

# **Notice of Meeting of the Governing Body of the City of Georgetown, Texas May 26, 2020**

The Georgetown City Council will meet on May 26, 2020 at 3:00 PM at

The City of Georgetown is committed to compliance with the Americans with Disabilities Act (ADA). If you require assistance in participating at a public meeting due to a disability, as defined under the ADA, reasonable assistance, adaptations, or accommodations will be provided upon request. Please contact the City Secretary's Office, at least three (3) days prior to the scheduled meeting date, at (512) 930-3652 or City Hall at 808 Martin Luther King Jr. Street, Georgetown, TX 78626 for additional information; TTY users route through Relay Texas at 711.

## **Join from a PC, Mac, iPad, iPhone or Android device:**

**Please click this URL to join:**

**[https://georgetowntx.zoom.us/j/99908114226?](https://georgetowntx.zoom.us/j/99908114226?pwd=RmQ0NHg5Tm5kWERnRkpGaFY0ZCtCdZ09)**

**[pwd=RmQ0NHg5Tm5kWERnRkpGaFY0ZCtCdZ09](https://georgetowntx.zoom.us/j/99908114226?pwd=RmQ0NHg5Tm5kWERnRkpGaFY0ZCtCdZ09)**

**Password: 148576**

## **Or join by phone:**

**Dial (for higher quality, dial a number based on your current location):**

**US: +1 (346)248-7799 or +1 (253)215-8782 or +1 (669)900-6833 or +1 (301)715-8592 or +1 (312)626-6799 or +1 (929)205-6099**

**Webinar ID: 999 0811 4226**

**Password: 148576**

**International**

**numbers**

**available:**

**[https://georgetowntx.zoom.us/j/99908114226?](https://georgetowntx.zoom.us/j/99908114226?pwd=RmQ0NHg5Tm5kWERnRkpGaFY0ZCtCdZ09)**

## **Citizen comments are accepted in three different formats.**

- **Submit the following form by 2:45 p.m. on the date of the meeting and the City Secretary will read your comments into the recording during the item that is being discussed – <https://records.georgetown.org/Forms/AddressCouncil>**
- **You may log onto the meeting, at the link above, and “raise your hand” during the item. To Join a Zoom Meeting, click on the link and join as an attendee. You will be asked to enter your name and email address – this is so we can identify you when you are called upon. At the bottom of the webpage of the Zoom Meeting, there is an option to**

**Raise your Hand.** To speak on an item, simply click on that option once the item you wish to speak on has opened. When you are called upon by the Mayor, your device will be remotely unmuted by the Administrator and you can speak for three minutes. Please state your name clearly upon being allowed to speak. When your time is over, your device will be muted again.

- **As another option, we are opening a city conference room to allow public to “watch” the virtual meeting on a bigger screen, and to “raise your hand” to speak from that public device. This Viewing Room is located at City Hall, 808 Martin Luther King Jr. Street, Community Room. Social Distancing will be strictly enforced.**

**Use of profanity, threatening language, slanderous remarks or threats of harm are not allowed and will result in you being immediately removed from the meeting.**

**If you have questions or need assistance, please contact the City Secretary’s office at [cs@georgetown.org](mailto:cs@georgetown.org) or at 512-930-3651.**

#### **Policy Development/Review Workshop -**

- A Presentation and discussion regarding Water and Electric Budgets -- Leigh Wallace, Finance Director
- B Presentation and discussion regarding the annual review and list of General Amendments to the Unified Development Code (UDC) for 2020 -- Sofia Nelson, Planning Director
- C Presentation and discussion regarding COVID-19 and the City’s disaster declaration, emergency management response, opening of city facilities, and modified operations and programs -- David Morgan, City Manager

#### **Executive Session**

In compliance with the Open Meetings Act, Chapter 551, Government Code, Vernon's Texas Codes, Annotated, the items listed below will be discussed in closed session and are subject to action in the regular session.

