



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

**NOTICE OF AGENDA  
GRANITE SHOALS CITY COUNCIL  
REGULAR CALLED CITY COUNCIL MEETING  
**HELD VIA INTERNET VIDEO CONFERENCE ON ZOOM**  
AND IN PERSON FROM/AT -CITY HALL, UPSTAIRS COUNCIL CHAMBER,  
2221 N. PHILLIPS RANCH RD, GRANITE SHOALS, TX 78654  
*ITEM 7.G. WILL BE CONSIDERED AT 2221 N. PHILLIPS RANCH RD,  
QUARRY PARK, MULTI-SPORT CENTER*  
TUESDAY, APRIL 13, 2021 AT 6:00 PM**

This Notice and Meeting Agenda, and the Agenda Packet, are posted online at [www.graniteshoals.org](http://www.graniteshoals.org)

Notice is hereby given of a meeting of the City Council of Granite Shoals, Texas to be held on the above-mentioned date, in person and over the internet for the purpose of considering the following agenda items. All agenda items are subject to action. The City Council reserves the right to meet in closed session on any agenda item should the need arise and is applicable pursuant to authorization by Title 5, Chapter 551, or the Texas Government Code.

A temporary suspension of the Open Meetings Act to allow telephone or videoconference public meetings has been granted by Governor Greg Abbott. These actions are being taken to mitigate the spread of COVID-19 by avoiding meetings that bring people into a group setting and in accordance with Section 418.016 of the Texas Government Code. Telephonic and videoconferencing capabilities will be utilized to allow individuals to address the Council. Emails may also be submitted. To Join via the ZOOM software platform.

<https://us02web.zoom.us/j/85208571387>

Meeting ID: 852 0857 1387  
Passcode: 806544  
One tap mobile  
877 853 5247 US Toll-free  
Meeting ID: 852 0857 1387  
Passcode: 806544

## **AGENDA**

### **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. 5-9*

*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. For those wishing to make a citizens' comment from the online meeting, please indicate you wish to be recognized using 'chat' feature, or submitting your comments by email in advance to 'citysecretary@graniteshoals.org'. Those desiring to have their comments read into the record should send the email with their remarks no fewer than two hours before the beginning of this meeting.*

5. **Presentations, Reports, Proclamations or Recognitions:**

*p. 10*

- a.) ***April is Child Abuse Awareness and Prevention Month*** – Proclamation by Mayor Will Skinner *p. 11*
- b.) ***Report on the Christmas By The Highway Event of 2020 - written report submitted by Beautification Advisory Chair Marilyn Nations*** – Assistant City Manager Peggy Smith.

*p. 12-21*

6. **Meeting Minutes/Consent Agenda:**

*p. 22*

*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) Approve the meeting minutes from the Regular Called Meeting of City Council Tuesday, March 23, 2021. *p. 23-28*
- b) Approve the meeting minutes from the Special Called Meeting of City Council Tuesday, March 30, 2021. *p. 29-30*

7. **Regular Items - items to be considered or upon which action may be taken:**

- a) Discuss, consider and possibly take action related to projects, including but not limited to: update on engineering work from TRC, improvements at the water treatment plant, project to install/replace new water lines and fire hydrants, project to construct a new water storage tank at Bluebriar Drive at Phillips Ranch RD, improvements to the groundwater system, and extension of water intake pipe project. (City Manager Jeff Looney/Utility Director/ACM Peggy Smith)

*p. 31*



- b) Discuss, consider and possibly take action related to proposed Ordinance #807 Short Term Rentals as discussed at the City Council meetings of March 23 and March 30, 2021. (City Manager Looney / City Attorney J. Katz) *p. 32 - 45*
- c) Discuss, consider and possibly take action related to bids received for the Chlorine Dioxide and Clarifier Improvements - TXCDBG project #7219171 as opened at the bid opening held 10:00 AM on Thursday, April 1, 2021 at City Hall. (Assistant City Manger Peggy Smith) *p. 46 - 57*
- d) Discuss, consider and possibly take action related to proposed Ordinance #811 Street Lien Interest Ordinance, as drafted by City Attorney Katz. (City Manager Jeff Looney) *p. 58 - 62*
- e) Discuss, consider and possibly take action to make Council appointments to serve as Liaisons to city Boards and Committees, and possibly Burnet County Emergency Services District #3. ( City Manager Jeff Looney/City Secretary Elaine Simpson) *p. 63 - 72*
- f) Discuss, consider and possibly take action regarding proposed Resolution #666 to establish a new City Communications policy. (City Manager Jeff Looney/ Police Chief Gary Boshears) *p. 73 - 83*

**8. Management Reports** *p. 84*

**City Manager**

- a) Economic Development
- b) TXDOT safety light at the Fire Department.
- c) TML Legislative Update reports (with City Attorney Josh Katz)
- d) Granite Pointe Development Public Hearings tentatively scheduled 4/20/21 and 4/27/21 *p. 85*
- e) Budget meeting calendar

**Assistant City Manager**

- f) Update on progress of construction at Quarry Park / Multi-Sport Complex
- g) Update on new Parks Recreation Coordinator position

**City Secretary**

- h) Human Resources - Job openings at the City
- i) City Website

**9. Future Agenda Items** *p. 86 - 90*

***The City Council will recess the Regular Meeting in Council Chamber in City Hall, recess the ZOOM meeting, and proceed to the Multi-Sport Complex located at Quarry Park, 2221 N. Phillips Ranch Road, for a tour of the facility. Council will then return and reconvene in open session at City Hall Council Chamber for discussion, consideration, and possibly taking action regarding this item; 7.g.***

7.g. Discuss, consider and possibly take action regarding approval of remaining payment to All-Seasons Sports. (City Manager Jeff Looney/ Assistant City Manager Peggy Smith)

*p. 91*

## **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 outdoor notice boards of City Hall which are accessible to the public at all times, and the city website at [www.graniteshoals.org](http://www.graniteshoals.org) Friday, April 9, 2021 on or before 5:00 p.m. and shall remain there continuously from such time until after this meeting is adjourned which begins on Tuesday, April 13, 2021 at 6 PM. 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*

*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).*

***V.T.C.A., Penal Code § 42.05, § 42.05. Disrupting Meeting or Procession***

***(a) A person commits an offense if, with intent to prevent or disrupt a lawful meeting, procession, or gathering, he obstructs or interferes with the meeting, procession, or gathering by physical action or verbal utterance.***

***(b) An offense under this section is a Class B misdemeanor. Credits: Acts 1973, 63rd Leg., p. 883, ch. 399, § 1, eff. Jan. 1, 1974. Amended by Acts 1993, 73rd Leg., ch. 900, § 1.01, eff. Sept. 1, 1994. V. T. C. A., Penal Code § 42.05, TX PENAL § 42.05 - Current through the end of the 2015 Regular Session of the 84th Legislature.***

*Pursuant to Section 551.045 of the Texas Government Code, reserves the right of City Council to hear emergency items when there is imminent threat to public health and safety.*





**City of Granite Shoals, Texas  
City Council Regular Called Meeting  
Agenda Item Cover Memo  
April 13, 2021**

**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 should complete a “Comment Card” and submit it to the City Secretary prior to addressing the Council, if possible.**
- **During video conferenced meetings, public comments are accepted via email to the City Secretary [citysecretary@graniteshoals.org](mailto:citysecretary@graniteshoals.org) up to 2 hours before the meeting begins.**

**Texas Government Code, Section 551.042. Sec. 551.042. INQUIRY MADE AT MEETING.**

(a) If, at a meeting of a governmental body, a member of the public or of the governmental body inquires about a subject for which notice has not been given as required by this subchapter, the notice provisions of this subchapter do not apply to:

- (1) a statement of specific factual information given in response to the inquiry; or
- (2) a recitation of existing policy in response to the inquiry.

(b) Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.

***V.T.C.A., Penal Code § 42.05, § 42.05. Disrupting Meeting or Procession***

(a) *A person commits an offense if, with intent to prevent or disrupt a lawful meeting, procession, or gathering, he obstructs or interferes with the meeting, procession, or gathering by physical action or verbal utterance.*

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**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.**



\*\*\*\*\*MARK YOUR CALENDARS FOR APRIL 17, 2021 - SATURDAY \*\*\*\*\*

**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**

Condor Document Services will be here in the Shredder Mobile 8 AM - 11 AM to provide secure shred services. Protect your identity! Shred paperwork containing personal information. Please remove ring binders and metal fasteners before shredding. Up to six boxes free.

**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 (fee according to size)

ITEMS NOT ACCEPTED

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

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**\* TIRE DISPOSAL:**

- Tubes / Passenger Car/ Light Truck/Motorcycle or ATV size tires \$5
- Passenger Car or Light Truck size tires with rims still on \$15
- Skid Steer Tires, Semi Tires, or Semi with Rims \$15

**FREE BULK PICK UP PER SCHEDULE**

**FOR MORE INFORMATION VISIT CITY WEBSITE OR CALL WASTE MANAGEMENT AT 830-693-3513**

[www.graniteshoals.org](http://www.graniteshoals.org)







## **\*\* Marque su calendario para el 17 de Abril 2021\*\***

### **LIMPIEZA DE TODA LA CUIDAD**

DE: 8 AM HASTA LAS 12 DEL MEDIO DIA

UBICACIÓN: PROPIEDAD DE LA CUIDAD DE GRANITE SHOALS- 2221 N. PHILLIPS RANCH RD.

### **\*SOLAMENTE PARA LOS RESIDENTES DE LA CUIDAD\***

Es **NECESARIO** traer su cuenta de agua y su licencia o identificación.

**ESTARÁN EL CONDOR DOCUMENTO SERVICIOS 8 AM – 11 AM ESTE ES UN SERVICIO GRATIS PARA QUE PUEDA TENER SUS DOCUMENTOS BIEN DESTROZAR POR EL FRAGMENTO MÓVIL. LOS DOCUMENTOS TRITURADOS SON RECICLADOS. POR FAVOR RETIRE LOS SUJETADORES DE METAL Y TIENEN SUS DOCUMENTOS EN UNA CAJA DE CARTON.**

### **NO SE PERMITEN CONTRATOS**

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

#### **ARTICULOS ACEPTADOS**

BULTOS DE RAMAS  
BOLSAS DE HOJAS  
BOLSAS DE BASURA  
BASURA SUELTA  
CALENTADORES DE AGUA  
MUEBLES GRANDES: sofás, sillón reclinable, etc..  
APARATOS DOMESTICOS: 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 \*

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#### **ARTICULOS NO ACEPTADOS**

BOLSAS DE CEMENTO  
BLOQUES DE CEMENTO  
\* BATERIAS  
\* PRODUCTOS QUIMICOS  
PETROLIO(ACEITE)  
ANTICONGELANTES  
\* ANIMALES MUERTOS  
PINTURA  
PIEDRAS  
TIERRA  
\*  
\*

### **SERVICIO CADA DOS SEMANAS**

LA RECOGIDA DE BAURA DE BOLTO SE OFRECE CADA OTRO VIERES.

PARA MAS INFORMACION LLAMA AL: 830-693-3513



#### **\* DISPOSITIVO DE LLANTAS:**

Tubos / Coche de pasajeros / Camión ligero / Neumáticos de tamaño ATV = \$5

Neumáticos de tamaño de coche de pasajeros o camión ligero con llantas todavía encendidas \$15

Neumáticos de dirección deslizante, semi neumáticos o semi con llantas = \$15

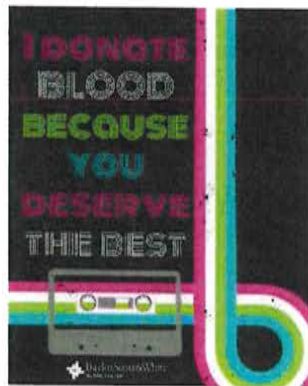
# Schedule your blood donation today.



## Blood drive: Baylor Scott & White Specialty Clinic – Marble Falls

Tuesday, May 4 | 11 AM – 5 PM  
800 W. Highway 71, Marble Falls

### ALL BLOOD DONORS IN MAY WILL RECEIVE:



-Free *limited-edition* blood donor t-shirt:  
You Deserve the Best

*\*Photo ID is required to donate. All donors 18 or younger are required to show proof of age. Masks are required to be worn during appointment.*

**SCHEDULE YOUR APPOINTMENT AT  
BSWBLOOD.COM!**

Appointments are highly encouraged; walk-ins will be accepted as space allows.



To donate:  
877.724.HERO (4376)  
BSWBlood.com



# Schedule your blood donation today.



**Blood drive: Security State Bank & Trust**  
Monday, May 3 | 10 AM – 3 PM  
608 Highway 281, Marble Falls

## ALL BLOOD DONORS IN MAY WILL RECEIVE:



-Free *limited-edition* blood donor t-shirt:  
You Deserve the Best

*\*Photo ID is required to donate. All donors 18 or younger are required to show proof of age. Masks are required to be worn during appointment.*

**SCHEDULE YOUR APPOINTMENT AT  
BSWBLOOD.COM!**

Appointments are highly encouraged; walk-ins  
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To donate:  
877.724.HERO (4376)  
BSWBlood.com



**City of Granite Shoals, Texas  
City Council Regular Meeting  
Agenda Item Cover Memo  
April 13, 2021**

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

**BACKGROUND**

**5. Presentations, Reports, Proclamations or Recognitions:**

- a.) *April is Child Abuse Awareness and Prevention Month* – Proclamation by Mayor Will Skinner
- b.) *Report on the Christmas By The Highway Event of 2020 - written report submitted by Beautification Advisory Chair Merilyn Nations* – Assistant City Manager Peggy Smith.






# CITY OF GRANITE SHOALS PROCLAMATION

## DESIGNATING APRIL 2021 CHILD ABUSE PREVENTION AND AWARENESS MONTH In Granite Shoals, Texas

- WHEREAS: The City of Granite Shoals supports the continuing efforts of all organizations that work to prevent child abuse and to increase awareness of this problem in our society; and
- WHEREAS: The Burnet County Child Welfare Board and the Texas Department of Family Protective Services provide assistance and services for abused and neglected children and have the cooperation of other agencies such as CASA of the Highland Lakes and the Hill Country Children's Advocacy Center; and
- WHEREAS: Burnet County has an extraordinary number of children who suffer some form of abuse or neglect each year; and
- WHEREAS: Through a national effort, Burnet County community members are encouraged to join together to raise awareness for those children who are victims of abuse and neglect; and
- WHEREAS: These efforts will give abused and neglected children in our community, and throughout the country, a better chance for a safe and positive future.
- NOW, THEREFORE: I, Will Skinner, Mayor of Granite Shoals, by virtue of the authority vested in me, do hereby proclaim April 2021 as CHILD ABUSE PREVENTION AND AWARENESS MONTH in this city, and in doing so, urge all citizens to join in this national effort to raise awareness of and to help prevent child abuse and neglect throughout the year.

Signed this 13<sup>th</sup> day of April, 2021

  
Will Skinner, Mayor



## **CHRISTMAS BY THE HIGHWAY**

**A PROJECT OF**

**BEAUTIFICATION ADVISORY GROUP  
(BAG)**

**CITY OF GRANITE SHOALS, TEXAS**

**2020 Report  
Submitted by  
Merilyn Nations, Chair**



## **CHRISTMAS BY THE HIGHWAY 2020**

Our budget request of \$5000 was approved by city council from special accounts, (\$1500 set aside, if needed, for rental of lift truck to install big trees).

We were able to make needed repairs, convert more figures to LED and buy additional light sculptures for the display with funds provided. The new light strings are bright white LEDs with colored caps over the bulbs making color changes easier and more manageable.

Due to Covid delays, after a late September planning meeting and a September 29th inventory day to see what was lit and what was not, work began with volunteers two days each week 10am-1pm with a long list of tasks to accomplish. Volunteers worked diligently through October and early November.

The lot inside open area was expanded again this year which was very beneficial for the new sculptures acquired with the donated funds from last year.

The garland we have been using for over 10 years was past due to be replaced and we were able to buy some before 2020 light up, but with after holiday sale prices, we purchased enough to retire all of the old tired garland for next year finally with budgeted funds.

BAG plans to increase the size of the display each year until we are asked to move out of that location. We continue to hear favorable comments from visitors, people in the area and newcomers to the city. All are, without exception, enthusiastic about having a Granite Shoals light display and enjoying it with their families. Residents are proud of their city and civic leaders for supporting it.

