
- expressions of thanks, congratulations, or condolence;
- information regarding holiday schedules;
- honorary recognitions of city officials, employees, or other citizens;
- reminders about upcoming events sponsored by the city or other entity that is scheduled to be attended by a city official or city employee; and,
- announcements involving imminent public health and safety threats to the city.

The Open Meetings Act does not allow Council to discuss an item concerning pending City Council business unless it is specifically, appropriately posted on the agenda.

Please see posting agenda for list of activities that are planned for promotion on meeting night. There may be additional items of community interest to be mentioned on meeting night, that are not officially scheduled as this agenda is going to print.

Marble Falls Area EMS

FISH



FRY

at the

Bluebonnet Cafe

Wednesday - March 9, 2016

4:00 pm - 8:00 pm

\$10.00 per person

\$4.00 children 5 & under

RECEIVED

MAR 1 2016

City of Granite Shoals
City Secretary's Office

Take out orders call

693-2444

5/114

**Central Texas –Gateway to the Hill Country
Beautification Project
Citizens for Scenic Highways
In partnership with Texas Department of Transportation
Highways 281 and Highway 71 Intersection**

Dedicated to the LEGACY of Lady Bird Johnson whose vision was to preserve and restore the beauty and biological richness of the Texas Hill Country before losing its natural beauty to urban development.

THE PROJECT:

A newly organized citizen action group submitted a Beautification Project proposal to TxDOT Burnet District Engineer, October 16, 2015 which included two (2) phases:

Phase ONE: Arborist Services

A January 2016 date was targeted to initiate professional Arborist volunteer work, trimming trees, clearing undergrowth, removal of dead and unsightly vegetation to highlight the beauty of healthy native tree clusters.

Professional Arborist services were offered as a donation to TXDOT by Mills Services of Kingsland, Llano County. TxDOT Regional office opted not to accept offer due to liability concerns. Recognizing the merit of the proposal, TxDOT Johnson City based maintenance crews were authorized to initiate Phase ONE January 13, 2016 with the intent to complete “as manpower and equipment schedules allow”.

Phase TWO: Wildflower seeding 2016/2017

Encourage donations from individuals, the business community and major employers dedicating funds to purchase wildflower seed mix for delivery to TXDOT for abundant seeding during planting seasons of 2016 and 2017

Terry McCoy P.E., Deputy District Engineer, TxDOT-Austin has expressed full support of the beautification project which is located in Burnet County at the intersection of Highways 281 and 71.

Partnering

The Highland Lake Legacy Fund, an affiliate of Austin Community Foundation, is staging to serve as the non-profit 501 c 3 fund manager to allow tax deductible contributions to support this two (2) year community funded highway beautification project.;

Seed Capital Sponsors The Initial capital needed to launch ***Citizens for Scenic Highways*** has come from local businesses that support the cause while still in the conceptual stage.

Horseshoe Bay **ACE** Hardware Shane Stewart STATE FARM INSURANCE
SiberTEX Graphic Arts



Photo by Alice Roseoff, Austin American-Statesman

LADY BIRD'S LEGACY WILDFLOWER MIX™



Seed Grants to Texas Schools

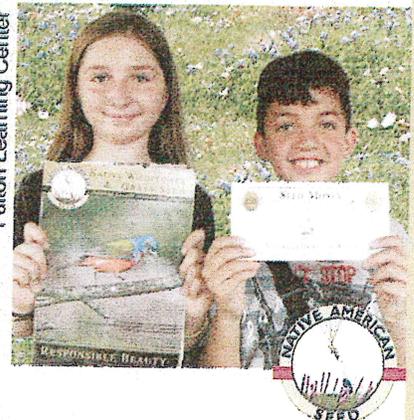
Native American Seed has partnered with the **Lady Bird Johnson Wildflower Center** and the **Austin American-Statesman** to offer you this legacy seed mix. Components of the mix are among Lady Bird's favorites, and are well-suited to Central Texas.

Comprised of annuals and perennials, you will see blooms from spring – early summer. Lyndon Baines Johnson championed scores of environmental bills during his presidency of the United States. With his wife, Lady Bird, at his side, the two worked tirelessly to clean up America's highways, promote conservation and preserve the country's natural landscapes.

We, at Native American Seed, are deeply honored to do our part to sustain this national land stewardship legacy. A percentage of sales of this mix will be donated to the Wildflower Center Seed Grant program to buy seeds for Texas schools.

Texas Bluebonnet, Indian Blanket, Black-Eyed Susan, Winecup, Purple Coneflower, Lemon Mint, Prairie Verbena, Indian Paintbrush, Pink Evening Primrose, Plains Coreopsis

Fulton Learning Center



Seed grants are awarded to Texas K-12 schools and can be used to:

- establish demonstration areas
- enhance wildflower sites
- other educational projects

www.wildflower.org/wildflowers



Lady Bird's Legacy Item #1814

Lawn & Garden Seeding Rate 20 lbs / acre

- 1 lb / 2000 sq ft — \$44
- D-pak / 500 sq ft — \$24
- Pkt / 20 sq ft — \$5

7/114

Order Online • www.seedsources.com

Personal Profile
Soc Gonzalez
Citizens for Scenic Highways

Soc Gonzalez, a founding member of Citizens for Scenic Highways, is a three (3) year full time resident of Sandy Harbor, Llano County is a retired industrial sales executive, currently serving as a Team Member at Horseshoe Bay ACE Hardware.

Fourteen (14) years of commutes from Dallas with wife Susan cultivated a deep appreciation of the natural beauty of the Hill Country region and awareness and respect for TxDOT's on-going commitment to maintain safe and beautiful Texas Highways.

Realizing urban expansion West of Austin will quickly absorb communities in Burnet and Llano Counties into a **sprawling Austin suburbia**, focus on protecting and preserving the landscapes are a high priority. Maintaining dark skies, anti-bill board initiatives and highway beautification agendas are challenges that, if successful, will help sustain the natural beauty of the Hill Country region for future generations to treasure.

Inspired by Dallasite Jason Roberts' proactive citizen action, **TEDxOU – "How to Build a Better Block"** Soc has been proactive in many community improvement projects in Sandy Harbor and Llano County,

In partnership with the office of Llano County Commissioner Peter Jones, volunteer accomplishments include: Texas Forest Service and TEEEX Wildland Firefighter Training sessions, as well as, TEEEX Public Road Maintenance seminars conducted at no cost in Llano County. As a volunteer in Llano County's "Adopt-A-County Road" monthly litter patrols are conducted on CR311. Gained TxDOT's commitment to re-seed twelve (12) miles of easement on HWY 71 in South East Llano, after a two (2) year major highway improvement project altered highway easements previously abundant with wild flowers each spring.

Soc serves as a CASA advocate, as well as a Volunteer Fireman and POA board member in his Sandy Harbor community.



wieserHoops
AnimalCare

Lenford Equipment

Google

9/114

281

281

281

281

92,000 sf

188,000 sf

104,000 sf

17,000 sf

53,000 sf

53,000 sf

155,000 sf

144,000 sf

192,000 sf

91,000 sf

20,000 sf

19,000 sf

206,000 sf



**City of Granite Shoals, Texas
City Council Meeting
Agenda Item Cover Memo
March 8, 2016**

Agenda Item: Item 5. Presentations and Recognitions
Prepared by: Elaine Simpson, City Secretary
Department: Administration
Submitted by: Elaine Simpson, City Secretary

BACKGROUND

5. Presentations, Recognitions and Reports
Pastor Jackie English – Chairman’s report on 50th Anniversary Committee activities and City of Granite Shoals Big Birthday Bash - Saturday April 23, 2016.
Mr. Jim Tenny: Presentation on the Granite Shoals Airstrip related to future options for commercial or general aviation, potential for grants and possible long-range goals for Council consideration.

Saturday, April 23, 2016

Fun Run - 5K with

Leo Manzano

Olympic Champion

Free Music Festival

headlined by

John Arthur Martinez

Games and crafts for kids

Food and craft vendors

Free hot dogs

Birthday cake

Giant Piñata

Sunday, April 24, 2016

City Wide Worship Service

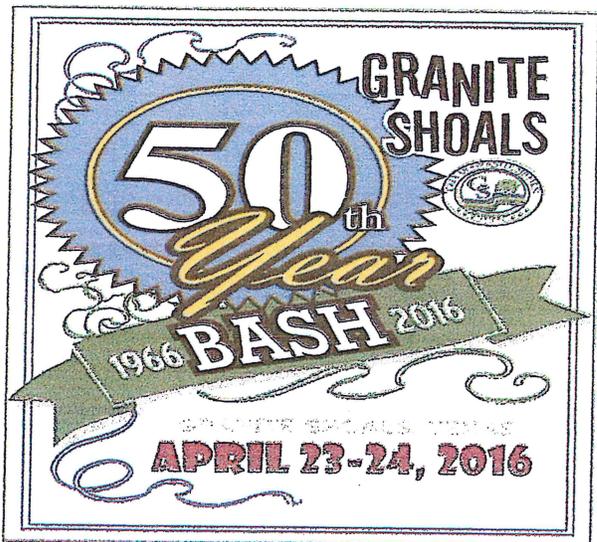
at City Hall grounds

2221 N. Phillips Ranch Road

11:00 AM



www.graniteshoals.org



Please join us for the Granite Shoals

5k FUN RUN/WALK

At the Manzano Hike and Bike Trail

on

Saturday, April 23, 2016 at 9 a.m.

Check-in begins at 8 a.m.

Submit completed registration forms and entry fees for each applicant to the City of Granite Shoals located at 2221 N. Phillips Ranch Rd. Granite Shoals, TX 78654. Registration Forms available at www.graniteshoals.org.

Entry Fee: Adults: \$10.00 Teens: 13-19 \$5.00 Kids: 12 and under free

Proceeds will go to the cost of the race and The Roddick Youth Tennis Foundation

REGISTRATION INFORMATION

Name _____ Age _____ Sex _____

Mailing Address _____

Phone _____ Email _____

Select event: ___ 1-mile Fun Run ___ 5K Run ___ 5K Walk

T-shirt size: ___ Youth ___ Adult (circle one) S M L XL XXL

T-shirt packets can be picked up at the City of Granite Shoals at 2221 N. Phillips Ranch Rd. on Friday April 22, 2016 4:30 to 6:30

WAIVER

In consideration of this entry, I hereby release the City of Granite Shoals from any and all injuries incurred to me or by me or any acts or omission by any organization or individual that take place at said race. I further certify that I am physically able to participate in this event.

Name: _____ Signature: _____

Guardian _____ Date: _____

Emergency Contact: Name _____ Phone: _____

Outline of Presentation

Economic Impact of Texas Aviation

Commercial Aviation

General Aviation

Federal Funds Available for Public Airports

Texas Funds for Public Airports

Requirements for Public Airport

Granite Shoals Municipal Airport

Brief History From Pilots and Property Owners

Creating A Successful Airport

Local Success Stories

Obstacles to Success Airport

Issues and Concerns

Administration

Community

Property Owners

Pilot

Addressing Issues and Concerns

Making GS Airport Successful

Immediate Goals

Long Range Goals



**City of Granite Shoals, Texas
City Council Meeting
Agenda Item Cover Memo
March 8, 2016**

Agenda Item: 6. Management Reports
Prepared By: City Secretary
Department: Administration
Submitted By: City Secretary

AGENDA CAPTION

6. Management Reports

a.) City Manager

- Meeting with MFISD representatives meeting 2/26/2016 –Council Member Tanner may wish to speak to this item.
- LCRA meeting 2-24-2016 – update – nuisance vegetation - See flyer ‘Keep Lake LBJ Clean and Not Green’.
- **City Wide Clean Up Day** for Spring 2016: April 30, 2016 8 AM to 12 Noon.

b.) Assistant City Manager

- Report on the ‘Energy Audit’ conducted by Jacob and Martin Engineering – see information
- 2016 Paving Project – see information
- Next CDBG grant application date is February 2017 (2 year cycle)

c.) City Secretary

- Elections Update - see mock up ballot.
 - Records Management Update – Departmental Schedules drafted.
 - Human Resources Update - No vacancies
 - Wildlife Advisory Committee update – Pilot Program Information Meeting for the Public / Prequalification Meeting for interested volunteers to be held March 24, 2016.
- At their Special Workshop held March 3, 2016, the Wildlife Advisory Committee drafted the agenda for their upcoming meeting March 24, 2016, which will be an information meeting for the public for those interested in volunteering in the Pilot Program. Application packets are available at City Hall and for download on the city website, but may not be submitted until this 3/24/2016 Meeting. Council Member Holland may wish to speak to this item.

KEEP THE LAKE CLEAN, NOT GREEN

A Property Owner's Guide to Minimizing Growth of Nuisance Aquatic Plants in the Highland Lakes

1. Avoid dumping leaf litter and grass clippings near the shoreline or into the lake.

Nutrients from yard trimmings and decomposing plants can fuel the growth of nuisance aquatic plants and algae. Bag up and remove yard trimmings and leaves, or place them in an area away from the lakeshore to compost. This material can later be used as mulch in flower beds and gardens to promote water retention in the soil. It also serves as a natural fertilizer for landscape plants.

2. Establish a vegetated buffer strip along the lakeshore of the property.

A buffer strip is an area of natural or managed vegetation adjacent to a creek, river or natural drainage way. This buffer helps protect waterways and aquatic resources from the short- and long-term impacts of stormwater pollution, by:

- Removing sediments, nutrients, metals, and other toxic pollutants.
- Providing wildlife habitat.
- Slowing down runoff and reducing shoreline erosion.
- Offering a more effective and longer-lasting solution to erosion than bulkheads. Shoreline plants have extensive root systems that hold soil and can maintain a healthier shoreline ecosystem.



This property on Lake LBJ uses native and naturalized plants to create a vegetation buffer between the grass turf and the lakeshore. Photo courtesy of Robert and Sheryl Yantis.



3. Avoid or minimize use of fertilizers.

If you must apply fertilizers or pesticides, apply the minimum amount printed on the label and do not apply immediately before it is forecast to rain. Applying excessive fertilizer does not make grass greener; it just makes the Highland Lakes greener with algae and nuisance plant growth when the fertilizer reaches the lake. Plants can only take advantage of a limited amount of fertilizer. The remainder is not absorbed and will sit on the surface of the grass, then be washed into the lake when it rains. Use organic natural fertilizers that release nutrients slowly into the soil, as opposed to chemical fertilizers that are quickly released and easily washed into the lake.

4. Avoid or minimize the use of pesticides and herbicides.

Plant native trees, shrubs and flowers that require less watering and do not require pesticides or fertilizers. If an area needs to be weeded, pull them by hand or smother the weeds using a tarp or newspaper instead of herbicides. Visit epa.gov/safepestcontrol/lawn-and-garden for more tips on natural pest management solutions for your yard.



5. Wash your car at a car wash, not in your driveway or yard.

Soap can easily enter the lake and degrade water quality. If you must wash your car at home, use a hose nozzle with a trigger to save water and pour buckets of soapy water down the drain, not into the yard or street.

6. Routinely pick up after your pet.

Pet waste contains nutrients and bacteria that can enter the lake during a rainfall event and contribute to the growth of nuisance plants and algae. In addition, pet waste can increase the amount of bacteria in the lake, which can negatively affect recreation such as swimming.

RECEIVED

FEB 26 2016

City of Granite Shoals
City Secretary's Office





TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

*****MARK YOUR CALENDARS FOR APRIL 30, 2016*****

CITY WIDE CLEAN UP

FROM: 8:00 A.M.--12:00 P.M.

LOCATION: City Hall property-2221 N. Phillips Ranch Rd.

Residents Only

NEED TO BRING: Current Water Bill and Driver's License

NO CONTRACTORS ALLOWED

THE FOLLOWING ARE ACCEPTED AND NOT ACCEPTED FOR CITY WIDE CLEAN UP:

ACCEPTED ITEMS

- Bundles of branches
- Bagged Leaves
- Bagged Trash
- Loose Yardage
- Water Heater
- Large Furniture: sofa, Recliner, etc.,
- Appliances: washer, dryer, microwave, dishwasher
- Stove (no items containing Freon)
- Mattresses
- Toilet, Scrap Metal
- Tires with or without rims (\$3.00 ea for recycle fee)

ITEMS NOT ACCEPTED

- Bags of Cement
- Cinder Blocks
- Batteries
- Chemicals
- Oil, Antifreeze
- Wet Paint
- Rocks
- Dirt
- Dead Animals



Bi-Monthly Services

FREE PICK UP EVERY OTHER FRIDAY PER SCHEDULE

FOR MORE INFORMATION VISIT CITY WEBSITE OR CALL REPUBLIC AT 830-693-3513

www.graniteshoals.org





****Marquen sus calendarios para el 30 de abril de 2016**

LIMPIEZA DE TODA LA CUIDAD

DE: 8 AM HASTA LAS 12 DEL MEDIO DIA

UBICACIÓN: AYUNAMIENTO DE LA PROPIEDAD – 2221 N. PHILLIPS RANCH RD.

SOLAMENTE PARA LOS RESIDENTES DE LA CUIDAD

Es **NECESARIO** traer su Bill de agua actual y su licencia de conducir.

NO SE PERMITEN CONTRATISTAS

LO SIGUIENTE SON LOS ARTICULOS ACEPTADOS Y NO ACEPTADOS PARA LA LIMPIEZA

ARTICULOS ACEPTADOS

- BULTOS DE RAMAS
- BOLSAS DE HOJAS
- BOLSAS DE BASURA
- YARDAGE SUELTO
- CALENTADORES DE AGUA
- MUEBLES GRANDES: sofás, sillón reclinable, etc..
- ELECTRODOMESTICOS: lavadora, secadora, microondas, etc.
- ESTUFA (artículos que no contengan freon)
- COLCHONES
- FIERRO DESECHOS
- TASA DE BANO
- TELEVISION (si el tubo esta quebrado)
- LLANTAS CON O SIN RINES (cuota de \$3 por reciclaje)

- * **ARTICULOS NO ACEPTADOS**
- * BOLSAS DE CEMENTO
- * BLOQUES DE CEMENTO
- * BATERIAS
- * PRODUCTOS QUIMICOS
- * PETROLIO(ACEITE)
- * ANTICONGELANTES
- * ANIMALES MUERTOS
- * PINTURA
- * PIEDRAS
- * TIERRA



SERVICIO BI-SEMANAL

TAMBIEN SE OFRECE SERVICIO GRATUITO DE RECOJER BASURA DE BULTO CADA DOS SEMANAS – SOLAMENTE LOS VIERNES –

PARA MAS INFORMACION LLAMA AL: 830-693-3513





**City of Granite Shoals, Texas
City Council Meeting
Agenda Item Cover Memo
March 8, 2016**

Agenda Item 6. b ACM Management Report, Energy Audit
Prepared By: Peggy Smith, Assistant City Manager
Department: Administration
Submitted By: Peggy Smith, Assistant City Manager

AGENDA CAPTION

ACM Management Report Report on the 'Energy Audit' conducted by Jacob and Martin Engineering

BACKGROUND

City requested a Third Party Engineer Review of an Investment Grade Audit prepared by the Way Companies for the City of Granite Shoals.

City selected Jacob and Martin, LLC to perform the review for the City.
Allen Phillips, P.E. of Jacob and Martin, LLC served as team lead for the review.

RECOMMENDATION

Staff does not recommend participation in the current project presented by the Way Company.

ATTACHMENT(S): (IF APPROPRIATE)

- Technical summary of the City of Granite Shoals Investment Grade Audit prepared by Jacob and Martin.



