



REGULAR CITY COUNCIL MEETING

October 23, 2023 at 6:00 PM

City Council Chambers
1600 Avenue M, Hondo, TX 78861

AGENDA

Notice is hereby given that a Regular City Council Meeting of the governing body of the City of Hondo will be held October 23, 2023 at 6:00 p.m. in the City Council Chambers, City Hall at 1600 Avenue M, Hondo, Texas, 78861 for the purpose of discussing matters incident and related to the City of Hondo. The following items will be discussed, to-wit:

The public may also access the meeting remotely through video/conference from your computer, tablet or smart phone at: <https://boxcast.tv/channel/aetaajdf64jalxx20o9a>

Persons may submit questions or comments for items on the agenda by email to: hgomez@hondo-tx.org. Questions or comments submitted by email must be received by the city at least 1 hour prior to the scheduled start of the meeting in order to be presented to the City Council during the meeting

1. Call to order.
2. Quorum check.
3. Invocation by Steve Peyton - New Fountain Methodist Church
4. Pledge of Allegiance.
5. Citizens'/Public Comments: *Persons who desire to address the City of Hondo City Council will be received at this time. Those persons wishing to speak should complete a Public Comment Form and submit it to the City Secretary prior to the meeting. If the speaker wishes to comment on a particular agenda item, then the speaker should indicate such item(s) to on the form. Public comment is limited to 3 minutes per speaker. Speakers must conduct themselves in a civil manner. In accordance with the Texas Open Meetings Act, the City of Hondo City Council cannot deliberate or take action on items not listed on the meeting agenda.*

PROCLAMATIONS

6. Proclamation for Veterans Day 2023 (Mayor McAnelly)
7. Proclamation for Texas Arbor Day 2023 (Mayor McAnelly)

PRESENTATIONS

8. City Manager's Report. (John Naron)
9. Public Works Report. (Rene Saenz)

CONSENT

10. None.

PUBLIC HEARINGS

11. None.

OTHER BUSINESS

12. Discuss and consider approving 2023 Pay Scale updating the Pay Schedule for Pay Grades and Job Titles. (Michele Thacker)
13. Discuss and consider approving an Ordinance of the City Council of the City of Hondo, Texas, authorizing amendments to the adopted annual budget of the City of Hondo, Texas for the 2023-2024 Fiscal Year providing for supplemental appropriation and/or transfer of certain funds; providing for severability; and providing for other matters related to the subject. (John Naron)
14. Discuss and consider the FY23-24 RAMP Grant agreement. (Ryan Elder)
15. Discuss and reconsider the previously adopted Economic Development Commission budget previously approved by the City of Hondo City Council on September 11, 2023 to amend the Economic Development Commission budget regarding the newly created Director of Marketing, Business Retention and Expansion, and Recruitment position. (Councilmember Ytuarte & Councilmember Vela)

EXECUTIVE SESSION

- 16 Executive Session: The City Council of the City of Hondo may convene in Executive Session in accordance with the Texas Open Meetings Act, Texas Government Code:
Section 551.071(1) (A) and (2) (Consultations with Attorney) and Section 551.072 (Deliberations about Real Property), Section 551.074 (Personnel Matters), Section 551.076 (Deliberations about Security Devices), or Section 551.087 (Deliberations Regarding Economic Development Negotiations);Section 551.086 (Meeting concerning municipally owned utility-competitive matters);
 - a. Discussion on the reassignment of a Hondo PD employee to the San Antonio Task Force. (Chief Soza)
 - b. Discussion with Hondo Railway regarding the Gladiator project. (John Naron)

- c. Discussion with the City Attorney regarding the SRO contract update. (John Naron)
- 17. Discuss and consider appropriate action on items resulting from Executive Session.
- 18. Adjourn.

ATTEST:

Hector Gomez, CMC
City Secretary

The City Council of the City of Hondo reserves the right to convene in Executive Session in accordance with the Texas Open Meetings Act, Texas Government Code: Section 551.071 (Consultations with Attorney), Section 551.072 (Deliberations about Real Property), Section 551.074 (Personnel Matters), Section 551.076 (Deliberations about Security Devices), or Section 551.087 (Deliberations Regarding Economic Development Negotiations) on any of the above items.

NOTICE OF ASSISTANCE AT PUBLIC MEETINGS

The City of Hondo City Council Meetings is available to all persons regardless of disability. If you require special assistance, contact the City Secretary forty-eight (48) hours prior to the meeting time at 830-426-3370.



City Council Communication

Title: Public Works Report. (Rene Saenz)

Date: October 23, 2023 **From:** Rene Saenz

INFORMATION:

FINANCIAL IMPACT:

STAFF RECOMMENDATION:

MOTION:

ATTACHMENTS:

1. 2023-10-1 - Water Report Cover Letter

STAFF CONTACTS:

Rene Saenz



City Manager's Office

City of Hondo
1600 Avenue M
Hondo, Texas 78861
(830) 426-3380

To: Mayor and Council

From: Jeremiah Socarras Water Division Superintendent

Date: October 23th, 2023

Re: Water Forecast as of October 1, 2023

Background: The City of Hondo possesses an allotment of 2,645.919 acre-feet of unrestricted water based on our permits.

January 1st – September 30th 2023: For the first 9 months of 2023, the San Antonio Pool experienced **Stage 2** restrictions for **44** day, **Stage 3** restrictions for **157** days, and **Stage 4** restrictions for **88** Days. The city has pumped 1534.9 acre-feet of water this year, around a 9% decrease from last year.

October 1– December 2023: Using the EAA Critical Period Calculator which figures days in each restriction level and total reductions required for each stage. It then takes a cities total water rights minus the reduction to date to give the adjusted useable water rights for a city. For the City of Hondo to date we have 1890.93 water rights available for use. This number will continue to decrease as long as we stay in restrictions. The water division predicts the need to us airport water unrestricted water rights to meet our demand for the year. The San Antonio Pool is still in Stage 4 restrictions and it is very possible it may be reverting back into Stage 3 restrictions soon. If we follow last year's trend we expect to hold in Stage 3 restrictions for the rest of the year without any significant rain fall projected. The Water Division will continue to monitor well levels and will institute or resend water restrictions as need, and keep Council and City manager informed of any possible changes.



City Council Communication

Title: Discuss and consider approving 2023 Pay Scale updating the Pay Schedule for Pay Grades and Job Titles. (Michele Thacker)

Date: October 23, 2023 **From:**

INFORMATION:

The Compensation Study recommended a new Pay Scale reducing to 11 Pay Grades excluding seasonal employees. The Pay Grades have been applied to all Job Titles.

FINANCIAL IMPACT:

STAFF RECOMMENDATION:

Staff recommends approving the new Pay Grades and application to Job Titles.

MOTION:

Motion to approve Pay Schedule for Pay Grades and Job Titles.

ATTACHMENTS:

1. CompPayScaleOct2023f

STAFF CONTACTS:

Michele Thacker
HR Manager
mthacker@hondo-tx.org

Chris Hill
Chief Finance Officer
chill@hondo-tx.org

2023 Pay Schedule for the City of Hondo Effective October 23, 2023

Grade	Hourly			Grade	Annual		
	Minimum	Mid-Point	Maximum		Minimum	Mid-Point	Maximum
200	15.00	18.13	21.76	200	\$31,200	\$37,710	\$45,261
201	16.68	20.85	25.02	201	\$34,694	\$43,368	\$52,042
202	19.18	23.98	28.78	202	\$39,894	\$49,878	\$59,862
203	22.06	27.58	33.10	203	\$45,885	\$57,366	\$68,848
204	25.38	31.72	38.06	204	\$52,790	\$65,978	\$79,165
205	29.18	36.48	43.78	205	\$60,694	\$75,878	\$91,062
206	33.56	41.95	50.34	206	\$69,805	\$87,256	\$104,707
207	38.59	48.24	57.89	207	\$80,267	\$100,339	\$120,411
208	44.38	55.48	66.58	208	\$92,310	\$115,398	\$138,486
209	51.04	63.80	76.56	209	\$106,163	\$132,704	\$159,245
210	58.70	73.37	88.04	210	\$122,096	\$152,610	\$183,123

