THE CITY OF
JARRELL

# City of Jarrell
## Regular Called City Council Meeting
Jarrell City Council Chambers
161 Town Center Blvd. Jarrell, Texas 76537
**Tuesday, December 5, 2023, at 7:00 p.m.**

# AGENDA

| | |
|---|---|
| Mayor Patrick Sherek | Mayor Pro Tem Place 3, Tanya Clawson |
| Alderman Place 1, Daniel Klepac | Alderman Place 4, Adam Marsh |
| Alderman Place 2, Jeff Seidel | Alderman Place 5, Daniel Islas |

## 1. CALL MEETING TO ORDER
- Roll Call
- Invocation
- Pledge of Allegiance

## 2. PUBLIC COMMENTS

Those wishing to speak to the City Council must complete the appropriate color card listed below and present the card to the Municipal Clerk prior to the beginning of the meeting. Please wait to be invited to approach the podium and observe a **three**-minute time limit when speaking.

**Orange Sign in Card – Items not listed on the agenda**

An individual may speak; however, the topics presented are considered informational only and may result in placement on a future agenda. No formal discussion or action will be conducted at this time.

**Yellow Sign in Card – Item listed on the agenda**

An individual may speak once the regular agenda item is announced for consideration and/or when the speaker is invited to approach the podium.

## 3. CONSENT AGENDA ITEMS

The Consent Agenda items listed below 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 requested by a Councilmember, in which event, the item will be removed from the Consent Agenda and considered as a Regular Agenda item.

THE CITY OF
JARRELL

**4.1** Consideration and possible action regarding the approval of the minutes of the Regular City Council Meeting on November 7, 2023.
Dianne Peace

**4.2** Consideration and possible action regarding the approval of the minutes of the Special Called Meeting for the City Council and Planning & Zoning Commission Joint Workshop on November 13, 2023.
Dianne Peace

**4.3** Consideration and possible action regarding the approval of the minutes of the Special Called City Council Meeting on November 20, 2023.
Dianne Peace

## 4. REGULAR AGENDA ITEMS

**4.1** Discussion, consideration and possible action regarding the approval of the Jarrell Police Department proposed pay scale and amendment to Section 5.1 of the City of Jarrell Employee.
Chief Patrick South

**4.2** Discussion, consideration and possible action regarding a professional services agreement for a Water and Wastewater Rate Study.
Danielle Singh

## 5. DISCUSSION ITEMS

**5.1** Discussion regarding possible changes to the Planning and Zoning Commission.
Jordan Moyer

## 6. ADJOURN INTO CLOSED SESSION/EXECUTIVE SESSION:

**6.1** Closed Executive Session pursuant to 551.074 of the Texas Government Code to deliberate the appointment, employment evaluation, reassignment, duties, discipline or dismissal of a public officer or employee, to wit: Review applications for appointments and reappointments of members of the Jarrell Economic Development Corporation.

THE CITY OF JARRELL

## 7. RECONVENE INTO OPEN SESSION.

**7.1** Discussion and possible action regarding the appointment, employment evaluation, reassignment, duties, discipline or dismissal of a public officer or employee, to wit: appointments and reappointments of members of the Jarrell Economic Development Corporation.

## 8. ADJOURNMENT.

## CERTIFICATION

*I certify that the above Notice of Meeting of the City of Jarrell City Council was posted on the city's website at www.cityofjarrell.com and on the Bulletin Board located at Jarrell City Hall - 161 Town Center Blvd, Jarrell, Texas 76537 pursuant to Chapter 551 of the Texas Government Code.*

**December 1, 2023, at 1:00 p.m.**

Dianne Peace

**Posted by: City Secretary's Office**

*This meeting will be conducted pursuant to the Texas Government Code Section 551.001 et seq. At any time during the meeting the Council reserves the right to adjourn into executive session on any of the above posted agenda items in accordance with the sections 551.071 [litigation and certain consultation with attorney], 551.072 [deliberations about real property], 551.073 [deliberations about gifts and donations to city], 551.074 [deliberations on certain personnel matters] or 551.076 [deliberations about deployment/ implementation of security personnel or devices] and 551.087 [Economic Development). The City of Jarrell is committed to compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request.* ***Please call the Municipal Clerk at 512/ 746-4593 for assistance.***

*I certify that the above Agenda of the Jarrell City Council was removed from the Bulletin Board located at Jarrell City Hall; 161 Town Center Blvd. in Jarrell, Texas on:*

**Removed on _____, 2023 at _____am/pm**
**City of Jarrell, Texas**

_____
**Removed by: City Secretary's Office**

THE CITY OF
JARRELL

# City of Jarrell
## Regular Called City Council Meeting
Jarrell City Council Chambers
161 Town Center Blvd. Jarrell, Texas 76537
**Tuesday, November 7, 2023, at 7:00 p.m.**

# MINUTES

| | |
|---|---|
| Mayor Patrick Sherek - **Present** | Alderwoman Place 3, Tanya Clawson - **Present** |
| Alderman Place 1, Daniel Klepac - **Present** | Mayor Pro-Tem Place 4, Rusty Bryson - **Present** |
| Alderman Place 2, Jeff Seidel - **Present** | Alderman Place 5, Daniel Islas - **Present** |

1. **MAYOR PATRICK SHEREK CALLED THE MEETING TO ORDER AT 7:00 P.M.**
   - Roll Call - **All members are present**
   - Invocation – **By Alderwoman Tanya Clawson**
   - Pledge of Allegiance

2. **PUBLIC COMMENTS**

Those wishing to speak to the City Council must complete the appropriate color card listed below and present the card to the Municipal Clerk prior to the beginning of the meeting. Please wait to be invited to approach the podium and observe a **three**-minute time limit when speaking.

**Orange Sign in Card – Items not listed on the agenda**

An individual may speak; however, the topics presented are considered informational only and may result in placement on a future agenda. No formal discussion or action will be conducted at this time.

1. **Cathy Hord expressed concerns regarding the utility bills.**
2. **Jan Brandon expressed concerns regarding the utility bills, a 4 way stop at Home Place, no taxes on the apartments and tax concerns.**
3. **Garrett Smith expressed concerns regarding the utility bills.**
4. **Jeff Seidel expressed concerns regarding the utility bills.**

**Yellow Sign in Card – Item listed on the agenda - NONE**

An individual may speak once the regular agenda item is announced for consideration and/or when the speaker is invited to approach the podium.

## 3. PROCLAMATIONS

**3.1** Proclamation Declaring November 6-10 as Municipal Court Week.

**The Proclamation was read by Mayor Pro Tem Rusty Bryson and presented by Mayor Patrick Sherek to Judge Scott Matthew of the City of Jarrell Municipal Court.**

## 4. CONSENT AGENDA ITEMS

The Consent Agenda items listed below 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 requested by a Councilmember, in which event, the item will be removed from the Consent Agenda and considered as a Regular Agenda item.

**4.1** Consideration and possible action regarding the approval of the minutes of the Special Called City Council Meeting on October 2, 2023.

**4.2** Consideration and possible action regarding the approval of the minutes of the Special Called Meeting for the City Council and Planning & Zoning Commission Joint Workshop on October 17, 2023.

**Mayor Pro Tem Rusty Bryson made a motion to approve the consent agenda items. Second by Alderwoman Tanya Clawson. The motion was approved by a majority vote. Alderman Daniel Klepac abstained from the vote due to his absence of the meeting on October 17th, 2023.**

## 5. REGULAR AGENDA ITEMS

**5.1** Discussion, consideration and possible action regarding meeting dates for November 20, 2023 to canvass the election results and for the January holiday.

**Alderman Jeff Seidel made a motion to approve the special called meeting dates of November 20, 2023 and January 9, 2023. Second by Alderwoman Tanya Clawson. The motion was approved by a unanimous vote.**

**5.2** Discussion, consideration and possible action regarding Resolution No. 2023-1107-01 to call for a Public Hearing for the annexation of the Collins Tract FM 487 for 10 Acres out of the James Roebuck Survey No. 527.

**Alderman Jeff Seidel made a motion to approve Resolution No. 2023-1107-01. Second by Alderman Daniel Klepac. The motion was approved by unanimous vote.**

**5.3** Discussion, consideration and possible action regarding Resolution No. 2023-1107-02 to call for a Public Hearing for the annexation of 28.4718 acres out of the Issac Bunker Survey Number 54 situated in Williamson County and recorded in Document Number 2017112948 in Williamson County Real Property Records.

**Mayor Pro Tem Rusty Bryson made a motion to approve Resolution No. 2023-1107-02. Second by Alderwoman Tanya Clawson. The motion was approved by a unanimous vote.**

**5.4** Discussion, consideration and possible action regarding Resolution No. 2023-1107-03 to call for a Public Hearing for the annexation of 5.0 acres out of the Issac Bunker Survey No. 54 in Williamson County at 11250 IH35, In Jarrell, Williamson County, Texas 76537.

**Mayor Pro Tem Rusty Bryson made a motion to approve Resolution No. 2023-1107-03 for 5.66 acres. Second by Alderman Daniel Islas. Alderwoman Tanya Clawson abstained from the vote. The motion was approved by a majority vote.**

**5.5** Discussion, consideration and possible action regarding Resolution No. 2023-1107-04 to call for a Public Hearing for the annexation of 9.02 acres out of the Edmund Parsons Survey No. 494 situated in Williamson County and recorded in Document Number 2023002245 as Tract 1 in Deed Records.

**Mayor Pro Tem Rusty Bryson made a motion to approve Resolution No. 2023-1107-04. Second by Alderwoman Tanya Clawson. The motion was approved by a unanimous vote.**

**5.6** Discussion, consideration and action regarding approval of the Interlocal Agreement with Williamson County for the annual dispatch and related IT charges.

