

CITY OF COTTONWOOD SHORES

3808 Cottonwood Drive, Cottonwood Shores, Texas 78657

Phone # (830) 693-3830 Fax # (830) 693-6436

e-mail: admin.hjs@cottonwoodshores.org • Website: www.cottonwoodshores.org



Since 1987

NOTICE OF REGULAR MEETING OF THE CITY COUNCIL THURSDAY, OCTOBER 2, 2008 AT 6:00 P.M. PFEIFER CIVIC CENTER, 4111 COTTONWOOD DRIVE, COTTONWOOD SHORES, TEXAS

 ORIGINAL

AGENDA

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Consent Agenda
 - 4.1. Minutes – 09/18/08 Reg. mtg.
5. Citizens Comments – This is the opportunity for visitors and guests to address the City Council on any issue not on this agenda. Items on the agenda may be discussed during the discussion period preceding an eventual Council vote. City Council may not discuss any issue NOT on this agenda, nor may any action be taken on any such issue at this time. (Attorney General Opinion – Jc-0169)
6. New Business:
 - 6.1. Grant report by Grant Development Services.
 - 6.1.1. Discuss and consider action to accept of the Engineering Service Contract with S.D. Kallman re: ORCA Grant #728060 (Sewer improvements) (by City Staff).
 - 6.1.2. Consider and possibly take action on award of contract with S.D. Kallman, LP to provide professional engineering services in connection with ORCA CDBG Grant Project # 728060 for Sewer Improvements
 - 6.1.3. Discuss and consider re: ORCA Grant # 728026 (Water system improvements):
 - 6.1.3.1. Conduct evaluation of administrative proposals in connection with the request for proposal process relating to ORCA STEP Grant Project #728026 for Water System Improvements to name most qualified administration firm.
 - 6.1.3.2. Conduct and possibly take action on award of contract for administrative services in connection with ORCA STEP Grant Project #728026 for water system improvements
 - 6.1.3.3. Conduct evaluation of engineering proposals in connection with the request for proposal process relating to ORCA STEP Grant Project # 728026 for Water System Improvements

- 6.1.3.4. Consider and possibly take action to authorize City Staff to enter negotiation and contract with most highly qualified firm in connection with ORCA STEP Grant Project # 728026 for Water System Improvements
 - 6.2. Discuss and consider the acceptance of the Engineering Service Contract with S.D. Kallman re: ORCA Grant #728026 (Water system improvements) (by City Staff).
 - 6.3. Discuss and consider action to update/amend the Meeting & Decorum Policy and Procedure as requested (by Councilmember Whitis).
 - 6.4. Discuss and consider action to adopt a proposed new Ordinance _____ establishing a process for the nomination and appointment of City Boards and Commissions (by City Staff).
 - 6.5. Discuss and consider action to proclaim National Night Out for the citizens of Cottonwood Shores (by Mayor).
 - 6.6. Discuss and consider action to adopt the Personnel Policy, updated to reflect previous Council actions (by City Staff).
 - 6.7. Discuss and consider action to adopt a proposed revision of the Animal Control Ordinance _____ to (by City Staff).
 - 6.8. Discuss and direct staff to respond to Highland Lakes Newspapers letter dated 9/1/08.
 - 6.9 . Discuss and consider Cottonwood Shores Area Fire Department Service Contract for FYE 09/30/09 (by City Staff)
 - 6.10. Discuss and consider the annulment of Resolution #080708B which granted the approval of contract for Building Official Carl Boen (by City Staff)
 - 6.11. Discuss and consider the Cities Participation with Labor and Equipment in a Grant application by the Cottonwood Shores Area Volunteer Fire Department from the U.S. Forestry Service for installation of dry hydrants in CWS (by City Staff)
 - 6.12. Accept the Crime Control Prevention District Budget for Fiscal Year ending 12/31/2009 (by Mayor Breen)
7. Executive Session for Legal Matters: Convene in Executive Session pursuant to Section 551.074 of the Texas Government Code:
 - 7.1. Judge Cutchin to address Council concerning functions of the court, costs and fees (by Judge Cutchin).
 - 7.2. Discuss and consider action to adopt rules for the interaction of City Council, the Mayor and individual Council members with City staff and the City administrator (by FDO).
 - 7.3. Reconvene into Open Session and act on items 7.1. and 7.2. as indicated.