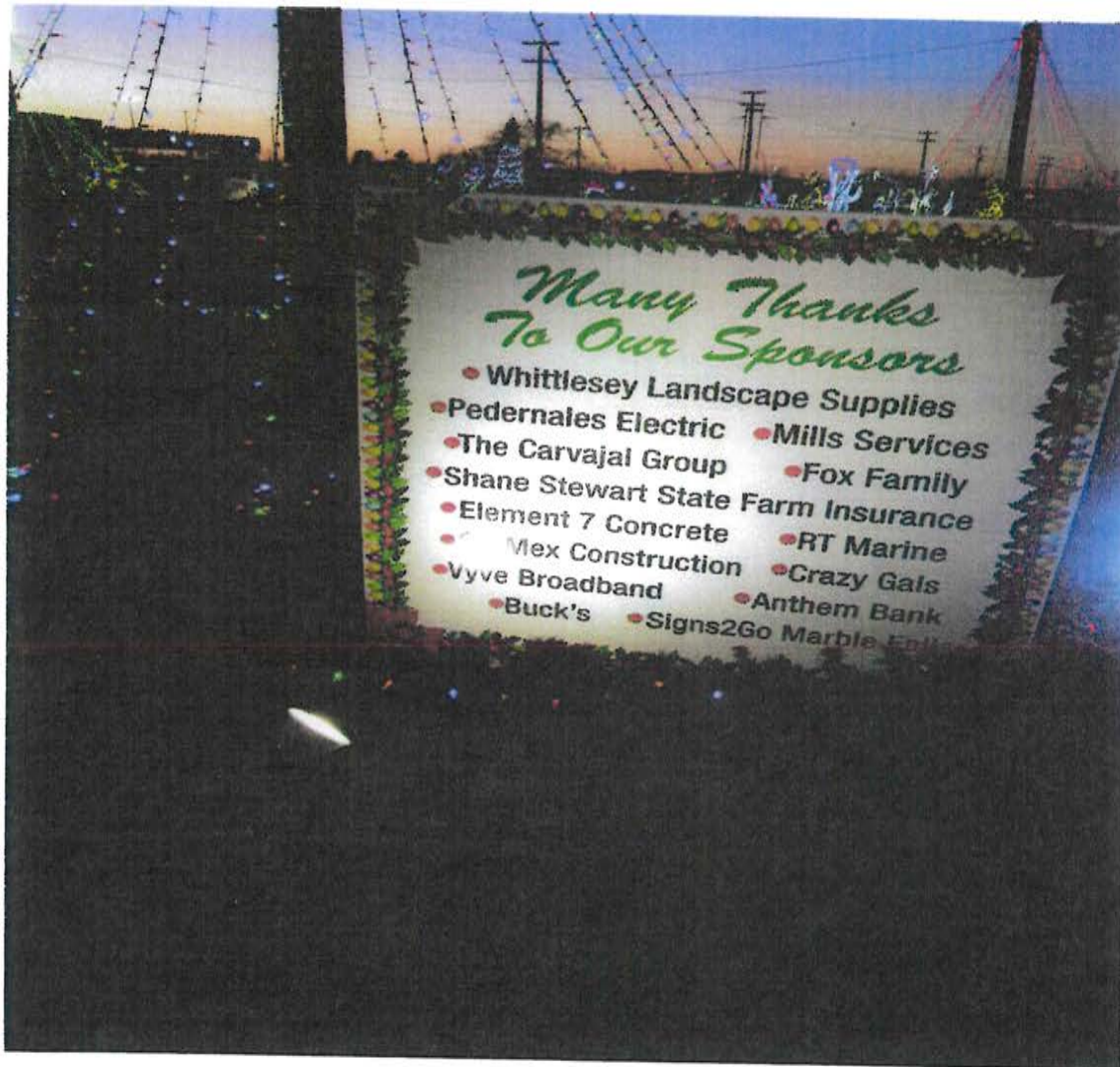


### **Planning ahead:**

With upgraded covers on our extension cord connections, we have reduced the number of problems with moisture, especially with the newer sculptures that have moving parts. There are still some problems with the electrical poles and some receptacles, but hopefully it will be solved by the end of this year.



4



There are a few large pieces the volunteers need to restore for 2021 but that is a never-ending story. It is a labor of love, but we vow every year, (just before each light up), that we will never do this again. And then the lights come on and we fall in love again.





CITY OF GRANITE SHOALS

2020 Spending - Christmas by the Highway

Date	Item	Amount Spent	Balance	Where purchased
			\$5,000.00	
	Electric Bill - display	\$288.82	\$4,711.18	
	Electric bill - shed	\$185.64	\$4,525.54	
	deduction for electrical work	\$0.00	\$4,525.54	
10/1	ribbon for wreaths	\$38.88	\$4,486.66	Walmart
10/5	blue LED light strings	\$18.21	\$4,468.45	Walmart
10/9	Combo Clip light strings & black out caps	\$273.26	\$4,195.19	Christmas-LEDS.com
10/12	Cable ties (4" - 1000; 11" - 500)	\$41.90	\$4,153.29	Cabletiesandmore.com
10/12	t-posts	\$60.16	\$4,103.13	Lowe's
10/12	rebar	\$66.00	\$4,037.13	Home Depot
10/20	cool white LED light strings	\$85.78	\$3,951.35	Walmart
10/25	6 ft extension cords (3)	\$3.91	\$3,947.44	Walmart
10/27	extension cords, paint	\$16.75	\$3,930.69	Home Depot
10/28	Combo Clip light strings & black out caps	\$315.01	\$3,615.68	Cabletiesandmore.com
12/1	Sponsor & Parking signs	\$609.00	\$3,006.68	Signs2Go
12/1	39 Rebar (4' x 3/8")	\$137.21	\$2,869.47	Home Depot
12/1	weatherproof extension cord gaskets	\$74.60	\$2,794.87	Amazon
12/2	10 Rebar (3' x 3/8")	\$27.50	\$2,767.37	Home Depot
12/2	12 bolts for animated figures	\$6.00	\$2,761.37	Ford and Crew
12/2	Cable Ties (8" - 1000; 11" - 100)	\$31.91	\$2,729.46	Lowe's
12/2	25 Rebar (4' x 3/8")	\$77.67	\$2,651.79	Lowe's
12/3	Extension cords, cable ties	\$174.96	\$2,476.81	Lowe's
12/3	12 hay bales	\$129.00	\$2,347.81	Crownover
12/4	12 T-posts	\$50.14	\$2,297.67	Lowe's
12/4	weatherproof boxes (8 medium; 2 large)	\$255.36	\$2,042.29	Amazon
12/8	storage boxes	\$126.76	\$1,915.53	Lowe's
12/11	storage boxes	\$32.24	\$1,883.29	Home Depot
12/14	green outdoor extension cords, multi plugs	\$47.86	\$1,835.43	Lowe's
12/14	storage box	\$19.98	\$1,815.45	Walmart
12/16	storage boxes	\$59.94	\$1,755.51	Walmart
12/23	700 ft Vickerman unlit Camdon Fir Garland	\$1,615.76	\$139.75	Amazon
	<b>TOTAL SPENT</b>	<b>\$4,860.25</b>	<b>\$139.75</b>	
	<b>In-Kind Donations</b>	<b>Value</b>		
6/7	100 ft Vickerman unlit Camdon Fir Garland	\$276.00	\$276.00	Nations
10/25	paint	\$13.00	\$289.00	Maier
12/1	discount on sign order	\$77.00	\$366.00	Signs2Go Marble Falls
	<b>TOTAL</b>		<b>\$366.00</b>	
	<b>Cash Donations</b>			
	from donation box	\$327.08		
	<b>TOTAL</b>		<b>\$327.08</b>	

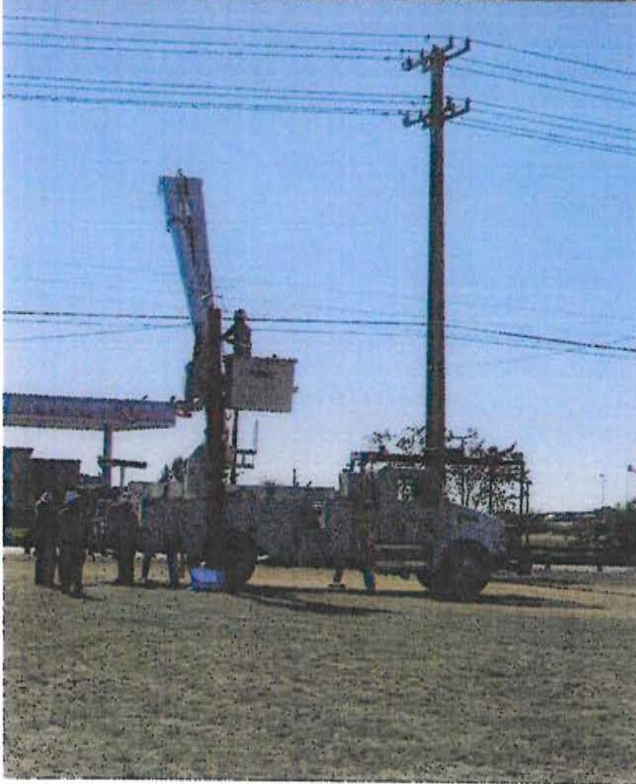
2/26/21

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<b>SPONSORS</b>			
	Whittlesey Lanscape		
	The Carvajal Group		
	Shane Stewart State Farm Insurance		
	Element 7 Concrete		
	QRO Mex Construction		
	Vyve Broadband		
	Buck's		
	Mills Services		
	RT Marine		
	Crazy Gals		
	Anthem Bank		
	Fox Family		
	<b>TOTAL</b>		<b>\$3,500.00</b>
	<b>from 2019 Sponsor &amp; Other Donations</b>		<b>\$3,500.00</b>
			???
	Igloo	\$235.00	\$3,265.00
	Penguin Fishing	\$275.00	\$2,990.00
	Chubby Penguin	\$175.00	\$2,815.00
	Rockin Santa	\$375.00	\$2,440.00
	Rockin Elf	\$445.00	\$1,995.00
	Marshmallow Elf	\$195.00	\$1,800.00
	Santa Cop with Elf	\$575.00	\$1,225.00
	Toasty Snowman with Fire	\$475.00	\$750.00
	Gingerbread House	\$760.00	(\$10.00)
	Elf Holding Ornament	\$225.00	(\$235.00)
	20% discount on above items	(\$747.00)	\$512.00
	<b>REMAINING BALANCE</b>		<b>\$512.00</b>



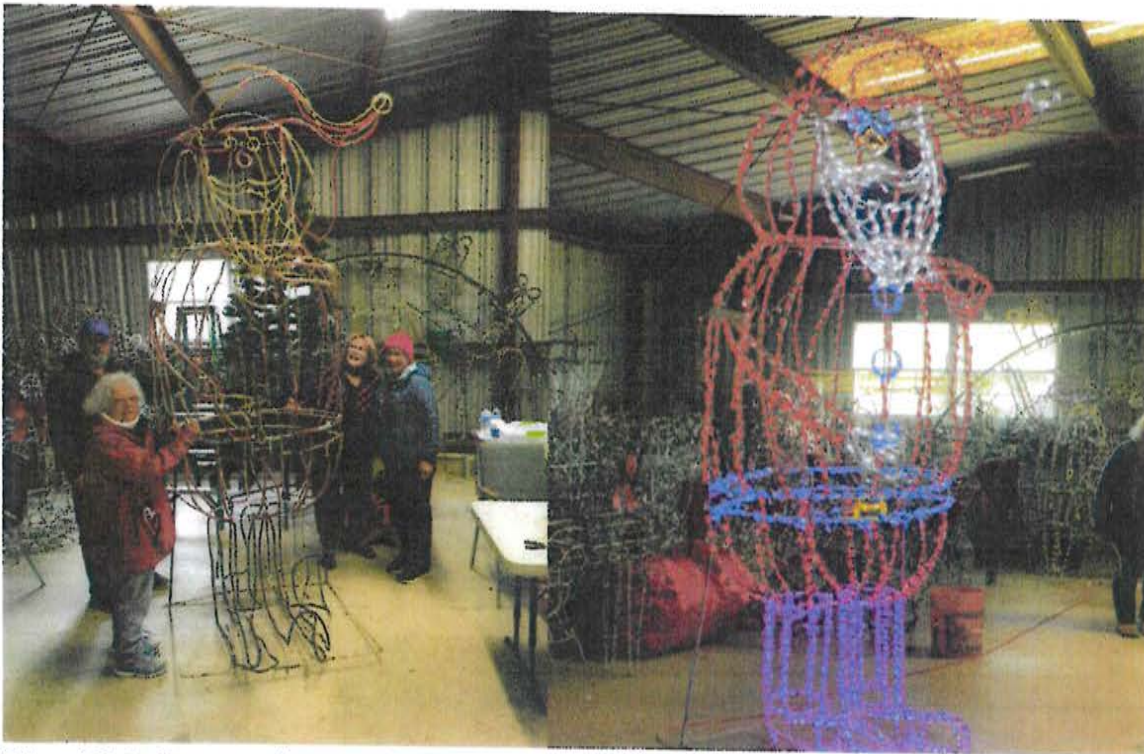
## Visitors from Leander enjoying GS display



PEC employees have been a tremendous help over the years. Barring any ice storm, they are always there to help hang strings of lights to the top of the tree poles. They are truly appreciated!

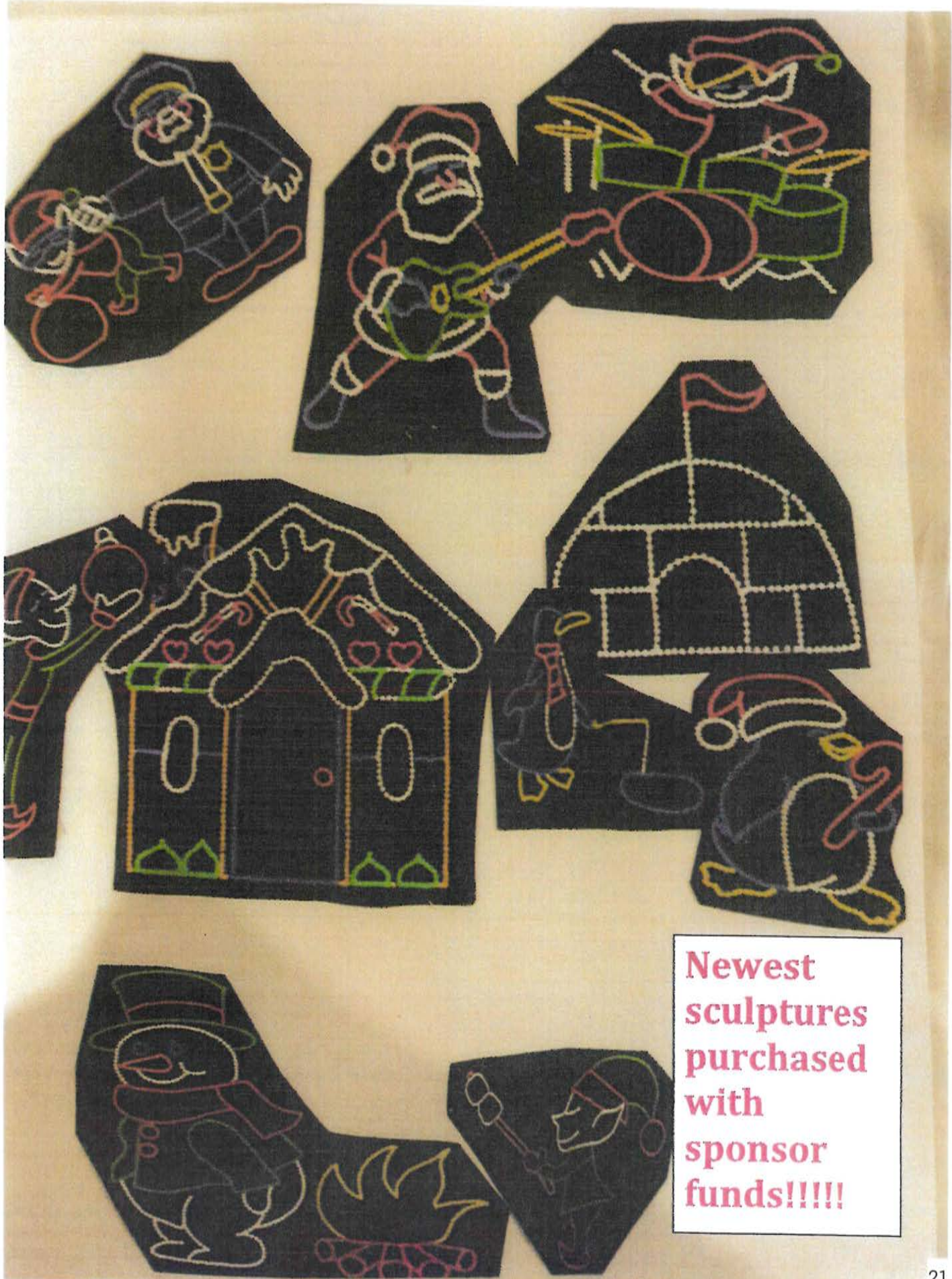


9



The BIG Santa showed up, uninvited! After all the other work was done the gentlemen in our crew took him on for our city manager to light up City Hall. Being so late to the party he had to be colored with the lights we had on hand. (thus, purple boots)





**Newest  
sculptures  
purchased  
with  
sponsor  
funds!!!!**



**City of Granite Shoals, Texas  
Regular Called City Council Meeting  
Agenda Item Cover Memo  
April 13, 2021**

**Agenda Item:**      **Item 6 Consent Agenda**  
**Prepared By:**     **City Secretary**  
**Department:**     **Administration**  
**Submitted By:**    **City Secretary**

**6. Meeting Minutes/Consent Agenda:**

*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) Approve the meeting minutes from the Regular Called Meeting of City Council Tuesday, March 23, 2021.
  - b) Approve the meeting minutes from the Special Called Meeting of City Council Tuesday, March 30, 2021.
- 
- a.) Self-explanatory.
  - b.) Self-explanatory.





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

MEETING MINUTES  
FOR A REGULAR CALLED MEETING OF THE  
GRANITE SHOALS CITY COUNCIL,  
CONDUCTED VIA ZOOM VIDEO INTERNET TELECONFERENCE FROM  
GRANITE SHOALS CITY HALL,  
2221 N. PHILLIPS RANCH ROAD, GRANITE SHOALS, TX 78654  
TUESDAY, MARCH 23, 2021 6:00 PM

*The items are listed in the order they appeared on the agenda, and may have been addressed in different order.*

City Council:

Mayor Will Skinner  
Council Member Ron Munos  
Council Member Bruce Jones  
Council Member Samantha Ortis  
Council Member Steve Hougen, MD  
Council Member Eddie McCoy  
Council Member Phil Ort

Staff:

City Manager Jeff Looney  
City Attorney Josh Katz (via Zoom teleconference)  
Assistant City Manager Peggy Smith (in Council Chambers)  
City Secretary Elaine Simpson (Recording Secretary in Chamber )  
Police Chief Gary Boshears (Zoom)  
Fire Chief Austin Stanphill (Zoom)  
Director of Finance Russell Martin (coordinating ZOOM meeting from Council Chamber)

Other participants:

AGENDA

1. Call to Order/ Roll Call / Welcome  
Mayor Skinner called the meeting to order at 6:00 PM.
2. Invocation  
Council Member Bruce Jones gave the 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

*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. For those wishing to make a citizens' comment from the online meeting, please indicate you wish to be recognized using 'chat' feature, or submitting your comments by email in advance to 'citysecretary@graniteshoals.org'. Those desiring to have their comments read into the record should send the email with their remarks no fewer than two hours before the beginning of this meeting.*

City Manager Jeff Looney made announcements about the upcoming City Wide Clean Up Day, about WarnCentralTexas.org services, about Whittlesey Re-Grand Opening, and about this weekend's festivities at Quarry Park: Chili and BBQ Cook offs and the Granite Shoals Farmers Market.