MEMORANDUM

TO: Mrs. Peggy Smith, Asst. City Manager, Granite Shoals, Texas
FROM: Allen Phillips, P.E., Jacob and Martin, LLC
SUBJECT: Technical Summary of the City of Granite Shoals, Investment Grade Audit
DATE: February 23, 2016

Introduction

In February of 2016 Jacob and Martin was asked to perform a review of an Investment Grade Audit prepared by Way Companies for the City of Granite Shoals. The Audit examines and proposes alterations to multiple sites which are listed below:

- Water Treatment Plant
- Old Water Treatment Plant (Raw Water Intake)
- Blue Briar Pump Station
- King's Cross Pump Station

The audit proposes improvements to the sites in two categories, which are, Facility Improvement Measures (FIM) and Energy Conservation Measures (ECM). All improvements are included in a single cost estimate of \$1,057,436 which is to be paid over 15 years in annual payments of \$91,138. The report states that the cost savings generated by the included FIMs and ECMs will be \$94,194 the first year increasing annually by 3% which will provide a positive cash flow for the life of the payment period.

Facility Improvement Measures (FIM)

The FIMs include infrastructure improvements which are meant to address existing problems. There are five FIMs listed in the audit and those FIMs are described below.

FIM I

FIM I includes installing new air relief valves on the discharge and suction sides of the membrane feed pumps to reduce cavitation and air lock. The individual costs for the FIMs are not shown in the audit, however, the premise and scope of this work appear sound as well as prudent. Additional air valves will reduce cavitation, which can cause impeller damage and shorten the useful life of the pump. It is still recommended to save for the replacement of the pumps, which are a short lived asset even after FIM I is installed.

FIM II

FIM II includes re-commissioning the existing ventilation system and installing insulation in the existing roof deck of the Water Treatment Plant in order to improve the ambient temperature of the facility. Extreme temperatures can have a negative effect on facility components, especially electrical and control hardware. Improving the ambient temperature of the facility would be desirable both from an equipment and personnel standpoint.

FIM III

FIM III includes installing a by-pass to take the ground storage tank off line whenever maintenance is necessary. A description of the proposed by-pass configuration should be submitted to the City to verify the layout and locations of existing lines and valves. Also, with such a large demand it is recommended to examine how the hydraulics of the pump will operate while taking suction off the supply line pressure instead of the ground storage tank.

FIM IV

FIM IV includes replacing the motors and pumps at the Kings Cross Pump Station. The report indicates that these pumps and motors will be replaced with like equipment. The system pumping capacities should be examined to verify that the existing pump capacities will handle the present and anticipated demands.

FIM V

FIM V includes installing three new backup power generators at the water treatment plant, the old water treatment plant, and the Blue Briar Pump Station. The report states that this FIM was requested by the City in order to maintain operation during power outages. The scope includes providing, installing, and testing the generators at the three locations.

Energy Conservation Measures (ECM)

The ECM's include infrastructure improvements to the existing sites listed which are meant to improve efficiency and lower energy costs. The energy savings costs are examined for each of the four ECMs in the appendix of the audit. The four ECMs listed in the audit are described below:

ECM I

ECM I includes upgrading the interior and exterior lighting systems at the water treatment plant. The existing and proposed lighting loads and power requirements are shown in the Lighting Summary located in the audit appendix. The hours of operation are also listed and have been verified with the City, therefore the anticipated savings appear appropriate.

ECM II

ECM II includes control upgrades at the water treatment plant by alternating the run sequence of the City's transfer pumps at the Water Treatment Plant. Currently, there are 2 MGD lead pumps and a 1 MGD jockey pump. The proposal is to switch the pumps so that the 1 MGD pump will run during the average day demand and the larger 2 MGD pumps will be run during peak flows. Based on the information provided on the existing system the following table was assembled.

Table 1 - ECM II Existing Control Scheme

	Annual Hours	Flow Rate	Annual Flow
	Hours	GPM	Gallons
1 MGD Pump	2262	694	94,189,680
2 MGD Pump	4805	1,389	400,448,700
Total Annual Flow			494,638,380

The scope for ECM II includes running the 1 MGD pump for 4,805 hours annually and running the 2 MGD pumps for 1,170 hours each. Based on the Audit the following table was assembled.

Table 2- ECM II Proposed Control Scheme

	Annual Hours	Flow	Annual Flow
	Hours	GPM	Gallons
1 MGD Pump	4805	694	200,080,200
2 MGD Pump	1170	1,389	97,507,800
	1170	1,389	97,507,800
Total Annual Flow			395,095,800

Based on the audit it appears that the new configuration will produce about 1,000,000 gallons per year less than the existing configuration. The new configuration does not appear to meet the City's existing demands based on the existing pump hours of operation shown in the audit. The energy consumption will be skewed if the City is only producing 80% or 1,000,000 gallons less, than their existing demand.

Also, the energy savings for this ECM assumes that all three pumps will be operated at 90% of the operating speed 90% of the time. A Variable Frequency Drive was not mentioned in the scope for ECM II, however, if this is included the flow rate during this time of slower speed will be reduced, resulting in less flow than what is shown in the ECM II – Post Conditions Table above. The VFD curve which would be needed to determine this flow rate is not included in the report and therefore the reduced flow rate could not be determined.

EMC-III

EMC III includes altering the existing intake pumps by removing one of the three existing 700 gpm pumps and installing two 1,000 gpm pumps and motors. The scope also calls for VFDs to be installed on all four pumps to allow for variable speed operation. When altering pump capacity within an existing system it is recommended to examine the hydraulics for the new pump to verify the increased head range. In order to reduce cost and increase efficiency, the audit recommends to run two pumps simultaneously at a lower speed. As in ECM II, the flow rates at the reduced speeds should be verified with the VFD curve. This will allow the EMC III cost savings table located in the appendix to be verified. However, it does appear that the savings shown are in line if the flow demands dictate that the pumps can be run at 90% as stated in the appendix table.

EMC- IV

EMC IV includes replacing the existing pumps at the Blue Briar Pump Station. Currently, there are two 800 gpm pumps in the station. The audit calls for the pumps to be replaced with two 1500 gpm pumps based on the City's request. The scope calls for existing piping and headers to be upsized at the pump station. The audit also states that the electrical load has been examined to account for the additional load of the larger pumps. As in previous scenarios flow rates should be verified at the 90% run speeds to verify the validity of the stated energy savings.

Project Financing

According to the audit the combination of these improvements account for \$18,194 in annual energy savings as well as \$76,000 in annual maintenance, repair, and capital improvements savings. The total project cost for the combined FIMs and ECMs is said to be \$1,057,436, however this cost is not broken down per category or individual FIM or ECM. It is also unclear what portion of these cost are attributed to installed construction cost and what portion is included for non-construction costs. It is recommended that the individual FIM and ECM project cost be broken out to determine if it is truly cost effective for the City to finance some of the smaller projects which have been included. The audit indicates that all of the FIMs and ECMs will be designed, constructed, and financed by and through Way Companies for an annual payment of \$91,138. It is estimated that these terms compare to a 15 year note at 3.43% interest.

Another item worthy of discussion is the cash flow analysis located on page 11. The audit indicates that a total annual savings of \$94,194 will be seen in the first year. That savings is the basis for the positive net cash flow for the project term as this will be used to cover the debt payment to Way Companies of \$91,138. The first year savings as discussed in the audit includes \$38,000 in annual maintenance and repair savings, and \$38,000 in capital improvements savings. This indicates that \$76,000 which is currently being budgeted into these categories could be rerouted as positive cash flow and used to cover the debt payment.

Based on input from the City the current equipment replacement fund includes \$39,600 which is being set aside for membrane replacement. According to the City the repair and maintenance budget is approximately \$35,400. Roughly half of this budget, \$17,700 is allocated to servicing water treatment plant equipment outside of the projects discussed and cannot be saved or relocated.

The remaining \$17,700 is budgeted for annual equipment maintenance and repair for system items. If the implementation of all nine ECMs and FIMs allow the City to utilize 0% of their first year repair and maintenance budget available that will produce \$17,700. If the \$18,194 of energy savings are realized as stated in the audit the first year savings from energy and operation and maintenance comes to \$18,194 + \$17,700 = \$35,894. This total does not add up to the anticipated savings of \$94,194 shown in the cash flow analysis on page 11 and will not cover the annual payment to Way Companies of \$91,138.

Conclusions

In conclusion, the City should consider the cost effectiveness of financing some of the smaller scope and cost ECMs and FIMs. Also, it appears that the ECM and FIM projects will not produce the required savings to cover the cost of the improvements in the audit. The cash flow and budgeting topics discussed in the audit should be verified by the City's financial advisors. The ECM and FIM projects shown in the Audit are good projects worth pursuing and do appear that a savings would result, however, it does appear that the cost of the projects stated in the audit will be greater than the projected savings.

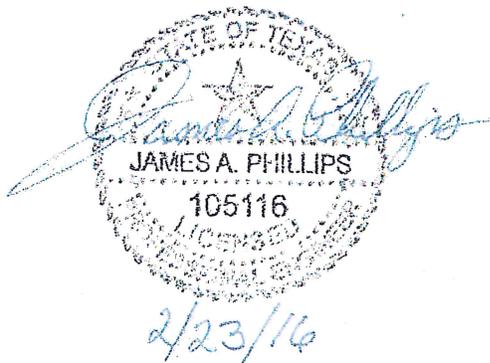
The following items are recommended to further verify the information given in the audit.

- Request detailed cost for each FIM and ECM.
- A detailed study regarding system capacities and hydraulics where pump capacities are modified. In addition to this point, all system modifications which will result in an increase in capacity require the submission of plans and specifications for approval per 30 TAC 290.39 (j) (1) (A).
- VFD curves showing pump flow rates at the reduced pump speeds should be provided to verify the electrical savings calculations.

We appreciate the opportunity to provide this Audit Summary for the City. Please feel free to contact me if we can provide additional information or assistance.

Sincerely,

James A. Phillips, P.E.
Jacob & Martin, LLC.





**City of Granite Shoals, Texas
City Council Meeting
Agenda Item Cover Memo
March 8, 2016**

Agenda Item 6.b ACM Management Report, 2016 Paving Project
Prepared By: Peggy Smith, Assistant City Manager
Department: Administration
Submitted By: Peggy Smith, Assistant City Manager

AGENDA CAPTION

ACM Management Report : 2016 Paving Project

BACKGROUND

Paving Plan for 2016 is presented on the attached city street map. This plan for 2016 includes Granitecastle, which was scheduled for last year; a section of the Forest Streets adjacent to Granitecastle; and Valley View.

A Street Map designating the route for the 2016 paving plan is included for review.

Staff was notified on February 11th by the County of the need to place the order for the rock by February 12th to ensure availability of rock for paving project due to anticipated demands by others. Staff placed the order and rock has been delivered. Rock was purchased at last year's price.

Road improvement plans for 2016 include an improvement and drainage update project for the 100 block of E. Granitecastle by removing the paved surface and adding 3-4 inches of road base while replacing or upgrading all small or damaged culverts as part of the improvement project. Other drainage improvements on Granitecastle already underway or completed include replacement of the 36" culverts at intersections, cutting of brush and drainage cuts.

Poverty Street has already been filled and leveled, with partially completion of brush cut and some drainage work. Brush work has started on Deep Forest. Installation of culvert on Deep Forest will aid in maintaining this road. Forest Oak will require some preparation work for fill and brush removal.

Road preparation costs will be more extensive for 2016 than 2015. Preparation costs are higher partially due to more drainage work being done with larger culverts being replaced, but also due to more road base work due to the damage resulting from the rain received last year.

Based upon current oil pricing, staff estimates emulsion oil price will not exceed last year's price. With these costs as a basis, the 2016 plan projects 5.90 running miles with the \$150,000 budgeted amount which exceeds the 3.43 running miles from 2015.

Street and Water Advisory Group (SWAG) reviewed the 2016 Paving Plan at their February 29, 2016 meeting.

RECOMMENDATION

Staff recommends approval of the 2016 Paving Plan.

ATTACHMENTS

- 2016 Paving Map



Map Date August 7, 2014

*Valley View
Poverty
Granitecastle*

*Forest Oaks
Lake Forest
Shady Forest
Deep Forest
Hillwood
Sherwood*



Legend

- Roads
- +— Railroad
- City Limit
- ▨ Highland Lakes





**City of Granite Shoals, Texas
City Council Meeting
Agenda Item Cover Memo
March 8, 2016**

Agenda Item 6. b ACM Management Report, CDBG Grants
Prepared By: Peggy Smith, Assistant City Manager
Department: Administration
Submitted By: Peggy Smith, Assistant City Manager

AGENDA CAPTION

ACM Management Report CDBG Grant Application Cycle

BACKGROUND

CDBG Grant Application Cycle is every 2 years.

City submitted last CDBG application in February 2015. City's application ranked #14.

CAPCOG funded 7 applicants in 2015. There is some supplemental money released in April or May of 2016. However the amount of these funds has not been released at this time.

RECOMMENDATION

Planning for 2017 CDBG Project.

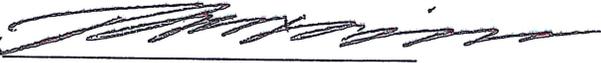
May 7, 2016

City General Election Ballot Format

Place #2 Shirley King

Place #4 Please tape your name in correct slot and sign to the right

Tom Dillard

1.) _____ x 

Arturo Rubio

2.) _____ x 

Place # Mark Morren

1.) _____ x 

Michael Steenbergen

2.) _____ x _____

3.) Will Skinner

_____ x 



City of Granite Shoals
 2221 N. Phillips Ranch Road
 Granite Shoals, TX 78654
 (830) 598-2424 fax (830) 598-6538
www.graniteshoals.org

AGENDA
FOR A SPECIAL CALLED MEETING
OF THE WILDLIFE ADVISORY COMMITTEE (WAC)
OF THE CITY OF GRANITE SHOALS
GRANITE SHOALS CITY HALL, 2ND FLOOR COUNCIL CHAMBERS
2221 N. PHILLIPS RANCH ROAD, GRANITE SHOALS, TX
THURSDAY, MARCH 24, 2016 6:30 PM

**Meeting for the Public – Prequalification meeting for Pilot Program for Deer Management
 /Information Meeting**

1. Call meeting to order
2. Citizens Comments/Items of Interest:
3. Discuss Wildlife Advisory Committee activities June 2014 to present – *Chair Brady*
4. Discuss Ord. 685 - Pilot Program Archery- Based Deer Management Plan approved by City Council on February 23, 2016
 - a. Pilot Program overview/Introductions
 - b. State Law and City Ordinances
 - c.. Roles and Responsibilities of:
 - 1.) Volunteer Hunters / Harvesters
 - 2.) Hunt / Harvest Directors
 - d. Discussion of Professional Conduct
 - 1.) Social Media
 - 2.) Public Relations
 - 2.) No alcohol before or during harvest events.
 - e. Discussion of Application process (application packets at City Hall and online at city website <http://www.graniteshoals.org/CivicAlerts.aspx?AID=76>):
 - 1.) Unpaid Volunteer Service
 - 2.) Requirements
 - 3.) Time commitment – No weekends or holidays
 - 4.) Nature of the Pilot Program / Test Program
 - 5.) Discussion of database for applicants / email
5. Identify Future Agenda items
6. Adjournment.



CERTIFICATION

I certify that the foregoing agenda has been posted at Granite Shoals City Hall inside bulletin board and outside on the new Parks Information and City Notice Board, 2221 N. Phillips Ranch Road, a place assessable to the public at all times, and on the official city website at www.graniteshoals.org on Friday, March 4, 2016 on or before 9:00 PM and shall remain there continuously from such time until after adjournment of the meeting which begins 6:30 p.m. Thursday, March 24, 2016. City Hall is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 8 hours prior to this meeting. Please contact the City Secretary at (830) 598-2424 for further information.

Elaine Simpson, TRMC/MMC - City Secretary



City of Granite Shoals, Texas
City Council Meeting
Agenda Item Cover Memo
March 8, 2016

Agenda Item: #7. Consent Agenda
Prepared By: City Secretary
Department: Administration
Submitted By: City Secretary

7. Consent Agenda Items

The items listed are considered to be routine and non-controversial by the City Council and will be approved by one motion, There will be no separate discussion of these items unless a Councilmember so requests, in which case the item will be removed from the Consent Agenda prior to a motion and vote. The item will be considered in its normal sequence of the regular agenda.

- a. Approval of City Council Regular Meeting minutes for February 23, 2016.
- b. Approval of Resolution #504 authorizing Burnet Central Appraisal District to accept a bid from Homero Ramirez for tax foreclosure property at Lot 152, Elm Creek Section of Sherwood Shores, for \$1,500.
- c. Approval of Resolution #505 to express support for request of the City of Marble Falls and the Counties of Burnet and Llano for Texas Department of Transportation TXDOT Beautification Project area at Hwy 281 and Hwy 71.

a.) self-explanatory

b.) Burnet County Chief Appraiser Stan Hemphill has received a bid for a property in Granite Shoals from the tax foreclosure list. Mr. Hemphill has provided the information related to this bid and itemized list of how bid proceeds will be divided, if Council approves this sale to Mr. Ramirez.

c.) Mr. Soc Gonzales has requested that the City Council consider approving a Resolution of support for the TXDOT Beautification project at Hwy 281/ Hwy 71 in Marble Falls. The information related to the project was included under the Citizen Comments and Items of Interest section of the agenda.



City Of Granite Shoals
2221 N. Phillips Ranch Road
Granite Shoals, TX 78654
Phone (830) 598-2424 fax (830) 598-6538
www.graniteshoals.org

MEETING MINUTES
CITY OF GRANITE SHOALS, TX
REGULAR CALLED CITY COUNCIL MEETING
TUESDAY, FEBRUARY 23, 2016
6:00 PM

The numbering below tracks that of the agenda, whereas the actual order of consideration may have varied.

1. Mayor Brugger called the regular meeting of the City Council of the City of Granite Shoals to order at 6:00 pm, Granite Shoals City Hall, Council Chamber, 2221 N. Phillips Ranch Road, Granite Shoals, Texas.

Present:

Carl Brugger, Mayor
Shirley King, Mayor Pro Tem
Anita Hisey, Council Member, Plc. 1
Eric Tanner, Council Member, Plc. 3
Tom Dillard, Council Member, Plc. 4
Todd Holland, Council Member, Plc. 5
Mark Morren, Council Member, Plc. 6 arrival 6:32 PM.

Absent:

City Staff Present:

Ken Nickel, City Manager
Peggy Smith, Assistant City Manager
Brad Young, City Attorney
Elaine Simpson, City Secretary
Wendy Gholson, Finance Director

2. Council Member Mark Morren gave the invocation.
3. Pledge to the US and the Texas State flags.

4. Public comment and announcements and Items of Interest

At this time, any person with business before the Council not scheduled on the agenda may speak to the Council. No formal action can be taken on these items at this meeting. No discussion or deliberation can occur. Comments regarding specific agenda items should

occur when the item is called. Anyone wishing to speak under this agenda item must complete a Comment Card and submit to the City Secretary prior to addressing the Council.

Jim Davant, 310 S. Shorewood, Granite Shoals, TX 78654: expressed concerns on his own behalf, and those of his neighbors who signed a petition, related to the staff recommendations included in tonight's city council packet for workshop item #9 on Non-Conforming structures and uses. He read the names of his neighbors who signed the petition: Jim Davant, John Silva, Lois Silva, William Harlowe, Joyce Harlowe, Joanna Bennett, Ruby Gault, Kay Giesecke, A. Hood, Crystal Hinds, Sally May, Susan Davant, Stephen Mattingly and Nancy Mattingly. The statement on the petition was that that 'We, the undersigned residents of Granite Shoals, call upon the City Council of Granite Shoals to reject the staff recommendations as denoted on page 115/128 of the City Council agenda February 23, 2016. We do not believe staff recommendations are in the best interests of the residents and property owners of Granite Shoals.'