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 this agenda, in accordance with the Texas Local Government Code including, but not limited to, 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), 418.183 (Deliberations about Homeland Security Issues) and as authorized by the Texas Tax Code including, but not limited to, Section 321.3022 (Sales Tax Information).

8. Future Agenda Items - City Council may request future agenda item
9. Adjournment

I certify that the above notice was **AMENDED** AND REposted at City Hall, 3808 Cottonwood Drive, Cottonwood Shores, Texas on this the 30th day of September, 2008 at 2:22 p.m.

ATTEST:

Cynthia Schwertner
.....
Cynthia Schwertner, Asst. City Secretary



1808 Cottonwood Drive
Cottonwood Shores, Texas 78657
Phone: (830) 693-3831
Fax: (830) 693-6436

City of Cottonwood Shores

AGENDA ITEM REQUEST REVISED

I hereby request the following subject be placed on the agenda for the next Regular Meeting or Special Called Meeting of the City of the City of Cottonwood Shores, Texas:

Date of the next Regular Meeting: 10-02-08

I would like for this to be on the Agenda if a Special Meeting is called:

Yes [] No

Subject to be addressed: See attached

Informational Presentation: Yes [] No

Required by Council: Yes [] No

Name of the Requester: Gandolf Burrus, Grant Development Services
Address: PO Box 33043, Austin, TX 78764
Phone Number: 512 7070455

Gandolf Burrus 9-20-08
Requestor Signature Date

Received by City Employee Date Time am/pm



SDK

S. D. KALLMAN, L.P.
Engineers and Environmental Consultants

DRAFT

September 8, 2008

The Honorable Mayor Sylvia H. Breen
City of Cottonwood Shores
3915 Cottonwood Drive
Marble Falls, Texas 78654

RE: CITY OF COTTONWOOD SHORES, TEXAS
2009/2010 OFFICE OF RURAL COMMUNITY AFFAIRS TCDP GRANT (ORCA)
CLEARWELL WATER STORAGE AND RAW WATER TRANSMISSION LINE

Dear Mayor Breen:

Thank you for requesting our assistance in determining a solution to the TCEQ alleged violation cited on January 1, 2008 from the TCEQ investigation No. 614824 regarding inadequate clearwell storage capacity at the City's water treatment plant site (see attached TCEQ Investigation Report).

The existing clearwell has 20,000 gallons of potable water storage capacity. At TCEQ's minimum requirement of 5% of water treatment plant capacity as clearwell storage, TCEQ requires 22,500 gallons of clearwell capacity at Cottonwood Shores' water treatment plant site. However, it is good engineering practice to provide 10% to 15% of clearwell storage capacity to meet peak water demands and to provide more disinfection time. At 504,000 gallons of existing plant capacity, 10% and 15% would equal 50,400 gallons and 75,600 gallons, respectively. Since the single existing clearwell tank holds 20,000 gallons, it is recommended that a 50,000 gallon clearwell tank be constructed at the existing water treatment plant site. This total capacity of 70,000 gallons of clearwell storage would fall between the 10% and 15% recommended, at a value of 13.9% of water treatment plant capacity. In addition to tank construction, valves and yard piping shall be required.