City Manager Jeff Looney and Assistant City Manager Peggy Smith recognized local citizen Courtney Mize for all the assistance she provided to city staff and citizens during the February 2021 Ice Storm.

Mr. Tom Kelly, of Patterson Ave in San Antonio, Texas: Spoke to the City Council meeting to introduce himself as the new owner of the historic Mezger Ranch here in Granite Shoals. He looks forward to being a part of the community.

#### 5. Presentations, Reports, Proclamations or Recognitions:

- a.) *April is Child Abuse Awareness and Prevention Month* – Proclamation by Mayor Will Skinner

Mayor Will Skinner explained that he would like to postpone this item to the next meeting.

- b.) *Report on the City for Year 2020* - City Manager Jeff Looney

Mr. Looney gave a PowerPoint presentation of his report and fielded questions.

#### 6. Public Hearings

- A. Consider proposed Ordinance #807, Short Term Rental Ordinance, To Amend Part II: Code Of Ordinances; Chapter 40: Zoning; Section 40-2: Definitions; To Repeal Section 40-9: Bed And Breakfast Facilities; To Repeal And Replace Section 40-26: Vacation Home Rental Use; To Amend Appendix B: Schedule Of Fees And Charges. This Ordinance is being forwarded to Council with a favorable recommendation from the Planning and Zoning Commission and with a favorable recommendation from the Short-Term Rental Advisory Committee.

1. Hold a Public Hearing.



Mayor Skinner opened the Public Hearing at 6:24 PM .

Mayor Skinner closed the Public Hearing at 6:28 PM

2. Hear and consider recommendations from Short Term Rentals Advisory Committee, city staff, and the formal favorable recommendation from Granite Shoals Planning and Zoning Commission issued Tuesday, March 16, 2021.

Mayor Skinner proposed that the City Council hold a special workshop meeting to further discuss the many various questions about this proposed Ordinance. The workshop was scheduled for March 30, 2021, Tuesday, at 6 PM, with Chair Wilson of P&Z and Vice Chair Tanner from the STR Committee asked to attend, if able.

3. Consider taking action regarding proposed Ordinance #807.

No official action was taken.

B. Consider application of Todd Holland of Holland Surveying, on behalf of Christopher Weber, for a replat of lot 23 of the Green Acres Section of Sherwood Shores Subdivision to divide one lot into seven lots, this property located between Hill Drive and Green Acres Drive.

1. Hold a Public Hearing.

Mayor Skinner opened the Public Hearing at 7:39 PM .

Mayor Skinner closed the Public Hearing at 7:40 PM

Mr. Holland introduced the item and gave the applicants report

2. Consider formal favorable recommendation from Granite Shoals Planning and Zoning Commission issued Tuesday, March 16, 2021.
3. Consider taking action regarding this proposed application.

Council Member Steve Hougen, M.D., moved and Mayor Pro Tem Munos seconded, to approve the application of Mr. Todd Holland of Holland Surveying, on behalf of Christopher Weber, for a replat of lot 23 of the Green Acres Section of Sherwood Shores Subdivision to divide one lot into seven lots, this property located between Hill Drive and Green Acres Drive, as requested. Motion carried unanimously by a vote of 7-0.

7. Meeting Minutes/Consent Agenda:

*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) Approve the meeting minutes from the Regular Called Meeting of City Council Tuesday, March 9, 2021.

Council Member Steve Hougen, M.D., moved and Council Member Phil Ort seconded, to approve, as presented, the meeting minutes from the Regular Called City Council meeting from March 9, 2021. Motion carried unanimously by a 7-0 vote.

8. Regular Items - items to be considered or upon which action may be taken:
  - a) Discuss, consider and possibly take action related to for Host Compliance software, a product of Granicus, for administration of short-term rental activities. *(City Manager Jeff Looney)*

Council Member Steve Hougen, M.D., moved and Council Member Bruce Jones seconded, to approve the purchase of Host Compliance software, a product of Granicus, for administration of short-term rental activities. Motion carried unanimously by a vote of 7-0.

- b) Discuss, consider and possibly take action related to projects, including but not limited to: update on engineering work from TRC, improvements at the water treatment plant, project to install/replace new water lines and fire hydrants, project to construct a new water storage tank at Bluebriar Drive at Phillips Ranch RD, improvements to the groundwater system, and extension of water intake pipe project. *(City Manager Jeff Looney/Utility Director/ACM Peggy Smith)*

No action was taken.

- c) Discuss, consider and possibly take action related to proposed Ordinance #809 An Ordinance Of The City Of Granite Shoals, Texas, To Amend Part II, Chapter 10 (Businesses And Business Regulations) And Adopt New Article VI (Mining Activities). *(City Manager Jeff Looney / City Attorney Katz)*

Council Member Steve Hougen, M.D., moved and Council Member Bruce Jones seconded, to approve, as presented, option #2, proposed Ordinance #809-A. Councilman Hougen read the title and caption into the record:

**ORDINANCE NO. 809-A**

***“Mining Activities Ordinance In City Limits And Portions Of ETJ”***

**AN ORDINANCE OF THE CITY OF GRANITE SHOALS, TEXAS, TO AMEND PART II, CHAPTER 10 (BUSINESSES AND BUSINESS REGULATIONS) AND ADOPT NEW ARTICLE VI (MINING ACTIVITIES) GENERALLY PROHIBITING MINING ACTIVITIES WITHIN THE CITY LIMITS AND EXTRATERRITORIAL JURISDICTION; PROVIDING FOR FINDINGS OF FACT; SAVINGS; SEVERABILITY; REPEALER; AN EFFECTIVE DATE; AND PROPER NOTICE AND MEETING.**



The motion carried unanimously by a vote of 7-0.

- d) Review, Discuss and Possibly consider accepting the 2021 Consumer Price Index (CPI) Adjustment to Municipal Telecommunications Rights-of-Way Access Line Rates as pursuant to Chapter 283 of the Local Government Code (House Bill 1777) which reflects an increase of .4820% the 2020 rates (*City Manager Jeff Looney*)

Council Member Phil Ort moved, and Council Member Steve Hougen, M.D., seconded, to approve, as read, the 2021 Consumer Price Index (CPI) Adjustment to Municipal Telecommunications Rights-of-Way Access Line Rates as pursuant to Chapter 283 of the Local Government Code (House Bill 1777) which reflects an increase of .4820% the 2020 rates. Motion carried unanimously by a vote of 7-0.

- e) Discuss, consider and possibly take action related to lease agreement between City of Granite Shoals and Mr. Steve Zbranek for office space within City Hall. (*Mayor Will Skinner*)

Council Member Steve Hougen, M.D., moved and Mayor Pro Tem Ron Munos seconded, to approve this contract, with the blanks that are present tonight on the proposed draft completed with the factual information. Motion carried unanimously by a vote of 7-0.

- f) Discuss, consider and possibly take action related to report by Council Member Bruce Jones, regarding activities and needs of the Burnet Central Appraisal District Board of Directors. (*Council Member Place #2; Bruce Jones / City Manager Jeff Looney*)

Council Member Jones, who serves as the Granite Shoals city representative to the Burnet Central Appraisal District Board of Directors, presented his report. No formal action was taken.

## 9. Management Reports

### City Manager

- a) Economic Development
- b) Letter from TCEQ dated March 10, 2021
- c) LCRA Electrical Distribution System upgrades – LCRA will provide colored spheres for the distribution lines. These will be for pilot safety.
- d) TML Legislative Update reports (*with City Attorney Josh Katz*)
- e) Granite Pointe Development Public Hearings tentatively scheduled 4/20/21 and 4/27/21

### Assistant City Manager

- f) Status report on repairs to the water storage tank on Valley View Lane
- g) Bid Opening April 1, 2021 via ZOOM regarding Engineering proposals.
- h) Update on progress of construction at Quarry Park / Multi-Sport Complex – flooring is still being installed.

### City Secretary

- i) Human Resources - Job openings at the City

j) City Website – the tentative date of launch is March 30, 2021.

Reports were heard.

No action was taken.

10. Written Department Reports

- a. Animal Control report
- b. Code Compliance with Map
- c. Finance
  - Monthly Finance Investment Report
  - Expenditures and Revenue Report
  - Check Register
  - Sales Tax report
- d. Fire
- e. Police

Finance Director Martin presented some information regarding the budget and fielded questions.

No action was taken.

11. Future Agenda Items

- Communications Officer / Policy requested by Council Member Ort.
- Special Called Workshop on 3/30/2021 for Short Term rentals.
- Council Member Jones requested update on progress to get a safety light at FM 1431 at the Fire Hall from TXDOT.

12. Adjournment

CERTIFICATION

With no items remaining on the agenda, and no objections from Council, Mayor Skinner adjourned the meeting at 9:16 PM.

Approved by City Council on the 13th of April, 2021.

By: \_\_\_\_\_  
Will Skinner, Mayor

Attest:

\_\_\_\_\_  
Elaine Simpson, City Secretary





City of Granite Shoals  
2221 N. Phillips Ranch Road  
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MEETING MINUTES  
FOR A SPECIAL CALLED MEETING OF THE  
GRANITE SHOALS CITY COUNCIL,  
CONDUCTED VIA ZOOM VIDEO INTERNET TELECONFERENCE FROM  
GRANITE SHOALS CITY HALL,  
2221 N. PHILLIPS RANCH ROAD, GRANITE SHOALS, TX 78654  
TUESDAY, MARCH 30, 2021 6:00 PM

*The items are listed in the order they appeared on the agenda, and may have been addressed in different order.*

City Council:

Mayor Will Skinner  
Council Member Ron Munos  
Council Member Bruce Jones  
Council Member Samantha Ortis  
Council Member Steve Hougen, M.D.  
Council Member Eddie McCoy (arrived 6:28 PM)  
Council Member Phil Ort

Staff:

Police Chief Gary Boshears  
City Manager Jeff Looney (via ZOOM)  
City Attorney Josh Katz (via Zoom teleconference)  
Assistant City Manager Peggy Smith (in Council Chambers)  
City Secretary Elaine Simpson (Recording Secretary in Chamber)  
Fire Chief Austin Stanphill (Zoom)  
Director of Finance Russell Martin (coordinating ZOOM meeting from Council Chamber)

Other participants:

Jennifer Fierro – Picayune News      Shannon Wilson      Emery Skinner  
Pat Bradshaw                              Rich & Fran Rubin      Nita Hisey

AGENDA

1. Call to Order/ Roll Call / Welcome

Mayor Skinner called the meeting to order at 6:01 PM.

**2. 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. For those wishing to make a citizens' comment from the online meeting, please indicate you wish to be recognized using 'chat' feature, or submitting your comments by email in advance to 'citysecretary@graniteshoals.org'. Those desiring to have their comments read into the record should send the email with their remarks no fewer than two hours before the beginning of this meeting.

No Citizens commented.

**3. Special Workshop Item(s)**

- a) Consider proposed Ordinance #807, Short Term Rental Ordinance, To Amend Part II: Code Of Ordinances; Chapter 40: Zoning; Section 40-2: Definitions; To Repeal Section 40-9: Bed And Breakfast Facilities; To Repeal And Replace Section 40-26: Vacation Home Rental Use; To Amend Appendix B: Schedule Of Fees And Charges. The Ordinance was forwarded to the City Council with a favorable recommendation from the Planning and Zoning Commission and from the Short-Term Rental Advisory Committee, respectively. *(Police Chief Gary Boshears)*

Mayor Skinner recessed the meeting for a break from 7:55 PM – 8:05 PM.

This item will be revisited on a future agenda. No formal action was taken.

- b) Discuss, consider and possibly take action related to restructuring certain positions in the Streets and Parks Department(s). *(Assistant City Manager Peggy Smith)*

Mayor Pro Tem Munos moved, and Council Member Jones seconded, to approve the restructuring and allow the new position, as described, for a Parks Recreation Coordinator and Admin Assistant, to be posted as a vacancy. Motion carried unanimously by a 7-0 vote.

**4. Future Agenda Items**

**5. Adjournment**

**CERTIFICATION**

With no items remaining on the agenda, and no objections from Council, Mayor Skinner adjourned the meeting at 8:59 PM.

Approved by City Council on the 13th of April, 2021.

By: \_\_\_\_\_  
Will Skinner, Mayor

Attest:

\_\_\_\_\_  
Elaine Simpson, City Secretary





**City of Granite Shoals, Texas  
City Council Regular Called Meeting  
Agenda Item Cover Memo**

**Date: April 13, 2021**

**Agenda Item: 7a.) Water Bonds and Water Infrastructure Projects update(s)  
Prepared/Submitted By: *Elaine Simpson for City Manager Jeff Looney***

**AGENDA CAPTION**

**Regular Items - items to be considered or upon which action may be taken:**

7.a.) Discuss, consider and possibly take action related to projects, including but not limited to: update on engineering work from TRC, improvements at the water treatment plant, project to install/replace new water lines and fire hydrants, project to construct a new water storage tank at Bluebriar Drive at Phillips Ranch RD, improvements to the groundwater system, and extension of water intake pipe project. (*City Manager Jeff Looney/Utility Director/ACM Peggy Smith*)

**BACKGROUND**

This is a standing item, requested by the City Council, to discuss and receive updates on the Water Infrastructure Bonds approved November 2019 and all related improvements which are planned as part of the Bond Projects.



**City of Granite Shoals, Texas  
City Council Regular Called Meeting  
Agenda Item Cover Memo  
Date: April 13, 2021**

**Agenda Item: 7.b.) Proposed Short Term Rentals Ordinance as discussed 3/23/21 and 3/30/2021**

**Prepared/Submitted By: *Elaine Simpson for City Manager Jeff Looney***

**AGENDA CAPTION**

7b.) Consider proposed Ordinance #807, Short Term Rental Ordinance, TO AMEND PART II: CODE OF ORDINANCES; CHAPTER 40: ZONING; SECTION 40-2: DEFINITIONS; TO REPEAL SECTION 40-9: BED AND BREAKFAST FACILITIES; TO REPEAL AND REPLACE SECTION 40-26: VACATION HOME RENTAL USE; TO AMEND APPENDIX B: SCHEDULE OF FEES AND CHARGES. This Ordinance is being forwarded to City Council with the favorable recommendations of the Planning and Zoning Commission and from the Short-Term Rental Advisory Committee, respectively.

**BACKGROUND**

At the March 23, 2021 City Council Regular Meeting, the City Council held their Public Hearing regarding proposed Ordinance #807 Short Term Rentals Ordinance. This ordinance was forwarded to the City Council with the favorable recommendations of both the Short-Term Rentals Advisory Committee, as well as the Granite Shoals Planning and Zoning Commission.

The City Council discussed various sections of the ordinance focused on zoning, permit fee costs, proposed costs for fines, and other various concepts.

The Council determined to revisit this item at a special called workshop meeting March 30, 2021. Mr. Katz presented a version of the proposed ordinance that removes the colored annotations. This 'black and white' version was still annotated with underlining, to indicate that verbiage is being proposed to be inserted, and strikethrough font which indicates the language is proposed for removal from the ordinance. Since this proposed Ordinance is an amending ordinance to Chapter 40 of the City Code, these annotation marks are important.

At the March 30, 2021 City Council Workshop, the Council discussed the format of the Ordinance, insurance requirements, Zoning Districts which could be included / excluded, the proposed cost of the registration fee, Fire Inspection, occupancy limits, and assorted topics revisited from the March 23, 2021 meeting.

City Attorney Katz took for action to revise proposed Ordinance #807 again with incorporation of recommendations discussed at 3/30/2021 Workshop. This item will return on the April 13, 2021 CC Regular Meeting.



**ORDINANCE NO. 807**

***“Short Term Rental Ordinance”***

**AN ORDINANCE OF THE CITY OF GRANITE SHOALS, TEXAS, TO AMEND PART II: CODE OF ORDINANCES; CHAPTER 40: ZONING; SECTION 40-2: DEFINITIONS; TO REPEAL SECTION 40-9: BED AND BREAKFAST FACILITIES; TO REPEAL AND REPLACE SECTION 40-26: VACATION HOME RENTAL USE; AND PROVIDING FOR THE FOLLOWING: FINDINGS OF FACT; A SAVINGS CLAUSE; SEVERABILITY; REPEALER; EFFECTIVE DATE; AND PROPER NOTICE AND MEETING.**

**WHEREAS**, the City Council of the City of Granite Shoals, Texas (the “City”) seeks to provide for the safe and orderly development of land and use of property within its corporate limits; and

**WHEREAS**, the Council recognizes that the increased prevalence of short term rental usage of property in conjunction with recent court decisions have changed the regulatory landscape since the City first adopted its ordinances regulating vacation home rentals; and

**WHEREAS**, the Council respects the property rights of property owners who wish to use their property as Short Term Rentals, and

**WHEREAS**, the Council finds that the following amendments are necessary to update and amend its vacation home rental and bed and breakfast ordinances to align with those changes; and

**WHEREAS**, the Planning and Zoning Commission of the City of Granite Shoals held a properly noticed public hearing regarding proposed amendments to Chapter 40 (Zoning) of the City’s Code of Ordinances regarding the Short Term Rental Ordinance on March 16, 2021; and

**WHEREAS**, the City Council held a properly noticed public hearing regarding proposed amendments to Chapter 40 (Zoning) of the City’s Code of Ordinances regarding the Short Term Rental Ordinance on March 23, 2021; and

**WHEREAS**, the City recognizes its responsibility and authority to adopt ordinances that are necessary for the government of the City, its interests, welfare, the health and safety of the City, and good order of the City as a body politic.