Jim Tenny, 100 Burnett Ranch Road, Wimberley, Texas: spoke regarding the workshop held on February 9, 2016 on the Granite Shoals airstrip. He apologized for not realizing the scope of the charge that the City Council members have to balance the needs of the entire city, and not just the airport area of town. He indicated a willingness to work with the city and the other pilots to help the airstrip to support itself and have pilots and volunteers help the city. He explained he called the FAA, other pilots, the experimental aircraft organization, the Texas Aviation Organization, TXDOT, and any other organization or group that he thought might provide assistance. Of the five airstrips in Texas, owned by a city with 5000 or less population, the Granite Shoals airstrip is the only one not opened to the public. He requested an opportunity to make a presentation to the City Council during the City Council regular meeting of March 8, 2016.

Calvin Boyd, Candidate for Sheriff of Burnet County: introduced himself and asked for the support of the voters in the upcoming election.

David Dittmar: asked that the City Council consider an item on their upcoming agenda March 8, 2016 to re-establish the 'Airport Advisory Committee' and that the re-established committee have allowances for some 'advisory/non-voting' members to be appointed to serve (citizens who are not residents and do not own property in the city of Granite Shoals) as the Council created for the 50th Anniversary Committee.

Neil Harverlah, 612 E. Briarway Drive, Granite Shoals, TX: (currently approved for membership on the Airport Advisory Committee): asked that the City Council consider an item on their upcoming agenda March 8, 2016 to re-establish the 'Airport Advisory Committee' and that the re-established committee have allowances for some 'advisory/non-voting' members to be appointed to serve (citizens who are not residents and do not own property in the city of Granite Shoals) the same as the Council created for the 50th Anniversary Committee.

Judge Roxanne Nelson: Spoke in advance of the Consent Agenda item for City Council to consider her contract renewal. She noted that she has served as Associate Judge of the

Municipal Court under both Judge Ed Cutchin and now under Judge Frank Reilly. She works from the Burnet County jail and is able to address Granite Shoals prisoners on site. She is also running for re-election for Justice of the Peace, Precinct #3, and requested voter support.

Judge Lisa Whitehead, Justice of the Peace, Precinct #2. She spoke in advance of the consent agenda item upcoming for the Council to consider appointing her as the backup Associate Judge of the Municipal Court. At this time, since she is not under contract as an Associate Judge of the Municipal Court, she may not handle Granite Shoals misdemeanors from the jail.

Leslie Ray, Deputy Constable, now running for Constable, Place #1, requested the voters support.

5. **Presentations, Recognitions and Reports**

a. Judge Frank Reilly: Granite Shoals Municipal Court Quarterly Report

Judge Reilly presented his Quarterly report for the Municipal Court, as provided in advance in the agenda packet as page 5. (Attached to these meeting minutes as Exhibit 'A'). He added that the new City Court clerk is doing a very good job.

b. Gandolf Burrus, Grant Development Services: Options and information related to upcoming park grant opportunities.

We are still working on the Outdoor Recreation Grant that we discussed 6 months ago. This grant application is planned to include playing fields, basketball, batting cage, under 14 soccer, and 'Pickleball' fields, among other features.

The cost for administrating the contract will be the same as quoted last time (\$1,500). The fees for contract administration and for engineering are refundable from the grant. The Texas Parks and Wildlife Department (TPWD) will accept the city land for matching purposes for this grant.

There was a discussion that the application deadline is October, 2016, so any costs for this application will be out of next year's budget.

Mr. Burrus asked that a change be made to the contract, as proposed in the Consent Agenda, that the actual cost of any required archeological study will be paid for by the City, and not by Grant Development Services.

c. Wendy Gholson, Finance Director: City of Granite Shoals First Quarter Financials and Investment Report.

Finance Director Gholson went through her report page by page. She noted that the revenue numbers look good, and she has no cause for concern with the budget at this time. The investment report was reviewed, and it was noted that the investments were performing well against benchmarks.

6. **Management Reports**

a.) City Manager

- Park(s) Grants Update.

Final touches are being made to the Interpretive Center. City staff is now starting to focus on the new TPWD Outdoor Recreation Grant application.

- 50th Anniversary Committee: Updates on activities and advertising and vendor booth opportunities and volunteer opportunities.

There was a discussion of the planned Fun Run with Leo Manzano, and it was noted that there will be a music festival headed by John Arthur Martinez. Applications are still being accepted from those interested in reserving a vendor booth. There will probably not be alcohol at the event, due to regulations with the Texas Alcoholic Beverage Commission. On March 8, 2016, 50th Anniversary Committee chair Jackie English will present a Chairman's Report to update Council on the Big Bash.

- City Wide Clean Up Day for Spring 2016: April 30, 2016 8 AM to 12 Noon. We are planning for 15 roll-off dumpsters capable of removing 100 tons of trash/junk. We have noticed that many areas of town are cleaned up since these Clean Up Days started.
- LCRA holds open house-style meeting regarding dealing with nuisance vegetation in Lake LBJ, including information program at 3 PM, Wednesday, Feb. 24, 2016, at Granite Shoals Fire Hall. This will be held from 3 PM to 6 PM.
- Upcoming meeting with Marble Falls ISD representatives February 26, 2016 to discuss possible partnership between city/ISD to create youth athletic playing fields. Dr. Allen with the MFISD met with Council Member Tanner, Randy Taylor and me about two months ago to discuss youth playing fields in the city. This is a follow-up meeting.
- Warrant Round-Up event 2016: Note the banners have been placed on main arterials.
- Houseboat issue resolved on Woodland Hills. The city has signed an agreement with the owner of the partially sunken houseboat for a contractor to remove and demolish the houseboat/nuisance.

b.) Assistant City Manager

- CDBG Grant for water storage tank update. Completed.

c.) City Secretary

- Elections Update

This year, the following City Council seats are up for re-election: Place 2 currently held by Mayor Pro Tem Shirley King Place 4 currently held by Tom Dillard Place 6 currently held by Mark Morren

Candidates: Shirley King has filed her application for a place on the 5-7-2016 City General Officers Election for re-election to place #2. Mayor Pro Tem King will serve as her own Campaign Treasurer, and she has signed the Code of Fair Campaign Practices.

Arturo Rubio has filed to run for place #4. He will serve as his own Campaign Treasurer, and has subscribed to the Code of Fair Campaign Practices.

Tom Dillard has filed for re-election to place #4. He will serve as his own Campaign Treasurer and has subscribed to the Code of Fair Campaign Practices.

Will Skinner has applied to run for place #6. Brittany A. Skinner is his Campaign Treasurer.

Mark Morren has filed for re-election for place #6. He will serve as his own Campaign Treasurer.

Michael Lee Steenbergen has filed to run for place #6. He will serve as his own Campaign Treasurer and has subscribed to the Code of Fair Campaign Practices.

Code of Fair Campaign Practices is a voluntary pledge. All candidates have chosen to conduct their campaigns with a \$500 limit. This is called 'Modified Reporting'. It means that so long as the campaign neither raises, nor spends, more than \$500, the Campaign Treasurer is not required to file certain Financial reports.

Drawing for Order of Names on the Ballot was held before the City Council meeting tonight. The results are as follows:

Place #2: Shirley King

Place #4

1. Tom Dillard
2. Arturo Rubio

Place #6

1. Mark Morren
2. Michael Steenbergen
3. Will Skinner

7. Consent Agenda Items

The items listed are considered to be routine and non-controversial by the City Council and will be approved by one motion, There will be no separate discussion of these items unless a Councilmember so requests, in which case the item will be removed from the Consent Agenda

prior to a motion and vote. The item will be considered in its normal sequence of the regular agenda.

- a. Approval of City Council Regular Meeting minutes for February 9, 2016.
- b. Approval of professional contract extension with Roxanne Nelson for services as Associate Judge of the Municipal Court, renewing contract for another two-year term.
- c. Approval of professional contract with Lisa Whitehead for services as Associate Judge of the Municipal Court, for a two-year term.
- d. Approval of proposed Ord. #684 to amend the City's General Fee Schedule to remove the 'LCRA Drought Rate Fee for surface system customers' from customer utility bills, related to a drought fee previously charged to the city by LCRA for raw water.
- e. Grant Development Services contract for administration services on Park Grant.

City Secretary Simpson noted corrections made to the Meeting minutes, as requested by Mayor Brugger: "*1) Comments: Page 6, second paragraph from the bottom, the ranch name is Ebeling, not Ehbling per John Hallowell's article. On the same page, in the next paragraph, it reads ... information was included the in the agenda packets. I believe, the first "the" needs to be removed, so it reads ... was included in the agenda packets ...*

On page 9, item 1 under cons, you said that neither Marble Falls or Kingsland has an airstrip. Kingsland has one that runs along Airport Blvd. You might not call it an airport, but they do have a short unpaved runway.

On page 10, item 6, you say planes as large as 175 ... I don't know what this means. Do we need a manufacturers name in front of the 175?"

City Secretary noted she made the spelling correction, removed the duplicated word, removed 'or Kingsland' from page 9, and clarified the meaning of a plane as large as 175 by adding the make Cessna and the model 'Skylark' to the meeting minutes.

Council Member Tanner made a motion, and Council Member Dillard seconded, to approve items a., b., and c., from the Consent Agenda, with item a. the meeting minutes corrected as read by the City Secretary, and items b. and c. approved as presented. Motion carried unanimously by a 7-0 vote.

Mayor Brugger made a motion, and Council Member Dillard seconded, to approve item d., Ordinance #684, with the modification that this drought fee will be removed effective **March 1, 2016**. Motion carried unanimously with a 7-0 vote.

Council Member Tanner made a motion, and Councilman Dillard seconded, to approve item e. on the consent agenda, the contract with Grant Development Services, with the addition of item g.) to number 4, that the City will be responsible for the cost of any archeological study requested by the Texas Parks and Wildlife Department in relation to this Outdoor Recreation Grant application. Motion carried unanimously by a 7-0 vote.

Council will individually consider and may take action on any or all of the following items:

8. **REGULAR AGENDA ITEMS**

- a. Hear update/report from Mr. Greg Haley, of KC Engineering, Inc., discuss, consider and possibly take action related to options for public road infrastructure improvements, including design and cost options for arterials, and project approval related to grant application(s) discussed at previous City Council meetings December 15, 2015, January 12, 2016, January 26, 2016 and February 9, 2016. *(City Manager Ken Nickel)*

Mayor Brugger provided written notes on this item: these are attached to these meeting minutes as Exhibit 'B'.

Mr. Greg Haley noted that they have been discussing Prairie Creek, and at the last meeting he was asked to prepare a preliminary estimate of the cost of improving all of Prairie Creek, south from FM 1431 to Sherwood Forest. Mr. Haley provided estimates for two options, doing the improvements to Prairie Creek with 'Hot Mix' or with 'Seal Coat'. It was noted that the hot mix provides some strength and structural capacity.

There was a discussion of the Mayor's handouts, including discussion of moving utility poles out of the right of way and also straightening out the 'S' curve in Phillips Ranch Road.

There was an extended discussion of the time frame for this item, Mayor and Council wish to have some sense of how much assistance USDA – Rural Affairs might be able to provide by August, because that is the time frame when a November bond election would need to be called.

There was an extended discussion of the state of the water lines along Prairie Creek and in the Kingswood area. It was noted that some portions of Prairie Creek Road has residents who are on only well water. There was a discussion that it would be solid planning to plan to run 'stub outs' to these locations, off an eight inch (8") line, at least.

Streets and Water Advisory Group (SWAG) Chair Susie Hardy and member Jim Davant were in the audience and submitted several ideas, and agreed to take the proposed update to the Transportation Plan (composed by Council Member Tanner) back to the SWAG for review.

It was noted that there seemed to be general agreement with the idea of doing these public improvements on both arterials (Phillips Ranch Road and Prairie Creek) all the way, the full length. This is option #1 on the Mayor's handout page 2. This is due to the favorable match that we believe we would qualify for with a USDA grant for this project. It was decided to direct staff to prepare a Resolution to propose the program at \$4.346 million, plus a figure representing the cost – as estimated by city staff – related to cost of the water lines to be installed on Prairie Creek, as discussed.

Mayor Brugger made a motion to direct staff to draft such a Resolution, and bring back to City Council on the next agenda, and Council Member Dillard seconded. Motion carried with unanimous vote of 7-0.

- b. Discuss, consider and possibly take action related to proposed Ord. #682 Amending City Regulations of alcohol sales, as discussed at the City Council meeting January 26, 2016. *(City Manager Ken Nickel/City Attorney Brad Young)*.

Mayor introduced this agenda item and City Attorney Brad Young provided the staff report. This was previously discussed in January and tonight the proposed Ordinance is presented with modifications requested. All references to having a 'city permit' for alcohol have been removed. The Ordinance has been streamlined to conform to State Law. Although city staff did research, as directed by Council, there were no other ordinances found that regulate alcohol that would conflict with this Ordinance, if it is adopted tonight.

It was noted that there is a Repealer Clause in this Ordinance, which would eliminate issues with any previous ordinance having conflicting provisions.

There was a brief discussion of the ability of a city to regulate alcohol with ordinances such as this one, as well as with zoning.

Council Member Dillard made a motion, and Council Member Holland seconded, to approve, as presented, Ordinance #682. Council Member Dillard read the Ordinance caption:

Ordinance No. 682

"Regulation of Alcoholic Beverages"

AN ORDINANCE OF THE CITY OF GRANITE SHOALS, TEXAS, REPEALING ORDINANCE NO. 85 RELATING TO THE SALE OF ALCOHOLIC BEVERAGES AND INCORPORATING THE RELEVANT PORTIONS INTO THE CITY OF GRANITE SHOALS CODE OF ORDINANCES BY AMENDING CHAPTER 3 (ALCOHOLIC BEVERAGES); AND INCORPORATING THE FOLLOWING: FINDINGS OF FACT; A SAVINGS CLAUSE; SEVERABILITY; REPEALER; EFFECTIVE DATE; AND PROPER NOTICE AND MEETING.

Motion carried by a unanimous 7-0 vote.

- c. Approval of proposed Ord. #685 to formally adopt the Granite Shoals Deer Management bow-hunting program, as a pilot program for 2016-2017.

There was a short discussion that the plan has been presented to Council at previous meetings and has been 'workshopped'. Council has commended the safety measures incorporated into the design of the pilot program by the Wildlife Advisory Committee.

City Attorney Brad Young noted that he removed some of the 'forms' from the Ordinance, in order that these forms might be adapted, as needed, during the pilot program, without the need for Council to amend the Ordinance.

Mr. Young also noted that he updated 'Exhibit A', to stress that the volunteer participants in the pilot program are donating their service and are not paid. The new verbiage is:

Hunters shall serve on a volunteer basis only and without financial compensation. The hunter will be responsible for lawful recovery and disposal of the harvested animal in the manner provided by state law.

There was a discussion related to the upcoming 'Information Meeting', for potential volunteer hunters. The information about this meeting and applications for those who are interested in volunteering will be posted on the city website.

Council complimented the WAC, Chair Brady and Council Members Holland and Morren for a job well done.

Council Member Tanner made a motion, and Council Member Dillard seconded, to approve and adopt, with updates to Exhibit 'A' as read tonight, Ord. 685 to authorize a Pilot Program for Deer Management in Granite Shoals. Council Member Tanner read the Ordinance Caption:

Ordinance No. 685

"Deer Management Pilot Program"

AN ORDINANCE OF THE CITY OF GRANITE SHOALS, TEXAS, ADOPTING A PILOT PROGRAM FOR WILDLIFE MANAGEMENT HARVESTING; AMENDING SECTION 24-19 OF THE CITY OF GRANITE SHOALS CODE OF ORDINANCES TO PERMIT BOW HUNTING BY AUTHORIZED PARTICIPANTS IN THE PILOT PROGRAM; AND PROVIDING FOR THE FOLLOWING: FINDINGS OF FACT, SAVINGS, SEVERABILITY, REPEALER, EFFECTIVE DATE, AND PROPER NOTICE AND MEETING.

Motion carried by a unanimous vote of 7-0.

- d. Discuss, consider and possibly take action related to the appointment of members to Boards and Committees. *(City Secretary Simpson)*

There are no applications from citizens for any Boards or Committees tonight except for those interested in the Airport Advisory Committee. Since the February 9, 2016 City Council workshop on Airport Issues the following individuals have submitted an application:

- 1.Sandra Buschhorn
- 2.Barry Lee Sylvester
- 3.James Tenny
- 4.Joseph Swift
- 5.Nancy Sylvester
- 6.Jimmy Fermin
- 7.Tanya Fermin
8. Sheryl Garner, 902 Mystic Drive 2/22/2016
9. Stephen Lyng, currently Wisconsin 2/22/2016

On evening of 2-23-2016, the following applications were received:

10. George Forester
11. David Dittmar

Mayor Brugger recommended that the City Council not appoint any more members of the Airport Advisory Committee until city staff conducted a thorough review of when and how the previous Airport Committee might have been 'dissolved'. Council Members have no memory of dissolving the Airport Committee, as was established about seven years ago. Because there is no Ordinance in the City Code related to the committee, our 'new' staff believed the Committee had been dissolved.

Mayor Brugger directs City staff to research the Airport Advisory Committee which was established and held meetings in 2009 and 2010, and had input regarding the Comprehensive Plan section on the Airport.

If it is found that the Committee was dissolved by Council, Mayor Brugger requests that a new Ordinance be drafted to re-establish the committee with updated 'charges' / objectives.

At the next Council meeting, there will be a workshop item to discuss:

- a.) if Airport Advisory Committee was officially/legally dissolved by City Council
- b.) if not, the best way to update the Ordinance that created the Committee, in order that it will be relevant to the discussions that the Council is having now related to maintenance and use of the airstrip.
- c.) prospect of adding 'non-voting' advisory members to the Airport Committee, as are allowed to serve on the 50th Anniversary Committee.

Since Mr. Jim Tenny had requested to make a presentation regarding the airstrip at the March 8th meeting, Council determined to resume discussion on this topic on the 8th, as well.

No formal action was taken.

9. **Workshop**

Discuss non-conforming structures regulations, follow up on January 12, 2016 Workshop. (*Mayor Brugger / City Manager Ken Nickel*)

The City Council members reviewed the Non-Conforming Ordinance. (Exhibit 'C' to these meeting minutes)

The City Council Members had previously submitted their questions, concerns and suggestions at the City Council meeting January 26, 2016. Tonight the Council reviewed the City Staff recommendations to the Non-conforming Ordinance. (Exhibit 'D' to these meeting minutes)

There was an extended discussion of encroachment of eaves, and of structures (foundations) into easements and setbacks. There was an extended discussion of standard practice related to how measurements are taken to determine if a structure encroaches, or eaves encroach.

Recommendation #1 from City Staff included adding a provision for allowing structures with only encroachment of eaves (not foundation), be allowed if the structure was constructed before July 1, 2015.

There was general agreement related to this recommendation.

Recommendation #2 from City Staff was that if a structure is non-conforming because of encroachment of a structure/foundation into the easement/setback, that the ordinance continues to be enforced, as written.