Effective October 23, 2023

Effective October 23, 2023								
Department	Job Title	Hourly			Annual			
		Grade	Min	Mid	Max	Min	Mid	Max
REC	Lifeguard	200	15.00	18.13	21.76	\$31,200	\$37,710	\$45,261
PD	Crossing Guards	200	15.00	18.13	21.76	\$31,200	\$37,710	\$45,261
FAC	Custodian	200	15.00	18.13	21.76	\$31,200	\$37,710	\$45,261
PARK	Parks Operator	200	15.00	18.13	21.76	\$31,200	\$37,710	\$45,261
STR	Street Operator	200	15.00	18.13	21.76	\$31,200	\$37,710	\$45,261
LIB	Library Aide	200	15.00	18.13	21.76	\$31,200	\$37,710	\$45,261
GOLF	Golf Course Pro-Shop Laborer	200	15.00	18.13	21.76	\$27,835	\$35,629	\$43,423
AIR	Airport Grounds Maintenance	201	16.68	20.85	25.02	\$34,694	\$43,368	\$52,042
REC	Recreation Aide	201	16.68	20.85	25.02	\$34,694	\$43,368	\$52,042
PD	Police Clerk/Typist I	201	16.68	20.85	25.02	\$34,694	\$43,368	\$52,042
UB	Utility Clerk I	201	16.68	20.85	25.02	\$34,694	\$43,368	\$52,042
FAC	Facilities Maintenance Worker	201	16.68	20.85	25.02	\$34,694	\$43,368	\$52,042
GOLF	Golf Course Maintenance	201	16.68	20.85	25.02	\$27,835	\$35,629	\$43,423
WW	Waste Water Operator I	201	16.68	20.85	25.02	\$34,694	\$43,368	\$52,042
WTR	Water Operator I	201	16.68	20.85	25.02	\$34,694	\$43,368	\$52,042
PD	Animal Control Officer	201	16.68	20.85	25.02	\$34,694	\$43,368	\$52,042
ADM	Administrative Assistant	201	16.68	20.85	25.02	\$34,694	\$43,368	\$52,042
MUN	Municipal Court Clerk I	201	16.68	20.85	25.02	\$34,694	\$43,368	\$52,042
REC	Pool Manager	201	16.68	20.85	25.02	\$34,694	\$43,368	\$52,042
PD	Police Clerk/Typist II	202	19.18	23.98	28.78	\$39,894	\$49,878	\$59,862
UB	Utility Clerk II	202	19.18	23.98	28.78	\$39,894	\$49,878	\$59,862
REC	Program and Events Coordinator	202	19.18	23.98	28.78	\$39,894	\$49,878	\$59,862
GOLF	Golf Course Pro-Shop Manager	202	19.18	23.98	28.78	\$27,835	\$35,629	\$43,423
AIR	Airport Services Technician I	202	19.18	23.98	28.78	\$39,894	\$49,878	\$59,862
DEV	Code Enforcement Officer	202	19.18	23.98	28.78	\$39,894	\$49,878	\$59,862
MUN	Municipal Court Clerk II	202	19.18	23.98	28.78	\$39,894	\$49,878	\$59,862
STR	Street Operator II	202	19.18	23.98	28.78	\$39,894	\$49,878	\$59,862
WTR	Water Equipment Operator II	202	19.18	23.98	28.78	\$39,894	\$49,878	\$59,862
WW	Waste Water Operator II	202	19.18	23.98	28.78	\$39,894	\$49,878	\$59,862
WTR	Water Operator II	202	19.18	23.98	28.78	\$39,894	\$49,878	\$59,862
AIR	Administrative Assistant to Airport	202	19.18	23.98	28.78	\$39,894	\$49,878	\$59,862
CS	Assistant to the City Secretary	202	19.18	23.98	28.78	\$39,894	\$49,878	\$59,862
ADM	Administrative Assistant to the City Manager	202	19.18	23.98	28.78	\$39,894	\$49,878	\$59,862
ELE	Electric Lineman's Helper	202	19.18	23.98	28.78	\$39,894	\$49,878	\$59,862
FIN	Finance Assistant	202	19.18	23.98	28.78	\$39,894	\$49,878	\$59,862
FAC	Facilities Maintenance Crew Leader	203	22.06	27.58	33.10	\$45,885	\$57,366	\$68,848
AIR	Airport Services Technician II	203	22.06	27.58	33.10	\$45,885	\$57,366	\$68,848
STR	Street Crew Foreman	203	22.06	27.58	33.10	\$45,885	\$57,366	\$68,848
WW	Waste Water Operator III	203	22.06	27.58	33.10	\$45,885	\$57,366	\$68,848
WTR	Water Operator III	203	22.06	27.58	33.10	\$45,885	\$57,366	\$68,848
PARK	Parks Crew Leader	203	22.06	27.58	33.10	\$45,885	\$57,366	\$68,848
REC	Athletics Program Coordinator	203	22.06	27.58	33.10	\$45,885	\$57,366	\$68,848
DEV	Planner	203	22.06	27.58	33.10	\$45,885	\$57,366	\$68,848
WW	Waste Water Crew Leader / Op. 4	204	25.38	31.72	38.06	\$52,790	\$65,978	\$79,165

Effective October 23, 2023

Effective October 23, 2023								
Department	Job Title	Hourly			Annual			
		Grade	Min	Mid	Max	Min	Mid	Max
WTR	Water Crewleader	204	25.38	31.72	38.06	\$52,790	\$65,978	\$79,165
ELE	Electric Apprentice Lineman	204	25.38	31.72	38.06	\$52,790	\$65,978	\$79,165
PD	Police Officer	204	25.38	31.72	38.06	\$52,790	\$65,978	\$79,165
PD	Police School Resource Officer	204	25.38	31.72	38.06	\$52,790	\$65,978	\$79,165
ADM	Public Information Officer	204	25.38	31.72	38.06	\$52,790	\$65,978	\$79,165
REC	Recreation Manager	204	25.38	31.72	38.06	\$52,790	\$65,978	\$79,165
UB	Utility Billing Supervisor	204	25.38	31.72	38.06	\$52,790	\$65,978	\$79,165
ELE	Electric Journeyman Lineman	205	29.18	36.48	43.78	\$60,694	\$75,878	\$91,062
STRTC	STRTC Manager	205	29.18	36.48	43.78	\$60,694	\$75,878	\$91,062
STR	Street Superintendent	205	29.18	36.48	43.78	\$60,694	\$75,878	\$91,062
GOLF	Golf Superintendent	205	29.18	36.48	43.78	\$60,694	\$75,878	\$91,062
PD	Patrol Sergeant	205	29.18	36.48	43.78	\$60,694	\$75,878	\$91,062
PD	Admin Police Sergeant	205	29.18	36.48	43.78	\$60,694	\$75,878	\$91,062
PD	Police Detective	205	29.18	36.48	43.78	\$60,694	\$75,878	\$91,062
ELE	Electric Crew Leader	205	29.18	36.48	43.78	\$60,694	\$75,878	\$91,062
LIB	Library Director	206	33.56	41.95	50.34	\$69,805	\$87,256	\$104,707
IT	I.T. Manager	206	33.56	41.95	50.34	\$69,805	\$87,256	\$104,707
DEV	Development Services Superintendent	206	33.56	41.95	50.34	\$69,805	\$87,256	\$104,707
WW	Waste Water Superintendent	206	33.56	41.95	50.34	\$69,805	\$87,256	\$104,707
WTR	Water Superintendent	206	33.56	41.95	50.34	\$69,805	\$87,256	\$104,707
REC	Director of Public Relations and Recreation	206	33.56	41.95	50.34	\$69,805	\$87,256	\$104,707
PARK	Director of Parks & Facilities	206	33.56	41.95	50.34	\$69,805	\$87,256	\$104,707
CS	City Secretary	206	33.56	41.95	50.34	\$69,805	\$87,256	\$104,707
HR	Human Resources Manager	206	33.56	41.95	50.34	\$69,805	\$87,256	\$104,707
ELE	Electric Superintendent	207	38.59	48.24	57.89	\$80,267	\$100,339	\$120,411
PD	Police Lieutenant	207	38.59	48.24	57.89	\$80,267	\$100,339	\$120,411
FIN	Assistant Finance Director	207	38.59	48.24	57.89	\$80,267	\$100,339	\$120,411
PW	Assistant Director of Public Works	207	38.59	48.24	57.89	\$80,267	\$100,339	\$120,411
AIR	Director of Aviation	208	44.38	55.48	66.58	\$92,310	\$115,398	\$138,486
DEV	Development Services Director	208	44.38	55.48	66.58	\$92,310	\$115,398	\$138,486
PD	Assistant Police Chief	208	44.38	55.48	66.58	\$92,310	\$115,398	\$138,486
EDC	Economic Development Director	209	51.04	63.80	76.56	\$106,163	\$132,704	\$159,245
PD	Police Chief	209	51.04	63.80	76.56	\$106,163	\$132,704	\$159,245
PW	Public Works Director	209	51.04	63.80	76.56	\$106,163	\$132,704	\$159,245
FIN	Chief Finance Officer	210	58.70	73.37	88.04	\$122,096	\$152,610	\$183,123
CM	Assistant City Manager	210	58.70	73.37	88.04	\$122,096	\$152,610	\$183,123
CM	City Manager	210	58.70	73.37	88.04	\$122,096	\$152,610	\$183,123



