AGENDA

Regular Meeting

City Council

Tuesday, September 27, 2022

6:00 PM, City Hall

4000 Galleria Parkway

Bee Cave, Texas 78738-3104

THE CITY OF BEE CAVE COUNCIL MEETINGS ARE AVAILABLE TO ALL PERSONS REGARDLESS OF DISABILITY. IF YOU REQUIRE SPECIAL ASSISTANCE, PLEASE CONTACT KAYLYNN HOLLOWAY AT (512) 767-6641 AT LEAST 48 HOURS IN ADVANCE OF THE MEETING. THANK YOU.

A quorum of the Planning and Zoning Commission and/or Development Board may be in attendance at this meeting. No action will be taken by the Commission or Board.

1. Call meeting to order
2. Roll Call
3. Pledge of Allegiance
4. Citizen Comments

This is an opportunity for citizens to address the City Council concerning an issue of community interest that is not on the agenda. Comments on the agenda items must be made when the agenda item comes before the Council. Any deliberation of the issue is limited to a proposal to place it on the agenda for a later meeting. Citizens will have up to 3 minutes to make comments.

5. Consent Agenda

All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council member requests in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda. Information concerning consent agenda items is available for public view.

A. Consider approval of the minutes of the Workshop Session conducted on September 12, 2022.

B. Consider approval of the minutes of the Regular Session conducted on September 13, 2022.

C. Consider approval of the financial and investment reports. (August)

D. Consider approval of Resolution No. 2022-09 approving the Financial Investment Policy.

E. Consider approval of Resolution No. 2022-10 approving the Fund Balance Policy.

6. Discuss and consider action on the Bee Cave Thoroughfare Plan including possible direction to staff to prepare an amendment.

7. Discussion and update from the City's representatives on the West Travis County Public Utility Agency.

8. Public Hearing, discussion and possible action on Ordinance No. 490 to rezone a one-acre tract located at 14211 W State Highway 71 from Residential Estate (R-1) to Neighborhood Mixed Use (MU-N)

9. Discuss and consider action on Ordinance No. 491 amending the City's budget for Fiscal Year 2021-22.

10. Discuss and consider action on Ordinance No. 492, amending the Bee Cave Development Corporation Budget for Fiscal Year 2021-22.

11. Discuss and consider action on a recommendation of award of contract to PGAL and authorize negotiations and execution of a contract by the Mayor for the Police Building Architectural and Design Services.

12. Discuss and consider action to authorize staff to publish Request for Qualifications for architectural firms for the design and construction of the new Bee Cave Library facility.

13. Discuss and consider action to authorize staff to publish Request for Proposals for Construction Manager-At-Risk Services for the new Bee Cave Library facility and associated site work.

14. Discuss and consider authorizing staff to publish a Request for Qualifications for professional engineering and consulting services

15. Discuss and consider action on voting for members to serve on the Texas Municipal League Intergovernmental Risk Pool Board of Trustees.

16. Discuss and consider action on future Council Meeting dates and amending the Bee Cave Personnel Policy - Section 4.13 Holiday Leave.

17. Discuss and consider action on Ordinance No. 493 to add provisions for

conduct of council related to closed session agenda items.

18. Discuss and consider action to confirm the reappointment of Scott Roberts to the Board of the West Travis County Public Utility Agency.

19. Discuss and consider action on the appointment of members to the Planning and Zoning Commission.

20. Discuss and consider action on creating policy for the conduct of elected and appointed officials.

21. Close Regular Meeting

22. Open Executive Session

Executive session in accordance with the Texas Government Code, Section 551.074 – Personnel Matters-to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee; Section 551-072 – Deliberation regarding real property; and Section 551.071 - Consultation with Attorney regarding pending or contemplated litigation or a settlement offer, or on any matters in which the Attorney has a duty to the City under the Texas Disciplinary Rules of Professional Conduct that clearly conflicts with the provisions of the Open Meetings Law. A quorum of the City Council will be present for the executive session.

A. Consultation with Attorney regarding pending litigation styled Goodwin v. Kara King, Mayor; Council members Andrea Willott, Jon Cobb, Andrew Clark, Kevin Hight and City of Bee Cave.
B. Deliberation regarding the potential acquisition of real property for public purposes
C. Consultation with Attorney relating to legal questions regarding the conduct of elected and appointed officials
D. Personnel - City Manager
E. Personnel – Board and Commission members appointments for: West Travis County Public Utility Agency and Planning and Zoning Commission.

23. Close Executive Session

24. Open Regular Meeting

25. Consider action, if any, on Executive Session

26. Adjournment

The Council may go into closed session at any time when permitted by Chapters 418 or 551, Texas Government Code, or Section 321.3022 of the Texas Tax Code. Before going into closed session a quorum of the Council must be present, the meeting must be convened as an open

meeting pursuant to proper notice, and the presiding officer must announce that a closed session will be held and must identify the sections of Chapter 551 or 418, Texas Government Code, or Section 321.3022 of the Texas Tax Code authorizing the closed session.

I certify that the above notice of meeting was posted at Bee Cave City Hall, 4000 Galleria Parkway, Bee Cave, Texas, on the 23rd day of September, 2022 at 3:30 P.M. (Seal)

_____

Kaylynn Holloway, City Secretary

City Council Meeting
9/27/2022
Agenda Item Transmittal

Agenda Item:	**5.A.**
Agenda Title:	**Consider approval of the minutes of the Workshop Session conducted on September 12, 2022.**
Council Action:	**Approve**
Department:	**City Secretary**
Staff Contact:	**Kaylynn Holloway, City Secretary**

1. INTRODUCTION/PURPOSE

2. DESCRIPTION/JUSTIFICATION

a) Background

b) Issues and Analysis

3. FINANCIAL/BUDGET

Amount Requested	Fund/Account No.
Cert. Obligation	GO Funds
Other source	Grant title
Addtl tracking info	

4. TIMELINE CONSIDERATIONS

5. RECOMMENDATION

ATTACHMENTS:

Description	Type
Minutes of September 12, 2022	Backup Material

MINUTES OF THE WORKSHOP MEETING OF THE
CITY COUNCIL
CITY OF BEE CAVE
SEPTEMBER 12, 2022

STATE OF TEXAS §
COUNTY OF TRAVIS §

Present:

Kara King, Mayor
Andrew Clark, Mayor Pro Tem
Kevin Hight, Council Member
Courtney Hohl, Council Member
Andy Rebber, Council Member
Andrea Willott, Council Member

City Staff:

Clint Garza, City Manager
Kaylynn Holloway, City Secretary

Call to Order and Announce a Quorum is Present

With a quorum present, the special meeting of the Bee Cave City Council was called to order by Mayor King at 5:43 p.m. on Monday, September 12, 2022.

Ryan Henry, PLLC, was present at the meeting.

Executive Session:

The City Council closed the Open Session at 5:44 p.m. to convene in Executive Session.

At this point in the meeting, Mayor King publicly announced that a closed, executive session would be held and identified the section of the Open Meeting Law under which the meeting would be held.

Open Executive Session. Section 551.071 - Consultation with Attorney regarding training and legal matters involved in charter and ordinance compliance by elected officials in which the Attorney has a duty to the City under the Texas Disciplinary Rules of Professional Conduct that clearly conflicts with the provisions of the Open Meetings Law. A quorum of the City Council will be present for the executive session.

A. Consultation with Attorney regarding Texas Open Meetings Act training, Public Information Act training, and training on charter and ordinance compliance by elected officials including Rules of Procedure and Ethics.

The City Council closed the Executive Session at 9:18 p.m. and reconvened in Workshop Session.

Adjournment.

Mayor King adjourned the meeting at 9:19 p.m.

PASSED AND APPROVED THIS _____ DAY OF _____, 2022.

_____
Kara King, Mayor

ATTEST:

_____
Kaylynn Holloway, City Secretary

City Council Meeting
9/27/2022
Agenda Item Transmittal

Agenda Item:	**5.B.**
Agenda Title:	**Consider approval of the minutes of the Regular Session conducted on September 13, 2022.**
Council Action:	**Approve**
Department:	**City Secretary**
Staff Contact:	**Kaylynn Holloway, City Secretary**

1. INTRODUCTION/PURPOSE

2. DESCRIPTION/JUSTIFICATION

a) Background

b) Issues and Analysis

3. FINANCIAL/BUDGET

Amount Requested	Fund/Account No.
Cert. Obligation	GO Funds
Other source	Grant title
Addtl tracking info	

4. TIMELINE CONSIDERATIONS

5. RECOMMENDATION

ATTACHMENTS:

Description	Type
Minutes of September 13, 2022	Backup Material

MINUTES OF THE REGULAR MEETING OF THE
CITY COUNCIL
CITY OF BEE CAVE
September 13, 2022

STATE OF TEXAS §
COUNTY OF TRAVIS §

Present:

Kara King, Mayor
Courtney Hohl, Council Member
Kevin Hight, Council Member
Andrew Rebber, Council Member
Andrea Willott, Council Member

Absent:

Andrew Clark, Mayor Pro Tem

City Staff:

Clint Garza, City Manager
Megan Santee, City Attorney
Kaylynn Holloway, City Secretary
Lindsey Oskoui, Assistant City Manager
Megan Will, Planning and Development Director
Bryan Jones, Police Chief
Kevin Sawtelle, City Engineer
Jenny Hoff, Communications Director
Alma Sanchez, Finance Analyst

Call to Order and Announce a Quorum is Present

With a quorum present, the regular meeting of the Bee Cave City Council was called to order by Mayor King at 6:00 p.m. on Tuesday, September 13, 2022.

Presentation regarding Lake Travis Independent School District's upcoming Bond Election on November 8th.

Paul Norton, Superintendent of LTISD, spoke to the Council about their upcoming Bond Election.

Citizen Comments.

There were not any citizen comments at this time.

Consent Agenda.

A. **Consider approval of the minutes of the Regular Session conducted on August 23, 2022.**
B. **Consider approval of a Proclamation for Constitution Week, September 17-23, 2022.**

MOTION: A motion was made by Council Member Rebber, seconded by Council Member Hight, to approve the consent agenda.

The vote was taken on the motion with the following result:

Voting Aye: Mayor King, Council Members Hohl, Hight, Rebber and Willott
Voting Nay: None
Absent: Mayor Pro Tem Clark

The motion carried 5-0.

Discuss and consider action regarding Home Rule Charter amendments and possible Special Election.

City Manager Clint Garza spoke to the Council about calling a Special Election in May to consider Home Rule Charter amendments.

No action was taken. This item will be placed before Council at a later date.

Discuss and consider action regarding the use of hotel occupancy tax funds for the purchase of Biljax Decking, a required item for the Hill Country Galleria ice rink, quoted over $50,000.

Mr. Garza presented this item. Staff requests approval to purchase biljax decking, a required item for the installation of the ice skating rink. Biljax decking is the foundation of the rink and will be owned by the City of Bee Cave. At the time of purchasing the biljax decking, the cost increased to $60,966.00. Purchasing this item still keeps the project in budget.

MOTION: A motion was made by Council Member Rebber, seconded by Council Member Hohl, to approve the purchase of the Biljax decking.

The vote was taken on the motion with the following result:

Voting Aye: Mayor King, Council Members Hohl, Hight, Rebber and Willott
Voting Nay: None
Absent: Mayor Pro Tem Clark

The motion carried 5-0.

Discuss and consider action on an addendum to the Interlocal Agreement for Dispatch Services between the City of Lakeway and the City of Bee Cave.

MOTION: A motion was made by Council Member Hight, seconded by Council Member Hohl, to approve the addendum to the Interlocal Agreement for Dispatch Services between the City of Lakeway and the City of Bee Cave and authorize the Mayor to execute.

The vote was taken on the motion with the following result:

Voting Aye: Mayor King, Council Members Hohl Hight, Rebber and Willott
Voting Nay: None
Absent: Mayor Pro Tem Clark

The motion carried 5-0.

Discuss and consider action on the appointment of members to the Bee Cave Development Board.

This item was not considered during this meeting.

Discuss and consider action to confirm the reappointment of Scott Roberts to the Board of the West Travis County Public Utility Agency.

This item was not considered during this meeting.

Public hearing, discussion and possible action on Ordinance No. 487, an ordinance of the City of Bee Cave adopting an Annual Budget for Fiscal Year 2022-2023.

Mayor King opened the Public Hearing at 7:00 p.m. There being no person wishing to provide public testimony, the public hearing closed at 7:00 p.m.

MOTION: A motion was made by Council Member Hohl, seconded by Council Member Hight, to approve Ordinance No. 487, adopting an Annual Budget for Fiscal Year 2022-2023.

A Roll Call vote was taken on the motion with the following result:

Voting Aye: Mayor King, Council Members Hohl, Hight, Rebber and Willott
Voting Nay: None
Absent: Mayor Pro Tem Clark

The motion carried 5-0.

Public hearing, discussion and possible action on Ordinance No. 488, an ordinance of the City of Bee Cave approving the Certified Appraisal Roll for the City and adopting an Ad Valorem Tax Rate for Debt Service for the Fiscal Year 2022-2023.

Mayor King opened the Public Hearing at 7:07 p.m. There being no person wishing to provide public testimony, the public hearing closed at 7:07 p.m.

MOTION: A motion was made by Council Member Hohl, seconded by Council Member Willott, that the property tax rate be increased by the adoption of a tax rate of $0.02 per $100.00 valuation, which is effectively a 0.27% increase in the tax rate and adopt Ordinance No. 488 approving the Certified Roll and setting the ad valorem tax rate at $0.02/$100 valuation.

The vote was taken on the motion with the following result:

Voting Aye: Mayor King, Council Members Hohl, Hight, Rebber and Willott
Voting Nay: None
Absent: Mayor Pro Tem Clark

The motion carried 5-0.

Discuss and consider action on Ordinance No. 489, an ordinance adopting a budget for FY 2022-2023 for the Bee Cave Development Corporation.

MOTION: A motion was made by Council Member Rebber, seconded by Mayor King, to approve Ordinance No. 489 adopting a budget for FY 2022-2023 for the Bee Cave Development Corporation.

The vote was taken on the motion with the following result:

Voting Aye: Mayor King, Council Members Hohl, Hight, Rebber and Willott
Voting Nay: None
Absent: Mayor Pro Tem Clark

The motion carried 5-0.

Discuss and consider action regarding the Bee Cave Thoroughfare Plan including prioritization of projects.

Mr. Garza presented this item.
No action was taken.

Discuss and consider action to form a Council Sub-Committee to address traffic and safety concerns within the incorporated city limits.

Mayor King and Council Members Hohl and Rebber will be part of the City's Sub-Committee to attend meetings with TXDOT and Travis County to prioritize making improvements to the state road system and overall traffic conditions in Bee Cave.

Discuss and consider action to authorize a $500 donation to the Lakeway Citizens Police Academy Alumni Association (LCPAAA) for Public Safety Day.

MOTION: A motion was made by Council Member Rebber, seconded by Council Member Willott, to authorize a $1,000 donation to the Lakeway Citizens Police Academy Alumni Association (LCPAAA) for Public Safety Day.

The vote was taken on the motion with the following result:

Voting Aye: Mayor King, Council Members Hohl, Hight, Rebber and Willott
Voting Nay: None
Absent: Mayor Pro Tem Clark

The motion carried 5-0.

Executive Session:

The City Council closed the Open Session at 8:04 p.m. to convene in Executive Session.

At this point in the meeting, Mayor King publicly announced that a closed, executive session would be held and identified the section of the Open Meeting Law under which the meeting would be held.

Executive session in accordance with the Texas Government Code, Section 551-072 – Deliberation regarding real property; and Section 551.071 – Consultation with Attorney in which the Attorney has a duty to the City under the Texas Disciplinary Rules of Professional Conduct that clearly conflicts with the provisions of the Open Meetings Law. A quorum of the Council was present for the executive session.

A. Consultation with Attorney regarding pending litigation styled *Goodwin v. Kara King, Mayor; Council members Andrea Willott, Jon Cobb, Andrew Clark, Kevin Hight and City of Bee Cave*.
B. Deliberation regarding the potential acquisition of real property for public purposes.

The City Council closed the Executive Session at 8:31 p.m. and reconvened in Regular Session.

Adjournment:

MOTION: A motion was made by Council Member Hight, seconded by Council Member Hohl, to adjourn.

The vote was taken on the motion with the following result:

Voting Aye: Mayor King, Council Members Hohl, Hight, Rebber and Willott
Voting Nay: None
Absent: Mayor Pro Tem Clark

The motion carried 5-0.

The City Council meeting adjourned at 8:32 p.m.

PASSED AND APPROVED THIS _____ DAY OF _____, 2022.

_____
Kara King, Mayor

ATTEST:

_____
Kaylynn Holloway, City Secretary

City Council Meeting
9/27/2022
Agenda Item Transmittal

Agenda Item: **5.C.**

Agenda Title: **Consider approval of the financial and investment reports. (August)**

Council Action: **Consent Agenda**

Department: **Finance**

Staff Contact: **Administration**

1. INTRODUCTION/PURPOSE

The purpose of this agenda item is to provide the monthly financial and investment report to Council as required by policy.

2. DESCRIPTION/JUSTIFICATION

a) Background

This installment of the finance and investment report is for the period ending August 31st, 2022, completing 92% of FY 2021-22.

b) Issues and Analysis

*August Sales Tax report is for June collections.
*TXDot purchased city owned property as part of the RR 620 safety project.
*Covid-19 reimbursements: US Treasury.

Account	Adopted Budget	Current Period	Y-T-D Actual	% of Budget	Balance
Sales taxes	8,812,500	952,698	9,774,822	111%	(962,322)
Franchise fees	500,100	32,265	92,618	19%	407,482
Building fees	425,000	30,382	394,855	93%	(30,145)
Mixed drink taxes	110,000	14,479	141,934	129%	(31,434)
Library revenue	2,500	88	1,487	59%	1,013
Interest income	100,000	65,200	178,593	179%	(78,593)
Miscellaneous	1,000	6	176	18%	824
Other fees	31,000	884	4,488	14%	26,512
Covid-19 Reimb.	600,000	0	0	0%	600,000

Sale of Property	0	0	928,377	0%	(928,377)
Proceeds Ins.	0	2,568	10,941	0%	(10,941)
Court Fees	316,650	20,500	212,478	67%	104,172
Total Revenue	**10,898,750**	**1,119,070**	**11,740,769**	**107%**	**(842,019)**

Expenditures by department year-to-date are in line with prior year. Although there are line items we are monitoring closely, we remain within the targeted % of Budget expected for FY2021-22.

*Expenses include:
-Administration - Tyler Tech/Gallagher annual fees
-Non-departmental - TML liability/worker's comp. annual payment
-Salary distributions were made from GF to BCDC, HOT, and Road Maintenance funds

Account	Adopted Budget	Current Period	Y-T-D Actual	% of Budget	Balance
Administration	1,010,138	19,876	1,056,839	105%	(46,701)
City Council	65,560	1,473	42,648	65%	22,912
Legal	151,000	16,260	128,535	85%	22,465
Non-Departmental	527,500	28,231	220,522	42%	306,978
Information Systems	392,000	50,000	367,613	90%	24,387
Library	897,812	102,312	824,361	92%	73,451
Facilities	646,990	(142,553)	457,224	70%	189,766
Court	299,597	28,029	244,213	82%	55,384
Police	2,654,007	243,447	2,279,068	86%	374,939
P&D	1,014,890	100,916	893,702	88%	121,188
380 Payments	850,000	378,273	1,148,110	135%	(298,110)
Covid-19 Program	600,000	0	0	0%	600,000
Total Expenditures	**9,109,495**	**826,264**	**7,662,835**	**84%**	**1,446,660**

3. FINANCIAL/BUDGET

Amount Requested	Fund/Account No.
Cert. Obligation	GO Funds
Other source	Grant title
Addtl tracking info	

4. TIMELINE CONSIDERATIONS

Amended budget discussions for FY 2021-22 included as a separate agenda item.

5. RECOMMENDATION

Approve as submitted.

ATTACHMENTS:

Description	Type
Investment Summary_Aug2022	Cover Memo

🗋	Sales Tax Report_Aug2022	Cover Memo
🗋	Property Tax Summary_Aug2022	Cover Memo

City of Bee Cave
Investment Summary
August 31, 2022

				Interest		
Account	**Begin Balance**	**Contributions**	**Withdrawals**	**Earned**	**Rate**	**End Balance**
TexPool	$ 771,100.36			$ 1,416.40	2.1627%	$ 772,516.76
Logic	$ 14,736,366.99			$ 27,057.91	2.1619%	$ 14,763,424.90
TexStar	$ 1,041,896.92			$ 1,722.82	1.9469%	$ 1,043,619.74
Texas Class	$ 17,348,444.38		$ (2,000,000.00)	$ 33,628.36	2.2891%	$ 15,382,072.74
Wells Fargo Gov Money Market	$ 59,228.35			$ 74.34	2.0600%	$ 59,302.69
Wells Fargo-Business Savings	$ 458,520.91			$ 155.79	0.4000%	$ 458,676.70
Wells Fargo-Grant Funds Checking	$ 850,658.59			$ 289.04	0.4000%	$ 850,947.63
Wells Fargo-Business Checking	$ 2,801,978.12	$ 3,409,733.41	$ (1,723,327.22)	$ 855.28	0.4000%	$ 4,488,384.31
Portfolio Total	**$ 38,068,194.62**	**$ 3,409,733.41**	**$ (3,723,327.22)**	**$ 65,199.94**		**$ 37,818,945.47**

Alma Sanchez

Alma Sanchez, Finance Analyst

9/20/2022

Date

Clint Garza, City Manager

9/20/2022

Date

9/20/2022

City of Bee Cave
Sales and Use Tax Summary

Report Month	October	November	December	January	February	March	April	May	June	July	August	September	
Collection Month	August	September	October	November	December	January	February	March	April	May	June	July	TOTAL
FY 2021 - 2022	$1,080,507	$1,253,115	$1,066,168	$1,182,077	$1,484,567	$1,025,175	$985,370	$1,278,812	$1,193,199	$1,213,842	$1,270,264		$13,033,096
FY 2020 - 2021	$889,177	$1,014,167	$929,208	$1,028,642	$1,330,983	$883,881	$788,620	$1,206,192	$1,035,350	$1,165,457	$1,250,952	$1,123,078	$12,645,707
FY 2019 - 2020	$847,324	$908,057	$918,192	$971,485	$1,242,921	$772,929	$730,757	$816,000	$676,612	$797,546	$990,096	$912,446	$10,584,365
FY 2018 - 2019	$815,060	$880,862	$876,401	$848,541	$1,103,899	$757,596	$785,150	$859,460	$870,434	$878,780	$957,556	$943,414	$10,577,153
FY 2017 - 2018	$773,762	$855,017	$749,780	$852,648	$1,113,137	$738,194	$691,126	$911,164	$816,700	$879,270	$913,858	$846,094	$10,140,750
FY 2016 - 2017	$783,189	$827,617	$793,504	$829,705	$1,026,226	$700,337	$698,858	$821,525	$739,008	$785,704	$883,604	$747,015	$9,636,293
FY 2015 - 2016	$670,843	$798,540	$714,950	$751,469	$1,071,463	$691,527	$635,798	$835,486	$722,426	$732,730	$889,351	$756,465	$9,271,048
FY 2014 - 2015	$717,791	$733,701	$670,591	$742,962	$1,010,863	$633,498	$632,911	$757,462	$737,176	$734,188	$905,177	$755,263	$9,031,583
FY 2013 - 2014	$635,697	$671,657	$609,810	$682,151	$915,829	$574,443	$579,245	$723,681	$748,642	$655,145	$772,922	$706,639	$8,275,862
FY 2012 - 2013	$611,727	$597,443	$619,724	$549,771	$844,412	$572,710	$532,792	$674,861	$602,034	$620,668	$721,686	$637,882	$7,585,709
FY 2011 - 2012	$550,312	$482,400	$487,223	$554,709	$771,023	$520,101	$511,451	$620,755	$567,261	$585,827	$668,901	$600,415	$6,920,380
FY 2010 - 2011	$462,668	$511,669	$452,489	$497,239	$771,489	$453,736	$386,006	$572,049	$527,140	$561,412	$645,423	$465,103	$6,306,424
FY 2009 - 2010	$424,505	$443,379	$412,791	$457,238	$668,779	$390,041	$364,593	$502,474	$477,623	$509,900	$531,581	$470,208	$5,653,111
FY 2008 - 2009	$421,002	$497,055	$461,172	$463,807	$649,417	$381,235	$361,948	$449,768	$423,601	$430,185	$480,018	$440,134	$5,459,342
FY 2007 - 2008	$390,902	$457,601	$461,228	$475,623	$644,793	$419,529	$364,344	$502,291	$418,461	$452,766	$519,916	$470,160	$5,577,613
FY 2006 - 2007	$326,405	$341,422	$311,466	$346,612	$483,993	$297,342	$305,166	$375,662	$370,899	$390,510	$407,103	$386,144	$4,342,723
FY 2005 - 2006	$163,763	$281,344	$238,695	$274,524	$321,398	$258,918	$217,196	$298,359	$286,788	$297,529	$340,789	$373,364	$3,352,667
FY 2004 - 2005	$185,038	$175,547	$183,993	$169,141	$227,646	$199,174	$136,603	$214,447	$224,830	$211,664	$206,819	$217,012	$2,351,914
FY 2003 - 2004	$147,596	$134,389	$171,731	$155,158	$190,842	$154,455	$134,024	$215,646	$224,045	$195,387	$184,254	$195,120	$2,102,646
FY 2002 - 2003	$121,687	$113,577	$113,432	$102,191	$106,437	$98,665	$84,852	$119,555	$156,011	$145,543	$133,950	$160,788	$1,456,687
FY 2001 - 2002	$112,488	$100,258	$130,105	$81,634	$123,663	$80,549	$88,177	$101,214	$131,859	$135,854	$127,042	$147,128	$1,359,972
FY 2000 - 2001	$84,016	$61,146	$55,068	$67,077	$61,727	$58,509	$56,716	$76,550	$73,318	$98,429	$80,701	$101,270	$874,527
FY 1999 - 2000	$81,624	$49,284	$59,052	$55,277	$64,725	$47,148	$50,296	$64,123	$61,811	$83,590	$67,633	$63,525	$748,087
FY 1998 - 1999	$23,280	$20,804	$20,441	$25,507	$43,089	$35,496	$37,446	$44,254	$64,717	$50,384	$55,661	$51,366	$472,445
FY 1997 - 1998	$18,664	$23,347	$19,392	$18,357	$24,413	$15,517	$13,781	$20,546	$26,452	$24,087	$27,486	$22,832	$254,873
FY 1996 - 1997	$20,662	$15,678	$16,830	$14,484	$15,968	$13,217	$14,101	$19,824	$20,369	$22,463	$22,806	$21,570	$217,973
FY 1995 - 1996	$18,497	$16,842	$13,482	$12,733	$13,469	$14,014	$14,345	$17,070	$17,717	$17,964	$18,992	$21,010	$196,135
FY 1994 - 1995	$15,636	$15,795	$11,445	$13,226	$11,222	$11,611	$11,844	$17,123	$14,338	$18,848	$18,569	$18,175	$177,831
FY 1993 - 1994	$12,827	$13,158	$11,911	$7,399	$10,985	$9,188	$9,053	$16,444	$13,410	$16,600	$17,252	$16,096	$154,323
FY 1992 - 1993	$10,052	$11,959	$9,215	$5,862	$10,529	$7,489	$8,330	$10,447	$10,695	$12,444	$12,069	$16,504	$125,594
FY 1991 - 1992	$7,458	$9,303	$7,563	$6,554	$7,726	$5,464	$7,064	$8,236	$8,848	$8,968	$9,292	$10,690	$97,168
FY 1990 - 1991	$7,183	$7,069	$6,905	$6,416	$7,349	$4,945	$5,042	$7,662	$6,630	$7,689	$8,448	$7,053	$82,392
FY 1989 - 1990	$6,423	$7,893	$5,611	$4,841	$6,322	$4,859	$5,004	$6,927	$6,088	$6,462	$8,171	$5,965	$74,565
FY 1988 - 1989	$4,226	$5,425	$4,268	$3,480	$4,996	$3,628	$5,250	$7,931	$6,414	$6,552	$8,080	$6,539	$66,791
FY 1987 - 1988	$0	$0	$0	$0	$0	$0	$0	$0	$3,184	$4,368	$5,405	$6,536	$19,494
													$149,227,241

City of Bee Cave
Property Tax Summary

Property Tax Revenue

Fiscal Year	Budget	Y-T-D Actual	% of Budget
2021-22	519,371	509,328	98.1%
2020-21	483,153	491,518	101.7%
2019-20	469,604	460,092	98.0%
2018-19	451,482	434,501	96%
2017-18	389,993	372,370	95%
2016-17	308,921	358,229	116%
2015-16	308,921	306,306	99%
2014-15	241,319	235,771	98%
2013-14	209,159	208,397	100%

Travis County Apprasial District

Tax Year	Assessed Value	Growth	Growth%
2021	2,591,854,622	181,088,271	7.5%
2020	2,410,766,351	67,747,568	2.9%
2019	2,343,018,783	112,243,928	5.0%
2018	2,230,774,855	307,445,565	16.0%
2017	1,923,329,290	137,069,636	7.7%
2016	1,786,259,654	245,403,149	15.9%
2015	1,540,856,505	336,513,976	27.9%
2014	1,204,342,529	158,546,454	15.2%
2013	1,045,796,075		

City Council Meeting
9/27/2022
Agenda Item Transmittal

Agenda Item:	**5.D.**
Agenda Title:	**Consider approval of Resolution No. 2022-09 approving the Financial Investment Policy.**
Council Action:	**Discuss and Consider Action**
Department:	**Finance**
Staff Contact:	**Administration**

1. INTRODUCTION/PURPOSE

The purpose of this item is for Council to discuss, consider action and review the City of Bee Cave's Investment Policy.

2. DESCRIPTION/JUSTIFICATION

a) Background

The Public Funds Investment Act requires annual review of the City's Investment Policy; whether or not revisions to the policy document are required.

b) Issues and Analysis

The purpose of the Investment policy is to provide direction and policy for the financial investments of the City of Bee Cave to insure that investments are made in compliance with applicable legal requirements and according to the investment strategies set forth by the City of Bee Cave.
The City maintains a conservative approach to investing in order to ensure sound financial management of public funds. The City's investment policy is simple and emphasizes safety and liquidity while minimizing risk and maintaining collateral requirements of 102% for deposits.
The City maintains a list of Authorized Investments and Qualified Brokers in which investments are made. Qualified Brokers meet City of Bee Cave investment policy requirements of providing signed certification of receiving and reviewing the City's investment policy and providing certification that the entity is licensed and in good standing with the Securities and Exchange Commission.
The City Manager, the Finance Analyst, and, if designated by a resolution of the City Council, the Mayor or a Council member, are designated to serve as the City's Investment Officers. These investment officers invest the City's funds in accordance with City's Investment Policy, under the direction of the City Council, and in compliance with the Public Funds Investment Act (PFIA).

3. FINANCIAL/BUDGET

Amount Requested	Fund/Account No.
Cert. Obligation	GO Funds
Other source	Grant title
Addtl tracking info	

4. TIMELINE CONSIDERATIONS

The Investment Policy must be reviewed and a resolution approved on an annual basis.

5. RECOMMENDATION

Approve Resolution No. 2022-09

ATTACHMENTS:

Description	Type
Investment Policy 2022	Cover Memo
Res. 2022-09 Investment Policy	Cover Memo

EXHIBIT "A"

ARTICLE I
INVESTMENT POLICY

1.01 Scope. This policy applies to all financial assets of the City of Bee Cave.

1.02 Policy. Funds will be invested in compliance with applicable legal requirements, the guidelines stated in this Policy, Investment Strategy, and the restrictions contained in the City's bond resolutions. Effective cash management is recognized as a foundation of this Policy. Notwithstanding the foregoing, investment of City funds is limited to the types of investments set forth on the attached Exhibit "B". All marketable securities will be safe-kept by the City depository or an independent third party safekeeping institution.

1.03 Allowable Maturities. The maximum allowable stated maturity of any individual investment may not exceed two years. Settlement of all transactions, other than investments in investment pool funds and money market mutual funds, must be consummated on a delivery versus payment basis.

1.04 Investment Objectives. The City's investment portfolio will be planned and managed to take advantage of investment interest as a source of income from all operating and capital funds. In addition, the portfolio will be managed in accordance with the covenants of the City's bond resolutions, including covenants with respect to the arbitrage regulations under the U.S. Internal Revenue Code. Consideration will be given to the following objectives:

A. Safety of capital: The primary objective of the City is to ensure the preservation and safety of principal.
B. Liquidity: The City will maintain sufficient liquidity to ensure the availability of funds necessary to pay obligations as they become due.
C. Return on investment: The City will seek to optimize return on investments within the constraints of safety and liquidity.
D. Standard of Care: The City will seek to ensure that all persons involved in the investment process act responsibly in the preservation of City capital. City investments will be made with the exercise of judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.
E. Reporting. Purchases and sales of City investments may only be initiated by a designated City Investment Officer, appointed by resolution of the City Council. The City's Investment Officer must attend at least one training session from an independent source approved by the governing body of the local government or a designated investment committee advising the investment officer as provided for in the investment policy of the local government and containing at least 10

hours of instruction within the first twelve months relating to the treasurer's or officer's responsibilities in compliance with the Public Funds Investment Act. Eight hours of training are required within the next two consecutive fiscal years after the initial training. The Council may authorize an Investment Officer to invest and reinvest funds of the City in accordance with this Policy. The Investment Officers must submit a written report to the City Council on a monthly basis, which sets forth investment transactions and complies with the Public Funds Investment Act.

1.05 Acknowledgment Required. Any business (broker, bank or pool) that desires to sell investments to the City must be given a copy of this Policy, and a principal of the Business Entity must execute a written instrument stating that he or she:

1. Has received and thoroughly reviewed the Policy; and
2. Acknowledges that his or her organization has implemented reasonable procedures and controls in an effort to preclude investment transactions not authorized by this Policy arising between his or her organization and the City.

1.06 Collateralization. All time and demand deposits at a bank or trust company must be collateralized to 102% by collateral securities set forth in the Public Funds Collateral Act, to the extent not covered by the Federal Deposit Insurance Corporation (FDIC), the Federal Savings and Loan Insurance Corporation (FSLIC), or their successors. The bank is responsible for monitoring and maintaining collateral levels at all times. Substitution of collateral is allowed with prior City approval.

1.07 Review. The City's Public Funds Investment Policy shall be reviewed periodically by the City Manager and revised when necessary. In addition the policy must be reviewed not less than annually by the City Council. This review will include adoption of a written resolution stating that the Council has reviewed the Public Funds Investment Policy and investment strategies and include any changes made to the policy or strategies.

ARTICLE II

FINANCIAL MANAGEMENT

2.01 Accounting Records. The City's financial report must be prepared no less than quarterly, contain investment transactions for all funds for the reporting period and be available for public inspection during regular business hours at City offices.

2.02 Audit Requirements. The City's fiscal accounts and records will be audited annually, at the expense of the City, by a certified public accountant. City audits will be performed according to generally accepted auditing standards adopted by the American Institute of Certified Public Accountants. The City will comply with uniform reporting requirements that use "Audits of State and Local Government Units" as a guide on audit working

papers and "Governmental Accounting and Financial Reporting Standards". In addition, the City's auditor will review management controls on City investments and the City's compliance with the Policy contained in Article I.

Any investment officer with a material personal or business relationship with businesses desiring to do business with City must disclose such relationship to the City Manager.

2.03 Finance and Investment Committee. The City Council may establish a committee comprised of council members, employees and citizens with required Public Funds Investment Act training. This committee may conduct a review of the City's financial status and the annual City audit, and make any necessary and appropriate recommendations to the City Council.

2.04 Budget. The City must adopt an annual budget prior to September 30th of each year. The annual budget must include all revenues and projected obligations and expenditures. A comparison of budgeted to actual expenditures and revenues will be prepared for review on a monthly basis. The approved budget will be reviewed monthly and any necessary revisions must be approved by majority vote of the City Council.

ARTICLE III

EMPLOYEE BONDS

3.01 Bond. The City Council will require any Employee who handles City funds to be bonded, in an amount determined by the City.

3.02 Review. The performance of all Employees who handle City funds will be regularly monitored, reviewed and evaluated at least annually by the City Council, or more frequently upon request of a councilmember.

ADOPTED this _____day of _____2022.

By:_____
Kara King, Mayor

ATTEST:

_____
KAYLYNN HOLLOWAY, City Secretary

EXHIBIT "B"

AUTHORIZED INVESTMENTS

1. The Following obligations of governmental entities and obligations guaranteed by governmental entities are allowed:

a. Obligations of the United States or its agencies and instruments;
b. Obligations of the state of Texas or its agencies and instrumentalities;
c. Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, this state or the United States or their respective agencies and instrumentalities.

2. Certificates of deposit issued by a bank or saving and loan association doing business in the state of Texas guaranteed by the FDIC or the obligations set forth in the Public Funds Collateral Act (PFCA).

3. Commercial paper with a stated maturity of 180 days or less and meeting certain other credit requirements established by the City Council.

4. Money market mutual funds that are no-load and:

(a) are registered and regulated by the Securities and Exchange Commission (SEC);
(b) Provide the investing entity with a prospectus and other information required by the Securities Exchange Act of 1934 (15 U.S.C. Section 78a et seq.) or the Investment Company Act of 1940 (15 U.S.C. Section 80a-1 et seq.);
(c) have an average weighted maturity of 90 days or fewer;
(d) have an investment objective of maintaining a stable net asset value of $1 per share.

5. Constant dollar public funds investment pools which meet the criteria as set forth in the Public Funds Investment Act, maintain a "AAA" rating and have an investment objective of maintaining a stable net asset of $1 per share.

UNAUTHORIZED INVESTMENTS

1. The Following are not authorized investments:
    a) Interest only mortgage-backed collateral securities.
    b) Principal only mortgage-backed collateral securities.
    c) Collateralized Mortgage Obligation with a stated maturity greater than 10 years.
    d) Inverse floater (Indexed that adjust opposite to changes in a market index) Collateralized Mortgage Obligations.

EXHIBIT "C"

LIST OF BROKERS

First Southwest Asset Management
JP Morgan Chase Investment Asset Management
Local Government Investment Cooperative (LOGIC)
Texas Cooperative Liquid Assets Securities System (Texas Class)
PFM Asset Management LLC
SAMCO Capital Markets
Southwest Asset Management Securities Group, Inc.
TexStar Participant Services
Texas Local Government Investment Pool (TexPool)
Wells Fargo Securities, LLC
Wells Fargo Institutional Securities, LLC
Wells Fargo Bank, National Association
The Bank of New York Mellon Trust Company, National Association

The brokers meet City of Bee Cave investment policy requirements of:

(a) Providing a signed certification that the entity has received and reviewed the City of Bee Cave's investment policy; and
(b) Certifying the entity is licensed and in good standing with the Securities and Exchange Commission.

RESOLUTION NO. 2022-09

RESOLUTION ADOPTING A FINANCIAL INVESTMENT POLICY; ADOPTING INVESTMENT STRATEGIES; DESIGNATING QUALIFIED BROKERS; AND DESIGNATING INVESTMENT OFFICERS

THE STATE OF TEXAS §

COUNTY OF TRAVIS §

WHEREAS, the City Council of the City of Bee Cave, Texas (the "City") has, as required by law, previously adopted a Financial Investment Policy (the "Policy");

WHEREAS, following its annual review of the Policy, the City Council of the City now desires to (i) adopt a Policy; (ii) adopt investment strategies, (iii) designate qualified brokers, (iv) designate Investment Officers to be responsible for the investment of City funds; and (v) confirm its annual review of the Policy;

NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF BEE CAVE, TEXAS THAT:

Section 1: The Financial Investment Policy attached as Exhibit "A" is hereby adopted.

Section 2: The Investment Strategies attached as Exhibit "B" are hereby adopted.

Section 3: The brokers listed on Exhibit "C" are hereby authorized to engage in investment transactions with the City.

Section 4: The City Manager, the Finance Analyst, and, if designated by a resolution of the City Council, the Mayor or a Council member, are hereby designated to serve as the City's Investment Officers. The Investment Officers are authorized to invest City funds in accordance with the direction of the City Council of the City and the Policy, but in no event may the Investment Officers invest City funds in contravention of Chapter 2256 of the Texas Government Code (the Public Funds Investment Act).

Section 5: The City Council confirms that, on this date, it has reviewed the City's investment policies and strategies and authorized the revisions set forth above.

ADOPTED this _____ day of _____, 2022.

_____
Kara King, Mayor

ATTEST:

_____
Kaylynn Holloway, City Secretary
[SEAL]

City Council Meeting
9/27/2022
Agenda Item Transmittal

Agenda Item:	**5.E.**
Agenda Title:	**Consider approval of Resolution No. 2022-10 approving the Fund Balance Policy.**
Council Action:	**Discuss and consider action**
Department:	**Finance**
Staff Contact:	**Administration**

1. INTRODUCTION/PURPOSE

The purpose of this item is for Council to discuss, consider action, and review the City of Bee Cave's Comprehensive Fund Balance Policy as presented.

2. DESCRIPTION/JUSTIFICATION

a) Background

The Governmental Accounting Standards Board (GASB) issued Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions (GASB-54) in February of 2009.

In order for the City to maintain compliance with GASB, the City periodically reviews existing financial and accounting policies.

b) Issues and Analysis

In preparation of the FY 2021-22 year-end audit, all existing financial policies and procedures have been reviewed. No revisions have been made to existing City practices.

3. FINANCIAL/BUDGET

Amount Requested	Fund/Account No.
Cert. Obligation	GO Funds
Other source	Grant title
Addtl tracking info	

4. TIMELINE CONSIDERATIONS

5. RECOMMENDATION

Approve Resolution No. 2022-10

ATTACHMENTS:

Description	Type
Fund Balance Policy 2022	Cover Memo
Res. 2022-10 Fund Balance Policy	Cover Memo

City of Bee Cave
Comprehensive Fund Balance Policy

BACKGROUND

The Governmental Accounting Standards Board (GASB) issued Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions (GASB-54)* in February of 2009. The primary objective of GASB-54 is to improve the usefulness through clearer fund balance classifications allowing for more consistent application to existing governmental fund type definitions. This standard also clarifies the definitions of the different types of funds that a governmental entity may set up for financial reporting purposes. GASB-54 also establishes fund balance classifications that comprise a hierarch based primarily on the extent to which a government is bond to observe constraints imposed upon the use of resources reported in governmental funds.