**Mayor Pro Tem Rusty Bryson made a motion to approve. Second by Alderman Daniel Klepac. The motion was approved by a unanimous vote.**

**5.7** Discussion, consideration and possible action regarding a budget amendment for the Capital Project Fund.

**Mayor Pro Tem Rusty Bryson made a motion to approve the budget amendment for the Capital Project Fund. Second by Alderwoman Tanya Clawson. The motion was approved by a unanimous vote.**

**5.8** Discussion, consideration and possible action on Ordinance No. 2023-1107-05, an ordinance amending Chapter 2 of the Code of Ordinances by establishing the Purchasing Authority for the City Manager.

**Alderwoman Tanya Clawson made a motion to approve Ordinance No. 2023-1107-05. Second by Alderman Jeff Seidel. The motion was approved by a unanimous vote.**

**5.9** Discussion, consideration and possible action regarding a professional services agreement for the FY 2022-2023 annual audit.

**Alderwoman Tanya Clawson made a motion to approve the proposal from Armstrong, Vaughan, & Associates P.C. Second by Alderman Daniel Klepac. The motion was approved by a unanimous vote.**

**5.10** Discussion, consideration and possible action regarding closure of City Offices in December.

**Alderman Jeff Seidel made a motion to approve the office closure of December 21st, 2023. Second by Alderman Daniel Klepac. The motion was approved by a unanimous vote.**

## 6. ADJOURNED INTO CLOSED SESSION/EXECUTIVE SESSION AT 7:50 P.M.:

**6.1** Closed Executive Session pursuant to Texas Government Code Section 551.071 for a consultation with the City Attorney: Wholesale Water Contract with Jarrell Town Center.

## 7. RECONVENED INTO OPEN SESSION AT 8:10 P.M.

**7.1** Discussion, consideration and possible action regarding the Wholesale Water Contract with Jarrell Town Center.

**No formal action was taken.**

THE CITY OF JARRELL

**8. ADJOURNMENT AT 8:10 P.M.**

**PASSED AND APPROVED on the 5TH DAY of DECEMBER 2023.**

**CITY OF JARRELL, TEXAS** **Attest:**

**Patrick Sherek, Mayor** **Dianne Peace, Municipal Clerk**

THE CITY OF
JARRELL

# City of Jarrell
## Special Called Meeting for a
## City Council and Planning & Zoning Commission Joint Workshop
Jarrell City Council Chambers
161 Town Center Blvd. Jarrell, Texas 76537
**Monday, November 13, 2023, at 6:00 p.m.**

# MINUTES

| | |
|---|---|
| Mayor Patrick Sherek - **Excused Absence** | Alderwoman Place 3, Tanya Clawson - **Present** |
| Alderman Place 1, Daniel Klepac – **Excused Absence** | Mayor Pro-Tem Place 4, Rusty Bryson - **Present** |
| Alderman Place 2, Jeff Seidel - **Present** | Alderman Place 5, Daniel Islas - **Present** |

| | |
|---|---|
| David Bryson, Chairman – **Present** | Sally Kandler, Secretary – **Excused Absence** |
| Jason Oliver, Vice-Chairman - **Present** | Eli Hernandez, Member - **Present** |
| J. B. Stockton, Member - **Present** | |

1. **MAYOR PRO TEM RUSTY BRYSON CALLED THE MEETING TO ORDER AT 6:00 P.M.**
   - Roll Call - **All members were present, except Mayor Patrick Sherek and Alderwoman with excused absences.**
   - Invocation – **By Alderwoman Tanya Clawson**
   - Pledge of Allegiance

2. **P&Z CHAIRMAN DAVID BRYSON CALLED THE MEETING TO ORDER AT 6:02 P.M.**

   **All members were present, except member Sally Kandler with an excused absence.**

3. **PUBLIC COMMENTS - NONE**

Those wishing to speak to the City Council must complete the appropriate color card listed below and present the card to the Municipal Clerk prior to the beginning of the meeting. Please wait to be invited to approach the podium and observe a **three**-minute time limit when speaking.

**Orange Sign in Card – Items not listed on the agenda**

An individual may speak; however, the topics presented are considered informational only and may result in placement on a future agenda. No formal discussion or action will be conducted at this time.

**Yellow Sign in Card – Item listed on the agenda**

An individual may speak once the regular agenda item is announced for consideration and/or when the speaker is invited to approach the podium.

**4. OPENED WORKSHOP**

**The purpose of this Public Workshop is to allow a presentation and discussion regarding an update to Chapter 4 of the Unified Development Code.**

There will be no formal action taken. The general public may attend the workshop.

**Ethan Harwell, Jonathan Sosebee and Madison Graham of Kimley-Horn and Associates conducted a presentation and discussion. No formal action was taken.**

**Alderwoman Tanya Clawson and Alderman Jeff Seidel left the meeting and workshop at 8:50 p.m.**

**5. The Council meeting and workshop adjourned at 8:50 p.m. due to a lack of quorum.**

**The Planning and Zoning Commission adjourned at 8:55 p.m.**

**PASSED AND APPROVED by the City Council on the 5TH DAY of DECEMBER 2023.**

**CITY OF JARRELL, TEXAS** **Attest:**

_____ _____

**Patrick Sherek, Mayor** **Dianne Peace, Municipal Clerk**

**PASSED AND APPROVED by the P&Z on the _____ day of _____ 2023.**

**CITY OF JARRELL, TEXAS**

**Attest:**

_____ _____

**David Bryson, Chairman** **Dianne Peace, Municipal Clerk**

THE CITY OF
JARRELL

# City of Jarrell
## Special Called City Council Meeting
Jarrell City Council Chambers
161 Town Center Blvd. Jarrell, Texas 76537
**Monday, November 20, 2023, at 7:00 p.m.**

# MINUTES

| | |
|---|---|
| Mayor Patrick Sherek - **Present** | Alderwoman Place 3, Tanya Clawson - **Present** |
| Alderman Place 1, Daniel Klepac - **Present** | Mayor Pro-Tem Place 4, Rusty Bryson - **Present** |
| Alderman Place 2, Jeff Seidel - **Present** | Alderman Place 5, Daniel Islas - **Present** |

**1. MAYOR PATRICK SHEREK CALLED THE MEETING TO ORDER AT 7:00 P.M.**

- Roll Call - **All Members Present**
- Invocation – **By Alderwoman Tanya Clawson**
- Pledge of Allegiance

**2. PUBLIC COMMENTS**

Those wishing to speak to the City Council must complete the appropriate color card listed below and present the card to the Municipal Clerk prior to the beginning of the meeting. Please wait to be invited to approach the podium and observe a **three**-minute time limit when speaking.

**Orange Sign in Card – Items not listed on the agenda**

An individual may speak; however, the topics presented are considered informational only and may result in placement on a future agenda. No formal discussion or action will be conducted at this time.

1. **Rusty Bryson expressed appreciation to the City Council and City Staff during her years of service.**

**Yellow Sign in Card – Item listed on the agenda**

An individual may speak once the regular agenda item is announced for consideration and/or when the speaker is invited to approach the podium.

**3. CANVASSING THE NOVEMBER 7, 2023 ELECTION RESULTS**

**3.1** Consideration and possible action regarding Resolution No. 2023-1120-01, A Resolution Canvassing and Declaring the Results of The City of Jarrell November 7, 2023 General Election.

**Mayor Pro Tem Rusty Bryson made a motion to approve Resolution No. 2023-1120-01, canvassing the votes. Second by Alderwoman Tanya Clawson. The motion was approved by a unanimous vote.**

**3.2** Consideration and possible action regarding Resolution No. 2023-1120-02, A Resolution Canvassing and Declaring the Results of The City of Jarrell November 7, 2023 Special Election.

**Mayor Pro Tem Rusty Bryson made a motion to approve Resolution No. 2023-1120-02, canvassing the Special Election. Second by Alderwoman Tanya Clawson. The motion was approved by a unanimous vote.**

**4. Reading of Proclamation and Swearing-in Ceremony for New Elected Officials**

**A Proclamation was read by Mayor Patrick Sherek and presented to Mayor Pro Tem Rusty Bryson; along with a flag flown over the State Capitol, in appreciation of her years of service on the City Council.**

**Swearing in for the 3 Election Candidates:**

- **Alderman Place 3 Tanya Clawson**
- **Alderman Place 4 Adam Marsh**
- **Alderman Place 5 Daniel Islas**

**4.1.1 Certificates of Election Presented by Mayor Patrick Sherek**
**4.1.2 Statement of Officers- by Elected Council members**
**4.1.3 Oaths of Office-Administered by Judge Scott Matthew**

| | |
|---|---|
| Mayor Patrick Sherek - **Present** | Alderwoman Place 3, Tanya Clawson - **Present** |
| Alderman Place 1, Daniel Klepac - **Present** | Alderman Place 4, Adam Marsh - **Present** |
| Alderman Place 2, Jeff Seidel - **Present** | Alderman Place 5, Daniel Islas - **Present** |

**5. Regular Agenda**

**5.1** Consideration and possible action regarding the appointment of Mayor Pro-Tem.

**Alderman Daniel Klepac made a motion to nominate Alderwoman Tanya Clawson as Mayor Pro Tem. Second by Alderman Jeff Seidel. The motion was approved by a unanimous vote.**

**6. ADJOURNMENT AT 7:14 P.M.**

THE CITY OF
JARRELL

**Jarrell City Council Election Reception**
**No formal action or discussion was taken by the City Council during this event.**

**PASSED AND APPROVED on 5TH DAY of DECEMBER 2023.**

**CITY OF JARRELL, TEXAS** **Attest:**

_____ _____
**Patrick Sherek, Mayor** **Dianne Peace, Municipal Clerk**

THE CITY OF
# JARRELL

**Date:** November 29, 2023

**Subject:** Jarrell Police Department Pay Scale

**Item:** Discussion, consideration and possible action regarding an approval of the JPD proposed pay scale, and amendment to Section 5.1 of the City of Jarrell Employee Manual.

