AGENDA
CITY COUNCIL RETREAT
CITY OF LEANDER, TEXAS

Pat Bryson Municipal Hall
201 North Brushy Street - Leander, Texas
Friday - July 29, 2022 at 9:00 AM and
Saturday - July 30, 2022 at 9:00 AM

Mayor – Christine DeLisle	**Place 4 – Na'Cole Thompson, *Mayor Pro Tem***
Place 1 – Kathryn Pantalion-Parker	**Place 5 – Chris Czernek**
Place 2 – Esme Mattke Longoria	**Place 6 – Becki Ross**
Place 3 – David McDonald	**City Manager – Rick Beverlin**

The City Council of the city of Leander, Texas will convene on Friday, July 29, 2022 and Saturday, July 30, 2022, at the time stated above to hold a retreat to allow the city councilmembers to communicate and assess the current status of issues, programs and policies that affect the city of Leander and to engage in comprehensive planning regarding the city's anticipated future issues and needs for its citizens regarding the items listed in this agenda. The items listed below are for discussion purposes only and no formal action or votes will be taken. As a quorum of the members of the city council will be present, this agenda is being posted in compliance with chapter 551 Texas Government Code and the Texas Open Meeting Act. **The meeting will be live-streamed at the following link:** https://www.leandertx.gov/video. *Lunch break will be from 1:00 p.m. - 2:30 p.m. on Friday, July 29, 2022.*

1. Open Meeting and Roll Call.
2. Development Services Updates
3. Capital Improvement Program Projects and timeline
4. Public outreach efforts
5. Budget
6. Staff recruitment and retention
7. City Manager updates
8. Council discussion
9. Adjournment

CERTIFICATION

This meeting will be conducted pursuant to the Texas Government Code Section 55 1.001 et seq. At any time during the meeting the Council reserves the right to adjourn into Executive Session on any of the above posted agenda items in accordance with the Sections 55 1.071 [litigation and certain Consultation with attorney]. 551.072 [acquisition of interest in real property], 55 1.073 [prospective gift to city], 55 1.074 [certain personnel deliberations] or 551.076 [deployment/implementation of security personnel or devices]. The City of Leander is committed to compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call the City Secretary at (512) 528-2743 for information. Hearing impaired or speech disabled persons equipped with telecommunication devices for the deaf may call (512) 528-2800. I certify that the above agenda for this meeting of the City Council of the City of Leander, Texas. was posted on the bulletin board at City Hall in Leander. Texas on the 15 day of July 2022 by 5:00 pm pursuant to Chapter 551 of the Texas Government Code.

Dara Crabtree, City Secretary, TRMC

AGENDA ITEM # 2

EXECUTIVE SUMMARY
07/29/2022

AGENDA SUBJECT:

Development Services Updates

BACKGROUND:

Discussion will include:

Development Process Review — Staff will update Council on the City's development process review being conducted by consultant BerryDunn, which consists of background research, surveys, fact-finding meetings, and stakeholder outreach. Anticipated completion of the review services project is expected Sept. 2022. Council approved the project in Nov. 2021.

Pending Ordinance Updates — Prior comprehensive zoning ordinance changes were approved with the adoption of the Composite Zoning Ordinance in 2005. Over time, industry standards have evolved, and a significant update is now recommended for the following codes: Composite Zoning Ordinance, Subdivision Ordinance, and Sign Ordinance. In June 2022, the City issued a request for proposals to select a consultant to assist with outreach, research, development and production associated with updating the City's development codes.

Economic Conditions — Recent global events have caused significant impacts in production and delays for manufacturers worldwide. Unprecedented Austin Metro growth also is contributing to supply chain issues for various public and private industries in our area. Staff will update Council on potential impacts.

Attachments

1. BerryDunn Progress Report
2. RFP Code Update
3. Supply Chain Disruptions

Update to Council

Development Process Review Services Project

BerryDunn

July 25, 2022

Agenda

- Project Overview
- Project Goals and Objectives
- Work Completed
- Next Steps

Project Overview

BerryDunn has been retained to assist in a review of the City's development service processes. The focus of the project is to review, document, and evaluate the City's current business practices; prepare a SWOT (strengths, weaknesses, opportunities, threats) analysis based on industry best practices; solicit feedback from the development community; and provide recommendations for service improvement.

Project Goals and Objectives

- Review the City's development services processes
- Prepare a SWOT (strengths, weaknesses, opportunities, threats) analysis based on industry best practices
- Solicit feedback from the development community
- Provide recommendations for service improvement

Work Completed

- Project Work Plan and Schedule
- Background Research
- Internal Survey
  - Survey asked about current processes and challenges and was offered to all involved staff
- Fact-finding meetings
  - Met with City staff from the Building, Planning, Fire, Engineering, and Parks Departments to discuss current processes, challenges, and areas for improvement
  - Observed processes including inspections and submittal day procedures
- External Stakeholder Outreach
  - Met with stakeholders from Leander's development community to hear their experiences developing in Leander and discuss challenges and opportunities for process improvements
  - Developed a Social Pinpoint website to serve as an engagement platform for external stakeholders to provide comments and suggestions and to complete the online survey

Key Themes

- There are good working relationships and communication among department staff
- There is a need for additional educational resources for applicants on development services process
- Staff experience challenges with the Change of Tenant process
- Some noted, long timelines to get a permit
- Communication between the City and external stakeholders could be improved
- Manual processes will be improved with the implementation of EnerGov
- External stakeholders would like better transparency and predictability in the development review process

Next Steps

Deliverable	Estimated Delivery or Completion Date
Phase 1: Current Environment Assessment	
D4. As-Is Process Diagrams	August 8, 2022
D5. Current Environment Assessment Report	Draft: August 25, 2022 Final: August 29, 2022
Phase 2: Recommendations for Improvement	
D6. Recommendations for Improvement Report	Draft: September 19, 2022 Final: September 21, 2022
D7. Recommendations for Improvement Presentation	September 27, 2022

Purchasing Division
105 N. Brushy Street
Leander, TX 78641
www.leandertx.gov

Solicitation #S22-034

REQUEST FOR PROPOSAL FOR A DEVELOPMENT CODE UPDATE

Responses Due: June 24, 2022

REQUEST FOR PROPOSAL
FOR A DEVELOPMENT CODE UPDATE

PART I

GENERAL

1. **PURPOSE**: The City of Leander, herein after "City", seeks an agreement with a qualified Individual, Firm, or Corporation, herein "Respondent", to provide services required to for a Development Code update.

2. **BACKGROUND**: The City has experienced unprecedented growth with a population estimated at 88,000. In response to the growth, the City recently completed a major update to the Comprehensive Plan and adoption of a Master Transportation Plan. The City completed a significant update to the zoning ordinance with the adoption of the Composite Zoning Ordinance in 2005. Over time, industry standards have evolved and the City has made changes to different sections of the ordinances. The City recognizes the need for a significant update to the following codes:

   - Composite Zoning Ordinance
   - Subdivision Ordinance
   - Sign Ordinance

3. **GOAL**: The City has funded this update to implement the recently adopted Comprehensive Plan, resolve any conflicts between codes, and make updates to respond to industry standards.

4. **ANTICIPATED TASKS AND SERVICES**: The selected consultant will be responsible for public outreach, research, development and production associated with updating the development codes.

5. **DEFINITIONS, TERMS AND CONDITIONS**: By submitting a response to this solicitation, the Respondent agrees that the City's standard Definitions, Terms and Conditions, in effect at the time of release of the solicitation, shall govern but shall be superseded by those terms and conditions specifically provided for otherwise within this solicitation, in a separate agreement or on the face of a purchase order. The City's Definitions, Terms and Conditions are herein made a part of this solicitation and can be found on the City's website by visiting https://www.leandertx.gov/sites/default/files/fileattachments/finance/page/233/purch_terms_2020.pdf.

   5.1. Any exception to or additional terms and conditions attached to the response will not be considered unless respondent specifically references them on the front of the Solicitation Document. WARNING: Exception to or additional terms and conditions may result in disqualification of the response.

6. **INSURANCE**: The Respondent shall meet or exceed ALL requirements set forth by the Insurance Requirements as identified on the City's website at https://www.leandertx.gov/sites/default/files/fileattachments/finance/page/233/purch_terms_2020.pdf.

7. **ATTACHMENTS**: Attachments A through C are herein made a part of this solicitation.

7.1. Attachment A: Reference Sheet

7.2. Attachment B: CIQ Form

7.3. Attachment C: Submittal Cover Sheet

8. **CLARIFICATION**: For questions or clarifications of specifications, you may contact:

Kelly Wenzel, General Services Manager
Purchasing Department
City of Leander
Telephone: 512-528-2792
kwenzel@leandertx.gov

The individual listed above may be contacted by telephone or visited for clarification of the specifications only. No authority is intended or implied that specifications may be amended or alterations accepted prior to solicitation opening without written approval of the City of Leander through the Purchasing Department.

9. **RESPONDENT REQUIREMENTS**: The opening of a solicitation shall not be construed as the City's acceptance of such as qualified and responsive.

9.1. Respondents shall be firms, corporations, individuals or partnerships normally engaged in the provision or service described herein.

10. **BEST VALUE EVALUATION AND CRITERIA**: Respondents may be required to make an oral presentation to the selection team to further present their qualifications. These presentations will provide the Respondent the opportunity to clarify their proposal and ensure a mutual understanding of the services to be provided and the approach to be used.

All solicitations received may be evaluated based on the best value for the City. In determining best value, the City may consider:

- Proposed fees;
- Reference of Respondent and of Respondent's services;
- Quality of the Respondent's services;
- The extent to which the services meet the City's needs;
- Respondent's past relationship with the City;

10.1. The City reserves the right to reject any or all responses, or delete any portion of the response, or to accept any response deemed most advantageous, or to waive any irregularities or informalities in the response received that best serves the interest and at the sole discretion of the City.

11. **COMMITTEE REVIEW:** An evaluation committee will review each response to determine the most highly qualified Respondent on the basis of demonstrated competence and qualifications using the following weighted criteria. A consensus score will be assigned to each response. A committee of City of Leander evaluators has been established to evaluate the Solicitation Responses.

Criteria	Possible Points
Experience and Qualifications	50
Cost	20
Available Resources	15
Methodology, Approach, and Timeline	15
References	Acceptable/ Inacceptable
Total	100

The evaluation process may reveal additional information for consideration. The City reserves the right to modify, without notice, the evaluation structure and weighted criteria to accommodate these additional considerations to serve the best interest of the City.

12. **AWARD**: The City reserves the right to enter into an Agreement or a Purchase Order with a single award, split awards, non-award, or use any combination that best serves the interest and at the sole discretion of the City. Award announcement will be made upon City Council approval of staff recommendation and executed agreement. Award announcement will appear on the City's website at **https://bids.leandertx.gov/.**

12.1. The City reserves the right to reject any or all responses, or delete any portion of the response, or to accept any response deemed most advantageous, or to waive any irregularities or informalities in the response received that best serves the interest and at the sole discretion of the City.

12.2. Chapter 176, Texas Local Government Code requires that disclosures of certain relationships be made in relation to certain contracts with the City. Local government officers are the members of the City Council, the City Manager, and other City employees or agents who exercise discretion in planning, recommending, selecting and contracting of a vendor. Please contact the City Secretary for a list of City employees and agents who may qualify as local government officers. Click here **Chapter 176, Texas Local Government Code**, to review this requirement.

12.3. A completed CIQ Form, herein Attachment B, is required with each response.

12.4. Once a selection is made and the City has the intent to award, the successful respondent will be required to submit Form 1295 to the State of Texas electronically prior to executing the agreement or purchase order.

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

13. **AGREEMENT TERM**: The terms of the awarded agreement shall include but not be limited to the following:

13.1. The term "agreement" shall mean the executed contract awarded as a result of this solicitation and all exhibits thereto. At a minimum, the following documents will be incorporated into the agreement:

13.1.1. Solicitation document, attachments and exhibits;

13.1.2. Solicitation addendums, if applicable;

13.1.3. City's Definitions, Terms and Conditions;

13.1.4. Successful Respondent's submission.

13.2. If the Respondent fails to perform its duties in a reasonable and competent manner, the City shall give written notice to the Respondent of the deficiencies and the successful Respondent shall have thirty (30) days to correct such deficiencies. If the Respondent fails to correct the

deficiencies within the thirty (30) days, the City may terminate the agreement by giving the Respondent written notice of termination and the reason for the termination.

13.3. If the agreement is terminated, for any reason, respondent shall turn over all material, records and deliverables created to date within fifteen (15) working days after completion of duties through the termination date.

14. **PROMPT PAYMENT POLICY**: Payments will be made in accordance with the Texas Prompt Payment Law, Texas Government Code, Subtitle F, Chapter 2251. The City will pay Vendor within thirty days after the acceptance of the supplies, materials, equipment, or the day on which the performance of services was completed or the day, on which the City receives a correct invoice for the supplies, materials, equipment or services, whichever is later. The Vendor may charge a late fee (fee shall not be greater than that which is permitted by Texas law) for payments not made in accordance with this prompt payment policy; however, this policy does not apply to payments made by the City in the event:

14.1. There is a bona fide dispute between the City and Vendor concerning the supplies, materials, services or equipment delivered or the services performed that causes the payment to be late; or

14.2. The terms of a federal agreement, grant, regulation, or statute prevent the City from making a timely payment with Federal Funds; or

14.3. There is a bona fide dispute between the Vendor and a subcontractor or between a subcontractor and its suppliers concerning supplies, material, or equipment delivered or the services performed which caused the payment to be late; or

14.4. The invoice is not mailed to the City in strict accordance with instructions, if any, on the purchase order or agreement or other such contractual agreement.

15. **NON-APPROPRIATION**: The resulting Agreement is a commitment of the City's current revenues only. It is understood and agreed the City shall have the right to terminate the Agreement at the end of any City fiscal year if the governing body of the City does not appropriate funds sufficient to purchase the estimated yearly quantities, as determined by the City's budget for the fiscal year in question. The City may affect such termination by giving Vendor a written notice of termination at the end of its then current fiscal year.

PART II

SCHEDULE

1. **SOLICITATION SCHEDULE**: It is the City's intention to comply with the following solicitation timeline:

Event	Event Date*
RFP Released	June 9, 2022
Deadline for Vendor Questions Submitted to the City of Leander	June 15, 2022 at 5:00 PM CST
Questions and Answers to be posted on the City of Leander website on or before	June 17, 2022 at 5:00 PM CST
RFP Opened (last day to submit Responses)	June 24, 2022 at 9:00 AM CST
Contract Award Target	No later than August 2022
Oral Presentation (if necessary)	TBD
Services to begin upon execution of contract	

*The City of Leander reserves the right to change the dates in the Schedule of Events above upon written notification to prospective Vendors through a posting on the City of Leander

website. It is the responsibility of interested Vendors to check the City of Leander website for all updates and changes.

All questions regarding the solicitation shall be submitted via email to Purchasing@leandertx.gov by 5:00 PM on the due date noted above. A copy of all the questions submitted and the City's response to the questions shall be posted on our webpage at: **https://bids.leandertx.gov/.**

2. **SOLICITATION UPDATES**: Respondents shall be responsible for monitoring the City's website at **https://bids.leandertx.gov/** for any updates pertaining to the solicitation described herein. Various updates may include addendums, cancelations, notifications, and any other pertinent information necessary for the submission of a correct and accurate response. The City will not be held responsible for any further communication beyond updating the website.

3. **RESPONSE DUE DATE**: Signed and sealed responses are due at or before **3:00 PM,** on the date noted above to the Purchasing Department. Mail or carry sealed responses to:

FedEx, UPS or Hand Deliver to:	**Mail to:**
City of Leander **Purchasing Department** **105 N. Brushy Street** **Leander, Texas 78641**	**City of Leander** **Purchasing Department** **PO Box 319** **Leander, TX 78646**

3.1. Responses received after this time and date shall not be considered.

3.2. Sealed responses shall be clearly marked on the outside of packaging with the Solicitation title, number, due date and **"DO NOT OPEN"**.

3.3. Facsimile or electronically transmitted responses are **not acceptable**.

3.4. Late responses will be returned to Respondent unopened if return address is provided.

3.5. Responses cannot be altered or amended after opening.

3.6. No response can be withdrawn after opening without written approval from the City for an acceptable reason.

3.7. The City will not be bound by any oral statement or offer made contrary to the written specifications.

4. **AGREEMENT NEGOTIATIONS**: In establishing an agreement as a result of the solicitation process, the City may:

4.1. Review all submittals and determine which Respondents are reasonable qualified for award of the agreement.

4.2. Determine the Respondent whose submittal is most advantageous to the City considering the evaluation criteria.

4.3. Attempt to negotiate with the most responsive Respondent an agreement at fair and reasonable terms, conditions and cost.

4.4. If negotiations are successful, enter into an agreement or issue a purchase order.

4.5. If not successful, formally end negotiations with that Respondent. The City may then:

4.5.1. Select the next most highly qualified Respondent and attempt to negotiate an agreement at fair and reasonable terms, conditions and cost with that Respondent.

4.5.2. The City shall continue this process until an agreement is entered into or until all negotiations are terminated.

4.6. The City also reserves the right to reject any or all submittals, or to accept any submittal deemed most advantageous, or to waive any irregularities or informalities in the submittal received.

5. **POST AWARD MEETING**: The City and Respondent shall have a post award meeting to discuss, but not be limited to the following:

5.1. Identify specific milestones, goals and strategies to meet objectives.

5.2. Provide City contact(s) information for implementation of agreement.

6. **COSTS INCURRED:** Respondent shall acknowledge that the issuance of a solicitation shall in no way obligate the City to award a contract or to pay any costs associated with the preparation of a response to said solicitation. The costs in developing and submitting proposals, preparing for and participating in oral presentations or any other similar expenses incurred by a Respondent are the sole responsibility of the Respondent and shall not be reimbursed by the City.

PART III

SPECIFICATIONS

1. **PROJECT START-UP**:

1.1. Work with the City Staff to develop the detailed work plan and timeline for the project.
1.2. Review the existing ordinances to understand the available tools.
1.3. Meet with stakeholders to receive feedback on the desires and concerns for the area.

2. **TIMEFRAME:** The anticipated timeframe for the plan is 9 months.

3. **DEVELOPMENT CODES:** **(**https://www.leandertx.gov/code)

3.1. Chapter 3, Article 3.08 – Sign Ordinance

3.2. Chapter 10 – Subdivision Ordinance

3.3. Chapter 14 – Zoning Ordinance

4. **PUBLIC MEETINGS:** The consultant will participate in public meetings as a part of the update process including, at a minimum, meeting with the stakeholder groups throughout the project, conducting two joint workshops with the Planning & Zoning Commission and City Council, a public hearing before the Planning & Zoning Commission and the City Council (total of four meetings with the Commission and Council). The consultant should stipulate the cost for attending additional public meetings if required.

5. **CONSULTANT QUALIFICATIONS:** The City is interested in working with consultants who have prior experience with updating Development Codes and incorporating recommendations from the Comprehensive Plan. Consultants should submit qualifications and samples of work that meet the City's requirements along with a fee proposal based upon the preliminary scope of work described above.

PART IV

RESPONSE REQUIREMENTS

1. **SOLICITATION SUBMISSION REQUIREMENTS**: To achieve a uniform review process and obtain the maximum degree of comparability, the responses shall be organized in the manner specified below. Responses **shall not exceed twenty (25) pages** in length (excluding title page, index/table of contents, work sample attachments (on flash drive) and dividers). Information in excess of those pages allowed will not be evaluated. One page shall be interpreted as one side of a printed, 8 1/2" X 11" sheet of paper.

The Respondent shall submit **one (1) original signed paper copy and two (4) copies** of its Response.

In addition, the Respondent shall submit one (1) flash drive containing a complete copy of Respondent's submission in an acceptable electronic format (PDF, RTF, TXT, DOC, XLS). A complete copy of the Response includes all documents required by this Solicitation. The flash drive shall be titled: "SOLICITATION NUMBER - Complete copy of [Name of Respondent]'s submission." **Failure to provide a flash drive may result in disqualification for award.**

If supplemental materials are included with the Response the flash drive must include such supplemental materials. The Response and accompanying documentation are the property of the City and will not be returned.

1.1. Title Page (1 page) – Show the solicitation title and number, the name of your firm, address, telephone number(s) name of contact person and date.

1.2. Letter of Transmittal (1 page) – Identify the services for which solicitation has been prepared.

1.2.1. Briefly state your firms understanding for the services to be performed and make a positive commitment to provide the services as specified.

1.2.2. Provide the name(s) of the person(s) authorized to make representations for your firm, their titles, address, telephone numbers and e-mail address.

1.2.3. The letter of each solicitation shall be signed in permanent ink by a corporate officer or other individual who has the authority to bind the firm. The name and title of the individuals(s) signing the solicitation shall be clearly shown immediately below the signature.

1.3. Table of Contents (1 page) – Clearly identify the materials by Tab and Page Number.

1.4. Qualifications of Respondent – Respondent shall provide brief history of the organization and explanations of unique qualifications for consideration. Information shall provide length of years in business.

1.5. Previous Performance/Experience – Provide detailed information on firm and team experience with providing Services as described in the Scope of Work.

1.5.1. Respondent shall identify key project staff, task leaders and sub-consultants along with their respective field and expected services to the City for the Scope of Work on behalf of the firm. Information shall include education and professional registrations. Resumes shall be included for each of the individuals and sub-consultants referenced which demonstrate their qualifications to satisfy all the critical and service requirement areas. The City reserves the right to approve or disapprove all sub-consultants prior to any work being performed. **RESUMES SHALL NOT COUNT TOWARD THE 25-PAGE CONTENT LIMIT.**

1.5.2. Respondent shall provide a representative list of similar completed projects in the past 3-4 years with a scale and complexity similar to the project being considered by the City. The list shall include the location, City, services provided by your firm, term of services, project construction cost and an owner contact name, telephone and e-mail address. Include a brief overview of each project with, at a minimum, a short description of the services provided and methodology used for projects. Each project shows shall show acreage size and photography of completed installation.

1.6. Available Resources and Consultant Location – Provide information on size, resources and business history of the firm.

1.7. Methodology – Respondent shall define the method and approach to be used.

1.8. Timeline – Respondent shall provide a timeline to complete the project as per the Scope of Work contained herein.

1.9. Work Samples – Respondent shall provide work samples of designs successfully completed for similar properties. Work samples can include but are not limited to preservation plans, drawings, renderings and photography**.**

1.10. References - Provide the name, address, telephone number and e-mail of at least three (3) firms applicable to Municipal, Government, or Clients that utilize the service outlined in the cope within the last two (2) years. Attachment A: Reference Sheet is herein provided.

1.11. Added Value – Respondent shall explain and propose any added value that their specified program provides.

PART V

1. **CONFIDENTIALITY OF CONTENT:** All documents submitted in response to a solicitation shall be subject to the Texas Public Information Act. Following an award, responses are subject to release as public information unless the response or specific parts of the response can be shown to be exempt from the Texas Public Information Act. Pricing is not considered to be confidential under any circumstances.

   1.1 Information in a submittal that is legally protected as a trade secret or otherwise confidential must be clearly indicated with stamped, bold red letters stating "CONFIDENTIAL" on that section of the document. The City will not be responsible for any public disclosure of confidential information if it is not clearly marked as such.

   1.2 If a request is made under the Texas Public Information Act to inspect information designated as confidential, the Respondent shall, upon request from the City, furnish sufficient written reasons and information as to why the information should be protected from disclosure. The matter will then be presented to the Attorney General of Texas for final determination.

2. **ETHICS ORDINANCE AND DISCLOSURE STATEMENTS**: The City's Ethics Ordinance requires persons seeking to enter discretionary contracts with the City or appearing before the City Council or another City board or body to disclose certain conflicts of interest. The relevant sections of the Ethics Ordinance are set forth below. The Ethics Ordinance can be found in Article 9.05, Chapter 9 of the City's Code of Ordinances at the following link:
   http://z2codes.franklinlegal.net/franklin/Z2Browser2.html?showset=leanderset

   Sec. 9.05.007 Persons doing business with the city

(a) Persons seeking discretionary contracts.

(1) For the purpose of assisting the city in the enforcement of provisions contained in this article, an individual or business entity seeking a discretionary contract from the city is required to disclose in connection with a proposal for a discretionary contract any conflict of interest. This is set forth in sections 9.05.004 and 9.05.005 of this article. Further, the individual or business entity agree to abide by the same ethical standards as set forth for public servants in this article.

(2) Subsection (a) of this section will become a permanent footnote on documents contained in city bid packets for discretionary contracts.

(b) Disclosure of conflicts of interest by persons appearing before a board or city body. A person appearing before any city board or other city body for the purpose of doing business with the city shall disclose to that board or body any facts known to such person which may show or establish that:

(1) An employee or officer of the city that advises or makes presentations to the board or city body; or

(2) Any member of the board or city body; has or may have a conflict of interest pursuant to chapter 171, Tex. Loc. Gov't. Code, or an interest which would violate the ethical standards set forth in this article, if he or she were to participate in the processing or consideration of the subject matter.

Sec. 9.05.009(f) Disclosure by persons appearing before a city body. Any person who appears before any city body who has had business dealings within the preceding 12-month period involving one or more transactions of five hundred dollars ($500.00) or more each quarter, or for a total of twenty-five hundred dollars ($2,500.00) or more, within the preceding 12-month period with a councilmember, commissioner, or business entity in which a councilmember or commissioner has a substantial interest, shall disclose such business dealings at the time of the appearance. Any person who shall intentionally or knowingly fail to make the aforesaid disclosure shall be guilty of a misdemeanor and shall be fined in accordance with this article.

ATTACHMENT A

RESPONDENT'S REFERENCE SHEET

PLEASE COMPLETE AND RETURN THIS FORM WITH THE SOLICITATION RESPONSE

SOLICITATION NUMBER: _____

RESPONDENT'S NAME: _____ **DATE:** _____

Provide the name, address, telephone number and **E-MAIL** of at least three (3) Municipal and/or Government agencies or firms of comparable size that have utilized similar service within the last two (2) years. City of Leander references are not applicable. References may be checked prior to award. Any negative responses received may result in disqualification of submittal.

1. Company's Name _____
   Name of Contact _____
   Title of Contact _____
   E-Mail Address _____
   Present Address _____
   City, State, Zip Code _____
   Telephone Number ( ) Fax Number: ( )

2. Company's Name _____
   Name of Contact _____
   Title of Contact _____
   E-Mail Address _____
   Present Address _____
   City, State, Zip Code _____
   Telephone Number ( ) Fax Number: ( )

3. Company's Name _____
   Name of Contact _____
   Title of Contact _____
   E-Mail Address _____
   Present Address _____
   City, State, Zip Code _____
   Telephone Number ( ) Fax Number: ( )

FAILURE TO PROVIDE THE REQUIRED INFORMATION WITH THE SOLICITATION RESPONSE MAY AUTOMATICALLY DISQUALIFY THE RESPONSE FROM CONSIDERATION FOR AWARD.

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. *See* Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 **Name of vendor who has a business relationship with local governmental entity.**

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.**

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 **Name of local government officer about whom the information in this section is being disclosed.**

_____

Name of Officer

This section (item 3 including subparts A, B, C, & D) must be completed for each officer with whom the vendor has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more?

☐ Yes ☐ No

D. Describe each employment or business and family relationship with the local government officer named in this section.

4

_____ _____

Signature of vendor doing business with the governmental entity Date

City of Leander - Attachment C
PURCHASING DEPARTMENT
105 N. Brushy Street • Leander, Texas 78641

RFP Submittal Coversheet

Issue Date:	**June 9, 2022**	**RFP #:**	**S22-034**	**Response Deadline:**	**June 24, 2022 at 9:00 a.m. CST**
Category Code:	952-96 · 918-27	**Solicitation Description:**		DEVELOPMENT CODE UPDATE	

- **Please use the table below to organize your Response in the following order by the corresponding tab number.**
- **Provide digital copy of Response on a USB flash drive with the original Response binder.**
- **Response pages must be numbered and contain an organized, paginated, table of contents corresponding to the Section and pages of the Response.**
- **Response shall include all of these elements or may be disqualified.**

Requested Item	Tab Number	Vendor Initials	City Initials
Title page (PART IV; Section 1.1)	1		
RFP Submittal Checklist (Attachment C)	1		
Letter of Transmittal (PART IV; Section 1.2)	1		
Table of Contents (PART IV; Section 1.3)	1		
Qualifications of Respondent (PART IV; Section 1.4)	2		
Previous Performance/ Experience (PART IV; Section 1.5)	3		
Available Resources and Consultant Location (PART IV; Section 1.6)	4		
Methodology (PART IV; Section 1.7)	5		
Timeline (PART IV; Section 1.8)	6		
Work Samples (PART IV; Section 1.9)	7		
References (PART IV; Section 1.10; Attachment A)	8		
Added Value ((PART IV; Section 1.11)	9		
CIQ Form (Attachment B)	10		
Terms & Conditions Issues (PART I; Section 3)	11		

City of Leander - Attachment C
PURCHASING DEPARTMENT
105 N. Brushy Street • Leander, Texas 78641

Proposer's Contract and/or Terms and Conditions (PART I; Section 3)	12		
Solicitation Addenda, ***if applicable*** (From the ESBD and/or the City of Leander Website)	13		

Vendor Information

Vendor Name:		Address:	
Email Address:		*City, State, Zip:	
Phone Number:		Federal EIN*:	

*Federal Employers Identification number in the Federal EIN field above. In an effort to minimize identity theft, every company MUST have an Employers Identification Number (EIN) prior to award of a contract. For information on obtaining your EIN, you may contact the IRS at (800) 829-4933 or visit https://www.irs.gov/forms-pubs and complete the Form SS-4.

Award Notice: The City of Leander reserves the right to accept or reject all or any part of any bid, waive minor technicalities, and award the bid that will best serve the interest of the City of Leander. The City of Leander also reserves the right to reject any and all bid items at the sole discretion of the City of Leander. Bid prices are requested to be firm for the City of Leander acceptance for 90 days from the Solicitation Response Deadline (Opening Date).

SIGNATURE REQUIRED

The person who signs this Coversheet must have the authority to bind the company into a contract.

Printed Name: _____ Job Title: _____

Signature: _____ Date: _____

*By signing this form, Vendor certifies that if a Texas address is shown as the address of the company, the Vendor qualifies as a Texas Resident Bidder as defined in TAC Rule § 20.38.

To: (140 recipients)
Subject: Supply Chain Disruptions Tuesday, April 19, 2022
Date: 4:00:00 PM
Attachments: Supply Chain_PEC_Redacted.pdf image001.png

Good afternoon,

Please see attached. The City received confirmation from Pedernales Electric (PEC) that global supply chain disruptions are resulting in PEC material and equipment shortages. This issue has resulted in delays to energizing subdivisions, which means that construction plans may not be closed out and building permits may not be issued by the City. PEC does not have a firm end time for these delays.

In response, the City has implement a modified application and permitting process effective immediately. If supply chain issue are not resolved within 6 months, we will reevaluate as needed. Details below:

1. Building permit applications may be submitted for City review **only after** the following items are completed:

    a. Road and utilities are installed and confirmed by the City's construction inspector. **Electricity may be pending due to the supply chain issues.**
    b. Final plat has been recorded and the addresses have been assigned.

2. Building permits may be issued **only after** the City review is complete and subdivision improvements have been formally accepted by Leander City Council.

The Developer will be notified by the Engineering Department when building permit applications may be allowed for submittal within the corresponding subdivision.

Please do not hesitate to contact me if you have any questions.

Thanks,

Robin M. Griffin, AICP

Executive Director of Development Services
City of Leander
201 N Brushy Street
Leander, TX 78641

April 4, 2022

[redacted]

Pedernales Electric Cooperative (PEC) takes great pride in working with our local communities and developers to provide residential and commercial members electric service. We remain fully committed to pursuing the completion of our work safely, diligently, and in a reasonable timeframe. However, please be advised that we are now encountering unavoidable project delays due to the current global supply chain disruption, which is expected to continue into next year.

Impacts include material and equipment shortages as well as significant delays due to extended lead times. This includes items essential to constructing, providing, and maintaining electric service, including transformers and other materials. PEC closely monitors the utility supply chain and gets updated information from our various vendors on a weekly basis. We are also continually evaluating and exercising all reasonable options to minimize and mitigate the impact on current and future projects.

PEC's procurement department will strive to keep PEC District Planning project representatives informed of these delays and their effect on material and equipment delivery timelines. Our intent is to minimize the impact of these delays on our work to the best of our ability.

PEC is committed to providing the highest possible level of service and electric reliability to our members. We appreciate your understanding as we work through these extraordinary global supply chain challenges. If you have any questions, please contact Dirk Field, Distribution Planning and Design Manager, at 800-868-4791, Ext. 7020, Monday through Friday, between 8 a.m. and 5 p.m.

Sincerely,

Pedernales Electric Cooperative

AGENDA ITEM # 3

EXECUTIVE SUMMARY
07/29/2022

AGENDA SUBJECT:

Capital Improvement Program Projects and timeline

BACKGROUND:

Discussion will include an update from Staff on Fiscal Year 2022 capital projects expected to continue and new Fiscal Year 2023 capital projects proposed.