City Council Communication

Title: Discuss and consider approving an Ordinance of the City Council of the City of Hondo, Texas, authorizing amendments to the adopted annual budget of the City of Hondo, Texas for the 2023-2024 Fiscal Year providing for supplemental appropriation and/or transfer of certain funds; providing for severability; and providing for other matters related to the subject. (John Naron)

Date: October 23, 2023

From: Chris Hill, Chief Finance Officer, Michele Thacker, Human Resources Manager, John Naron, City Manager

INFORMATION:

The Compensation Study results have been applied to the Personnel Expenses in the City's budget. This will require a budget amendment of \$908,748 to appropriate funds for all departments and funds. General Fund - \$641,928, Electric Fund - \$51,216, Utility Water Fund - \$149,949, Airport - \$53,463 and STRTC - \$12,192. This amount includes additional compensation for employees and the corresponding benefit % that applies.

FINANCIAL IMPACT:

\$908,748

STAFF RECOMMENDATION:

Staff recommends to approve the Ordinance adopting the budget amendments noted in Exhibit A.

MOTION:

Move to approve the Ordinance of the City Council authorizing amendments to the adopted annual budget for the 2023-2024 Fiscal Year.

ATTACHMENTS:

1. XXXX-10-23 ORD for Budget Amendments
2. ExhibitA
3. CompFunding
4. CompOptions

STAFF CONTACTS:

Chris Hill
Chief Finance Officer
chill@hondo-tx.org

Michele Thacker
HR Manager
mthacker@hondo-tx.org

John Naron
City Manager

ORDINANCE NO. XXXX-10-23

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HONDO, TEXAS, AUTHORIZING AMENDMENTS TO THE ADOPTED ANNUAL BUDGET OF THE CITY OF HONDO, TEXAS FOR THE 2023-2024 FISCAL YEAR PROVIDING FOR SUPPLEMENTAL APPROPRIATION AND/OR TRANSFER OF CERTAIN FUNDS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR OTHER MATTERS RELATED TO THE SUBJECT.

WHEREAS; by Ordinance No. 1275-09-23, the City of Hondo, Texas, adopted its annual budget for the 2023-2024 fiscal year on September 25, 2023; and

WHEREAS; the City Council finds and determines that it is prudent to amend the budget as set forth in this ordinance due to unforeseen conditions that have occurred in the City; and

WHEREAS; the City Council finds that this amendment will serve the general welfare of the citizenry; and

WHEREAS; the City Council deems it advisable to amend the budget for the General Fund Revenues and Expenditures by \$641,928, Electric Fund Revenues and Expenses for \$51,216, Utility Water Fund Revenues and Expenses by \$149,949, Airport Fund Expenses by \$53,463 and STRTC Fund Revenues and Expenses by \$12,192.

WHEREAS; the amended budget appended here as Exhibit “A”, for the fiscal year beginning October 1, 2023 and ending September 30, 2024 was duly presented to the City Council by the City Manager.

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

SECTION 1. The facts and matters set forth in the preamble of this Ordinance are hereby found to be true and correct.

SECTION 2. That the City Manager is hereby authorized and directed to make the amendments set forth in this ordinance to the appropriations for the fiscal year beginning October 1, 2023 and ending September 30, 2024, for the support of the general government of the City of Hondo, Texas, a copy of which is appended as Exhibit “A”.

SECTION 3. That the budget, as shown in words and figures in Exhibit “A” is hereby approved in all aspects and adopted as the City’s amended budget for the fiscal year beginning October 1, 2023 and ending September 30, 2024.

SECTION 4. Should any part of this Ordinance be held to be invalid for any reason, the remainder shall not be affected thereby, and such remaining portions are hereby declared to be severable.

SECTION 5. These amendments shall become an attachment to original budget for the 2023-2024 fiscal year.

PASSED AND APPROVED THIS 23RD DAY OF OCTOBER 2023.

John McAnelly, Mayor

ATTEST:

Hector Gomez, City Secretary

Recap of FY 2023-24 Budget Amendments As of October 23, 2023

EXHIBIT A

	Date					
	Fund 01 General	Fund 02 Electric	Fund 03 Water/Sewer	Fund 04 Airport	Fund 20 STRTC	
Beginning Unassigned Working Capital	10/01/23 6,279,208	1,573,931	3,997,960	53,834	272,665	Includes Receivables
Adopted Revenues - Budget	10,981,377	6,738,082	4,433,397	989,822	114,799	
Amendments:						
Investment Interest Revenue Increase	150,000	32,500	120,000			Improvement in Investment Income
Sales Tax Revenue Increase	134,159					Improvement in Sales Tax Income
Investment Income FY2022/2023 - Fund Balance	201,521	43,136	84,942			Investment Income Earned Last Year
Additional Airport Revenue				40,000		Ramp Grant Increase to 90% from 50%
Transfers	54,993	-	(54,993)			Fund Balance or Expense Reductions
Total Revenue Amendments	540,673	75,636	149,949	40,000	-	
Total Revised Revenues	11,522,050	6,813,718	4,583,346	1,029,822	114,799	
Total Available	17,801,258	8,387,649	8,581,306	1,083,656	387,464	
Adopted Expenditures/Expenses - Budget	10,981,377	6,738,082	4,433,397	989,822	114,799	
Amendments:						
Compensation Plan Implementation	641,928	51,216	149,949	53,463	12,192	Minimum of \$15/Hr, Minimum of Pay Scale, Market based on Time in Position.
Total Expenditure/Expense Amendments	641,928	51,216	149,949	53,463	12,192	2% Minimum
Total Revised Expenditures/Expenses	11,623,305	6,789,298	4,583,346	1,043,285	126,991	
Net Amount from Fund Balance	(101,255)	24,420	-	(13,463)	(12,192)	
Ending Working Capital, based on Amended Budget Amounts	6,177,953	1,598,351	3,997,960	40,371	260,473	
Ending Days of Working Capital, based on Amended Amounts	194	86	318	14		



PROPOSED COMPENSATION PLAN INCREASES / FUNDING

Department	Fund	Description	Amount	Estimate	Increase
POLICE	GENERAL	COMPENSATION PLAN	\$356,956		
PARKS / FACILITIES	GENERAL	COMPENSATION PLAN	\$93,542		
STREETS	GENERAL	COMPENSATION PLAN	\$77,320		
RECREATION / LIBRARY	GENERAL	COMPENSATION PLAN	\$63,280		
ALL OTHER	GENERAL	COMPENSATION PLAN	\$50,830		
GENERAL EXCEPT PUBLIC WORKS			TOTAL	\$641,928	\$350,000
					\$291,928
WATER	WATER	COMPENSATION PLAN	\$81,295	\$50,000	-\$31,295
SEWER	WATER	COMPENSATION PLAN	\$55,048	\$40,000	-\$15,048
ELECTRIC	ELECTRIC	COMPENSATION PLAN	\$51,216	\$70,000	\$18,784
ALL OTHER	WATER	COMPENSATION PLAN	\$13,606	\$10,000	-\$3,606
TOTAL PUBLIC WORKS			TOTAL	\$201,165	\$170,000
					\$31,165
AIRPORT	AIRPORT	COMPENSATION PLAN	\$53,463	\$30,000	\$23,463
STRTC	STRTC	COMPENSATION PLAN	\$12,192		\$12,192
TOTAL OTHER			TOTAL	\$65,655	\$30,000
					\$35,655

TOTAL ALL \$908,748 \$550,000 \$358,748

PROPOSED FUNDING FOR FY2023/2024 COMPENSATION PLAN		
INVESTMENT INCOME FY2022/2023		\$329,599
INVESTMENT INCOME FY2023/2024		\$302,500
SALES TAX INCREASE OVER BUDGET		\$134,159 6%
*PROPERTY TAX ON NEW PROPERTY	\$0	*FY2024/2025
TOTAL FUNDING ABOVE FY2023/2024		\$766,258
REMAINING FROM FUND BALANCE		\$142,490