---

**Department:** Police

**Staff Member:** Patrick South, Chief of Police

**Background Information:**
In October 2023 the City Council approved a COLA for all city employees. Prior to adjusting the current pay scale, a salary survey was conducted, and a new performance-based, step pay scale was developed to ensure equitable and competitive salaries for JPD.

The current pay structure is a merit-based system and formatted in a style that is no longer used by the majority of agencies in the county or the state. Historically, merit-based schedules have been shown to underperform in equity, retention, and quality of applicants compared to performance-based step systems.

The salary survey included Williamson County agencies of similar or larger size, and others the Department is in direct competition with. The results show the proposed system is 1.64% higher than the average of the agencies for beginning officers and 2.2% higher for officers at step 5. In addition, most current officers will fall within the upper-middle steps (step 6 - 9).

Language related to law enforcement pay will be removed from Sec 5.1 of the City Employee Manual. The step pay plan will be included in future budgets and updated as necessary with cost of living adjustments.

## Funding:

Cost: The cost is estimated to be $596,247 in FY 23-24.

Source of Funds: This item was included in the FY 23-24 budget.

## Supporting Documentation:

**Jarrell Police Department Pay Scale**

*Hourly Commissioned Police Officers pay rates are outlined below. Base pay rates are calculated on 86 - hour pay periods, and do not include overtime. Step increases will be made October 1 of each budget year and must be approved annually by Council. Scale excludes the Chief of Police, Assistant Chief and non-commissioned staff.*

| | *L-1 & PPO (0 - 6 Months)* | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | L-1 Ass | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step11 | Step 12 |
| ***Officer*** | $27.70 | $29.16 | $30.03 | $30.94 | $31.86 | $32.82 | $33.80 | $34.82 | $35.86 | $36.94 | $38.05 | $39.19 | $40.36 |
| ***Corporal/Detective*** | | $32.42 | $33.43 | $34.46 | $35.49 | $36.56 | $37.66 | $38.79 | $39.95 | $41.15 | $42.38 | $43.65 | $44.96 |
| ***Sergeant*** | | $36.12 | $37.24 | $38.39 | $39.54 | $40.72 | $41.95 | $43.20 | $44.50 | $45.84 | $47.21 | $48.63 | $50.09 |
| ***Commander*** | | $40.23 | $41.48 | $42.76 | $44.04 | $45.37 | $46.73 | $48.13 | $49.57 | $51.06 | $52.59 | $54.17 | $55.79 |

**Lateral Transfers**

The City of Jarrell recognizes experience and allows applicants to enter the pay plan based on a minimum of (2) years of prior continuous/consecutive service with a completed PPO program. Lateral transfers must be approved by the Chief of Police. Prior sworn, full time paid law enforcement are eligible to be accepted and placed as follows:

*less than 2 years - Step 1* *2-3 years - Step 2* *4-5 years - Step 3* *5-6 years - Step 4* *7 plus years - Step 5*

**Eligibility Requirements:**

Employee is not under investigation for any policy violation; and
the employee was not suspended for more than (2) scheduled workdays during the previous 12 months.
**Note: Any delayed step increase because of a disciplinary action will not be made retroactively.**

If an employee has *ever* been disciplined for violations related to insubordination, dishonesty, neglect of duty, or any subversive acts that interfered with the good working order of the department, *any* future step progression may be delayed at the direction of the Chief of Police.

## Recommendation:

Staff recommends approval of the item.

# Jarrell Police Department Pay Scale

*Hourly Commissioned Police Officers pay rates are outlined below. Base pay rates are calculated on 86 - hour pay periods, and do not include overtime. Step increases will be made October 1 of each budget year and must be approved annually by Council. Scale excludes the Chief of Police, Assistant Chief and non-commissioned staff.*

| | *L-1 & PPO (0 - 6 Months)* | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | L-1 Ass | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step11 | Step 12 |
| ***Officer*** | $27.70 | $29.16 | $30.03 | $30.94 | $31.86 | $32.82 | $33.80 | $34.82 | $35.86 | $36.94 | $38.05 | $39.19 | $40.36 |
| ***Corporal/Detective*** | | $32.42 | $33.43 | $34.46 | $35.49 | $36.56 | $37.66 | $38.79 | $39.95 | $41.15 | $42.38 | $43.65 | $44.96 |
| ***Sergeant*** | | $36.12 | $37.24 | $38.39 | $39.54 | $40.72 | $41.95 | $43.20 | $44.50 | $45.84 | $47.21 | $48.63 | $50.09 |
| ***Commander*** | | $40.23 | $41.48 | $42.76 | $44.04 | $45.37 | $46.73 | $48.13 | $49.57 | $51.06 | $52.59 | $54.17 | $55.79 |

**Lateral Transfers**

The City of Jarrell recognizes experience and allows applicants to enter the pay plan based on a minimum of (2) years of prior continuous/consecutive service with a completed PPO program. Lateral transfers must be approved by the Chief of Police. Prior sworn, full time paid law enforcement are eligible to be accepted and placed as follows:

*less than 2 years - Step 1* *2-3 years - Step 2* *4-5 years - Step 3* *5-6 years - Step 4* *7 plus years - Step 5*

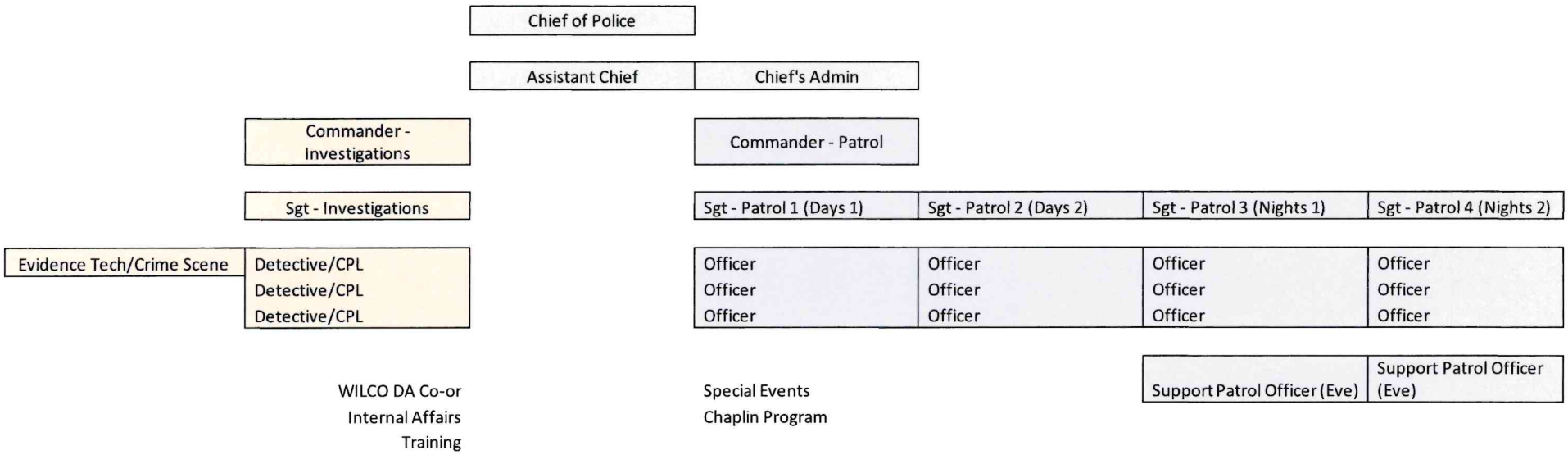
**Eligibility Requirements:**

Employee is not under investigation for any policy violation; and
the employee was not suspended for more than (2) scheduled workdays during the previous 12 months.
**Note: Any delayed step increase because of a disciplinary action will not be made retroactively.**

If an employee has *ever* been disciplined for violations related to insubordination, dishonesty, neglect of duty, or any subversive acts that interfered with the good working order of the department, *any* future step progression may be delayed at the direction of the Chief of Police.

# JPD Org Chart (ending 2026)

**FY24-26**




| Minimal taffing Needs | Current | FY23-24 | FY24-25 | FY25-26 | |
|---|---|---|---|---|---|
| 'atrol Officer | 6 | 3 FTE added | 3 FTE added | 2 FTE added | 14 FTEs |
| )etective/Cpl | 2 | | | 1 FTE added | 3 FTEs |
| vid Tech(CPL) | | 1 FTE added | | | 1 FTE |
| Sergeant | | 3 FTE added | 2 FTE added | | 5 FTEs |
| Commander | | | 1 FTE added | 1 FTE added | 2 FTEs |
| Ass Chief | 1 | | | | 1 FTE |
| Chief | 1 | | | | 1 FTE |
| Chief Admin | 1 | | | | 1 FTE |

# Public Safety Pay Rate Survey

**Corporal/Detective:**

| | Step 1 Adj Hrly Rate | Annual | | Step 5 Adj Hrly Rate | Annual | |
|---|---|---|---|---|---|---|
| Jarrell | $32.42 | $71,619.08 | | $36.56 | $80,607.91 | |
| Elgin | $31.44 | $70,299.84 | 3.13% | $33.35 | $74,570.60 | 9.62% |
| Cedar Park* | $34.53 | $77,216.00 | 6.51% | $37.73 | $84,373.00 | 3.21% |
| Williamson County SO*** | $30.40 | $67,977.44 | 6.65% | $32.26 | $72,138.20 | 13.32% |
| Hutto | $36.27 | $81,105.65 | 11.87% | $40.83 | $91,285.13 | 11.67% |
| Average: | $33.01 | | 1.82% | $36.15 | | 1.14% |

* Hourly rates for each department vary on shift hours worked (8,10,12). For accurate comparison all hourly rates were converted to 86 hour pay periods.

