



**Agenda  
City Council  
Council Chambers/City Hall  
125 E. South Main, Flatonia, Texas**

**February 9, 2021  
City of Flatonia  
Regular Meeting  
6:00 p.m.**

## **Notice of City Council Meeting**

**In accordance with the provisions of the Texas Open Meetings Act, Chapter 551, Texas Government Code, Notice is hereby given that a Regular Meeting of the City Council of the City of Flatonia will be held on Tuesday, February 9, 2021 beginning at 6:00 p.m. in the City Hall Council Chambers located at 125 E. South Main St., Flatonia, Texas, for the purpose of considering the following agenda items:**

The meeting agenda is posted online at:

[http://www.flatoniatx.gov/page/Council\\_Agendas\\_Minutes](http://www.flatoniatx.gov/page/Council_Agendas_Minutes)

Members of the public who wish to submit their written questions or comments on a listed agenda item must submit these by sending an email to City Manager Sarah Novo at [manager@ci.flatonia.tx.us](mailto:manager@ci.flatonia.tx.us). Questions or comments must be received no later than 12:00 noon on Tuesday, February 9, 2021.

### **Opening Agenda**

Call to Order  
Invocation & Pledge  
Citizens' Participation

### **Reports**

*Police Department Activity Report January 2021*  
*Utility Department Activity Report January 2021*

### **Consent Agenda**

Approve minutes of the January 12, 2021 Regular City Council Meeting.

Approve the appointment of Rosa Velasquez and Annie Pustejovsky to serve on the Flatonia Housing Authority Board of Commissioners for a term commencing on the appointment date and ending on February 9, 2023 and recommend that Mayor Milson complete required Certificate of Appointment forms..

Approve 4<sup>th</sup> Quarter 2020 Hotel Occupancy Tax Expenditure Reports from the Flatonia Chamber of Commerce, Flatonia Special Projects and EA Arnim Archives and Museum.

Financial Report for the 1<sup>st</sup> Quarter of FY 2020

## **Proclamations**

A Proclamation of the City Council of the City of Flatonia, Texas recognizing the month of February 2021 as Black History Month.

A Proclamation of the City Council of the City of Flatonia, Texas recognizing the month of February 2021 as American Heart Month.

## **Deliberation Agenda**

- 2.1.2021.1            An Ordinance amending Ordinance No. 2020.9.1, relating to appropriations made for the support of the City of Flatonia, Texas for the Fiscal Year beginning October 1, 2020 and ending September 30, 2021, which includes the General Fund and the Utility Fund; appropriating money to a sinking fund to pay interest and principal due on the City's indebtedness; appropriating money for the Flatonia Economic Development Corporation; and amending the annual budget for the Flatonia Economic Development Corporation for the 2021 Fiscal Year, to add to the Capital Improvements budget of the Flatonia Economic Development Corporation for the purchase of a 1.37 acre tract of land in the M. Muldoon League, Fayette County, Texas; and establishing an effective date.
  
- 2.1.2021.2            An Ordinance amending Ordinance No. 2020.9.1, relating to appropriations made for the support of the City of Flatonia, Texas for the Fiscal Year beginning October 1, 2020 and ending September 30, 2021, which includes the General Fund and the Utility Fund; appropriating money to a sinking fund to pay interest and principal due on the City's indebtedness; appropriating money for the Flatonia Economic Development Corporation; and amending the annual budget for the City of Flatonia for the 2021 Fiscal Year, to add the expenditure of funds received from the Texas Intergovernmental Risk Pool for damage to a fire pumper truck for the purchase of a replacement pumper truck; and establishing an effective date.
  
- 2.1.2021.3            Consider and take appropriate action on the approval of a Citywide Communication Plan and directing staff in its implementation.
  
- 2.1.2021.4            Consider and take appropriate action on presenting an RFQ for qualified audit firms to conduct an audit for the City of Flatonia and Flatonia Economic Development Commission in FY 2022.
  
- 2.1.2021.5            Consider and take appropriate action to adopt a Resolution for the police department to apply for the 2021 State Homeland Security Program- Regular Projects (SHSP-R) for FY 2022 with the Office of

the Governor, Public Safety Office, Homeland Security Grants Division.

- 2.1.2021.6 Consider and take appropriate action on a Resolution approving a Citywide Public Information form and designating mailing and email addresses on behalf of the City.
- 2.1.2021.7 Discuss, consider, and select a grant administration services provider to complete a TDA TxCDBG funding application, and, in the event the City is selected for funding, to also administer the program.
- 2.1.2021.8 Consider and take appropriate action on items included in report from City Manager Novo; to include Economic Development, Public Safety, Parks, Covid-19, Code Enforcement, Planning, Election, Streets, Transportation Facilities, Traffic, Public Services, Administration and Events.

**Adjournment**

I, the undersigned authority hereby certify that the Notice of Meeting was posted on the bulletin board outside the front door of the City Hall of the City of Flatonia, Texas, a place convenient and readily accessible to the general public at all times and said Notice was posted on the following date and time **Friday, February 5, 2021 by 6:00 p.m.** and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.



Heather Ambrose, City Secretary, City of Flatonia

**NOTICE OF ASSISTANCE  
AT THE PUBLIC MEETING**

The Flatonia City Hall is wheelchair accessible. Access to the building is available at the primary entrance facing Main Street. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print are requested to contact the City Manager's Office at 361-865-3548 or by FAX 361-865-2817 at least two working days prior to the meeting so that appropriate arrangements can be made.

**EXECUTIVE SESSION STATEMENT**

The City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by the Texas Government Code, Section 551.071 (Consultations with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations Regarding Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations Regarding Security Devices or Security Audits), 551.086 (Certain Public Power Utilities: Competitive Matters) and 551.087 (Deliberation Regarding Economic Development Negotiations).



# FLATONIA POLICE DEPARTMENT

205 E. South Main St. Flatonia, TX 78941 Office: 361-865-3337 Fax: 361-865-3039

## **January Monthly Report**

To: Flatonia City Council  
From: Flatonia Police Department  
Subject: January Monthly Report

### **Calls for Service:**

There were 165 calls for service for this month.

### **Offense / Incident Report Activity:**

01/01/2021 While on patrol, Lieutenant Pritchard, was approached by a medium sized black dog, that appeared to be wandering aimlessly. The dog did not have any tags therefore the dog was picked up by the City of Flatonia until the owners of the dog were located.

01/02/2021 Officer George was dispatched to a local convenience store to assist a stranded motorist. Officer George gave the stranded motorist a courtesy ride back to her vehicle and then provided traffic control while a local towing company was able to start her vehicle and move it to a safe location.

01/05/2020 Officer Stansberry was dispatched to assist a Texas State Trooper in pursuit of a vehicle heading into Flatonia. The vehicle came to a stop at a local convenience store and the driver fled on foot, the State Trooper pursued on foot as well and was able to detain the subject. Officer Stansberry was advised by witnesses that another passenger in the vehicle fled inside the convenience store to hide. The other subject was located by Officer Stansberry and placed in custody until the State Trooper completed his investigation. Both subjects were placed under arrest and transported to the Fayette County Jail.

01/07/2021 Chief Dick assisted Fayette County Emergency Medical Services at the 600 block of North Converse Street.

01/08/2021 While on patrol Flatonia Officers came upon a tractor-trailer combination that was blocking the I-10 West bound on-ramp. Officers contacted the driver who stated the frame broke on his trailer and he could not move. Fayette County Dispatch was notified, and towing company was sent out to help move the tractor-trailer out of the lane of traffic.

01/09/2021 Officer Kucera was dispatched to the 600 block of Martin Luther King Road regarding a disturbance. The Officer was able to diffuse the verbal disturbance and return to his patrol duties.

01/10/2021 Flatonia Officers were dispatched to a disturbance at the 500 block of N. La Grange Street.

Contact was made with both parties who stated that it was just a verbal disturbance. They were advised to stay away from each other and go their separate ways. Normal patrol duties resumed.

01/10/2021 Flatonia Officers assisted Fayette County Sherriff's Office with a loose cow call on State Highway 95.

01/10/2021 Officer Kucera assisted The Fayette County Sheriff's Office and Moulton Police Department with a felony stop that ended within Flatonia city limits.

01/14/2021 Officer Stansberry was dispatched to a call about a male subject exhibiting unusual behavior. Officer Stansberry advised Fayette County Dispatch to have Emergency Medical Services check the subject out. After the subject was cleared by Emergency Medical Personnel it was discovered that the subject was in possession of a warrant out of Gonzales County for Failure to Appear on a Bodily Injury Family Violence charge. The subject was placed under arrest and transported to the Fayette County Jail without incident.

01/15/2021 Chief Dick and Officer George assisted the Fayette County Sheriff's Office Deputies with a pursuit that came to a stop at mile marker 661 Flatonia exit ramp. After an investigation was concluded Fayette County Deputies placed the driver of the vehicle under arrest as Chief Dick and Officer George provided additional assistance.

01/13/2021 Chief Dick assisted Fayette County officials with the administration of COVID 19 vaccine to healthcare workers and other frontline staff identified by the Regional Plan as Tier 1A recipients of the vaccine. Chief Dick is a Texas Licensed Paramedic, as well as a peace officer, and I assisted EMC Moreau and Fayette County EMS Director, Josh Vandever, as well as officials from the Texas Department of State Health Services with administering vaccine to numerous subjects, monitoring for adverse reactions to the vaccine, and documenting the injections.

01/20/2021 Officers at the Flatonia Police Department received a call from a local citizen regarding a scam call. The citizen stated that someone called her saying that they were from the Social Security Administration. The person calling was attempting to get information out of the citizen, but she stated that she did not give him any information and hung up. The best advice that we can give to our community is to be very careful when people call them attempting to get personal information. Please do not give any personal information out and contact your local law enforcement.

01/26/2020 Lieutenant Pritchard received a call from Oak Manor Nursing home about a welfare concern involving one of their employees. The employee was located by Lieutenant Pritchard and was able to get the employee to contact his employer promptly. Normal duties resumed.

01/26/2021 Officer Llanes was dispatched to call at a local convenience store about a tractor-trailer that was on fire. Officer Llanes located the vehicle and located the driver making sure he was okay. Flatonia Fire arrived on scene shortly after.

01/30/2021 Sergeant Mark Pritchard was dispatched to the 500 block of East North Main St. for a residential alarm. All doors and windows were found to be locked and secured. Normal patrol duties resumed.

**NO FURTHER DETAILED INFORMATION IS PUBLISHED DUE TO ON GOING INVESTIGATION OF CASES.**

### **Arrests and Pending Charges**

Due to Covid-19 restrictions put in place at the state and local levels, arrests for minor violations are being handled in different manners such as citations and promises to appear.

1 - Class A Misdemeanor Arrest

### **Code Enforcement**

01/04/2021 Animal complaints were received in regard to dogs barking excessively at the 800 block of S. La Grange St. Contact was made with the owners of the dogs, who stated, they were not aware of the nuisance the dogs were causing but they would make sure to alleviate the issue as soon as possible.

01/07/2021 Flatonia Officers received a complaint about a recreational vehicle that was connected to sewer and water on a property located in the center of downtown Flatonia. Contact was made with the owners and they were advised that it was against city ordinance to have their recreational vehicle connected to the sewer. The owners complied immediately and disconnected the hoses.

Throughout the month of January several illegally placed signs were taken down by Flatonia Officers around town.

**Traffic Contacts:**

**5**

**In-Service Training:**

Animal Complaints - 5	Noise Complaints- 5	Accidents - 1
Scam Calls - 2	Disturbances - 2	Transient Calls - 1
Close Patrol - 101	Open Door - 2	Funeral Escorts - 1
Alarm Calls - 1	Suspicious Activity/Person - 2	Agency Assists - 8
Citizen assist - 10	Suspicious Vehicle- 1	Civil Matters - 2
Ministerial Vouchers - 0	Motorist assist - 3	Welfare Check - 3
Inquest – 0	Traffic Hazards - 2	Follow Ups - 3

**32**

Flatonia Police  
Department

# January 2021

1/4

- Take down Christmas lights
- Supak crossed over last line to complete line part of grant

1/5

- Start preparing materials for electric line extension on Hwy 95 S

1/6

- Set poles on electric line extension on 95 S
- Meet with Befco to begin application for next round of CDBG grant

1/7

- Final walk through on CDBG project, minimal punch list

1/8

- Finished electrical line extension on Hwy 95 S

1/10

- Call out to arcing from transformer on S Penn

1/11

- Hydrant shifted and caused major water leak on Hudson & 2<sup>nd</sup>. Shut down watch valve to get control of the water, & called for a phone locate

1/12

- Explore options on leaking hydrant, get parts ready for repairs on water line

1/13

- Replace hydrant lead and valve on Hudson & 2nd

1/18

- Call out, fuse down on Elm, woodpecker

1/19

- Shape up ditch on S Penn St.

- Clear electrical ROW on Old Waelder Rd
- Replace flush valve on Old Waelder Rd

1/20

- Replace benches in changing area of the pool

1/21

- Upgrade secondary drop in Praha

1/22

- Finish electrical extension to new house on Penn, upgrade line on 1<sup>st</sup>m between Faires and Hudson.
- Flushing water mains on south side

1/25,26,27

- Installation of 8" water line on Hwy 95 S @ IH 10 feeder

1/28

- Trimming electrical lines

1/29

- Install dog waste bag stations
- Fix frisbee goal @ 7 acre
- More trimming





# Flatonia City Council

Staff Report

February 9, 2021 Council Meeting

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## **CONSENT**

### **Agenda Item:**

Approve minutes of the January 12, 2021 Regular City Council meeting.

### **Background:**

Section 551.021 of the Government Code provides as follows:

- (a) A governmental body shall prepare and keep minutes or make a tape recording of each open meeting of the body.
- (b) The minutes must:
  1. State the subject of each deliberation; and
  2. Indicate the vote, order, decision, or other action taken.

### **Recommended Motion:**

I move to approve the minutes of the January 12, 2021 Regular City Council meeting.

**Minutes  
Flatonia City Council  
Regular Meeting  
January 12, 2021**

**Present:**

<b>Mayor</b>	Bryan Milson
<b>Councilpersons</b>	Catherine Steinhauser Mark Eversole Dennis Geesaman Ginny Sears Allen Kocian
<b>City Staff</b>	Sarah Novo – City Manager Angela Beck – City Attorney Lee Dick –Chief, Flatonia Police Department Jack Pavlas – Director, Utility Department Heather Ambrose – City Secretary Cheryl Sedlar
<b>Public</b>	Melanie Berger – Flatonia Argus Pamela Stolarski Karen Milson Stuart Mica

Mayor Milson called the Regular meeting to order at 6:00 p.m.

Mayor Milson led the invocation, the pledge to the American Flag and the pledge to the Texas Flag. No citizen participation.

**Reports**

*Police Department Activity Report December 2020*  
*Utility Department Activity Report December 2020*

**Consent Agenda**

Ginny Sears made a motion to approve the minutes of the December 8, 2020 Regular Council meeting. Allan Kocian seconded the motion. None opposed. Motion carried.

**Deliberation Agenda**

1.1.2021.1 Cathy Steinhauser made a motion to approve the second reading of Resolution authorizing the Flatonia Economic Development Corporation to purchase 1.37 acres (consisting of 3 tracts) in the M. Muldoon League, A-14, Fayette County, Texas, commonly known as 1107 E. US Highway 90, Flatonia, Texas, from the Grifaldo family in accordance with the terms set out in Exhibit A. Mark Eversole seconded the motion. None opposed. Motion carried.

- 1.1.2021.2 Dennis Geesaman made a motion to approve City Manager appointment of Heather Ambrose as the City Secretary of the City of Flatonia. Catherine Steinhauser seconded the motion. None opposed. Motion carried.
- 1.1.2021.3 Catherine Steinhauer made a motion to call and order the General Election to be held on May 1, 2021 for the City of Flatonia for the purpose of electing three councilmembers. Ginny Sears seconded the motion. None opposed. Motion carried.
- 1.1.2021.4 Dennis Geesaman made a motion to engage Goldman Notz as auditors for the FY 2020 Audit. Allan Kocian seconded the motion. Mark Eversole opposed. Motion carried. Staff advised that audits are typically solicited in April, and a new City Manager beginning in March of this year was not conducive to putting forth an RFQ for auditing services in this FY. Direction to staff was to solicit auditing firms for the FY 21 Audit.
- 1.1.2021.5 Catherine Steinhauser made a motion to approve a resolution authorizing the Chief of Police to submit for a grant from the Criminal Justice Division for the purchase of 3 police patrol vehicles. Ginny Sears seconded the motion. None opposed. Motion carried.
- 1.1.2021.6 No action on report from City Manager. Catherine Steinhauser requested an update on Streets list, Transportation Facilities and Traffic on the next Manager report.

**The meeting was adjourned at 6:40 P.M.**



# Flatonia City Council

Staff Report

February 9, 2021 Council Meeting

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## CONSENT

**Agenda Item:** Approve the appointment of Rosa Velasquez and Annie Pustejovsky to serve on the Flatonia Housing Authority Board of Commissioners for a term commencing on the appointment date and ending on February 9, 2023 and recommend that Mayor Milson complete required Certificate of Appointment forms.

**Recommended Motion:** I move to appoint Rosa Velasquez and Annie Pustejovsky to serve on the Flatonia Housing Authority Board of Commissioners for a term commencing on the appointment date and ending on February 9, 2023, and authorize Mayor Milson to complete required Certificate of Appointment forms.

**Attachment:** Letter from Executive Director of the Housing Authority of the City of Flatonia requesting the authorization of appointment of Rosa Velasquez and Annie Pustejovsky to serve on the Flatonia Housing Authority Board of Commissioners.

**HOUSING AUTHORITY OF THE CITY OF FLATONIA  
701 EAST MULBERRY/P.O. BOX 152  
FLATONIA, TEXAS 78941  
(361) 865-2534  
(361) 865-2599-FAX**

January 27, 2021

Sarah Novo  
City Manager  
City of Flatonia  
P.O. Box 329  
Flatonia, Texas 78941

Dear Ms. Novo:

Please place on the agenda, for the next scheduled city council meeting, the Mayor's appointment of Rosa Velasquez and Annie Pustejovsky to serve on the Housing Authority's Slate of Commissioners.

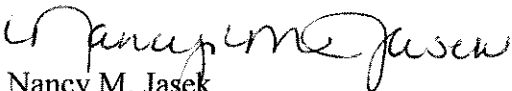
Their term shall be for two years commencing with appointment date and ending on February 9, 2023.

These prospective commissioners have been in contact with the Housing Authority and have agreed to serve in this capacity.

Mayor Milson will need to complete the Certificate of Appointment forms, for these appointments as attached and return to the Housing Authority.

Thank you for your cooperation. Please call or come by my office, in the event you have any questions or concerns.