PROPOSED COMPENSATION PLAN INCREASES

Department	Fund	Description	Amount	Employees
POLICE	GENERAL	COMPENSATION PLAN	\$356,956	29
PARKS / FACILITIES	GENERAL	COMPENSATION PLAN	\$93,542	17
STREETS	GENERAL	COMPENSATION PLAN	\$77,320	11
RECREATION / LIBRARY	GENERAL	COMPENSATION PLAN	\$63,280	18
ALL OTHER	GENERAL	COMPENSATION PLAN	\$50,830	36
GENERAL EXCEPT PUBLIC WORKS			TOTAL \$641,928	111
WATER	WATER	COMPENSATION PLAN	\$81,295	8
SEWER	WATER	COMPENSATION PLAN	\$55,048	5
ELECTRIC	ELECTRIC	COMPENSATION PLAN	\$51,216	9
ALL OTHER	WATER	COMPENSATION PLAN	\$13,606	4
TOTAL PUBLIC WORKS			TOTAL \$201,165	26
AIRPORT	AIRPORT	COMPENSATION PLAN	\$53,463	5
STRTC	STRTC	COMPENSATION PLAN	\$12,192	2
TOTAL OTHER			TOTAL \$65,655	7
TOTAL			TOTAL \$908,748	144
ALL	GENERAL	ALL SEASONAL TO \$15 MINIMUM	\$14,294	16*
TOTAL			TOTAL \$923,042	* EMPLOYEES INCLUDED ABOVE
ALL	ALL	\$16 MINIMUM - ALL FULL-TIME EMPLOYEES	\$51,168	20*
TOTAL			TOTAL \$974,210	* EMPLOYEES INCLUDED ABOVE



City Council Communication

Title: Discuss and consider the FY23-24 RAMP Grant agreement. (Ryan Elder)

Date: October 23, 2023 **From:** Ryan Elder, Director of Aviation

INFORMATION:

The South Texas Regional Airport participates in the TxDOT RAMP Grant every year. The grant assists in the maintenance and operation of the airport with a revised 90/10 match up to \$100,000 for manitence effrots and qualifed projects. Historically, the grant has been a 50/50 match, however, TxDOT has changed the match to 90/10.

FINANCIAL IMPACT:

Projected Expenditures : \$100,000

Projected Revenue: \$90,000

STAFF RECOMMENDATION:

Staff recommends approving the City Manager to execute the FY 23-24 RAMP Grant Agreement

MOTION:

Motion to approve the City Manager to execute the FY23-24 RAMP Grant Agreement with TxDOT Aviation

ATTACHMENTS:

1. M2415HOND_RAMP_Grant

STAFF CONTACTS:

Ryan Elder

**TEXAS DEPARTMENT OF TRANSPORTATION
GRANT FOR ROUTINE AIRPORT MAINTENANCE PROGRAM**

(State Assisted Airport Routine Maintenance)

TxDOT Project ID: M2415HOND

Part I - Identification of the Project

TO: The City of Hondo, Texas

FROM: The State of Texas, acting through the Texas Department of Transportation

This Grant is made between the Texas Department of Transportation, (hereinafter referred to as the "State"), on behalf of the State of Texas, and the City of Hondo, Texas, (hereinafter referred to as the "Sponsor").

This Grant Agreement is entered into between the State and Sponsor shown above, under the authority granted and in compliance with the provisions of the Transportation Code Chapter 21.

The project is for **airport maintenance** at the HONDO - SOUTH TEXAS RGNL AT HONDO Airport.

Part II - Offer of Financial Assistance

1. For the purposes of this Grant, the annual routine maintenance project cost, Amount A, is estimated as found on Attachment A, Scope of Services, attached hereto and made a part of this grant agreement.

State financial assistance granted will be used solely and exclusively for airport maintenance and other incidental items as approved by the State. Actual work to be performed under this agreement is found on Attachment A, Scope of Services. State financial assistance, Amount B, will be for ninety percent (90%) of the eligible project costs for this project or \$100,000.00, whichever is less, per fiscal year and subject to availability of state appropriations.

Scope of Services, Attachment A, of this Grant, may be amended, subject to availability of state funds, to include additional approved airport maintenance work. Scope amendments require submittal of an Amended Scope of Services, Attachment A.

Services will not be accomplished by the State until receipt of Sponsor's share of project costs.

Only work items as described in Attachment A, Scope of Services of this Grant are reimbursable under this grant.

Work shall be accomplished by August 31, 2024, unless otherwise approved by the State.

2. The State shall determine fair and eligible project costs for work scope. Sponsor's share of estimated project costs, Amount C, shall be as found on Attachment A and any amendments.

It is mutually understood and agreed that if, during the term of this agreement, the State determines that there is an overrun in the estimated annual routine maintenance costs, the State may increase the grant to cover the amount of the overrun within the above stated percentages and subject to the maximum amount of state funding.

The State will not authorize expenditures in excess of the dollar amounts identified in this Agreement and any amendments, without the consent of the Sponsor.

3. Sponsor, by accepting this Grant certifies and, upon request, shall furnish proof to the State that it has sufficient funds to meet its share of the costs. The Sponsor grants to the State the right to audit any books and records of the Sponsor to verify expended funds.

Upon execution of this Agreement and written demand by the State, the Sponsor's financial obligation (Amount C) shall be due in cash and payable in full to the State. State may request the Sponsor's financial obligation in partial payments. Should the Sponsor fail to pay their obligation, either in whole or in part, within 30 days of written demand, the State may exercise its rights under Paragraph V-3. Likewise, should the State be unwilling or unable to pay its obligation in a timely manner, the failure to pay shall be considered a breach and the Sponsor may exercise any rights and remedies it has at law or equity.

The State shall reimburse or credit the Sponsor, at the financial closure of the project, any excess funds provided by the Sponsor which exceed Sponsor's share (Amount C).

4. The Sponsor specifically agrees that it shall pay any project costs which exceed the amount of financial participation agreed to by the State. It is further agreed that the Sponsor will reimburse the State for any payment or payments made by the State which are in excess of the percentage of financial assistance (Amount B) as stated in Paragraph II-1.
5. Scope of Services may be accomplished by State contracts or through local contracts of the Sponsor as determined appropriate by the State. All locally contracted work must be approved by the State for scope and reasonable cost. Reimbursement requests for locally contracted work shall be submitted on forms provided by the State and shall include copies of the invoices for materials or services. Payment shall be made for no more than 90% of allowable charges.

The State will not participate in funding for force account work conducted by the Sponsor.

6. This Grant shall terminate upon completion of the scope of services.

Part III - Additional Requirements for Certain Equipment

1. Certain purchase, installation, and subscription costs for eligible air traffic and operations monitoring equipment (“Equipment”) are reimbursable as provided in this Part. If Grantee is seeking reimbursement for eligible Equipment costs, it must be shown in Attachment A.
2. For eligible Equipment, the State will reimburse 90% of the initial cost to purchase and install, not to exceed \$3,000.00, and 90% of the annual subscription fee for subsequent years, not to exceed \$3,000.00 per year.
3. Notwithstanding Section 2, for the one year prior to a master plan or airport layout plan update, TxDOT will reimburse up to 90% of the eligible costs, not to exceed \$5,400.00.
4. Eligibility Requirements
 - A. The Equipment must include the following items, at a minimum;
 1. Triangulation
 2. Noise abatement
 3. Aircraft tracking data for 30 days
 4. Direct installation without a third party
 5. Identification of pavement utilization by airplane design group for the entire airport
 6. 1 second and 3 foot accuracy
 7. Equal effectiveness at both towered and non-towered airports
 8. Tracking of military and government aircraft, including FAA blocked aircraft
 - B. In order for costs to be eligible for RAMP reimbursement:
 1. The Sponsor must maintain and operate the Equipment for 3 years.
 2. On at least a quarterly basis, the Sponsor must provide to the State all data produced and collected by the Equipment.
 3. To be eligible for reimbursement of the annual subscription fee after the first year, the Sponsor must participate in the Routine Airport

Maintenance Program, have an executed Grant Agreement for that year, and comply with all grant requirements.