**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. REPEAL, ADOPTION, AND AMENDMENT**

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Part II (Code of Ordinances), Chapter 40 (Zoning), Section 40-2 (Definitions) is hereby amended; Section 40-9 (Bed and Breakfast Facilities) is hereby repealed; Section 40-26 (Vacation Home Rental Use) is hereby repealed and replaced, and Appendix B, Schedule of Fees and Charges is hereby amended as follows:

**“Sec. 40-2 Definitions.**

...

Agent: an individual or organization retained or utilized by owner to list, advertise, and/or manage short term rentals for an owner’s residential property.

~~Bed and breakfast means a family residence where rooms are rented to transient guests on an overnight basis, serving primarily breakfast to those particular guests.~~

Dwelling Unit: a suite of two or more habitable rooms that are occupied or that are used, designed, or intended to be occupied, with facilities for living, sleeping, cooking, and eating.

Enforcement authority: the city manager of Granite Shoals or the person or department to whom the city manager may delegate enforcement responsibility.

Owner: any person or legal entity claiming ownership or title of real property, including but not limited to:

- (1) Holder of fee simple title.
- (2) Holder of life estate.
- (3) Holder of a leasehold estate for an initial term of five years or more.
- (4) A buyer in possession, or having right of possession under a contract or deed.
- (5) A mortgagee, receiver, executor, or trustee in possession or control or having right of possession or control of real property
- (6) Any agent who is responsible for managing, leasing, or operating of property.

~~Short Term Rental means a dwelling unit (as defined in this section) intended for permanent occupancy that is occupied for transient use by any person other than the primary owner for any form of compensation and for a period of not less than one day, nor more than 30 consecutive days. The term “vacation home rental” does not include a bed and breakfast permitted and operated in accordance with this chapter.~~

STR: an abbreviation of the term Short Term Rental



Tenant: any person or agent, not the owner, who occupies a residence for any period of time.

**Sec. 40-9 — Bed and breakfast facilities.**

(a) — Purpose. It is the purpose of this section to provide standards for bed and breakfast facilities, and to ensure that the facility complies with the applicable health, fire, and LCRA standards. A permit request will be considered by the planning and zoning commission and city council. The procedures for a hearing concerning a bed and breakfast permit request must follow those procedures outlined in the Texas Local Government Code. Before this hearing, the applicant must present a plot of the property with all requirements for a bed and breakfast as outlined in this section.

(b) — Standards. Bed and breakfasts shall comply with all standards of the zoning district it is in plus the following special standards:

- (1) — Breakfast for guests shall be the only meal served.
- (2) — No cooking shall be permitted within the rooms. Outside grills are permitted.
- (3) — No long-term rental of rooms past 14 days are permitted.
- (4) — All bed and breakfasts shall comply with the applicable local and state health, fire and LCRA codes. The facility shall be connected to the city water system.
- (5) — No more than four bedrooms for guests will be allowed in R-1 and M-1 zones.
- (6) — Guestrooms must be in the residence of the operator or in accessory buildings on the same premises.
- (7) — A bed and breakfast may be operated only by a bona fide resident in or at his home. Such operator must be present (living in the home) while the bed and breakfast is in operation.
- (8) — See the sign ordinance regarding signs for bed and breakfast.
- (9) — Off-street parking. See section 40-16(a)(1)r.

(c) — Application procedures for a conditional use permit. The application for a conditional use permit for a bed and breakfast shall be submitted on a form obtained at the city hall. It shall be signed by the owner of the property and shall have attached to it the current state department of water resources, private individual sewage disposal system license.

~~(1) — Fee. A one time administrative fee of \$25.00 is required. If a hearing is required, the fee will be \$100.00.~~

~~(2) — Inspections. The facility may be inspected, in order to ensure that it complies with applicable building, health and fire codes.~~

~~(3) — Permit limitations:~~

~~a. — Once a conditional use permit has been issued for a bed and breakfast, it shall not be transferred to another location or owner.~~

~~b. — The conditional use permit shall be valid only for so long as the bed and breakfast complies with the requirements of this chapter.~~

~~e. — The city may immediately revoke or suspend the permit or deny either the issuance or renewal thereof, if it is found that:~~

~~1. — The applicant or permittee has violated or failed to meet any of the provisions of this chapter or conditions of the permit.~~

~~2. — Any required licenses have been suspended, revoked or canceled upon denial, suspension, or revocation. The city shall notify the applicant or permittee in writing of the action taken and the reasons thereof. After giving notice by certified mail, if the bed and breakfast has not been removed within 30 days, the city may cause the closure of any bed and breakfast found in violation of this chapter.~~

~~(4) — Appeals. Any person aggrieved by the decision of the city under this section, may appeal the notice of cancellation, denial or suspension.~~

~~a. — Appeals shall be submitted to the chairman of the board of adjustment in writing within 15 days following the date of mailing of the notice of cancellation, denial, suspension or revocation to the applicant or permittee.~~

~~b. — The board of adjustment shall hear the appeal at its next possible meeting and thereupon make a recommendation to the city council to uphold, reverse or modify the decision, based upon the requirements of this chapter.~~

~~e. — Any further appeal shall be to the county district court.”~~



**Sec. 40-16 Off-street parking and loading space requirements.**

...

(1)

...

(r) ~~Bed and breakfast. Off-street parking shall be provided for the resident and a minimum of one space for each guest room.~~

**~~Sec. 40-26 Vacation home rental use.~~**

~~(a) Zoning districts allowed. Vacation home rentals are allowed in the R-2 district only, except as provided by subsection (b) of this section.~~

~~(b) Existing vacation home rentals. A vacation home rental that is located in a zoning district that does not permit vacation home rental uses and that was in existence as of the date of this ordinance may continue, provided that it satisfies the following requirements:~~

~~(1) Registration. The property owner (or their authorized agent) shall register the vacation home rental with the city within 30 days of the effective date of the ordinance from which this section is derived. Registration shall require full disclosure of the complete ownership of the property. Requirements for registration are as follows:~~

~~a. The applicant shall prove that the vacation home rental use was established prior to the effective date of the ordinance from which this section is derived, and that the use has been continuously maintained during that time by presenting proof of reporting/payment to the city of the hotel occupancy tax (HOT) filed in 2011.~~

~~b. There shall be an annual re-registration that will establish the continuous proof of reporting/payment of the city hotel occupancy tax for the prior year. A \$150.00 annual application fee is required at the time of the filing of a registration form and at each renewal.~~

~~c. Address, legal description, and number of bedrooms of the property being used as a vacation home rental.~~

~~d. Any additional information that may be requested by the city necessary to make an informed decision regarding the application.~~

~~e. Contact information. Name, address and phone number of the homeowner and any management company authorized to by the owner commissioned to maintain this property.~~

~~(2) Burden of proof. The burden of establishing that a vacation home rental use was in existence prior to the effective date of the ordinance from which this section is derived rests entirely upon the person claiming such status.~~

~~(3) — Denial of registration. The city may deny registration if it appears that the documents submitted by the owner or authorized agent are incomplete, not valid, or that the documents produced do not show the existence of the vacation home rental use in accordance with of this section. The city may also deny registration based on valid nuisance complaints filed with the city.~~

~~(4) — Revocation. The city will, in writing, suspend or revoke a registration issued under the provisions of this section, whenever the registration is issued in error, or on the basis of incorrect information supplied, or when it is determined that the building or structure, or portion thereof is in violation of any ordinance of the city or applicable regulations.~~

~~(5) — Signage. No signage is allowed, other than the premises address.~~

~~(6) — Transferability. Registration of a vacation home rental does not transfer from one property owner to another.~~

~~(7) — Abandonment and termination of a vacation home use.~~

~~a. — A vacation home use is deemed abandoned and the right to operate the existing use shall terminate immediately if any of the following occur:~~

~~1. — The hotel occupancy tax (HOT) has not been reported for two consecutive reporting periods of 90 days each.~~

~~2. — Discontinuance or abandonment shall be conclusively deemed to have occurred irrespective of the intent of the property owner if any portion of the structure in which the existing use is located is dilapidated, substandard, or is not maintained in a suitable condition for occupancy during a continuous period of 120 days, unless a building permit is obtained.~~

~~b. — A property owner may not resume an abandoned or otherwise terminated existing vacation home use.~~

~~e. — Destruction of existing vacation home use. The right to operate and maintain any existing use shall terminate and shall cease to exist whenever the structure or any portion of the structure in which the existing use is operated and maintained is damaged or destroyed by fire, the elements or other intentional acts of the owner, operator, or third party, if the destruction amounts to 60 percent or more of its fair market value as determined by the tax appraisal roll, not including the value of the land, on the date of such damage or destruction. If the owner of a existing use fails to begin reconstruction of the destroyed building, when permitted to do so by city ordinances within 120 days of the date of destruction, the existing use shall be deemed to be discontinued or abandoned, and shall no longer be authorized to continue.~~

#### **Sec. 40-26 Short Term Rentals (STR)**



(a) Agent. For the purposes of this subsection, an agent of an STR shall have the same responsibilities as owner of an STR and the same rights as an owner to rent a property as an STR.

(b) Owner. Owner of an STR shall maintain such premises in compliance with Chapter 8, Article V of this Code. An owner shall not let, rent, or lease an STR for occupancy or use in any manner that does not comply with the provisions of this Code.

(c) Owner and tenant. Every owner and every tenant of an STR shall maintain the premises in a clean, sanitary, and safe condition, including the disposal of rubbish, garbage, organic and inorganic waste, junk, or other waste in a lawful manner.

(d) Zoning districts allowed. Short term rentals are allowed in the R-1 and R-2 districts only, except as provided by subsection (e) of this section all zoning districts in which residential uses are permitted.

(e) Registration. The property owner (or their authorized agent) shall register the short term rental by filing a registration form with the city for each property to be used as a short term rental.

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(4) (1) The registration form shall contain the following information:

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a. Full disclosure of the complete ownership of the property.

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b. Address, legal description, and number of bedrooms of the property.

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c. Contact information, including name, address, and phone number(s) of the owner and of any agent or management company authorized by the owner to maintain the STR. This information shall be provided in order of whom should be contacted first, and shall indicate which individual on the contact list should be able to respond onsite to the subject property within 630 minutes of notification by a law enforcement authority or the City to turn off errant home security alarms and/or to address other disturbances and emergency situations when requested to do so by the police department.

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d. Any additional information that may be requested by the city that is necessary to make an informed decision regarding the application.

e. A copy of the information that must be provided to each STR renter pursuant to subsection (o) of this Ordinance.

(f) Proof of property insurance with the "short term rental use" clearly identified that, at a minimum, is sufficient for personal injury liability of guests.

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~~(2)~~ (2) Registration Period. Approved registrations are valid for a period of one year from date of approval.

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~~(3)~~ (3) Registration fee. A registration fee is required at the time of the filing of a registration form and at each annual renewal. The fee will be listed in Appendix B of this Code. Schedule of Fees and Charges. To be eligible for renewal, the applicant must provide continuous proof of reporting/payment of the city hotel occupancy tax for the prior year for the dates the property has been rented.

~~(4)~~ (4) Denial of registration. A registration that is denied will result in a full refund of the corresponding registration fee. The city may deny registration if:

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- a. It appears that the documents submitted by the owner or authorized agent are incomplete, not valid, or that the documents produced do not show the existence of the short term rental use in accordance with this section;
- b. Valid and unresolved nuisance complaint(s) have been filed with the city about the subject property;
- c. The subject property does not comply with all applicable local and state health, fire, and LCRA regulations, statutes, or ordinances; or
- d. An applicant seeking renewal fails to provide continuous proof of reporting/payment of the city hotel occupancy tax for the prior year.

~~(5)~~ (5) Revocation. The city may, in writing, suspend or revoke a registration issued\* under the provisions of this section when it is determined that:

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- a. The registration was issued in error or on the basis of incorrect information supplied,
- b. The circumstances described in subsection (5f) have occurred,
- c. The short term rental use produces a nuisance as defined in the city's Code of Ordinances or otherwise results in a violation of any ordinance of the city or applicable regulation, or
- d. The building or structure, or portion thereof, is in violation of applicable local and state health, fire, or LCRA regulations, statutes, or ordinances.

~~(6)~~ (6) Transferability. Registration of a short term rental does not transfer from one\* property owner to another.

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~~(f)~~ Non-conforming use. A short term rental that is located in a zoning district that does not permit short term rental uses and that was in existence as of the effective date of this



Ordinance may continue its use as a short term rental, provided that it satisfies the following requirements:

- (1) Registration. The property owner (or their authorized agent) shall register the short term rental in compliance with section (d), and additionally provide the following information:
  - a. The applicant shall prove that the short term rental use was established prior to the effective date of this Ordinance, and that the use has been continuously maintained prior to that date by presenting proof of reporting/payment to the city of the hotel occupancy tax filed prior to the effective date of this Ordinance.
- (2) Burden of proof. The burden of establishing that a short term rental use was in existence prior to the effective date of the ordinance from which this section is derived rests entirely upon the person claiming such status.
- (3) Abandonment and termination of a non-conforming short term use.
  - a. A non-conforming short term use is deemed abandoned and the right to operate the existing use shall terminate immediately if any of the following occur:
    1. The hotel occupancy tax has not been reported for two consecutive reporting periods of 90 days each.
    2. Discontinuance or abandonment shall be conclusively deemed to have occurred irrespective of the intent of the property owner if any portion of the structure in which the existing use is located is dilapidated, substandard, or is not maintained in a suitable condition for occupancy during a continuous period of 120 days, unless a building permit is obtained.
  - b. A property owner may not resume an abandoned or otherwise terminated existing short term rental use.
  - c. Destruction of existing short term rental use. The right to operate and maintain any non-conforming short term rental use shall terminate and shall cease to exist whenever the structure or any portion of the structure in which the existing use is operated and maintained is damaged or destroyed by fire, the elements, or other intentional acts of the owner, operator, or third party, if:

1. the destruction amounts to 60 percent or more of its fair market value as determined by the tax appraisal roll, not including the value of the land, on the date of such damage or destruction, and
2. the owner fails to begin reconstruction of the destroyed building, when permitted to do so by city ordinances, within 120 days of the date of destruction, the existing use shall be deemed to be discontinued or abandoned, and shall no longer be authorized to continue.

**Commented [JK1]:** The nonconforming use section may be deleted if the Council adopts the provision allowing STRs in all zones that allow residential use.

~~(g)~~ Fire Inspections. The City has adopted the International Fire Code. Annual inspections may be conducted by the City to ensure that an STR property meets the current International Fire Code. Inspections will include verifying working smoke detectors and fire extinguishers.

~~(h)~~ Occupancy Limits. Overnight guest occupancy may not exceed two (2) persons per bed, including temporary beds such as roll-away beds or pull-out couches, plus an additional two persons, not including infant sleeping accommodations. ~~Overnight occupancy may not exceed four persons per designated bedroom.~~

~~(i)~~ Noise. Property shall be subject to Chapter 16, Article II of the City of Granite Shoals Code of Ordinances.

~~(j)~~ Parking. Property shall require one off-street parking spot for each bedroom of the STR. No on street parking is permitted, and no impediment to ingress and egress to surrounding properties is permitted.

~~(k)~~ Property exterior. Exterior grounds are to be maintained as specified in Chapter 8, Article V of this Code.

~~(l)~~ Pets. To the extent the property owner wishes to allow pets at an STR, the number of pets in an STR is a maximum of five pursuant to the applicable portions of Article IV of this Code, excluding the requirement to register the pet(s) with the City. If a pet is involved in an incident listed in Section 4-7(a)(1) of this Code, the pet owner must be able to show proof of pet's current rabies inoculation. If proof is not provided, Animal Control will take custody of the animal until such time as proof is provided, or the animal is euthanized per Section 4-9 of this Code.

~~(m)~~ Signage. No exterior signage is allowed, other than the premises address.

~~(n)~~ Trash and Recycling.



- (1) Containers. The number of trash containers required shall be based on the maximum number of overnight occupants permitted on the property. For 1-4 occupants, one container -provided by the City's solid waste service provider is required; for 5-8, two containers are required; more than 8 occupants, three containers will be required.
- (2) Owner/agent is responsible for ensuring that trash containers are placed in their pickup position not more than 24 hours prior to pick-up, and returned to a storage location within 24 hours after pickup. Recycle bins are subject to the same requirements.

(or) Exterior Lighting. No lighting shall be permitted that results in direct or reflected glare into a nearby residence or into a public street that creates a driving hazard. Lighting shall be hooded or shielded. This excludes streetlights.

(pe) Information to be provided to each STR renter by the owner or agent.

- (1) Maximum number of overnight guests permitted.
- (2) Maximum number of parking spaces allocated to the property, and location of offsite parking (including parking for boat trailers), if available.
- (3) 24 hour contact number(s) of owner/agent.
- (4) Telephone number of City Utilities Department, Fire Department, and Police Department.
- (5) Notification of what constitutes trash and what items are recyclable.
- (6) Notification of trash pickup day.
- (7) Notification of recycle pickup day.
- (8) Other information as may be deemed pertinent by owner/agent or the City.

