CITY OF WIMBERLEY

SPECIAL CITY COUNCIL MEETING PACKET

Thursday, July 9, 2020

3:30 p.m.

City of Wimberley

221 Stillwater Drive, Wimberley, Texas 78676

SPECIAL CITY COUNCIL MEETING
THURSDAY, JULY 9, 2020 – 3:30 P.M.

AGENDA

In accordance with order of the Office of the Governor issued March 16, 2020, the City Council of the City of Wimberley will conduct a teleconference/video conference meeting in order to advance the public health goal of limiting face-to-face meetings (also called "social distancing") to slow the spread of the Coronavirus (COVID-19).

The meeting will be held on **Thursday, July 9, 2020, at 3:30 p.m.**

The public may participate in this meeting via the following toll-free numbers 888-475-4499 or 877-853-5257 and/or using the Zoom meeting ID 882 9342 0994 and using the password 549720.

The public will be permitted to offer comments via teleconference or video conference, as provided by the agenda and as permitted by the presiding officer during the meeting.

Anyone wishing to offer public comments or offer written questions or comments must notify City Secretary, Laura Calcote, at lcalcote@cityofwimberley.com, at least two hours before the meeting.

A recording of the meeting will be made and will be available to the public in accordance with the Texas Public Information Act upon written request.

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1. **CALL TO ORDER** July 9, 2020 at 3:30 p.m.

2. **CALL OF ROLL** City Secretary, Laura Calcote

3. **DISCUSSION AND POSSIBLE ACTION**

   Discuss and consider possible action to retain temporary outside consulting services for a City Planner. *(Mayor Gina Fulkerson & Place Two Council Member Teresa Shell)*

4. **EXECUTIVE SESSION**
   In accordance with Texas Government Code, Chapter 551, Subchapter D, the City Council may convene in a closed session. After the Executive Session, discussion on any of the following items, any final action or vote taken will be in public.

Executive Session pursuant to Texas Government Code, Section 551.071 (Consultation with Legal Counsel) and 551.074 (Personnel Matters) City Council will meet to deliberate the appointment, employment, evaluation, reassignment duties, discipline or dismissal of a public officer or employee: City Administrator Shawn Cox.

5. OPEN SESSION

Discussion and possible action resulting from Executive Session.

6. ADJOURNMENT

The City Council may retire into Executive Session at any time between the meeting's opening and adjournment for the purpose of discussing any matters listed on the agenda as authorized by the Texas Government Code including, but not limited to, homeland security pursuant to Chapter 418.183 of the Texas Government Code; consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion about real estate acquisition pursuant to Chapter 551.072 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code; deliberations about gifts and donations pursuant to Chapter 551.076 of the Texas Government Code; discussion of economic development pursuant to Chapter 551.087 of the Texas Government Code; action, if any, will be taken in open session.

CERTIFICATION

I hereby certify the above Notice of Meeting was posted on the bulletin board at Wimberley City Hall, a place convenient and readily accessible to the general public at all times, and to the City's website, www.cityofwimberley.com, in compliance with Chapter 551, Texas Government Code, on Monday, July 6, 2020, by 3:30 p.m., and remained posted for at least 72 continuous hours preceding the scheduled time of said meeting.

Laura J. Calcote

Laura J. Calcote, MPA, TRMC
City Secretary

The City of Wimberley is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please contact City Secretary Laura Calcote at (512) 847-0025 two business days in advance of the meeting for appropriate arrangements.

AGENDA ITEM:	**Retention of Consulting Services for City Planner**
SUBMITTED BY:	Teresa Shell and Gina Fulkerson
DATE SUBMITTED:	July 6, 2020
MEETING DATE:	July 9, 2020

AGENDA FORM

ITEM DESCRIPTION/SUMMARY

The City of Wimberley formerly employed a full time City Planner. Since late last year this position has been vacant. Given budgetary concerns and current needs, the duties left vacant could be filled by a part time City Planning Consultant. The hours expected and the most critical qualifications and duties will be discussed. A current posting for a City Planner for the City of Wimberley on Texas Municipal League's site as well as a second listing on Texas Municipal League's site for a City Planner are included for information purposes only.