**The City of Elgin rates are calculated on an 84 hr pay period. Rates shown use 86 hr for comparison.

***WILCO ranks differ; Sgt Inv - Det, Lt v. Sgt

**** Info taken from CAPCOG Region 12 averages

# Public Safety Pay Rate Survey

**Officer:**

| | Step 1 Adj Hrly Rate | Annual | | Step 5 Adj Hrly Rate | Annual | |
|---|---|---|---|---|---|---|
| Jarrell | $29.16 | $65,201.76 | | $32.82 | $73,384.08 | |
| Georgetown* | $30.79 | $68,844.00 | 5.59% | $36.36 | $81,312.00 | 10.80% |
| Round Rock* | $33.21 | $74,256.00 | 13.89% | $36.70 | $82,056.00 | 11.82% |
| Killeen* | $29.96 | $66,997.63 | 2.75% | $33.57 | $75,061.79 | 2.29% |
| Elgin** | $26.60 | $59,477.60 | 9.62% | $29.94 | $66,945.84 | 9.62% |
| Cedar Park* | $30.66 | $68,564.00 | 5.16% | $35.11 | $78,502.00 | 6.97% |
| Williamson County SO* | $26.04 | $58,215.41 | 12.00% | $28.18 | $63,014.05 | 16.46% |
| Leander**** | $24.60 | $55,000.00 | 18.55% | $26.39 | $59,000.00 | 24.38% |
| Liberty Hill**** | $24.60 | $55,000.00 | 18.55% | $26.83 | $59,999.00 | 22.31% |
| Hutto | $31.29 | $69,962.45 | 7.30% | $35.22 | $78,743.35 | 7.30% |
| Average: | $28.69 | | 1.64% | $32.11 | | 2.20% |

* Hourly rates for each department vary on shift hours worked (8,10,12). For accurate comparison all hourly rates were converted to 86 hour pay periods.

**The City of Elgin rates are calculated on an 84 hr pay period. Rates shown use 86 hrs for comparison.

***WILCO ranks differ; Sgt Inv - Det, Lt v. Sgt

**** Info taken from CAPCOG Region 12 averages

THE CITY OF
JARRELL

**Date:** December 5, 2023

**Subject:** Water and Waste Water Rate Study Proposal

**Item:** Discussion, consideration and possible action regarding a professional services agreement for a Water and Waste Water Rate Study.

---

**Department:** Administration

**Staff Member:** Danielle Singh, City Manager

**Background Information:**
The City has never conducted a formal water or waste water rate study. In order to ensure that the City charges fair, equitable, and sustainable water and waste water rates a formal study is required.

The City provides wholesale waste water service and retail water and waste water services to out-of-city municipal utility districts. As discussed in the FY24 budget process, the City's property taxes are currently subsidizing the Utility Fund through debt service payments for water and waste water infrastructure. Because the City serves customers outside the City Limits, this means that our residents are subsidizing the rates of customers outside of the City Limits. In FY 23, 70% of property taxes went towards water and waste water debt service payments. In FY 24, this was reduced to 56%. In order to fully end this subsidy, a utility rate study and the subsequent adoption of updated utility rates is required.

The City began providing wholesale waste water service to Sonterra Municipal Utility District (MUD) in 2009. The wholesale waste water agreement called for two initial rate increases in year 1 and year 2 of the contract. It also called for rates to be evaluated with a utility rate study every 3 years, in order for timely rate increases to occur. There have been no rate increases enacted since the start of the contract in 2009. This indicates that our wholesale customers are being significantly undercharged.

As required in the wholesale waste water agreement, Sonterra MUD provided a list of three firms qualified to perform a rate study. NewGen Strategies and Solutions was selected from the three firms based on their qualifications.

**Funding:**
The total cost of the study is $75,000, which includes $10,000 in contingency for any additional work authorized by the City. There is $75,000 included in the FY 24 budget for this study.

**Supporting Documentation:**
Professional Services Agreement

**Recommendation:**
Staff recommends approval of the professional services agreement with NewGen Stategies and Solutions.

NewGen Strategies & Solutions

275 W Campbell Road
Suite 440
Richardson, TX 75080
Phone: (972) 680-2000

November 13, 2023

Ms. Danielle Singh
City Manager
City of Jarrell, TX
161 Town Center Blvd.
Jarrell, TX 76537

**Subject: Wholesale and Retail Water and Wastewater Rate Study**

Dear Ms. Singh:

Based on recent conversations, NewGen Strategies and Solutions, LLC (NewGen) is pleased to propose our services to conduct a Wholesale and Retail Water and Wastewater Rate Study (Study) for the City of Jarrell (City). NewGen understands that the primary goal of this engagement is to assess the overall financial stability of the utility, both now and projected into the future reflective of anticipated costs, in order to determine future rate actions that may be required. Further, the study will need to address the City's wholesale water and wastewater rates, and ensure calculations are performed in compliance with applicable contractual agreements.

NewGen appreciates being considered to assist the City in conducting this critical project. The remainder of this proposal includes an introduction to NewGen and the Project Team, similar project qualifications and references, a high-level proposed scope of services and schedule for completion, and the proposed fee given NewGen's understanding of the City's needs. NewGen understands that each of our clients faces competing interests for limited fiscal resources. Should the proposed fee presented herein exceed the City's available resources for this engagement, then we welcome further discussions on how the proposed scope of services can be revised to better meet the City's overall goals, objectives, and expectations.

## INTRODUCTION TO NEWGEN

NewGen is a management and financial consulting firm specializing in providing assistance and advice to the public sector and its utilities. NewGen provides nationally recognized expertise in utility cost of service and rate design studies, depreciation studies, appraisals, organizational and performance management studies, litigation support for legal and regulatory proceedings, utility business and financial planning, and stakeholder engagement for water, wastewater, reuse, stormwater, solid waste, electric, and natural gas utilities.

NewGen is a consulting firm that was created by consultants who are dedicated to our client's mission and recognized as experts in our respective fields of service. Our assistance to the public sector is provided with a keen insight to navigate the uncertain market and the growing role of stakeholders, resource availability, cost of providing utility services, and economic conditions. This ensures an integrated approach to delivering our products and services. "Thoughtful Decision Making for Uncertain Times" succinctly describes our capability to provide our clients the solutions and recommendations tempered by our keen insight into the growing role of stakeholders, resource availability (including renewables), environmental concerns, cost of providing utility services, and economic conditions.

Our experience has been acquired, in part, while members worked at recognized national consulting groups such as Touche Ross & Co. (now *Deloitte Touche*), R.W. Beck, Inc. (now *SAIC and Leidos*), Economists.com (now Willdan), Navigant Consulting, Inc., and CH2M Hill. The firm's experience also includes the regional practices founded by Mr. Jack Stowe, Jr. which were Reed-Stowe & Co., Inc. and Reed Stowe & Yanke, LLC founded by Mr. Jack Stowe, Jr. and Mr. Dave Yanke. Experience was also gained July 1, 2019 when Municipal & Financial Services Group (MFSG) merged with NewGen. Additionally, NewGen professionals come from the nationally recognized engineering firms of CDM Smith, Inc., Black & Veatch, and HDR, Inc. Individuals from NewGen provide the expertise gained from more than 125 expert witness cases and filings supporting utility customers, regulatory staff, and utilities.


It is NewGen's mission to become a trusted advisor to our clients. Many of NewGen's current employees worked together for many years at R. W. Beck prior to joining NewGen—some for as long as 25 years. Thus, although the firm is relatively new (established in 2012), we have a long, successful work history and a demonstrated ability to complete projects on time and with deliverables that withstand public, stakeholder, and regulatory scrutiny.

### *Nationally Recognized Rate Expertise and Market Leading Models*

NewGen's Project Team includes nationally recognized experts in cost of service (COS) and rate making in the public utility market, along with leading edge developers and data analytics professionals. Combining our nationally recognized rate expertise with this additional expertise in data analytics allows us to create comprehensive, innovative, and easy-to-use interactive financial models and tools which are essential in producing a comprehensive analysis and ensuring our recommendations are accurate and defensible.

Recognizing the importance of the user-experience, our financial models and methodologies have been refined and enhanced to allow for easy user entry, allocation factor selections, and scenario ("what-if') evaluation. All our models and tools are also tailored specifically to each client we serve and are routinely used to facilitate presentations and demonstrations with Boards, Councils, and Commissions.

### *NewGen's Core Competencies*

NewGen's core business is providing financial and management advice related to water, wastewater, stormwater, street maintenance utility, and solid waste infrastructure and operations. The specialized services we offer to our clients include:

- Cost of Service/Rate Studies
- System Development Charges/Capacity Fee Studies
- Operational Reviews/Management Audits
- Comparative Analyses/Benchmarking
- Financial Feasibility Studies
- Infrastructure Management/GASB 34
- Conservation Studies

In summary, NewGen is well versed and experienced in providing management and financial advice related to every aspect of municipal utility services.

## PROJECT TEAM PROFILE

NewGen evaluates the needs of each project and responds by assembling a Project Team of knowledgeable professionals who are uniquely qualified to provide the services needed. The Project Team includes widely recognized cost of service, rate-making and financial forecasting experts that possess unique knowledge of water and sewer resources. This includes knowledge of industry trends as well as best practices for water and sewer utilities. Below you will find brief summaries of the Project Team members' experience. Full resumes can be provided upon request.

### Chris Ekrut, Chief Financial Officer

**PROJECT ROLE:** Project Manager | **LOCATION:** Dallas, TX | **PHONE:** (972) 232-2234 | **EMAIL:** cekrut@newgenstrategies.net

Mr. Chris Ekrut, MPA, Chief Financial Officer for NewGen, will serve as Project Manager for this engagement. Chris has provided consulting services since 2004, with the majority of projects centered in the water and wastewater industry around user/impact fees. Chris has filed expert witness testimony with regard to cost of service and rate design, as well as provided litigation support before rate regulatory agencies. He has conducted a number of wholesale and retail water and wastewater rate studies, developed water and wastewater rate models, storm water fee models, and assisted in the negotiation and/or litigation involving a number of wholesale water contracts. Chris also specializes in the development of Utility Business Plans and has been called on by the Texas Section of the American Water Works Association to speak on the importance of business planning for municipal and governmentally owned utilities. Chris also serves as an instructor for the national "Fundamentals of Water Cost of Service and Rate Design" class sponsored by EUCI and as a Faculty Member for the National Association of Regulatory Commissioner's (NARUC) National Rate School.