(qp) The city manager and/or his or her designee may enforce the provisions of this Section.

(rq) Enforcement shall be as specified in Section 8-133 of this Code.

(sf) Penalties. Following the issuance of a citation to an STR tenant of a violation of this Ordinance by the city's enforcement authority, the owner shall be notified of the citation and the following penalties shall apply to the owner:

- (1) First offense in a twelve month period, a warning citation shall be issued to owner.
- (2) Second offense in a twelve month period, a fine of \$100 shall be levied on owner.
- (3) Third offense in a twelve month period, a fine of \$250 shall be levied on owner.
- (4) Fourth offense in a twelve month period, a fine of \$500 shall be levied on owner, and owner's STR registration permit shall be suspended for a period of six (6) months from the date of payment of the fine.

(5) The owner of an STR is responsible for payment of any citations issued to that owner's tenant if the tenant does not pay the citation within the required timeframe.

### **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 \_\_ day of April, 2021.



\_\_\_\_\_  
Will Skinner, Mayor

ATTEST:

\_\_\_\_\_  
Elaine Simpson, City Secretary

Approved to Form:

\_\_\_\_\_  
Josh Katz, City Attorney



City of Granite Shoals, Texas  
City Council Regular Meeting  
Agenda Item Cover Memo  
Date: April 13, 2021

Agenda Item: *7.c.)* CDBG Grant # 7219171  
Prepared/Submitted By: *Peggy Smith, Assistant City Manager*

**AGENDA CAPTION**

*7.c.)* Discuss, consider and possibly take action related to bids received for the Chlorine Dioxide and Clarifier Improvements - TXCDBG project #7219171 as opened at the bid opening held 10:00 AM on Thursday, April 1, 2021 at City Hall.

**BACKGROUND**

*TX CDBG # 7219171 project was submitted in May 2019 and approved for funding by CapCOG. This project involved a city-wide target area.*

*The project consisted of 2 parts: (1) Install Chlorine dioxide (2) construct catwalk and railing around clarifier.*

*The project estimated expenditures per the application were:*

*TxCDBG Request - \$300,000 Local match - \$60,000 Total funds: \$360,000*

*Use of Tx CDBG request: \$270,000 – Construction \$ 30,000 - Engineering*

*Use of Local Match: \$32,000 – Administration; \$28,000 – Engineering*

**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:*

- Recommendation letter from Jacob Martin  
TxCDBG Application Project # 7219171*





INTEGRITY  
EXCELLENCE  
TRUST

April 9, 2021

Mayor Will Skinner  
City of Granite Shoals  
2221 N. Phillips Ranch Road  
Granite Shoals, TX 78654

Via email

RE: City of Granite Shoals  
TDA #7219171  
Chlorine Dioxide Generator  
Bid Award Recommendation

Dear Mayor Skinner:

Bids were opened for the chlorine dioxide generator project on April 1, 2021 at City Hall. The base bid included a chlorine dioxide generator, chlorite storage tank, electrical, and SCADA control. An alternate bid was also accepted for addition of a catwalk and safety railing around the existing clarifier at the water treatment plant.

Two bids were received with Dowtech Specialty Contractors of Baird, Texas submitting the low base bid of \$294,535.00. Dowtech Specialty Contractors also submitted the low alternate bid for \$138,880.00. A copy of the bid tabulation is attached to this letter.

Our firm has had positive experiences working with the low bidder, Dowtech Specialty Contractors on several previous projects.

The total TDA construction budget for this project (including contingencies) is \$270,000. Because the low bid is over that amount, the City would have to fund the overage with an additional cash contribution. We would also recommend that the City reserve funds for construction contingency items. Our recommended proposed budget options would be as follows:

<b>Option 1 – Base Bid Only</b>	
<b>Construction Budget</b>	
Dowtech Specialty Contractors Contract	\$294,535.00
Construction Contingency Fund (Approx. 10%)	\$30,465.00
<b>Total Construction Budget</b>	<b>\$325,000.00</b>
<b>Funding</b>	
TDA Construction Funding	\$270,000.00
City’s estimated maximum additional cash Contribution	\$55,000.00
<b>Total Funding</b>	<b>\$325,000.00</b>



info@jacobmartin.com  
www.jacobmartin.com



3465 Curry Lane  
Abilene, TX 79606  
325.695.1070

1508 Santa Fe, Suite 203  
Weatherford, TX 76086  
817.594.9880

4920 S. Loop 289, Suite 104  
Lubbock, TX 79414  
806.368.6375



<b>Option 2 – Base Bid Plus Alternate Bid Construction Budget</b>	
Dowtech Specialty Contractors Contract	\$433,415.00
Construction Contingency Fund (Approx. 10%)	\$41,585.00
Total Construction Budget	\$475,000.00
<b>Funding</b>	
TDA Construction Funding	\$270,000.00
City's estimated maximum additional cash Contribution	\$205,000.00
Total Funding	\$475,000.00

We recommend that the City award the contract to the low bidder Dowtech Specialty Contractors for either the base bid of \$294,535.00, or the base bid plus the alternate bid for \$433,415.00. Once we are notified of the Council's decision, we will notify the contractor and begin preparing contract documents for execution.

If you have questions or need additional information, please let me know.

Sincerely,

Luke Van Diest, P.E.



info@jacobmartin.com  
www.jacobmartin.com

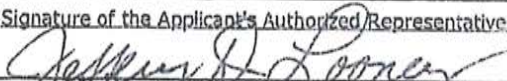


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<b>1. TYPE OF SUBMISSION</b> Application: <input checked="" type="checkbox"/> Construction <input type="checkbox"/> Non-Construction Pre-application: <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		<b>2. DATE SUBMITTED:</b> Mar 13, 2019	<b>APPLICANT IDENTIFIER:</b>  <b>3. DATE RECEIVED BY STATE:</b>  <b>4. DATE REC'D by FEDERAL AGENCY:</b>  <b>FEDERAL IDENTIFIER:</b>
<b>5. APPLICANT INFORMATION:</b>			
<b>Legal Name:</b> CITY OF GRANITE SHOALS		<b>Organizational Unit:</b> CITY OF GRANITE SHOALS	
<b>Address (City, County, State, and Zip Code) of applicant:</b> CITY OF GRANITE SHOALS 2221 N. PHILLIPS RANCH RD. GRANITE SHOALS, TEXAS 78654 BURNET COUNTY PH: (830) 598-2424 FAX: (830) 598-6538		<b>Name/Title, Agency or Company, Address, Area Code, Telephone and e-mail address of application preparer:</b> LANGFORD COMMUNITY MANAGEMENT SERVICES, INC. 2901 COUNTY ROAD 175 LEANDER, TEXAS 78641 (512) 452-0432 margaret@lcmisinc.com	
<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b> 7416472953		<b>6a. DUNS NUMBER:</b> 131212271	
<b>7. TYPE OF APPLICANT:</b> <input checked="" type="checkbox"/> A. Municipal <input type="checkbox"/> B. County		<b>8. TYPE OF APPLICATION:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	
<b>9. NAME OF FEDERAL / STATE AGENCY:</b> Texas Department of Agriculture		<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b> 14.228	
<b>11. PROJECT TYPE:</b> Water Improvements (03J)		<b>11a. TYPE OF APPLICATION:</b> Community Development Fund	
<b>12. TARGET AREA(S) AFFECTED BY THE PROJECT:</b>  City-wide		<b>13. APPLICANT'S FISCAL YEAR:</b> Beginning Date: 10/01 Ending Date: 9/30	
<b>14. CONGRESSIONAL DISTRICTS:</b>		Representative: 20 Senate: 14, 24 Congress: 11, 25	
<b>15. ESTIMATED FUNDING:</b>		<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b>	
A. TxCDBG REQUEST: \$300,000.00 B. FEDERAL: _____ C. STATE: _____ D. APPLICANT: \$60,000.00 E. LOCAL: _____ F. OTHER: _____ G. TOTAL: \$360,000.00		<input type="checkbox"/> Yes the preapplication / application was made available to the State Executive Order 12372 process for review on: Date: _____ <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> Program is not covered by E.O. 12372 -OR- <input type="checkbox"/> Program has not been selected by the State for review	
<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b> <input type="checkbox"/> Yes. If "Yes", attach an explanation. <input checked="" type="checkbox"/> No			
<b>18. TO THE BEST OF MY KNOWLEDGE AND BELIEF ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE CERTIFICATIONS AND CITIZEN PARTICIPATION PLAN INCLUDED IN THE PROCEDURES SECTION OF THE TxCDBG PROGRAM APPLICATION GUIDE IF THE ASSISTANCE IS AWARDED.</b>			
<b>Typed Name of the Applicant's Authorized Representative:</b> JEFFERY D. LOONEY		<b>Title</b> CITY MANAGER	<b>Telephone Number</b> +1 (830) 598-2424
			<b>E-mail Address</b> citymanager@graniteshoals.org
<b>Signature of the Applicant's Authorized Representative:</b> 			<b>Date</b> 3/01/2019

Previous Editions Not Usable

STANDARD FORM 424 (REV-4-88)

## PROJECT SUMMARY

The Project Summary consists of 4 parts **for each target area and/or activity**: 1) Summarize Problem(s) and 2) Location and acquisition 3) Detailed Actions to address Problems and 4) Disclosure of non-TxCDBG funds.

1. Summarize the problem(s) to be addressed within the application by target area.

Usage of free chlorine on the untreated water coming into the water treatment plant is resulting in high THM levels in the treated water. Trihalomethanes (THMs) are formed when a disinfectant, such as chlorine gas, reacts with the naturally present organic matter in water. THMs are considered carcinogenic. The absence of a catwalk around the clarifier at the water treatment plant prevents city workers to safely access the walls of the clarifier during maintenance. This poses a safety hazard, as the only ways to access this component of the treatment system is for a worker to balance on the edge of the concrete wall, or "tight-rope" walk around the wall, or walk in the weir troughs.

2. Identify the location of each activity/target area and any acquisition activity.

The spelling and capitalization of the Target Area name(s) listed here must match Table 1. e.g. "Green Acres" should not appear elsewhere as "green acres subdivision".

Target Area

Citywide

Activity

Water Improvements (03J)

**On:**

**From:**

**To:**

-OR-

Provide a brief description of the location of the activity/target area.

The location of the project is at the Granite Shoals' water treatment plant at 130 Norwood.

Has acquisition of the project site(s) been completed, in progress or will need to be acquired?  Yes  No

3. Identify the action(s) to resolve the problem(s) and their anticipated outcomes. Include specific materials and quantities.

The City shall address deficiencies of the water treatment system. Contractor shall install one (1) chlorine dioxide system, and construct one (1) catwalk and railing around the clarifier.

Eliminating the use of free chlorine to treat the water, with the installation of a chlorine dioxide system, will reduce the levels of THMs in the water. The catwalk and railing will provide much needed safety for the city employees while maintaining the clarifier. The improvements to the water treatment facilities will allow the City to properly operate the system in a safe manner, and comply with TCEQ rules and regulations.

4. Disclose source(s) and use(s) of **non-TxCDBG** funds:

Source of Funds	Amount	Use of Funds	
Granite Shoals' Water Fund	\$32,000.00	Administration	+
Granite Shoals' Water Fund	\$28,000.00	Engineering	x

### ADDITIONAL PROJECT INFORMATION

1. Are there any persons with a reportable financial interest to disclose?  Yes  No

Full Name	Amount	Interest Type	SAM Exp. Date	
Langford Community Management Svc	\$32,000.00	administration of grant, if funded	10/29/19	+
Jacob & Martin, Ltd.	\$58,000.00	engineering of grant, if funded	11/28/19	x

2. Is any Force Account labor (construction, engineering and/or administrative) anticipated for completion of the project as grant and/or match?  Yes  No



**TABLE 1** Add a separate Target Area for each activity or colonia target area.

Identify ALL activities and beneficiaries for the entire application below. Refer to the Application Guide for instructions.

Target Area Name: Citywide											
Activity Description	Act. #	Td Benes	LMI Benes	LMI%	TxCDBG Const.	TxCDBG Eng.	TxCDBG Acq.	Other Const.	Other Eng.	Other Acq.	Activity Total
Water Improvements	033	4,900	3,065	62.55	270,000	30,000	0	0	28,000	0	328,000
General Program Administration (use Construction columns)	Z1A	0	0	.00	0	0	0	32,000	0	0	32,000
<b>TARGET AREA SUBTOTALS:</b>		4,900	3,065	62.55%	270,000	30,000	0	32,000	28,000	0	360,000
<b>APPLICATION TOTALS:</b>		4,900	3,065	62.55%	270,000	30,000	0	32,000	28,000	0	360,000

County Code	Census Tract (6 digit)	1	2	3	4	5	6	7	8	9	10
053	9605.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
053	9606.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Beneficiary Identification Information**

Are any of the beneficiaries receiving a direct benefit? (e.g. First-time Service)?  Yes  No

A TxCDBG survey was used to identify beneficiaries for this activity.

LMISD information was used to identify beneficiaries for this activity.

Provide the number of beneficiaries identified through each of the following methods for this activity:

TxCDBG Survey: 0 LMISD Data: 4,900 Area Benefit: 0 Housing Activity: 0 Limited Clientele: 0

**TABLE 2 - BUDGET JUSTIFICATION OF RETAIL COSTS**

Activity Description	HUD Act #	Materials/Facilities/Services	\$/Unit	Unit	Quantity	Construction	Acquisition	Total
Water Improvements	03J	CATWALK & RAILING ON CLARIFIER	\$80,000.00	LS	1	\$80,000	\$0	\$80,000
Water Improvements	03J	CHLORINE DIOXIDE SYSTEM	\$190,000.00	LS	1	\$190,000	\$0	\$190,000
						<b>\$270,000</b>	<b>\$0</b>	<b>\$270,000</b>




Signature of Registered Engineer/Architect Responsible For Table 2

2/22/19

Date:

(325) 695-1070

Phone Number

KBM@JACOBSMARTIN.COM

Email

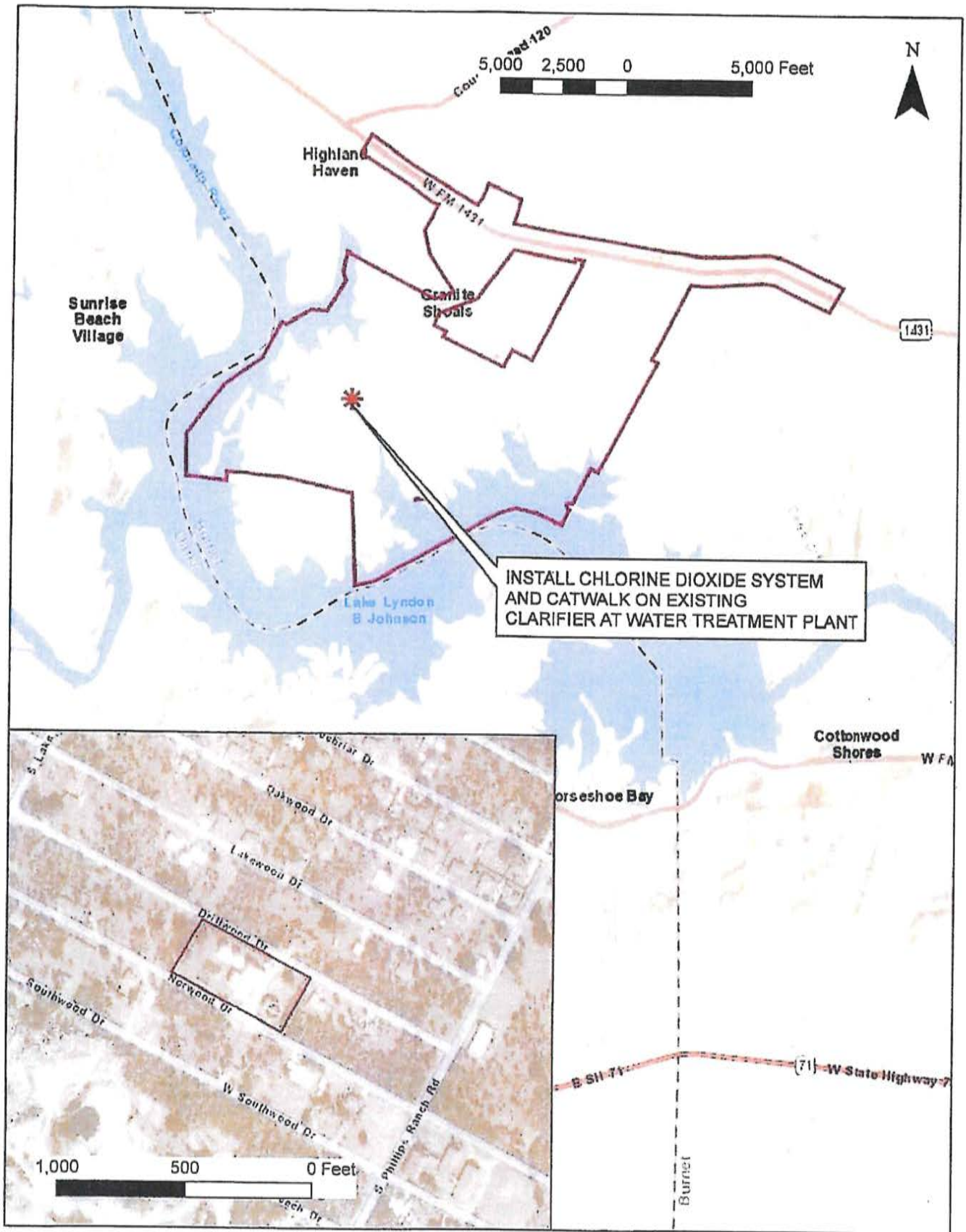
Justification for the Identified project service area.