GASB-54 requires the City of Bee Cave to classify the fund balance reported in our financial statements in accordance with the five detailed classifications shown below. These categories are as follows:

> **Nonspendable Fund Balance** - Fund balance reported as "*Nonspendable*" represents fund balance amounts that cannot be spent because they are either not in a spendable form or are legally or contractually required to maintain intact. "Not in spendable form" criterion includes items that are not expected to be converted to cash, for example, inventories and prepaid amounts. It also includes the long-term amount of loans and notes receivable. Thee corpus of an endowment fund is an example of a legally or contractually required amount required to be maintained intact.
>
> **Restricted Fund Balance** - Fund balance reported as "*Restricted*" represents amounts that are restricted when constraints are placed on the use of the resources. These restraints may be imposed by law through constitution provisions or enabling legislation or imposed by external creditors, grantors, contributors, or laws or regulations of other governments. Debt covenants are an example of externally imposed constraints. Enabling legislation authorizes the government to assess, levy, charge, or otherwise mandate payment of resources (from external resource providers) and includes a legally enforceable requirement that those resources be used for the specific purposes stipulated in the legislation.
>
> **Committed Fund Balance** - Fund balance reported as "*Committed*" includes amounts that can be used only for the specific purposes determined by a formal action of the City Council. Committed amounts cannot be used for any other purpose unless the government removes or changes the specified use by taking the same type of example it employed to previously commit those amount. Constraints imposed on the use of

"committed" amounts are imposed by the government, separate from the authorization to raise the underlying revenue, there for are not considered to be legally enforceable. Formal action to commit fund balance to a specific purpose should occur prior to the end of the reporting period, but the amount, if any, which will be subject to the constraint, may be determined in the subsequent period.

Assigned Fund Balance - Fund balance reported as "*Assigned*" represents amounts that are constrained by the government's intent to be used for specific purposes, but are neither restricted nor committed. Intent should be expressed by the either the governing body itself or a body or official to which the governing body has delegated the authority to assign amounts to be used for specific purposes. An example of expressed intent may be found in a budget or provided by a finance committee. Authority for assignment is not required to be the government's highest level of decision-making authority.

Unassigned Fund Balance - Fund balance reported as "*Unassigned*" represents the residual classification of fund balance and includes all spendable amounts not contained within the other classifications within the general fund. The general fund is the only fund that should report a positive unassigned fund balance amount.

GASB-54 became effective for reporting periods beginning after June 15, 2010. The City of Bee Cave implemented GASB-54 standard in FY 2010-11.

GASB-54 also requires that written policies be formally adopted by the City of Bee Cave depicting the procedures that will be used for committing fund balance; assigning fund balance; how stabilization funds will be determined; order of spending the fund balance categories; minimum fund balance levels and use of governmental fund types.

COMPREHENSIVE FUND BALANCE POLICIES

1.0 Policy on Committing Funds

In accordance with GASB-54, it is the policy of the City of Bee Cave that fund balance amounts will be reported as "Committed Fund Balance" only after formal action and approval by the City Council. The action to constrain amounts in such a manner must occur prior to year end; however, the actual dollar amount may be determined in the subsequent period.

For example, the City Council may approve a motion to report within the year-end financial statements each year, if available, an amount equal to nine (9) month's worth of operating expenditures as Committed Fund Balance for Stabilization (*see 3.0 Policy on Stabilization Funds*). The dollar amount to be reported as stabilization funds might not be known at the time of approval. This amount can be determined at a later date when known and appropriately reported within the year-end financial statements due to the governing body approving this action before year-end.

It is the policy of this City that the governing body may commit fund balance for any reason that is consistent with the definition of Committed Fund Balance contained within GASB-54. Examples of reasons to commit fund balance would be (1) to display intentions to use portions of fund balance for future capital projects, stabilization funds, or (2) to earmark special General Fund revenue streams unspent at year-end that are intended to be used for specific purposes.

After approval by the City Council, the amount reported as Committed Fund Balance cannot be undone without utilizing the same process required to commit the funds. Therefore, it is the policy of the City of Bee Cave that funds can only be removed from the Committed Fund Balance category after motion and approval by the City Council. This action may take place in conjunction with adoption of the annual budget.

2.0 Policy on Assigning Funds

In accordance with GASB-54, funds that are intended to be used for a specific purpose but have not received the formal approval action at the governing body level may be recorded as Assigned Fund Balance. Likewise, redeploying assigned resources to an alternative use does not require formal action by the governing body.

GASB-54 states that resources can be assigned by the governing body or by another internal body or person whom the governing body gives the authority to do so, such as a finance committee or the City Manager or his or her designee, or budget document.

2.0 Policy on Assigning Funds (continued)

Therefore, having considered the requirements to assign fund balance, it is the policy of the City of Bee Cave that the City Manager will have the authority to assign fund balance of this organization based on intentions for use of fund balance communicated informally by the governing body.

3.0 Policy on Stabilization Funds

The City of Bee Cave desires that a specific amount of fund balance be maintained perpetually to provide for emergencies, contingencies, revenue shortfalls, or budgetary imbalances that occur from time to time. This formal set-aside fund is commonly known as "Stabilization Funding". Therefore, it is the policy of the City of Bee Cave that, if available, an amount up to nine (9) months worth of regular General Fund operating expenditures be reported as Committed Fund Balance for Stabilization each year in the year-end external financial statements of the City of Bee Cave.

In the absence of a formal action by the governing body in any given year specifying the desire to report committed fund balance for stabilization funds of up to nine (9) months of regular General Fund operating expenditures, if available, the formal adoption of this Comprehensive Fund Balance Policy by the governing body will be deemed to serve as the formal action required to commit fund balance for stabilization funds. If at year-end, an amount less than nine (9) months of operating expenditures is available within fund balance that is not already reserved or committed for other purposes, then it is the policy of the City of Bee Cave to record all remaining fund balance amounts as Committed Fund Balance for Stabilization.

4.0 Policy on Order of Spending Resources

It is the policy of the City of Bee Cave that when expenditures are incurred that would qualify as expenditures of either Restricted Fund Balance or Unrestricted Fund Balance (Committed, Assigned, or Unassigned), those expenditures will first be applied to the Restricted Fund Balance Category.

Furthermore, it is the policy of the City of Bee Cave that when expenditures are incurred that would qualify as a use of any of the Unrestricted Fund Balance categories (Committed, Assigned, or Unassigned), those expenditures will be applied in the order of Unassigned first, then Assigned, and then Committed.

5.0 Policy on the Acceptable Minimum Level of Fund Balances

As stated in 3.0 Policy on Stabilization Funds, the City of Bee Cave desires to maintain, if available, stabilization funds of up to nine (9) months of regular General Fund operating expenditures at all times.

Unforeseen events may occur however which require use of stabilization funds, such as emergencies, contingencies, revenue shortfalls, or budgetary imbalances. The City of Bee Cave has considered the possibility that stabilization funding may be required to be used at times and that the overall Unrestricted Fund Balance (Committed Fund Balance, Assigned Fund Balance, and Unassigned Fund Balance) level may be drawn down to a level posing a risk to City finances.

Therefore it is the policy of the City of Bee Cave to maintain at all times an overall Unrestricted Fund Balance (Committed Fund Balance, Assigned Fund Balance, and Unassigned Fund Balance) of not less than nine (9) months of regular General Fund operating expenditures. If it is determined that City is below this minimum established fund balance level, the governing body will be informed of this condition and take necessary budgetary steps to bring the fund balance level into compliance with this policy.

6.0 Review of Governmental Fund Classifications

The City of Bee Cave desires that the governmental fund types available for use in governmental financial reporting be appropriately selected based on the GASB-54 definitions of these fund types. Furthermore, the fund balance categories utilized within each these fund types are also to be appropriately selected from the new GASB-54 classifications.

Therefore, after consideration of the purpose of each governmental fund type, it is the policy of the City of Bee Cave to limit the fund balance categories that may be used with each governmental fund type as follows:

General Fund
Nonspendable Fund Balance
Restricted Fund Balance
Committed Fund Balance
Assigned Fund Balance
Unassigned Fund Balance

Debt Service Funds
Restricted Fund Balance
Committed Fund Balance
Assigned Fund Balance

Capital Projects Funds
Restricted Fund Balance
Committed Fund Balance
Assigned Fund Balance

Special Revenue Funds
Restricted Fund Balance
Committed Fund Balance
Assigned Fund Balance

RESOLUTION NO. 2022-10

RESOLUTION ADOPTING A COMPREHENSIVE FUND BALANCE POLICY IN ACCORDANCE WITH REQUIREMENTS SET FORTH IN THE GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENT NUMBER 54, FUND BALANCE REPORTING AND GOVERNMENTAL FUND TYPE DEFINITONS (GASB-54), FOR THE CITY OF BEE CAVE

THE STATE OF TEXAS §

COUNTY OF TRAVIS §

WHEREAS, the City's Finance Analyst has reviewed the requirements of GASB-54 governing committed fund balance; and

WHEREAS, the City Manager's office recommends adoption of the GASB-54 requirements; and

WHEREAS, in order to classify any portion of fund balance as Committed Fund Balance, formal City Council action must be taken; and

WHEREAS, fund balance assignments may be made by City management based on City Council direction.

NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF BEE CAVE, TEXAS THAT:

Section 1: That, in accordance with GASB-54, the City of Bee Cave hereby approves and adopts the Comprehensive Fund Balance Policy attached as Exhibit "A".

Section 2: The Comprehensive Fund Balance Policy for the City of Bee Cave, Texas, is subject to review and revision by the City Council from time to time.

ADOPTED this _____ day of _____, 2022.

_____
Kara King, Mayor

ATTEST:

_____
Kaylynn Holloway, City Secretary
[SEAL]

City Council Meeting
9/27/2022
Agenda Item Transmittal

Agenda Item:	**6.**
Agenda Title:	**Discuss and consider action on the Bee Cave Thoroughfare Plan including possible direction to staff to prepare an amendment.**
Council Action:	**Discussion and possible action**
Department:	**City Manager**
Staff Contact:	**Clint Garza**

1. INTRODUCTION/PURPOSE

Item requested by Mayor King.

The purpose of this item is to provide council an opportunity to discuss the adopted thoroughfare plan which may include direction to staff for future plan amendment adding or removing facilities from the plan.

2. DESCRIPTION/JUSTIFICATION

a) Background

The City's Thoroughfare Plan is adopted as part of the Bee Cave 2037 Comprehensive Plan.

The plan was amended in May of 2022. (see attached TL from 5/18/22).

b) Issues and Analysis

If council members make a decision to add or remove any future roadways from the plan, staff will repost an agenda item at a future date and provide the required public notice for a public hearing.

3. FINANCIAL/BUDGET

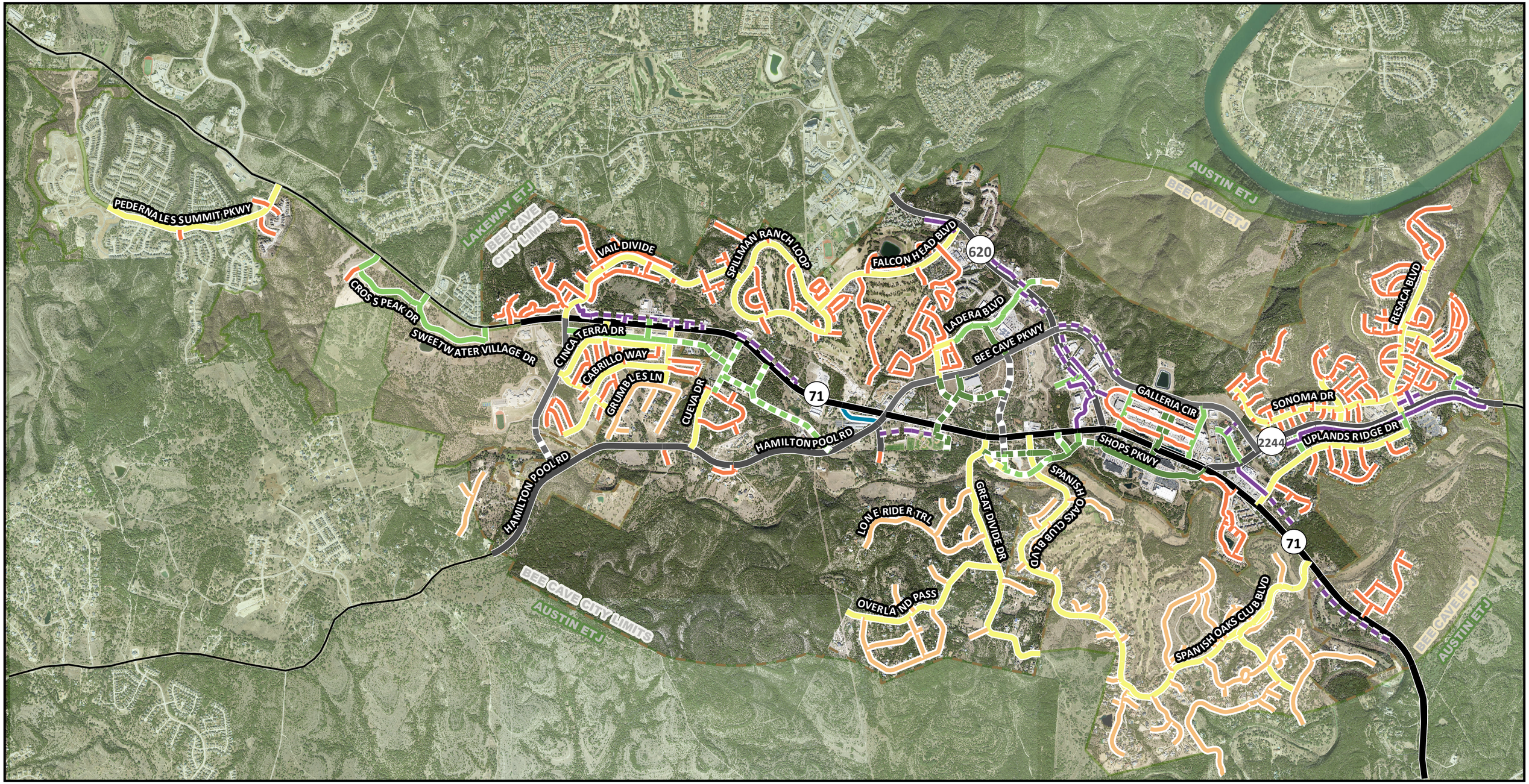
Amount Requested	Fund/Account No.
Cert. Obligation	GO Funds
Other source	Grant title
Addtl tracking info	

4. TIMELINE CONSIDERATIONS

5. RECOMMENDATION

ATTACHMENTS:

Description	Type
Adopted Thoroughfare Plan	Backup Material
Adopted CIP	Backup Material



Bee Cave Thoroughfare Plan: *Adopted 5/18/2022*

Road Classification

- Major Arterial - Regional, Built
- Major Arterial, Built
- Minor Arterial, Built
- Minor Arterial, Unbuilt
- Primary Collector, Built
- Primary Collector, Unbuilt
- Neighborhood Collector, Built
- Neighborhood Collector, Unbuilt
- Residential Collector, Built
- Residential Collector, Unbuilt
- Local - Standard, Built
- Local - Rural, Built
- Alley - Commercial, Built
- Connector, Built
- Connector, Unbuilt

City of Bee Cave

CAPITAL IMPROVEMENTS PLAN

FY 2021-22
to
FY 2025-26

adopted October 26, 2021

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Appendix A – Project Descriptions

BACKGROUND & PURPOSE

DEFINITION

cap•i•tal im•prove•ments plan

/ˈ*kapədl*/ /imˈproōvmənts/ /plan/

noun: A planning and fiscal management tool intended to chart a 5-10 year path for the implementation of the physical infrastructure associated with a City's Comprehensive and other long-range plans and goals.

STATUTORY REQUIREMENT

CITY OF BEE CAVE HOME RULE CHARTER

SECTION 4.03: CITY MANAGER–SPECIFIC POWERS AND DUTIES

The City Manager shall be responsible to the City Council for the proper administration of the affairs of the City and shall have the power and duty to:

…

(4) Prepare and submit to the City Council such Capital Improvement Plans as are necessary and appropriate and which identify future capital projects and equipment purchases, provide a planning schedule, and identifies options for financing the Plan. The Plan should rank projects in order of preference, justify such projects, and, to the extent feasible, include a timetable for the commencement, construction, and completion of projects. The Plan shall be reviewed, updated, and amended as required by the City Council during the budget preparation and adoption process.

…

SUMMARY OF PREPARATION

OVERVIEW

After years of informal discussion, preparation of the City's first Capital Improvements Plan began in earnest in Fall 2019, catalyzed by several factors, including, but not limited to:

- *the recent and imminent adoption of several key City plans and facilities studies that had infrastructure implications;*
- *evolving demographics of the City and associated needs and expectations of citizens for services and amenities;*
- *upcoming completion of debt service payments on existing debts and obligations; and*
- *projected new developments.*

The process and considerations are summarized on the following pages.

PREPARATION

1. Assemble Technical Team

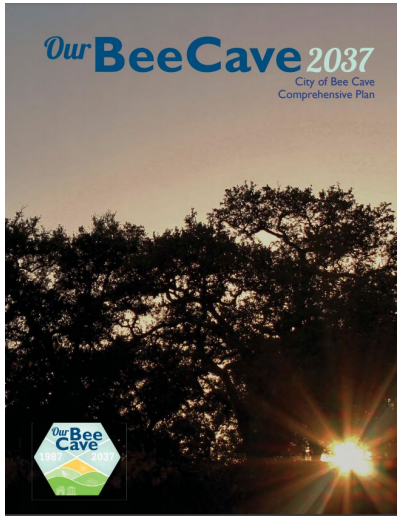
The technical team was composed of City staff and consultants, whose professional experience broadly includes the fields of planning; civil engineering; public works; buildings, facilities, and parks management; public administration; public accounting and finance; and municipal and bond law.

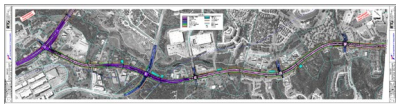
Bee Cave City Staff	Clint Garza	City Manager
	Lindsey Oskoui	Assistant City Manager
	Kevin Sawtelle	City Engineer
	Lanie Marcotte	Parks & Facilities Manager
	Megan Will	Dir. of Planning & Dev.
	Will Taylor	Graduate Engineer
	Jenn Scola	City Planner
	Brenda Galindo	Finance Manager
Bee Cave's Bond Counsel	Julie Houston	Orrick
Bee Cave's Financial Advisor	Chris Lane	SAMCO Capital
Bee Cave's City Attorney	Megan Santee	Denton Navarro

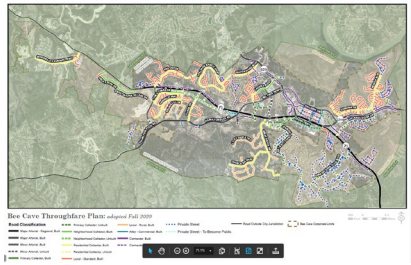
2. Review City Plans and Commitments

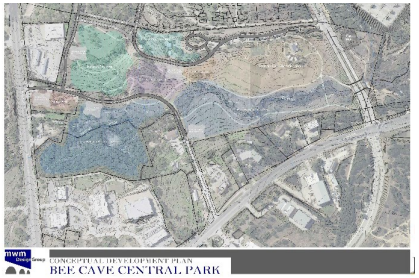
Including, but not limited to:

- Bee Cave 2037 Comprehensive Plan
- Bee Cave Thoroughfare Plan
- Bee Cave Connectivity Plan
- Bee Cave Central Park Master Plan
- Policy Department, Library, and City Hall Facilities Needs Analyses
- TXDOT RR 620 widening project
- Travis County-City of Bee Cave Interlocal Agreement re Great Divide Dr Low Water Crossing
- various Traffic Impact Analyses
- CAMPO 2045 Transportation Plan
- Travis County Land Water & Transportation Plan









PREPARATION

3. Assemble List of Potential Projects

Based on the goals, objectives, policies, and commitments identified in Step 2, the technical team prepared and evaluated a list of potential projects.

4. Estimate Project Costs

Project costs estimates were based on a variety of sources including:

- Internal experience estimating infrastructure construction costs;
- Recent City project bid responses;
- Cost estimates prepared for the City as part of facilities and needs analyses;
- Consultation with contractors and construction consultants in the region; and
- Data publicly available on regional construction costs.

A contingency as well as an inflation factor was applied to most projects.

5. Sort & Prioritize Projects

The team created and applied an evaluation matrix to frame the discussion on needs and prioritization. In addition to loosely applying a quantified ranking, the team weighed interdependence among projects and the "domino effect" certain groupings had on one another.

Max Points	Factors		Points	Grading Instructions
5	**Capital Costs**			
	These represent the annual total costs, including future year capital costs. In other words, less expensive projects score higher and more expensive projects score lower.	a) Lower future capital costs	5	Select a value between a and b. (i.e. -5 to 5) -5 indicates HIGH capital costs. 5 indicates LOW capital costs.
		b) High future capital costs	-5	
15	**Annual Costs**			
	The expected change in operation and maintenance costs. Operating departments provide year-by-year estimates of the additional costs or reductions likely in the operating budget because of the new project. Also to be considered is changes in revenues, which may be affected by a project, for example, the loss of property taxes incurred when private land is used for a capital project.	a) Lower operating costs	5	Select a value between a and b (i.e. -5 to 5) . AND select a value between c and d (i.e. -5 and 5). AND for e, select a value between 0 and 5, with zero indicating no impact.
		b) Higher operating costs	-5	
		c) Higher source of revenues	5	
		d) Lower source of revenues	-5	
		e) Increases in productivity or opportunity	5	
8	**Health and Safety Effects**			
	This criterion includes health-related environmental impacts like reductions/increases in traffic accidents, injuries, deaths, sickness due to poor water quality, health hazards due to sewer problems, etc.	a) Increase public health	4	Select between 0 and 4 points for a. Select between 0 and 4 points for b.
		b) Increase public safety	4	
16	**Environmental, Aesthetic, and Social Effects**			
	A catch-all criterion for other significant quality-of-life related impacts, this includes community appearance, noise, air and water pollution effects, households displaced, damage to home, effect on commuters, changes in recreational opportunities, etc.	a) Improve environmental protection effort (clean air, land and water)	4	Select beteen 0 and 4 points for a, b, c, and d. A value of zero indicates no impact.
		b) Improve quality of life for residents (i.e. noise, light pollution)	4	
		c) Improves community appearance	4	
		d) Improves recreational/cultural opportunities	4	
15	**Feasibility of Implementation**			
	This element is a measure of (a) special implementation problems (e.g., physical or engineering restraints) and (b) compatibility with the general direction of the City.	a) Feasibility of implementation is manageable	15	Select a value between a and b (i.e. -5 to 15)
		b) Feasibility of implementation presents a major or multiple implementation challenges	-5	
16	**Implication of Deferring**			
	Deferring capital projects is tempting for hard-pressed governments, but an estimate of the possible effects, such as higher future costs and inconvenience to the public, provides valuable guidance in proposal assessment.	a) Deferral of the capital project will significantly increase the cost of the project	5	Select a value between 0 and 5 for a and b and 0 and 6 for c. A value of 0 indicates no impact.
		b) Deferral of the capital project will significantly increase the inconvenience to the public of not completing the project	5	
		c) Deferral of the project impacts the feasibility of completing one or more other Capital Projects	6	
2	**Effect on Interjurisdictional Relationships**			
	Possible beneficial/adverse effects on relationships with other jurisdictions or quasi-governmental agencies in the area constitute this criterion. Such effects are likely to require special regional coordination and could impair the proposal's attractiveness.	a) Interjurisdictional benefit will be achieved	1	If applicable, select one or more of a-c. If none are applicable, enter a value of zero for each.
		b) Interjurisdictional project that has the support of another community or agency	1	
		c) Interjurisdictional project that will need to obtain approval from another community or agency	-1	
15	**City Critical Objective**			
	If a capital project directly addresses a City critical objective, the relative attractiveness of that project increases.	a) Identified in or supported by goals/objectives in Comprehensive Plan or other study	8	If applicable, select one or more of a-c. If none are applicable, enter a value of zero for each.
		b) Specific request of the City Council	6	
		c) Consistent with annual work plan described in operating budget	3	
8	**Significant Investment in Previous Years.**			
	Has the City made a significant investment in this programmatic area within the last five years?	a) Significant investment made by the City in the last five years	8	Select a value between a and b. (i.e.0 to 8). A value of 0 inciates no investment .
		b) No investment	0	

6. Evaluate City's Financial Position

While Steps 3, 4, and 5 were underway, the technical team also performed an evaluation of the City's and the Economic Development Corporation's (EDC) financial positions, as well as other funding sources that may be available for particular CIP projects.

CITY GENERAL FUND

The City General Fund is predominantly funded by sales tax, which accounts for approximately two thirds of total revenues. For comparison, property tax accounts for only 3.5 percent of total revenues

City Debt/Obligation Drop-Off

The City has four active debt service payments and two active payments related to Chapter 380 Economic Development Agreements. The terms for all of these debts and obligations end during the period of this Capital Improvements Plan.

Hotel Occupancy Tax

The collection and expenditures of this fund is governed by Texas Tax Code Statute 351 . Broadly, this revenue may be used on projects and activities that promote tourism and the convention and hotel industry.

Beautification Fund

In 1999 via Ordinance 99-08-11-A, this fund was established for the purposes of purchasing, planting, and maintaining trees and plants, and implementing other beautification projects. It has historically been funded through developer contributions related to tree mitigation.

EDC GENERAL FUND

The EDC, 4B corporation, is funded by a portion of the sales tax collected by the City. It may spend funds on projects related to creation or retention of jobs; transportation; recreational and community facilities; and affordable housing, among other things.

EDC Debt Drop-Off

The EDC has one active debt service payment, which will end in Fiscal Year 2022-23.

OTHER POTENTIAL FUNDING SOURCES

- Grants
- Private Donations
- State & Federal Assistance
- Developer Obligations
- Cost-sharing
- Sale of Property

PREPARATION

ADDITIONAL DETAIL ON FUNDING SOURCES

CITY-RELATED

City General Fund Balance

In the preparation of the CIP, the City maintained a guiding principle in its decision making on funding sources to severely limit use of its General Fund and "unassigned fund balance." ***As such, absolutely no increase to the property tax rate is contemplated, nor is any adjustment to the City's cautious financial risk management strategy, which includes a 9-month operating expense reserve policy and a Sales Tax Reserve Fund.***

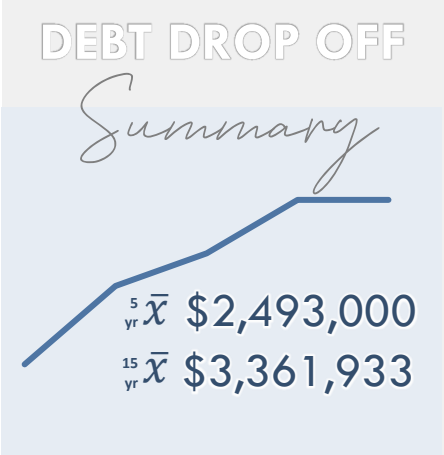
Debt and Obligation Drop-off

The City has issued one General Obligation Bond and two Tax Notes for which the debt service will end within the timeframe of the CIP. Debt service for the only additional debt obligation will sunset two years after the timeframe of this CIP, but within the projected payment period of any new debt the City plans to undertake.

In addition, each year since FY 06-07 and FY 07-08 the City has paid the Shops at the Galleria and Hill Country Galleria, respectively, a portion of sales tax collected from those centers pursuant to their Chapter 380 Economic Development Agreements. The payments due under the terms of both of these Agreements will also conclude during the timeframe of the CIP.

Starting as early as the first year of the CIP, this cumulative 'debt drop-off' will have an appreciable impact on the City's capacity to take on new debt that has no tangible impact on continuing to fund the remainder of the City's annual budget. Additionally, for purposes of minimizing risk exposure, the CIP funding strategy was constructed on the unrealistic premise that the City's sales tax would experience zero percent growth—for perspective, in the five fiscal years prior to COVID, sales tax increased an average of 4.13% per year. Had this trendline continued through FY 20-21, our annual, non-qualified revenue from sales tax would have been approximately $8,650,000. Instead, in FY 20-21[1], the City's sales tax revenue was approximately $9,484,000— $834,000 above historical growth trends.*

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26
	+ $707,000	+ $ 2,058,000	+ $ 2,622,000	+ $ 3,539,000	+ $ 3,539,000
Debt Drop-Off	**$ 7,000**	**$ 758,000**	**$ 1,122,000**	**$ 2,039,000**	**$ 2,039,000**
2015 - BCP			$ 364,000	$ 364,000	$ 364,000
2015 - Skaggs	$ 2,000	$ 753,000	$ 753,000	$ 753,000	$ 753,000
2017 - Brown	$ 5,000	$ 5,000	$ 5,000	$ 922,000	$ 922,000
2020 - Revival					
380 Payment Drop-Off	**$ 700,000**	**$ 1,300,000**	**$ 1,500,000**	**$ 1,500,000**	**$ 1,500,000**
Hill Country Galleria	$ 700,000	$ 700,000	$ 700,000	$ 700,000	$ 700,000
Shops at the Galleria	$ -	$ 600,000	$ 800,000	$ 800,000	$ 800,000



NOTES

[1] In FY 20-21, the City collected a total of $12,500,000 in sales tax revenue, but a portion is, by statute, only available for Road Maintenance and the Economic Development Corporation.

ADDITIONAL DETAIL ON FUNDING SOURCES

CITY-RELATED

Hotel Occupancy Tax Fund

As of the adoption of the CIP, there are two hotels that prompt contributions to this fund, which has a balance of approximately $2,037,000. There are two hotels in the development pipeline, at least one of which is anticipated to come online within the timeframe of this CIP. Based on historic and projected expenditures and revenues (adjusting for impacts related to COVID), and conservative assumptions about additional revenue generated by new hotel(s) beginning in the last two years of the CIP, this fund, after deducting for routine administrative expenses, is projected to have approximately $4,000,000 to $4,500,000 available to contribute toward Capital Improvement projects that promote tourism and the convention and hotel industry.

Beautification Fund

As of the adoption of the CIP, this fund has a balance of approximately $210,000 available to be spent on Capital Improvements Plan projects that provide enhanced landscaping and/or beautify the City. This fund is projected to grow 0% over the timeframe of this CIP.

Traffic Impact Analyses (TIA)

As of the adoption of the CIP, this fund is projected to accrue between $2,000,000 to $3,000,000 from development projects in the pipeline. This estimate is based only on projects that already have one or more development permits or approvals and have approved TIAs that estimates their pro rata share contribution. It does not rely on potential or projected TIA contributions from unknown projects that may be forthcoming in the timeframe of this CIP on additional, undeveloped property.

PREPARATION

ADDITIONAL DETAIL ON FUNDING SOURCES

ECONOMIC DEVELOPMENT CORPORATION-RELATED

EDC General Fund Balance

As of the adoption of this CIP, the EDC's General Fund balance was approximately $8,200,000; this includes $2,500,000 earmarked for the Corporation's prior commitment to contribute to TXDOT's RR 620 expansion, the timeframe for construction of which is, at this point, unknown. At their July 27, 2021 CIP workshop, the Board gave 1) their support to being a funding source for the City's CIP, including issuance of new debt service, and 2) policy direction that they wished their annual contribution to be of an amount that draws from reserve funds, in addition to an amount off-set by debt-drop off, summarized below.

Local Government Code Sec. 505.152 and the ballot language that established the EDC, excerpted to the right, establish the scope of projects on which the Corporation can spend funds.

SECTION 5: Proposition. At the Election there shall be submitted to the resident, qualified electors of the Village the following proposition (the "Proposition"):

"The adoption of a Section 4B sales and use tax at the rate of one-fourth of one percent to undertake projects as described in Section 4B of Article 5190.6, including but not limited to projects for the promotion of learning centers, including but not limited to library facilities, public parks, park facilities and events, open space improvements, municipal buildings, educational facilities, including but not limited to library facilities, and facilities for use by institutions of higher education, research and development facilities, public safety facilities, streets and roads, drainage, and related improvements, auditoriums, projects related to entertainment, and exhibition facilities, amphitheaters, concert halls, and museums, and related stores, restaurant, concession, and automobile parking facilities, related area transportation facilities, and related roads, streets, and water and sewer facilities, recycling facilities, and projects to promote job creation and retention, job training facilities, and, demolition of existing structures, and general improvements that are municipally owned, development and expansion of affordable housing, water supply facilities, water conservation programs, and targeted infrastructure and any other improvements or facilities that are related to any of the above projects and any other project that the board determines will promote new or expanded business enterprises, and the maintenance and operations expenses for any of the above described projects."

Debt Drop-off

The EDC has one existing debt service payment, which equals about $625,000 annually. The EDC will make their last payment on this 2012 Sales Tax Refunding Bond in FY 21-22.

FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26
+ $0	+ $ 625,000	+ $ 625,000	+ $ 625,000	+ $ 625,000

DEBT DROP OFF

Summary

$\bar{x}_{5\,yr}$ $ 498,800

$\bar{x}_{15\,yr}$ $ 623,143

PREPARATION

SUMMARY OF PRELIMINARY ANALYSIS OF FINANCING OPTIONS

AVAILABLE OPTIONS

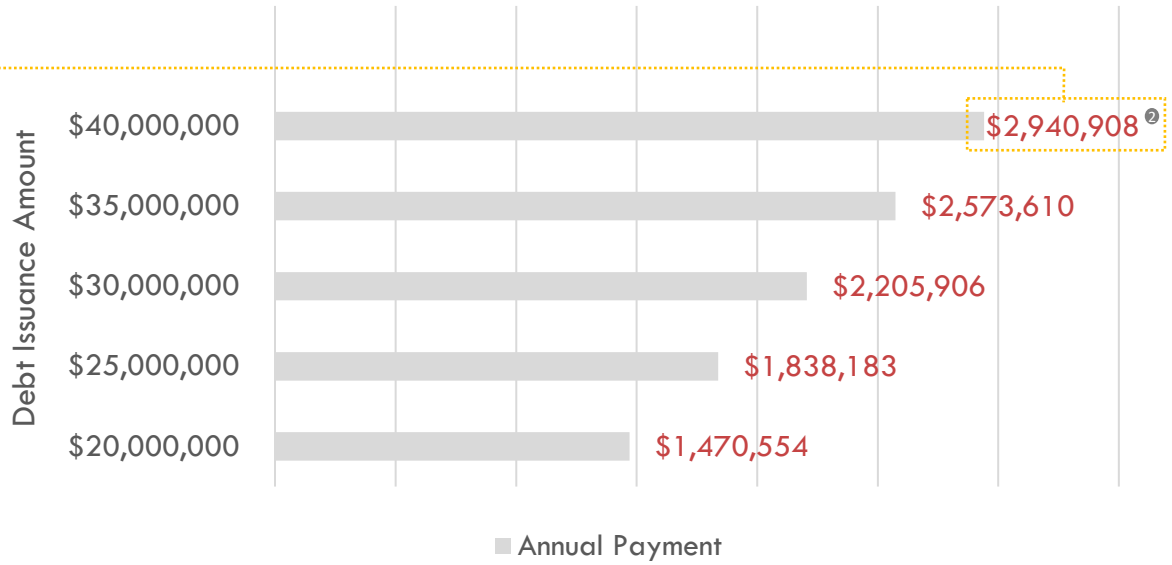
1. GENERAL OBLIGATION BONDS
2. CERTIFICATES OF OBLIGATION
3. TAX NOTES

As summarized on the preceding pages, the City and the EDC will, over the timeframe of this CIP, both have an influx of revenue as a result of completion of payments of debt service and Chapter 380 Agreements. The annual average of this revenue influx is:

	OVER 5 YR CIP	OVER 15 YRS (approximate lifespan of new debt service)
CITY	$ 2,493,000	$ 3,361,993
EDC	$ 498,800	$ 623,143
TOTAL	**$ 2,991,800**	**$ 3,943,533**

Based on prevailing interest rates at the time of adoption of this CIP, this revenue influx equates to the City and EDC being able to ***issue approximately $40,000,000 in new debt[1] without impacting the remainder of their respective budgets, without raising property taxes, without making any assumptions about growth in sales tax revenues****, without changing any of the City's cautious financial risk management policies, and without borrowing from the City's 'savings' or reserves.*

Annual Debt Service Payment



ASSUMPTIONS

2% interest | 15 years payment schedule | funds able to be used within 3 years

callable | *deferred payments* | *City-EDB coordination of debt issuance*

NOTES

1. Jointly. Based on 15-16 year payback period.
2. Annual payment incorporates interest at approximately 2%.

COUNCIL ANALYSIS

—JULY 16, 2021—

City Council held their first workshop to discuss the list of potential Capital Improvements Plan projects and potential funding mechanisms.

Goal for 7/16

FUNDING 1

- Establish Consensus on Revenue Assumptions, Usage "Policy" — **DECISION**
- Establish Consensus on **Maximum** Debt Service Tolerance — **DECISION**

PROJECTS 2

- Establish Consensus on Project List — **DECISION**
- Establish Consensus Assumptions Related to Cost Estimates — **DECISION**
- Establish Consensus on Project Prioritization — **INITIAL DISCUSSION**

COUNCIL ANALYSIS

—JULY 16, 2021—

City Council held their first workshop to discuss the list of potential Capital Improvements Plan projects and potential funding mechanisms.

Goal for 7/16

FUNDING 1

Establish Consensus on Revenue Assumptions, Usage "Policy"	**DECISION**
Establish Consensus on **Maximum** Debt Service Tolerance	**DECISION**

SUMMARY OF DISCUSSION

- High degree of comfort issuing debt. Use as primary funding source.
- Partner with EDC, which expressed high degree of comfort issuing more debt than current debt payments.
- Generally balance City debt issuance with City debt drop-off
- Limit use of City General Fund/Reserve Fund
- Use HOT, Beautification, TIA as appropriate and available.
- Certain projects are of a priority level that require guaranteed funding, i.e. not TIA or "other" (donations/grants/developer contribution)

COUNCIL ANALYSIS

—JULY 16, 2021—

City Council held their first workshop to discuss the list of potential Capital Improvements Plan projects and potential funding mechanisms.

Goal for 7/16

PROJECTS

2

Establish Consensus on Project List	**DECISION**
Establish Consensus Assumptions Related to Cost Estimates	**DECISION**
Establish Consensus on Project Prioritization	**INITIAL DISCUSSION**

SUMMARY OF DISCUSSION

- Add Willie Way construction as a high priority project.
- Retain all projects but Vail Divide Turn Lane, which may require further evaluation for appropriateness given new school traffic patterns.
- Some projects may need to be implemented outside of original five-year framework, but should be kept on list.
- Use experience-based, but conservative approach to project cost estimate methodology, including, where appropriate, a 10% contingency and fees for project management.

COUNCIL ANALYSIS

—AUGUST 26, 2021—

City Council held their second workshop to continue discussion of the draft Capital Improvements Plan. During the meeting, Council:

- **Affirmed goals and priorities established in the first workshop.**
- **Received an update on feedback from the Economic Development Board, a proposed partner in funding the CIP, and conversations staff had with the West-Travis County Public Utility Agency and City consultants and advisors.**
- **Reviewed and affirmed refined project cost estimates.**
- **Reviewed and affirmed the proposed project list and framework for implementation.**
- **Did not make any modifications to the material presented.**
- **Directed staff to prepare the content presented in a format suitable for adoption in the subsequent 30-45 days.**

COUNCIL ADOPTION

—OCTOBER 26, 2021—

City Council the City's FY 21/22 to FY 25/26 Capital Improvements Plan:

Mayor	Kara King
Mayor Pro Tem	Andrew Clark
Council Member	Kevin Hight
Council Member	Courtney Hohl
Council Member	Andrea Willott

PROJECTS

SUMMARY OF PROJECTS

ROADS

- RI INTERSECTION IMPROVEMENTS
- TL TURN LANE
- TS TRAFFIC SIGNAL
- RW ROAD WIDENING
- RE ROAD EXTENSION
- MPB MULTI-PURPOSE BRIDGE
- RB ROADWAY BEAUTIFICATION

$18,985,000 | 18

Sources

- Comprehensive Plan
- Thoroughfare Plan
- Traffic Impact Analyses
- Interlocal Agreements
- TXDOT

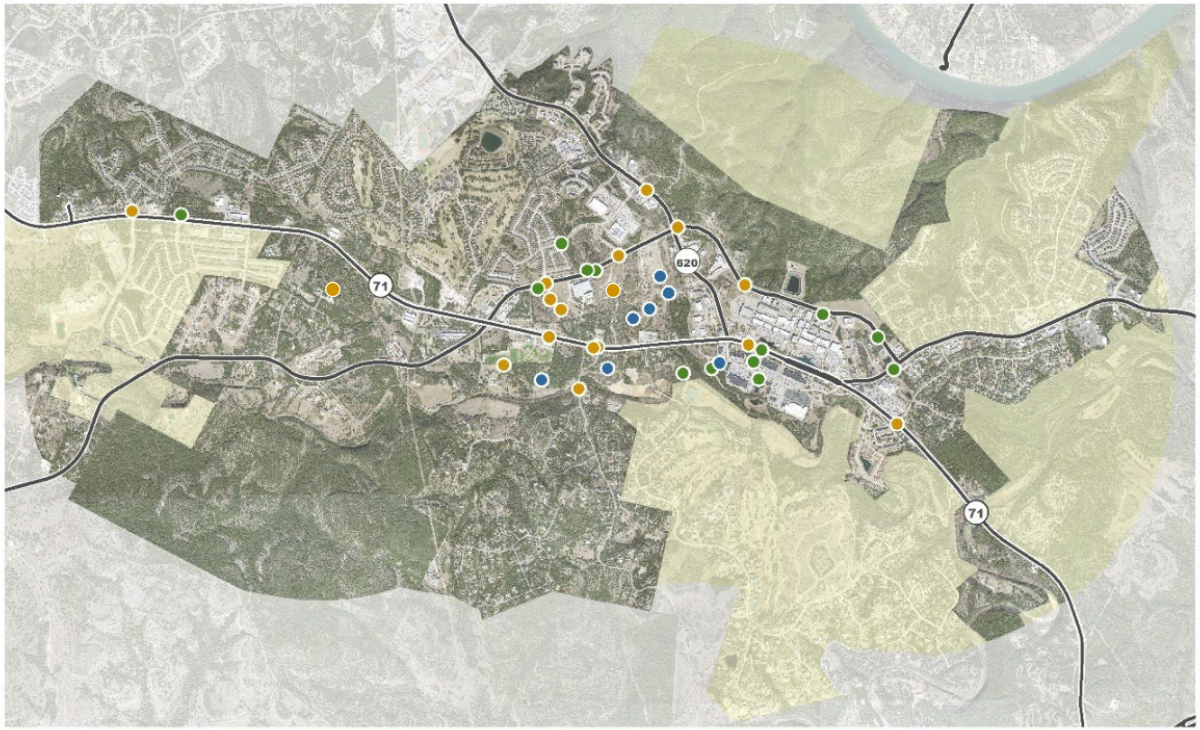
PEDESTRIAN

- SUP SPECIAL USE PATH
- PB PEDESTRIAN BRIDGE
- SW SIDEWALK
- PG PARK GENERAL

$11,445,000 | 14

Sources

- Comprehensive Plan
- Connectivity Plan



FAILICTIES

- PD POLICE STATION
- BCCP BEE CAVE CENTRAL PARK
- BR BROWN PROPERTY
- CH CITY HALL RELOCATION
- LIB LIBRARY RELOCATION
- PA PROPERTY ACQUISITION

$73,555,000 | 10

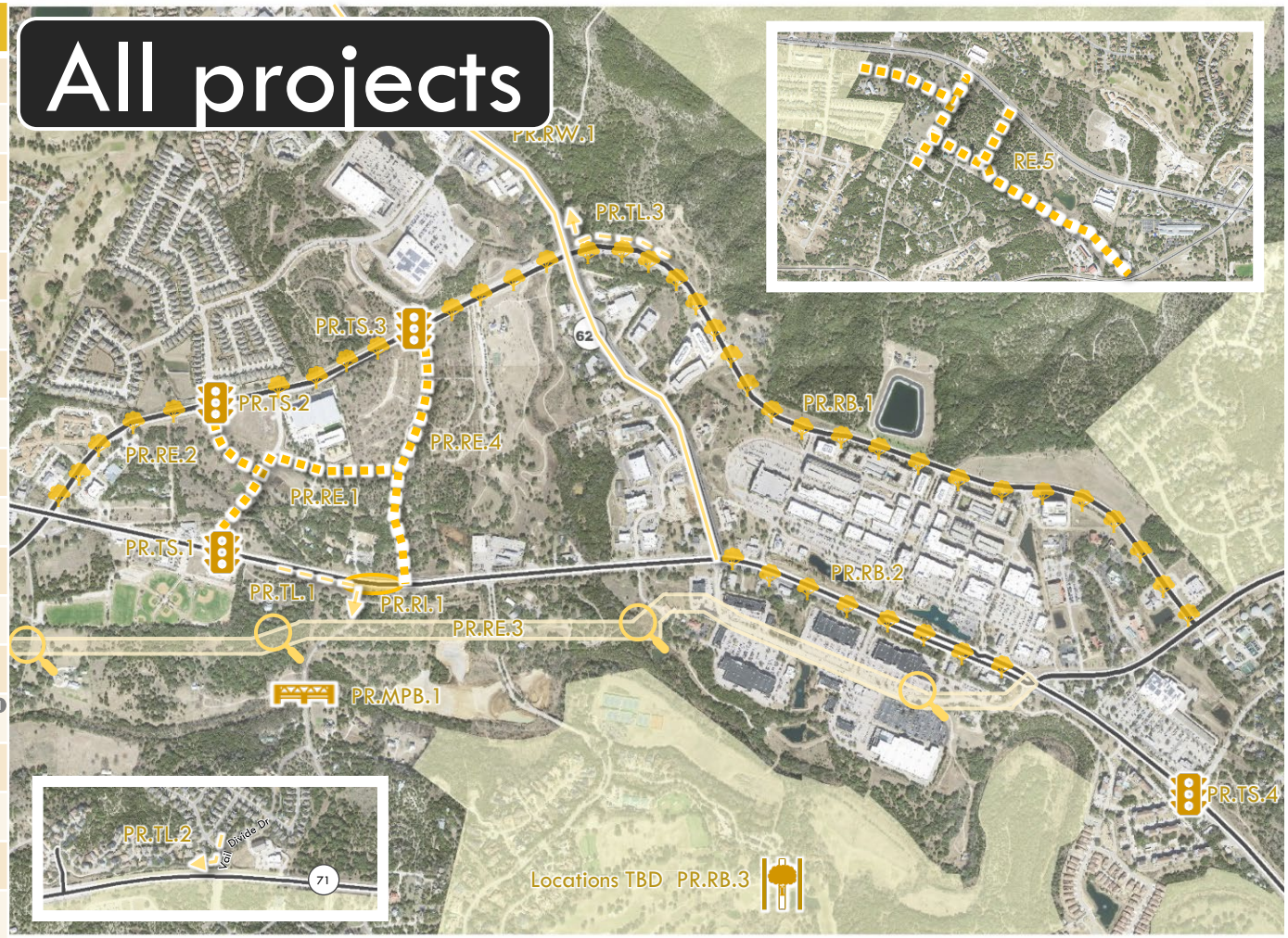
Sources

- Comprehensive Plan
- Connectivity Plan
- Central Park Master Plan
- Police Department and Library Needs Analyses
- Council discussions related to Brown Property

The projects are organized in three broad categories: public roads; pedestrian projects and associated parklets; and buildings and facilities, which encompasses major City properties and potential future land acquisitions. The total dollar figure in each category represents projected project cost, excluding interest.