Sincerely,



Nancy M. Jasek  
Executive Director

# Certificate of Appointment

Under the authority invested in the undersigned and in conformance with  
Subchapter C of Local Government Code Chapter 392

Rosa Velasquez

is appointed

## Commissioner

for the

Housing Authority of the City of Flatoria

CITY OF FLATORIA

Municipality



Presiding Officer

Date of Appointment Feb. 9, 2021 Date of Expiration of Term Feb. 9, 2023

# Certificate of Appointment

Under the authority invested in the undersigned and in conformance with  
Subchapter C of Local Government Code Chapter 392

Annie Pustejovsky

is appointed

## Commissioner

for the

Housing Authority of the City of Flatoria

City of Flatoria  
Municipality

[Signature]

Presiding Officer

Date of Appointment Feb. 9, 2021 Date of Expiration of Term Feb. 9, 2023



# Flatonia City Council

Staff Report

February 9, 2021 Council Meeting

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## **CONSENT**

### **Agenda Item:**

Approve 4<sup>th</sup> Quarter 2020 Hotel Occupancy Tax Expenditure Reports from the Flatonia Chamber of Commerce, Flatonia Special Projects and EA Arnim Archives and Museum.

### **Recommended Motion:**

I move to approve 4<sup>th</sup> Quarter 2020 Hotel Occupancy Tax Expenditure Reports from the Flatonia Chamber of Commerce, Flatonia Special Projects and EA Arnim Archives and Museum.

### **Attachments:**

4<sup>th</sup> Quarter 2020 Hotel Occupancy Tax quarterly reports from the Flatonia Chamber of Commerce, Flatonia Special Projects and EA Arnim Archives and Museum.





**Flatonia Special Projects  
P. O. Box 14  
Flatonia, Texas 79841**

1/8/2021

Mark Eversole, President

**Beginning Balance  
3,016.79**

**Re: Third Quarter**

**Income**

HOT Funds	3,750.00
Reimbursement Fund Raiser Ad	31.20

**Total Income**

**3,781.20**

**Expenses**

**Description**

Rubin Cedillos	Mowing/Cleaning	-70.00
Flatonia Argus	Ad Fundraiser	-31.20
City of Flatonia	Utilities/ September	-186.11
	October	-128.03
	November	-146.22
Dennis Olsovsky	Contract Labor	-880.00
Network Solutions	Web Page	-322.72
Hobby Lobby	Supplies for Train Display	-36.73
Amazon	Supplies for Train Display & Banners	-73.53

**Total Expenses**

**-1,874.54**

**Endng Balance**

**4,923.45**

# **E. A. Arnim Archives & Museum**

Prepared by Judy Pate

## Highlights of 4th Quarter 2020 Activities:

### Visitors:

- Visitors continued to be sporadic through the fourth quarter.
- Had some family groups in, including a sizeable group from a Castleman family reunion on October 10. Hosted a small tour group from Regency Independent Living on November 10.
- Though we greatly regretted not being able to participate in two of our biggest events of the year, Czhlispiel and our November fundraising event due to COVID, we were open for the Wine Walk in December. This year we hosted wine walkers in the barn where we could spread out more than the main building. We had a lot of visitors that evening and they all seemed to enjoy the barn displays.

### Conservation:

- Acquired wonderful old circa 1927 advertising sign, which includes hand lettered ads and artwork from 12 different Flatonia merchants and the Flatonia Fair. Although its exact origin is unknown, it may have hung in the dance/exhibition hall on the old Flatonia Fair grounds. Now stabilized with barn wood frame and plywood backing and waiting for final installation in barn.

### Other:

- Completed conversion of closet in the barn to a second restroom, this one ADA compliant.

# E. A. Arnim Archives & Museum of Flatonia

## 4th Quarter 2020 HOT Tax Income/Expense Report

Balance Forward		\$ 1,734.32
 <b>HOT TAX INCOME IN 4th QUARTER</b>		
City of Flatonia		\$ 6,563.00
Interest Income		\$ 0.90
<b>TOTAL INCOME</b>		<u>\$ 6,563.90</u>
 <b>HOT TAX EXPENSES IN 4th QUARTER</b>		
Utilities		
Electric & Water	1,040.86	
Telephone & Internet	<u>476.42</u>	
TOTAL Utilities		1,517.28
Wages		2,945.96
Security		275.88
Office Expenses		14.40
Advertising and Promotion		<u>25.00</u>
<b>TOTAL EXPENSES</b>		<b>\$4,778.52</b>
 <b>Balance Forward:</b>		 <b>\$3,519.70</b>



# Flatonia City Council

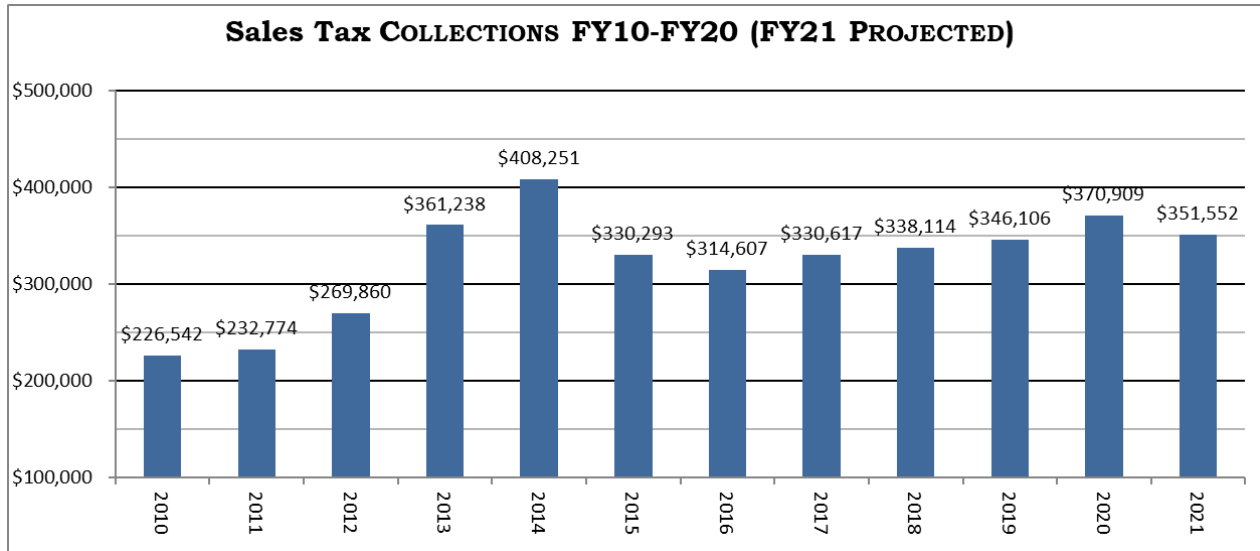
Staff Report  
February 9, 2021 Council Meeting

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## **CONSENT**

**Agenda Item:** Financial Report for the 1<sup>st</sup> Quarter of FY 2020/21

# Sales Tax



**Table 1: Monthly City Sales Tax Collected (City & EDC since Feb 2016)**

FY	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	TOTAL
2005	\$16,092	\$13,538	\$20,816	\$14,015	\$12,184	\$18,833	\$14,852	\$15,417	\$20,269	\$17,109	\$17,624	\$30,917	\$211,666
2006	\$15,984	\$18,905	\$29,292	\$15,314	\$13,666	\$17,522	\$14,947	\$16,069	\$18,773	\$17,482	\$15,530	\$17,103	\$210,588
2007	\$15,884	\$16,467	\$21,845	\$16,458	\$13,293	\$18,272	\$14,725	\$14,653	\$20,914	\$17,110	\$16,570	\$18,213	\$204,404
2008	\$15,408	\$15,353	\$20,588	\$14,256	\$14,081	\$18,754	\$15,908	\$15,581	\$20,186	\$20,270	\$17,394	\$21,439	\$209,219
2009	\$15,887	\$16,651	\$23,181	\$15,415	\$14,331	\$19,755	\$17,008	\$17,638	\$20,605	\$18,011	\$18,845	\$18,124	\$215,449
2010	\$16,328	\$18,954	\$20,729	\$15,164	\$19,771	\$19,423	\$13,527	\$19,070	\$24,517	\$19,356	\$15,308	\$24,396	\$226,542
2011	\$18,857	\$18,807	\$21,850	\$16,989	\$14,246	\$23,735	\$18,242	\$15,423	\$24,877	\$15,322	\$23,671	\$20,757	\$232,774
2012	\$16,424	\$21,174	\$24,862	\$18,582	\$18,704	\$29,274	\$16,942	\$24,848	\$25,806	\$22,436	\$28,019	\$22,790	\$269,860
2013	\$29,570	\$27,700	\$32,700	\$34,698	\$35,955	\$54,354	\$11,498	\$27,940	\$24,694	\$31,017	\$27,719	\$23,394	\$361,238
2014	\$29,595	\$28,802	\$34,140	\$39,940	\$24,734	\$36,487	\$38,547	\$38,425	\$24,466	\$45,171	\$30,913	\$37,031	\$408,251
2015	\$36,917	\$23,937	\$25,580	\$23,158	\$23,627	\$23,229	\$28,547	\$24,333	\$33,942	\$34,177	\$26,729	\$26,117	\$330,293
2016	\$26,022	\$25,388	\$37,405	\$20,823	\$36,249	\$24,603	\$14,156	\$32,057	\$21,173	\$22,404	\$31,502	\$22,825	\$314,607
2017	\$31,934	\$25,623	\$23,610	\$28,368	\$38,099	\$24,927	\$21,546	\$26,393	\$21,830	\$27,240	\$28,304	\$32,743	\$330,617
2018	\$27,874	\$26,655	\$28,291	\$30,222	\$28,469	\$25,403	\$26,234	\$27,225	\$31,115	\$29,412	\$28,117	\$29,096	\$338,114
2019	\$27,189	\$27,954	\$28,243	\$28,294	\$30,644	\$26,488	\$26,368	\$30,749	\$29,552	\$31,634	\$31,962	\$27,029	\$346,106
2020	\$33,658	\$27,057	\$39,009	\$26,557	\$26,309	\$30,475	\$26,253	\$31,465	\$34,018	\$30,306	\$34,053	\$31,748	\$370,909
2021	\$29,296	\$29,296	\$29,296	\$29,296	\$29,296	\$29,296	\$29,296	\$29,296	\$29,296	\$29,296	\$29,296	\$29,296	\$351,552
	13.85%												5.35%

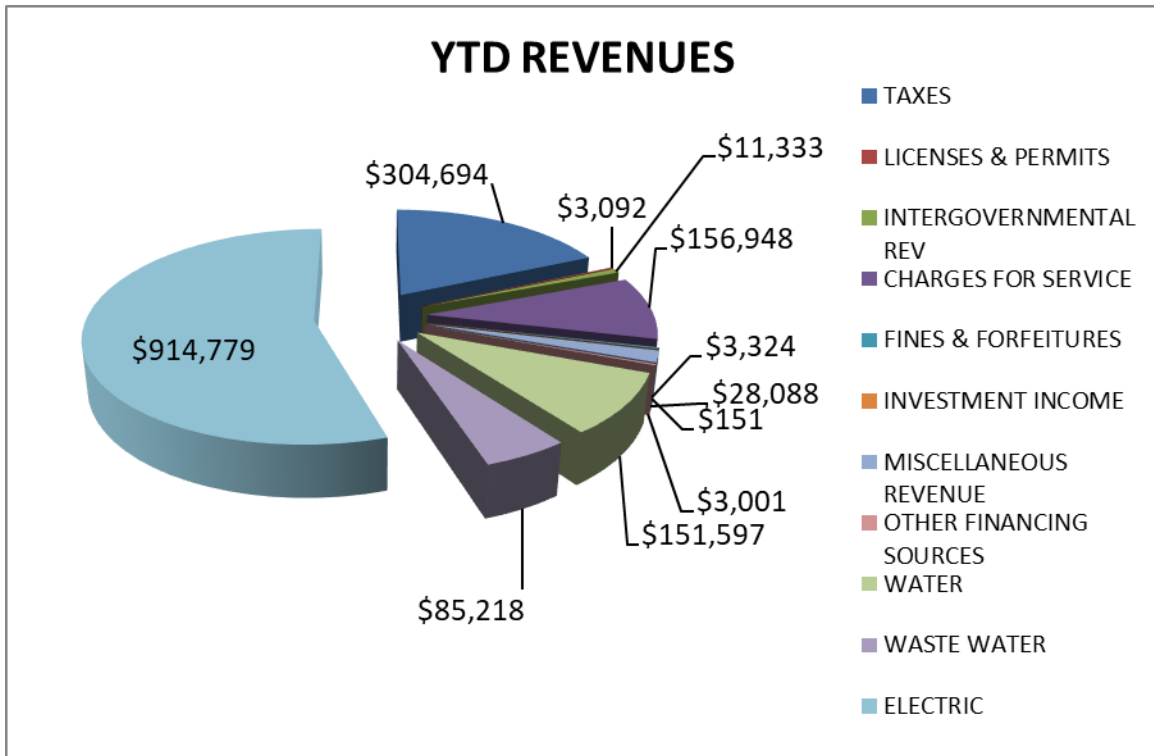
**Table 2: Monthly City Sales Tax Collected (City Only)**

FY	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	TOTAL
2018	\$27,874	\$26,655	\$19,861	\$20,148	\$18,979	\$16,935	\$17,489	\$18,150	\$20,743	\$19,608	\$18,809	\$20,204	\$245,456
2019	\$18,616	\$17,785	\$17,147	\$20,339	\$22,192	\$15,910	\$16,904	\$21,156	\$18,927	\$21,215	\$21,301	\$18,013	\$229,505
2020	\$22,416	\$18,020	\$25,980	\$17,687	\$17,522	\$20,296	\$17,484	\$20,956	\$22,656	\$20,184	\$22,702	\$21,165	\$247,069
2021	\$19,530	\$19,530	\$19,530	\$19,530	\$19,530	\$19,530	\$19,530	\$19,530	\$19,530	\$19,530	\$19,530	\$19,530	\$234,360
	13.76%												5.27%

**Table 3: Monthly City Sales Tax Collected (EDC Only)**

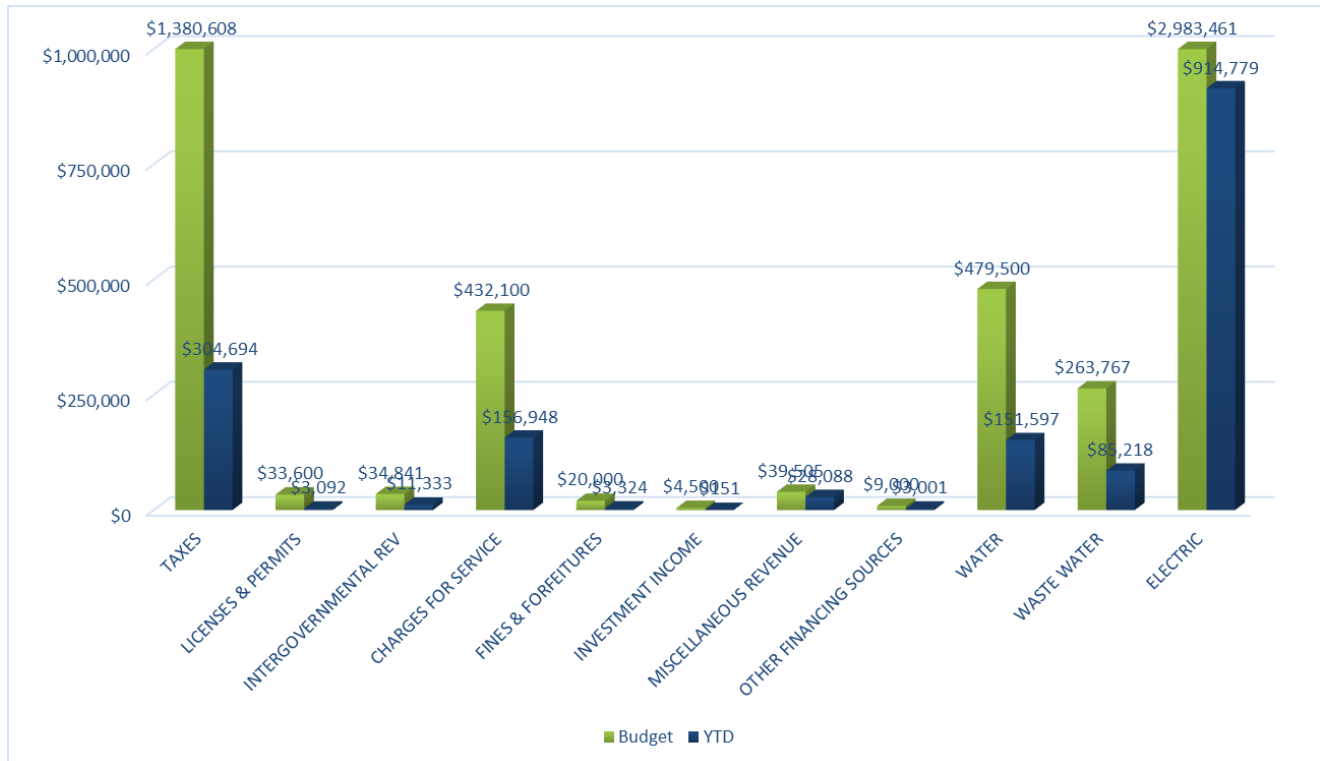
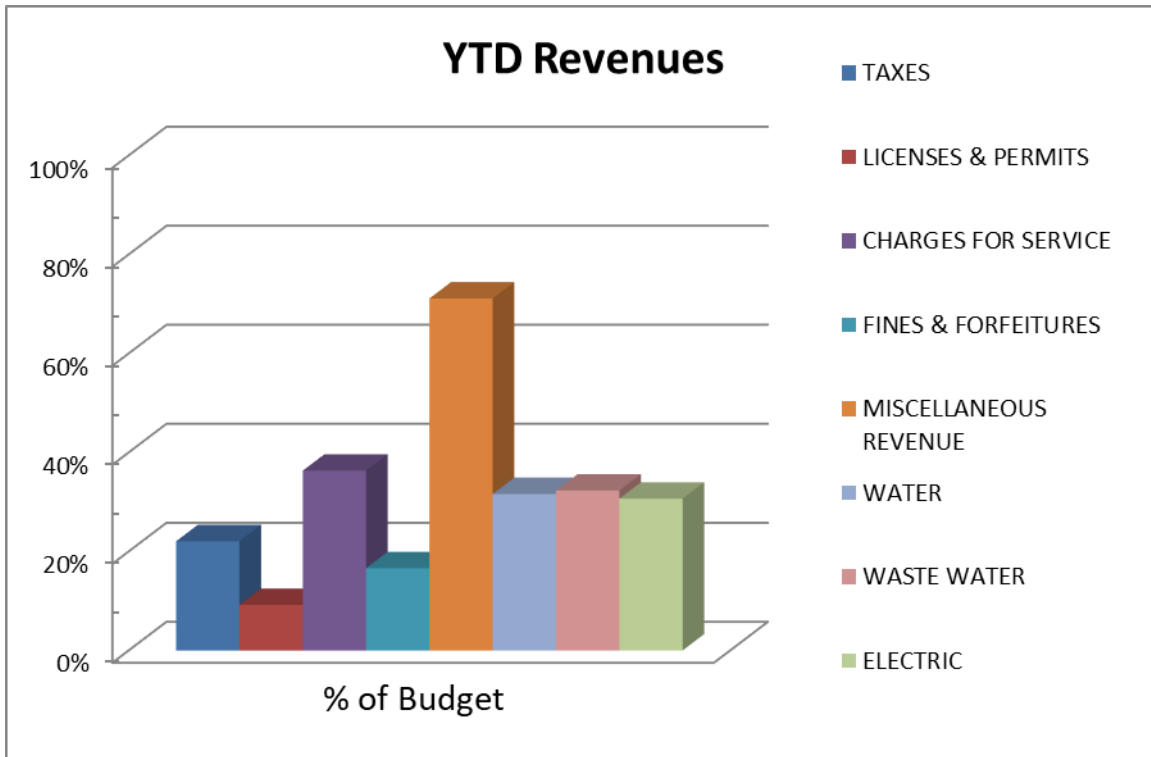
FY	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	TOTAL
2018	\$0	\$0	\$8,430	\$10,074	\$9,490	\$8,468	\$8,745	\$9,075	\$10,372	\$9,804	\$9,308	\$8,892	\$92,658
2019	\$8,573	\$10,169	\$11,096	\$7,955	\$8,452	\$10,578	\$9,464	\$9,593	\$10,625	\$10,418	\$10,661	\$9,016	\$116,601
2020	\$11,219	\$9,019	\$13,003	\$8,852	\$8,968	\$10,158	\$8,751	\$10,488	\$11,328	\$10,092	\$11,351	\$10,583	\$123,813
2021	\$9,765	\$9,765	\$9,765	\$9,765	\$9,765	\$9,765	\$9,765	\$9,765	\$9,765	\$9,765	\$9,765	\$9,765	\$117,180
	13.85%												5.50%