Attachments

1. FY 2022 CIP Project List
2. FY 2023 CIP Project List
3. CIP PowerPoint

FY 2022 CIP Projects

PHASES: 1. **PLANNING** - project conception, feasibility and permitting
2. **DESIGN** - development of schematic drawings and specifications, standards identification
3. **BID & CONTRACT** - sourcing and procurement of construction contractor and affiliated services
4. **CONSTRUCTION** - project execution, monitoring and controlling
5. **CLOSEOUT** - project completion, official handover and contract closure

Project ID	Project Name	Project Descrption	Department	Type	Status	Priority	Current Phase	Phase % Complete	Comments	Project Manager Project Engineer
W.6	Falcon Oaks Water System Improvements	**SUMMARY:** 8-inch water line connected to existing Falcon Oaks 6-inch water line and add fire hydrant at most remote corner of neighborhood. **BENEFIT:** Increase volume and flow to supplement the currently available water supply system.	Engineering	WATER	Active	1-Critical	BID & CONTRACTS	25%	• Design Consultant: K Friese - POC [Christopher Leal -Ph 512-338-1704, cleal@kfriese.com] • Drawings approved and signed June 23, 2022. • Have set up projects to go out to bid by early to mid August with bids due in early to mid September.	Tony Bettis Caleb Fuhrer
W.18	RM 2243 - Phase 1	**SUMMARY:** 16-inch diameter pipeline along RM 2243 from Ronald Reagan Blvd. to 183A, and new 12-inch diameter pipeline from 183A to the Leander WWTP. **BENEFIT:** Increase water supply and redundancy between the East and West side of the City.	Engineering	WATER	Active	1-Critical	DESIGN	30%	• Professional services agreement with Garza EMC in the amount of $564,137.68 for engineering services related to the design and construction of RM 2243 Waterlines (CIP project W.18) • Kick-Off Meeting held 12/17/2021 • Consultant needs Right Of Access from adjacent land owners for surveying and geotechnical investigation. Dianna Tinkler is completing obtaining ROA's • Amendment 1 approved in City Council 7/21/22 for 8" WL along Ridgmar, to close that loop	Tony Bettis Caleb Fuhrer
W.22	Downtown Fire Improvements	**SUMMARY:** Replacement small diameter mains in the downtown area with 8-inch and 12-inch mains. **BENEFIT:** Provide adequate water flow for fire protection and replace older, failing pipes.	Engineering	WATER	Active	1-Critical	DESIGN	90%	• Design Consultant: Walker Partners/Jared Niermann - PH:512.382.0021 • Drawings at 90% Complete - 6/27/22 - submitted to PLANNING for site development review • Met with PEC to review power lines along Bagdad St. Ross and Tony determined to leave power lines elevated and run water line along west side of road. • Scheduled to review first round of 90% comments on July 27, 2022	Tony Bettis Caleb Fuhrer
W.32	BCRUA Plant Share to Leander	**SUMMARY:** This project will guarantee reliable service despite lake levels and additional capacity for continued growth. **BENEFIT:** Projected water demands for 2026 are near 26 MGD and this project is needed to avoid potentially serious water restrictions.	Executive	WATER	Passive	1-Critical	DESIGN	15%	• Finance Department effected payment for 1Q FY 22	Robert Powers
W.39	Lively Tract Water Connection	**SUMMARY:** design and install new water main to Lively subdivision at Hwy 29. **BENEFIT:** Provides water to the Lively tract and satisfies the the requirement of the Development Agreement (Agreement Regarding the Consent to Creation of Municipal Utility District and Developmemt of the Lively Tract).	Engineering	WATER	Active	1-Critical	CONSTRUCTION	50%	• Segment 1 completed • Segment 2 - Bonnet petition for condemnation filed in June	Tony Bettis Ross Blackketter
W.41	San Gabriel Elevated Storage Tank	**SUMMARY:** New 1M gallon elevated water storage tank adjecent to new San Gabriel East Pump Station. **BENEFIT:** Provides additional BCRUA water storage capacity and completes the transmission/distribution system from the East side of the City to the West side of the City.	Engineering	WATER	Active	1-Critical	BID & CONTRACTS	50%	• Design Consultant: K Friese / Dale Murphy -Ph 512-338-1704 • Final drawings approved and signed 7/5/22 • Out to bid July 14, due August 12, 2022	Tony Bettis Caleb Fuhrer
W.67	Deep Water Intake Offsite Electrical - BCRUA	**SUMMARY:** City provides cost share for the upgrade of electric power for the Deep Water Intake Pump Station to power the Tunnel Boring Machine (TBM). **BENEFIT:** Electrical upgrade powers the TBM to construct the much needed Deep Water Intake Tunnel from the Pump Station to the Intake Structure, to provide future secure source of raw water for the City.	Engineering	WATER	Active	1-Critical	CONSTRUCTION	50%	• Project being managed by PEC	Gina Ellison Ross Blacketter
W.69	Sandy Creek WTP	**SUMMARY:** This project will improve the city's ability to remove sludge from the catch basins which is a residual product from water filtration. **BENEFIT:** The new SCWTP sludge processing system will correct production limitations and improve reliability by increasing the plant's water treatment capacity by about 1.5 MDG; thereby improving the overall service of the plant.	Public Works	WATER	Active	1-Critical	DESIGN	60%	• Design Consultant: K.Friese - Dale Murpy • KFA preparing ammendment for 16 MGD capacity solids handling facility and 2 MGD redundant train addition • KFA to submit 60% drawings on July 27,2022.	Roman Poudyal Sarvesh Dhakal
W.72	Lakeline Blvd. Pipelines - Phase 1	**SUMMARY:** New 16-inch water main along Lakeline Blvd. from Stinnett Drive to Hero Way. **BENEFIT:** Provides greater water capacity and flow to the Northwest section of City, supporting current and future development in those areas.	Engineering	WATER	Active	1-Critical	DESIGN	60%	• Design Consultant: Walter P. Moore / Susan Turrieta -Ph 512-330-1292 • Design Kickoff Meeting on 12/10/21 • Adjusted extent of scope due to Rosenbusch development installation of a section of that water main • Kenley Crowder and Dale Murphy determined we need an altitude valve at the CR280 tank, to compensate for differences in pressure planes. Need to contact Susan to see if this will require an additional services change to her Task Order. • Received 30% drawings on 5/9/22 for review. Engineering submitted response on 6/24/22. • Met on 6/30/22 to review. 60% to be submitting by end of July.	Tony Bettis Caleb Fuhrer
W.73	Leander HS Dual Feed/PRV	**SUMMARY:** This project will install a a 6" pressure relief valve to an 8" line from Verde Ranch Loop. **BENEFIT:** Verde Ranch Loop 8" water line is on the high plane 1270 and Leander High is on the 1127 low plane requiring the PRV to sustain pressure on the line, but it will also give the High school a secondary feed.	Public Works	WATER	Active	1-Critical	DESIGN	60%	• PW planning being done in-house • Construction work also expected to be done in-house • Roman to manage. • Need water easement through Dianna Tinkler	Roman Poudyal Kenley Crowder
W.74	Bagdad Terminus Pump Station, Ground Storage Tank, and 24-inch Pipeline	**SUMMARY:** Replace current ground storage tank, replace existing pump station and add new water lines along Bagdad Rd to Crystal Falls Pkwy. **BENEFIT:** Provide flow and capacity for BCRUA water supply to the North and West sections of the City.	Engineering	WATER	Active	1-Critical	DESIGN	30%	• Professional services agreement with Huitt-Zollars for the engineering services related to the Bagdad Terminus Pump Station (CIP Project W.74) in the not-to-exceed amount of $1,399,994.63, increasing the CIP approval for this project to $13,300,000. • Design Consultant: Huitt-Zollars / Rey Gonzalez -Ph 512-231-1119 • Project will help the water distribution system as related to pressure, storage and operating with the BCRUA, along the West side of town • Kickoff meeting w/Huitt-Zollars held 12/20/2021. Sent topo of site on 1/18/22. • Submitted 30% drawings on 5/16/22. • Met on 6/29/22 to review comments. • Will meet with K.Friese and HZ on August 3, 2022	Tony Bettis Caleb Fuhrer
WW.16	Eagles Way, Mica Lane, Topaz Lane Wastewater Services & Street Repaving	**SUMMARY:** Project includes repaving (edge mill and overlay) of all Eagles Way, Mica Lane, Topaz Lane, and Coyote Lane; and Moon Glow from Eagles Way to Lantana Lane. **BENEFIT:** This project will separate the services covering numerous lots (up to 4 on a single service) of Eagles Way, Mica Lane, and Topaz Lane, to have shared wastewater services as per City standards.	Public Works	WASTEWATER	Active	1-Critical	BID & CONTRACTS	10%	• Design Consultant: K.Friese - Dale Murpy • Acquiring ROW/ROE, correspondence sent out to local resident requesting access to private property for surveying • Preparing for bid, front end update to match San Gabriel EST, need dates for pre-bid & bid opening. • Anticipating bids going out by mid August.	Roman Poudyal Kenley Crowder
WW.17	WWTP Sludge Processing Improvement	**SUMMARY:** Demolition and installation of new sludge processing equipment, while keeping old centrifuge as stand-by back up. **BENEFIT:** To update and improve current waste water treatment plants processing capabilities. This Includes replacement of non-potable water pumps and controls that have been in continuous operation since 2001.	Public Works	WASTEWATER	Active	1-Critical	CONSTRUCTION	40%	• Design Consultant: GBA - Frank Phelan • Construction Contractor: EXCEL Construction Services - ?? • Construction documents submittal review • NTP issued: 8/16/21 • Pre-construction conference held as of 1/21/22 • Site work for aeration and sludge processing has commenced. Star-up for aeration expected mid June 2022	Roman Poudyal Kenley Crowder
WW.18	WWTP Aeration Improvements	**SUMMARY:** Installation of a fine or medium bubbler (Aeration) system at the Waste Water Treatment Plant (WWTP). **BENEFIT:** To approximately triple oxygen transfer efficiency of the current draft tube assemblies, minimize energy consumption and maintain desired oxygen concentrations throughout the diurnal curve.	Public Works	WASTEWATER	Active	1-Critical	CONSTRUCTION	40%	• Design Consultant: GBA - Frank Phelan • Construction Contractor: EXCEL Construction Services - Kevin Wenske • Construction documents submittal review • NTP issued 12/07/21, work to commence on or before 12/17/21 • Pre-construction conference held as of 1/21/22 • Frank Phelan taking over design work as Sam Kiger moves on from GBA • Contractor is currently construction piers and concrete foundations, as of 3/23/22	Roman Poudyal Kenley Crowder
WW.20	Falcon Oaks WW Collection System	**SUMMARY:** Design and construction of wastewater collection lines, accessible for all lots within Falcon Oaks Subdivision. **BENEFIT:** Requirement of the Falcon Oaks Annexation Agreement.	Engineering	WASTEWATER	Active	1-Critical	BID & CONTRACTS	25%	• Design Consultant: K Friese - POC [Christopher Leal -Ph 512-338-1704, cleal@kfriese.com] • Drawings approved and signed June 23, 2022. • Have set up projects to go out to bid by early to mid August with bids due in early to mid September.	Tony Bettis Caleb Fuhrer

FY 2022 CIP Projects

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Project ID	Project Name	Project Descrption	Department	Type	Status	Priority	Current Phase	Phase % Complete	Comments	Project Manager Project Engineer
WW.29	Brushy Creek Regional WWTP Expansion	**SUMMARY:** City's share to provide additional capacity for wastewater treatment at the Round Rock regional treatment plant. **BENEFIT:** Compliance to treat wastewater increases within the Brushy Creek Region Basin.	Engineering	WASTEWATER	Passive	1-Critical	CONSTRUCTION	70%	• 25% draw payment to Round Round for $11,996,755.73. • Final 25% payment is expected in April 2022	Robert Powers
WW.43	FM 2243 WWTP Lift Station & Gravity Relief Main	**SUMMARY:** Replacement of two existing wastewater treatment plant lift stations with a new master lift station capable of serving existing plant. **BENEFIT:** To serve current and future plant phases, wastewater allocation facilties and gravity releif main to convey up to 2.0 MGD to regional Brushy Creek Interceptor.	Public Works	WASTEWATER	Active	1-Critical	DESIGN	85%	• Design Consultant: GBA - Frank Phelan • Construction documents being prepared • Construction documents under review • Working on obtaining easment	Roman Poudyal Kenley Crowder
WW.44	WW Lift Station Rehabilitations	**SUMMARY:** Rehabilitation, upgrades and replacement of equipment and facilities at six selected lift stations. **BENEFIT:** The lift stations are older and require various pump and control enhancements to meet City operational and capacity requirements.	Public Works	WASTEWATER	Active	1-Critical	DESIGN	95%	• Design Consultant: GBA - Frank Phelan • Construction documents being prepared • Construction documents under review	Roman Poudyal Kenley Crowder
WW.46	Reclaimed Water System for Northline	**SUMMARY:** This project will provide a phased reclaimed water system at the RM 2243 WWTP. **BENEFIT:** To divert reclaimed water to a filling station located at the plant site, which will include pressurization equipment, a Point of Sale (POS) system, as well as provisions for expansion.	Public Works	WASTEWATER	Active	1-Critical	DESIGN	85%	• Design Consultant: GBA - Frank Phelan • Engineering design underway • Construction documents are nearing 90% completion	Roman Poudyal Kenley Crowder
WW.47	Study for Inflow and Infiltration	**SUMMARY:** The purpose of this study is to establish a comprehensive plan to address Inflow and Infiltration (I/I) removal from the sanitary sewer collection system. **BENEFIT:** An accurate, up-to-date inventory of the collection system will be established.	Public Works	WASTEWATER	Active	1-Critical	DESIGN	95%	• Design Consultant: GBA - Frank Phelan • Engineering design underway • GIS dataset being poulated, meter locations finalized • Phase 1 report received 4/22/22. Need to conduct additional phase investigation after hard rain event. • Phase 2 at 95%. Still need to assess after a hard rain.	Roman Poudyal Kenley Crowder
S.13	Upper Brushy WCID Models	**SUMMARY:** Update the stormwater drainage models for Upper Brushy Creek basin. **BENEFIT:** Addresses the protection, needs, and compliance for new development.	Engineering	STORMWATER	Passive	1-Critical	DESIGN	50%	• Design Consultant: K. Friese - Dale Murphy/Ruth Haberman • Budgeted for Design and Contingencies • Study complete, Designer has submitted a proposal to update the existing model • Discuss with Ross whether this project needs to remain as a CIP	Sarvesh Dhakal
T.11	San Gabriel Parkway Phase 2	**SUMMARY:** Adds 2-lanes of the planned 4-lane section for San Gabriel Parkway from eastern end of the completed Phase 1 4-lane section in Palmera Bluff and Palmera Ridge extending to Ronald Reagan Boulevard. **BENEFIT:** Provides much needed ingress and egress into the Palmera Bluff / Palmera Ridge subdivision and provides the eventual east to west thoroughfare between Ronald Reagan Blvd and the west part of the City.	Engineering	TRANSPORTATION	Active	1-Critical	DESIGN	99%	• Design Consultant: Freese & Nichols/Chris Trevino - PH 210-298-3817 • **PH1** - Freese & Nichols provided final Record Drawings on 2/15/22. • ROW procurements by 5/24/22 • Tree removal permit approved by City Counicl (7/21/22). • Need CZP approval from TCEQ to finalize documents.	Tony Bettis Sarvesh Dhakal
T.12	Raider Way East & Woodview Drive Roadway Improvements	**SUMMARY:** Widen and improve Raider Way and E. Woodview Drive to 4-lane roadways with curb, gutter, sidewalks, and appurtenances. **BENEFIT:** Improve traffic conditions adjacent to Rouse High School and Knox Wiley Middle School, and adjacent neighborhoods.	Engineering	TRANSPORTATION	Active	1-Critical	DESIGN	80%	• Design Consultant: Walker Partners / Alan Munger -Ph 979.599.9870 • Total project was altered due to City's adoption of Atlas 14 - NOAA flood level determinations • Consultant submitted Drainage Report on 11/2/21. Sarvesh reviewed. • Jimmy Disler of LISD agreed to provide ROW for detention ponds. Need legal agreements written and plats from Walker Partners. • Notified Consultant to complete designs, currently at about 90%, with regards to the ROW obtained from LISD. • Met with Mr. Dill for ROW on March 9. Agreed to premium cost for ROW. • Need ROE with Park At Crystal Falls apartments. Condemnation approval to be submitted to Coucil on 4/21/22. • Walker Partners provided schedule on 3/1, showing document completion 12/15/22. PM has directed WP to better this. • PEC has been notified about utility conflict. They will need to provide estimate to relocate power lines. • Walker Partners has submitted an additional services request. Currently reviewing that. • 90% drawings are expected to be submitted for Planning & Engineering review before end of August, 2022	Tony Bettis Sarvesh Dhakal
T.33	Sonny Drive and Bagdad Road Intersection Improvements	**SUMMARY:** Add traffic signals at the intersection of Sonny Drive and Bagdad Road. Construct improvements for sidewalks and ramps. **BENEFIT:** Increase safety and traffic flow at a dangerous intersection.	Engineering	TRANSPORTATION	Active	1-Critical	BID & CONTRACTS	25%	• Design Consultant: RPS Group - James Schwerdtfeger - 512.579.3309 • Contract: P:\CIP - Active\RPS-10 Traffic Signal Bagdad Rd at Sonny Dr T.33\1 - Consultant Contract Admin\1.1 Contract (Task Orders) • 1st design review submitted 4/27/22. Comments returned on 5/19/22. • Drawing revision approved and signed on 6/29/22. • Going out to bid August 4, due Sept 1, 2022. Bundled with T.68	Tony Bettis Ann Weis
T.36	Northline Roadways and Drainage	The Northline Development Agreement includes $15,000,000 in "City improvements." This includes things such as drainage lines, drainage facilities, streets, sidewalks, traffic signs, street lighting, street trees and landscaping and related improvements for portions of the infrastructure within Phase 1 of the Northline PUD.	Engineering	TRANSPORTATION	Active	2-High	CONSTRUCTION	95%	• Approaching completion of Phase 1 under DeNucci Construction.	Sarvesh Dhakal
T.41	Hero Way (East)	**SUMMARY:** City's share in the purchase of 2.5 miles of right of way for a future expressway from 183A to eastern city limit. **BENEFIT:** Roadway will connect Leander to Georgetown, with greater, smoother traffic capacity.	Engineering	TRANSPORTATION	Passive	1-Critical	DESIGN	50%	• TXDOT/Williamson County project, considered a financial pass-through for the City	Ross Blackketter
T.52	Heritage Grove - Eastern Terminus to Western Terminus	**SUMMARY:** Reconstruct the existing roadway to a three lane (built-out) undivided collector. **BENEFIT:** Provides for better traffic for and supports increased commercial development, in north central part of City.	Engineering	TRANSPORTATION	Active	1-Critical	DESIGN	30%	• Design Consultant: KSA Engineering / Michael Shangreaux - PH 512.342.6868 • Design Kickoff meeting held Jan 7, 2022 • Consultant received ROW Permit on 7/5/22 to continue surveying and geotechnical sampling	Tony Bettis Ann Weis
T.68	Traffic Signal at Hero Way and Ronald Reagan	**SUMMARY:** Add traffic signals at the intersection of Ronald Reagan Blvd and Hero Way. **BENEFIT:** Increase safety and traffic flow at a dangerous intersection.	Engineering	TRANSPORTATION	Active	1-Critical	BID & CONTRACTS	25%	• Design Consultant: RPS Group - James Schwerdtfeger - 512.579.3309 • Contract: P:\CIP - Active\RPS-12 Traffic Signal Ronald Reagan at Hero Way T.68\1 - Consultant Contract Admin\1.1 Contract (Task Orders) • Final documents approved 5/10/22. Final documents approved and signed on 6/27/22. • Going out to bid August 4, due Sept 1, 2022. Bundled with T.33	Tony Bettis Ann Weis
T.70	Yaupon Grove Ln	**SUMMARY:** Create connection between Yaupon Grove Ln to Raider Way. **BENEFIT:** Provide secondary egress for Crystal Springs neighborhood.	Engineering	TRANSPORTATION	Active	2-High	DESIGN	50%	• City engineers to compile biddable drawings	Tony Bettis Ann Weis
P.17	South San Gabriel River Trail	**SUMMARY:** Design and construction of an all-weather trail on the north bank of the South San Gabriel River through the new San Gabriel City Park. **BENEFIT:** Provides for health and recreation in the northern part of the City.	Parks & Rec.	PARKS	Active	1-Critical	DESIGN	10%	• Kelly Wenzel is released RFQ on 1/6/2022 • Opened and reviewed SOQ's on 2/3/22. • Interviewed top three candidates on 2/17/22. Will finalize choice on week of 2/21/22. Requested proposal. • Accepted revised proposal on 4/11/22. Submitted to Council on 4/21/22 for approval. • Contract agreement signed by City Manager on 7/1/22. • Kick-off meeting on 7/6/22	Tony Bettis Sarvesh Dhakal

FY 2022 CIP Projects

PHASES: 1. **PLANNING** - project conception, feasibility and permitting
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Project ID	Project Name	Project Descrption	Department	Type	Status	Priority	Current Phase	Phase % Complete	Comments	Project Manager Project Engineer
P.18	South San Gabriel River Park	**SUMMARY:** Master plan, design, and construct the City park, including softball facilities, multipurpose fields and related support facilities (parking, restrooms, utilities), on the north bank of the South San Gabriel River. **BENEFIT:** Provides facilities for community sports and recreation.	Parks & Rec.	PARKS	Active	1-Critical	DESIGN	10%	• Kelly Wenzel is released RFQ on 1/6/2022 • Opened and reviewed SOQ's on 2/3/22. • Interviewed top three candidates on 2/17/22. Will finalize choice on week of 2/21/22. Requested proposal. • Accepted revised proposal on 4/11/22. Submitted to Council on 4/21/22 for approval. • Contract agreement signed by City Manager on 7/1/22. • Kick-off meeting on 7/6/22	Tony Bettis Sarvesh Dhakal
P.47	Bryson Farmstead Preservation Plan	**SUMMARY:** Preservation plan for refurbishment and preservation of historic pioneer home and an Adaptive Re-Use Plan to implement an economically sustainable solution for maintaining, preserving, and protecting the historic cultural site. **BENEFIT:** Provide historic learning center with a location for community use.	Parks & Rec.	PARKS	Active	1-Critical	DESIGN	20%	• Design Consultant: Fisher-Heck / Mark Navarro - 210.299.1500 • Consultant had submitted Preservation Plan for review to THC and WCHC. Received comments back. • LHC Review meeting was held on 2/16/22. Motion to approve Preservation Plan, with changes. • Waiting to meet with adjacent developer to review and finalize property configuration, which must be approved by City, THC, and WCHC. • Preservation Plan is fully approved. • Consultant has developed Re-Use Plan concepts. Need to review adjacent developers' designs. • Consultant has submitted draft of Maintenance Plan and Opinion of Probable Cost (OPC)	Tony Bettis Sarvesh Dhakal
P.48	Old Town Park	**SUMMARY:** Improve the existing Old Town Park to be more favorable for hosting community events such as Old Town Street Festival and Leander Christmas Festival and Parade. **BENEFIT:** Potential for positive economic impact in the Old Town district of the City including the beautification of the Old Town district.	Parks & Rec.	PARKS	Active	1-Critical	DESIGN	99%	• Design Consultant: PLACE Designers / Philip Wanke - 512.238.8912 • We have 100% and had received two bids on 12/16/21. Both bids were disqualified. • PM submitted Executive Summary to Council regarding the disqualified bids and the need to rebid, for approval on 1/20/22 • City will itemzie and bid out reduced project scope, after June 4th Old Towne celebration • PLACE Designers has received addendum to adjust documents for reduced scope of work on 5/25/22. • PLACE Designers submitted draft of revised drawings on 6/28/22. Mark Tummons reviewed with City Mgr. • Reviewed updated scope with City Council on 7/21/22. Council requested that this project hold until Old Town Master Plan is complete.	Tony Bettis Sarvesh Dhakal
P.49	Crystal Falls Golf Club Maintenance and Course Improvemen	**SUMMARY:** Driving range/short game area improvements to include regrading, irrigation system replacement; putting greens replacement and turf grass improvements; tee box renovation and expansion; cart paths (concrete) refurbishment; drainage inprovements; **BENEFIT:** Safety and playability needs, increased access and allow for more participants.	Parks & Rec.	PARKS	Active	1-Critical	CONSTRUCTION	50%	• Design Consultant: MWM Design Group - David Cazares • Construction Contractor: Fleetwood Ltd. • Responded to Contractor's attorney's document changes on 3/22/22. Finalized on 4/5/22. • Began construction 07/5/22, to be Substantially Complete by 09/20/22 • Drought could be a problem with establishing grass.	Tony Bettis Sarvesh Dhakal
M.16	Fire Station #2 EMS Station	**SUMMARY:** Renovate Fire Station #2 on W. Crystal Falls Parkway to allow for an EMS unit and staff to be stationed there. **BENEFIT:** This will allow for a second EMS unit to be stationed in Leander, increasing life-safety protection services.	Fire Dept.	FACILITIES	Active	1-Critical	DESIGN	80%	• Design Consultant: BRW / Amanda Rotter - 979.694.1791 • We have 100% drawings and have already received two bids on 7/22/21. While waiting to obtain funding, both bidders pulled their bids. • Consultant requested additional services on 1/5/22 for rebidding • City will rebid project in March. PM submitted Executive Summary for 2/7/22 Council meeting. • RFP approved for re-issue during Council Meeting (2/7/22). • Rebid received on 4/14/22. One bid at $3.5M, which was rejected. • BRW is working on alternate solutions. Presented one option on 7/5/22.	Tony Bettis
M.23	Renovation of EMS/Apparatus Bay	**SUMMARY:** Convert the current EMS building and garage, behind the Bryson Building, into offices or other uses. **BENEFIT:** City needs additional offices and meetings spaces.	Engineering	FACILITIES	Active	1-Critical	DESIGN	10%	• City is watiing to hire PSA design consultant until FS#2 is competed • WilCo EMS moved out on 3/22/22. • Received proposal from BRW for $95K for services on 4/12/22. Construction estimated at $500K. Currently looking for options. • Contracted with Huitt Zollars to conduct PER and then design, on 7/6/22. • Kick-off meeting on 7/21/22	Tony Bettis

FY 2023 CIP Projects

PHASES: 1. **PLANNING** - project conception, feasibility and permitting
2. **DESIGN** - development of schematic drawings and specifications, standards identification
3. **BID & CONTRACT** - sourcing and procurement of construction contractor and affiliated services
4. **CONSTRUCTION** - project execution, monitoring and controlling
5. **CLOSEOUT** - project completion, official handover and contract closure

Project ID	Project Name	Project Descrption	Department	Type	Status	Priority	Current Phase	Phase % Complete	Comments	Project Manager Project Engineer
W.45	San Gabriel West Booster Station	**SUMMARY:** Design and construct a pump station to water flow from the 1200 zone to the 1252 zone via San Gabriel Pkwy, adding an 18-inch main parallel to the existing 24-inch main. To be built in two phases. **BENEFIT:** to provide sufficient water supply to northwestern Leander.	Engineering	WATER	Active	2-High	PLANNING	0%	• A design consultant needs to be hired	Sarvesh Dhakal
W.46	Reagan South Tank and Booster Station	**SUMMARY:** New 2.5M gallon ground water storage tank and pump station, in PH1, and a second 2.5M gallon tank in PH2. **BENEFIT:** increase and control flows and storage capacity from the BCRUA Reagan entry point.	Engineering	WATER	Active	1-Critical	PLANNING	25%	• Need to purchase land, first. • Have approached land owner at Ronald Reagan and Crystal Falls about saling and possible condemnation.	Tony Bettis Sarvesh Dhakal
W.55	Travisso Elevated Tank	**SUMMARY:** New 1M gallon elevated water storage tank at northeast side of Travisso Subdivision, adjacent to High Lonesome Rd. **BENEFIT:** To comply with TCEQ storage requirements to meet the volume per capita compliance. Will create a looped connection between the 1252 and 1255 zones, and provide additional water capacity for the development of western part of City.	Engineering	WATER	Active	1-Critical	PLANNING	10%	• Tony B. received info from Travis County. There property is held in trust for Balcones NWP • Dianna Tinkler is reaching out to additional land owners • Funds for this project might be used to support bids for San Gabriel EST, due to unforeseen market inflation • Looking to purchase property, for sale by owner, along Nameless Road/RM 2243	Tony Bettis Sarvesh Dhakal
WW.25	South Brushy Creek WW Interceptor Improv.	**SUMMARY:** size and capacity of existing pipe is inadequate for flows, measured in 2008. **BENEFIT:** To comply with TCEQ and provide correct volumetric flow to wastewater treatment plant.	Engineering	WASTEWATER	Active	2-High	PLANNING	0%	• Project sheet was never created • Information based upon 2008 Wastewater Master Plan from K.Friese & Assoc. • GBA/JAECO has been reviewing and planning improvements	Sarvesh Dhakal
WW.31	North Brushy Creek Interceptor Improv. Seg. 13	**SUMMARY:** size and capacity of existing pipe is inadequate for flows, measured in 2008. **BENEFIT:** To comply with TCEQ and provide correct volumetric flow to wastewater treatment plant.	Engineering	WASTEWATER	Active	1-Critical	PLANNING	0%	• Project sheet was never created • Information based upon 2008 Wastewater Master Plan from K.Friese & Assoc. • GBA/JAECO has been reviewing and planning improvements	Sarvesh Dhakal
WW.37	North Brushy Creek Interceptor Improv. Seg. 2	**SUMMARY:** size and capacity of existing pipe is inadequate for flows, measured in 2008. **BENEFIT:** To comply with TCEQ and provide correct volumetric flow to wastewater treatment plant.	Engineering	WASTEWATER	Active	2-High	PLANNING	0%	• Project sheet was never created • Information based upon 2008 Wastewater Master Plan from K.Friese & Assoc. • GBA/JAECO has been reviewing and planning improvements	Sarvesh Dhakal
WW.38	North Brushy Creek Interceptor Improv. Seg. 4	**SUMMARY:** size and capacity of existing pipe is inadequate for flows, measured in 2008. **BENEFIT:** To comply with TCEQ and provide correct volumetric flow to wastewater treatment plant.	Engineering	WASTEWATER	Active	2-High	PLANNING	0%	• Project sheet was never created • Information based upon 2008 Wastewater Master Plan from K.Friese & Assoc. • GBA/JAECO has been reviewing and planning improvements	Sarvesh Dhakal
WW.41	N. Brushy Creek Interceptor Improvements - Ph 2	**SUMMARY:** size and capacity of existing pipe is inadequate for flows, measured in 2008. **BENEFIT:** To comply with TCEQ and provide correct volumetric flow to wastewater treatment plant.	Engineering	WASTEWATER	Active	2-High	PLANNING	0%	• Project sheet was never created • Information based upon 2008 Wastewater Master Plan from K.Friese & Assoc. • GBA/JAECO has been reviewing and planning improvements	Sarvesh Dhakal
WW.48	Wastewater Master Plan	**SUMMARY:** a master plan is required every five years. The last approved master plan was from 2008. **BENEFIT:** To keep the City informed and prepared for the capital improvements required to provide sufficient and quality service to it citizens	Public Works	WASTEWATER	Active	2-High	PLANNING	0%	• GBA/JAECO will conduct assessment and provide report	Sarvesh Dhakal
WW.49	East Street Utilities	**SUMMARY:** The neighborhood is serviced by an older, oversized lift station, which is expensive to maintain and operate. Goal is to replace with an gravity wastewater line. Replacement of an older, undersized water line will be included. Road will be repaired after replacement to a drivable surface. **BENEFIT:** To reduce operating and maintenance costs and to eliminate risks to the City and its citizens.	Engineering	WASTEWATER	Active	2-High	DESIGN	80%	• Designs will be taken from East Street road project • M&S Engineering had previously designed under T.16	Tony Bettis Sarvesh Dhakal
T.17	Intersection Improvements for West South Street at South West Street	**SUMMARY:** Improve intersection of South Street and West Drive. To be included with the imrpovements with T.49 and T.53. **BENEFIT:** Rectify incorrect alignment on South Street and help alleviate poor traffic conditions.	Engineering	TRANSPORTATION	Active	1-Critical	PLANNING	75%	• Design Consultant: Binkley-Barfield had designed roundabout for intersection for $137,697. • City Mayor and City Engineer had made determination to construct traffic roundabout in lieu of traffic signals. • New City Engineer and PM determined, after reassessing traffic counts and neighbor concerns, that the roundabout is not a good solution. • City Engineer has installed a four-way stop at this intersection as a temporary stop-gap measure, until the completion of the South Street improvements project. ON HOLD. To be completed with T.49 and T.53 in 2024/2025	Tony Bettis Ann Weis
T.20	San Gabriel Pkwy Right Turn Lane onto Hwy 183	**SUMMARY:** Design and construct a dedicated right turn lane from San Gabriel Parkway, heading south onto SH 183. **BENEFIT:** Improve traffic circulation and ease congestion at this intersection.	Engineering	TRANSPORTATION	Active	1-Critical	PLANNING	95%	• Finalizing agreements with design consultant, Haynie Engineering	Ross Blackketter
T.46	San Gabriel Parkway Phase 3	**SUMMARY:** Add 2-lanes of the planned 4-lane section for San Gabriel Parkway beginning at County Road 270 and extending to the western end of the Phase 1 section of San Gabriel Parkway in Palmera Bluff and Palmera Ridge. **BENEFIT:** Provides much needed ingress and egress into the Palmera Bluff / Palmera Ridge subdivision to the west and completes the east to west thoroughfare between Ronald	Engineering	TRANSPORTATION	Active	1-Critical	PLANNING	95%	• Developer, Hanna-Magee, was having their consultant, AJ Engineering design this section of road. We are having AJ Engineering released and City will hire and construct this section of road. • Currently in negotiations with Hanna-Magee to obtain ROW from Palmera Bluff development for the road. • Will hire design consultant, DOUCET. Waiting on final approval of proposal.	Tony Bettis Sarvesh Dhakal/ Ann Margaret
T.49	South Street - West Dr. to US 183	**SUMMARY:** design and improve existing pavement to a three-lane (built-out) undivided non-residential collector, to adhere to SMART Codes and TMP. **BENEFIT:** to reduce traffic congestion and assist with better traffic flow to promote development of Old Town.	Engineering	TRANSPORTATION	Active	1-Critical	PLANNING	10%	• based upon study from 2021 TMP • need to hire design consultant	Tony Bettis Ann Weis
T.53	West Drive - south St. to South of Leander Middle School	**SUMMARY:** design and improve existing pavement to a three-lane (built-out) undivided non-residential collector, to adhere to SMART Codes and TMP. **BENEFIT:** to reduce traffic congestion and assist with better traffic flow to promote development of Old Town.	Engineering	TRANSPORTATION	Active	1-Critical	PLANNING	10%	• based upon study from 2021 TMP • need to hire design consultant	Tony Bettis Ann Weis
P.6	Senior Center	**SUMMARY:** Design and construction of an 12,208 square foot Senior Activity Center on City-owned land. **BENEFIT:** Provide much needed and much requested community center for senior citizens.	Parks & Rec.	PARKS	Active	1-Critical	DESIGN	95%	• Design Consultant: PGAL Architects / - 972.871.2225 • Project was approved to proceed by City Council on 5/19/22 • Drawings at 95% Complete - since 2019 - need to update current code compliance • Received request for additional services from PGAL for updating documents. • Scheduled to review proposal with PGAL and Mark Tummons on July 27, 2022	Tony Bettis
P.14	Recreation Center	**SUMMARY:** Design and construction of recreation center. **BENEFIT:** Community center for athletics and other community oriented events.	Parks & Rec.	PARKS	Active	2-High	DESIGN	10%	• Will have Parkhill assess whether to include this in San Gabriel Park design.	Tony Bettis
M.9	Fire Station #6 - Land Acquisition	**SUMMARY:** Design and construct fire station located in the under-protected northeast section of City. **BENEFIT:** Provide greater life-safety protection in the northeast section of the City.	Fire Dept.	FACILITIES	Active	2-High	PLANNING	10%	• FD is currently looking for land near the San Gabriel Pkwy and Ronald Reagan Blvd intersection	Stuart Heater
M.12	Fire Field Conversion to Clean LPG	**SUMMARY:** convert the current burn building on the training field from Class A fuels (hay/wood) to a cleaner burning fuel such as LPG. **BENEFIT:** reduce air and water pollution and provide for greater safety	Fire Dept.	FACILITIES	Active	2-High	PLANNING	50%	• FD has researched and developed the scope for this. • Could this be a performance specfication project?	Stuart Heater
M.24	City Hall - Initial Pre-Design/Concepts	**SUMMARY:** assess and propose alternate options for a new City Hall between using an existing Northline block or developing a new green space. **BENEFIT:** Options and conceptual designs will help the City decide which direction to take for a new City Hall	Executive	FACILITIES	Active	2-High	PLANNING	50%	• Director of Development is currently creating an RFQ to hire design consultant for pre-design services	Cameron Goode

CIP Projects and Timeline

Dan Grimsbo *Executive Director of Infrastructure*

Robert Powers *Executive Director of Finance*

Ross Blackketter *City Engineer*

Gina Ellison *Public Works Director*

Mark Tummons *Parks & Recreation Director*

Capital Improvement Program

Fiscal Year 2022

36 active projects

- **2** in planning
- **21** in design
- **6** in bid & contract
- **6** in construction

Fiscal Year 2023

20 new projects

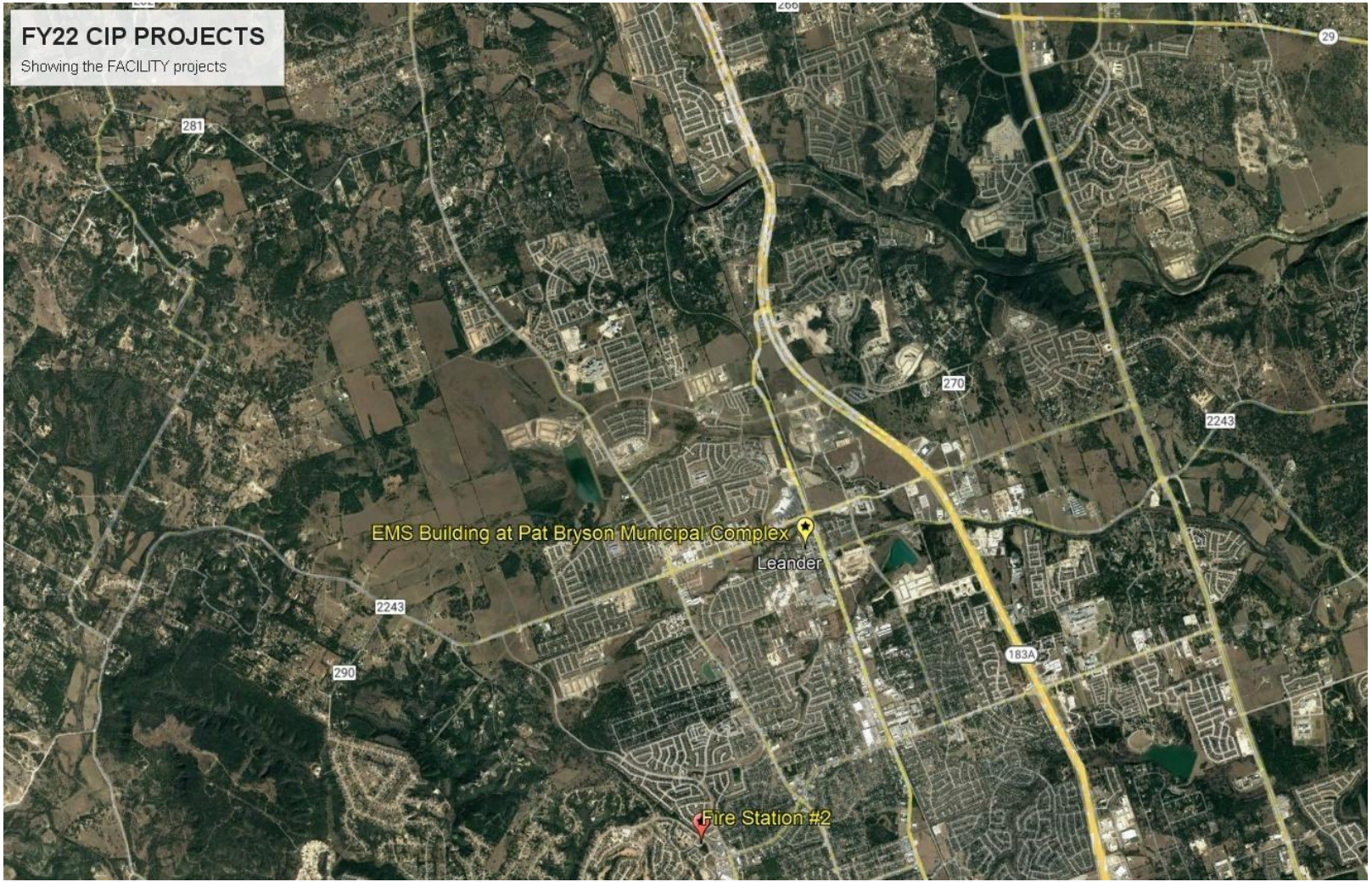
Facility CIP Projects

Facility Projects 2022

• M.9	FS #6 Land	$1.0M
• M.16	Fire Station #2 EMS Station	$2.0M
• M.23	Renovation of EMS/Apparatus Bay	$500K