### Grant Rabon, Partner

**PROJECT ROLE:** QA/QC Advisor | **LOCATION:** Austin, TX | **EMAIL:** grabon@newgenstrategies.net

Grant Rabon, a Partner with NewGen, will serve as the QA/QC Advisor for this engagement. Since 2005, Grant has managed electric, water, wastewater, natural gas, and solid waste utility projects designed to safeguard clients' financial integrity primarily through the performance of financial feasibility studies, depreciation studies, valuations/appraisals, or comprehensive cost of service analyses. His educational background facilitates a unique understanding of the financial implications of technical projects. Further, he is one of less than 20 individuals in the nation with an Accredited Senior Appraiser designation in Public Utilities from the American Society of Appraisers. Within his current portfolio of clients, Mr. Rabon currently serves as rate consultant to Jarrell Schwertner Water Supply Corporation.

### Kim Bostik, Senior Manager

**PROJECT ROLE:** Lead Analyst | **LOCATION:** Dallas, TX | **PHONE:** (972) 590-8945 | **EMAIL:** kbostik@newgenstrategies.net

Ms. Kimberly Bostik assists in conducting various water, wastewater, and electric utility engagements. Before joining NewGen, Ms. Bostik was a Senior Consultant in the Water and Wastewater industries at R.W. Beck, Inc. Ms. Bostik began her career as a Risk Accountant and worked as a Trading & Risk Services Supervisor at Duke Energy Trading & Marketing in Houston, Texas. Ms. Bostik also contracted for Energy Future Holdings, serving as a risk analyst on the power trading desk.

### Garrett Belloma, Consultant

**PROJECT ROLE:** Analyst | **LOCATION:** Dallas, TX | **PHONE:** (817) 991-6971 | **EMAIL:** gbelloma@newgenstrategies.net

Mr. Garrett Belloma joined NewGen as an analyst in 2022 after a successful internship. During his time with NewGen, he has provided support in financial modeling, financial analyses, and data analytics for NewGen's Water Practice. Mr. Belloma has a B.S. in Finance from University of Texas at Dallas. Before joining NewGen, Mr. Belloma worked as a lead researcher for Comets to the Core.

### Madison Moore, Consultant

**PROJECT ROLE:** Analyst | **LOCATION:** Dallas, TX | **PHONE:** (945) 800-9846 | **EMAIL:** mmoore@newgenstrategies.net

Ms. Madison Moore joined NewGen in September 2023 as a Consultant, providing financial analysis supporting water, wastewater, and solid waste cost of service and rate design projects. Ms. Moore graduated in 2020 with a B.S. in Civil Engineering from Purdue University and is currently pursuing a M.S. in Data Science from Eastern University.

## PROJECT QUALIFICATIONS AND REFERENCES

The professionals at NewGen have worked hard over the years to attract and maintain a diversified staff of professionals with exceptional skills, dedication, and talent. We have built our reputation by providing clients with solutions that are based on sound principles, economic feasibility, and innovative thinking without losing sight of budget and schedule considerations and constraints. We are proud of the long-standing relationships that we have developed with our clients.

We have included a small sample of projects along with client contact information below. We encourage the City to contact these references to hear first-hand about NewGen's quality of work and responsiveness.

## City of Killeen, TX – Waste, Wastewater, and Drainage Cost of Service Study

**REFERENCE:** Steven Kana, Director of Water and Sewer Utilities | (254) 501-7623 | skana@killeentexas.gov

NewGen, as a subcontractor to CP&Y (Project Team), was first engaged by the City of Killeen, Texas (Killeen) in 2013 to assist in the development of a new financial forecasting and cost of service and rate model for the city's Water, Wastewater, and Drainage Utilities. Killeen is home to Ft. Hood (now Ft. Cavazos), one of the largest United States Military installations in the world. Given this distinction, Killeen's utilities are faced with a unique set of circumstances regarding utility billing, specifically the impact of a transient, unstable population. Outside of the impact Ft. Cavazos has on the local community, Killeen is also growing at a significant rate, placing a strain on the utilities' current infrastructure, and forcing Killeen to proactively examine its plans for funding near and long-term capital improvements. Specifically, Killeen wanted to evaluate the most cost-effective water supply options to meet the current and future growth in water demand.

To assist in its planning efforts, Killeen requested the Project Team develop a user-friendly, Excel-based tool to assist in evaluating not only the time, but also the funding mechanisms to use for future capital projects and the impact this funding plan will have on customers. The tools in use by Killeen prior to this engagement were overly complex and difficult for staff to conduct the necessary "what-if" scenarios needed by decision makers to ensure the city undertook needed improvements in a cost-effective way while minimizing or mitigating the impact on customers. The tools provided to Killeen as part of this project allow the city to evaluate changes in operating and capital costs, customer and volume growth or decline, debt service structure, source costs, inflation, capital project financing, and funding sources that determine the impact these variables have on the average monthly bill of Killeen's customers.

Specifically for Killeen's drainage utility, the model provided also evaluated the equity in charges between and within drainage utility customer classes. Killeen was charging its commercial customers rates based on an eight-tier system of various impervious surface area sizing designations. In some cases, these size ranges were extreme, leading to subsidization within the commercial customer class. Utilizing user-defined assumptions, the model performs a high-level realignment of the drainage utility fees to assist Killeen in evaluating the current inequities in the fee structure, thereby allowing the city to evaluate the monthly bill impact of moving toward a per equivalent residential unit fee applied to each commercial customer's specific impervious surface area.

In 2017, and again in 2020, the NewGen Project Team was engaged to update the previously developed models and provide recommendations to the City Council on needed water and wastewater rate adjustments. These adjustments were calculated to support Killeen's ongoing capital improvement efforts, inclusive of significant water treatment plant investment with Killeen's wholesale water provider. As part of these updates, significant attention was given to the affordability of overall customer charges, balanced against the need to maintain and improve the overall stability of the utility funds and support critical ongoing investment and maintenance.

## Bell County WCID No. 1 – Evaluation of Wholesale Service Buy-in

**REFERENCE:** Ricky Garrett, P.E., General Manager | (254) 501-9243 | r.garrett@wcid1.org

In 2022, NewGen's Project Team, led by Mr. Ekrut, was engaged by Bell County WCID No. 1 (District) to assist the wholesale provider in evaluating buy-in methodologies and preparing supporting financial calculations specific to the District's current wastewater facilities. At present, the District's wastewater plant has some under-utilized capacity which could be employed in service to an additional wholesale

wastewater customer. The Project Team worked with the District to determine the value of this capacity and prepare a methodology to allow buy-in to the facility capacity by the new wholesale customer. After preparing our analysis, the Project Team met with existing and proposed facility participants to explain the proposed methodology and financial impacts to all parties. At present, the work performed by the Project Team is still under evaluation as part of determining the best approach to serving regional wastewater needs in the Bell County area.

In addition, the Project Team was recently engaged to provide third-party expertise as the District looks at wholesale water expansion opportunities currently under consideration. The District is in need of rehabilitating as well as expanding its current water facilities to ensure sufficient capacity both now and into the future. The District's engineer has prepared a number of options for consideration, some of which will increase long-term capital costs but result in avoided capital and maintenance cost if sufficient capacity is build. The NewGen Project Team is providing advisory services to the District and its wholesale customers as it evaluates the most appropriate path forward in light of capacity needs and balancing these needs with the fiscal impact on customers.

## City of Temple, TX – Waste and Wastewater Cost of Service Studies

**REFERENCE:** Traci Barnard, Director of Finance | (254) 298-5631 | tbarnard@templetx.gov

The NewGen Project Team (as Reed-Stowe & Co.) was first engaged by the City of Temple (Temple) in 2002 to develop a water and wastewater cost of service and rate design study for the city's water and wastewater utility system. Temple provides water service to its retail customers as well as supplies water to three wholesale customers. The Project Team completed the necessary analysis for a thorough and complete retail and wholesale cost of service and rate design study. In addition, the Project Team completed reviews for the following issues during the study:

- Water and wastewater funding allocations for capital improvement projects, which included "pay as you go" funding for approximately $3 million in annual capital improvements.
- The city's indirect cost allocation methodology and reimbursement process to the General Fund.
- Water and sewer tap fees and all costs incurred in constructing taps such as bores, patch repairs to street pavement cuts, etc.
- Utility deposit policies and charges.
- Funding allocation for water and sewer line extensions within Temple city limits.

The NewGen Project Team also provided Temple with a rate model, which enabled the city to evaluate a series of "what if" scenarios in performing annual budgetary planning. In 2006, the Project Team again assisted Temple in updating the water and wastewater rates for FY 2007 using the model developed in 2002.

In 2012, Temple retained members of NewGen to conduct a comprehensive update to the original 2002 study. As part of this study, the Project Team developed a new financial model that allows Temple to price its treated effluent that is sold to an independent power producer, as well as assisted in pricing reclaimed water. Temple again retained NewGen in 2016 to conduct an update to the comprehensive water and wastewater cost of service study.

In the 2019 update study, NewGen worked with the City to forecast the size and timing of approximately $200 million in capital projects that to be constructed over the following ten years. As part of the financial

analysis, NewGen determined the number of projects that would be funded on a pay-as-you-go basis, through rates, and bond issues.

In 2021, Mr. Ekrut was retained by Temple's legal counsel to assist in the development of a unique industrial water rate specific to the acquisition of a significant industrial customer through economic development incentives. The demands of this unique customer were anticipated to be significant, requiring a careful balance between overall cost recovery while also working to incentivize bringing the customer to the community. Mr. Ekrut assisted Temple in developing a unique contractual methodology for this customer that would protect the city's economic and financial interests, while also providing sufficient economic motivation to attract the customer to the local community. Through these efforts, the customer has begun significant development in the area and will be a significant contributor to Temple's economy for future generations.