Upon further inspection of the water system, we discovered that only a 4" raw water line delivers water from the raw water intake pumps at Lake LBJ to a crossing of F.M. Hwy. 2147, connecting to an existing 8" water line on the south side of the highway that runs up Hedges Drive to a raw water quarry at the water treatment plant site. We recommend that a new 12" raw water line be installed from the raw water pump facility to a connection with the existing 8" raw water line, a distance of approximately 560 feet. This installation would require a 100 foot bore and 20" encasement pipe under F.M. Hwy. 2147. ~~In a future project, the existing 8" raw water line can be paralleled with a second 8" raw water line, approximately 1,200 feet to the quarry.~~

Phone: 512/218-4404

1106 S. Mays, Suite 100
Round Rock, Texas 78664

Fax: 512/218-1668



Draft 0908

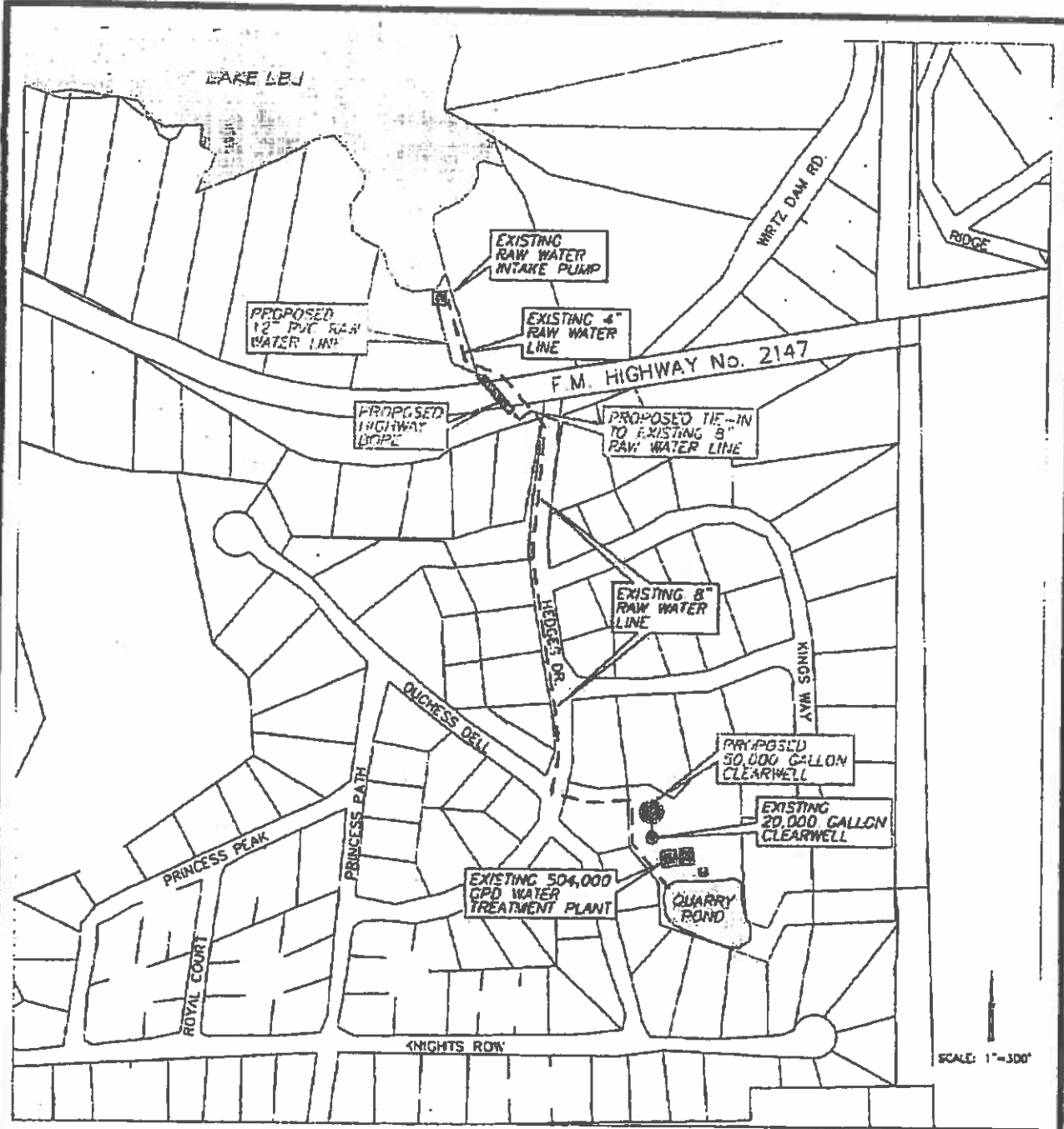


FIGURE 1
CITY OF COTTONWOOD SHORES, TEXAS
PROPOSED 12" RAW WATER LINE
AND 50,000 GALLON CLEARWELL TANK
S. D. KALLMAN, L.P.
Engineers and Environmental Consultants
 1108 South Moys, Suite 100
 Round Rock, TX 78664
 Phone: (512) 218-4404
 Fax: (512) 218-1868

L:\workfile-2\Temp for Steve\fig\Figure 1 Cottonwood Shores.dwg, Tim Weaver

Drawn 9.15 F

CITY OF COTTONWOOD SHORES

3808 Cottonwood Drive, Cottonwood Shores, Texas 78657

Phone # (830) 693-3830 Fax # (830) 693-6436

e-mail: admin.hjs@cottonwoodshores.org • Website: www.cottonwoodshores.org



Since 1987

**NOTICE OF REGULAR MEETING OF THE CITY COUNCIL
THURSDAY, OCTOBER 2, 2008 AT 6:00 P.M.
PFEIFER CIVIC CENTER, 4111 COTTONWOOD DRIVE,
COTTONWOOD SHORES, TEXAS**



AGENDA

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Consent Agenda
 - 4.1. Minutes – 09/18/08 Reg. mtg.
5. Citizens Comments – This is the opportunity for visitors and guests to address the City Council on any issue not on this agenda. Items on the agenda may be discussed during the discussion period preceding an eventual Council vote. City Council may not discuss any issue NOT on this agenda, nor may any action be taken on any such issue at this time. (Attorney General Opinion – Jc-0169)
6. New Business:
 - 6.1. Discuss and consider action to accept of the Engineering Service Contract with S.D. Kallman re: ORCA Grant #728060 (Sewer improvements) (by City Staff).