- D **Sec. 551.071: Consultation with Attorney**  
Advice from attorney about pending or contemplated litigation and other matters on which the attorney has a duty to advise the City Council, including agenda items
  - Litigation Update
  - Retention of McGinnis Lockridge as Outside Counsel
- Sec. 551.086: Certain Public Power Utilities: Competitive Matters**
  - Purchase Power Update
  - Substation CIP
- Sec. 551.074: Personnel Matters**
  - City Attorney Recruitment

#### **Adjournment**

#### **Certificate of Posting**

I, Robyn Densmore, City Secretary for the City of Georgetown, Texas, do hereby certify that

this Notice of Meeting was posted at City Hall, 808 Martin Luther King Jr. Street, Georgetown, TX 78626, a place readily accessible to the general public as required by law, on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, at \_\_\_\_\_, and remained so posted for at least 72 continuous hours preceding the scheduled time of said meeting.

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Robyn Densmore, City Secretary

City of Georgetown, Texas  
City Council Workshop  
May 26, 2020

**SUBJECT:**

Presentation and discussion regarding Water and Electric Budgets -- Leigh Wallace, Finance Director

**ITEM SUMMARY:**

The purpose of this item is to provide Council with an update since the April 14th and May 12th workshops. The presentation includes the direct revenue and expense impacts of the pandemic response, as well as the indirect economic impacts and corresponding budget reductions.

Previous workshops focused on fiscal policies, reserves, potential COVID expense reimbursements, General Fund and Tourism Fund revenue and expense projections for year-end. This workshop focuses on the major utilities, Water and Electric.

The presentation will be posted on Friday, May 18.

**FINANCIAL IMPACT:**

Items discussed may be reflected in a future mid-year 2020 budget amendment.

**SUBMITTED BY:**

Leigh Wallace, Finance Director

**ATTACHMENTS:**

Financial Update - COVID-19 05.26.2020

# COVID-19 Pandemic Financial Impact and Planning

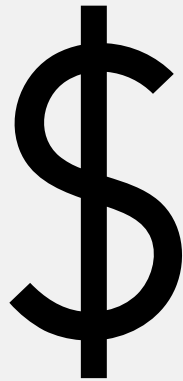
City Council Meeting

May 26, 2020

# Agenda

- Direct COVID related revenue and expense summary – no significant changes since May 12<sup>th</sup> workshop
- FY2020 revenue and expense outlook and actions
  - Electric Fund
  - Water Fund

# Revenue and Expense Outlook Updates



The pandemic is a dynamic situation. Estimates and action plans may change as the situation evolves.

# Electric Fund



# Electric Fund Summary

	<b>FY2020 Original Budget</b>	<b>FY2020 Amendment Changes</b>	<b>FY2020 Amended Budget</b>	<b>FY2020 Projection</b>
Beginning Fund Balance	5,892,640	722,102	6,614,742	6,614,742
Sum of Revenues	95,418,419	750,000	96,168,419	96,020,348
Sum of Expenses	92,565,824	918,304	93,484,128	92,565,248
<b>Ending Fund Balance</b>	<b>8,745,235</b>	<b>553,798</b>	<b>9,299,033</b>	<b>10,069,842</b>
CAFR Adjustment			-	-
90 Day Operational Conting	4,190,235	-	4,190,235	4,190,235
Rate Stabilization	4,555,000	-	4,555,000	4,555,000
Available Fund Balance	-	553,798	553,798	1,324,607

- Overall fund is projected in a good position
- Purchase Power market will be the big factor to staying on course

# Electric Consumption Trends

- Overall kWh consumed decreased trend
  - Period: March and April 2020 compared to same period 2019
  - Commercial/Industrial/Builder down
  - Schools/City/County Gov't down
  - Residential up
  - Weather patterns have been mild overall
  - Even with hotter temperatures, assume these consumption trends will continue as long as work/school patterns are disrupted

# Billing and Receivables

- Consumption patterns translate to less billed revenue compared to the same Mar-April period last year
- Sales revenue projections through end of fiscal year are \$1.5M below budget
- Accounts receivable aging (past due bills) patterns emerging: \$88K increase to receivables more than 30 days past due

# Utility Bill Assistance for Customers

- Up to \$1 million total assistance available across Water and Electric funds
  - Administration procedures covered during May 12<sup>th</sup> council workshop
- Covered 50% by re-purposed Conservation Fund and 50% by unplanned development contribution in Water Fund
- No impact to budgeted revenue

# Development Fee Revenue

- Electric
  - 2020 Budget \$600K
  - 2020 Projection \$2M
  - Strong development continues
  - Seeing result of charging fees up front