- A. The State may conduct on-site or off-site monitoring reviews of the Equipment during the initial required 3-year term, and during any years Sponsor seeks reimbursement of subscription costs. The Sponsor shall fully cooperate with the State and provide any required documentation. The Sponsor shall grant full access to the Equipment to the State or its authorized designee for the purpose of determining compliance, including, but not limited to:
 - 1. Whether the Equipment, and its operation and maintenance, are consistent with the requirements set forth in the Grant Agreement and this First Amendment;
 - 2. Whether the Sponsor is making timely progress with installation of the Equipment, and whether its management, financial management and control systems, procurement systems and methods, and overall performance are in conformance with the requirements set forth in the Grant Agreement and this First Amendment, and are fully and accurately reflected in reports submitted to the State.
- B. Failure to maintain compliance with these requirements may result in the Sponsor having to repay grant funds to the State.

Part IV - Sponsor Responsibilities

- 1. In accepting this Grant, if applicable, the Sponsor guarantees that:
 - a. it will, in the operation of the facility, comply with all applicable state and federal laws, rules, regulations, procedures, covenants and assurances required by the State in connection with this Grant; and
 - b. the Airport or navigational facility which is the subject of this Grant shall be controlled by the Sponsor for a period of at least 20 years; and
 - c. consistent with safety and security requirements, it shall make the airport or air navigational facility available to all types, kinds and classes of aeronautical use without discrimination between such types, kinds and classes and shall provide adequate public access during the period of this Grant; and
 - d. it shall not grant or permit anyone to exercise an exclusive right for the conduct of aeronautical activity on or about an airport landing area. Aeronautical activities include, but are not limited to scheduled airline flights, charter flights, flight instruction, aircraft sales, rental and repair, sale of aviation petroleum products and aerial applications. The landing area consists of runways or landing strips,

taxiways, parking aprons, roads, airport lighting and navigational aids; and

- e. through the fence access shall be reviewed and approved by the State; and
- f. it shall not permit non-aeronautical use of airport facilities, unless noted on an approved Airport Layout Plan, without prior approval of the State/FAA. This includes but is not limited to: the process of land disposal, any changes to the aeronautical or non-aeronautical land uses of the airport, land's deeded use from non-aeronautical to aeronautical, requests of concurrent use of land, interim use of land, approval of a release from obligations from the State/FAA, any of which will require 18 months, or longer; and
- g. the Sponsor shall submit to the State annual statements of airport revenues and expenses when requested; and
- h. all fees collected for the use of the airport shall be reasonable and nondiscriminatory. The proceeds from such fees shall be used solely for the development, operation and maintenance of the airport or navigational facility; and
- i. an Airport Fund shall be established by resolution, order or ordinance in the treasury of the Sponsor, or evidence of the prior creation of an existing airport fund or a properly executed copy of the resolution, order, or ordinance creating such a fund, shall be submitted to the State. The fund may be an account as part of another fund, but must be accounted for in such a manner that all revenues, expenses, retained earnings, and balances in the account are discernible from other types of moneys identified in the fund as a whole. All fees, charges, rents, and money from any source derived from airport operations must be deposited in the Airport Fund and shall not be diverted to the general revenue fund or any other revenue fund of the Sponsor. All expenditures from the Airport Fund shall be solely for airport purposes. Sponsor shall be ineligible for a subsequent grant or loan by the State unless, prior to such subsequent approval of a grant or loan, Sponsor has complied with the requirements of this subparagraph; and
- j. the Sponsor shall operate runway lighting at least at low intensity from sunset to sunrise; and
- k. insofar as it is reasonable and within its power, Sponsor shall adopt and enforce zoning regulations to restrict the height of structures and use of land adjacent to or in the immediate vicinity of the airport to heights and activities compatible with normal airport operations as provided in Tex. Loc. Govt. Code Ann. Sections 241.001 et seq. (Vernon and Vernon Supp.). Sponsor shall also acquire and retain aviation easements or other property interests in or rights to use of land or airspace, unless sponsor can show that acquisition and retention of such interest will be impractical or will result in undue hardship to Sponsor. Sponsor shall be ineligible for a subsequent grant or loan by the State unless Sponsor has, prior to subsequent approval of a grant or loan, adopted and passed an airport hazard zoning ordinance

or order approved by the State.

1. mowing services will not be eligible for state financial assistance. Sponsor will be responsible for 100% of any mowing services.
2. The Sponsor, to the extent of its legal authority to do so, shall save harmless the State, the State's agents, employees or contractors from all claims and liability due to activities of the Sponsor, the Sponsor's agents or employees performed under this agreement. The Sponsor, to the extent of its legal authority to do so, shall also save harmless the State, the State's agents, employees or contractors from any and all expenses, including attorney fees which might be incurred by the State in litigation or otherwise resisting claim or liabilities which might be imposed on the State as the result of those activities by the Sponsor, the Sponsor's agents or employees.
3. The Sponsor's acceptance of this Offer and ratification and adoption of this Grant shall be evidenced by execution of this Grant by the Sponsor. The Grant shall comprise a contract, constituting the obligations and rights of the State of Texas and the Sponsor with respect to the accomplishment of the project and the operation and maintenance of the airport.

If it becomes unreasonable or impractical to complete the project, the State may void this agreement and release the Sponsor from any further obligation of project costs.

4. Upon entering into this Grant, Sponsor agrees to name an individual, as the Sponsor's Authorized Representative, who shall be the State's contact with regard to this project. The Representative shall receive all correspondence and documents associated with this grant and shall make or shall acquire approvals and disapprovals for this grant as required on behalf of the Sponsor, and coordinate schedule for work items as required.
5. By the acceptance of grant funds for the maintenance of eligible airport buildings, the Sponsor certifies that the buildings are owned by the Sponsor. The buildings may be leased but if the lease agreement specifies that the lessee is responsible for the upkeep and repairs of the building no state funds shall be used for that purpose.
6. Sponsor shall request reimbursement of eligible project costs on forms provided by the State. All reimbursement requests are required to include a copy of the invoices for the materials or services. The reimbursement request will be submitted no more than once a month.
7. The Sponsor's acceptance of this Agreement shall comprise a Grant Agreement, as provided by the Transportation Code, Chapter 21, constituting the contractual obligations and rights of the State of Texas and the Sponsor with respect to the accomplishment of the airport maintenance and compliance with the assurances and conditions as provided. Such Grant Agreement shall become effective upon the State's written Notice to Proceed issued following execution of this agreement.

PART V - Nomination of the Agent

1. The Sponsor designates the State as the party to receive and disburse all funds used, or to be used, in payment of the costs of the project, or in reimbursement to either of the parties for costs incurred.
2. The State shall, for all purposes in connection with the project identified above, be the Agent of the Sponsor. The Sponsor grants the State a power of attorney to act as its agent to perform the following services:
 - a. accept, receive, and deposit with the State any and all project funds granted, allowed, and paid or made available by the Sponsor, the State of Texas, or any other entity;
 - b. enter into contracts as necessary for execution of scope of services;
 - c. if State enters into a contract as Agent: exercise supervision and direction of the project work as the State reasonably finds appropriate. Where there is an irreconcilable conflict or difference of opinion, judgment, order or direction between the State and the Sponsor or any service provider, the State shall issue a written order which shall prevail and be controlling;
 - d. receive, review, approve and pay invoices and payment requests for services and materials supplied in accordance with the State approved contracts;
 - e. obtain an audit as may be required by state regulations; the State Auditor may conduct an audit or investigation of any entity receiving funds from TxDOT directly under this contract or indirectly through a subcontract under this contract. Acceptance of funds directly under this contract or indirectly through a subcontract under this contract acts as acceptance of the authority of the State Auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds. An entity that is the subject of an audit or investigation must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit.
 - f. reimburse sponsor for approved contract maintenance costs no more than once a month.

PART VI - Recitals

1. This Grant is executed for the sole benefit of the contracting parties and is not intended or executed for the direct or incidental benefit of any third party.