# Revenues



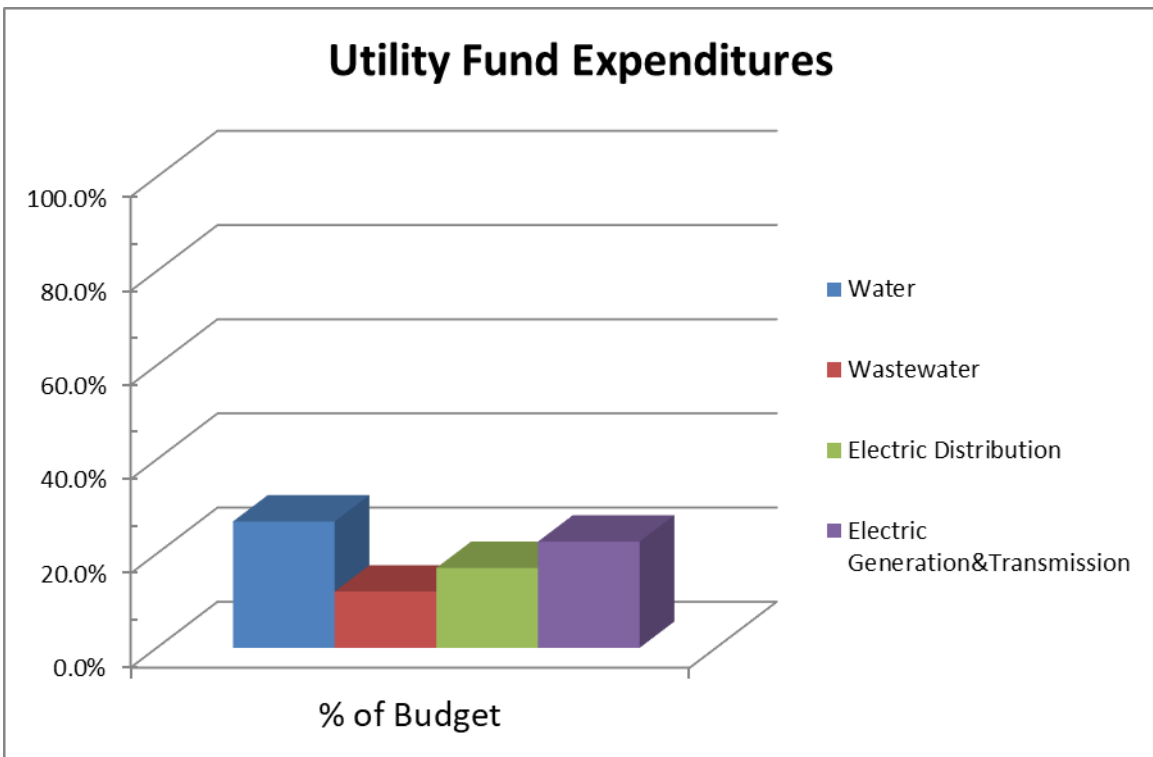
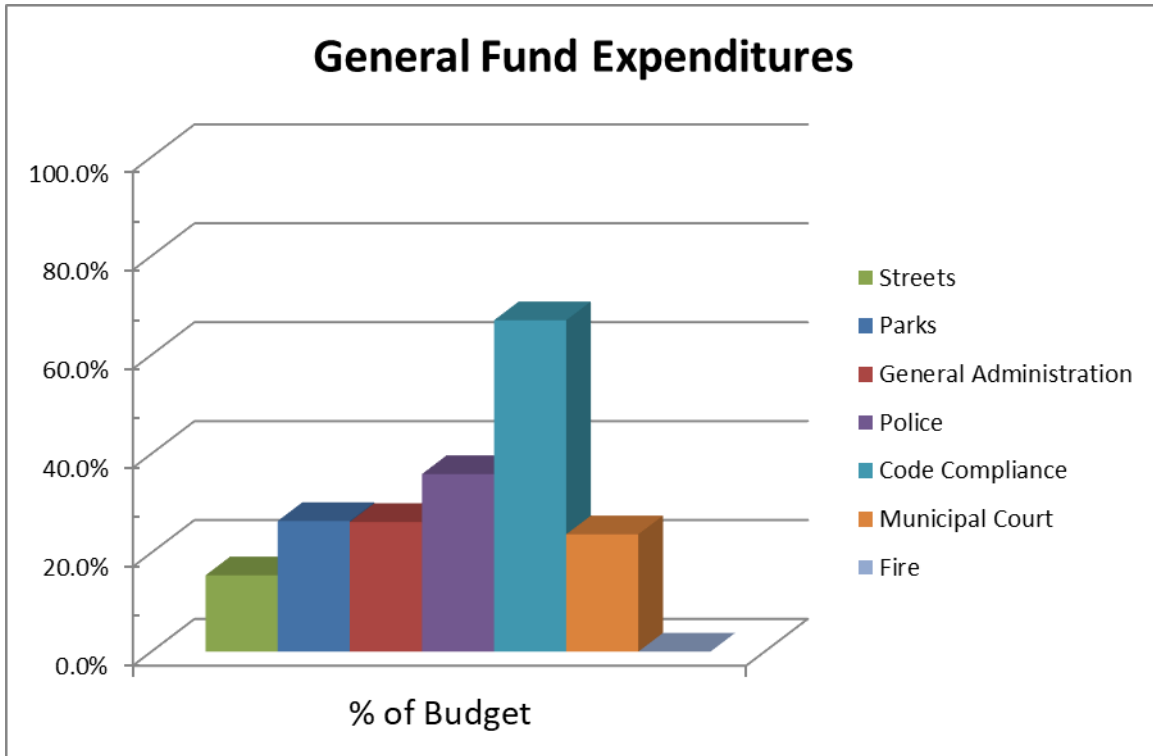
Revenue Source	Budget	YTD	% Budget	Budget Balance
TAXES	\$1,380,608	\$304,694	22%	\$1,075,914
LICENSES & PERMITS	\$33,600	\$3,092	9%	\$30,508
INTERGOVERNMENTAL REV	\$34,841	\$11,333	33%	\$23,508
CHARGES FOR SERVICE	\$432,100	\$156,948	36%	\$275,152
FINES & FORFEITURES	\$20,000	\$3,324	17%	\$16,676
INVESTMENT INCOME	\$4,500	\$151	3%	\$4,349
MISCELLANEOUS REVENUE	\$39,505	\$28,088	71%	\$11,417
OTHER FINANCING SOURCES	\$9,000	\$3,001	33%	\$5,999
WATER	\$479,500	\$151,597	32%	\$327,903
WASTE WATER	\$263,767	\$85,218	32%	\$178,549
ELECTRIC	\$2,983,461	\$914,779	31%	\$2,068,682
<b>TOTAL REVENUE (All Funds)</b>	<b>\$5,680,882</b>	<b>\$1,662,225</b>	<b>29%</b>	<b>\$4,018,657</b>

The City of Flatonia's total revenues are consistent with budget estimates and are on target for the first quarter at 29%.





# Expenditures



<b>Q1 2020/21 BUDGETED vs. YEAR-to-DATE</b>			
<b>General Fund Expenditures</b>	<b>Budget</b>	<b>YTD</b>	<b>% of Budget</b>
Streets	\$112,318	\$17,332	15.4%
Parks	\$142,475	\$37,628	26.4%
General Administration	\$667,955	\$175,178	26.2%
Police	\$873,370	\$313,581	35.9%
Code Compliance	\$15,500	\$10,387	67.0%
Municipal Court	\$34,780	\$8,249	23.7%
Fire	\$197,910	-\$18,875	-9.5%
<b>Total Expenditures General Fund</b>	<b>\$2,028,808</b>	<b>\$543,480</b>	<b>26.8%</b>
<b>Utility Fund Expenditures</b>	<b>Budget</b>	<b>YTD</b>	<b>% of Budget</b>
Water	\$458,451	\$123,070	26.8%
Wastewater	\$230,080	\$27,507	12.0%
Electric Distribution	\$1,150,111	\$195,219	17.0%
Electric Generation&Transmission	\$1,768,715	\$399,125	22.6%
<b>Total Expenditures Utility Fund</b>	<b>\$3,607,358</b>	<b>\$744,920</b>	<b>20.7%</b>
* All numbers are current through Jan 31, 2021			

# Hotel Occupancy Tax

2018					
Name	Quarter ending	Quarter ending	Quarter ending	Quarter ending	
	3/31/2018	6/30/2018	9/30/2018	12/31/2018	
<b>Total</b>	<b>\$ 20,963.07</b>	<b>\$ 26,004.00</b>	<b>\$ 24,417.18</b>	<b>\$ 28,040.57</b>	<b>\$ 99,424.82</b>

2019					
Name	1 Quarter ending	2 Quarter ending	3 Quarter ending	4 Quarter ending	
	3/31/2019	6/30/2019	9/30/2019	12/31/2019	
<b>Total</b>	<b>\$ 26,493.67</b>	<b>\$ 20,373.92</b>	<b>\$ 24,507.54</b>	<b>\$ 26,062.12</b>	<b>\$ 97,437.25</b>

2020					
Name	1 Quarter ending	2 Quarter ending	3 Quarter ending	4 Quarter ending	
	3/31/2020	6/30/2020	9/30/2020	12/31/2020	
<b>Total</b>	<b>\$ 19,093.37</b>	<b>\$ 15,901.53</b>	<b>\$ 24,135.63</b>	<b>\$ 21,681.47</b>	<b>\$ 80,812.00</b>



# Flatonia City Council

Staff Report

February 9, 2021 Council Meeting

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## **Agenda Item:**

**A Proclamation of the City Council of the City of Flatonia, Texas recognizing the month of February 2021 as Black History Month.**

## **Background:**

The story of Black History Month began in Chicago during the summer of 1915. An alumnus of the University of Chicago with many friends in the city, Carter G. Woodson traveled from Washington, D.C. to participate in a national celebration of the fiftieth anniversary of emancipation sponsored by the state of Illinois. Thousands of African Americans travelled from across the country to see exhibits highlighting the progress their people had made since the destruction of slavery.

Woodson chose February for reasons of tradition and reform. It is commonly said that Woodson selected February to encompass the birthdays of two great Americans who played a prominent role in shaping black history, namely Abraham Lincoln and Frederick Douglass, whose birthdays are the 12th and the 14th, respectively. More importantly, he chose them for reasons of tradition. Since Lincoln's assassination in 1865, the black community, along with other Republicans, had been celebrating the fallen President's birthday.

<https://asalh.org/about-us/origins-of-black-history-month/>

## **Funding:**

None necessary.

## **Recommended Motion:**

I move to approve the Proclamation of the City Council of the City of Flatonia, Texas recognizing the month of February 2021 as Black History Month.

# PROCLAMATION

WHEREAS: During Black History Month, we celebrate the many achievements and contributions made by African Americans to our economic, cultural, spiritual, and political development; and

WHEREAS: Black History Month grew out of the establishment, in 1926, of Negro History Week by Carter G. Woodson and the Association for the Study of African American Life and History; and

WHEREAS: the 2021 national theme for the observance of the 95<sup>th</sup> annual Black History Month is “*THE BLACK FAMILY: Representation, Identity, and Diversity*” and emphasizes the reality, misconception, and stereotypes of people of African descent; and

WHEREAS: the observance of Black History Month calls our attention to the continuous need to combat racism and build a society that lives up to its democratic ideals; and

WHEREAS: the City of Flatonia continues to work toward becoming an inclusive community in which all citizens—past, present, and future—are respected and recognized for their contributions and potential contributions to our community, the state, the country, and the world; and,

WHEREAS: the City of Flatonia is proud to honor the history and contributions of African Americans in our community, throughout our state, and the nation.

Now, therefore, in recognition of African Americans – past and present – in our community I, Bryan Milson, Mayor of the City of Flatonia, Texas, do hereby proclaim February 2021 to be

## Black History Month

I encourage all citizens to celebrate the diverse heritage and culture and continue our efforts to create a world that is more just, more peaceful, and more prosperous for all.

IN WITNESS WHEREOF, I have hereunto set me hand  
and seal of the City of Flatonia, Texas  
this 9<sup>th</sup> day of February 2021

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Bryan Milson, Mayor, City of Flatonia, TX



# Flatonia City Council

Staff Report

February 9, 2021 Council Meeting

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## **Agenda Item:**

**A Proclamation of the City Council of the City of Flatonia, Texas recognizing the month of February 2021 as American Heart Month.**

## **Background:**

President Lyndon B. Johnson, among the millions of people in the country who'd had heart attacks, issued the first proclamation in 1964. Since then, U.S. presidents have annually declared February American Heart Month. This year, the 57<sup>th</sup> federally designated event is even more important due to the impact of the coronavirus on the public's heart health, including potential harmful effects on the heart and vascular system, according to recent research. Also, during the COVID-19 pandemic, many people have delayed or avoided going to hospitals for heart attacks and strokes – netting poorer outcomes and prompting the AHA to create "*Don't Die of Doubt*," a national awareness campaign that reminds people that hospitals are the safest place to go when you have symptoms. And while in lockdown, more people have engaged in unhealthy lifestyle behaviors, such as eating poorly, drinking more alcohol and limiting physical activity, that can contribute to heart disease.

<https://www.heart.org/en/around-the-aha/february-marks-56th-consecutive-american-heart-month>

## **Funding:**

None necessary.

## **Recommended Motion:**

I move to approve the Proclamation of the City Council of the City of Flatonia, Texas recognizing the month of February 2021 as American Heart Health Month.

# PROCLAMATION

- WHEREAS: according to the American Heart Association, heart disease (including coronary heart disease, hypertension, and stroke) is the main cause of death for men and women in the United States; and
- WHEREAS: the American Heart Association states that coronary heart disease accounts for 1 in 4 deaths annually, killing over 647,000 people a year; and
- WHEREAS: according to the Texas Department of State Health Services *2016 Heart Disease and Stroke Fact Sheet*, there were approximately 176 deaths per every 100,000 citizens in Texas, with black Texas residents and men being the demographic groups with the highest heart disease related deaths; and
- WHEREAS: risk factors for heart disease include hypertension, high cholesterol, prediabetes, diabetes, smoking/secondhand smoke, inactivity, poor nutrition and obesity; and
- WHEREAS: the Center for Disease Control and Prevention (CDC) warns that heart disease and related conditions can happen at any age. High rates of obesity and hypertension among people ages 35-64 are increasing their risks earlier in life; and
- WHEREAS: steps can be taken to protect one's heart health and prevent heart disease by controlling the risk factors for the disease, making healthier choices, being more active, and managing health conditions; and
- WHEREAS: keeping our citizens healthy and promoting awareness of important health issues, including heart disease, is an important responsibility and depends on the actions of many organizations and groups in our community.

Now, therefore, in recognition of the American Heart Association's efforts to bring awareness to heart related issues, I, Bryan Milson, Mayor of the City of Flatonia, Texas, do hereby proclaim February 2021 to be

## American Heart Month

I encourage all at-risk citizens to adopt a heart-healthy lifestyle and participate in preventative health screenings.

IN WITNESS WHEREOF, I have hereunto set me hand  
and seal of the City of Flatonia, Texas  
this 9<sup>th</sup> day of February 2021

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Bryan Milson, Mayor, City of Flatonia, TX



# Flatonia City Council

Staff Report

February 9, 2021 Council Meeting

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## **DELIBERATION**

**2.1.2021.1**

### **Agenda Item:**

An Ordinance amending Ordinance No. 2020.9.1, relating to appropriations made for the support of the City of Flatonia, Texas for the Fiscal Year beginning October 1, 2020 and ending September 30, 2021, which includes the General Fund and the Utility Fund; appropriating money to a sinking fund to pay interest and principal due on the City's indebtedness; appropriating money for the Flatonia Economic Development Corporation; and amending the annual budget for the Flatonia Economic Development Corporation for the 2021 Fiscal Year, to add to the Capital Improvements budget of the Flatonia Economic Development Corporation for the purchase of a 1.37 acre tract of land in the M. Muldoon League, Fayette County, Texas; and establishing an effective date.

**Background:** The purpose of this Ordinance is to amend the Flatonia Economic Development Corporation FY21 Budget to account for the purchase of parkland at 1107 US Hwy 90 and the rollover expense of \$8,000 which was budgeted in FY 19 for the construction of restroom facilities in 7 Acre Park.

**Recommended Motion:** I approve an Ordinance amending Ordinance No. 2020.9.1, relating to appropriations made for the support of the City of Flatonia, Texas for the Fiscal Year beginning October 1, 2020 and ending September 30, 2021, which includes the General Fund and the Utility Fund; appropriating money to a sinking fund to pay interest and principal due on the City's indebtedness; appropriating money for the Flatonia Economic Development Corporation; and amending the annual budget for the Flatonia Economic Development Corporation for the 2021 Fiscal Year, to add to the Capital Improvements budget of the Flatonia Economic Development Corporation for the purchase of a 1.37 acre tract of land in the M. Muldoon League, Fayette County, Texas; and establishing an effective date.