 - 6.2. Discuss and consider the acceptance of the Administrative Service Contract with Grant Development Service re: ORCA Grant #728026 (water service) (by City Staff)
 - 6.3. Discuss and consider the acceptance of the Engineering Service Contract with S.D. Kallman re: ORCA Grant #728026 (Water system improvements) (by City Staff).
 - 6.4. Discuss and consider action to update/amend the Meeting & Decorum Policy and Procedure as requested (by Councilmember Whitis).
 - 6.5. Discuss and consider action to adopt a proposed new Ordinance _____ establishing a process for the nomination and appointment of City Boards and Commissions (by City Staff).
 - 6.6. Discuss and consider action to proclaim National Night Out for the citizens of Cottonwood Shores (by Mayor).
 - 6.7. Discuss and consider action to adopt the Personnel Policy, updated to reflect previous Council actions (by City Staff).
 - 6.8. Discuss and consider action to adopt a proposed revision of the Animal Control Ordinance _____ to (by City Staff).

- 6.9. Discuss and direct staff to respond to Highland Lakes Newspapers letter dated 9/1/08.
 - 6.10. Discuss and consider Cottonwood Shores Area Fire Department Service Contract for FYE 09/30/09 (by City Staff)
 - 6.11. Discuss and consider the annulment of Resolution #080708B which granted the approval of contract for Building Official Carl Boen (by City Staff)
 - 6.12. Discuss and consider the Cities Participation with Labor and Equipment in a Grant application by the Cottonwood Shores Area Volunteer Fire Department from the U.S. Forestry Service for installation of dry hydrants in CWS (by City Staff)
 - 6.13. Accept the Crime Control Prevention District Budget for Fiscal Year ending 12/31/2009 (by Mayor Breen)
7. Executive Session for Legal Matters: Convene in Executive Session pursuant to Section 551.074 of the Texas Government Code:
- 7.1. Judge Cutchin to address Council concerning functions of the court, costs and fees (by Judge Cutchin).
 - 7.2. Discuss and consider action to adopt rules for the interaction of City Council, the Mayor and individual Council members with City staff and the City administrator (by FDO).
 - 7.3. Reconvene into Open Session and act on items 7.1. and 7.2. as indicated.