There is currently no catwalk or safety railing around the perimeter of the clarifier at the water treatment plant. This poses a safety hazard during maintenance of the clarifier. Construction of a catwalk with safety railing around the clarifier perimeter will make maintenance safer.

Usage of free chlorine on the untreated water coming into the water treatment plant is resulting in high THM levels in the treated water. Converting to a chlorine dioxide system will help to lower THM levels in the treated water.

These proposed improvements at the water treatment plant will benefit all residents of Granite Shoals.













City of Granite Shoals  
2019/2020 TDA CDBG Application  
Floodplain Map









**EXHIBIT B**

**BUDGET**

**CITY OF GRANITE SHOALS**

<u>Project Activities</u>	<u>Contract Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
03J Water/Sewer Improvements - Total	\$300,000	\$28,000	\$328,000
Water/Sewer Improvements-Construction	\$270,000	\$0	\$270,000
Water/Sewer Improvements-Engineering	\$30,000	\$28,000	\$58,000
21A General Program Administration - Total	\$0	\$32,000	\$32,000
<b>TOTALS</b>	<b>\$300,000</b>	<b>\$60,000<sup>1</sup></b>	<b>\$360,000</b>

Source of Other Funds:

1 – Granite Shoals' Water Fund



**City of Granite Shoals, Texas  
City Council Regular Called Meeting  
Agenda Item Cover Memo  
Date: April 13, 2021**

**Agenda Item: 7 d.) Proposed Ord. 811 -Street Lien Interest Ordinance  
Prepared/Submitted By: *City Manager Jeff Looney***

**AGENDA CAPTION**

d) Discuss, consider and possibly take action related to proposed Ordinance #811 Street Lien Interest Ordinance, as drafted by City Attorney Katz. (City Manager Jeff Looney)

**BACKGROUND**

Between approximately 1979 and 1985, the City Council adopted ordinances that made assessments against landowners for the paving and improvement of various streets within the City pursuant to Chapter 313 of the Texas Transportation Code. These assessments for each lot were based upon the prevailing cost of paving, at the time, per linear foot of street abutting the assessed property.

Each of these ordinances adopted an interest rate of eight (8) percent per year. Chapter 313 of the Transportation Code allows cities to adopt an interest rate on street paving assessments of up to 8% per year. These assessments, including the annual interest accrued, remain a valid and enforceable lien held by the City, and are recorded in the Burnet County real property records.

A number of these street paving liens remain outstanding, continue to encumber property within the City, and continue to accrue interest at a rate of eight (8) percent per year.

The Council has the authority to adopt an ordinance that would suspend the continued accrual of interest on the street paving liens. The proposed ordinance would suspend the accrual of interest on the outstanding street paving liens starting with the effective date of the ordinance. The proposed ordinance would suspend the accrual of interest for two (2) years.



**ORDINANCE NO. 811**

***“Street Paving Lien Interest Ordinance”***

**AN ORDINANCE OF THE CITY OF GRANITE SHOALS, TEXAS, TO AMEND ORDINANCE NOS. 143, 152, 165, 171, 184, 193, and 220, AND PROVIDING FOR THE FOLLOWING: FINDINGS OF FACT; A SAVINGS CLAUSE; SEVERABILITY; REPEALER; EFFECTIVE DATE; AND PROPER NOTICE AND MEETING.**

- WHEREAS,** Pursuant to Texas Transportation Code Chapter 313 and its predecessor statutes, a municipality, by ordinance, may assess the cost of roadway improvements against any property that abuts the road to be improved, and
- WHEREAS,** Assessments adopted pursuant to Chapter 313 and its predecessor statutes are apportioned under the “front foot rule,” which means the amount of the assessment is based on the number of linear feet of property that a particular landowner owns that abuts the improved street, and
- WHEREAS,** Chapter 313 and its predecessor statutes allow a city to adopt an interest rate on street paving and improvement assessments of up to eight (8) percent per year; and
- WHEREAS,** Between approximately 1979 and 1985, the City Council (the “City Council”) of the City of Granite Shoals, Texas (the “City”) made assessments against landowners for the paving and improvement of various streets within the City; and
- WHEREAS,** These street paving and improvement assessments were made in a series of ordinances which were approved by the City Council, signed by the Mayor, and affixed with the City Seal, and which list the property owner, the legal description of the lot owned, and calculate the total amount assessed to each respective landowner based upon the prevailing cost of paving, at the time, per linear foot of street abutting the assessed property; and
- WHEREAS,** The street paving and improvement assessments were adopted by the City Council in Ordinances 143 (adopted March 23, 1979), 152 (November 24, 1980), 165 (January 25, 1982), 171 (December 14, 1982), 184 (January 9, 1984), 193 (December 10, 1984), and 220 (October 27, 1985); and
- WHEREAS,** Each of these ordinances adopted an interest rate of eight (8) percent per year; and
- WHEREAS,** As stated in Transportation Code Chapter 313 and its predecessor statutes, these assessments remain valid and enforceable against subsequent owners of the assessed land, and unless paid and released, remain a valid and enforceable lien held by the City; and
- WHEREAS,** Each of these ordinances has been recorded in the Burnet County real property records; and

**WHEREAS,** A number of these street paving liens remain outstanding, continue to encumber property within the City, and continue to accrue interest at a rate of eight (8) percent per year; and

**WHEREAS,** pursuant to Texas Local Government Code Section 51.001, the City has general authority to adopt an ordinance or police regulation that is for the good government, peace, or order of the City and is necessary or proper for carrying out a power granted by law to the City; and

**WHEREAS,** the City Council finds that it is necessary and proper for the public health and safety, good government, peace, or order of the City to adopt the following ordinance related to prospective interest rates on street paving liens held by the City.

**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. AMENDMENT**

Ordinance Numbers 143, 152, 165, 171, 184, 193, and 220 are hereby amended as follows:

1. As of the effective date of this Ordinance, the interest rate on all outstanding and unreleased street paving liens held by the City adopted in Ordinance Numbers 143, 152, 165, 171, 184, 193, and 220 shall be zero (0) percent.
2. The principal and interest amounts accrued on all outstanding and unreleased street paving liens held by the City adopted in Ordinance Numbers 143, 152, 165, 171, 184, 193, and 220, as of the effective date of this Ordinance, remain outstanding and owed to the City.
3. This Ordinance shall remain effective for two (2) years from the effective date of the Ordinance, unless extended by subsequent action of the City Council. Upon expiration of this Ordinance, interest will again accrue at a rate of eight (8) percent per year from that date forward on all unreleased street paving liens adopted in Ordinance Numbers 143, 152, 165, 171, 184, 193, and 220.



### **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, and shall remain effective for two (2) years from its effective date unless extended by action of the City Council.

### **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 13th day of April, 2021.

ATTEST:

\_\_\_\_\_  
Will Skinner, Mayor

\_\_\_\_\_  
Elaine Simpson, City Secretary

Approved to Form:

\_\_\_\_\_  
Josh Katz, City Attorney





**City of Granite Shoals, Texas  
City Council Regular Called Meeting  
Agenda Item Cover Memo  
Date: April 13, 2021**

**Agenda Item: 7.e.) Council Liaisons and Liaisons to other governmental bodies  
Prepared/Submitted By: Elaine Simpson, City Secretary**

**AGENDA CAPTION**

7e.) Discuss, consider and possibly take action to make Council appointments to serve as Liaisons to city Boards and Committees, and possibly Burnet County Emergency Services District #3. (*City Manager Jeff Looney/City Secretary Elaine Simpson*)

**BACKGROUND**

Sometimes, the Council Members volunteer to serve as official 'Council Liaison' to specific City Boards and Commissions.

- At this time, Council Member Jones serves officially, by request, as P&Z Commission liaison.
- Informally, Mayor Skinner has served in the past as Parks liaison since he served on the Committee before his election to City Council.
- Informally, Council Member Hougen has served as liaison for the Wildlife Advisory Committee, since he served on this Committee before his election to Council.

The Airport Advisory Committee has not had an official liaison since Terry Scott resigned. The Board of Adjustments, as a quasi-judicial board, does not have a Council Liaison. The Streets and Water Advisory Group (SWAG) has not had an official Council Liaison since the resignation of Jim Davant.

The Beautification Advisory Group (BAG) has never had a formal Council liaison.

There have been no formal requests from any Committee for a Liaison appointment since December 2019 when Jones was appointed to the P&Z. Per Resolution 637 the Liaison appointment(s) end in May.

With outside governing bodies, Council members also sometimes represent the City. Council Member Jones is elected by the City to the Burnet Central Appraisal District Board of Directors. Council Member Hougen officially serves as the City's representative on the CAPCOG General Assembly.

Before his resignation Jim Davant functioned as a representative of the City to the Burnet County Emergency Services District #3. Members of the ESD #3 have indicated that they would be agreeable to having a current member of Council serve in this capacity.

At this time, city staff seeks direction from Council whether they wish to: make any Council Liaison appointments, make an appointment to the ESD#3 for a Council representative, re-appoint / extend Council Member Jones P&Z Liaison appointment, and/or take other action, as Council desires.

**Encl. Res. 637**

**Memo from Shannon Wilson October 2019 re: Liaison appointment for P&Z Commission.**



FILE COPY

TO: Carl Brugger

FROM: Shannon Wilson

DATE: October 15, 2019

RE: Council Liaison

Planning and Zoning Commissioners would like to request a Council Liaison be assigned to P&Z. When Council requests that Planning and Zoning consider an issue, it helps to understand the direction in which Council wishes to move. We feel that a liaison, in conjunction with city staff, would be able to accurately and succinctly describe the mindset of Council before we begin our deliberations. Council would also have the advantage of a council member who can give insight into discussions, questions, and concerns of Planning and Zoning.

We have not seen a job description of a liaison and believe that is a necessity before moving forward. A few points that we would like to see in the job description are below.

- The liaison is assigned to Planning and Zoning in an advisory role and, as such, is not a voting member. It is not the liaison's job to persuade Commissioners in any direction, simply to clarify Council's desires.
- The advisory role includes discussion about Council's desired direction with Planning and Zoning Commissioners and city staff only. It is not the liaison's position to engage with citizens during the meeting.

We feel the points mentioned above would help define and clarify a liaison's role for Council, Commissioners and citizens.

Thank you for your consideration.

COPY

**RESOLUTION NO. 637**

**A RESOLUTION ADOPTING RULES OF PROCEDURE, CONDUCT, AND DECORUM FOR THE CITY COUNCIL OF THE CITY OF GRANITE SHOALS, TEXAS AND EXTENDING SUCH RULES TO THE CITY'S BOARDS AND COMMISSIONS.**

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

**WHEREAS**, Section 3.12 of the charter of the City of Granite Shoals, Texas provides that the city may adopt rules of procedure; and

**WHEREAS**, the City Council (the "Council") desires order in the conduct of its meetings to allow the effective discussion and transaction of the business of the City; and

**WHEREAS**, the Council desires to ensure that members of the public who attend City meetings can be heard in a fair, impartial, and respectful manner; and

**WHEREAS**, the Council desires to ensure that its meetings are conducted in a way that is open to all viewpoints, yet free from abusive, distracting, or intimidating behavior; and

**WHEREAS**, the Council wants to ensure that all discussions comply with the words and spirit of the Texas Open Meetings Act; and

**WHEREAS**, certain opinions issued by the Attorney General of Texas have advised that comments and discussion pertaining to issues not posted on an agenda should not be discussed during public meetings; and

**WHEREAS**, the Council desires to ensure that the rules governing decorum at its meetings are understood by persons attending the meetings;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRANITE SHOALS, TEXAS THAT THE RULES OF PROCEDURE, CONDUCT AND DECORUM ARE HEREBY AMENDED AS FOLLOWS:**

**Section 1. Types of Meetings and Schedules.**

1.01 **Regular Meetings.** The Council shall meet on the second and fourth Tuesday of each month at 6:00 p.m. to conduct regular business, or as needed. If specified in the meeting notice, regular meetings may be held via teleconference or videoconference, with proper information provided to the public regarding the public's ability to experience and participate in the meeting.

1.02 **Special Meetings.** Upon the request of the Mayor, City Manager, or any two Council Members, the Council may meet at any other time for special or workshop meetings as may be necessary. If specified in the meeting notice, special meetings may be held via



teleconference or videoconference, with proper information provided to the public regarding the public's ability to experience and participate in the meeting.

- 1.03 Public Hearings. The Council may, from time to time, conduct Public Hearings during any other posted meeting. These hearings are called in order to solicit public input on specific matters posted as may be required by law or by desire of the Council. If specified in the meeting notice, public hearings may be held via teleconference or videoconference, with proper information provided to the public regarding the public's ability to experience and participate in the meeting.
- 1.04 Emergency Meetings. An emergency meeting of the Council may be convened in accordance with the Texas Open Meetings Act or any relevant declaration or order by the Governor of Texas in certain emergency situations. If specified in the meeting notice, emergency meetings may be held via teleconference or videoconference, with proper information provided to the public regarding the public's ability to experience and participate in the meeting.

## **Section 2. Rules for Speakers.**

- 2.01 Comment Cards. All persons addressing the Council shall, if possible, submit a Public Comment Card to the City Secretary prior to addressing the Council, otherwise, the person shall submit the card to the City Secretary before the person leaves the meeting. The only mandatory portions of the card are the person's name, address and agenda item(s) under which the person is commenting. The person may, if the person desires, write comments on the card, and shall indicate whether the person desires to address the Council. Written comments will only be presented at Council meetings and included in meeting minutes if the comment is submitted in person at the beginning of the Council meeting. For meetings which will occur via teleconference or videoconference, any person addressing the Council shall, if possible, submit a public comment stating the person's name, address, and agenda item(s) under which the person is commenting at least 2 hours before the meeting's scheduled start time via email to [citysecretary@graniteshoals.org](mailto:citysecretary@graniteshoals.org).
- 2.02 Recognition. Members of the public may address the Council at the following times during a meeting:
  - a. Upon recognition by the Presiding Officer, during the Citizen Comment Period on an agenda item.
  - b. Upon recognition by the Presiding Officer, during a Public Hearing on an agenda item.
  - c. At the appropriate time for each agenda item at the discretion of the Presiding Officer.
  - d. At other times with the permission of the Presiding Officer.

- 2.03 Comments and Questions. Speakers must address all comments and questions to the Presiding Officer. If a response is given, any response shall be from the Presiding Officer, or from persons recognized by the Presiding Officer to provide the response. Any Council Member may further respond upon their request.
- 2.04 City Staff. The City Manager shall address the City Council on all staff issues, and may request individual staff members to also address the City Council.
- 2.05 Items Not Posted. Inquiries from speakers about matters not listed on the agenda will either be directed to the staff or placed on a future agenda for City Council consideration.

### **Section 3. Rules for News Media.**

The use of media equipment, such as lights, cameras and/or microphones should be coordinated with the City Manager or City Secretary prior to the meeting to ensure that this equipment does not disturb or otherwise conflict with or disrupt the meeting or the Council's activities.

### **Section 4. Rules for Public Hearings.**

These rules of procedure, conduct and decorum shall also apply to such Public Hearings, however, the City Council may adopt such additional and supplemental rules for such meetings as may be necessary and appropriate to conduct such meetings in an orderly, efficient and proper manner.

### **Section 5. Rules of Procedure.**

- 5.01 Governing Rules. Except as to the extent of any conflict in these rules of procedure, conduct and decorum, the city charter or state law, Roberts Rules of Order (Newly Revised) shall be followed.
- 5.02 Presiding Officer. The Mayor, or in the absence of the Mayor, the Mayor Pro-Tem, shall be the Presiding Officer at all meetings. If both the Mayor and Mayor Pro-Tem are absent, an acting Mayor Pro-Tem may be elected by the City Council members present for the purpose of presiding at that meeting. The Presiding Officer shall preserve order and decorum and confine Council Members' debate to the question under discussion.
- 5.03 Time Limitations. Discussion on any Agenda item may be limited by the Presiding Officer to thirty (30) minutes, though the Presiding Officer, or the City Council, by majority vote, may extend or shorten this limitation. Speakers, other than Council Members, staff, or invited speakers, must limit their comments to six minutes on each agenda item, and may not designate their time to be used by other presenters. The Presiding Officer, or a majority of the City Council, may extend or further limit this time period in exceptional circumstances. The City Council may overrule the Presiding Officer's determination of extension or further limitation by majority vote.



- 5.04 Decorum. No person shall engage in any of the following in the meeting room during a City Council meeting:
- a. Shouting, unruly behavior, distracting side conversations, or speaking out when another person is talking.
  - b. Defamation, intimidation, personal affronts, impugning the motives of any person, profanity, or threats of violence.
  - c. Audible use of phones, pagers, radios, computers or other electronic equipment.
  - d. Any other disruptive behavior that impedes or disrupts the orderly conduct of the meeting.
- 5.05 Calling to Order and Quorum. The Presiding Officer shall call the meeting to order no earlier than the time designated for a scheduled meeting. Except to adjourn, a quorum is necessary to conduct business at any meeting of the Council.
- 5.06 Right of Council Member to be Heard. Council Members desiring to speak shall gain the attention of the Presiding Officer and, upon recognition by the Presiding Officer, shall confine their remarks to the question under debate. The Presiding Officer shall not refuse to recognize another Council Member who desires to speak on a question under debate or to make a motion; however, such recognition does not diminish the Presiding Officer's authority under Robert's Rules of Order (Newly Revised) and these rules of conduct, decorum and procedure. The Presiding Officer shall be authorized to ask any member to cease or to limit discussion, or to call the question when it appears further discussion will not be meaningful.
- 5.07 Consideration of Agenda Items. The order of procedure for the consideration of an agenda item is as follows:
- a. If any Council Member desires to be recused from discussion of the agenda item, the Council Member shall announce the recusal upon announcement of the agenda item and shall exit the meeting room until the agenda item is closed.
  - b. The City Manager, or the City Manager's designee, presents the staff or consultant's report and recommendations, if any.
  - c. Council Members may ask questions of city staff or consultants.
  - d. The representative/applicant, if any, may present information and make a presentation.
  - e. Council Members may ask questions of the representative/applicant, if any.
  - f. Members of the public may make comments.
  - g. A Council Member makes a motion.
  - h. Another Council member seconds the motion.
  - i. Once the motion has been properly made and seconded, the Presiding Officer opens the matter for discussion among Council Members.
  - j. During deliberation, Council Members may ask anyone present a question for clarification.