### **Attachments:**

- EDC FY20/21 Budget with amendments



- Capital Improvement Project 5-year projection schedule
- Ordinance 2021.2.1

**ORDINANCE NO. 2021.2.1**

**AN ORDINANCE AMENDING ORDINANCE NO. 2020.9.1, RELATING TO APPROPRIATIONS MADE FOR THE SUPPORT OF THE CITY OF FLATONIA, TEXAS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020 AND ENDING SEPTEMBER 30, 2021, WHICH INCLUDES THE GENERAL FUND AND THE UTILITY FUND; APPROPRIATING MONEY TO A SINKING FUND TO PAY INTEREST AND PRINCIPAL DUE ON THE CITY'S INDEBTEDNESS; APPROPRIATING MONEY FOR THE FLATONIA ECONOMIC DEVELOPMENT CORPORATION; AND AMENDING THE ANNUAL BUDGET FOR THE FLATONIA ECONOMIC DEVELOPMENT CORPORATION FOR THE 2021 FISCAL YEAR, TO ADD TO THE CAPITAL IMPROVEMENTS BUDGET OF THE FLATONIA ECONOMIC DEVELOPMENT CORPORATION FOR THE PURCHASE OF A 1.37 ACRE TRACT OF LAND IN THE M. MULDOON LEAGUE, FAYETTE COUNTY, TEXAS;; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Flatonia, Texas did, on September 22, 2020, after proper notice and public hearing, adopt a budget for the 2020-2021 fiscal year; and

**WHEREAS**, the City Council of the City of Flatonia, Texas, has determined that it is necessary to amend said budget as adopted on September 22, 2020, so as to reflect an increase in the amounts of expenditures budgeted for the Flatonia Economic Development Corporation’s capital improvements budget to allow for the purchase of a 1.37-acre tract of land in the M. Muldoon League, Fayette County, Texas, as requested by the Flatonia Economic Development Corporation.

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

1. The City Council of the City of Flatonia, Texas hereby amends the budget for the fiscal year beginning October 1, 2020 and ending September 30, 2021 for the operation of the General Municipal Government of City of Flatonia, its Utility Departments, and the Flatonia Economic Development Corporation in the manner and amounts set forth in Exhibit “A,” and hereby adopts the amended budget as set forth in Exhibit “A” attached hereto and incorporated herein. in compliance with provisions of Chapter 1, Section 5 of the Flatonia City Code which sets forth certain very specific requirements as to the City of Flatonia.
2. This ordinance shall take effect and be in full force immediately upon its final passage and approval.
3. If any portion of this ordinance is for any reason held to be invalid or unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

**PASSED AND APPROVED** on this \_\_\_\_ day of February, 2021, with \_\_\_\_ Council members voting for and \_\_\_\_ Council members voting against.

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Bryan Milson  
Mayor

ATTEST:

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Heather Ambrose  
City Secretary

APPROVED AS TO FORM:

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Maria Angela Flores Beck  
City Attorney

**ECONOMIC DEVELOPMENT CORPORATION BUDGET FY 2021**

**EXECUTIVE SUMMARY FY 2021**

	FY19 Budget	FY20 Budget	Balance	FY21 Budget
<b>BEGINNING EDC FUND BALANCE</b>	\$40,640	\$174,903	\$172,104	\$175,403
<b>EDC FUND REVENUE</b>	\$125,000	\$117,580	110,221	\$96,000
<b>TOTAL ASSETS</b>	\$165,640	\$292,484	\$282,326	\$271,403
<b>TOTAL ALL EXPENSES</b>	\$70,150	\$184,150	\$82,078	\$251,936
<b>PROJECTED ENDING EDC BALANCE</b>	\$95,490	\$108,334	\$200,248	\$19,467

**Revenue FY 2021**

Account Number	Account Name	Budget 2019	Budget 2020	Balance	Budget 2021	Received 2021
1001	EDC Sales Tax Revenue	125,000	117,580	110,221	96,000.00	\$ 47,791.33
1002	EDC Contributions	-	-			
<b>TOTAL EDC REVENUE</b>		\$125,000	\$117,580	110,221	96,000.00	47791.33

**EXPENSES FY 2021**

Expense Line Item Number	Account Name	Budget 2019	Budget 2020	Expended 2020	Budget 2021	Expended 2021
<b>Administrative Services</b>						
2001	Legal Services	3,000	4,000	3,025	\$4,000	\$1,944
2002	Travel	4,000	4,000	555	\$3,000	
2003	Office Supplies	300	300		\$300	
2004	Bonding	1,850	1,850		\$1,850	
2005	Filing Fees/IRS Filing Fees	-	500	25	\$500	
2006	Miscellaneous	1,500	1,500	48	\$41	\$41
<b>TOTAL ADMINISTRATIVE SERVICES EXPENSES</b>		\$10,650	\$12,150	3,653	\$9,691	\$1,984
<b>Incentive Programs</b>						
3001	Business Expansion/Grants	-	47,500	1,590	\$34,000	\$10,000
3002	Façade Improvement Program	10,000	10,000	4,000	\$8,000	\$2,000
3003	Utility Deposit Loan Program	10,000	10,000		\$5,000	
3004	COVID-19 Small Bus Utility Grant		9,500	13,500	\$0	
<b>TOTAL INCENTIVE PROGRAMS EXPENSES</b>		\$20,000	77,000	19,090	\$47,000	\$12,000
<b>Contract Services Support</b>						
4001	Retail Coach	12,000	11,500	11,500	\$0	
4002	Audit	2,500	2,500	1,650	\$2,500	
<b>TOTAL CHARGES FOR SERVICE</b>		\$14,500	14,000	13,150	\$2,500	\$0
<b>Capital Improvement Projects</b>						
5001	Business Infrastructure Install	11,000			\$0	
5002	Business Startup/Expansion Grants	10,000			\$0	
5003	Capital Improvements	4,000	81,000	46,185	\$192,745	\$24,638
<b>TOTAL CAPITAL IMPROVEMENT PROJECTS</b>		\$25,000	81,000	46,185	\$192,745	\$24,638
<b>TOTAL ALL EXPENSES</b>		\$70,150	\$184,150	\$82,078	\$251,936	\$38,622

## POTENTIAL CAPITAL IMPROVEMENT PROJECTS 5 YEAR PROJECTION

Linked to Cap Imprv Proj Line 5003	FY19	FY20	FY21	FY22	TOTALS	
PROJECT NAME						Notes
<b>Railroad Pedestrian Crossings</b>	4,000					
Water/Wastewater Lines		15,000				Alley behind N. Main St.
Garbade Ln Straighten and Water Line						Potential to straighten
Water Main on Jares Lane						7,500', Hwy 90 to I-10 to FM609
Railroad Pedestrian Crossing west Penn		7,500				\$5.50/sq ft., 77'x5' w/No Walls/flagg
Railroad Pedestrian Crossing east Penn					7,500	\$4.50/sq ft., switchback w/ walls
Railroad Pedestrian Crossing west Market					7,500	\$4.50/sq ft., switchback w/ walls
Splash Pad Contribution	10,000	10,000			20,000	
Nikel-Mica Waterline Extension (2200')		15,500				2200' x 6" pipe
Market St. Extension to I-10 Frontage					275,000	BEFCO Estimate from 8/22/19
Water Main Jares Lane to I-10 Frontage					35,000	3900' x 8" pipe
Water Main I-10 frontage (Jares-Hack)					36,000	3900' x 8" pipe
Water Main Extension Garbade from 11th to Hackberry					9,500	1300' x 6" pipe
Garbade Ln Straighten and Extension to Hackberry					40,000	920'x20
Amtrak Terminal Rotate					40,000	Rotate Building
Amtrak Terminal Parking Lot					9,000	1,300 square yards
Civic Center Paved Parking Lot		25,000				\$1.70/ sq ft; 12k sq ft. pave/stripe
Restrooms at 7 Acre Park		<del>8000</del>	8000			
Fire protection - install 8" water line toward Roberts			19500			
Purchase 1107 US Hwy 90			130000			
Grant Tx CDBG 7219150			35245			
<b>Total</b>	\$ 4,000	\$ 81,000	\$ 192,745	\$ -	\$ 310,000	



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**DELIBERATION**

2.1.2021.2

**Agenda Item:**

An Ordinance amending Ordinance No. 2020.9.1, relating to appropriations made for the support of the City of Flatonia, Texas for the Fiscal Year beginning October 1, 2020 and ending September 30, 2021, which includes the General Fund and the Utility Fund; appropriating money to a sinking fund to pay interest and principal due on the City's indebtedness; appropriating money for the Flatonia Economic Development Corporation; and amending the annual budget for the City of Flatonia for the 2021 Fiscal Year, to add the expenditure of funds received from the Texas Intergovernmental Risk Pool for damage to a fire pumper truck for the purchase of a replacement pumper truck; and establishing an effective date.

**Background:**

These funds were received by and payable to the City of Flatonia for insurance coverage on a pumper truck totaled in June of 2020.

**Recommended Motion:**

I move to approve an Ordinance amending Ordinance No. 2020.9.1, relating to appropriations made for the support of the City of Flatonia, Texas for the Fiscal Year beginning October 1, 2020 and ending September 30, 2021, which includes the General Fund and the Utility Fund; appropriating money to a sinking fund to pay interest and principal due on the City's indebtedness; appropriating money for the Flatonia Economic Development Corporation; and amending the annual budget for the City of Flatonia for the 2021 Fiscal Year, to add the expenditure of funds received from the Texas Intergovernmental Risk Pool for damage to a fire pumper truck for the purchase of a replacement pumper truck; and establishing an effective date.

**Attachment:**

- Written request for funds and budget amendment from Fire Chief John Burleson
- City of Flatonia FY20/21 Budget with amendments

- Ordinance 2021.2.2

FLATONIA FIRE RESCUE  
PO Box 95  
FLATONIA TEXAS 78941  
361-865-3321 Fax 361-865-9360

January 19, 2021

To Sarah Novo,

City Manager City of Flatonia

City Manager Novo,

I am asking for a budget amendment be placed on the February 9<sup>th</sup> City Council meeting agenda. The purpose of the amendment is to request \$49,000.00 from an insurance settlement paid to the City on behalf of the Fire Department. These funds will be used by the Fire Department to purchase another pumper to replace a 1999 American LaFrance pumper which was destroyed in an accident on June 3, 2020, which was blocking traffic on I-10 at a previous accident. This pumper (American LaFrance), saved the lives of 7 firefighters and deputies.

Respectfully,



John Burleson

Fire Chief



<b>FIRE DEPARTMENT</b>							
<b>Personnel Services</b>							
4540.1215	LT/ST Disability Insurance	2,357	2,372	4,125	2,372		
4540.1255	Air Evac	987	1,265	935	1,100		
4540.1280	Workers Comp	335	1,301	1,080	1,301	2,132	
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$3,679</b>	<b>\$4,938</b>	<b>\$6,140</b>	<b>4,773</b>	<b>2,132</b>	<b>44.66%</b>
<b>Services</b>							
4540.2103	Medical Expense	-	1,500	334	1,500		
4540.2130	Computer Services	-	-				
4540.2220	Building & Grounds	1,334	3,500	4,458	3,500		
4540.2224	Motor Vehicle Repair	31,241	43,825	45,773	47,250		Linked To Fire Tab - City pays 75%. FY 21 projected total= 63k
4540.2226	Machinery & Equipment	38,949	34,748	27,787	34,748	11,070	Linked to Fire Tab - City pays 75%. FY 21 projected total is 503k
4540.2310	General Liability Insurance	902	902	898	902	921	
4540.2311	Auto Liability & Phys. Damage	8,458	8,458	9,378	9,600	8,928	
4540.2320	Telephone	1,673	1,656	1,601	1,660	484	
4540.2321	Computer Access - Internet	791	948	778	950	333	
4540.2325	LCRA Radios/Radio Repair	6,414	6,464	5,557	6,500	2,254	
4540.2350	Travel	-	1,500				
4540.2370	Education & Training	1,866	3,500	466	4,000	1,682	
<b>TOTAL SERVICES</b>		<b>\$91,628</b>	<b>\$107,000</b>	<b>\$97,029</b>	<b>110,610</b>	<b>25,672</b>	<b>23.21%</b>
<b>Supplies</b>							
4540.3112	Fuel	4,448	5,000	3,432	4,500	933	
4540.3113	Oil & Grease	16	-				
4540.3116	Office Supplies	-	-				
4540.3120	Utilities	7,561	7,577	5,614	7,500	1,468	
4540.3170	Wearing Apparel	-	1,500	830	1,500		
4540.3171	Medical Supplies	-	250	80			
4540.3172	Miscellaneous	469	500			(49,080)	City TML Fire truck insurance payment
4540.3174	Member Relations	-	1,500				
<b>TOTAL SUPPLIES</b>		<b>\$12,494</b>	<b>\$16,327</b>	<b>\$9,956</b>	<b>13,500</b>	<b>(46,679)</b>	<b>-345.77%</b>
<b>Capital Outlays</b>							
4540.4140	Equipment/Bunker Gear	-	-				
4540.4146	Radios	-	-				
4540.4210	FD Debt Interest	1,251	3,000		3,000		Linked to Debt Services Tab. Split 50/50 with PD 4521.4220
4540.4220	FD Debt Principal	18,751	17,022		16,527		Linked to Debt Services Tab
4540.4600	Capital Outlays (See Comments)	-	-				
<b>TOTAL CAPITAL OUTLAYS</b>		<b>\$20,002</b>	<b>\$20,022</b>	<b>\$0</b>	<b>19,527</b>	<b>-</b>	<b>0.00%</b>
<b>Other Costs</b>							
4540.7200	Firemen's Retirement Fund	48,462	48,000	24,400	48,000		
4540.7210	Programs	1,565	1,500		1,500		
<b>TOTAL OTHER COSTS</b>		<b>\$50,027</b>	<b>\$49,500</b>	<b>\$24,400</b>	<b>49,500</b>	<b>-</b>	<b>0.00%</b>
<b>TOTAL Fire Department</b>		<b>\$177,830</b>	<b>\$197,787</b>	<b>\$137,525</b>	<b>197,910</b>	<b>(18,875)</b>	<b>-9.54%</b>

## **ORDINANCE NO. 2021.2.2**

**AN ORDINANCE AMENDING ORDINANCE NO. 2020.9.1, RELATING TO APPROPRIATIONS MADE FOR THE SUPPORT OF THE CITY OF FLATONIA, TEXAS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020 AND ENDING SEPTEMBER 30, 2021, WHICH INCLUDES THE GENERAL FUND AND THE UTILITY FUND; APPROPRIATING MONEY TO A SINKING FUND TO PAY INTEREST AND PRINCIPAL DUE ON THE CITY'S INDEBTEDNESS; APPROPRIATING MONEY FOR THE FLATONIA ECONOMIC DEVELOPMENT CORPORATION; AND AMENDING THE ANNUAL BUDGET FOR THE CITY OF FLATONIA FOR THE 2021 FISCAL YEAR, TO ADD THE EXPENDITURE OF FUNDS RECEIVED FROM THE TEXAS INTERGOVERNMENTAL RISK POOL FOR DAMAGE TO A FIRE PUMPER TRUCK FOR THE PURCHASE OF A REPLACEMENT PUMPER TRUCK; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Flatonia, Texas did, on September 22, 2020, after proper notice and public hearing, adopt a budget for the 2020-2021 fiscal year; and

**WHEREAS**, the City Council of the City of Flatonia, Texas, has determined that it is necessary to amend said budget as adopted on September 22, 2020, so as to reflect an increase in the amounts of expenditures budgeted for the Fire Department to allow for the purchase of a new pumper truck to replace one lost in an accident in 2020 utilizing insurance proceeds received from the Texas Intergovernmental Risk Pool for that loss, as requested by Flatonia Fire and Rescue.

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

1. The City Council of the City of Flatonia, Texas hereby amends the budget for the fiscal year beginning October 1, 2020 and ending September 30, 2021 for the operation of the General Municipal Government of City of Flatonia, its Utility Departments, and the Flatonia Economic Development Corporation in the manner and amounts set forth in Exhibit "A," and hereby adopts the amended budget as set forth in Exhibit "A" attached hereto and incorporated herein. in compliance with provisions of Chapter 1, Section 5 of the Flatonia City Code which sets forth certain very specific requirements as to the City of Flatonia.
2. This ordinance shall take effect and be in full force immediately upon its final passage and approval.
3. If any portion of this ordinance is for any reason held to be invalid or unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

**PASSED AND APPROVED** on this \_\_\_\_ day of February, 2021, with \_\_\_\_ Council members voting for and \_\_\_\_ Council members voting against.

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Bryan Milson  
Mayor

ATTEST:

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Heather Ambrose  
City Secretary

APPROVED AS TO FORM:

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Maria Angela Flores Beck  
City Attorney



# Flatonia City Council

Staff Report

February 9, 2021 Council Meeting

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## **Agenda Item:**

**Consider and take appropriate action on the approval of a Citywide Communication Plan and directing staff in its implementation**

## **Background:**

City staff have recognized the need for improved communication through all avenues. The City Council has expressed their desire for a City newsletter to be sent to citizens keeping them apprised of what is happening in their community. In addition, staff is working towards a more robust and consistent social media strategy.

The attached Communication Plan is in draft form for City Council consideration and input.

## **Funding:**

Existing staff will be responsible for implementation of the plan. No funding is anticipated at this time.

## **Recommended Motion:**

Review only.

# COMMUNICATION STRATEGY



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- 1.** Communication Strategy Overview
- 2.** Current Communication Practices
- 3.** Social Media Technology and Communication Assets
- 4.** Issue Identification
- 5.** Media Relations, Public Relations and Marketing Tools
- 6.** Crisis Management and Emergency Communications
- 7.** Measurement
- 8.** Conclusion

## COMMUNICATION STRATEGY OVERVIEW

The City of Flatonia is making communication a strategic priority, with the intent of increasing awareness of the policies and programs of the City and generating enhanced engagement of constituents in the governing process. The goal of the communication strategy is to identify opportunities to share the City's message and streamline the methods by which those messages are shared, while conducting the business of the City in an open and inclusive manner.

This plan will serve to enhance communication with the residents and businesses in Flatonia by proactively identifying emerging issues; improving long-range communication strategies; and communicating more effectively the identified key issues, policy decisions made, and actions taken by the City Council.

In Flatonia, communication is seen as an important role of government, and an essential component of the democratic process. It helps build pride, trust and awareness within the community, increases participation, and contributes to strengthening the quality of life in the community. It is a fundamental component of the City's Mission and Vision.

The Communication Strategy is being built on the foundation of four concepts that guide the City of Flatonia in its communications approach:

1. *Clear and Direct:* The City will always strive to use the most direct and straightforward language to communicate its policies and programs, by explaining technical terms, avoiding jargon, and providing background information to ensure that all of our communications are understandable and accessible to the widest possible audience.
2. *Proactive:* Whenever possible, the City will provide information on emerging issues, and follow up to ensure the most accurate and complete information is available to the public as soon as is possible.
3. *Transparent:* The City will be open in communicating its business and make information about the policies, finances, and operations of the City available to all citizens. One way of accomplishing this is to include citizens in the decision-making process, from soliciting input to encouraging service on boards and commissions that actively advise management and the City Council on policy decisions.
4. *Listening and Learning:* The City recognizes that communication flows two-ways, both providing information and receiving feedback. Listening to residents builds better trust and credibility so the policies and programs created by the City also reflect the needs and wishes of the community.