# Revenue Summary

• Decreased sales	(\$1,500,000)
• Decreased misc. rev	(\$50,000)
• Increased devp fees	\$1,400,000
• Increased bond proceeds*	\$1,000,000
• Decreased Bloomberg grant*	(\$250,000)
• Total Change Orig/Prj	\$600,000
• Total Change Amended*	\$750,000

# Operational Cost Projections

- Purchased Power total net budget \$59.5M
  - Year to date (Oct - April) trend is 4% over budget
    - Unforeseen decreases in demand due to COVID impact ability to sell excess energy
    - Expect trend to slowly improve as economy re-opens
  - Summer expected to be hot, overall state demand expected to increase despite COVID
  - Projecting at budget at this time
  - Continue portfolio management activities

# Operational Cost Projections

- Legal expenses \$150K increase
- Move Utilities Analyst from Finance to Electric \$118K increase
- Move Records Analyst from Electric to Water \$63K decrease
- Decrease Bloomberg grant program \$250K
- Decrease ROI transfer to General Fund \$225K



# Operational Cost Reductions - Executed

- Vacancy savings \$200K for 6 positions
- Travel and Training not required for licenses  
\$8K savings
- T&D maintenance savings \$38K
  - Transition utility relocates for road projects to be paid by road bonds
- Other various savings from prior vacancies, miscellaneous programs and equipment \$597K

# Capital Projects

## Electric

- Original projects moving forward \$4M
- \$1M added to debt for transformers
  - Corresponding increase in bond proceed revenue
- New total 2020 projects \$5M
- Roll Forward Prior Year Encumbrances due to financial software implementation \$113K

# Expense Summary

• Increased CIP*	\$1,000,000
• Prior Year Encumb.*	\$113,000
• Utilities Analyst *	\$118,000
• Records Analyst*	(\$63,000)
• Bloomberg grant*	(\$250,000)
• Legal Expenses	\$150,000
• Training/Vac/Maint/Other	(\$843,000)
• Decrease ROI to Gen Fund	(\$225,000)
• Total Change Org/Prj	\$0
• Total Change Amended*	\$918,000

# Electric Conclusion

## Electric Fund

- COVID affecting consumption patterns in short-term; long-term impact anticipated
- Hot summer should favor purchased power
- Increases and decreases in operational expenses
- Increases in debt-funded capital expenses

Fund in a stable position for now; watching COVID affects on purchase power market

# Water Fund

# Water Fund Summary

	<b>FY2020 Budget</b>	<b>FY2020 Amendment Changes</b>	<b>FY2020 Amended Budget</b>	<b>FY2020 Projection</b>
Beginning Fund Balance	82,511,169	11,954,021	94,465,190	94,465,190
Sum of Revenues	81,834,114	2,500,000	84,334,114	87,583,226
Sum of Expenses	139,654,887	9,348,288	149,003,175	148,030,266
<b>Ending Fund Balance</b>	<b>24,690,396</b>	<b>5,105,733</b>	<b>29,796,129</b>	<b>34,018,150</b>
CAFR Adjustment			-	-
90 Day Oper. Contingency	8,236,379	-	8,236,379	8,236,379
Non Oper. Contingency	10,000,000	-	10,000,000	10,000,000
Available Fund Balance	6,454,017	5,105,733	11,559,750	15,781,771

- Overall positive impact to both revenue and expense
- Mid-year budget amendment needed for several items not known at budget adoption

# Water Production Trends

- Overall decrease trend in treated water
  - Period March and April 2020 compared to same period 2019
  - Primarily due to weather patterns cooler/wetter
  - Not forecasting significant change in consumption due to COVID

# Billing and Receivables

- Consumption patterns translate to less billed revenue compared to the same Mar-Apr period last year
- Revenue projections for remainder of fiscal year are that a hot summer will keep revenue on budget
- Accounts receivable aging (past due bills) patterns emerging: \$35K increase to receivables more than 30 days past due



# Development Fee Revenue

- Water
  - 2020 Budget \$14.2M
  - 2020 Projection \$26M
  - Strong development continues inside and outside city limits
  - Several large one-time development payments

# Revenue Summary

• Increased development*	\$11,800,000
• Decreased bond proceeds*	(\$9,300,000)
• Other fee revenue	\$3,250,000
• Total Change Orig/Prj	\$5,750,000
• Total Change Amended*	\$2,500,000

Other revenue: interest earnings, inspection fees, tap fees, connect fees, etc.