- k. Once the matter has been fully discussed, the Presiding Officer calls for a vote, no further discussion will be allowed, provided, however, Council Members may be allowed to explain their vote.

**Section 6. Enforcement of Rules.**

6.01 The Rules of Procedure, Conduct and Decorum will be enforced in the following manner:

The Presiding Officer will request that a person who is violating a rule cease the violation.

- a. If the violation continues, the Presiding Officer will warn the person that he or she will be required to leave the meeting room if the violation continues.
- b. If the violation continues, the Presiding Officer will order the person to leave the meeting room.
- c. If the person does not leave the meeting room, the Presiding Officer may order any peace officer to remove the person from the meeting room.

6.02 It is unlawful for any person to intentionally or knowingly resist removal from a meeting room by a peace officer in the course of enforcing the rules.

6.03 In addition to the procedures set forth in Paragraph 6.01, any person violating any provision of the Rules of Procedure and Decorum is subject to:

- a. cancellation of a speaker's remaining time;
- b. removal from the City Council room;
- c. contempt citation; and/or
- d. such other civil and/or criminal sanctions as may be authorized under the Constitution, Statutes and Codes of the State of Texas.

**Section 7. Agenda Preparation.**

7.01 Council Meeting Agendas. The following persons are authorized to request that a matter (or item) be placed on an agenda of an upcoming Council meeting:

- a. The Mayor
- b. A Council Member; or
- c. The City Manager

7.02 Staff Requests. Should a member of the City staff, acting in that member's capacity as a city employee, determine or desire that a matter should be presented to the Council (for example for the staff's compliance with City Code procedures, etc.), then the staff member may request, through written communication addressed to the City Manager, that the item be placed on the agenda. In cases where the City staff has made a request, the City Manager shall be responsible for determining whether the requested item is placed upon an agenda, and the City Manager shall direct the City Secretary, in writing, accordingly.



- 7.03 Public Requests. A citizen of the community desiring to have an item placed on the agenda may ask the Mayor, a Council Member, or the City Manager for such consideration and the Mayor, Council Member, or City Manager may, at that person's discretion, elect to have such an item placed on the agenda.
- 7.04 All agenda items and all supporting documentation shall be submitted to the City Secretary at least 48 hours prior to the posting of the agenda

**Section 8. Rules for Council Liaison Members' Committee Assignments.**

8.01 Council Assignments. By majority vote of the City Council, a Council Member may be assigned as a liaison between the City Council and the City's Planning and Zoning Commission or one of the City's committees, except for the Board of Adjustments and any Charter Review Commission. Commission and/or committee assignments expire in May at the end of each council year.

8.02 Role of Council Liaison Members. The Council Member serving as liaison serves in an advisory role and is tasked with communicating Council views, when asked, to the commission/committee and delivering commission/committee views or questions to the City Council. The liaison is neither an active or voting participant in the committee/commission's deliberations, nor is the liaison to represent or express a personal opinion, viewpoint, or agenda to the commission/committee. The purpose of the Council liaison assignments is to convey information between the Council and the commission/committee when necessary to achieve Council or commission/committee goals and tasks.

**Section 9. Application of Rules of Procedure, Conduct, and Decorum to City Boards and Committees.**

- 9.01 Sections 2 through 7 of this resolution shall apply to the meetings of the city's boards and commissions.
- 9.02 For purposes of applying the Rules of Procedure, Conduct, and Decorum to the meetings of the city's boards and commissions, the following terms in Sections 2 through 7 shall have the following meanings:
- a. "City Council" or "Council" shall refer to the city board or commission that is holding the meeting;
  - b. "Council Member" shall refer to a member of the board or commission;
  - c. "Mayor" shall refer to the chairperson of the board or commission; and
  - d. "Mayor Pro-Tem" shall refer to the vice chairperson of the board or commission.


**Section 10. Repealer.**

This resolution hereby repeals and replaces Resolution No. 622.

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

APPROVED: this the 21<sup>st</sup> day of April, 2020.

APPROVED:

  
\_\_\_\_\_  
Carl J. Brugger, Mayor

ATTEST:

  
\_\_\_\_\_  
Elaine Simpson, City Secretary





City of Granite Shoals, Texas  
City Council Regular Meeting  
Agenda Item Cover Memo  
Date: 04/13/2021

**Agenda Item: 7.f. # Res. 666 Update to City Communications / Social Media Policy**  
**Prepared/Submitted By: Gary A. Boshears, M. P. A., LCC Chief of Police.**  
**Department: Police**

#### AGENDA CAPTION

- a) Discuss, consider and possibly take action regarding proposed Resolution #666 to establish a new City Communications policy. (City Manager Jeff Looney/ Police Chief Gary Boshears)

#### BACKGROUND

*The City's Communications and Social Media Policy was established in 2015. Since this time, use of social media for communications and best practices regarding communications and use of social media have changed significantly and proven our policy to be significantly outdated and obsolete. The City's management team has a strong desire to tell more of our story about work that is being done in service to our citizens and be able to respond to questions or concerns with factual information. We are suggesting updating the City's Communications and Social Media policy to allow for more two-way interaction with our citizens and expand our communications with our citizens. This will result in more transparency with the public. The update also allows the City Manager to appoint a Public Information Officer for the City.*

#### OPTIONS

- 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.*

#### RECOMMENDATION

*Management recommends that the council approve the updated policy as presented.*

#### FISCAL NOTES (IF APPROPRIATE)

*No Fiscal Impact.*

#### ATTACHMENT(S): (IF APPROPRIATE)

*List of the items behind this cover sheet:*

- *Resolution Adopting Updated Policy.*
- *Exhibit A, updated Communication and Social Media Policy.*

RESOLUTION NO. 478 666

**A RESOLUTION OF THE CITY OF GRANITE SHOALS, TEXAS, ESTABLISHING THE COMMUNICATIONS, MEDIA RELATIONS, AND SOCIAL MEDIA POLICY FOR THE CITY OF GRANITE SHOALS.**

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**WHEREAS**, the City Council of the City of Granite Shoals, Texas ("Council") seeks to provide for the health, safety, and welfare of its citizens; and

**WHEREAS**, Section 3.06 of the Granite Shoals City Charter provides that the Council shall determine all matters of City policy; and

**WHEREAS**, the welfare of the citizens is enhanced when the citizens have access to accurate and timely information from the City offices; and

**WHEREAS**, the City Council wishes to establish that responsibility for speaking to the Media, or disseminating information from the city offices, resides with the City Manager and/or the City Manager's designee;

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

The Council hereby establishes this *Communications, Media Relations, and Social Media Policy*, as attached as Exhibit 'A' to this Resolution.

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

**APPROVED:** this 13th day of April, 2021.

APPROVED:

\_\_\_\_\_  
Will Skinner, Mayor

ATTEST:

\_\_\_\_\_  
Elaine Simpson, City Secretary





## Resolution #478666 Exhibit 'A' COMMUNICATIONS, MEDIA RELATIONS, and SOCIAL MEDIA POLICY of the City of Granite Shoals, Texas

### MEDIA RELATIONS:

#### GOAL:

The City of Granite Shoals, Texas (the "City") seeks to inform its residents, businesses, and visitors by engaging in a pro-active and timely communications program. The program recognizes that one of the most effective and quickest ways to communicate City policies and activities to citizens is by working in partnership with the news media, which will encourage accurate media coverage of City programs, events and decisions that could be of interest and impact a significant segment of the community. The program also recognizes the growth in popularity of social media, and the usefulness of social media accounts for local governmental entities to quickly disseminate important information that is of public interest to the citizens of the City.

#### POLICY:

Inquiries from the news media are given a high priority by the City of Granite Shoals and should be responded to as quickly and efficiently as possible. Every effort should be made to meet media deadlines and to ensure that all information released is accurate.

The City Manager ~~and Assistant City Manager~~ designates a Public Information Officer (PIO) to serve as the Communications / Media Relations Officers and ~~are~~ is responsible for the City's media relations, with the exception of some public safety issues. All City employees should notify the City Manager about media inquiries. The majority of City media requests are initiated when the media contact the City Manager or PIO. Because the media often work on tight deadlines, it is important that all departments respond as soon as possible when the City Manager or PIO requests department information or a spokesperson for the media. Specific guidelines for responding to media requests follow.

The City Manager will be responsible for coordinating media interviews with the Mayor and City Council. The City Manager will also work with the Council to promote City programs, events, and policies and to coordinate their participation in City activities.

#### CITY SPOKESPERSONS:

Unless otherwise authorized, the City's spokespersons are:

City of Granite Shoals Communications, Media Relations and Social Media Policy  
Resolution # 666 478 - Exhibit 'A'

{ 1 }

- Mayor and City Council members
- City Manager / Assistant City Manager
- Police Department and Fire Department Public Information Officers
- ~~City Secretary~~/Public Information Officer
- City Attorney
- Department Heads and Assistant Department Heads
- Exceptions regarding departmental spokespersons may be made at the discretion of the Department Head.

#### MEDIA INQUIRIES:

Any media inquiries received by other City staff should be referred immediately to the City Manager and their Department Head/Assistant Department Head. An appropriate response to the media would be, "I'm sorry I don't have the full information regarding that issue. I will give your request to my Department Director (or the City Manager) who will respond to you as soon as he/she is available." Please obtain the reporter's name, phone number (cell too if "in the field"), topic of story, and deadline.

Employees are expected to abide by the City of Granite Shoals Personnel Manual regarding all communications with the public or the news media. They are to refer members of the public or the news media to the Department Head or the City Manager if a question is "non-routine, controversial, or outside the scope of the employee's normal duties."

#### SENSITIVE OR CONTROVERSIAL ISSUES:

All television, radio, newspaper or other media inquiries regarding sensitive or controversial issues should always be referred immediately to the City Manager and the employee's Department Head or Assistant Department Head. The City Manager's Office will coordinate a response including designating a spokesperson.

#### LITIGATION, PERSONNEL, AND ELECTION ISSUES:

Generally, the business conducted by the City of Granite Shoals is public, and therefore, is public information. Inquiries regarding pending litigation, matters involving a significant exposure to litigation, and certain personnel-related information are exceptions.

Inquiries regarding pending litigation or exposure to litigation should be referred to the City Manager's ~~and City Secretary's~~ offices. Inquiries regarding personnel-related information should be referred to the Human Resources Department.

Inquiries regarding election and campaign issues should be referred to the City Secretary. The City Secretary will contact the City Manager's office and City Attorney's office as appropriate.

#### PERSONAL POINTS OF VIEW:



It is recognized that all employees have the right to their personal points of view regarding any issue. However, personal points of view may conflict with the City's official policy. Therefore, City employees who write letters to the editor of any newspaper may not use official City stationery. If an employee chooses to identify himself or herself as a City employee in any personal letter or email to the editor, he or she must include language that states the views set forth in the letter do not represent the views of the City, but rather, are the employee's personally held opinions. Similar disclaimers must be given if an employee addresses a public meeting, participates in a radio talk show, or is interviewed for a radio or television program unless the employee is officially representing the City. Employees who are representing the City in any of the above formats must identify themselves as an official spokesperson for the City.

Employees are required to abide by the City of Granite Shoals Personnel Manual regulations regarding Political Activities. City resources cannot be used to promote or to oppose a candidate, ballot measure, or proposition.

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#### GENERAL OR ROUTINE ISSUES:

**Broadcast media:** Calls from broadcast media (TV and radio) should always be referred immediately to the City Manager and the employee's Department Head or Assistant Department Head. The City Manager's Office will coordinate a response including designating a spokesperson.

**Local print media:** Calls from local print media regarding most departmental issues and programs may be handled by each department's Director or by the City Manager. On occasion, the Director may designate an employee in the department to respond to specific questions from print media. The City Manager should be informed of these media requests – including the reporter and topic – either before or immediately following these interviews.

All employees who handle media requests must be familiar with the Public Information Act (formerly the Open Records Act) and its ramifications. For your review, you may find the act at [https://www.texasattorneygeneral.gov/open/publications\\_og.shtml](https://www.texasattorneygeneral.gov/open/publications_og.shtml).

Any requests for Public Information must be forwarded immediately to the City Secretary to be processed.

#### CITY-INITIATED ~~INFORMATION~~ MEDIA CONTACT:

Most proactive media contact is initiated through the City Manager ~~or City Secretary~~ or PIO. This includes issuing press releases, placing legal ads and media advisories, and personal contacts with reporters and editors for coverage. Departments seeking publicity for events or activities should notify the ~~City Secretary~~ PIO and City Manager as soon as possible to ensure the best media coverage of their activities.

Departments should not initiate news media contacts before notifying the City Manager.

City of Granite Shoals Communications, Media Relations and Social Media Policy  
Resolution # ~~666 478~~ - Exhibit 'A'

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### CORRECTING INACCURATE INFORMATION:

The City should clarify or correct any information released by the print or broadcast media that contains inaccuracies regarding a city-related issue:

- a. **Factual Discrepancies.** It is the responsibility of the Department Head to immediately contact the City Manager when a story has been published or aired containing a factual error that significantly impacts the public's perception of the issue being discussed. Depending on the nature of the error, the request for correction will be made by written letter or an informational telephone call.

The Department Head will ask the City Manager's office for direction if they feel an official City rebuttal or response is needed.

If there are repeated problems with City officials<sup>2</sup> being misquoted by a certain reporter or outlet, officials will be directed by the City Manager to respond to that reporter or outlet in writing.

- b. **Letters to the Editor.** When appropriately presented, letters to the editors of newspapers and electronic media can be effective tools in clarifying a misconception of City policy or programs or correcting inaccurate information that has been widely reported by the press.

Those Department Heads who believe, as public officials, that a City rebuttal is warranted should discuss their concerns with the City Manager. The City Manager will determine if a response is appropriate as well as who should prepare and sign the letter. **The City Manager must authorize and review all letters sent to the editor that identify the author as a City employee/official acting in an official capacity.**

### PUBLIC SAFETY ISSUES:

Because the Police and Fire Departments operate 24/7 and their work generates a high volume of media calls, those departments have designated sworn personnel as media spokespersons and follow specific guidelines when releasing information. Any media calls to other City staff regarding a Police or Fire issue should be referred immediately to the Police Department or Fire Department, as appropriate. All information released to the media by the Police and Fire Departments should be provided immediately to the City Manager's Office. When appropriate, the City Manager should be contacted at the time of major incidents.

### CRISIS OR EMERGENCY ISSUES:

During a crisis or emergency situation, the City of Granite Shoals has an Emergency Management Policy in place. The Emergency Management Officer will act as or designate a main point of contact for the media during a crisis or emergency. The designated point of contact will be assisted by alternates

including the Police and Fire Public Information Officers who prepare and disseminate emergency public information.

### PROFESSIONAL PUBLICATIONS

The City encourages all employees to contribute articles to professional publications and journals, both as a means of enhancing personal development and highlighting City achievements.

- a. **Professional Articles.** Managers are encouraged to submit articles promoting City services/programs to the appropriate professional journals.

Copies of all articles identifying the author in that person's official capacity or prepared on-duty shall be forwarded to the Department Head and City Manager's Office for review and comment prior to submittal for publication. The name of the publication and the tentative publications date shall be noted.

- b. **Reviews and Edits.** The City Manager is available to review and edit articles scheduled for publications in professional journals when a request is made within a reasonable time frame.

### WEBSITE

All departments are encouraged to provide information for a department presence on the City's website, which is maintained by ~~the City Secretary~~ the City Secretary or PIO. Information can include each department's services, projects, events and policies. Information to be posted should be submitted to the City Secretary or PIO ~~City Secretary~~. All press releases distributed through the City Manager or City Secretary/PIO will be considered for the News page on the website.

### BULLETIN BOARDS

The City maintains an inside bulletin board and a six-panel Park Information-/outside notice bulletin board at the City Hall at 2221 N. Phillips Ranch Road, Granite Shoals, TX. These bulletin boards are used for posting information related to city business, or information related to non-profit or community organizations, as governed by Granite Shoals City Council Resolution # 457 adopted in September of 2014.

### CITY NEWSLETTER

The City Manager and the City Council from time to time may issue a newsletter from the City to the residents and customers. This newsletter will may also be posted on the City's website and social media accounts.

City of Granite Shoals Communications, Media Relations and Social Media Policy  
Resolution # 666 478 - Exhibit 'A'



## OFFICIAL CITY NEWSPAPER

The City Council has designated an Official City Newspaper for legal notices. Currently this is the *Highlander News*. Election information, Public Hearing Notices, ordinance captions, budget-/tax rate information, bid openings, and employment ads are regularly placed in the official newspaper.

## SOCIAL MEDIA

Given the multitude of concerns (legal, political, technical, and ethical) raised by social networking (Facebook, ~~MySpace~~, ~~Nextdoor~~, Twitter, etc.) this policy establishes the policy of the City of Granite Shoals, Texas for officials' and employees' (~~personnel~~) use of the internet regarding social media in both their professional and personal capacities.