The City has identified five broad objectives designed to meet the City Council’s intent in establishing this communication strategy. Each issue or program campaign will be designed with these desired outcomes in mind:

1. *Increase Awareness:* We want information about City policies and programs to be available to all audiences and for priority projects to be common knowledge among our key audiences.
2. *Increase Engagement:* We want to encourage and enable residents and business owners to participate in public policy formation. In addition, we would like to generate high levels of participation in, and attendance at, City programs and events.
3. *Provide Access:* We want to reduce barriers to communication in order to reach the broadest possible audience.
4. *Enhance Transparency:* It is our intent to conduct the “people’s business” in the open, making information about City policies and operations available to all.
5. *Reinforce Credibility:* We will provide honest and responsive communications that will help us build trust and credibility with our audiences.

By carefully planning our communications to achieve these concepts we believe that we can successfully reinforce the City’s key messages while simultaneously increasing constituent awareness and engagement.

The City of Flatonia has established the following communication goals:

- Establish one clear voice throughout all communication channels;
- Maximize awareness and support of the City Council’s actions, goals, and programs;
- Achieve coordinated and consistent communication both internally and externally;
- Establish and maintain proactive media relations programs;
- Protect and grow positive relationships with all stakeholders;
- Clearly establish the Office of Community Relations as the central point for incoming and outgoing official information; providing communication services to City Council members, executive management, departments, employees and target audiences; and,
- Maintain communication as a top priority for the City.

## **CURRENT COMMUNICATION PRACTICES**

### Legal and Ethical Considerations

Executing communications within the established policies of the City of Flatonia is a top priority and the City strives to meet the highest ethical standards of both government agencies and the communications profession.

*Texas Open Meeting Laws:* Adopted in 1967, The Open Meetings Act (the "Act") was adopted to help make governmental decision-making accessible to the public. It requires meetings of governmental bodies to be open to the public, except for expressly authorized closed sessions, and to be preceded by public notice of the time, place, and subject matter of the meeting. "The provisions of [the Act] are mandatory and are to be liberally construed in favor of open government."

We will make sure that all our communications efforts uphold both the letter and spirit of Texas Government Code in providing the public with information about City business.

*Accessibility:* We will make every reasonable effort to ensure that the information about City programs and policies is available to all our audiences, despite any barriers to communication. These barriers include access to media, language, cultural differences, and physical disabilities.

*Informing vs. Persuading:* One of the many challenges of communicating emerging issues is in providing complete and unbiased information to residents on issues that are coming to the City Council before the Council has had the opportunity to deliberate and establish the City's official position, or vote on a specific decision.

Ultimately, we aim to provide the data and reasoning behind the policy decisions so that residents can understand how those decisions were made. All communications disseminated by the City of Flatonia will be tested against the highest ethical and legal standards, to ensure that we are faithfully serving the public to the best of our ability.

## Our Audiences

The single largest audience we want to reach is residents and business owners/operators, made up of people who live and work in the City of Flatonia. Today the population of Flatonia is approximately 1,383 (2010 Census). There are several defining characteristics that create subcategories with specific needs, such as:

- Property Owners/Renters
- Children/No Children
- Employed/Not Employed
- Length of Residence
- Educational Attainment
- Household Income
- Ethnicity
- Age

As of the 2017 Census there were 1,299 people making up 463 households residing in Flatonia. The racial makeup of the city was White, including Hispanic or Latino, 83.6%; Black, 7.2%, and two or more races, .6%. The Hispanic or Latino population was 674. There are currently 516 housing units which were identified in the process, 510 of which have been identified as occupied housing units and six are vacant housing units. Using the average household size of 2.59, the population would be 1,321 persons. This is consistent with the 2017 ACS 5-Year population estimate of 1,299 persons. The 2010 Census reported a population of 1,383 based upon a reported 515 households. Of the total population of 1383, there are 671 males and 712 females

The 2017 median family income for Flatonia is \$46,094. The income level of 27.1% of the families fall within the low to moderate income bracket.

The City also makes a distinction between direct and indirect customers. People who have had contact with a City of Flatonia employee or who have used one of the City's services within the last year are direct customers. Those who benefit from but have had no interaction with the City are indirect.

Another way of dividing our audiences is through their level of engagement. We recognize four distinct levels:

- Engaged (Ambassadors/Watchdogs)
- Interested (Aware or Impacted)
- Passive
- Disinterested (Actively avoiding or those who consider City communications intrusive)

The most engaged residents are those who have an interest in the policies or programs of the City. Many of our communication efforts are specifically aimed at the two most engaged groups – engaged and interested – as they have the highest interest in receiving communications from the City and have the most utility for that information, and therefore represent the most efficient use of resources.

We recognize that the most engaged audience is largely made up of two distinct groups: residents who participate in the governing process either as volunteers or through participation in specific programs (ambassadors), and those that monitor government actions to ensure that they are appropriate, ethical, and legal (watchdogs). In both cases, these audience members tend to have highly specialized interests, such as the environment, growth, or senior programs.

It's also possible for disinterested or passive audience members to shift suddenly to interested or engaged when City policies and programs impact them directly.

In all our communication, we also recognize that the media is a primary audience, both in providing information directly to our audiences and in creating commentary and criticism of our policies and programs.

City of Flatonia employees are another key audience, as residents see them as experts and expect them to know a great deal about the City programs and policies.

Recognizing that employees are one of the most immediate and direct ways that our audiences receive information about the City, we use our internal communication vehicles as resources for informing staff about the City's strategic messages and issues that may arise throughout the year.

In the end, the desired outcome is a workforce that understands the City's Mission and Vision, exemplifies the City's values, and actively communicates the key strategic messages. Keeping staff informed also builds morale and heads off misinformation circulated by rumors.

Other audiences that we have a need to communicate with from time to time are special interest community groups; various niche stakeholder groups, such as senior citizens, teenagers, or volunteers; Federal or State Legislators; candidates for political office; elected and appointed leaders in other local governments and agencies; and business, service and cultural organizations.

When visitors stay in Flatonia, we can deliver messages that will enhance the reputation of the City, spur additional use of City facilities and programs, and promote interest in the City throughout the rest of the country.

Lastly, we consider potential corporate relocations as an audience for our communications. The City's Economic Development Board and staff strive to promote the City as the best location for business, both in quality of life for their employees and as a business-friendly environment for their organization.

## Our Methods

As our demographics indicate, the City of Flatonia is a culturally diverse community. Translation of policies, procedures and programs into Spanish is a top priority.

The City uses a variety of tools to disseminate information to staff:

- “Everyone” and supervisor emails
- Department and management meetings
- Fliers and posters

## **SOCIAL MEDIA TECHNOLOGY AND COMMUNICATION ASSETS**

It would not be an exaggeration to say that within the recent years the media landscape and the related communications model has begun to shift in a fundamental way. The tools and techniques that have served us well over the past five decades are becoming obsolete as the next-generation's way of approaching mass communications is rapidly being deployed.

A few years ago, it was unthinkable for government employees to spend time on social networks, but the public sector discovered that social media could be a valuable channel for two-way customer communication.

Next-generation technologies, like social networks, are helping government agencies disseminate important information rapidly, broaden transparency, engage the community, improve public perceptions, expand outreach to new audiences, and enhance public safety, while meeting the increasing demand for services.

There are over a billion monthly active users on Facebook. Twitter has millions of active users subsequently sending millions of tweets per day.

The number of users for both Facebook and Twitter are staggering – the growth has been unprecedented and shows no sign of diminishing any time soon.

Even the smallest organizations usually have a Facebook page or Twitter account. But there's more to social media than Facebook and Twitter.

### YouTube

YouTube is the Internet's top video-sharing network. Government agencies can create branded YouTube channels that make publishing, promoting, and archiving easy and efficient. At this time the City of Flatonia does not utilize YouTube but could consider this option in the future.

### Instagram

Instagram is a mobile app, known for its square image format and photo-sharing capabilities. Instagram is a form of nonverbal communication that holds the ability to deliver visual messages to many recipients quickly and conveniently. The City of Flatonia does not utilize Instagram at this time but may in the future. Photos could be shared from community events, behind the scenes snapshots, Mayor and City Council members, award honorees, parks and infrastructures. A City Instagram could also be used to promote community engagement. For example, residents and tourists would be encouraged to share their photos via Instagram, by tagging the City with the hashtag #flatoniatx.

The explosion of new-generation communication methods over the last few years has significantly changed the government and citizen relationship. Today, citizens and employees engage with agencies through mobile devices, social media, and websites. Public sectors can meet these demands with a well-thought-out strategy that informs, engages, interacts, and delivers services, while creating a business-friendly environment.

### City Website

The City has dramatically enhanced its web presence since 2019. Maintaining an excellent website is an ever-evolving process. The main access point is <http://www.flatoniatx.gov/page/homepage>.

The outcome we desire is to make Flatonia’s key information “discoverable” by our audiences. With over a trillion websites in Google’s database, and roughly two billion searches each day, it can be difficult to achieve high rankings on search engine results. Fortunately for us, the search algorithm used by the biggest search engines, Google and Yahoo!, both favor government sites.

Moving forward, the focus will be to improve navigation and mobile friendliness, while remaining transparent and encouraging citizen engagement. Further development of the content and services available on the web will continue to make it the resource of first choice for many of our audiences.

### Social Media Platforms

The City has established a profile on Facebook and intends to develop profiles on Twitter and Instagram.

### Published Documents

In addition, the City plans to publish several new special audience newsletters and documents and continue to post existing ones. This may include *the Comprehensive Annual Finance Report (CAFR), the operating budget, water quality reports, City Council and Board agendas and minutes*.

An area of focus is to try to ensure that all print materials are available via the City’s website and translated into Spanish when feasible.

## ISSUE IDENTIFICATION

The City has established formal avenues for identifying emerging issues. The key mechanisms are:

- Staff review of City Council agendas and City Council meetings; and
- Management team meetings.

City Council members are also encouraged to contact the City Manager whenever they have a concern that an issue may need to be addressed or to pass that information to the appropriate Department Director.

There are several issues that will continue to be important for the City to communicate about. These include:

*Financial Management:* An important element of this topic is the legal and contractual restrictions we have on use of funds and making sure residents understand the different sources of funding at our disposal.

*Public Safety:* The emphasis here is on planning for the future and providing adequate resources to the Police departments. Issues such as facility size and locations, equipment, and staffing will continue to generate debate during budget development. The Volunteer Fire Department is a separate entity and identifies issues specific to their mission.

*Economic Development:* Local economic development is a process that strives to improve the economic well-being of the community. It helps to retain and increase local revenue that funds government services that both city residents and businesses desire. One City goal is to increase the city's tax base, increase other revenue sources, create and retain jobs within the city, address sales tax leakage and diversify the sales tax base, create new markets, and build local and regional relationships to aid in the advancement of the economic development program.

*Tourism:* The City of Flatonia is located along the I-10 corridor which is a major transportation route across Texas. Future growth and expanding hotel and tourism amenities will bring additional revenues to the City.

*Public Works:* Maintenance of City infrastructure, including streets, sidewalks, parks, public buildings, street trees, flood control channels and traffic signals continues to be a priority.



## **MEDIA RELATIONS, PUBLIC RELATIONS, AND MARKETING TOOLS**

The City continues to use the following tools to generate stories with the local media, both traditional and non-traditional:

- News releases/Press conferences
- Speeches

The City views media relations as a collaborative process in helping reporters understand the issues, providing access to City experts and data, and facilitating a dialogue with elected officials.

Another large element of our media relations efforts is response to media inquiries and Public Record requests. Acting on tips, or reacting to our news releases, reporters contact the City for information on their assignments. We make a point of resolving all such requests as quickly as possible. The City is also proactive in responding to incorrect information in stories, working with editors and reporters to correct future reporting.

When dealing with the media, it is important that the City works with the media to maintain a fair balance in reporting positive stories with ones dealing with crime or controversial issues.

Public Relations is one of the tools related to managing the City's reputation, creating outreach, helping audiences understand background on policy decisions, and clarifying the role of government. Some of the public relations tools to be employed by the City of Flatonia include:

- Organizing ceremonies, such as ribbon cuttings and dedications;
- Holding community meetings and forums;
- Facilitating recognitions, proclamations, and presentations at City Council meetings;
- Providing photography and video on our website, Facebook, Instagram and publications to tell the City's stories;
- Applying for awards that demonstrate the quality and success of City of Flatonia programs;
- Executing public education campaigns;
- Placing PSA's on social media;
- Developing promotional collateral, such as brochures and fliers;
- Making community group presentations;
- Participating in charity or cause-related community events; and,
- Promoting the City's image and offerings to regional and national audiences.

The goals of our public relations efforts are twofold, to make the complicated easier to understand and to create better partnerships with all audiences, including media.

The City has several open, volunteer advisory committees and boards that meet periodically to discuss City business. We will continue to use meetings and board communications to inform the community about issues.

The City can increase the level of media outreach overall through various means such as:

- Increased press releases;
- Development of media opportunities, such as tours of City facilities and parks.

Executive staff also provides support and consultation to departments for external communications and special events.

The City Manager discusses information with members of the media and may allow Executive staff to discuss information, provided it is shared within the parameters of established City policy.

## **CRISIS MANAGEMENT AND EMERGENCY COMMUNICATIONS**

Issues, for the purposes of this discussion, are topics of concern to one or more audiences that relate directly to City policies or programs. Many issues arise over the course of a year, a minority of which may rise to the level of crisis.

There is a critical distinction between emergencies – such as floods, ice storms, and fires – and crises. Where we recognize any threat to public safety as an emergency, a crisis is a threat to the organization’s financial health or reputation.

The City cannot predict every issue that will arise over the course of a year, nor would it be desirable to attempt to prepare for every possible contingency. Instead, our strategic messages are designed to position the City on a foundation of broad concepts that allow for flexibility in addressing any situation that should arise. When an issue comes up, the first step should be to determine what actions – if any – are appropriate in response.

There can be unintended consequences if the City were to attempt to proactively respond to every evolving issue; we could waste resources, diffuse our strategic messages and potentially generate negative stories that might otherwise not have happened.

The key then, is preparation – through clear procedures and general strategies. As issues arise and are identified by staff, the first step is to determine if:

- The issue should be monitored, but no response should be made;
- The issue requires a response; or,
- The issue rises to the level of a crisis.

Issues not requiring a public response are generally routine topics generated by local media or public comment. In most cases the story may pass without much community discussion, or the individuals affected can be directly contacted to address their concerns or answer their questions. Routine exchange has a limited impact or a very short lifespan.

Issues requiring a response are those that impact many people and have a relatively long lifespan, meaning that the issue will continue to impact people over several days or longer. The standard approach should be to research and develop a list of talking points that describe the issue, outline City policy regarding the issue, and describe the City’s response plan.

Elected officials and appropriate staff will be briefed on the situation. Then the City should publicly respond with an explanation and the plan to address the issue.

For crises, the approach is similar, but more robust. In general, the City will respond within 24 hours – if not sooner – to the emergence of the crisis, as described below. To promote the greatest levels of transparency and credibility, we will always tell the truth about what happened and have a plan to resolve the problem.

There are three phases in our approach to crisis management.

When a crisis arises, the first phase is known as preparation. During that time City staff will conduct research to determine:

- What has happened?
- What are the questions people might have?
- What is our message?

As soon as possible, we will move to the response phase.

The key here is that our messages should say what we are going to do. Action always is preferable to talk.

During the recovery phase we will assess the following:

- Did we reach our intended audience?
- Was our message accurate?
- Was our message credible?
- Have we solved the problem?
- What can we learn from this?

Each crisis has a “teachable moment” as anxiety starts to subside when we can deliver important information about City policies or programs. The City can leverage a crisis as an opportunity to reach higher levels of awareness and engagement if we are prepared and respond appropriately.

## MEASUREMENT

*Level of Engagement:* One way to measure engagement is to measure the reach of messages through individual communication channels and the actual participation, and then compare the various communications methods to determine which methods yield the highest levels of participation.

To that end, we will collect the following data as applicable:

- Attendance at events, forums, and meetings;
- Participation on boards and committees; and,
- Participation in online polls and voluntary surveys.

*Experiences and Opinion:* One of the more challenging aspects of the changes in media is that while there is now more subjective feedback available directly from constituents on issues, this flood of information is difficult to compile and analyze in a way that provides actionable data. One way is to collect comments and feedback from various sources and conduct an affinity analysis to see what the general tone or direction those comments are taking.

Online reputation management is done by analysis of user comments on social networking sites, blogs, and discussion groups. The information gathered, including opinions shared, and the frequency and tone of *Flatonia* mentions on various sites, will be identified, and classified by pertinent data.

## **CONCLUSION**

The City of Flatonia's Communication Strategy is in place to provide means by which we can increase awareness of our programs and policies, and to generate heightened engagement of our community members. This strategy is meant to be fluid; to grow and change along with technology and social media. Our goals, to conduct business in an open and inclusive manner by tracking community input, and to share the City's message in streamlined methods, will continue to be implemented and enhanced on an ongoing basis.



# Flatonia City Council

February 9, 2021 Council Meeting

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## **DELIBERATION**

2.1.2021.4

### **Agenda Item:**

Consider and take appropriate action on presenting an RFQ for qualified audit firms to conduct an audit for the City of Flatonia and Flatonia Economic Development Corporation in FY 21/22.

### **Financial:**

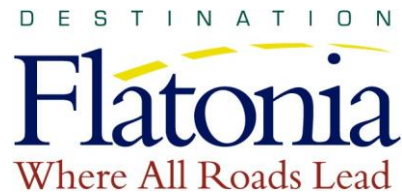
There is no financial impact in presenting an RFQ. Financial obligations will be discussed with the Council as submissions are received, rated and recommendations are made.

### **Recommended Motion:**

Review only.

# Request for Qualifications

The City of Flatonia, Texas has  
authorized sealed proposals to be  
received for:  
Auditing Services



SEALED PROPOSALS DUE:  
XXX, 2021, X:XX P.M. CDT



## **PART I** **GENERAL**

The City of Flatonia, hereinafter “City”, seeks an agreement with a qualified Individual, Firm, or Corporation, hereinafter referred to as “Respondent”, to audit the financial statements of the City, as reported through a Comprehensive Annual Financial Report (CAFR), for the fiscal year ending September 30, 2021, with the option to extend for each of the four (4) subsequent fiscal years. These audits are to be performed in accordance with generally accepted auditing standards, the standards set forth for financial audits in the General Accounting Office's (GAO) *Government Auditing Standards*, latest revision, the provisions of the federal Single Audit Act of 1984 (as amended in 1996), and U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

There is no expressed or implied obligation for the City to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. All costs directly or indirectly related to preparation of a response to this request for proposal (RFQ), any oral presentation required to supplement and/or clarify a proposal, and/or reasonable demonstrations which may be, at its discretion, required by the City shall be the sole responsibility of and shall be borne completely by the proposer.

To be considered, one (1) bound original and an additional five (5) bound copies of the proposal must be received by the City Secretary, 125 E. South Main Street, Flatonia, TX XXX p.m. XXX, 2021. The City reserves the right to reject any or all proposals submitted. Proposals submitted will be reviewed by the selection team. It is the proposer's responsibility to ensure that they receive all addenda related to the proposal. It shall be the sole responsibility of the respondent to ensure that their proposal is received by the City Secretary by the time indicated. Late proposals will not be considered.