# Operational Cost Reductions - Executed

- Vacancy savings \$105K for 4 positions
- Travel and Training not required for licenses  
\$19K savings

# Operational Cost Projections

- Utilities at City Facilities
  - Rate increases from 2018 electric rate study
    - Municipal facilities increase
    - Municipal water treatment and pumping increase
  - PCA increase Feb of 2019
  - PCA increase June of 2019
  - Corrected billing errors on meters at City Center
  - Compounded increased costs in FY2020
- Mid-year budget amendment necessary to cover projected costs in Water Fund \$1.4M

# Operational Cost Projections

- Resource costs (Raw and Treated) - \$1.5M increase in water contracts approved by Council to meet demand
- Move Records Analyst from Electric to Water \$63K increase
- Add 1 Locator position \$66K
- Sludge disposal increases \$130K
- Misc. savings from prior vacancies, equipment, and contracts \$850K

# Capital Projects

## Water

- Original total debt funded projects \$18.6M
- Projects on hold by staff \$3.8M
- Projects on hold for debt market \$5.5M
  - Corresponding decrease in bond proceed revenue
- Parkside Development Agreement Water Line \$3.5M
- New total 2020 projects \$12.8M
- Roll Forward Prior Year Encumbrances due to financial software implementation \$12M

# Expense Summary

• Decrease deferred CIP *	(\$9,300,000)
• Parkside line*	\$3,500,000
• Prior Year Enc CIP*	\$12,000,000
• Water resource contracts*	\$1,500,000
• Municipal pumping*	\$1,400,000
• Records Analyst*	\$63,000
• Line Locator*	\$66,000
• Sludge disposal*	\$130,000
• Training/Vac Sav/Other Misc.	(\$974,000)
• <b>Total Change Orig/Prj</b>	<b>\$8,385,000</b>
• <b>Total Change Amended*</b>	<b>\$9,359,000</b>

# Water Conclusion

## Water Fund

- Overall healthy fund status with increased operating revenues and expenses
- Decrease in capital revenue and expenses for deferred projects
- No anticipated change in consumption patterns due to COVID and hot summer = continued healthy fund



# Council Feedback

# Next Steps

- Council feedback summary
- Continue review of revenue and expenses trends
- June 9<sup>th</sup> Council Meeting
  - Mid-Year Budget Amendment first reading

City of Georgetown, Texas  
City Council Workshop  
May 26, 2020

**SUBJECT:**

Presentation and discussion regarding the annual review and list of General Amendments to the Unified Development Code (UDC) for 2020 -- Sofia Nelson, Planning Director

**ITEM SUMMARY:**

**Purpose of the workshop.**

The purpose of this item is to obtain feedback and direction from the City Council on UDC General Amendments List that City staff will work on this year.

**Background.**

In accordance with Section 3.05.020 of the Unified Development Code (UDC), the UDC shall be reviewed on an annual basis. The UDC identifies that all text amendments shall be consistent with the Comprehensive Plan and amendments may be made in support of one of the following circumstances:

- To establish and maintain sound, stable, and desirable development within the jurisdiction of the City; or
- To correct errors in the text; or
- To address changed or changing conditions in the City;

Every year City Staff drafts a list of UDC sections that need to be replaced or updated due to difficulties with the language or outdated provisions.

**Next Steps.**

**Establishment of the 2020 General Amendment:**

- 06/16/2020--Planning and Zoning Commission will review and prepare a recommendation on a list of topics
- 07/14/2020--City Council action on list of topics.

**Following the establishment of the 2020 General Amendment List:**

- **Step 1**--The Unified Development Code Advisory Committee (UDCAC) will review language addressing those items identified on the amendment list.
- **Step 2**--The UDCAC will hold a public hearing on the proposed amendments and forward a recommendation to the Planning and Zoning Commission and the City Council.
- **Step 3**--The Planning and Zoning Commission will hold a public hearing on the proposed amendments and forward a recommendation to the City Council.
- **Step 4**--The City Council will then hold a public hearing and take final action on the proposed amendments to the UDC.