2. It is the intent of this grant to not supplant local funds normally utilized for airport maintenance, and that any state financial assistance offered under this grant be in addition to those local funds normally dedicated for airport maintenance.
3. This Grant is subject to the applicable provisions of the Transportation Code, Chapters 21 and 22, and the Airport Zoning Act, Tex. Loc. Govt. Code Ann. Sections 241.001 et seq. (Vernon and Vernon Supp.). Failure to comply with the terms of this Grant or with the rules and statutes shall be considered a breach of this contract and will allow the State to pursue the remedies for breach as stated below.
 - a. Of primary importance to the State is compliance with the terms and conditions of this Grant. If, however, after all reasonable attempts to require compliance have failed, the State finds that the Sponsor is unwilling and/or unable to comply with any of the terms of this Grant, the State, may pursue any of the following remedies: (1) require a refund of any financial assistance money expended pursuant to this Grant, (2) deny Sponsor's future requests for aid, (3) request the Attorney General to bring suit seeking reimbursement of any financial assistance money expended on the project pursuant to this Grant, provided however, these remedies shall not limit the State's authority to enforce its rules, regulations or orders as otherwise provided by law, (4) declare this Grant null and void, or (5) any other remedy available at law or in equity.
 - b. Venue for resolution by a court of competent jurisdiction of any dispute arising under the terms of this Grant, or for enforcement of any of the provisions of this Grant, is specifically set by Grant of the parties in Travis County, Texas.
4. The State reserves the right to amend or withdraw this Grant at any time prior to acceptance by the Sponsor. The acceptance period cannot be greater than 30 days after issuance unless extended by the State.
5. This Grant constitutes the full and total understanding of the parties concerning their rights and responsibilities in regard to this project and shall not be modified, amended, rescinded or revoked unless such modification, amendment, rescission or revocation is agreed to by both parties in writing and executed by both parties.
6. All commitments by the Sponsor and the State are subject to constitutional and statutory limitations and restrictions binding upon the Sponsor and the State (including Sections 5 and 7 of Article 11 of the Texas Constitution, if applicable) and to the availability of funds which lawfully may be applied.

Part VII - Acceptances

Sponsor

The City of Hondo, Texas, does ratify and adopt all statements, representations, warranties, covenants, agreements, and all terms and conditions of this Grant.

Executed this _____ day of _____, 20____.

The City of Hondo, Texas
Sponsor

Sponsor Signature

Sponsor Title

Acceptance of the State

Executed by and approved for the Texas Transportation Commission for the purpose and effect of activating and/or carrying out the orders, established policies or work programs and grants heretofore approved and authorized by the Texas Transportation Commission.

STATE OF TEXAS
TEXAS DEPARTMENT OF TRANSPORTATION

By:_____

Date:_____

Attachment A
Scope of Services
TxDOT Project ID: M2415HOND

Eligible Scope Item:	Estimated Costs Amount A	State Share Amount B	Sponsor Share Amount C
GENERAL MAINTENANCE	\$111,111.11	\$100,000.00	\$11,111.11
Special Project	\$0.00	\$0.00	\$0.00
Special Project	\$0.00	\$0.00	\$0.00
Special Project	\$0.00	\$0.00	\$0.00
Special Project	\$0.00	\$0.00	\$0.00
Special Project	\$0.00	\$0.00	\$0.00
TOTAL	\$111,111.11	\$100,000.00	\$11,111.11

Accepted by: The City of Hondo, Texas

Signature

Title: _____

Date: _____

GENERAL MAINTENANCE: As needed, Sponsor may contract for services/purchase materials for routine maintenance/improvement of airport pavements, signage, drainage, AWOS systems, approach aids, lighting systems, utility infrastructure, fencing, herbicide/application, sponsor owned and operated fuel systems, hangars, terminal buildings and security systems; professional services for environmental compliance, approved project design. Special projects to be determined and added by amendment.

Airport Operations Counting Systems: The purchase and installation of specified air traffic and operations monitoring equipment ("Equipment") is eligible for reimbursement as provided in Part III

Only work items as described in Attachment A, Scope of Services of this Grant are reimbursable under this grant.

CERTIFICATION OF AIRPORT FUND

TxDOT Project ID: M2415HOND

The City of Hondo does certify that an Airport Fund has been established for the Sponsor, and that all fees, charges, rents, and money from any source derived from airport operations will be deposited for the benefit of the Airport Fund and will not be diverted for other general revenue fund expenditures or any other special fund of the Sponsor and that all expenditures from the Fund will be solely for airport purposes. The fund may be an account as part of another fund, but must be accounted for in such a manner that all revenues, expenses, retained earnings, and balances in the account are discernible from other types of moneys identified in the fund as a whole.

The City of Hondo, Texas
(Sponsor)

By:_____

Title:_____

Date:_____

Certification of State Single Audit Requirements

I, _____, do certify that the City of Hondo will comply with all
(Designated Representative)

requirements of the State of Texas Single Audit Act if the City of Hondo spends or receives more than the threshold amount in any grant funding sources during the most recently audited fiscal year. And in following those requirements, the City of Hondo will submit the report to the audit division of the Texas Department of Transportation. If your entity did not meet the threshold in grant receivables or expenditures, please submit a letter indicating that your entity is not required to have a State Single Audit performed for the most recent audited fiscal year.

Signature

Title

Date

DESIGNATION OF SPONSOR'S AUTHORIZED REPRESENTATIVE

TxDOT Project ID: M2415HOND

The City of Hondo designates, _____
(Name, Title)

as the Sponsor's authorized representative, who shall receive all correspondence and documents associated with this grant and who shall make or shall acquire approvals and disapprovals for this grant as required on behalf of the Sponsor.

The City of Hondo, Texas
(Sponsor)

By: _____

Title: _____

Date: _____

DESIGNATED REPRESENTATIVE

Mailing Address: _____

Overnight Mailing Address: _____

Telephone/Fax Number: _____

Email address: _____



City Council Communication

Title: Discuss and reconsider the previously adopted Economic Development Commission budget previously approved by the City of Hondo City Council on September 11, 2023 to amend the Economic Development Commission budget regarding the newly created Director of Marketing, Business Retention and Expansion, and Recruitment position. (Councilmember Ytuarte & Councilmember Vela)

Date: October 23, 2023 **From:**

INFORMATION:

FINANCIAL IMPACT:

STAFF RECOMMENDATION:

MOTION:

ATTACHMENTS:

1. EDC

STAFF CONTACTS:

REVENUES		BUDGET
	1301 SALES TAX REVENUE	\$ 625,000
	1373 INTEREST INCOME	\$ 98,088
	CARRY OVER FROM 22-23	\$ 315,557
	RECREATION PROJECTS	
TOTAL REVENUES		\$ 1,038,645
PERSONNEL		
	SALARY	\$ 200,000
	SOCIAL SECURITY	\$ 15,346
	UNEMPLOYMENT TAX	\$ 306.00
	RETIREMENT	\$ 28,179.29
	HEALTH & DENTAL INS	\$ 15,862.91
	WORKERS COMP	\$ 342.14
	CELL PHONE ALLOWANCE	\$ 600.00
TOTAL PERSONNEL		\$ 260,636.24
SUPPLIES		
	OFFICE SUPPLIES	\$ 6,000
TOTAL OFFICE SUPPLIES		\$ 6,000
OTHER SERVICES		
	MEETINGS & SEMINARS	\$ 15,000
	TELEPHONE	\$ 1,000
	POSTAGE	\$ 400
	CONSULTING SERVICES	\$ 25,000
	DUES & SUBSCRIPTIONS	\$ 15,000
	EDUCATION PROJECTS	\$ -
	CHAMBER CONTRACT	\$ 20,000
	MARKETING & ADVERTISING	\$ 150,000
	RECREATION PROJECTS	\$ 315,557
	CONTINGENCY EXPENSE	\$ 1,229
	CITY SERVICES (INF TECH)	\$ 30,000
	TRANSFER - STRTC	\$ 65,000
TOTAL OTHER SERVICES		\$ 638,186
DEBT SERVICE		
	2016 SERIES CO - PRINCIPAL	\$ 55,000
	2016 SERIES CO - INTEREST	\$ 4,773
	2021 REFD BOND PRINCIPAL	\$ 65,000
	2021 REFD BOND INTEREST	\$ 9,050
TOTAL DEBT SERVICE		\$ 133,823
TOTAL EXPENSES		\$ 1,038,645
SURPLUS		\$ (0)



HONDO EDC

ANNUAL WORK PLAN

OCTOBER 1, 2023 – SEPTEMBER 30, 2024



Contents

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The Hondo EDC, (HEDC) has prioritized developing a Source of Information that residents, stakeholder, and businesses can utilize. Through the use of GIS WebTech, New Website, Social Media, Email, Newsletter, Regional, State, and National shows and conferences, HEDC is ensuring that information is readily available to all. The HEDC is positioned to become a resource for the community, small businesses, and workforce. Through marketing and presenting the attributes, assets, and resources Hondo has to offer, HEDC is elevating its brand awareness regionally and nationally.