REQUESTED ACTION

Motion ☒

Discussion ☒

Ordinance ☐

Resolution ☐

Other ☐

FINANCIAL

Budgeted Item ☒

Non-budgeted Item ☐

Not Applicable ☐

Original Estimate/Budget: $

Current Estimate: $ 2000 to 2400 per month

Amount Under/Over Budget: $

STAFF RECOMMENDATION

ATTACHMENT/S

- City of Wimberley Planning & Development Coordinator/GIS Analyst job posting
- City of New Braunfels Planning & Development Assistant Director job posting

CITY OF WIMBERLEY

An Equal Opportunity Employer

POSITION DESCRIPTION

Position: Planning & Development Coordinator / GIS Analyst

Dept.: Public Works

Employment Status: Full-Time

Salary: $40,000 - $50,000/annually DOE

FSLA Classification: Non-Exempt

Reports to: City Administrator

A. GENERAL PURPOSE

Under supervision of the City Administrator, manage complex data and mapping work in the City of Wimberley and ETJ, including data collection, creation, and maintenance, producing accurate maps and other representations of data for public use, and ensuring data accuracy and resolving data conflicts. Successful applicant will also plan and coordinate meetings, workshops, and other events, research trends and emerging issues on program activities, and develop presentations and communication materials for the public and staff. Successful candidate must also have knowledge of local government and transportation planning systems and processes, general planning principles, and project management. Demonstration of data analysis and graphic design skills desired.

B. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Utilize GIS software as tool for developing solutions to complex planning problems. 2. Extract data from GIS software and uses varying analysis methods to arrive at results. 3. Gather, analyze, and integrate spatial data and determine how best the information can be displayed using GIS. 4. Compile geographic data from a variety of sources including applications, field observation, satellite imagery, aerial photographs, and existing maps. 5. Analyze spatial data for geographic statistics to incorporate into documents and reports. 6. Design and update databases, applying additional knowledge of spatial feature representations. 7. Assists in performance of all tasks assigned related to activities that may include planning, zoning, historic preservation, GIS mapping, and development agreement review. 8. Draws plans, diagrams, graphs, tables, charts, and maps using drafting and drawing tools. 9. Assists in the maintenance of the GIS mapping database. Update data as necessary and back-up data regularly. Prepare maps for residents and staff, update Official City Map, Zoning Map, ETJ Map, Transportation Plan Map and Trail Plan Map on regular basis. Fulfill Public Information Act (PIA) requests for GIS data. 10. Works with City Engineer, Public Works/Building Official, and any other City officials/staff/consultants when necessary to review planning and development applications and permits. 11. Assists in the development of maps for land use patterns, housing needs, parks and recreation opportunities, highways and transportation systems, economic development, and other aspects of future growth and development. 12. Attends workshops/conferences/training as approved by the City. 13. Reviewing of Subdivision Plats and Zoning applications. 14. Travels to various project sites and meetings in and out of the City as necessary.

C. SUPERVISION

Works under the general supervision of the City Administrator.

D. EDUCATION, EXPERIENCE, AND CERTIFICATIONS

1. Requires at least a Bachelor's Urban degree from an accredited college or university in Geographic Information Systems (GIS), geography, urban planning, public policy, urban design, public administration or a closely related field and at least 3-5 years of experience in GIS, data analysis, transportation planning, land use

planning, or an equivalent combination of education and experience. 2. Previous work experience for a City and/or development firm preferred. 3. Must have experience with ArcGIS. 4. Knowledge Reviewing of Subdivision Plats and Zoning Applications is preferred. 5. Ability to establish and maintain respectful and effective working relationships with employees, City officials, media, and general public. 6. Ability to communicate effectively orally and in writing. 7. Ability to handle confidential and sensitive information while maintaining confidentiality. 8. Applicants that possess a Certification as a Certified Floodplain Manager (CFM) or ability to secure certification within six months will receive preference.

E. TOOLS AND EQUIPMENT USED

Computer, including Microsoft Office; email; phone; printer; copy machine; fax machine. ArcGIS, and database software; motor vehicle; phone; mobile; and any other equipment required.

F. WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to perform the essential functions if needed.

1. Work is performed mostly in an office setting, must have the ability to operate certain computers and various other pieces of City equipment. The noise level in the office work environment is usually mild.

2. Some outdoor work is required in visiting various land use developments, construction sites, or public works facilities occasionally exposed to wet and/or humid conditions, fumes, and airborne particles.

3. While performing the duties of this job, the employee is regularly required to stand; sit; walk; talk or communicate; handle, feel or operate objects, tools, or controls; and reach objects. The employee is occasionally required to stoop, kneel, crouch, or crawl.

G. WORK HOURS

Core work hours are between 8:00 am and 5:00 pm including one unpaid hour for lunch, Monday through Friday, except holidays. This is a Full Time position requiring approximately (40) hours per week plus any additional hours to assist any mandatory board meetings, designated by the City Administrator and eligible for compensatory time off as described in the CITY OF WIMBERLEY PERSONNEL MANUAL and must be coordinated with the Office Administration/City Administrator.

H. SALARY

Salary is commensurate with the position. Pay days are typically every other Friday, and will be the days as listed in the current CITY OF WIMBERLEY PERSONNEL MANUAL.

I. BENEFITS

As a regular FT employee of the City, you will be eligible to participate in the City's health benefits package and retirement program. In addition, you will be entitled to paid vacation & sick leave, in accordance with those outlined in the CITY OF WIMBERLEY PERSONNEL MANUAL.

EQUAL OPPORTUNITY EMPLOYER

The City's employment decisions are made without regard to race, color, religion, sex, age, national origin, sexual orientation, handicap, or marital status. Discrimination or harassment against any person in

recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, age, disability, veteran status, sex, or marital status is prohibited.

PLEASE NOTE: This Job Description is not a contract and shall not be construed to alter an employee's at-will relationship. To the extent reasonably possible, this Job Description, the Personnel Manual, and the employee's Offer Letter shall be read, acknowledged, and signed. If there are conflicts between this Job Description, the Personnel Manual, and the employee's Offer Letter, the most specific term or condition of employment shall govern.

EMPLOYEE EXPECTATIONS

To perform duties in an efficient, organized, and respectful manner; must maintain good relationship and communication with public, groups, guests, co-workers, supervisors, and management (Refer to employee policy handbook for policy, procedures and regulations). The City of Wimberley **does not and will not tolerate any type of violence, illegal discrimination, sexual harassment or any kind of harassment in any form for that matter**. Any complaints will be promptly and thoroughly investigated. Persons engaging in such conduct will be subject to discipline up to and including termination of employment.

MISCELLANEOUS

This position is subject to a criminal background, pre-employment drug test, and verification of information provided at any time required by the City prior to and during time of employment.

I have been informed of the duties and expectations of the job listed.

Acknowledgement:

_____	_____	_____
Applicant Signature	**Applicant Print Name**	**Date**

NEW BRAUNFELS, CITY OF (TX)
invites applications for the position of:

Planning and Development Assistant Director

SALARY: $35.42 - $44.28 Hourly
$73,674.00 - $92,093.00 Annually

DEPARTMENT: PLANNING AND DEV SERV

DIVISION: Planning

OPENING DATE: 06/25/20

JOB SUMMARY:

Under general administrative direction, is responsible for assisting the Director with planning, directing, managing and overseeing the activities, operations and responsibilities of the Planning and Development Services Department, to include the management or oversight of one or more Divisions or Division Managers. Ensures activities and accomplishments are consistent with the goals of the Department, the City's strategic goals, and the Comprehensive Plan. Provides highly responsible and complex administrative support to the Director and the City Manager's Office. Exercises direct supervision over assigned staff, administers multiple boards or commissions, and serves as Director in the Director's absence.

PRIMARY DUTIES AND RESPONSIBILITIES:

PRIMARY **DUTIES AND RESPONSIBILITIES:**
*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties. The person filling this position performs these duties, and/or supervises the team who does.*

- Assists the director in developing and implementing department goals, objectives, policies, budget and priorities for each assigned service area.
- Works with the director to establish appropriate performance metrics; adopts and implements Standard Operating Procedures (SOPs), Code Interpretations, and Customer Bulletins.
- Oversees the development of administrative and operational plans for efficient operation of one or more Divisions of the Department; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; identifies opportunities for improvement, advises the director and implements management solutions.
- Ensures coordination, collaboration and communication within and between department divisions; fosters a cooperative spirit.
- Assesses and monitors division workload, administrative/support systems, and internal reporting relationships; advises on and implements improvements.
- May serve in one or more special assignment roles.

- Oversees, advises, provides technical support to and directly administers assigned boards or commissions.
- Collaborates cross-department and with outside agencies on special projects as assigned.
- Assists the director in coordinating strategies to integrate services with other programs, departments and agencies particularly in implementation of the Comprehensive Plan.
- Leads community meetings, or meetings of stakeholders with competing interests.
- Delivers presentations to groups, boards, commissions and City Council.
- Confers with customers (architects, engineers, contractors, developers, special interest groups, business owners and property owners); resolves issues that arise; mediates discussions between stakeholders.
- Conveys department direction and provides guidance to assigned area(s) of oversight; assigns and coordinates tasks and projects; reviews work for quality, timeliness, conformance with requirements and consistency with the Comprehensive Plan.
- Trains and coaches staff; develops staff skills and conducts performance evaluations; works with staff to correct any performance deficiencies; meets regularly with staff to disseminate information and to discuss and resolve issues.
- Implements customer service initiatives and ensures the highest standard of customer service excellence is consistently delivered.
- Serves as an official department representative to other departments, committees, outside agencies, elected or appointed officials, non-profits, etc.
- Provides consultation to the director and colleagues on all issues related to the department.
- Prepares documents and responses for City Council, City Manager's Office, the Director, staff and citizens.
- Serves as director in his/her absence.
- Performs other duties as assigned or required.