**FINANCIAL IMPACT:**

n/a

**SUBMITTED BY:**

Sofia Nelson, Planning Director

**ATTACHMENTS:**

workshop presentation

# 2020 UDC Workplan

City Council Workshop

May 26, 2020

# Presentation Purpose

The purpose of this item is to obtain feedback and direction from the City Council on UDC General Amendments List that City staff will work on this year.

# Presentation Agenda

- I. UDC annual amendment and review process
- II. Review of Recent Amendments
- III. Recommendations for Amendments
- IV. Next Steps
- V. Questions and direction to staff

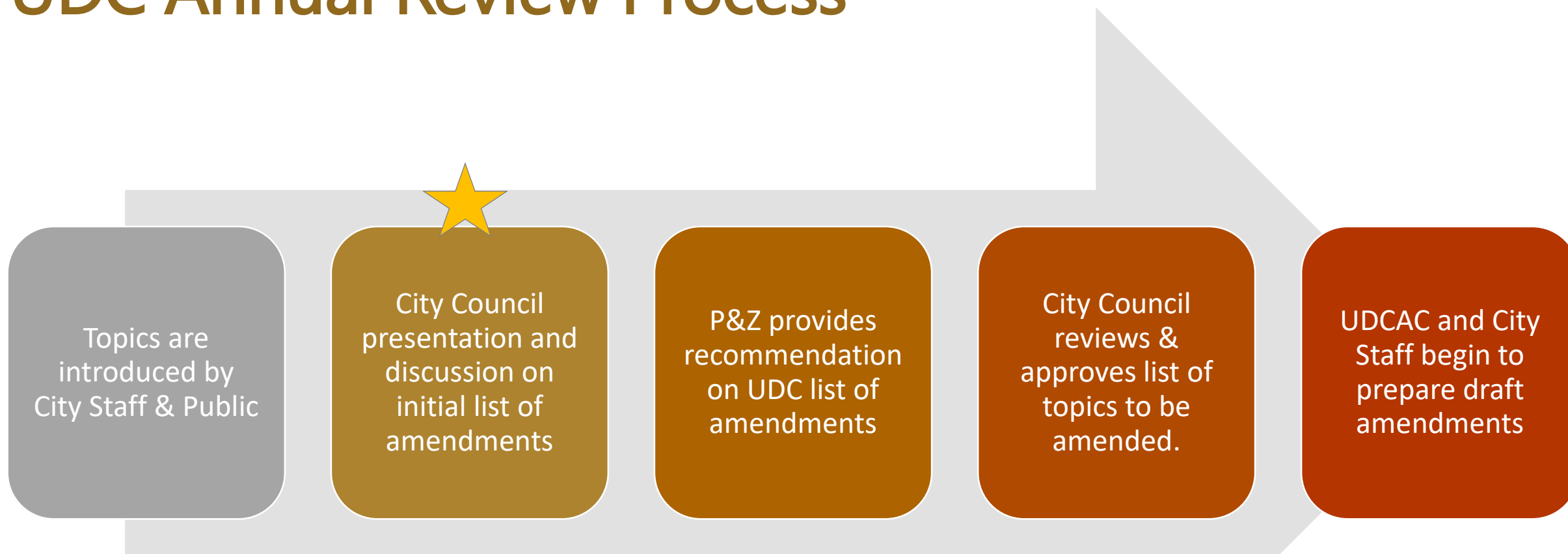
# UDC Annual Review Process

# UDC Direction on Amendments

- UDC identifies review shall occur on an annual basis.
- Amendments shall be consistent with the Comprehensive Plan and may be made in support of one of the following circumstances:
  - To establish and maintain sound, stable, and desirable development within the jurisdiction of the City; or
  - To correct errors in the text; or
  - To address changed or changing conditions in the City;



# UDC Annual Review Process



*Given the COVID-19 pandemic the UDC Advisory Committee has not been meeting and have not been included in the review of the annual list of amendments. Should the Council want to include them the proposed process can be amended.*

# Review of Recent Amendments

# Amendments to address changed or changing conditions in the City

- Certificate of Appropriateness Process
- Land Use Notification Requirements
- Sign variance opportunities
- Number of units per building in the Multi-Family zoning districts
- Multi-family detached use in the Mixed-Use Downtown (MU-DT) zoning district
- Minimum district size requirements for the Business Park (BP) zoning district

# Amendments to maintain sound, stable, and desirable development

- Building Height Permitted in the General Commercial (C-3) zoning district
- Specific site design standards for fuel sales use
- Parkland Dedication requirements
- Request for Special Purpose Districts (i.e. Municipal Utility Districts (MUDs))

# Amendments to maintain sound, stable, and desirable development

- Setback/Screening requirements when adjacent to residential property in the extraterritorial jurisdiction (ETJ)
- Auto-related uses in the Local Commercial (C-1) zoning district
- Food and beverage establishments in the Industrial (IN) zoning district
- Mobile or outdoor food vendor uses

# Recommendations for Amendments

# Staff Recommendation for Amendments in 2020

- Sign Ordinance:
  - Address legal compliance of ordinance
  - Use of electronic signs
- Tree Preservation/Landscape conflicts
  - Improve readability and usability of ordinances
- Group Homes
  - Address legal compliance of ordinance
- Conflicts with Fire Code:
  - Street cross-sections for parking on both sides

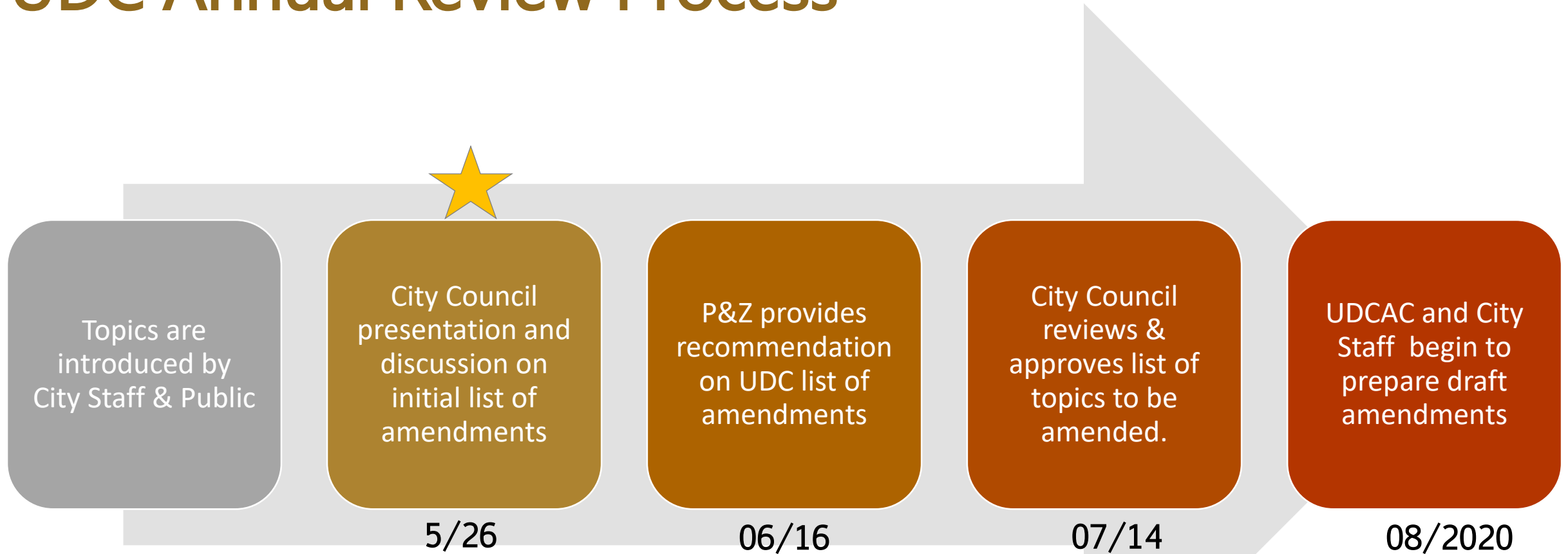
# Public Request for Review

- Use of artificial turf in lieu of grass in single-family developments.



# Next Steps

# UDC Annual Review Process



*Given the COVID-19 pandemic the UDC Advisory Committee has not been meeting and have not been included in the review of the annual list of amendments. Should the Council want to include them the proposed process can be amended.*

# Questions & Direction

- Direction to staff on:
  - Topics
  - Priorities
  - Process

City of Georgetown, Texas  
City Council Workshop  
May 26, 2020

**SUBJECT:**

Presentation and discussion regarding COVID-19 and the City's disaster declaration, emergency management response, opening of city facilities, and modified operations and programs -- David Morgan, City Manager

**ITEM SUMMARY:**

**FINANCIAL IMPACT:**

This is a Workshop Item.

**SUBMITTED BY:**

Shirley Rinn on behalf of David Morgan, City Manager

**ATTACHMENTS:**

COVID-19 Update 05.26.2020

# COVID-19 REPORT

MAY 26, 2020

# OVERVIEW

- **REOPENING STATUS**
- **ADVISORY BOARDS**
- **PARKS AND RECREATION PROGRAMMING AND FACILITIES**
- **SPECIAL EVENTS**
- **FEE WAIVERS**
- **COVID-19 TESTING**
- **DISASTER DECLARATION**

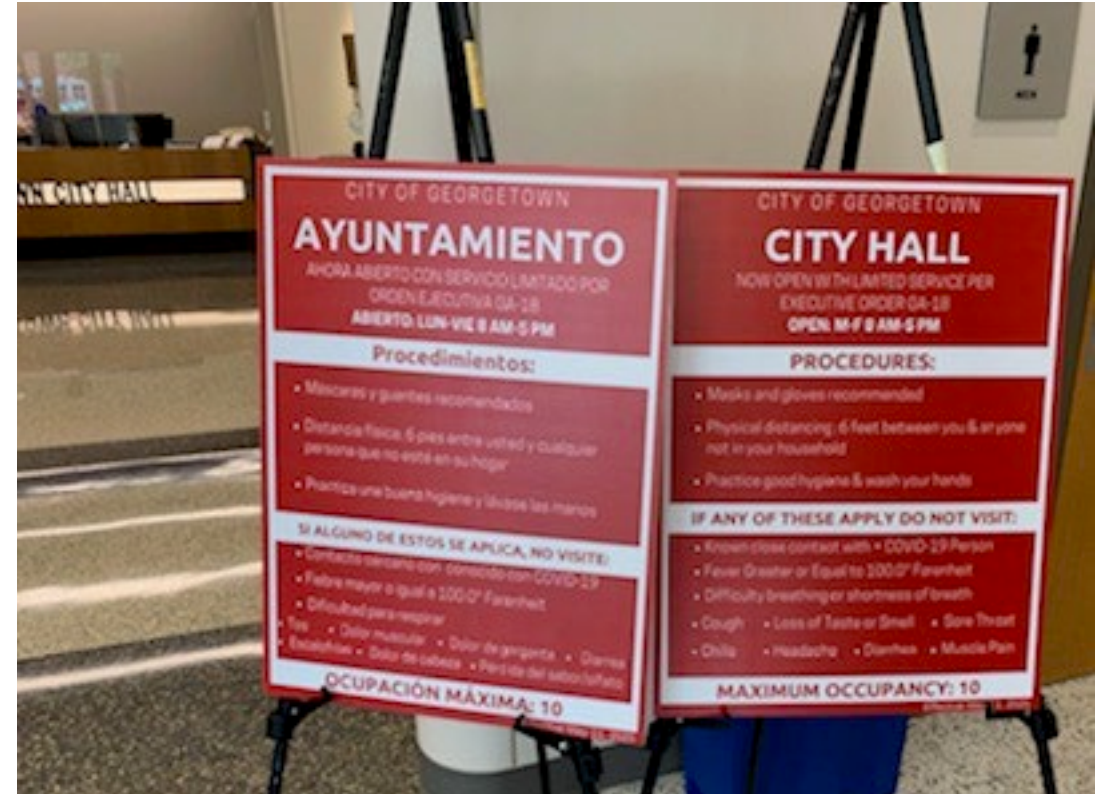
# REOPENING OF CITY FACILITIES

- **May 18: City facilities opened to public**
  - City Hall
  - Georgetown Municipal Complex
  - Visitors Center
  - Airport Terminal
  - Public Safety Operations
  - Garey Park Gate House



# REOPENING OF CITY FACILITIES

- **May 18: City facilities open, but by appointment only:**
  - Parks and Recreation Administration Office
  - Animal Shelter, limited occupancy
  - Historic Light and Water Works building
  - Council & Court Building (Accounting & IT)





# ADVISORY BOARDS & MUNICIPAL COURT

- **Municipal Court will reopen on June 1 consistent with the Texas Supreme Court direction**
- **Advisory Boards to begin meeting June 1:**
  - Host meetings in the Friends Room of the Library or Council Chambers
  - Meetings will be in person with option for advisory board members to participate through conference call
  - Public is welcome to attend meetings
  - Meeting rooms set-up will provide social distancing between board seats and audience

# PARKS AND RECREATION FACILITIES

## OPEN NOW

Bark Park
Blue Hole Park
Drinking Fountains
Garey Park
Pickleball Courts (at McMaster)
Picnic Shelters (1 table)
Restrooms
Skate Park
Tennis Center
Tennis Courts (at McMaster)
Trails

## OPENS JUNE 1

Athletic Field Practices (Youth)
Basketball Courts
Community Center
Exercise Stations
Garey House
Picnic Pavilions (2+ tables)
Playgrounds
Recreation Center
Volleyball Courts

# PARKS AND RECREATION FACILITIES

OPENS JUNE 15
Athletic Games (Youth)
Outdoor Pools

- Community outdoor pools will open at 25% capacity
- Open Rec Center Outdoor Pool, Williams Drive Pool and Village Pool
- Other pools will not open at this time due to limited trained lifeguards

# PARKS AND RECREATION FACILITIES

The opening of destination facilities is to be determined due to the difficulty of practicing social distancing

CLOSED
Creative Playscape
Garey Park Play Ranch
Splash Pads

# PARKS AND RECREATION PROGRAMMING

- Able to offer select summer programming at a reduced capacity or a delayed start

PROGRAM	BEGINS JUNE 1	BEGINS JUNE 15	BEGINS JULY 1	UNKNOWN	CANCELED
Adaptive Camp-GISD Campus			✓		
Adventure Camp					✗
Athletic Leagues-Adult				?	
Athletic Leagues-Youth					✗
Camp Goodwater (50 kids/week)		✓			
Fitness Programs		✓			
Kid City-GISD Campus			✓		
Movies in the Park-June					✗
Movies in the Park-July and August				?	
Private/Small Group Tennis Lessons	✓				
Recreation Programs			✓		
Swim Lessons				?	
Tennis Camps					✗

# SPECIAL EVENTS

- **4<sup>th</sup> of July:** Drive-in celebration
- **POPPtoberfest:** October 23-25
- **Music on the Square:** begin in July
- All other special events in Georgetown facilitated by other organizations must follow the Governor's guidance on social distancing

# FEE WAIVERS

- **April 14: Council approved the waiver of fees through May 31:**
  - Temporary sign application fees
  - Security systems false alarm fees
  - Go Geo fares and paratransit fees
  - Utility Billing (water, electric, sanitation, stormwater, wastewater) late fees
- **All fees will be reinstated beginning June 1**

# COVID-19 TESTING

- **Georgetown Fire Department has supported testing site at Wagner Middle School since launch**
  - Planned to remain open through June
  - Completing 35-45 tests per day
  - 7% positive rate



# COVID-19 TESTING

- **May 11: Governor directed 100% of staff and residents in nursing homes be tested**
  - Facilities licensed under Health and Human Services
  - Empowered fire departments to assist with testing
  - Three skilled nursing facilities in Georgetown
    - 29 other long-term care facilities (assisted living, hospice, home health)

# DISASTER DECLARATION

## **April 28:**

- Council approved the extension and continuation of the City of Georgetown Disaster Declaration until such time as it is terminated by subsequent City Council action or the statewide disaster declaration issued by the Governor is terminated

## **May 19:**

- Williamson County Commissioners Court ended the County disaster declaration

# DISASTER DECLARATION CONTINUATION

## PROS:

- Provides the authority of the Governor of the State of Texas to the Mayor, should we need to implement special rules or adjust operations.
- Increases liability protection for the city government and any volunteers or others acting on our behalf in response to the disaster
- Allows for formal assistance request from the state and/or federal government
- Tied to justification for emergency funds and grant applications

# DISASTER DECLARATION CONTINUATION

## **CONS:**

- Not consistent with County
- Unknown end date
- Operations are normalizing – “new normal”

## **RECOMMENDATION:**

- Continue declaration
- Reference Governor’s Orders

# QUESTIONS