The goal of the Annual Work Plan, at least for the first year, is to permanently bolster the business climate, develop the organizational structure, create a sense of place, in other words put "Hondo on the Map", and develop the aviation sector awareness of Hondo.

The Hondo EDC team will work, along with its partners, the City, Consultants, County, Chamber, Regional EDC, COG and the Airport to create an Economic Development Strategy to strengthen the business climate.

This work plan will consist of four Strategy's aimed at achieving this goal.

1. The Hondo EDC work plan includes the development of and implementation of a targeted marketing and Public Relations strategy to educate the community, develop Hondo as a geographic location strategically located to attract business and promote growth.
 - a. New Webpage
 - b. Social Media output
 - c. Email
 - d. GIS WebTech
 - e. National shows and conferences
2. Develop Organizational Structure
 - a. Amend, update, and revise By-Laws of the organization
 - b. Identify Sectors to target with marketing
 - c. Consistently update and implement market strategies
 - d. Develop and monitor Prospect Leads
 - e. Hire BRE & Marketing Director
 - f. Consider developing EDC office and Business incubator.
 - g. Partner with STRTC for development of strategic Workforce development plan.
 - i. Consider partnership with Institutions of Higher Learning
 - ii. State of Texas Workforce Solutions.
 - h. Develop working relationship with Hondo Chamber of Commerce.
 - i. Coordinate small business training
 - ii. Develop visitor center
 - iii. Develop a main street/downtown redevelopment initiative.

3. Our work will include a specific marketing strategy to promote the South Texas Regional Airport and the resources it has to offer.
 - a. Global Investment Attraction Group
 - b. MRO trade show
 - c. Work with Airport staff
4. Further the development of the Workforce through the South Texas Regional Training Center
 - a. Targeting Workforce needs and requirements
 - b. Develop strategic partnerships with institutions of higher learning to foster expanded workforce training and certification programs.
 - c. Develop alternative funding solutions for Training center through City, County, Corporate and Educational Institutions.

ECONOMIC DEVELOPMENT DIRECTOR

JOB DESCRIPTION:

Objective

To plan, direct, manage and oversee the activities and operations of the Hondo Economic Development Corporation (HEDC) which includes economic Development and Marketing Programs; to coordinate activities with other city departments and outside agencies; and to provide support to the City Manager. The HEDC Director is responsible for facilitating, promoting and ensuring economic development in order to secure opportunities for economic growth and business development, and increase employment and population. The HEDC Director under the direction of the Hondo Economic Development Board will develop, coordinate, and implement a comprehensive master plan relating to economic development in the area and advance the general welfare and economic prosperity in the surrounding area.

Essential Job Functions

- Manage the development and implementation of HEDC goals, objectives, policies, and priorities; consult with the City Manager and other city officials in the development of overall policies and procedures to govern the activities of the organization.
- Plan strategies to attract new businesses through an aggressive outreach and marketing strategy to identify customers and/or prospects and encourage expansion and retention of existing businesses to promote a stronger economic base.
- Oversee economic development programs for the city; direct the research, analysis and evaluation of technical information to determine feasibility and economic impact of proposed business expansions and developments.
- Contact and market the city to outside agencies and enterprises. (I.e. private investors, developers, realtors, etc.); conduct tours of industrial and commercial sites and available facilities; gather business related data and demographics and develop marketing materials.
- Coordinate economic development negotiations with the City Manager, HEDC Board, the Medina County Judge and Commissioners.
- Recommend and administer policies and procedures. Direct the research, analysis and evaluation of technical information to determine feasibility and economic impact of proposed industrial expansions and developments.
- Establish appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- Coordinate the activities of the Hondo Economic Development Board.

- Oversee and coordinate the development and administration of the HEDC budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary. Take any recommended changes before the HEDC Board and City Council for approval.
- Review grant applications; actively identify and pursue additional sources of funding for the organizations programs; develop financing alternatives.
- Explain, justify and defend HEDC programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
- Represent the HEDC and act as a liaison to other city departments, elected officials and outside agencies; coordinate activities with those of other departments and outside agencies. Brief and advise appropriate parties regarding economic development projects in person and through written reports.
- Provide assistance to the City Manager; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
- Evaluate program effectiveness.
- Assist in retaining current and securing additional funding sources.
- Develop a comprehensive marketing plan that coordinates the images and stories of the HEDC and the Cities Marketing/Tourism Divisions.

JOB REQUIREMENTS:

Knowledge, Skills, and Abilities

- Principles and practices of economic program development and administration.
- Modern and complex principles and practices of public sector management
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Methods and techniques of effective grant application and proposal preparation.
- Advanced principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Management skills to analyze programs, policies and operational needs.
- Pertinent Federal, State and local laws, codes and regulations.
- Plan, organize, direct and coordinate the work of lower level staff.
- Delegate authority and responsibility.
- Lead and direct the operations, services and activities of the Economic Development Corporation.
- Identify and respond to community and City Council issues, concerns and needs.
- Develop and administer departmental goals, objectives, and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.

- Interpret and apply Federal, State and local policies, laws and regulations.
- Prepare and administer state and federal grants.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work including city officials, employees, business leaders, civic groups, and the general public.

Acceptable Experience and Training

- Five years of increasingly responsible experience in economic development or public administration including two years of management and administrative experience. Seven to ten years of economic development or related field preferred.
- Equivalent to a bachelor's degree from an accredited college or university with major course work in economic development, marketing, urban planning, public administration, business administration, economics or related field.

Certifications and Licenses Required

Must possess a valid Texas motor vehicle driver's license. Certified Economic Developer certification (CEcD) preferred

Conditions of Employment

Must pass a pre-employment drug screen and/or physical exam. Employees are subject to random drug/alcohol testing throughout their employment.

Must have and maintain a satisfactory driving record.

HEDC

HONDO ECONOMIC DEVELOPMENT CORPORATION

JOB DESCRIPTION FOR: MARKETING, BUSINESS RETENTION, EXPANSION, AND RECRUITMENT

- I. The position of Director of Marketing, Business Retention and Expansion, and Recruitment focuses on a strong and active business retention effort as a core component of any impactful economic development program. Through voluntary participation of regional employers, valuable market intelligence on the current business climate and potential opportunities to assist the economic prosperity of the region.

The Position:

The Director of Marketing, Business Retention and Expansion, and Recruitment primary responsibility is to develop, maintain, strengthen relationships, and internal and external marketing of the organization. A focused internal business development strategy is to identify new target companies referred to HEDC by existing businesses.

- II. The Director of Marketing, BR&E, and Recruitment performs the following duties:
 1. Collaborate with Company Talent Development staff on workforce needs for new company locations and local expansions.
 2. Lead existing business retention and expansion programs, marketing, and social media programs, including an aggressive company visitation plan coordinated with the local economic development partners.
 3. Participate in collaborative workforce development initiatives including frequent meetings with employers and educational facilities to assist in connecting training programs with industry.
 4. Oversee creation and maintenance of an online database featuring job opportunities of local employers and information gathered on visits and surveys.
 5. Identify and assist companies with expansion plans and those at risk of possible closures or downsizing and communicate quickly, openly, and honestly with the Executive Director of HEDC.
 6. Build strategic partnerships with hiring managers to fully understand the staffing needs for business.
 7. Work with local partners such as South Texas Regional Training Center, Texas Workforce Commission, Small Business Development Centers, Council of Governments, and private training providers to provide business workforce education, training, technology, and solutions to the region's primary companies.
 8. Educate employers, business/community leaders, school districts, and community about HEDC workforce solutions programs.

9. Assist and attend Human Resource organizations meetings and various Texas Workforce Solutions meetings.

III. Our Ideal Candidate

The ideal candidate will possess experience, knowledge, and skills in the following areas:

1. Business retention, workforce development, talent acquisition, and human resources related to economic development.
2. Documents contacts and activities and provide weekly, monthly, quarterly, and annual reporting for the Board meetings and the annual plan of work preparation.
3. Experience developing recruitment plans (Marketing, advertisements, type of person, parameters, and resources).
4. Assign performance contracts and corresponding tax abatement agreements.
5. Building and fostering meaningful relationships with influencers like executives, School Superintendents, Human Resources leaders, and workforce committees in positions to influence growth and expansion investment.
6. Excellent communications skills with the ability to articulate big ideas, sell a vision and influence others, and convey how to execute it.
7. Solid negotiation skills in a broad range of project-related and administrative functions.