### **1. CONTRACT INCORPORATION AND INSURANCE:**

The Respondent shall be aware that the contents of the successful proposal will become part of any subsequent contractual document that may arise from this RFQ. Failure of a Respondent to accept this condition may result in proposal rejection.

Upon request, the successful Respondent must submit proof of meeting necessary insurance requirements within ten (10) business days of notification by the City of Flatonia. Failure to respond within ten (10) business days will be grounds for declaring a Respondent non-responsive to specifications.

In addition, the Respondent shall obtain and maintain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof and shall continue to maintain the insurance policy in full force and effect during the term of an agreement entered into as a result of this solicitation.

**2. ATTACHMENTS:**

The following attachments are made a part of this solicitation:

- 2.1. Attachment A: Estimated Hours and Fees for Services
- 2.2. Attachment B: Title Page

**3. CLARIFICATION:**

For questions or clarifications of specifications, you may contact:

**Sarah Novo**  
**City Manager**  
**125 E. South Main St.**  
**P.O. Box 329**  
**Flatonia, TX 78941**  
**(361)865-3548**  
[manager@ci.flatonia.tx.](mailto:manager@ci.flatonia.tx.us)  
[us](mailto:manager@ci.flatonia.tx.us)

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

**4. EX PARTE COMMUNICATION:**

Please note that to ensure the fair evaluation of a solicitation, the City prohibits ex parte communication (e.g., unsolicited) initiated by the Respondent to a City representative evaluating or considering the solicitations prior to the time a decision has been made. Communication between Respondent and the City will be initiated by the appropriate City designee in order to obtain information or clarification needed to develop an accurate evaluation of the solicitation. Ex parte communication may be grounds for disqualifying the offending Respondent from consideration for award.

**5. QUALIFICATIONS:**

The opening of a proposal shall not be construed as the City's acceptance of such as qualified or responsive. All Respondents shall:

- 5.1. Be firms, corporations, individuals or partnerships normally engaged in the provision of the services as specified herein.
- 5.2. Have adequate organization, facilities, equipment and personnel to ensure prompt and efficient service to the City.

- 5.3. Respondent shall identify key project staff, task leaders and sub-contractors along with their expected services to the City within the scope of work on behalf of the firm. Resumes shall be included for each of the individuals and sub-contractors referenced which demonstrate their qualifications to satisfy all the critical and service requirement areas. The City reserves the right to approve or disapprove all sub-contractors.

**6. EVALUATION AND CRITERIA:**

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

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

Proposals shall be evaluated based on demonstrated competence and qualifications to perform the services requested using the following criteria:

Quality of Auditing services offered	30%
Respondent's demonstrated experience and strength to provide the services	25%
Respondent's methodology, work plan, and timeline	25%
Respondent's previous experience and references	15%
Thoroughness and clarity of response to RFQ	5%

**7. AGREEMENT TERMS:**

- 7.1. The initial term of the resulting agreement shall be for one (1) consecutive twelve (12) month period from the effective date. The agreement may be renewed for four (4) additional periods of time, not to exceed twelve (12) months each, provided both parties agree in writing.
- 7.2. The City reserves the right to review the Respondent's performance at any time.
- 7.3. The City will require a Letter of Engagement executed annually prior to the beginning of each succeeding twelve (12) months term.
- 7.4. If the Respondent fails to perform its duties in a reasonable and competent manner, the City shall give written notice to the Respondent of the deficiencies and the Respondent shall have thirty (30) days to correct such deficiencies. If the Respondent fails to correct the deficiencies within the thirty (30) days, the City may terminate the agreement at any time or letter of engagement by giving the Respondent written notice of termination and the reason for the termination. The City will reimburse for work performed to date.

- 7.5. If the agreement is terminated, for any reason, the Respondent shall turn over all records—including but not limited to the following: records of services, deliverables, and transactions—to the City within fifteen (15) working days after completion of duties contained in the agreement or letter of engagement.

**8. AWARD:**

The City reserves the right to enter into an Agreement with a single award, split awards, non-award, or use any combination that best serves the interest and at the sole discretion of the City. Award announcement will be made upon City Council approval of staff recommendation and execution of an Agreement.

**9. PROMPT PAYMENT POLICY:**

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

- 9.1. There is a bona fide dispute between the City and Vendor concerning the supplies, materials, services or equipment delivered or the services performed that causes the payment to be late; or
- 9.2. The terms of a federal agreement, grant, regulation, or statute prevent the City from making a timely payment with Federal Funds; or
- 9.3. There is a bona fide dispute between the Vendor and a sub-contractor or between a subcontractor and its suppliers concerning supplies, material, or equipment delivered or the services performed which caused the payment to be late; or
- 9.4. The invoice is not mailed to the City in strict accordance with instructions, if any, on the purchase order or letter of engagement or other such contractual letter of engagement.

**10. NON-APPROPRIATION:**

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

## **PART II** **SCHEDULE** **E**

**1. SOLICITATION SCHEDULE:**

It is the City’s intention to comply with the following solicitation timeline:

<b>Date</b>	<b>Activity</b>
XXX XX, 2021	Issue Request for Qualifications
XXX XX, 2021	Deadline for Questions on RFQ
XXX XX, 2021	Deadline for City Response to Questions on RFQ
XXX XX, 2021	RFQ Submittal Due – <b>Deadline at XXX P.M.</b>

A copy of all the questions submitted and the City’s response to the questions shall be posted on our webpage under the [http://www.flatoniatx.gov/page/budget\\_finance](http://www.flatoniatx.gov/page/budget_finance). The City reserves the right to modify these dates. Notice of date change will be posted to the City’s website.

**2. SOLICITATION UPDATES:**

Respondents shall be responsible for monitoring the City’s website at <http://www.flatoniatx.gov/budget-finance> for any updates pertaining to the solicitation described herein. Various updates may include addendums, cancelations, notifications, and any other pertinent information necessary for the submission of a correct and accurate response. The City will not be held responsible for any further communication beyond updating the website.

**3. PROPOSAL DUE DATE:** Signed and sealed proposals are due no later than **XXXX P.M.** on **XXX XX, 2021** to the City Secretary’s Office. Mail or carry sealed proposals to:

**City of Flatonia City Secretary’s Office**  
**125 E. South Main St.**  
**P.O. Box 329**  
**Flatonia, TX 78941**

- 3.1. Responses received after this time and date shall not be considered.
- 3.2. Sealed responses shall be clearly marked on the outside of packaging with the Solicitation Title, Due Date and “DO NOT OPEN”.
- 3.3. Facsimile or electronically transmitted responses are not acceptable.
- 3.4. Late responses will be returned to Respondent unopened if a return address is provided.

**4. AGREEMENT NEGOTIATIONS:**

In establishing an agreement as a result of the solicitation process, the City may:

- 4.1. Review all submittals and determine which Respondent is most qualified for award of the agreement.
- 4.2. Attempt to negotiate with the most responsive Respondent an agreement at fair and reasonable terms, conditions and cost.
- 4.4. If negotiations are successful, enter into an agreement.
- 4.5. If the negotiations are not successful, formally end negotiations with that Respondent, the City may then:
  - 4.5.1. Select the next most highly qualified Respondent and attempt to negotiate an agreement at fair and reasonable terms, conditions and cost with that Respondent.
  - 4.5.2. The City shall continue this process until an agreement is entered into or until all negotiations are terminated.
- 4.6. The City also reserves the right to reject any or all submittals, or to waive any irregularities or informalities in the submittal received.

**5. POST AWARD MEETING:**

The City and Respondent shall have a post-award meeting to discuss the following:

- 5.1. Contact information for implementation of an Agreement and Letter of Engagement.
- 5.2. Agreement terms and conditions.
- 5.3. Letter of Engagement terms, conditions, and Scope of Work for each year.
- 5.4. The identification of specific milestones, goals and strategies to meet objectives.

## **PART III** **SPECIFICATIONS**

**1. SCOPE OF WORK:**

The City will be audited annually by outside independent accountants (auditors). The auditors must be a CPA firm and must demonstrate significant experience in the field of local government auditing. They must conduct the City's audit in accordance with generally accepted auditing standards. The auditors' report on City's financial statements will be completed within a timely period as specified in this document. The auditor will jointly review the management letter with the City Council, if necessary. In conjunction with this review, the City Manager shall respond in writing to the City Council regarding the auditor's Management Letter, addressing the issues contained therein. The City will not require auditor rotation but will circulate a Request for Qualifications for audit services on a periodic basis as deemed appropriate.

The auditor is retained by and it accountable directly to the City Council and will have access to direct communication with the City Council if the City Staff is unresponsive to auditor recommendations or if the auditor considers such communication necessary to fulfill its legal and professional responsibilities.

The Respondent shall provide the following auditing services, and in accordance with generally accepted auditing standards as set for by the American Institute of Certified Public Accountants (AICPA), U.S. GAO *Government Auditing Standards*, latest revision, the provisions of the federal Single Audit Act of 1984 (as amended in 1996) and U.S. OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*:

- 1.1. Express an opinion on the fair presentation of the City's basic financial statements in conformity with generally accepted accounting principles.
- 1.2. Express an opinion on the fair presentation of the City combining and individual fund financial statements and schedules in conformity with generally accepted accounting principles. The Respondent is not required to audit the supporting schedules contained in the comprehensive annual financial report (CAFR). However, the Respondent shall provide an "in-relation-to" opinion on the supporting schedules based on the auditing procedures applied during the audit of the basic financial statements and the combining and individual fund financial statements and schedules. The Respondent is not required to audit the introductory section of the report or the statistical section of the CAFR.
- 1.3. Perform certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards.
- 1.4. The Respondent shall audit the schedule of expenditures of federal awards to City.
- 1.5. The Respondent shall provide a Single Audit when required.

From time to time, the City may request the auditor to perform other audits and reviews not specifically provided under this section. If such a request is made, the auditor shall submit, at the City's request, a separate proposal for completing the engagement, along with a proposed fee schedule. The City reserves the right to contract additional audits or reviews with whomever they choose.

The City may send its Comprehensive Annual Financial Report (CAFR) to the Government Finance Officers Association of the United States and Canada (GFOA) for review in its Certificate of Achievement for Excellence in Financial Reporting program. The auditor will be required to provide special assistance to the City to meet the requirements of that program. Because the CAFR must be released within six months after the fiscal year end (March 31) to be eligible for the GFOA Certificate of Achievement, coordination of schedules will be required.

The City plans to move forward from auditor prepared basic financial statements to staff prepared financial statements over the course of the contract. Varying degrees of assistance in completion of the basic financial statements will be required.

**2. BACKGROUND:**

The City serves an area of approximately 1.67 square miles with a population over 1,408. The City’s fiscal year begins on October 1st and ends on September 30th.

- 2.1. The services provided by the City under general governmental functions include police protection, municipal court, street maintenance, public improvements, planning and zoning, parks operation and maintenance, cemetery, and administrative services necessary to serve the citizens of Flatonia. The Volunteer Fire Department is partially supported with City contributions.

In addition, water/wastewater and electric services are operated under a Utility Fund concept, with user charges set to ensure adequate coverage of operating expenses and payments on outstanding debt.

- 2.2. The City has a total budget for FY2021 of 5,680,882 and 21 FTE employees.
- 2.3. The City is organized into general and utility funds. The accounting and financial reporting functions of the City are centralized.
- 2.4. More detailed information on the government and its finances can be found in the following documents:
  - 2.4.1. 2020-2021 Budget
  - 2.4.2. Comprehensive Annual Financial Report for the Year Ended September 30, 2021

- 2.5. All documents can be found on-line on the City’s website, <http://www.flatoniatx.gov/>

**3. FUND STRUCTURE:**

The City uses the following fund types and account groups in its financial reporting:

Fund Type	Number of Individual Funds:
General Fund	X
Debt service funds	X
Utility Fund	X

**4. BUDGETARY BASIS OF ACCOUNTING:**

The City prepares its governmental fund type budgets on a basis consistent with generally accepted accounting principles.

**5. FEDERAL AND STATE FINANCIAL ASSISTANCE AWARDS:**

During the fiscal year to be audited, the City received the following Federal and State Financial Assistance Awards:

- 5.1. Community Development Block grant
- 5.2. U.S. Department of Justice
- 5.3. U.S. Department of Housing & Urban Development



**6. PENSION AND POST EMPLOYMENT PLANS:**

The City provides pension benefits for all its full-time employees through a non-traditional, joint contributory, hybrid benefit plan in the state-wide Texas Municipal Retirement System (TMRS), an agent multiple-employer public employee retirement system. The City has employees who take part in an optional IRC Deferred Comp 457 plan. Eligible retirees of the City are provided post-employment benefits of health insurance coverage.

**7. DISCRETELY PRESENTED COMPONENT UNIT:**

A seven-member board appointed by the City Council governs the Flatonia Economic Development Corporation, an entity legally separate from the City. The City Council maintains budgetary control of the Corporation. This component unit is to be audited as part of the audit of the City of Flatonia's financial statements.

**8. MAGNITUDE OF FINANCE OPERATIONS:**

The City Secretary will prepare internal financial reports sufficient for management to plan, monitor, and control City's financial affairs.

City of Flatonia financials are overseen by:

<u>Function</u>	<u>Number of Employees</u>
Chief Financial Officer	1
City Secretary	1
Administrative Assistants	2

**9. COMPUTER SYSTEMS:**

The City utilizes the following systems for transactions:

- 9.1. Tyler Technology
  - Incode Check
  - Reconciliation Cash
  - Collections
  - Call Center
  - General Ledger
  - Accounts
  - Payable Project
  - Accounting
  - Purchase
  - Orders Fixed
  - Assets
  - Time
  - Entry
  - Payroll

- Utility
- Billing
- Public Safety
- Court
- 9.1. Tyler Technology
- Energov Planning &
- Zoning

## **10. INTERNAL AUDIT FUNCTION:**

The City does not have an internal audit staff.

## **11. PRIOR AUDIT REPORTS:**

All prior years' audit reports including the CAFR can be found on-line on the City's website, <http://www.flatoniatx.gov/>.

## **12. RESPONDENT REQUIREMENTS:**

Respondent shall, at a minimum, address the following requirements:

- 12.1. Respondent is independent and licensed to practice in Texas.
- 12.2. Have an office located within a radius of 120 miles of the City of Flatonia.
- 12.3. No conflict of interest regarding any other work performed by the firm for the City.
- 12.4. Respondent has performed one or more audits of Texas municipalities in the past two (2) years.
- 12.5. Demonstrate experience and performance on comparable government engagements.
- 12.6. Quality of respondent's professional personnel to be assigned to the engagement and the quality of management and support personnel to be available for technical consultation.
- 12.7. Experience and performance with Single Audits and tests of compliance with laws and regulations.
- 12.8. Perform additional services and provide technical support throughout the year, including new GASB pronouncements.
- 12.9. Adequacy of proposed staffing plan for various segments of the engagement.

## **13. TIME SCHEDULE:**

The Respondent shall submit a detailed timeline schedule for the following items:

- 13.1. The Respondent shall submit for review and approval by the City Manager, a schedule of audit functions as follows:
  - 13.1.1. Interim work starts and completion dates. Historically, performed late July and early August of the year.

- 13.1.2. A detailed audit plan and a list of all schedules and listing the assistance provided by the City shall be provided to the City by September 1<sup>st</sup> of the year audited.
- 13.1.3. The Respondent shall use their best efforts to complete all fieldwork no later than December 31, 2021 and each subsequent year.
- 13.1.4. The Respondent shall use their best efforts to have preliminary drafts of the audit reports, the CAFR, and recommendations to management for review by the City Manager no later than **January XX, 2022** and each subsequent year.
- 13.1.5. Entrance conferences, progress reporting and exit conferences shall be developed for audits of current and future fiscal years, provided, the City exercises its option for additional audits.

#### **14. WORKING PAPER RETENTION AND ACCESS TO WORKING PAPERS:**

All working papers and reports shall be retained, at the successful Respondent's expense, for a minimum of three (3) years, from completion of the audit, unless the firm is notified, in writing by the City, to extend the retention period. The successful Respondent shall make working papers accessible, upon request, to the following parties or their designees:

- 14.1. City of Flatonia
- 14.2. State or Federal Grant Agencies
- 14.3. U.S. General Accounting Office
- 14.4. Parties designated by the federal or state governments or by the City as part of an audit quality review process
- 14.5. Auditors of entities of which the City is a subrecipient of grant funds.
- 14.6. In addition, the Respondent shall respond to inquiries of successor auditors and allow successor auditors to review working papers related to matters of continuing accounting significance.

#### **15. CITY RESPONSIBILITIES:**

The City will provide the following to the successful Respondent:

- 15.1. The City is solely responsible for the recording and reporting of its financial affairs, both internally and externally. The City Manager is responsible for establishing the structure for the City's chart of accounts and for assuring that procedures are in place to properly record financial transactions and report the City's financial position.
- 15.2. The Administrative Department staff and responsible management personnel will be available during the audit to assist the successful respondent by providing information, documentation and explanations. The preparation of confirmations will be the responsibility of the City and the respondent. In

addition, hours of clerical support, a total of which will be agreed upon by the Chief Financial Officer and Respondent, will be available to the Respondent for the preparation of routine letters and memoranda.

- 15.3. City staff will prepare and provide, but not limited to, the following statements and schedules for the Respondent:
  - 15.3.1. Trial Balances
  - 15.3.2. Accounts Receivable Schedules
  - 15.3.3. Accounts Payable Schedules
  - 15.3.4. Payroll Schedules
  - 15.3.5. Fixed Asset Listing
  - 15.3.6. Asset Additions and Deletions
- 15.3 The City will provide workspace, desks and chairs.
- 15.4 The successful Respondent will have access to telephone lines, photocopying facilities and FAX machines.
- 15.4 Long distance charges shall not be covered unless included in the cost of fee estimate as other charges.
- 15.5 The City will print and publish the Final Report documents.

## **16. DELIVERABLES:**

The successful Respondent shall provide, but not be limited, to the City the following reports:

- 16.1. A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles.
- 16.2. A report on internal control over financial reporting and on compliance and other matters based on an audit of the financial statements.
- 16.3. A report on compliance with requirements that could have a direct and material effect on each major program and on internal control over compliance.
- 16.4. In addition to the financial statements, Respondent shall prepare the City's Comprehensive Annual Financial Report (CAFR) with the assistance from the City. The final CAFR document shall be in a format ready for printing and duplication.

## **17. REPORT COMPLIANCE:**

In the required report(s) on compliance and internal controls, the Auditor shall communicate any reportable conditions found during the audit.

- 17.1. Reportable conditions that are also material weaknesses shall be identified as such in the report(s). Non-reportable conditions discovered by the auditors shall be reported in a separate letter to management, which shall be referred to in the report(s) on compliance and internal controls.
- 17.2. The report on compliance and internal controls shall include all material instances

of noncompliance. All nonmaterial instances of noncompliance shall be reported in a separate management letter, which shall be referred to in the report on compliance and internal controls.