Facility Projects 2023

• M.12	Fire Field Conversion to Clean LPG	$500K
• M.24	City Hall – initial phase pre-design/concepts	$150K


FY22 CIP PROJECTS
Showing the FACILITY projects
281
270
2243
EMS Building at Pat Bryson Municipal Complex
Leander
2243
290
183A
Fire Station #2

Water CIP Projects

Water Projects 2022

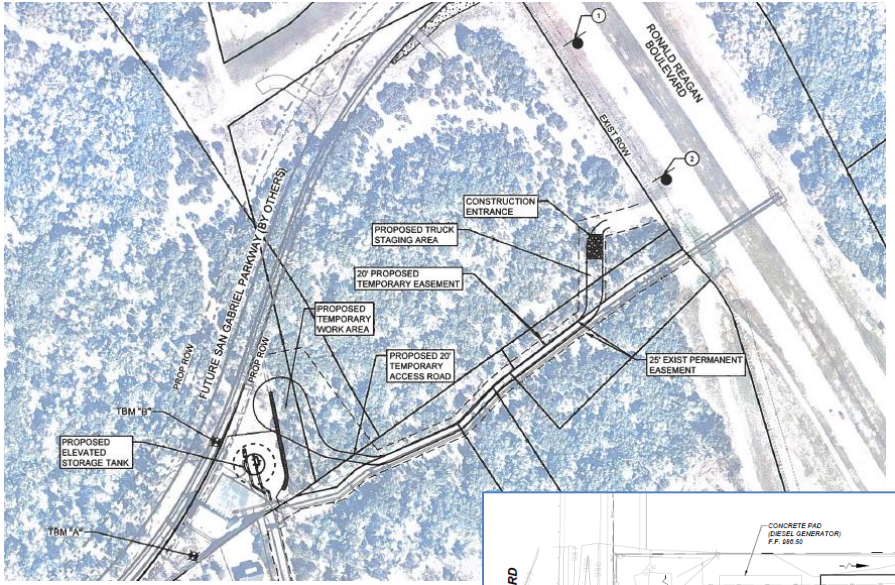
W.6	Falcon Oaks Water Improvement	$494K
W.18	RM 2243 Pipeline	$575K
W.22	Downtown Fire Improvements	$1.1M
W.41	San Gabriel EST	$3.9M
W.72	Lakeline Waterline	$400K
W.73	Leander HS Dual Feed	$322K
W.74	Phase II Terminus Rehab	$1.4M
W.75	Water Master Plan	$150K
W.69	SC WTP Sludge and Redundant Train	$16.5M
W.42	Water Meter AMI	$510K

Water Project 2023

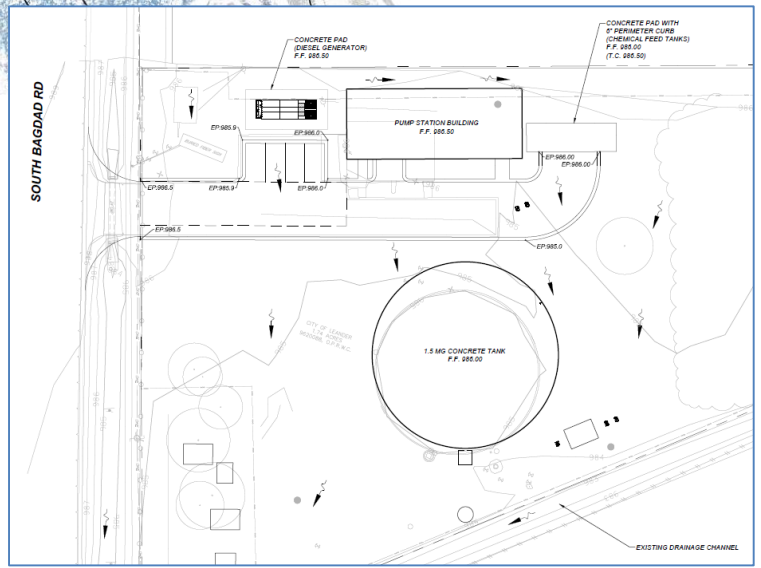
W.18	RM 2243 Pipeline (const)	$3.9M
W.55	Travisso EST (Land/Design)	$3.5M
W.41	San Gabriel EST (cost increase)	$4.0M
W.42	Water Meter AMI (const)	$5.0M
W.46	Ronald Regan GST and Pump Station (Land/Design)	$7.3M
W.72	Lakeline Waterline (const)	$2.7M
W.74	Phase II Terminus Rehab (const)	$9.4M
BCRUA	Barge Raw Water Intake Line	$3.0M
BCRUA	D/C 6MG Clear Well and Phase 2A Design	$7.0M

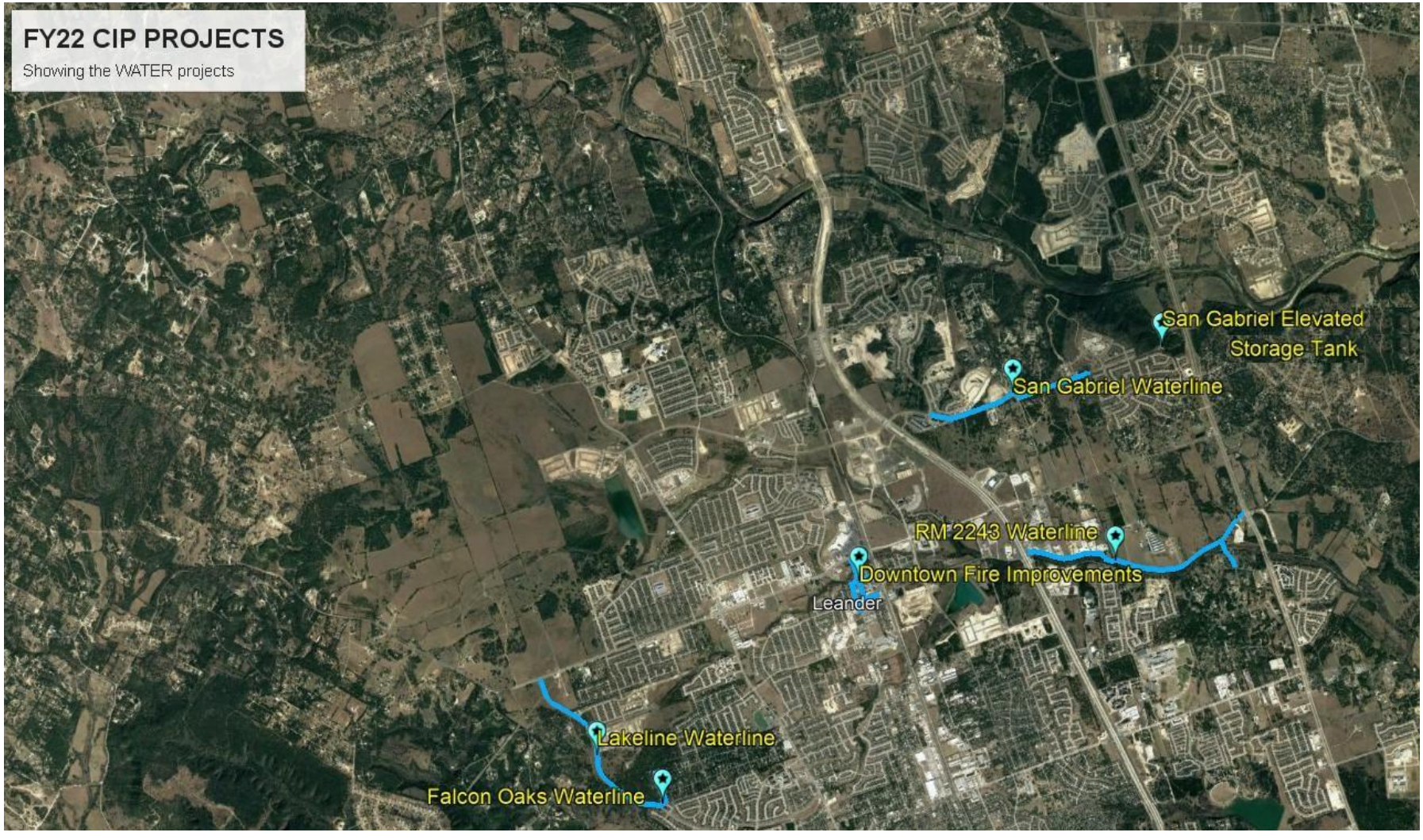
Water Projects

- W.41 San Gabriel Elevated Storage Tank
  - Estimated Budget: $5.6M
  - Cost-To-Date: $120K
  - Currently out to bid; due 8/12/22
  - Projected Construction Start: Summer 2022
  - Estimated Completion: Autumn 2023

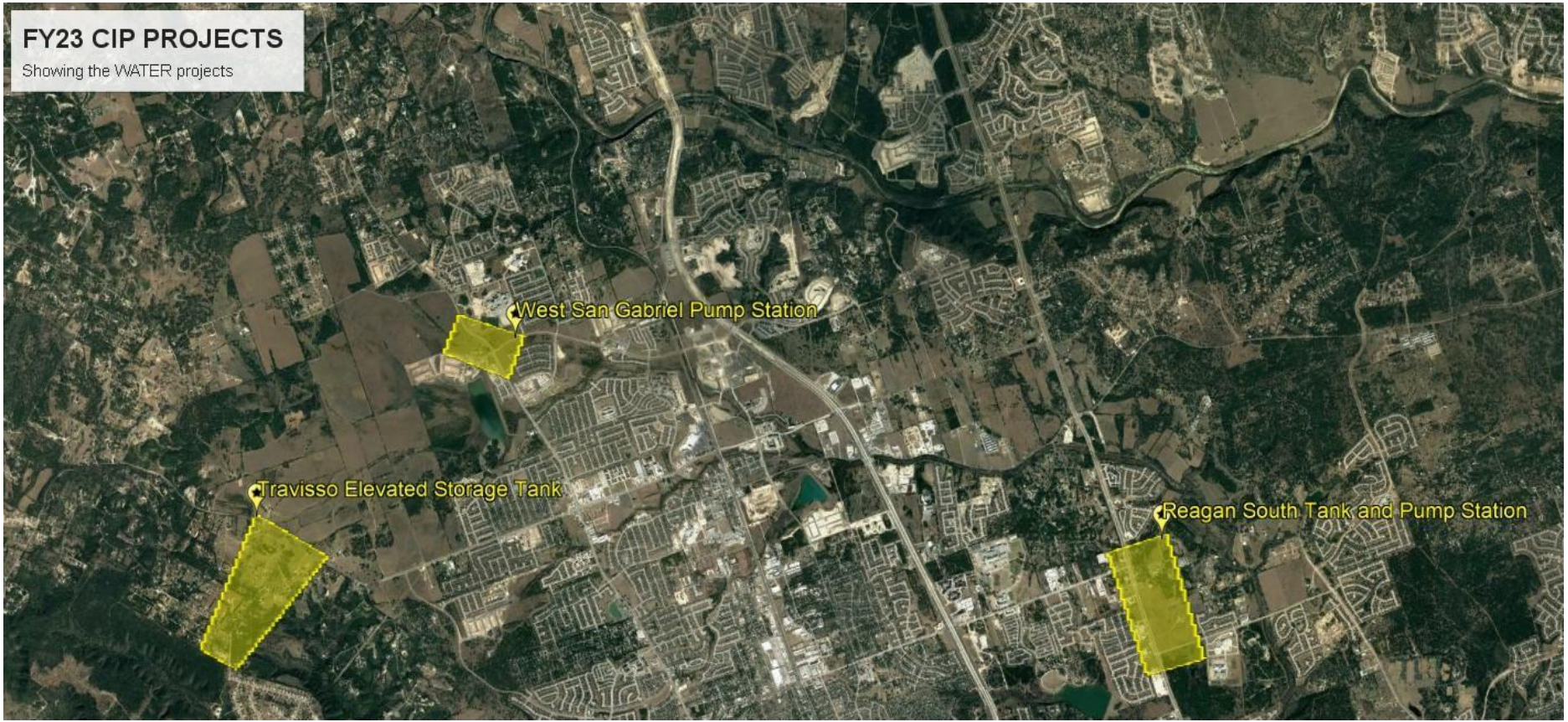


- W.74 Terminus High Zone Pump Station and Ground Storage Tank
  - Estimated Budget: $10.8M
  - Cost-To-Date: $47K
  - Currently in Design Phase (30%)
  - Projected Construction Start: Spring 2023
  - Estimated Completion: Late 2024




FY22 CIP PROJECTS
Showing the WATER projects
San Gabriel Elevated Storage Tank
San Gabriel Waterline
RM 2243 Waterline
Downtown Fire Improvements
Leander
Lakeline Waterline
Falcon Oaks Waterline

Leander HS Dual Feed and PRV
Bagdad Terminus Tank and Pump Station
Nameless
BCRUA - Deep Water Intake
Cedar Park
Jonestown
Sandy Creek Water Treatment Plant - Sludge Processing Improvements
Google Earth
WALDEN PARK AT LA


FY23 CIP PROJECTS
Showing the WATER projects
West San Gabriel Pump Station
Travisso Elevated Storage Tank
Reagan South Tank and Pump Station

Wastewater CIP Projects

Wastewater Projects 2022

• WW 17/18	WWTP Aeration and Sludge	$4.0M
• WW.16	Eagle Way, Mica Lane, Topaz Lane	$1.1M
• WW.43	FM 2243 Lift Station	$2.5M
• WW.44	WW Lift Station Rehab	$3.4M
• WW.46	Reclaimed Water System	$1.2M
• WW.20	Falcon Oaks WW Collection Sys	$3.6M
• WW.47	I&I Study	$160K
• WW.29	Brushy Creek Regional WWTP Expansion	$12.5M

Wastewater Project 2023

• WW 17/18	WWTP Aeration and Sludge (cost increase)	$823K
• WW.43	FM 2243 Lift Station	$3.9M
• WW.44	WW Lift Station Rehab	$1.7M
• WW.46	Reclaimed Water System	$3.5M
• WW.20	Falcon Oaks WW Collection Sys	$3.5M
• WW.48	Wastewater Master Plan	$500K
• WW.31	North Bushy Creek Interceptor Impr (Devine Lake)	$500K
• WW.49	East Street Utilities	$200K

Wastewater CIP Projects

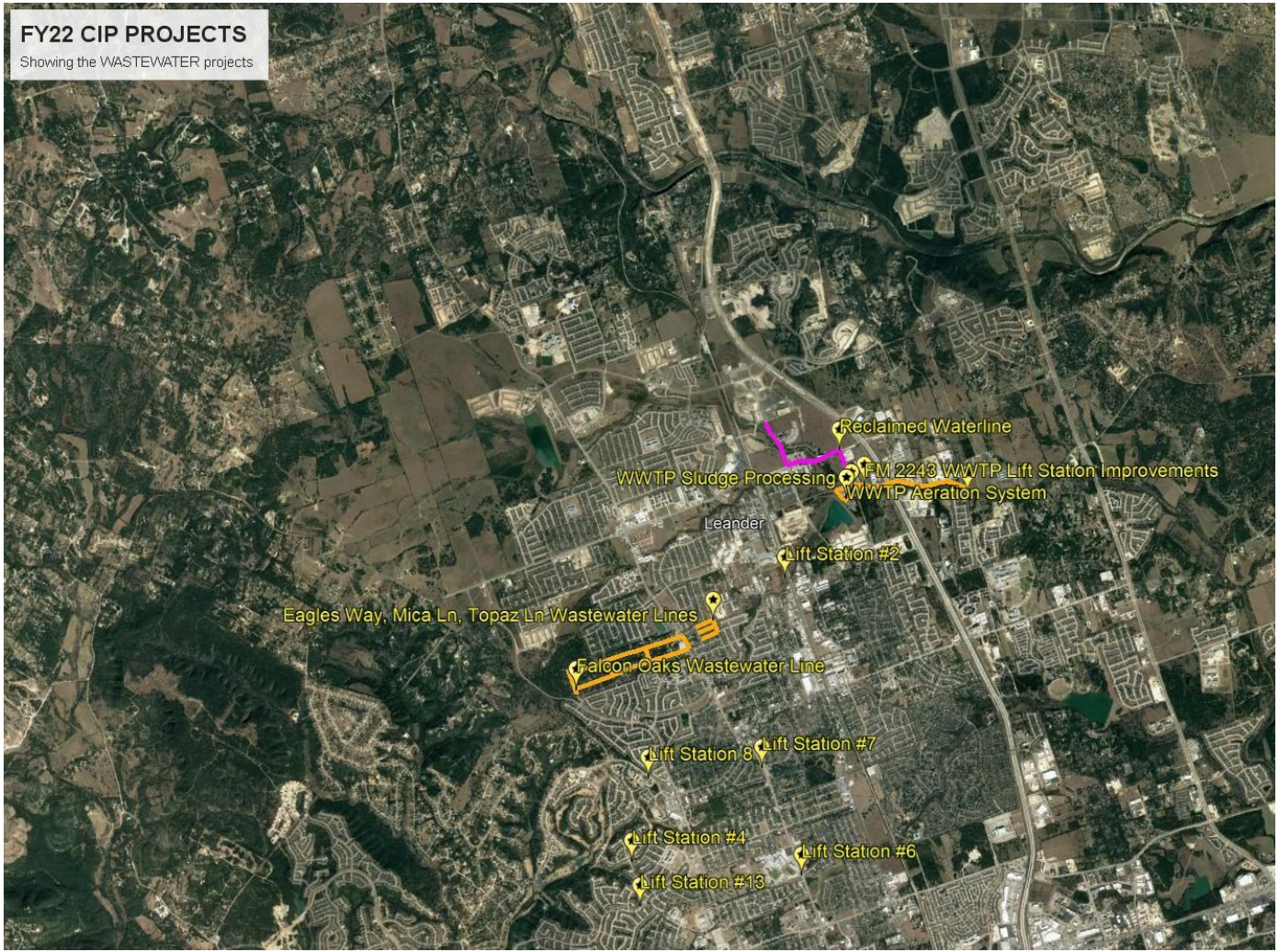
Continue Wastewater Project 2023

• WW.25	South Brushy Creek Interceptor Impr	$500K
• WW.37	North Brushy Creek Interceptor Impr Seg.2	$500K
• WW.38	North Brushy Creek Interceptor Impr Seg.3	$500K
• WW.41	North Brushy Creek Interceptor Impr PH2	$500K
• BCRWWS	Tertiary Filters (Design)	$1.5M
• BCRWWS	Buy into the Treatment Plant (2nd Amend)	$1.5M

Wastewater Projects

- WW.17 WWTP Sludge Processing Improvements
  - Estimated Budget: $3.2M
  - Cost-To-Date: $194K
  - Currently in Construction (40%)
  - Construction Start: August 2021
  - Estimated Completion: Dec 22

- WW.18 WWTP Aeration Improvements
  - Estimated Budget: $1.7M
  - Cost-To-Date: $123K
  - Currently in Construction (40%)
  - Construction Start: December 2021
  - Estimated Completion: Sept 22


FY22 CIP PROJECTS
Showing the WASTEWATER projects
Reclaimed Waterline
WWTP Sludge Processing
FM 2243 WWTP Lift Station Improvements
WWTP Aeration System
Leander
Lift Station #2
Eagles Way, Mica Ln, Topaz Ln Wastewater Lines
Falcon Oaks Wastewater Line
Lift Station 8
Lift Station #7
Lift Station #4
Lift Station #6
Lift Station #13

North Brushy Creek Interceptor
N. Brushy Creek Interceptor - Segment 13
East Street Utilities
South Brushy Creek Interceptor

Street CIP Projects

Street Projects 2022

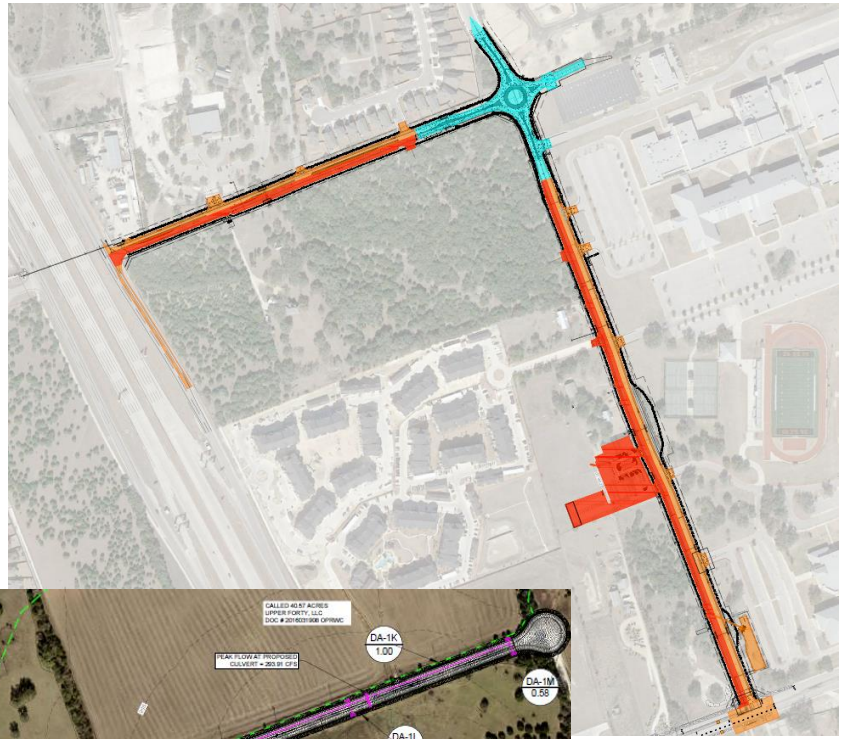
• T.11	San Gabriel Design/Extension Phase 2	$8.0M
• T.12	Raider Way & Woodview Dr. Roadway Impr	$9.7M
• T.49	South St. Improvements	$300K
• T.53	West Drive Improvements	$300K
• T.20	San Gabriel Pkwy Right Turn	$100K
• T.52	Heritage Grove Road	$3.2M
• T.68/33	Ronald Reagan/Hero Way – Bagdad/Sonny Signals	$2.0M
• T.41	Hero Way (east easements)	$10.4M

Street Project 2023

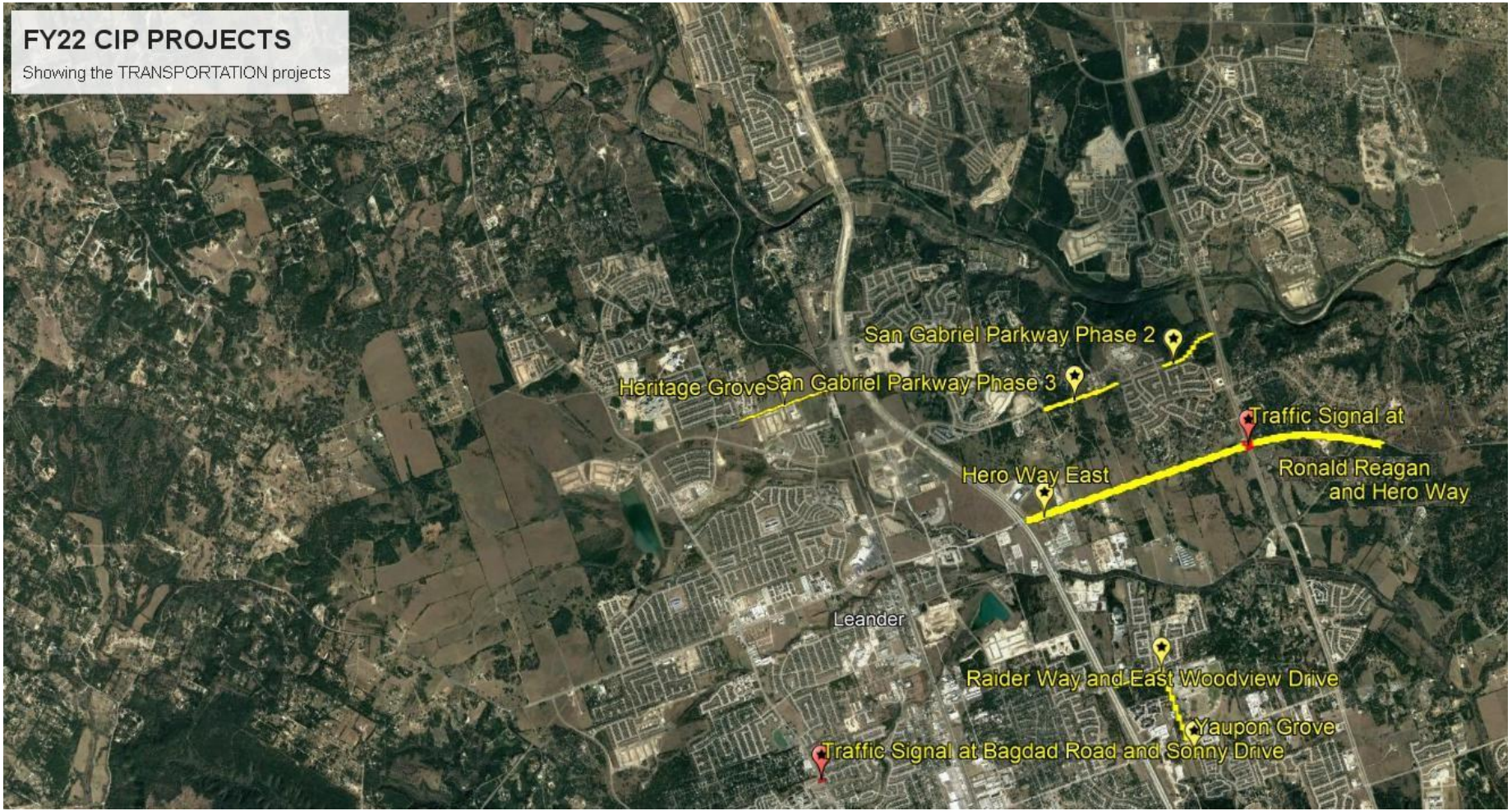
• T.49	South St. Improvements	$2.3M
• T.53	West Drive Improvements	$3.7M
• T.17	Intersection Impr for W. South St and S. West St.	&1.2M
• T.20	San Gabriel Pkwy Right Turn	$100K
• T.70	Yaupon Grove Ln	$400K
• T.48	San Gabriel Phase 3 (Design)	$1.0M

Transportation Projects

- T.12 Raider Way East & Woodview Drive Roadway Improvements
  - Estimated Budget: $9.9M
  - Cost-To-Date: $1.1M
  - Currently in Design (80%)
  - Projected Construction Start: Winter 2023
  - Estimated Completion: Autumn 2024



- T.52 Heritage Grove Improvements
  - Estimated Budget: $3.2M
  - Cost-To-Date:
  - Currently in Design (20%)
  - Projected Construction Start: Early 2023
  - Estimated Completion: Early 2024


FY22 CIP PROJECTS
Showing the TRANSPORTATION projects
San Gabriel Parkway Phase 2
Heritage Grove
San Gabriel Parkway Phase 3
Traffic Signal at
Ronald Reagan
and Hero Way
Hero Way East
Leander
Raider Way and East Woodview Drive
Yaupon Grove
Traffic Signal at Bagdad Road and Sonny Drive

San Gabriel Parkway Phase 3
San Gabriel Pkwy Right Turn Lane
South Street
West Drive

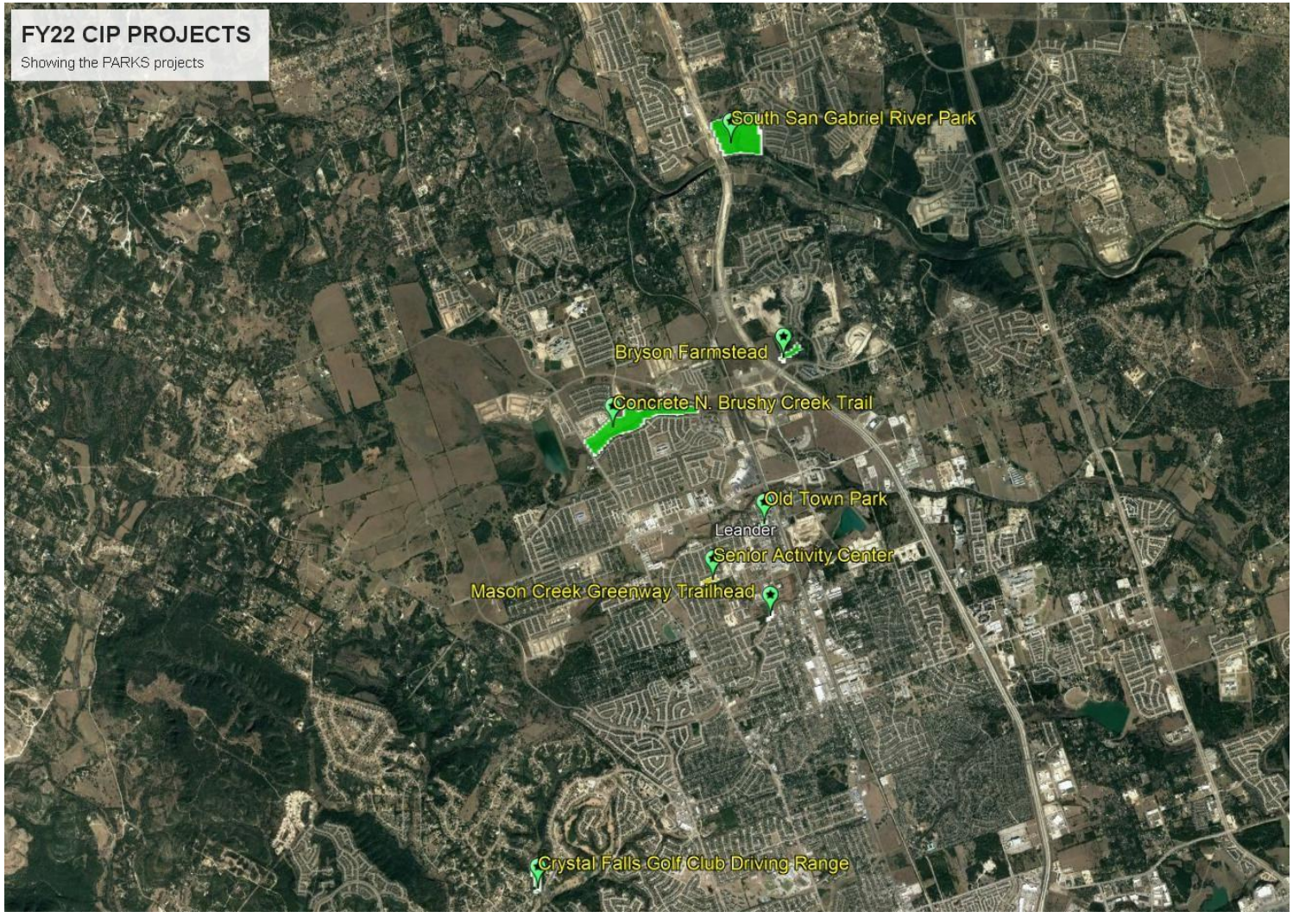
Parks CIP Projects

Park Projects 2022

• P.48	Old Town Park	$1.0M
• P.17	San Gabriel River Trail	$185K
• P.18	San Gabriel River Park	$1.4M

Park Project 2023

• P.6	Senior Center (split cost)	$6.0M
• P.17	San Gabriel River Trail	$1.4M
• P.18	San Gabriel River Park	$7.5M
• P.14	Rec Center	$1.8M
• P.47	Bryson Farmstead	$950K


FY22 CIP PROJECTS
Showing the PARKS projects
South San Gabriel River Park
Bryson Farmstead
Concrete N. Brushy Creek Trail
Old Town Park
Leander
Senior Activity Center
Mason Creek Greenway Trailhead
Crystal Falls Golf Club Driving Range

CIP Council Direction

Parks & Recreation projects

- Senior Center – additional funds from the Park Impact Fee
- Recreation Center – Determine location
- San Gabriel Park –begun master plan

Municipal projects

- How to purchase needed Land
- Fire Station 2 EMS station – Keeping within budget amount
- Renovation of EMS bay – moving forward for needed space

CIP Debt Issuances

Hero Way County Road Project

- About $13.9M *(CO Funds)*

Transportation – Heritage Grove Road/Traffic Signals

- About $5.5M *(CO Funds)*

BCRWWS expansion

- About $12.4M *(CO Funds)*

Utilities – SC WTP Sludge/Redundant Train, Also Reclaimed Water System

- About $19.2M *(CO Funds)*

BCRUA Deep Water Intake – Phase 2

- About $120M *(SWIFT Funds)*

CIP Funding Sources

- General Fund
- Utility Fund
- Water & Wastewater Impact Fees
- Parkland Dedication Fees *(possible updates to consider)*
- Traffic Impact Fees
- General Obligation Bonds *(voter approved)*
- Certificates of Obligation
- Federal ARPA Funds *(City, County-City, County-BCRUA)*
- Capital Metro *(interlocal agreement)*

Other Sources

- Roadway Impact Fees *(effective January 2023)*
- SWIFT Loan *(BCRUA)*
- Bryson Farmstead

CIP Next Steps

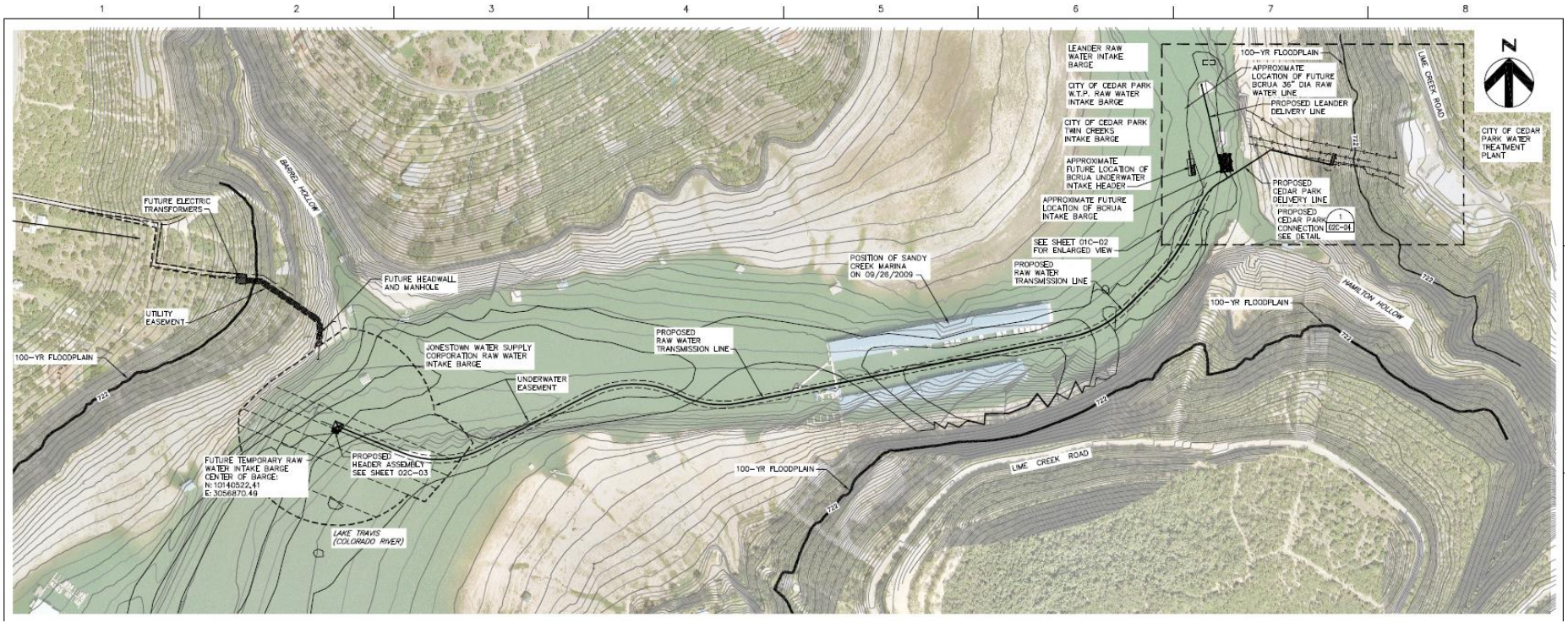
- Finalize the CIP project list for FY 2023 & 2024
- Complete CIP book with Budget book
- Continue with design and/or construction of projects
- Update Water and Wastewater master plans
- Complete Water and Wastewater impact fee study

Public Works Dept – By the Numbers

Item	Units	FY15-16	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	FY 22-23
1. City Limit Area	Acres	18911	21275	21806	24067	24131	24280	24322	24559
2. Road Centerlines	Miles	174	199	226	247	254	268	287	308
3. Open Channels	Miles	77	80	81	94	97	107	123	118
4. Detention Ponds	Acres	164	179	194	207	225	230	244	267
5. Water Lines	Miles	184	205	248	265	295	321	324	374
6. WW Lines (Gravity / Forced)	Miles	148 (Tot)	151 (Tot)	153 / 11	178 / 14	197 / 18	209/25	224/26	257 / 31
7. Fire Hydrants	Each		1615	1794	1884	2261	2693	3023	3405
8. Manholes	Each	2521	2598	3259	3634	4217	4635	5096	6047
9. Storm Culverts	Miles		85	94	105	124	131	146	179
10. Storm Manholes	Each		742	842	993	1192	1311	1524	2012

Poseidon Barge

Poseidon Barge



AGENDA ITEM # 4

EXECUTIVE SUMMARY
07/29/2022

AGENDA SUBJECT:

Public outreach efforts

BACKGROUND:

Discussion will include:

Conservation — Staff will update Council on Conservation Program Coordinator observations and activities to date.

Website — Staff will update Council on the scope and timeline for City Website redesign. Some additional opportunities may exist through interlocal purchasing cooperatives.

Messaging — Staff will inform Council of how the City authors content using social media platforms.

Customer Service — Staff will update Council on the implementation of customer service-driven initiatives.

Parks Programming and Policies — Staff will update Council on current programming at Leander Activity Center, as well as current guidelines for public use of LAC and policies specific to City-hosted special events.

Attachments

1. Sample Website Redesign Overview
2. Social Media Messaging Brief
3. Customer Service and Implementation Policy
4. LAC Activity
5. Special Event Ordinance

CIVICENGAGE
municipal websites

Website Redesign Budget Checklist

A website redesign project is a large undertaking and prepairing for it can mean a significant amount of time, resources, and money. Understanding that local governments face lean budgets and lean staffing realities, we've helped over 4,000 municipalities redesign their websites; on time and on budget.

We've created this checklist to help you plan your website redesign project, and to ensure you get everything that you want and need; with no surprises to your bottom line. Utilize this checklist to identify which of your needs could influence your budget:

CONTENT

- [ ] Content redevelopment
- [ ] Ongoing content updates

DESIGN

- [ ] Template
- [ ] Custom

PROFESSIONAL SERVICES

- [ ] Website consultation services
- [ ] Marketing, branding, and logo services

PROGRAMMING

- [ ] Mobile-first design with optional resident app
- [ ] Custom coding for third-party integrations
- [ ] Custom IdP Integrations

SECURITY

- [ ] Website hosting and security protection
- [ ] Disaster recovery and mitigation process

Project Timeline

Our dedicated team of experts brings strategic consulting, knowledge of the latest design trends, programming best practices, and secure hosting to your website project.

Kick-Off Meeting

Phase 1:
Review of digital functionality

Phase 2:
Website layout

Phase 3:
Website reveal and revise

Phase 4:
Go live

PROJECT TIMELINE: 16–23 WEEKS

PHASE 1	PHASE 2	PHASE 3	PHASE 4
4–6 Weeks			
	3–5 Weeks		
		6–8 Weeks	
			3–4 Weeks

CIVICENGAGE

Advice from the Experts in Local Government Communications

Strategic consulting to ensure your redesigned website meets your engagement needs.

Implementing a new software solution is a huge undertaking. Not only does new software touch every department in your organization, it has the potential to positively impact thousands of residents in your community. When you choose CivicPlus, you don't just purchase a solution, you choose a partner with scalable solutions that will help you make data-informed decisions and strategically guide your redesign planning process to ensure your website helps you meet your communication goals.

Align Goals

- Identify goals for website enhancements and ongoing content development
- Create a plan to improve information delivery and end-user navigation
- Devise a strategy to integrate third-party applications

Generate Excitement and Buy-In

- Facilitate stakeholder review of strategic initiatives to be achieved by your redesigned website
- Ensure everyone's needs are heard and addressed

Identify Audience, Key Services, and Most Relevant Information

- Assist in analyzing web statistics and resident input
- Create process maps for critical services
- Suggest streamlined content, making it easy for residents to follow and staff to maintain

With strategic consulting from CivicPlus, our experts will collaborate with you to outline an actionable project strategy to help meet your goals, whether they include aligning stakeholder expectations for website implementation and sustainment, better understanding end-users' information needs, or adapting and optimizing internal processes that rely on your software systems.

Consultation Offering	Recommended Attendees	Length		Benefits	Municipal Commitment without Consulting Services
Envision	Web team and stakeholders	1 hour virtual engagement	No limit	Consultant will work with all stakeholders to research your current website, target audience and develop a project roadmap.	n/a
Align	Web team and stakeholders	2 days + 1 admin day	Top 200 pages reviewed	Consultant will work with all stakeholders to generate excitement and align expectations.	60 staff hours
Research	Web team and stakeholders	1 day + 1 admin day	Up to 20	Consultant will work with all stakeholders to collect data (call logs, foot logs, web analytics, third-party applications) to make strategic project decisions.	120 staff hours per 200 pages
Optimize	Web team and process/ service owner	1 day + 1 admin day	Per 2 services	Consultant will facilitate creation of a process map for critical departments/services and will create a plan for how to optimize via the website.	30 staff hours per 1 service
Navigate	Web team and website content editors	1 day + 1 admin day	Per 6	Consultant will work with departments to recognize their audience, top services, and most relevant information needed for navigation and layout decision-making.	60 staff hours per 6 departments

*We offer on-site and virtual consulting and will make a recommendation on which style may best suit your needs, based on the size of your team and the scope of your project.

Enterprise-Level Hosting and Security

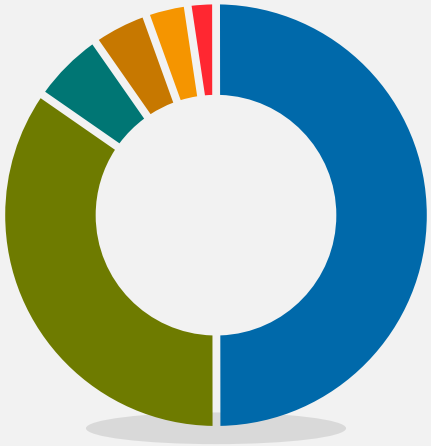
Protecting Your Civic and Resident Data

CivicPlus offers enterprise hosting, security, and disaster recovery that is tested and unmatched in the industry.

Cyber-security is a high profile topic that makes the news almost daily, and local government is increasingly becoming a target.

We invest over $4 million annually to adapt to the ever-changing security landscape. Our certified Information Security team has the expertise and experience to protect your local government website.

Government is the Second Largest Target



- IT Services/Cloud/SAAS
- Media and Entertainment/Content
- Government
- Telecommunications
- Financial
- E-Commerce and Online Advertising

Hosting and Security Features

Data Center	
Highly reliable data center	✓
Managed network infrastructure	✓
On-site power backup and generators	✓
Multiple telecom/network providers	✓
Fully redundant network	✓
Highly secure facility	✓
System monitoring	24/7/365

Hosting	
Automated CivicEngage® software updates	✓
Server management and monitoring	✓
Multi-tiered software architecture	✓
Server software updates and security patches	✓
Database software updates and security patches	✓
Anti-virus management and updates	✓
Server-class hardware from nationally recognized provider	✓
Redundant firewall solutions	✓
Server software updates and security patches	✓
High performance SAN with N+2 reliability	✓

Bandwidth	
Multiple network providers in place	✓
Unlimited bandwidth usage for normal business operations (does not apply in the event of a cyber attack)	✓
Burst bandwidth	45 Gb/s

Disaster Recovery	
Emergency, after-hours support, live agent (24/7)	✓
On-line status monitoring by data center	✓
Event notification emails	✓
Guaranteed recovery TIME objective (RTO)	4 hours
Guaranteed recovery POINT objective (RPO)	4 hours
Pre-emptive monitoring for disaster situations	✓
Multiple data centers	✓
Geographically diverse data centers	✓

DDoS Mitigation	
Defined DDoS attack process	✓
Identify attack source	✓
Identify type of attack	✓
Monitor attack for threshold engagement	✓

DDoS Advanced Security Coverage	
Continuous DDoS mitigation coverage	✓
Content distribution network support	✓
Proxy server support	✓
Live user detection service	✓

Why a CivicPlus Website?

Municipal Website Solutions for Local Governments

Use our website content management system (CMS) to showcase your community, integrate with existing systems, and engage your residents. Our software includes everything you need to efficiently inform and empower your residents in one place, and at a tailored cost to meet your budget.

Our scalable solutions offer extensive functionality for all resident engagement interactions such as agendas, calendars, bids, news, and facilities.

Widest Feature Set

Extensive functionality is available for all your team's needs. Document and image management, alerts, notifications, online forms, payments, service requests, and more.

Tailored Solutions for Your Needs

Whether you need an open-source, closed-source, or a headless CMS, we have all the tools to customize the perfect solution for you.

Modern Branded Designs

Best-in-class, custom designs built individually to fit your community's culture and needs.

Powering and Empowering Local Governments

CivicPlus provides technology solutions for local government. Over the past 20 years, we have built a suite of core software solutions to serve as a comprehensive foundation for municipal operations' most critical aspects.

With our efficient, modern technology, residents can access the news, information, resources, code of ordinances, and tools they expect from their local government on-demand; freeing up time for administrators to focus on the strategic initiatives that matter most to the people who call their community home.

While our technology keeps municipalities operating flawlessly behind the scenes, municipal leaders collaborate, plan, communicate, and serve their residents more efficiently because they're not weighed down by siloed systems, inefficient processes, or burdensome manual tasks.

The result is more profitable operations, happier residents, and better communities.

Our suite of solutions includes:

- CIVICCLERK® agenda and meeting management
- CIVICHR® employment management software
- CIVICREC recreation management
- civicgov fire and life safety inspections
- SeeClickFix citizen relationship management
- CIVICENGAGE municipal websites
- CIVICREADY® mass notification system
- municode codification
- civicgov planning, permitting and licensing

Social Media Messaging

The City of Leander uses social media to send and receive messages about public announcements, services and related programs with the community. Primarily, we leverage social media to:

- Engage in two-way communication with Leander residents and stakeholders.
- Promote city government programs and services in a timely manner.
- Respond to public questions or concerns in a timely manner.
- Expand and target media reach to a diverse set of local audiences.

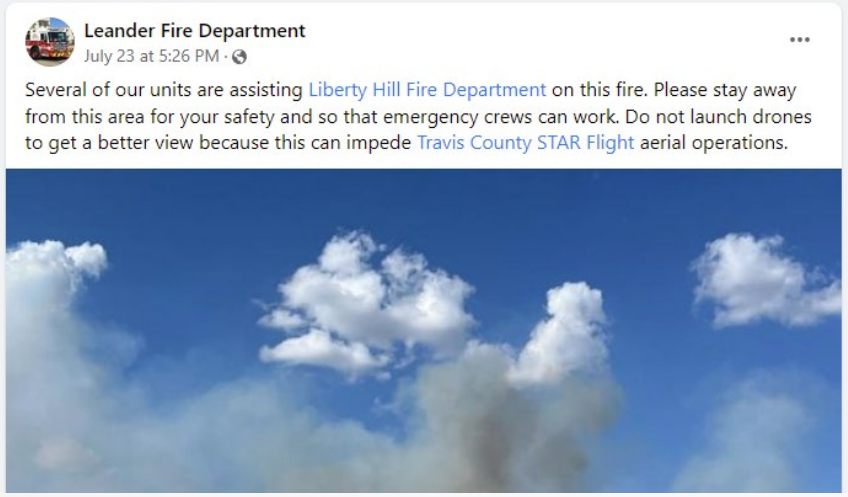
Our channels

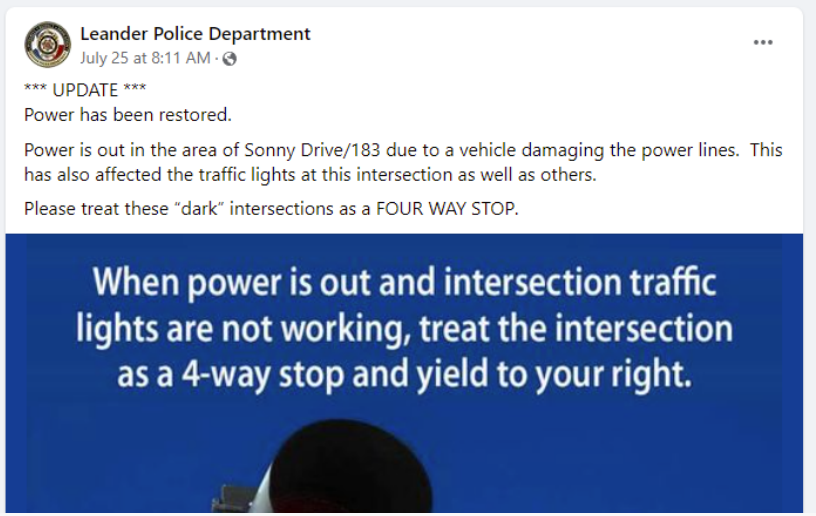
- Facebook — City | Police | Fire | Parks | Library
- Twitter — City | Police | Fire | Parks
- Instagram — City | Parks | Library
- Other — Flickr | Nextdoor

Social Media Messaging

Content authors (#) and Page follows *(K)* on Facebook:

- City (2) *13K*
- Police (15) *28K*
- Fire (2) *12K*
- Parks (7) *9K*
- Library (7) *4K*

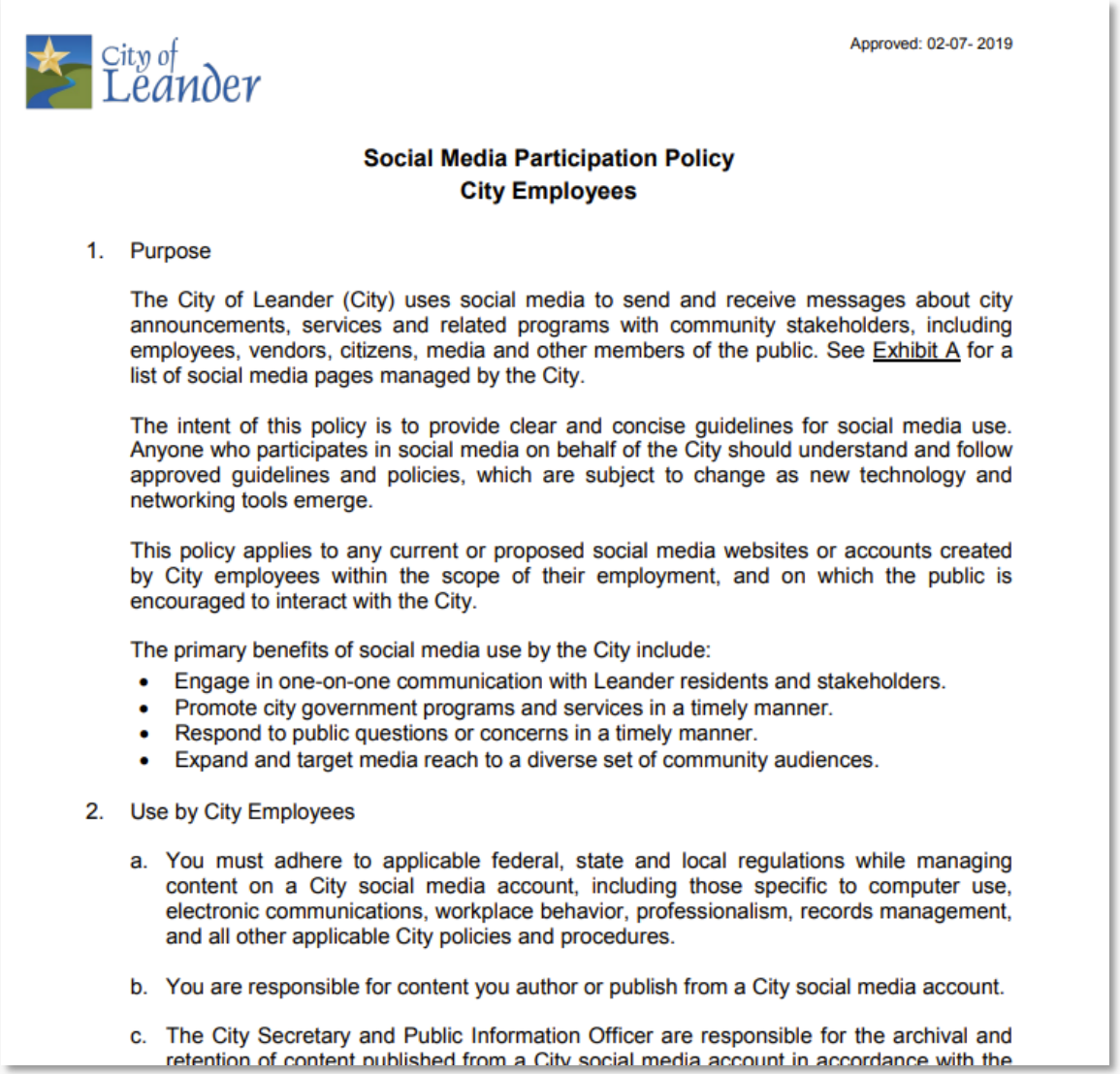




Social Media Policy – City Employees

Policy sections include:

- Purpose
- Use by City Employees
- Prohibited Activity
- Public Comments
- General Guidelines
- Records Retention
- Definitions
- Violation of Policy



City of Leander

Approved: 02-07- 2019

Social Media Participation Policy
City Employees

1. Purpose

The City of Leander (City) uses social media to send and receive messages about city announcements, services and related programs with community stakeholders, including employees, vendors, citizens, media and other members of the public. See Exhibit A for a list of social media pages managed by the City.

The intent of this policy is to provide clear and concise guidelines for social media use. Anyone who participates in social media on behalf of the City should understand and follow approved guidelines and policies, which are subject to change as new technology and networking tools emerge.

This policy applies to any current or proposed social media websites or accounts created by City employees within the scope of their employment, and on which the public is encouraged to interact with the City.

The primary benefits of social media use by the City include:

- Engage in one-on-one communication with Leander residents and stakeholders.
- Promote city government programs and services in a timely manner.
- Respond to public questions or concerns in a timely manner.
- Expand and target media reach to a diverse set of community audiences.

2. Use by City Employees

a. You must adhere to applicable federal, state and local regulations while managing content on a City social media account, including those specific to computer use, electronic communications, workplace behavior, professionalism, records management, and all other applicable City policies and procedures.

b. You are responsible for content you author or publish from a City social media account.

c. The City Secretary and Public Information Officer are responsible for the archival and retention of content published from a City social media account in accordance with the

City of Leander

QUESTIONS?

City of Leander
Customer Service Policy

Our Vision: Cultivate economic prosperity and a strong sense of community in Leander through superior customer service.

Our Approach: City of Leander employees are part of one team dedicated to serving the people of Leander, Texas, and every public interaction is an opportunity to positively impact public perceptions of our organization. It is the responsibility of all City employees exude professionalism and provide outstanding service to our customers.

> **The people who call us with questions or concerns are not interruptions to our work, they *are* our work.**

Our Policy: The purpose of this policy is to establish uniform standards for customer interactions and feedback. Interactions with the public and other employees should be treated as an opportunity to either fulfill a request or identify ways to improve City services. Regardless of the outcome, every customer should feel that they were listened to and taken seriously.

Adhere to Core Communication Principles

City employees often engage in five different types of communication with customers – verbal, nonverbal, written, visual, and listening. In all situations, internally and externally, the City of Leander values meaningful and effective communication. The following principles should apply to all customer interactions:

1. Treat people with kindness and respect.
2. Be patient when communicating, and give customers your full attention.
3. Seek to understand an issue or request by actively listening, and ask questions to clarify any unclear information.
4. Give honest, direct responses.
5. Take the initiative to solve problems. Be proactive in seeking solutions, and involve other stakeholders to identify solutions.
6. Use sound judgment. Base your response on knowledge, training, and City policies. If you don't know, ask!
7. If an appropriate response will take time, acknowledge receipt of messages in a timely manner.
8. Take responsibility to see that questions are answered. If you must refer a customer to someone else, make sure that person is available and capable of responding.
9. Regularly examine your performance and efficiency. Use what you learn from your contact with customers to improve service. Seek feedback from customers.
10. Consistently apply these principles.

Promote a Customer-First Work Culture

Work culture can be defined as the attitudes, behaviors, values and personalities that make up an organization. Customer service excellence is not only a responsibility of front-line

workers. Employees at all levels within the organization must be committed to using their expertise, creativity and initiative to provide outstanding service.

A customer-first work culture will be fostered by:

- Communicating our customer service vision, approach, policy, and related guidelines as core values of the organization.
- Conducting a customer service program for City employees.
- Ensuring City departments have an effective customer feedback system in place that enables both internal and external customers to comment on services and provide suggestions for improvement.
- Conducting satisfaction surveys to gauge desired performance levels of customer service excellence.
- Integrating accountability for customer service standards into employee performance management.

Stay Committed to Excellence

Documenting and understanding customer satisfaction is fundamental to any effective customer service program. An establishment of benchmarks, expectations, and reporting mechanisms should form the foundation for measuring success.

Each City department should have a strategy tailored to the services they provide, and the following activities may help maintain customer service excellence:

- Monitor customer feedback tools (i.e. phone, email, etc.), regularly track and report instances, and evaluate outcomes.
- Measure customer satisfaction levels by soliciting input (i.e. surveys) regularly.
- Prioritize resources to improve customer interactions and response times (i.e. technology, training, procedures, etc.).
- Provide ongoing feedback regarding customer service policies and procedures to City management.

Our Governance: This policy applies to all City of Leander employees, and it is subject to the approval of the City Manager and endorsement by Leander City Council. The Council may delegate future policy revisions and improvements to the City Manager.

City of Leander
Customer Service Implementation Strategy

A successful customer service strategy provides a thorough plan for managing customer interactions. In addition, regularly improving customer experiences should result in a more loyal customer base. The following strategy consists of 8 department-level steps and subsequent actions derived from our Customer Service Policy directives, which include:

Adhere to Core Communication Principles
Promote a Customer-First Work Culture
Stay Committed to Excellence

Step 1 – Make Customer Satisfaction the end goal.

ACTION: Maintain a simple, clearly-defined procedure for resolving customer complaints or conflicts. Components of the procedure would include when supervisors should be notified, **what** channels or tools should be used to facilitate a resolution, and **how** incidents are recorded for training or evaluation purposes.

ACTION: Regularly acknowledge employees when they meet or exceed high customer service standards. This could resemble a certificate of achievement or some type of unique perk or work benefit.

Step 2 – Identify all customer touchpoints.

ACTION: Document when and how customers engage the City for services and, if not already present, establish a method to solicit positive customer feedback.

ACTION: Evaluate existing touchpoints to determine if more/less are needed.

Step 3 – Set goals for customer service.

ACTION: Establish a quantifiable measure(s) to gauge customer services success. This could include mandatory training, message response times, etc.

Step 4 – Identify customer service performance indicators.

ACTION: Initiate well-timed internal and external surveys to evaluate employee and customer sentiment, and establish a method to solicit desirable rates of response. Current survey tools include several online software platforms.

ACTION: Establish key *leading* and *lagging* indicators for customer service. Leading indicators inform on how to produce desired results, while lagging indicators measure current production and performance.

Step 5 – Build a driven customer service team.

ACTION: Identify the employees who are adept at helping others achieve the City's customer service mission and goals.

ACTION: Build training modules or sessions that focus solely on customer service awareness and improvement.

Step 6 – Build a powerful customer service toolkit.

ACTION: Review the VOIP phone trees and messages, and optimize them according to core services, frequently asked questions, and most appropriate channels.

ACTION: Leverage the City's current learning management software to deliver customer service training activities, policy updates, and document information delivery.

Step 7 – Empower frontline staff to solve problems.

ACTION: Create a mechanism for promoting problem solving (i.e. suggestion box) and encourage more peer-to-peer training.

Step 8 – Create a consistent feedback loop.

ACTION: Foster an open-door work environment that allows employees to communicate job-related issues with senior executives and/or immediate supervisors, depending on the circumstances.

ACTION: Incorporate customer service measurement and monitoring into regular internal reporting cycles.

Leander Activity Center
Program Reach

The following statistics compare programming numbers and revenue from FY20-21 to FY21-22.
The Leander Activity Center opened to the public on April 9, 2022.

FITNESS	FY20 - 21	FY20 - 21 Revenue	FY21 - 22	FY21 - 22 Revenue
Yoga	Classes not offered		4	$385.00
Zumba	Classes not offered		10	$893.00
Total			**14 Participants**	**$1,278.00**

SUMMER CAMPS	FY20 - 21	FY20 - 21 Revenue	FY21 - 22	FY21 - 22 Revenue
Kinderdance	42	$4,160.00	92	$9,075.00
Sticky Fingers Cooking Camp	Program not offered		48	$12,240.00
Camp Curiosity	Program not offered		71	$23,125.00
Amazing Athletes	Program not offered		19	$3,743.00
Lego Camp	74	$12,915.00	212	$37,362.50
Total	**116 Participants**	**$17,075.00**	**442 Participants**	**$85,545.50**

SPECIAL EVENTS	FY20 - 21	FY20 - 21 Revenue	FY21 - 22	FY21 - 22 Revenue
Sweetheart Dance	Program not offered		59	$1,180.00
Indoor Movie Night	Program not offered		105	Free
Total			**164 Participants**	**$1,180.00**

ACTIVE ADULT PROGRAM	FY20 - 21	FY20 - 21 Revenue	FY21 - 22	FY21 - 22 Revenue
Luncheons	3	Membership fees were not charged to AAP members.	11	Membership fees were not charged to AAP members.
Activities	141		249	
Trips	16		48	
Fitness	128		241	
Total	**288 Programs Offered**		**549 Programs Offered**	

LOOKING AHEAD | Upcoming Programming at the Leander Activity Center

Day off Day Camps	
Play-Well TEK: Lego Camp	Thanksgiving and Winter Break
Stick Fingers Cooking: Cooks + Books Camp	Thanksgiving and Winter Break
Stick Fingers Cooking: Holiday Sweets + Treats Camp	Thanksgiving and Winter Break
Stick Fingers Cooking: Advances MaSTIR Chef Camp	Thanksgiving and Winter Break
Kinderdance: Kinderdance Camp	Thanksgiving and Winter Break
Jones of Art: Camp Curiosity	Thanksgiving and Winter Break
LAC Day off Day Camp	LISD Days Off: September 26, October 10, October 11, February 20
Preschool Enrichment Programs Ages 2-5	
Stick Fingers Cooking: Tots in the Kitchen	Monthly
Kinderdance: Kindergym Tumbling	Monthly
Kinderdance: Kindertots Creative Movement	Monthly
Kinderdance: Yoga	Monthly
Youth Enrichment Programs Ages 6-12	
Play-Well TEK: Lego Classes	Monthly
Stick Fingers Cooking: 'COOL'inary Cooking Club	Monthly
Stick Fingers Cooking: Advanced 'COOL'inary Cooking Club	Monthly
Kinderdance: Ballet Level 1	Monthly
Kinderdance: Ballet Level 2	Monthly
Kinderdance: Jazz Hip/Hop	Monthly
Amazing Athletes: TBD	Monthly
Teen Programs Ages 13+	
Teen Hangout Nights; **Trivia, Karaoke, Game Night, Programming TBD, based on focus group input.*	September 10, November 12, January 14
Adult Fitness 16+	
Yoga	Monthly
Zumba	Monthly
Fit4Mom	Monthly
Special Events	
Parents Night Out	October 14, December 16, February 10
Christmas Gift Wrapping Party	December 1,8,15
Pancakes and PJ's	December 10
Active Adults 55+ National Day Celebrations	
Video Game Day	September 12
IT Professionals Day	September 20
Pancake Day	September 26
Taco Day	October 4
Train Your Brain Day	October 13
Stress Awareness Day	November 2
Louisiana Day	November 9
Thanksgiving Luncheon	November 16
Gingerbread House Day	December 12
Christmas Luncheon	December 20
Card Playing Day	December 28

Popcorn Day	January 19
Pie Day	January 23
Texas Day	February 1
Valentines Luncheon	February 14
Fat Tuesday	February 21
Active Adult 55+ Recurring Weekly Programs	
Conversational Coffee**	Mondays
Learn and Play**	Mondays
Open Play Game Time**	Tuesdays
Puzzle Table**	Tuesdays
Shine Dance Fitness Class*	Tuesdays
Conversational Coffee**	Wednesdays
Silver Sneakers Fitness Classes*	Wednesdays
Book Club**	Wednesdays
Chair Yoga*	Thursdays
Cr-Afternoon**	Thursdays

*Programs are instructor-led fitness oriented.
**Programs are self-led passive open time.

Leander Activity Center Programs

JULY 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Office/LAC Closed	5	6	7	8	9
10	11 9:30-11:30am Kamp Kinderdance 1-4pm Amazing Athletes 9am-5pm Camp Curiosity 5:30-6:30 Zumba 6:30-7:30 Yoga	12 9:30-11:30am Kamp Kinderdance 1-4pm Amazing Athletes 9am-5pm Camp Curiosity	13 9:30-11:30am Kamp Kinderdance 1-4pm Amazing Athletes 9am-5pm Camp Curiosity 5:30-6:30 Zumba 6:30-7:30 Yoga	14 9:30-11:30am Kamp Kinderdance 1-4pm Amazing Athletes 9am-5pm Camp Curiosity	15 9:30-11:30am Kamp Kinderdance 1-4pm Amazing Athletes 9am-5pm Camp Curiosity	16 Leander Little League Coaches Meetings
17	18 9am-12pm Baking Bootcamp 9:30-11:30am Kamp Kinderdance 9am-12pm Lego Camp Adventure 9am-5pm Camp Curiosity 1-4pm Lego Camp Gaming 5:30-6:30 Zumba 6:30-7:30 Yoga	19 9am-12pm Baking Bootcamp 9:30-11:30am Kamp Kinderdance 9am-12pm Lego Camp Adventure 9am-5pm Camp Curiosity 1-4pm Lego Camp Gaming	20 9am-12pm Baking Bootcamp 9:30-11:30am Kamp Kinderdance 9am-12pm Lego Camp Adventure 9am-5pm Camp Curiosity 1-4pm Lego Camp Gaming 5:30-6:30 Zumba 6:30-7:30 Yoga	21 9am-12pm Baking Bootcamp 9:30-11:30am Kamp Kinderdance 9am-12pm Lego Camp Adventure 9am-5pm Camp Curiosity 1-4pm Lego Camp Gaming	22 9am-12pm Baking Bootcamp 9:30-11:30am Kamp Kinderdance 9am-12pm Lego Camp Adventure 9am-5pm Camp Curiosity 1-4pm Lego Camp Gaming	23
24	25 9am-12pm Lego Camp Pokemon 9:30-11:30am Kamp Kinderdance 9am-5pm Camp Curiosity 1-4pm Lego Camp STEM 5:30-6:30 Zumba 6:30-7:30 Yoga	26 9am-12pm Lego Camp Pokemon 9:30-11:30am Kamp Kinderdance 9am-5pm Camp Curiosity 1-4pm Lego Camp STEM	27 9am-12pm Lego Camp Pokemon 9:30-11:30am Kamp Kinderdance 9am-5pm Camp Curiosity 1-4pm Lego Camp STEM 5:30-6:30 Zumba 6:30-7:30 Yoga	28 9am-12pm Lego Camp Pokemon 9:30-11:30am Kamp Kinderdance 9am-5pm Camp Curiosity 1-4pm Lego Camp STEM	29 9am-12pm Lego Camp Pokemon 9:30-11:30am Kamp Kinderdance 9am-5pm Camp Curiosity 1-4pm Lego Camp STEM	30
31	Legand Green = Fitness Classes Blue = Youth Summer Camps					

Active Adults Program Calendar

, ./

JULY 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 9-11am Pickleball-FBC	**2**
3	**4** Office/LAC Closed for 4th of July Holiday Have a safe & happy 4th	**5** Office/LAC Closed	**6** 9-10am Silver Sneakers-LAC 10-11am Aqua Aerobics-RBP 2-3:30pm Book club-MH	**7** 12pm-1pm Natl.Macaroni Day-LAC 1pm-2pm Name that Tune Trivia 2pm-4pm Cr-Afternoon-LAC	**8** 9-11am Pickleball-FBC **1-4pm Governor's. Mansion Tour**	**9**
10	**11** 9-10am Conversational Coffee-LAC 10-11am Aqua Aerobics-RBP 2-4pm Open Play Game Time-LAC	**12** 9:30-10:30am Shine Dance-LAC 6pm-7:30pm Art with Jennifer Jones	**13** 9-10am Silver Sneakers-LAC 10-11am Aqua Aerobics-RBP	**14** **9am-3pm Longhorn Cavern**	**15** 9-11am Pickleball-FBC 2-4pm National Fire Safety-LAC	**16**
17	**18** 9-10am Conversational Coffee-LAC 10-11am Aqua Aerobics-RBP 2-4pm Open Play Game Time-LAC	**19** 9:30-10:30am Shine Dance-LAC	**20** 9-10am Silver Sneakers-LAC 10-11am Aqua Aerobics-RBP	**21** 12-1pm Natl. Hot Dog Day-LAC 2pm-4pm Cr-Afternoon-LAC	**22** 9-11am Pickleball-FBC **8am-6pm Kerrville Day Trip**	**23**
24	**25** 9-10am Conversational Coffee-LAC 10-11am Aqua Aerobics-RBP 2-4pm Open Play Game Time-LAC 1-3pm Natl. Wine & Cheese-MH	**26** 9:30-10:30am Shine Dance-LAC 6pm-7:30pm Art with Jennifer Jones	**27** 9-10am Silver Sneakers-LAC 10-11am Aqua Aerobics-RBP	**28** **9am-12pm Innerspace Cavern**	**29** 9-11am Pickleball-FBC 4pm--5pm Armchair Astronomy-LL "Man with the Golden Nose"	**30**
31		**Locations Key:**	DL=Devine Lake Park 1807 Waterfall Ave LAC=Leander Activity Center 11880 Hero Way West Suite 600 MH=Mason Homestead 1101 S Bagdad FBC=First Baptist Church 10000 FM 2243		LP=Lakewood Park 2040 Artesian Springs Crossing RBP=Robin Bledsoe Pool 601 S. Bagdad LL=Leander Library 1011 S Bagdad	

Highlighted = Programs are self-led passive open time.

Active Adults Program Calendar

AUGUST 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 8:30-9:30am Conversational Coffee-LAC 10-11am Aqua Aerobics-RBP 2-4pm Open Play Gametime-LAC 5:30-7:30pm Learn and Play Rummikub	**2** 9:30-10:30am Shine Dance-LAC 1-4pm Puzzle Table-LAC	**3** 10-11am Aqua Aerobics-RBP 1-2pm Silver Sneakers-LAC 2:30-4:30pm Book Club-MH	**4** 9-10am Coffee and Cards-LAC 1-2pm National Choc. Chip Cookie Day-LAC 2-4pm Cr-Afternoon-LAC	**5** 9-11am Pickleball-FBC **10am-4pm Treaty Oak & Deep Eddy Distilleries**	**6**
7	**8** 8:30-9:30am Conversational Coffee-LAC 10-11am Aqua Aerobics-RBP 2-4pm Open Play Gametime-LAC 5:30-7:30pm Learn and Play Backgammon	**9** 9:30-10:30am Shine Dance-LAC 1-4pm Puzzle Table-LAC 6-7:30pm Art with Jennifer	**10** 10-11am Aqua Aerobics-RBP 1-2pm Silver Sneakers-LAC 2:30-4:30 pm Mexican Train-LAC	**11** **9am-4pm Austin Duck Adventure Tour**	**12** 9-11am Pickleball-FBC 1:30-3pm Leander History Talk-LAC	**13**
14	**15** 8:30-9:30am Conversational Coffee-LAC 10-11am Aqua Aerobics-RBP 2-4pm Open Play Gametime-LAC 5:30-7:30pm Learn and Play Rummikub	**16** 9:30-10:30am Shine Dance-LAC 1-4pm Puzzle Table-LAC	**17** 10-11am Aqua Aerobics-RBP 1-2pm Silver Sneakers-LAC 2:30-5pm Happy Hour-Austin Beerworks	**18** 12-1pm National Fajita Day Luncheon-LAC 1-2pm Karaoke w/DJ Chris-LAC 2-4pm Cr-Afternoon-LAC	**19** 9-11am Pickleball-FBC **9am-4pm Dutchmans Market Trip**	**20**
21	**22** 8:30-9:30am Conversational Coffee-LAC 10-11am Aqua Aerobics-RBP 2-4pm Open Play Gametime-LAC 5:30-7:30pm Learn and Play Backgammon	**23** 9:30-10:30am Shine Dance-LAC 1-4pm Puzzle Table-LAC 6-7:30pm Art with Jennifer	**24** 10-11am Aqua Aerobics-RBP 1-2pm Silver Sneakers-LAC 2:30-4:30 pm Chicken Foot-LAC	**25** 9-10am Coffee and Donuts-LAC 10am-12pm Bingo w/DJ Chris-LAC	**26** 9-11am Pickleball-FBC **9am-4pm Salado Day Trip**	**27**
28	**29** 8:30-9:30am Conversational Coffee-LAC 10-11am Aqua Aerobics-RBP 2-4pm Open Play Gametime-LAC 5:30-7:30pm Learn and Play Rummikub	**30** 9:30-10:30am Shine Dance-LAC 1-4pm Puzzle Table-LAC	**31** 10-11am Aqua Aerobics-RBP 1-2pm Silver Sneakers-LAC 2:30-5pm Happy Hour-Whitestone Brewery			
		Locations Key:	DL=Devine Lake Park 1807 Waterfall Ave LAC=Leander Activity Center 11880 Hero Way West Suite 600 MH=Mason Homestead 1101 S Bagdad FBC=First Baptist Church 10000 FM 2243		LP=Lakewood Park 2040 Artesian Springs Crossing RBP=Robin Bledsoe Pool 601 S. Bagdad LL=Leander Library 1011 S Bagdad	

Highlighted = Programs are self-led passive open time.

AN ORDINANCE OF THE CITY OF LEANDER, TEXAS

ORDINANCE NO. 17-035-00

AN ORDINANCE OF THE CITY OF LEANDER, TEXAS, AMENDING ARTICLE 4.05 OF THE LEANDER CODE OF ORDINANCES AND ORDINANCE NO. 02-035-01 TO AMEND REGULATIONS FOR SPECIAL EVENTS; PROVIDING DEFINITIONS; REQUIRING APPLICATIONS, PERMITS AND FEES; PROVIDING REGULATIONS AND PROHIBITIONS; PROVIDING A PENALTY CLAUSE; AND PROVIDING FOR RELATED MATTERS

WHEREAS, the regulation of special event permits, is necessary for the public health and safety;

WHEREAS, the updating of this ordinance will help to streamline the special event application and review process;

WHEREAS, ensuring the reduction in possible hazards and code violations when a special event is being held;

WHEREAS, the City has no desire to interfere with free speech, open dialogue and exchange of opinion;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LEANDER, TEXAS, THAT:

SECTION 1. Findings. The above and foregoing recitals are hereby found to be true and correct and are incorporated herein as findings of fact.

SECTION 2. Amending Section 4.04.001, Definitions. Section 4.04.001 of the Leander Code of Ordinances is hereby amended by modifying the definition for "Open Air Vendor" and adding the definition for "Open Air Vending" as provided in this Section.

> *"Open Air Vending"* means engaging in a commercial business within the City selling, displaying, exhibiting or offering for sale or for the purpose of taking orders, any goods, merchandise, products or services from any vehicle, cart, stand, stall, tent, or other such structure, from, in or upon any private premises or public property, outside a permanent, established structure which has received a certificate of occupancy and complies with the applicable zoning, building codes, and site development requirements of the City. The term does not include peddlers, solicitors, or itinerant vendors who continuously move about from place to place and who do not occupy any particular parcel of private property as a permanent or stationary place for the conduct of their business. The term shall exclude authorized mobile food, seasonal and temporary food establishments and garage sales compliant with the requirements of City code.
>
> *"Open air vendor"* means any person who engages in Open Air Vending.

SECTION 3. Amending Article 4.05.041. Section 4.05.041 of the Leander Code of Ordinances is hereby amended in its entirety to read as follows:

Sec. 4.05.041 Required

It shall be unlawful for any peddler, solicitor, mobile food establishment, temporary food establishment or seasonal food establishment to engage in business within the city without first obtaining a peddler's permit from the building permits division as provided in this article. It shall be unlawful for any person to engage in or permit open air vending in or upon any public or private premises within the city except as may be permitted as part of an authorized special event, with the grant of a special use permit which specifically authorizes such use as provided in the Zoning Ordinance or within a planned unit development specifically authorizing such use.

SECTION 4. Amending Section 4.05.050. Section 4.05.050 of the Leander Code of Ordinances is hereby amended in its entirety to read as follows:

Sec. 4.05.050. Reserved.

SECTION 5. Amending Section 4.05.052(c) and (d). Section 4.05.052(c) of the Leander Code of Ordinances are hereby amended in their entirety to read as follows, and subsection 4.05.052(d) is hereby deleted:

(c) Temporary food establishments may be issued in the name of the entity or manager in charge of the establishment if more than two persons work at the establishment.

SECTION 6. Amending Section 4.05.056. Section 4.05.056 of the Leander Code of Ordinances is hereby amended in its entirety to read as follows:

Sec. 4.05.056 Duration

Every permit issued under the provisions of this division shall be valid for the period of time stated therein, but in no event shall any such permit or license be issued for a period of time in excess of three (3) months, or any lesser period of time provided for in this article.

SECTION 7. Addition of Division 3. Special Event Permits. Article 4.05, Leander Code of Ordinances, is hereby amended by adding Division 3. Special Events, to read as follows:

Division 3. Special Event Permit

Section 4.05.071 Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

"*Affected Person*" means a property owner, property manager or tenant of each property fronting on the portion of a public street to be closed. With respect to an application in which a waiver from the City's noise regulations are requested, an "affected person" means a property owner, property manager, or tenant of each property located within 500 feet of the closure area. The term "affected person" shall also include the neighborhood association of a residential subdivision any portion of which fronts on a portion of Public Street to be closed or is within 500 feet of the closure area.

"*Closure Area*" means the perimeter of the area in which a special event is authorized to be held.

"Neighborhood Association" means a property owner's or home owners' association.

"Reviewers" means the persons reviewing the special event application from the City of Leander. The reviewers are comprised of the Fire Chief and/or his/her appointed designee, Police Chief and/or his/her appointed designee, Emergency Management Coordinator and/or his/her appointed designee, "Public Works Director and/or his/her appointed designee, and the Parks and Recreation Director and/or his/her appointed designee.

"Road Closure" means a road not open to the public.

"Special Event" means an organized activity which makes a significant contribution to the cultural, economic, or social welfare of the city which is to occur upon public property and requires a special event permit as set forth in Section 4.05.072(b). Events occurring upon property not owned by or under the control of the City may occur without application for the Special Event Permit provided that none of the event flows onto or into public property under the jurisdiction of the City and is consented to by the person who owns, controls, or is otherwise in charge of the property.

Sec. 4.05.072. Permit Required.

(a) It shall be unlawful for any special event to occur upon public property within the city without first obtaining a special event permit as required in this division.

(b) Special event permits shall be required for:

(1) Any event with a crowds greater than 1000 people projected to attend or who actually attend a special event, or;

(2) When an event will require blocking, standing, or limiting of vehicle, bicycle, or pedestrian traffic flow in public streets, sidewalks, rights of way, trails, or parking lots, or

(3) When the event will have vendors or others sell or distribute services or goods on public property during special events.

Sec. 4.05.073. Application.

(a) The application for a special event permit required by this division shall be on a form prescribed by the Reviewers. An applicant shall comply with any requirements for applying for a special event permit established by the Reviewers. In addition to permits required under this division, an applicant for a special event shall be responsible for obtaining any additional required permits, including but not limited to permits related to health, food, alcohol, and safety. An application for a special event permit shall be filed with the Fire Department online upon a form provided for that purpose.

(b) The deadlines for submission of a special permit application are as follows:

(1) An applicant for a permit under this division must submit an application to the Fire Department no later than 15 days prior to the first day of the proposed event for an event of a crowd estimated to be at 300 people or less.

(2) An application for a permit under this division must submit an application to the Fire Department no later than 30 days prior to the first day of the proposed

event for an event of a crowd estimated to be at 301 people to 1000.

(3) An application for a permit under this division must submit an application to the Fire Department no later than 90 days prior to the first day of the proposed event for an event of a crowd estimated to be at 1001 people or greater.

(4) An application for annual special event has priority over other event applications if it is filed by the applicant not later than the 90 day prior to the first day of the proposed event.

(5) The applicant may request an exception to the deadlines set forth in this section. The City Manager will decide whether to grant an exception, and the City Manager's decision is final.

(6) Applicants for special events of the same type that will occur multiple times within a six (6) month period may apply to receive one (1) permit for the six (6) month period for that special event. A six (6) month permit may be approved and issued at the discretion of the Reviewers.

Sec. 4.05.074. Information Required for Permit.

(a) Applicants for a special event permit shall provide the information listed as well as any other information required by the Reviewers:

(1) Application – Completed in its entirety
(2) Site Plan/Event Route or Map
(3) Proof of Liability Insurance a certificate of liability insurance naming the city as an additional insured in the amount and type of coverage required by the Reviewers
(4) Signatures and Contact Information of Citizens and/or Businesses affected by the event
(5) Safety Plan
(6) Approval from other jurisdictions, if the event is taking place in more than one jurisdiction or the approval of other jurisdictions (such as the health district) is required
(7) Traffic Control Plan
(8) Outreach to Neighborhoods affected by the event
(9) Texas Alcoholic Beverage Commission permits, if applicable

(b) Additional permits are required for the following. The following is not an exhaustive list of additional items that may need a permit in addition to the special event permit:

(1) Signs (Banners, "A" Frame, etc.)
(2) Tents larger than 200 sq. ft.
(3) Any Pyrotechnics/Firework Display
(4) Mass Gathering – Greater than 1,000 people
(5) Mobile Food Vendors
(6) Noise Ordinance Variance
(7) Food Vendor Permit

Sec. 4.05.075. General Information and Restrictions.

(a) *Sale or distribution of services or goods on public property.* Notwithstanding other provisions of this division, the Reviewers may issue a special event permit to enable the holder to sell or distribute services or goods on public property during special events. The special event applicant shall comply with and ensure compliance with all of the specifications, including location of uses and uses authorized as listed in the permit. The

provisions of this division, the Reviewers may issue a special event permit to enable the holder to sell or distribute services or goods on public property during special events. The special event applicant shall comply with and ensure compliance with all of the specifications, including location of uses and uses authorized as listed in the permit. The permit may provide for temporary food establishments, provided that the applicant complies with the Travis County Health District or Williamson County Health District rules and regulations and the Reviewers determine adequate facilities are available for public use during the special event. Open air vending is permitted during a special event provided the permit authorizes the open air vending in the specific location(s) indicated in the permit for the duration of the special event. Open air vending, temporary food establishments, and mobile food establishments authorized under a special event permit are not required to obtain a separate permit under division 2.

(b) *Review and Action on Application.* After inspection and/or investigation of an application, the Reviewers shall recommend to approve or to deny an application for a special event permit. If the application is approved, the Reviewers shall issue a special event permit which shall state on its face the name of the person to whom it is granted and the expiration date. The Reviewers shall designate on such permit the location at which the special event is permitted and any other conditions the applicant must comply with in holding the special event. The Reviewers may authorize the closure of a public street for up to 8 hours in connection with approval of a special event permit. All special events applied for in a Park Permits application from the Parks and Recreation Department shall to be reviewed by the Special Event Application Reviewers in accordance with this division.

(c) *Compliance with Division.* Except for the permitting requirements, the applicant for a special event permit and/or the holder of a special event permit shall comply with all of the sections of this division and other applicable ordinances of the City.

(d) City Council Review. A special event permit shall not be issued for the following events without Council approval;

(1) A special event that exceeds 12 hours.
(2) A special event in which more than 6,000 attendees are expected.
(3) The cost to the City of the special event is projected to exceed $30,000.00, including the cost of City employee time.
(4) More than two arterial roads will be closed with no traffic flow for greater than two hours.

(e) An applicant may not block a street in a manner that prevents the free movement of pedestrians into and out of the closure area.

(f) If an entry fee is charged for a special event, an applicant may not charge the fee to:

(1) a person who resides or operates a business in the closure area; or
(2) a customer of or person making a delivery to a business or residence in the closure area

(g) An applicant shall post a sign at each entrance and exit to the closure area visible to all patrons entering the area that includes the amount of the entry fee, if any, and the rules of access to the closure area. An applicant must post the sign required under this section during the time the entry fee is in effect.

(h) The applicant must meet and provide all exits and emergency exits required by current

(a) Organized community and festival events held by authority of agreements or special permits issued by the City Council or held upon public premises or in or upon public parks under the auspices or sponsorship of the City.
(b) Events that are within the regular administration of the parks and recreation department of the City that do not meet the requirements for a special event permit because of crowd size, public roadway closures, or presence of vendors during the event.
(c) Authorized contractual concessions permitted upon City premises by agreement, lease or contract with the City duly authorized by the City Council.
(d) The requirements of this division do not apply to use of a City sidewalk or right-of-way organized solely to express the participants' right of free speech that does not block pedestrian or vehicular traffic. Applicants must meet requirements for Mass Gathering for crowds over a 1000 people.

Sec. 4.05.077. Notice of Special Event and Signature Requirement.

(a) *Notice.* A written notice of proposed special event shall be mailed or hand delivered to all affected persons no later than the 14 days prior to the start of the special event. The notice must include:
   (1) The address, and, if available, the name, e-mail address and telephone number of each affected person;
   (2) A description of the special event and the time, date, and duration of the special event;
   (3) A description of any streets to be closed during the special event and the duration of the closure;
   (4) Whether a variance from the City's noise regulations will be sought in connection with the application.
   (5) When applicable under Section 4.05.077(b), a space for the typed or printed name of the affected person, and a space in which the signer may indicate with an original signature whether the affected person objects or does not object to the proposed street closure and/or objects or does not object to a proposed waiver from the City's noise regulations; and
   (6) An affidavit by the person circulating the notice that each affected person was provided a copy of the map of the closure area and the promotional literature for the special event.

(b) *Signature Requirement.*
   (1) The applicant shall obtain signatures from affected persons indicating whether the affected person does not object to or opposes a street closure when the special event requires a street closure. The applicant shall submit the signatures to the Reviewers at least 7 days before the special event.

   (2) The applicant shall obtain the signatures of affected persons for events that require a waiver from the City's noise regulations that indicate whether the affected person does not object to or opposes the waiver from the noise regulations. The applicant shall submit the signatures to the City prior to the date of the City Council meeting at which the special event permit application will be considered.

(c) *Authorized Signer and Additional Notice Requirements.*
   (1) A neighborhood association, on its own letterhead, may state its opposition to the Reviewers regarding a proposed road closure or noise regulation waiver through

the signature of any authorized officer of the neighborhood association.

(2) The property owner or property manager of a multi-occupant building is the affected person under Subsection (a). If the property owner or property manager is unavailable, the applicant shall provide each tenant in a multi-occupant building with the opposition form, event notice, copy of a map of the closure area and the right-of-way event's promotional material.

(3) For special events with road closures or noise regulation waivers in a residential area, an applicant must notify all affected persons on any block to be closed of the required documentation by delivering it to at least one adult occupant of a residence.

Sec. 4.05.078. False Information.

It shall be unlawful for any person to give any false or misleading information in connection with the application for a permit or a license required pursuant to this division.

Sec. 4.05.079. Security, Fire, and Emergency Medical Service Approvals.

(a) The Police Chief or his designee shall determine the number of peace officers and/or security agents required for the special event.

(b) The Fire Chief or his designee must approve the proposed location and size of any fire lane, booth, stage, and other equipment that is located in the street. Fire Department personnel shall conduct a safety inspection to ensure compliance with the adopted fire code.

(c) The Fire Chief or his designee shall determine the number and type of emergency medical personnel, services, and equipment required for the event. Fire Department personnel may conduct a compliance inspection at a permitted event.

(d) The Emergency Management Coordinator may require a plan to be submitted and approved prior to a permit to be issued plan(s) addressing the matters effecting a mass gathering including health needs, shelter, weather protections, evacuations, and associated items.

Sec. 4.05.080. Safety Requirements.

(a) A applicant may employ off-duty peace officers commissioned by the Texas Commission on Law Enforcement Officer Standards and Education for traffic control.

(b) An applicant may use a private licensed security agency for crowd control and security, if the use is approved by the Police Chief. A security agent employed under this section must:

(1) be in uniform;
(2) be able to contact the City police or emergency medical services if necessary; and
(3) not consume an alcoholic beverage or participate in the event.

(c) An applicant shall ensure that the number of security officers or agents established by the police chief remain on-site during the street closure. A supervising peace officer may reduce the number of officers or agents posted at a street event at the discretion of the supervising peace officer.

(d) An applicant shall provide emergency medical personnel and EMS stations as approved by the fire chief on the emergency medical services special events information and resource form to ensure the safety of participants at the street event.

(e) An applicant shall comply with the adopted Fire Code and the Fire Department's street closure guidelines and maintain adequate fire lanes within the closure area.

(f) An applicant shall provide a barricade approved by the Public Works Director and the Fire Marshal for the lawn or other property of a resident within the closure area who requests a barricade. A barricade provided under this section may not impede access to or from any property.

(g) If a street event is gated, an applicant shall station at least one peace officer or security agent from a City approved firm at each exit to enforce all required rule, State Law, and safety requirements.

(h) An applicant shall comply with all requirements of the Texas Alcoholic Beverage Commission, if alcoholic beverages are to be sold/served at an event.

Sec. 4.05.081 Heath Requirements.

(a) The applicant must close a special event in sufficient time to allow the affected areas to be cleaned and the street to reopen at the time established in the permit.

(b) If a food or beverage booth is used during a street closure, an applicant shall spray-clean the sidewalk and area around the food and beverage booth with water in accordance with health regulations established by the health department in whose jurisdiction the special event is located.

(c) If an applicant fails to promptly spray-clean the sidewalk and area around a food and beverage booth, the City shall provide the clean up and send an invoice of the cost to the applicant.

(d) An applicant shall provide an adequate number of trash containers based on the estimated number of participants at the event. The applicant shall provide suitable protection around storm water inlets to prevent debris from entering the storm water system.

(e) If an applicant fails to promptly clean up trash or remove debris from the storm water system inlets, the Public Works Director shall provide the clean up and send an invoice of the cost to the applicant.

(f) Except as provided by Subsection (g), an applicant shall provide an adequate number of portable toilets based on the estimated number of participants at the street event. An applicant may not place a portable toilet within 25 feet of an entryway to an adjacent business or residence, unless the adjacent property owner or tenant approves a distance less than 25 feet in writing.

(g) An applicant may present as part of the plan a diagram showing sufficient existing toilet facilities and written certification that the facilities are available for public use during the street event. If the plan is approved, the applicant must clearly mark the location of the toilets during the event.

Section 4.05.082. Fee.

Before any permit shall be issued under the provisions of this division:

(a) The applicant shall pay a fee as provided for in the fee schedule in the appendix of the Leander Code of Ordinances.

(b) The applicant shall also obtain all inspections and permits required under any other ordinance or regulation of the City or the Travis/Williamson County Health District.

(c) An applicant shall pay to the City the balance due for the actual cost of service, staff, and billed items not later than the 20th business day following the event.

(d) The Reviewers may recommend to the City Manager that a special event permit fee be waived for an event that is benefiting or assisting an identified organization that has ties to the City and has shown a financial inability to pay the fee. The City Manager's decision regarding whether to waive a special event permit fee shall be final.

Sec. 4.05.083. Issuance.

(a) No permit shall be issued under the provisions of this division until the applicant has complied with all the provisions and requirements of this division applicable to such permit.

(b) The Reviewers shall issue a permit to the applicant if the reviewers determine that the application complies with this division and rules approved under this division.

(c) The City may not issue a permit before the applicant pays the applicable fee established by ordinance.

Sec. 4.05.084. Contents.

Each permit issued under the provisions of this division shall be signed by the appropriate authority issuing the permit; dated as of the date of its issuance; and shall state the duration or term of such permit on the face thereof. Any permit not dated and signed as provided in this section shall be void. The time and location for which the permit is valid shall be shown on the permit.

Sec. 4.05.085. Display.

Every permit holder having a permit issued under this division or required to have a permit and doing business within the City or any individual listed on a permit shall display the permit or copy of same upon the request of any person, and failure to do so shall be deemed a violation of this division.

Sec. 4.05.086. Duration.

A special event permit issued under the provisions of this division shall be valid for the period of time stated therein, but shall not be for a period of time in excess of four (4) days unless otherwise specified in the permit by the Reviewers.

Sec. 4.05.087. Modification or Termination of Special Event Permit.

(a) If the Reviewers determine that an applicant has violated or failed to comply with the terms of a special event permit issued under this division, the Reviewers may immediately halt the special event and reopen any closed areas and/or roads.

(b) The Police Chief, Emergency Management Coordinator, or Fire Chief or appointed designees may modify any route, time, and manner of conduct of any special event as necessary to protect the safety and welfare of the public, including but not limited to preservation of access to public buildings, maintenance of vehicular and pedestrian mobility.

Sec. 4.05.088. Offense and Penalty.

A person commits an offense if the person violates the terms of a special event permit, closes any roads without a special event permit, or violates any provisions of this division.

Sec. 4.05.089. Previous Violation.

An applicant who is found violating the terms of a permit issued under this division may not apply for or receive another closure permit under this chapter for a minimum period of 24 months after the date of the violation.

Section 4.05.090. Denial, Revocation, and Appeal.

(a) *Denial*. The City reserves the right to deny an application for a permit to any individual or group who has:

(1) In the past 12 months:

A. had a permit issued under this division revoked;

B. received a complaint from a special event permit issued previously;

C. has failed to pay fees related to a prior special event; or

D. otherwise violated this division.

(2) In the past 36 months:

A. had a valid complaint that the special event permit issued interferes with the safety and welfare of the public; or

B. has failed to pay fees related to a prior special event.

(3) A permit application that does not comply with this division or other applicable ordinances, rules, regulations or statutes.

(b) *Revocation*. Any permit issued under the provisions of this division may be revoked for the violation by the applicant or licensee of any provision of this division, state law or other ordinance that directly relates to the duties and responsibilities of the applicant or licensed occupation authorized in the permit. Upon such revocation, such permit shall immediately be surrendered to the authority that issued the permit, and failure to do so shall be deemed a misdemeanor.

(c) *Appeal.*

(1) Any person aggrieved by the denial or revocation of a permit reviewed by the Reviewers may appeal within five days of the denial or revocation of the permit by written appeal tendered to the City Secretary The City Manager may uphold, revise or overturn the denial or revocation. If the City Manager upholds the denial or revocation, the decision shall be effective immediately. The decision of the City Manager is final.

(2) Any person aggrieved by the revocation of a permit approved by the City Council may appeal within five days of the denial or surrender of the permit by written appeal tendered to the City Secretary. The City Manager may uphold, revise or overturn the revocation. If the City Manager upholds the revocation, the decision shall be effective immediately as to the revocation. Any person aggrieved by the decision of the City Manager may appeal to the City Council within ten (10) days from the decision of the City Manager being mailed to the aggrieve person in writing by tendering a written appeal to the City Secretary. The City Council shall hear the appeal at the next available regular or special City Council meeting. The decision of the City Council is final.

Section 4.05.091. Penalties.

Any person convicted of violating any provision of this ordinance shall be guilty of a misdemeanor and shall be subject to a fine in an amount not to exceed Two Thousand Dollars ($2000.00).

Section 4.05.092. Enforcement.

(a) For the purposes of discharging the duties imposed by this division and to enforce its provisions, any peace officer, fire marshal, or code enforcement officer is empowered to enter upon any premises for which a permit is issued and take such action to enforce this division as permitted in the Code of Criminal Procedure

SECTION 8. Amendment to Fee Schedule. Section A4.004, Appendix A of the Leander Code of Ordinances, is hereby amended in its entirety to read as follows:

Sec. A4.004 Special Event Permit

An applicant for, or the holder of, a special event permit shall pay a fee of $250.00 for the 1st day or portion of a day for a special event and $100.00 a day for each additional day, which fee shall be a rental for the use of public property. Application Fee shall be $35.00 per application and $35.00 for each review of application and plans after the 2nd review.

SECTION 9. Amendment of Ordinances. The Leander Code of Ordinances Chapter 4, Article 4.05 and Appendix A. Section A4.004 and Ordinance number 02-035-01 are hereby amended in their entirety and all ordinances or parts thereof conflicting or inconsistent with the provisions of this ordinance as adopted and amended herein, are hereby amended to the extent of such conflict. In the event of a conflict or inconsistency between this ordinance and any other code or ordinance of the city governing special event permits, the terms and provisions of this ordinance shall govern.

SECTION 10. Savings Clause. All rights and remedies of the City of Leander are expressly saved as to any and all violations of the provisions of any ordinances affecting special use permits within

the City which have accrued at the time of the effective date of this ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances, same shall not be affected by this ordinance but may be prosecuted until final disposition by the courts.

SECTION 11. Effective Date. This ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the Tex. Loc. Gov't. Code.

SECTION 12. Open Meetings. It is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act.

PASSED AND APPROVED on the first reading on this the 4th day of May, 2017.

THE CITY OF LEANDER, TEXAS

Christopher Fielder, Mayor

Attest:

Dara Crabtree, City Secretary

CITY OF LEANDER STATE OF TEXAS

AGENDA ITEM # 5

EXECUTIVE SUMMARY
07/29/2022

AGENDA SUBJECT:

Budget

BACKGROUND:

Discussion will include:

- FY 2022 revised budget
- FY 2023 proposed budget

Attachments

1. Budget Presentation

City Council Retreat

July 29-30, 2022

City Manager's Proposed Budget

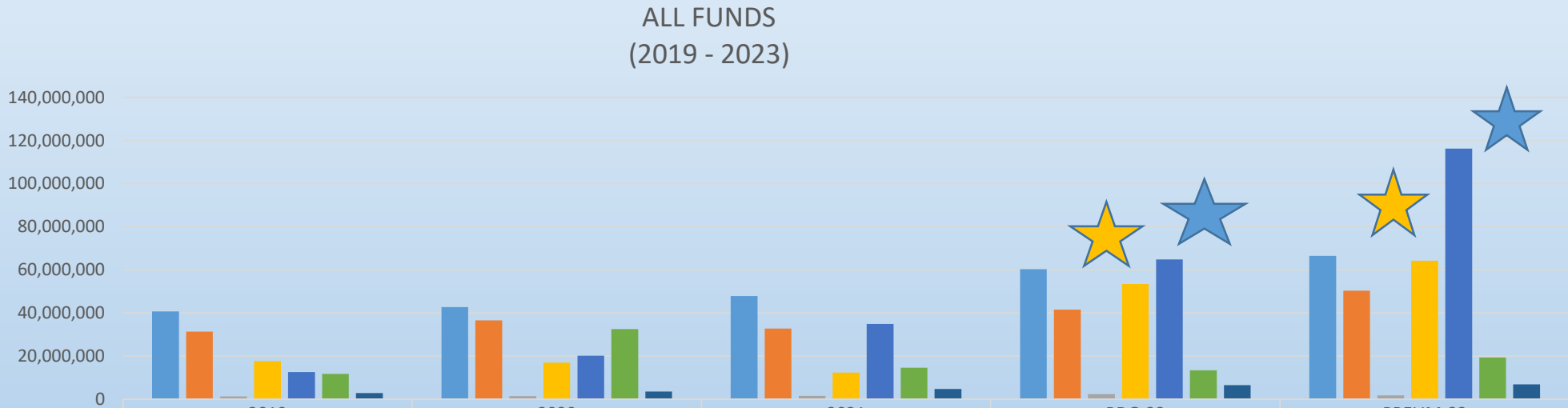
Preliminary FY 2023

Pat Bryson
Municipal Hall

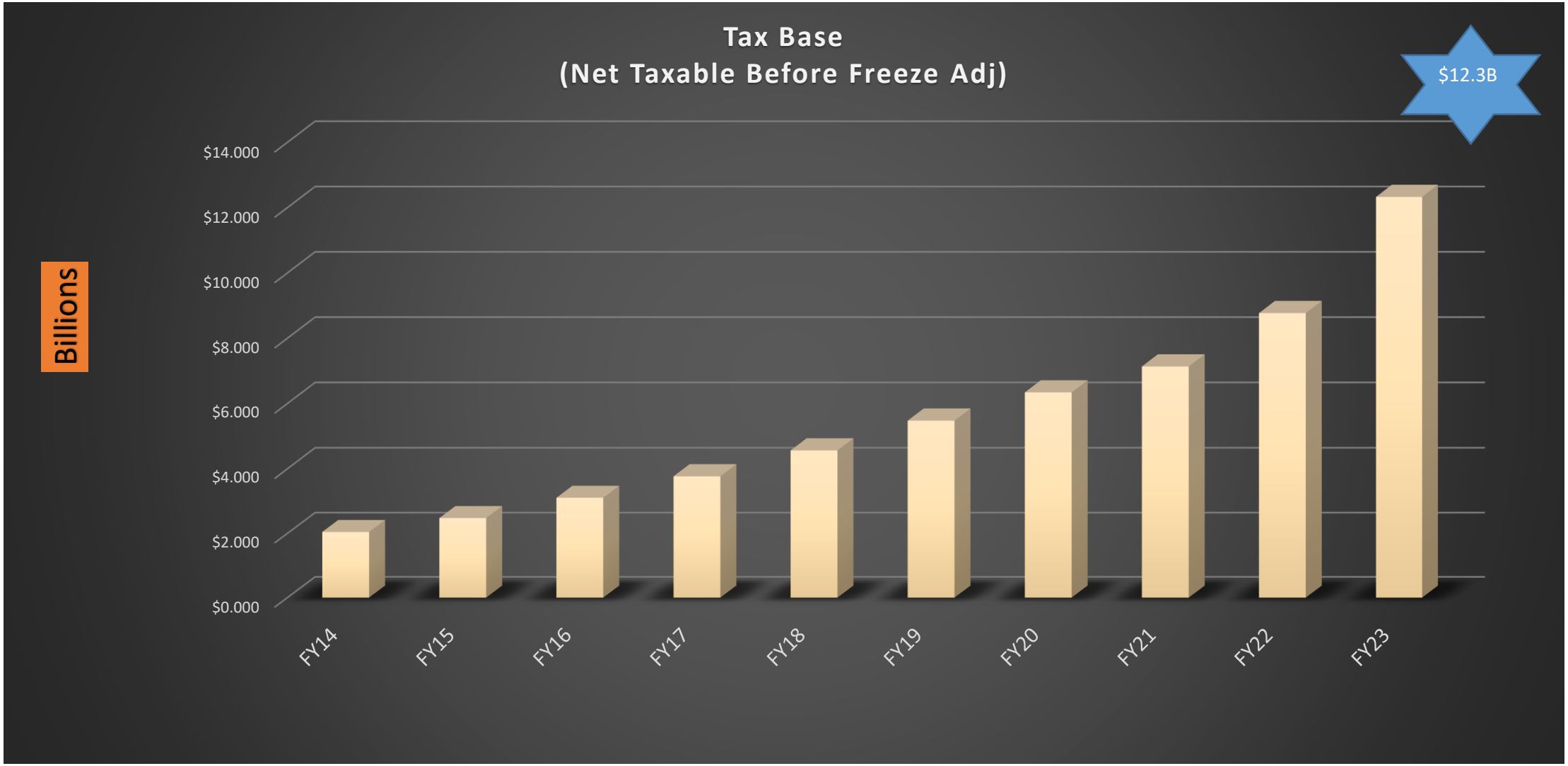
201 N. Brushy St.
Leander, Texas

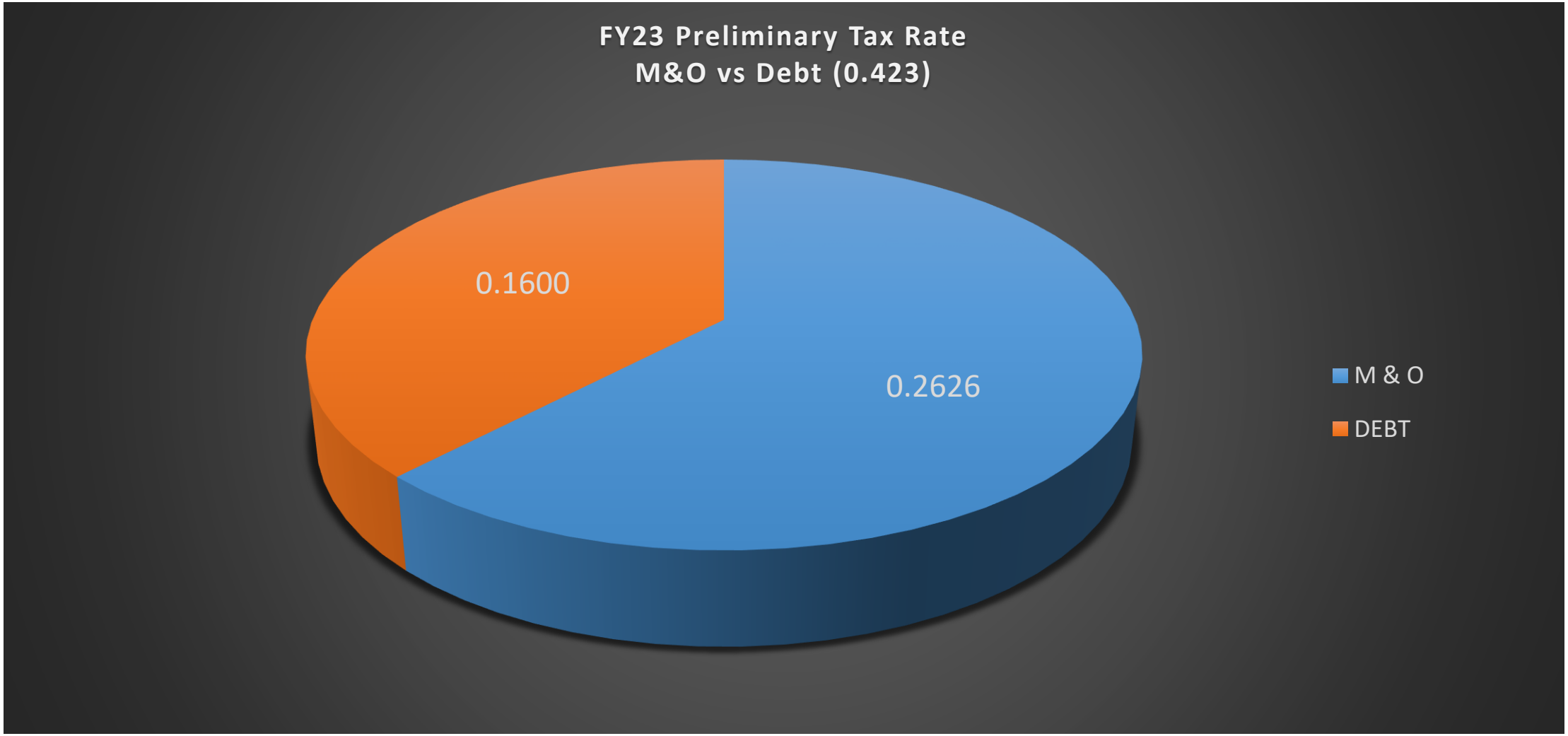
Preliminary FY 2023

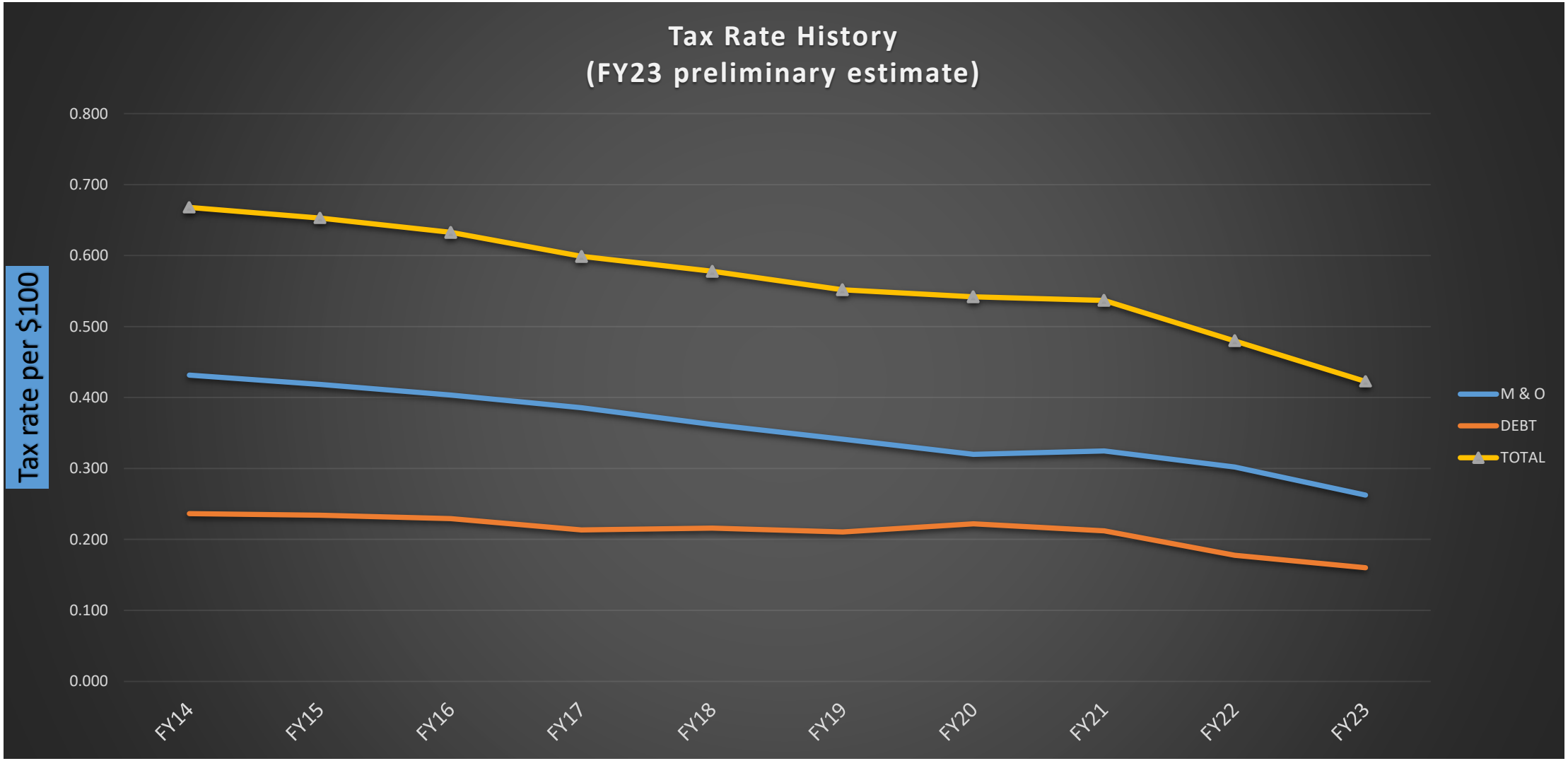
(remaining presentation will focus on the General Fund)

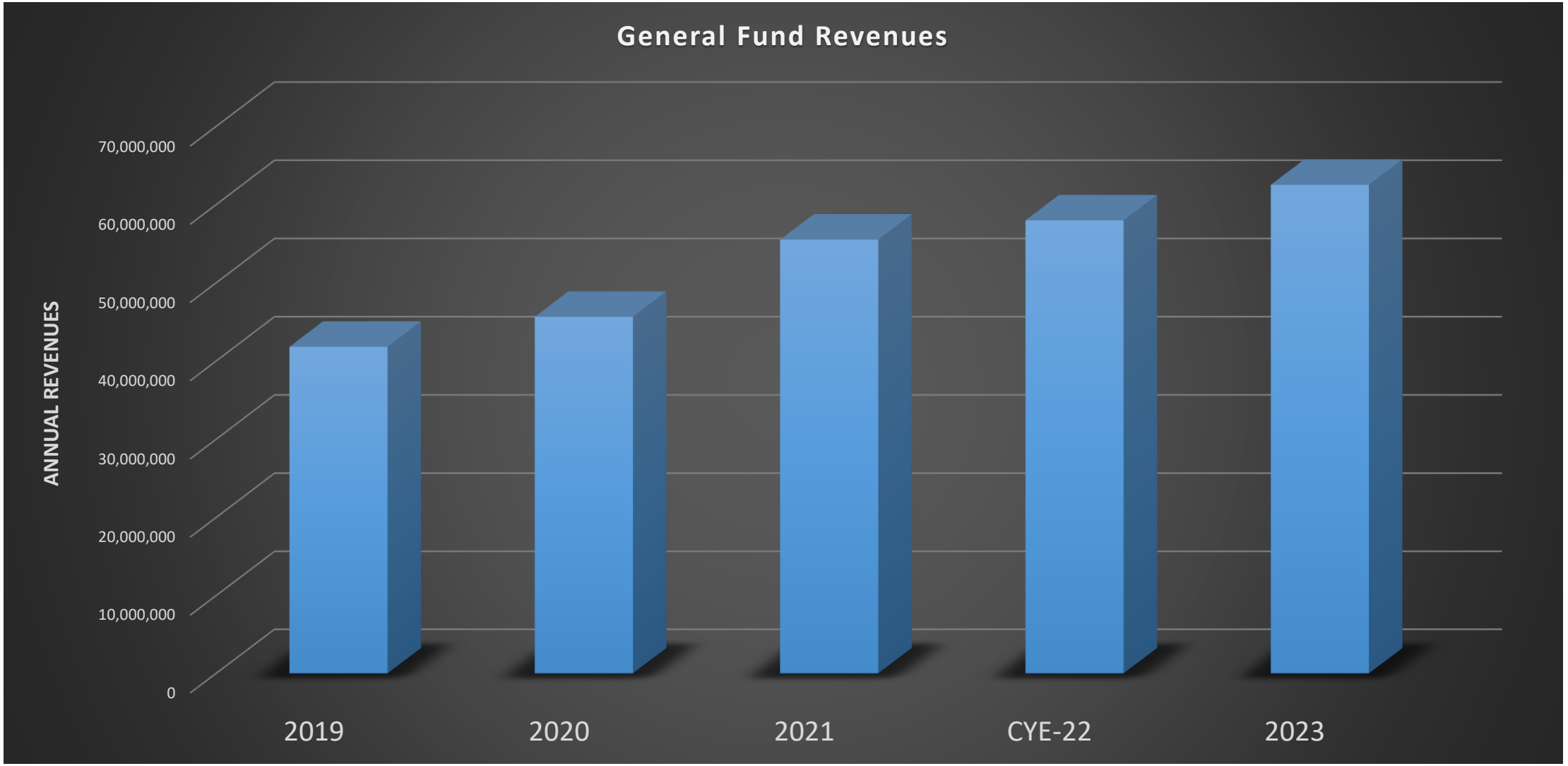


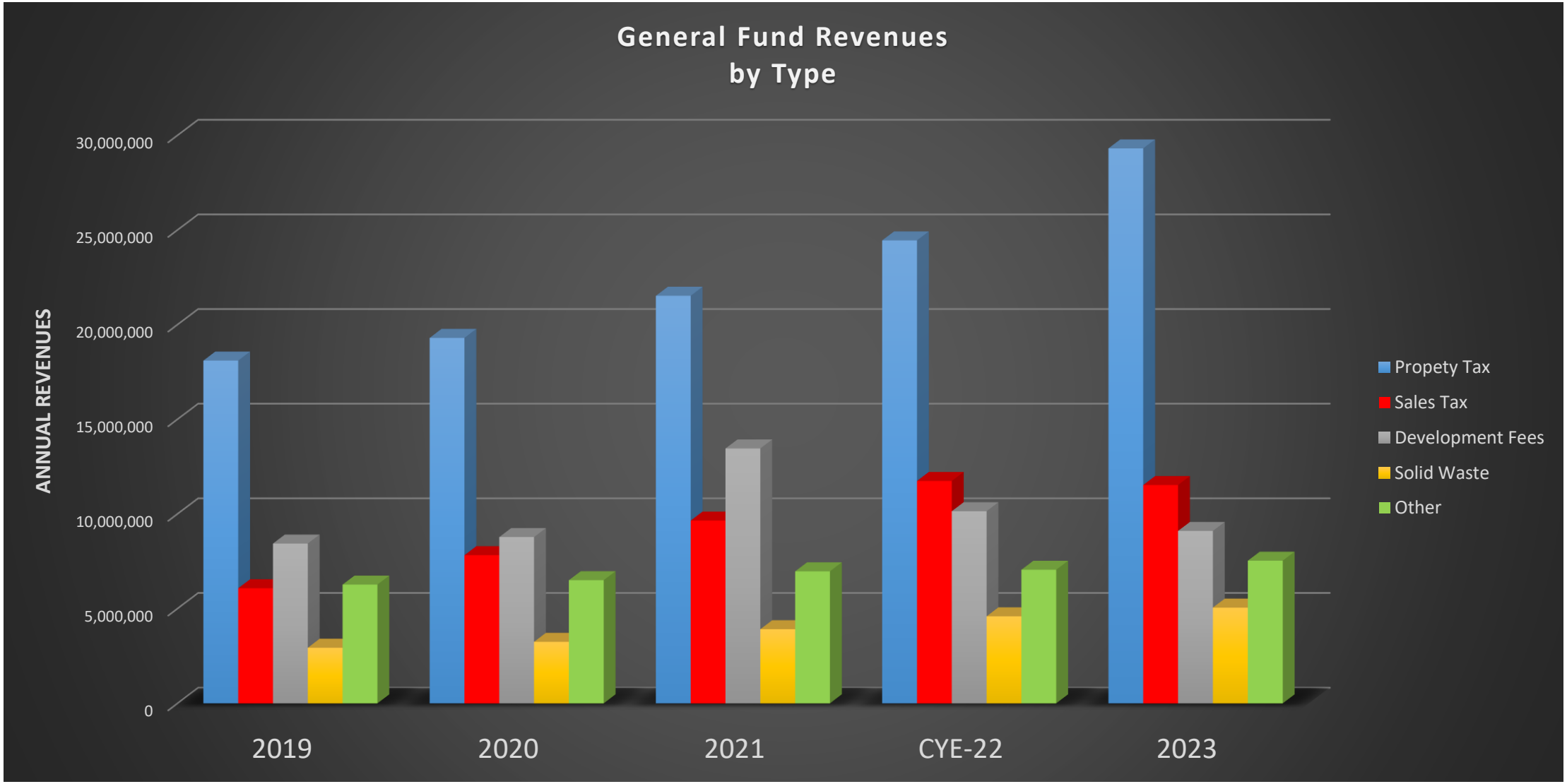
	2019	2020	2021	BDG-22	PRELIM-23
GENERAL FUND	40,738,816	42,723,156	47,896,638	60,336,737	66,528,917
UTILITY FUND	31,351,556	36,556,693	32,794,861	41,579,440	50,289,851
GOLF	1,352,797	1,395,384	1,558,161	2,331,832	1,792,880
CAPITAL PROJECTS - GENERAL	17,695,656	16,997,079	12,324,906	53,468,736	64,227,054
CAPITAL PROJECTS - UTILITY	12,579,839	20,191,460	34,858,919	64,772,527	116,195,778
GF DEBT	11,804,645	32,578,306	14,646,974	13,426,250	19,343,236
SPECIAL REVENUE FUNDS	2,842,385	3,528,917	4,713,681	6,506,254	6,873,532

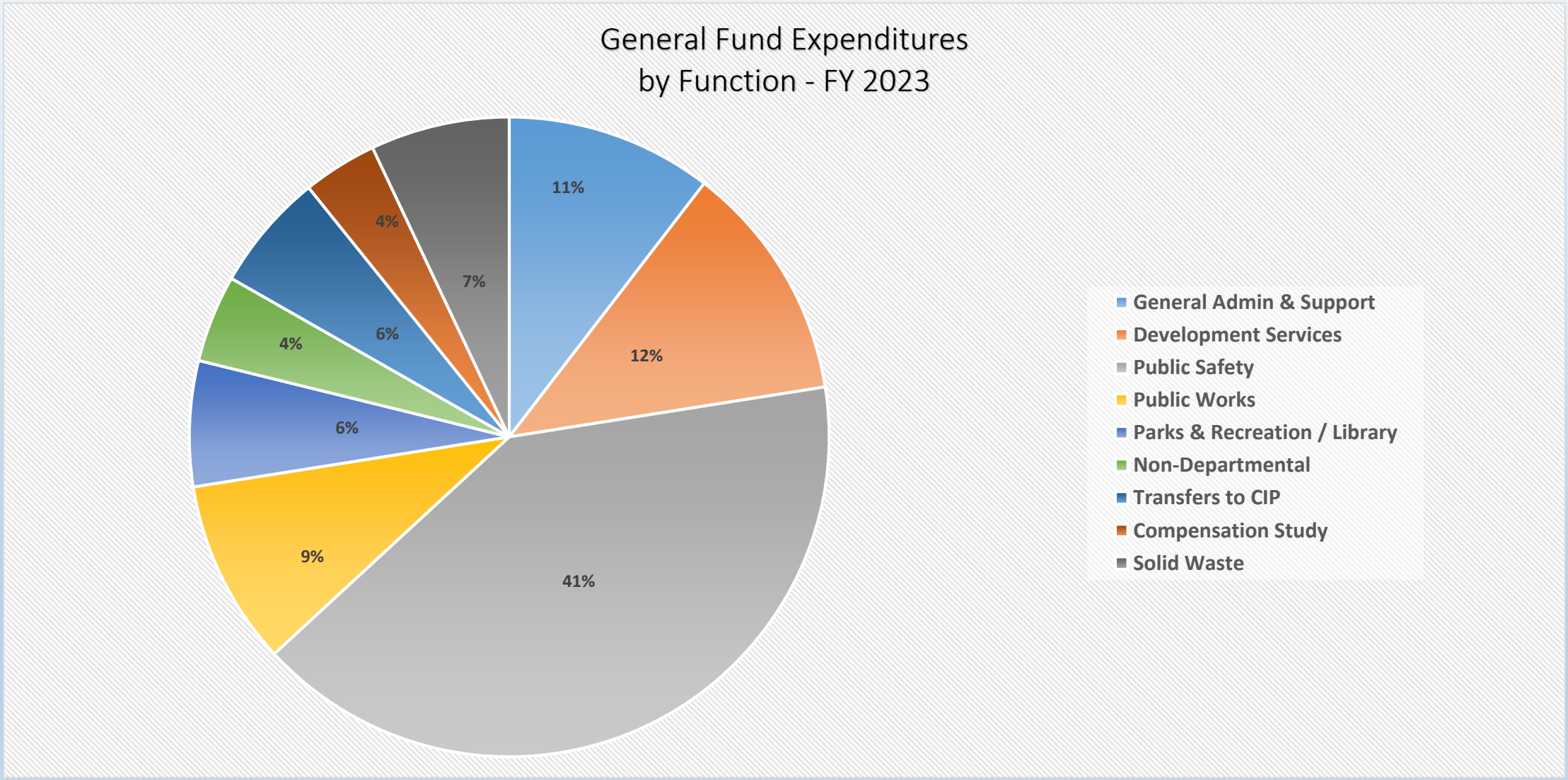

Tax Base
(Net Taxable Before Freeze Adj)
$12.3B
Billions
$14.000
$12.000
$10.000
$8.000
$6.000
$4.000
$2.000
$0.000
FY14
FY15
FY16
FY17
FY18
FY19
FY20
FY21
FY22
FY23

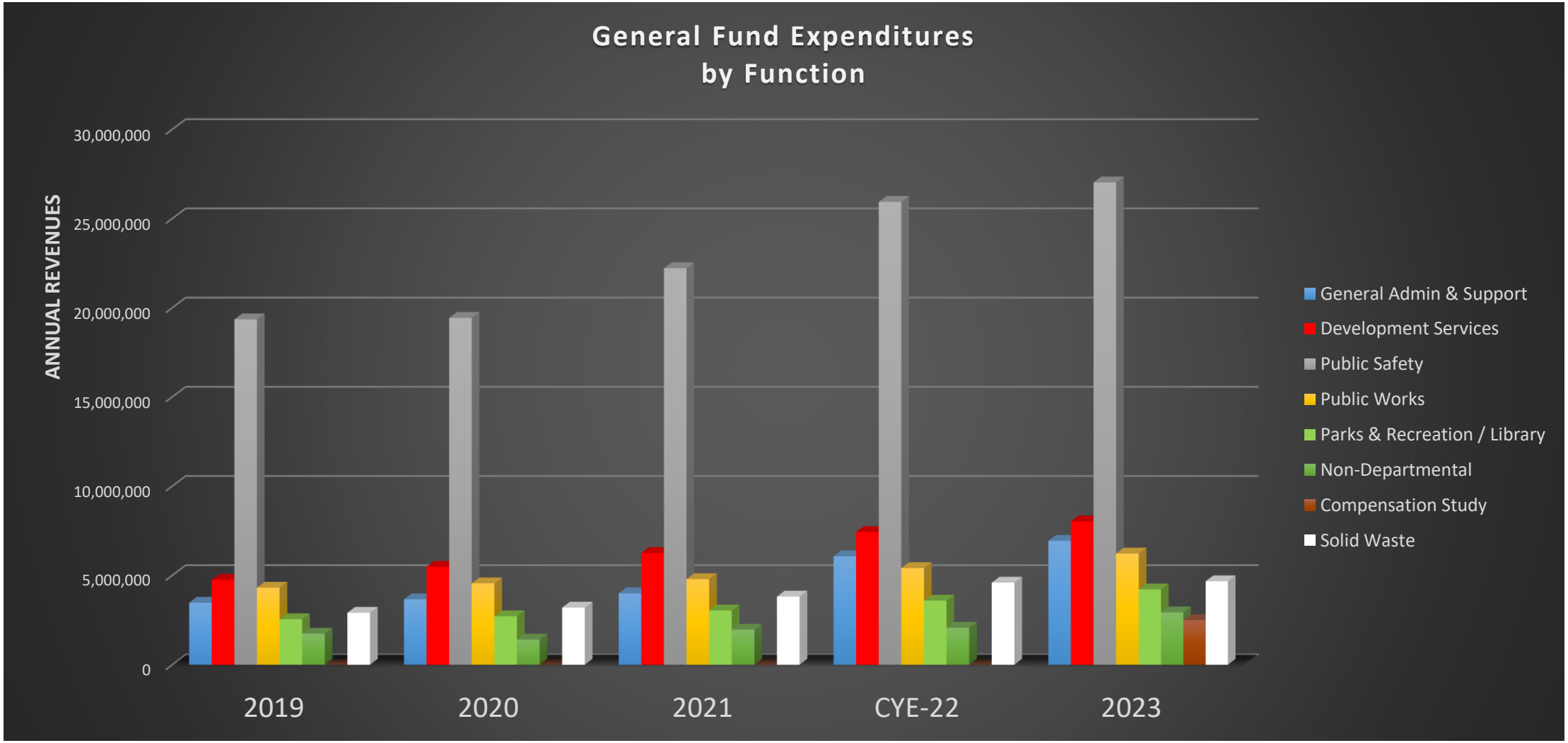

FY23 Preliminary Tax Rate
M&O vs Debt (0.423)
0.1600
0.2626
M & O
DEBT

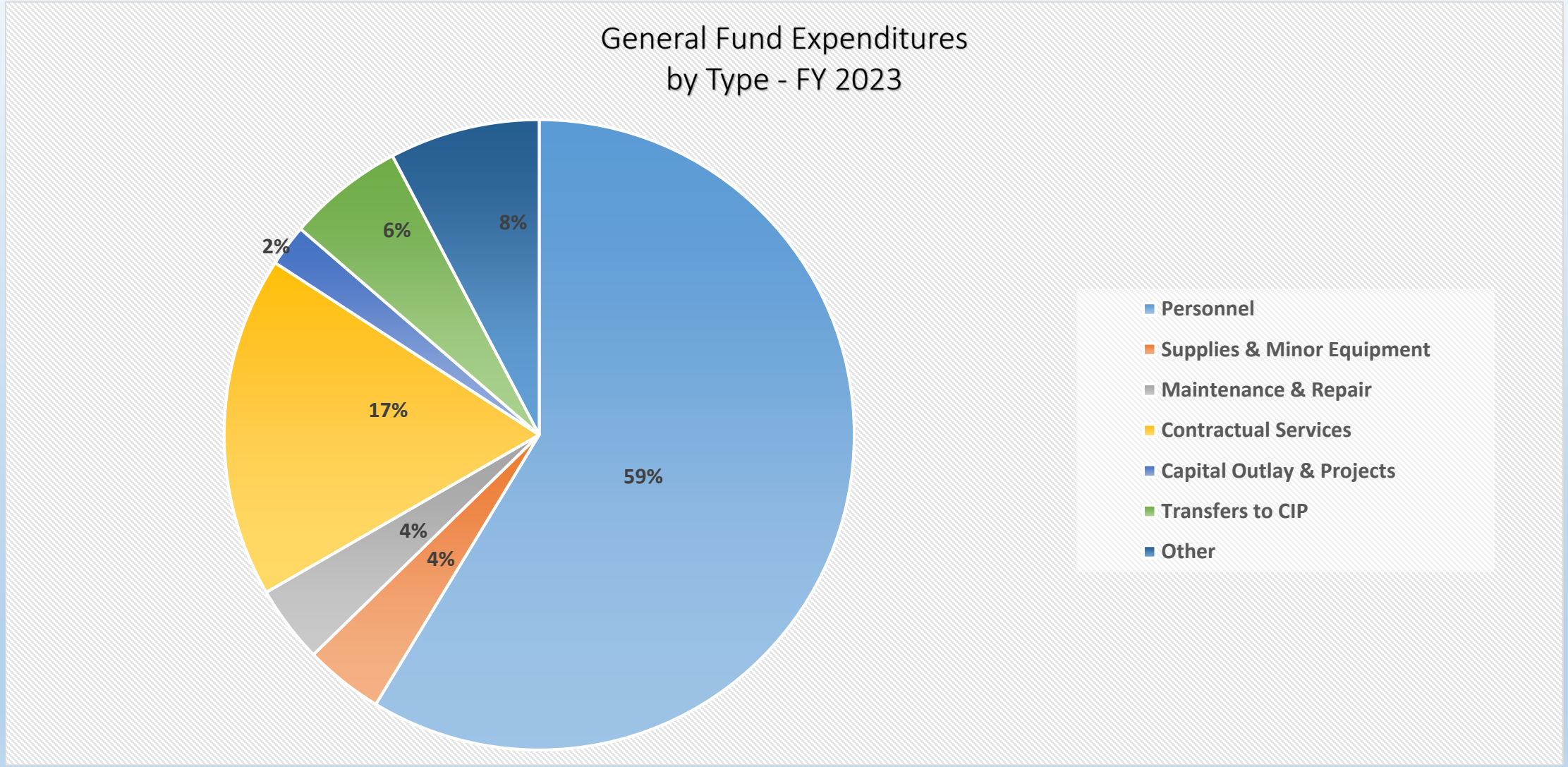

Tax Rate History
(FY23 preliminary estimate)
Tax rate per $100
0.800
0.700
0.600
0.500
0.400
0.300
0.200
0.100
0.000
FY14
FY15
FY16
FY17
FY18
FY19
FY20
FY21
FY22
FY23
M & O
DEBT
TOTAL

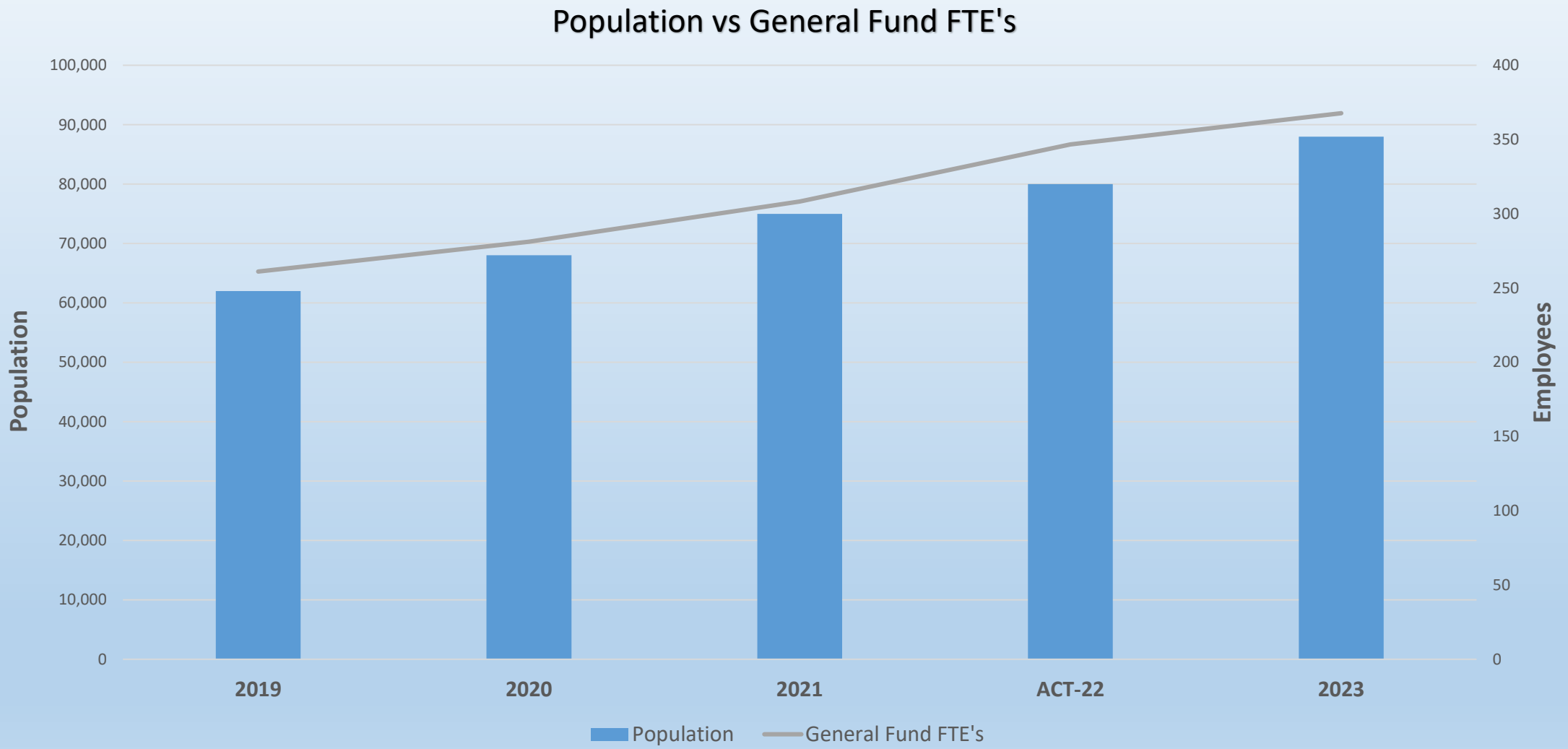

General Fund Revenues
ANNUAL REVENUES
70,000,000
60,000,000
50,000,000
40,000,000
30,000,000
20,000,000
10,000,000
0
2019
2020
2021
CYE-22
2023


General Fund Revenues
by Type
ANNUAL REVENUES
30,000,000
25,000,000
20,000,000
15,000,000
10,000,000
5,000,000
0
2019
2020
2021
CYE-22
2023
Propety Tax
Sales Tax
Development Fees
Solid Waste
Other


General Fund Expenditures
by Function - FY 2023
11%
12%
41%
9%
6%
4%
6%
4%
7%
General Admin & Support
Development Services
Public Safety
Public Works
Parks & Recreation / Library
Non-Departmental
Transfers to CIP
Compensation Study
Solid Waste


General Fund Expenditures
by Function
ANNUAL REVENUES
30,000,000
25,000,000
20,000,000
15,000,000
10,000,000
5,000,000
0
2019
2020
2021
CYE-22
2023
General Admin & Support
Development Services
Public Safety
Public Works
Parks & Recreation / Library
Non-Departmental
Compensation Study
Solid Waste


General Fund Expenditures
by Type - FY 2023
59%
4%
4%
17%
2%
6%
8%
Personnel
Supplies & Minor Equipment
Maintenance & Repair
Contractual Services
Capital Outlay & Projects
Transfers to CIP
Other


Population vs General Fund FTE's
100,000
90,000
80,000
70,000
60,000
50,000
40,000
30,000
20,000
10,000
0
Population
400
350
300
250
200
150
100
50
0
Employees
2019
2020
2021
ACT-22
2023
Population
General Fund FTE's

FY 2023 Preliminary Proposed Budget

What's New?

Recommended New FTE's (General Fund)

DEPT	POSITION	DEPT RANK	FTE'S REQUESTED	CM-RECOMMENDED	AMOUNT
LIBRARY	CHILDRENS LIBRARIAN	1	1	1	60,427
I.T.	DESKTOP SUPPORT TECHNICIAN II	1	1	1	106,607
COURT	DEPUTY COURT CLERK	1	1	1	56,580
GENERAL SVCS	FACILITIES MAINTENANCE	1	2	2	134,546
PLANNING	ASSISTANT PLANNER	2	1	1	81,083
PUBLIC WORKS - STS	STREET MAINTENANCE WORKERS I & II)	2	2	2	86,412
ENGINEERING	CONSTRUCTION INSPECTOR	5	1	1	118,827
ENGINEERING	CIP PROJECT MANAGER	2	1	1	112,481
ENGINEERING	GIS ANALYST	4	1	1	80,165
PARKS & REC	PARKS MAINTENANCE II	10	3	1	162,270
PARKS & REC	PARKS MAINTENANCE I	16	4	1	188,009
PARKS & REC	AQUATIC RECREATION COORDINATOR (CONVERT SEASONAL TO FULL-TIME)	4	1	1	46,386
PATROL	PATROL OFFICERS	1	8	3	1,387,681
CID	DETECTIVES	2	5	2	675,018
CODE	CODE ENFORCEMENT MANAGER	1	1	1	185,051
FIRE	3 FIREFIGHTERS FOR STATION 2 (BRING TO RECOMMENDED MINIMUM STAFFING)	6	3	3	293,693
	TOTAL		36	23	3,803,736

Recommended Supplements (Non-FTE)

DEPT	DESCRIPTION	DEPT RANK	AMOUNT
CITY SEC.	OFFSITE RECORD ARCHIVES	1	18,200
HR	HOLIDAYS (2) Juneteenth; Day After Xmas	NA	60,075
HR	NEOGOV MODULES	2	13,839
HR	PLANSOURCE	1	-34,187
I.T.	UPS FOR CITY HALL IT	2	58,821
I.T.	OFFICE 365 SHAREPOINT MAINTENANCE/ADDS/CHANGES	3	35,000
I.T.	MOBILE DEVICE MANAGEMENT	4	16,320
GENERAL SVCS	ASSET AND INVENTORY MANAGEMENT SYSTEM	2	9,800
PLANNING	CAMINO SOFTWARE	1	20,000
PLANNING	DEV SVCS VEHICLE - OPT B (REPLACE BLDG OFF VEHICLE EARLY)	3	16,128
PUBLIC WORKS - STS	DITCH WITCH TRAILER	3	53,000
PUBLIC WORKS - STS	PW ROOF REPAIRS AND CAMERA SYSTEM	7	25,000
PUBLIC WORKS - STS	METAL COVER FOR SAND STOCK PILE	4	25,000
PUBLIC WORKS - STS	RECLASSIFY SIGNAL CREW LEADER TO FOREMAN	1	6,736
ENGINEERING	ENG STUDIES-TRAFFIC COUNTS, SIGNAL WARRANTS	3	100,000
ENGINEERING	ENG SERVICES FOR DOWNTOWN DRAINAGE	7	100,000
ENGINEERING	NEW SOFTWARE - PROCORE FOR CIP PROGRAM MGMT	1	50,000

Recommended Supplements (Non-FTE's)

DEPT	DESCRIPTION	DEPT RANK	AMOUNT
PARKS & REC	SOFTBALL FIELD UPGRADES	5	48,900
PARKS & REC	LAKEWOOD PARK MAINTENANCE SHOP	8	27,000
PARKS & REC	2 - BIG HORN UTILITY VEHICLES	7	15,000
PARKS & REC	LAKEWOOD PARK SPLASHPAD PUMP COVER	9	7,500
PATROL	RIFLE PLATES, CARRIERS AND HELMETS FOR OFFICERS	25	5,750
SPECIAL OPS	BALLISTIC SHIELD WITH VIEWPORT AND LIGHTS (2)	26	5,700
PATROL	BALLISTIC SHIELDS (8)	27	3,200
PATROL	RIFLE SUPPRESSORS (12)	31	6,600
SPECIAL OPS	9MM AR PISTOLS	42	4,000
FIRE	28 DAY TO 14 DAY PAY CYCLE (FIRE FLSA PAY CYCLE)	2	105,147
FIRE	BILINGUAL PAY STIPEND	11	4,800
BLDG INSP.	RECLASS PERMIT TECHNICIANS TO SENIOR PERMIT TECHNICIANS	1	6,030
BLDG INSP.	RECLASS COMMERCIAL PLAN REVIEWER TO SENIOR PLAN REVIEWER	2	4,262
BLDG INSP.	CERTIFICATION INCENTIVE PROGRAM	3	46,482
	TOTAL		950,515

FY 2023 Preliminary Proposed Budget

What's Next?

Next Steps

Texas Truth-in-Taxation

- State law limits property tax increase to 3.5% for operations & maintenance on properties on the tax roll last year.

- The debt portion of the tax rate is based on the rate needed to pay existing debt service for the upcoming fiscal year.

- Preliminary Tax Rate is projected to be 42.3 cents or 5.7 cents lower than current rate of 47.97.

Next Steps

Texas Truth-in-Taxation

- State law requires calculation of two tax rates.
  (1) No-New-Revenue (NNR)
  (2) Voter-Approval-Rate (VAR)

- The NNR rate is rate that would produce same amount of property taxes on existing property as last year (for operations, not debt.)
- The VAR is the NNR plus the allowed 3.5% increase.
- Any proposed rate above the VAR must be approved by the voters.
- The estimated VAR rate generates an additional $1,010,000.
- The proposed budget is based upon the VAR tax rate.

Next Steps

Texas Truth-in-Taxation

- Williamson County Tax Office is in the process of calculating the City's NNR and VAR tax rates.
- Aug. 4 – staff will present the calculations to City Council.
- Aug. 4 – Council will vote on a "proposed" tax rate which then becomes the maximum rate that can be considered before final adoption in Sep.
- If a rate above the NNR is accepted, then a public hearing is required.

Budget Risks?

- Revenue estimates are conservative, but subject to risks that we haven't seen for a while.
  - Rising mortgage interest rates might slow the pace of new home construction.
  - Supply chain issues could impact new construction timelines.
  - Sales taxes are highly sensitive to outside market forces.

- Expenditure projections are also subject to certain risks.
  - Inflation
  - Tight labor supply impacting contractor pricing

AGENDA ITEM # 6

EXECUTIVE SUMMARY
07/29/2022

AGENDA SUBJECT:

Staff recruitment and retention

BACKGROUND:

Discussion will include:

Recruiting — Staff will update Council on employee recruiting methods, current recruiting environment, and potential ideas.

Compensation Study — Staff will present a draft copy of proposed recommendations following the employee compensation study conducted by Paypoint HR.

Attachments

1. Staff Recruitment and Retention
2. Comp Study DRAFT Recommendations

City of Leander

Recruitment and Retention

Collaboration in a hybrid world | Millennials turn 40 | Building the perfect HR person
HRMagazine
WINTER 2021
SHRM.ORG
SIGN-ON BONUSES TODAY
THE TALENT CIRCUS
COME
WE NEED HELP
PTO
401(K)
WELCOME TO THE GREATEST RECRUITING SHOW ON EARTH

Attract Candidates

- City of Leander website
  - Subscribe for email notifications
  - Job posting emails to all city staff
- NeoGov
  - GovernmentJobs
  - Indeed
- Local Marquee/Signage
- Social Media
- Internships
  - Summer 2022 - First interns through TCEQ

Attract Candidates

- Career Fairs
  - Leander Chamber of Commerce
  - Local High Schools
  - Colleges/Universities
  - Technical Schools
- TWC Workforce Solutions/Work in Texas
- Texas Veterans Commission
- Strategic Government Resources
- Organizations
- Publications
- Temporary staffing

Attract & Retain

- Compensation study
  - COLA
  - Market adjustments
- Offer reimbursement for relocation expenses (certain positions)
- Cell phone stipend or city issued cell phone (certain positions)
- Vehicle allowance or mileage reimbursement (certain positions)
- Certification pay
- Degree pay (currently Police, adding Fire)

Attract & Retain

- **Full-time Employee Benefits**
  - Paid vacation and sick leave
  - 12 City paid holidays *(+1 additional for First Responders)*
  - Longevity Pay

  - New online employee benefits system
    - First Financial Group of America (FFGA)
    - Bilingual in Spanish
    - Computer, tablet, Smartphone

Attract & Retain

- **Full-time Employee Benefits**
  - 100% city paid medical and basic dental coverage
    - No waiting period
    - Blue Cross Blue Shield of Texas PPO and HDHP
    - $1k annual city contribution to Health Savings Account *(prorated after 10/1)*
  - 60% city paid medical and dental coverage for dependents
  - $15k employer paid basic life and AD&D for employee
    - Spouse and child coverages available

Attract & Retain

- **Full-time Employee Benefits - Optional Coverages**
  - Vision
  - Short/Long Term Disability
  - Accident and Cancer
  - ***NEW***
    - Permanent Life Insurance
    - Critical Illness
    - Hospital Indemnity
- Retirement Plan – Texas Municipal Retirement System
  - Employee is eligible if they work at least 1,000 hours per year
  - City match 2:1 at retirement
- Employee Assistance Program – available for all employees

Attract & Retain

- Work Alternative/Flex Schedules
- Wellness Program
  - 1st Health & Wellness Fair – July 27
- Employee Training
  - Core
    - Ethics
    - Anti-Harassment/Bullying
    - Diversity, Equity & Inclusion
    - Cyber Security
  - Hiring Process – ***NEW***
  - Performance Appraisals
  - Employee Assistance Program

Future Ideas to Attract & Retain

- Attend more career fairs
- Create a city workforce plan w/metrics
- Offer more internships
- Video spotlight employees doing their jobs
- Offer high school students on-site city career day/tours
- Sign on bonuses
- Employee referral incentive pay
- Increase vacation and sick leave accruals
- Increase longevity pay
- Explore benefit options
- Career ladders
- Express Hire events

City of Leander & Local Cities FTE's

	Leander	Cedar Park	Georgetown	Round Rock	Pflugerville
Total FTEs FY2019	320.6	509.5	746	1008	398
Total FTEs FY2020	344.73	514.5	764	1019	412
Total FTEs FY2021	374.73	516.5	793	1021	399
Total FTEs FY2022	419.43	532	850	1072.7	426.5
Turnover Rates 2019	16.47%	12%	11.67%	**	16%
Turnover Rates 2020	10.13%	11%	12.50%	**	19%
Turnover Rates 2021	23.00%	12%	13.78%	**	13%
Turnover Rates 2022 YTD	15.00%	14.5%	13.51%	15.39%	19%

Source: Data gathered from City websites - Financial & Budget Reports
**Did not track for 2019 - 2021

Median Single Family Sales Price

	2019	2020	2021	2022*
Cedar Park	$322,312	$353,000	$499,495	$561,500
Leander	$288,082	$314,995	$460,000	$511,185
Georgetown	$269,000	$290,500	$394,000	$505,500
Round Rock	$273,000	$301,459	$430,000	$502,250
Pflugerville	$259,000	$285,000	$400,000	$496,580

Source: Realtor's Association

City of Leander Turnover by Department

	FY 22 (YTD) Total Turnover - 59 (15%)	FY 21 Total Turnover - 70 (20%)	FY 20 Total Turnover - 35 (11%)
Department	**Percent Turnover**	**Percent Turnover**	**Percent Turnover**
Finance	2%	1%	0%
Public Information Office	2%	0%	0%
Library	5%	1%	0%
Human Resources	3%	0%	0%
General Services	5%	3%	0%
Public Works including Streets	10%	19%	11%
Engineering	7%	13%	9%
Parks & Recreations	14%	13%	31%
Police Uniform Services	7%	3%	3%
Police Support Services	3%	0%	0%
Police Criminal Investigation	2%	0%	0%
Police Communications	3%	6%	11%
Fire Administration	2%	0%	0%
Building Inspections & Permits	3%	3%	6%
Emergency Response	8%	9%	6%
Golf Shop	14%	13%	3%
Public Works Water Maintenance	5%	0%	9%
BCRUA Regional Water Plant	2%	3%	0%
Public Works Wastewater Maintenance	3%	0%	3%
Utility Billing	0%	7%	3%
Code Enforcement	0%	0%	3%
Homeland Security and Emergency Mngt	0%	0%	3%
Economic Development	0%	1%	0%
Planning and Development Services	0%	4%	0%
Community Risk Reduction	0%	1%	0%

Employer - State of Texas Turnover

Turnover by Region for Fiscal Year 2021					
Region	Average Headcount	Percent of Total Average Headcount	Separations	Percent of Total Separations	Turnover Rate
Alamo	10,253.25	7.0%	2,402	7.6%	23.4%
Capital	40,423.50	27.5%	5,078	16.0%	12.6%
Central Texas	10,381.75	7.1%	3,086	9.7%	29.7%
Gulf Coast	22,702.25	15.4%	5,023	15.9%	22.1%
High Plains	6,959.50	4.7%	1,870	5.9%	26.9%
Metroplex	14,175.25	9.6%	2,988	9.4%	21.1%
Northwest	8,339.50	5.7%	2,455	7.8%	29.4%
South Texas	11,287.50	7.7%	2,261	7.1%	20.0%
Southeast	6,360.75	4.3%	2,282	7.2%	35.9%
Upper East	8,504.50	5.8%	2,283	7.2%	26.8%
Upper Rio Grande	3,767.50	2.6%	688	2.2%	18.3%
West Texas	3,989.25	2.7%	1,249	3.9%	31.3%
Statewide Totals	**147,144.50**	**100.0%** [a]	**31,665**	**100.0%** [a]	**21.5%** [b]

[a] Percentages do not sum to 100.0 due to rounding.

[b] The statewide total turnover rate is not the sum of the percentages.

Source: The State Auditor's Office's Electronic Classification Analysis System.

Employer - State of Texas Turnover

Turnover by Region and County Fiscal Year 2021						
Region	County	Average Headcount	Percentage of Total Average Headcount [a]	Separations	Percentage of Total Separations [a]	Turnover Rate
Capital Region	Bastrop	195.75	0.1%	27	0.1%	13.8%
	Blanco	36.75	0.0%	6	0.0%	16.3%
	Burnet	246.75	0.2%	53	0.2%	21.5%
	Caldwell	77.50	0.1%	18	0.1%	23.2%
	Fayette	71.00	0.0%	7	0.0%	9.9%
	Hays	296.75	0.2%	39	0.1%	13.1%
	Lee	340.50	0.2%	157	0.5%	46.1%
	Llano	29.25	0.0%	1	0.0%	3.4%
	Travis	38,603.50	26.2%	4,681	14.8%	12.1%
	Williamson	525.75	0.4%	89	0.3%	16.9%
Capital Region Totals		**40,423.50**	**27.5%**	**5,078**	**16.0%**	**12.6%** [b]

Employer - State of Texas Turnover

Turnover by Region and County Fiscal Year 2021						
Region	County	Average Headcount	Percentage of Total Average Headcount [a]	Separations	Percentage of Total Separations [a]	Turnover Rate
Central Texas Region	Bell	763.00	0.5%	150	0.5%	19.7%
	Bosque	30.50	0.0%	6	0.0%	19.7%
	Brazos	750.00	0.5%	133	0.4%	17.7%
	Burleson	41.50	0.0%	3	0.0%	7.2%
	Coryell	2,593.50	1.8%	902	2.8%	34.8%
	Falls	379.50	0.3%	146	0.5%	38.5%
	Freestone	286.50	0.2%	95	0.3%	33.2%
	Grimes	679.25	0.5%	158	0.5%	23.3%
	Hamilton	80.00	0.1%	16	0.1%	20.0%
	Hill	87.25	0.1%	14	0.0%	16.0%
	Lampasas	64.25	0.0%	11	0.0%	17.1%
	Leon	44.00	0.0%	7	0.0%	15.9%
	Limestone	1,335.00	0.9%	448	1.4%	33.6%
	Madison	516.00	0.4%	181	0.6%	35.1%
	McLennan	1,532.25	1.0%	400	1.3%	26.1%
	Milam	68.00	0.0%	18	0.1%	26.5%
	Mills	16.25	0.0%	2	0.0%	12.3%
	Robertson	39.50	0.0%	5	0.0%	12.7%
	San Saba	130.75	0.1%	40	0.1%	30.6%
	Washington	944.75	0.6%	351	1.1%	37.2%
Central Texas Region Totals		**10,381.75**	**7.1%**	**3,086**	**9.7%**	**29.7%** [b]

"Keep your mind open to change all the time. Welcome it. Court it.

It is only by examining and re-examing your options and ideas that you can progress.

-Dale Carnegie

Paypoint HR

City of Leander Compensation Study
Draft Executive Recommendations

July 29, 2022

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Compensation Study Summary

Process

The purpose of this document is to give an overview of the most important issues and opportunities identified by the Paypoint HR Consulting Team. The study compared existing pay to Texas-Wide compensation scales of organizations identified to be valid comparators to Leander. In addition, a Local-Area Study was conducted with Round Rock, Cedar Park, and Georgetown, the three nearest cities in which we compete for staffing and talent.

The intent of the study is to provide the City of Leander with a process for ascertaining equitable value of positions on a competitive salary scale. This report provides a review and update of the classification and compensation plan for City employees.

Survey Participants

Texas-Wide Survey Respondents

Allen	Austin	Bedford	Boerne
Cedar Hill	Cedar Park	College Station	Copperas Cove
Farmers Branch	Flower Mound	Frisco	Galveston
Georgetown	Grapevine	Harker Heights	Hutto
Lewisville	Little Elm	McKinney	Richardson
Rockwall	Round Rock	Rowlett	Wylie

Local-Area Survey Respondents

Leander	Cedar Park	Round Rock	Georgetown

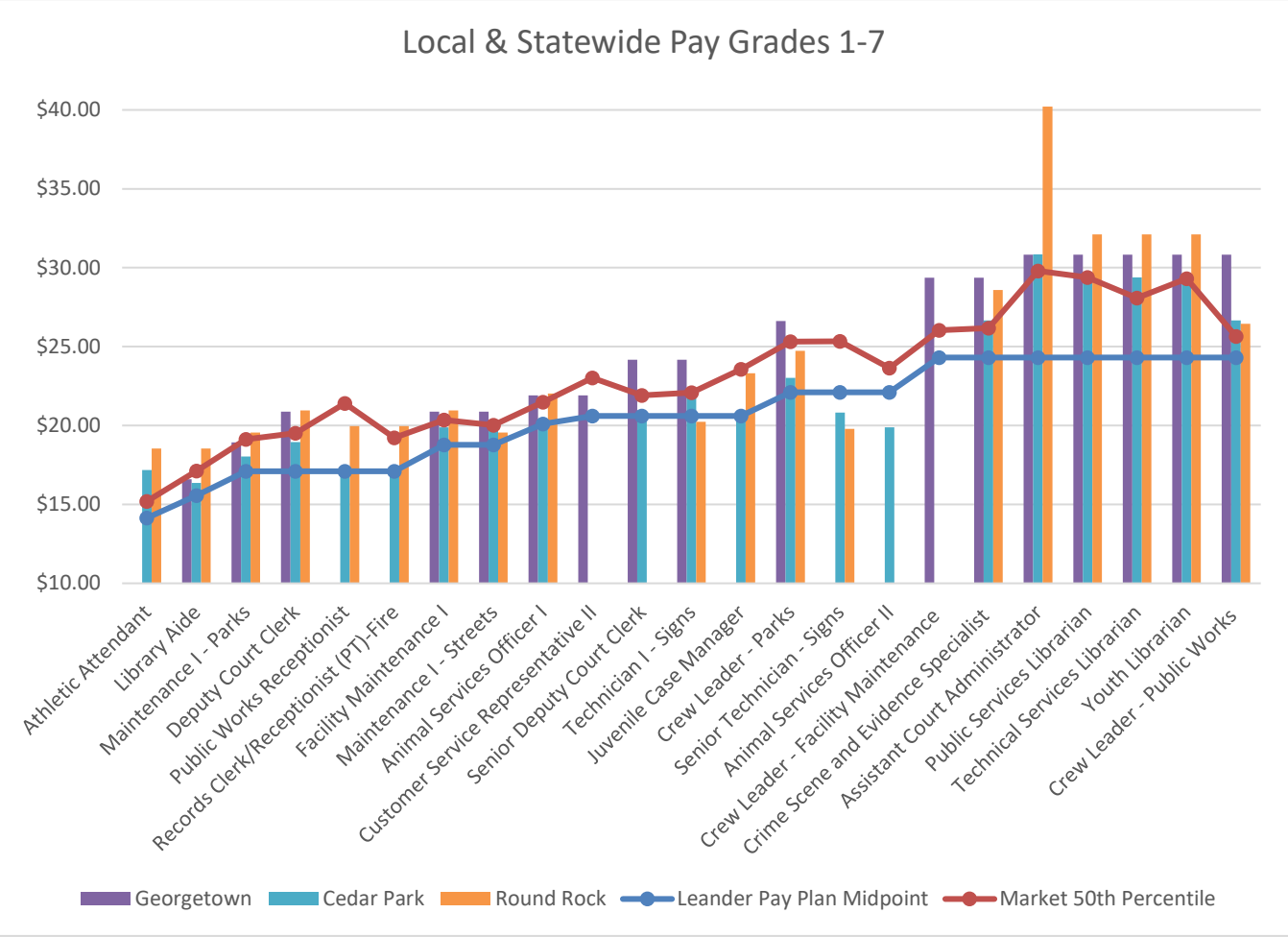
External Market Comparison

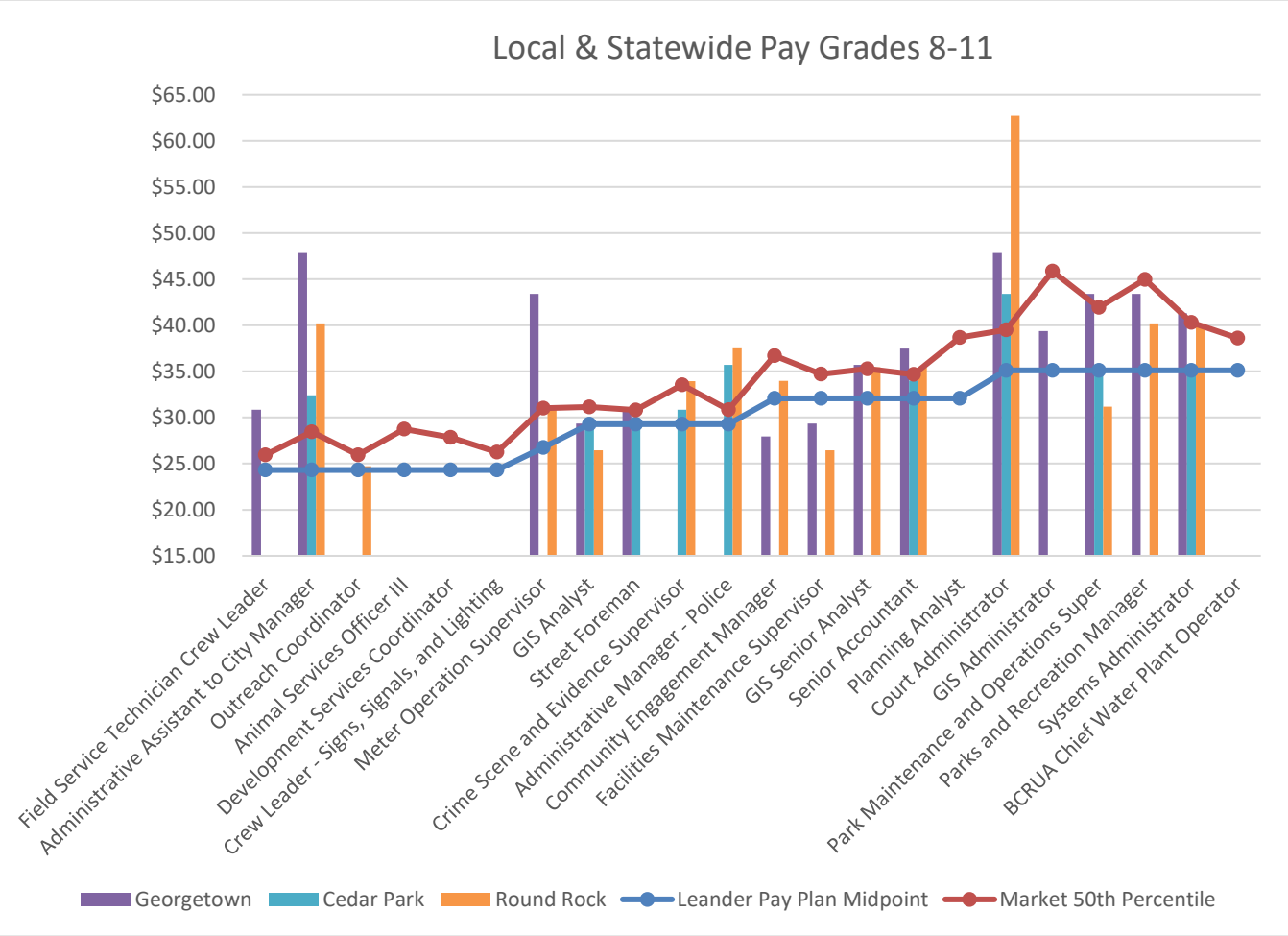
A summary of the findings of the Texas-Wide external market analysis revealed the following:

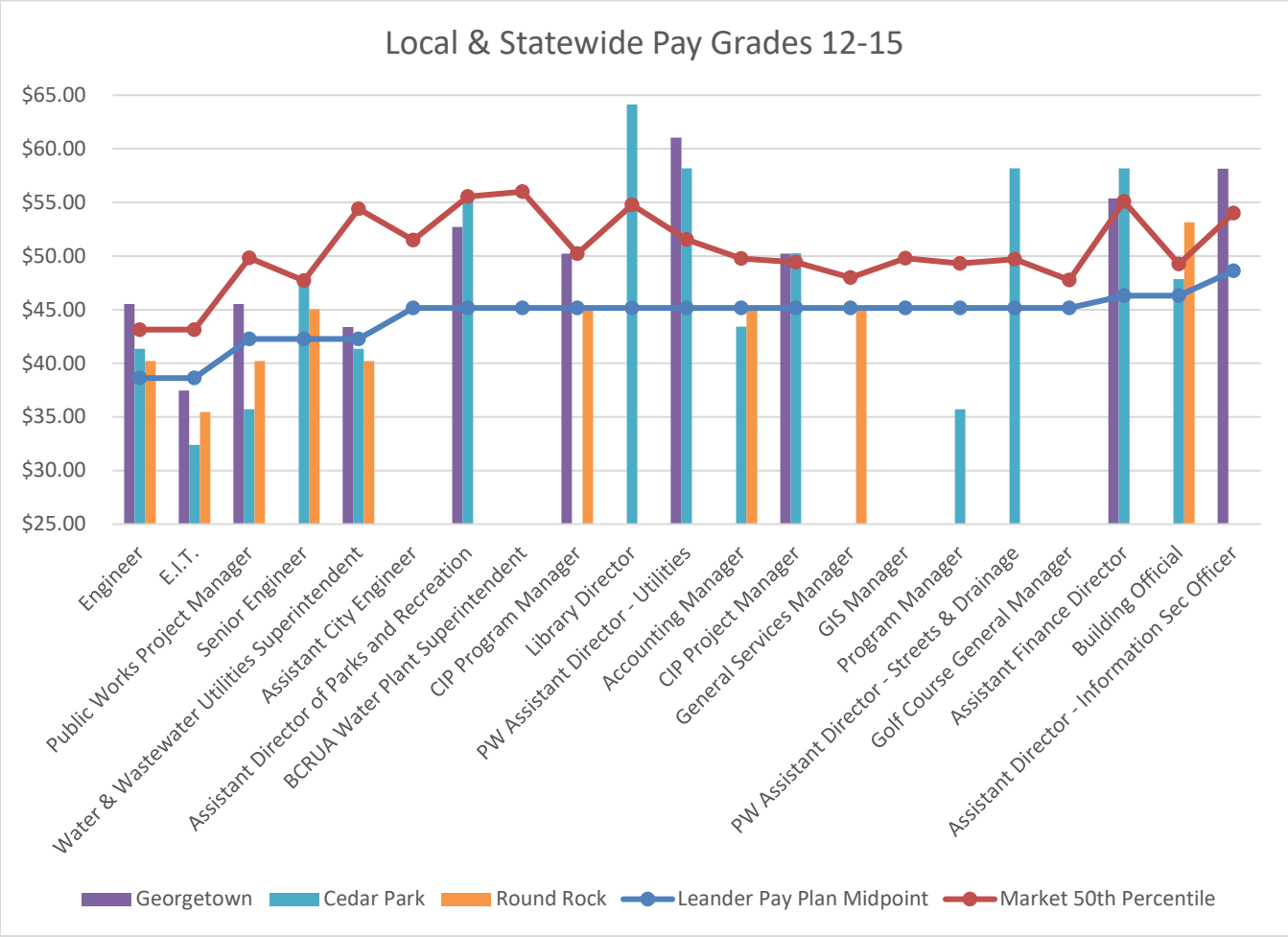
- 50 job titles are Substantially below Market Mid-Point (<-10%)
- 40 job titles are Below Market Mid-Point (between >-10% but <-5%)

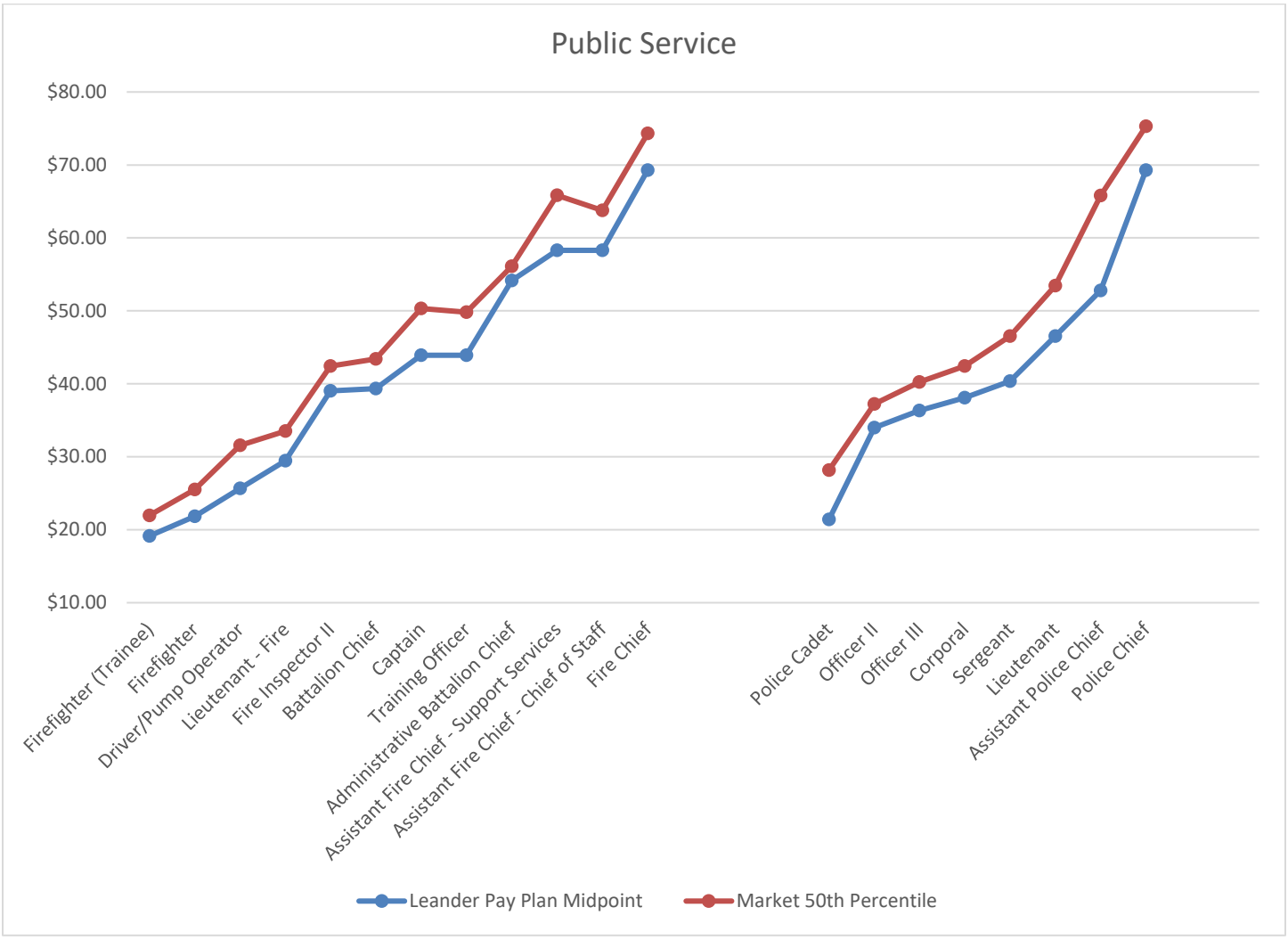
Additionally, the Local-Area market analysis generally supported the Texas-Wide findings.

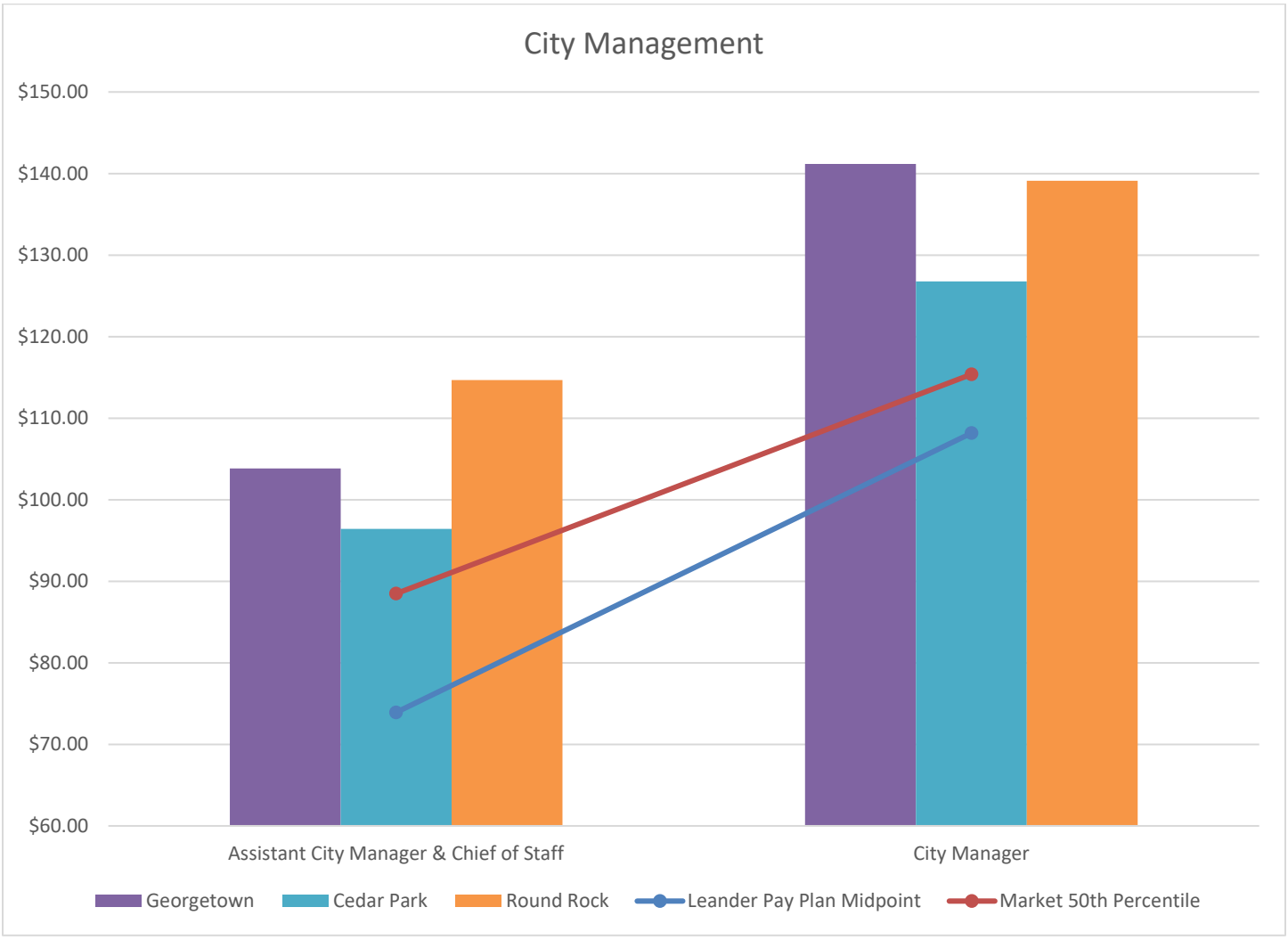
On the charts below, "Market 50th Percentile" represents the State-Wide mid-point data (red horizontal line). The Local-Area data is color coded by City. Leander is the blue horizontal line.




Local & Statewide Pay Grades 8-11
$65.00
$60.00
$55.00
$50.00
$45.00
$40.00
$35.00
$30.00
$25.00
$20.00
$15.00
Field Service Technician Crew Leader
Administrative Assistant to City Manager
Outreach Coordinator
Animal Services Officer III
Development Services Coordinator
Crew Leader - Signs, Signals, and Lighting
Meter Operation Supervisor
GIS Analyst
Street Foreman
Crime Scene and Evidence Supervisor
Administrative Manager - Police
Community Engagement Manager
Facilities Maintenance Supervisor
GIS Senior Analyst
Senior Accountant
Planning Analyst
Court Administrator
GIS Administrator
Park Maintenance and Operations Super
Parks and Recreation Manager
Systems Administrator
BCRUA Chief Water Plant Operator
Georgetown
Cedar Park
Round Rock
Leander Pay Plan Midpoint
Market 50th Percentile


Local & Statewide Pay Grades 12-15
$65.00
$60.00
$55.00
$50.00
$45.00
$40.00
$35.00
$30.00
$25.00
Engineer
E.I.T.
Public Works Project Manager
Senior Engineer
Water & Wastewater Utilities Superintendent
Assistant City Engineer
Assistant Director of Parks and Recreation
BCRUA Water Plant Superintendent
CIP Program Manager
Library Director
PW Assistant Director - Utilities
Accounting Manager
CIP Project Manager
General Services Manager
GIS Manager
Program Manager
PW Assistant Director - Streets & Drainage
Golf Course General Manager
Assistant Finance Director
Building Official
Assistant Director - Information Sec Officer
Georgetown
Cedar Park
Round Rock
Leander Pay Plan Midpoint
Market 50th Percentile


Public Service
$80.00
$70.00
$60.00
$50.00
$40.00
$30.00
$20.00
$10.00
Firefighter (Trainee)
Firefighter
Driver/Pump Operator
Lieutenant - Fire
Fire Inspector II
Battalion Chief
Captain
Training Officer
Administrative Battalion Chief
Assistant Fire Chief - Support Services
Assistant Fire Chief - Chief of Staff
Fire Chief
Police Cadet
Officer II
Officer III
Corporal
Sergeant
Lieutenant
Assistant Police Chief
Police Chief
Leander Pay Plan Midpoint
Market 50th Percentile


City Management
$150.00
$140.00
$130.00
$120.00
$110.00
$100.00
$90.00
$80.00
$70.00
$60.00
Assistant City Manager & Chief of Staff
City Manager
Georgetown
Cedar Park
Round Rock
Leander Pay Plan Midpoint
Market 50th Percentile

Proposed Pay Plans

Currently, the City of Leander has 16 pay grades in the Pay Plan, and three "non-numbered" categories that include Department Heads, Direct Reports to the City Manager, and a City Manager category. The minimum to maximum *pay grade* ranges vary from 23% to 34%.

With respect to the data collected, Paypoint HR has recommended the following:

- In our Pay Plan, increase the ranges within each band from the current 23% -34% to **50% - 60%,** which will result in increased advancement opportunities for experienced employees in each position.

- Increase the compensation rates in each pay grade by applying a reasonable/logical increase percentage (6% to 8%, depending on budget limitations). This action will increase Leander's ability to compete with the Local-Area comparators for staffing.

- Utilize the updated Pay Plan for all general employees, including administrative/support employees in the Police and Fire Departments, and excluding uniformed Police and Fire staff.

Police and Fire Step Plans

The recommended changes for uniformed Police and Fire pay grades is to convert them to a Step Plan, which coincides with Leander's comparator cities. Leander Police and Fire Departments also have requested the City's consideration of a Step Plan prior to this study. Step Plans for each title are being developed, based on similar plans used by the majority of other similarly-sized cities, and our Local City comparators.

City Manager Recommendations

Our goal for this study is to recommend a plan for employee compensation that:

1) Provides competitive pay in comparison to our Local-Area cities, and
2) Provides opportunity for employees to advance in pay and rank within the organization.

As the table below reflects, the City of Leander must continue to do more with less in terms of municipal funding. However, we still believe we can offer competitive wages and benefits to attract and retain strong workforce talent.

Revenue comparison of Local Survey Respondents

Round Rock	Cedar Park	Georgetown	Leander
Annual Revenue	**Annual Revenue**	**Annual Revenue**	**Annual Revenue**
General Fund – **$133.7M**	General Fund – $64.1M	General Fund – $90.8M	General Fund – **$53.4M**
All Funds – **$525.5M**	All Funds – $164.3M	All Funds – $483.6M	All Funds – **$213M**
Sales Tax Revenue	**Sales Tax Revenue**	**Sales Tax Revenue**	**Sales Tax Revenue**
1% General – **$43.8M**	1% General – $18.1M	1% General – $24M	1% General – **$9.8M**
Ad Valorem Tax Revenue	**Ad Valorem Tax Revenue**	**Ad Valorem Tax Revenue**	**Ad Valorem Tax Revenue**
General Fund – **$46.3M**	General Fund – $26.9M	General Fund – **$17.1M**	General Fund – $24.3M
Debt Service – **$23.8M**	Debt Service – $21.4M	Debt Service – $23.1M	Debt Service – **$15M**
2022 Population – 124,614	**2022 Population – 83,834**	**2022 Population – 78,200**	**2022 Population – 81,806**

■ *Revenue/Debt high rank* ■ *Revenue/Debt low rank*

Informed by our Paypoint Consultants and research conducted by the Leander HR Compensation Team, below are the City Manager's recommendations for City employee compensation:

1. **Add a 4% cost-of-living adjustment (COLA) to all City employee wages, effective the first pay period in October 2022**. Inflation continues to affect every employee in our ranks. This increase will shrink the compensation gap widened by inflation as compared with Local-Area cities, which will help us remain competitive in workforce recruitment.

2. **Update our Pay Plan.** An updated Pay Plan will allow for the City of Leander to be competitive with the Local-Area city comparators, and with the addition of expanded pay grade ranges we will be able to retain experienced staff.

3. **Adopt a new Step Plan for Police and Fire uniformed staff.** The new Step Plans will include increases with each step grade. The steps are "under construction" and will be reasonably competitive with State-Wide comparators and our Local-Area city comparators.

4. **Adjust position "outliers" after implementing recommendations 1, 2, & 3.** We will look for employee "outliers" whose compensation either does not align with their years of service, or if their current job duties require a change in Pay/Step grade. Each of the identified outliers will be adjusted as needed.

Financial Impact

	Total Cost
4% COLA for all Employees	$588,953.02
Max Possible for below Market pay rates	$305,344.33
Step Adjustments - Fire	TBD
Step Adjustments - Police	TBD
Total of all Costs	

AGENDA ITEM # 7

EXECUTIVE SUMMARY
07/29/2022

AGENDA SUBJECT:

City Manager updates

BACKGROUND:

Discussion will include:

Facilities update — Staff will update Council on next steps to acquiring professional services to develop floor plan options, conceptual designs, cost estimates, and other information to fully evaluate options for a new City Hall facility.

Council notifications — Staff will discuss Council's preferred method(s) for receiving notifications of organizational changes, special events, community activities, and emergency situations.

Attachments

1. Sample City Hall Scope of Services

EXHIBIT "A"
SCOPE OF SERVICES

1. Purpose

The City of Leander, herein after "City", seeks an agreement with a qualified Individual, Firm, or Corporation, herein "Respondent", to assist in the design of a new city hall facility. As part of this project, the City would like the chosen qualified Respondent to assist in the exploration of development options by preparing floor plan options, conceptual designs, cost estimates, and other information needed to fully evaluate design and construction options for a modern city hall facility. This process shall include opportunities for public participation and input prior to the preparation of design options.

2. Background

The City of Leander has been among the fastest growing cities in the nation over the past decade – growing from 26,521 residents in 2010 to an estimated population of more than 84,000 in 2022. The City of Leander is projected to reach a buildout population of more than 200,000 residents which will place it among the largest communities in the Austin metropolitan region.

The City of Leander's City Hall facility was first constructed in 1985 when the city's population totaled less than 4,000 residents. The Pat Bryson Municipal Hall building serves as an annex facility and was constructed in 2002 as the Central Fire Station and Council Chamber Hall. This facility was renovated in 2018 for use as administrative offices for multiple city departments. The two existing facilities are nearing capacity which has prompted the City of Leander to seek information needed to evaluate its options for constructing a modern City Hall facility.

The City of Leander awarded a contract for the completion of a Comprehensive Facilities Study in May 2021 and a completed report was provided to the City of Leander in November 2021. The study involved:

- Programming sessions with each city department to review existing departmental organization, staffing, and equipment needs.
- Examinations of existing city facilities.
- Projecting future staffing levels and necessary layouts based on cities similar in size to Leander and up to 250,000 residents.

The City of Leander understands that a modern City Hall facility will have a useful life spanning multiple decades and seeks options that will ensure it meets the present and future needs of the fast growing community. The City of Leander has issued this RFQ in order to solicit qualified responses that will help to provide key data points to be used in the decision making process when considering facility design options.

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EXHIBIT "A"
SCOPE OF SERVICES

3. **Scope of Pre-Design Services**

1. Review the Leander Comprehensive Facilities Plan. Provide a programming plan for spaces and discuss department adjacencies and flows for a new City Hall facility.

2. A successful proposal should include opportunities for public engagement during the pre-design process. Respondent shall outline methodologies to be used.

3. Provide four (4) total options for floorplans. A successful proposal will include plans for preparing floorplans for two (2) scenarios. The first scenario would be a multi-story facility appropriate for a mixed-use development environment. The estimated acreage for a mixed-use site is 3.25 acres in size. The second scenario would be a single or two story facility appropriate for a less-dense greenfield site. The estimated available acreage for a greenfield site would be between 4 – 7 acres. Each scenario should include floorplans for a utilitarian option and a Class A office space option. Respondent shall provide a proposed site plan with surface parking for a greenfield option and a structured parking facility for the mixed-use option.

4. Provide four (4) total conceptual designs. Similarly to the requirement for floorplans, the conceptual designs should include options for both a multi-story option suitable for a mixed-use environment and a one or two story option that is more suitable in a less dense greenfield site. The conceptual designs should include a utilitarian option and a Class A office space option. Respondent shall provide conceptual designs which will show the proposed City Hall elevations from each of the four cardinal points and an isometric, as well as a sampling of interior spaces, including, but not limited to, the Lobby, the Council Chambers, conference room, and the open office environment. Respondent will anticipate providing both printed and electronic copies of the conceptual designs.

5. The City of Leander secured special legislation (HB 4103) during the 87th Texas Legislature. This legislation allows the City of Leander to utilize state rebates of hotel occupancy taxes and sales taxes in order fund construction of a hotel and conference center and associated infrastructure improvements. The City of Leander is interested in exploring opportunities for locating a future hotel and conference center in close proximity to a future City Hall facility if the City Hall facility is constructed in a mixed-use environment. This preference should be accounted for when designing floorplans and conceptual drawings of a city hall facility.

6. Provide opinions of probable cost for each of the four (4) floorplans and conceptual design options. The cost opinions should include an analysis of structural design options, infrastructure, and parking costs needed to support each option. The greenfield scenario should assume surface level parking to be utilized while the mixed-use scenario should assume the need for a structured parking facility. Respondent shall provide, for each floorplan, a cost difference based upon different

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structural types, between structural steel and structural concrete. If there is a more cost effective option, Respondent shall identify such.

7. Provide a presentation package, with conceptual images and opinion of probable cost, of the selected option for Bond Elections information, as needed.

8. If and when conceptual option is approved by City Council, as a future and separate phase, Respondent shall be able to propose providing services, as a candidate, to develop and design fully biddable and constructible drawings and specifications, assist with bidding and contracting, and provide construction administration services through closeout.

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AGENDA ITEM # 8

EXECUTIVE SUMMARY
07/29/2022

AGENDA SUBJECT:

Council discussion

BACKGROUND:

Discussion will include:

Board and commission liaisons — Council will discuss appointment of Council members to boards and commissions.

Rules of Procedure — Council will review and discuss proposed amendments to the Council Rules of Procedure.

Staff Feedback — In January 2022, Ron Cox Consulting assisted Council in the preparation of a governance model and strategic plan. Development of the model included discussions on leadership, communication, expectations, and visioning. Following a subsequent strategic planning session, a survey was prepared for director-level staff to assess how the Council is currently meeting governance model expectations. Ron Cox has reviewed the responses and provided recommendations.

Attachments

1. Boards and Commissions List
2. Council Rules of Procedure
3. Council Rules of Procedure PROPOSED Amendment
4. Ron Cox Director Survey Summary and Recommendations

Boards and Commissions List

With Council Liaisons

Economic Development Committee
Mission Statement: Supports, promotes, encourages, and advocates for developments that strengthen the local economy and diversify the tax base in a way that is consistent with the character of Leander.
Number of Members: 15
Vacancies: 1
Council Liaison: Yes (Councilmember Pantalion-Parker)

Historical Preservation Commission
Mission Statement: Makes recommendations to city council on the enhancement, protection and perpetuation of landmarks or districts of historical and cultural importance to the city of Leander.
Number of Members: 7
Vacancies: 1
Council Liaison: Yes (Councilmember Pantalion-Parker)

Leander Public Art Commission
Mission Statement: Encourages, conducts and sponsors public and nonprofit programs that further the development and interest in fine and performing arts in Leander.
Number of Members: 7
Vacancies: 1
Council Liaison: Yes (Mayor Pro Tem Thompson)

Without Council Liaisons

Active Adult Advisory Committee
Mission Statement: Adults ages 55 and older that provide input for the development of a city-owned senior activity center.
Number of Members: 10
Vacancies: 1
Council Liaison: No

Board of Adjustment and Appeal
Mission Statement: To hear and determine appeals from the refusal of building permits, appeals resulting from administrative decisions, and to permit exception to or variation from the zoning regulations.
Number of Members: 9 (5 commissioners with 4 alternates)
Vacancies: 2 alternate vacancies
Council Liaison: No

Ethics Commission
Mission Statement: Render advisory opinions and make recommendations to the City Council on potential conflicts of interest or violations of the Ethics Ordinance at the request of a public servant.
Number of Members: 7
Vacancies: 0
Council Liaison: No

Library Foundation
Mission Statement: Works to increase the awareness about the Library and its importance to the community, and to raise funds through individual gifts, corporate sponsorships, and foundation grants.
Number of Members: 7
Vacancies: 2
Council Liaison: No

Old Town Master Plan Advisory Committee
Mission Statement: To provide input, discussion and feedback in development of the Old Town Master Plan.
Number of Members: 18
Vacancies: 0
Council Liaison: No

Parks and Recreation Advisory Board
Mission Statement: Advises the city council on parks and recreation department policies and programs.
Number of Members: 7
Vacancies: 1
Council Liaison: No

Planning & Zoning Commission
Mission Statement: Established by state law, the commission reviews proposed developments that could impact Leander's growth and environment to ensure compliance with City of Leander development standards.
Number of Members: 7
Vacancies: 0
Council Liaison: No

TIRZ/Development Authority
Mission Statement: Is a political subdivision created to implement tax increment financing, which applies to a defined area generally encompassing the transit oriented development (TOD) district in Leander.
Number of Members: 5
Vacancies: 0
Council Liaison: No

Ad Hoc and County Appointments

Mayor's Ad Hoc
Mission Statement: To promote beautification, conservation, volunteerism and community engagement.
Number of Members: 8
Vacancies: 0

Williamson County & Cities Health District (WCCHD)
Mission Statement: Improving and protecting the health of the individuals and communities.
Number of Members: 1
Vacancies: 0

CITY OF LEANDER, TEXAS
CITY COUNCIL RULES OF PROCEDURE

Pursuant to Section 3.05 of the City Charter, which states that the Council may determine the rules of its proceedings, the City Council hereby adopts the following Rules of Procedure.

A. GENERAL GUIDELINES

1) Focus on governing (policy making), not administration.
2) Treat everyone with respect. No personal attacks on City Staff or each other.
3) Address the present issue and let each item stand on its own.
4) Be brief and concise. Focus comments for item under consideration.
5) Support the validity and integrity of the process even when you disagree with the outcome.
6) Listen before judging or taking action. Do not pre-judge the motives of your fellow Councilmembers.
7) Wait for recognition from the Mayor before speaking.
8) Agree to disagree. No need to over-talk an issue.
9) Council directs as a body. Be clear on directions, follow plans, and support City policies.
10) No surprises. Share all information equally with each other and the City Manager.

B. AGENDAS

1) Preparation of the Agenda. The City Manager shall cause the City Secretary to prepare the agenda for the Mayor's review and approval.

2) Consent Agenda. The following matters may be placed on the Consent Agenda: minutes; contracts or expenditures requiring Council approval that are within the budget; contracts city staff was authorized to negotiate and bring back for approval; second reading of ordinances; plat approvals where variances are not accepted; acceptance of subdivision infrastructure; and other similar routine, administrative matters that do not require deliberation. Items on the Consent Agenda may be approved with a single motion and vote; provided that any Councilmember may request that an item be pulled from the Consent Agenda for discussion and action during the regular agenda.

3) Councilmember Requested Agenda Items. Section 3.07 of the City Charter provides that any Councilmember may require any item be placed on an agenda for which timely notice may be given.

   a. A Councilmember that wishes to place an item on an agenda must submit the agenda item and the background material described in subsection (b) below to the City Manager's Office by 5:00 p.m. on the Wednesday before the regular meeting. A

Councilmember may submit no more than two (2) agenda items per meeting. The Mayor may consult with a Councilmember about placement of an agenda item on a later meeting. All items submitted by the deadline will appear on the agenda for the meeting unless the Councilmember agrees to delay the agenda item to a later meeting. Items that are submitted after the deadline or that do not include the required background material will not appear on the agenda. The Mayor may waive the deadline for agenda items that are time sensitive.

b. The Councilmember shall provide the City Manager with materials providing background information on the agenda item that consists of, at a minimum, a written explanation about the purpose of the agenda item and any additional relevant information or documents. The City Secretary will assist with preparing the Executive Summary based on the Councilmember's written explanation for the Councilmember's review and approval.

c. The Councilmember requested agenda items will be identified as "Council Directive" in the Executive Summary.

d. Councilmember requested items will be placed at the end of the agenda.

4) Councilmember Closing Statements. When this item appears on the agenda, Councilmembers may make statements about the following items only:

a. Expressions of thanks, congratulations, or condolence;

b. Information regarding holiday schedules;

c. An honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of a person's public office or public employment is not an honorary or salutary recognition for purposes of this subdivision;

d. A reminder about an upcoming event organized or sponsored by the governing body;

e. Information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the political subdivision; and

f. Announcements involving an imminent threat to the public health and safety of people in the political subdivision that has arisen after the posting of the agenda.

C. CONDUCTING THE MEETING

1) Presiding Officer. The Mayor or, in their absence, the Mayor Pro Tem shall preside over and conduct all City Council meetings. In the absence of both the Mayor and the Mayor Pro Tem, the City Council shall, by majority vote of those present, determine which

member shall preside over and conduct the meeting.

2) General Conduct. Councilmembers shall show respect and courtesy to, and refrain from making disparaging comments about, fellow Councilmembers, the public, and City staff in the conduct of a City Council meeting, outside of Council meetings, in social settings, and on social media.

3) Consideration of Agenda Items.

   a. Councilmembers shall confine their discussions concerning a motion or a question to the merits of a motion made and seconded or to a question already presented to them.

   b. When an item is raised for discussion, the Presiding Officer will ask for input from each member of the Council. Each Councilmember will be given an opportunity to speak before a Councilmember who has spoken may speak again. Councilmembers shall raise their hands to indicate a desire to speak. The presiding officer will recognize a member whose hand is raised. The same procedure will be followed for discussion on an item after a motion has been made and seconded.

   c. Debate shall normally be closed after every Councilmember wishing to speak has been given every opportunity to speak and no Councilmember has any additional comments to make. When the debate appears to have closed, the Mayor or Presiding Officer shall call for a vote.

   d. Any Councilmember may call for the question on any issue, and upon seconding by another Councilmember, the issue shall immediately be put to vote. Passage of the motion to address the previous question shall terminate debate on the motion, amendment, or amended motion, and the matter shall move on immediately.

4) Executive Session. Matters discussed in executive session will be kept confidential and City Councilmembers shall not discuss matters discussed in executive session outside of the executive session.

5) Adjournment. After 11:00 p.m., if more than two items remain on the agenda (excluding Councilmember closing remarks), the Council may vote on the question of adjourning the meeting and postponing the remaining items. If three-fourths of Councilmembers present and voting at the meeting (but no less than four) vote to postpone the items and adjourn the meeting, then the remaining items will be posted on the next regular City Council agenda, or an earlier agenda if approved by the City Council or Mayor. Such agenda items shall be the first items listed under the Regular Agenda.

6) Participation by Videoconference. One (1) or more Councilmember(s) may participate in City Council meetings remotely by means of videoconference, and shall be counted as present, if all of the following conditions apply:

   a. Attendance by the Councilmember at the physical meeting location is unreasonably difficult or impossible.

b. The Councilmember has notified the City Secretary of his/her request to participate remotely by means of videoconference no later than one week prior to the scheduled meeting date.

c. The meeting notice specifies a physical meeting location and the intent to have a quorum of City Council present at the physical meeting location.

   i. If the Mayor plans to participate remotely by means of videoconference, the Mayor Pro Tem (or other Councilmember designated pursuant to Section C.1) shall serve as the Presiding Officer.

d. The technology used to facilitate two-way audio and video communication among participating City Council members, which is audible and visible to the public during the meeting, operates in accordance with Texas Open Meetings Act requirements.

   i. If a quorum of City Council is present at the physical meeting location, and the Councilmember participating remotely by means of videoconference is no longer visible and audible to those in attendance at the physical meeting location, the meeting may continue in accordance with the Texas Open Meetings Act.

e. During any executive session or closed meeting, to protect confidentiality and preserve attorney-client privilege, the Councilmember participating remotely by means of videoconference must safely prohibit all audio and video communication from being seen, heard or recorded by unauthorized persons.

7) Meetings by Teleconference. A quorum of City Council may conduct meetings remotely by means of teleconference if all of the following conditions apply:

   a. An emergency or public necessity exists, as defined by Texas Open Meetings Act provisions for telephone meetings.

   b. Physical attendance at one location by a quorum of City Council is unreasonably difficult or impossible.

   c. The technology used to facilitate two-way audio communication among participating City Council members, which is audible to the public during the meeting, operates in accordance with Texas Open Meetings Act requirements.

D. INTERACTION WITH CITY STAFF

1) City Charter Requirement. Section 4.05 of the City Charter provides that: "No member of the council shall give orders directly to any city employee, except when empowered to do so by an emergency proclamation, and all members of the council shall deal with the nonelective officers, employees and administrative offices of the city solely through the city manager."

2) Council Requests for Staff Reports. City Council Members may request staffreports and

other staff work through the City Manager. If the request involves a significant use of staff resources (generally defined as approximately four hours or more of staff time), the City Manager shall have the discretion to ask the Council member to bring the request forward as an agenda item and the request must receive a consensus from the City Council.

3) Council Request for Information. The City Council may ask for information from City Staff by making the request to the City Manager or getting authorization from the City Manager to request the information from City Staff. Written materials or written responses to questions or requests for information shall be provided to the entire City Council.

E. RECONSIDERATION OF MATTERS

1) In order for an action to be reconsidered, a Councilmember may request that an item considered be submitted to the City Manager's Office no later than 5:00 p.m. on the first Wednesday after the City Council Meeting in which a vote was taken on the item. A request to reconsider at item can only be sponsored by a Council Member who voted with the prevailing side. A motion to reconsider any action of the Council can be made not later than the next succeeding official City Council Meeting following its submission to the City Manager's Office. Such motion can only be made by a member who voted with the prevailing side. It can be seconded by any member. No question shall be twice reconsidered, except by unanimous consent of the Council.

2) For matters that have not received four votes of Council either for or against a motion on the matter, any member of Council can request that the matter be placed on the agenda for reconsideration. The request may be made at the meeting at which the motion failed to pass, or the request may be made in writing and submitted to the City Manager and the City Secretary by 5:00 p.m. on the first Wednesday after the City Council Meeting in which the matter failed to receive four votes.

3) Reconsideration of matter under this Section will not be limited to the motion or motions made at the prior meeting.

F. MISCELLANEOUS

1) Email and Cell Phone Usage. Councilmembers to the greatest extent possible will use city-issued cell phones and email accounts to conduct City business.

2) Robert's Rules. Where needed for structure and order, the City Council may use Roberts Rules of Order as a guide for its proceedings, unless they conflict with these rules.

3) Suspension of Rules. Any provision of these rules not governed by the City Charter or Code may be temporarily suspended by a two-thirds vote of all members of the Council.

4) Amendment to Rules. These rules may be amended, or new rules adopted, by a majority vote of all members of the Council. Council shall review these rules annually.

To Be Added to the Rules of Council

G. CHARTER ENFORCEMENT

1) Purpose. Section 4.03(b) of the City Charter charges the City Council with ensuring the enforcement of the provisions of the City Charter and the ordinances of the City. The City Charter sets forth certain duties, responsibilities, and limitations on Councilmembers when acting in their official capacity. The purpose of this Section G is to establish a process for addressing complaints of violations of the City Charter by Councilmembers.

2) Complaint of Charter Violation.

(a) A sworn complaint alleging a violation of the City Charter: i) must be in writing; ii) must be based on personal knowledge; iii) shall describe the specific conduct that is alleged to violate the City Charter; iv) shall specify the provision(s) of the City Charter alleged to have been violated; and v) shall name the City Councilmember being charged.

(b) A complaint alleging a violation of the City Charter must be filed with the city secretary within two (2) years from the date of the action alleged as a violation, and not afterward.

3) Processing of Complaint.

(a) Not later than three (3) business days after the city secretary receives a sworn complaint, the city secretary shall acknowledge the receipt of the complaint to the complainant, and provide a copy of the complaint to the city attorney, the City Council, and the person against whom the complaint was alleged.

(b) The city attorney shall review the complaint to ensure compliance with Section G(2) above within five (5) business days of receipt of the complaint. If the complaint does not comply with the requirements of Section G(2) it shall be returned to the complainant with a written explanation of noncompliance. If the complainant does comply it shall be referred to the City Council.

4) Limitations

(a) After a complaint has been filed, and during the pending hearing of a complaint before the Council, a member of the Council that will deliberate regarding the violation may not communicate directly or indirectly with any party or person about any issue of fact or law regarding the complaint, except at a meeting of the Council.

(b) The person against whom a complaint is made will not participate in City Council discussions, deliberation, or action about the complaint except as the subject of the complaint.

(c) A complaint filed by an individual member of the Council shall be deemed to have been filed in the Councilmember's capacity as a private citizen and, in such event, the Councilmember filing the complaint shall not thereafter participate in City Council discussions, deliberation, or action regarding such complaint save and except as a complainant.

5) Action on Complaint

a) The City Council may conduct its own hearings on the complaint or may refer the complaint to the Charter Enforcement Commission [***designate Ethics Commission as CEC***] for the purpose of determining the facts related to the complaint, whether a violation of the City Charter has occurred, and recommending action to the Council. The City Council shall generally use the procedures set forth in Section 9.05.010(j)(7) and (8) of the City Code in conducting hearings on a complaint. The CEC shall generally use the procedures set forth in Section 9.05.010(j)(6), (7) and (8) of the City Code to review the complaint.

b) If the complaint alleges a violation of the Ethics Ordinance, the City Council shall refer the complaint to the Ethics Commission to be addressed in accordance with Article 9.05 of the Code of Ordinances.

c) If the City Council determines that a violation of the City Charter has occurred, it may impose one, or a combination, of the following courses of action. The Council may receive additional testimony or statements before considering the following courses of action, but is not required to do so. If the Councilmember named in the complaint acted in reliance upon a written opinion of the city attorney, the Council shall consider that fact.

(i) A referral for training.

(ii) A letter of notification shall be the appropriate sanction when the violation is clearly unintentional, or when the Councilmember's violation was made in reliance on a written opinion of the city attorney. A letter of notification shall advise of any steps to be taken to avoid future violations.

(iii) A letter of admonition shall be the appropriate sanction in those cases in which the Council finds that the violation is minor and/or may have been unintentional, but calls for a more substantial response than a letter of notification.

(iv) A reprimand shall be the appropriate sanction when the Council finds that a violation has been committed intentionally or through disregard of the Charter. A letter of reprimand shall be transmitted to the city secretary and shall be sent to the city council, and thereafter published in the official newspaper of the city and the City website.

(v) A letter of censure shall be the appropriate sanction when the Council finds that a serious or repeated violation(s) of the Charter has been committed intentionally or through culpable disregard of the Charter. A letter of censure shall be transmitted to the city secretary, and shall be sent to the city council, and thereafter published in the official newspaper of the city and the City website.

(vi) Consideration of whether the conduct, or repeated conducted rises to the level of conduct that warrants removal from office under Section 3.05 of the City Charter.

6) <u>Dismissal of Complaint</u>

The Council may dismiss a complaint if the complaint does not allege conduct which would be a violation of the City Charter. Before a complaint is dismissed for failure to allege a violation, the

complainant shall be permitted one opportunity, within ten (10) days of written notice from the City of the intent to dismiss the complaint, to revise and resubmit the complaint.

7) Baseless complaints

(a) In the event a complaint is subsequently found to be knowingly baseless, and the City Council deems based upon the substance of the complaint and evidence presented that the complaint was filed with the intent to:

(1) Harass the person named in the complaint;

(2) Damage the respondent's reputation;

(3) Benefit the person filing the complaint either personally, professionally, or politically; or

(4) Damage a related third party;

the City Council may take disciplinary action(s) against the individual who filed the complaint including but not limited to referral to law enforcement for investigation and filing of legal charges as outlined in subsection(s) (b), (c), or (d) of this section. The City Council may also make consider other action(s) up to and including barring from the filing of further complaints on the same or similar subject matter or event. The Council may refer a complaint to the CEC for a determination of whether the complaint is baseless and for recommendation on subsequent action.

The following provisions need to be added by ordinance:

(b) A person commits an offense if he knowingly communicates or circulates a report of a violation of this Section by a public servant that he knows is false or baseless and that would ordinarily cause an official proceeding to be held by the City in response to the complaint. An offense under this section may be punishable by fine not to exceed the sum of five hundred dollars ($500.00). The CEC may recommend to the city council that violations under this subsection (b) may be referred for criminal prosecution.

(c) Any person who knowingly files a false sworn statement under this chapter is subject to criminal prosecution for perjury under the laws of the State of Texas Penal Code section 37.02. The commission may recommend to the city council that violations under this subsection (c) may be referred for criminal prosecution.

(d) Any person who knowingly testifies under oath before the Council or CEC and knowingly makes a false statement material to the proceedings is subject to criminal prosecution for aggravated perjury under the laws of the State of Texas Penal Code section 37.03. The commission may recommend to city council that violations under this subsection (d) may be referred for criminal prosecution.

(e) Proceedings under this section may be undertaken by the City at any time after a complaint is dismissed.

Ron Cox Consulting

Helping Cities Manage Better

City of Leander
City Staff
Survey Findings
And
Recommendations

July 12, 2022

Introduction

Beginning in January 2022, I was engaged to work with Mayor and Council (the term "Council" includes the mayor and all council members and is sometimes referred to collectively as "City Council") and staff to prepare a governance model and strategic plan. The results of that work are embodied in a report that was provided to the City Council at their meeting on May 19, 2022.

The process included the following

- Interviews with the Mayor and each City Council member – January 6, 2022
- Governance and visioning session with City Council – January 29, 2022
- Strategic Planning Session with City Council and staff – February 18, 2022
- Staff Implementation Planning – March 8, 2022
- Final Report to Council – May 19, 2022

The governance portion of their work included discussions on leadership, communication, expectations, and visioning. The result of their work was reported at the strategic planning session. During that session, I was asked to determine from staff how well the City Council is doing meeting the expectations they identified during the governance session.

This survey was prepared specifically to respond to that request. The survey was sent to the twelve department directors. The responses are anonymous.

This paper is designed to provide my broad responses and findings, and to provide recommendations on how the members of City Council and staff can work better together as a team.

Governance Model

During the Council session on Governance, there was discussion of leadership, communication, expectations, and visionary planning. The survey focused on communication and expectations. The report, mentioned earlier, outlines all these expectations. For review the following communications and expectations prepared by the City Council are listed.

The Mayor and Council of the City of Leander will communicate with each other …

- Through active listening.
- By being thoughtful.
- Being consistent.
- Be aware of our non-verbal communication patterns.
- Knowing when to disengage.
- By disagreeing one-on-one; not in public.
- Be flexible, patient, and empathetic.
- Be accessible.
- Ask the proper questions and explaining the "why" of the question.
- Have the tough conversations in the right way.
- Be respectful and polite.

The Mayor and Council of the City of Leander will communicate with stakeholders, customers, and partners …

- By acknowledging the situation, that we are listening, and that we care.
- Finding the good in a situation.
- Admitting when the subject is not within our purview, or is elsewhere – with staff, with another agency, or the private sector.
- Clearly and honestly conveying policy decisions.
- Being certain that you provide your individual opinion…not someone else's opinion.
- Do not engage in toxic conversations.
- Remember the process is in place and it is not about us, but who we represent.
- Be fact based and not emotional.
- Be professional.
- Convey the process when the opportunity arises
- Give a positive acknowledgement of the citizens' concerns.

The Mayor and Council of the City of Leander expect the following of each other …

- Find common ground on issues.
- Provide good customer service.
- Be solution oriented.
- When policies are approved, represent them as one body.

- Follow the processes defined in the charter – the "chain-of-command."
- Recognize that we are a reflection and representative of the City of Leander, each other as a council and the staff.
- Be respectful of each other.

The Mayor and Council of the City of Leander expect the following of the staff …

- Follow the processes set out in the Charter – the "chain-of-command."
- Follow the policies set out by Council.
- Treat what you do for Leander as if it is your own company.
- Share our opinion – tell Council what you think; what you would do; and why.
- Support the open environment to be able to ask and recommend.
- Deliver the message to others respectfully, timely and politely.
- Be trustworthy
- Be consistent
- Take ownership – of what is right and of what went wrong.
- Communicate.

The staff expects the following of the Mayor and Council (as stated by the members of Council) …

- Council stays out of the way.
- Do not micromanage the staff.
- Council does its homework.
- Be respectful of staff.
- Don't try to make staff choose sides in a split issue.
- Don't put staff in a bad position.
- Let them know what to expect in advance of a Council meeting.
- Give directive corporately, not individually.
- Provide clarity, direction, tools, people and space to do their best job.
- Give them a level of comfort that they are part of the team.
- Recognize their humanity. They all have families.
- Recognize their time constraints.
- Clearly outline what the goal is.

You will see that the survey specifically uses these stated expectations as the basis for the questions asked. This is key. Council specifically stated what they expect, questions were fashioned based on those expectations and results are weighed against those same expectations.

Survey Results

Following are my interpretation of the results of the survey. Editorial comments are reserved for the findings and recommendation sections of this paper.

Question 1: How often do you communicate with the individual members of Council?

- Over half the respondents responded they communicate very often and sometimes.
- Most interaction is in public meetings and public events, which is expected.
- There is a significant portion of staff (seven) who interact in person with Council.

Question 2: How well do Council members communicate with the public?

- Several directors understandably do not know, as they would not typically be present during those interactions with the public.
- Of those with an opinion, directors believe the Council listens, finds good in a situation, speaks for themselves, not others, and are professional and give positive acknowledgment of citizens concerns.
- Of concern is that although these are weighed positively, responded as "most of the time", they are very rarely identified as "always". This may indicate some doubt by the directors that Council members fully invested in communicating in this manner.
- Also of concern is their answer to the query of admitting when issues are not within their purview as "occasionally". There is room for improvement in this area from the directors' perspectives.

Question 3: How well do Council members communicate with staff?

- Directors agreed that Council listens to them, are thoughtful, accessible, respectful, and polite.
- Based on the survey results, directors are concerned that they are not consistent, perhaps do not think things through as well as they should, and do not always have the tough conversations in the right way.

Question 4: How well do Council members meet their own expectations?

- Generally, Council does well according to the directors.
- There was consensus that Council does recognize they are a reflection of the city.
- Most of these questions were answered in the "most of the time" category. Not many answered "always".

Question 5: How well do Council members meet expectations of staff?

- Directors agreed they are respectful of staff either "always" or "most of the time."
- Many responses to these expectations were ranked as "occasionally" and "rarely."
- Directors overall were more critical of Council when responding to this question.

Question 6: Overall, what are Council members doing well?

- Directors gave Council good marks for working well with the public on issues by being responsive to citizens, doing what is best for the city, being good financial stewards.
- Directors believe Council understands issues related to growth, infrastructure needs (water) and planning for the city's future.

NOTE: These last questions were open-ended. They were designed for comments, not multiple choices.

Question 7: Overall how can Council members improve their relationship with staff?

- Give the staff the benefit of the doubt when confronted with citizen complaints or issues.
- Trust staff. Staff believes they are placed on the defense in some situations.
- Use staff as the professional in the subject matter.
- Do not bend to public pressure.
- Get the city manager's approval before contacting staff.
- Better understand the workload.
- Better understand the pressures and constraints Council places on staff.
- Ask questions. Stay focused on the issues.
- Know the staff well enough to know their communication style.
- Help staff if they are struggling.

Question 8: What important issue(s) should Council members focus more on?

- Water capacity and residential growth are not in alignment. Be "skeptical" when approving variances.
- Improving relationships with neighboring cities.
- Long-term planning for the city.
- Staying at the policy level and continuing to support the city staff.
- Stay focused on city policy and city direction – let everyday issues be handled by staff.
- Be respectful and mature when disagreeing with staff. No personal attacks or jabs at staff.
- Preserving and expanding non-residential growth.

Question 9: What is important for Council members to know about how local government operates?

- Regulations are necessary and cities are complex. Don't underestimate the professionals who manage them.
- Stay true to the organizational structure of the city.
- Use good common sense.
- City employees are dedicated and care about the community. They take pride in representing the city. They deserve respect and understanding.
- City staff are required to follow established rules and that takes time.
- Council's role is to be policy makers.
- Directors are required to make decisions that adhere to laws, ordinances and adopted policies.
- Cities can take pride in knowing they provide the steadying rudder by which we will navigate unparalleled social and economic challenges.

Question 10: What advice would you give to new Council members?

- Express what you like or dislike about a policy or action and express why you vote the way you do.

- Do your homework on issues.
- Trust staff.
- Ask questions of staff when information is needed.
- Provide leadership
- Be ethical in your behavior and garner trust of staff. Be aware of conflicts of interest.
- Be honest and respectful and consistent (align words with actions).
- Read and know the Charter.
- Make decisions based on policies approved by council.
- Don't send mixed messages to staff.
- Communicate with each other (within the open meetings limitations).
- Find mentors from other cities.
- Remember there are two sides to every story.
- Understand and learn about all the departments.
- Understand your role.
- Know what you are getting into.
- Don't try to please everyone.
- Adhere to our city's form of government.

Findings

Based on these responses there are several key areas for City Council to improve to meet their own expectations and principles identified in the governance model.

What you do well?

- Council has the best interests of the city at heart.
- Council is good at listening to citizens.
- Council is planning for the future.
- Council is a good financial steward.

What needs improvement?

- Follow the provisions of Charter.
- Communicate through and with the City Manager.
- Trust staff for their professional expertise.
- Focus your work and decisions at the policy level.
- Make decisions based on long term effect and consequences
- Be mindful of the pressure and constraints of staff.

Recommendations

The following are my recommendations that if followed should begin to build better relationships between Council and staff.

Let me put these recommendations into context. I believe, and I believe the staff agrees, that City Council has the best interests of the City of Leander in their hearts. All agree that Council listens to the citizens and staff as well. City Council also believes a part of their role is to advocate for the constituents. That is where the system begins to break down. There is a difference between listening to and advocating for the perspective of a constituent.

The City Council's job is to lead the entire city in the direction that protects the health, safety, and welfare of the whole and ensure the city provides a sustainable economy for its citizens. Individual issues submitted by constituents may or may not be consistent with that job. And constituents' requests may or may not be consistent with the policies set out. Every member of Council and every member of the staff must always be mindful of the greater whole. Sometimes individual requests by constituents may not seem harmful in and of itself, but cumulative effects can quickly lead to inconsistent application of those policies and will place a cloud on the overall vision for the City.

The relationship between Council and staff must be clear and consistent. Council must agree on and articulate the vision and staff must act to make it a reality. The policies to implement the vision must be followed. Said more strongly, it is the duty of both the Council members and staff to follow those policies. When exceptions/variances become the rule – perhaps the policy needs to change. Staff should bring issues to Council that outline shortcomings or faults in policy and provide solutions. Council and staff should work on those issues together – you are not adversaries – you are a team.

So, with that in mind here are my recommendations.

Governance

- Be deliberate about reviewing and holding each other responsible for following the City Charter.
    - Council and staff should regularly review the provisions of the City Charter.
    - Conduct orientation sessions (pre and post-election) with all new Council members on the Charter, policies, and procedures and Council roles and responsibilities.
    - Conduct orientation sessions with all new Council members on departmental roles and responsibilities.
- Follow the chain-of-command. Every member must communicate their issues/inquiries directly with/through the City Manager or his designee.
- Communicate but don't dictate (per the Charter).
- Prepare, follow, and regularly review Council Rules of Procedure and Conduct.
- City Council and staff should meet regularly together on governance and planning matters to ensure alignment.
- City Council should attend leadership meetings conducted by TML and regularly meet with neighboring cities on intergovernmental and governance needs.

Policy and Planning

- City Council should focus on long-term planning and policy matters.
- Weigh decisions (particularly variance requests) against the long-term policy and plan. Exceptions must be rare.
- Seek understanding from the professional staff and fellow Council members – ask questions, provide opinions.
- Leave the administration to the staff.
- Council members should refer issues brought by constituents to staff and remove themselves from the conversation (always expecting a report back).

Staff

- City Manager meet individually regularly with all Council members – gaining understanding, developing relationship, identifying leadership needs.
- Staff, be bold. Give your professional opinion/recommendation.
    - Be certain all Council members fully understand the consequences of requests and actions.
- Staff hold regular leadership meetings developing your own leadership skills.
- Staff should also seek understanding from Council members – ask questions, provide advice when in Council meetings.
- Refer all inquiries from Council members back to and through the City Manager.

Conclusion

Council has stated their expectations and asked for feedback. Staff has provided feedback. Both Council members and staff now have a responsibility to work toward making the team better by closing the identified gaps. Both must be bold when it is necessary, acknowledging respective roles and responsibilities, but always working toward the greater good – that which is best for the City.

Council and staff can redefine the culture of the organization. Be positive. Work hard.

Respectfully submitted by,

Ron Cox
Ron Cox Consulting