Most recently, Mr. Ekrut was again retained by Temple to evaluate an industrial raw water project and develop a unique raw water rate structure reflecting the specifics of this unique project and the projects specific customer. Work on this engagement is recently underway and is anticipated to result in a raw water rate and rate management methodology which can be employed by the city on a going-forward basis.

## City of Gatesville, TX – Comprehensive Waste and Wastewater Utility Rate Study

**REFERENCE:** Mike Halsema, Finance and HR Director | (254) 865-4546 | mhalsema@gatesvilletx.com

NewGen was engaged by the City of Gatesville (Gatesville), Texas in April 2018 to perform a revenue sufficiency study and build a rate adjustment model for the city's water and wastewater operations. The Project Team was tasked with evaluating the existing rate structure and providing recommendations for changes. Additionally, NewGen was retained to assist Gatesville in updating its water rates specific to existing wholesale customers.

Gatesville was contending with several issues impacting the financial integrity and stability of the city's water and wastewater utilities. One major issue was a Notice of Violation received by Gatesville for exceeding 90% of its permitted capacity at one of its wastewater treatment plants, which needed an estimated $8.4M in capital improvements to become compliant. Additionally, part of the cost was to be shared by an existing customer as they utilized a majority of the plant. The rates being charged to this customer were not generating enough revenue to recover their costs associated with system demands.

Gatesville's rate structure required review and amendment as they were not meeting the American Water Works Association (AWWA) standards for rate design. The water meter charge did not increase as the size of the meter increased per AWWA recommendations. Additionally, the Texas Water Conservation Implementation Task Force's Best Management Practices (TWCITF BMP) Guide recommends increasing unit prices with increased consumption to promote conservation. The city's rate structure charged the same volumetric rate for all usage.

As part of the revenue sufficiency study, the Project Team reviewed the utilities' cost of service, which included Gatesville's Capital Improvement Plan, and determined on a combined basis that water and wastewater rates were generating sufficient revenue to cover the utilities' expenses for the first three years of the Study. However, the financial policies adopted by Gatesville, including the Debt Service Coverage and Operating Reserve, were not being met. In addition, the existing rate structures were evaluated and tested against the use of the system as well as compared to industry standards. Upon

review of the water rate structure, the Project Team recommended phasing in increases to the minimum charge in order to meet AWWA standards by year five (5). For wastewater, no changes were recommended to the rate structure; however, rate increases were recommended in order to generate additional revenue to meet the financial policy requirements. The Project Team also recommended creating an Institutional class for both water and wastewater in order to combine several of their customers into one class with one uniform rate.

The wholesale water study was performed to assist Gatesville in developing rates to charge the five (5) existing wholesale customers during the next contract renewal. This Study was in response to a projected increase in the cost of water to Gatesville due to an increase in their cost from the supplier. Gatesville's long-term contract with their water supplier was set to expire within two (2) years, and the renewal contract was projected to include a large increased cost of water per acre foot. The Project Team reviewed the existing contracts and prepared a wholesale cost of service model to determine recommended rates to be charged in order to recover the city's cost of supplying water to each wholesale customer.

On completion of each task, the results of the study were presented and discussed with city staff, and the City Council was briefed by the Project Manager on the findings and conclusions.

In 2022, the Project Team was again retained by the City to review and update the prior water and wastewater rate forecast, and to provide rate recommendations through FY 2027 sufficient to fund the utility's continuing evolving and expanding capital program.

## Jarrell-Schwertner WSC – Multiple Studies

**REFERENCE:** Joe Simmons, General Manager | (512) 746-2114 | gm@jswatersupply.com

In 2010, NewGen (as R. W. Beck) assisted Jarrell-Schwertner Water Supply Corporation (JSWSC) with a decertification compensation analysis that contemplated the transfer of all of JSWSC's service area within the City Limits and Extra Territorial Jurisdiction (ETJ) of the City of Jarrell (City), plus the area on the western limits of the JSWSC service area, west of I-35, which is beyond the City's ETJ but would be stranded by the transfer to the City of the service area within the ETJ. The analysis was conducted in conformance with the compensation factors currently codified in PUC Substantive Rule §24.113 (k). In 2017, NewGen updated this analysis as well as evaluated a second scenario for a particular property alone. In addition to conducing the analyses, NewGen also advised JSWSC (in coordination with JSWSC's legal counsel) on the options and financial impacts of reaching a negotiated agreement with the City, including the possibility of a contract for operations. In 2019, NewGen developed a ten-year financial plan for JSWSC to help it navigate evolving conditions, including changes to the relationship with Lone Star Regional Water Authority, the possibility of an agreement with the City, and the prospect for significant near-term customer growth. The study helped quantify the potential financial risks (and opportunities) associated with these changes so JSWSC could properly plan for the future in the face of uncertainty.

NewGen has also served as a trusted advisor to JSWSC on other matters. For example, we have helped evaluate the market for water supplies in the general geographical area around JSWSC to support possible wholesale supply contracts. Further, in 2023, NewGen was engaged to conduct a comprehensive retail rate study for JSWSC.

### City of Hamilton, TX – Waste and Wastewater Wholesale and Retail Rate Study

**REFERENCE:** Ryan Polster, City Administrator | (254) 386-8116 x5 | adm@ci.hamilton.tx.us

In 2021, NewGen's Project Team was engaged by the City of Hamilton, Texas (Hamilton) to perform a Wholesale and Retail Water and Wastewater Rate Study. Prior to this study, Hamilton had amended water rates in October 2020 and wastewater rates in January 2017. However, capital needs and overall increases in wholesale supplier costs necessitated further rate action to maintain the overall stability of the utility. In addition, Hamilton had not kept up with consistent adjustments to its wholesale customer due to past litigation between the parties. Over time, the city had been subsidizing service to wholesale customers from its own retail customers, and adjustments were needed to restore equity in charges.

As a result of needed capital funding, the Study found that average customer combined water and wastewater bills needed to increase by approximately $10 a month, with an additional $7.75 increase in the following year. Specific to Hamilton's wholesale customer, the analysis found that a 10% increase in the unit price of water was needed to restore equity in charges between the wholesale and retail customers. The Project Team presented the wholesale analysis in a joint meeting with Hamilton and the city's wholesale customer board, and all parties amicably agreed on the results.

## METHODOLOGY

Our proposed work plan closely follows the approaches and methodologies utilized by NewGen's Project Team members in all of their water and wastewater cost of service and rate design studies. Therefore, the City can be assured that the work plan proposed by NewGen has been tested and proven in numerous studies across the state and nation. NewGen delivers a unique and integrated approach to supporting the City's utility financial planning and rate related decisions. We also note that this Project will involve a significant wholesale water and wastewater component. The Project Team has extensive experience in both developing and applying wholesale contractual terms and conditions, and we will ensure that our work product incorporates and complies with all outstanding contracts between the City and its wholesale water and wastewater customers.

NewGen maintains a strong and active presence before the State of Texas' rate regulatory authorities and is routinely requested to provide expert opinions on rate matters by legal counsels representing clients throughout the State of Texas. For NewGen to maintain its reputation and presence within the regulatory environment, our product must be of such quality to withstand intense scrutiny. The product(s) developed by NewGen for this engagement will withstand such scrutiny.

NewGen approaches each rate study with a focus on three major rate study components as illustrated below. A thorough analysis and understanding of each component is crucial to a rate study and successful rate actions.


The following tasks briefly summarize a high-level, draft work plan and estimated timing proposed by the NewGen Project Team to perform the Study. If selected, the Project Team understands that the work plan will be revised and refined with input from City Staff.

To perform the project in the most timely and cost-effective manner, and unless specifically requested by the City, all project update meetings discussed throughout the work plan are anticipated to be conducted virtually. NewGen utilizes a variety of tools to conduct virtual meetings and will work with the City to determine the best technology platform for all parties. Meetings with wholesale customers and the City Council are anticipated to be conducted in-person unless otherwise requested by the City.

## Scope of Services

### Task 1 – Project Management and Data Review

NewGen will manage all aspects of the study. This will include coordination of all activities necessary for completion of the study, project status monitoring/reporting, and coordination with City staff. While we will not require a significant amount of City staff time, our overall approach to the project is to keep the City fully informed and engaged during the study to solicit input and provide transparency. We propose to conduct periodic review meetings as well as remote meetings using web-conferencing, when appropriate.

Promptly upon receipt of notice to proceed, NewGen will submit to the City a detailed data request, identifying the data that is needed to perform the scope of work requested by the City. This will include, at a minimum, budgetary data, the capital improvement plan, debt schedules and covenants, copies of the City's currently applicable wholesale contracts, and recent invoicing providing to wholesale customers, and billing data. NewGen will also work with the City and its utility billing provider to determine

the best methodology for querying and obtaining the necessary billing data from the City's billing software. As the City furnishes this data, it will be reviewed and tested for accuracy.

*Task 1 Deliverables*

- Data request
- Ongoing project management (including regular status updates)

## Task 2 – Project Kickoff Meeting

A project kickoff meeting will be held, which all key City and consultant personnel will be invited to attend. The purpose of this relatively short meeting is to review, update, and validate the proposed work plan; introduce key personnel to one another; identify any roadblocks to timely completion; agree to key dates; and establish the formal and informal reporting relationships that are necessary for a smooth project.

As part of the kickoff meeting, we will discuss the financial and rate policies currently in place as they will serve as key guideposts for the study. We will also discuss any potential policy issues that may need to be addressed during the study. Finally, we will discuss pertinent details regarding the City's existing wholesale contracts to ensure the Study complies with legal obligations. The primary goal of Task 2 is to set a strong foundation for the study ensuring all parties understand desired outcomes.

*Task 2 Deliverables*

- Kickoff meeting materials
- Updated scope of work and project schedule (if necessary)

## Task 3 – Contract and Customer Matrices

Throughout this Study, the Project Team will ensure that the Study complies with the City's outstanding wholesale contracts and that the cost of service appropriately reflects the cost, and potential financial risk, involved in serving the City's various customer groups. To facilitate this analysis, after receiving the initially requested data, the Project Team will develop necessary matrices to identify:

- The variety of customer classes served by the City and the level of service provided;
- Key contractual elements that must be recognized in the development of appropriate rates including, but not limited to, the specific functionalization methods agreed to between the City and its wholesale customers, along with the specific financial metrics contractually agreed to between the parties and how said metrics drive the revenue requirement; and
- The variety of sources and facilities that service the City's customers and how the defined customer classes utilize these facilities.

Upon development, these matrices will be reviewed with City staff to ensure the Project Team's understanding of the services provided and the customers served. By developing and solidifying this understanding early in the engagement, our Project Team will ensure that it is developing appropriate rates reflective of the service provided to a specific customer while recognizing key contractual commitments and minimizing potential conflict.

## Task 4 – Benchmarking

While it is important that the City take action to properly fund its water and wastewater utility to meet future needs, our Project Team recognizes that the City must also remain competitive with surrounding communities. To ensure our recommendations align with the local community, NewGen will research the various issues identified by the City and compare the City's practices to industry best practices as well as

the practices at the identified benchmark utilities and make recommendations as appropriate. This will include the following issues, at a minimum.

- **Benchmarking Rates** – NewGen will summarize how the City's water and sewer rates compare with the rates at the identified benchmark utilities. NewGen will confirm with the City which utilities to utilize for the comparison before beginning the work.
- **Benchmarking Misc Fees** – NewGen will review the Miscellaneous Fees and charges employed by the comparison group of Cities. While cost recovery for these fees is important, it is also important to remain with "market" for said fees. Additionally, the Project Team will investigate other miscellaneous fees and charges employed by other provides but not currently utilized by the City to determine if other tools for incremental revenue generation should be considered.

### *Task 4 Deliverables*

- Summary of research on relevant issues and benchmarking
- Recommendations on relevant policy issues, as may be needed

## Task 5 – Revenue Requirements

One of the primary tasks for the study is the identification of the cost of providing water and sewer services. Our approach includes a detailed review of each of the costs incurred by the City (both identified and unidentified) to ensure a true cost of service is developed. An example of the unidentified costs is the future cost associated with repair and replacement of buried assets, which is sometimes understated. The cost analysis can be broken down into four main categories of costs: operating and maintenance (O&M) costs, capital improvements, debt service, and any contributions to reserves. The following section of our proposal describes our approach to reviewing and identifying each of these costs. The total amount of cash required on an annual basis for all purposes and from all sources constitutes the revenue requirement.

The completion of this task will provide a comprehensive five-year forecast of system revenue requirements for the City system with the ability to change assumptions (capital financing, economic assumption, etc.) and immediately see the impact on revenue requirements. Note that the Project Team will review the City's contractual agreements with its wholesale customers as part of the revenue requirement process and ensure that the methodology employed comports with all contractual terms and conditions.

### *Review O&M Costs*

Using the City's current operating budget as a starting point, we will review the adequacy of budgeted operating and maintenance costs. To the extent that costs are directly identified to specific functions of the water or sewer system, they will be so documented. O&M expenses will be forecasted based on estimated annual inflation rates at the budgetary account line-item level. The forecast of operating expenditures will be based on:

- Review of historical operating expenditure increases by individual budget account line item;
- Any additional information that would increase the accuracy of the estimates (e.g., staffing increases/decreases, etc.);
- Identifying contractual commitments for future wage and benefit increases; and

- Identifying and assessing the impact of the current capital improvement program on operating expenditures.

### *Review Capital Improvements Program*

We will review the City's capital improvement plan (CIP) for the utility systems to ensure that they are appropriate. This will be accomplished all outstanding CIP and Master Plans, as well as by reviewing the age, useful life, and replacement cost associated with the City's infrastructure and equipment to identify if the planned investments result in realistic replacement schedules. Note that the replacement cost analysis will be based and fully dependent on the quality and accuracy of the City's Fixed Assets accounting records.

### *Evaluate Potential Financing Sources*

The types and levels of various funding sources to pay for the capital and operating costs of the utility systems will be examined, and the impacts of various approaches will be quantified. While it is presumed that all O&M costs will be funded via user rates, there are various approaches to funding capital expenses, such as cash, debt, or grants.

### *Analyze Current and Projected Debt Service*

The annual principal and interest payments for existing debt service related to the utility systems will be documented. Those projects or categories of projects contained in the CIP and which are anticipated to be debt-funded will be identified, and projections of debt service will be developed. Further, all projections of debt will include the impact of the City's agreed upon Debt Service Coverage and Additional Bonds Tests requirements.

### *Evaluate the Adequacy of Reserves*

The wise use and management of financial reserves provides many advantages to a utility, such as rate stabilization and "smooth" rate increases, as well as enhanced credit ratings and resulting interest savings. We will review the adequacy of the City's current reserves in light of City policy and our industry expertise. New reserves may be appropriate and will be evaluated, as needed. At minimum, the Project Team will ensure that our recommendations adhere to the City's established liquidity policy.

### *Evaluate the Impact of Historical Subsidization*

From our conversations, the Project Team understands that the utility is effectively in its infancy financially and has been heavily subsidized by other revenue sources (including ad valorem taxation), with property tax covering the water and sewer utility's annual debt obligations. As part of developing revenue requirements, the Project Team will work to move the utility toward self-sufficiency as a stand-alone enterprise fund, fully funded by user rates, fees, and charges. However, we will also work with the City to understand the impact this transition will have on customers and will seek to balance this transition against affordability of service to both wholesale and retail customers. In short, the Project Team will work to minimize rate shock where possible and practice rate gradualism.

### *Task 5 Deliverables*

- Five-year comprehensive forecast of water and sewer revenue requirements

## Task 6 – Demand Forecast

Task 6 consists of the development of a customer and demand forecast for the City's service area and a detailed analysis of historical customer usage to examine customer usage patterns and develop normalized consumption.

### *Task 6 Deliverables*

- Five-year demand forecast and customer usage analysis

## Task 7 – Cost of Service

The revenue requirements from rates will be allocated as necessary by class to serve as the basis for rate determination for each class. To complete the cost-of-service analysis, we propose to follow the methodology described in American Water Works Association (AWWA) Manual M1, *Principles of Water Rates, Fees and Charges,* for allocating water system revenue requirements and Water Environment Federation's *Financing and Charges for Wastewater Systems* (WEF Manual of Practice 27) for allocating sewer system revenue requirements. These methodologies will be discussed with the City and modified as appropriate to meet the City's overall goals and objectives or to comply with the City's agreed to wholesale customer terms and conditions.

While developing the cost of service by customer class is important, our Project Team recognizes that deviation from cost of service principles may be required to meet policy objectives of the City Council and to properly balance the affordability of service with the ability to pay. Our Project Team recognizes the sensitivity associated with such analysis and will seek direction from City staff on how the results of such an analysis should drive the final recommendations from the engagement.

### *Task 7 Deliverables*

- Allocation of revenue requirements to customer classes based on industry standard cost allocation principles and in compliance with wholesale contractual requirements

## Task 8 – User Rate Analysis and Rate Alternatives

Each of the City's various rates and charges will be reviewed to determine if the structure of the rate is appropriate for accomplishing the City's goals. There are many rate designs that comply with industry practice and will withstand legal challenge, but the policy determinations and preferences of the City are one of the most important factors in determining the preferred rate design. Ultimately the City may not need to change the current rate structure but rather change the allocation of costs among the components of the rate structure. Based on the results of the evaluation of alternative rate designs, and relying on discussions with City staff, a recommended rate design will be developed in detail, including an analysis of its impact on customer classes and typical customer bills. As requested by the City, up to three (3) varying options will be considered for final recommendation to Council.

### *Task 8 Deliverables*

- Five-year rate projections of the current rate structure and up to three (3) rate alternative structures

### Task 9 – Reporting

NewGen will document all work performed in a concise narrative report. A draft of the report will be provided to City staff for review and comment. NewGen will incorporate modifications to the report suggested by City staff, where appropriate, into a final report. A PowerPoint presentation will also be developed and presented by NewGen to City Council.

*Task 9 Deliverables*

- Draft Letter Report
- PowerPoint presentation
- Final Letter Report
- Presentation of results

### Task 10 – Wholesale Customer Engagement

NewGen understands that this study will be heavily scrutinized by the City's wholesale customer group, and we stand ready to support the work performed and engage with the City's wholeale customer group to ensure buy-in and understanding of all final deliverables. As needed and as may be requested by the City, the Project Team will meet with City representatives and representatives of the City's wholesale customer group, including the wholesale customer's own rate consultants, to review and discuss all methodologies utilized and the ultimate results and findings of the study. Our proposed pricing for this engagement anticipated up to three (3) meetings with wholesale customers. If additional meetings are requested, this will be covered by the contingency amount included within our proposed pricing.

*Task 10 Deliverables*

- Up to three (3) meetings with City representatives and representatives of the City's wholesale customers

### Additional Services / Contingency

Given the myriad of issues facing the City, the Project Team understands that this study could involve additional efforts, and the scope of services may evolve over time. To capture these potential scoping changes and to allow for flexibility to meet the City's needs, the Project Team has included a contingency amount without our proposed pricing. As the Study progresses and the scope of services evolves, the Project Team will maintain communication with the City to discuss the use of these potential contingency funds and ensure that the study is conducted in the most cost-effective manner.

## Schedule

NewGen will work at the City's direction and endeavor to complete this study in the most timely manner. NewGen understands that the City seeks to take rate action commensurate with the next fiscal year beginning October 2024. NewGen commits to working with the City to meet this deadline and will ensure results are available and align with the City's budget preparation calendar for the upcoming fiscal year.

# PROJECT FEES

Based on the scope of work outlined herein, the Project Team **estimates this scope of work can** be provided for an estimated fee of **$65,000**, inclusive of out-of-pocket expenses. The table below provides a more detailed break-down of our proposed cost estimate. Note that the Project Team also requests an additional contingency amount of $10,000 applicable to this engagement; however, the use of these funds

will be at the sole discretion of the City and will not be utilized without first receiving approval from City representatives.

The estimated fees proposed herein will remain in effect ninety (90) days from the date of this proposal.

| | Task | Ekrut | Rabon | Bostik | Belloma | Moore | Admin | Hours | Total |
|---|---|---|---|---|---|---|---|---|---|
| | | $340 | $290 | $225 | $165 | $165 | $130 | | |
| Task 1 | Project Management and Data Review | 4 | 2 | 8 | 4 | 4 | 2 | 24 | $ 5,320 |
| Task 2 | Project Kickoff Meeting | 4 | 0 | 4 | 0 | 0 | 0 | 8 | $ 2,260 |
| Task 3 | Contract and Customer Matrices | 4 | 2 | 4 | 0 | 12 | 0 | 22 | $ 4,820 |
| Task 4 | Benchmarking | 2 | 2 | 4 | 4 | 8 | 2 | 22 | $ 4,400 |
| Task 5 | Revenue Requirements | 4 | 2 | 12 | 4 | 16 | 0 | 38 | $ 7,940 |
| Task 6 | Demand Forecast | 4 | 0 | 12 | 24 | 4 | 0 | 44 | $ 8,680 |
| Task 7 | Cost of Service | 4 | 2 | 12 | 2 | 12 | 0 | 32 | $ 6,950 |
| Task 8 | User Rate Analysis and Rate Alternatives | 4 | 2 | 8 | 2 | 12 | 0 | 28 | $ 6,050 |
| Task 9 | Reporting | 8 | 2 | 8 | 4 | 6 | 8 | 36 | $ 7,790 |
| Task 10 | Wholesale Customer Engagement | 16 | 2 | 16 | 0 | 0 | 4 | 38 | $ 10,140 |
| | Labor Hours | 54 | 16 | 88 | 44 | 74 | 16 | 292 | |
| | Labor Cost | $18,360 | $4,640 | $19,800 | $7,260 | $12,210 | $2,080 | | |
| | Labor Subtotal | | | | | | | | $ 64,350 |
| | Out-of-Pocket Expenses | | | | | | | | $ 650 |
| | Total Proposed Budget | | | | | | | | $ 65,000 |
| | Additional Services / Contingency | | | | | | | | $ 10,000 |
| | Total Not-to-Exceed Project Cost | | | | | | | | $ 75,000 |

Assistance provided to the City will be performed at the direction of the City Manager or other designated staff. As services are requested and performed, NewGen will invoice the City on a monthly basis for actual hours worked at our then applicable hourly billing rates, plus out-of-pocket expenses incurred at cost. Payment is due within thirty (30) days upon receipt of invoice.

Services that may be requested by the City but are not included in the scope of services outlined above can be provided at a negotiated price based on our currently standard hourly billing rates and any expenses. Our current hourly billing rates, which will remain in effect through December 31, 2024, are as follows:

**NewGen Strategies and Solutions**
**2024 Billing Rates**

| Position | Hourly Billing Rate |
|---|---|
| Partner | $265 – $405 |
| Principal | $250 – $405 |
| Senior Manager | $225 – $280 |
| Manager | $195 – $225 |
| Senior Consultant | $170 – $195 |
| Consultant | $160 – $170 |
| Administrative Services | $130 |

Note: Billing rates are subject to change based on annual reviews and salary increases.

This agreement is subject to cancellation within thirty (30) days prior written notice provided to NewGen. In the event of cancellation, all labor and expense charges incurred by NewGen through the date of cancellation will be considered due at the time notice of cancellation is delivered, regardless of work product and/or engagement status.

By engaging NewGen, you agree that the services rendered by NewGen will be performed in accordance with instructions or specifications received by the City and will be provided with the degree of skill and judgment exercised by recognized professionals performing services of similar nature and consistent with the applicable industry best practices.

NewGen appreciates the City's consideration of our Team and proposed services, and we look forward to the opportunity to assist the City in this important Study. On review, should you have any questions, please feel free to contact me at (972) 232-2234 or cekrut@newgenstrategies.net.

Sincerely,

**NewGen Strategies and Solutions, LLC**

DocuSigned by:
Chris D. Ekrut
FB62F346CFA8440...
Chris D. Ekrut
Partner and CFO

**City of Jarrell, Texas**
**Water and Wastewater Rate Study Authorization ($65,000)**

Signed_____ Printed_____

Title_____ Date_____

**City of Jarrell, Texas**
**Additional Services / Contingency Authorization ($10,000)**

Signed_____ Printed_____

Title_____ Date_____

THE CITY OF
JARRELL

**Date:** December 5, 2023

**Subject:** Planning and Zoning Commission

**Item:** Discussion regarding possible changes to the Planning and Zoning Commission

---

**Department:** Development Services

**Staff Member:** Jordan Moyer, Director of Development Services

**Justification:** Section 1.06.061 of the UDC describes the Planning and Zoning Commission's membership, organization, responsibility, and powers and duties.

**Background Information:** The Planning and Zoning Commission Ordinances indicated in Section 1.06.061 of the UDC has contradictory information in other parts of the code and within the ordinance itself. Terms should be two years, staggered, and appointed concurrently with Council Elections.

The ordinance states that for three of the five original board members, the first term is only one year rather than two. This term expired in September. Since the original board members were appointed, two have resigned, leaving three original board members. When the original board members were appointed, it was not designated which members were appointed for one-year terms and which were appointed for two-year terms. Staff will need direction from the Council on how to proceed.

It also calls for new elections for Chair, Vice Chair, and Treasurer every September, which was also not completed due to the issues with reappointments. Staff is looking for guidance regarding an ordinance update to this section that will clean up conflicting information as well as guidance on those appointed places currently serving.

Options for Ordinance:

- The ordinance can be amended to state clearly the election cycles, terms, places, and board leadership and remove conflicting dates. We recommend that terms coincide with election cycles to give any newly elected Councilmembers the opportunity to be involved in these decisions.

- The Council can give direction on any changes to appointment process that they would like to see implemented at this time.

Options for Places:

- We can assign places to current members based on their tenure on the board and decide who will be up for reappointment based on this new election cycle.
- We can randomly draw place numbers to determine which places are up for reappointment.
- We can follow any other process that the Council determines.

**Supporting Documentation:**

Planning and Zoning Commission Hand Out

# Planning and Zoning Commission

§1.06.061

## Membership and Organization

**5** Member Board Composed of:

**3** Registered Voters within City Limits, who have lived in limits for 6 months

**2** Allowable from ETJ, who have lived within ETJ for 6 months

The mayor and the council are responsible for appointing the members of the commission. Members shall be appointed by a vote of a majority of the council in open meetings unless otherwise provided by law.

Members shall serve without compensation for their services. Commission members may be removed from office for any reason.


The commission shall select a chairman, vice-chairman, and secretary, and such other officials as deemed necessary from its membership. The chairman will post agendas of meetings in accordance with city ordinances and state laws. The vice-chairman shall perform the duties of the chairman in his/her absence. The secretary shall record minutes of all meetings and submit an original to the city secretary.

The commission may also make rules, regulations, and bylaws for its own government, subject to any ordinance of the city, and it shall not conflict with but shall conform as nearly as possible with those governing the council and shall be subject to approval by the council.

## Responsibilities

The commission is responsible to and shall act as an advisory body only to the council and shall perform such duties and exercise such additional powers as may be described by ordinances of the city.

# Planning and Zoning Commission

§1.06.061

## Terms and Alternates

**2** The terms of each of the members is two (2) years and is staggered, except that the respective terms of three (3) of the members of the first appointed commission is one year. Terms end October 31 of each year. All vacancies shall be filled for the unexpired term by the council in the same manner as provided for in the original appointments.

**4** The city council is authorized to appoint four (4) or more alternate members of the commission who shall serve in the absence of one or more regular members when requested to do so by the chairman.

## Powers and Duties

To make appropriate surveys, investigations, reports, and recommendations relating to community planning and development to the council, and to recommend the approval, disapproval, modification, or rejection of all plans, plats, or replats of land, additions, subdivisions, and properties within the city;

To make plans [and] maps of the whole or any part of the city and of land outside the city located within five miles of the city limits and any other land outside the city, which, in the opinion of the commission, bears a relation to the planning of the city and to make changes in, additions to, and extensions of such plans or maps when it deems the same advisable;

To act with and assist all other municipal and governmental agencies, and particularly the council, in formulating and executing proper plans or maps for municipal development and growth;

To recommend to the council the passage of such ordinances as it may deem necessary to carry out its program;

# Planning and Zoning Commission

§1.06.061

## Powers and Duties Continued

To recommend to the council approval or disapproval of proposed changes in the city's zoning ordinance and plans, and to make any recommendations concerning any future zoning plans;

To make and adopt a comprehensive community plan for the guidance and control of the future development of the community;

To make studies and recommend to the council plans for clearing the city of slums and blighted areas;

To aid and assist the council in the annual preparation of long-range capital improvement budget, and determination of sources of funds therefor;

To investigate and evaluate the opening, vacating, narrowing, abandoning, or changing the scope, character, and standards for streets, roads, and alleyways within the city's extraterritorial jurisdiction;

Perform such other duties as may be prescribed by ordinance or state law; To function as the city zoning commission and exercise all of those powers and duties permitted by statutes of the state and city ordinances, as each may be amended from time to time.

# 6. EXECUTIVE SESSION:

6.1 Closed Executive Session pursuant to 551.074 of the Texas Government Code to deliberate the appointment, employment evaluation, reassignment, duties, discipline or dismissal of a public officer or employee, to wit: Review applications for appointments and reappointments of members of the Jarrell Economic Development Corporation.