- 17.3. Report(s) regarding irregularities and illegal acts shall be immediately sent, as they become evident, to the following parties: City Manager.

### **18. SPECIAL CONSIDERATIONS:**

In the future, the City may send its comprehensive annual financial report to the Government Finance Officers Association of the United States and Canada for review in their Certificate of Achievement for Excellence in Financial Reporting Program. It is anticipated that the auditor will be required to provide special assistance to the City to meet the requirements of that program.

- 18.1. The City currently anticipates it will prepare one or more official statements in connection with the sale of debt securities, which will contain the auditor's report, the basic financial statements, the notes to the financial statements and the required supplementary information. The Auditor shall be required, if requested by the fiscal advisor and/or the underwriter, to issue a "consent and citation of expertise" as the Auditor and any necessary "comfort letters."
- 18.2. The Schedule of Expenditures of Federal Awards and related auditor's report, as well as the reports on compliance and internal controls are not to be included in the comprehensive annual financial report but are to be issued separately.

### **19. FINAL REPORT:**

The successful Respondent shall provide the prepared final draft financial statements, notes and all required supplementary schedules to the City no later than February XX, 2022 and each subsequent year. The City will complete a review of the preliminary draft report which is due to the City no later than January XX, 2022. The City will provide all recommendations, revisions and suggestions for improvement to the Respondent as expeditiously as possible. It is not expected that this process will exceed two (2) weeks. During that period, the Respondent shall be available for meetings that may be needed to discuss in order to finalize the reports. Once all issues for discussion are resolved, the final signed report shall be delivered to the City Manager. The successful Respondent will be required to provide a presentation of the financial statements to the City Council at their Council meeting.

## **PART IV** **SUBMISSION REQUIREMENTS**

1. **PROPOSAL SUBMISSION REQUIREMENTS:** To achieve a uniform review process and obtain the maximum degree of comparability, the responses shall be organized in the

manner specified below. Sealed responses shall be clearly marked on the outside of packaging with the Solicitation title, due date and “**DO NOT OPEN**”. Responses shall be clear and concise and shall include at a minimum: title page, transmittal letter, index or table of contents, dividers for each section and all required attachments. Information in excess of those pages allowed may not be evaluated. One page shall be interpreted as one side of a double-spaced, printed, 8 1/2” X 11” sheet of paper. It is recommended that responses be submitted in ringed binders, metal spirals, or another bound format that best contains all required documentation for submission.

The Respondent shall submit one (1) original signed paper copy and five (5) copies, clearly identified as a “COPY” of its Response. The Sealed Dollar Cost Bid Proposal should be in a separate sealed envelope and should also include one (1) original signed paper copy and five (5) copies, clearly marked.

In addition, the Respondent shall submit one (1) flash drive, each containing a complete copy of Respondent’s submission in an acceptable electronic format (PDF, RTF, TXT, DOC, XLS).

A complete copy of the Response includes all documents required by this Solicitation.

The flash drive shall be titled: “SOLICITATION TITLE- Complete copy of [Name of Respondent]’s submission.”

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

- 1.1. Title Page (Attachment B) – Complete the form and provide a signature from an individual that has authorizing authority.
- 1.2. **(TAB 1)** Letter of Transmittal (1 page) – Identify the services for which solicitation has been prepared.
  - 1.2.1. Briefly state your firm’s understanding for the services to be performed and make a positive commitment to provide the services as specified.
  - 1.2.2. A statement of affirmation warranting compliance with State of Texas laws with respect to foreign (non-state of Texas) corporations.
  - 1.2.3. A statement of affirmation warranting responsibilities shall not be delegated or subcontracted without prior written permission of the City.
  - 1.2.4. A statement why the firm believes itself to be best qualified to perform the engagement and a statement that the response is a firm offer for the period stated.
  - 1.2.5. Provide the name(s) of the person(s) authorized to make representations for your firm, their titles, address, telephone numbers and e-mail address.

- 1.2.6. The letter of each solicitation shall be signed in permanent ink by a corporate officer or other individual who has the authority to bind the firm. The name and title of the individuals(s) signing the solicitation shall be clearly shown immediately below the signature.
- 1.3. **(TAB 2) Table of Contents** (1 page) – Clearly identify the materials by Tab and Page Number.
- 1.4. **(TAB 3) Previous Performance/Experience** – Provide detailed information on firm and team experience with providing consultant services as described in the Scope of Work.
  - 1.4.1. Respondent shall submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.
  - 1.4.2. Respondent shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, Respondent shall provide information on the circumstances and status of any disciplinary action taken or pending against the Respondent during the past three (3) years with state regulatory bodies or professional organizations.
  - 1.4.3. List separately all engagements within the last five years, ranked based on total staff hours, for the City by type of engagement (e.g. audit, management advisory services, other). Indicate the scope of work, date, engagement partners, total hours, the location of the firm's office from which the engagement was performed, and the name and telephone number of the principal client contact.
  - 1.4.4. For the Respondent's office that will be assigned responsibility for the audit, list the most significant engagements (maximum - 10) performed in the last five years that are like the engagement described in this solicitation. These engagements shall be ranked based on total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.
- 1.5. **(TAB 4) Available Resources and Respondent Location** – Provide information on size, resources and business history of the firm.
  - 1.5.1. Respondent shall state the size of the firm, the size of the Respondent's governmental audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.
  - 1.5.2. If the Respondent is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium shall be separately

identified and the firm that is to serve as the principal auditor shall be noted, if applicable.

- 1.6. **(TAB 5) Qualifications** – Respondent shall identify the project team and provide statement of qualifications for those individuals to include education, professional registrations and areas and years of service in the respective field.
- 1.6.1. Identify and provide a resume for the principal supervisory and management staff, including engagement partners, managers, subcontractors, other supervisors and specialists, who would be assigned to the engagement. Indicate whether each such person is registered or licensed to practice as a certified public accountant in Texas. Provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.
- 1.6.2. Provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, and specific experience related to GFOA Certificate of Achievement for Excellence in Financial Reporting, of the specific staff to be assigned to this engagement. Indicate how the quality of staff over the term of the agreement will be assured.
- 1.6.3. Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the City. However, in either case, the City retains the right to approve or reject replacements.
- 1.6.4. Consultants and firm specialists mentioned in response to this solicitation can only be changed with the express prior written permission of the City, which retains the right to approve or reject replacements.
- 1.6.5. Other audit personnel may be changed at the discretion of the Respondent if replacements have substantially the same or better qualifications or experience.
- 1.7. **(TAB 6) Methodology** – Respondent shall define the method and approach to be used. The Response shall set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services. In developing the work plan, reference shall be made to such sources of information as City budget and related materials, organizational charts, manuals and programs, and financial and other management information systems. Respondents shall provide the following information on their audit approach:



- 1.7.1. Proposed segmentation of the engagement
  - 1.7.2. Level of staff and number of hours to be assigned to each proposed segment of the engagement
  - 1.7.3. Sample size and the extent to which statistical sampling is to be used in the engagement
  - 1.7.4. Extent of use of computer audit tools in the engagement
  - 1.7.5. Type and extent of analytical procedures to be used in the engagement
  - 1.7.6. Approach to be taken to gain and document an understanding of the City's internal control structure
  - 1.7.7. Approach to be taken in determining laws and regulations that will be subject to audit test work
  - 1.7.8. Approach to be taken in drawing audit samples for purposes of tests of compliance
  - 1.7.9. Approach and frequency to be taken regarding regular communications with the Chief Financial Officer regarding the engagement status.
  - 1.7.10. Identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the City.
- 1.8. **(TAB 7) Timeline** – Respondent shall provide a detailed schedule of the complete project as per the specifications contained herein. See Part III paragraph 13.
- 1.9. **SEPARATE SEALED ENVELOPE** marked as follows: “SEALED DOLLAR COST BID”
- 1.9.1. Respondent shall include the cost proposal within “Attachment A” to provide services as described herein. The sealed dollar cost proposal must contain all pricing information relative to performing the audit engagement as described in this request for proposals. The total all-inclusive maximum price to be proposed is to contain all direct and indirect costs including all out-of-pocket expenses.
  - 1.9.2. A total all-inclusive maximum price for the fiscal years 2021, 2022, 2023, 2024, 2025 must be included.
  - 1.9.3. Separate pricing must be provided in the provided attachment for the overall financial statement and single audit.

*No dollar units or total costs should be included in the response submittal outside of the sealed envelope titled: “Sealed Dollar Cost Bid”.*

TO BE PREPARED

**ATTACHMENT B**

[Type here]



# Flatonia City Council

February 9, 2021 Council Meeting

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## **DELIBERATION**

2.1.2021.5

**Agenda Item:** Consider and take appropriate action to adopt a resolution for the police department to apply for the 2021 State Homeland Security Program – Regular Projects (SHSP-R) for FY2022 with the Office of the Governor, Public Safety Office, Homeland Security Grants Division.

**Discussion:** This program is for anti-terrorism funding. The grant is requesting the following equipment: thermal imaging, computerized virtual training simulator, automated external defibrillators, evidence collection equipment, ballistic helmets, emergency medical trauma kits, traffic control devices, and non-lethal training equipment. The total amount of grant this department is applying for is \$133,365.35. The application dates are from 12/14/2020 to 02/11/2021.

Responsibilities of the City will be reporting a set of measures to document usage and deployment of equipment during a one-year period.

**Financial:** There is no financial match for this grant. This is 100% funding from the grant provider.

**Suggested motion:** I make a motion to adopt a resolution for the police department to apply for the 2021 State Homeland Security Program – Regular Projects (SHSP-R) for FY2022 with the Office of the Governor, Public Safety Office, Homeland Security Grants Division.

**Attachments:** Resolution 2021.2.3

**RESOLUTION 2021.2.1**

**A RESOLUTION OF THE CITY OF FLATONIA, TEXAS  
AUTHORIZING THE APPLICATION OF A 2021 STATE  
HOMELAND SECURITY PROGRAM GRANT**

**WHEREAS**, the City Council of the City of Flatonia, Texas finds it in the best interest of the citizens of Flatonia, Texas, that the 2021 State Homeland Security Program – Regular Projects (SHSP-R) for FY2022 with the Office of the Governor, Public Safety Office, Homeland Security Grants Division be operated for the FY 2022; and

**WHEREAS**, the City of Flatonia agrees to provide applicable matching funds for the said project as required by the 2021 State Homeland Security Program grant application; and

**WHEREAS**, the City of Flatonia agrees that in the event of loss or misuse of the Office of the Governor funds, City of Flatonia assures that the funds will be returned to the Office of the Governor in full.

**WHEREAS**, the City of Flatonia designates Flatonia Police Chief as the grantees authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE OF FLATONIA, TEXAS:**

**SECTION 1.** that the City Council of the City of Flatonia approves submission of the grant application for the 2021 State Homeland Security Program – Regular Projects (SHSP-R) to the Office of the Governor.

**PASSED AND APPROVED** by the City Council of the City of Flatonia, Texas, on this the 9<sup>th</sup> day of February 2021.

CITY OF FLATONIA, TEXAS

By: \_\_\_\_\_  
Bryan Milson  
Mayor

ATTEST:

\_\_\_\_\_  
Heather Ambrose  
City Secretary

APPROVED AS TO FORM AND LEGALITY:

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Maria Angela Flores Beck  
City Attorney



**DELIBERATION**

2.1.2021.6

**Agenda Item:**

**Consider and take appropriate action on a Resolution of the City of Flatonia, Texas, approving the Public Information Request Form; designating the City’s mailing address and e-mail address for receiving requests for public information; and establishing an effective date.**

**Background:**

With the Legislative Session that concluded in May 2019, and the 86th Legislature, several laws were passed that impacted open meetings and public information in Texas. Section 552.235 of the Government Code requires the Office of the Attorney General (the “OAG”) to create a public information request form for use by Texas governmental bodies. The PIA requires governmental bodies, who allow requestors to use this form, to post the form on their website. In addition, the City is required to prominently post the attached notice where the public can view. The old notice with revision date of 2014 has been replaced in the lobby with the new 2019 revision.

By designating one contact, it streamlines receiving public information requests and better ensures that requests are handled in a timely manner and meet the deadline specified by the State. The Attorney General’s form includes all information needed to process a public information request and is preferable to emails and handwritten requests that are sent in without adequate information. A log of requests and fulfillments will be kept for documentation. The request form will be posted on the City’s webpage along with the email and mailing address.

**Funding:**

None necessary.

**Recommended Motion:**

I move to approve a Resolution of the City of Flatonia, Texas, approving the Public Information Request Form; designating the City’s mailing address and e-mail address for receiving requests for public information; and establishing an effective date.

**RESOLUTION NO. 2021.2.2**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FLATONIA, TEXAS, APPROVING THE PUBLIC INFORMATION REQUEST FORM; DESIGNATING THE CITY'S MAILING ADDRESS AND E-MAIL ADDRESS FOR RECEIVING REQUESTS FOR PUBLIC INFORMATION; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the 2019 Legislative Session concluded in May and the 86th Legislature passed laws that impact public information in Texas; and

**WHEREAS**, S.B. 944 requires the Office of the Attorney General ("OAG") to create a public information request form for use by governmental bodies and requesters; and

**WHEREAS**, if the governmental body allows requestors to use the OAG's request form and the governmental body maintains a website, the governmental body is required to post the OAG's request form on its website; and

**WHEREAS**, S.B. 944 also clarifies the permissible methods a requester may use to submit a public information request and specifies that a governmental body may designate an e-mail address and a mailing address for receiving public information requests; and

**WHEREAS**, the City Council of the City of Flatonia desires to allow requesters to use the OAG's public information request form and designate one mailing address and one e-mail address for receiving requests for public information.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FLATONIA, TEXAS:**

**Section 1:** The City Council of the City of Flatonia hereby approves the request form attached as Exhibit A.

**Section 2:** The City Council of the City of Flatonia designates the following mailing address and e-mail address for receiving written requests for public information:

City Secretary  
P.O. Box 329  
Flatonia, TX 78941  
citysec@ci.flatonia.tx.us

**Section 3:** All orders and resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

**Section 4:** That this Resolution shall take effect immediately from and after its passage, and it is duly resolved.

**DULY RESOLVED AND ADOPTED** by the City Council of the City of Flatonia, Texas  
this 9<sup>th</sup> day of February 2021.

APPROVED:

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Bryan Milson  
Mayor

ATTEST:

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Heather Ambrose  
City Secretary

APPROVED AS TO FORM:

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Maria Angela Flores Beck  
City Attorney



# TEXAS PUBLIC INFORMATION ACT INFORMATION REQUEST FORM

For guidance regarding your rights as a requestor and the public information procedures adopted by this governmental body, you may review the governmental body's notice required under section 552.205 of the Government Code. You can find additional Public Information Act resources on the Office of the Attorney General's website at <http://www.texasattorneygeneral.gov/open-government>.

## Requestor Contact Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Company/Organization: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Preferred Manner of Written Communication:      Email      Standard Mail

## Description of the Information Requested

(Note: Describe the information as precisely as you can.)

**Date Range (optional):** From: \_\_\_\_\_ to: \_\_\_\_\_

Under the Public Information Act, some categories of information do not have to be released. Exceptions to disclosure fall into two general categories: 1) mandatory exceptions that make information confidential and require a governmental body to withhold information, and 2) discretionary exceptions that allow but do not require a governmental body to withhold information. You may find information about mandatory and discretionary exceptions at <https://www.texasattorneygeneral.gov/open-government/members-public/confidential-information-under-public-information-act>.

In most instances, a governmental body is required to request a decision from the Attorney General in order to withhold information from a requestor. However, a requestor may permit a governmental body to redact information without requesting an Attorney General decision. You are not required to agree to the redaction of any information responsive to your request, but doing so may streamline the handling of your request. If you agree to redactions in this request, then you may request the redacted information in a future information request.

- Do you agree to the redaction of information that is subject to mandatory exceptions, provided such redactions are clearly labeled on the information you received?      Yes      No
- Do you agree to the redaction of information that is subject to discretionary exceptions, provided such redactions are clearly labeled on the information you receive?      Yes      No

## INFORMATION PREFERENCES:

- How would you like to have the information provided?      Inspection
- If available, do you wish to receive an electronic copy of the information?      Yes      No

**Please Note:** If the information requested is unclear or if a large amount of information is requested you may be contacted to discuss clarifying or narrowing your request. There may be charges associated with production of the requested information. You may find more information regarding the charges under the Public Information Act at <https://www.texasattorneygeneral.gov/open-government/governmental-bodies/charges-public-information>

# THE PUBLIC INFORMATION ACT

Texas Government Code, Chapter 552, gives you the right to access government records; and an officer for public information and the officer's agent may not ask why you want them. All government information is presumed to be available to the public. Certain exceptions may apply to the disclosure of the information. Governmental bodies shall **promptly** release requested information that is not confidential by law, either constitutional, statutory, or by judicial decision, or information for which an exception to disclosure has not been sought.

## Rights of Requestors

*You have the right to:*

- Prompt access to information that is not confidential or otherwise protected;
- Receive treatment **equal** to all other requestors, including accommodation in accordance with the Americans with Disabilities Act (ADA) requirements;
- Receive certain kinds of **information without exceptions**, like the voting record of public officials, and other information;
- Receive a **written statement of estimated charges**, when charges will exceed \$40, in advance of work being started and opportunity to modify the request in response to the itemized statement;
- Choose whether to inspect the requested information (most often at no charge), receive copies of the information or both;
- A **waiver** or reduction of charges if the governmental body determines that access to the information primarily benefits the general public;
- Receive a copy of the communication from the governmental body asking the Office of the Attorney General for a ruling on whether the information can be withheld under one of the accepted exceptions, or if the communication discloses the requested information, a redacted copy;
- Lodge a written complaint about overcharges for public information with the Office of the Attorney General. Complaints of other possible violations may be filed with the county or district attorney of the county where the governmental body, other than a state agency, is located. If the complaint is against the county or district attorney, the complaint must be filed with the Office of the Attorney General.

## Responsibilities of Governmental Bodies

*All governmental bodies responding to information requests have the responsibility to:*

- Establish **reasonable procedures** for inspecting or copying public information and inform requestors of these procedures;
- Treat **all** requestors uniformly and shall give to the requestor all reasonable comfort and facility, including accommodation in accordance with ADA requirements;
- Be informed about open records laws and educate employees on the requirements of those laws;
- Inform requestors of the estimated charges greater than \$40 and any changes in the estimates above 20 percent of the original estimate, and **confirm that the requestor** accepts the charges, or has amended the request, in writing before finalizing the request;
- Inform the requestor if the information cannot be provided promptly and set a **date and time to provide it** within a reasonable time;
- Request a **ruling from the Office of the Attorney General** regarding any information the governmental body wishes to withhold, and send a copy of the request for ruling, or a redacted copy, to the requestor;
- **Segregate** public information from information that may be withheld and provide that public information **promptly**;
- Make a good faith attempt to **inform third parties** when their proprietary information is being requested from the governmental body;
- Respond in writing to all written communications from the Office of the Attorney General regarding charges for the information. Respond to the Office of the Attorney General regarding complaints about violations of the Act.