PUBLIC ROAD PROJECTS

		COST EST
RI.1	GDD/71 Inters Improvements	$ 140,000
TL.1	GDD/71 right turn lane	$ 120,000
TL.2	Vail Divide/71 right turn lane	$ 115,000
TL.3	BCP/620 right turn lane	$ 1,300,000
TS.1	Skaggs/SH 71 signal	$ 460,000
TS.2	Tordera Blvd/ BCP signal	$ 390,000
TS.3	Willie Way/ BCP signal	$ 350,000
TS.4	Uplands/SH 71 signal	$ 460,000
RW.1	RR 620 Road Widening	$ 5,000,000
RE.1	Skaggs Pkwy/ Street A Ext.	$ 890,000
RE.2	Tordera Blvd Extension	$ 525,000
RE.3	Hamilton Pool Ext-study ONLY	$ 120,000
RE.4	Willie Way Extension	$ 5,540,000
RE.5	71/HPR Nbr'hood Collector Ph 1	$ TBD[1]
MPB.1	GDD Bridge	$ 2,800,000
RB.1	BCP Median Beautification	$ 440,000
RB.2	71 Median Beautification	$ 175,000
RB.3	City-wide Ident Signage	$ 300,000



NOTES

[1] Based on this segment being on the Throughfare Plan and the degree of development interest in the area, it is expected that this project will need to be built within the timeframe of this CIP and may need to be at least partially funded by the City. However, the scope, funding sources, and timing are still TBD.

RI INTERSECTION IMPROVEMENTS

TL TURN LANE

TS TRAFFIC SIGNAL

RW ROAD WIDENING

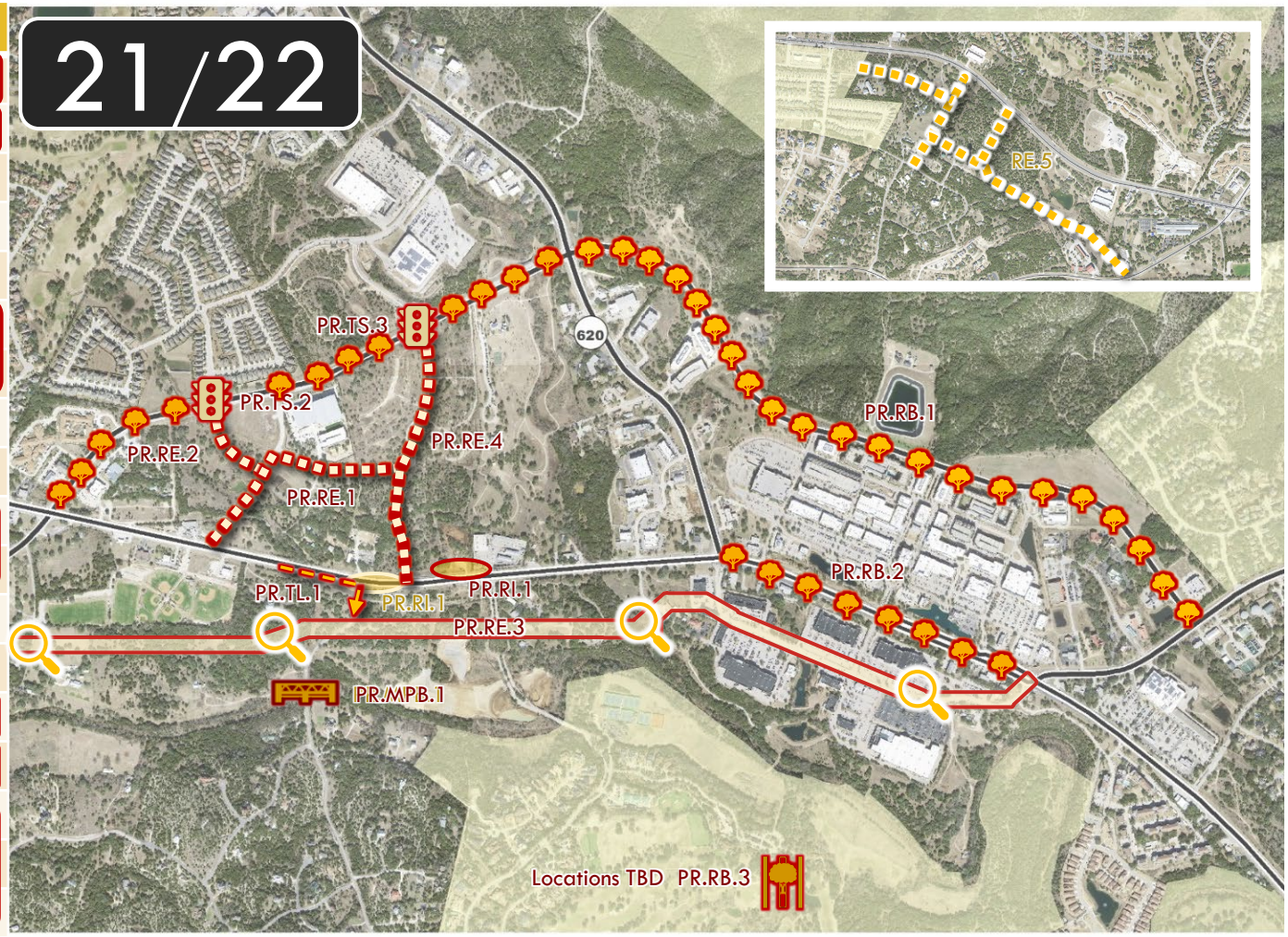
RE ROAD EXTENSION

MPB MULTI-PURPOSE BRIDGE

RB ROADWAY BEAUTIFICATION

PUBLIC ROAD PROJECTS

F	RI.1	GDD/71 Inters Improvements	DESIGN
E	TL.1	GDD/71 right turn lane	CONSTRUCT
	TL.2	Vail Divide/71 right turn lane	
	TL.3	BCP/620 right turn lane	
	TS.1	Skaggs/SH 71 signal	
A	TS.2	Tordera Blvd/ BCP signal	DESIGN
A	TS.3	Willie Way/ BCP signal	DESIGN
	TS.4	Uplands/SH 71 signal	
	RW.1	RR 620 Road Widening	
A	RE.1	Skaggs Pkwy/ Street A Ext.	DESIGN
A	RE.2	Tordera Blvd Extension	DESIGN
G	RE.3	Hamilton Pool Ext-study ONLY	STUDY
A	RE.4	Willie Way Extension	DESIGN
C	RE.5	71/HPR Nbr'hood Collector Ph 1	DESIGN
D	MPB.1	GDD Bridge	DESIGN
B	RB.1	BCP Median Beautification	DESIGN
B	RB.2	71 Median Beautification	DESIGN
B	RB.3	City-wide Ident Signage	DESIGN



Town Center Roads & Signals

- **Funding:** Staff, General Fund, TIA (PR.TS.3)
- **Timing Factors:**
  - Development of Skaggs tract (workforce housing), Backyard
  - Central Park infrastructure construction
  - Partial alternative to RR 620 when under construction.

DESIGN

Median Beautification

- **Funding:** General Fund
- **Timing Factors:**
  - Set up for grant acquisition
  - Backyard PID
  - Related to City ident. signage proj.

DESIGN

Great Divide Dr (GDD) Bridge

- **Funding:** General Fund
- **Timing Factors:**
  - MOU with Travis County
  - Brown Master Plan

DESIGN

GDD Innovative Intersection

- **Funding:** Staff/TXDOT
- **Timing Factors:**
  - General safety
  - Village of Spanish Oaks
  - Willie Way (left NB turns)

DESIGN

71/HPR N'hood Collector

- **Funding:** General Fund
- **Timing Factors:**
  - High development pressure in area
  - Coincides with HPR study

DESIGN

GDD Turn Lane

- **Funding:** TIA
- **Timing Factors:**
  - In-house design/coord w/TXDOT
  - Coincides with VOSO construction

DESIGN

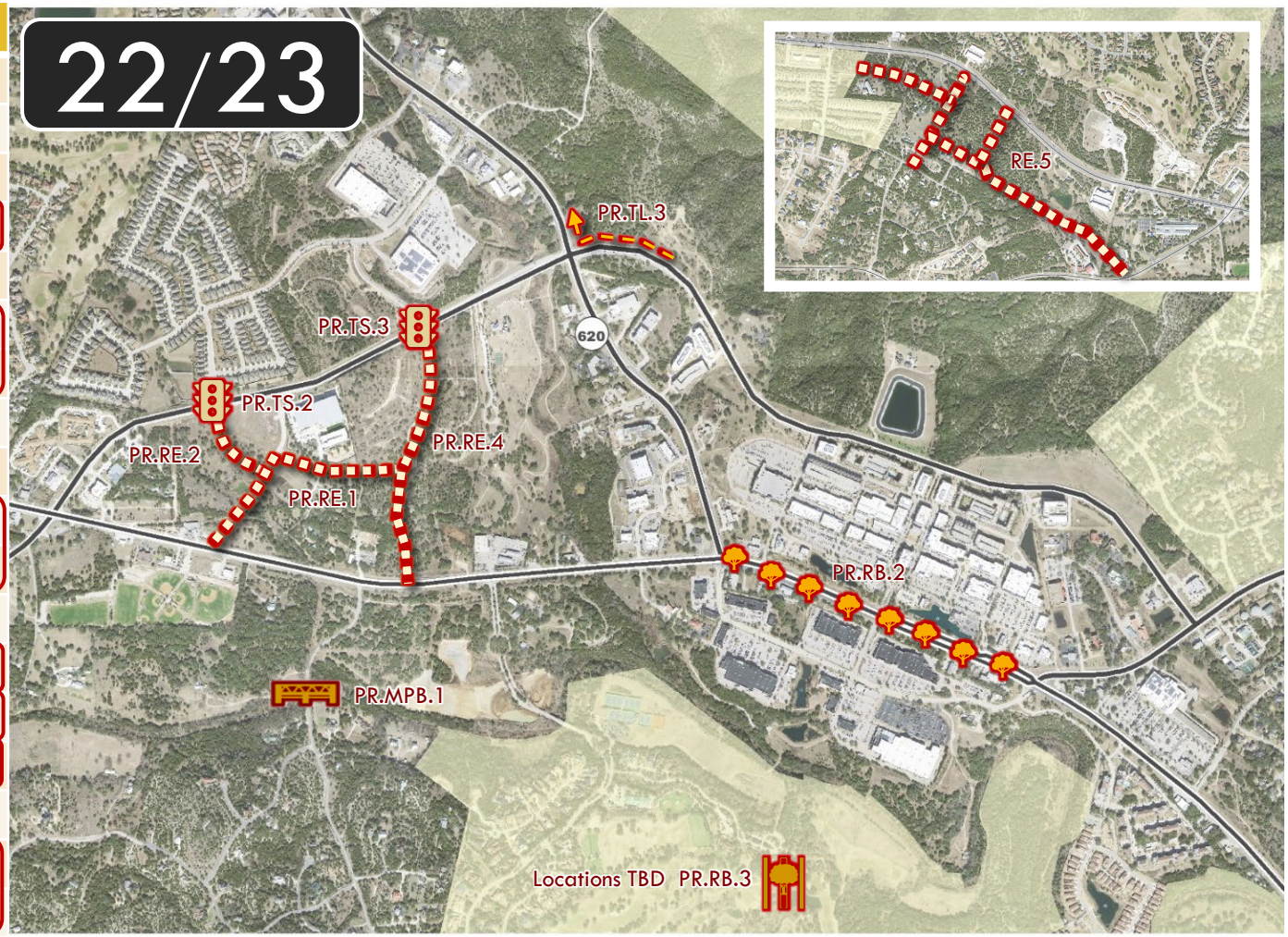
HPR Extension Study

- **Funding:** General Fund
- **Timing Factors:**
  - Brown Master Plan
  - Village at Spanish Oaks Parcel A
  - Skaggs/71 Signal

ANALYSIS

PUBLIC ROAD PROJECTS

	RI.1	GDD/71 Inters Improvements	
	TL.1	GDD/71 right turn lane	
	TL.2	Vail Divide/71 right turn lane	
E	TL.3	BCP/620 right turn lane	DESIGN
	TS.1	Skaggs/SH 71 signal	
A	TS.2	Tordera Blvd/ BCP signal	CONSTRUCT
A	TS.3	Willie Way/ BCP signal	CONSTRUCT
	TS.4	Uplands/SH 71 signal	
	RW.1	RR 620 Road Widening	
A	RE.1	Skaggs Pkwy/ Street A Ext.	CONSTRUCT
A	RE.2	Tordera Blvd Extension	CONSTRUCT
	RE.3	Hamilton Pool Ext-study ONLY	
A	RE.4	Willie Way Extension	CONSTRUCT
C	RE.5	71/HPR Nbr'hood Collector Ph 1	CONSTRUCT
B	MPB.1	GDD Bridge	CONSTRUCT
	RB.1	BCP Median Beautification	
D	RB.2	71 Median Beautification	CONSTRUCT
D	RB.3	City-wide Ident Signage	CONSTRUCT



Town Center Roads & Signals

- **Funding:** TIA, EDC Bond 1, Developer contribution/PID
- **Timing Factors:** *BOND*
  - Skaggs tract future use (workforce housing)
  - Backyard construction
  - Central Park infrastructure construction
  - Partial alternative to RR 620 when under construction.

CONSTRUCTION

Great Divide Drive Bridge

- **Funding:** City Bond 1
- **Timing Factors:** *BOND*
  - MOU with Travis County
  - Brown Master Plan

CONSTRUCT

71/HPR Neighborhood Collector

- **Funding:** City Bond 1
- **Timing Factors:** *BOND*
  - High development pressure in area
  - Coincides with HPR study

CONSTRUCT

71 Median Beautification & City Identification Signage

- **Funding:** EDC Reserves. Grant Funding (e.g. TXDOT Green Ribbon Program)
- **Timing Factors:**
  - Complete ahead of RR 620 construction
  - Companion project to EDC City identification signage

CONSTRUCTION

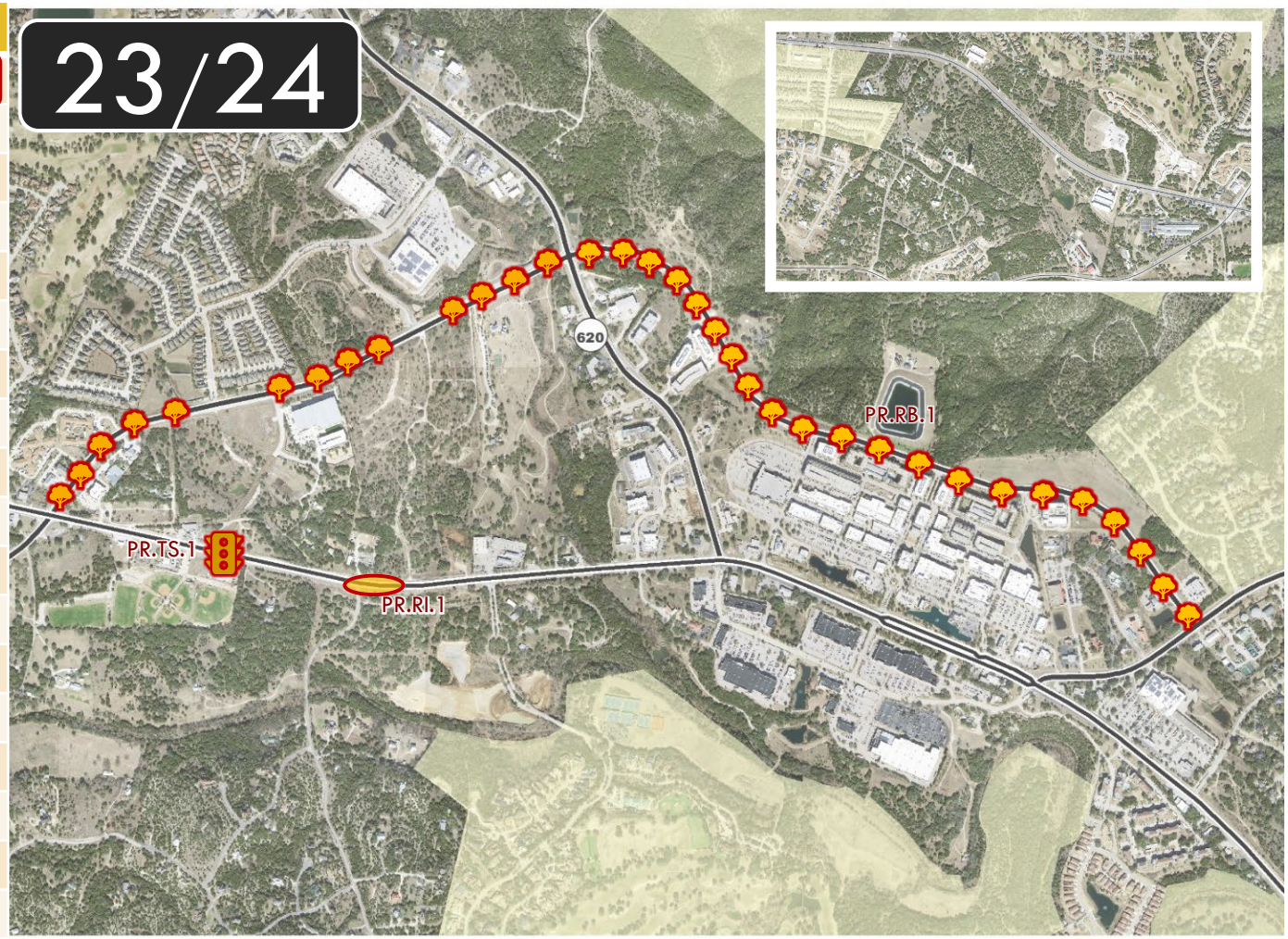
BCP/620 NB Right Turn Lane

- **Funding:** Staff
- **Timing Factors:**
  - RR 620 Construction project (coordinate funding?)
  - Wait for Terraces obligation to construct to materialize?

DESIGN

PUBLIC ROAD PROJECTS

B	RI.1	GDD/71 Inters Improvements	CONSTRUCT
	TL.1	GDD/71 right turn lane	
	TL.2	Vail Divide/71 right turn lane	
	TL.3	BCP/620 right turn lane	
C	TS.1	Skaggs/SH 71 signal	DESIGN
	TS.2	Tordera Blvd/ BCP signal	
	TS.3	Willie Way/ BCP signal	
	TS.4	Uplands/SH 71 signal	
	RW.1	RR 620 Road Widening	
	RE.1	Skaggs Pkwy/ Street A Ext.	
	RE.2	Tordera Blvd Extension	
	RE.3	Hamilton Pool Ext-study ONLY	
	RE.4	Willie Way Extension	
	RE.5	71/HPR Nbr'hood Collector Ph 1	
	MPB.1	GDD Bridge	
A	RB.1	BCP Median Beautification	CONSTRUCT
	RB.2	71 Median Beautification	
	RB.3	City-wide Ident Signage	



BCP Median Beautification

- **Funding:** General Fund, Beautification Fund, PID/Zoning requirements?
- **Timing Factors:**
  - Buys time for WTC-PUA beneficial re-use, Backyard PID, Terraces to be farther along in design/construction.
  - Possible coordination with BCP major maintenance

CONSTRUCTION

Great Divide Drive Innovative Intersection

- **Funding:** TIA (VOSO)
- **Timing Factors:**
  - General safety
  - Village of Spanish Oaks
  - Study/construction of Willie Way (left NB turns)

CONSTRUCTION

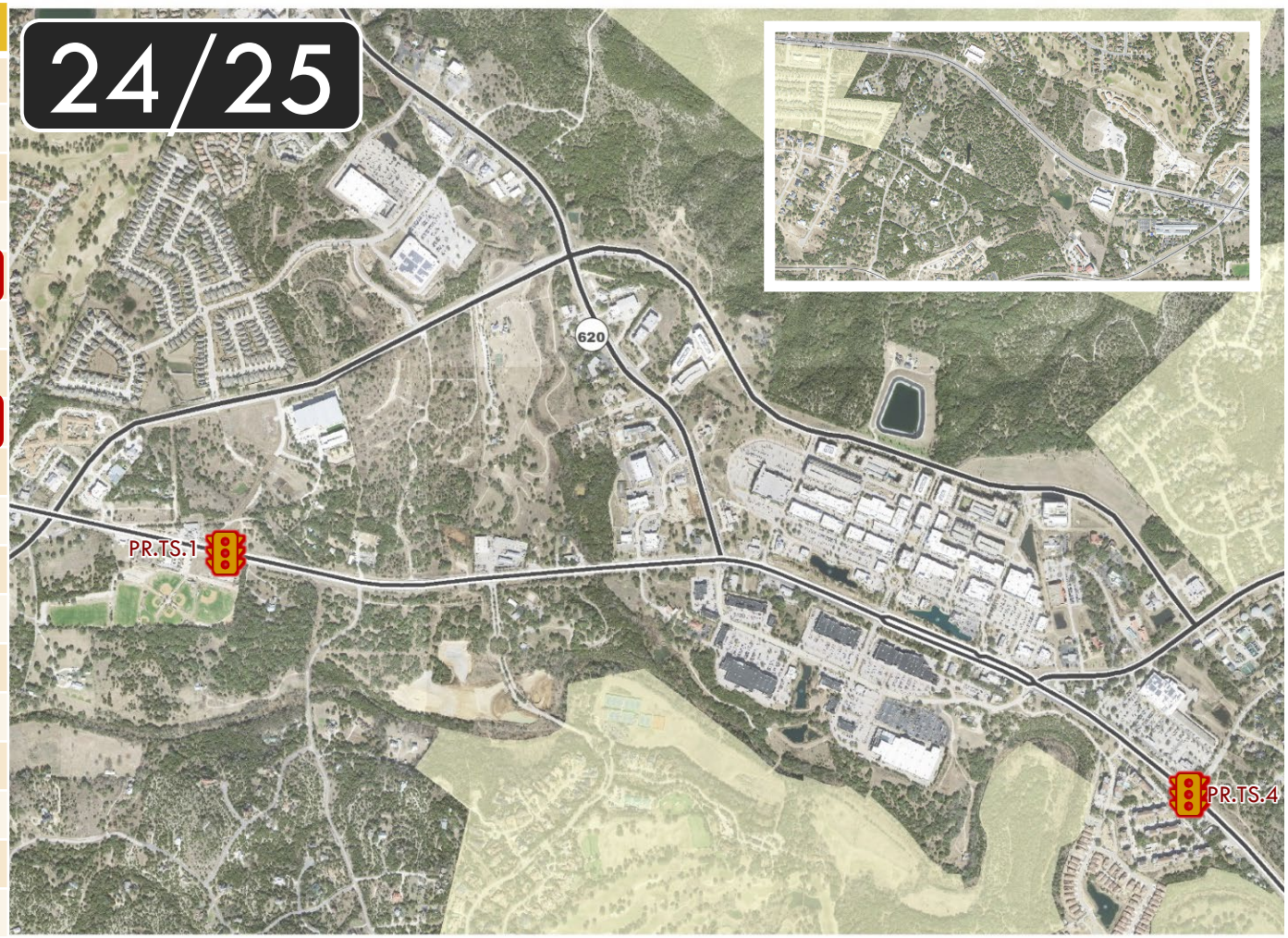
Skaggs/SH 71 Signal

- **Funding:** Staff; General Fund
- **Timing Factors:** *BOND*
  - Coordination with TXDOT, adjacent landowners on driveway locations et al
  - Greater clarity on possible benefit, basic design considerations to come from HPR extension study

DESIGN

PUBLIC ROAD PROJECTS

	RI.1	GDD/71 Inters Improvements	
	TL.1	GDD/71 right turn lane	
	TL.2	Vail Divide/71 right turn lane	
	TL.3	BCP/620 right turn lane	
B	TS.1	Skaggs/SH 71 signal	CONSTRUCT
	TS.2	Tordera Blvd/ BCP signal	
	TS.3	Willie Way/ BCP signal	
A	TS.4	Uplands/SH 71 signal	DESIGN
	RW.1	RR 620 Road Widening	
	RE.1	Skaggs Pkwy/ Street A Ext.	
	RE.2	Tordera Blvd Extension	
	RE.3	Hamilton Pool Ext-study ONLY	
	RE.4	Willie Way Extension	
	RE.5	71/HPR Nbr'hood Collector Ph 1	
	MPB.1	GDD Bridge	
	RB.1	BCP Median Beautification	
	RB.2	71 Median Beautification	
	RB.3	City-wide Ident Signage	



UPLANDS DR/SH 71 SIGNAL

- **Funding:** Staff; General Fund
- **Timing Factors:**
  - Assumes development project has advanced

DESIGN

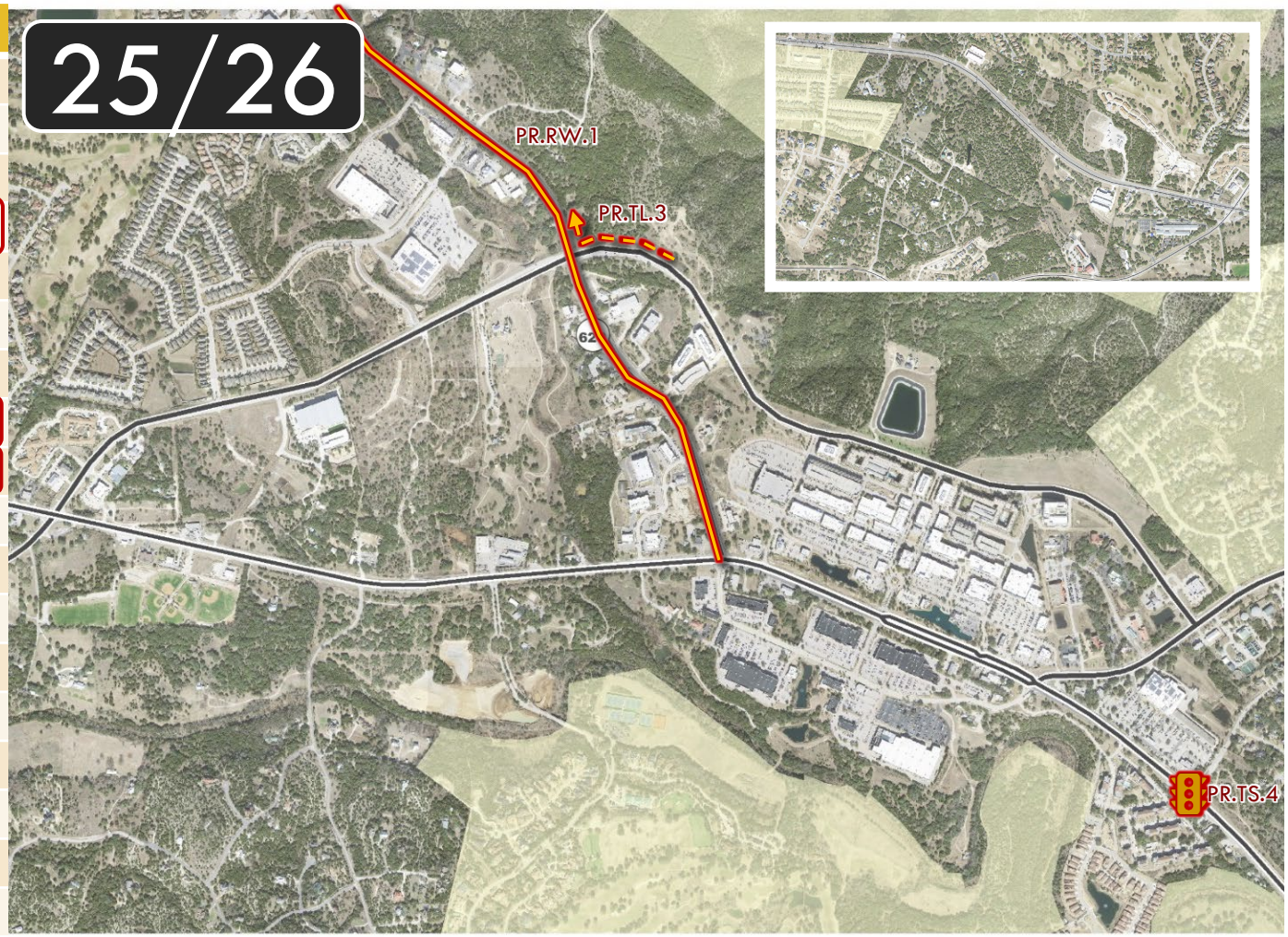
SKAGGS/SH 71 SIGNAL

- **Funding:** Staff; General Fund
- **Timing Factors:** ***BOND***
  - Less certain/second EDC bond
  - More time for more coordination with TXDOT/landowners

CONSTRUCTION

PUBLIC ROAD PROJECTS

	RI.1	GDD/71 Inters Improvements	
	TL.1	GDD/71 right turn lane	
	TL.2	Vail Divide/71 right turn lane	
B	TL.3	BCP/620 right turn lane	CONSTRUCT
	TS.1	Skaggs/SH 71 signal	
	TS.2	Tordera Blvd/ BCP signal	
	TS.3	Willie Way/ BCP signal	
C	TS.4	Uplands/SH 71 signal	CONSTRUCT
A	RW.1	RR 620 Road Widening	CONSTRUCT
	RE.1	Skaggs Pkwy/ Street A Ext.	
	RE.2	Tordera Blvd Extension	
	RE.3	Hamilton Pool Ext-study ONLY	
	RE.4	Willie Way Extension	
	RE.5	71/HPR Nbr'hood Collector Ph 1	
	MPB.1	GDD Bridge	
	RB.1	BCP Median Beautification	
	RB.2	71 Median Beautification	
	RB.3	City-wide Ident Signage	



RR 620 Widening Project

- **Funding:** City Reserves, including forthcoming ROW proceeds; EDC Reserves
- **Timing Factors:**
  - Relatively unknown, assumed to by a few years out. Have funds set aside now.

CONSTRUCTION

BCP/620 NB Right Turn Lane

- **Funding:** TIA (Terraces, BY); TXDOT RR 620 Project
- **Timing Factors:**
  - RR 620 Construction project (coordinate funding?)
  - Wait for Terraces obligation to construct to materialize?

CONSTRUCTION

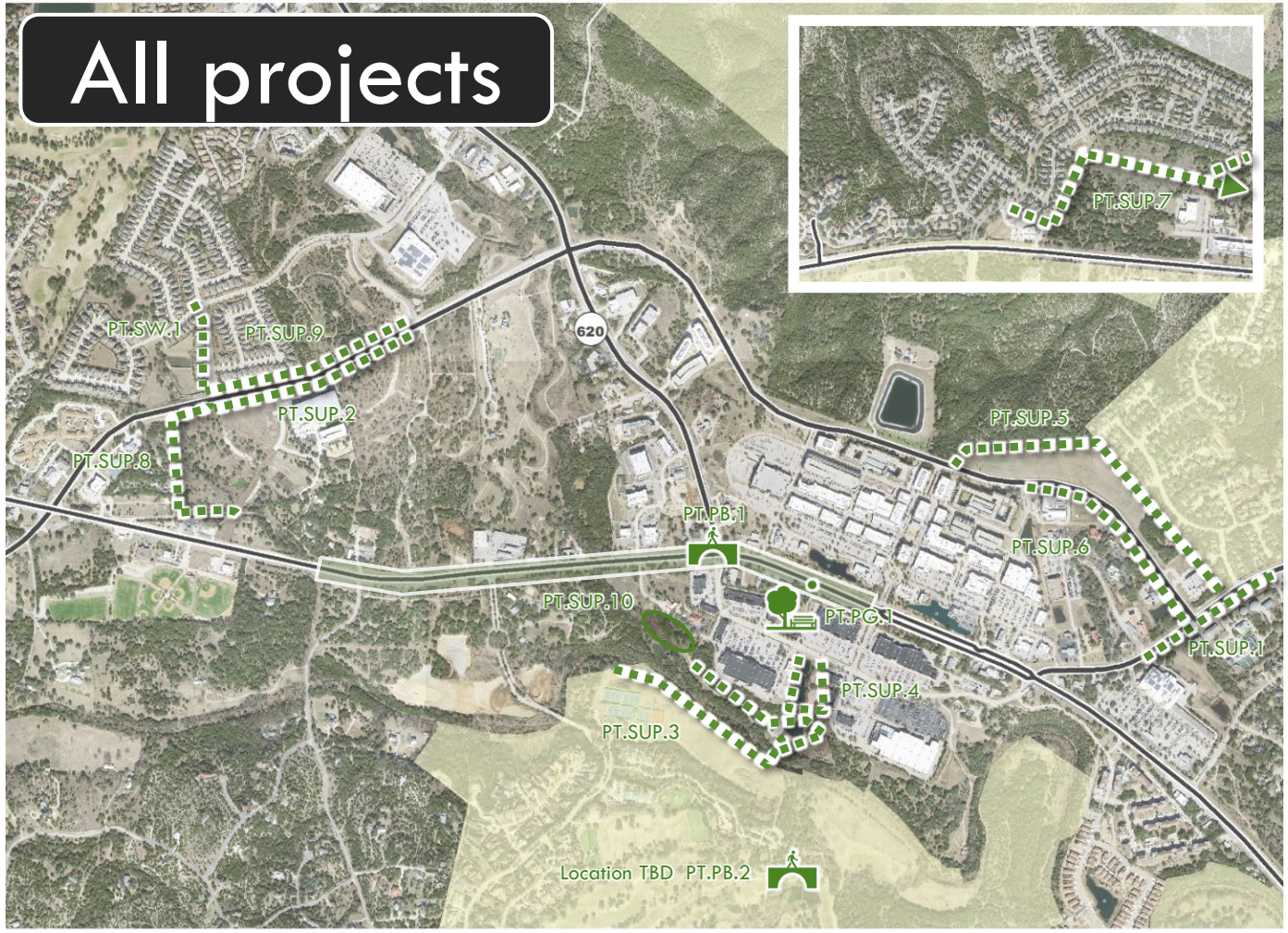
Uplands Dr/SH 71 Signal

- **Funding:** Staff; General Fund
- **Timing Factors:**
  - Assumes development project has advanced

CONSTRUCTION

PEDESTRIAN PROJECTS

		COST EST
SUP.1	Special Use Path BCR, E&W BCP	$ 210,000
SUP.2	Special Use Path S BCP:CP- Tord	$ 300,000
SUP.3	Special Use Path Town Center/ N&S Lit Bart Cr	$ 400,000
SUP.4	Special Use Path Town Center around WQ pond	$ 115,000
SUP.5	Special Use Path BCP Galleria - Lake Pointe	$ 350,000
SUP.6	Special Use Path BCP: Gall Cir – BCR	$ 220,000
SUP.7	Special Use Path Summit 56	$ 550,000
SUP.8	Special Use Path S: Tor-Willie W	$ 195,000
SUP.9	Special Use Path N:Tor-Willie W	$ 200,000
SUP .10	Special Use Path Sculpture Park	$ 125,000
SW.1	Ladera Sidewalk	$ 50,000
PB.1	Ped Bridge btw Great Divide Dr & Crosstown Pkwy	$ 3,450,000
PB.2	Ped Bridge – location TBD	$ 4,400,000
PG.1	71 Ped Bridge Pocket Park	$ 800,000



SUP SPECIAL USE PATH

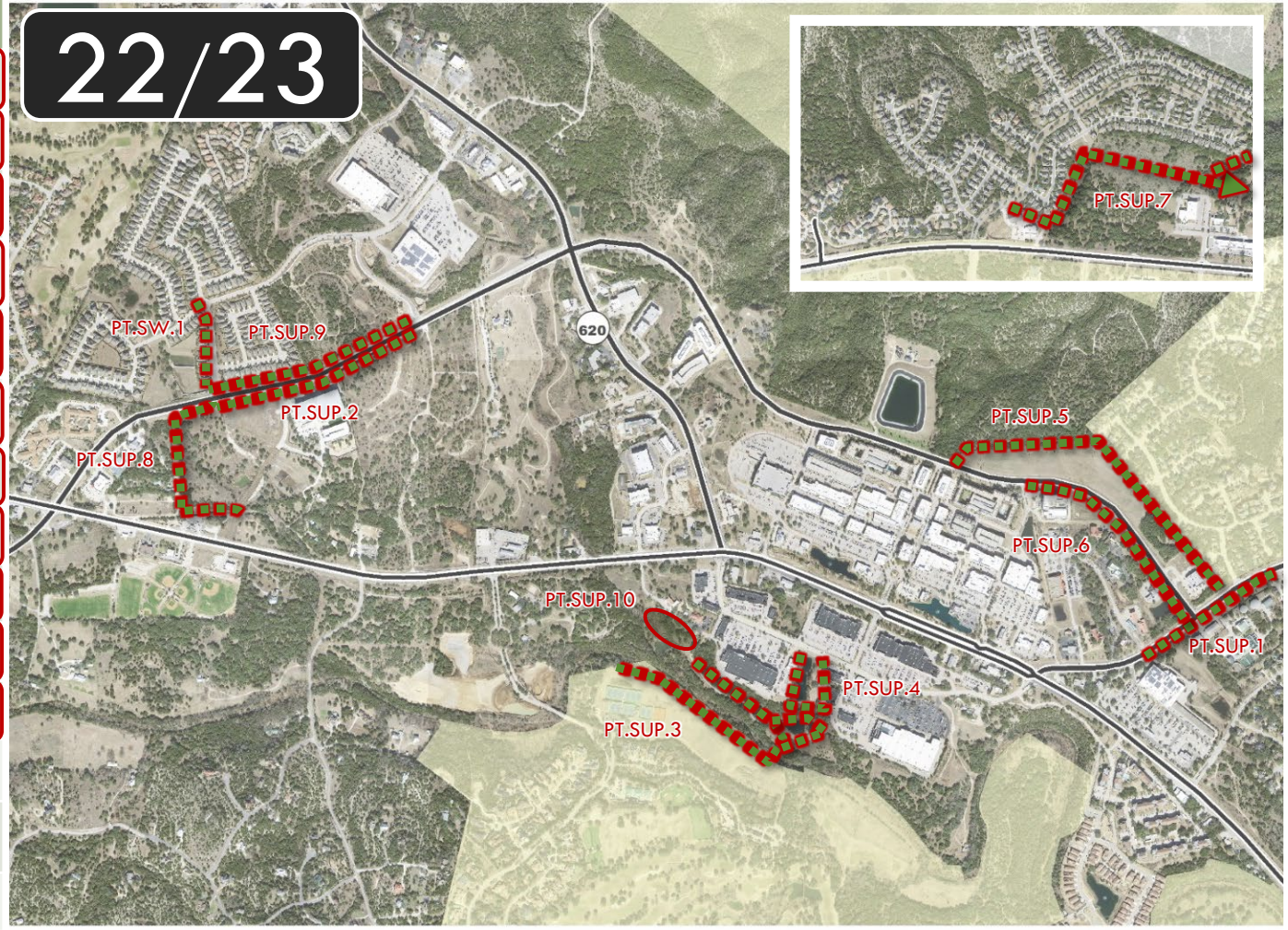
PB PEDESTRIAN BRIDGE

SW SIDEWALK

PG PARK GENERAL

PEDESTRIAN PROJECTS

C	SUP.1	Special Use Path BCR, E&W BCP	CONSTRUCT
E	SUP.2	Special Use Path S BCP:CP- Tord	CONSTRUCT
A	SUP.3	Special Use Path Town Center/ N&S Lit Bart Cr	CONSTRUCT
A	SUP.4	Special Use Path Town Center around WQ pond	CONSTRUCT
C	SUP.5	Special Use Path BCP Galleria - Lake Pointe	CONSTRUCT
C	SUP.6	Special Use Path BCP: Gall Cir – BCR	CONSTRUCT
D	SUP.7	Special Use Path Summit 56	CONSTRUCT
E	SUP.8	Special Use Path S: Tor-Willie W	CONSTRUCT
B	SUP.9	Special Use Path N:Tor-Willie W	CONSTRUCT
F	SUP .10	Special Use Path Sculpture Park	CONSTRUCT
B	SW.1	Ladera Sidewalk	CONSTRUCT
	PB.1	Ped Bridge btw Great Divide Dr & Crosstown Pkwy	
	PB.2	Ped Bridge – location TBD	
	PG.1	71 Ped Bridge Pocket Park	



Town Center South Trails
- **Funding:** EDC Reserves
- **Timing Factors:**
  - VOSO trails, infrastructure complete
  - SUP 3 may require us to simultaneously construct SUP 4

CONSTRUCT

Bee Cave Pkwy/Bee Cave Rd
- **Funding:** EDC Reserves
- **Timing Factors:**
  - Extension of current project. In easements, ROW, property we own
  - Assumes TXDOT pays for signal

CONSTRUCT

Bee Cave Parkway/Ladera
- **Funding:** EDC Reserves
- **Timing Factors:**
  - No easement acquisition. Construct to coordinate with road projects.
  - Skaggs site connectivity

CONSTRUCT

Ladera Sidewalk/BCP Trails
- **Funding:** EDC Reserves
- **Timing Factors:**
  - Potentially complex n'hood support
  - Coordinate w/ easement acquisition and construction of SUP.9

CONSTRUCT

Summit 56 Trails
- **Funding:** EDC Reserves
- **Timing Factors:**
  - Complex easement acquisition requirements

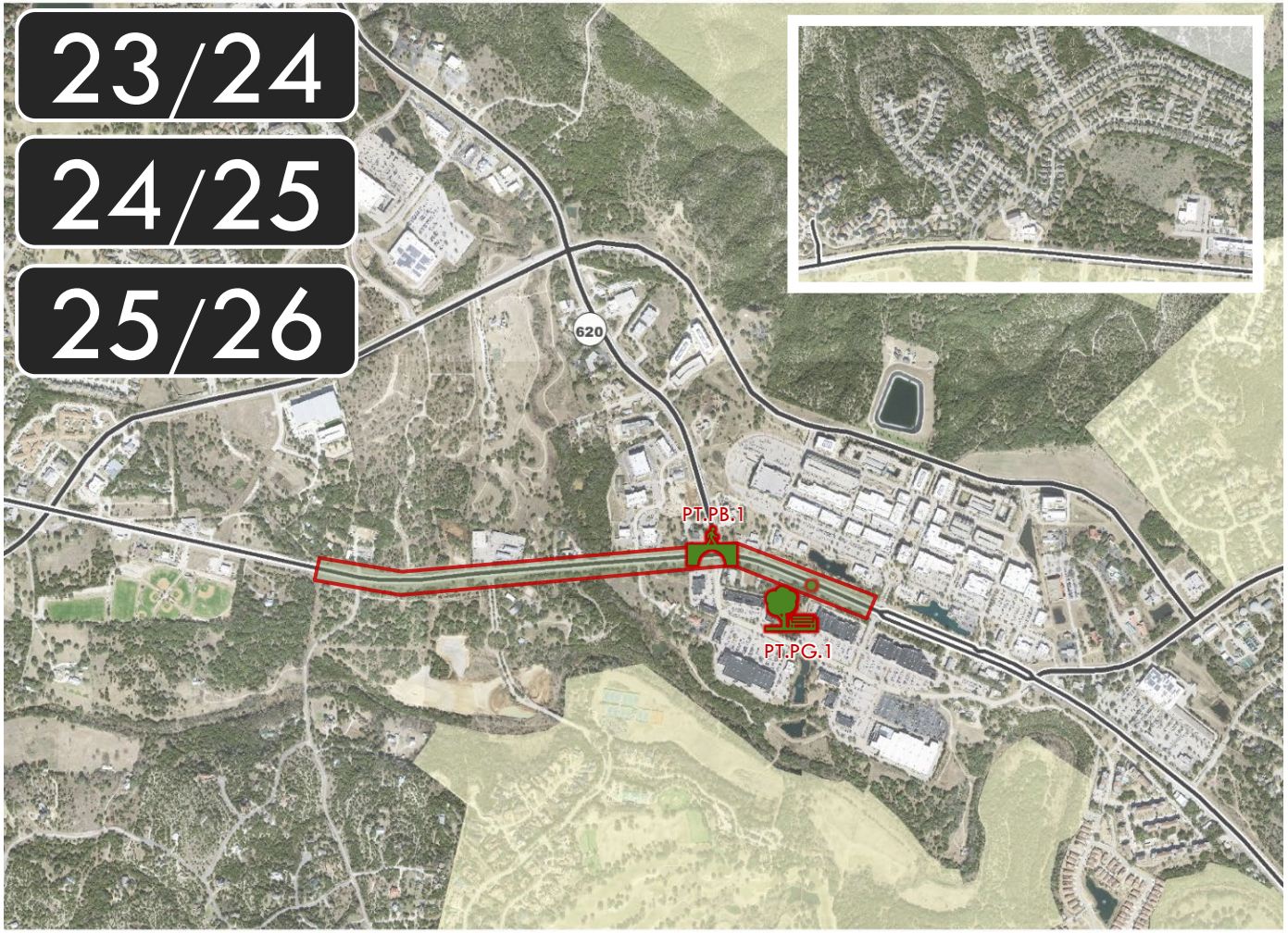
CONSTRUCT

Sculpture Park Trails
- **Funding:** EDC Reserves
- **Timing Factors:**
  - Construction of Police Department

CONSTRUCT

PEDESTRIAN PROJECTS

	SUP.1	Special Use Path BCR, E&W BCP	
	SUP.2	Special Use Path S BCP:CP- Tord	
	SUP.3	Special Use Path Town Center/ N&S Lit Bart Cr	
	SUP.4	Special Use Path Town Center around WQ pond	
	SUP.5	Special Use Path BCP Galleria - Lake Pointe	
	SUP.6	Special Use Path BCP: Gall Cir – BCR	
	SUP.7	Special Use Path Summit 56	
	SUP.8	Special Use Path S: Tor-Willie W	
	SUP.9	Special Use Path N:Tor-Willie W	
	SUP .10	Special Use Path Sculpture Park	
	SW.1	Ladera Sidewalk	
A	PB.1	Ped Bridge btw Great Divide Dr & Crosstown Pkwy	DESIGN
	PB.2	Ped Bridge – location TBD	
A	PG.1	71 Ped Bridge Pocket Park	DESIGN



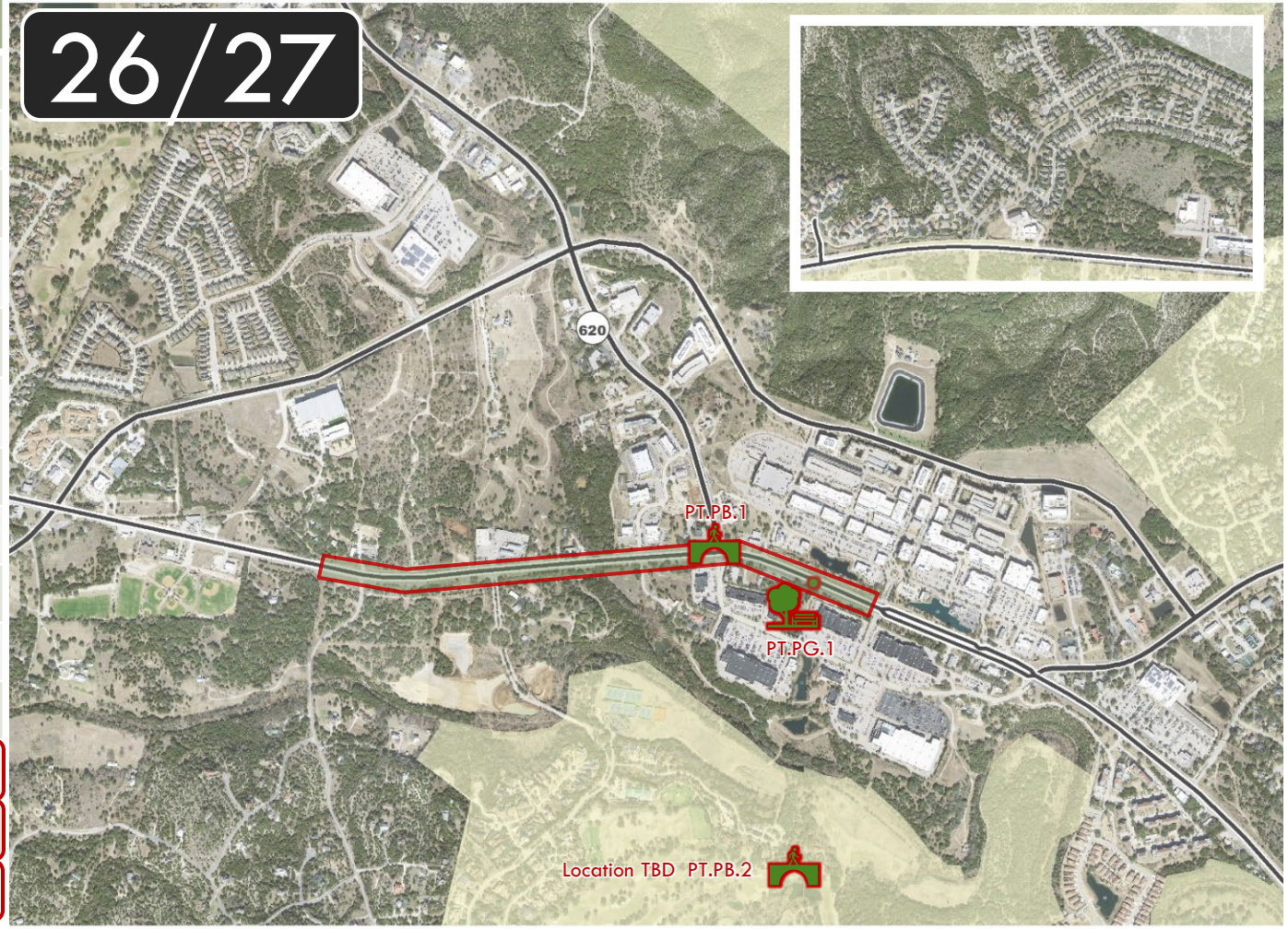
SH 71 Pedestrian Bridge & Pocket Park

- **Funding:** City Bond 2
- **Timing Factors:** *BOND*
  - Staff resources freed from completion of other trail segments
  - Design/Construction time gap allows for pursuit of creative outside funding, design

DESIGN

PEDESTRIAN PROJECTS

	SUP.1	Special Use Path BCR, E&W BCP	
	SUP.2	Special Use Path S BCP:CP- Tord	
	SUP.3	Special Use Path Town Center/ N&S Lit Bart Cr	
	SUP.4	Special Use Path Town Center around WQ pond	
	SUP.5	Special Use Path BCP Galleria - Lake Pointe	
	SUP.6	Special Use Path BCP: Gall Cir – BCR	
	SUP.7	Special Use Path Summit 56	
	SUP.8	Special Use Path S: Tor-Willie W	
	SUP.9	Special Use Path N:Tor-Willie W	
	SUP .10	Special Use Path Sculpture Park	
	SW.1	Ladera Sidewalk	
B	PB.1	Ped Bridge btw Great Divide Dr & Crosstown Pkwy	CONSTRUCT
A	PB.2	Ped Bridge – location TBD	DESIGN
A	PG.1	71 Ped Bridge Pocket Park	CONSTRUCT



SH 71 Pedestrian Bridge & Pocket Park

- **Funding:** City Bond 2
- **Timing Factors:** *BOND*
  - Staff resources freed from completion of other trail segments
  - Design/Construction time gap allows for pursuit of creative outside funding, design

CONSTRUCT

Second Town Center Pedestrian Bridge

- **Funding:** City Bond 2
- **Timing Factors:** *BOND*
  - Staff resources freed from completion of other trail segments
  - Time gap allows for determination of need/location; pursuit of outside funding.

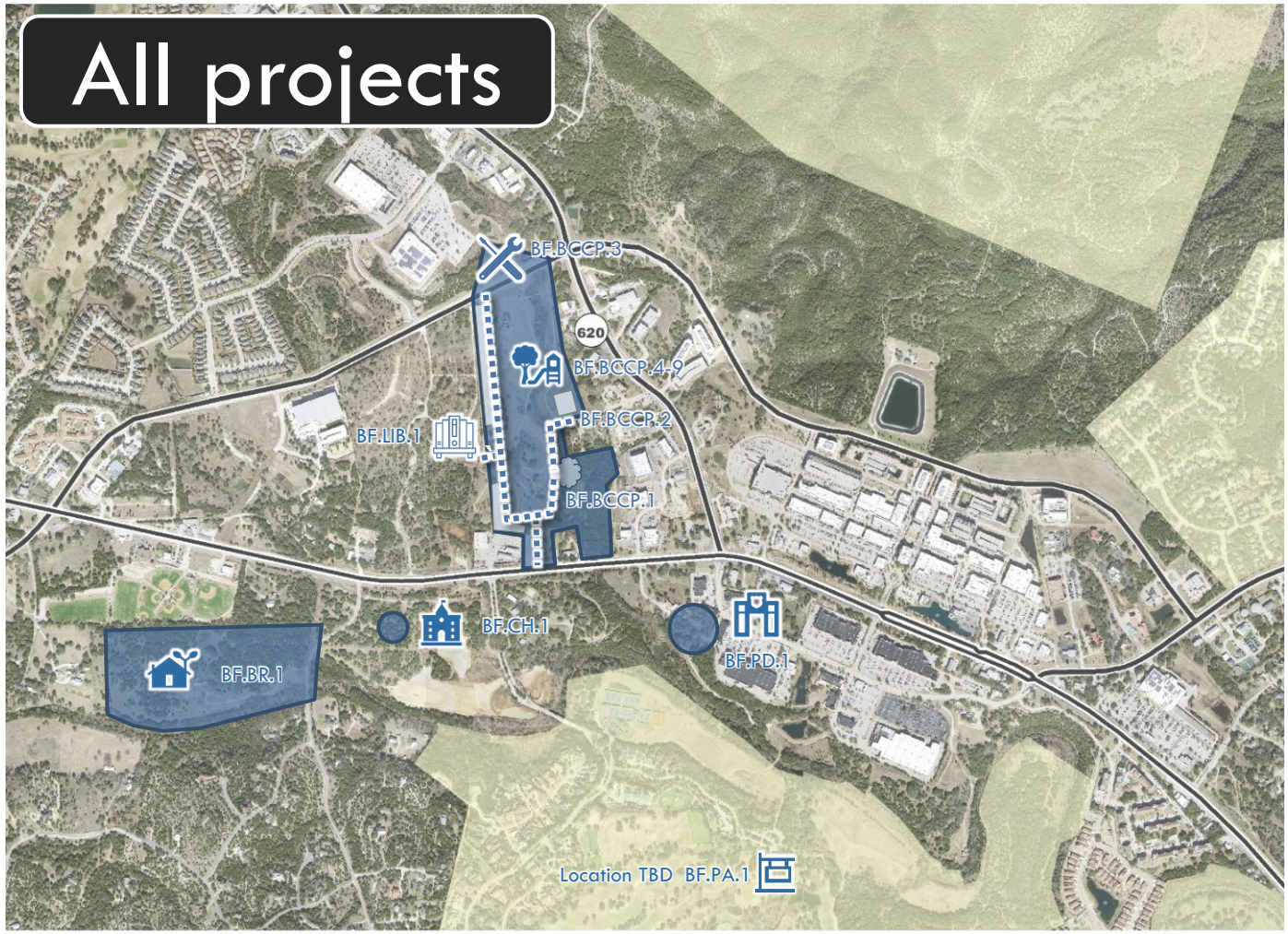
DESIGN

BUILDINGS AND FACILITIES PROJECTS

		COST EST*
PD.1	Police HQs Construction	$ 12,100,000 ($ 14,256,000)❶
CH.1	City Hall Relocation	$ 13,750,000 ($ 16,192,000)❶
LIB.1	Library Relocation	$ 15,000,000 ($ 15,720,000)❶
BR.1	Brown Property Mast Plan, Infrastr, Initial Imp Earmark	$ 6,850,000 ($ 7,218,000)❶
BCCP. 1	BCCP Ph 1 Infrastructure	$ 3,655,000 ($ 4,299,000)❶
BCCP. 2	BCCP Ph 2 Infrastructure	$ 550,000 ($ 642,000)❶
BCCP. 3	BCCP Maint Building	$ 775,000 ($ 907,000)❶
BCCP. 4-9	BCCP physical programming earmark	$ 13,875,000❷ ($ 15,107,000)❶

- 4: Dog Park
- 5: Play-for-All/Splash Pad
- 6: Recreation Courts/Fitness Plaza
- 7: Teen Area
- 8: Disc Golf
- 9: Stage

PA.1	Property Acquis. Earmark	$ 7,000,000 ($ 7,752,000)❶



NOTES

❶ Represents actual project cost plus projected interest.

❷ Placeholder $ set-aside for programming during 5 year CIP period. NOT anticipated to cover all programming improvements. Completion of programming will either rely on additional funds not known today, but available in the future either within this CIP period or in future CIP periods.

PD POLICE STATION

CH CITY HALL RELOCATION

BCCP BEE CAVE CENTRAL PARK

LIB LIBRARY RELOCATION

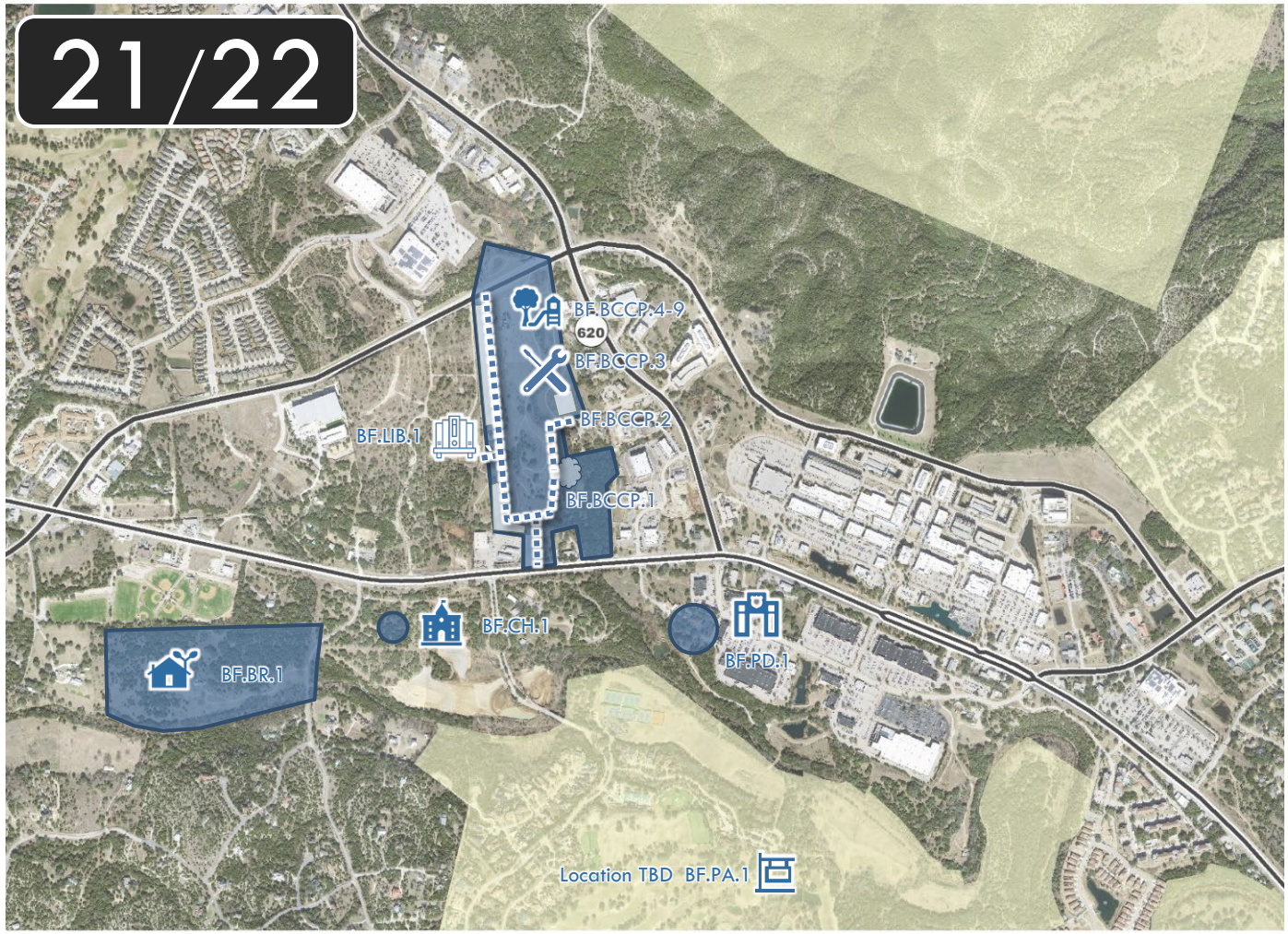
BR BROWN PROPERTY

PA PROPERTY ACQUISITION

BUILDINGS AND FACILITIES PROJECTS

			COST EST*
A	PD.1	Police HQs Construction	DESIGN
B	CH.1	City Hall Relocation	DESIGN/PROP ACQUIS
C	LIB.1	Library Relocation	DESIGN/PROP ACQUIS
D	BR.1	Brown Property Mast Plan, Infrastr, Initial Imp Earmark	PLANNING
E	BCCP. 1	BCCP Ph 1 Infrastructure	DESIGN
	BCCP. 2	BCCP Ph 2 Infrastructure	
F	BCCP. 3	BCCP Maint Building	DESIGN
G	BCCP. 4-9	BCCP physical programming earmark	PLANNING/ DESIGN
H	PA.1	Property Acquis. Earmark	PROPERTY ACQUISITION EXPLORATION

- 4: Dog Park
- 5: Play-for-All/Splash Pad
- 6: Recreation Courts/Fitness Plaza
- 7: Teen Area
- 8: Disc Golf
- 9: Stage



POLICE HEADQUARTERS — DESIGN
- **Funding:** City Bond
- **Timing Factors:** **BOND**
  - Space constraints, age of building
  - Council priority project
  - Sculpture Park

LIBRARY — DESIGN & PROP ACQ
- **Funding:** City Bond 1, Property sale
- **Timing Factors:** **BOND**
  - Private interest in purchase of existing City Hall.
  - Central Park Master Plan build-out

BCCP PHASE 1 INFRASTRUCTURE — DESIGN
- **Funding:** General Fund
- **Timing Factors:**
  - Create framework for implementation of programming.
  - Existing parking demand.

BCCP PHYSICAL PROGRAMMING — DESIGN & PLANNING
- **Funding:** General Fund, Donations
- **Timing Factors:**
  - Set framework for design and implementation

CITY HALL RELOCATION — DESIGN & PROP ACQ
- **Funding:** City Bond
- **Timing Factors:** **BOND**
  - Village at Spanish Oaks construction
  - Private interest in purchase of existing City Hall

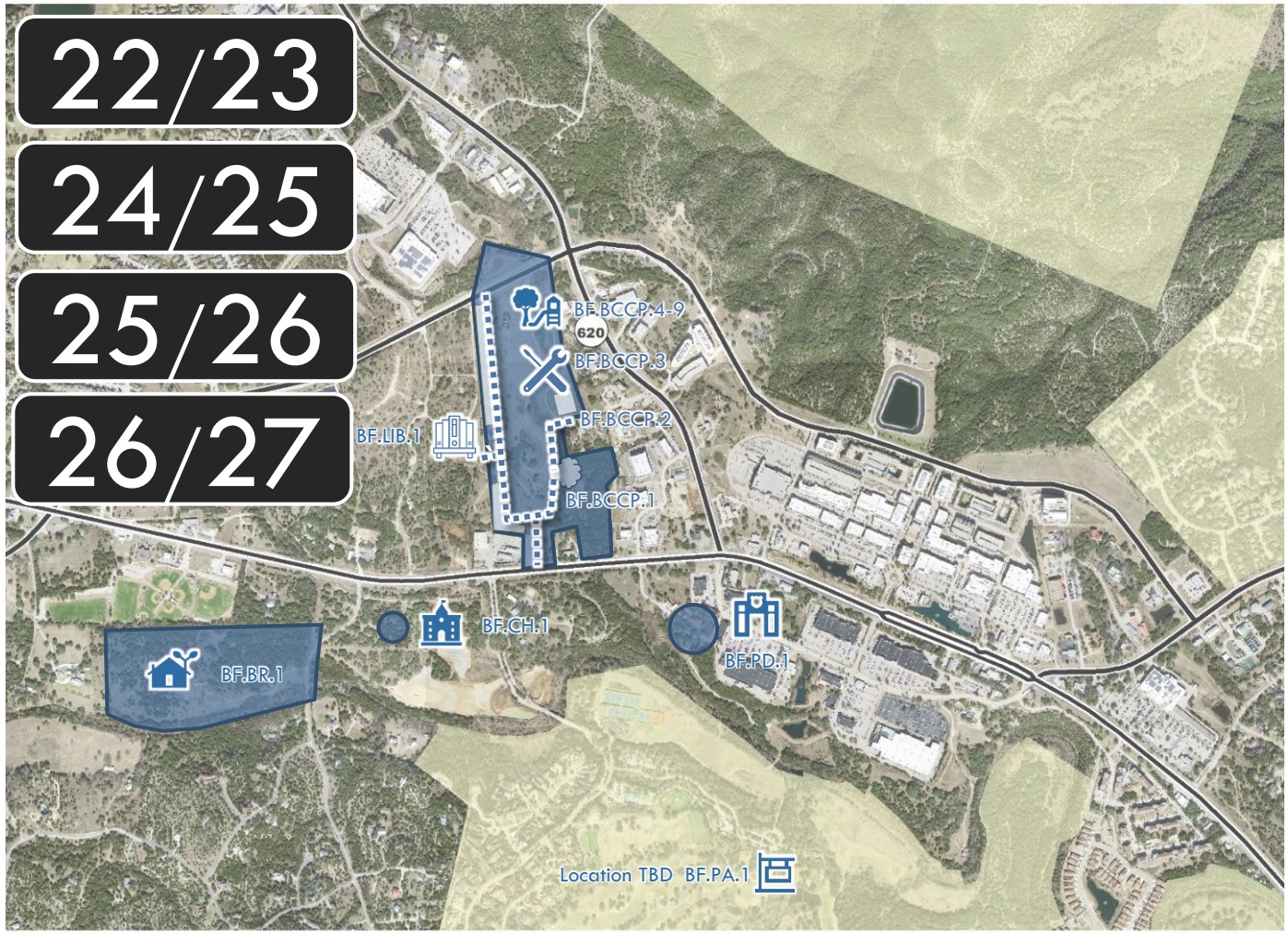
BROWN PROPERTY — PLANNING
- **Funding:** General Fund
- **Timing Factors:**
  - Completion of property's environmental assessment
  - Public interest in access

BCCP MAINTENANCE BUILDING — DESIGN
- **Funding:** General Fund
- **Timing Factors:**
  - Create framework for programming implementation
  - Improve efficiency park O&M asap

PROPERTY ACQUISITION EARMARK — PROPERTY ACQ EXPLORATION
- **Funding:** Tax Note
- **Timing Factors:**
  - Assumed year one issuance to provide most flexibility and have greatest theoretical impact

BUILDINGS AND FACILITIES PROJECTS

			COST EST*
C	PD.1	Police HQs Construction	CONSTRUCT
F	CH.1	City Hall Relocation	CONSTRUCT
E	LIB.1	Library Relocation	CONSTRUCT
D	BR.1	Brown Property Mast Plan, Infrastr, Initial Imp Earmark	CONSTRUCT
A	BCCP. 1	BCCP Ph 1 Infrastructure	CONSTRUCT
	BCCP. 2	BCCP Ph 2 Infrastructure	
A	BCCP. 3	BCCP Maint Building	CONSTRUCT
	BCCP. 4-9	BCCP physical programming earmark	CONSTRUCT
B		4: Dog Park 5: Play-for-All/Splash Pad 6: Recreation Courts/Fitness Plaza 7: Teen Area 8: Disc Golf 9: Stage	
	PA.1	Property Acquis. Earmark	**PROPERTY ACQUISITION EXPLORATION**



BCCP Ph 1 Infrastructure & Maintenance Building

- **Funding:** EDC Bond 1
- **Timing Factors:** **BOND**
  - Coordinate with BY construction
  - Create framework for implementation of programming.
  - Existing parking demand.

CONSTRUCTION

Bee Cave Central Park Physical Programming

- **Funding:** General Fund, Donations
- **Timing Factors:** **BOND**
  - Set framework for design and implementation
  - Have community outreach data
  - NOT all amenities are anticipated to be built within this CIP period. Will be limited by available fundraising

PLANNING DESIGN, &CONSTRUCTION

Police Headquarters

- **Funding:** City Bond
- **Timing Factors:** **BOND**
  - Space constraints, age of building
  - Council priority project
  - Sculpture Park

CONSTRUCTION

Brown Property

- **Funding:** General Fund, EDC Bond 1
- **Timing Factors:**
  - Completion of property's environmental assessment
  - Public interest in access

DESIGN

Library

- **Funding:** City Bond 1, Property sale
- **Timing Factors:** **BOND**
  - Private interest in purchase of existing City Hall.
  - Central Park Master Plan build-out

DESIGN/ CONSTRUCTION

City Hall Relocation

- **Funding:** City Bond
- **Timing Factors:** **BOND**
  - Vill. at Spanish Oaks construction
  - Private interest in purchase of existing City Hall

DESIGN/ CONSTRUCTION

FUNDING PROGRAM

SUMMARY

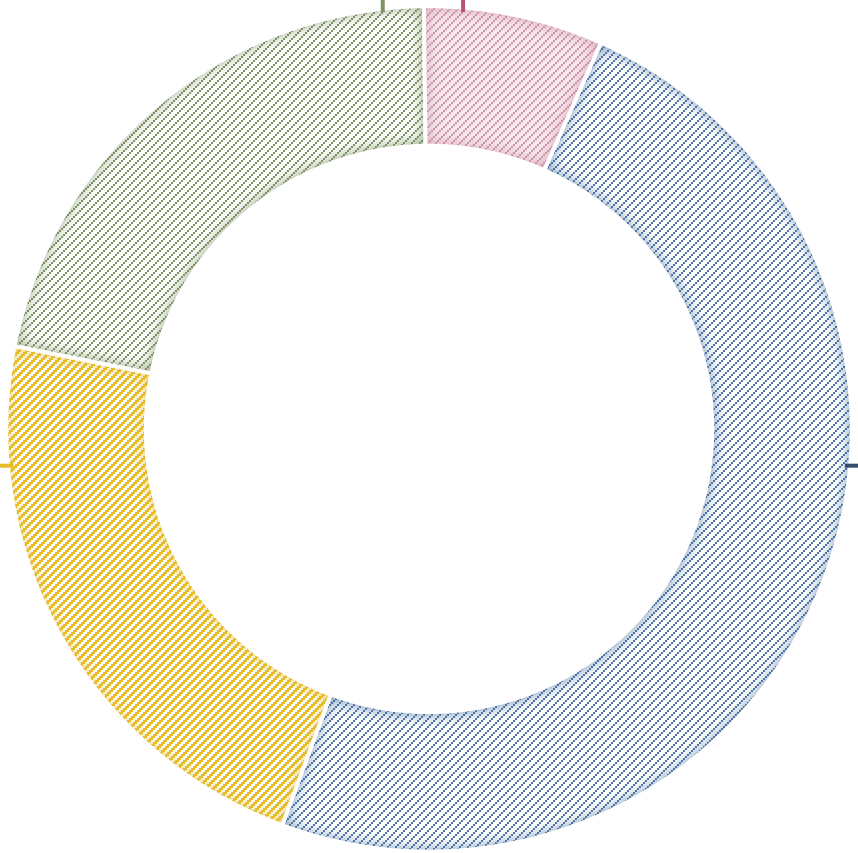
CIP TOTAL: $ 103,505,000

PROJECTED FUNDING BY SOURCE

OTHER

TOTAL: $23,925,000

Composed of a variety of sources such as sale of City property, TXDOT, the Backyard Public Improvement District, developer zoning-related obligations, grants, and donations.



UNKNOWN

TOTAL: $7,100,000

Tax Note: $ 7,000,000

Issuance Target: TBD

Because property and property purpose are unknown issuing entity is also unknown.

TBD: $ 100,000

EDC

TOTAL: $23,283,000

Reserves: $ 6,265,000

EDC Bond 1: $ 13,018,000

Issuance Target: Spring 2022

EDC Bond 2: $ 4,000,000

Issuance Target: FY 24-25

CITY

TOTAL: $50,697,000

General Fund: $ 3,310,000

Beautification Fund: $ 200,000

Hotel Occupancy Tax: $ 4,500,000

Traffic Impact Analyses $ 1,637,000

City Bond 1: $ 32,350,000

Issuance Target: Spring 2022

City Bond 2: $ 8,700,000

Issuance Target: FY 25-26

PUBLIC ROAD PROJECTS

FUNDING SOURCES

		PROJECT COST EST	TENTATIVE FUNDING SOURCES												
			General Fund: Salary [1]	General Fund: Non-Salary	Beautification Fund	Hotel Occupancy Tax	City Bond 1	City Bond 2 [2]	Traffic Impact Analyses	EDC Reserves	EDC Bond 1	EDC Bond 2	Tax Note 1	Other	Unknown
RI.1	GDD/71 Inters Improvements	$ 140,000	$0						$140,000						
TL.1	GDD/71 right turn lane	$ 120,000	$0						$120,000						
TL.2	Vail Divide/71 right turn lane	$ 115,000	$0	$15,000											$100,000
TL.3	BCP/620 right turn lane	$ 1,300,000							$775,000					$525,000 [3]	
TS.1	Skaggs/SH 71 signal	$ 460,000	$0	$60,000								$400,000			
TS.2	Tordera Blvd/ BCP signal	$ 390,000	$0	$40,000					$22,000		$328,000				
TS.3	Willie Way/ BCP signal	$ 350,000	$0						$350,000						
TS.4	Uplands/SH 71 signal	$ 460,000		$230,000					$230,000						
RW.1	RR 620 Road Widening	$ 5,000,000	$0	$1,500,000						$2,500,000				$1,000,000 [4]	
RE.1	Skaggs Pkwy/ Street A Ext.	$ 890,000	$0	$60,000							$830,000				
RE.2	Tordera Blvd Extension	$ 525,000	$0	$20,000							$505,000				
RE.3	Hamilton Pool Ext-study ONLY	$ 120,000	$0	$120,000											
RE.4	Willie Way Extension	$ 5,400,000	$0								$2,275,000			$3,125,000 [5]	
RE.5	71/HPR Neighborhood Collector Ph 1	$ TBD [6]													TBD [6]
MPB.1	GDD Bridge	$ 2,800,000	$0	$300,000			$2,500,000								
RB.1	BCP Median Beautification	$ 440,000	$0	$90,000	$200,000									$150,000 [7]	
RB.2	71 Median Beautification	$ 175,000		$50,000										$125,000 [8]	
RB.3	City-wide Identification Signage	$ 300,000								$300,000					
TOTALS				$2,485,000	$200,000		$2,500,000		$1,637,000	$2,800,000	$3,938,000	$400,000		$4,925,000	

NOTES

1 : Notations of "General Fund: Salary" expense "$0" indicate intention to design in house with existing staff, which has a calculable value, but not an additional, direct impact on the bottom line of the annual budget.

2 : City Bond 2 anticipated to be issued in the last fiscal year of this CIP, FY 25-26, but payments are not anticipated to start until year 1 of the next CIP.

3 : "Other" $525,000 TXDOT's RR 620 Expansion Project (portion of turn lane already part of plans.

4 : "Other" $1,000,000 offset by payment from TXDOT's acquisition of City property for ROW.

5 : "Other" $3,125,000 offset by Backyard Public Improvement District Bond issuance.

6 : Based on this segment being on the Throughfare Plan and the degree of development interest in the area, it is expected that this project will need to be built within the timeframe of this CIP and may need to be at least partially funded by the City. However, the scope, funding sources, and timing are still TBD.

7 : "Other" $150,000 offset by Backyard Public Improvement District Bond issuance.

8 : "Other" $125,000 proposed to be offset by grant funding (e.g. TXDOT green ribbon program).

PEDESTRIAN PROJECTS

FUNDING SOURCES

		PROJECT COST EST	TENTATIVE FUNDING SOURCES*												
			General Fund: Salary ❶	General Fund: Non-Salary	Beautification Fund	Hotel Occupancy Tax	City Bond 1	City Bond 2 ❷	Traffic Impact Analyses	EDC Reserves	EDC Bond 1	EDC Bond 2	Tax Note 1	Other	Unknown
SUP.1	Special Use Path BCR, E&W BCP	$ 210,000	$0							$210,000					
SUP.2	Special Use Path S BCP:CP- Tord	$ 300,000	$0							$300,000					
SUP.3	Special Use Path Town Center/ N&S Lit Bart Cr	$ 400,000	$0							$400,000					
SUP.4	Special Use Path Town Center around WQ pond	$ 115,000	$0							$115,000					
SUP.5	Special Use Path BCP Galleria - Lake Pointe	$ 350,000	$0							$350,000					
SUP.6	Special Use Path BCP: Gall Cir – BCR	$ 220,000	$0							$220,000					
SUP.7	Special Use Path Summit 56	$ 550,000	$0							$550,000					
SUP.8	Special Use Path S: Tor-Willie W	$ 195,000	$0							$195,000					
SUP.9	Special Use Path N:Tor-Willie W	$ 200,000	$0							$200,000					
SUP .10	Special Use Path Sculpture Park	$ 125,000								$125,000					
SW.1	Ladera Sidewalk	$ 50,000	$0							$50,000					
PB.1	Ped Bridge btw Great Divide Dr & Crosstown Pkwy	$ 3,450,000						$3,000,000		$450,000					
PB.2	Ped Bridge – location TBD	$ 4,400,000						$4,400,000							
PG.1	71 Ped Bridge Pocket Park	$ 800,000						$800,000							
TOTALS								$8,200,000		$3,165,000					

NOTES

❶: Notations of "General Fund: Salary" expense "$0" indicate intention to design in house with existing staff, which has a calculable value, but not an additional, direct impact on the bottom line of the annual budget.

❷: City Bond 2 anticipated to be issued in the last fiscal year of this CIP, FY 25-26, but payments are not anticipated to start until year 1 of the next CIP.

BUILDINGS AND FACILITIES PROJECTS

FUNDING SOURCES

		PROJECT COST EST	TENTATIVE FUNDING SOURCES*												
			General Fund: Salary [1]	General Fund: Non-Salary	Beautification Fund	Hotel Occupancy Tax	City Bond 1	City Bond 2 [2]	Traffic Impact Analyses	EDC Reserves	EDC Bond 1	EDC Bond 2	Tax Note 1	Other	Unknown
PD.1	Police HQs Construction	$ 12,100,000					$12,100,000								
CH.1	City Hall Relocation	$ 13,750,000					$13,750,000								
LIB.1	Library Relocation	$ 15,000,000					$4,000,000							$11,000,000 [3]	
BR.1	Brown Property Mast Plan, Infrastr, Initial Imp Earmark	$ 6,850,000		$350,000		$4,500,000					$2,000,000				
BCCP. 1	BCCP Ph 1 Infrastructure	$ 3,655,000	$0	$75,000							$3,580,000				
BCCP. 2	BCCP Ph 2 Infrastructure	$ 550,000		$50,000				$500,000							
BCCP. 3	BCCP Maintenance Building	$ 775,000	$0	$75,000							$700,000				
BCCP. 4-9	BCCP physical programming earmark	$ 13,875,000 [4]		$275,000						$300,000	$2,800,000	4,000,000		$6,500,000 [5]	
PA.1	Property Acquis. Earmark	$ 7,000,000 [6]											$7,000,000		
TOTALS				$825,000		$4,500,000	$29,850,000	$500,000		$300,000	$9,080,000	$4,000,000	$7,000,000	$6,500,000	

NOTES

1 : Notations of "General Fund: Salary" expense "$0" indicate intention to design in house with existing staff, which has a calculable value, but not an additional, direct impact on the bottom line of the annual budget.

2 : City Bond 2 anticipated to be issued in the last fiscal year of this CIP, FY 25-26, but payments are not anticipated to start until year 1 of the next CIP.

3 : "Other" $11,000,000 is anticipated to be funded, in part, by sale of the current City Hall at 4000 Galleria Pkwy.

4 : Placeholder $ set-aside for programming during 5 year CIP period. NOT anticipated to cover all programming improvements. Completion of programming will either rely on additional funds not known today, but available in the future either within this CIP period or in future CIP periods.

5 : "Other" $6,500,000 is a target for grants and donations, sources TBD.

6 : This amount is an earmark of funds, only, to give the City, and potentially the EDC, within their respective financial planning structures, the flexibility to be able to purchase land not otherwise directly associated with a listed CIP project. The debt holder of this tax note is TBD. The eligibility of the EDC to be the debt holder is contingent upon the purpose of the purchase of property, which is unknown at this time.

City Council Meeting
9/27/2022
Agenda Item Transmittal

Agenda Item:	**7.**
Agenda Title:	**Discussion and update from the City's representatives on the West Travis County Public Utility Agency.**
Council Action:	
Department:	**City Manager**
Staff Contact:	**Clint Garza, City Manager**

1. INTRODUCTION/PURPOSE

To discuss and update the Council regarding the West Travis County Public Utility Agency (WTCPUA).

2. DESCRIPTION/JUSTIFICATION

a) Background

The City of Bee Cave board representatives will update the council on the activities of the WTCPUA.

b) Issues and Analysis

3. FINANCIAL/BUDGET

Amount Requested	Fund/Account No.
Cert. Obligation	GO Funds
Other source	Grant title
Addtl tracking info	

4. TIMELINE CONSIDERATIONS

5. RECOMMENDATION

City Council Meeting
9/27/2022
Agenda Item Transmittal

Agenda Item:	**8.**
Agenda Title:	**Public Hearing, discussion and possible action on Ordinance No. 490 to rezone a one-acre tract located at 14211 W State Highway 71 from Residential Estate (R-1) to Neighborhood Mixed Use (MU-N)**
Council Action:	**Discussion and possible action**
Department:	**Planning and Development**
Staff Contact:	**Amanda Padilla, Senior Planner**

1. INTRODUCTION/PURPOSE

See transmittal letter.

2. DESCRIPTION/JUSTIFICATION

a) Background

See transmittal letter.

b) Issues and Analysis

See transmittal letter.

3. FINANCIAL/BUDGET

Amount Requested	Fund/Account No.
Cert. Obligation	GO Funds
Other source	Grant title
Addtl tracking info	

4. TIMELINE CONSIDERATIONS

None

5. RECOMMENDATION

Staff recommends approval of Ordinance 490 rezoning the property located at 14211 W State Highway 71

from Residential Estate (R-1) to Neighborhood Mixed Use (MU-N) zoning district.

ATTACHMENTS:

Description	Type
14211 W SH 71 Transmittal Letter	Cover Memo
Draft Ordinance No 490	Ordinance
14211 W SH 71 Survey	Exhibit

City Council Meeting
September 27, 2022
Agenda Item Transmittal

Agenda Item #:	#16
Agenda Title:	Public hearing, discussion, and possible action on Ordinance No. 490 to rezone the existing zoning from Residential Estate (R-1) to Neighborhood Mixed-Use (MU-N) for the property located at 14211 W State Hwy 71.
Commission Action:	Discuss and Consider Action
Initiating Department:	Planning & Development
Staff Contact:	Amanda Padilla, Senior City Planner

1. INTRODUCTION/PURPOSE

The purpose of this agenda item is to request rezoning for the property known as the "Yellow Store" from R-1, Residential Estate, to MU-N, Neighborhood Mixed-use, for a 0.995-acre tract of land located at 14211 W State Highway 71.

2. DESCRIPTION/ JUSTIFICATION

A. Background.

Prior to the city's incorporation in 1987, the property was an existing business known as Major Brand Gas ("The Yellow Store") which use was classified as a convenience store with gas sales. When the city incorporated and established zoning districts the property was zoned Single Family – Rural Residential (SF-RR) and the use of convenience store with gas sales was designated as legal nonconforming due to the use not being permitted within the SF-RR district.

At the end of June, the city adopted the Unified Development Code establishing the Neighborhood Mixed-Use district, based on the previous Neighborhood Services (NS) district. The MU-N district allows for the same permitted uses as the former NS district and provides an allowance for some additional uses with a Specific Use Permit (SUP). With the recent UDC adoption, the city believes that it is an appropriate time to review the zoning on the property since the Residential Estate (R-1) zoning is inconsistent with the zoning of the surrounding properties, incompatible with the surrounding uses, and inappropriate for the major regional arterial highway context. The current zoning for

Residential Estate is intended to be located at the urban fringe of the City, promote a rural character, and contain lots that are one (1) acre or greater. This property is less than an acre.

Staff recommends rezoning the property to Neighborhood Mixed-Use which is a compatible zoning district for the area and allows for uses that are appropriate (see below chart for allowable uses and surrounding lots).

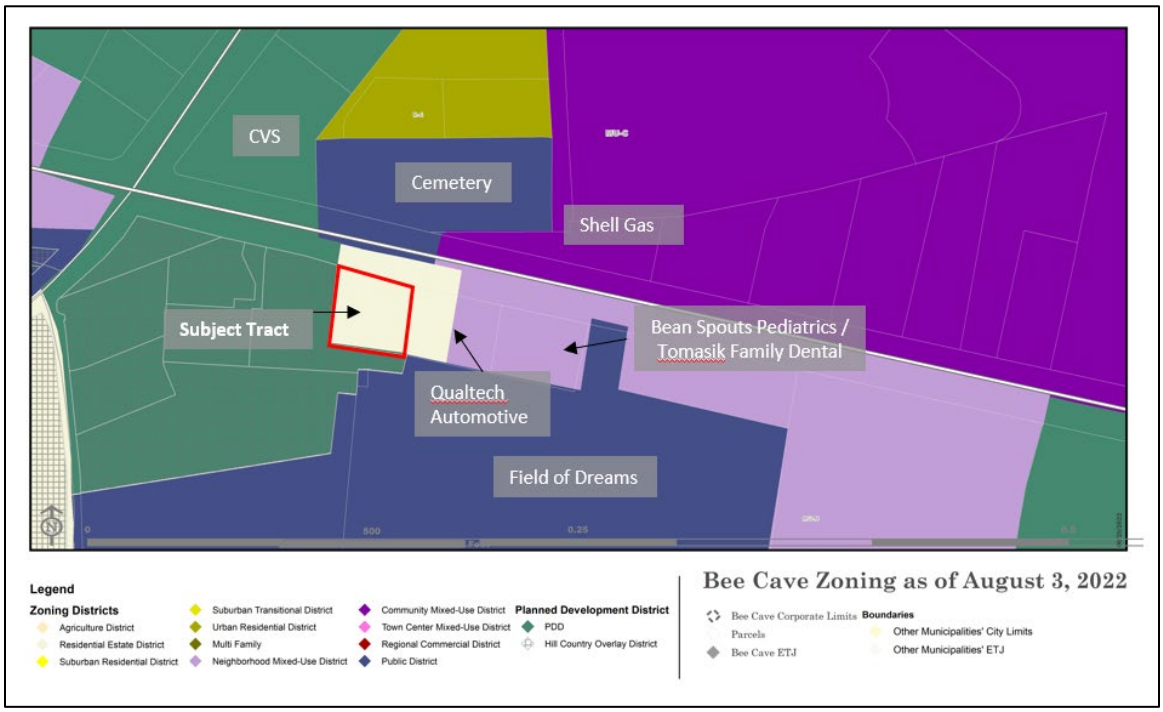
The intent of the Neighborhood Mixed-Use (MU-N) District is the following:

3.2.10.A. Intent.

The Neighborhood Mixed-Use District (MU-N) is intended to provide a transition between single-use residential districts and the City's major thoroughfares. The MU-N district accommodates neighborhood-scale commercial uses and complementary residential uses such as stacked units above retail or commercial space on the ground floor. The district is designed to serve residents within a 5-minute drive or 10-minute walk. Lots are to be served by Public Facilities such as public streets with curb and gutter and with water and wastewater infrastructure. Buildings should be designed with a high level of sensitivity to the character of the surrounding neighborhood. This district is intended to contribute to community character by providing convenient pedestrian access to commercial services and the critical mass of population needed to support those services.

B. Issues and Analysis.

Adjacent Properties Uses and Zoning:



Adjacent Properties	Uses	Zoning
North (across SH-71)	White Rock Cemetery, Shell Gas Station, CVS Pharmacy	Public (P), Planned Development District (PDD), Community Mixed-Use (MU-C)
South	Field of Dreams (Sports Park)	Public (P), Planned Development District (PDD) Hill Country Overlay
East	Qualtech Automotive, Beansprout Pediatrics, Tomasik Family Dental	Neighborhood Mixed-Use (MU-N), Residential Estate (R-1)
West	Vacant (Undeveloped)	Planned Development District (PDD) Hill Country Overlay

The land surrounding the subject tract contains retail and commercial uses.

Note: The property to the east (Qualtech Automotive) has split zoning of R-1 and MU-N, staff has determined that this split designation is a scrivener's error dating from 2013-2014. Staff has contacted the property owner about correcting this error to designate the entire property as MU-N.

Neighborhood Mixed-Use (MU-N) Development Standards:

	Residential Estate (R-1)	Neighborhood Mixed-Use (MU-N)
Minimum Front Setback / Maximum Front Setback (ft)	50[3]	10[1,3]/NA
Side Yard (interior setback; corner setback) / Maximum Side Setback (ft)	10% lot width max 25;25	10;10/NA
Rear Yard Setback (ft)	25	10
Minimum Lot Area (sqft) or Maximum Dwelling Units Per Acre (Density), Net	43,560 / 1 DUA	10,000/13 DUA
Minimum Lot Frontage	75	35[5]
Minimum Lot Width (Interior/Corner) (ft)	100/105	35/40
Minimum Lot Depth (ft)	200	45
Maximum Height (ft) (Primary/accessory)	35/25	35
Maximum Building Footprint (per building)	NA	25,000

1. Buildings adjacent to R1-R4 districts with units fronting on the same street shall match the minimum front setback of the adjacent district.
3. **Except as may be subject to the 75' landscape buffer setback required along all major roadways (SH-71, RR 620, Bee Cave Rd, Bee Cave Pkwy, Hamilton Pool Road).**
5. 150 feet is required on State controlled highway. May be reduced to 75 feet with cross access easement to adjacent properties.

MU-N Design Standards:

Rezoning the subject tract to MU-N would require different design standards due to the nature of the district and the high visibility and accessibility to the public. Non-Residential and Mixed-Use development must provide the minimum required number of features from subsections 3.4.5F (Architectural Elements), 3.5.4G (Site Design Elements), and 3.4.5H (Sustainability Elements):

(i) A building that is 25,000 square feet or less must provide at least four (4) features in both subsections 3.4.5F and 3.4.5G and two (2) features from subsection 3.4.5H.

(ii) A building that is between 25,000 and 50,000 square feet or less must provide at least six (6) features in both subsections 3.4.5F and 3.4.5G and two (2) features from subsection 3.4.5H.

(iii) A building that is 50,000 square feet or more must provide at least eight (8) features in both subsections 3.4.5F and 3.4.5G and three (3) features from subsection 3.4.5H.

Neighborhood Mixed-Use (MU-N) Land Uses (Section 3.3.5 UDC) Permitted and that require a SUP:

	Neighborhood Mixed-Use (MU-N)
Multi-Family Residential (3-5 units per lot)	P
Multi-Family Residential (6+ units per lot)	P
Accessory Dwelling Unit	P
Independent Living Facility	P
Home Occupation	P
Office or Studio, Live-Work	P
Assisted Living Home	**S**
Community Home or Family Home	P
Bed and Breakfast	P
Farmer's Market	**S**
Food and Beverage Services	P
Food and Beverage Services (with drive-through)	**S**
Micro-Brewery or Distillery	P
Retail Sales	P
Artisan Studios	P
Bank or Depository Financial Institution	P
Day Care, Child, Day Care, Adult	P
Personal Services	P
Temporary Buildings	P
Office, General	P
Professional and Business Services (indoor)	**S**
Research and Development Lab (Life Sciences)	**S**
Security Quarters	P
Car Wash	**S**
Electric Vehicle Charging Station or charging station Level 1 and Level 2, Accessory	P
Electric Vehicle Charging Station or charging station Level 3, Accessory	P
Gas Station (with or without Convenience Store)	**S**
Quick Lube	**S**
Art Gallery or Museum	P
Cemetery or Mausoleum	P
Community Center	P
Community Center, Residential	P
Dance, Music, or Drama Studio	P
Government Building or Use	P
Healthcare Uses	P
Place of Worship	P

	Neighborhood Mixed-Use (MU-N)
Auto Driving School	P
College or University	**S**
K-12 School	P
Private Tutoring or Focused Instruction	P
Trade School	**S**
Fitness Boot Camp	P
Fitness Gym or Health Club	P
Public Park	P
Animal-Related Uses (indoor only)	P
Animal-Related Uses (with outdoor component)	**S**

Consistency with Comprehensive Plan:
The Comprehensive Plan's Future Land Use Map designation for the property is Urban Corridor. The MU-N zoning district is consistent with this future land use designation. d. The Urban Corridor provides the connections within and through the core of the city and support the highest intensity of uses and activities. The Urban Corridor is appropriate for retail uses, employment, mixed-use, entertainment uses, and government uses.

Access/Circulation/Parking:
The property currently has driveways on SH 71. The applicant would need approval from TXDOT for improvements and changes to driveways and access. These items will be reviewed with the Plat and Site Plan as applicable.

Environmental/Stormwater/Drainage:
The property lies within the Little Barton Watershed and the Edwards Aquifer Contributing Zone. Stormwater and drainage plans will be reviewed with the Plat and Site Plan as applicable.

Open Space/Parkland Requirements:
These items will be reviewed with the Plat and Site Plan as applicable. The property may be allowed up to 60% impervious cover per section 7.3.2C.3(i)(2), which states that redevelopment of sites developed prior to adoption of Ordinance 00-08-29-B: a maximum of 60% impervious cover may be permitted via (a),(b), or a combination of (a) and (b) below:

> (a) The applicant submits a survey no older than one year prior to the date of application delineating existing impervious cover. A percolation test may be required to validate impervious cover greater than 40% existing on site currently: or

(b) The city approves a transfer of impervious cover pursuant to Section 7.3.2.C.4. Sites that are eligible under this Subsection 7.3.2.C.3(i)(2) may transfer more than the equivalent of ten (10) percentage points of impervious cover provided that in no case the total impervious cover of the site exceeds sixty percent (60%).

Landscaping Requirements/Screening Requirements:
The subject tract is located along State Highway 71 and will be required to maintain a landscaped buffer along the highway. Subsection 3.4.11F.4(i) does allow a reduction in the landscaped buffer and states:

(i) For properties two (2) acres or less that were platted or described by metes and bounds prior to August 29, 2000 adjoining the south side of State Highway 71 between F.M. 620 and Bee Cave Road (F.M. 2244) and that have structures or buildings constructed within 25 feet of the Highway 71 right-of-way, such structures or buildings may be reconstructed, even if the structure or building is not damaged or destroyed, so long as the reconstruction occurs after the property is platted and meets the following conditions:
(1) The building or structure footprint is not larger than the footprint of the building or structure it is replacing;
(2) The building or structure is not taller in height than the structure it is replacing or twenty-five (25) feet whichever height is greater; and
(3) The property then complies with a ten (10) foot setback or buffer requirement.

Development on the subject tract will be required to comply with Article 5 Landscaping and Screening Standards.

Parkland Requirements: If residential uses are included in a mixed-use district parkland dedication at a rate of 1 ½ acres of parkland per one hundred 100 dwelling units or prorated portion thereof is required, see UDC Section 6.3.3 for additional information.

C. Planning and Zoning Considerations.
The Unified Development Code section 3.1.8A.6 states that the Planning and Zoning Commission shall consider the following when considering a rezoning and making a recommendation:

(1) Whether the zoning change is consistent with the Future Land Use Map and the Comprehensive Plan;
(2) Whether the proposed change will have a detrimental effect on properties abutting the property proposed for rezoning or upon properties affected by the proposed text amendment; and
(3) Whether the proposed change will result in detrimental impacts upon existing or planned Public Facilities or the administration of this UDC.

The Commission found that the rezoning was consistent with the Future Land Use Map and Comprehensive Plan, that the proposed change would not be detrimental to the abutting property, and that the change would not be detrimental to any exiting or planned public facilities or the administration of this UDC.

3. FINANCIAL/BUDGET

N/A

4. TIMELINE CONSIDERATIONS

None.

5. RECOMMENDATION

The Planning and Zoning Commission and staff recommends approval of Ordinance #490 to rezone a one-acre tract located at 14211 W State Highway 71 from Residential Estate (R-1) to Neighborhood Mixed-Use (MU-N) zoning district.

6. REFERENCE FILES

1. Ordinance No. 490
2. Lot Survey

ORDINANCE NO. 490

AN ORDINANCE OF THE CITY OF BEE CAVE, TEXAS ("CITY") AMENDING THE ZONING OF REAL PROPERTY, IN CONFORMANCE WITH THE CITY OF BEE CAVE COMPREHENSIVE PLAN, SECTION THREE-ONE, FUTURE LAND USE PLAN, FROM CURRENT ZONING AS RESIDENTIAL ESTATE (R-1) DISTRICT TO NEIGHBORHOOD MIXED-USE (MU-N) DISTRICT FOR A 0.995 ACRE TRACT LOCATED AT 14211 WEST STATE HIGHWAY 71, BEE CAVE, TEXAS; AND WHICH TRACT OF LAND IS DESCRIBED AND DEPICTED IN EXHIBIT "A" ATTACHED HERETO; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR FINDINGS OF FACT, EFFECTIVE DATE, AND PROPER NOTICE AND MEETING.

WHEREAS, the City of Bee Cave is lawfully incorporated as a Home-Rule municipality and the City Council is the governing body of the City; and

WHEREAS, the City Council seeks to provide for the orderly development of land and use of property within its corporate limits; and

WHEREAS, the City is empowered by Section 211.005 (Districts) of the Texas Local Government Code to divide the municipality into districts of a number, shape, and size the City Council considers best for carrying out the zoning purposes under state law; and within each district, the City Council may regulate the erection, construction, reconstruction, alteration, repair, or use of buildings, other structures, or land; and

WHEREAS, the zoning regulations must be uniform for each class or kind of building in a district, but the regulations may vary from district to district; and shall be adopted with reasonable consideration, among other things, for the character of each district and its peculiar suitability for particular uses, with a view of conserving the value of buildings and encouraging the most appropriate use of land in the municipality; and

WHEREAS, the City recognizes its responsibility and authority to impose ordinances and controls that are necessary for the government of the City, its interest, welfare, and good order of the City; and

WHEREAS, pursuant to the City of Bee Cave Unified Development Code, Article 3, "Zoning Regulations" section 3.1.8.A3(iii), staff may, at the direction of the City Manager, initiate amendments to the zoning provisions; and

WHEREAS, section 3.2.10 of the Unified Development Code provides that the purpose of a Neighborhood Mixed-Use (MU-N) District is intended to provide a transition between single-use residential districts and the city's major thoroughfares; and

WHEREAS, Neighborhood Mixed-Use (MU-N) is also intended to contribute to community character by providing convenient pedestrian access to commercial services and the critical mass of population needed to support those services; and

WHEREAS, the City of Bee Cave Comprehensive Plan ("Comprehensive Plan"), Future Land Use Plan provides that it shall serve as a guide for future land use patterns and that all aspects of the Comprehensive Plan "are implemented primarily through development regulations (zoning and subdivision ordinances)"; this area is designated as Urban Corridor; and

WHEREAS, the Comprehensive Plan provides that retail uses, employment, mixed-use, entertainment uses, and government uses are complimentary land uses within the Urban Corridor; and

WHEREAS, re-designating the zoning classification of the subject property described herein will protect the integrity and continuity of the Comprehensive Plan and such proposed land uses are consistent with the Comprehensive Plan; and

WHEREAS, the City of Bee Cave Planning and Zoning Commission and the City of Bee Cave City Council ("City Council"), in compliance with the City of Bee Cave Unified Development Code section 3.1.8, Texas Local Government Code section 211.006(a), et seq., and all applicable laws of the State of Texas, have given the requisite notices by publication and otherwise, and have held two public hearings and afforded a full and fair hearing to all property owners generally and to all persons interested and situated in the affected area and in the vicinity thereof, and the City Council is of the opinion and finds that a zoning change as described herein should be granted and that the Comprehensive Zoning Ordinance and Map should be amended as set forth herein; and

WHEREAS, any protest made against the proposed change of Zoning Classification has been duly considered by the City Council; and

WHEREAS, the City Council finds that re-designating the real property described herein is prudent and, in accordance with Texas Local Government Code section 211.004(a)(3), will promote the health and general welfare of the City of Bee Cave and its citizens;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BEE CAVE, TEXAS:

SECTION 1. Findings of Fact. All of the above premises are hereby found to be true and correct legislative and factual findings of the City and are hereby approved and incorporated into the body of this Ordinance as if copied in their entirety.

SECTION 2. Amendment. That the City Zoning Ordinance and Map of the City of Bee Cave, Texas, be and the same are hereby, amended so as to grant a change of zoning from Residential Estate (R-1) District to Neighborhood Mixed-Use (MU-N) District for the 0.995-acre real property hereinafter described, and depicted in Exhibit "A," attached hereto.

SECTION 3. Severability. That should any sentence, paragraph, subdivision, clause, phrase or section of this ordinance be adjusted or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this Ordinance as a whole or any part or provision thereof, other than the part so declared to be invalid, illegal or unconstitutional, and shall not affect the validity of Article 3, Zoning Regulations, of the City of Bee Cave Unified Development Code and Map as a whole.

SECTION 4: Repealer. All ordinances or parts of ordinances in force when the provisions of this Ordinance become effective which are inconsistent or in conflict with the terms and provisions contained in this Ordinance are hereby repealed only to the extent of such conflict.

SECTION 5. Notice and Meeting Clause. It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code.

SECTION 6. Effective Date. That this Ordinance shall take effect immediately from and after its passage.

PASSED AND APPROVED by the City Council of the City of Bee Cave, Texas, on the ____day of _____, 2022.

CITY OF BEE CAVE, TEXAS

_____
Kara King, Mayor

ATTEST:

_____
Kaylynn Holloway, City Secretary

APPROVED AS TO FORM:

_____
City Attorney
DENTON NAVARRO ROCHA BERNAL & ZECH, PC

Exhibit “A”

Property Description

BOUNDARY TOPOGRAPHIC AND TREE SURVEY

OF

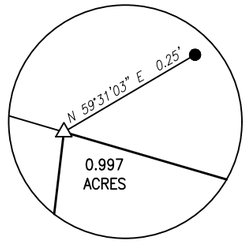
0.997 ACRES OF LAND OUT OF THE HALL MEDLIN SURVEY NO. 523, ABSTRACT 540 IN TRAVIS COUNTY, TEXAS, BEING THAT CERTAIN TRACT OF LAND RECORDED IN TEXAS CERTIFICATE OF MERGER RECORDED IN DOCUMENT NUMBER 2020015227, O.P.R.T.C.T., ALSO BEING A CALLED 0.995 ACRE TRACT OF LAND RECORDED IN VOLUME 12717, PAGE 1875, R.P.R.T.C.T.

N

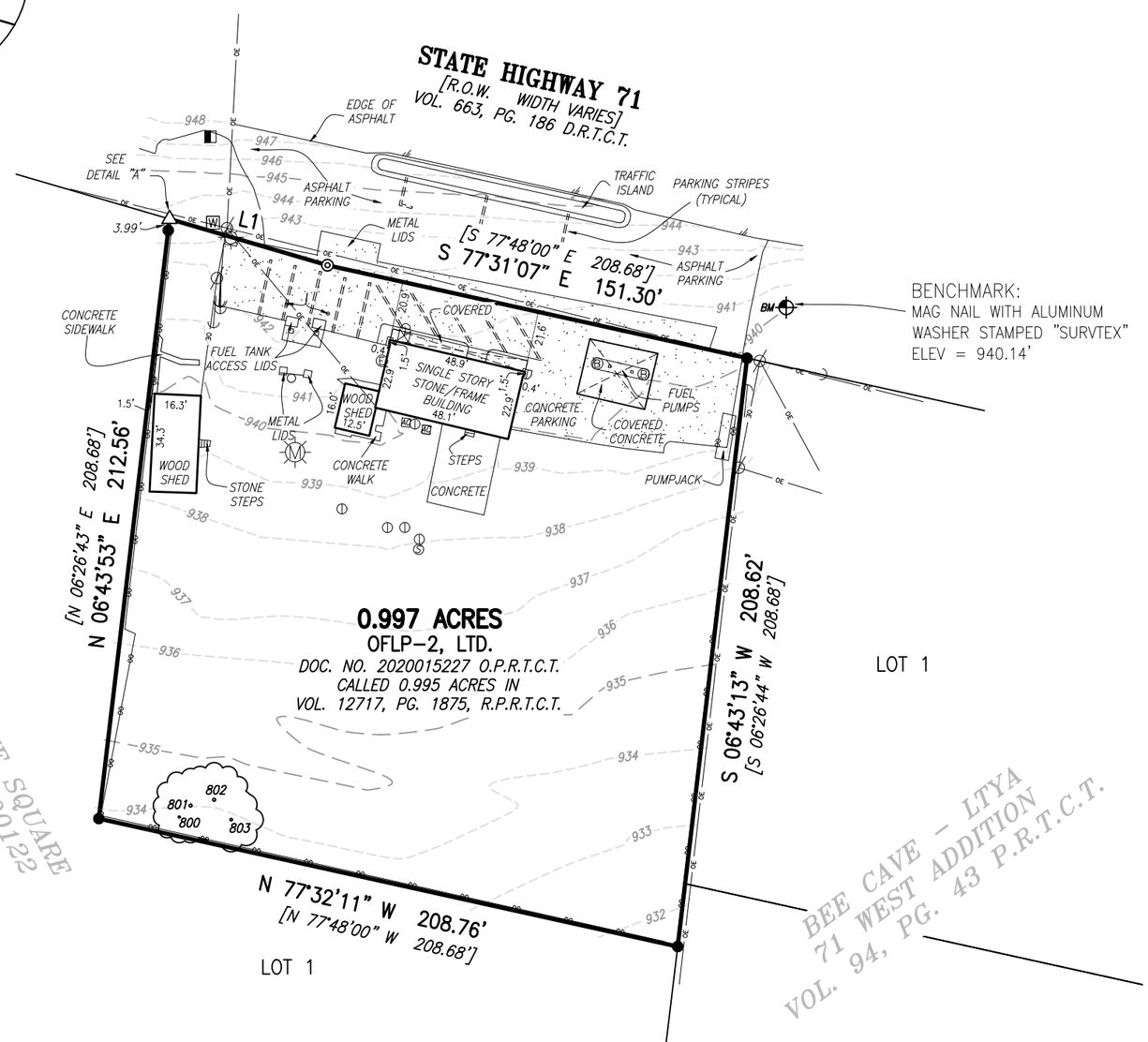
SCALE: 1" = 50'

LEGEND
UNLESS NOTED OTHERWISE

- 1/2" IRON ROD FOUND
- 1/2" IRON ROD WITH SURVTEX PLASTIC CAP SET
- CHISEL MARK ON CONCRETE SET
- POWER POLE
- WATER METER
- WATER VALVE
- LIGHT POLE
- WATER VALVE
- GAS METER
- ELECTRIC METER
- BOLLARD
- SEPTIC LID
- AIR COMPRESSOR
- WASTEWATER CLEANOUT
- MISCELLANEOUS VALVE
- MAILBOX
- —— 00 —— CHAIN LINK FENCE
- P.R.T.C.T. PLAT RECORDS OF TRAVIS COUNTY, TEXAS
- R.P.R.T.C.T. REAL PROPERTY RECORDS OF TRAVIS COUNTY, TEXAS
- O.P.R.T.C.T. OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS
- D.R.T.C.T. DEED RECORDS OF TRAVIS COUNTY, TEXAS
- [ ] RECORD INFORMATION
- —— OE —— OVERHEAD ELECTRIC LINE
- R.O.W. RIGHT-OF-WAY



DETAIL "A"
(NOT TO SCALE)



BENCHMARK:
MAG NAIL WITH ALUMINUM WASHER STAMPED "SURVTEX"
ELEV = 940.14'

Tag	Trunk	Code	Comment
800	8"	LIVE OAK	
801	12"	LIVE OAK	9i 6i FORKED
802	12"	LIVE OAK	
803	10"	LIVE OAK	

LINE	BEARING	DISTANCE
L1	S 73°42'16" E	57.94'
[L1]	[N 73°59' W]	

NOTES:

1. ELEVATIONS SHOWN HEREON WERE DERIVED FROM GPS OBSERVATIONS AND ARE BASED ON THE NAVD88 DATUM.
2. CONTOURS SHOWN HEREON ARE IN 1-FOOT INTERVALS.
3. BEARINGS BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM, NORTH AMERICAN DATUM OF 1983, CENTRAL ZONE.

STATE OF TEXAS
REGISTERED
JOHN W. McCOWN
5135
PROFESSIONAL
LAND SURVEYOR

CERTIFY:
THIS MAP SUBSTANTIALLY COMPLIES WITH THE CURRENT TEXAS SOCIETY OF PROFESSIONAL SURVEYORS' STANDARDS AND SPECIFICATIONS FOR A CATEGORY 6 SURVEY.

April 5, 2022
JOHN W. McCOWN
REGISTERED PROFESSIONAL
LAND SURVEYOR NO. 5135

DRAWN BY: A. LOPEZA
CHECKED BY: J. McCOWN
PROJ. NO.: 2022-0027
FILE NAME: 2022-0027_TOPO.DWG

SHEET: 1 OF 1

SURVTEX LLC
PROFESSIONAL SURVEYING AND MAPPING SERVICES
600 W. Whitestone Blvd.
Cedar Park, Texas 78613
(512) 249-8875
TBPELS Firm No. 10084600

City Council Meeting
9/27/2022
Agenda Item Transmittal

Agenda Item: **9.**

Agenda Title: **Discuss and consider action on Ordinance No. 491 amending the City's budget for Fiscal Year 2021-22.**

Council Action: **Consider approval**

Department: **Finance**

Staff Contact: **Administration**

1. INTRODUCTION/PURPOSE

The purpose of this agenda item is for Council to discuss and consider action on amending the budget for FY 2021-22.

2. DESCRIPTION/JUSTIFICATION

a) Background

On September 14, 2021, the City Council adopted the FY 2021-22 Budget with appropriations beginning on October 1st, 2021. On a monthly basis, a financial update and investment report are provided to the City Council for review.

b) Issues and Analysis

The FY 2021-22 amended Budget includes year-to-date revenue and expenditures as well as proposed line item revisions.

General Fund:
Revenue estimate:
$12.7M in General Fund Revenues, an increase from current budget of $1.8M

Revenue Estimates	2021-22 Adopted	2021-22 Amend	% Change
Sales Tax	$ 8,812,500	$10,611,314	20%
Mixed Drink Tax	$ 110,000	$141,434	29%
Franchise Fees	$ 500,100	$92,618	-81%
Building Fees	$ 425,000	$412,390	-3%
Library	$ 2,500	$1,537	-39%

Interest	$ 100,000	$200,000	100%
Miscellaneous	$ 32,000	$35,252	10%
Municipal Court	$ 316,650	$267,621	-15%
Gov Grant Prog.	$ 600,000	$0	-100%
Sale of Real Prop	$ 0	$928,378	0%
Total	**$ 10,898,750**	**$12,690,544**	**16%**

Expenditure estimate:
$10.3M in General Fund Expenses, a decrease from current budget of $595K.

Expenditure Estimates	2021-22 Adopted	2021-22 Amend	% Change
Salaries & Benefits	$ 4,898,912	$4,701,123	-4%
Maint. & Operations	$ 845,070	$881,715	4%
Professional Services	$ 1,704,800	$1,519,343	-11%
Capital Outlay	$ 210,715	$259,486	23%
Gov Grant Programs	$ 600,000	$0	-100%
Chapter 380 Payments	$ 850,000	$1,148,110	35%
Transfers	$ 1,812,739	$1,818,097	0%
Total	**$ 10,922,923**	**$10,327,874**	**-5%**

Debt Service Fund:
This amendment is needed to show an increase in transfers from GF and use of reserves to cover property tax adjustments.

Capital and Special Projects Fund:
Estimated expenditures ~$500K. This amendment is needed to show the use of reserves to cover expenditures for the City Hall renovation project, HRP study, and Project Management for the new Police and Library facilities.

Hotel Occupancy Tax Fund:
Estimated expenditures ~$576K. An amendment is needed to show use of reserves for advertising, additional funds for BCAF and LTFF, and HCG Ice Rink.

Court Fund:
Estimated expenditures ~$16K. An amendment is needed to request use of court funds for the purchase additional Docusign Esignature licensing and Incode 10 court software.

Although this is the final budget amendment for FY 2021-22, changes will follow as the financial year is closed and year-end accounting accruals are made. Year-end and audit preparation entries may also impact final reporting numbers for both revenues and expenditures.

3. FINANCIAL/BUDGET

Amount Requested	Fund/Account No.
Cert. Obligation	GO Funds

Other source	Grant title
Addtl tracking info	

4. TIMELINE CONSIDERATIONS

The final budget amendment for FY 2021-22 should be approved by September 30th, 2022.

5. RECOMMENDATION

Adopt Ordinance No. 491 amending the FY 2021-22 budget.

ATTACHMENTS:

Description	Type
Ordinance No. 491	Cover Memo
21-22GenFund_BudgetAmend	Cover Memo

CITY OF BEE CAVE, TEXAS

ORDINANCE NO. 491

AN ORDINANCE OF THE CITY OF BEE CAVE CHANGING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2021 AND ENDING SEPTEMBER 30, 2022; PROVIDING FOR AN EFFECTIVE DATE; AND PROPER NOTICE AND MEETING.

WHEREAS, it is found and determined that changes in the current budget are necessary for municipal purposes, and such changes are permitted pursuant to Section 102.010 of the Texas Local Government Code.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BEE CAVE, TEXAS:

Section 1. That the budget of the City of Bee Cave for the 12 month period beginning October 1, 2021, and ending September 30, 2022 as heretofore adopted be, and it is hereby, changed as shown in Exhibit "A", attached hereto and incorporated by reference for all purposes.

Section 2. This Ordinance shall take effect immediately from and after its passage and publication as may be required by governing law.

Section 3. It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code.

PASSED AND APPROVED THIS _____ DAY OF _____, 2022.

CITY OF BEE CAVE:

_____
Kara King, Mayor

ATTEST:

_____
Kaylynn Holloway, City Secretary

[SEAL]

APPROVED AS TO FORM:

_____
Charles E. Zech, City Attorney

City of Bee Cave
FY2021-22 Amended Budget

GENERAL FUND
BUDGET RESOURCE & EXPENDITURE SUMMARY

FUND BALANCE	2021-22 ADOPTED	YTD as of 9/23/2022	2021-22 AMENDED
BEGINNING UNASSIGNED FUND BALANCE	11,736,603	15,574,768	15,574,768
Less : 9 Month Reserve	7,331,168	7,331,168	7,331,168
Less: Sales Tax Reserve	1,500,000	1,500,000	1,500,000
AVAILABLE UNASSIGNED FUND BALANCE	**2,905,435**	**6,743,600**	**6,743,600**

REVENUE SUMMARY	2021-22 ADOPTED	YTD as of 9/23/2022	2021-22 AMENDED
SALES TAX	8,812,500	10,611,314	10,611,314
MIXED BEVERAGE TAX	110,000	141,434	141,434
FRANCHISE FEES	500,100	92,618	92,618
BUILDING FEES	425,000	406,406	412,390
LIBRARY	2,500	1,537	1,537
INTEREST	100,000	178,593	200,000
MISCELLANEOUS	32,000	35,252	35,252
MUNICIPAL COURT	316,650	220,959	267,621
CLFRF PROGRAM	600,000	-	-
SALE OF ACQUISTION/REAL PROPERTY	-	928,378	928,378
TOTAL REVENUES	**10,898,750**	**12,616,491**	**12,690,544**

EXPENDITURE SUMMARY	2021-22 ADOPTED	YTD as of 9/23/2022	2021-22 AMENDED
SALARIES AND BENEFITS	4,898,912	4,498,588	4,701,123
MAINTENANCE AND OPERATIONS	845,070	774,695	881,715
PROFESSIONAL SERVICES	1,704,800	1,238,297	1,519,343
CAPITAL OUTLAY	210,715	226,330	259,486
GOV GRANT PROGRAMS	600,000	-	-
CHAPTER 380 PAYMENTS	850,000	1,148,110	1,148,110
TRANSFERS	1,812,739	1,818,097	1,818,097
TOTAL EXPENDITURES	**10,922,236**	**9,704,117**	**10,327,874**
REVENUE OVER/(UNDER) EXPENDITURES	**(23,486)**	**2,912,374**	**2,362,670**
OTHER FINANCING SOURCES			
USE OF RESERVES	23,486	-	-
TOTAL RESOURCES OVER/(UNDER) EXPENDITURES	**(0)**	**2,912,374**	**2,362,670**
ENDING AVAILABLE UNASSIGNED FUND BALANCE	**2,881,949**	**9,655,974**	**9,106,270**

City of Bee Cave
FY2021-22 Amended Budget

DEBT SERVICE FUND
BUDGET RESOURCE & EXPENDITURE SUMMARY

BEGINNING FUND BALANCE	2,370,254	41,451		41,451
AVAILABLE UNASSIGNED FUND BALANCE	**2,370,254**	**41,451**	**$**	**41,451**

REVENUE SUMMARY	2021-22 ADOPTED	YTD as of 9/23/2022	2021-22 AMENDED
PROPERTY TAX I&S	518,371	507,308	507,308
PROPERTY TAX - PENALTY & INTEREST	1,000	2,020	2,020
2015 BOND REFUNDING OVERAGE			-
ISSUANCE OF BONDS/NOTES		899	899
TRANSFER FROM GENERAL FUND	1,812,739	1,818,097	1,818,097
MISC REVENUE	-	-	
TOTAL REVENUES	**2,332,110**	**2,328,324**	**2,328,324**
USE OF RESERVES			500
TOTAL RESOURCES	**2,332,110**	**2,328,324**	**2,328,824**

EXPENDITURE SUMMARY	2021-22 ADOPTED	YTD as of 9/23/2022		2021-22 AMENDED
PROFESSIONAL SERVICES	6,000	2,593		2,593
2015 REFUNDED GO BOND PRINCIPAL	355,000	355,000		355,000
2015 REFUNDED GO BOND INTEREST	13,444	13,444		13,444
2015 TAX NOTE PRINCIPAL & INTEREST	740,000	740,000		740,000
2015 TAX NOTE INTEREST	12,432	12,432		12,432
2017 TAX NOTE PRINCIPAL	865,400	865,400		865,400
2017 TAX NOTE INTEREST	52,234	52,234		52,234
2020 TAX NOTE PRINCIPAL	275,000	275,000		275,000
2020 TAX NOTE INTEREST	12,600	12,600		12,600
TOTAL EXPENDITURES	**2,332,110**	**2,328,703**	**$**	**2,328,703**
REVENUE OVER/(UNDER) EXPENDITURES	**-**	**(379)**		**121**
ENDING FUND BALANCE	**2,370,254**	**41,072**		**41,072**

Note:
2015 Refunded Go Bond - Scheduled end date is 09/2023
2015 Tax Note - Scheduled end date is 09/2022
2017 Tax Note- Scheduled end date is 09/2024
2020 Tax Note- Scheduled end date is 09/2027

City of Bee Cave
FY2021-22 Amended Budget

CAPITAL AND SPECIAL PROJECTS FUND BUDGET RESOURCE & EXPENDITURE SUMMARY			
BEGINNING FUND BALANCE	437,399	559,089	559,089

REVENUE SUMMARY	2021-22 ADOPTED	YTD as of 9/23/2022	2021-22 AMENDED
OTHER SOURCES - TAX NOTE	-		
TOTAL REVENUES	**-**	**-**	**-**
	-	**-**	
USE OF RESERVES			500,000
TOTAL RESOURCES	**-**	**-**	**500,000**

EXPENDITURE SUMMARY	2021-22 ADOPTED	YTD as of 9/23/2022	2021-22 AMENDED
OTHER - Engineering, Design, Prof Svcs	-	343,414	500,000
TOTAL EXPENDITURES	**-**	**343,414**	**500,000**
REVENUE OVER/(UNDER) EXPENDITURES	**-**	**(343,414)**	**-**
ENDING FUND BALANCE	**437,399**	**215,675**	**59,089**

City of Bee Cave
FY2021-22 Amended Budget

HOTEL OCCUPANCY TAX FUND BUDGET RESOURCE & EXPENDITURE SUMMARY			
BEGINNING FUND BALANCE	2,037,508	2,158,343	2,158,343

REVENUE SUMMARY	2021-22 ADOPTED	YTD as of 9/23/2022	2021-22 AMENDED
HOTEL OCCUPANCY TAX	400,000	444,178	610,000
MISC (ICE RINK HCG)			
TOTAL REVENUES	**400,000**	**444,178**	**610,000**

EXPENDITURE SUMMARY	2021-22 ADOPTED	YTD as of 9/23/2022	2021-22 AMENDED
SALARY	30,700	32,005	32,005
MEDICARE @ 1.45%	445	464	464
RETIREMENT (TMRS)	2,867	3,140	3,140
PROFESSIONAL SERVICES	40,000	199,082	199,082
MISC (ICE RINK HCG)		50,064	50,064
LEGAL	-	-	-
ADVERTISING	-	132,675	132,675
ARTS PROMOTION	50,000	158,407	158,407
TOTAL EXPENDITURES	**124,012**	**575,837**	**575,837**
REVENUE OVER/(UNDER) EXPENDITURES	**275,988**	**(131,659)**	**34,163**
OTHER FINANCING SOURCES			
USE OF RESERVES			
TOTAL RESOURCES OVER/(UNDER) EXPENDITURES	**275,988**	**(131,659)**	**34,163**
ENDING FUND BALANCE	**2,313,496**	**2,026,684**	**2,192,506**

City of Bee Cave
FY2021-22 Amended Budget

MUNICIPAL COURT SECURITY AND TECHNOLOGY FUND
BUDGET RESOURCE & EXPENDITURE SUMMARY

BEGINNING FUND BALANCE			
COURT BUILDING SECURITY	67,619	57,619	57,619
COURT TECHNOLOGY	29,483	36,707	36,707
TOTAL COURT SECURITY & TECHNOLOGY FUND	**97,102**	**94,326**	**94,326**

REVENUE SUMMARY	2021-22 ADOPTED	YTD as of 9/23/2022	2021-22 AMENDED
ARREST FEE	-	26	26
COURT TECHNOLOGY	13,000	7,730	7,730
COURT BUILDING SECURITY	10,000	9,312	9,312
TOTAL REVENUES	**23,000**	**17,068**	**17,068**

EXPENDITURE SUMMARY	2021-22 ADOPTED	YTD as of 9/23/2022	2021-22 AMENDED
COURT TECHNOLOGY	-	16,420	16,420
COURT BUILDING SECURITY	-	-	-
TOTAL EXPENDITURES	**-**	**16,420**	**16,420**
REVENUE OVER/(UNDER) EXPENDITURES	**23,000**	**648**	**648**
ENDING FUND BALANCE			
COURT BUILDING SECURITY	77,619	66,931	66,931
COURT TECHNOLOGY	42,483	28,017	28,017
TOTAL ENDING FUND BALANCE	**120,102**	**94,974**	**94,974**

City Council Meeting
9/27/2022
Agenda Item Transmittal

Agenda Item:	**10.**
Agenda Title:	**Discuss and consider action on Ordinance No. 492, amending the Bee Cave Development Corporation Budget for Fiscal Year 2021-22.**
Council Action:	**Discuss and consider action**
Department:	**Finance**
Staff Contact:	**Administration**

1. INTRODUCTION/PURPOSE

The purpose of this agenda item is for Council to discuss and consider action on Ordinance No. 492 amending the Bee Cave Development Corporation Budget for Fiscal Year 2021-22.

2. DESCRIPTION/JUSTIFICATION

a) Background

On September 14th, 2021, the City Council adopted the FY 2021-22 Development Corporation Budget with appropriations beginning on October 1st, 2021. The Board discussed and approved an amended budget on August 23rd, 2022.

b) Issues and Analysis

An amendment is needed to show the payment of the TXDOT Road Contribution and the use of the 2.5M committed funds.

3. FINANCIAL/BUDGET

Amount Requested	Fund/Account No.
Cert. Obligation	GO Funds
Other source	Grant title
Addtl tracking info	

4. TIMELINE CONSIDERATIONS

The final budget amendment for FY 2021-22 should be approved by September 30th, 2022.

5. RECOMMENDATION

Adopt Ordinance No. 492 approving the FY 2021-22 Bee Cave Development Corporation Budget amendment.

ATTACHMENTS:

Description	Type
Ordinance No. 492	Cover Memo
21-22 BDC_BudgetAmend	Cover Memo

CITY OF BEE CAVE, TEXAS

ORDINANCE NO. 492

AN ORDINANCE OF THE CITY OF BEE CAVE AMENDING THE BUDGET FOR THE DEVELOPMENT CORPORATION FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2021 AND ENDING SEPTEMBER 30, 2022; PROVIDING FOR AN EFFECTIVE DATE; AND PROPER NOTICE AND MEETING.

WHEREAS, it is found and determined that changes in the current budget are necessary for economic development purposes of the Bee Cave Development Corporation and to add the costs associated with recently approved projects, and such changes are hereby considered by the City Council pursuant to Chapter 501 of the Texas Local Government Code.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BEE CAVE, TEXAS:

Section 1. That the budget of the City of Bee Cave Development Corporation for the 12-month period beginning October 1, 2021, and ending September 30, 2022 as heretofore adopted be, and it is hereby, changed as shown in Exhibit "A", attached hereto and incorporated by reference for all purposes.

Section 2. This Ordinance shall take effect immediately from and after its passage and publication as may be required by governing law.

Section 3. It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code.

PASSED AND APPROVED THIS _____ DAY OF _____, 2022.

CITY OF BEE CAVE:

_____
Kara King, Mayor

ATTEST:

_____
Kaylynn Holloway, City Secretary

[SEAL]

APPROVED AS TO FORM:

_____
Charles E. Zech, City Attorney

City of Bee Cave
FY2021-22 Amended Budget

BEE CAVE DEVELOPMENT CORPORATION
EXPENDITURES BY DEPARTMENT

501-ADMINISTRATION	2021-22 ADOPTED	FYTD as of 9/23/2022	2021-22 AMEND
SALARIES AND BENEFITS			
501-111 SALARY	250,363	253,920	253,920
501-122 MEDICARE @ 1.45%	3,630	3,681	3,681
501-124 RETIREMENT (TMRS)	23,384	24,909	24,909
TOTAL SALARIES AND BENEFITS	**$ 277,378**	**$ 282,510**	**$ 282,510**
MAINTENANCE & OPERATIONS			
501-215 REPAIRS & MAINTENANCE	75,000	49,483	75,000
501-228 ADVERTISING & PROMOTIONS	50,000	3,540	25,000
501-229 LEGAL NOTICES	2,000		2,000
501-243 MEMBERSHIP FEES	125		125
501-252 DIRECTORS EXPENSES	5,000	175	1,000
TOTAL MAINTENANCE & OPERATIONS	**$ 132,125**	**$ 53,198**	**$ 103,125**
PROFESSIONAL SERVICES			
501-511 LEGAL FEES	10,000	7,461	10,000
501-515 OTHER PROFESSIONAL SERVICES	150,000	100,880	150,000
TOTAL PROFESSIONAL SERVICES	**$ 160,000**	**$ 108,341**	**$ 160,000**
CAPITAL PROJECTS			
501-710 CAPITAL OUTLAY			
Connectivity Plan/Implementation	1,200,000	810,079	1,200,000
501-7XX ROAD PROJECTS CONTRIBUTION	-	2,504,960	2,504,960
TOTAL CAPITAL IMPROVEMENT PROJECTS	**$ 1,200,000**	**$ 3,315,039**	**$ 3,704,960**
TOTAL EXPENDITURES - ADMINISTRATION	**$ 1,769,503**	**$ 3,759,088**	**$ 4,250,595**

City of Bee Cave
FY2021-22 Amended Budget

BEE CAVE DEVELOPMENT CORPORATION BUDGET RESOURCE & EXPENDITURE SUMMARY			
Restricted Fund Balance-Undesignated	4,866,976	8,356,445	8,356,445
Less : TX DOT Contribution-Committed	2,500,000	2,500,000	2,500,000
BEGINNING FUND BALANCE - RESTRICTED	**7,366,976**	**10,856,445**	**10,856,445**

REVENUE SUMMARY	2021-22 ADOPTED	FYTD as of 9/23/2022	2021-22 AMEND
SALES AND USE TAX	2,203,125	2,652,829	2,652,829
TOTAL REVENUES	**2,203,125**	**2,652,829**	**2,652,829**
USE OF RESERVES			2,224,820
TOTAL RESOURCES	**2,203,125**	**2,652,829**	**4,877,649**

EXPENDITURE SUMMARY	2021-22 ADOPTED	FYTD as of 9/23/2022	2021-22 AMEND
SALARIES & BENEFITS	277,378	282,510	282,510
MAINTENANCE AND OPERATIONS	132,125	53,198	103,125
PROFESSIONAL SERVICES	160,000	108,341	160,000
CAPITAL PROJECTS	1,200,000	3,315,039	3,704,960
DEBT SERVICE : Principal 2013 Refunded Bond	615,000	615,000	615,000
DEBT SERVICE : Interest 2013 Refunded Bond	12,054	12,054	12,054
TOTAL EXPENDITURES	**2,396,557**	**4,386,142**	**4,877,649**
TOTAL EXPENDITURES, INCLUDING TRANSFERS	**2,396,557**	**4,386,142**	**4,877,649**
REVENUE OVER/(UNDER) EXPENDITURES	**(193,432)**	**(1,733,313)**	**-**
ENDING FUND BALANCE	**7,173,544**	**9,123,132**	**8,631,625**
Projected Fund Balance Analysis			
Restricted Fund Balance-Undesignated	4,673,544	9,123,132	8,631,625
Less : TX DOT Contribution-Committed	2,500,000	-	-
ENDING FUND BALANCE - RESTRICTED	**7,173,544**	**9,123,132**	**8,631,625**

Note:
RR 620 Improvements - TxDot $5M funding contribution
Debt Service - 2013 Bond final payment 9/1/2022

City Council Meeting
9/27/2022
Agenda Item Transmittal

Agenda Item:	**11.**
Agenda Title:	**Discuss and consider action on a recommendation of award of contract to PGAL and authorize negotiations and execution of a contract by the Mayor for the Police Building Architectural and Design Services.**
Council Action:	
Department:	**Administration**
Staff Contact:	**Clint Garza/Chelsea Maldonado CBRE**

1. INTRODUCTION/PURPOSE

The purpose of this item is to discuss and consider action on a recommendation of award of contract to PGAL and authorize negotiations and execution of a contract by the Mayor for the Police Building Architectural and Design Services.

2. DESCRIPTION/JUSTIFICATION

a) Background

RFQ for design services for the new Bee Cave Police Department building was publicly advertised July 27, 2022. There were a total of 11 qualified respondents to the RFQ. All proposals were reviewed per the RFQ criteria and the 3 most qualified firms were selected and notified of shortlist. The shortlisted firms were then interviewed by the following selection committee: Chris Garza (City Manager), Lindsey Oskoui (Assistant City Manager), Lanie Marcotte (Director of Parks & Facilities), Brian Jones (Police Chief), Chelsea Maldonado(CBRE Project Manager - Non voting & advisory only)

PGAL was identified as the most qualified firm following interviews. The vote was unanimous.

b) Issues and Analysis

No commitment outside of approving for contract negotiations is required at this time.

3. FINANCIAL/BUDGET

Amount Requested	N/A	Fund/Account No.

Cert. Obligation
Other source
Addtl tracking info

GO Funds
Grant title

4. TIMELINE CONSIDERATIONS

5. RECOMMENDATION

City Council Meeting
9/27/2022
Agenda Item Transmittal

Agenda Item:	**12.**
Agenda Title:	**Discuss and consider action to authorize staff to publish Request for Qualifications for architectural firms for the design and construction of the new Bee Cave Library facility.**
Council Action:	
Department:	**Administration**
Staff Contact:	**Clint Garza/Chelsea Maldonado CBRE**

1. INTRODUCTION/PURPOSE

The purpose of this item is to discuss and consider action to authorize staff to publish Request for Qualifications for architectural firms for the design and construction of the new Bee Cave Library facility.

2. DESCRIPTION/JUSTIFICATION

a) Background

The current public library was built in 2007 in combination with City Hall. Since then the library has undergone renovation to continue to serve the Bee Cave community. The library currently houses 12 staff. In 2019 it was estimated that over 100,000 people visited the library, with almost 12,000 attending the various 300 community programs offered.

In recent months, Council has adopted a capital improvements plan, which includes a new proposed Public City Library.

It has been previously discussed that the library would vacate City Hall and occupy a new facility. The new potential location for Bee Cave Public Library is in The Backyard Development.

b) Issues and Analysis

No commitment outside publishing the RFQ for design services is required at this time. However, final location of the Library should be considered as tentatively it is set for The Backyard development.

3. FINANCIAL/BUDGET

Amount Requested	N/A	Fund/Account No.
Cert. Obligation		GO Funds
Other source		Grant title
Addtl tracking info		

4. TIMELINE CONSIDERATIONS

5. RECOMMENDATION

ATTACHMENTS:

Description	Type
Bee Cave Library - RFQ for Design Services	Backup Material

REQUEST FOR QUALIFICATIONS

FOR

ARCHITECTURAL SERVICES FOR THE DESIGN AND CONSTRUCTION OF A NEW PUBLIC LIBRARY

September 2022

Responses will be accepted until 2:00 p.m. CDT, October 26th, 2022

Attention: Kaylynn Holloway, City Secretary
City of Bee Cave
4000 Galleria Parkway
Bee Cave, Texas 78738

INTRODUCTION AND PROJECT DESCRIPTION:

As of March 2021, the City's population is estimated at 14,265; 8,879 within City limits and 5,386 within the ETJ. The City's population growth projects a population of approximately 15,000 people within the City limits by 2038. A new public library will be required to handle the department's current needs and growth well into the future. It is also notable that the Bee Cave public library serves communities beyond the city and ETJ, such as Lakeway, Spicewood, Steiner Ranch, Oak Hill, and others. The City of Bee Cave has tentatively selected a tract in the local development here forth referred to as "The Backyard", for the site of the new public library building. This location is subject to change as programming is developed. As design and construction is underway, the current library staff will remain in the existing public library within Bee Cave City Hall. The City of Bee Cave (hereinafter referred to as "City"), Texas, is accepting responses to the Request for Qualifications (RFQ) from firms or teams (Consultant) to construct the City's new Public Library Building.

The City proposes to retain a highly qualified and capable firm to act as the Architect during the design and construction of the project and will give prime consideration to the Architect with extensive experience in the development, design, and construction observation of library specific buildings similar in size and scope to this project. The City reserves the right to negotiate with the selected firm and is not obligated to enter into any contract with any Respondent on any terms or conditions.

CURRENT FACILITY BACKGROUND:

The current facility housing the Public Library was built in 2007 as a combination of City Hall, Municipal Court, and Public Library building. It is located at 4000 Galleria Parkway, Bee Cave, TX 78738. The current facility houses 12 library staff. Bee Cave Public Library is an accredited Family Place Library (since 2017) and supports over 300 community programs. In 2019 it was estimated that over 100,000 people visited the library, with almost 12,000 attending community programs.

SCOPE OF WORK:

The public library is expected to be an approximately 24,000 SF three-story building that will include offices for administrative use, shared desk station(s) for circulation staff, separate work area for technical services, programming work area (craft prep), checkout desks on both floors, reference desks on both floors, floor and shelf space for 45k+ volumes, laptop docking work stations, family restrooms on all floors, public-access meeting rooms, large public conference room, outdoor and indoor book return, family play area/reading room, separate teen program area, large storage area for programming supplies and excess volumes, quiet reading room, individual study rooms, usable outdoor spaces for reading, working, or programming. A unique play feature for children, including a play area with "Thinkery" elements. Sound studio, and stage integrated into the space. As well as all elements necessary.

SCOPE OF WORK CONSULTATION SELECTION:

Submittals will be reviewed by a committee for the purpose of identifying and recommending the firm that offers the best qualifications and experience, at the City's sole discretion and judgement.

In evaluating the submittals, the City will consider the following factors:

- Completeness of the qualifications and compliance with the required format
- Project understanding, scope and approach to develop the project efficiently
- Experience in designing library buildings
- Quality of past projects
- Project references

SUBMITTAL REQUIREMENTS AND GENERAL INFORMATION:

Submittals should be sealed in an envelope marked with "**RFQ – Architectural Services for New Bee Cave Public Library**" on the outside lower left-hand corner of the envelope. The submittal envelope must also have the Consultant's name and complete return address on the outside of the envelope.

All interested firms must submit five (5) copies of their qualifications and one electronic PDF copy via USB drive, no later than 2:00 p.m., on October 26th, 2022, addressed to:

Bee Cave City Hall
4000 Galleria Parkway
Bee Cave, TX 78738
Attn of: Kaylynn Holloway, City Secretary

1. Submittals received after this time and date may be rejected as non-responsive. Submittals that do not meet the requirements outlines in this RFQ may, at the City's discretion, be deemed non-responsive. Submittals which are delivered by telephone, facsimile (fax), or electronic mail (e-mail) will not be acknowledged or considered.

2. The City of Bee Cave has contracted with CBRE to act as its Project Manager and Owners Designated Representative (ODR). CBRE will be the Single Point of Contact for all issues related to the design and construction of the new facility. In this capacity, CBRE will oversee the development of scope, budget and schedules associated with the project and provide guidance to the Owner for issues related to the construction of the new facility. The Architect will coordinate and cooperate fully with the ODR.

3. All questions concerning this RFQ will be directed to Chelsea Maldonado, CBRE Project Manager at Chelsea.Maldonado@cbre.com Please refer to the below (item #13) schedule for applicable deadlines to submit any questions related to this RFQ.

4. The City encourages the Submitter's RFQ to include qualifications for the entirety of the design team, including, but not limited to, engineering (site/civil/infrastructure) services, interior design services, landscape architect services, etc.

5. Any clarifications or interpretations of this RFQ that materially affect or change its requirements will be posted by the Owner on the City website as addenda. It is the responsibility of all respondents to obtain this information in a timely manner. All such addenda issued by the Owner before the qualifications are due, are considered to be part of the RFQ, and respondents shall acknowledge receipt of each additional addendum in its qualifications. Respondents shall consider only those clarifications and interpretations that the Owner issues by addenda prior to the deadline listed below (Item #13). Interpretations or clarifications in any other form, including oral statements, will not be binding on the Owner and should not be relied on in preparing qualifications.

6. No lobbying of selection committee members, City staff, or City Council members will be permitted during the RFQ process.

7. Each responding firm certifies by submission of its qualifications that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal, State or local department or agency.

8. The City reserves the right to terminate this process at any time and no guarantee is expressed or implied that obligates the City to contract services for the proposed project. The City shall not be liable to any firm for costs associated with responding to the RFQ or any costs associated with negotiations.

9. The City anticipates using the services of a Construction Manager-at-Risk for project delivery. The Construction Manager-at-Risk will serve as an integral team member near the beginning of the design development efforts. Furthermore, the Construction Manager-at-Risk may be used, in conjunction with the design team, as the cost estimator, project scheduler, and implication of phasing alternatives for the projects upon completion of the plans, sufficient to estimate the project. The Architect will coordinate and cooperate fully with the Construction Manager-at-Risk.

10. Any contract resulting from this solicitation will be in the form a standard AIA Owner/Architect contract (B101/A201) with modifications by the City and as negotiated with the selected firm.

11. A selection committee will review all submittals. During the selection process, the committee reserves the right, where it may serve the City's best interest, to request additional information or clarification from responders. After review of submittals and prior to final ranking, the committee may, at its discretion, select a firm or conduct interviews with the short-listed firm(s). The Committee's decision will be submitted to the City Council for consideration. The City Council's decision on the recommended firms are ratified by minute order and will include instruction to staff to begin contract negotiations with the "top" ranked firm.

12. Receipt of all addenda to this RFQ, if any, must be acknowledged by attaching a signed copy of each addendum to the RFQ submittal. All addenda shall become part of the requirements of this RFQ. Failure to acknowledge receipt of an addendum may result in the rejection of the RFQ submittal. All addenda will be posted at the same website as the RFQ

13. The anticipated timelines for this RFQ are listed below. Applicants will be notified of any change to the deadline for questions or deadline for SOQ submittal.

RFQ Timeline (Estimated):

RFQ Issued:	September 28, 2022
Deadline for Submittal of questions:	October 12, 2022
RFQ Submittal Deadline:	October 26, 2022
Evaluation Process Completed:	October 27, 2022-October 28, 2022
City Staff Conducts Interview(if required)	October 31,2022-November 4, 2022
City Council Authorizes Staff to Negotiate Contract(s)	November 8, 2022*

**Date subject to change in consideration of interview necessity and changes in council meeting dates in the month of October and November*

FORMAT FOR RESPONSE TO RFQ:

The submitted response to this RFQ should be as concise as possible while adhering to the format and information requirements described below. Please limit your response to a maximum of twenty (20) letter-sized (8 ½" x 11") single-sided pages, excluding the cover letter, resumes, and any relevant certification/legal information. Font size of 11 or larger is required, with margins (top, bottom, left and right) no smaller than 3/4 inch. The submitted response shall be divided into the following sections:

Cover Letter

Section I — General Information

Section II — Project Organization

Section III — Experience and References

Section IV — Project Approach and Methods

Section V — Summary

Appendix A — Resumes

Cover Letter

A cover letter is not required, but if included, shall not exceed one page

Section I — General Information & Insurance/Legal Status

Provide the following information about each firm (including any sub-consultants) participating in the project:

- Name and address of firm
- Project contact name, telephone number, and email address
- Type of firm
- Number of years in business

- Texas office locations and address of the firm performing the work on this project
- Types of consulting services proposed for this project by your firm.
- Staff
  - Total number of employees
  - Number of Texas licensed professional architects

Provide the following insurance/legal information about each firm participating in the project:

- Proof of Insurance – Worker's Compensation meeting the requirements of the State of Texas; Commercial General Liability Insurance of at least $1,000,000 per occurrence, Bodily Injury and Property Damage coverage shall be $1,000,000; Professional Liability Insurance of at least $1,000,000; Business Automobile Liability of at least $1,000,000; Cyber Security Liability Insurance of $1,000,000 per occurrence.
- Jurisdictions, disciplines, and trade categories which your organization(s) is legally qualified to do business within the State of Texas. (Indicate registration or license numbers, if applicable)
- List any actions taken by any regulatory agency of government or involving the firm(s), its agents, or employees with respect to any work performed.

Section II — Project Organizations

Provide the following information about each firm (including any sub-consultants) participating in the project:

- Relationship of firms (if more than one) — explain what each firm will contribute to the project. Include an Organizational Chart.
- Key personnel assigned to project and organizational relationship
  - Principal-in-charge
  - Project Manager
  - Project Architect
  - Other key personnel
  - Abbreviated resume for each individual identified as key personnel above, including the following items: specific qualifications, office location, background, experience, and project responsibilities.

Section III — Experience and References

The intent of this section is to obtain information related to a maximum of six projects within the past ten years that will illustrate the consultant's ability to perform services required for this project. The projects referenced should be directly related to library buildings, or other community and education buildings, and any projects directly associated with the key personnel identified in Section II should be noted. For each Project, provide the following information:

- Project name and location
- Name, address, and telephone number of customer contact familiar with the project
- Project description
- Scope of services provided
- Indicate involvement of key personnel recommended for this project (Key personnel having previously worked as a team on the referenced experience is preferred)
- Original Substantial Completion date of project and actual date
- Construction cost at original contract start and final cost at end of construction

Section IV — Project Approach and Methods

Discuss the following as related to the proposed project:

- Approach to planning, design, and project management; include communication procedures, approach to problem solving, cost estimating, quality control, and other similar factors.

- Describe your firm's experience working with the CMaR project delivery method. Discuss your method of working with the contractor as a team member to deliver a Guaranteed Maximum Price (GMP) and to maintain the GMP throughout the design and construction process.

Section V — Summary

In no more than three pages, summarize your submittal and add any other comments that you feel would make your firm uniquely qualified to participate in this project. Describe why your firm should be selected.

Appendix A — Resumes

Resumes may be included as an appendix and shall be limited to no more than two (2) pages per person and twenty (20) pages total. Resumes should be provided for each firm (including any sub-consultants) participating in the project

THE CITY OF BEE CAVE, TEXAS
RESERVATION OF RIGHTS

In connection with the RFQ and Project, the City reserves all rights (which may be exercised by the City in its sole discretion) available to it under applicable laws, including without limitation, and with or without cause and with or without notice, the right to:

1. Cancel the RFQ, in whole or in part at any time before the execution of a contract by the City, without incurring any cost, obligations or liabilities.

2. Issue addenda, supplements, and modifications to this RFQ.

3. Revise and modify, at any time before the RFQ submittal due date, the factors and/or weights of factors the City will consider in evaluating the Statement of Qualifications (SOQ) and to otherwise revise or expand its evaluation methodology as set forth herein.

4. Extend the RFQ submittal due date.

5. Investigate the qualifications of any firm under consideration and require confirmation of information furnished by a firm.

6. Require additional information from a firm concerning contents of its SOQ and/or require additional evidence of qualifications.

7. Waive or permit corrections to data submitted with any response to this RFQ until such time as the City of Bee Cave declares, in writing, that a particular stage or phase of its review of the responses has been completed or closed.

8. Reject at any time, any or all submittals, responses and SOQs received.

9. Terminate at any time, evaluations of responses received.

10. Seek assistance of independent technical experts and consultants in the SOQ evaluation.

11. Hold interviews and conduct discussions and correspondence with one or more of the firms responding to this RFQ to seek an improved understanding and evaluation of the responses to this RFQ.

12. Seek or obtain from any source that has the potential to improve the understanding and evaluation of the responses to this RFQ.

13. Disclose information contained in an SOQ to the public as described herein or referenced in this RFQ.

14. Authorize firms to substitute key personnel until the City declares, in writing, that a particular stage or phase of its review has been completed and closed.

15. Waive deficiencies in a SOQ, accept and review a non-conforming RFQ submittal or seek clarifications or supplements to an RFQ submittal.

16. Disqualify any firm that changes its SOQ without the City's authorization.

17. Exercise any other right reserved or afforded to the City under this RFQ. The City reserves the right to modify the process in its sole discretion to address applicable law and/or the best interest of the City.

The City shall not, under any circumstances, be bound by or liable for any obligations with respect to the Project until such time (if at all) a contract has been awarded and all approvals obtained in form and substance satisfactory to the City have been executed and authorized by the City, and then only to the extent set forth.

City Council Meeting
9/27/2022
Agenda Item Transmittal

Agenda Item:	**13.**
Agenda Title:	**Discuss and consider action to authorize staff to publish Request for Proposals for Construction Manager-At-Risk Services for the new Bee Cave Library facility and associated site work.**
Council Action:	
Department:	**Administration**
Staff Contact:	**Clint Garza/Chelsea Maldonado CBRE**

1. INTRODUCTION/PURPOSE

The purpose of this item is to discuss and consider action to authorize staff to publish Request for Proposals for Construction Manager-At-Risk Services for the new Bee Cave Library facility and associated site work.

2. DESCRIPTION/JUSTIFICATION

a) Background

The current public library was built in 2007 in combination with City Hall. Since then the library has undergone renovation to continue to serve the Bee Cave community. The library currently houses 12 staff. In 2019 it was estimated that over 100,000 people visited the library, with almost 12,000 attending the various 300 community programs offered.

In recent months, Council has adopted a capital improvements plan, which includes a new proposed Public City Library.

It has been previously discussed that the library would vacate City Hall and occupy a new facility. The new potential location for Bee Cave Public Library is in The Backyard Development.

b) Issues and Analysis

No commitment outside publishing the RFQ for Construction Manager-at-Risk is required at this time. However, final location of the Library should be considered as tentatively it is set for The Backyard

development.

3. FINANCIAL/BUDGET

Amount Requested	N/A	Fund/Account No.
Cert. Obligation		GO Funds
Other source		Grant title
Addtl tracking info		

4. TIMELINE CONSIDERATIONS

5. RECOMMENDATION

ATTACHMENTS:

Description	Type
Bee Cave Library - RFQ for CMAR	Backup Material

REQUEST FOR QUALIFICATIONS

CONSTRUCTION MANAGER-AT-RISK (CMAR) SERVICES
for
NEW PUBLIC LIBRARY BUILDING AND ASSOCIATED SITE WORK

DATE OF ISSUE:	**September 28, 2022**
NON-MANDATORY PRE-PROPOSAL MEETING	**October 10, 2022**
DEADLINE FOR CLARIFICATIONS/QUESTIONS:	**October 17, 2022**
SUBMITTAL DATE:	**November 07, 2022**
INTERVIEWS (if necessary)	**Nov 29-Dec 02, 2022**
CITY COUNCIL AUTHORIZES STAFF TO NEGOTIATE CONTRACT	**December 13, 2022***

**Date subject to change in consideration of interview necessity and changes in council meeting dates in the month of November & December*

4000 Galleria Parkway
Bee Cave, Texas 78738
512-767-6600 Office

FOR PROPOSAL

CONSTRUCTION MANAGER AT RISK SERVICES FOR

NEW PUBLIC LIBRARY BUILDING AND ASSOCIATED SITE WORK

On Wednesday, September 28th, 2022, the City of Bee Cave will post RFQs for Construction Manager at Risk services for a Public Library and associated site work for the City of Bee Cave, Texas. Proposals will be accepted until **2:00 P.M. November 7th, 2022,** at which time they will be publicly opened and read following the deadline, at the **City of Bee Cave located at 4000 Galleria Parkway, Bee Cave, TX, 78738**

A **Non-Mandatory** Pre-Submittal Meeting will be held at **2:00 PM, October 10th, 2022,** at **4000 Galleria Parkway, Bee Cave, TX, 78738**

Please submit one (1) unbound original proposal and seven (7) bound copies of the proposal, and (1) USB drive containing a PDF copy of the proposal. The package should be clearly marked: "RFP – Construction Manager at Risk Services for a New City of Bee Cave Public Library".

If mailed, mail to:

Attention: Kaylynn Holloway, City Secretary
City of Bee Cave
4000 Galleria Parkway
Bee Cave, Texas 78738

If mailing, please allow for time for delivery. Late submissions will not be considered. Proposals must be submitted with the respondent's name and address clearly indicated on the front of the envelope.

RESPONDENTS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE DOCUMENT PRIOR TO SUBMITTING A RESPONSE. THE DOCUMENT WILL BE AVAILABLE ON THE CITY'S WEBSITE AT: https://www.beecavetexas.gov/businesses/current-bids-rfps or **by contacting the individual listed below.**

Questions regarding the RFP may be directed in writing only to:

Chelsea Maldonado, CBRE Project Manager

Chelsea.Maldonado@CBRE.com

The City of Bee Cave appreciates your time and efforts in preparing a proposal.

Please note that all submissions must be received at the designated location by the deadline shown above.

Proposals received after the deadline will not be considered for the award of the agreement and will be rejected.

CITY OF BEE CAVE

CONSTRUCTION MANAGER AT RISK SERVICES FOR

A NEW PUBLIC LIBRARY BUILDING WITH ASSOCIATED SITE WORK

I. Introduction and Project Description

The City of Bee Cave ("City") is accepting proposals from qualified construction firms to provide Construction Manager at Risk Services, necessary for the construction of the City of Bee Cave's New Public Library (the "Project"), in accordance with the terms, conditions and requirements set forth in this Request for Proposal ("RFP") and an agreement to be entered into between the City and the Construction Manager at Risk ("CMAR"). This RFP provides interested firms with the information necessary to prepare and submit their qualifications, general conditions pricing, and fee for consideration.

The CMAR shall assume the risk for construction of the Project, at the contracted price as a general contractor, and provide consultation to the City regarding construction during and after the design of the Project, in accordance with any and all applicable requirements of the Project and all applicable laws. Proposals are to be submitted in accordance with this RFP and the accompanying instructions.

The successful CMAR will be required to enter into an agreement with City where the basis of payment is the **Cost of the Work Plus a Fee with a Guaranteed Maximum Price**. The agreement will also contain in more detail all relevant terms set forth in the RFP.

It is the intention of the City of Bee Cave to select a CMAR using a one-step selection process.

Project Description

As of March 2021, the City's population is estimated at 14,265; 8,879 within City limits and 5,386 within the ETJ. The City's population growth projects a population of approximately 15,000 people within the City limits by 2038. A new public library will be required to handle the department's current needs and growth well into the future. It is also notable that the Bee Cave public library serves communities beyond the city and ETJ, such as Lakeway, Spicewood, Steiner Ranch, Oak Hill, and others. The City of Bee Cave has tentatively selected a tract in the local development here forth referred to as "The Backyard", for the site of the new public library building. This location is subject to change as programming is developed. As design and construction is underway, the current library staff will remain in the existing public library within Bee Cave City Hall. The City of Bee Cave (hereinafter referred to as "City"), Texas, is accepting responses to the Request for Qualifications (RFQ) from firms or teams (Consultant) to construct the City's new Public Library Building.

The City proposes to retain a highly qualified and capable firm to act as the CMAR during the design and construction of the project and will give prime consideration to the CMAR with extensive experience in the development, design, and construction observation of library specific buildings similar in size and scope to this project. The City reserves the right to negotiate with the selected firm and is not obligated to enter into any contract with any Respondent on any terms or conditions.

Current Facility:

The current facility housing the Public Library was built in 2007 as a combination of City Hall, Municipal Court, and Public Library building. It is located at 4000 Galleria Parkway, Bee Cave, TX 78738. The current facility houses 12 library staff. Bee Cave Public Library is an accredited Family Place Library (since 2017) and supports over 300 community programs. In 2019 it was estimated that over 100,000 people visited the library, with almost 12,000 attending community programs.

Scope of Work:

The public library is expected to be an approximately 24,000 SF three-story building that will include offices for administrative use, shared desk station(s) for circulation staff, separate work area for technical services, programming work area (craft prep), checkout desks on both floors, reference desks on both floors, floor and shelf space for 45k+ volumes, laptop docking work stations, family restrooms on all floors, public-access meeting rooms, large public conference room, outdoor and indoor book return, family play area/reading room, separate teen program area, large storage area for programming supplies and excess volumes, quiet reading room, individual study rooms, usable outdoor spaces for reading, working, or programming. A unique play feature for children, including a play area with "Thinkery" elements. Sound studio, and stage integrated into the space. As well as all elements necessary.

The scope of work will be determined based on the final Drawings and Specifications prepared by Architect. The work may consist of, but is not necessarily limited to, the following: Site clearing, excavation, fill, select fill and backfill, site utilities, concrete sidewalks, curbs and gutters, asphalt and concrete paving, rough and finish grading topsoil and seeding, concrete slab on grade and structural slab; stone, terra cotta, or masonry exterior veneer, structural steel or cast in place concrete frame (superstructure), metal deck, miscellaneous metals and metal fabrications; rough and finish carpentry, millwork and casework; damp proofing and waterproofing, caulking and sealants, thermal insulation, flashing and sheet metal, metal soffit panels, modified bitumen and standing seam metal roofing, solid core wood doors and frames, metal doors and frames, aluminum doors, windows and frames, prefinished aluminum door frames, glass and glazing, architectural hardware, acoustical ceilings, resilient/vinyl flooring and base, carpeting, metal studs and support systems, gypsum drywall, painting and special coatings, interior and exterior signage; metal louvers and miscellaneous specialties; fire protection; lighting protection; security features and systems; ADA compliant features; and mechanical, plumbing and electrical systems and other systems and construction to be specified in the architectural engineering construction documents.

The CMAR will be responsible for the printing of Construction Documents as required for bidding and construction. The CMAR must publicly advertise, as prescribed for a governmental entity under Section 271.025 of the Texas Local Government Code and/or other applicable law and receive bids or proposals from trade contractors or subcontractors for the performance of all major elements of the work, other than minor work that may be included in the general conditions and review those bids with the City staff. If the CMAR wants to perform portions of the work itself, it must submit its bid or proposal in the same manner as all other trade contractors or subcontractors and City will determine which entity provides the best value to the City.

The work does not include inspection services, the testing of construction material and the verification testing services necessary for City's acceptance of the Project, which will be performed under a separate contract with an independent provider, as required by law.

II. Project Schedule

The selected CMAR will be expected to provide assistance to the City and the Architect during the architectural design phase, with the selection of the most cost effective building systems, constructability reviews, detailed cost estimating, value engineering recommendations, and scheduling services during the Preconstruction Phase to enable City to build the Project as described and depicted in the Drawings and Specifications, for an amount not to exceed City's Construction and Project Budgets, and to build the Project thereafter, as a CMAR for a Guaranteed Maximum Price that is less than or equal to City's Construction Budget.

The tentative Architectural/Engineering Design and Construction Documents Services Schedule for the Project ("Schedule"), starting with Schematic Design and ending with the release of Bid Documents is eight (8) months. This schedule is subject to change.

The current estimate of the construction time for substantial completion of the Project is no more than eighteen (18) months after the notice to proceed with construction. This Schedule may be adjusted as a result of negotiations on proposals or preconstruction services by the CMAR.

III. Scope of Services

The following describes the anticipated services expected during design and construction:

- Manage the Guaranteed Maximum Price (GPM) Documentation;
- Participate in the design process;
- Provide pre-construction services including constructability reviews, detailed cost estimating and value management services throughout the design process to help manage the budget;
- Establish a realistic construction budget by preparing detailed construction cost estimates at each of the design phases of the project;
- Prepare sub-contractor bid or proposal packages;
- Conduct pre-bid meetings;
- Receive bids and provide open book review process with City and Architect;
- Prepare a Guaranteed Maximum Price for the City's review and approval;
- Conduct award of contracts/purchase orders;
- Provide coordination and management of sub-contractors;
- Summarize monthly reports;
- Provide change order and contingency funds control;
- Establish a quality management program;
- Provide for job safety functions;
- Provide accounting functions;
- Provide jobsite security functions;
- Provide post construction services;
- Provide value engineering services and management of construction schedule;
- Attend Owner/Architect/Contractor meetings at the jobsite as required by the Owner; and
- Attend pre-construction meeting(s) with City personnel and the Architect.

In addition to general building construction, the Project elements shall include, but are not limited to the following:

- Earthwork;

- Temporary facilities;
- Walkways, parking and drives;
- Landscaping;
- Irrigation system;
- Utility extensions onsite;
- Drainage systems onsite and offsite;
- Electrical, mechanical, plumbing and structural elements of the building;
- Communications systems;
- Specialty work area systems; and
- Security, Audio/Visual Communication and IT Systems
    - This to include the installation of the pathway (i.e. conduits, cable trays, J-boxes, etc)
    - The construction contract may also include, cabling, equipment racks, and terminations for these systems and the specific equipment for these systems (i.e. video monitors, interactive boards, projectors, amplifiers, etc.).

Services are expected to commence upon final execution of written agreement between the CMAR and the City, which will occur within thirty (30) days from the selection of a successful construction firm. The Project time frame will be coordinated with the selected firm and the City's Architect.

IV. Total Estimated Budgets & Scope

The Construction Cost Limitation (CCL) inclusive of demolition, site work, and the construction of the new 3-story public library is estimated to be approximately $12,075,000. The Total Project Cost (TPC) including the CCL, furniture, fixtures and equipment (FF&E), related soft costs, design fees, regulatory and permitting fees, geotech investigation, site survey, consulting, environmental studies, materials testing and project contingencies is estimated to be approximately $17,250,000**.** This estimated budget may be adjusted as a result of negotiations on proposals or preconstruction services by the CMAR.

V. Bond Requirements and Liquidated Damages

A. Bid bond: Each Proposal submitted shall be accompanied by a cashier's check in the amount of five percent (5%) of the estimated construction costs, payable without recourse to the City of Bee Cave, or a Bid Bond in the same amount from a reliable surety company as a guarantee that, if awarded the contract, the Proposer will execute a Construction Agreement with the City, as discussed in Section I, including all required bonds and other documents. The City of Bee Cave may alternatively accept a letter from a surety company, verifying the contractor's ability and agreement to provide payment and performance bonds for the construction phase of the Project.

B. Payment and Performance Bonds: Payment and Performance Bonds for the performance of the Work, and for payment of those who provide labor or materials, will be required within ten (10) days after CMAR executes the contract. Each bond shall be in an amount equal to 100% of the Estimated Total Project Cost as described in Section V. If and when the City and CMAR agree on a Guaranteed Maximum Price, the CMAR may obtain substitute Payment and Performance Bonds, each in the amount of 100% of the Guaranteed Maximum Price, within five (5) days after the Amendment to the Contract is signed that establishes the Guaranteed Maximum Price.

C. Maintenance/Warranty Bond: The successful firm shall furnish a Maintenance/Warranty Bond in the amount of 100% of the contract sum covering defect of material and workmanship for two (2) calendar years following the City's approval and acceptance of the construction.

D. An approved surety company, licensed in the state of Texas, shall issue all bonds in accordance with Texas law and as required under applicable City ordinance.

E. LIQUIDATED DAMAGES FOR FAILURE TO COMPLETE ON TIME: Respondent hereby acknowledges that the award of the contract includes the requirement to timely commence the work on the Project in accordance with the Contract Documents. Respondent hereby further agrees to pay to City as liquidated damages the applicable sum quoted below, for each calendar day in excess of the time set forth for completion of the Project, all as more fully set forth in the general conditions of the Contract Documents. The time of completion is of the essence for the Project.

For each day that any work shall remain uncompleted after the time specified in the Contract Documents, or the increased time granted by the City, or as equitably increased by additional work or materials ordered after the Contract Documents are executed, the sum of $1000.00 per CALENDAR DAY shall be deducted from the monies due from the City:

The sum of money thus deducted for such delay, failure or non-completion is not to be considered as a penalty, but shall be deemed, taken and treated as reasonable liquidated damages, per calendar day that the default shall continue after the time stipulated in the Contract Documents for completing the work (Substantial Completion). The said amounts are fixed and agreed upon because of the impracticability and extreme difficulty of fixing and ascertaining the actual damages that the City in such event would sustain; and said amounts are agreed to be the amounts of damages which the City would sustain and which shall be retained from the monies due, or that may become due, under the Contract Documents; and if said monies be insufficient to cover the amount owing, then the surety shall pay any additional amounts due. Notwithstanding the foregoing, in the event that the actual damages incurred by the City exceed the amount of liquidated damages, the City shall be entitled to recover its actual damages.

VI. Insurance

All respondents must submit, with the RFP, proof of insurance coverage as stipulated in Exhibit A Proof shall be by submission of copies of current policies or current Certificates of Insurance, including the effective dates of coverage. Any provisions outlined in Exhibit A will be required of the successful firm only.

VII. Anti-Collusion

In submitting an offer, Respondent certifies that they have not participated in, nor have they been party to any collusion, price fixing or any other illegal or unethical agreements with any company, firm or person concerning the pricing offered.

VIII. No Prohibited Interest

Respondent acknowledges awareness of the laws, City Charter, and City Ethics Ordinance regarding conflicts of interest and required disclosures. No officer, employee or agent of the City of Bee Cave shall participate in the negotiation, selection, discussion, award or administration of a contract or procurement supported by public funds if: 1) that individual has a substantial interest in a person or entity, as defined by the City's Code of Ordinances and/or Chapter 171 of the Texas Local Government Code, that is the subject of the contract or procurement; or 2) a conflict of interest, either real or apparent, would be

involved, as defined therein.

IX. Non-Resident Bidders/No Israel Boycott

Texas Government Code, Chapter 2252, Texas law prohibits city and governmental units from awarding contracts to a non-resident bidder/proposer unless the amount of such bid is lower than the lowest bid by a Texas resident by the amount a Texas resident would be required to underbid the non-resident bidder/proposer on a bid/proposal for goods and services in the non-resident bidder's state. Texas Government Code, Chapter 2270 prohibits a governmental entity from entering into a contract with a company for goods or services unless the contract contains a written verification from the company that it: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract.

X. Submittals

Submit one (1) unbound original (to facilitate reproduction as necessary), seven (7) spiral bound or semi-permanent binding method hard copy response to the RFP, and (1) USB drive containing a PDF copy of the proposal. You may include other documentation or information beyond what is requested, but the use of this information during the evaluation is at the sole discretion of the City. For your RFP to be considered responsive, the following information must be submitted in the order outlined below:

A. Outside cover should be titled "Proposal to Provide Construction Manager at Risk Services for the City of Bee Cave's New Public Library Building".

B. Table of Contents.

C. Transmittal Letter: Include a short transmittal letter. The transmittal letter shall:

1. Summarize why the Respondent believes itself to be the most highly qualified firm for this Project.
2. Include a statement granting the City and its representatives' authorization to contact any previous client of the Respondent (or a Respondent's Team Member) for the purposes of ascertaining an independent evaluation of the Respondent's or a Respondent's Team member's performance.
3. At least one copy of the transmittal letter must have the original signature of an officer of the principal responding firm.

D. Firm Description

1. The Public Library is a high-quality project with a unique design and very high-quality finishes inside and out. The City is interested in selecting a CMAR with experience in this type of high quality of construction. Please convince us in your firm description that your firm has the experience and understanding of similar high-quality projects to complete such a project for the City of Bee Cave.
2. Include a complete narrative description of the Respondent's firm (or firms if the Respondent is comprised of a team of firms). Information should include:
   a. The Respondent's area of construction management specialization;
   b. Firm history;
   c. Location of home and branch offices;
   d. Names of the principal officers of the firm; and
   e. Proof of financial stability.
3. Include a simple organization chart showing how the Respondent, if selected as the CMAR, would

organize its personnel for the Project.

E. Key Professionals

1. Identify the key professionals of your team that would be involved in the Project and describe their area of expertise and what role they will perform on the construction management team.
2. The Public Library is a high quality/high finish building type requiring the expertise of individuals having constructed similar quality projects in the past. Please delineate the experience your firm's proposed team members have with relevant high quality/high finish projects.
3. Provide resumes of any person identified as a key professional. The resumes should contain the following:
   a. Name;
   b. Educational background;
   c. Professional qualifications;
   d. Employment history;
   e. A list of relevant projects in which the person has been involved and a name/phone number of a representative of any project cited that can be contacted for a reference; and
   f. Other information you believe to be relevant.
4. A statement by the respondent that the personnel listed in this proposal will not change without the written consent of the City of Bee Cave.
5. Provide a preliminary subcontractor list.

F. Philosophy and Approach

Provide a narrative outlining the following:

1. The firm's design philosophy and approach to construction in general.
2. Clear understanding of the functional and operational aspect of municipal government and its role in society.
3. Use of processes that creatively engage City staff and other stakeholders in all stages of design.
4. Commitment to developing an energy efficient and healthy building.
5. Safety record stated in terms of the firm's EMR and a narrative describing the firm's Safety Program.
6. Indicate what project management and scheduling software that the firm currently utilizes.

G. Relevant Project Experience

Outline the Respondent's relevant experience for the following:

1. Prior Construction Manager at Risk experience with project(s) of similar scale and complexity.
2. Prior experience with public sector clients for projects of similar scale and complexity.
3. History of effective schedule and budget management for projects of similar scale and complexity.
4. List of active projects and phase of each project.
5. List no more than six (6) relevant projects. A relevant project is one which best exemplifies your qualifications for this Project, and should include the following:
   a. Project description;
   b. Type of building(s);
   c. Project location;
   d. Total project cost including the original GMP and total final cost including change orders;
   e. Project delivery method;

f. Services your firm provided;
g. Proposed team members for this project that were actually involved in the project and their specific role on the project;
h. A statement regarding whether the project was completed on time and within the original GMP provided to the Client (include the reasons why if it was not on time or within the GMP); and
i. Illustrative photographs or renderings of the project.
j. For a minimum of 4 of these projects – provide owner, architect, or best character references. Including name and contact information.

6. Firm's overall bonding capacity.
7. Percentage of bonding capacity currently under contract vs. remaining availability for this project.

H. Proposal Form and Allowable General Conditions Worksheet

ESTABLISHMENT OF GUARANTEED MAXIMUM PRICE: The design team will issue the GMP Pricing Documents at approximately the 50%-75% completion stage of the Construction Documents; The GMP Pricing Documents will generally include a base bid scope of work and add alternates, which the Design Team will agree upon with the City and CMAR to assist in managing the project cost. Upon receipt of the CMAR's GMP Pricing, the Design Team will work with the City and CMAR to make final adjustments to the Project scope and construction documents to reconcile the Project scope and GMP pricing. Once the scope and GMP pricing are reconciled, the Design Team will complete the 100% Construction Document and issue them to the CMAR for final buyout pricing.

I. References

Please provide at least five (5) verifiable references for which your firm has performed same or similar projects. Please verify that the contacts listed as references are still at the firm and that the contact information provided is accurate before submitting them. We suggest you contact them prior to submitting their information to ensure an objective reference will be preferred on your behalf.

J. Additional Information

a. Additional information the firm believes will help aid in selection;
b. Proof of insurance coverage as indicated in Section VII;
c. Bid bond; and
d. Certification Form.

XI. Evaluation Criteria

A review committee or a duly authorized designee will evaluate submissions received in accordance with the general criteria defined herein. Failure of Respondents to provide in their submission any information requested in this RFP may result in disqualification of the firm's submission. The objective is to select the CMAR that is the best value **(qualifications and price)** to service the City's needs. The decision made by the City will be final. **The City reserves the right to reject all proposals.**

The CMAR selection will be made based on the following evaluation criteria:

A. Firm Description including experience and understanding of CMAR (10%);
B. Key Professionals and qualification of individuals assigned to the Project (10%);
C. Approach with regard to the firm's overall ability to meet the City's objectives (includes customer service, dealing with conflict, resolving issues, value engineering, and cost containment) (20%);
D. Relevant project experience with same or similar facility construction and firm capacity (10%);
E. Relevant references in responsible charge possessing direct knowledge (15%); and
F. Cost Proposal (35%)
    1. Proposed fee for pre-construction services,
    2. Proposed fee for construction services,
    3. Cost and extent of general conditions,
    4. Any and all other costs.

XII. Interviews and Presentations

In fairness to all firms, requests for interviews prior to the closing time and date will not be permitted. The City will use an evaluation panel or duly authorized designee to evaluate the submittals. The review of the submitted materials will be one part of the selection process utilized by the City, together with the interview if the City so chooses to conduct interviews. Direct selection may be made strictly from the information provided in the RFP. However, the City reserves the right to conduct interviews with and request presentations from any, or none, of the Respondents.

XIII. Selection and Award

If the City is unable to reach an agreement with the first ranked Respondent, the City shall terminate further discussions with the first-ranked Respondent, and commence negotiations with the next-ranked Respondent, in the order of the selection ranking until an agreement is reached, or all Proposals are rejected. Time is of the essence, and the award of the contract to the successful Respondent is expressly conditioned upon:

(1) the Respondent's execution and delivery of the Contract Documents and a written contract with the City including all terms acceptable to the City within thirty (30) calendar days, and delivery of all required bonds and evidence of insurance within ten (10) calendar days after the successful Respondent is notified of the acceptance of its Proposal, and

(2) the Respondent's timely fulfillment of any and all other preconditions expressly set forth in the Contract Documents.

Should the Respondent fail to timely execute and deliver the contract, required bonds, evidence of insurance, or fail to timely fulfill any other such preconditions, the City may, at its option and discretion, without releasing, impairing or affecting its right to receive the proposal security as damages for such failures, rescind the award, commence negotiations with the next ranked Responder, or reject all Proposals. There will be no contractual obligations on the part of the City to any Responder, nor will any

Responder have any property interest or other right in the contract or work being proposed unless and until the written agreement is unconditionally executed and delivered by all parties, all submittals required by the Proposal Document and agreement and all conditions to be fulfilled by the Responder have either been so fulfilled by the Responder or waived in writing by the City, as applicable.

With regard to inquiries, Do not contact the City or elected officials during the selection process after the submittal date to make inquiries about the progress of this selection process. Doing so shall be grounds for exclusion from the selection process. Respondents will be contacted when it is appropriate to do so.

XIV. Submission

FACSIMILE, INTERNET OR EMAIL TRANSMITTALS SHALL NOT BE ACCEPTED.

Delivery of Proposals: One (1) unbound original (to facilitate reproduction as necessary) and seven (7) spiral bound or semi-permanent binding method hardcopies of the Proposal and (1) USB drive containing a PDF copy of the proposal shall be sealed and delivered to:

Attention: Kaylynn Holloway, City Secretary
City of Bee Cave
4000 Galleria Parkway
Bee Cave, Texas 78738

The package should be clearly marked: "Proposal to Provide Construction Manager at Risk Services for the City of Bee Cave's New Public Library Building.". Proposals will be publicly opened and read following the deadline of submittal **November 07, at 2:00 PM**.

XV. Questions, Clarifications, and Interpretation of Documents

Responders may request clarifications or interpretation of Proposal Documents.

Any such request must be submitted in writing to Ms. Chelsea Maldonado, CBRE Project Manager at the following email address chelsea.maldonado@cbre.com by **October 17, 2022, by 5:00 p.m**. CDT.

No questions will be answered over the phone. Questions will only be accepted until the stated deadline. Interpretations, corrections and/or changes of or to the Proposal Documents will be made by City in the form of a written addendum. Addenda may be obtained from the City website at:

https://www.beecavetexas.gov/businesses/current-bids-rfps

It is the vendor's responsibility to check the City website for addenda.

Any interpretations, corrections, or changes of or to the Proposal Documents made in any other manner, will not be binding upon the City, and Responders may not rely upon them.

Any discrepancy or conflict with the Proposal Documents or the Contract Documents shall be brought to the Attention of the Architect and the City. Discrepancies or conflicts not brought to Architect's and City's attention and clarified during the Proposal process for the Project will be deemed to have been priced in the more costly manner or difficult manner, and the better quality or greater quantity of the Work shall be provided by the CMAR in accordance with the Architect's interpretation.

XVI. Additional Instructions, Notifications, and Information

A. No Gratuities – Respondents shall not offer any gratuities, favors, or anything of monetary value to any official or employee of the City for the purpose of influencing this selection. Any attempt by the Respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, shall be grounds for exclusion from the selection process.
B. All Information True – Respondent represents and warrants to the City that all information provided in the response shall be true, correct, and complete. Respondents who provide false, misleading, or incomplete information, whether intentional or not, in any of the documents presented to the City for consideration in the selection process shall be excluded.
C. Confidential Material – Any material that is to be considered as confidential in nature must be clearly marked as such and will be treated as confidential by the City to the extent allowed by law. Submission of information relative to this RFP shall not be released by the City during qualification evaluation process or prior to contract award. Proposers are advised that the confidentiality of their

qualifications will be protected to the extent permitted by law. Proposers are advised to consider the implications of the Texas Open Records Act, particularly after the qualification process has ceased and the contract has been awarded. Trade secrets and any material that is considered as confidential in nature must be clearly marked and identified as such by the consultant at the time of proposal submittal and will be treated as confidential by the City to the extent allowed by the Texas Local Government Code Chapter 252.049 and the Texas Open Records Act. The final decision as to what information must be disclosed, however, lies with the Texas Attorney General. Failure to identify proprietary/confidential information will result in all unmarked sections being deemed non-proprietary upon public request.

D. Qualifications Opening – So as to avoid disclosure of the contents to competing offerors, qualifications shall be kept secret during negotiations. All qualifications shall be open for public inspection after the contracts are awarded, with the exception of trade secrets and confidential information contained in the qualification and identified by the proposer as such to the extent allowed by law.

E. Inquiries – **Do not contact the City or elected officials during the selection process** after the submittal date to make inquiries about the progress of this selection process. Doing so shall be grounds for exclusion from the selection process. Respondents will be contacted when it is appropriate to do so.

City of Bee Cave Proposal Form

Construction Manager at Risk for the City of Bee Cave's

NEW MUNICIPAL COMPLEX CONSISTING OF A PUBLIC LIBRARY & ASSOCIATED SITE WORK

Having examined the request for Proposal, the Responder will furnish Construction Manager at Risk services as required for this Project as follows:

Pre-Construction Fee, Fee and General Conditions shall be based on the following estimated Construction Cost Limitation (CCL) for this Project:

1. Pre-Construction Fee: To include personnel expenses, project estimates, preliminary project schedules, value engineering, constructability reviews, pre-planning, overhead and profit, and other services through the pre-construction phase of the Project.

$_____

2. Construction Phase Services Fee: Identify a Construction Phase Services Fee as a percentage of the construction budget for all home office expenses, and any other expenses not included in the Allowable General Conditions Worksheet, including all overhead and profit.

%_____

3. Not-to-Exceed General Conditions Costs: Based on the respondent's proposed schedule, identify General Conditions Cost using allowable General Conditions in the worksheet on the following page.

$_____

EXHIBIT A

INSURANCE REQUIREMENTS
CONSTRUCTION SERVICES

Services for construction projects, including but not limited to: General Contractors, Demolition Contractors, Utility Contractors, Building Contractors, Street and Road Contractors, etc.

The chosen firm ("Contractor") shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the vendor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the bid. A certificate of insurance meeting all requirements and provisions outlined herein shall be provided to the City prior to any services being performed or rendered. Renewal certificates shall also be supplied upon expiration.

A. MINIMUM SCOPE AND LIMITS OF INSURANCE

Coverage shall be at least as broad as:

a. Professional Liability Insurance: professional errors and omissions liability insurance with limits of liability of $1,000,000 per occurrence covering all work performed by the Contractor, its employees, sub-contractors, or independent contractors. If this coverage can only be obtained on a "claims made" basis, the certificate of insurance must clearly state coverage is on a "claims made" basis and coverage must remain in effect for at least two years after final payment with the Professional continuing to furnish the City certificates of insurance.

b. Workers Compensation Insurance: The Professional shall carry and maintain during the term of this Agreement, workers compensation and employer's liability insurance meeting the requirements of the State of Texas on all the Professional's employees carrying out the work involved in this contract.

c. General Liability Insurance: The Professional shall carry and maintain during the term of this Agreement, general liability insurance on a per occurrence basis with limits of liability of $1,000,000 for each occurrence and for fire damage. For Bodily Injury and Property Damage, coverage shall be $1,000,000. Coverage for Premises, Operations, Products and Completed Operations shall be $1,000,000. This coverage shall protect the public or any person from injury or property damages sustained by reason of the Contractor or its employees carrying out the work involved in this Agreement. The general aggregate shall be $1,000,000.

d. Automobile Liability Insurance: Contractor shall carry and maintain during the term of this Agreement, automobile liability insurance with either a combined limit of $1,000,000 per occurrence for bodily injury and property damage or split limits of $1,000,000 for bodily injury per person per occurrence and $1,000,000 for property damage per occurrence. Coverage shall include all owned, hired, and non-owned motor vehicles used in the performance of this contract by the Contractor or its employees.

e. Cyber Security Liability Insurance: Contractor shall carry and maintain during the term of this Agreement, cyber security liability insurance on a per occurrence basis with limits of liability of $1,000,000 for each occurrence, covering any such unauthorized disclosure of Protected Information caused by a defect or failure of the Software or any electronic communication system maintained or controlled by Contractor.

f. Subcontractor: In the case of any work sublet, the Contractor shall require subcontractor and independent contractors working under the direction of either the Contractor or a subcontractor to carry and maintain the same workers compensation and liability insurance required of the Contractor.

g. Builders' Risk Insurance: Completed value form, insurance carried must be equal to the completed value of the structure. City shall be listed as Loss Payee.

h. $10,000,000 Umbrella Liability Limit that follows form over underlying Automobile Liability, General Liability, and Employers Liability coverages.

B. DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductible or self-insured retentions in excess of $10,000 must be declared to and approved by the City.

C. OTHER INSURANCE PROVISIONS

The policies are to contain, or be endorsed to contain the following provisions:

1. General Liability and Automobile Liability Coverages:

   a. The City, its officers, officials, employees, boards, commissions and volunteers are to be added as "Additional Insureds" relative to liability arising out of activities performed by or on behalf of the contractor, products and completed operations of the contractor, premises owned, occupied or used by the contractor. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees or volunteers.

   b. The contractor's insurance coverage shall be primary insurance in respects to the City, its officers, officials, employees and volunteers. Any insurance or self- insurance maintained by the City, its officers, officials, employees or volunteers shall be in excess of the contractor's insurance and shall not contribute with it.

   c. Any failure to comply with reporting provisions of the policy shall not affect coverage provided to the City, its officers, officials, employees, boards, commissions or volunteers.

   d. The contractor's insurance shall apply separately to each insured against whom the claim is made or suit is brought, except to the limits of the insured's limits of liability.

   e. All policies shall be written on a "per occurrence basis" and not a "claims made" form.

2. Workers Compensation and Employer's Liability Coverage:

The insurer shall agree to waive all rights of subrogation against the City, its officers, officials, employees and volunteers for losses arising from work performed by the contractor for the City.

3. All Coverages:

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled or non-renewed by either party, reduced in coverage or in limits except after 30 days written notice to the City for all occurrences, except 10 days written notice to the City for nonpayment.

D. ACCEPTABILITY OF INSURERS

The City requires that Insurance be placed with insurers with an A.M. Best's rating of no less than **A- VI,** or better.

E. VERIFICATION OF COVERAGE

Contractor shall provide the City with certificates of insurance indicating coverages required. The certificates are to be signed by a person authorized by that insurer to bind coverage on its behalf. Certificates of Insurance similar to the ACORD Form are acceptable. City will not accept Memorandums of Insurance or Binders as proof of insurance. The City reserves the right to require complete, certified copies of all required insurance policies at any time.

BID BOND

STATE OF TEXAS)
)
COUNTY OF TRAVIS)

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned,_____, whose address is_____, hereinafter called Principal, and _____, a corporation organized and existing under the laws of the State of _____, and fully licensed to transact business in the State of Texas, as Surety, are held and firmly bound unto the City of Bee Cave, a home-rule municipal corporation organized and existing under the laws of the State of Texas, hereinafter referred to as "City," in the penal sum of $__as the proper measure of liquidated damages arising out of or connected with the submission of a Proposal for the construction of a public work project, in lawful money of the United States, to be paid in Travis County, Texas, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators and successors jointly and severally, firmly by these presents. The condition of the above obligation is such that whereas the Principal has submitted to City a certain Proposal, attached hereto and hereby made a part hereof, to enter into a contract in writing, for the construction of:

CONSTRUCTION MANAGER AT RISK SERVICE FOR CITY OF BEE CAVE NEW MUNICIPAL COMPLEX CONSISTING OF A PUBLIC LIBRARY & ASSOCIATED SITE WORK

NOW, THEREFORE, if the Principal's Proposal shall be rejected or, in the alternative, if the Principal's Proposal shall be accepted and the Principal shall execute and deliver a contract in the form of the Contract attached hereto (properly completed in accordance with said Proposal) and shall furnish performance, payment and maintenance bonds required by the Contract Documents for the Project and provide proof of all required insurance coverages for the Project and shall in all other respects perform the agreement created by the acceptance of said Proposal, then this obligation shall be void, otherwise the same shall remain in force and affect; it being expressly understood and agreed that the liability of the Surety for any breech of condition hereunder shall be in the face amount of this bond and forfeited as a proper measure of liquidated damages.

PROVIDED FURTHER, that if any legal action were filed on this Bond, Texas law shall apply exclusive venue shall lie in Travis County, Texas.

AND PROVIDED FURTHER, the Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by an extension of the time within which the City may accept such Proposal; and said Surety does hereby waive notice of any such extension.

The undersigned and designated agent is hereby designated by the Surety herein as the Resident Agent in Travis County to whom any requisite notices may be delivered and on whom service of process may be had in matters arising out of such suretyship, as provided by applicable law.

IN WITNESS WHEREOF, this instrument is executed in six (6) copies, each one of which shall be deemed an original, this, the_____day of_____, 20___.

ATTEST:

By: _____

Signature

_____
Typed/Printed Name

_____
Title

_____
Address

_____
City State ZIP

_____
Phone Fax

PRINCIPAL:

_____
Company Name

By: _____

Signature

_____
Typed/Printed Name

_____
Title

_____
Address

_____
City State ZIP

_____
Phone Fax

ATTEST:

By: _____

Signature

_____
Typed/Printed Name

_____
Title

_____
Address

_____
City State ZIP

_____
Phone Fax

SURETY:

_____
Company Name

By: _____

Signature of Attorney in Fact

_____
Typed/Printed Name of Attorney in Fact

_____
Title

_____
Address

_____
City State ZIP

_____
Phone Fax

The Resident Agent of the Surety in Travis County, Texas, for delivery of notice and service of the process

is: NAME: _____
STREET ADDRESS: _____
CITY, STATE, ZIP: _____

NOTE: If Resident agent is not a corporation, give a person's name.

CITY OF BEE CAVE REQUEST FOR PROPOSAL CERTIFICATION FORM

COMPANY INFORMATION

The following information must be provided in its entirety for your submission to be considered:

Company Name: _____

Principal Place of Business Address: _____

Principal Place of Business City, State, ZIP: _____

Principal Place of Business Phone: _____

Principal Place of Business Fax Number: _____

Remittance Address (if different from above): _____

Remittance City, State, ZIP: _____

Tax Identification Number: _____

ADDENDUMS

If an addendum to this RFP is issued, acknowledge addendum by initialing beside the addendum number:

Add. No. 1_____Add. No. 2_____Add. No. 3_____Add. No. 4_____Add. No. 5 _____

CERTIFICATION

The undersigned hereby certifies that he/she represents the Company, has authority to sign on behalf of the Company, understands the scope of work, has read the document in its entirety and that the information submitted has been carefully reviewed and is submitted as correct and final. If selected, Company further certifies and agrees to furnish any or all services in accordance with the terms and conditions contained herein; to willfully enter into negotiations; and to faithfully execute an agreement with the City of Bee Cave upon successful negotiations.

The individual signing this RFP certifies that he/she is a legal agent of the Company, authorized to submit on behalf of the Company, and is legally responsible for the decisions as to the supporting documentation provided.

Authorized Representative: _____ _____

Signature Date

_____

Printed Name

_____

Title

_____

Email Address

Allowable General Conditions Worksheet

Below is a list of Allowable General Conditions for the construction of the City of Bee Cave Public Library. List all project management, bonds, insurance, field office and office supplies costs for the Project below and enter the total as the 'Not-To-Exceed General Conditions Costs' as No. 3 on the Proposal Form.

General Conditions					
	Description	**Quantity**	**Unit**	**Cost $/Unit Including All Burden, Insurance, Etc.**	**Total**
	On Site Project Management				
	Project Executive		MO		
	Project Manager		MO		
	Superintendent(s)		MO		
	Assistant Superintendent(s)		MO		
	Project Engineer(s)		MO		
	Project Expeditor		MO		
	Project Scheduler		MO		
	Project Support Staff		MO		
	Cost Estimator		MO		
	Bonds and Insurance				
	All Insurance including Builder's Risk		LS		
	Payment, Performance and Maintenance Bonds		LS		
	Temporary Project Construction and Utilities for CM Staff				
	Dumpsters for CM Staff		MO		
	Monthly Internet & Telephone Service		MO		
	Project Water		MO		
	Temporary Toilets		MO		
	Temporary Fire Protection		MO		
	Telephone System Installation		LS		
	Electricity		MO		
	Field Equipment				
	Jobsite Trailer(s)		MO		
	Job Photos and Videos		MO		
	Project Signage		LS		

	Postage and Deliveries		MO		
	Mobilization for Office Trailers		LS		
	Monthly Jobsite Office Equip. Rental		MO		
	Storage Trailers		MO		
	Crane Erection and Rental		MO		
	Vehicles including Fuel, Maintenance and Insurance		MO		
	Safety Equipment		MO		
	First Aid Supplies		MO		
	Job Office Supplies		MO		
	Janitorial Supplies		MO		
	Project Computers and Software		MO		
	Project Fencing		MO		
	Security Personnel/Equipment		MO		
	Communications Equipment		MO		
	Advertising		MO		
	Small Tools Purchase and Rentals		LS		
	TOTAL GENERAL CONDITIONS				

City Council Meeting
9/27/2022
Agenda Item Transmittal

Agenda Item:	**14.**
Agenda Title:	**Discuss and consider authorizing staff to publish a Request for Qualifications for professional engineering and consulting services**
Council Action:	**Discuss and Consider Action**
Department:	**Planning and Development**
Staff Contact:	**Kevin Sawtelle, City Engineer**

1. INTRODUCTION/PURPOSE

Authorize staff to issue a request for qualifications for professional engineering and related consulting services.

2. DESCRIPTION/JUSTIFICATION

a) Background

On August 27, 2019, the City published an RFQ for engineering services. Seven firms, American Structurepoint, Conveyance, Doucet, Halff, Freese & Nichols; MWM; and Saxon Loomis, were selected to be 'pre-qualified' to assist with up to seven identified areas of expertise including development plan review and construction inspection oversight; transportation planning, design, and engineering; stormwater; Capital Improvement Programming; small area planning; pedestrian facilities; and parks, open space, landscape, and urban design.

In the time since then Council has expressed a desire to incorporate as part of routine practice periodic re-issuance of RFQs for consultant services. During this same time period, Planning & Development's scope of needs has evolved as a result of staff changes and recent direction on some internal City projects stemming from City Council's June 2019 Strategic Planning Meeting.

b) Issues and Analysis

City Staff decided to reduce the number of areas of expertise based on the current and projected needs of the City. The four areas included in this RFQ are as follows:

- Development Plan Review and Construction Inspection
- Transportation Planning, Design, and Engineering - with more of an emphasis in the needs of traffic engineering consultation.
- Stormwater

- Pedestrian and/or Bicycle Facilities

Similar to the 2019 request, the RFQ would be structured to attract firms providing on-call services on an as-needed basis with no minimum guarantee of work. Maximum potential expenditures would be in accordance with the budget approval by Council. Having a list of pre-qualified firms allows staff to be more nimble and use our resources most cost-effectively.

In terms of schedule, the objective is to publish September 28th and bring recommendations for pre-qualified firms to Council in at the November 8th meeting.

3. FINANCIAL/BUDGET

Amount Requested	Fund/Account No.
Cert. Obligation	GO Funds
Other source	Grant title
Addtl tracking info	

4. TIMELINE CONSIDERATIONS

5. RECOMMENDATION

Approve staff to publish a Request for Qualifications for professional engineering and consulting services.

ATTACHMENTS:

Description	Type
Request for Qualifications	Backup Material

REQUEST FOR QUALIFICATIONS

for On-Call and As Needed Professional Engineering & Consulting Services

SUMMARY:

The City of Bee Cave (City) hereby solicits Requests for Qualifications (RFQ) for On Call and As Needed Professional Engineering & Consulting Services for a variety of tasks and projects as further described under Scope.

COMMUNITY PROFILE:

The City of Bee Cave is located approximately 14 mile west of downtown Austin and incorporated in 1987 as the Village of Bee Cave. Located in Travis County, the City's approximately 15 square miles of incorporated area and Extra-Territorial Jurisdiction (ETJ) is surrounded by the jurisdictions of Lakeway and Austin and cannot expand further. As of June 2022 the City's population is estimated at 15,133; 9,720 within City limits and 5,413 within the ETJ.

Although a substantial portion of the land in the City and ETJ is undeveloped, of this, 4 square miles, split evenly between the City Limits and the ETJ, is held in conservation. The most common developments in the City and ETJ are large, master planned single-family residential subdivision with lot sizes ranging from 1 acre and larger in the SH 71 corridor and Hamilton Pool Road corridors to quarter acre and smaller lots in the RR 620 and Bee Cave Parkway corridors. Less than 10% of the City's land area is comprised of non-residential development however, commercial development and, more specifically sales tax, supply the bulk of the City's budget.

The City adopted the most recent Comprehensive Plan in 2016 and amended the Thoroughfare Plan in May 2022 , adopted a Hike and Bike Connectivity Plan in 2016, and approved an updated Connectivity Plan Map in April 2021. Additionally, the City adopted a new Unified Development Code and associated Engineering Technical Manuals in June 2022. The City held their most recent strategic planning workshop in August 2021, at which they identified several possible upcoming City capital projects and studies (See Attachment 1).

STATEMENT OF QUALIFICATIONS (SOQ) SUBMISSION INSTRUCTIONS & DEADLINE:

Respondents shall submit in a sealed package clearly marked on the front "RFQ: ENGINEERING AND CONSULTING SERVICES" a total of six (6) hard copy SOQs, one (1) of which shall be unbound and contain

an original ink signature of the partner, principle, or officer who holds the authority to bind the Respondent to the requirements of the RFQ, and one (1) USB drive that contains in a PDF format all materials included in the response.

All submittals must be received in the Office of the City Secretary **NO LATER THAN 12:00 P.M. CST Friday, October 21, 2022** at the address indicated below. Any submittal received after this time shall not be considered. Submittals sent by facsimile or email will not be accepted.

CITY CONTACT & MAILING/PHYSICAL ADDRESS:

Kaylynn Holloway, City Secretary
City of Bee Cave
4000 Galleria Parkway
Bee Cave, Texas 78738

SCOPE:

Professional services may include research, analysis, and providing recommendations; planning; preliminary, intermediate, and final design of plans and specifications; procurement management; construction management; and/or inspections in the four areas (herein after "Areas") identified below.

1. **Development Plan Review and Construction Inspection –** Generally referring to review of applications, plans and plats submitted with relation to Subdivision Regulations (Article 2); Zoning Regulations (Article 3), and Stormwater Management (Article 7) but may include review of any submissions and inspection of any projects related to the development process. In addition to having expertise in planning and civil engineering salient to the aforementioned Articles, Teams are encouraged to include members with expertise in lighting; sound; architecture; and native landscaping in addition to other review aspects of these Articles.
2. **Transportation Planning, Design, and Engineering –** Including, but not limited to, thoroughfare planning and analysis; demand modeling; roadway and bridge design; assessment of existing traffic conditions, including but not limited to, conducting traffic counts, Right of Way usage, acquisition, and allocation; TXDOT, CAMPO, and other State/Regional Transportation agencies' policies, procedures, and funding mechanisms; serving in an advisory capacity to the City on policy and mechanisms for assessing development's impacts on the transportation network; scoping and review of TIAs and/or similar type analyses.
3. **Stormwater –** Including, but not limited to, serving in an advisory capacity to the City on water quality; drainage and floodplain management; best management practices; emerging technologies and regional policies; related local, State, and Federal policies, programs, requirements, and funding mechanisms.

4. **Pedestrian and/or Bicycle Facilities –** Including, but not limited to, implementation of and update to the Hike & Bike Connectivity Plan; design and construction oversight of surface level, above-grade (e.g. bridge), and below grade (e.g. tunnel) facilities; requirements for State, Federal, and other types of grant funding; application of Texas Department of Licensing and Regulation and Americans with Disabilities Act requirements.

Elaborating on the nature of the tasks described above the consultant is expected to be able to:

- Be availabile for on-call questions from staff and meetings with and on behalf of staff, as directed and requested.
- Coordinate with and provide as directed any and all required documentation, reports, plans, renderings, and presentations to City staff, City Council, Boards and Commissions, the public, property owners, agencies, and businesses as required and requested.
- Coordinate and communicate with other entities, applicants, landowners, residents, and other involved parties, as directed and requested.
- Ensure compliance with associated local, State, and Federal requirements and provide guidance associated with developing trends and/or changes to regulatory practices.
- Provide training to City staff upon request including, but not limited to, technical review guidance, project management, various construction administration activities, engineering related concepts, and other related objectives.

The additional detail provided above is not intended to be exhaustive, but rather provide examples of the subject matter and general direction on the tasks in which the consultant team is expected to possess expertise. Respondents are encouraged to assemble teams and frame their SOQs to directly demonstrate mastery and experience on these topics and in these capacities.

SOQ SUBMISSION REQUIREMENTS:

Respondents may submit for qualification in one or more Areas identified under Scope; Respondents are *not* required to submit qualifications in all Areas to be eligible to respond to the RFQ.

Respondents may submit a SOQ as an individual firm or as part of team comprised of two or more firms. Irrespective of the approach, Respondents that have a demonstrable track record of working together on previous projects and tasks similar in nature are preferred. In the case of multi-firm SOQs, Sections 1 and 2 of the response must identify the proposed Primary firm and proposed sub-consultant(s) structure; however, the City reserves the right at its sole discretion to contract directly with any/all/some/none of the proposed sub-consultants in addition to or in lieu of contracting with the Primary firm.

Respondents are required to provide responses according to the following structure:

- SOQs should be in the form of 8-1/2 x 11 reports with optional foldouts and attachments, when necessary.
- Each Section (defined below) shall be separated by a tabbed divider.
- The proposal should be kept to the minimum number of pages necessary to fulfill the requirements of this RFQ.

Section 1: Statement of Interest, Organizational Structure, and General Approach

Provide a statement of interest (maximum 2 pages), including a highlight of the Respondent's unique qualifications; overall organizational structure; and the general approach the Respondent intends to use in performing the services identified. Quantify the allocation of work the Respondent performs in the public sector versus the private sector. For all firms included as part of the Respondent team, list all private sector clients (and their associated project(s)) conducting development-related business in Bee Cave currently and in the past three years.

Within the statement, include and complete the following table:

	SEEKING QUALIFICATION (Yes/No)
Development Plan Review and Construction Inspection	
Transportation Planning, Design, and Engineering	
Stormwater	
Pedestrian and/or Bicycle Facilities	

This Section must include a statement from the Respondent attesting to the validity of the contents in the SOQ and the Respondent's ability to meet the requirements of the RFQ; the statement must be signed by a partner, principle, or officer of the firm (or Primary Firm if more than one) who holds the authority to make such a statement.

In Appendix A, include a list of all government agencies for which the firm (and any proposed subconsultants) is currently doing work.

Section 2: Description of Qualifications, By Area

Separate the information provided for each "Area" described under Scope into subsections (e.g. 2.1 "Development Plan Review and Construction Inspection"; 2.2 "Transportation and Roads"). For each of the Areas for which the Respondent is seeking qualification, provide information according to the following sequence and instructions. For Areas for which the Respondent is *not* seeking qualification, include the subsection heading and the statement "Not seeking qualification," only.

a. Brief statement summarizing Respondent's approach and, as relevant, any noteworthy commentary on the Respondent's experience not necessarily evident within the provided resumes and example projects/clients.

b. Chart illustrating organizational relationship between individuals proposed to provide services in the Area. Identify City's proposed primary point of contact. Include resumes of all named individuals in Appendix B. Include current titled designation within the firm's fee structure.

c. Minimum of three (3) and no more than five (5) representative projects and/or client service contracts (total for entire Respondent team) that demonstrate ability and expertise of specific personnel/project managers in Area to provide needed services to the City. Include brief description of project and/or contract, including its name, specific relevance to Area, geographic location, duration, the Respondent's project/contract manager, and, if available, a URL to the project/program. Identify all individuals listed in b, above, directly involved in project/service contract and briefly describe their respective roles. Identify client-side point of contact, including email and phone number. At its discretion, the Respondent may include supplemental materials on the project, such as a general project information sheet, in Appendix C; in an effort to keep SOQs concise, Respondents are advised use Appendix C judiciously.

Section 3: Insurance and Legal Status

a. List any actions taken by any regulatory agency or government against or involving the firm(s), its agents, or employees with respect to any work performed.

b. Jurisdictions, disciplines, and trade categories in which your organization(s) is legally qualified to do business within the State of Texas. (Indicate registration or license numbers, if applicable)

c. Proof of Insurance – Worker's Compensation; Commercial General Liability insurance of $1,000,000 per occurrence; Professional Liability Insurance; and Business Automobile Liability of at least $1,000,000 per occurrence.

Section 4: Exceptions to Contract

Attachment 2 of this RFQ includes a base contract with the City of Bee Cave. Respondents seeking changes to this contract shall clearly identify all exceptions and proposed modification to the contract under this section. If no edits are proposed, please note this accordingly under this section.

Appendix A: *Required*

List government agencies for which the firm (and any proposed subconsultants) is currently doing or has done work in the past year.

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Appendix B: *Required*

Include all resumes of individuals identified in Section 2 ordered alphabetically by last name.

Appendix C: *Optional*

Include supplemental information describing example projects and contracts referenced in Section 2. Generally speaking, this information should not be redundant to Section 2, but rather elaborate on aspects of the project that are of particular note, but not necessarily captured in the required information.

CLARIFICATION OF RFQ REQUIREMENTS:

If additional information is necessary to assist the Respondent in interpreting these requirements, questions must be in writing and will be accepted by:

Name: Kaylynn Holloway, City Secretary
Email: kholloway@beecavetexas.gov

EVALUATION, SELECTION AND AWARD PROCESS:
A review panel composed of representatives from the City staff will review and rank proposals received based, by Area, on the following criteria. The maximum number of points available in each category is listed to the left:

15	Respondent Firm(s) Breath of Services and Approach
10	Applicability of Respondent Firms(s) Client Cross-Section
20	Respondent Team Members' Mutual Project/Client History; Team Organizational Structure/Approach
25	Respondent Team Members' Individual Qualifications
25	Applicability of Respondent Team's Representative Projects
5	Insurance & Legal Status
100	**TOTAL**

The City will only evaluate SOQs submitted prior to the RFQ deadline. The City may invite one or more of the highest qualified Respondents to attend an interview before final ranking of the Respondents. Selection of the most highly qualified Respondent(s) will be made on the basis of demonstrated competence and qualifications, as solely determined by the City.

City Council will authorize execution of contracts; see Attachment 2 for a base contract. Responding to this RFQ constitutes understanding and agreement to the methods of evaluation and selection.

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Appropriate professional fees will be negotiated between the City and selected Respondent following a successful qualification-based selection process. It is expected at that time that a rate schedule will be established. The City expects the contract to allow for billing via hourly, by lump sum, and by not-to-exceed methods, to be determined by task at the City's sole discretion. Professional services are procured in accordance with the Texas Professional Services Procurement Act.

RFQ TIMELINE (Estimated):

RFQ Issued:	September 28, 2022
Deadline for Submittal of questions:	October 5, 2022
RFQ Deadline:	October 21, 2022
Evaluation Process Completed:	October 24-28, 2022
Interviews (if necessary)	November 1-3, 2022
City Council Authorizes Staff to Negotiate Contract(s)	November 8, 2022

STANDARD TERMS AND CONDITIONS:

1. All Information True - Respondent represents and warrants to the City that all information provided in the response shall be true, correct and complete. Respondents who provide false, misleading, or incomplete information, whether intentional or not, shall be subject to exclusion from the selection process.
2. Cost of Responses - Any and all costs incurred by the Respondents in the preparation and delivery of the proposal are the responsibility of the Respondent and will not be reimbursed by the City.
3. Insurance - By submission of this RFQ, it is assumed the Respondent is affirming its ability to bond and insure the project to the limits provided herein.
4. The decision to accept or reject is a function of quality, reliability, capability, reputation, and expertise of the Respondents submitting SOQs. The City reserves the right to accept the SOQ that is, in its judgment, the best and most favorable to the interests of the City or reject any and all SOQs.
5. Please be advised that in compliance with State of Texas Government Code, Section 2252.908, the successful Respondent awarded a contract by the City must complete Form 1295 – "Certificate of Interested Parties" – and must provide a signed and notarized printed copy of the form and a separate certification of filing. The form can be found at: www.ethics.state.tx.us

DRAFT

City Council Meeting
9/27/2022
Agenda Item Transmittal

Agenda Item:	**15.**
Agenda Title:	**Discuss and consider action on voting for members to serve on the Texas Municipal League Intergovernmental Risk Pool Board of Trustees.**
Council Action:	
Department:	**City Secretary**
Staff Contact:	**Kaylynn Holloway, City Secretary**

1. INTRODUCTION/PURPOSE

To discuss and consider action on voting for members to serve on the Texas Municipal League Intergovernmental Risk Pool Board of Trustees.

2. DESCRIPTION/JUSTIFICATION

a) Background

The names of the officials listed on this ballot have been nominated to serve a six-year term on the TML Intergovernmental Risk Pool Board of Trustees. The City Council can vote for one candidate for each place.

b) Issues and Analysis

3. FINANCIAL/BUDGET

Amount Requested	Fund/Account No.
Cert. Obligation	GO Funds
Other source	Grant title
Addtl tracking info	

4. TIMELINE CONSIDERATIONS

TML requires that all ballots be submitted on or before September 30, 2022.

5. RECOMMENDATION

ATTACHMENTS:

Description	Type
TML Risk Pool Board of Trustees Ballot	Backup Material

OFFICIAL BALLOT

Texas Municipal League Intergovernmental Risk Pool
Board of Trustees Election

This is the official ballot for the election of Places 6 – 9 of the Board of Trustees for the Texas Municipal League Intergovernmental Risk Pool. Each Member of the Pool is entitled to vote for Board of Trustee members. Please record your organization's choices by placing an "X" in the square beside the candidate's name or writing in the name of an eligible person in the space provided. You can only vote for one candidate for each place.

The officials listed on this ballot have been nominated to serve a six-year term on the TML Intergovernmental Risk Pool (Workers' Compensation, Property and Liability) Board of Trustees. The names of the candidates for each Place on the Board of Trustees are listed in alphabetical order on this ballot.

Ballots must reach the office of David Reagan, Secretary of the Board, no later than September 30, 2022. Ballots received after September 30, 2022, cannot be counted. **The ballot must be properly signed and all pages of the ballot must be mailed to: Trustee Election, David Reagan, Secretary of the Board, P.O. Box 149194, Austin, Texas 78714-9194. If the ballot is not signed, it will not be counted.**

PLACE 6

☐ **Allison Heyward.** Councilmember for the City of Schertz (Region 7) since 2018. She also serves as the Mayor Pro Tem. Mrs. Heyward was appointed to represent the Texas Municipal League Board of Directors as an ex-officio non-voting member of the Board of Trustees of the Texas Municipal League Intergovernmental Risk Pool. She earned a Bachelor's Degree in Accounting from Texas Southern University in 1990 and is a 2020 graduate of the Chamber Leadership Core Program. She is a TML Leadership Fellow, a Certified Municipal Officer (CMO), as well as a member of the TMRS Advisory Board on Benefit Design.

☐ **Kimberly Meismer**. Assistant City Manager for the City of Kerrville (Region 7). Ms. Meismer has over 25 years of public service, which includes serving Kerrville and La Porte. She earned a Master's Degree in Public Administration from the University of Texas at Arlington and a Bachelor's Degree in Human Resource Management from Columbia Southern University. She is a member of TCMA and serves on the Ethics Committee as the Region 8 Representative. She is also serving a second year as the Chair of the Ethics and Integrity Award subcommittee.

WRITE IN CANDIDATE:

_____

PLACE 7

☐ **Mary Dennis** (Incumbent). Mayor for the City of Live Oak (Region 7) since 2010. Mayor Dennis has served on the TML Risk Pool Board since 2018. She is currently Vice-Chair of the TML Risk Pool Board, and on October 1, 2022, will begin a two-year term as Chair. Among her numerous civic activities are serving as 2016/2017 President for the Texas Municipal League, 2021-2023 NLC Board Director, Treasurer of the Greater Bexar County Council of Governments, Chair of the Judson ISD Facilities Committee, Chair of the Bexar County Suburban Cities Committee, and President of the Live Oak Economic Development Corporation. She is also a 2019 Inductee of the San Antonio Women's Hall of Fame and the 2019 San Antonio Women's Chamber of Commerce "Comet Award."

☐ **James A. Douglas, Ph.D.** City Councilmember for the City of Kenedy (Region 7). Dr. Douglas is a current criminal justice instructor at Kenedy ISD. He is a national Law and Public Safety Education Network (LAPSEN) Honor Teacher who, along with some of his students, recently participated in the Washington, D.C. National Academy of Law and Justice. The LAPSEN Honor Teachers were identified from a national application process to identify educators with a passion for law and justice, excellence in leadership and teaching.

☐ **Rebecca (Becky) Haas.** Mayor of Richmond (Region 14). Mayor Haas is a business-owner in the historic downtown district of Richmond. She is a direct descendant of one of Stephen F. Austin's first settlers in Texas who are known as the Old Three Hundred. She is Chaplain for and a charter board member of the Descendants of Austin's Old Three Hundred organization. She is passionate about Texas history, a member of the Fort Bend County Historical Commission, a former member of the Richmond Historical Commission, a member of the Fort Bend County Museum, a board member of the Black Cowboy Museum, member of Historic Richmond Association, and is a Fort Bend Docent.

☐ **James Hotopp.** City Manager for Weatherford (Region 8) since 2019. Mr. Hotopp joined the City in 2007 as its Director of Water/Wastewater and Engineering and served the City in several capacities, including Utility Engineer, Director of Planning and Development, and Assistant City Manager. He serves as a voting member of Region C Water Planning Group for Texas, which prepares a regional water plan for a 16-county group in North Texas. Mr. Hotopp is a member of the North Texas City Manager's Association, the North Texas Commission, and a board member of the Texas Public Power Association Previously, he worked in consulting engineering where he designed water treatment plants, wastewater treatment plants, water pump stations, wastewater lift stations, and distribution/collection lines.

WRITE IN CANDIDATE:

_____

PLACE 8

☐ **Chris Coffman.** City Manager of Granbury (Region 8). Mr. Coffman has 24 years in public management. He has served as City Manager for Sealy, Borger, the Village of Timbercreek Canyon, and Panhandle. He has also served as the Director of Local Government Services of the Panhandle Regional Planning Commission and served as Interim City Manager for the Cities of Fritch and Stratford. During his time at the Panhandle Regional Planning Commission, he served 26 counties and 62 cities in the Panhandle. He is a past President of the TCMA. Mr. Coffman holds a Bachelor of Science Degree in Public Administration from West Texas A&M University and has a Certified Public Manager designation through Texas Tech University.

☐ **Brett Haney.** City Administrator for the City of Cockrell Hill (Region 13) since 2015. Mr. Haney has been with Cockrell Hill since 2006 and was promoted to Assistant City Administrator in 2011. He is originally from Southern California and moved to North Texas in 2000. Mr. Haney earned Bachelor of Applied Arts and Sciences and Master of Public Administration degrees from the University of North Texas. He is a member of TCMA and currently serves on the Public Policy Committee and has served on the TCMA Advocacy Committee in recent years. He is very active as Cubmaster and Den Leader for Cub Scout Pack 717 in Keller, Texas.

☐ **Mike Land.** City Manager for the City of Coppell (Region 13) since 2017, and Deputy City Manager from 2012-2017. Previously, he was Town Manager for Prosper, City Manager for Gainsville, and Executive Director for the Southwestern Diabetic Foundation. Mr. Land has served on the International City/County Management (ICMA) Board of Directors, ICMA's Advisory Board on Graduate Education, Texas A&M University's Development Industry Advisory Council, School Board Trustee for Gainesville Independent School District, and President of TCMA. Currently, he serves on the Texas Women's Leadership Institute Advisory Board and the UTA MPA Advisory Board.

☐ **Marian Mendoza.** City Administrator for the City of Helotes (Region 7) since 2020. Ms. Mendoza has held positions with the City of Alamo Heights, as Assistant to the City Manager (2005-2020), and with the City of San Antonio as a Management Analyst (2003-2005). Previously she served as a Director overseeing homeless transition housing programs for the Salvation Army. She also serves as the Ex-Officio Board Member of the Helotes Economic Development Corporation. Ms. Mendoza earned a Bachelor's Degree from St. Mary's University and is part of the Certified Public Management program at Texas State University. She is a member of the ICMA, TCMA, and the International Hispanic Network.

☐ **Louis R. Rigby.** Mayor of the City of La Porte (Region 14) since 2010. Mayor Rigby previously served as the District 5 Councilperson from 2004 until 2010, before being elected Mayor. He is a member and past Director of the La Porte-Bayshore Chamber of Commerce and has held the offices of Treasurer, Vice-President, and President of the Harris County Mayors and Councils Association. He graduated from San Jacinto College and the University of Houston before earning an MPA from the University of Houston-Clear Lake. Mayor Rigby served in the U.S. Airforce from 1968-1972. He has actively advocated for the La Porte region on issues including heavy haul and solutions for hurricane damage and management.

WRITE IN CANDIDATE:

_____

PLACE 9

☐ **Barry Beard.** Commissioner for the City of Richmond (Region 14) since 2016. Mr. Beard retired from Moody National Bank where he was the Senior Vice President. He has served on many civic and community boards. He was President of the Board for Oak Bend Hospital, past Chair of the Central Fort Bend Chamber Alliance, past Chair of Arc of Fort Bend, Congressman Olson's Service Academy Interview Committee and Fort Bend Partnership for Youth. He also served on the original Richmond Charter Commission, Richmond Parks Commission, Richmond Development Corporation, Richmond Historical Commission, Richmond Comprehensive Planning Advisory Committee, and the Richmond Rosenberg Local Government Corporation.

☐ **Stephanie Fisher.** Councilmember for Johnson City (Region 7). In 2021, she was appointed as the Johnson City representative to the General Assembly of the Capital Area Council of Governments. The Executive Committee of the Capital Area COG appointed her to represent the COG on the Unified Scoring Committee of the Texas Department of Agriculture's Community Block Grant program. She serves on the Board of Directors for the Hill Country 100 Club and the Johnson City Community Education Foundation. She also is the Commissioner for the Johnson City Youth Football program and sits on an advisory committee for the Johnson City Youth Sports Association. She is active in her church, as well as multiple activities within Johnson City ISD, and is a member of the Blanco County Eclipse Task Force.

☐ **Carl Joiner.** Mayor for the City of Kemah (Region 14) since 2015. Prior to that, he served as a Kemah City Councilmember for three years. He has served as President of the Kemah Community Development Corporation, Chairman of the Bay Area Houston Transportation Partnership, member of the Convention and Visitors Bureau Board, Chairman of the Clear Creek Education Foundation, board member of the Chris Reed Foundation, Chairman of the Clear Lake Area Chamber, and Treasurer of the League City Regional Chamber of Commerce. He has received awards such as the Chairman's Award in 2020 for the League City Regional Chamber of Commerce and the Sam Walton Award for Integrity in Business.

☐ **Opal Mauldin-Jones** (Incumbent). City Manager for the City of Lancaster (Region 13) since 2011, and in various other roles for Lancaster since 2003. Under her leadership, the City has experienced two consecutive bond rating increases without issuing debt. The City has been designated a 2019 All-America City and received the CiCi Award. It is one of less than 25 communities with all five Transparency Stars awarded by the Texas Comptroller. Ms. Mauldin-Jones earned her Bachelor Business Administration and Master Public Administration degrees from the University of Texas at Arlington. She currently serves on the TCMA Board as Director-at-Large and as Vice President-Elect, and on the Board of the TML Intergovernmental Risk Pool.

☐ **William Linn.** City Manager of Kenedy (Region 7). Mr. Linn is a member of TCMA and ICMA. He earned a Bachelor of Science Degree in Business from Indiana University's Southeast campus. Thereafter, he was accepted to several law schools where he intended to specialize in business and intellectual property law. However, Mr. Linn opted to enroll in Southern New Hampshire University where he earned a Master of Business Administration and Master of Science in Organizational Leadership concurrently. He is a Certified Fraud Examiner and a Certified Public Manager. He is working to complete the Lean Six Sigma Black Belt and Project Manager Professional Certifications.

WRITE IN CANDIDATE:

_____

Certificate

I certify that the vote cast above has been cast in accordance with the will of the majority of the governing body of the public entity named below.

Witness my hand, this _____ day of _____, 2022.

_____
Signature of Authorized Official

_____
Title

_____
Printed Name of Authorized Official

_____
Printed Name of Political Entity

City Council Meeting
9/27/2022
Agenda Item Transmittal

Agenda Item:	**16.**
Agenda Title:	**Discuss and consider action on future Council Meeting dates and amending the Bee Cave Personnel Policy - Section 4.13 Holiday Leave.**
Council Action:	**Approve or Deny**
Department:	**Administration**
Staff Contact:	**Brooke Winburn**

1. INTRODUCTION/PURPOSE

To discuss and consider action on future Council Meeting dates and amending the Bee Cave Personnel Policy - Section 4.13 Holiday Leave.

2. DESCRIPTION/JUSTIFICATION

a) Background

Each year the City Council and Staff discuss and reaffirm the final meetings dates to insure we have quorums around the holidays.

City Council currently has Regular meetings scheduled for November 8th, 22nd, December 13th and 27th.

b) Issues and Analysis

The holidays are set in Section 4.13 Holiday Leave in the Bee Cave Personnel Policy. Staff is requesting to add Juneteenth to the annual holidays.

Juneteenth became a Federal Holiday June 17, 2021.

3. FINANCIAL/BUDGET

Amount Requested	Fund/Account No.
Cert. Obligation	GO Funds
Other source	Grant title
Addtl tracking info	

4. TIMELINE CONSIDERATIONS

5. RECOMMENDATION

Staff recommends approval.

City Council Meeting
9/27/2022
Agenda Item Transmittal

Agenda Item:	**17.**
Agenda Title:	**Discuss and consider action on Ordinance No. 493 to add provisions for conduct of council related to closed session agenda items.**
Council Action:	**Discussion and possible action**
Department:	**City Manager**
Staff Contact:	**Clint Garza**

1. INTRODUCTION/PURPOSE

Item requested by Mayor King.

The purpose of this item is to discuss adoption of an ordinance adding specific provisions for council conduct related to close session items.

2. DESCRIPTION/JUSTIFICATION

a) Background

At their discretion, Council may choose to adopt and implement a policy related to conduct of members.

The proposed ordinance is in backup and further discussion will be provided in open session.

b) Issues and Analysis

3. FINANCIAL/BUDGET

Amount Requested	Fund/Account No.
Cert. Obligation	GO Funds
Other source	Grant title
Addtl tracking info	

4. TIMELINE CONSIDERATIONS

5. RECOMMENDATION

ATTACHMENTS:

Description	Type
Ordinance 493	Backup Material

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF BEE CAVE AMENDING CHAPTER 1, GENERAL PROVISIONS, ARTICLE 1.03, CITY COUNCIL TO ADOPT SECTION 1.03.003 TO ADD PROVISION FOR CONFIDENTIALITY OF INFORMATION SHARED IN CLOSED SESSION AND ATTORNEY-CLIENT PRIVILEGE; PROVIDING FOR FINDINGS OF FACT, SEVERABILITY, REPEALER, EFFECTIVE DATE, AND PROPER NOTICE AND MEETING.

WHEREAS, the City Council of the City of Bee Cave, Texas has previously adopted an Ethics Policy and local code of ordinances which assist the City Council in carrying out the orderly conduct of business for the City; and

WHEREAS, the City Council of the City of Bee Cave, has determined the need to adopt additional provisions providing guidance and direction for the confidentiality of information shared in closed session and information subject to attorney-client privilege; and

WHEREAS, the City Council is of the opinion that it is in the best interest of the City to amend, update and clarify the code of ordinances relating to information shared in closed sessions and subject to attorney-client privilege.

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

SECTION I. FINDINGS OF FACT.

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

SECTION II. AMENDMENTS.

Except as herein amended the Bee Cave Code of Ordinances shall remain in full force and effect.

1. Chapter 1, Article 1.03 City Council is amended to add the following Section 1.03.003:

   Article 1.03.003 Confidentiality of Information shared in Closed Session and Attorney-Client Privilege

   (a) Except as provided below, Council members should keep all matters discussed in closed session confidential. Any Council member who is found to have violated state law with regards to the conduct of closed sessions shall be deemed a violation of this Code.

   (b) No waiver of the attorney-client privilege between the city council and its city

attorney or designated attorney representing the city shall occur or be effective unless and until:

(1) The issue of waiver of attorney-client privilege must first be a posted item on the city council agenda, in accordance with the Texas Open Meetings Act;

(2) The item must be fully voted upon by the council; and

(3) Said waiver of attorney-client privilege shall only be effective if two-thirds (2/3) of the entire membership of the city council in such vote shall agree to waive the privilege. Should any court find this provision to be invalid, either on its face or as applied, a majority vote shall nonetheless be required.

(c) In no case shall any action by an individual councilmember constitute a waiver of the attorney-client privilege for the city council. The only recognized waiver of attorney-client privilege by the city council is the process delineated in subsection (b). Any breach of the attorney-client privilege shall be deemed a violation of this Code.

SECTION III. REPEALER.

All prior ordinances or parts of ordinances inconsistent or in conflict with any of the provisions of this Ordinance are hereby expressly repealed to the extent that such inconsistency is apparent. This Ordinance shall not be construed to require or allow any act which is prohibited by state law.

SECTION V. PROVIDING FOR SEVERABILITY.

If any provision, section, sentence, clauses or phrase of this Ordinance or application of same to any persons or set of circumstances is for any reason held to be unconstitutional, void, invalid, or unenforceable, the validity of the remaining portion of this Ordinance or its application to other persons or sets of circumstances shall not be affected herby, it being the intent of the City Council of the City of Bee Cave in adopting, and the Mayor in approving this Ordinance, that no portion hereof or provision or regulation contained herein shall become inoperative or fail by reason of any unconstitutionality or invalidity of any portion, provisions or regulation.

SECTION VI. EFFECTIVE DATE.

This ordinance shall be in full force and effect upon and after its date of adoption and publication in accordance with the City Charter and state law.

SECTION VI. PROPER NOTICE AND MEETING.

It is hereby officially found and determined that the meeting at which this Ordinance was 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, Chapter 551 of the Texas

Government Code.

APPROVED AND ADOPTED ON THIS, THE____DAY OF_____, 2022.

CITY OF BEE CAVE:

_____
Kara King, Mayor

ATTEST:

_____
Kaylynn Holloway, City Secretary

APPROVED AS TO FORM:

_____
City Attorney
Denton Navarro Rocha Bernal & Zech, PC

City Council Meeting
9/27/2022
Agenda Item Transmittal

Agenda Item:	**18.**
Agenda Title:	**Discuss and consider action to confirm the reappointment of Scott Roberts to the Board of the West Travis County Public Utility Agency.**
Council Action:	
Department:	**City Manager**
Staff Contact:	**Clint Garza, City Manager**

1. INTRODUCTION/PURPOSE

To consider the reappointment of Scott Roberts to the Board of the West Travis County Public Utility Agency (WTCPUA).

2. DESCRIPTION/JUSTIFICATION

a) Background

In accordance with City of Bee Cave Ordinance #11-104, approved December 13th, 2011 three individuals were originally appointed to the WTCPUA Board and bylaws were later amended to allow for a total of five (5) board members.

Scott Roberts was originally appointed to Place 4 in May of 2012. He has a term that expires on September 30, 2022.

b) Issues and Analysis

Pursuant to the bylaws between the City of Bee Cave, Hays County and MUD No. 5, all parties must confirm the appointments of Positions 4 and 5.

If approved, the term will expire on September 30, 2026.

3. FINANCIAL/BUDGET

Amount Requested	Fund/Account No.
Cert. Obligation	GO Funds
Other source	Grant title
Addtl tracking info	

4. TIMELINE CONSIDERATIONS

5. RECOMMENDATION

City Council Meeting
9/27/2022
Agenda Item Transmittal

Agenda Item:	**19.**
Agenda Title:	**Discuss and consider action on the appointment of members to the Planning and Zoning Commission.**
Council Action:	**Appoint members**
Department:	**City Secretary**
Staff Contact:	**Kaylynn Holloway, City Secretary**

1. INTRODUCTION/PURPOSE

To discuss and consider action on the appointment of members to the Planning and Zoning Commission.

2. DESCRIPTION/JUSTIFICATION

a) Background

Ordinance No. 16 establishing the terms and composition of members of the P&Z was adopted on January 27, 2009. Positions 1 – 5 are the nomination of a Council Member and the term runs with that Council person. Position 6 is the nomination of the Mayor and runs with her term. Position 7 is a consensus of the Council with the term running with the Mayor's.

Ordinance No. 418, adopted November 2019, allows for the appointment of two alternates. The alternates are a consensus of the Council with the term running with the Mayor's.

b) Issues and Analysis

The Commission currently has two vacant alternate positions. Both alternates are the consensus of Council with terms that expire in June 2024.

Please see the attached P&Z Roster. We have received three applications. They are attached.

3. FINANCIAL/BUDGET

Amount Requested	Fund/Account No.
Cert. Obligation	GO Funds
Other source	Grant title
Addtl tracking info	

4. TIMELINE CONSIDERATIONS

5. RECOMMENDATION

ATTACHMENTS:

Description	Type
Roster of Members	Backup Material
Helen Jobes application	Backup Material
Sara Johnson application	Backup Material
Eric McKee application	Backup Material

PLANNING AND ZONING COMMISSION (2022-2024)		
Name and Address	***Position/Term***	***Contact Information***
Joe Inge **Hohl**	Position 1 June 1, 2024	jinge@beecavetexas.gov
Steven Schmidt **Rebber**	Position 2/Vice Chair June 1, 2024	sschmidt@beecavetexas.gov
Kirk Wright **Clark**	Position 3/ June 1, 2023	kwright@beecavetexas.gov
Jerry Dike **Hight**	Position 4/ June 1, 2023	jdike@beecavetexas.gov
Rick Scadden **Willott**	Position 5/ June 1, 2023	rscadden@beecavetexas.gov
Lori Wakefield **King**	Position 6 June 1, 2024	lwakefield@beecavetexas.gov
Kit Crumbley **Consensus of Council/term with Mayor**	Position 7/Chair June 1, 2024	kcrumbley@beecavetexas.gov
Vacant **Consensus of Council/term with Mayor**	**ALTERNATE** June 1, 2024	
Vacant **Consensus of Council/term with Mayor**	**ALTERNATE** June 1, 2024	

August 2022

The Commission meets the 1st and 3rd Tuesday of the month at 6:00 pm in the Council Chambers.

City of Bee Cave

Application for Planning & Zoning Commission

Additional Supplemental Application Form Required

We strongly encourage that a brief resume be submitted along with the application.

Name: Helen Jobes

E-mail: Helen@capellatx.com

Address: 12601 Bee Cave Pkwy Apt 326

How Long? 1 yr

Phone (Home): _____

(Work): 512-422-9214

Registered Voter? (Yes) No **Certificate Number:** _____

Occupation, Experience/Degrees Held? Commercial real estate broker

Why do you want to serve on this group? I think I can be valuable due to my 40 years in commercial real estate

Do you have any potential conflicts of interest? no

Do you have any related experience? only in real estate

What do you feel you have to offer this group? 40 years experience in commercial real estate

TEXAS OPEN RECORDS ACT

Notice to Applicants: Once submitted, information contained in and included with this application is considered public record and must be released if a request is made. According to Government Code Section 552.024 each employee or official of a governmental body and each former employee and official of a governmental body shall choose whether to allow public access to the information in the custody of the governmental body that relates to the person's home address, home telephone number, and e-mail address. Each employee and official and each former employee and official shall state their choice to the City Secretary's office. Please indicate your decisions.

ALLOW PUBLIC ACCESS (circle one)

Home Address	(Yes)	No
Home Phone Number	(Yes)	No
E-mail Address	(Yes)	No

Official Signature Helen Jobes

Official Name (Please Print) Helen Jobes

Date Submitted:

Received by:

Planning and Zoning Commission Supplemental Application

Once submitted, the information contained in this application is considered public record, and must be released to the public if request is made.

Name: Helen Jobes

Please fill out the following supplemental application and return to the City Secretary, along with the Committee Application.

In order to understand and contribute to issues faced by the Planning and Zoning Commission, members must have background knowledge of the governing City Ordinances and some corollary experience. The following questions are designed to help us identify skills that will be of benefit to the Commission. Please note proficiency in all of the areas is not required.

1) Please rank your proficiency in the following areas by placing a check mark in the column that best describes your experience level:

	No Experience	Some Experience	Proficient Proficient	Moderate Proficiency	Very Proficient	Proficiency Expert
Familiarity with the City				✓		
Ordinances:						
Comprehensive Zoning				✓		
Ordinance					✓	
Comprehensive Land Use				✓		
Plan				✓		
Subdivision Regulations				✓		
Sign Ordinance					✓	
Fence Ordinance				✓		
Pathway Study				✓		
Parkland Dedication				✓		
Residential & Commercial						✓
Planning						
Map & Plat Interpretation						✓
Architectural Drawing						✓
Interpretation						✓
Project Evaluation						✓
Ordinance Development (Writing & Content)				✓		
Ordinance Interpretation (Writing & Content)					✓	
Planned Development						
Ordinance Interpretation					✓	
(Writing & Content)						

2) Please tell us about your other community programs or committees that you have been involved with.

11 years on the Board of the Real Estate Council of Austin
2 years on the Board of Urban Land Institute

3) Please tell us about applicable experience or certifications you have relevant to Planning & Zoning.

I've completed 134 commercial transactions, almost all in City of Austin and Bee Cave

Once submitted, the information contained in this application is considered public record, and must be released to the public if request is made.

Capella Commercial, LLC.
Real Estate Services

Helen Jobes, CCIM

Investment Sales
Leasing
(512) 422-9214

Helen Jobes, CCIM, specializes in the sale and leasing of office, retail, and industrial property as well as investment sales in Central Texas, San Antonio, Houston and the Rio Grande Valley. During her 39-year career, Jobes has leased over 900,000 square feet of office space and sold more than 5.1 million square feet of commercial real estate, including office, office/warehouse projects, apartments, retail centers and land. Though skilled in all property types, Jobes focuses primarily on office investments and leasing.

Jobes served as the investment sales broker at Trammell Crow (now CBRE) and was principal and founder of Gold Eagle Investments for ten years. She is currently a partner and the designated broker with Capella Commercial LLC.

Jobes served on the Board of Directors for the Real Estate Council of Austin for eleven years, which is a 2,300 member organization comprised of business and real estate professionals. She is currently a member and has also served on the Board and as past president of the Austin Commercial Real Estate Society. She is a member of the Central Texas Commercial Brokers Association and CCIM Institute. She is also a member of the Urban Land Institute and served on the Austin Board of ULI for 3 years.

In 2009, Jobes was introduced to the China Real Estate Chamber of Commerce (CRECC) and along with the Mayor of Austin, the Chamber of Commerce and Opportunity Austin hosted a delegation of 30 Chinese investors who came to the United States to learn about investing in commercial real estate. In 2010, Jobes was a guest speaker at the 2010 International Forum of 50+ Communities held in Sanya, Hainan, China.

Helen Jobes has represented such clients as PM Realty Advisors, Lowe Enterprises, R.M. Crowe Company, Harvard Properties Trust, Morrison Karsten Group, Triple Net Properties, First National Bank, C.W. Dalcan, MFB Real Estate, John Crutchfield, Sandy Gottesman, Rick Hardin, Chi Kao Hsu, Harren Interests, John Graham, Cheryl Ogle, Stadler Investments, Texas Public Employees Association, BCumby Investments, Dawlette Companies, High Street Retail, Kennedy Wilson, Oakpoint Properties, Synermark Properties and Austin Telco Federal Credit Union.

Jobes has been involved with the Boys and Girls Club for the past 18 years and served as the first woman President of the Boys and Girls Club Foundation in 2017. She attended UT/RGV, the University of Texas and St. Edward's University.

Awards:

2000, 2001 and 2002 – Distinguished Contribution award from the Real Estate Council of Austin

2001 – Real Estate Council of Austin and Travis County Juvenile Probation Department award for Project Bridge

2004 – CoStar Power Broker Award

2009 – CoStar Top Brokerage Award Gold Eagle Investments

2010 – Key to the city of Edinburg, Texas (her hometown) for contributions and maintaining connections for her Edinburg High School graduating class

2012 – Named one of CREW Austin's Top 10 Women in Commercial Real Estate

2014 – Named one of Austin's Top 25 Heavy Hitters by the *Austin Business Journal;* Ranked #2 in the building sales representation category for all sectors

CAPELLA COMMERCIAL, LLC.
REAL ESTATE SERVICES

Helen Jobes Property Sales

Building	Address	City	Size/SF
Freescale Campus	3501 Ed Bluestein Blvd.	Austin, TX	935,000
Tesoro Petroleum Bldg.	8626 Tesoro Dr.	San Antonio, TX	234,288
Lamar Towers	7701-7703 N. Lamar	Austin, TX	210,536
King James Office Park	24500-24600 Center Ridge Road	Cleveland, OH	167,650
Travis Park Plaza	711 Navarro	San Antonio, TX	155,122
Barton Creek Plaza II & III	3801 Capital of Texas Hwy South	Austin, TX	129,354
Exchange at Wall Street	8407 South Wall Street	Austin, TX	123,519
North Star Plaza	7400 Blanco Rd.	San Antonio, TX	110,493
Ben White 6	4010 S. Industrial Drive	Austin, TX	92,403
Clarke-American Bldg.	10931 Laureate Dr.	San Antonio, TX	90,000
Airport Center	6505 Airport Blvd.	Austin, TX	85,639
Chase Bank Northcross	7600 Burnet Road	Austin, TX	84,980
Bank One Northcross	7600 Burnet Road	Austin, TX	80,339
Balcones Centre	11149 Research Blvd.	Austin, TX	75,422
5508 Hwy. 290 West	5508 Hwy. 290 West	Austin, TX	74,805
El Paso Medical Bldgs.	7888, 7878, 7852 Gateway East	El Paso, TX	70,306
Wall Street Office Center	8906 Wall Street	Austin, TX	70,000
2028 East Ben White Blvd.	2028 East Ben White Blvd.	Austin, TX	60,720
Briarcroft	12710 Research Blvd	Austin, TX	63,710
Stewart Title Bldg.	812 San Antonio	Austin, TX	59,532
One La Costa	1016 La Posada	Austin, TX	58,692
1422 E. Grayson	1422 E. Grayson	San Antonio, TX	58,649
Centre Creek Plaza	1812 Centre Creek Dr.	Austin, TX	57,634
Continental Bldg.	9101 Burnet Road	Austin, TX	56,746
3131 Alabama	3131 Alabama	Houston, TX	56,146
Anna Plaza Retail Center	13201 FM 620 N	Austin, TX	55,528
Parmer/MoPac Bldg.	3600 W. Parmer Ln.	Austin, TX	55,475
Crystal Mountain Office Park	9433 Bee Caves Road	Austin, TX	54,404
Fountain Park Plaza	2800 S. IH-35	Austin, TX	55,053
7004 Bee Caves Road	7004 Bee Caves Road	Austin, TX	54,000
Enterprise Plaza 2006	13915 Burnet Road	Austin, TX	50,393
Enterprise Plaza 2015	13915 Burnet Road	Austin, TX	50,393
The Depot	401 Whitestone Blvd.	Cedar Park, TX	49,469
Conroy Square Office Park	3355 Cherry Ridge Dr.	San Antonio, TX	46,000
Shoal Creek Professional Center	1500 W. 38th Street	Austin, TX	43,210
Bank One Capital Plaza	5307 N. IH 35	Austin, TX	42,900
815 Brazos	815 Brazos	Austin, TX	41,437
Lake Travis Business Park	320 RR 620 South	Austin, TX	41,000
5508 Parkcrest (2012)	5508 Parkcrest	Austin, TX	40,798
5508 Parkcrest (2010)	5508 Parkcrest	Austin, TX	40,798
Aubrey's Crossing	3809 General Bruce Drive	Temple, TX	35,612
Hunter's Point Office (2017)	13091 Pond Springs Road	Austin, TX	30,902
Hunter's Point Office (2013)	13091 Pond Springs Road	Austin, TX	30,902
Summit Christian Acadamy	1303 Leander	Leander, TX	30,601
Lake Pointe I	11612 Bee Caves Road	Austin, TX	30,564
Avana	4525 Guadalupe	Austin, TX	29,251
Westview Office Bldgs.	2499 Cap. Texas Hwy. South	Austin, TX	29,110
303 East 11th Street	303 East 11th Street	Austin, TX	27,640

Building	Address	City	Size/SF
Chase Bank Round Rock	1111 N. IH 35	Round Rock, TX	27,154
Bank One Round Rock	1111 N. IH 35	Round Rock, TX	27,154
Cornerstone Office Park	11824 Jollyville Rd.	Austin, TX	27,084
Key-Whitman Surgery Center	2801 West Lemmon Ave.	Dallas, TX	24,694
3811 Bee Cave Rd.	3811 Bee Cave Road	Austin, TX	24,130
15 Twelve	1512 Forest Trail	Austin, TX	23,085
Bank One Westlake	3811 Bee Cave Road	Austin, TX	22,837
2140 Babcock Road	2140 Babcock Road	San Antonio, TX	22,345
Tuscan Hills Office Building	401 S. RR 620	Lakeway, TX	22,000
Park 7000	7004 Bee Caves Road	Austin, TX	22,000
Bowie Bldg.	9005 Mountain Ridge Drive	Austin, TX	21,797
Bee Creek Center	5004 Bee Creek	Spicewood, TX	20,400
2101 Lakeway Blvd.	2101 Lakeway Blvd.	Lakeway, TX	20,000
Windsong Office Park (1996)	2111 Dickson Dr.	Austin, TX	20,000
Windsong Office Park (2007)	2111 Dickson Dr.	Austin, TX	20,000
Quail Creek Professional Center	9411 Parkfield Drive	Austin, TX	19,733
Austin Music Lab	1306 West Oltorf	Austin, TX	19,165
McNeil Commercial Park	7208 McNeil Dr.	Austin, TX	18,050
Shoal Creek IV	8701 Shoal Creek	Austin, TX	16,039
Berkeley Square	1634 Headway Circle	Austin, TX	16,014
Meadows at Lone Tree (Retail)	9234 Park Meadows Dr.	Lone Tree, CO	15,869
Westlake Oaks (Condo)	1001 Cap. Texas Hwy. South	Austin, TX	15,600
South Oaks	2700 South IH 35	Austin, TX	15,028
Southpark Retail Center	2001 E. Ben White Blvd.	Austin, TX	14,363
Spicewood Canyon	4821 Spicewood Springs Rd.	Austin, TX	13,584
La Piazza	1150 Lakeway Drive	Lakeway, TX	12,420
Pearl 22	900 W. 22nd St.	Austin, TX	11,124
TX HS Coaches Building	1015 E. 53 1/2 St.	Austin, TX	10,977
Ramsey Building	1300 W. Koenig	Austin, TX	10,800
5417 North Lamar	5417 North Lamar	Austin, TX	10,400
2217-19 W. Ben White	2217-19 W. Ben White	Austin, TX	10,265
Randerson-Lundell Bldg.	701 East 6th Street	Austin, TX	10,000
McArdle Building	1017 RR 620 South	Austin, TX	10,000
500 Chicon	500 Chicon	Austin, TX	9,900
6010 Balcones	6010 Balcones	Austin, TX	9,850
Falconhead Plaza	14360 Falconhead Blvd.	Bee Cave, TX	9,521
El Salido Village Shopping Center	11815 RR 620 North	Austin, TX	9,456
6702 McNeil Drive	6702 McNeil Drive	Austin, TX	9,450
404 Camp Craft Road	404 Camp Craft Road	Austin, TX	9,214
2232 Guadalupe (Retail)	2232 Guadalupe	Austin, TX	8,810
5426 Guadalupe	5426 Guadalupe	Austin, TX	8,790
2303 San Antonio (Retail)	2303 San Antonio	Austin, TX	8,400
Village Belle	201 South Bell Blvd.	Round Rock, TX	7,338
Caswell House	1502 West Avenue	Austin, TX	7,235
Southview	3036 S. First Street	Austin, TX	7,071
3809 S. Second St.	3809 S. Second St.	Austin, TX	6,968
2701 Hwy 183 South	2701 Hwy 183 South	Leander, TX	7,000
Renaissance Office Building	1512 W. 35th St. Cutoff	Austin, TX	6,603
2001 W. Koenig	2001 W. Koenig	Austin, TX	6,560
Dennys	2700 N. IH 35	Round Rock, TX	5,637
1610 West Avenue	1610 West Avenue	Austin, TX	5,229
7307 Creekbluff Dr.	7307 Creekbluff Dr.	Austin, TX	5,063
609 W. Sixth	609 W. Sixth	Austin, TX	5,000
2316 Guadalupe (Retail)	2316 Guadalupe	Austin, TX	5,000
Austin Business Ctr. (Condo)	8900 Business Park Dr.	Austin, TX	5,000
3501 Guadalupe (Retail)	3501 Guadalupe	Austin, TX	4,950

Building	Address	City	Size/SF
Burt House	612 W. 22nd	Austin, TX	4,635
1417 W. Anderson	1417 W. Anderson	Austin, TX	4,623
612 W. 22nd St.	612 W. 22nd	Austin, TX	4,568
Spicewood Summit, Bldg. 3	4210 Spicewood Springs Rd.	Austin, TX	4,550
1621 East 7th Street	1621 East 7th Street	Austin, TX	4,316
Spicewood Summit, Bldg. 2	4210 Spicewood Springs Rd.	Austin, TX	4,049
8808 Research Blvd.	8808 Research Blvd.	Austin, TX	4,000
808 W. 10th	808 W. 10th	Austin, TX	3,952
1008 West Avenue	1008 West Avenue	Austin, TX	3,664
1701 West Avenue	1701 West Avenue	Austin, TX	3,500
602 W. 22nd	602 W. 22nd	Austin, TX	3,370
1310 San Antonio	1310 San Antonio	Austin, TX	3,220
Oak Knoll Condo	1221 Ben White	Austin, TX	3,200
Spicewood Canyon Office Condos	4833 Spicewood Springs Rd., Ste. 100	Austin TX	3,188
Spicewood Forest	4131 Spicewood Springs Rd.	Austin, TX	3,056
507 West Avenue(1995)	507 West Avenue	Austin, TX	3,000
507 West Avenue(2000)	507 West Avenue	Austin, TX	3,000
2915 E. 12th	2915 E. 12th	Austin, TX	2,842
2810 San Pedro	2810 San Pedro	Austin, TX	2,758
2404 IH-35 South	2404 IH-35 South	Austin, TX	2,716
1615 W. 6th Street	1615 W. 6th Street	Austin, TX	2,700
2620 S. IH 35	2620 S. IH 35	Austin, TX	2,567
1605 West Avenue	1605 West Avenue	Austin, TX	2,560
Hymeadow Square	12335 Hymeadow Dr.	Austin, TX	2,518
1707 Nueces(1998)	1707 Nueces	Austin, TX	2,500
1707 Nueces(2001)	1707 Nueces	Austin, TX	2,500
1205 RR 620 S.	1205 RR 620 S.	Austin, TX	2,262
2217 W. Ben White (Retail)	2217 W. Ben White Blvd.	Austin, TX	2,177
1100 W. Koenig	1100 W. Koenig	Austin, TX	2,000
707 W. 18th St.	707 W. 18th St.	Austin, TX	1,537
TOTAL			5,084,809

City of Bee Cave

Application for Planning & Zoning Commission

Additional Supplemental Application Form Required

We strongly encourage that a brief resume be submitted along with the application.

Name: Sara Johnson

E-mail: schmidt.sm@gmail.com

Address: 11716 Astoria Drive Bee Cave, TX

How Long? 4.5 years

Phone (Home): 847-338-4692

(Work): _____

Registered Voter? (Yes) No **Certificate Number:** _____

Occupation, Experience/Degrees Held? Executive Recruiter at Accenture since May 2013. Degree in Economics from Northwestern University

Why do you want to serve on this group? Bee Cave has been a special place to raise my four daughters. Serving on this group is one way I can give back.

Do you have any potential conflicts of interest? No conflicts.

Do you have any related experience? At Accenture, I lead community and team building activities. I am also part of the Uplands neighborhood social committee.

What do you feel you have to offer this group? I want to keep the City of Bee Cave a great place to live for years to come!

TEXAS OPEN RECORDS ACT

Notice to Applicants: Once submitted, information contained in and included with this application is considered public record and must be released if a request is made. According to Government Code Section 552.024 each employee or official of a governmental body and each former employee and official of a governmental body shall choose whether to allow public access to the information in the custody of the governmental body that relates to the person's home address, home telephone number, and e-mail address. Each employee and official and each former employee and official shall state their choice to the City Secretary's office. Please indicate your decisions.

ALLOW PUBLIC ACCESS (circle one)

Home Address	(Yes)	No
Home Phone Number	(Yes)	No
E-mail Address	(Yes)	No

Official Signature _____

Official Name (Please Print) _____

Date Submitted:

Received by:

Planning and Zoning Commission Supplemental Application

Once submitted, the information contained in this application is considered public record, and must be released to the public if request is made.

Name: Sara Johnson

Please fill out the following supplemental application and return to the City Secretary, along with the Committee Application.

In order to understand and contribute to issues faced by the Planning and Zoning Commission, members must have background knowledge of the governing City Ordinances and some corollary experience. The following questions are designed to help us identify skills that will be of benefit to the Commission. Please note proficiency in all of the areas is not required.

1) Please rank your proficiency in the following areas by placing a check mark in the column that best describes your experience level:

	No Experience	Some Experience	Proficient Proficient	Moderate Proficiency	Very Proficient	Proficiency Expert
Familiarity with the City					✓	
Ordinances:						
Comprehensive Zoning		✓				
Ordinance		✓				
Comprehensive Land Use		✓				
Plan		✓				
Subdivision Regulations		✓				
Sign Ordinance			✓			
Fence Ordinance			✓			
Pathway Study		✓				
Parkland Dedication		✓				
Residential & Commercial		✓				
Planning						
Map & Plat Interpretation		✓				
Architectural Drawing		✓				
Interpretation		✓				
Project Evaluation		✓				
Ordinance Development (Writing & Content)		✓				
Ordinance Interpretation (Writing & Content)		✓				
Planned Development						
Ordinance Interpretation		✓				
(Writing & Content)		✓				

2) Please tell us about your other community programs or committees that you have been involved with. Member of Uplands neighborhood Social Committee for event planning.

3) Please tell us about applicable experience or certifications you have relevant to Planning & Zoning. I am knowledgeable of Uplands HOA requirements and serving on this group will broaden my scope of the city.

Once submitted, the information contained in this application is considered public record, and must be released to the public if request is made.

Contact

sara.a.johnson@accenture.com

www.linkedin.com/in/sara-johnson-a18a97a (LinkedIn)
www.accenture.com (Company)

Top Skills

Recruiting

Sara Johnson

Leadership Talent Acquisition- Operations
Austin

Summary

A results-focused recruiting leader across North America. Recognized as a strong business partner to executive leadership with a proven ability to develop strong relationships with teammates and candidates.

Experience

Accenture
Leadership Recruiter
May 2013 - Present (9 years 3 months)
Austin, Texas Area

Held roles with both North America and Global recruiting responsibilities at the executive level. Currently the North America lead recruiting for Accenture Operations.

Merrill Lynch
7 years 3 months

Vice President, Wealth Management Banker
May 2011 - May 2013 (2 years 1 month)

Registered Client Associate
March 2006 - May 2011 (5 years 3 months)

Education

Northwestern University
BA, Economics · (2003 - 2007)

City of Bee Cave

Application for Planning & Zoning Commission

Additional Supplemental Application Form Required

We strongly encourage that a brief resume be submitted along with the application.

Name: Eric McKee

E-mail: [redacted]

Address: [redacted]

How Long? 1.5 years / 12 years total in Bee Cave

Phone (Home): [redacted] (Cell)

(Work):

Registered Voter? YES **Yes** **No** **Certificate Number:**

Occupation, Experience/Degrees Held? Biology Degree from UGA, 20+ years of Sales and Marketing in Biotech/Pharm Industry

Why do you want to serve on this group? Alternate Position - to begin to grow my connections and experience to make a positive impact on our great community

Do you have any potential conflicts of interest? No

Do you have any related experience? Just long time resident in area and commitment to the health of our growth

What do you feel you have to offer this group? Over 12 years in Bee Cave with a commitment to grow my family here for years to come. A passion to grow Bee Cave in a smart and family centric way.

TEXAS OPEN RECORDS ACT

Notice to Applicants: Once submitted, information contained in and included with this application is considered public record and must be released if a request is made. According to Government Code Section 552.024 each employee or official of a governmental body and each former employee and official of a governmental body shall choose whether to allow public access to the information in the custody of the governmental body that relates to the person's home address, home telephone number, and e-mail address. Each employee and official and each former employee and official shall state their choice to the City Secretary's office. Please indicate your decisions.

ALLOW PUBLIC ACCESS (circle one)

Home Address	No	Yes	No
Home Phone Number	No	Yes	No
E-mail Address	No	Yes	No

Official Signature Eric McKee

Official Name (Please Print) Eric McKee

Date Submitted:

Received by:

Planning and Zoning Commission Supplemental Application

Once submitted, the information contained in this application is considered public record, and must be released to the public if request is made.

Name: Eric McKee

Please fill out the following supplemental application and return to the City Secretary, along with the Committee Application.

In order to understand and contribute to issues faced by the Planning and Zoning Commission, members must have background knowledge of the governing City Ordinances and some corollary experience. The following questions are designed to help us identify skills that will be of benefit to the Commission. Please note proficiency in all of the areas is not required.

1) Please rank your proficiency in the following areas by placing a check mark in the column that best describes your experience level:

	No Experience	Some Experience	Proficient Proficient	Moderate Proficiency	Very Proficient	Proficiency Expert
Familiarity with the City		X				
Ordinances:						
Comprehensive Zoning	X					
Ordinance	X					
Comprehensive Land Use	X					
Plan	X					
Subdivision Regulations		X				
Sign Ordinance	X					
Fence Ordinance	X					
Pathway Study	X					
Parkland Dedication	X					
Residential & Commercial		X				
Planning						
Map & Plat Interpretation		X				
Architectural Drawing		X				
Interpretation	X					
Project Evaluation	X					
Ordinance Development (Writing & Content)	X					
Ordinance Interpretation (Writing & Content)	X					
Planned Development						
Ordinance Interpretation	X					
(Writing & Content)	x					

2) Please tell us about your other community programs or committees that you have been involved with.
Currently on HOA Board for Signal Hill Estates Community

3) Please tell us about applicable experience or certifications you have relevant to Planning & Zoning.
Worked with developer and builders in planning of community areas of Signal Hill and then was put on 1st HOA board to continue growth of community

Once submitted, the information contained in this application is considered public record, and must be released to the public if request is made.

City Council Meeting
9/27/2022
Agenda Item Transmittal

Agenda Item:	**20.**
Agenda Title:	**Discuss and consider action on creating policy for the conduct of elected and appointed officials.**
Council Action:	
Department:	**City Manager**
Staff Contact:	**Clint Garza**

1. INTRODUCTION/PURPOSE

Item requested by Mayor King.

2. DESCRIPTION/JUSTIFICATION

a) Background

Further discussion will be provided in open session.

b) Issues and Analysis

3. FINANCIAL/BUDGET

Amount Requested	Fund/Account No.
Cert. Obligation	GO Funds
Other source	Grant title
Addtl tracking info	

4. TIMELINE CONSIDERATIONS

5. RECOMMENDATION

City Council Meeting
9/27/2022
Agenda Item Transmittal

Agenda Item:	**21.A.**
Agenda Title:	**Consultation with Attorney regarding pending litigation styled Goodwin v. Kara King, Mayor; Council members Andrea Willott, Jon Cobb, Andrew Clark, Kevin Hight and City of Bee Cave.**
Council Action:	
Department:	**City Manager**
Staff Contact:	**Clint Garza, City Manager**

1. INTRODUCTION/PURPOSE

2. DESCRIPTION/JUSTIFICATION

a) Background

b) Issues and Analysis

3. FINANCIAL/BUDGET

Amount Requested	Fund/Account No.
Cert. Obligation	GO Funds
Other source	Grant title
Addtl tracking info	

4. TIMELINE CONSIDERATIONS

5. RECOMMENDATION

City Council Meeting
9/27/2022
Agenda Item Transmittal

Agenda Item:	**21.B.**
Agenda Title:	**Deliberation regarding the potential acquisition of real property for public purposes**
Council Action:	
Department:	**City Manager**
Staff Contact:	**Clint Garza**

1. INTRODUCTION/PURPOSE

2. DESCRIPTION/JUSTIFICATION

a) Background

b) Issues and Analysis

3. FINANCIAL/BUDGET

Amount Requested	Fund/Account No.
Cert. Obligation	GO Funds
Other source	Grant title
Addtl tracking info	

4. TIMELINE CONSIDERATIONS

5. RECOMMENDATION

City Council Meeting
9/27/2022
Agenda Item Transmittal

Agenda Item:	**21.C.**
Agenda Title:	**Consultation with Attorney relating to legal questions regarding the conduct of elected and appointed officials**
Council Action:	
Department:	**City Manager**
Staff Contact:	**Clint Garza, City Manager**

1. INTRODUCTION/PURPOSE

2. DESCRIPTION/JUSTIFICATION

a) Background

b) Issues and Analysis

3. FINANCIAL/BUDGET

Amount Requested	Fund/Account No.
Cert. Obligation	GO Funds
Other source	Grant title
Addtl tracking info	

4. TIMELINE CONSIDERATIONS

5. RECOMMENDATION

City Council Meeting
9/27/2022
Agenda Item Transmittal

Agenda Item:	**21.D.**
Agenda Title:	**Personnel - City Manager**
Council Action:	
Department:	**City Manager**
Staff Contact:	**Clint Garza, City Manager**

1. INTRODUCTION/PURPOSE

2. DESCRIPTION/JUSTIFICATION

a) Background

b) Issues and Analysis

3. FINANCIAL/BUDGET

Amount Requested	Fund/Account No.
Cert. Obligation	GO Funds
Other source	Grant title
Addtl tracking info	

4. TIMELINE CONSIDERATIONS

5. RECOMMENDATION

ATTACHMENTS:

Description	Type

City Council Meeting
9/27/2022
Agenda Item Transmittal

Agenda Item:	**21.E.**
Agenda Title:	**Personnel – Board and Commission members appointments for: West Travis County Public Utility Agency and Planning and Zoning Commission.**
Council Action:	
Department:	**City Manager**
Staff Contact:	**Clint Garza, City Manager**

1. INTRODUCTION/PURPOSE

2. DESCRIPTION/JUSTIFICATION

a) Background

b) Issues and Analysis

3. FINANCIAL/BUDGET

Amount Requested	Fund/Account No.
Cert. Obligation	GO Funds
Other source	Grant title
Addtl tracking info	

4. TIMELINE CONSIDERATIONS

5. RECOMMENDATION

City of Bee Cave

City Council Meeting
9/27/2022
Agenda Item Transmittal