There were many suggestions for changing the Recommendation #2. In Marble Falls, it was noted that non-conforming uses are eligible to expand the use up to 50% of the appraised value of the structure from the tax rolls, as long as it doesn't exacerbate the non-conforming issue.

There was an extended discussion related to equity for those residents who own homes built before their property was annexed into the city.

There was a discussion of the concerns that no enlargement of any kind be allowed that is not up to Building/Electrical/Plumbing codes.

Mr. Jim Davant had previously submitted his informal petition of names of neighbors who did not wish for the City Council to accept Recommendation #2 as proposed by city staff.

There was an extended discussion of researching the process followed by Marble Falls, and to consider if it is fair to use the appraised value from the tax roll, instead of market value.

Mayor Brugger requested that this item be brought back by City Staff in a workshop on the next meeting, to continue to consider these issues.

10. Written Reports

- a. Code
- b. Fire
- c. Streets
- d. Police

Written reports were accepted.

11. Future Meetings and Agenda Items

- o Review Agenda Calendar
- o Identification of future agenda items

12. **Adjournment**

With no further business, and no objections from Council, Mayor Brugger adjourned the meeting at 10:03 pm.

Approved by City Council on the 8th of March, 2016

By: _____
Carl J. Brugger, Mayor

Attest:

Elaine Simpson, City Secretary

Exhibit 'A' Feb 23, 2016
City Council Mtg. minutes.
MUNICIPAL COURT REPORT
October - December 2015

Open Cases at beginning of Quarter: 1075

New Cases Filed (opened):

Traffic	115	
State Law	26	
City Ordinance	<u>2</u>	
Total	143	

Disposition of cases closed before Court:

Uncontested at Window	95	58%
Dismissed by Prosecutor	5	3%
Bench Trial / Jury Trial	0	0%
Community Service / Jail Credit	30	18%
Driver Safety Course	22	13%
Compliance	<u>13</u>	8%
Total	165	

TOTAL OPEN CASES: 1053

PENDING COMPLETION OF PAYMENT PLAN: 26

WARRANTS:

Issued	18
Executed (served)	2

REVENUE:

TO CITY	\$20,665.98
TO STATE	\$10,138.82
NON-CASH CREDITS	\$3,722.10
LOST DUE TO DISMISSAL	\$1,245.00

Note from Judge Reilly:

Exhibit 'B'

Item 8, Regular Agenda Item – Arterial Road Improvements – February 23, 2016

Future Activities

City Council Mtg. minutes 2/23/16.

- Discuss the idea of one USDA grant for two roads, knowing the 55% would do one or part of one road.
- Obtain an estimate for Prairie Creek from KC Engineering, Inc.
- Request review of Comprehensive Plan update for roads by Planning & Zoning and SWAG. (How does Eric's road layout compare with KC Engineering?)
- Amend the Comprehensive Plan by ordinance.
- Develop formal strategy for road improvements perhaps in the form of a resolution, in support of the amended comprehensive plan.
- Complete road improvement planning by approving an ordinance in August calling for a November special election.
- Hold an informative town hall meeting on the road improvement plan. (USDA grants require a public hearing prior to submission.)

Grant Options & Assumptions:

- Phillips Ranch Road costs
 - FM 1431 to Bluebriar Drive, 7.750 feet – \$1,240,000
 - Bluebriar Drive to Live Oak, 3,440 feet – \$ 550,400
 - Total of two sections \$1,790,400
- Prairie Creek to Forest Hills Drive costs (not Sherwood Forest Dr.) 4,900 feet
 - Concrete cube & gutter / storm sewer - \$2,038,000
 - Ditch cross section - \$1,720,000
- Prairie Creek from Forest Hills Drive to Sherwood Forest Drive, 3,900 feet
 - Hot mix asphaltic pavement \$ 268,000
 - Seal coat pavement \$ 222,000
- Design Contingency (Utility pole relocation, right of way purchases, straightening curve sections, minor water line replacement) \$250,000
- Financing
 - \$1,500,000 @ 4% for 10 years, I&S rate increases by 0.0621, or \$62.10 for a \$100,000 home
 - \$1,500,000 @ 4.5% for 15 years, I&S rate increases by 0.0506, or \$50.60 for a \$100,000 home
 - \$2,500,000 @ 4% for 10 years, I&S rate increases by 0.0956, or \$95.60 for a \$100,000 home
 - \$2,500,000 @ 4.5% for 15 years, I&S rate increases by 0.0761, or \$76.10 for a \$100,000 home
- USDA Matching Requirements 45%

Pictures from Mayors #2 hand-out.

- USDA Grant Options



- Option 1: Full length of PRR and PC, all four sections, with hot mix plus a design contingency, \$4,346,400 (\$1,240,000, \$550,400, \$2,038,000, \$268,000 and \$250,000)
 - Grant funds \$2,390,520
 - Bond funds \$1,955,880 (and, perhaps, a monthly fee)
- Option 2: First segment only for PRR and PC from FM 1431 with hot mix plus a design contingency, \$3,528,000 (\$1,240,000, \$2,038,000 and \$250,000)
 - Grant funds \$1,940,400
 - Bond funds \$1,587,600
- Option 3: Full length of PRR, two sections, with hot mix plus a design contingency. \$2,040,400 (\$1,240,00, \$550,400 and \$250,000)
 - Grant funds \$1,122,220
 - Bond funds \$ 918,180
- Option 4: First segment only of PRR from FM 1431 with hot mix minor road or utility pole changes. \$1,340,000 (\$1,240,000 and \$100,000)
 - Grant funds \$730,000
 - Bond funds \$610,000
- Option 5: _____
 - Grant funds \$ _____
 - Bond funds \$ _____



Arterial Road Design Items
Needing Consideration

The following twelve pictures are from Phillips Ranch Road and Prairie Creek Road, taken on February 23, 2016. Each picture represents an issue that, in the Mayor's opinion, should be considered and possibly corrected when Phillips Ranch Road and Prairie Creek are improved by building a new road base and installing a hot mix asphalt surface.

Phillips Ranch Road

Pictures 1 & 2: The southwest corner of the intersection of Phillips Ranch Road and FM 1431 requires motorist to make a turn greater than 90 degrees. The City owns the right away on the southwest corner to widen the intersection. As the pictures show, possibly the cross walk signal relocation might be the only relocation required.

Pictures 3 & 4: The curve on Phillips Ranch Road between the entrance to the granite mine and the Christ Redeemer Church is sharp. The pictures show the open right away that the City owns adjacent to the curve and in front of the Christ Redeemer Church.

Picture 5: The last curve before entering the city proper on Phillips Ranch Road has a utility pole within a few feet of the payment. At this point in the curve, the standard shoulder width does not exist. Two options:

1. Obtain adjacent property to relocate both the utility pole and fencing.
2. Obtain a much larger portion of the adjacent property to realign the road from where the utility pole is located all the way the Christ Redeemer Church.

Picture 6: This picture shows part of the zig-zag on Phillips Ranch Road at the Bluebriar intersection. The proposed revision to the Comprehensive Plan suggests realigning Phillips Ranch Road to eliminate the zig-zag.

Prairie Creek

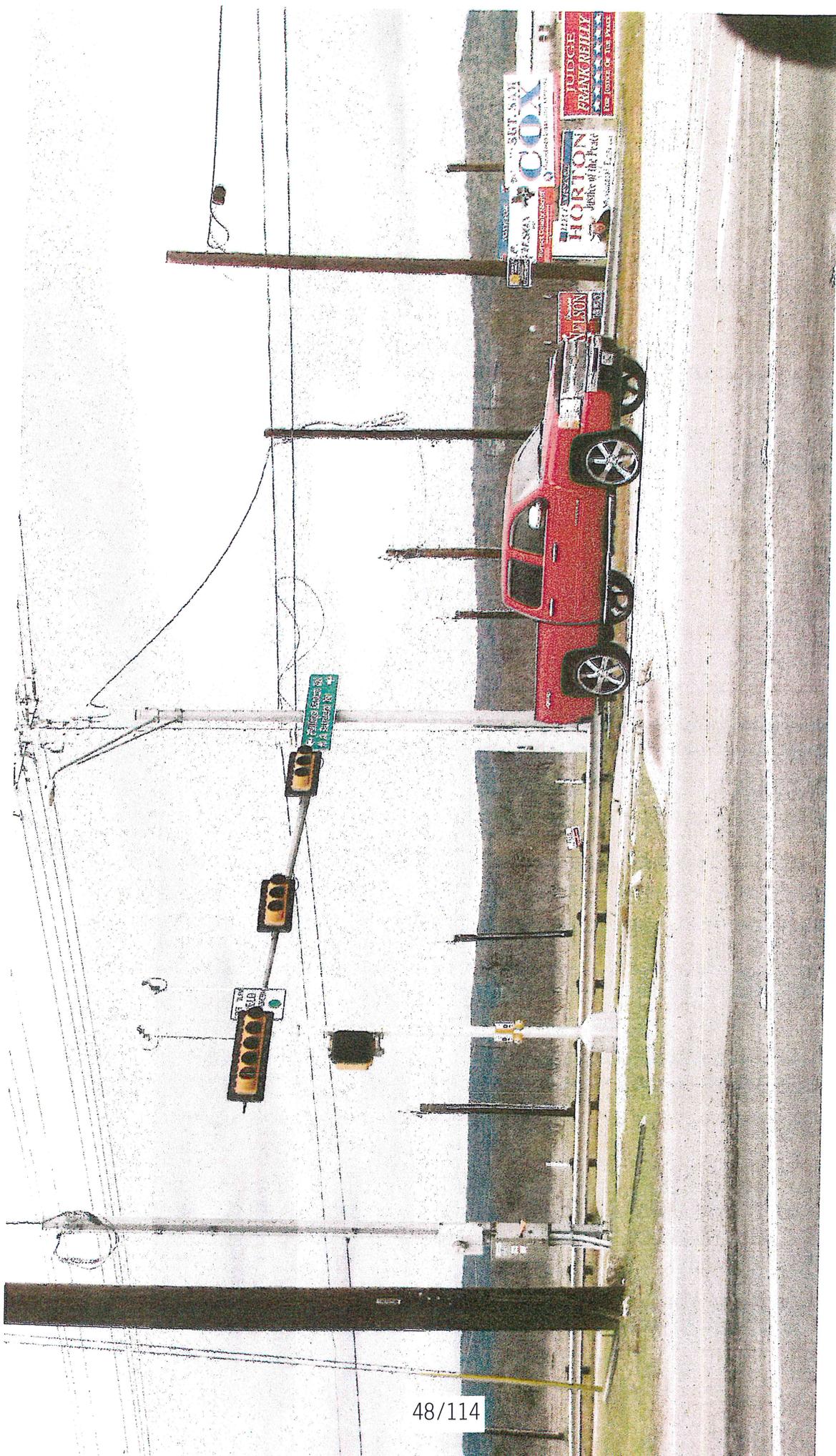
Picture 7: This picture shows the intersection between Prairie Creek and Forest Hill Drive. Enlarging the two Forest Hill entrances to the intersection along with improvements on Prairie Creek would provide a safer intersection.

Picture 8: This picture shows a curve on Prairie Creek where a utility pole is within ^{feet} 4 feet of the edge of the payment, and needs to be relocated.

Picture 9: This picture is typical of utility pole placements along Prairie Creek.

Pictures 10 & 11: This picture shows a curve on Prairie Creek where a utility pole is within ^{feet} 4 feet of the edge of the payment, and needs to be relocated and possibly right away needs to be obtained.

Picture 12. This picture shows the angle that Prairie Creek takes as it enters FM 1431. Could or should this intersection be realigned?



48/114

4.

P-1





50/114

6.



51/114

(7)

P-4



52/114

8.



53/114

9



54/114

10.

P-7



55/114





56/114

(12.)



57/114

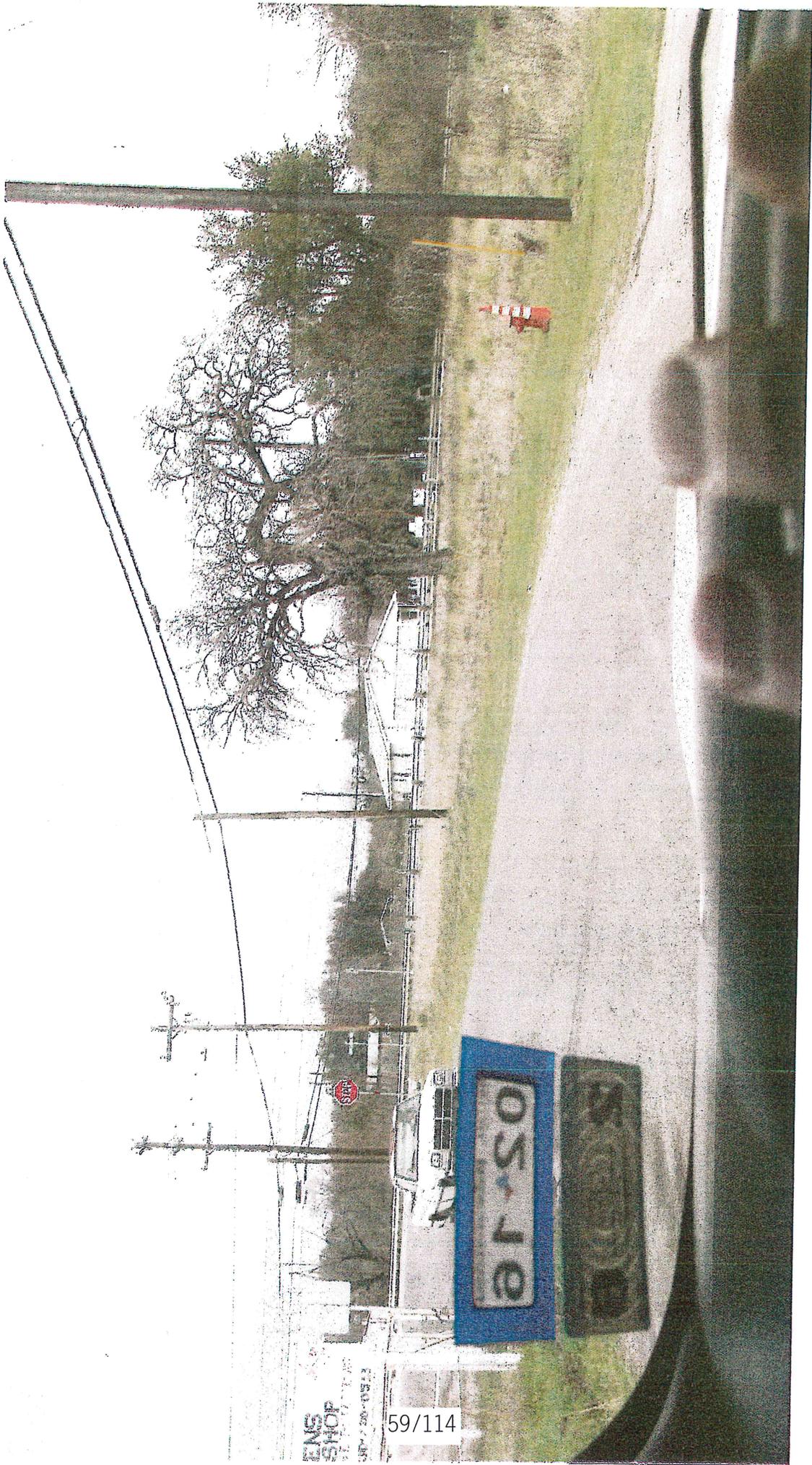
13.



58/114

14.

P-11



P-12

15.

ENG SHOP

59/114

*Exhibit 'C' to Feb 23, 2016
CC mtg. minutes.*

Sec. 40-18. - Nonconforming buildings and uses.

(a) *Regulations.* The lawful use of any building, structure or land existing on the effective date of the ordinance from which this chapter is derived may be continued, although such use does not conform with the provisions of this chapter. However, the right to continue such nonconforming use shall be subject to the following regulations:

- (1) Normal repairs and maintenance may be made to a nonconforming building or structure; provided, that no structural alterations shall be made except those required by law or ordinance or those necessary for installing or enclosing required sanitary facilities, such as toilets and bathrooms.
- (2) Unless otherwise provided, a nonconforming building or structure shall not be added to or enlarged in any manner unless such additions and enlargements are made to conform to all of the requirements of the zoning district in which such building or structure is located.
- (3) A nonconforming building or structure shall not be moved in whole or in part unless every portion of such building or structure is made to conform to all regulations of the zoning district in which it is to be located.
- (4) If a nonconforming building or structure is damaged or destroyed to an extent of less than 60 percent of its fair market value by fire, explosion, act of God or the public enemy, then restoration or new construction shall be permitted. If destruction is greater than 60 percent of its fair market value, such building or structure and its use, if repaired or replaced, shall conform to all regulations of the zoning district in which it is located, and it shall be treated as a new building.
- (5) A vacant, nonconforming building or structure lawfully constructed before the day of enactment of the ordinance from which this chapter is derived may be occupied by a use for which the building or structure was designed or intended, if so occupied within a period of 90 days after the effective date of the ordinance from which this chapter is derived. The use of a nonconforming building or structure lawfully constructed before the date of enactment of the ordinance from which this chapter is derived which becomes vacant after the effective date of said, may be reoccupied by the use for which the building or structure was designed or intended, if so occupied within a period of 90 days after the building or structure become vacant. All such buildings after 90 days of vacancy, shall be converted to a conforming use.

(b) *Nonconforming buildings may not be changed or expanded.* The nonconforming use of a building or structure may be continued as hereinafter provided:

- (1) The nonconforming use of a building or structure may not be changed to a use which does not conform to the requirements of the zoning district in which it is located.
- (2) A nonconforming use of a conforming building or structure shall not be extended or expanded into any other portion of such conforming building or structure, nor changed except to a conforming use. If such nonconforming use or portion thereof is voluntarily discontinued or changed to a conforming use, any future use of such building or structure or portion thereof shall conform to the regulations of the zoning district in which such building or structure is located.

(c) *Continuation of existing uses.* The nonconforming use of land existing at the time of the effective date of the ordinance from which this chapter is derived may continue as hereinafter provided.

(1)

Nonconforming use of land shall not be expanded, extended or changed to some other use not in compliance with the regulations of the zoning district in which the land is situated.

- (2) If a nonconforming use of land or any portion thereof, is voluntarily discontinued for a period of 90 days any future use of such land or portion thereof shall be in conformity with the regulations of the zoning district in which such land or portion thereof is located.
 - (3) Any sign, billboard or poster panel which lawfully existed and was maintained at the time of the effective date of the ordinance from which this chapter is derived, may be continued, although such uses do not conform with the provision of this chapter; provided, however, that no structural alterations are made thereto.
- (d) *Abandonment.* The nonconforming use of a building, structure or land which has been abandoned shall not thereafter be returned to such nonconforming use. A nonconforming use shall be considered abandoned when:
- (1) The intent of the owner to discontinue the use is apparent.
 - (2) The characteristic equipment and furnishings of the nonconforming use have been removed from the premises and have not been replaced by similar equipment within 90 days.
 - (3) A nonconforming building, structure or land, or portion thereof, which is or hereafter becomes vacant and remains unoccupied for a period of 90 days.
 - (4) A nonconforming use has been replaced by a conforming use.
- (e) *Change in zoning district boundaries.* Wherever the boundaries of a zoning district shall be changed so as to transfer an area from one zoning district to another zoning district, or when the boundaries of zoning districts are changed as the result of annexation of new territory, or changed in the regulations or restrictions of this chapter, the foregoing provisions relating to nonconforming uses shall also apply to any uses existing therein which may be or become nonconforming.