City personnel shall follow these guidelines in their use of social media, on and off duty. Under this policy, the City disavows, and is not responsible for, any sites, posts, opinions, or content not coordinated through the City Manager and posted in accordance with the procedures of the City Manager's office. ~~The City is not responsible for content posted by City personnel either in their personal capacity, or content posted purporting to be on behalf of the City but reflects personal opinion and therefore is not authorized by this policy. If City personnel post content purporting to be on behalf of the City while using a social media site without the approval of the City Manager, the City is not responsible for that content, and~~ such content is not to be construed as reflecting the views or opinions of the Mayor, City Council or City management. **City personnel who post unauthorized content purporting to be on behalf of the City on a social media platform without the approval of the City Manager shall be subject to discipline, up to and including termination, regardless of the subject matter.**

The absence of explicit reference to a particular site does not limit the extent of the application of this policy.

Specific guidelines for establishment and maintenance of Social Media sites/presence on the internet ~~will be adopted by the City Manager as Administration procedures/Directive and~~ must be followed exactly.

1. Any City-sanctioned sSocial mMedia sites will be operated as only as as a complement to, not a substitute for, the official City website, and may be used to disseminate information and updates that are of public interest to the citizens of the City. The City recognizes that social media is an effective, instantaneous way of communicating important information to the public, particularly in emergency situations.
  - a. Unique stories, calendar events, and information may be placed on the website. Information from the City website will ~~be 'out and posted'~~ also be posted to the city-sanctioned Social Media sites.

- b. Information that is date-sensitive that is posted on social media – for example, information related to emergency management, water notices, or emergency called meetings – will be ~~printed and the records~~ saved according to the appropriate records management schedule.

~~2. Sites will be one-way 'Push' sites only, for dissemination of information.~~

- a) ~~The city website will remain the only online means of citizens' reporting an issue to the city staff. Citizens may continue to report issues to city staff by "offline" means, including, but not limited to, in person, by telephone, by email, or in writing. The City Council will neither post, nor have the ability to comment, on city issues on official City social media platforms.~~
- b) ~~Elected officials shall abide by all the sunshine laws of the State, as well as policies of the City, when discussing city business on any internet forum.~~

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~~3.2.~~ There will be a limited number of official 'coordinators' for maintenance of and posting on the City's official social media accounts. The City Manager will assign designees with access to the social media administration.

- a) Official coordinators may post responses on the City's official social media accounts to questions from members of the public. Official coordinators should provide only factual information that provides meaningful public information to the citizens of the City, not argument or opinion.
- b) The City website will remain the official online means of citizens' reporting an issue to the City staff. Citizens may continue to report issues to City staff by "offline" means, including, but not limited to, in person, by telephone, by email, or in writing. The City Council will neither post, nor have the ability to comment, on City issues on official City social media platforms.
- c) Elected officials shall abide by all the sunshine laws of the State, as well as policies of the City, when discussing City business on any internet forum.
- a)d) All personnel that engage in social media activities on the City's behalf and all City-sanctioned social media sites shall adhere to applicable federal, state, and local laws, regulations, and policies, including the Texas Public Information Act, copyright laws, and the City's records retention schedule.
- b)e) City sanctioned social media sites must be operated according to the specific platform's user agreement. All content must be managed, stored, and retrieved to comply with the user agreement.
- e)f) Administrators shall use an abundance of caution when working on-line. Passwords should be strong, and any evidence found of 'hacking' attempts should be reported to the City Manager.

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e)g) City employees, officials, and elected officials should remember that they are bound to processes and procedures that govern the use of sensitive, confidential, proprietary, and medical information that may come into their custody in the course of conducting City business. There is a risk of personal liability if information is released via personal Social Media activities.

e)h) While on duty, the use of City equipment or internet service by personnel must be limited to work related tasks. City employees have no expectation of privacy while utilizing City networks, equipment, or devices. All personnel who engage in social media activities on the City's behalf will adhere strictly to the City of Granite Shoals Employee Personnel Manual and Ord. 635, as codified, the *City Electronics Use Policy*.

4.3. The Public Safety departments of the City (*i.e.*, Police and Fire) may continue to administer social media pages via procedures as established by the City Manager. The Department Head(s) of each respective department shall be responsible for assuring conformity of the Department's Social Media presence according to the City Manager's directive.

5.4. Requests to establish new Social Media sites shall be presented to the City Manager, and written approval shall be secured before new sites are created.

6.5. Advertising displayed on or near any city sanctioned social media site by the social media company is not controlled by the City of Granite Shoals. The City has no ownership, responsibility or control over said advertising.



**City of Granite Shoals, Texas  
City Council Regular Called Meeting  
Agenda Item Cover Memo  
April 13, 2021**

**Agenda Item:** 8. Management Reports  
**Prepared By:** City Secretary for City Manager  
**Department:** Administration  
**Submitted By:** City Secretary

**AGENDA CAPTION**

**8 Management Reports**

**City Manager**

- a) Economic Development
- b) TXDOT safety light at the Fire Department.
- c) TML Legislative Update reports (*with City Attorney Josh Katz*)
- d) Granite Pointe Development Public Hearings tentatively scheduled 4/20/21 and 4/27/21
- e) Budget meeting calendar

**Assistant City Manager**

- f) Update on progress of construction at Quarry Park / Multi-Sport Complex
- g) Update on new Parks Recreation Coordinator position

**City Secretary**

- h) Human Resources - Job openings at the City
- i) City Website



The Highland Lakes Classifieds Marketplace

# Classified

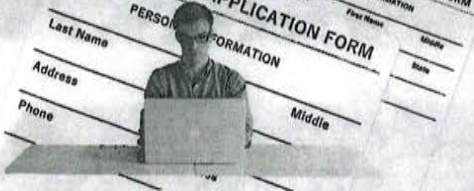
The Burnet Bulletin

**5B**

April 9, 2021

The Highlander  
Marble Falls, Texas

Ed.)




Classifiedghlandernews.com  
DEADLINE Tuesday IssuWORD ADS: Tuesdays at 12 Noon  
Classified DI@highlandernews.com  
DEADLINE Tuesday Issu: DISPLAY ADS: Mondays at 3pm

PUBLIC NOTICE PUBLIC NOTICE PUBLIC NOTICE PUBLIC NOTICE NOTICE PUBLIC NOTICE

One Man's Trash..  
Well you know the rest.  
Advertise your garage sale here!  
830-693-4367  
**FOR**

**Notice of Public Hearings**  
Proposed Rezoning for Granite Pointe  
Subdivision pursuant to proposed Ordinance #810  
Application for Re-Platting for Granite Pointe Subdivision



The City of Granite Shoals Planning and Zoning Commission will hold a public hearing on April 20, 2021 to consider proposed Ordinance #810 to amend City Code Chapter 40 (ZONING), to rezone certain property from a General Business 1 (GB-1) zoning district to Planned Development (PD) zoning district. The City of Granite Shoals City Council will have a public hearing on proposed Ordinance #810 on April 27, 2021. The property is identified by Burnet Central Appraisal District by property ID # 44479 and #53399. It lies west of the Tropical Hideaway Condominiums, street address approximately 605 Highcrest Dr. It is known as Lot 4, Serenity Pointe, a subdivision as shown on the Plat recorded in instrument No. 20071491B of the official public records of Burnet County, Texas. The property is being rezoned by request of STERLING CREEK PROPERTY SOLUTIONS LLC. The proposed Planned Development district would contain both residential and commercial uses, including a mix of single and multi-family dwellings.

The City of Granite Shoals Planning and Zoning Commission will also conduct a public hearing on April 20, 2021 to consider a corresponding application to re-plate the property located at approximately 605 Highcrest Dr. into thirteen (13) lots that would be created from the original Lot 4 of Serenity Pointe. The City Council will conduct a public hearing on April 27, 2021 to consider the re-plate application for the property located at approximately 605 Highcrest Dr.

Ordinance #810 to re-zone the property located at approximately 605 Highcrest Dr. and the application for re-plate of the property will be considered in two public hearings. The first public hearing will be held at the Planning and Zoning Commission Regular called meeting on Tuesday, April 20, 2021, and then the second public hearing will be held at the at the City Council Regular called meeting on Tuesday, April 27, 2021. These Public Hearings will be held at City Hall, 2221 N. Phillips Ranch RD, Granite Shoals, TX 78654, upstairs in the second floor Council Chamber. Both meetings/Public Hearings will start at 6 PM. These public hearings present an opportunity for any member of the public to attend and comment on the proposed Ordinance adopting a zoning change and on the re-plate application. If you desire to attend by ZOOM internet teleconference, you may locate the information on the agendas which will be posted on the city website at www.graniteshoals.org.

If you have questions about this proposed re-zoning and re-platting, or any other municipal matter, please call City Hall, at 830-598-2424 and ask to speak with City Manager Jeff Looney, or contact him via email at citymanager@graniteshoals.org.

**PUBLIC NOTICE**  
There will be a public hearing by the Horseshoe Bay Board of Adjustment concerning a Variance request by James Holden at their regularly scheduled meeting beginning at 7:00 PM on Monday, April 26, 2021, followed by discussion and action on the same.

ION

held on May 1, 2021 between the hours of 7:00 AM and 3:00 PM. Each Councilmember shall have one (1) hour of public comment and three (3) Councilmembers, each to be designated by the Mayor, shall preside over the public hearing. The public hearing shall be held at the Agrilife Auditorium, 608 N. S. Annex, 810 Steve Hawkins Parkway, Marble Falls, Texas. The public hearing shall begin on April 19, 2021 and ending on April 21 and Monday, April 26, 2021 between the hours of 7:00 AM and 3:00 PM at the Marble Falls Courthouse Annex.

of business on April 20, 2021.

*Jeff Packer*  
Jeff Packer, Mayor

ERAL

informa:

arán el 1 de mayo 2021 entre las horas de 7:00 AM y 3:00 PM. Cada uno para servir a los siguiente distritos electorales:

ines empezando el 19 de Abril del 2021 y terminando el 21 de Abril del 2021 y el 26 de Abril del 2021 en Agrilife Auditorium, 608 N. Annex, 810 Steve Hawkins Parkway, Marble Falls, Texas.

realizar el día Jueves, 22 de Abril del 2021 y el 26 de Abril del 2021 en Burnet County Courthouse y en Marble Falls, Texas.

s a la siguiente dirección:  
ator

de las 5:00 pm del 20 de Abril del 2021.



**City of Granite Shoals, Texas  
City Council Regular Called Meeting  
Agenda Item Cover Memo  
April 13, 2021**

**Agenda Item: 9. Future Agenda Items  
Prepared By: City Secretary Elaine Simpson  
Department: Administration**

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This agenda item is a standing item. It is a time when the Agenda Calendar is reviewed, and future agenda items are identified.



**Agenda Calendar**

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

**Tuesday, April 13, 2021****Regular Called City Council Meeting 6 PM**

Action	Subject	Requestor	Staff	Status
	CTO/Welcome			
	Citizens Comments			
Report	Christmas By The Highway report for Year 2020 as submitted by M. Nations		Smith	
Proclamation	April is Child Abuse Prevention Month		Skinner	Annual proclamation
Consent	Meeting minutes Regular City Council Meeting March 23, 2021		Simpson	
Consent	Special Called Meeting minutes from March 30, 2021		Simpson	
Consider	Water Projects / Water Bonds Update		Looney	Standing Item
Consider	Proposed Ordinance #807 Short Term Rentals as discussed at the 3/23/21 and 3/30/2021 City Council Meetings.		Looney/ Katz	Version 4-6-2021 J. Katz
Consider	Bid for CDBG – bid opening 4-1-2021		Smith	
Discuss	Council Liaisons for Boards and Committees and ESD #3		Simpson	
Consider	Proposed Ordinance #811 Street Lien Interest Ordinance	Council	Looney Katz	Version 4-6-2021 J. Katz
Consider	Proposed Resolution adopting a new City Communications Policy		Boshears / Looney	
	Management Reports			TXDOT light at Fire Hall, Budget Calendar
	Future Agenda Items / Adjourn			

**Tuesday, April 27, 2021****Regular Called City Council Meeting 6 PM**

Action	Subject	Requestor	Staff	Status
	CTO/Welcome			
	Citizens Comments			
PH	Granite Pointe Planned Development Ordinance - Ord. 810		Looney, Katz	If recommendation received from P&Z from 4/20/21
Consent	Meeting minutes April 13, 2021		Simpson	
Consider	Water Projects / Water Bonds Update		Looney	Standing Item

Consider	Communications Policy – PIO, Social Media		Looney	To update Res. 478
Hear	Report – Council Member Jones regarding Burnet Central Appraisal District Board of Directors meeting(s).	Jones		Update on activities of the Board scheduled 2/23/2021
	Management Reports			
	Written Departmental Reports			
	Future Agenda Items / Adjourn			

**Tuesday, May 11, 2021**  
**Regular Called City Council Meeting 6 PM**  
**Reception Beforehand ?**

Action	Subject	Requestor	Staff	Status
	CTO/Welcome			
	Citizens Comments			
Hear	Oath of Office Ceremony for Ortis, Skinner, McCoy and Munos from canceled May 1, 2021 Election		Simpson	
Consent	Meeting minutes April 27, 2021		Simpson	
Consider	Water Projects / Water Bonds Update		Looney	Standing Item
Consider	Electric Generators / Electricians		Smith/ Looney	Tim Campbell
	Management Reports			
	Future Agenda Items / Adjourn			

**Tuesday, May 25, 2021**  
**Regular Called City Council Meeting 6 PM**

Action	Subject	Requestor	Staff	Status
	CTO/Welcome			
	Citizens Comments			
Consent	Meeting minutes May 11, 2021		Simpson	
Consider	Water Projects / Water Bonds Update		Looney	Standing Item
	Management Reports			
	Written Departmental Reports			
	Future Agenda Items / Adjourn			

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



Requestor	Date Requested	Subject	Status
		Review, Revise and Update Zoning Ordinance	Marvin Townsend, originator , P&Z considering it at their meetings starting October 2013
		Ord. 785 Short Term Rentals	If P&Z has forwarded recommendation
		City Staff requested changes to Personnel Manual – increase in roll-over hours for Vacation, clarification of ADA procedure for accommodations and profession development policy for employees in certain departments.	
	Discuss	Affordable Housing options?	Council member Holland requested this be in June 2018 - Mr. Harrison and Mr. Zbranek
Consider		Adding 'Granite Quarrying' to the list of allowed uses in the I-Industrial Zoning District	As discussed March 26, 2019 by City Council
		Highland Haven Fire Protection Contract	
Discuss		Parks Inventory Survey Report	As requested 4 – 23 – 2019
Discuss		Fishing Piers at Waterfront Parks	Dr. Hougen 1-12-2021 item to be considered first by Parks Cmmte.
Discuss		Joint Meeting with P&Z Commission regarding Chapter 40 – Zoning	

### 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 2. Audit report of previous budget year
March	1. Proclamation from Mayor naming April as Child Abuse Prevention and Awareness Month. 3. Solid Waste contract (2022)
April	Quarterly Municipal Court of Record Report? Annual Consumer Price Index rate modifications
May	1. Canvass of City General Election 2. Appointment of Mayor Pro Tem. 3. Review of Meeting schedule 4. Council Pictures 5. Calling Runoff Election if needed. 6. Board & Commission Members appointments. 7. Board and Comm. Appreciation Reception
June	1. Proposed Budget Calendar – City Manager.

July	<ol style="list-style-type: none"> <li>1. Budget Workshop(s)? - City Manager / Finance Director / City Council</li> <li>2. Personnel evaluation – City Manager, 3. Quarterly Municipal Court report by Municipal Judge. 4. Accept Appraisal Roll from Tax Appraiser. 5.) ESD #3 contract (2023) 6.) MFEMS contract (2021)</li> </ol>
August	<ol style="list-style-type: none"> <li>1. 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.</li> </ol>
September	<ol style="list-style-type: none"> <li>1. Adoption of Budget    2. Adoption of Tax Rate</li> </ol>
October	<ol style="list-style-type: none"> <li>1. Official Newspaper of Record Resolution – City Sec.    2. Council Meeting schedule for holiday season    3. Annual Review of Investment Policy, Finance Policy 4.) Juvenile Curfew Ord. (2022)    5.) Quarterly Municipal Court report by Municipal Judge.    6.) Consideration of the nominees for the John Rinehart Award .</li> </ol>
November	<ol style="list-style-type: none"> <li>1. Every 4 years re-authorize sales tax for Streets (2024) prepare for May Election    2. Deer Management – WAC Chairman’s Report    Conduct Elections Canvass from Special and General Elections held Nov 3, 2020 Simpson, 3.) 2020 Mayor Pro Tem election – as postponed from July 2020</li> </ol>
December	





City of Granite Shoals, Texas  
City Council Regular Called Meeting  
Agenda Item Cover Memo  
Date: April 13, 2021

**Agenda Item: 7.g.) Council consideration of approval for release of final payment for sport court flooring and equipment to All Seasons Sports**

**Prepared/Submitted By: Elaine Simpson, City Secretary for ACM Peggy Smith**

**AGENDA CAPTION**

*The City Council will recess the Regular Meeting in Council Chamber in City Hall, recess the ZOOM meeting, and proceed to the Multi-Sport Complex located at Quarry Park, 2221 N. Phillips Ranch Road, for a tour of the facility. Council will then return and reconvene in open session at City Hall Council Chamber for discussion, consideration, and possibly taking action regarding this item; 7.g.*

7.g. Discuss, consider and possibly take action regarding approval of remaining payment to All-Seasons Sports. (City Manager Jeff Looney/ Assistant City Manager Peggy Smith)

**BACKGROUND**

Mayor Skinner desires that the City Council meeting take a brief tour of the Multi-Sport Complex at Quarry Park during tonight's meeting. This tour is aimed at providing Council Members the opportunity to review the work performed at the complex, i.e.: flooring and equipment.

The final payment to All Seasons Sports will not be released until authorized by action of the City Council.