## Procedures to Obtain Information

- √ Submit a request by mail, e-mail, or in person, or any other appropriate method approved by the governmental body.
- √ Include enough description and detail about the information requested to enable the governmental body to accurately identify and locate the information requested.
- √ Cooperate with the governmental body's reasonable efforts to clarify the type or amount of information requested.

### A. Information to be released

- You may review it promptly, and if it cannot be produced within 10 working days the public information officer will notify you in writing of the reasonable date and time when it will be available.
- Keep all appointments to inspect records and to pick up copies. Failure to keep appointments may result in losing the opportunity to inspect the information at the time requested.

### Cost of Records

- **You must respond to any written estimate of charges within 10 days of the date the governmental body sent it or the request is considered automatically withdrawn.**
- If estimated costs exceed \$100.00 (or \$50.00 if a governmental body has fewer than 16 full time employees) the governmental body may require a bond, prepayment or deposit.
- You may ask the governmental body to determine whether providing the information primarily benefits the general public, resulting in a waiver or reduction of charges.
- Make a timely payment for all mutually agreed charges. A governmental body can demand payment of overdue balances exceeding \$100.00, or obtain a security deposit, before processing additional requests from you.

### B. Information that may be withheld due to an exception

- If a governmental body determines the requested information is not subject to a previous determination or a statute that allows the information to be withheld without requesting a ruling, by the 10th business day after a governmental body receives your written request, a governmental body must:
  1. request an Attorney General Letter Decision and state which exceptions apply;
  2. notify the requestor of the referral to the Attorney General; and
  3. notify third parties if the request involves their proprietary information.
- Failure to request an Attorney General Letter Decision and notify the requestor within 10 business days will result in a presumption that the information is open unless there is a compelling reason to withhold it.
- Requestors may send a letter to the Attorney General arguing for release, and may review arguments made by the governmental body. If the arguments disclose the requested information, the requestor may obtain a redacted copy.
- The Attorney General must issue a decision no later than the 45th working day from the day after the attorney general received the request for a decision. The attorney general may request an additional 10 working day extension.
- Governmental bodies may not ask the Attorney General to "reconsider" a decision.

To request information from this governmental body, please contact:

By mail:

City Secretary  
PO Box 329  
Flatonia, TX 78941

By e-mail: [hambrose@ci.flatonia.tx.us](mailto:hambrose@ci.flatonia.tx.us)

In person: 125 E South Main Street, Flatonia, TX

Other: Fax 361-865-2817

For complaints regarding failure to release public information please contact your local County or District Attorney. Please ask and you will be provided with this information.

- You may also contact the **Office of the Attorney General**, Open Government Hotline, at 512-478-6736 or toll-free at 1-877-673-6839.
- For complaints regarding overcharges, please contact the **Office of the Attorney General**, Cost Hotline at 512-475-2497 or toll-free at 1-888-672-6787.

*If you need special accommodation pursuant to the Americans With Disabilities Act (ADA), please contact our ADA coordinator,*

Heather Ambrose

at 361-865-3548

# LEY DE INFORMACIÓN PÚBLICA

El Capítulo 552 del Código Gubernamental de Texas (Texas Government Code), le otorga al público acceso a archivos gubernamentales sin que un funcionario de información pública o el agente del funcionario pregunten para qué se desea tal información. Se asume que toda la información gubernamental está disponible al público. Sin embargo, se podrían aplicar algunas excepciones a la revelación de alguna información. Los organismos gubernamentales deberán revelar **sin demora** la información solicitada que no es confidencial conforme a la ley o por decisión judicial o información para la que no se ha buscado una excepción a la revelación.

## Derechos del Solicitante

Tiene derecho a:

- Acceso sin demora a información que no es confidencial o está de otra manera protegida;
- Ser tratado **igual** que los demás solicitantes, incluyendo instalaciones que cumplen con los requisitos de la Ley para Personas con Discapacidades (Americans with Disabilities Act, ADA);
- Recibir cierta información **sin excepciones**, tal como el expediente de votación de un funcionario público y otra información;
- Recibir por adelantado una lista detallada de los costos calculados, cuando el costo sobrepase 40 dólares, por trabajo que se haga y por la oportunidad de modificar la solicitud en respuesta a esta lista detallada;
- Elegir si desea inspeccionar la información solicitada (generalmente sin costo alguno), recibir copias de la información o ambas opciones;
- Una reducción o **eliminación** del costo si el organismo gubernamental determina que el acceso a la información beneficia a todo el público en general;
- Recibir una copia de la comunicación del organismo gubernamental la cual le solicita a la Procuraduría General una decisión sobre si se puede negar la información bajo una de las excepciones aceptadas o una copia redactada si dicha comunicación revela la información solicitada;
- Presentar una queja escrita ante la Procuraduría General de Texas por sobrecargos al brindar acceso a información pública. Las quejas sobre otras posibles violaciones se pueden presentar ante el fiscal de condado o distrito en el condado donde el organismo gubernamental, aparte de una agencia estatal, está localizado. Si la queja es contra el fiscal de distrito o del condado, la queja se debe presentar ante la Procuraduría General.

## Responsabilidades de los Organismos Gubernamentales

Todos los organismos gubernamentales que responden a solicitudes de información tienen la responsabilidad de:

- **Establecer procedimientos razonables** para inspeccionar o copiar información pública e informar a los solicitantes de este procedimiento;
- Tratar a **todos** los solicitantes igual y brindarles las comodidades y facilidades razonables, incluyendo instalaciones que cumplen con los requisitos de la ADA;
- Estar informado sobre las leyes de transparencia gubernamental y educar a los empleados sobre los requisitos de tales leyes;
- Informar al solicitante del costo calculado si es más de 40 dólares y de cualquier cambio en los cálculos que sobrepasen el 20 por ciento del cálculo original y **confirmar que el solicitante** acepta los cargos o ha cambiado la solicitud, por escrito, antes de finalizarla;
- Informarle al solicitante si no se puede proveer la información con prontitud y establecer **una fecha y hora para presentarla** dentro de un tiempo razonable;
- Solicitar una **decisión de la Procuraduría General** sobre cualquier información que el organismo gubernamental no desee revelar y enviar una copia de la solicitud o una copia redactada al solicitante;
- **Separar** la información pública de la información que se puede retener y proveer al público la información pública **rápidamente**;
- Hacer un intento de buena fe **para informar a terceros** cuando su información de propiedad exclusiva está siendo solicitada del organismo gubernamental;
- Responder por escrito a todas las comunicaciones escritas de la Procuraduría General sobre el costo de la información. Responder a la Procuraduría General sobre quejas de violaciones a la Ley.

## Procedimientos para Obtener Información

- ✓ Presentar la solicitud por correo, correo electrónico, en persona, o en otra manera apropiada que es aprobada por el organismo gubernamental.
- ✓ Incluir suficiente descripción y detalle sobre la información que solicita para permitirle al organismo gubernamental identificar la información solicitada con exactitud y localizarla.
- ✓ Cooperar con los esfuerzos razonables del organismo gubernamental para aclarar el tipo o cantidad de información solicitada.

### A. Información que se entrega

- Usted podría revisarla de inmediato, y si no se puede proporcionar dentro del plazo de 10 días hábiles, el funcionario de información pública le notificará por escrito de una fecha y hora razonables cuando estará disponible.
- Mantenga todas las citas para inspeccionar archivos o recoger copias. El no presentarse a las citas podría resultar en perder la oportunidad de inspeccionar la información en el momento solicitado.

### Costo del expediente

- **Usted deberá responder a cualquier estimado por escrito de los cargos que se le envíe dentro de un lapso de 10 días a partir de la fecha en que el organismo gubernamental lo envió o la solicitud será considerada como retirada.**
- Si los costos calculados sobrepasan los 100 dólares (o 50 dólares si el organismo gubernamental cuenta con menos de 16 empleados de tiempo completo), el organismo gubernamental quizás requiera un bono, pago por adelantado o depósito.
- Usted le puede pedir al organismo gubernamental que considere si el proveer la información beneficia al público, lo que podría resultar en que no se le cobren o se reduzcan los cargos.
- Hacer el pago a tiempo de todos los costos acordados por ambos. Un organismo gubernamental puede exigir el pago de los saldos morosos que exceden 100 dólares u obtener un depósito de seguridad, antes de procesar solicitudes adicionales.

### B. Información que podría no ser revelada debido a una excepción

- Si un organismo gubernamental determina que la información solicitada no es sujeta a una determinación previa o a una ley que permite no revelar la información sin solicitar una decisión, o al cumplir los 10 días hábiles después de que el organismo gubernamental recibe su solicitud escrita, éste debe:
  1. solicitar una Decisión por Carta del Procurador General y declarar las excepciones que aplican;
  2. notificarle al solicitante que se ha presentado la solicitud ante el Procurador General; y
  3. notificarle a terceros si la información tiene que ver con su información de propiedad exclusiva.
- Si no se solicita una Decisión por Carta del Procurador General y no se notifica al solicitante dentro de 10 días hábiles resultará en la suposición de que la información está disponible al público, a menos que exista una razón contundente para no revelarla.
- Los solicitantes pueden enviarle una carta al Procurador General exhortándole a que se revele la información y pueden revisar argumentos hechos por el organismo gubernamental. Si los argumentos revelan la información solicitada, el solicitante puede obtener una copia redactada.
- El Procurador General debe emitir una decisión antes de que se cumplan 45 días hábiles desde el día en que la Procuraduría General recibió la solicitud del organismo gubernamental. El Procurador General puede solicitar una extensión adicional de 10 días hábiles.
- Los organismos gubernamentales no pueden pedirle al Procurador General que "reconsidere" una decisión..

Para solicitar información pública de este organismo, favor de contactar a:

Por Correo: City Secretary  
PO Box 329  
Flatonía, TX  
78942

Por correo electrónico: [hambrose@ci.flatonia.tx.us](mailto:hambrose@ci.flatonia.tx.us)

En persona en: 125 E South Main St, Flatonía, TX

Otro: Fax: 361-865-2817

Para presentar una queja sobre información pública no revelada, favor de contactar a su Fiscal de Condado o Distrito. Por favor comuníquese para más información.

- También puede contactar a la **Procuraduría General**, Línea Especial de Transparencia Gubernamental al (512) 478-6736 o gratuitamente al 1-877-673-6839.

- Para presentar quejas relacionadas a sobrecargos, favor de contactar a la **Línea Especial de Costos de la Procuraduría General** al 512-475-2497 o gratuitamente al 1-888-672-6787.



# Flatonia City Council

February 9, 2021 Council Meeting

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## **DELIBERATION**

2.1.2021.7

### **Agenda Item:**

Discuss, consider, and select a grant administration services provider to complete a TDA TxCDBG funding application, and, in the event the City is selected for funding, to also administer the program.

### **Recommended Motion:**

I motion to award Langford Community Management Services, LLC administrative services for the City of Flatonia in the application and administration of a 2021-2022 Community Development Fund grant.

**Texas Community Development Block Grant**

**Phase Two Solicitation for Administrative/Planning Services**

**Evaluation of Proposals**

<b>Applicant Community:</b>	City of Flatonia							
<b>Evaluation Team:</b> (at least three persons required, including one local official)	<b>Name of Evaluator</b>			<b>Title</b>				
	Bryan Milson			Mayor				
	Heather Ambrose			City Secretary				
	Sarah Novo			City Manager				
<b>Program:</b> (list ONLY one program per form, create a separate A508 for each additional program)	2021-2022 Community Development Fund							
<b>Description of Anticipated Project:</b>	Infrastructure Project							
<b>Date Solicitation Sent:</b>	January 13, 2021							
<b>Responses received:</b>	<b>Name of Firm</b>			<b>Date Response Received</b>				
	KBB Consulting			No response received				
	Langford			January 14, 2021				
	KSBR, LLC			No response received				
	Provision Specialized Resources, LLC.			No response received				
<b>Evaluation of Proposals:</b> (revise/add/delete services in this section as appropriate)	<b>Enter for each criterion &amp; proposal:</b> (criteria listed on A506) <ul style="list-style-type: none"> <li>• Points awarded, or</li> <li>• Evaluation such as Highly Advantageous (H), Advantageous (A), Not Advantageous (N), or Unacceptable (U).</li> </ul>							
Name of Firm		Experience	Prior Work Performance	Capacity to Perform	Proposed Cost	Other	Other	Notes
Langford Community Management Service, Inc.		40	30	20	8			Cost proposed for administrative services (including environmental review) is \$35,000
<b>Firm Recommended:</b>	Langford Community Management Service, Inc.							
<b>Firm Selected:</b>								
* If Firm Selected differs from Firm recommended by Evaluators, provide explanation								
<b>Conflict of Interest Evaluated by:</b>	<input type="checkbox"/> Conflict exists, firm disqualified			<input checked="" type="checkbox"/> No conflict exists				
<b>Date Awarded by Governing Body:</b>	February 9, 2021							



# Flatonia City Council

February 9, 2021 Council Meeting

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## **DELIBERATION**

2.1.2021.8

### **Agenda Item:**

Consider and take appropriate action on items included in report from City Manager Novo; to include Economic Development, Public Safety, Parks, Covid-19, Code Enforcement, Planning, Election, Streets, Transportation Facilities, Public Services, Administration and Events.

## 1. **Economic Development**

- The EDC meeting was held January 21.
- Conversation surrounding the creation of a Small Business development workshop series is moving forward as a potential partnership between the City, the City of Flatonia Economic Development Corporation, the Chamber of Commerce, local businesses and the Small Business Association to offer business planning and resource workshops locally for the benefit of our local businesses.
- Local business developments:
  - a. The Donut shop is finalizing the last few items and will reportedly be opening this month.
  - b. Olle Hotel is on the market
  - c. Subway building has sold
  - d. Old Dollar General has an offer and should be closing shortly
  - e. Possible contract on the Arnim building
  - f. Stein building may have a buyer

## 2. **Covid-19**

Please continue to do the things that you know work well and encourage others to do the same. These include but are not limited to:

- ✓ Social distancing whenever possible
- ✓ Mask wearing where appropriate
- ✓ Good hand and body hygiene
- ✓ Test whenever an exposure or symptom occurs
- ✓ Strict adherence to quarantine recommendations

CDC recommendations remain for all citizens to use face masks and continue with diligent hygiene practices (hand sanitizer, etc.) For up to date information, tracking and numbers by county, please follow this link:

<https://txdshs.maps.arcgis.com/apps/opsdashboard/index.html#/ed483ecd702b4298ab01e8b9cafc8b83>

### **City of Flatonia (Precinct 3)**

- As of 2/5/2021, the current number of positive cases in precinct 3 is **9**, with **12** probable cases. You can find most recent updates at: <https://www.co.fayette.tx.us/>
- A plexiglass shield has been installed at the City Hall public counter for the continued protection of both staff and customers. Additional sanitation stands have also been installed both outside and inside City Hall, and outside of the Council Chambers entrance.

### **Fayette County**

- A large increase in cases was expected to occur on Feb 1<sup>st</sup>. This is due to a backlog due to the number of new cases coming in and the amount of time that it takes to verify, remove duplicates and enter information into the system. All of the backlogged

information was entered as of February 1<sup>st</sup> which has resulted in a one-time large increase in cases. *These cases were otherwise being tracked, so the lag in reporting has not affected case follow up and investigation.*

- The number of confirmed cases in Fayette County is 2059. Total active case number is 56.
- For the most current case count inside Fayette County, please visit: <https://www.co.fayette.tx.us/>.
- Effective January 30, the business occupancy percentage in Fayette County has been raised to 75%. These numbers are governed by criteria laid out in the Governors Order GA-32 which defines the TSA (also known as Trauma Service Area).  
*Areas of high hospitalization areas are any Trauma Service Area (TSA) that has had seven consecutive days in which the number of COVID-19 hospitalized patients as a percentage of total hospital capacity exceeds 15 percent, until such time as the Trauma Service Area has seven consecutive days in which the number of COVID-19 hospitalized patients as a percentage of total hospital capacity is 15 percent or less.*  
Under the criteria laid out in GA-32, the Fayette County Trauma Service Area no longer meets the definition of a high hospitalization area and so may reopen to the 75% service levels.
- On February 2, a Rural County vaccine SUBHUB event provided 4,000 vaccines to the community on a first come, first served basis (with priority given to those over 65, healthcare workers, or those with underlying medical conditions.) Vaccine availability and events change on a day-to-day basis. The City is doing its best to disseminate information on upcoming events as information is received. For updates, please contact the City of Flatonia at (361) 865-3548.

### **Statewide**

- 2,132,595 total cases have been reported state-wide, with an estimated 2,037,888 having recovered. 37,727 fatalities. 354,724 active cases.
- For state of Texas (note that this number is usually delayed)  
<https://txdshs.maps.arcgis.com/apps/opsdashboard/index.html#/ed483ecd702b4298ab01e8b9cafc8b83>

### **3. Parks**

- Parks meeting was held on Thursday, January 27<sup>th</sup> at 6:00 pm.
- Waste bag dispensers have been installed in 4 of the City's parks. They were each placed next to a trash can and at the following locations: (2) at 7 Acre Park, (1) at McWhirter, (1) at Central Park, and (1) near the jail at the Flatonia Rail Park.





- Fayette Savings has donated 50 frisbees to the City of Flatonia for distribution to park users.
- Staff will work to prepare a park rental agreement and special event agreement as time and resources allow.
- Flatonia girls softball will be providing some additional park signage and banners at McWhirter Park during softball season.

#### 4. PD

- The Police Department has several “big ticket” items that they are soliciting for in a grant. AED’s, a training simulator are a few of the items in addition to patrol vehicles.
- Some positive changes over the past year within the police department: all officers now carry Narcan and medical response bags, tourniquets have also been placed in the patrol vehicles for emergency response.
- Our Police Chief (who is also a Paramedic) recently participated in a COVID-19 vaccination clinic in partnership with area Emergency Management directors which was a positive way to highlight the many ways that our public safety team gives back to the community.



Sherian Tofel (left) with La Grange ISD was vaccinated for COVID-19 on Wednesday, Jan. 13, and the shot was administered by Flatonia Police Chief Lee Dick, who is also a paramedic.  
 Photo Courtesy of the Fayette County Office of Emergency Management

#### 5. Transportation Facilities

- Staff received a call from the Amtrak Government Affairs official advising that Amtrak is looking to change their existing route structure and increase the number of stops between Houston and San Antonio. There will be some legislative modifications needed in order to facilitate this moving forward, however staff anticipates furthering this conversation.

#### 6. Admin

- The City has been slowly but surely making updates to the website. Please visit [flatoniatx.gov](http://flatoniatx.gov) to look at our progress. Please reach out to the City anytime if you have any ideas on how we can improve.
- The City’s former Facebook page was reported and subsequently made inaccessible in June of last year. Here is the new link for an updated page: <https://www.facebook.com/FlatoniaTX> Please like and share so that we can re-establish the path toward effective communication.
- In the months to come, we will also be working to establish Twitter and Google map locations for the City.
- Audit preparation is underway, and we are beginning to work with the Notz group to facilitate the documents necessary for our auditors.