EDUCATION, EXPERIENCE, LICENSES AND CERTIFICATIONS:

Education and Experience:
Bachelor's Degree in Architecture, Business, Engineering, Construction Management, Geography, Urban/Regional Planning, Public Administration or related field; AND at least five (5) years of increasingly responsible supervisory experience; OR an equivalent combination of education and experience. Master's Degree is preferred. Experience working for a large or fast-growing municipality is preferred.

Required Licenses or Certifications:

- Valid Class "C" Texas Driver's License
- Depending on the needs of the City or special assignment roles, certain high level technical certifications may be preferred such as: American Institute of Certified Planners (AICP), Certified Building Official (CBO), Congress for New Urbanism-Accredited (CNU-A), Professional Engineer (PE), Certified Floodplain Manager (CFM), etc.

KNOWLEDGE, SKILLS AND OTHER REQUIREMENTS:

Required Knowledge of:

- Local government organization, operations, policies and procedures.
- Federal, state, local and other agency laws, rules and regulations affecting planning, zoning, code enforcement, animal control, public health, construction, housing, and building safety.
- Texas Local Government Code statutes related to municipalities including but not limited to land use, zoning, annexation, vested rights, and subdivision platting.
- Americans with Disabilities Act (ADA).
- Principles, practices and procedures of urban and regional planning, historic preservation, urban design, construction, land development, building trades, public health and code enforcement.
- Principles and practices of employee supervision including coaching, training, situational leadership and motivation.
- Principles and practices of project management, consultant management and contracts.
- Occupational hazards and safety precautions.

Required Skills in:

- Project management.
- Municipal budgeting.

- Analyzing issues and processes, identifying alternative solutions, projecting consequences of proposed actions, and preparing recommendations based on findings.
- Ability to develop processes and facilitate projects through those processes in support of goals.
- Establishing and maintaining cooperative working relationships with colleagues, employees, elected and appointed officials, design and construction professionals, developers, non-profits, agencies, neighborhood groups and the general public.
- Ability to work with the general public in a variety of scenarios and settings, including diffusing difficult situations.
- Ability to plan and prioritize the work of assigned personnel in a fast-paced environment.
- Skill in utilizing personal computing devices and associated software programs.
- Ability to communicate clearly and effectively, both verbally and in writing with correct grammar, composition, spelling, punctuation and vocabulary.

Physical Demands / Work Environment:

- Work is performed in a standard office environment and is subject to sitting, standing, walking, bending, and reaching for extended periods of time. Must be able to safely pull, push, lift and carry equipment and materials weighing up to thirty (30) pounds.
- Occasional field work/job site visits outdoors in all weather conditions.
- Occasional attendance or participation in off-site meetings or presentations, some could be out of town.
- May be required to work immediately before, during or after an emergency or disaster.
- Note: This position is designated safety/security sensitive.

APPLICATIONS MAY BE FILED ONLINE AT:
https://www.nbtexas.org/

Position #00088
PLANNING AND DEVELOPMENT ASSISTANT DIRECTOR
LS

550 Landa Street
New Braunfels, TX 78130
830-221-4390

test@test.com

Planning and Development Assistant Director Supplemental Questionnaire

* 1. Please describe your effectiveness with communication and interpersonal skills to interact appropriately with co-workers, supervisors, direct reports, elected/appointed officials, neighborhood groups and the general public? Please provide examples.

* 2. Please describe your experiences with public speaking.

* 3. Please provide an example or two of when you have led a team through a complex project. What was the project, how large and diverse was the team, what was the duration, what was the process, was it a successful outcome (why or why not), what special tools or innovative techniques did you use during the course of the project?

* 4. How did you arrive at the decision to pursue your career field? What about the field keeps you engaged and driven?

* 5. How have you built a cohesive, respectful and energized team?

* Required Question

AGENDA ITEM:	**Executive Session**
SUBMITTED BY:	Gina Fulkerson
DATE SUBMITTED:	7/6/2020
MEETING DATE:	7/9/2020

AGENDA FORM

ITEM DESCRIPTION/SUMMARY

Executive Session pursuant to Texas Government Code, Section 551.071 (Consultation with Legal Counsel) and 551.074 (Personnel Matters) City Council will meet to deliberate the appointment, employment, evaluation, reassignment duties, discipline or dismissal of a public officer or employee: City Administrator Shawn Cox.

REQUESTED ACTION

Motion ☒

Discussion ☒

Ordinance ☐

Resolution ☐

Other ☐

FINANCIAL

Budgeted Item ☐

Non-budgeted Item ☐

Not Applicable ☒

Original Estimate/Budget: $

Current Estimate: $

Amount Under/Over Budget: $

STAFF RECOMMENDATION

ATTACHMENT/S