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 this agenda, in accordance with the Texas Local Government Code including, but not limited to, 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), 418.183 (Deliberations about Homeland Security Issues) and as authorized by the Texas Tax Code including, but not limited to, Section 321.3022 (Sales Tax Information).

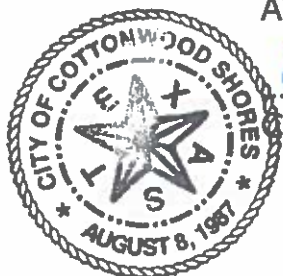
- 8. Future Agenda Items - City Council may request future agenda item
- 9. Adjournment

I certify that the above notice was posted at City Hall, 3808 Cottonwood Drive, Cottonwood Shores, Texas on this the 29th day of September, 2008 at 4:45 p.m.

Sylvia H. Breen
 Sylvia H. Breen, Mayor

ATTEST:

Cynthia Schwertner
 Cynthia Schwertner, Asst. City Secretary



City of Cottonwood Shores
Total Budget Overview
 October 2008 through September 2009

6:37 PM
 09/22/2008
 Accrual Basis

Oct '08 - Sep 09

Ordinary Income/Expense

Income

00000 · Cash Carry-over

00001 · General Fund Cash (not dedicated)	7,750.00
00002 · Sewer (dedicated)	19,498.00
00003 · Streets (dedicated)	5,431.00
00004 · I&S (reserves used to cover debt serv.)	11,911.00
Total 00000 · Cash Carry Over	32,679.00

40000 · General Fund

40100 · Property Taxes

40110 · M & O

40111 · Current Year	145,412.25
40112 · Previous Years	4,158.35

Total 40110 · M & O 149,570.60

40120 · I & S

40121 · Current Year	83,749.15
40122 · Previous Years	2,679.75

Total 40120 · I & S 86,428.90

40130 · Penalty & Interest

5,000.00

Total 40100 · Property Taxes 240,999.50

40200 · Sales Taxes 56,000.00

40250 · Franchise Taxes 30,000.00

40300 · Permits

40305 · Building	13,000.00
40310 · Porches-Decks	300.00
40320 · Fence	275.00
40345 · Signage-Billboard	2,000.00

Total 40300 · Permits 15,575.00

40400 · Law and Order

40405 · Court

40410 · Fines	18,000.00
40420 · Arrest Fees	910.00
40425 · Warrant Fee	1,821.00
40430 · Time Payments	182.00
40435 · Court Tech Fee (Dedicated)	288.00
40440 · Municipal Building (Dedicated)	216.00

Total 40405 · Court 21,417.00

40500 · Public Safety

40520 · Animal Control 3,000.00

Total 40500 · Public Safety 3,000.00

Total 40400 · Law and Order 24,417.00

40900 · Other GF Revenue	
40905 · Pass-Through Fee	
40906 · EMS	1,455.00
40907 · VFD	1,455.00
40908 · Fire Protection	670.00
40909 · Inspections	2,550.00
Total 40900 · Pass-Through Fee	6,130.00
40910 · Investment Interest	16,000.00
40915 · NSF Fees	50.00
40920 · Lease-Rental	13,800.00
40940 · Civic Center	1,000.00
40945 · Customer Service Inspection	4,300.00
40955 · Road Cutting Fee	9,000.00
40980 · Contractor Registration Fee	1,350.00
40990 · Inspection Fees	17,000.00
40993 · Code Enforcement	10,000.00
40999 · Misc. Fees	6,500.00
Total 40900 · Other GF Revenue	85,130.00
40000 · General Fund - Other	0.00
Total 40000 · General Fund	452,121.50
41000 · Utility Revenue	
41100 · Water	
41120 · Water Usage	273,000.00
41130 · Water Taps	18,000.00
41140 · Connection Fee	3,700.00
41160 · 14 Day Cleanup Service	900.00
Total 41100 · Water	295,600.00
41200 · Waste Water	
41210 · Sewer Charge	203,700.00
41220 · Sewer Taps	18,000.00
41230 · Grinder Pump Installs	6,000.00
41240 · Grinder Pump Repairs	5,000.00
Total 41200 · Waste Water	232,700.00
41300 · Solid Waste	
41310 · Residential	100,000.00
41320 · Commercial	20,000.00
Total 41300 · Solid Waste	120,000.00
41400 · Fees and Interest	
41405 · Promissory Note Fee	3,350.00
41410 · Late Fee	16,850.00
41411 · Delinquent Handling Fee	5,200.00
41420 · Line Extension Fee	1,000.00
41440 · Interest	15.00
41445 · NSF Fees	300.00
41499 · Misc. Revenue	150.00

	<u>Oct '08 - Sep 09</u>	
Total 41400 · Fees and Interest	<u>26,865.00</u>	
Total 41000 · Utility Revenue	675,165.00	
49000 · Grant Revenue (Dedicated)	750.00	
49100 · Donations	<u>500.00</u>	
Total Income	<u>1,161,215.50</u>	
Expense		
50000 · Utilities Direct Costs		
50010 · Water		
50011 · Raw Water Costs	24,000.00	
50013 · Water Taps	1,500.00	
50015 · Water Testing	3,225.00	
50018 · Chemicals	<u>10,000.00</u>	
Total 50010 · Water	<u>38,725.00</u>	
50020 · Waste Water		
50021 · Processing Costs	125,000.00	
50022 · Sewer Taps	1,300.00	
50025 · Grinder Pumps	<u>1,500.00</u>	
Total 50020 · Waste Water	<u>127,800.00</u>	
50030 · Solid Waste Costs		
50031 · Residential	83,000.00	
50032 · Commercial	<u>18,000.00</u>	
Total 50030 · Solid Waste Costs	<u>101,000.00</u>	
50040 · Supplies	12,000.00	Increased PW by \$4000 to spend carry-over
50050 · Equipment Rental	<u>1,998.00</u>	Increased PW by \$998 to spend carry-over
Total 50000 · Utilities Direct Costs	<u>281,523.00</u>	
60000 · Debt Service		
60100 · City Hall	24,421.56	
60200 · Water Plant	13,240.00	
60300 · Sewer Infrastructure	31,400.00	
60500 · Vehicles-Equipment	<u>29,277.36</u>	Added \$2689.12 to original figure due to John Deere Payments
Total 60000 · Debt Service	<u>98,338.92</u>	
61000 · Operations		
61100 · Payroll Expenses		
61110 · Wages		
61111 · Regular	384,500.00	Add 30K for City Secretary
Total 61110 · Wages	<u>384,500.00</u>	
61120 · Payroll Taxes		
61121 · Social Security	23,839.00	Add \$1860 for City Secretary

	<u>Oct '08 - Sep 09</u>	
61122 · Medicare	5,578.00	Add \$435 for City Secretary
61123 · TWC	1,518.00	Add \$198 for City Secretary
Total 61120 · Payroll Taxes	<u>30,935.00</u>	
61130 · Benefits		
61131 · Health Insurance	72,276.00	
61140 · Workers Comp Insurance	13,539.00	Original amt. retained, increasing \$1647.00 over workshop budget.
61160 · Uniforms	400.00	
Total 61130 · Benefits	<u>86,215.00</u>	
Total 61100 · Payroll Expenses	501,650.00	
61190 · Contract Labor	26,605.00	
61200 · Professional-Legal		
61210 · Attorney Fees	34,500.00	
61220 · City Prosecutor	1,000.00	
61230 · Accounting Fees	1,600.00	
61240 · Audit Expenses	4,000.00	
61250 · Engineering Expenses	9,000.00	
Total 61200 · Professional-Legal	<u>50,100.00</u>	
61300 · Service Contracts		
61310 · EMS	9,550.00	
61315 · VFD	16,000.00	
61320 · Appraisal District	5,000.00	
61325 · Dispatch Fee	9,600.00	
61330 · Election Expenses	2,500.00	
61340 · Jail Fees	800.00	
61350 · Animal Impounding	2,051.00	
Total 61300 · Service Contracts	<u>45,501.00</u>	
62100 · Fuel		
62110 · Vehicle	17,000.00	Add \$2180
62120 · Equipment	1,000.00	Add \$500
Total 62100 · Fuel	<u>18,000.00</u>	
62200 · Maintenance and Repair		
62210 · Building	5,200.00	
62215 · Safety Equipment	2,000.00	
62220 · Equipment	22,800.00	Increased PW by \$3000 to spend carry-over
62225 · Equipment Rental	2,660.00	
62230 · Vehicles	6,000.00	Add \$300
62235 · Radar Certification	200.00	
62240 · Computers	867.18	Add \$267.18
Total 62200 · Maintenance and Repair	<u>39,727.18</u>	
62500 · Insurance		

	<u>Oct '08 - Sep 09</u>	
62510 · Vehicle	8,050.00	
62520 · Liability	1,300.00	
62530 · Bond Expenses	370.00	
Total 62500 · Insurance	<u>9,720.00</u>	
64000 · Administrative Expenses		
64100 · Office Expenses		
64110 · Supplies	7,275.00	Add \$2500
64130 · Coffee Bar	200.00	
64140 · Dues and Subscriptions	1,200.00	
64150 · Postage	2,650.00	
64160 · Bank Charges	100.00	
64180 · License-Permits-Registration	2,100.00	
64190 · Grant Costs	12,500.00	
64200 · Software	3,000.00	Add \$600
64210 · Computer Hardware	2,200.00	Add \$1000
64220 · Office Equipment	1,700.00	Add \$500
Total 64100 · Office Expenses	<u>32,925.00</u>	
64400 · Utilities		
64410 · Electric	35,500.00	
64420 · Water	2,160.00	
64430 · Sewer	1,200.00	
Total 64400 · Utilities	<u>38,860.00</u>	
64500 · Communication		
64510 · Land-Line Service	6,500.00	
64520 · Long Distance	624.00	
64530 · Mobile Phones	4,002.00	
64540 · Pagers	239.40	
Total 64500 · Communication	<u>11,365.40</u>	
64600 · Staff Training and Travel		
64610 · CEC Credit Courses	2,700.00	
64640 · Travel		
64642 · Transportation	1,450.00	
64645 · Lodging	1,250.00	
64647 · Meals	500.00	
Total 64640 · Travel	<u>3,200.00</u>	
Total 64600 · Staff Training and Travel	<u>5,900.00</u>	
Total 64000 · Administrative Expenses	<u>89,050.40</u>	
Total 61000 · Operations	<u>780,353.58</u>	
68000 · Capital Expenditures		
68300 · Materials	1,000.00	
Total 68000 · Capital Expenditures	<u>1,000.00</u>	
Total Expense	<u>1,161,215.50</u>	

Net Ordinary Income 0.00

EFFECT OF PROPOSED TAX RATE ON PROPERTY VALUED AT \$100,000

	TAX RATE FY 07-08	TAX RATE FY 08-09
TAX RATE	0.4997	0.4638
DECREASE:		-7.18%
VALUE OF \$100,000		
DIFFERENCE	\$499.70	\$463.80
DIFFERENCE:		-\$35.90