(Ord. No. 409, § XVII, 8-24-2004)

RESOLUTION 504
PROVIDING FOR THE SALE OF PROPERTY ACQUIRED BY THE
BURNET CENTRAL APPRAISAL DISTRICT AT DELINQUENT TAX
SALE

WHEREAS, Lot 152, Elm Creek Section, Sherwood Shores, City of Granite Shoals, Burnet County, Texas, being that property more particularly described in Volume 822, Page 776 of the Deed Records of Burnet County, Texas were offered for sale by the Sheriff at Burnet County, Texas at public auction pursuant to judgments of foreclosure for delinquent taxes by the District Court; and

WHEREAS, no sufficient bid was received and the property was struck off to the Burnet Central Appraisal District; and.

WHEREAS, TEX.PROP.TAX CODE Section 34.05(a) provides that we may accept a sufficient bid. A bid of ONE THOUSAND, FIVE HUNDRED AND NO/100 DOLLARS (\$1,500.00) has been made by ROMERO RAMIREZ, said bid being less than the taxes due, and

THEREFORE, BE IT HEREBY RESOLVED by City Council of the City of Granite Shoals, that the Mayor of the City of Granite Shoals is hereby authorized to convey Lot 152, Elm Creek Section, Sherwood Shores, City of Granite Shoals, Burnet County, Texas to ROMERO RAMIREZ, for the sum of ONE THOUSAND, FIVE HUNDRED AND NO/100 DOLLARS (\$1,500.00) payable to the Chief Appraiser of Burnet Central Appraisal District for distribution as provided by law.

PASSED, APPROVED AND ADOPTED THIS 8th day of March, 2016.

Carl J. Brugger Mayor
CITY OF GRANITE SHOALS

Attest:

Elaine Simpson, City Secretary

BURNET CENTRAL APPRAISAL DISTRICT

P.O. Box 908/223 South Pierce
Burnet, Texas 78611
(512) 756-8291 Telephone
(512 756-7873 Fax

February 19, 2016

Carl J. Brugger, Mayor
City of Granite Shoals
2221 N. Phillips Ranch Rd.
Granite Shoals, TX 78654

Re: Lot 152, Elm Creek Section, Sherwood Shores, City of Granite Shoals, Burnet County, Texas

Dear Mayor Brugger,

Enclosed is information on a bid we received for the above referenced property. Please schedule time at your next City Council meeting to discuss this bid.

If the bid is approved, please return the dated and signed Resolution to the Burnet Central Appraisal District, Attn: Joy. If the bid is not approved, please call us at 512-756-8291 ext. 39 to inform us of the Council's decision.

Thank you for your attention to this matter. Please call us with any questions you may have.

Sincerely,



Stan Hemphill
Chief Appraiser

Enc.

MCCREARY, VESELKA, BRAGG & ALLEN, P.C.
ATTORNEYS AT LAW

223 South Pierce
Burnet, Texas 78611
(512) 756-8291

February 19, 2016

Mr. Stan Hemphill, Chief Appraiser
Burnet Central Appraisal District
P.O. Box 908
Burnet, TX 78611

RE: Distribution of Funds: Cause No. 31,623; Burnet Central Appraisal District vs. James Hamilton et al; Lot 152, Elm Creek Section, Sherwood Shores, City of Granite Shoals, Burnet County, Texas Account # 13376 (2015 Assessed Value = \$3,585)

Dear Mr. Hemphill:

A bid of \$1,500 has been made by Homero Ramirez, 923 Buchanan Dr., Granite Shoals, Texas 78654 to purchase the property, the subject of the above-referenced suit. The money should be disbursed as follows:

CAUSE NO. 31,623		
FEES:	AMOUNT:	TO WHOM:
Deed Recording Fee:	\$ 28.00	Burnet Co. Clerk
Due to Burnet Central Appraisal District		
City of Granite Shoals	\$ 78.60	Burnet CAD
Burnet County	\$ 267.38	
Burnet County Special	\$ 20.39	
Water Conservation District	\$ 5.38	
Marble Falls ISD	<u>\$ 1,100.25</u>	
TOTAL MONIES DISBURSED	\$ 1,500.00	

Pursuant to Texas Property Tax Code Sec. 34.05(k), please remove any balance remaining on the account after all monies have been distributed as instructed above.

Please contact me if you have any questions or need further information.

Sincerely,
Darby Howell
Legal Assistant
DH/jb

**RESOLUTION #505
CITY OF GRANITE SHOALS
RESOLUTION SUPPORTING
CITIZENS FOR SCENIC HIGHWAYS
2016/2017 BEAUTIFCATION PROJECT
CENTRAL TEXAS – GATEWAY TO THE HILL COUNTRY
BURNET COUNTRY - TEXAS HIGHWAY 281 AND 71 INTERSECTION**

WHEREAS: The City of Granite Shoals, Texas incorporated in 1966 and has a current population of 5,025 and is a major population center in Burnet County on Lake LBJ; and

WHEREAS: Burnet County, founded in 1852, has a population of 43,943, and is one of Twenty-five Texas counties Texas Parks and Wildlife has identified as counties in the Texas Hill Country region; and

WHEREAS: Burnet County is linked to international, national and state highway systems via Texas Highway 281 (North and Southbound), Texas Highway 71 (East and West bound) and Texas Highway 29 (East and West Bound); and

WHEREAS: The intersection of Texas Highways 281 and Highway71 serves as a Central Texas threshold to Hill Country counties from major population centers North, East, and South of the region and serves as the major traffic thoroughfare for commuters, tourists and business transportation all vital to the economies of the Hill Country communities in the region; and

WHEREAS: Burnet County, and all Hill Country region counties, depend on the major economic contribution of seasonal wildflower, hunting, Highland Lake and resort recreational activities which attracts thousands annually to all communities within the multi-county Hill Country region; and

WHEREAS: The TXDOT highway intersection of median, easement and cloverleaf section comprise approximately 1,306,800 square feet (30 acres) of grassy areas and native tree clusters; and

WHEREAS: A citizen volunteer effort proposed a highway beautification project to TXDOT in October 2015 to include (Phase 1) vegetation management – tree trimming, underbrush removal, brush and dead growth removal to allow highlight of stately native trees, and (Phase 2) abundant wildflower seeding in Fall 2016 and Fall of 2017; and

WHEREAS: For the purpose of this citizen proposed beautification project, this state highway intersection is hereby designated the Central Texas - Gateway to the Hill Country; and

WHEREAS: The Texas Department of Transportation (TXDOT) Burnet and Johnson City Districts in Burnet and Blanco Counties have full jurisdiction on the management and maintenance of State Highways 281 and 71 are petitioned to support this beautification project; and

WHEREAS: TXDOT, Johnson City District, Blanco County, elected in January 2016 to initiate Phase 1, vegetation management, to be continued to completion as TXDOT manpower and equipment schedules allow; and

WHEREAS: Under the terms of a TXDOT Landscape Partnership agreement, the volunteer citizen group, hereby known as Citizens for Scenic Texas Highways will as "DONOR" raise funds from individuals, businesses and major employers in the region to purchase wildflower seed mixes to include Bluebonnet, Indian Paint Brush and Indian Blanket wildflowers; and

WHEREAS: DONOR will purchase wildflower seed mixes to be delivered to TXDOT for planting by TXDOT maintenance crews in Fall of 2016 and Fall F017 to assure years of seasonal abundant displays of wildflower color in medians, easements and cloverleaf sections this state highway intersection; and

WHEREAS: The Central Texas - Gateway to the Hill Country Beautification Project will enhance the region and serve as a welcome to thousands of commuters and tourists who travel these roadways and make a critical contribution to the economic base of the multi county Hill Country region; and

NOW, THEREFOR IT IS RESOLVED, The City of Granite Shoals supports the Central Texas - Gateway to the Hill Country Beautification Project and encourages TXDOT to support and facilitate its implementation to completion. Citizens of the City of Granite Shoals are encouraged to support this and all state and county agendas that assure safe and beautiful roadways.

Mayor Carl Brugger

ATTEST:

City Secretary Elaine Simpson



**City of Granite Shoals, Texas
City Council Regular Meeting
Agenda Item Cover Memo
Date: March 8, 2016**

Agenda Item: *8.a. Airstrip Advisory Committee Ordinance*
Prepared/Submitted By: *Elaine Simpson, City Secretary*
Department: *Administration*

AGENDA CAPTION

8. REGULAR AGENDA ITEMS

- a. Discuss, consider and possibly take action related to Airstrip Advisory Committee (Ordinance #537 passed March 24, 2009) structure, membership, function and mission. (City Manager Ken Nickel/City Attorney Brad Young).

CORRESPONDING BUDGET YEAR PRIORITY(IES) (IF APPLICABLE)

1. Continue to provide a safe Community
6. Continue to improve the City's Financial Stability
7. Continue to focus on Customer Service and Teamwork
9. Planning and Vision for the future
10. Identify new grants for the city and execution on the current grants
11. Improve Communications to the citizens of Granite Shoals

BACKGROUND

Neil Haverlah 612 E. Briarway DR Jun-15

Jeffrey Hunt 1401 Green Forest Jun-14

Above is the list of members that Council has approved for an Airport Advisory Committee.

In March 2009, The City Council established the Airstrip Advisory Committee, with Ord. 537. It authorized the appointment of 5 members. In 2011, for reasons unknown, the Airport Committee ceased holding meetings. After a few years, city staff assumed the committee had disbanded or had been disbanded. Of the original members who were appointed to the Committee, Mr. John Rinehart and Mr. Robert Sylvester have died. Remaining from the original members are: Roger Scarborough (appointed 4/28/09), George Forester (appointed 4/28/09) and Al Buschorn (appointed 6-9-09).

The Committee has not had regular meetings for about five years.

On February 9, 2016, the City Council held a Special Workshop to discuss airport related issues with property owners who own land specifically adjacent to the city's airstrip.

City Council has, in the last 2.5 years, appointed 2 gentlemen to serve on the currently 'dormant' Airport Advisory Committee. There has been little interest. Council has approved Jeff Hunt and Neil Haverlah to serve, but since they represent half of the quorum required of all the other Committees, city staff has not recommended the re-start of the Airport Committee and City Council has not addressed it.

At the February 23, 2016 City Council meeting, the Council was asked to pass a new Ordinance to re-start the committee and in several cases, were requested to allow some members to serve in advisory roles, as non-voting members.

City Manager Nickel has suggested that the size of the Committee be increased to seven (7) members.

City staff has drafted a 'starting off place' Ordinance to repeal and replace Ord. 537, to increase the size of the Committee to 7 members, and to allow for one Council member to serve as advisory member.

At the February 23, 2016 meeting, there was a discussion regarding the differences in the 50th Anniversary Committee (an ad hoc, time-specific, special purposed committee) and the Airstrip Advisory Committee (a standing committee for advising Council related to a city facility). Allowing 'non-property owners and non-residents' to serve as non-voting advisory members makes sense for the ad hoc committee for 50th Anniversary Committee. It was not determined by Council if it was indicated to allow such non-property owners/non-residents to serve on the Airstrip Committee.

City staff requests that if City Council does adopt a new Ordinance for the Airstrip Advisory Committee, that this Ordinance be codified in the City Code at the time of the next supplementation.

OPTIONS

Council usually has several:

- 1.) Adopt/Approve/Authorize agenda item, as requested or presented.***
- 2.) Adopt/Approve/Authorize agenda item, with modifications.***
- 3.) Deny approval of agenda item.***
- 4.) Table the item.***
- 5.) Other, as Council desires.***

ATTACHMENT(S): (IF APPROPRIATE)

List of the items behind this cover sheet:

- Ord. 537.***
- Rough Draft – Starting Off version of Amending Ordinance to Repeal and Replace Ord. 537.***

ORDINANCE NO. 537

AN ORDINANCE OF THE CITY OF GRANITE SHOALS, TEXAS, TO APPOINT AN AIRSTRIP ADVISORY COMMITTEE, CONSISTING OF FIVE (5) MEMBERS TO GATHER INFORMATION, DEVELOP AND PRESENT PLANS, AND RECOMMENDATIONS FOR MAINTENANCE, IMPROVEMENT, AND FUTURE USE OF THE AIRSTRIP LOCATED WITHIN THE CITY OF GRANITE SHOALS.

WHEREAS, the City of Granite Shoals is in the process of developing a Comprehensive Master Plan, and;

WHEREAS, the Comprehensive Master Plan Steering Committee, along with the Planning and Zoning Commission of the City of Granite Shoals has recommended that the City Council appoint a committee to study the future of the city's airstrip.

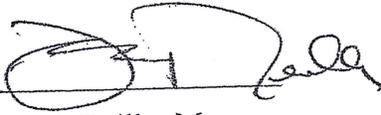
NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRANITE SHOALS, TEXAS:

That an Airstrip Advisory Committee of five (5) members is created, which will be composed of citizens appointed by the City Council to gather information related to the airstrip and to develop plans and recommendations for maintenance, repairs, improvements and possible future use(s) of the airstrip. The Airstrip Advisory Group shall coordinate its efforts with the Comprehensive Master Plan Steering Committee and the Planning and Zoning Commission in order to provide recommendations for updates to and to ensure compatibility with the City's Comprehensive Plan. These recommendations and plans shall be presented to the Comprehensive Master Plan Steering Committee, Planning and Zoning Commission, City Council and the City Manager.

That this City Advisory Committee will be comprised of citizens of Granite Shoals to include not more than two members of the current City Council and not more than one member of the current Planning and Zoning Commission and not more than one member of the Comprehensive Master Plan Steering Committee. Any and all members will serve for an indefinite period and at the discretion of the City Council.

This ordinance shall become effective upon passage and adoption in accordance with State Law.

Passed and approved this 24th day of March, 2009.


Frank Reilly, Mayor

ATTEST:


Ronda Reichle, City Secretary

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF GRANITE SHOALS, TEXAS, TO REPEAL AND REPLACE ORDINANCE 537, AND TO APPOINT AN AIRSTRIP ADVISORY COMMITTEE, CONSISTING OF AT LEAST FIVE (5) AND NO MORE THAN SEVEN (7) MEMBERS, TO GATHER INFORMATION, DEVELOP AND PRESENT PLANS, AND RECOMMENDATIONS FOR MAINTENANCE, IMPROVEMENT, AND FUTURE USE OF THE AIRSTRIP LOCATED WITHIN THE CITY OF GRANITE SHOALS AND PROVIDING FOR THE FOLLOWING: FINDINGS OF FACT; A SAVINGS CLAUSE; SEVERABILITY; REPEALER; EFFECTIVE DATE; AND PROPER NOTICE AND MEETING.

WHEREAS, the City of Granite Shoals adopted a Comprehensive Master Plan in 2010, and;

WHEREAS, the Comprehensive Master Plan recommended that the City Council appoint a committee to study the future of the city's airstrip, and;

WHEREAS, the City Council adopted Ord. #537, in March of 2009, establishing an Airstrip Advisory Committee of five (5) members, and;

WHEREAS, the Airstrip Advisory Committee unofficially 'disbanded' when they ceased holding regular meetings approximately four years ago, and;

WHEREAS, the City Council is currently evaluating the Airstrip facility to determine if continuing a private airstrip is the highest and best use for this public city parkland property, and;

WHEREAS, the City Council would like to re-establish the Airstrip Advisory Committee, and add two voting membership positions to the committee, and;

WHEREAS, section 8.01 of the City Charter provides the Council with the authority to create, establish, or appoint such boards, commissions and committees as it deems necessary to carry out the functions and obligations of the City; and

WHEREAS, the City Charter provides that the Council shall, by ordinance or resolution, prescribe the purpose, composition, function, duties, accountability and tenure of each board, commission and committee where such are not prescribed by law or the Charter; and

WHEREAS, the City Council desires that this Committee investigate possibilities for revenue generation at the airstrip, possible opportunities for grants to expand the airstrip, possible partnerships with other governmental agencies or aviation groups to promote and improve the airstrip, and/or recommendations for change of use for the property.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRANITE SHOALS, TEXAS:

SECTION I. FINDINGS OF FACT

All of the above premises are hereby found to be true and correct legislative and factual findings of the City of Granite Shoals and are hereby approved and incorporated into the body of this ordinance as if copied in their entirety.

SECTION II. AIRSTRIP ADVISORY COMMITTEE

A. COMMITTEE CREATED:

Pursuant to Article VIII, Section 8.01 of the City Charter, the City Council hereby creates the Airport Advisory Committee. This committee will serve in an advisory capacity only and will have no powers to establish policy, regulations or procedures for the City.

B. PURPOSE:

The Airstrip Advisory Committee is established to accomplish the following purposes:

- 1.) To gather information related to the airstrip and to develop plans and recommendations for maintenance, repairs, improvements and possible future use(s) of the airstrip.
- 2.) To provide reports to the Planning and Zoning Commission and City Council in order to provide recommendations for updates to and to ensure compatibility with the City's Comprehensive Plan. These recommendations and plans shall be presented to the Planning and Zoning Commission, City Council and the City Manager.
- 3.) To provide reports from time to time to the City Council and city staff related to budget revenue and expenditures related to the airstrip.

C. MEMBERS, ORGANIZATION AND MEETINGS

- 1) The Committee shall consist of no fewer than 5 and no more than 7 property owners or residents. Additionally, there may be one Council Member serving as a non-voting (advisory) member.
- 2) The terms of all members shall commence upon appointment. Any and all members will serve for an indefinite period and at the discretion of the City Council.
- 3) Members of the Steering Committee shall serve without compensation but may be reimbursed for actual expenses with prior approval by the City Council.
- 4) The committee will elect from the appointed members a Chair, Vice Chair, and Secretary.
- 5) All committee meetings will be open to the public and shall be posted and conducted in compliance with the Texas Open Meetings Act.

- 6) A quorum is four members.
- 7) All members present including the Chair shall vote on every motion. A member who abstains from a vote, with or without cause or conflict, shall have their vote recorded as “abstained” but no vote will be counted for or against the motion as though that member were not present.
- 8) The Committee shall keep minutes of its proceedings which shall be filed with the City Secretary within fifteen (15) business days of the meeting.

SECTION III. SAVINGS CLAUSE.

The repeal of any ordinance or part of ordinances effectuated by the enactment of this ordinance shall not be construed as abandoning any action now pending under or by virtue of such ordinance or as discontinuing, abating, modifying or altering any penalty accruing or to accrue, or as affecting any rights of the City under any section or provisions of any ordinances at the time of passage of this ordinance.

SECTION IV. SEVERABILITY CLAUSE.

If any provision, section, sentence, clause or phrase of this ordinance, or the application of the same to any person or set of circumstances is for any reason held to be unconstitutional, void, invalid, or unenforceable, the validity of the remaining portions of this ordinance or its application to other persons or sets of circumstances shall not be affected thereby, it being the intent of the City Council of the City of Granite Shoals in adopting, and of the Mayor in approving this ordinance, that no portion thereof or provision or regulation contained herein shall be come inoperative or fail by reason of any unconstitutionality or invalidity of any portion, provision or regulation.

SECTION V. REPEALER CLAUSE.

The provisions of this ordinance shall be cumulative of all other ordinances or parts of ordinances governing or regulating the same subject matter as that covered herein, provided, however, that all prior ordinance or parts of ordinances inconsistent or in conflict with any of the provisions of this ordinance are hereby expressly repealed to the extent that such inconsistency is apparent. This ordinance shall not be construed to require or allow any act which is prohibited by any other ordinance.

SECTION VI. EFFECTIVE DATE.

This ordinance shall take effect immediately from and after its passage and publication as may be required by governing law.

SECTION VII. NOTICE AND MEETING CLAUSE.

It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code.

This ordinance shall become effective upon passage and adoption in accordance with State Law.

Passed and approved this _____th day of _____, 2016

.

Carl Brugger, Mayor

ATTEST:

Elaine Simpson, City Secretary



City of Granite Shoals, Texas
City Council Meeting
Agenda Item Cover Memo
March 8, 2016

Agenda Item: Item 8.b.. Board and Committee Member Appointments
Prepared By: City Secretary
Department: Administration
Submitted By: City Secretary

AGENDA CAPTION

Discuss, consider and possibly take action regarding making appointments Boards and Committees, if appropriate. *(City Secretary Elaine Simpson)*

BACKGROUND

This item is a 'standing' item on agendas during such time as the Council is attempting to fill several vacancies.

The following Boards and Committees have vacancies:

	Board of Adjustment 1 vacancy
1	Stephen Carter - VICE CHAIR
2	Don Bryant
3	Bill Farr
4	Jon R. Campbell
5	Larry Crochet
6	Ted Gulden - CHAIR
7	
	At Least Five Members and No more than Seven
	Planning and Zoning Commission – 1 vacancy
1	Shannon Wilson, Chair
2	Susie Hardy, Vice Chair
3	
4	Shawna Williams
5	Paul Fletcher
6	Claudine Gonzales

7	Terry Scott
	At Least 7 members - 4 is a quorum
	Beautification Advisory Group - up to 10 vacancies
1	Donna Maier-Chair
2	Carol Carter
3	Rick Mills
4	Merilyn Nations
5	Julie A. Brugger
	No fewer than 3 nor more than 15 members
	3 members, or 1/3 of the appointed membership is quorum, whichever is greater

	Parks Advisory Committee 2 vacancies
1	
2	Wolf S. Williams
3	Seth Smith - Chair
4	Brad Williams - Vice Chair
5	Nelly Griffin
6	Katie Logan
7	ADVISORY CAPACITY - Council Member Shirley King
8	Diana Marichalar
9	
	Not Fewer than 4 members, no more than 9 and four is a quorum

	Street and Water Advisory Group - Ord. 630 1-14-2014 1 vacancy
1	Billy Cauley
2	Susie Hardy - Chair
3	Claudine Gonzales
4	Charles R. Myers
5	Jim Davant

6

7	George LaChance
	No fewer than 5 members no more than 7, 4 is quorum

	Wildlife Committee - 2 vacancies
	Ord. 639 adopted 3-11-2014
1	Robbie Boswell
2	Jason Brady - Chair
3	Steve Hougén
4	Dennis Jowers
5	Willie Pack - Secretary
6	
7	Doug Ripple - Vice Chair

8	
9	Mary Jane Waters
	ADVISORY CAPACITY - Council Member Todd Holland
	At least 5 and no more than 9, quorum is 4 members
	50th Anniversary Planning Committee - 1 vacancy
1	Bessie Jackson - appointed by A. Hisey
2	Dennis Maier - appointed by Full Council
3	Patie Campbell - appointed by Eric Tanner
4	Pastor Tomas Dominguez - appointed by Full Council
5	Glynis Smith - appointed by Full Council
6	Brenda Davis - appointed by Full Council
7	Merilyn Nations - appointed by Mayor Brugger
8	At- Large - Rev. Jackie English - Advisory Committee Member / Non-voting – Chair
9	

Airport Advisory Committee Council approved members	consult with Peggy Smith – ACM Staff support	
Neil Haverlah	612 E. Briarway DR	Jun-15
Jeffrey Hunt	1401 Green Forest	Jun-14

In March 2009, The City Council established the Airstrip Advisory Committee, with Ord. 537. It authorized the appointment of 5 members. The Airstrip Advisory Committee will be the topic of discussion for agenda item 8.a., considered directly before this item.

This is the list of members that Council has approved for an Airport Advisory Committee. In 2011, for reasons unknown, the Airport Committee ceased holding meetings. After a few years, city staff assumed the committee had disbanded/had been disbanded.

The Committee has not had regular meetings for about five years.

On February 9, 2016, the City Council held a Special Workshop to discuss airport related issues with property owners who own land specifically adjacent to the city's airstrip.

City Council has, in the last 2.5 years, appointed 2 gentlemen to serve on the currently 'dormant' Airport Advisory Committee. There has been little interest. Council has approved Jeff Hunt and Neil Haverlah to serve, but since they represent half of the quorum required of all the other Committees, city staff has not recommended the re-start of the Airport Committee and City Council has not addressed it.

As of February 19, 2016, City Secretary has received applications for consideration of appointment to the Airport Advisory Committee (and. 'Friends of the Granite Shoals Airport')

from the following 7 individuals: Sandra Buschhorn (who also spoke at the workshop 2-9-16), Barry Sylvester, James Tenny (who also spoke 2-9-16), Joseph Swift, Nancy Sylvester (who spoke at workshop on 2-9), Tanya Fermin and Jimmy Fermin (who spoke 2-9-16). Nancy Sylvester and Barry Sylvester are siblings, and are both residents of Granite Shoals. James Tenny has recently purchased property in the City of Granite Shoals. Joseph Swift is a coworker of Mr. Tenny's and resides in Wimberley. The Fermis are married and are residents of Granite Shoals.

Mr. Jeff Hunt has submitted a letter to affirm his interest in remaining with the Committee. Mr. Haverlah attended the February 23, 2016 City Council meeting and spoke.

Ms. Sheryl Gardner submitted her application on 2-22-2016.

Mr. Stephen Lyng submitted his application on 2-22-2016.

Mr. George Forster was appointed to the Airstrip Committee in 2009. He has applied again, and submitted his application 2-23-2016.

Mr. David Dittmar submitted his application for the Airport Advisory Committee 2-23-2016.

Mr. Jim Kalodimos and his wife Bonnie Kalodimos submitted their applications on 2-26-2016.

There are currently 13 applications for consideration of appointment to the Airstrip Committee.

ATTACHMENTS:

13 Applications for consideration of appointment. 1 letter re-affirming interest in remaining on the Committee.



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FEB 16 2016

CITY OF GRANITE SHOALS

Application for Appointment to Boards,
Commissions and Committees

Board, Commission or Committee you are applying for: AIRPORT ADVISORY
COMMITTEE

Name: BUSCHHORN SANDRA E.
Last First Middle

Mailing Address: 219 Mallard Point

Daytime Phone: ~~XXXXXXXXXX~~ Alternate Phone: ~~XXXXXXXXXX~~

Employer: Retired Business Phone: _____

Occupation: FINANCIAL VP of ad. agency e-mail address: ~~XXXXXXXXXX~~
(if retired please indicate former occupation or profession)

How long have you lived/owned property in Granite Shoals? 16 yrs

Education: BSBA - College graduate WORKED ON MASTERS DEGREE

Professional and/or community activities: 99's, EAA, ADPA, OSARKOSH FLY IN, SUN+FUN FLY IN
VOLUNTEER PILOT FOR BLOOD DRIVES

Boards/Commissions/Committees on which you have previously served:

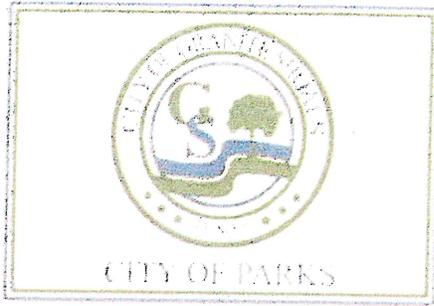
Board/Commission/Committee Dates Served

Member of INTERNATIONAL WOMEN'S PILOT ASSOCIATION
have helped organize fly-ins, COMPASS ROSE PAINTING ON AIRPORTS,
+ flying POWER PLANS

List qualifications you feel make you a good candidate for this position:
INSTRUMENT RATED PILOT, FINANCIAL BACKGROUND,
AIRPORT PROPERTY OWNER

Sandra E. Buschhorn 2-16-16
Signature Date

Please return completed form to: City of Granite Shoals
Office of the City Secretary
2221 N. Phillips Ranch Road
Granite Shoals, TX 78654



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FEB 17 2016

CITY OF GRANITE SHOALS

Application for Appointment to Boards,
Commissions and Committees

Board, Commission or Committee you are applying for: Airport Advisory

Name: SYLVESTER BARRY LEE
Last First Middle

Mailing Address: 704 Green Forest Dr., Granite Shoals

Daytime Phone: ~~XXXXXXXXXX~~ Alternate Phone: —

Employer: Nabors Drilling Solutions Business Phone: —

Occupation: Geologist e-mail address: ~~XXXXXXXXXX~~
(if retired please indicate former occupation or profession)

How long have you lived/owned property in Granite Shoals? 10+ years

Education: Bachelor of Science (Geology), Certified Electronic Technician

Professional and/or community activities: Member American Association of Petroleum Geologists
Alaska Geological Society

Boards/Commissions/Committees on which you have previously served:

Board/Commission/Committee	Dates Served
<u>None</u>	

List qualifications you feel make you a good candidate for this position:

Property Owner (802 Mystic Dr.) next to Airport.

Aviation Hobbyist, First flew into Granite Shoals in 1961 and have some experience with the Airport's history.

Barry L. Sylvestre 2-17-2016
Signature Date

Please return completed form to: City of Granite Shoals
Office of the City Secretary
2221 N. Phillips Ranch Road
Granite Shoals, TX 78654



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FEB 19 2016

City of Granite Shoals
City Secretary's Office

Application for Appointment to Boards,
Commissions and Committees

Board, Commission or Committee you are applying for: AIRPORT ADVISORY

Name: TENNY JAMES B
Last First Middle

Mailing Address: 100 BURGETT RANCH RD. WIMBERLEY, TX 78676

Daytime Phone: ~~XXXXXXXXXX~~ Alternate Phone: _____

Employer: N/A Business Phone: _____

Occupation: PILOT e-mail address: ~~XXXXXXXXXX~~
(if retired please indicate former occupation or profession)

How long have you lived/owned property in Granite Shoals? RENTING SINCE 2008 *

Education: HIGH SCHOOL *update*

Professional and/or community activities: PILOT *now*

Boards/Commissions/Committees on which you have previously served: *property owner.*
Feb 26, 2016

Board/Commission/Committee	Dates Served
<u>N/A</u>	

List qualifications you feel make you a good candidate for this position:

PILOT USING AIRPORT SINCE 2008

James B. Tenny 2-17-15
Signature Date

Please return completed form to: City of Granite Shoals
Office of the City Secretary
2221 N. Phillips Ranch Road
Granite Shoals, TX 78654



Application for Appointment to Boards,
Commissions and Committees

*
AMEND

Board, Commission or Committee you are applying for: _____

Name: TENNY JIM
Last First Middle

Mailing Address: 100 BURNETT RANCH RD

Daytime Phone: ~~XXXXXXXXXX~~ Alternate Phone: _____

Employer: _____ Business Phone: _____

Occupation: _____ e-mail address: _____
(if retired please indicate former occupation or profession)

How long have you lived/owned property in Granite Shoals? 1 WEEK

Education: HIG

Professional and/or community activities: _____

Boards/Commissions/Committees on which you have previously served:

Board/Commission/Committee	Dates Served

List qualifications you feel make you a good candidate for this position:

James B Tenny
Signature

2-25-15
Date

Please return completed form to: City of Granite Shoals
Office of the City Secretary
2221 N. Phillips Ranch Road
Granite Shoals, TX 78654



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FEB 19 2016

City of Granite Shoals
City Secretary's Office

Application for Appointment to Boards,
Commissions and Committees

Board, Commission or Committee you are applying for: _____

Name: SWIFT JOSEPH
Last First Middle

Mailing Address: 100 BURNETT RANCH RD WIMBERLEY, TX 78676

Daytime Phone: ~~XXXXXXXXXX~~ Alternate Phone: _____

Employer: RETIRED Business Phone: _____

Occupation: JEWELER e-mail address: ~~XXXXXXXXXX~~
(if retired please indicate former occupation or profession)

How long have you lived/owned property in Granite Shoals? RENT 2009

Education: COLLEGE

Professional and/or community activities: PILOT

Boards/Commissions/Committees on which you have previously served:

Board/Commission/Committee	Dates Served
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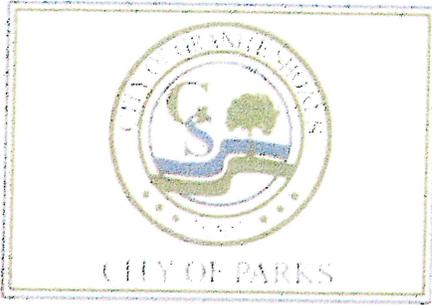
List qualifications you feel make you a good candidate for this position:

PILOT USING AIRPORT

Joseph Swift
Signature

2/17/2016
Date

Please return completed form to: City of Granite Shoals
Office of the City Secretary
2221 N. Phillips Ranch Road
Granite Shoals, TX 78654



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FEB 19 2016

City of Granite Shoals
City Secretary's Office

Application for Appointment to Boards,
Commissions and Committees

Board, Commission or Committee you are applying for: airport

Name: Sylvester Nancy Kay
Last First Middle

Mailing Address: 508 E. Granitecastle / 802 Mystic Dr

Daytime Phone: ~~XXXXXXXXXX~~ Alternate Phone: ~~XXXXXXXXXX~~

Employer: none Business Phone: _____

Occupation: Retired e-mail address: _____
(if retired please indicate former occupation or profession)

How long have you lived/owned property in Granite Shoals? 2003

Education: Bachelor of Science in Education

Professional and/or community activities: Helped with Christmas Outreach

Boards/Commissions/Committees on which you have previously served:

Board/Commission/Committee	Dates Served

List qualifications you feel make you a good candidate for this position: deed mother Betty & brother Barry

I have flown with my dad (Bob Sylvester) from Albuquerque to Granite Shoals Airport during the summers of 1962, 1963, 1964, 1965, 1966, 1967, 1968 and 1969.

Nancy R. Sylvester 2-18-16
Signature Date

Please return completed form to: City of Granite Shoals
Office of the City Secretary
2221 N. Phillips Ranch Road
Granite Shoals, TX 78654



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FEB 19 2016
CITY OF GRANITE SHOALS

Application for Appointment to Boards,
Commissions and Committees

Board, Commission or Committee you are applying for: Friends of the Granite Shoals Airport

Name: Fermin Jose Jimmy
Last First Middle

Mailing Address: 1409 Green Forest Granite Shoals TX 78654

Daytime Phone: ~~XXXXXXXXXX~~ Alternate Phone: _____

Employer: Padernal's Elec Coop Business Phone: _____

Occupation: _____ e-mail address: ~~XXXXXXXXXX~~
(if retired please indicate former occupation or profession)

How long have you lived/owned property in Granite Shoals? 18 yrs

Education: High School

Professional and/or community activities: _____

Boards/Commissions/Committees on which you have previously served:

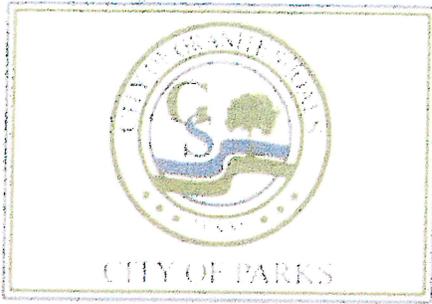
Board/Commission/Committee	Dates Served
<u>GCUSA</u>	<u>2009 - 2012</u>
<u>Caliga</u>	<u>2016 - ?</u>
<u>Safety Committ at PEC</u>	<u>2014 - 2015</u>

List qualifications you feel make you a good candidate for this position:

My property is on the Airstrip and I only want what is best for the city

Jose Fermin 2-19-16
Signature Date

Please return completed form to: City of Granite Shoals
Office of the City Secretary
2221 N. Phillips Ranch Road
Granite Shoals, TX 78654



FEB 19 2016
CITY OF GRANITE SHOALS

Application for Appointment to Boards,
Commissions and Committees

Board, Commission or Committee you are applying for: Friends of the Granite Shoals Airport

Name: Fermin Tanya _____
Last First Middle

Mailing Address: 1409 Green Forest

Daytime Phone: ~~8000000000~~ Alternate Phone: _____

Employer: _____ Business Phone: _____

Occupation: Legal Aid e-mail address: ~~8000000000~~
(if retired please indicate former occupation or profession)

How long have you lived/owned property in Granite Shoals? 18 yrs

Education: Highschool

Professional and/or community activities: Life Teen Director (Youth)

Boards/Commissions/Committees on which you have previously served:

Board/Commission/Committee	Dates Served
<u>GCYSA</u>	<u>2008-2012</u>

List qualifications you feel make you a good candidate for this position:

Own property on the airstrip - know what the needs of the youth in our community are, and city

Tanya
Signature Date

Please return completed form to: City of Granite Shoals
Office of the City Secretary
2221 N. Phillips Ranch Road
Granite Shoals, TX 78654

February 18, 2016

To: City Council of Granite Shoals

From: Jeffrey Hunt, business and property owner.

Respected members of the Council,

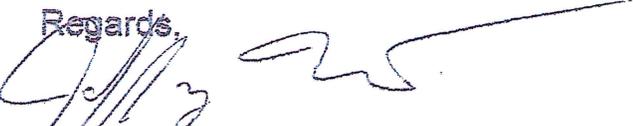
I wish to continue my participation as airport advisory group member. I have eleven lots along the Granite Shoals airport and two hangars. A good estimate is fifteen years of activity in Granite Shoals because of aviation related activity.

Jim Tenny is acting on my behalf and is a good representative of my and other users interests.

I believe the proper location of soccer fields will be where other athletic activity is already concentrated. A tennis center and running path are by town hall. Schools nearby are a good motivation too. Parking, access, electricity, water and wastewater are considerations as well.

Count on my personal presence and participation upon return to Texas in March in matters pertaining to the Granite Shoals Airport.

Regards,


Jeffrey Hunt



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FEB 16 2016
CITY OF GRANITE SHOALS

Application for Appointment to Boards,
Commissions and Committees

Board, Commission or Committee you are applying for: Airport Advisory Committee

Name: Gardner Sheryl A
Last First Middle

Mailing Address: 902 Mystic Drive, Granite Shoals, TX 78654

Daytime Phone: ~~XXXXXXXXXX~~ Alternate Phone: ~~XXXXXXXXXX~~

Employer: unemployed Business Phone: _____

Occupation: electrician e-mail address: ~~XXXXXXXXXX~~
(if retired please indicate former occupation or profession)

How long have you lived/owned property in Granite Shoals? 15 years

Education: N/A

Professional and/or community activities: I was treasurer of the Sherwood Shores

Boards/Commissions/Committees on which you have previously served: Property Association

Board/Commission/Committee

Dates Served

List qualifications you feel make you a good candidate for this position:

I care deeply about what happens to the airport
and want to find a good alternative to closing it down.

Sheryl Gardner 2/16/16
Signature Date

Please return completed form to: City of Granite Shoals
Office of the City Secretary
2221 N. Phillips Ranch Road
Granite Shoals, TX 78654



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FEB 22 2016

City of Granite Shoals
Office of the City Secretary
Application for Appointment to Boards,
Commissions and Committees

Board, Commission or Committee you are applying for: Airport Advisory Comm.

Name: Lyng Stephen G.
Last First Middle

Mailing Address: 514 69th St., Kenosha, Wisconsin 53143

Daytime Phone: ~~XXXXXXXXXX~~ Alternate Phone: ~~XXXXXXXXXX~~

Employer: Carthage College Business Phone: ~~XXXXXXXXXX~~

Occupation: College Professor e-mail address: ~~XXXXXXXXXX~~
(if retired please indicate former occupation or profession)

How long have you lived/owned property in Granite Shoals? 3 yrs.

Education: BA, MA, Ph.D University of Texas, Austin

Professional and/or community activities: I've been a professional educator for 35 yrs.

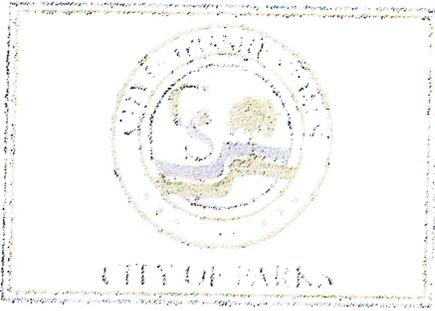
Boards/Commissions/Committees on which you have previously served:

Board/Commission/Committee	Dates Served
<hr/>	

List qualifications you feel make you a good candidate for this position:

I am a commercial licensed pilot (instrument rated) and I have 35 years of experience serving on various professional committees and occupying leadership positions in national and international professional organizations.

Stephen G Lyng 2-16-16
Signature Date



Application for Appointment to Boards,
Commissions and Committees

Board, Commission or Committee you are applying for: _____

Name: FORSTER GEORGE J
Last First Middle

Mailing Address: 902 HILL CIRCLE WEST

Daytime Phone: ~~XXXXXXXXXX~~ Alternate Phone: _____

Employer: RET Business Phone: _____

Occupation: RET e-mail address: _____
(if retired please indicate former occupation or profession)

How long have you lived/owned property in Granite Shoals? 1968

Education: 14 - MILT

Professional and/or community activities: VOLTIAM

Boards/Commissions/Committees on which you have previously served:

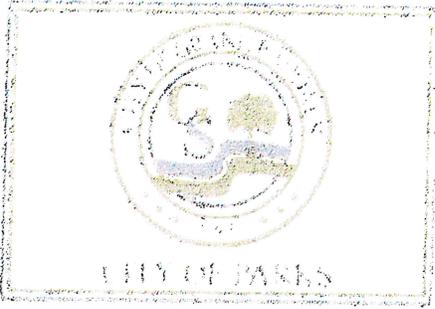
Board/Commission/Committee	Dates Served
<u>A/P Av. Comm</u>	<u>ORG 20?</u>

List qualifications you feel make you a good candidate for this position:

Com MILIT - INST - FLIGHT Hours 4500 + MILT - CIV 3000 1953
Sold

[Signature] 2-23-16
Signature Date

Please return completed form to: City of Granite Shoals
Office of the City Secretary
2221 N. Phillips Ranch Road
Granite Shoals, TX 78654



Application for Appointment to Boards,
Commissions and Committees

Board, Commission or Committee you are applying for: AIRPORT

Name: DITTMAR DAVID N
Last First Middle

Mailing Address: 510 N CASTLEHILLS DR, GRANITE SHOALS

Daytime Phone: ~~XXXXXXXXXX~~ Alternate Phone: _____

Employer: RETIRED Business Phone: _____

Occupation: ENGINEER e-mail address: ~~XXXXXXXXXX~~
(if retired please indicate former occupation or profession)

How long have you lived/owned property in Granite Shoals? 35 YRS

Education: BSEE UNIV. OF TEXAS

Professional and/or community activities: FORMER COUNCIL PERSON, PEZ

Boards/Commissions/Committees on which you have previously served:

Board/Commission/Committee	Dates Served
<u>CITY COUNCIL</u>	<u>2002-2010</u>
<u>PEZ</u>	<u>1997-2001</u>

List qualifications you feel make you a good candidate for this position:

FLEW MULTIPLE TIMES A WEEK FROM THE AIRPORT
BETWEEN 1985 ~ 2000.

David Dittmar
Signature

2-23-2016
Date

Please return completed form to: City of Granite Shoals
Office of the City Secretary
2221 N. Phillips Ranch Road
Granite Shoals, TX 78654



Application for Appointment to Boards,
Commissions and Committees

Board, Commission or Committee you are applying for: Airport

Name: Kalodimos Bonnie Jean
Last First Middle

Mailing Address: 1404 MYSTIC, G. Shoals

Daytime Phone: ~~XXXXXXXXXX~~ Alternate Phone: N/A

Employer: DISABLED Business Phone: N/A

Occupation: FOOD BUSINESS e-mail address: _____
(if retired please indicate former occupation or profession)

How long have you lived/owned property in Granite Shoals? 23 YRS here / 30 YR lived G.S.

Education: Graduate

Professional and/or community activities: Im Very Involved in my Church

Boards/Commissions/Committees on which you have previously served:

Board/Commission/Committee	Dates Served
FIRST BAPTIST church - Jan Ministry, VBS, Childrens Church, Kitchen, Commettee's, Randy Taylor - Pastor	

List qualifications you feel make you a good candidate for this position:

lived on airstrip for 23 yrs, like the peacefulness, Im disabled. I go to bed early
Bonnie Kalodimos 2-24-2016 I don't want this to change.
Thank you.

Signature

Date

Please return completed form to: City of Granite Shoals
Office of the City Secretary
2221 N. Phillips Ranch Road
Granite Shoals, TX 78654



**City of Granite Shoals, Texas
City Council Regular Meeting
Agenda Item Cover Memo
Date: March 8, 2016**

Agenda Item: # 8.c. Resolution authorizing the request for funding from the United States Department of Agriculture

Prepared/Submitted By: Ken Nickel, City Manager

Department: Administration

AGENDA CAPTION

8.c. Discuss, consider and possibly take action related to proposed Resolution #506 to authorize estimate of Public Infrastructure Road improvement project for repair/rebuild of portions of Prairie Creek Road and Phillips Ranch Road in the amount of \$5 million including road improvements, right of way purchases, relocation of utilities and water line utility upgrades as discussed in previous City Council meetings December 15, 2015, January 12, 2016, January 26, 2016, February 9, 2016 and February 23, 2016. (City Manager Ken Nickel)

CORRESPONDING BUDGET YEAR PRIORITY(IES) (IF APPLICABLE)

1. Continue to provide a safe Community
2. Continue to provide a safe and efficient Water Supply to our citizens
3. Street maintenance and paving
5. Water Line Replacement Plan.
6. Continue to improve the City's Financial Stability
7. Continue to focus on Customer Service and Teamwork
9. Planning and Vision for the future
10. Identify new grants for the city and execution on the current grants

BACKGROUND

The Council previously held a workshop on this topic and the meeting minutes are included in tonight's agenda packet.

At the City Council meeting of February 23, 2016, the City Council requested that city staff draft a Resolution for City Council to consider, naming an amount estimated for the Public Infrastructure Improvements / Road Improvements (Arterials) for Phillips Ranch Road and Prairie Creek. It is hoped that the city will be able to get grant assistance for a portion of this project through USDA – Rural Development Grant.

City staff was instructed to begin with the figure of \$4.346 million dollars, being the estimated cost for this project as presented by the Engineer, Mr. Greg Haley. To this figure they were instructed to add the estimated cost of installing water lines for future growth as needed along these roadways.

The City staff returns tonight with a Resolution, as reviewed by City Attorney Young, with the estimate in an amount not to exceed \$5 million.

OPTIONS

Council usually has several:

- 1.) Adopt/Approve/Authorize agenda item, as requested or presented.***
- 2.) Adopt/Approve/Authorize agenda item, with modifications.***
- 3.) Deny approval of agenda item.***
- 4.) Table the item.***
- 5.) Other, as Council desires.***

ATTACHMENT(S): (IF APPROPRIATE)

List of the items behind this cover sheet:

- Proposed Resolution 506***

RESOLUTION NO. 506

A RESOLUTION OF THE CITY OF GRANITE SHOALS, TEXAS REQUESTING FINANCIAL ASSISTANCE FROM THE UNITED STATES DEPARTMENT OF AGRICULTURE; AUTHORIZING THE FILING OF AN APPLICATION FOR ASSISTANCE; AND MAKING CERTAIN FINDINGS IN CONNECTION THEREWITH.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRANITE SHOALS, TEXAS, THAT:

Section 1: City staff is hereby approved and authorized to prepare an estimate in an amount not to exceed \$5,000,000 in order to fund a Public Infrastructure Road improvement project for repair/rebuild of portions of Prairie Creek Road and Phillips Ranch Road, including road improvements, right of way purchases, relocation of utilities, and water line utility upgrades as discussed in previous City Council meetings December 15, 2015, January 12, 2016, January 26, 2016, February 9, 2016 and February 23, 2016 (“Project”).

Section 2: An application is hereby approved and authorized to be filed with the United States Department of Agriculture seeking financial assistance in an amount not to exceed \$5,000,000 in order to fund the Project.

Section 3: That the City Manager, Ken Nickel, be and is hereby designated the authorized representative of the City for purposes of furnishing such information and executing such documents as may be required in connection with the preparation and filing of such application for financial assistance and the rules of the United States Department of Agriculture.

Section 4: That the following firms and individuals are hereby authorized and directed to aid and assist in the preparation and submission of such application and appear on behalf of and represent the City before any hearing held by the United States Department of Agriculture on such application, to wit:

Financial Advisor: First Southwest Company, LLC
300 W. Sixth Street
Suite 1940
Austin, TX 78701

Engineer: KC Engineering, Inc.
705 North Highway 281
Suite 103
Marble Falls, Texas 78654

City Attorney: Bickerstaff Heath Delgado Acosta LLP
3711 South MoPac Expressway
Building One, Suite 300
Austin, Texas 78746

Bond Counsel: McCall, Parkhurst, & Horton LLP
600 Congress Avenue
Suite 1800
Austin, Texas 78701-3248

City Manager: Ken Nickel
2221 N. Phillips Ranch Road
Granite Shoals, Texas 78654

EFFECTIVE DATE. This RESOLUTION shall be in full force and effect from and after its date of approval.

APPROVED: _____, 2016.

APPROVED:

Carl Brugger, Mayor

ATTEST:

Elaine Simpson, City Secretary



**City of Granite Shoals, Texas
City Council Meeting
Agenda Item Cover Memo
April 28, 2015**

Agenda Item: 8. D. Discuss, consider and possibly take action related to establishing procedures for processing Open Records Requests for footage from body-worn cameras in the Police Department

**Prepared By: Chief Wilson
Department: Police Department
Submitted By: City Manager**

AGENDA CAPTION

Discuss, consider and possibly take action related to establishing procedures for processing Open Records Requests for footage from body-worn cameras in the Police Department

BACKGROUND

The city has issue Police body- worn cameras to our officers over two years and a written policy is required to define how the city would handle by the public sector for inspection and copying of public records in its possessions.

OPTIONS

Council has several options:

- 1) Adopt/approve/authorize agenda, as requested or presented.**
- 2) Adopt/Approve/authorize agenda item, with modifications.**
- 3) Deny approval of agenda item.**
- 4) Table the item.**
- 5) Other, as Council desires**

RECOMMENDATION OF STAFF

The staff recommends approval of agenda item

The City of Granite Shoals Police Department Body Worn Camera Recording Request Policy

It is the policy of The City of Granite Shoals Police Department (GSPD) to allow for inspection and copying of public records in its possession. As a police department, GSPD has in its possession many records that in whole or in part are confidential by law. Requests for copies of video from Body Worn Cameras (BWC) present a unique challenge in determining whether the requested record is available for public release. Further challenges arise when confidential material is contained within the recording. It is the policy of GSPD to balance the interests of individuals who seek access to BWC records with individual privacy rights and applicable confidentiality laws.

The GSPD Criminal Evidence Manager (or his designee) is responsible for the operations and management of the department's BWC program. Part of that management responsibility is receiving, processing and fulfilling requests for inspection and possible copying of BWC recordings. The GSPD Criminal Evidence Manager shall coordinate with the City's Public Information Officer regarding all Public Information Requests received under this policy.

REQUESTS

Requests to inspect BWC recordings shall be made in writing. All requests, regardless of how they are received, must be documented on a GSPD Body Worn Camera Video Public Records Request form which is available at the City Hall (2221 N Phillips Ranch Rd). The form is necessary to ensure accuracy, accountability, and timely responses. Requestors can complete and submit this form through email, fax, standard mail, or in person. Specific instructions on the entire request process are detailed on the request form. It may be necessary for the GSPD Criminal Evidence Manager to contact the requestor for clarification or to discuss refinement of the scope of the request. Texas law requires that requestors limit their requests to a specific incident (see Texas Senate Bill 158, Regular Session, TX 2015) and include the following information: (1) the date and approximate time of the recording; (2) the specific location where the recording occurred; and (3) the name of one or more persons known to be a subject of the recording.

BWC recordings that are evidence in an ongoing investigation, judicial or administrative proceeding, may not be released until either the matter is concluded and results in conviction or deferred adjudication or, in the case of a criminal proceeding, the evidence is submitted in a public forum (filed with the court or submitted in open court). Such recordings will not be released until they become public.

Comment [BY1]: If the confidential information cannot be redacted, then we should argue to the AG that the entire video is confidential.

Due to the likelihood of confidential information being contained within a BWC recording

and GSPD's inability to pre-screen all responsive video, it is GSPD's policy to require requestors to inspect requested video prior to requesting copies. Pursuant to SB 158, within 20 business days of receiving a request for a public record, the office will:

- Allow the requestor to inspect the responsive record, or
- Notify the requestor that the office does not possess a record responsive to the request, or
- Notify the requestor that inspection of the record is not available within 20 business days and provide a date and time after which the record will be available to inspect, or
- Notify the requestor that the record may be confidential and that the GSPD will seek an opinion from the Texas Attorney General regarding whether the information must be released.

Generally, the department will be able to grant the requestor the right to inspect a recording that is a public record within 20 days. The determination of whether a copy may be made may take longer due to the technical aspects of redacting personal or law enforcement sensitive material from the recording. This processing time may be reduced significantly if the scope of the request is reduced during the inspection process.

A fee will be charged for the processing of a recording to redact confidential information. There is a fee of \$3.00 per DVD. No fee will be charged for the research, preparation of a video for inspection, or for the actual inspection. There may be an additional labor charge, however, depending on the amount of processing that is necessary to prepare the DVD for release. Payments shall be made on video order, payable to the City of Granite Shoals.

Comment [BY2]: \$3.00 is the maximum cost per DVD set by the Attorney General unless the city council adopts a higher cost. 1 Tex. Admin. Code § 70.3.

The GSPD Criminal Evidence Manager is responsible for these operations and can be reached at:

Mailing and Physical Address:

Granite Shoals Police Department
Criminal Evidence Manager
410 N Phillips Ranch Rd.
Granite Shoals, TX 78654

Email: police603@graniteshoals.org
Phone: (830) 385-6929

PROCEDURES

Comment [BY3]: The TPIA requires the agency to treat all requests uniformly, regardless of whether the requestor is an individual or the media. Tex. Gov't Code § 552.223.

The procedures for handling requests for BWC recordings are outlined below.

Requests BWC recording by submitting a written request as outlined in the Requests section above.

Will be contacted by the GSPD Criminal Evidence Manager within 20 days to discuss the request and, if applicable, arrange an appointment to inspect the recording or for a copy.

- *Inspection.* Comes to GSPD Headquarters to view the recording. This will occur in the presence of the BWC Manager in a designated and controlled room with video surveillance. No electronic equipment, including cellular phones will be allowed in the recording room. No recording of the BWC footage will be allowed. Viewing time may be limited due to Department staffing and/or other logistical issues.
- *Copy requested.* Requests a copy of the recording, if needed, on the previously submitted records request form or amends the request, if applicable.

Receives a cost estimate from the BWC Manager for the requested recording. Signs an authorization to proceed and pays the estimated payment prior to processing.

Returns to GSPD Headquarters to pick up recording when it is ready to be released. Receives a refund if processing time was less than estimated or pays the difference if the processing time was greater than estimated.

“VOLUMINOUS” REQUESTS

As defined by SB 158, voluminous request includes:

- A request for body camera recordings from more than five separate incidents;
- More than five separate requests for BWC recordings from the same person in a 24-hour period, regardless of the number of incidents included in each request; or
- A request or multiple requests from the same person in a 24-hour period for BWC recordings that, taken together, constitute more than five total hours of video footage.

A department who receives a voluminous request is considered to have promptly produced the information for purposes of release, if the department takes the actions required by section 552.221 of the Texas Public Information Act before the 21st business day after the date of receipt of the written request.

PAYMENTS

Full payment of the estimated fee is required before any records will be processed and provided. Payment can be made in cash, money order, cashier's check (Payable to The City of Granite Shoals). Debit and credit card payments are also offered by the City. Differences in the final cost from the estimated cost will be collected prior to receipt of the recording and refunds will be mailed to the requestor.

OTHER REQUESTS FOR BWC RECORDINGS

Dissemination of recordings pursuant to a criminal court proceeding will be handled by the Burnet County Attorney's Office or the District Attorney's Office. Dissemination of recordings pursuant to a filed lawsuit or claim made against GSPD will be handled by The City Attorney.



**City of Granite Shoals, Texas
City Council Regular Meeting
Agenda Item Cover Memo
Date: March 8, 2016**

**Agenda Item: 8.e. # Workshop to discuss Non-conforming Structures
Prepared/Submitted By: Ken Nickel, City Manager**

AGENDA CAPTION

8.e. Continue workshop discussion related to amending City Code Chapter 40, Zoning, Section 40-18. Nonconforming buildings and uses, with modifications as discussed during City Council Regular Meeting February 23, 2016. *(City Manager Ken Nickel)*

CORRESPONDING BUDGET YEAR PRIORITY(IES) (IF APPLICABLE)

- 1. Continue to provide a safe Community**
- 4. Increase Code Compliance activity by approximately 25%.**
- 7. Continue to focus on Customer Service and Teamwork**
- 9. Planning and Vision for the future**
- 11. Improve Communications to the citizens of Granite Shoals**

BACKGROUND

At the City Council regular meeting of 1-12-2016 the Council held a workshop to discuss the non-conforming ordinance. City Council has heard some citizen concerns regarding structures classified as 'Non-conforming' under the Zoning Ordinance (City Code Chapter 40). Sometimes these structures (which are sometimes called 'Grandfathered') are the subject of cases brought before the Board of Adjustments. The BOA is asked to grant a variance for a structure that is classified as 'non-conforming' in order to allow owners to make improvements or enlargements to the structure.

Code Compliance Officers Preston Williams and Mike Bishop prepared information for the City Council, with the assistance of City Attorney Brad Young, to brief the Council, staff and audience related to issues which result from a structure having a 'Non-Conforming' status under the city's Zoning Ordinance. This is part of an ongoing education effort by the city staff to promote understanding about city ordinances. Both the Code Compliance staff and the City Attorney presented PowerPoint presentations on 1-12-2016 and these are summarized in the meeting minutes for that meeting.

At the City Council Regular Meeting of 1-26-2016, during his Management Report, City Manager Ken Nickel presented his summary of the questions/concerns expressed by City Council members after the 1-12-2016 Workshop, related to Non-conforming uses in the city. Council requested that city staff bring this item back at the meeting tonight to compare Council issues/concerns/questions with the recommendations of city staff. The staff recommendations were presented 2-23-2016, followed by repeat of the Council issues/concerns/questions.

There was an extended discussion of the non-conforming ordinance, and the meeting minutes from this meeting are found in tonight's agenda packet.

Mayor and staff determined that there was no consensus at the last meeting for a specific Ordinance to be drafted to amend/modify the Non-Conforming ordinance yet.

Nonconforming Structures in Granite Shoals

Granite Shoals moving forward. When making tough decisions, it invariably will be displeasing to some individuals, and in some cases may appear unfair.

What are the top two causes of nonconforming (residential) structures in Granite Shoals?

1. Structure **overhangs** encroaching into public utility easements, front, side, and/or back yard setbacks.

Recommendation:

- Do not change the body of the ordinance as it currently reads. The way it is currently written makes sense and protects the properties moving forward. No permit will be issued unless it meets the criteria of the current ordinance.
- As any other rule, ordinance or law there may be reasons for exemptions, and our nonconforming ordinance may benefit from an exemption clause. We recommend the following wording:

Any structure built before July 1, 2015 that is solely in violation due to overhangs/eaves encroaching into a public utility easement, front, side or back yard setbacks, will be considered a conforming structure.

City Council or our attorney may want to change the above wording for legal purposes.

2. The **actual structure** encroaches into public utility easements, front, side, and/or back yard setbacks.

Recommendation:

- If the nonconforming structure is in violation because the structure is in the public utility easement, front, side and/or back yard setback, no exception should be made, and the enforcement of the ordinance should stand as written. The structure is a more serious issue moving forward for the property, and if we allow the expansion of the structure it expands the problem (refinancing, selling the property, transferring ownership etc.).

Everything that exists has a life expectancy and structures/residential dwellings are no exception. The nonconforming laws also protect individuals, so that federal, local or city governments cannot overreach.

City Council comments on Non-forming structures

General Comments

- I agree with the City Staff on the following
 - a. Strong consistent enforcement.
 - b. A code that improves the City.
- The Non-Conforming Structure issue is a real issue. First, I do not believe this is an issue caused by you or Code Enforcement. I do believe this issue was caused by the City of Granite Shoals in the previous decades of poor management. Regarding non-conforming due to Zoning: I am less-sympathetic to these issues because the purpose of zoning is to promote (over time) a particular character for the area
- Our Property owners need some relief from unintended consequences of the past!!!
- I was out of town. I feel competent that both Carl and Todd gave good input.
- As you know the change of the Guard in any organization changes, but the organization remains. Laws are laws and enforcement of the law is based on the Guards.
- I suppose we need to define "minor encroachment" somehow, and I'd say something like (as an example) "less than one foot for ground footprint and less than (two or three) feet for overhang".
- My "common man" understanding of submitting house plans to any city and paying for a Building Permit is real simple, as it should be: I submit my house plans with a fee to the city. If my house plans meet "all" the city's requirements, I have no issues and receive a Building Permit. As long as I build my house per my approved Building Permit, I will have no problems or issues.....period! If I am required to pay the City, to help, inspect, insure and enforce their own rules and regulations (ordinances), basically, babysit me through my home building experience, then who else am I supposed to look to as the Expert?
- During our council meeting, you and Preston both identified the approximate time frame the ordinances were enforced fairly and completely.....as they should be. The approximate time frame was somewhere between 2 and 3 years ago, I heard both time frames.
- I can easily see a Class Action lawsuit against the City and they would win! When the City goes through a process of holding individuals up with this Non-Conforming issue, we are causing them losses, loss of money in many cases and mental distress and the list goes on and on.
- I seriously believe we need to identify the date; the City of Granite Shoals began enforcing its own ordinances, fully and consistently. Any structures prior to that date should not have a Non-Conforming issue (overhang/eaves), unless the slab/exterior wall face is within any setback or utility easement. I seriously doubt the City and previous guardsmen would have knowingly issued a Building Permit with the slab creating an issue.
- I strongly believe that the date the ordinances began full, accurate and fair enforcement needs to be identified. Any structure built before such date should be Grandfathered from a Non-Conforming issue if their overhang/eaves are within the Building Setback or Utility Easements

City Council comments on Non-forming structures

Easements and Overhangs

- Another big problem for our citizens seems to be with our current way the city now looks at easements and setbacks. I suggest the 5' set back should be measured from the property line to the foundation of the slab or floor and the overhang of the eaves should be allowed in the easements and up into the air space. In fact, setbacks should be from the property lines always. Code Enforcement Officers should inform citizens in writing that they have the right to take their cases to the City Manager for his review and they also have the right to appeal their cases to the Board of Adjustment
- I do not like the idea that an overhang or other minor easement/setback encroachment will prevent a homeowner from upgrading the home. This rubs me wrong, particularly in cases where the construction was permitted by the city. In fact, I wonder about our legal position in cases where the non-conforming structure was permitted. I know that past enforcement has been less-than-consistent, and I also realize that we must draw lines somewhere.
- I think we should require the homeowner with a "permissible encroachment" to obtain a release-of-easement from us and they should either:
 - 1) Obtain a release from other easement holders; or
 - 2) Sign a notarized letter acknowledging that they are aware of the easement and the potential future consequences of failing to obtain said release.
- I would like to see a grandfather clause in our City code that keeps homes with overhangs having incorrect setbacks out of the category of being nonconforming. Having said this, should we allow an external addition on such a house that also invades the easement or setback? No, not without some type of release, being it a favorable hearing with the Board of Adjustments and the utility.
- That the setback and easements should be measured from the edge of the overhang, knowing this makes it difficult to build on a 50 foot wide lot. Mark Morren made a good point, their standard utility easement should run to the sky, otherwise it is useless to them. I would like to know what other cities in PEC's service area do. If the vast majority is based on face of the building, then my question to Mark is why.
- Given Preston's comment that most of the non-conformance issues pertain to overhangs in the setback, we should establish a point forward date where structures must comply with setbacks and easements. Structures built prior to that date that were built in accordance with standards in place at the time of their construction, should not be considered non-conforming for that one condition alone.

City Council comments on Non-forming structures

Minimum Residential Living area (R1)

- I believe, since Ordinance 663 grants an exception to residences under 1200 SF to receive a building permit to build a garage, the city should allow building permits to be issued for all garages, room additions, porches, decks, etc. To my knowledge, the former mayors, CC members nor I realized when we annexed so many citizens that we would be taking away their rights to make improvements to their homes such as garages, additions, porches, etc. Marble Falls does allow their property owners to make improvements to their homes. This has helped Marble Falls to transform into the city it is today. This would also help take care of many problems from the past of permits being issued that contradicted Ordinance 409 at the time they were issued. Not issuing building permits to non conforming property is stopping our cities progress and hurting our citizens. We should have a grandfather clause which would allow citizens to make improvements which will improve their quality of life.

Lake Front Property

- Also, citizens who purchased lakefront and other property should be allowed to add an addition of an extra room such as a living room, garage, kitchen, den, porch or other room even though part of their home is in the easement and set back area because our citizens have paid enormous prices for their homes and enormous property taxes so they should be able to enlarge their homes. This would increase their property values and the looks of their homes plus, this would bring more tax dollars into our city for property taxes, building permits and fees, plus solve many long standing unintended problems. This would make Granite Shoals a more Friendly City to our citizens.

Board of Adjustment

- The city should not require release of easement prior to the Board of Adjustments Favorable Ruling. If the BOA grants a Variance they should include THE REQUIREMENT FOR A RELEASE OF EASEMENT AS PART OF THE APPROVAL. Plus, add the wording NO BUILDING PERMITS WILL BE ISSUED UNTIL THE APPLICANT SHOWS PROOF OF PEC RELEASE OF EASEMENTS IS GIVEN TO THE CITY.
- To make sure this gets followed up upon it would be a good idea that GS Code Compliance Officers would be given a copy of the Board of Adjustments Ruling for their files IMMEDIATELY UPON APPROVAL FROM BOA. It has come to my attention that in a recent BOA case that the property owners had to pay PEC about \$11,000 for improving their electric to be able to get release of their easements. I do not feel that this would have been fair for our citizens to pay out all these thousands of dollars and then be denied the right to proceed with their plans to improve their property.

City Council comments on Non-forming structures

Remodeling Structures

- A) I am interested the idea of restricting a structural remodel to a certain percentage of the home's value and/or size on non-conforming structures in this category.
- . Regarding the specific issue of a porch, I don't have a particular problem with things like that. Otherwise, I am disinclined to permit anything other than normal repairs
- Assuming a grandfather clause is in place, but a home is still nonconforming for other reasons, should we allow modifications, whether there internal involving walls, electrical or plumbing, or external alternations.
- a. Internal - Yes as some percentage of the value of the home without restrictions on plumbing, electrical or wall changes.
- b. External - Probably not. This is a tough call. Again, perhaps changes could be made only have a favorable review by the Board of Adjustments.
- It is my belief that if the exterior footprint of a non-conforming structure does not change, then the City should not impede interior improvements, e.g. if someone wants to subdivide a large bedroom to add a bathroom, and the modification does not change the exterior dimensions of the structure, it should be allowed.

Sec. 40-18. - Nonconforming buildings and uses.

(a) *Regulations.* The lawful use of any building, structure or land existing on the effective date of the ordinance from which this chapter is derived may be continued, although such use does not conform with the provisions of this chapter. However, the right to continue such nonconforming use shall be subject to the following regulations:

- (1) Normal repairs and maintenance may be made to a nonconforming building or structure; provided, that no structural alterations shall be made except those required by law or ordinance or those necessary for installing or enclosing required sanitary facilities, such as toilets and bathrooms.
- (2) Unless otherwise provided, a nonconforming building or structure shall not be added to or enlarged in any manner unless such additions and enlargements are made to conform to all of the requirements of the zoning district in which such building or structure is located.
- (3) A nonconforming building or structure shall not be moved in whole or in part unless every portion of such building or structure is made to conform to all regulations of the zoning district in which it is to be located.
- (4) If a nonconforming building or structure is damaged or destroyed to an extent of less than 60 percent of its fair market value by fire, explosion, act of God or the public enemy, then restoration or new construction shall be permitted. If destruction is greater than 60 percent of its fair market value, such building or structure and its use, if repaired or replaced, shall conform to all regulations of the zoning district in which it is located, and it shall be treated as a new building.
- (5) A vacant, nonconforming building or structure lawfully constructed before the day of enactment of the ordinance from which this chapter is derived may be occupied by a use for which the building or structure was designed or intended, if so occupied within a period of 90 days after the effective date of the ordinance from which this chapter is derived. The use of a nonconforming building or structure lawfully constructed before the date of enactment of the ordinance from which this chapter is derived which becomes vacant after the effective date of said, may be reoccupied by the use for which the building or structure was designed or intended, if so occupied within a period of 90 days after the building or structure become vacant. All such buildings after 90 days of vacancy, shall be converted to a conforming use.

(b) *Nonconforming buildings may not be changed or expanded.* The nonconforming use of a building or structure may be continued as hereinafter provided:

- (1) The nonconforming use of a building or structure may not be changed to a use which does not conform to the requirements of the zoning district in which it is located.
- (2) A nonconforming use of a conforming building or structure shall not be extended or expanded into any other portion of such conforming building or structure, nor changed except to a conforming use. If such nonconforming use or portion thereof is voluntarily discontinued or changed to a conforming use, any future use of such building or structure or portion thereof shall conform to the regulations of the zoning district in which such building or structure is located.

(c) *Continuation of existing uses.* The nonconforming use of land existing at the time of the effective date of the ordinance from which this chapter is derived may continue as hereinafter provided.

(1)

Nonconforming use of land shall not be expanded, extended or changed to some other use not in compliance with the regulations of the zoning district in which the land is situated.

- (2) If a nonconforming use of land or any portion thereof, is voluntarily discontinued for a period of 90 days any future use of such land or portion thereof shall be in conformity with the regulations of the zoning district in which such land or portion thereof is located.
 - (3) Any sign, billboard or poster panel which lawfully existed and was maintained at the time of the effective date of the ordinance from which this chapter is derived, may be continued, although such uses do not conform with the provision of this chapter; provided, however, that no structural alterations are made thereto.
- (d) *Abandonment.* The nonconforming use of a building, structure or land which has been abandoned shall not thereafter be returned to such nonconforming use. A nonconforming use shall be considered abandoned when:
- (1) The intent of the owner to discontinue the use is apparent.
 - (2) The characteristic equipment and furnishings of the nonconforming use have been removed from the premises and have not been replaced by similar equipment within 90 days.
 - (3) A nonconforming building, structure or land, or portion thereof, which is or hereafter becomes vacant and remains unoccupied for a period of 90 days.
 - (4) A nonconforming use has been replaced by a conforming use.
- (e) *Change in zoning district boundaries.* Wherever the boundaries of a zoning district shall be changed so as to transfer an area from one zoning district to another zoning district, or when the boundaries of zoning districts are changed as the result of annexation of new territory, or changed in the regulations or restrictions of this chapter, the foregoing provisions relating to nonconforming uses shall also apply to any uses existing therein which may be or become nonconforming.

(Ord. No. 409, § XVII, 8-24-2004)



**City of Granite Shoals, Texas
City Council Meeting
Agenda Item Cover Memo
March 8, 2016**

Agenda Item: Item 9– Future Agenda Items
Prepared By: City Secretary
Department: Administration

AGENDA CAPTION

9. Future Meetings and Agenda Items

- a.) Review Agenda Calendar
- b.) Identification of future agenda items

Future agenda items – a time where Mayor, Council members or City Manager may suggest items for future agendas and when the Agenda Calendar is reviewed.

Agenda Calendar

This is a planning tool only and all information is tentative until listed on an official agenda and posted in accordance with Texas Open Meeting law.

Tuesday, March 8, 2016

**City Council Regular Meeting
60 days before the May Election(s)**

Item #	Action	Subject	Requestor	Staff	Status
1-3		CTO/Invocation/Pledge			
		Citizens Comments			
	Hear	50 th Anniversary Committee Update – Chair English		Nickel	
	Hear	Jim Tenny, Pilot, Presentation regarding the Granite Shoals Airstrip			
	Hear	CM/ACM/CS Reports			
	Consent	Meeting Minutes February 23, 2016		Simpson	
	Consent	Res. To authorize BCAD to sell tax foreclosure property for bid received.		Simpson	
	Consent	Res. To express support for TXDOT Beautification project HWY 281			Mayor Brugger to decide
	Consider	Airstrip Advisory Committee Ordinance		Nickel/ Smith/	Review and possibly amend Ord. 537
	Consider	Board and Commission Appointments		Simpson	
	Consider	Res. Related to policies for public records request for Police Department Body Cameras footage.		Nickel/	
	Discuss	Non-Conforming Structures Ordinance Modification		Nickel	
		Future Agenda Items/Adjournment			

Tuesday, March 22, 2016

**City Council Regular Meeting
46 days before the May Election(s)**

Item #	Action	Subject	Requestor	Staff	Status
1-3		CTO/Invocation/Pledge			
		Citizens Comments			
	Hear	CM/ACM/CS Reports			
	Hear	Audit		Gholson	?
	Consent	Meeting Minutes March 8, 2016		Simpson	
	Consider	Modifications proposed to Ord. 191 – Revision to Police Reserves		Wilson / Young	Updating
	Consider	Board and Commission Appointments		Simpson	
	Discuss	Proposals for modifying/updating the City Drought Contingency Schedule, regarding ‘trigger points’ for institution of drought stages		Smith	As discussed at 1-12-2016 Council meeting
		Written Department Reports			

	Future Agenda Items/Adjournment		
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Tuesday, April 12, 2016
City Council Regular Meeting
25 days before the May Election(s)

Item #	Action	Subject	Requestor	Staff	Status
1-3		CTO/Invocation/Pledge			
		Citizens Comments			
	Hear	CM/ACM/CS Reports			
	Consent	Meeting Minutes March 22, 2016		Simpson	
	Consider	Board and Commission Appointments		Simpson	
		Written Department Reports			
		Future Agenda Items/Adjournment			

Tuesday, April 26, 2016
City Council Regular Meeting
11 days before the May Election(s)

Item #	Action	Subject	Requestor	Staff	Status
1-3		CTO/Invocation/Pledge			
		Citizens Comments			
	Hear	CM/ACM/CS Reports			
	Consent	Meeting Minutes April 12, 2016		Simpson	
	Consider	Board and Commission Appointments		Simpson	
		Written Department Reports			
		Future Agenda Items/Adjournment			

Future Agenda Items Not Scheduled: (for example – items tabled but not to a date certain)

Requestor	Date Requested	Subject	Status
		No Engine Brake signs	
		Review, Revise and Update Zoning Ordinance	Marvin Townsend, originator , P&Z considering it at their meetings starting October 2013
Council		ETJ Annexation – Nobles Area	FY 2015-2016 ?
		Capital Assets Management Policy	For Water / WW Grants
	Action	Discuss and Consider possible methodology for selling City owned real property.	Property List – City Owned Property Discussed 3/11 briefly – sellable properties??
	Consent	Consider Ord. postponed from 9-10-2013 clarifying area around current water plant as restricted area.	If Burnet Co. 911 has information
?	Consider	Contractor Fee for Big Trucks? Impact Fee – Ordinance –	Morren
Staff	Oct 2015	Expanded hours for Alcohol Service in the City limits	

Staff	Hear	Presentation by Dr. McBride related to Christ-Yoder Animal Shelter Services	First Quarter end? Approx.. Jan 2016 ?
Wrkshop		Procedure to evaluate City Property on 1431 for City to sell	Morren 7-28-2015 moved
		City Employee job descriptions	Simpson
		Update of Board and Commission Members Demographics	Simpson
	10/27/2015 Mayor	Annexation Plan – Scope of Plan	Annexation Discussion before giving P&Z Commissioners their charge for this project?

Year-Round Overview Summary

(for example: contacts which must be renewed annually, grant applications which must be made annually, statutory items which are done at a specific time of year, e.g. Election Canvass).

Month	Subject / Item
January	1. Contract with Burnet County to Conduct May General Election – City Sec. 2. Call the City Election – Simpson 3. Quarterly Municipal Court report by Municipal Judge.
February	1. Annual Racial Profiling Prevention Report – PD 2. Airport issues (2016). 3. Associate Judge contract 2016.
March	Audit report of previous budget year – Finance Director, Proclamation from Mayor naming April as Child Abuse Prevention and Awareness Month. Contract with Assoc. Judges (2018)
April	Quarterly report on Municipal Court from Municipal Judge
May	1. Canvass of City General Election – City Sec. 2. Appointment of Mayor Pro Tem. 3. Review of Meeting schedule? 4. Council Pictures? 5. Calling Runoff Election if needed. 6. Board and Commission Members appointments. 7. Board and Comm. Appreciation Reception 8. Annual review of Personnel Manual?
June	1. Proposed Budget Calendar – City Manager. 2. City Manager contract 2016
July	1. Budget Workshop(s)? - City Manager / Finance Director / City Council 2. Personnel evaluations – City Manager and City Secretary 3. Quarterly Municipal Court report by Municipal Judge. 4. Accept Appraisal Roll from Tax Appraiser. Judge contract 2017.
August	Public Hearings for Tax Rate/Budget – City Manager/ Fin. Dir / City Sec., 2. Budget Workshop(s) - City Manager / Finance Dir. / City Sec. 3. City Managers Annual Review of Personnel Manual – any recommended modifications.
September	1. Adoption of Budget 2. Adoption of Tax Rate
October	1. Official Newspaper of Record Resolution – City Sec. 2. Council Meeting schedule for holiday season 3. Annual Review of Investment Policy, Finance Policy, Finance Goals. 4.) Juvenile Curfew Ord. (2016) 5.) Quarterly Municipal Court report by Municipal Judge. 6.) Consideration of the nominees for the John Rinehart Award
November	Every 4 years re-authorize quarter cent sales tax for Streets prepare for May Election
December	