The ideal candidate will have in-depth knowledge of and experience developing and sustaining educational and training programs and initiatives that support business retention and workforce solutions.

As HEDC's primary liaison for business retention and workforce matters, new technologies, and services, the successful candidate will work with internal and external stakeholders to coordinate strategic educational and training initiatives and innovations to provide high-quality, cost-effective, sustainable programs that accommodate the workforce needs and expansion opportunities of major businesses within Hondo.

IV. Qualifications:

1. At least three years of progressive work experience in business retention and/or workforce development.
2. Associates degree and/or equivalent work experience in industry related field.
3. Webpage, social media, and account management experience a plus.
4. Previous sales/client management experience is a plus.

Salary - \$65,000 - \$70,000 plus Benefits, vacation, sick-time, and holidays depending on qualifications and experience.

Please submit Cover letter and resume to ddowler@hondo-tx.org

PROJECT PROPOSAL: BUSINESS RETENTION AND EXPANSION

BACKGROUND:

Marketing, and Business Retention and Expansion (MBR&E) is an economic development strategy of proactively connecting with existing businesses to understand and respond to local business needs. Special attention is given to small businesses that employ 10 to 99 employees, otherwise known as Stage 2 firms. The Hondo EDC has prioritized developing a Source of Information that residents, stakeholder, and businesses can utilize. Through the use of software platforms such as GIS WebTech, a New Hondo EDC Website, Social Media, Email, Newsletter, regional, State, and National shows and conferences, HEDC is ensuring that information is readily available to all. The HEDC is positioned to become a resource for the community, small businesses, and workforce. Through marketing and presenting the attributes, assets, and resources Hondo has to offer, HEDC is elevating its brand awareness regionally and nationally.

OBJECTIVES:

BR&E

- The project will assist the City of Hondo, and Medina County in analyzing their local economies.
- Utilizing data/information as a basis for identifying, designing, and implementing strategies that can help strengthen existing businesses and industries.
- Guide the community's process of implementing the BR&E program by providing a BR&E coach/mentor to come alongside the community resources, moving the effort forward to completion and equipping the local BR&E coordinator to continue to lead the effort.

Marketing:

- The objective of the Marketing strategy includes the development of and implementation of a targeted Marketing and Public Relations strategy to educate the community, develop Hondo as geographic location strategically located to attract business and promote growth. This will include:

1. New Webpage
2. Social Media output
3. Email
4. GIS WebTech platform
5. National Shows and conferences

SCOPE

BR&E

- I. Organize Task Force:
 - a. Form a BR&E Taskforce which should include, Economic Development Organizations, Chamber of Commerce, Retired business executives, Government officials, Utility

representatives, Education entities, financial institutions, and Business Owner/operators, (Taskforce members should be considered for the skills, knowledge, and expertise they posse as well as their ability to process information in a timely manner and to address any issues/topics that may arise). Task Force members will be expected to work on developing the questionnaire that the businesses and industries will be asked to complete and a list of business/industries to be surveyed.

II. Gain Support

- a. Each Task Force member will invite another community stakeholder to attend part of one of the Task Force meetings where they will jointly determine the readiness of the community for the BR&E program by using a "scorecard" method. If necessary, strategies will be employed to heighten community readiness before pursuing a BR&E program.
- b. Announce the BR&E program through a variety of media outlets selected by the taskforce.

III. Gather information

- a. Distribute Questionnaires/Surveys to each of the businesses/industries selected for the BR&E effort by the Task Force. Follow-up mailings will be sent to those who have not responded. Once all surveys are returned, individual Task Force members will be assigned to the selected businesses/industries, according to the companies' preference.
- b. Conduct Site Visits: Selected business/industries that have agreed to be part of the BR&E program will be contacted to determine availability, and visits will be conducted by the BR&E Coordinator and the preferred member of the Task force.

IV. Analyze Results

- a. Both quantitative data (from the online surveys) and qualitative data (from site visits) will be analyzed.
- b. Identify and Address Red Flags: Informational items collected from the surveys and during site visit interviews that raise "green Flags" and "red flags" will be addressed by the Task Force. The Task Force will determine which specific strategies to use to address these issues.

V. Report Findings

- a. The task Force Coordinator will prepare a brief report identifying areas of strength as well as specific areas of concern revealed during the study (with regard to supporting existing businesses/industries in the community).

TIMEFRAME

	DESCRIPTION OF WORK	START AND END DATES
Goal One	Form, schedule, and hold Task Force Meetings	
Goal Two	Development of Community Readiness and marketing	
Goal Three	Distribution and site visits of questionnaires	
Goal Four	Data Analytics	
Goal Five	Report	

HONDO ECONOMIC DEVELOPMENT CORPORATION
September 2023

PROJECT BUDGET

	DESCRIPTION OF WORK	ANTICIPATED COSTS
Goal One	Task Force Meeting	
Goal Two	Development of Community Readiness and Marketing	
Goal Three	Distribution and site visits of questionnaires	
Goal Four	Data Analytics	
Goal Five	Report	
	TOTAL	

KEY STAKEHOLDERS

CLIENT	HEDC; City of Hondo; Medina County; Hondo Chamber of Commerce; Downtown Merchants Association
SPONSOR	HEDC
PROJECT MANAGER	TBD

MONITORING AND EVALUATION

Monthly progress reports will be distributed to the HEDC Board of Directors, Hondo City Manager, Hondo Chamber of Commerce, The Downtown Merchants assoc., Medina County Judge, and GoMedina. Clear progress will be presented in report, budget update, and deliverables included in the report. Information from third party vendors will remain the property of the Project Sponsor and distributed by them.

APPROVAL SIGNATURES

 (NAME) PROJECT CLIENT	 (NAME), PROJECT SPONSOR	 (NAME), PROJECT MANAGER
 (NAME) PROJECT CLIENT		
 (NAME) PROJECT CLIENT		
 (NAME) PROJECT CLIENT		
 (NAME) PROJECT CLIENT		



THIS IS GOD'S COUNTRY

City Council Communication

Title: Executive Session: The City Council of the City of Hondo may convene in Executive Session in accordance with the Texas Open Meetings Act, Texas Government Code: Section 551.071(1) (A) and (2) (Consultations with Attorney) and Section 551.072 (Deliberations about Real Property), Section 551.074 (Personnel Matters), Section 551.076 (Deliberations about Security Devices), or Section 551.087 (Deliberations Regarding Economic Development Negotiations);Section 551.086 (Meeting concerning municipally owned utility-competitive matters);

Date: October 23, 2023 **From:**

INFORMATION:

FINANCIAL IMPACT:

STAFF RECOMMENDATION:

MOTION:

ATTACHMENTS:

None

STAFF CONTACTS:



City Council Communication

Title: Discussion on the reassignment of a Hondo PD employee to the San Antonio Task Force. (Chief Soza)

Date: October 23, 2023 **From:** Justin Soza

INFORMATION:

Discuss and consider the reassignment of a Hondo PD employee to a DEA taskforce officer position. This will be handled through a State and Local Taskforce agreement.

FINANCIAL IMPACT:

Base salary of a detective.

STAFF RECOMMENDATION:

Allow the Chief of Police to enter into a State and Local Taskforce agreement with the DEA.

MOTION:

I make a motion to allow the Chief of Police to enter into a State and Local Taskforce agreement with the United States Department of Justice, Drug Drug Enforcement Administration.

ATTACHMENTS:

1. DEA TFO Agreement

STAFF CONTACTS:

Chief Soza



City Council Communication

Title: Discussion with Hondo Railway regarding the Gladiator project. (John Naron)

Date: October 23, 2023 **From:**

INFORMATION:

FINANCIAL IMPACT:

STAFF RECOMMENDATION:

MOTION:

ATTACHMENTS:

None

STAFF CONTACTS:



City Council Communication

Title: Discussion with the City Attorney regarding the SRO contract update. (John Naron)

Date: October 23, 2023 **From:**

INFORMATION:

FINANCIAL IMPACT:

STAFF RECOMMENDATION:

MOTION:

ATTACHMENTS:

None

STAFF CONTACTS:



City Council Communication

Title: Discuss and consider appropriate action on items resulting from Executive Session.

Date: October 23, 2023 **From:**

INFORMATION:

FINANCIAL IMPACT:

STAFF RECOMMENDATION:

MOTION:

ATTACHMENTS:

None

STAFF CONTACTS: