



**CITY OF LEON VALLEY  
CITY COUNCIL REGULAR MEETING**  
Leon Valley City Council Chambers  
6400 El Verde Road, Leon Valley, TX 78238  
Tuesday, March 07, 2023 at 6:30 PM

**AGENDA**

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**The City of Leon Valley City Council Shall Hold an In-Person Meeting with A Quorum of Members of City Council to Be Physically Present in The Leon Valley City Council Chambers, 6400 El Verde Road, Leon Valley, Texas 78238. Some Members of City Council May Appear and Participate in The Meeting by Videoconference Pursuant to The Requirements Set Forth in The Texas Open Meetings Act.**

**Citizens May E-Mail Public Comments To [citizenstobeheard@leonvalleytexas.gov](mailto:citizenstobeheard@leonvalleytexas.gov). All Other Citizen Participation May Be Provided In-Person at City Council Chambers.**

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- 1. Call to Order; Determine a Quorum is Present, Pledge of Allegiance**
- 2. Citizens to be Heard**
- 3. Regular Agenda**
  1. Presentation, **Public Hearing**, and Discussion to Consider Approval of an Ordinance Granting a Zoning Change from RE-1 Residential Estates Zoning District to R-6 Garden House Zoning District on Approximately 21.352-arces of Land, Being Grass Hill Estate Subdivision. (1st Read as Required by City Charter) - M. Teague, Planning and Zoning Director
- 4. Presentations**
  1. Presentation, Discussion, and Possible Action on FY 2023 Budget Revisions- Dr. Caldera, City Manager
  2. Presentation, Discussion, and Possible Action Directing Staff to Draft an Ordinance Narrowly Tailored to Create Definitions, Procedures, Registration Requirements, and Enforcement of Residential Homes Used as Short-Term Rentals that Pose a Nuisance and Have Repeated Documented Disturbances Within the Community - Councilor Josh Stevens
  3. Presentation, Discussion and Possible Action on a Blood Donor Paid Time Off Policy - L. Hernandez, Human Resources Director

5. **Announcements by the Mayor and Council Members.** At this time, reports about items of community interest, which no action will be taken may be given to the public as per Chapter 551.0415 of the Government Code, such as: expressions of thanks, congratulations or condolence, information regarding holiday schedules, reminders of social, ceremonial, or community events organized or sponsored by the governing body or that was or will be attended by a member of the Leon Valley City Council or a City official.

6. **City Manager's Report**

1. **Upcoming Important Events:**

**Regular City Council Meeting, Tuesday, March 21, 2023, at 6:30 PM, in Council Chambers.**

**Trash & Treasure, Saturday, March 11, 2023, from 9:00 AM to 12:00 PM, at the Leon Valley Community Center.**

**Jazz Festival, Saturday, March 25, 2023, at 3:30 PM, at Raymond Rimkus Park.**

**Volunteer Appreciation Dinner, April 12, 2023, at 6:00 PM, at the Leon Valley Conference Center.**

**Library Volunteer Appreciation Party, Wednesday, April 19, 2023, from 5:00 PM to 7:00 PM, at the Library.**

**Picnic with the Mayor & City Council, Saturday, April 22, 2023, from 11:00 AM to 1:00 PM, in the “grassy” area at the Conference Center.**

**Annual City-Wide Garage Sale, Saturday, May 27, 2023, from 8:00 AM to 6:00 PM.**

**Big Rig Petting Zoo, Monday, June 05, 2023, from 10:30 AM - 12:00 PM, at Raymond Rimkus Park.**

**City Manager will be seeking possible dates for the City Council/City Manager Retreat.**

**Miscellaneous other events and announcements.**

7. **Consent Agenda**

1. Discussion and Possible Action Approving of the Following City Council Minutes:

1. 02-21-2023 Regular City Council Meeting Minutes

2. Discussion and Possible Action Accepting of the Following Board/Commission Minutes:

a. 01-24-2023 Planning & Zoning Commission Meeting Minutes

## 8. Regular Agenda Continued

1. Presentation, Discussion, and Possible Action on an Ordinance Authorizing the City Manager to enter into an Agreement between the City of Leon Valley and Lift Fund to Administer a 0% Interest Loan Program to Local Businesses (1st Reading as Required by City Charter) – R. Salinas, Director of Economic Development
2. Presentation, **Public Hearing**, and Possible Action to Approve a Replat of a Total of 0.2686 Acres of Land, Being Lots 5 and Half of 6, Block I, CB 4446A, Linkwood Addition Subdivision, Located in the 7600 Block of Linkwood Street, With Requested Variances - M. Teague, Planning and Zoning Director
3. Presentation and Discussion to Consider Approval of an Ordinance Amending LVCC, Chapter 1 General Provisions, Article 1.06 Boards, Commissions, and Committees, Sec. 1.06.002 Tree Advisory Board, (e) Duties (1st Read as Required by City Charter) - M. Moritz, Public Works Director
4. Presentation and Discussion to Consider Approval of an Ordinance Amending Chapter 15 Zoning, Article 15.01 Zoning Ordinance, Division 13. Organization and Enforcement, Section 15.02.722 General Statutes, Ordinances, and Rules Applying to the Board of Adjustment, as Mandated by the Texas Local Government Code (1st Read as Required by City Charter) M. Teague, Planning and Zoning Director

## 9. Citizens to be Heard

10. **Requests from Members of City Council to Add Items to Future Agendas – Per Section 3.10 (A) of the City of Leon Valley’s Code of Ordinances, at a meeting of City Council, a member of City Council may place an item on an agenda by making a motion to place the item on a future agenda and receiving a second. No discussion shall occur at the meeting regarding the placement of the item on a future agenda.**

## 11. Adjournment

**Executive Session.** The City Council of the City of Leon Valley reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed on the posted agenda, above, as authorized by the Texas Government Code, Sections 551.071 (consultation with attorney), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), and 551.087 (economic development).

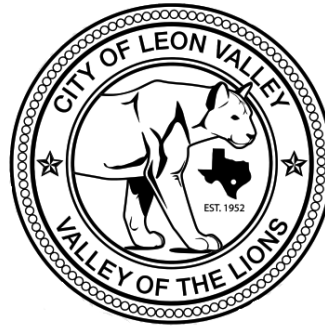
**Sec. 551.0411. MEETING NOTICE REQUIREMENTS IN CERTAIN CIRCUMSTANCES:** (a) Section does not require a governmental body that recesses an open meeting to the following regular business day to post notice of the continued meeting if the action is taken in good faith and not to circumvent this chapter. If an open meeting is continued to the following regular business day and, on that following day, the governmental body continues the meeting to another day, the governmental body must give written notice as required by this subchapter of the meeting continued to that other day.

**Attendance by Other Elected or Appointed Officials:** It is anticipated that members other City boards, commissions and/or committees may attend the open meeting in numbers that may constitute a quorum. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of any other boards, commissions and/or committees of the City, whose members may be in attendance in numbers constituting a quorum. These members of other City boards, commissions, and/or committees may not deliberate or act on items listed on the agenda. [Attorney General Opinion – No. GA-0957 (2012)].

I hereby certify that the above **NOTICE OF PUBLIC MEETING(S) AND AGENDA OF THE LEON VALLEY CITY COUNCIL** was posted at the Leon Valley City Hall, 6400 El Verde Road, Leon Valley, Texas, and remained posted until after the meeting(s) hereby posted concluded. This notice is posted on the City website at . This building is wheelchair accessible. Any request for sign interpretive or other services must be made 48 hours in advance of the meeting. To plan, call (210) 684-1391, Extension 216.



SAUNDRA PASSAILAIGUE, TRMC  
City Secretary  
March 02, 2023 at 10:00 AM





## MAYOR AND COUNCIL COMMUNICATION

**DATE:** March 7, 2023  
**TO:** Mayor and Council  
**FROM:** Mindy Teague, Planning and Zoning Director  
**THROUGH:** Crystal Caldera, City Manager

**SUBJECT:** Presentation, Public Hearing, and Discussion to Consider Approval of an Ordinance Granting a Zoning Change From RE-1 Residential Estate Zoning District to R-6 Garden House Zoning District on Approximately 21.352-acres of Land, Being Grass Hill Estate Subdivision, Located Along William Rancher, Grass Hill, Samaritan, and Aids Drives.

**SPONSOR(S):** City of Leon Valley

### PURPOSE

To consider approval of an Ordinance to rezone approximately 21.352-acres of land from RE-1 Residential Estates Zoning District to R-6 Garden House Zoning District, located off Aids Dr, William Rancher Rd, Grass Hill and Samaritan Dr, Grass Hill Estates Subdivision.

### HISTORY

- 1969 – annexed Seneca/Crystal Hills area (120 ac.) as temporary R-1 Single Family
- 1971 – annexed rest of area (near Samaritan) as temporary R-1
- 1971 – City creates R-4 Townhouse zoning
- 1972 – platted 35 acres as Seneca Estates Unit #3, master planned by developer for 63 single family lots, two R-3 multi-family lots (259 units), and one large lot intended for R-4 (25 units)
- 1972 – rezoned the lot for R-4 (Mary Jamison) & 2 lots for R-3 (apartments along Huebner Creek and along Grass Hill)
- 1974 – platted the 25 R-4 lots
- 1975 – replatted to remove townhome lots and establish 11 R-1 lots
- 1976 – Developer requests new zoning district be created (R-6 “Garden Home”) and placed in Code - approved
- 1976 – lot along Huebner Creek rezoned from R-3 to R-6
- Several attempts made during the 70’s & 80’s to replat lots along William Rancher with R-1 zoning but were never accomplished due to developmental challenges.
- 1981 – property on William Rancher platted (Grass Hill Estates – 6406 Wm Rancher)
- 1983 – platted SE #3B, garden homes along Huebner Creek
- 1984 – rezoning request for R-1 to B-2 Retail (Good Sam. Lodge) - denied

- 1985 – rezoning request for 6.7 ac. at corner Aids & Samaritan R-1 to R-6 - denied
- 1985 – rezoning request for 44 ac. along Samaritan from R-1 to R-6 - denied
- 1997 – Good Sam. Lodge platted
- 2003 – rezoning request along Grass Hill, from R-1 to R-6 and R-2 Two Family (Kyrish) – denied
- 2004 – same request – approved
- 2005 – replatted lot along Grass Hill to create garden home & duplex lots
- 2006 – rezoning request for 25 ac. along Samaritan, from R-1 to R-6 – recommended for approval by Zoning Commission, but withdrawn prior to Council hearing
- Several attempts made during the 70’s & 80’s to replat lots along William Rancher with R-1 zoning but were never accomplished due to developmental challenges.
- 2007- Master plan was revised to removed recommendation to remove R-6 garden home zoning from this area.
- 12-03-2010 – Zoning Case received a request to rezone 65.704 acres of land from R-1 (Single-Family Dwelling) to R-6 (Garden Home)
  - 12-28-2010 – Zoning Commission recommends denial 6-1
  - 01-04-2011 – City Council postpones action to 02-01-2011.
  - 02-01-2011 – The applicant requests further postponement to explore additional development alternatives. The Council postpones the request to 03-01-2011.
  - Between Feb 2011 and Mar 2011 – a development agreement is drafted for the R-6 garden home development.
  - 03-01-2011 – the applicant provides three (3) scenarios to the City Council with park and other green amenities. The original request for rezoning from R-1 to R-6 was denied.
  - 03-01-2011 – the development agreement is not considered due to the denial of the R-1 to R-6.
  - 03-01-2011 – the developer is granted a waiver which allows them to reapply for zoning without waiting 6 months.
  - After March 2011, the developer does not apply for anything further.

## MASTER PLAN

The 2018 Master Plan suggests the following for this area:

### SENECA WEST

The Seneca West area remains largely unplatted and undeveloped. Some platting occurred in 1972, and the future land use for the area consists of Single-Family low-density housing and Garden Home Uses. The existence of Huebner Creek and low elevations through this area pose developmental challenges. The land use for Seneca Estates Units 3 and 3B are established neighborhoods and should be maintained as residential areas. Undeveloped tracts should be zoned R-1 (Single Family).

Consolidation of properties west of Seneca East subdivision (designated by “A” and “B”) is recommended to coordinate the development of property and utilities. Existing zoning south of Grass Hill Drive should remain R-6 (Garden House). For the Bandera Road area

(from Rue Francois north to the city limit line) rezoning of B-2 (Retail) to B-3 (Commercial) is discouraged. B-3 (Commercial) zoning is not intended to abut residential zoning.

**NOTIFICATION**

Twenty-eight (28) letters were sent to surrounding property owners.

27 - Opposed

1 – In Favor with Modifications

0 – Undeliverable

**SEE LEON VALLEY**

Social Equity: Providing a method for citizen participation in Council decision making on land uses protects all citizens health, safety, and welfare.

Economic Development: The rezoning of this property will encourage future development of this property.

Environmental Stewardship: New development in this area will be required to conform to the 2021 Residential and Energy Building Codes.

**FISCAL IMPACT:**

The approval of this zone change request may produce additional ad-valorem and sales tax revenue on this property for the City of Leon Valley

**STRATEGIC GOALS**

Goal # 1 - Economic Development · Objective F – Promote Leon Valley

**RECOMMENDATION**

At their 2/28/23 meeting, the Planning and Zoning Commission recommended denial of request.

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

APPROVED WITH THE FOLLOWING AMENDMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTEST:

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SAUNDRA PASSAILAIGUE, TRMC  
City Secretary

**AN ORDINANCE OF THE CITY OF LEON VALLEY, TX, CITY COUNCIL GRANTING A ZONE CHANGE FROM RE-1 RESIDENTIAL ESTATES ZONING DISTRICT TO R-6 GARDEN HOME DISTRICT LOCATED ALONG WILLIAM RANCHER, GRASS HILL, SAMARITAN, AND AIDS DRIVE, BEING A 21.352 ACRE TRACT OF LAND, BEING GRASS HILL ESTATES SUBDIVISION; PROVIDING FOR REPEALER, SEVERABILITY, AND SAVINGS CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS** Chapter 211 of the Vernon's Local Government Code empowers cities to enact zoning regulations and provide for their administration, enforcement, and amendment; and

**WHEREAS** the City has previously deemed it necessary and desirable to adopt zoning regulations to provide for the orderly development of property within the City, in order to promote the public health, safety, and welfare of the residents of the City; and

**WHEREAS** the Leon Valley Code of Ordinances Chapter 15 Zoning constitutes the City's Zoning regulations and requires the property to be zoned in accordance with proper designations as defined by the City; and

**WHEREAS** the Planning and Zoning Commission of the City of Leon Valley provided adequate notice and held a public hearing in accordance with Chapter 15 of the Leon Valley Code of Ordinances; and

**WHEREAS**, the Planning and Zoning Commission of the City of Leon Valley has recommended denial of a zone change from RE-1 Residential Estate District to R-6 Garden Home District, and

**WHEREAS**, the City Council, after proper notice and public hearing determined that the request is consistent and compatible with the surrounding zoning and with the City's Future Land Use Plan, and

**WHEREAS**, twenty percent (20%) or more of the area of the lots or land immediately adjoining the area covered by the proposed change and extending two hundred [feet] (200') from such area did protest this change and the City Council, by affirmative vote of three-fourths (3/4) of all the members of the City Council, did vote to approve the change; and

**WHEREAS** the City Council of the City of Leon Valley now desires to grant the zone change, as requested at the subject location.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LEON VALLEY, THAT:**

**SECTION 1.** A 21.352-acre tract of land, being Grass Hill EstateS Subdivision, located along William Rancher, Grass Hill, Samaritan,

and Aids DriveS.

**SECTION 2.** That this Ordinance shall be cumulative of all provisions of the City of Leon Valley, Texas, except where provisions of this Ordinance are in direct conflict with the provisions of such Ordinance, in which event, conflicting provisions of such Ordinance are hereby repealed.

**SECTION 3.** That it is hereby declared to be the intention of the City Council of the City of Leon Valley that this Ordinance is not severable.

**SECTION 4.** The Ordinance shall be effective upon passage and publication as required by law.

**PASSED, ADOPTED AND APPROVED** by the City Council of the City of Leon Valley this the 21st day of March 2023.

**APPROVED**

\_\_\_\_\_  
CHRIS RILEY  
MAYOR

Attest:

\_\_\_\_\_  
SAUNDRA PASSAILAIGUE, TRMC  
City Secretary

Approved as to Form:

\_\_\_\_\_  
NICOLE WARREN  
City Attorney

# Rezoning Request PZ-2023-3 Grass Hill Estates

Mindy Teague  
Planning & Zoning Director  
City Council Meeting  
March 7, 2023



# Request

- Applicant: City of Leon Valley
- Vacant City owned property
  - Consider Approval of an Ordinance authorizing a zone change from RE-1 Residential Estate Zoning District to R-6 Garden House Zoning District on approximately 21.352-acre tract of land, located off Aids Dr, William Rancher Rd, Grass Hill and Samaritan Dr, being Grass Hill Estates Subdivision
- Options
  1. Approve
  2. Denial
  3. Other

# Background

- 1969 – annexed Seneca/Crystal Hills area (120 ac.) as temporary R-1 Single Family
- 1971 – annexed rest of area (near Samaritan) as temporary R-1
- 1971 – City creates R-4 Townhouse zoning
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- 1972 – rezoned the lot for R-4 (Mary Jamison) & 2 lots for R-3 (apartments along Huebner Creek and along Grass Hill)

# Background

- 1974 – platted the 25 R-4 lots
- 1975 – replatted to remove townhome lots and establish 11 R-1 lots
- 1976 – Developer requests new zoning district be created (R-6 “Garden Home”) and placed in Code - approved
- 1976 – lot along Huebner Creek rezoned from R-3 to R-6
- Several attempts made during the 70’s & 80’s to replat lots along William Rancher with R-1 zoning, but were never accomplished due to developmental challenges

# Background

- 1981 – property on William Rancher platted (Grass Hill Estates – 6406 Wm Rancher)
- 1983 – platted SE #3B, garden homes along Huebner Creek
- 1984 – rezoning request for R-1 to B-2 Retail (Good Sam. Lodge) - denied
- 1985 – rezoning request for 6.7 ac. at corner Aids & Samaritan R-1 to R-6 - denied

# Background

- 1985 – rezoning request for 44 ac. along Samaritan from R-1 to R-6 - denied
- 1997 – Good Sam. Lodge platted
- 2003 – rezoning request along Grass Hill, from R-1 to R-6 and R-2 Two Family (Kyrish) - denied
- 2004 – same request – approved
- 2005 – replatted lot along Grass Hill to create garden home & duplex lots

# Background

- 2006 – rezoning request for 25 ac. along Samaritan, from R-1 to R-6 – recommended for approval by Zoning Commission, but withdrawn prior to Council hearing
- 2007- Residents petitioned the City Council to revise the Master Plan to remove any reference to R-6 Garden Home zoning from this area. The action was approved.

# Background

- 12-03-2010 – Zoning Case received a request to rezone 65.704 acres of land from R-1 (Single-Family Dwelling) to R-6 (Garden Home)
- 12-28-2010 – Zoning Commission recommends denial 6-1
- 01-04-2011 – City Council postpones action to 02-01-2011
- 02-01-2011 – The applicant requests further postponement to explore additional development alternatives. The Council postpones the request to 03-01-2011



# Background

- Between Feb 2011 and Mar 2011 – a development agreement is drafted for the R-6 garden home development.
- 03-01-2011 – the applicant provides three (3) scenarios to the City Council with park and other green amenities. The original request for rezoning from R-1 to R-6 was denied.
- 03-01-2011 – the development agreement is not considered due to the denial of the R-1 to R-6.
- 03-01-2011 – the developer is granted a waiver which allows them to reapply for zoning without waiting 6 months
- After March 2011, the developer does not apply for anything further

# Master Plan for 2018

- SENECA WEST The Seneca West area remains largely unplatted and undeveloped. Some platting occurred in 1972, and the future land use for the area consists of Single-Family low-density housing and Garden House Uses. The existence of Huebner Creek and low elevations through this area pose developmental challenges. The land use for Seneca Estates Units 3 and 3B are established neighborhoods and should be maintained as residential areas. Undeveloped tracts should be zoned R-1 (Single Family). Consolidation of properties west of Seneca East subdivision (designated by “A” and “B”) is recommended to coordinate the development of property and utilities. Existing zoning south of Grass Hill Drive should remain R-6 (Garden House). For the Bandera Road area (from Rue Francois north to the city limit line) rezoning of B-2 (Retail) to B-3 (Commercial) is discouraged. B-3 (Commercial) zoning is not intended to abut residential zoning.

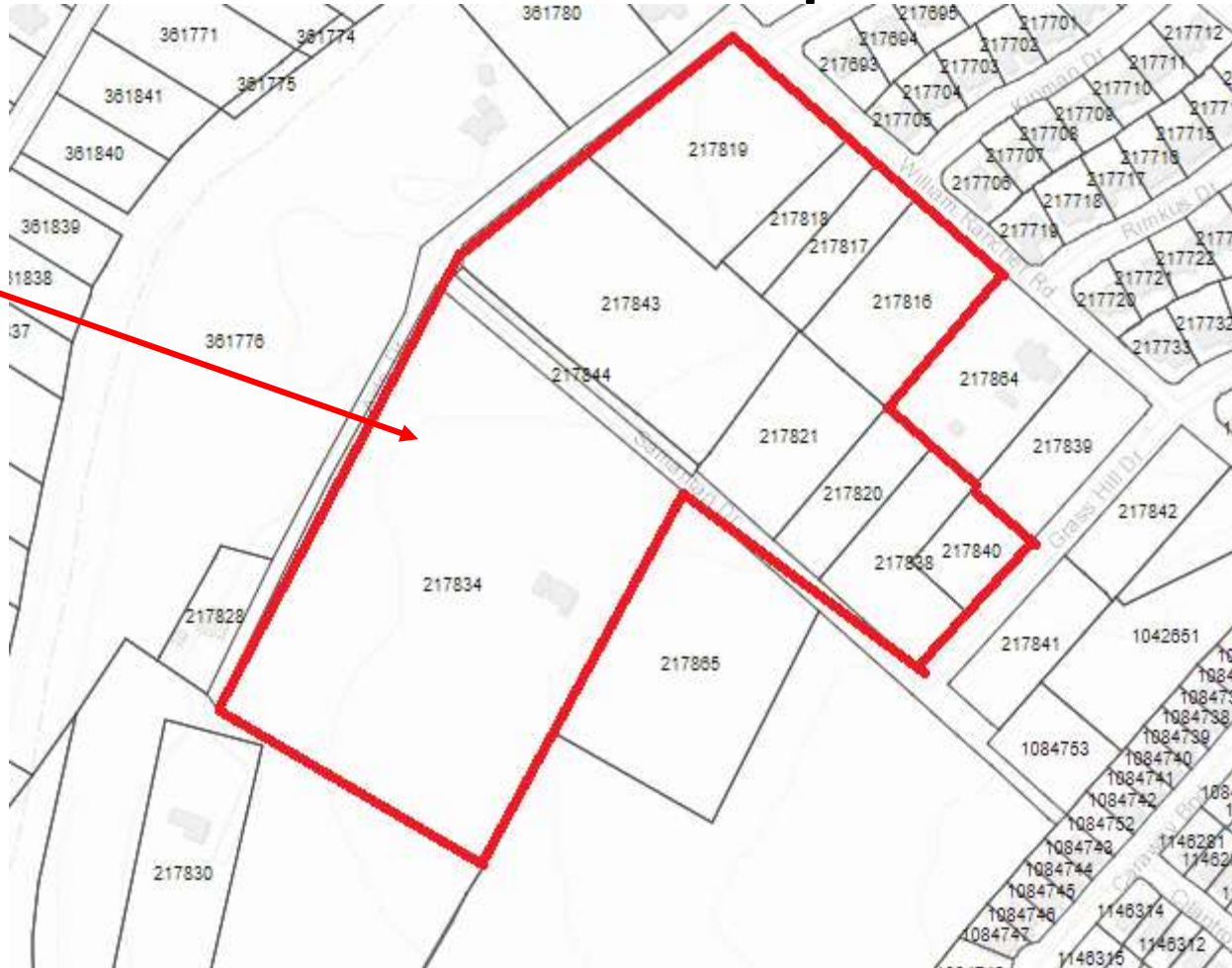
# Traffic Impact Analysis

{Section}.31.

- Can not be accurately performed at this time as plans have not been developed nor submitted
- City Engineer is available for any questions

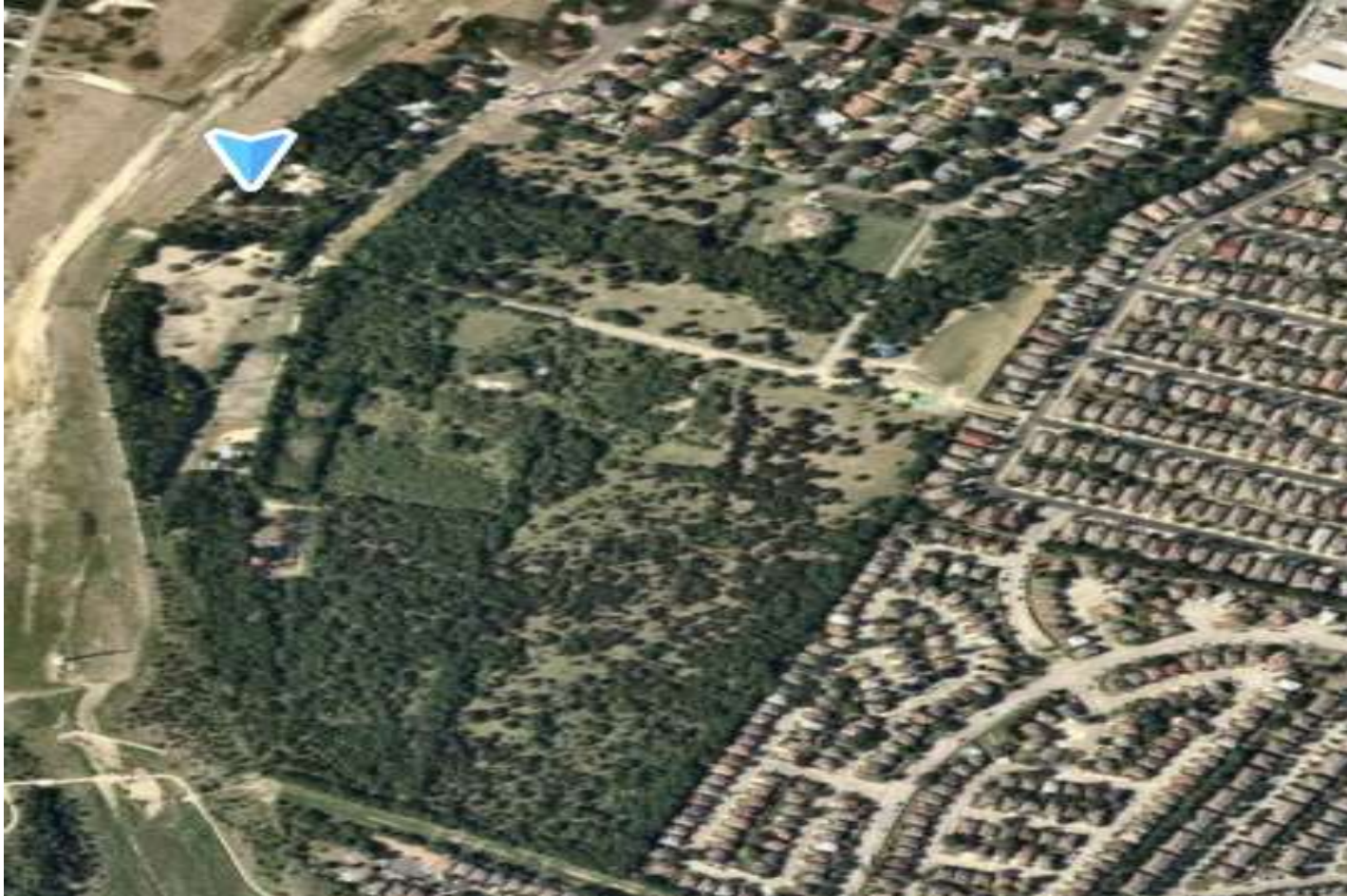


# BCAD Map



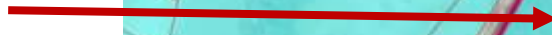


# Aerial View



# Zoning Map

Site





# Notification Process

- 28 Letters Sent
- 1 In Favor with Modifications
- 27 In Opposition
- 0 Undeliverable

# Recommendation

- At their 2/28/23 meeting, the Planning and Zoning Commission recommended denial of the request

# Fiscal Impact

- The approval of this zone change request may produce additional ad-valorem and sales tax revenue on this property for the City of Leon Valley

# S.E.E. Statement

Social Equity: Providing a method for citizen participation in Council decision making on land uses protects all citizens health, safety, and welfare.

Economic Development: The Rezoning of this property will encourage future development of this property.

Environmental Stewardship: New development in this area will be required to conform to the 2021 Residential and Energy Building Codes.

# Attachment A

**GENERAL FUND  
SUMMARY OF REVENUES AND EXPENDITURES**

	ACTUAL 2020-2021	BUDGET 2021-2022	ESTIMATED 2021-2022	BUDGET 2022-2023
<b>BEGINNING FUND BALANCE</b>	<b>\$ 3,441,167</b>	<b>\$ 4,353,938</b>	<b>\$ 4,353,938</b>	<b>\$ 5,133,689</b>
<b>Revenues</b>				
Ad Valorem Taxes	4,886,127	5,126,931	5,126,931	5,476,000
Sales Taxes	3,210,482	2,913,493	3,047,916	3,719,631
Franchise Fees	900,205	885,567	895,567	911,798
Licenses, Permits, Fees, Fines	3,363,842	3,185,079	3,218,379	1,576,080
Grants	64,425	199,550	234,550	150,000
Other	179,554	1,317,502	1,420,502	500,516
<b>Total Revenues</b>	<b>12,604,636</b>	<b>13,628,122</b>	<b>13,943,845</b>	<b>12,334,025</b>
<b>Other Funding Sources</b>				
ARP Funds	-	316,000	316,000	190,350
Personnel Shared Services	-	-	-	1,762,209
Contractual Shared Services	-	-	-	127,000
Fund Balance	-	360,375	89,014	1,035
<b>Total Other Funding Sources</b>	<b>-</b>	<b>676,375</b>	<b>405,014</b>	<b>2,080,594</b>
<b>TOTAL RESOURCES</b>	<b>\$ 12,604,636</b>	<b>\$ 14,304,497</b>	<b>\$ 14,348,859</b>	<b>\$ 14,414,619</b>
<b>Expenditures</b>				
Personnel Services	7,638,747	8,164,933	8,164,933	9,967,489
Supplies	681,372	792,953	792,953	875,810
Contractual Services	2,454,628	2,798,845	2,798,845	2,624,771
Capital Outlay-Lease Purchase Fire	917,118	1,812,377	1,812,377	86,925
<b>Total Expenditures</b>	<b>11,691,865</b>	<b>13,569,108</b>	<b>13,569,108</b>	<b>13,554,996</b>
<b>Other Financing Uses</b>				
Transfer to Capital	-	-	-	659,000
Transfer Out EDCD to GF	-	-	-	62,884
<b>Total Other Financing Uses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>721,884</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 11,691,865</b>	<b>\$ 13,569,108</b>	<b>\$ 13,569,108</b>	<b>\$ 14,276,880</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 4,353,938</b>	<b>\$ 5,089,327</b>	<b>\$ 5,133,689</b>	<b>\$ 5,270,393</b>

**GENERAL FUND  
SCHEDULE OF REVENUES BY SOURCE**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Ad Valorem Taxes</b>				
Current	4,877,648	5,084,831	5,084,831	5,426,000
Delinquent	1,123	18,400	18,400	25,000
Penalty and Interest	7,356	23,700	23,700	25,000
<b>Total Ad Valorem Taxes</b>	<b>4,886,127</b>	<b>5,126,931</b>	<b>5,126,931</b>	<b>5,476,000</b>
<b>Sales Taxes</b>				
City Sales Tax	2,834,232	2,565,577	2,700,000	3,271,631
Alcoholic Beverage Sales Tax	22,015	28,500	28,500	34,000
Economic Development Sales Tax	354,235	319,416	319,416	399,000
Vehicle Inventory Tax				15,000
<b>Total Sales Taxes</b>	<b>3,210,482</b>	<b>2,913,493</b>	<b>3,047,916</b>	<b>3,719,631</b>
<b>Franchise Fees</b>				
City Public Service	705,672	689,211	689,211	700,000
Telecommunication Fees	14,962	11,514	11,514	11,000
Node Pole Rental	1,000	1,000	1,000	1,000
ROW Fees	-	-	-	6,000
San Antonio Water System	1,298	1,298	1,298	1,298
Sanitation	35,381	51,000	51,000	55,000
PEG Fees	22,816	-	10,000	10,000
Franchise Fees	116,016	129,000	129,000	125,000
Grey Forest Utilities	3,060	2,544	2,544	2,500
<b>Total Franchise Fees</b>	<b>900,205</b>	<b>885,567</b>	<b>895,567</b>	<b>911,798</b>
<b>Licenses, Fees and Fines</b>				
Building Department	175,253	272,000	272,000	450,000
Contractor's Registration	6,000	6,700	-	-
Renter's Registration	1,430	-	-	-
Animal Licenses and Tags	-	250	250	-
Animal Control Fees	-	100	100	500
Property Room Fee	1,750	1,050	1,050	1,500
Property Room Auctions	651	400	400	3,000
Special and Solicitors	-	2,100	2,100	1,000
Zoning and Board of Adjustment	15,525	5,800	5,800	3,000
Subdivision Platting Fees	400	-	-	-
Occupation, Liquor, and Food	39,200	-	-	-
Warrant Fees	1,022	-	40,000	55,000
Municipal Court Fines	444,587	457,000	457,000	450,000
Red Light Camera Fines	1,954,809	1,878,594	1,878,594	-
<b>Red Light Camera Late Fees</b>	<b>186,467</b>	<b>155,000</b>	<b>155,000</b>	<b>-</b>
<b>Impound Lot Fees</b>	<b>84,835</b>	<b>50,000</b>	<b>50,000</b>	<b>60,000</b>

**GENERAL FUND  
SCHEDULE OF REVENUES BY SOURCE**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Impound Lot Auctions</b>	<b>85,471</b>	<b>41,585</b>	<b>41,585</b>	<b>71,080</b>
Recreation Fee	17,633	20,000	20,000	31,000
Fire Inspection Fees	-	100	100	-
Garage Sale Permit Fees	270	200	200	-
EMS Fees	348,278	294,000	294,000	450,000
Book Fines	262	200	200	-
<b>Total Licenses, Fees and Fines</b>	<b>3,363,842</b>	<b>3,185,079</b>	<b>3,218,379</b>	<b>1,576,080</b>
<b>Grants</b>				
PD Grants	-	-	-	25,000
Fire Grants	-	-	-	50,000
Library Grants	-	-	35,000	75,000
EMS/Trauma System	-	3,130	3,130	-
Criminal Justice Grant	64,425	-	-	-
American Rescue Plan	-	196,420	196,420	-
<b>Total Grants</b>	<b>64,425</b>	<b>199,550</b>	<b>234,550</b>	<b>150,000</b>
<b>Other</b>				
<b>Interest Income</b>	<b>2,451</b>	<b>6,000</b>	<b>6,000</b>	<b>50,400</b>
<b>EDCD Interest</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,500</b>
Sprint Tower Lease	15,972	15,972	15,972	15,972
Pool Revenue	58,105	20,000	20,000	50,000
Credit Card Processing Fees	38,435	39,700	39,700	51,000
<b>Parks Bucks Program</b>	<b>772</b>	<b>779</b>	<b>779</b>	<b>744</b>
Miscellaneous	35,184	47,000	150,000	100,000
Library Non Resident Users	2,020	1,000	1,000	2,500
Library Memorial Donations	264	300	300	100
EDCD Miscellaneous Revenue	1,795	-	-	-
Sale of Surplus Property	-	10,000	10,000	10,000
Towing Contract	390	3,000	3,000	500
Special Events	11,000	39,000	39,000	50,000
Blue Santa	7,931	4,009	4,009	4,200
CARES Act Reimbursement	-	-	-	-
Café Lease	5,235	4,800	4,800	9,600
ASSPP	-	100,000	100,000	100,000
DEA Reimbursement	-	-	-	50,000
TXDOT Reimbursement	-	975,942	975,942	-
Insurance Proceeds	-	50,000	50,000	-
<b>Total Other</b>	<b>179,554</b>	<b>1,317,502</b>	<b>1,420,502</b>	<b>500,516</b>
<b>TOTAL REVENUES</b>	<b>\$ 12,604,636</b>	<b>\$ 13,628,122</b>	<b>\$ 13,943,845</b>	<b>\$ 12,334,025</b>



**GENERAL FUND  
SCHEDULE OF EXPENDITURES BY DEPARTMENT**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>
Municipal Court	180,018	178,937	178,937	419,048
Finance	152,514	174,408	174,408	407,845
City Manager & Council	740,616	1,111,060	1,111,060	1,329,819
Information Technology	-	-	-	315,183
Public Safety	2,598,795	2,660,609	2,660,609	3,311,063
Traffic Safety	612,628	566,216	566,216	-
Red Light Camera	1,974,865	2,017,753	2,017,753	-
Impound Lot	156,865	114,859	114,859	113,594
Fire	3,381,281	3,764,098	3,764,098	3,623,269
Public Works	1,813,429	1,425,313	1,425,313	2,232,694
Planning & Zoning	457,575	416,608	416,608	515,533
Economic Development	200,485	348,676	348,676	292,549
Special Events	70,839	144,380	144,380	140,350
Parks & Recreation	512,252	1,758,421	1,758,421	281,400
Library	422,309	483,737	483,737	572,648
<b>TOTAL EXPENDITURES</b>	<b>\$ 13,274,471</b>	<b>\$ 15,165,075</b>	<b>\$ 15,165,075</b>	<b>\$ 13,554,996</b>

**COURT  
EXPENSES**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>PERSONNEL SERVICES</b>				
Salaries	23,229	24,069	24,069	194,610
Retirement Plan	4,096	4,489	4,489	36,937
Group Insurance	3,815	4,200	4,200	33,187
Worker Compensation	-	290	290	345
Liability Insurance	2,957	3,217	3,217	-
Social Security	1,907	1,883	1,883	14,888
Longevity Pay	443	544	544	2,107
<b>Total Personnel Services</b>	<b>36,447</b>	<b>38,692</b>	<b>38,692</b>	<b>282,073</b>
<b>SUPPLIES</b>				
Office Supplies	2,078	1,500	1,500	1,500
Operating Supplies	6,040	11,690	11,690	10,200
Repairs & Maintenance - Internal	-	250	250	250
Misc. Supplies	810	750	750	1,750
<b>Total Supplies</b>	<b>8,928</b>	<b>14,190</b>	<b>14,190</b>	<b>13,700</b>
<b>CONTRACTUAL SERVICES</b>				
Professional Services	65,635	74,000	74,000	68,200
Contractual Services	34,001	13,000	13,000	-
Utilities - Gas, Water, Electric	13,352	12,000	12,000	-
Printing	563	2,000	2,000	2,000
Advertising	65	600	600	600
Travel	646	1,000	1,000	2,000
Membership, Dues & Licenses	291	240	240	275
Subscriptions to Publications	-	215	215	200
Credit Card Processing Fee	20,090	23,000	23,000	50,000
<b>Total Contractual Services</b>	<b>134,643</b>	<b>126,055</b>	<b>126,055</b>	<b>123,275</b>
<b>TOTAL EXPENSES</b>	<b>\$ 180,018</b>	<b>\$ 178,937</b>	<b>\$ 178,937</b>	<b>\$ 419,048</b>

**FINANCE  
EXPENSES**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>PERSONNEL SERVICES</b>				
Salaries	57,349	64,178	64,178	237,760
Retirement Plan	8,078	11,712	11,712	45,127
Group Insurance	4,117	6,391	6,391	24,890
Worker Compensation	-	465	465	421
Liability Insurance	-	4,388	4,388	-
Social Security	4,479	4,913	4,913	18,189
Longevity Pay	1,189	46	46	3,056
<b>Total Personnel Services</b>	<b>75,212</b>	<b>92,093</b>	<b>92,093</b>	<b>329,442</b>
<b>SUPPLIES</b>				
Office Supplies	1,692	1,500	1,500	1,500
Operating Supplies	1,146	1,000	1,000	1,000
Misc. Supplies	12	-	-	-
<b>Total Supplies</b>	<b>2,850</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
<b>CONTRACTUAL SERVICES</b>				
Professional Services	59,663	65,190	65,190	47,000
Utilities - Telephone	-	25	25	-
Utilities - Gas, Water, Electric	12,780	13,000	13,000	-
Printing	24	300	300	250
Advertising	1,600	500	500	500
Travel	-	500	500	5,000
Membership, Dues & Licenses	385	300	300	3,000
Liability Insurance	-	-	-	20,152
<b>Total Contractual Services</b>	<b>74,452</b>	<b>79,815</b>	<b>79,815</b>	<b>75,902</b>
<b>TOTAL EXPENSES</b>	<b>\$ 152,514</b>	<b>\$ 174,408</b>	<b>\$ 174,408</b>	<b>\$ 407,845</b>

**CITY MANAGER & COUNCIL  
EXPENSES**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>PERSONNEL SERVICES</b>				
Salaries	265,874	259,162	259,162	393,910
Retirement Plan	51,027	49,459	49,459	80,463
Group Insurance	21,224	21,111	21,111	33,187
Worker Compensation	-	2,911	2,911	751
Liability Insurance	21,143	22,999	22,999	-
Unemployment Compensation	1,022	-	-	-
Social Security	19,916	20,747	20,747	32,431
Car Allowance	346	-	-	6,000
ARP Premium Pay	-	150,000	150,000	-
Other Benefits	7,569	9,776	9,776	24,026
Special Pay	23	-	-	-
Longevity Pay	2,666	2,271	2,271	5,084
<b>Total Personnel Services</b>	<b>390,810</b>	<b>538,436</b>	<b>538,436</b>	<b>575,851</b>
<b>SUPPLIES</b>				
Operating Supplies	14,207	30,640	30,640	30,640
Repairs & Maintenance - Internal	1,128	3,000	3,000	4,500
Misc. Supplies	2,682	-	-	-
Employee Award Program	1,300	1,500	1,500	3,300
Coronavirus Expenses	747	-	-	-
<b>Total Supplies</b>	<b>20,064</b>	<b>35,140</b>	<b>35,140</b>	<b>38,440</b>
<b>CONTRACTUAL SERVICES</b>				
Professional Services	67,113	69,669	69,669	29,142
Contractual Services	180,786	245,159	245,159	214,920
Utilities - Telephone	19,034	20,400	20,400	80,000
Utilities - Gas, Water, Electric	13,399	12,300	12,300	280,000
Printing	34,211	46,740	46,740	45,000
Advertising	2,090	9,150	9,150	9,150
Repairs and Maintenance - External	775	800	800	-
Travel	6,734	35,000	35,000	35,000
Membership, Dues & Licenses	5,373	9,571	9,571	10,709
Subscriptions to Publications	227	1,795	1,795	1,795
Liability Insurance	-	-	-	9,811
American Rescue Plan	-	5,900	5,900	-
<b>Total Contractual Services</b>	<b>329,742</b>	<b>456,484</b>	<b>456,484</b>	<b>715,527</b>
<b>CAPITAL OUTLAY</b>				
Other Machinery & Equipment	-	81,000	81,000	-
<b>Total Capital Outlay</b>	<b>-</b>	<b>81,000</b>	<b>81,000</b>	<b>-</b>
<b>TOTAL EXPENSES</b>	<b>\$ 740,616</b>	<b>\$ 1,111,060</b>	<b>\$ 1,111,060</b>	<b>\$ 1,329,819</b>

**INFORMATION TECHNOLOGY  
EXPENSES**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>PERSONNEL SERVICES</b>				
Salaries	-	-	-	94,333
Retirement Plan	-	-	-	17,904
Group Insurance	-	-	-	8,297
Worker Compensation	-	-	-	167
Social Security	-	-	-	7,217
Longevity Pay	-	-	-	40
<b>Total Personnel Services</b>	-	-	-	127,958
<b>SUPPLIES</b>				
Office Supplies	-	-	-	1,000
Repairs & Maintenance - Internal	-	-	-	5,000
<b>Total Supplies</b>	-	-	-	6,000
<b>CONTRACTUAL</b>				
Municipal Court	-	-	-	20,000
Finance	-	-	-	20,000
City Manager	-	-	-	117,825
Information Technology	-	-	-	400
Planning & Zoning	-	-	-	3,000
Water	-	-	-	10,000
Red Light Camera	-	-	-	10,000
<b>Total Contractual Services</b>	-	-	-	181,225
<b>TOTAL EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 315,183</b>

**POLICE  
EXPENSES**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>PERSONNEL SERVICES</b>				
Salaries	1,484,964	1,484,154	1,484,154	1,928,934
Retirement Plan	303,417	308,743	308,743	400,336
Group Insurance	155,039	220,035	220,035	257,201
Worker Compensation	42,233	46,179	46,179	48,061
Liability Insurance	27,377	29,780	29,780	-
Unemployment Compensation	3,194	-	-	-
Overtime	92,463	95,000	95,000	95,000
Social Security	128,120	129,515	129,515	161,358
Clothing Allowance	20,138	17,500	17,500	21,000
Standby	12,960	12,480	12,480	-
Special Pay	74,230	80,833	80,833	4,030
Certification Pay	-	-	-	60,288
Longevity Pay	27,627	20,535	20,535	18,740
<b>Total Personnel Services</b>	<b>2,371,762</b>	<b>2,444,754</b>	<b>2,444,754</b>	<b>2,994,947</b>
<b>SUPPLIES</b>				
Office Supplies	1,885	2,300	2,300	5,000
Operating Supplies	78,599	60,000	60,000	72,000
Misc. Supplies	29,770	30,000	30,000	33,500
Blue Santa	3,607	4,009	4,009	4,200
<b>Total Supplies</b>	<b>113,861</b>	<b>96,309</b>	<b>96,309</b>	<b>114,700</b>
<b>CONTRACTUAL SERVICES</b>				
Professional Services	14,931	14,968	14,968	15,000
Contractual Services	46,343	52,878	52,878	54,000
Utilities - Telephone	8,423	5,000	5,000	-
Utilities - Gas, Water, Electric	12,780	10,300	10,300	-
Printing	787	2,500	2,500	2,500
Repairs and Maintenance - External	26,252	30,000	30,000	32,000
Travel	2,372	2,000	2,000	2,500
Membership, Dues & Licenses	1,284	1,400	1,400	1,500
Subscriptions to Publications	-	500	500	500
Grant Expense	-	-	-	25,000
Liability Insurance	-	-	-	68,415
<b>Total Contractual Services</b>	<b>113,172</b>	<b>119,546</b>	<b>119,546</b>	<b>201,415</b>
<b>TOTAL EXPENSES</b>	<b>\$ 2,598,795</b>	<b>\$ 2,660,609</b>	<b>\$ 2,660,609</b>	<b>\$ 3,311,063</b>

**TRAFFIC SAFETY  
EXPENSES**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>PERSONNEL SERVICES</b>				
Salaries	-	-	-	-
Retirement Plan	-	-	-	-
Group Insurance	-	-	-	-
Worker Compensation	-	-	-	-
Overtime	-	-	-	-
Social Security	-	-	-	-
Clothing Allowance	-	-	-	-
Standby	-	-	-	-
Special Pay	-	-	-	-
Longevity Pay	-	-	-	-
<b>Total Personnel Services</b>	-	-	-	-
<b>SUPPLIES</b>				
Office Supplies	-	-	-	-
Operating Supplies	-	-	-	-
Misc. Supplies	-	-	-	-
<b>Total Supplies</b>	-	-	-	-
<b>CONTRACTUAL SERVICES</b>				
Professional Services	-	-	-	-
Operating Supplies	-	-	-	-
Utilities - Telephone	-	-	-	-
Repairs and Maintenance - External	-	-	-	-
Travel	-	-	-	-
<b>Total Contractual Services</b>	-	-	-	-
<b>CAPITAL OUTLAY</b>				
Vehicles	-	-	-	-
<b>Total Capital Outlay</b>	-	-	-	-
<b>TOTAL EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**IMPOUND LOT  
EXPENSES**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>PERSONNEL SERVICES</b>				
Salaries	91,258	63,805	63,805	61,892
Retirement Plan	21,051	13,810	13,810	13,089
Group Insurance	16,570	9,130	9,130	8,297
Worker Compensation	-	-	-	1,588
Social Security	7,617	5,793	5,793	5,276
Clothing Allowance	-	700	700	700
Standby	-	3,120	3,120	-
Special Pay	6,370	3,250	3,250	3,120
Certification Pay	-	-	-	3,250
Longevity Pay	4,844	4,851	4,851	4,983
<b>Total Personnel Services</b>	<b>147,710</b>	<b>104,459</b>	<b>104,459</b>	<b>102,194</b>
<b>SUPPLIES</b>				
Office Supplies	144	400	400	1,900
Operating Supplies	532	-	-	-
Misc. Supplies	1,053	1,500	1,500	-
<b>Total Supplies</b>	<b>1,729</b>	<b>1,900</b>	<b>1,900</b>	<b>1,900</b>
<b>CONTRACTUAL SERVICES</b>				
Professional Services	395	1,500	1,500	1,500
Contractual Services	5,431	4,000	4,000	5,000
Advertising	1,600	3,000	3,000	3,000
<b>Total Contractual Services</b>	<b>7,426</b>	<b>8,500</b>	<b>8,500</b>	<b>9,500</b>
<b>CAPITAL OUTLAY</b>				
Office Equipment			-	-
Vehicles			-	-
Other Machinery & Equipment			-	-
Land			-	-
Improvements			-	-
<b>Total Capital Outlay</b>			<b>-</b>	<b>-</b>
<b>TOTAL EXPENSES</b>	<b>\$ 156,865</b>	<b>\$ 114,859</b>	<b>\$ 114,859</b>	<b>\$ 113,594</b>



**FIRE  
EXPENSES**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>PERSONNEL SERVICES</b>				
Salaries	1,633,994	1,731,567	1,731,567	1,862,590
Retirement Plan	346,861	369,999	369,999	406,280
Group Insurance	227,127	255,642	255,642	224,014
Worker Compensation	28,151	34,981	34,981	55,669
Liability Insurance	38,327	37,304	37,304	-
Physical Examinations	11,786	12,000	12,000	16,000
Unemployment Compensation	1,022	-	-	-
Overtime	184,282	139,071	139,071	140,000
Social Security	142,547	156,710	156,710	163,754
Clothing Allowance	17,611	19,600	19,600	18,900
Other Benefits	1,300	1,300	1,300	-
Special Pay	119,780	128,700	128,700	-
Step Up Pay	-	5,300	5,300	-
Certification Pay	-	-	-	119,080
Longevity Pay	20,199	22,964	22,964	19,877
<b>Total Personnel Services</b>	<b>2,772,987</b>	<b>2,915,138</b>	<b>2,915,138</b>	<b>3,026,163</b>
<b>SUPPLIES</b>				
Office Supplies	3,755	15,500	15,500	13,000
Operating Supplies	40,144	119,000	119,000	110,000
Repairs & Maintenance - Internal	7,405	10,000	10,000	10,000
Misc. Supplies	(2,217)	-	-	-
EMS Supplies	89,303	21,200	21,200	84,000
American Rescue Plan	-	55,000	55,000	-
<b>Total Supplies</b>	<b>138,390</b>	<b>220,700</b>	<b>220,700</b>	<b>217,000</b>
<b>CONTRACTUAL SERVICES</b>				
Professional Services	36,874	4,900	4,900	4,900
Contractual Services	16,810	57,224	57,224	57,225
Utilities - Telephone	8,474	9,000	9,000	-
Utilities - Gas, Water, Electric	26,210	23,600	23,600	-
Printing	253	300	300	300
Advertising	399	3,200	3,200	3,200
Repairs and Maintenance - External	98,192	135,200	135,200	120,000
Travel	12,655	21,000	21,000	22,100
Membership, Dues & Licenses	4,990	9,350	9,350	10,500
Subscriptions to Publications	-	4,111	4,111	4,800
Grant Expense	-	-	-	50,000
Liability Insurance	-	-	-	20,155
<b>Total Contractual Services</b>	<b>204,857</b>	<b>267,885</b>	<b>267,885</b>	<b>293,180</b>
<b>CAPITAL OUTLAY</b>				
Vehicles	238,403	140,000	140,000	-
Lease Purchase	-	-	-	86,925
Other Machinery & Equipment	-	75,375	75,375	-
Improvements	26,644	-	-	-
American Rescue Plan	-	145,000	145,000	-
<b>Total Capital Outlay</b>	<b>265,047</b>	<b>360,375</b>	<b>360,375</b>	<b>86,925</b>
<b>TOTAL EXPENSES</b>	<b>\$ 3,381,281</b>	<b>\$ 3,764,098</b>	<b>\$ 3,764,098</b>	<b>\$ 3,623,269</b>

**PUBLIC WORKS  
EXPENSES**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>PERSONNEL SERVICES</b>				
Salaries	532,181	532,561	532,561	1,078,494
Retirement Plan	99,077	102,502	102,502	218,042
Group Insurance	93,487	107,735	107,735	165,936
Worker Compensation	34,212	41,951	41,951	23,903
Liability Insurance	20,962	22,802	22,802	-
Overtime	6,184	10,000	10,000	60,000
Social Security	41,611	42,999	42,999	87,883
Special Pay	6,961	7,072	7,072	-
Certification Pay	-	-	-	9,360
Longevity Pay	11,443	12,441	12,441	14,242
<b>Total Personnel Services</b>	<b>846,118</b>	<b>880,063</b>	<b>880,063</b>	<b>1,657,861</b>
<b>SUPPLIES</b>				
Office Supplies	1,470	6,000	6,000	15,000
Operating Supplies	89,406	69,750	69,750	90,000
Repairs & Maintenance - Internal	105,841	58,314	58,314	58,315
Misc. Supplies	74,184	35,000	35,000	35,000
<b>Total Supplies</b>	<b>270,901</b>	<b>169,064</b>	<b>169,064</b>	<b>198,315</b>
<b>CONTRACTUAL SERVICES</b>				
Professional Services	110,137	66,440	66,440	146,440
Contractual Services	34,156	67,062	67,062	71,917
Utilities - Telephone	3,704	3,500	3,500	-
Utilities - Gas, Water, Electric	70,376	70,000	70,000	-
Printing	1,306	3,000	3,000	6,000
Advertising	-	4,000	4,000	5,000
Repairs and Maintenance - External	43,186	134,954	134,954	50,000
Single Audit	-	-	-	4,500
Equipment Rental	13,075	13,000	13,000	13,000
Travel	955	11,000	11,000	15,000
Membership, Dues & Licenses	1,196	3,230	3,230	3,230
Liability Insurance	-	-	-	61,433
<b>Total Contractual Services</b>	<b>278,091</b>	<b>376,186</b>	<b>376,186</b>	<b>376,520</b>
<b>CAPITAL OUTLAY</b>				
Other Machinery & Equipment	37,714	-	-	-
Improvements	380,605	-	-	-
<b>Total Capital Outlay</b>	<b>418,319</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENSES</b>	<b>\$ 1,813,429</b>	<b>\$ 1,425,313</b>	<b>\$ 1,425,313</b>	<b>\$ 2,232,694</b>

**PLANNING & ZONING  
EXPENSES**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>PERSONNEL SERVICES</b>				
Salaries	169,218	146,014	146,014	198,674
Retirement Plan	30,301	26,829	26,829	37,708
Group Insurance	27,683	22,825	22,825	24,890
Worker Compensation	-	1,652	1,652	352
Liability Insurance	7,246	7,882	7,882	-
Social Security	12,757	11,254	11,254	15,199
Other Benefits	767	-	-	-
Longevity Pay	388	1,102	1,102	80
<b>Total Personnel Services</b>	<b>248,360</b>	<b>217,558</b>	<b>217,558</b>	<b>276,904</b>
<b>SUPPLIES</b>				
Office Supplies	729	500	500	1,030
Operating Supplies	3,763	3,000	3,000	2,750
Repairs & Maintenance - Internal	-	500	500	500
Misc. Supplies	-	500	500	1,000
<b>Total Supplies</b>	<b>4,492</b>	<b>4,500</b>	<b>4,500</b>	<b>5,280</b>
<b>CONTRACTUAL SERVICES</b>				
Professional Services	182,701	118,150	118,150	171,150
Contractual Services	4,098	52,000	52,000	50,400
Utilities - Telephone	1,134	900	900	-
Utilities - Gas, Water, Electric	14,508	12,000	12,000	-
Printing	24	1,500	1,500	1,500
Advertising	1,199	2,000	2,000	2,300
Travel	-	7,000	7,000	7,000
Membership, Dues & Licenses	1,059	1,000	1,000	1,000
<b>Total Contractual Services</b>	<b>204,723</b>	<b>194,550</b>	<b>194,550</b>	<b>233,350</b>
<b>TOTAL EXPENSES</b>	<b>\$ 457,575</b>	<b>\$ 416,608</b>	<b>\$ 416,608</b>	<b>\$ 515,533</b>

**ECONOMIC & COMMUNITY DEVELOPMENT  
EXPENSES**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>PERSONNEL SERVICES</b>				
Salaries	99,312	146,088	146,088	110,972
Retirement Plan	18,054	28,349	28,349	21,063
Group Insurance	4,300	13,807	13,807	10,371
Worker Compensation		288	288	197
Liability Insurance	482	524	524	-
Social Security	7,303	11,892	11,892	8,489
Car Allowance	346	-	-	-
Other Benefits	6,802	9,126	9,126	-
Longevity Pay	198	239	239	300
Shared Services	-	-	-	-
<b>Total Personnel Services</b>	<b>136,797</b>	<b>210,313</b>	<b>210,313</b>	<b>151,392</b>
<b>SUPPLIES</b>				
Office Supplies	479	620	620	650
Operating Supplies	7,439	10,070	10,070	12,625
<b>Total Supplies</b>	<b>7,918</b>	<b>10,690</b>	<b>10,690</b>	<b>13,275</b>
<b>CONTRACTUAL SERVICES</b>				
Professional Services	48	4,000	4,000	4,500
Contractual Services	23,935	19,135	19,135	19,135
Utilities - Telephone	-	650	650	-
Utilities - Gas, Water, Electric	60	-	-	-
Advertising		1,500	1,500	1,500
Travel	100	3,485	3,485	5,000
Membership, Dues & Licenses	980	1,260	1,260	1,422
Subscriptions to Publications	115	100	100	100
Project Funding	30,532	67,543	67,543	65,000
4th of July Funding		30,000	30,000	30,000
Liability Insurance	-	-	-	1,225
<b>Total Contractual Services</b>	<b>55,770</b>	<b>127,673</b>	<b>127,673</b>	<b>127,882</b>
<b>CAPITAL OUTLAY</b>				
Office Equipment			-	-
Vehicles			-	-
Other Machinery & Equipment			-	-
Land			-	-
Improvements			-	-
American Rescue Plan				
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENSES</b>	<b>\$ 200,485</b>	<b>\$ 348,676</b>	<b>\$ 348,676</b>	<b>\$ 292,549</b>

**SPECIAL EVENTS  
EXPENSES**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>PERSONNEL SERVICES</b>				
Retirement Plan	5,586	3,576	3,576	500
Overtime	31,288	19,000	19,000	18,000
Social Security	2,320	1,454	1,454	1,500
<b>Total Personnel Services</b>	<b>39,194</b>	<b>24,030</b>	<b>24,030</b>	<b>20,000</b>
<b>SUPPLIES</b>				
Advertising	-	3,000	3,000	3,000
Concerts	931	1,800	1,800	-
Fourth of July	25,717	80,000	80,000	80,000
Christmas Tree Lighting	1,584	2,850	2,850	2,850
Earthwise Living Day	1,948	2,700	2,700	2,700
Soap Box Derby	-	28,000	28,000	-
Concert in the Park	-	-	-	29,800
Movies in the Park	1,465	2,000	2,000	2,000
<b>Total Supplies</b>	<b>31,645</b>	<b>120,350</b>	<b>120,350</b>	<b>120,350</b>
<b>TOTAL EXPENSES</b>	<b>\$ 70,839</b>	<b>\$ 144,380</b>	<b>\$ 144,380</b>	<b>\$ 140,350</b>

**PARKS & REC  
EXPENSES**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>PERSONNEL SERVICES</b>				
Salaries	25,520	51,371	51,371	-
Retirement Plan	4,411	9,475	9,475	-
Group Insurance	5,193	13,695	13,695	-
Worker Compensation	-	1,987	1,987	-
Liability Insurance	3,739	4,068	4,068	-
Social Security	1,809	3,982	3,982	-
Special Pay	247	585	585	-
Longevity Pay	113	101	101	-
<b>Total Personnel Services</b>	<b>41,032</b>	<b>85,264</b>	<b>85,264</b>	<b>-</b>
<b>SUPPLIES</b>				
Operating Supplies	21,612	30,500	30,500	45,000
Repairs & Maintenance - Internal	20,585	40,000	40,000	47,100
Misc. Supplies	10,533	20,000	20,000	12,000
<b>Total Supplies</b>	<b>52,730</b>	<b>90,500</b>	<b>90,500</b>	<b>104,100</b>
<b>CONTRACTUAL SERVICES</b>				
Professional Services	25,226	8,700	8,700	8,700
Contractual Services	108,810	120,000	120,000	125,000
Utilities - Telephone	2,322	2,400	2,400	-
Utilities - Gas, Water, Electric	31,951	40,000	40,000	-
Printing	-	5,000	5,000	5,000
Advertising	-	8,500	8,500	8,500
Repairs and Maintenance - External	37,099	25,000	25,000	25,000
Travel	-	2,000	2,000	2,000
Membership, Dues & Licenses	-	55	55	55
Liability Insurance	-	-	-	3,045
<b>Total Contractual Services</b>	<b>205,408</b>	<b>211,655</b>	<b>211,655</b>	<b>177,300</b>
<b>CAPITAL OUTLAY</b>				
Improvements	213,082	1,371,002	1,371,002	-
<b>Total Capital Outlay</b>	<b>213,082</b>	<b>1,371,002</b>	<b>1,371,002</b>	<b>-</b>
<b>TOTAL EXPENSES</b>	<b>\$ 512,252</b>	<b>\$ 1,758,421</b>	<b>\$ 1,758,421</b>	<b>\$ 281,400</b>

**LIBRARY  
EXPENSES**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>PERSONNEL SERVICES</b>				
Salaries	252,332	262,534	262,534	297,516
Retirement Plan	39,476	48,403	48,403	56,468
Group Insurance	24,871	36,520	36,520	41,484
Worker Compensation	-	691	691	707
Liability Insurance	4,426	4,815	4,815	-
Social Security	19,239	20,304	20,304	22,760
Longevity Pay	2,528	2,884	2,884	3,768
<b>Total Personnel Services</b>	<b>342,872</b>	<b>376,151</b>	<b>376,151</b>	<b>422,703</b>
<b>SUPPLIES</b>				
Office Supplies	2,519	2,500	2,500	2,700
Operating Supplies	1,838	1,800	1,800	2,350
Repairs & Maintenance - Internal	-	800	800	800
Misc. Supplies	7,235	10,000	10,000	11,800
Library Supplies	16,878	21,500	21,500	21,600
Gifts and Memorials	39	1,000	1,000	1,000
<b>Total Supplies</b>	<b>28,509</b>	<b>37,600</b>	<b>37,600</b>	<b>40,250</b>
<b>CONTRACTUAL SERVICES</b>				
Professional Services	892	1,142	1,142	1,150
Contractual Services	8,510	12,674	12,674	19,550
Utilities - Telephone	2,556	2,600	2,600	-
Utilities - Gas, Water, Electric	12,759	13,300	13,300	-
Printing	97	500	500	500
Repairs and Maintenance - External	1,408	29,000	29,000	3,000
Travel	496	1,250	1,250	1,500
Membership, Dues & Licenses	1,794	2,000	2,000	2,750
Subscriptions to Publications	1,746	2,000	2,000	2,000
Liability Insurance	-	-	-	4,245
Grant Expenses	-	-	-	75,000
American Rescue Plan	-	5,520	5,520	-
<b>Total Contractual Services</b>	<b>30,258</b>	<b>69,986</b>	<b>69,986</b>	<b>109,695</b>
<b>CAPITAL OUTLAY</b>				
Improvements	20,670	-	-	-
<b>Total Capital Outlay</b>	<b>20,670</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENSES</b>	<b>\$ 422,309</b>	<b>\$ 483,737</b>	<b>\$ 483,737</b>	<b>\$ 572,648</b>

**IMPOUND LOT  
SUMMARY OF REVENUES AND EXPENSES**

	ACTUAL 2020-2021	BUDGET 2021-2022	ESTIMATED 2021-2022	BUDGET 2022-2023
<b>BEGINNING FUND BALANCE</b>	\$ -	\$ -	\$ -	\$ -
<b>Revenues</b>				
Impound Lot Fees	-	-	-	-
Impound Lot Auctions	-	-	-	-
Interest	-	-	-	-
<b>Total Revenue</b>	-	-	-	-
<b>Other Funding Sources</b>				
ARP Funds				-
Fund Balance	-	-	-	-
<b>Total Other Funding Sources</b>	-	-	-	-
<b>TOTAL RESOURCES</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Personnel Services	-	-	-	-
Supplies	-	-	-	-
Contractual Services	-	-	-	-
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	-	-	-	-
<b>Other Financing Uses</b>				
Transfer to Capital	-	-	-	-
<b>Total Other Financing Uses</b>	-	-	-	-
<b>TOTAL EXPENDITURES</b>	\$ -	\$ -	\$ -	\$ -
<b>ENDING FUND BALANCE</b>		\$ -	\$ -	\$ -



**IMPOUND LOT  
EXPENSES**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>PERSONNEL SERVICES</b>				
Salaries	-	-	-	-
Retirement Plan	-	-	-	-
Group Insurance	-	-	-	-
Worker Compensation	-	-	-	-
Social Security	-	-	-	-
Clothing Allowance	-	-	-	-
Standby	-	-	-	-
Special Pay	-	-	-	-
Certification Pay	-	-	-	-
Longevity Pay	-	-	-	-
<b>Total Personnel Services</b>	-	-	-	-
<b>SUPPLIES</b>				
Office Supplies	-	-	-	-
Operating Supplies	-	-	-	-
Misc. Supplies	-	-	-	-
<b>Total Supplies</b>	-	-	-	-
<b>CONTRACTUAL SERVICES</b>				
Professional Services	-	-	-	-
Contractual Services	-	-	-	-
Advertising	-	-	-	-
<b>Total Contractual Services</b>	-	-	-	-
<b>TOTAL EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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## ECONOMIC & COMMUNITY DEVELOPMENT SUMMARY OF REVENUES AND EXPENSES

	ACTUAL 2020-2021	BUDGET 2021-2022	ESTIMATED 2021-2022	BUDGET 2022-2023
<b>BEGINNING FUND BALANCE</b>	\$ -	\$ -	\$ -	\$ -
<b>Revenues</b>				
Economic Development Sales tax	-	-	-	-
Interest	-	-	-	-
<b>Total Revenue</b>	-	-	-	-
<b>Other Funding Sources</b>				
ARP Funds				-
Fund Balance	-	-	-	-
<b>Total Other Funding Sources</b>	-	-	-	-
<b>TOTAL RESOURCES</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Personnel Services				-
Supplies				-
Contractual Services				-
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	-	-	-	-
<b>Other Financing Uses</b>				
Shared Service				
To General Fund	-	-	-	-
<b>Total Other Financing Uses</b>	-	-	-	-
<b>TOTAL EXPENDITURES</b>	\$ -	\$ -	\$ -	\$ -
<b>ENDING FUND BALANCE</b>	\$ -	\$ -	\$ -	\$ -

**ECONOMIC & COMMUNITY DEVELOPMENT  
EXPENSES**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>PERSONNEL SERVICES</b>				
Salaries	-	-	-	-
Retirement Plan	-	-	-	-
Group Insurance	-	-	-	-
Worker Compensation	-	-	-	-
Liability Insurance	-	-	-	-
Social Security	-	-	-	-
Car Allowance	-	-	-	-
Other Benefits	-	-	-	-
Longevity Pay	-	-	-	-
Shared Services	-	-	-	-
<b>Total Personnel Services</b>	-	-	-	-
<b>SUPPLIES</b>				
Office Supplies	-	-	-	-
Operating Supplies	-	-	-	-
<b>Total Supplies</b>	-	-	-	-
<b>CONTRACTUAL SERVICES</b>				
Professional Services	-	-	-	-
Contractual Services	-	-	-	-
Utilities - Telephone	-	-	-	-
Utilities - Gas, Water, Electric	-	-	-	-
Advertising	-	-	-	-
Travel	-	-	-	-
Membership, Dues & Licenses	-	-	-	-
Subscriptions to Publications	-	-	-	-
Project Funding	-	-	-	-
4th of July Funding	-	-	-	-
Liability Insurance	-	-	-	-
<b>Total Contractual Services</b>	-	-	-	-
<b>TOTAL EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**TREE MITIGATION AND REPLACEMENT  
SUMMARY OF REVENUES AND EXPENSES**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$ 25,875</b>	<b>\$ 25,875</b>	<b>\$ 25,875</b>	<b>\$ 25,875</b>
<b>Revenues</b>				
Mitigation Fees	-	-	-	-
Interest	-	-	-	-
<b>Total Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Funding Sources</b>				
Fund Balance	-	-	-	-
<b>Total Other Funding Sources</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL RESOURCES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Expenditures</b>				
Personnel Services	-	-	-	-
Supplies	-	-	-	-
Contractual Services	-	-	-	-
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 25,875</b>	<b>\$ 25,875</b>	<b>\$ 25,875</b>	<b>\$ 25,875</b>

**WATER, SEWER AND STORMWATER  
SUMMARY OF REVENUES AND EXPENDITURES**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>BUDGET</b>
	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>OPERATING REVENUES</b>				
Water Sales	\$ 2,001,173	\$ 2,019,066	\$ 2,019,066	\$ 2,013,433
Sewer Sales	2,559,463	2,404,335	2,404,335	2,486,600
Storm Water Fees	467,229	419,338	419,338	592,388
Customer Penalties	59,464	49,716	49,716	50,000
Tapping Fees	-	15,000	15,000	-
Connection & Platting	8,040	4,600	4,600	12,750
<b>TOTAL OPERATING REVENUES</b>	<b>5,095,369</b>	<b>4,912,055</b>	<b>4,912,055</b>	<b>5,155,171</b>
<b>OPERATING EXPENSES</b>				
General & Administrative	862,868	955,248	955,248	-
Water System	1,159,803	764,152	764,152	1,002,017
Sewer System	1,853,308	2,065,328	2,065,328	2,204,520
Storm Water	198,667	236,682	236,682	189,079
Depreciation	314,564	-	-	-
<b>TOTAL OPERATING EXPENSES</b>	<b>4,389,210</b>	<b>4,021,410</b>	<b>4,021,410</b>	<b>3,395,616</b>
<b>NET OPERATING INCOME (LOSS)</b>	<b>706,159</b>	<b>890,645</b>	<b>890,645</b>	<b>1,759,555</b>
<b>NON-OPERATING REVENUES (EXPENSES)</b>				
Interest Income and Other	53,905	4,500	4,500	6,200
Transfers In-ARPA	-	240,000	240,000	<b>19,191</b>
Transfer In-Fund Balance	-	-	-	633,920
Bexar County Seneca Dainigage Reimbursement	-	3,459,622	3,459,622	-
Non-Operating Transfer Out-Debt Service	-	(105,113)	(105,113)	(107,863)
Transfer Out Shared Sevices	-	-	-	(1,426,604)
Interest Expense	(58,483)	-	-	-
<b>TOTAL NON-OPERATING REVENUES (EXPENSES)</b>	<b>(4,578)</b>	<b>3,599,009</b>	<b>3,599,009</b>	<b>(875,156)</b>
<b>NET INCOME (LOSS)</b>	<b>701,581</b>	<b>4,489,654</b>	<b>4,489,654</b>	<b>884,399</b>
<b>CHANGES IN WORKING CAPITAL</b>				
<b>NET INCOME (LOSS)</b>	<b>701,581</b>	<b>4,489,654</b>	<b>4,489,654</b>	<b>884,399</b>
<b>SOURCES (USES) OF WORKING CAPITAL</b>				
Additions to Fixed Assets- Transfer Out to Capital	-	(4,516,295)	(4,516,295)	(735,000)
<b>TOTAL SOURCES (USES) OF WORKING CAPITAL</b>	<b>-</b>	<b>(4,516,295)</b>	<b>(4,516,295)</b>	<b>(735,000)</b>
<b>NET INCREASE (DECREASE) IN WORKING CAPITAL</b>	<b>701,581</b>	<b>(26,641)</b>	<b>(26,641)</b>	<b>149,399</b>
BEGINNING FUND BALANCE	3,150,191	3,851,772	3,851,772	3,825,131
<b>*ENDING FUND BALANCE</b>	<b>\$ 3,851,772</b>	<b>\$ 3,825,131</b>	<b>\$ 3,825,131</b>	<b>\$ 3,974,530</b>

**WATER AND SEWER FUND  
SCHEDULE OF OPERATING REVENUES BY SOURCE**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>OPERATING REVENUES</b>				
<b>Water Sales</b>				
Metered Water	\$ 1,693,947	\$ 1,700,000	\$ 1,700,000	\$ 1,700,000
Edwards Aquifer Fee	166,656	171,989	171,989	170,000
Bulk Water	-	2,300	2,300	2,300
Water Supply Fee	134,384	138,644	138,644	135,000
TCEQ Public Health Fee	6,186	6,133	6,133	6,133
<b>Total Water Sales</b>	<b>2,001,173</b>	<b>2,019,066</b>	<b>2,019,066</b>	<b>2,013,433</b>
<b>Sewer Sales</b>				
City Service (SAWS)	2,550,274	2,393,793	2,393,793	2,477,000
City Surcharge	9,189	10,542	10,542	9,600
<b>Total Sewer Sales</b>	<b>2,559,463</b>	<b>2,404,335</b>	<b>2,404,335</b>	<b>2,486,600</b>
<b>Storm Water</b>				
Storm Water Fees	283,644	306,819	306,819	394,288
Storm Water Fee-SAWS Billing	179,719	109,470	109,470	195,000
Storm Water Penalties	3,866	3,049	3,049	3,100
<b>Total Storm Water Fees</b>	<b>467,229</b>	<b>419,338</b>	<b>419,338</b>	<b>592,388</b>
<b>Connection Fees</b>				
Connection Fees	-	350	350	-
<b>Total Connection Fees</b>	<b>-</b>	<b>350</b>	<b>350</b>	<b>-</b>
<b>Customer Fees</b>				
Customer Penalties	59,464	49,716	49,716	50,000
Customer Disconnection Fees	8,040	4,250	4,250	12,750
<b>Total Customer Fees</b>	<b>67,504</b>	<b>53,966</b>	<b>53,966</b>	<b>62,750</b>
<b>Tapping Fees</b>				
Water Tap Fees	-	15,000	15,000	-
Sewer Tap Fees	-	-	-	-
<b>Total Tapping Fees</b>	<b>-</b>	<b>15,000</b>	<b>15,000</b>	<b>-</b>
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 5,095,369</b>	<b>\$ 4,912,055</b>	<b>\$ 4,912,055</b>	<b>\$ 5,155,171</b>

**WATER AND SEWER FUND**  
**SCHEDULE OF NON-OPERATING REVENUES (EXPENSES)**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Non-Operating Revenues</b>				
Interest Income	\$ 2,131	\$ 4,000	\$ 4,000	\$ 6,200
Impact Fees	-	-	-	-
Miscellaneous Income	51,774	500	500	-
Bexar County Reimbursement	-	3,459,622	3,459,622	-
American Rescue Plan	-	230,000	230,000	19,191
Transfer in from Other Funds		10,000	10,000	
<b>Total Non-Operating Revenues</b>	<b>53,905</b>	<b>3,704,122</b>	<b>3,704,122</b>	<b>25,391</b>
<b>Non-Operating Expenses</b>				
Transfer out to Debt Service	-	(105,113)	(105,113)	(107,863)
Transfers to Capital	-	(4,516,295)	(4,516,295)	(735,000)
<b>Total Non-Operating Expenses</b>	<b>-</b>	<b>(4,621,408)</b>	<b>(4,621,408)</b>	<b>(842,863)</b>
<b>TOTAL NON-OPERATING REVENUES (EXPENSES)</b>	<b>\$ 53,905</b>	<b>\$ (917,286)</b>	<b>\$ (917,286)</b>	<b>\$ (817,472)</b>

**WATER AND SEWER FUND**  
**SCHEDULE OF SOURCES (USES) OF WORKING CAPITAL**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Additions to Fixed Assets</b>				
General & Administrative	-	-	-	-
Water System	-	2,271,434	2,271,434	450,000
Sewer System	-	554,071	554,071	250,000
Storm Water	-	1,690,790	1,690,790	35,000
<b>Total Additions to Fixed Assets</b>	<b>\$ -</b>	<b>\$ 4,516,295</b>	<b>\$ 4,516,295</b>	<b>\$ 735,000</b>



**ENTERPRISE BUSINESS OFFICE  
EXPENSES**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>PERSONNEL SERVICES</b>				
Salaries	481,233	534,343	534,343	-
Retirement Plan	72,365	101,527	101,527	-
Group Insurance	46,299	57,173	57,173	-
Worker Compensation	-	1,844	1,844	-
Liability Insurance	20,141	21,909	21,909	-
Unemployment Compensation	767	-	-	-
Social Security	38,884	42,589	42,589	-
Car Allowance	623	-	-	-
Other Benefits	12,455	16,426	16,426	-
Special Pay	363	-	-	-
Longevity Pay	7,024	5,957	5,957	-
<b>Total Personnel Services</b>	<b>\$ 680,152</b>	<b>\$ 781,768</b>	<b>\$ 781,768</b>	<b>\$ -</b>
<b>SUPPLIES</b>				
Office Supplies	-	800	800	-
Operating Supplies	190	2,400	2,400	-
Bad Debt	11,160	13,000	13,000	-
<b>Total Supplies</b>	<b>\$ 11,351</b>	<b>\$ 16,200</b>	<b>\$ 16,200</b>	<b>\$ -</b>
<b>CONTRACTUAL SERVICES</b>				
Professional Services	46,102	47,730	47,730	-
Contractual Services	112,826	96,250	96,250	-
Utilities - Gas, Water, Electric	12,208	13,000	13,000	-
Printing	145	300	300	-
Membership, Dues & Licenses	85	-	-	-
<b>Total Contractual Services</b>	<b>\$ 171,365</b>	<b>\$ 157,280</b>	<b>\$ 157,280</b>	<b>\$ -</b>
<b>TOTAL EXPENSES</b>	<b>\$ 862,868</b>	<b>\$ 955,248</b>	<b>\$ 955,248</b>	<b>\$ -</b>

**WATER  
EXPENSES**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>PERSONNEL SERVICES</b>				
Salaries	267,024	312,521	312,521	206,359
Retirement Plan	47,176	63,461	63,461	41,159
Group Insurance	47,748	54,598	54,598	33,187
Worker Compensation	7,710	11,473	11,473	4,216
Liability Insurance	14,507	15,781	15,781	-
Overtime	20,647	12,000	12,000	8,000
Social Security	24,035	26,621	26,621	16,589
Standby	10,160	6,500	6,500	-
Special Pay	4,999	3,055	3,055	-
Certification Pay	-	-	-	2,495
2021 Winter Storm	1,741			
Longevity Pay	13,232	13,913	13,913	6,726
<b>Total Personnel Services</b>	<b>458,978</b>	<b>519,923</b>	<b>519,923</b>	<b>318,732</b>
<b>SUPPLIES</b>				
Office Supplies	2,034	3,000	3,000	3,500
Operating Supplies	46,333	28,838	28,838	30,500
Repairs & Maintenance - Internal	14,172	135,000	135,000	136,400
Misc. Supplies	19,422	15,000	15,000	15,000
Water Conservation Program		2,000	2,000	2,000
<b>Total Supplies</b>	<b>81,961</b>	<b>183,838</b>	<b>183,838</b>	<b>187,400</b>
<b>CONTRACTUAL SERVICES</b>				
Professional Services	10,440	20,555	20,555	20,555
Contractual Services	278,973	279,260	279,260	297,735
Utilities - Telephone	13,868	17,000	17,000	-
Utilities - Gas, Water, Electric	95,502	100,000	100,000	-
Printing	4,014	3,000	3,000	3,000
Advertising	2,353	5,000	5,000	5,000
Repairs and Maintenance - External	212,991	145,000	145,000	145,000
Equipment Rental	-	1,500	1,500	1,500
Travel	-	7,000	7,000	7,000
Membership, Dues & Licenses	722	1,999	1,999	2,000
Liability Insurance	-	-	-	14,095
<b>Total Contractual Services</b>	<b>618,864</b>	<b>580,314</b>	<b>580,314</b>	<b>495,885</b>
<b>CAPITAL OUTLAY</b>				
Vehicles	-	145,000	145,000	-
Other Machinery & Equipment	-	10,000	10,000	-
Water Rights	-	140,000	140,000	-
Improvements	-	1,746,434	1,746,434	-
American Rescue Plan	-	230,000	230,000	-
<b>Total Capital Outlay</b>	<b>-</b>	<b>2,271,434</b>	<b>2,271,434</b>	<b>-</b>
<b>TOTAL EXPENSES</b>	<b>\$ 1,159,803</b>	<b>\$ 3,555,509</b>	<b>\$ 3,555,509</b>	<b>\$ 1,002,017</b>

**SEWER  
EXPENSES**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>PERSONNEL SERVICES</b>				
Salaries	86,377	96,665	96,665	51,590
Retirement Plan	16,255	19,554	19,554	11,429
Group Insurance	14,112	17,530	17,530	8,297
Worker Compensation	-	4,360	4,360	1,171
Liability Insurance	22,169	24,115	24,115	-
Overtime	928	5,000	5,000	8,000
Social Security	6,782	8,203	8,203	4,606
Standby	-	1,560	1,560	-
Special Pay	1,290	1,066	1,066	-
Certification Pay	-	-	-	624
Longevity Pay	2,772	2,933	2,933	1,682
<b>Total Personnel Services</b>	<b>150,685</b>	<b>180,986</b>	<b>180,986</b>	<b>87,398</b>
<b>SUPPLIES</b>				
Office Supplies	-	-	-	200
Operating Supplies	-	5,000	5,000	5,000
Repairs & Maintenance - Internal	-	27,000	27,000	27,500
Misc. Supplies	-	5,000	5,000	5,000
<b>Total Supplies</b>	<b>-</b>	<b>37,000</b>	<b>37,000</b>	<b>37,700</b>
<b>CONTRACTUAL SERVICES</b>				
Professional Services	10,578	15,555	15,555	25,555
Contractual Services	1,640,291	1,757,787	1,757,787	1,977,787
Utilities - Telephone	542	-	-	-
Utilities - Gas, Water, Electric	1,075	-	-	-
Repairs and Maintenance - External	37,755	60,000	60,000	60,000
Liability Insurance	-	-	-	2,080
Sewer Surcharge	12,382	14,000	14,000	14,000
<b>Total Contractual Services</b>	<b>1,702,623</b>	<b>1,847,342</b>	<b>1,847,342</b>	<b>2,079,422</b>
<b>CAPITAL OUTLAY</b>				
Improvements	-	554,071	554,071	-
<b>Total Capital Outlay</b>	<b>-</b>	<b>554,071</b>	<b>554,071</b>	<b>-</b>
<b>TOTAL EXPENSES</b>	<b>\$ 1,853,308</b>	<b>\$ 2,619,399</b>	<b>\$ 2,619,399</b>	<b>\$ 2,204,520</b>

**STORMWATER  
EXPENSES**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>PERSONNEL SERVICES</b>				
Salaries	97,788	108,482	108,482	-
Retirement Plan	17,609	20,663	20,663	-
Group Insurance	15,635	17,372	17,372	-
Overtime	25	-	-	-
Social Security	7,475	8,665	8,665	-
Car Allowance	69	-	-	-
Other Benefits	1,384	1,825	1,825	-
Special Pay	744	1,144	1,144	-
Longevity Pay	1,868	1,822	1,822	-
<b>Total Personnel Services</b>	<b>142,595</b>	<b>159,973</b>	<b>159,973</b>	<b>-</b>
<b>SUPPLIES</b>				
Office Supplies	-	-	-	3,500
Operating Supplies	3,762	7,209	7,209	12,000
Repairs & Maintenance - Internal	-	6,000	6,000	10,000
<b>Total Supplies</b>	<b>3,762</b>	<b>13,209</b>	<b>13,209</b>	<b>25,500</b>
<b>Contractual Services</b>				
Professional Services	28,616	15,800	15,800	25,800
Contractual Services	23,694	21,500	21,500	109,500
Printing	-	3,000	3,000	3,000
Repairs and Maintenance - External	-	20,000	20,000	20,000
Travel	-	3,000	3,000	3,000
Membership, Dues & Licenses	-	200	200	200
Liability Insurance	-	-	-	2,079
<b>Total Contractual Services</b>	<b>52,310</b>	<b>63,500</b>	<b>63,500</b>	<b>163,579</b>
<b>CAPITAL OUTLAY</b>				
Vehicles	-	70,000	70,000	-
Improvements	-	1,620,790	1,620,790	-
<b>Total Capital Outlay</b>	<b>-</b>	<b>1,690,790</b>	<b>1,690,790</b>	<b>-</b>
<b>TOTAL EXPENSES</b>	<b>\$ 198,667</b>	<b>\$ 1,927,472</b>	<b>\$ 1,927,472</b>	<b>\$ 189,079</b>

**RED LIGHT CAMERA AND TRAFFIC SAFETY  
SUMMARY OF REVENUES AND EXPENSES**

	<b>ACTUAL 2020-2021</b>	<b>BUDGET 2021-2022</b>	<b>ESTIMATED 2021-2022</b>	<b>BUDGET 2022-2023</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$434,816</b>	<b>\$600,453</b>	<b>\$600,453</b>	<b>\$600,453</b>
<b>Revenues</b>				
Red Light Camera Fines	1,954,809	1,878,594	1,878,594	2,234,341
<b>Red Light Camera Late Fees</b>	<b>186,467</b>	<b>155,000</b>	<b>155,000</b>	<b>200,000</b>
Interest				3,000
<b>Total Revenue</b>	<b>2,141,276</b>	<b>2,033,594</b>	<b>2,033,594</b>	<b>2,437,341</b>
<b>Other Funding Sources</b>				
ARP Funds	-	-	-	3,007
Fund Balance	-	-	-	-
<b>Total Other Funding Sources</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,007</b>
<b>TOTAL RESOURCES</b>	<b>\$ 2,141,276</b>	<b>\$ 2,033,594</b>	<b>\$ 2,033,594</b>	<b>\$ 2,440,348</b>
<b>Expenditures</b>				
Personnel Services	908,611	1,091,670	1,091,670	887,000
Supplies	38,306	11,900	11,900	4,000
Contractual Services	895,734	914,183	914,183	901,000
Capital Outlay	132,214	-	-	-
<b>Total Expenditures</b>	<b>1,974,865</b>	<b>2,017,753</b>	<b>2,017,753</b>	<b>1,792,000</b>
<b>Other Financing Uses</b>				
Shared Services to General Fund-RLC	-	-	-	326,574
Transfer to Capital-Traffic Safety	-	-	-	126,000
<b>Total Other Financing Uses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>452,574</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,974,865</b>	<b>\$ 2,017,753</b>	<b>\$ 2,017,753</b>	<b>\$ 2,244,574</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 600,453</b>	<b>\$ 600,453</b>	<b>\$ 600,453</b>	<b>\$ 796,227</b>

**RED LIGHT CAMERA  
EXPENSES**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>PERSONNEL SERVICES</b>				
Salaries	336,000	360,881	360,881	404,186
Retirement Plan	60,222	69,539	69,539	82,397
Group Insurance	24,933	60,259	60,259	49,781
Worker Compensation	6,749	10,368	10,368	9,996
Unemployment Compensation	2,087	-	-	-
Overtime	2,314	7,000	7,000	-
Social Security	25,337	29,171	29,171	33,211
Clothing Allowance	1,179	2,100	2,100	4,200
Stand - By				6,240
Special Pay	13,123	11,375	11,375	-
Certification Pay	-	-	-	19,500
Longevity Pay	2,009	2,061	2,061	1,597
Shared Services	-	-	-	326,574
<b>Total Personnel Services</b>	<b>473,953</b>	<b>552,754</b>	<b>552,754</b>	<b>937,682</b>
<b>SUPPLIES</b>				
Office Supplies	-	100	100	1,500
Operating Supplies	9,002	2,000	2,000	2,500
<b>Total Supplies</b>	<b>9,002</b>	<b>2,100</b>	<b>2,100</b>	<b>4,000</b>
<b>CONTRACTUAL SERVICES</b>				
Professional Services	1,902	1,000	1,000	1,000
Contractual Services	860,198	895,683	895,683	900,000
Utilities - Telephone	3,207	-	-	-
Utilities - Gas, Water, Electric	7,428	-	-	-
Printing	1,235	-	-	-
Advertising	1,275	-	-	-
Repairs and Maintenance - External	4,037	-	-	-
<b>Total Contractual Services</b>	<b>879,282</b>	<b>896,683</b>	<b>896,683</b>	<b>901,000</b>
<b>TOTAL EXPENSES</b>	<b>\$ 1,362,237</b>	<b>\$ 1,451,537</b>	<b>\$ 1,451,537</b>	<b>\$ 1,842,682</b>

**TRAFFIC SAFETY  
EXPENSES**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>PERSONNEL SERVICES</b>				
Salaries	285,304	341,651	341,651	175,083
Retirement Plan	57,232	69,285	69,285	38,502
Group Insurance	28,604	54,780	54,780	16,594
Worker Compensation	-	2,360	2,360	4,671
Overtime	17,524	18,000	18,000	18,000
Social Security	23,745	29,313	29,313	15,518
Clothing Allowance	3,644	4,200	4,200	2,100
Standby	3,120	3,120	3,120	3,120
Special Pay	13,655	14,040	14,040	650
Longevity Pay	1,830	2,167	2,167	1,654
<b>Total Personnel Services</b>	<b>434,658</b>	<b>538,916</b>	<b>538,916</b>	<b>275,891</b>
<b>SUPPLIES</b>				
Office Supplies	2,149	300	300	-
Operating Supplies	24,618	9,000	9,000	-
Misc. Supplies	2,537	500	500	-
<b>Total Supplies</b>	<b>29,304</b>	<b>9,800</b>	<b>9,800</b>	<b>-</b>
<b>CONTRACTUAL SERVICES</b>				
Professional Services	728	1,000	1,000	-
Operating Supplies	9,502	10,000	10,000	-
Utilities - Telephone	2,264	500	500	-
Repairs and Maintenance - Extn	3,898	6,000	6,000	-
Travel	60	-	-	-
<b>Total Contractual Services</b>	<b>16,452</b>	<b>17,500</b>	<b>17,500</b>	<b>-</b>
<b>CAPITAL OUTLAY</b>				
Vehicles	132,214	-	-	-
<b>Total Capital Outlay</b>	<b>132,214</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENSES</b>	<b>\$ 612,628</b>	<b>\$ 566,216</b>	<b>\$ 566,216</b>	<b>\$ 275,892</b>

**PARK BUCKS**  
**SUMMARY OF REVENUES AND EXPENSES**

	ACTUAL 2020-2021	BUDGET 2021-2022	ESTIMATED 2021-2022	BUDGET 2022-2023
<b>BEGINNING FUND BALANCE</b>	\$ -	\$ -	\$ -	\$ -
<b>Revenues</b>				
Park Bucks	-	-	-	-
Interest	-	-	-	-
<b>Total Revenue</b>	-	-	-	-
<b>Other Funding Sources</b>				
Fund Balance	-	-	-	-
<b>Total Other Funding Sources</b>	-	-	-	-
<b>TOTAL RESOURCES</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Personnel Services	-	-	-	-
Supplies	-	-	-	-
Contractual Services	-	-	-	-
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	-	-	-	-
<b>Other Financing Uses</b>				
Transfer to Capital	-	-	-	-
<b>Total Other Financing Uses</b>	-	-	-	-
<b>TOTAL EXPENDITURES</b>	-	-	-	-
<b>ENDING FUND BALANCE</b>	\$ -	\$ -	\$ -	\$ -



**PUBLIC, EDUCATION & GOVERNMENTAL (PEG)  
SUMMARY OF REVENUES AND EXPENSES**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Revenues</b>				
PEG Fees	-	-	-	-
Interest	-	-	-	-
<b>Total Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL RESOURCES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures</b>				
Personnel Services	-	-	-	-
Supplies	-	-	-	-
Contractual Services	-	-	-	-
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Financing Uses</b>				
Transfer to Capital	-	-	-	-
<b>Total Other Financing Uses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ENDING FUND BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**AMERICAN RESCUE PLAN (ARP)  
SUMMARY OF REVENUES AND EXPENSES**

	<b>ACTUAL 2020-2021</b>	<b>BUDGET 2021-2022</b>	<b>ESTIMATED 2021-2022</b>	<b>BUDGET 2022-2023</b>
<b>BEGINNING FUND BALANCE</b>	\$ -	\$ 1,524,627	\$ 1,524,627	\$ 2,306,834
<b>Revenues</b>				
ARP	1,524,627	1,524,627	1,524,627	-
Interest	-	-	-	-
<b>Total Revenue</b>	<b>1,524,627</b>	<b>1,524,627</b>	<b>1,524,627</b>	<b>-</b>
<b>Other Funding Sources</b>				
Fund Balance	-	-	-	687,134
<b>Total Other Funding Sources</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>687,134</b>
<b>TOTAL RESOURCES</b>	<b>\$ 1,524,627</b>	<b>\$ 1,524,627</b>	<b>\$ 1,524,627</b>	<b>\$ 687,134</b>
<b>Expenditures</b>				
Personnel Services	-	-	-	-
Supplies	-	-	-	-
Contractual Services	-	-	-	-
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Financing Uses</b>				
Transfers Out	-	742,420	742,420	217,134
Transfer to Capital	-	-	-	470,000
<b>Total Other Financing Uses</b>	<b>-</b>	<b>742,420</b>	<b>742,420</b>	<b>687,134</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 742,420</b>	<b>\$ 742,420</b>	<b>\$ 687,134</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 1,524,627</b>	<b>\$ 2,306,834</b>	<b>\$ 2,306,834</b>	<b>\$ 1,619,700</b>

**LEOSE FUND  
SUMMARY OF REVENUES AND EXPENSES**

	<b>ACTUAL 2020-2021</b>	<b>BUDGET 2021-2022</b>	<b>ESTIMATED 2021-2022</b>	<b>BUDGET 2022-2023</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$5,874</b>	<b>\$6,165</b>	<b>\$6,165</b>	<b>\$6,165</b>
<b>Revenues</b>				
LEOSE Grant	2,857	2,856	2,856	2,856
<b>Total Revenue</b>	<b>\$ 2,857</b>	<b>\$ 2,856</b>	<b>\$ 2,856</b>	<b>\$ 2,856</b>
<b>TOTAL RESOURCES</b>	<b>\$ 2,857</b>	<b>\$ 2,856</b>	<b>\$ 2,856</b>	<b>\$ 2,856</b>
<b>Expenditures</b>				
Personnel Services	-	-	-	-
Supplies	-	-	-	-
Contractual Services	2,566	2,856	2,856	2,856
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 2,566</b>	<b>\$ 2,856</b>	<b>\$ 2,856</b>	<b>\$ 2,856</b>
<b>TOTAL EXPENDITURES</b>	<b>2,566</b>	<b>2,856</b>	<b>2,856</b>	<b>2,856</b>
<b>ENDING FUND BALANCE</b>	<b>\$6,165</b>	<b>\$6,165</b>	<b>\$6,165</b>	<b>\$6,165</b>

**LEOSE  
EXPENSES**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>CONTRACTUAL SERVICES</b>				
Utilities - Telephone	819	-	-	-
Travel	1,747	2,856	2,856	2,856
<b>Total Contractual Services</b>	<b>2,566</b>	<b>2,856</b>	<b>2,856</b>	<b>2,856</b>
<b>TOTAL EXPENSES</b>	<b>\$ 2,566</b>	<b>\$ 2,856</b>	<b>\$ 2,856</b>	<b>\$ 2,856</b>

**CRIME CONTROL DISTRICT  
SUMMARY OF REVENUES AND EXPENSES**

	<b>ACTUAL 2020-2021</b>	<b>BUDGET 2021-2022</b>	<b>ESTIMATED 2021-2022</b>	<b>BUDGET 2022-2023</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$225,085</b>	<b>\$294,506</b>	<b>\$294,506</b>	<b>\$392,583</b>
<b>Revenues</b>				
Tax Revenue	351,757	308,648	350,000	363,000
Interest	80	-	-	500
<b>Total Revenue</b>	<b>351,837</b>	<b>308,648</b>	<b>350,000</b>	<b>363,500</b>
<b>Other Funding Sources</b>				
ARP Funds	-	-	-	3,591
Fund Balance	-	-	-	-
<b>Total Other Funding Sources</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,591</b>
<b>TOTAL RESOURCES</b>	<b>\$ 351,837</b>	<b>\$ 308,648</b>	<b>\$ 350,000</b>	<b>\$ 367,091</b>
<b>Expenditures</b>				
Personnel Services	282,308	369,735	241,823	253,228
Supplies	-	-	-	-
Contractual Services	108	10,100	10,100	10,100
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>282,416</b>	<b>379,835</b>	<b>251,923</b>	<b>263,328</b>
<b>Other Financing Uses</b>				
Shared Services to General Fund	-	-	-	73,147
<b>Total Other Financing Uses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>73,147</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 282,416</b>	<b>\$ 379,835</b>	<b>\$ 251,923</b>	<b>\$ 336,476</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 294,506</b>	<b>\$ 223,319</b>	<b>\$ 392,583</b>	<b>\$ 392,583</b>

**CRIME CONTROL DISTRICT  
EXPENSES**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>PERSONNEL SERVICES</b>				
Salaries	164,929	219,735	122,512	137,007
Retirement Plan	38,491	48,565	31,326	34,721
Group Insurance	8,409	27,390	21,000	16,594
Worker Compensation	2,733	5,000	5,000	4,212
Overtime	41,813	34,000	34,000	34,000
Social Security	16,373	20,373	13,313	13,995
Clothing Allowance		2,100	2,100	1,400
Standby	3,120	3,120	3,120	3,120
Special Pay	5,840	8,840	8,840	910
Certification Pay	-	-	-	6,500
Longevity Pay	600	612	612	770
Shared Services				73,147
<b>Total Personnel Services</b>	<b>282,308</b>	<b>369,735</b>	<b>241,823</b>	<b>326,376</b>
<b>CONTRACTUAL SERVICES</b>				
Professional Services	108	-	-	-
Contractual Services	-	10,100	10,100	10,100
<b>Total Contractual Services</b>	<b>108</b>	<b>10,100</b>	<b>10,100</b>	<b>10,100</b>
<b>TOTAL EXPENSES</b>	<b>\$ 282,416</b>	<b>\$ 379,835</b>	<b>\$ 251,923</b>	<b>\$ 336,476</b>

**COURT BUILDING SECURITY  
SUMMARY OF REVENUES AND EXPENSES**

	<b>ACTUAL 2020-2021</b>	<b>BUDGET 2021-2022</b>	<b>ESTIMATED 2021-2022</b>	<b>BUDGET 2022-2023</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$21,805</b>	<b>\$32,549</b>	<b>\$32,549</b>	<b>\$45,949</b>
<b>Revenues</b>				
MC Building Security Fees	16,810	13,400	13,400	15,500
Interest	-	-	-	-
<b>Total Revenue</b>	<b>16,810</b>	<b>13,400</b>	<b>13,400</b>	<b>15,500</b>
<b>Other Funding Sources</b>				
Fund Balance	-	-	-	-
<b>Total Other Funding Sources</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL RESOURCES</b>	<b>\$ 16,810</b>	<b>\$ 13,400</b>	<b>\$ 13,400</b>	<b>\$ 15,500</b>
<b>Expenditures</b>				
Personnel Services	6,063	23,585	-	-
Supplies	-	-	-	-
Contractual Services	3	10	-	-
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>6,066</b>	<b>23,595</b>	<b>-</b>	<b>-</b>
<b>Other Financing Uses</b>				
Transfer to Capital	-	-	-	-
<b>Total Other Financing Uses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,066</b>	<b>\$ 23,595</b>	<b>\$ -</b>	<b>\$ -</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 32,549</b>	<b>\$ 22,354</b>	<b>\$ 45,949</b>	<b>\$ 61,449</b>

### COURT BUILDING SECURITY EXPENSES

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2020-2021	2021-2022	2021-2022	2022-2023
<b>PERSONNEL SERVICES</b>				
Salaries	2,298	14,288	-	-
Retirement Plan	445	2,856	-	-
Group Insurance	659	2,913	-	-
Worker Compensation	-	1,385	-	-
Liability Insurance	2,267	-	-	-
Overtime	4	-	-	-
Social Security	191	1,168	-	-
Special Pay	30	975	-	-
Longevity Pay	169	-	-	-
<b>Total Personnel Services</b>	<b>6,063</b>	<b>23,585</b>	<b>-</b>	<b>-</b>
<b>CONTRACTUAL SERVICES</b>				
Professional Services	3	10	-	-
<b>Total Contractual Services</b>	<b>3</b>	<b>10</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENSES</b>	<b>\$ 6,066</b>	<b>\$ 23,595</b>	<b>\$ -</b>	<b>\$ -</b>



**CHILD SAFETY  
SUMMARY OF REVENUES AND EXPENSES**

	<b>ACTUAL 2020-2021</b>	<b>BUDGET 2021-2022</b>	<b>ESTIMATED 2021-2022</b>	<b>BUDGET 2022-2023</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$31,392</b>	<b>\$41,467</b>	<b>\$41,467</b>	<b>\$38,444</b>
<b>Revenues</b>				
MC Child Safety Fees	16,551	14,900	14,900	15,000
Interest	-	-	-	100
<b>Total Revenue</b>	<b>16,551</b>	<b>14,900</b>	<b>14,900</b>	<b>15,100</b>
<b>Other Funding Sources</b>				
Fund Balance	-	-	-	-
<b>Total Other Funding Sources</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL RESOURCES</b>	<b>\$ 16,551</b>	<b>\$ 14,900</b>	<b>\$ 14,900</b>	<b>\$ 15,100</b>
<b>Expenditures</b>				
Personnel Services	6,476	17,923	17,923	12,473
Supplies	-	-	-	-
Contractual Services	-	-	-	-
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>6,476</b>	<b>17,923</b>	<b>17,923</b>	<b>12,473</b>
<b>Other Financing Uses</b>				
Transfer to Capital	-	-	-	-
<b>Total Other Financing Uses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,476</b>	<b>\$ 17,923</b>	<b>\$ 17,923</b>	<b>\$ 12,474</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 41,467</b>	<b>\$ 38,444</b>	<b>\$ 38,444</b>	<b>\$ 41,070</b>

**CHILD SAFETY  
EXPENSES**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>PERSONNEL SERVICES</b>				
Salaries	\$ 4,897	\$ 14,025	\$ 14,025	\$ 7,303
Retirement Plan	-	-	-	1,426
Group Insurance	-	-	-	2,489
Worker Compensation	-	2,525	2,525	106
Liability Insurance	1,204	-	-	-
Social Security	375	1,073	1,073	575
Clothing Allowance	-	300	300	575
<b>Total Personnel Services</b>	<b>6,476</b>	<b>17,923</b>	<b>17,923</b>	<b>12,473</b>
<b>TOTAL EXPENSES</b>	<b>\$ 6,476</b>	<b>\$ 17,923</b>	<b>\$ 17,923</b>	<b>\$ 12,473</b>

**COURT TECHNOLOGY  
SUMMARY OF REVENUES AND EXPENSES**

	<b>ACTUAL 2020-2021</b>	<b>BUDGET 2021-2022</b>	<b>ESTIMATED 2021-2022</b>	<b>BUDGET 2022-2023</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$22,352</b>	<b>\$23,564</b>	<b>\$23,564</b>	<b>\$18,564</b>
<b>Revenues</b>				
MC Technology Fees	18,760	15,000	15,000	16,000
Interest	-	-	-	-
<b>Total Revenue</b>	<b>18,760</b>	<b>15,000</b>	<b>15,000</b>	<b>16,000</b>
<b>Other Funding Sources</b>				
Fund Balance	-	-	-	-
<b>Total Other Funding Sources</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL RESOURCES</b>	<b>\$ 18,760</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 16,000</b>
<b>Expenditures</b>				
Personnel Services	-	-	-	-
Supplies	-	-	-	-
Contractual Services	17,548	37,000	20,000	15,000
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>17,548</b>	<b>37,000</b>	<b>20,000</b>	<b>15,000</b>
<b>Other Financing Uses</b>				
Transfer to Capital	-	-	-	-
<b>Total Other Financing Uses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 17,548</b>	<b>\$ 37,000</b>	<b>\$ 20,000</b>	<b>\$ 15,000</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 23,564</b>	<b>\$ 1,564</b>	<b>\$ 18,564</b>	<b>\$ 19,564</b>

**COURT TECHNOLOGY  
EXPENSES**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>CONTRACTUAL SERVICES</b>				
Professional Services	9,548	-	20,000	15,000
Contractual Services	8,000	37,000	-	-
<b>Total Contractual Services</b>	<b>17,548</b>	<b>37,000</b>	<b>20,000</b>	<b>15,000</b>
<b>TOTAL EXPENSES</b>	<b>\$ 17,548</b>	<b>\$ 37,000</b>	<b>\$ 20,000</b>	<b>\$ 15,000</b>

**DEBT SERVICE  
SUMMARY OF REVENUES AND EXPENSES**

	<b>ACTUAL 2020-2021</b>	<b>BUDGET 2021-2022</b>	<b>ESTIMATED 2021-2022</b>	<b>BUDGET 2022-2023</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$387,927</b>	<b>\$419,426</b>	<b>\$419,426</b>	<b>\$422,938</b>
<b>Revenues</b>				
Ad Valorem Taxes	661,381	586,262	586,262	580,150
Interest	-	-	-	-
<b>Total Revenue</b>	<b>661,381</b>	<b>586,262</b>	<b>586,262</b>	<b>580,150</b>
<b>Other Funding Sources</b>				
Transfers in from Other Funds	108,114	105,113	105,113	107,863
Fund Balance	-	-	-	-
<b>Total Other Funding Sources</b>	<b>108,114</b>	<b>105,113</b>	<b>105,113</b>	<b>107,863</b>
<b>TOTAL RESOURCES</b>	<b>\$ 769,495</b>	<b>\$ 691,375</b>	<b>\$ 691,375</b>	<b>\$ 688,013</b>
<b>Expenditures</b>				
Principal	550,000	465,000	465,000	480,000
Interest	187,246	219,863	219,863	205,013
Fees	750	3,000	3,000	3,000
<b>Total Expenditures</b>	<b>737,996</b>	<b>687,863</b>	<b>687,863</b>	<b>688,013</b>
<b>Other Financing Uses</b>				
Bond Refunding	-	-	-	-
<b>Total Other Financing Uses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 737,996</b>	<b>\$ 687,863</b>	<b>\$ 687,863</b>	<b>\$ 688,013</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 419,426</b>	<b>\$ 422,938</b>	<b>\$ 422,938</b>	<b>\$ 422,938</b>

**DEBT SERVICE  
EXPENSES**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>DEBT SERVICE</b>				
Principal - 2009 PPFCO	55,000	-	-	-
Interest - 2009 PPFCO	13,261	-	-	-
Interest - 2012 GO	74,084	-	-	-
Principal - 2012 GO	-	-	-	-
Principal - 2016 CO	45,000	45,000	45,000	50,000
Interest - 2016 CO	62,363	60,113	60,113	57,863
Principal - Refunding Bonds	450,000	-	-	-
Interest - Refunding Bonds	37,538	-	-	-
Principal - 2021 REFUNDING GO	-	420,000	420,000	430,000
Interest - 2021 REFUNDING GO	-	159,750	159,750	147,150
Paying Agent Fee	750	3,000	3,000	3,000
<b>Total Personnel Services</b>	<b>737,996</b>	<b>687,863</b>	<b>687,863</b>	<b>688,013</b>
<b>TOTAL EXPENSES</b>	<b>\$ 737,996</b>	<b>\$ 687,863</b>	<b>\$ 687,863</b>	<b>\$ 688,013</b>

**COMMUNITY/CONFERENCE CENTER  
SUMMARY OF REVENUES AND EXPENSES**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$189,521</b>	<b>\$188,881</b>	<b>\$188,881</b>	<b>\$153,085</b>
<b>Revenues</b>				
Hotel/Motel Taxes	89,993	50,500	50,000	70,000
Rental Fees	20,254	9,276	50,000	50,000
Interest	-	-	-	100
Miscellaneous	-	-	-	-
<b>Total Revenue</b>	<b>110,247</b>	<b>59,776</b>	<b>100,000</b>	<b>120,100</b>
<b>Other Funding Sources</b>				
ARP Funds	-	-	-	995
Fund Balance	640	82,098	35,796	23,572
<b>Total Other Funding Sources</b>	<b>640</b>	<b>82,098</b>	<b>35,796</b>	<b>24,567</b>
<b>TOTAL RESOURCES</b>	<b>110,887</b>	<b>141,874</b>	<b>135,796</b>	<b>144,667</b>
<b>Expenditures</b>				
Personnel Services	59,821	80,414	74,336	73,610
Supplies	5,066	7,500	7,500	7,500
Contractual Services	46,000	53,960	53,960	51,557
Capital Outlay	-	-	-	12,000
<b>Total Expenditures</b>	<b>110,887</b>	<b>141,874</b>	<b>135,796</b>	<b>144,667</b>
<b>Other Financing Uses</b>				
Transfer to Capital	-	-	-	-
<b>Total Other Financing Uses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 110,887</b>	<b>\$ 141,874</b>	<b>\$ 135,796</b>	<b>\$ 144,667</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 188,881</b>	<b>\$ 106,783</b>	<b>\$ 153,085</b>	<b>\$ 129,513</b>

**COMMUNITY/CONFERENCE CENTER  
EXPENSES**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>PERSONNEL SERVICES</b>				
Salaries	44,860	49,804	49,804	53,112
Retirement Plan	8,005	10,223	10,223	10,081
Group Insurance	3,509	8,674	8,674	6,223
Worker Compensation	-	1,120	1,120	94
Liability Insurance	74	80	80	-
Social Security	3,203	4,289	4,289	4,063
Special Pay	24	6,078	-	-
Longevity Pay	146	146	146	38
<b>Total Personnel Services</b>	<b>59,821</b>	<b>80,414</b>	<b>74,336</b>	<b>73,610</b>
<b>SUPPLIES</b>				
Office Supplies	438	500	500	500
Operating Supplies	659	2,000	2,000	2,000
Repairs & Maintenance - Internal	3,969	4,500	4,500	4,500
Misc. Supplies	-	500	500	500
<b>Total Supplies</b>	<b>5,066</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>
<b>CONTRACTUAL SERVICES</b>				
Professional Services	2,001	3,110	3,110	2,110
Contractual Services	2,634	3,200	3,200	3,200
Utilities - Telephone	10,747	14,800	14,800	9,000
Utilities - Gas, Water, Electric	24,160	28,000	28,000	28,000
Printing	-	200	200	200
Advertising	1,641	2,100	2,100	2,100
Repairs and Maintenance - External	3,886	2,000	2,000	2,000
Membership, Dues & Licenses	931	550	550	550
Liability Insurance	-	-	-	4,397
<b>Total Contractual Services</b>	<b>46,000</b>	<b>53,960</b>	<b>53,960</b>	<b>51,557</b>
<b>CAPITAL OUTLAY</b>				
Office Equipment	-	-	-	12,000
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>12,000</b>
<b>TOTAL EXPENSES</b>	<b>\$ 110,887</b>	<b>\$ 141,874</b>	<b>\$ 135,796</b>	<b>\$ 144,667</b>



**STREET MAINTENANCE  
SUMMARY OF REVENUES AND EXPENSES**

	<b>ACTUAL 2020-2021</b>	<b>BUDGET 2021-2022</b>	<b>ESTIMATED 2021-2022</b>	<b>BUDGET 2022-2023</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$1,416,768</b>	<b>\$1,359,760</b>	<b>\$1,359,760</b>	<b>\$163,052</b>
<b>Revenues</b>				
Sales Taxes	708,470	641,314	641,314	799,000
Interest	394	513	2,000	4,000
<b>Total Revenue</b>	<b>708,864</b>	<b>641,827</b>	<b>643,314</b>	<b>803,000</b>
<b>Other Funding Sources</b>				
Fund Balance	-	-	-	163,052
<b>Total Other Funding Sources</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>163,052</b>
<b>TOTAL RESOURCES</b>	<b>\$ 708,864</b>	<b>\$ 641,827</b>	<b>\$ 643,314</b>	<b>\$ 966,052</b>
<b>Expenditures</b>				
Personnel Services	-	-	-	-
Supplies	-	-	-	-
Contractual Services	765,872	1,840,022	1,840,022	966,052
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>765,872</b>	<b>1,840,022</b>	<b>1,840,022</b>	<b>966,052</b>
<b>Other Financing Uses</b>				
Transfer to Capital	-	-	-	-
<b>Total Other Financing Uses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 765,872</b>	<b>\$ 1,840,022</b>	<b>\$ 1,840,022</b>	<b>\$ 966,052</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 1,359,760</b>	<b>\$ 161,565</b>	<b>\$ 163,052</b>	<b>\$ -</b>

**STREET MAINTENANCE  
EXPENSES**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>CONTRACTUAL SERVICES</b>				
Repairs and Maintenance - External	765,872	1,840,022	1,840,022	966,052
<b>Total Contractual Services</b>	<b>765,872</b>	<b>1,840,022</b>	<b>1,840,022</b>	<b>966,052</b>
<b>TOTAL EXPENSES</b>	<b>\$ 765,872</b>	<b>\$ 1,840,022</b>	<b>\$ 1,840,022</b>	<b>\$ 966,052</b>

**POLICE FORFEITURE  
SUMMARY OF REVENUES AND EXPENSES**

	<b>ACTUAL 2020-2021</b>	<b>BUDGET 2021-2022</b>	<b>ESTIMATED 2021-2022</b>	<b>BUDGET 2022-2023</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$380,206</b>	<b>\$230,595</b>	<b>\$230,595</b>	<b>\$230,595</b>
<b>Revenues</b>				
Seizures	9,003	-	17,353	50,000
Interest	152	-	400	100
<b>Total Revenue</b>	<b>9,155</b>	<b>-</b>	<b>17,753</b>	<b>50,100</b>
<b>Other Funding Sources</b>				
Fund Balance			50,387	69,900
<b>Total Other Funding Sources</b>	<b>-</b>	<b>-</b>	<b>50,387</b>	<b>69,900</b>
<b>TOTAL RESOURCES</b>	<b>\$ 9,155</b>	<b>\$ -</b>	<b>\$ 68,140</b>	<b>\$ 120,000</b>
<b>Expenditures</b>				
Personnel Services	152,546	150,903	68,140	-
Supplies	-	-	-	-
Contractual Services	6,220	11,000	-	-
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>158,766</b>	<b>161,903</b>	<b>68,140</b>	<b>-</b>
<b>Other Financing Uses</b>				
Transfer to Capital	-	-	-	120,000
<b>Total Other Financing Uses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>120,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 158,766</b>	<b>\$ 161,903</b>	<b>\$ 68,140</b>	<b>\$ 120,000</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 230,595</b>	<b>\$ 68,692</b>	<b>\$ 230,595</b>	<b>\$ 160,695</b>

**POLICE FORFEITURE  
EXPENSES**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>PERSONNEL SERVICES</b>				
Salaries	104,674	99,915	46,000	-
Retirement Plan	19,295	19,012	8,000	-
Group Insurance	16,570	18,260	8,000	-
Overtime	149	-	400	-
Social Security	8,288	7,976	3,500	-
Clothing Allowance	-	1,400	-	-
Special Pay	3,250	3,900	2,000	-
Longevity Pay	320	440	240	-
<b>Total Personnel Services</b>	<b>152,546</b>	<b>150,903</b>	<b>68,140</b>	<b>-</b>
<b>CONTRACTUAL SERVICES</b>				
Professional Services	89	-	-	-
Contractual Services	6,131	11,000	-	-
<b>Total Contractual Services</b>	<b>6,220</b>	<b>11,000</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENSES</b>	<b>\$ 158,766</b>	<b>\$ 161,903</b>	<b>\$ 68,140</b>	<b>\$ -</b>

**CAPITAL PROJECTS  
SUMMARY OF REVENUES AND EXPENDITURES**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>
	<b>2020-2021</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>BEGINNING FUND BALANCE</b>	\$ -	\$ -	\$ -	\$ -
<b>Revenues</b>				
Interest	-	-	-	-
Reimbursement	-	-	-	-
Grants	-	-	-	-
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Other Funding Sources</b>				
Transfers from General Fund	-	-	-	639,000
Transfers from Red Light Camera Fund	-	-	-	126,000
Transfers from Impound Lot Fund	-	-	-	20,000
Transfers from Water Fund	-	-	-	450,000
Transfers from Waste Water Fund	-	-	-	250,000
Transfers from Storm Water Fund	-	-	-	35,000
Transfers from Community Center	-	-	-	30,000
Transfers from Police Forfeitures	-	-	-	120,000
ARP Funds	-	-	-	470,000
Fund Balance	-	-	-	-
<b>Total Other Funding Sources</b>	\$ -	\$ -	\$ -	\$ 2,140,000
<b>TOTAL RESOURCES</b>	\$ -	\$ -	\$ -	\$ 2,140,000
<b>Expenditures</b>				
General Fund Capital	-	-	-	639,000
Special Revenue Capital	-	-	-	766,000
Water Capital	-	-	-	450,000
Sewer Capital	-	-	-	250,000
Storm Water Capital	-	-	-	35,000
<b>Total Expenditures</b>	\$ -	\$ -	\$ -	\$ 2,140,000
<b>Other Financing Uses</b>				
Transfers Out to Other Funds	-	-	-	-
<b>Total Other Financing Uses</b>	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	\$ -	\$ -	\$ -	\$ 2,140,000
<b>ENDING FUND BALANCE</b>	\$ -	\$ -	\$ -	\$ -

**CAPITAL PROJECTS  
EXPENSES**

	<b>ACTUAL 2020-2021</b>	<b>BUDGET 2021-2022</b>	<b>ESTIMATED 2021-2022</b>	<b>BUDGET 2022-2023</b>
<b>General Fund Capital</b>				
PW - SuperDuty XL Truck	-	-	-	75,000
PW - 1/2 Ton Pick-up	-	-	-	60,000
PW - Sidewalks Linkwood	-	-	-	100,000
PW - Trailer	-	-	-	25,000
PW - Asphalt Paver	-	-	-	100,000
PK - Utility Vehicle	-	-	-	25,000
PK - Linkwood Trail Fencing	-	-	-	25,000
PK - Hike & Bike Trail Segment II	-	-	-	200,000
LIB - A/C Units	-	-	-	29,000
<b>Total General Fund Capital</b>	-	-	-	<b>639,000</b>
<b>Special Revenue Fund Capital</b>				
ARP - Skate Park - Shadow Mist	-	-	-	70,000
ARP - Fire Truck	-	-	-	400,000
RLC - Police Vehicle	-	-	-	60,000
RLC - Police Vehicle	-	-	-	60,000
RLC - Solar Tech Arrow Board	-	-	-	6,000
IMP - Fence/Cover/Stalls	-	-	-	20,000
PF - Mobile Digital Terminals	-	-	-	60,000
PF - Police Vehicle	-	-	-	60,000
CC - Restrooms	-	-	-	30,000
<b>Total Special Revenue Capital</b>	-	-	-	<b>766,000</b>
<b>Enterprise Capital</b>				
WA - Replace Water Mains	-	-	-	250,000
WA - 1/2 Ton Pick-up	-	-	-	45,000
WA - Gravely Pro-Turn 272	-	-	-	15,000
WA - Purchase Water Rights	-	-	-	140,000
WW- Replace Sewer Mains	-	-	-	250,000
SW - Gator	-	-	-	25,000
SW - Commercial Riding Mower	-	-	-	10,000
<b>Total Enterprise Capital</b>	-	-	-	<b>735,000</b>
<b>TOTAL CAPITAL EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,140,000</b>

# Fiscal Year 2023 Budget Revisions

Crystal Caldera, Ph.D.  
City Manager  
City Council Meeting  
March 7, 2023

# Purpose

- Presentation and discussion of the revised Fiscal Year 2023 budgets
- There are no increase or decrease in the overall budgets adopted for Fiscal Year 2023
- Simply a reorganization of funds



# Purpose

- The budget for the Red Light Camera (RLC) Fund will stay as a separate fund with some changes such as the addition of the Traffic Safety Department that was left in the General Fund for FY 2023 and reclass of the capital expenditure for vehicles from RLC funds to Traffic Safety funds
- After deducting the administrative costs from the civil and administrative penalties collected, 50 percent of the balance is paid to the State and the other 50 percent is retained by the City for a Traffic Safety Program
- It makes sense to keep these two in one fund
- RLC alone does not have a fund balance

# Purpose

- The Transportation Code clearly outlines what RLC funds that are derived from civil and administrative penalties can be spend on:
  - (1) purchasing or leasing equipment that is part of or used in connection with the photographic traffic signal enforcement system in the local authority;
  - (2) installing the photographic traffic signal enforcement system at sites in the local authority, including the costs of installing cameras, flashes, computer equipment, loop sensors, detectors, utility lines, data lines, poles and mounts, networking equipment, and associated labor costs;
  - (3) operating the photographic traffic signal enforcement system in the local authority, including the costs of creating, distributing, and delivering violation notices, review of violations conducted by employees of the local authority, the processing of fine payments and collections, and the costs associated with administrative adjudications and appeals; and
  - (4) maintaining the general upkeep and functioning of the photographic traffic signal enforcement system.

# General Fund Revisions - Revenue

General Fund	Revenues		
	Original	Additions (Reductions)	Total Revised Revenue
Total Revenue	11,987,301		11,987,301
Traffic Safety		(200,000)	(200,000)
EDCD Sales Tax		399,000	399,000
PEG Fees		10,000	10,000
Impound Lot Fees		60,000	60,000
Impound Lot Auctions		71,080	71,080
Interest		400	400
EDCD Interest		5,500	5,500
Parks Bucks		744	744
	\$ 11,987,301	\$ 346,724	\$ 12,334,025

	Other Funding Sources		
	Original	Additions (Reductions)	Total Revised Revenue
	2,076,444		2,076,444
Impound Lot ARP		1,179	1,179
Impound Lot Fund Balance		1,035	1,035
EDCD ARP		1,936	1,936
	\$ 2,076,444	\$ 4,150	\$ 2,080,594

# General Fund Revisions - Expenditures

<b>Expenditures</b>			
	<b>Original</b>	<b>Additions (Reductions)</b>	<b>Total Revised Expenditures</b>
Total Expenditures	13,424,745		13,424,745
Personnel Traffic Safety		(275,891)	(275,891)
Personnel Impound Lot		102,194	102,194
Personnel EDCD		151,392	151,392
Supplies Impound Lot		1,900	1,900
Supplies EDCD		13,275	13,275
Contractual Impound Lot		9,500	9,500
Contractual EDCD		127,881	127,881
	<b>\$ 13,424,745</b>	<b>\$ 130,251</b>	<b>\$ 13,554,996</b>

<b>Other Financing Uses</b>			
	<b>Original</b>	<b>Additions (Reductions)</b>	<b>Total Revised Expenditures</b>
Transfers to Capital	639,000		639,000
Impound Lot Capital Transfer		20,000	20,000
EDCD Transfer		62,884	62,884
	<b>\$ 639,000</b>	<b>\$ 82,884</b>	<b>\$ 721,884</b>

# Fiscal Impact

<b>ALL FUNDS SUMMARY-EXCLUDING CAPITAL FUND</b>			
	<b>Original 2022-2023</b>	<b>Revised 2022-2023</b>	<b>Difference</b>
<b>REVENUE AND FUNDING SOURCES TOTALS</b>	\$ 25,691,862	\$ 25,691,862	\$ -
<b>EXPENDITURES AND OTHER FINANCING USES TOTALS</b>	\$ 25,846,341	\$ 25,846,341	\$ -

# CONSOLIDATED STATEMENT SUMMARY OF REVENUES AND EXPENDITURES ALL FUNDS

Fund	Original 2022-2023	Revised 2022-2023	Difference
<b>General Fund</b>			
Revenue	11,987,301	12,334,025	346,724
Other Funding Sources	2,076,444	2,080,594	4,150
	<b>\$ 14,063,745</b>	<b>\$ 14,414,619</b>	<b>\$ 350,874</b>
Expenditures	13,424,745	13,554,996	130,251
Other Financing Uses	639,000	721,884	82,884
	<b>\$ 14,063,745</b>	<b>\$ 14,276,880</b>	<b>\$ 213,135</b>
<b>Impound Lot Fund</b>			
Revenue	131,380	-	(131,380)
Other Funding Sources	2,214	-	(2,214)
	<b>\$ 133,594</b>	<b>\$ -</b>	<b>\$ (133,594)</b>
Expenditures	113,594	-	(113,594)
Other Financing Uses	20,000	-	(20,000)
	<b>\$ 133,594</b>	<b>\$ -</b>	<b>\$ (133,594)</b>

**CONSOLIDATED STATEMENT  
SUMMARY OF REVENUES AND EXPENDITURES ALL FUNDS**

{Section}.41.

Fund	Original 2022-2023	Revised 2022-2023	Difference
<b>Economic/Community Development Fund</b>			
Revenue	404,500	-	(404,500)
Other Funding Sources	1,936	-	(1,936)
	<b>\$ 406,436</b>	<b>\$ -</b>	<b>\$ (406,436)</b>
Expenditures	292,549	-	(292,549)
Other Financing Uses	62,884	-	(62,884)
	<b>\$ 355,433</b>	<b>\$ -</b>	<b>\$ (355,433)</b>
<b>Tree Mitigation and Replacement Fund</b>			
Revenue	-	-	-
	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Expenditures	-	-	-
	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**CONSOLIDATED STATEMENT  
SUMMARY OF REVENUES AND EXPENDITURES ALL FUNDS**

{Section}.41.

Fund	Original 2022-2023	Revised 2022-2023	Difference
<b>Parks Bucks Fund</b>			
Revenue	744	-	(744)
	<b>\$ 744</b>	<b>\$ -</b>	<b>\$ (744)</b>
Expenditures	-	-	-
	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Enterprise Funds</b>			
Revenue	5,155,171	5,155,171	-
Other Financing Sources	659,311	659,311	-
	<b>\$ 5,814,482</b>	<b>\$ 5,814,482</b>	<b>\$ -</b>
Expenditures	3,395,616	3,395,616	-
Other Financing Uses	2,269,467	2,269,467	-
	<b>5,665,083</b>	<b>5,665,083</b>	<b>-</b>



**CONSOLIDATED STATEMENT  
SUMMARY OF REVENUES AND EXPENDITURES ALL FUNDS**

{Section}.41.

Fund	Original 2022-2023	Revised 2022-2023	Difference
<b>Red Light Camera Fund</b>			
Revenue	2,237,341	2,437,341	200,000
Other Funding Sources	3,007	3,007	-
	<b>\$ 2,240,348</b>	<b>\$ 2,440,348</b>	<b>\$ 200,000</b>
Expenditures	1,516,108	1,792,000	275,892
Other Financing Uses	452,574	452,574	-
	<b>\$ 1,968,682</b>	<b>\$ 2,244,574</b>	<b>\$ 275,892</b>
<b>Public, Education &amp; Governmental (PEG) Fund</b>			
Revenue	10,100	-	(10,100)
	<b>\$ 10,100</b>	<b>\$ -</b>	<b>\$ (10,100)</b>
Expenditures	-	-	-
	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**CONSOLIDATED STATEMENT  
SUMMARY OF REVENUES AND EXPENDITURES ALL FUNDS**

{Section}.41.

Fund	Original 2022-2023	Revised 2022-2023	Difference
<b>American Rescue Plan Fund</b>			
Revenue	-	-	-
Other Funding Sources	687,134	687,134	-
Expenditures	<b>\$ 687,134</b>	<b>\$ 687,134</b>	<b>\$ -</b>
Other Financing Uses	687,134	687,134	-
	<b>\$ 1,374,268</b>	<b>\$ 1,374,268</b>	<b>\$ -</b>
<b>LEOSE-Police Fund</b>			
Revenue	2,856	2,856	-
	<b>\$ 2,856</b>	<b>\$ 2,856</b>	<b>\$ -</b>
Expenditures	2,856	2,856	-
	<b>\$ 2,856</b>	<b>\$ 2,856</b>	<b>\$ -</b>

**CONSOLIDATED STATEMENT  
SUMMARY OF REVENUES AND EXPENDITURES ALL FUNDS**

{Section}.41.

Fund	Original 2022-2023	Revised 2022-2023	Difference
<b>Crime Control and Prevention Fund</b>			
Revenue	363,500	363,500	-
Other Fund Sources	3,591	3,591	-
	<b>\$ 367,091</b>	<b>\$ 367,091</b>	<b>\$ -</b>
Expenditures	263,328	263,328	-
Other Financing Uses	73,147	73,147	-
	<b>\$ 336,475</b>	<b>\$ 336,475</b>	<b>\$ -</b>
<b>Building Security Fund</b>			
Revenue	15,500	15,500	-
	<b>\$ 15,500</b>	<b>\$ 15,500</b>	<b>\$ -</b>
Expenditures	-	-	-
	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**CONSOLIDATED STATEMENT  
SUMMARY OF REVENUES AND EXPENDITURES ALL FUNDS**

{Section}.41.

Fund	Original 2022-2023	Revised 2022-2023	Difference
<b>Child Safety Fund</b>			
Revenue	15,100	15,100	-
	<b>\$ 15,100</b>	<b>\$ 15,100</b>	<b>\$ -</b>
Expenditures	12,473	12,473	-
	<b>\$ 12,473</b>	<b>\$ 12,473</b>	<b>\$ -</b>
<b>Court Technology Fund</b>			
Revenue	16,000	16,000	-
	<b>\$ 16,000</b>	<b>\$ 16,000</b>	<b>\$ -</b>
Expenditures	15,000	15,000	-
	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ -</b>

**CONSOLIDATED STATEMENT  
SUMMARY OF REVENUES AND EXPENDITURES ALL FUNDS**

{Section}.41.

Fund	Original 2022-2023	Revised 2022-2023	Difference
<b>Community/Conference Center</b>			
Revenue	120,100	120,100	-
Other Funding Sources	24,567	24,567	-
	<b>\$ 144,667</b>	<b>\$ 144,667</b>	<b>\$ -</b>
Expenditures	144,667	144,667	-
	<b>\$ 144,667</b>	<b>\$ 144,667</b>	<b>\$ -</b>
<b>Street Maintenance Fund</b>			
Revenue	803,000	803,000	-
Other Funding Sources	163,052	163,052	-
	<b>\$ 966,052</b>	<b>\$ 966,052</b>	<b>\$ -</b>
Expenditures	966,052	966,052	-
	<b>\$ 966,052</b>	<b>\$ 966,052</b>	<b>\$ -</b>

**CONSOLIDATED STATEMENT  
SUMMARY OF REVENUES AND EXPENDITURES ALL FUNDS**

{Section}.41.

Fund	Original 2022-2023	Revised 2022-2023	Difference
<b>Police Forfeiture Fund</b>			
Revenue	50,100	50,100	-
Other Funding Sources	69,900	69,900	-
	<b>\$ 120,000</b>	<b>\$ 120,000</b>	<b>\$ -</b>
Expenditures	-	-	-
Other Funding Uses	120,000	120,000	-
	<b>\$ 120,000</b>	<b>\$ 120,000</b>	<b>\$ -</b>
<b>Debt Service Fund</b>			
Revenue	580,150	580,150	-
Other Funding Sources	107,863	107,863	-
	<b>\$ 688,013</b>	<b>\$ 688,013</b>	<b>\$ -</b>
Expenditures	688,013	688,013	-
	<b>\$ 688,013</b>	<b>\$ 688,013</b>	<b>\$ -</b>

**From:** Josh Stevens  
**Sent:** Tuesday, February 14, 2023 12:27 PM  
**To:** Saundra Passailaigue; Crystal Caldera; Rey Orozco  
**Cc:** David Gonzalez  
**Subject:** Agenda Item for Next Regular City Council Meeting - Nuisance STRs

Good afternoon Dr. Caldera and Ms. Passailaigue,

I am writing to add an agenda item to the next regular city council meeting (if it's too late for February 21st, then March 7<sup>th</sup> is okay). I have discussed this with Councilman Orozco this morning, and he has agreed to be my second (said he will respond this afternoon when he gets to computer). I'm open to rewording, if necessary, so long as the main parts are there:

**Presentation, Discussion, and Possible Action Directing Staff to Draft an Ordinance Narrowly Tailored to Create Definitions, Procedures, Registration Requirements, and Enforcement of Residential Homes Used as Short-Term Rentals that Pose a Nuisance and Have Repeated Documented Disturbances Within the Community.**

I will work on a bullet-point PowerPoint that I will provide by Saturday if this goes on the Feb. 21 meeting outlining the escalation matrix/ policy. I have also intentionally left Mayor Riley out of this chain, because of TOMA and due to the possibility she might be required to cast a deciding vote.

**Also - Dr Caldera: Is it possible to provide Councilman Orozco and myself of the police incident reports from the event(s) that occurred in Contess Adria/ Adair on the weekend of February 3-5<sup>th</sup> or any other recent incidents regarding short-term rentals? I'm primarily interested in seeing the police narrative portion - where the officer wrote out what he observed when he responded to the call. I've heard probably 5 different versions of the same incident, so the police observations could be very valuable. We want to make sure we are adequately addressing the root cause while [hopefully] implementing something that has a 51% chance of prevailing if challenged in the courts. I've included the police chief on this email also.**

Thanks much,

Josh

**From:** Rey Orozco  
**Sent:** Tuesday, February 14, 2023 3:52 PM  
**To:** Josh Stevens; Sandra Passailaigue; Crystal Caldera  
**Cc:** David Gonzalez  
**Subject:** Re: Agenda Item for Next Regular City Council Meeting - Nuisance STRs

I second Councilman Stevens agenda item

Rey Orozco  
Mayor Pro Tem

---

**From:** Josh Stevens <josh.stevens@leonvalleytexas.gov>  
**Sent:** Tuesday, February 14, 2023 12:26 PM  
**To:** Sandra Passailaigue <s.pass@leonvalleytexas.gov>; Crystal Caldera <c.caldera@leonvalleytexas.gov>; Rey Orozco <rey.orozco@leonvalleytexas.gov>  
**Cc:** David Gonzalez <d.gonzalez@leonvalleytexas.gov>  
**Subject:** Agenda Item for Next Regular City Council Meeting - Nuisance STRs

Good afternoon Dr. Caldera and Ms. Passailaigue,

I am writing to add an agenda item to the next regular city council meeting (if it's too late for February 21st, then March 7<sup>th</sup> is okay). I have discussed this with Councilman Orozco this morning, and he has agreed to be my second (said he will respond this afternoon when he gets to computer). I'm open to rewording, if necessary, so long as the main parts are there:

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Thanks much,

Josh

# STRs

*Narrowly tailoring to solve the problem*

# **DISCLAIMER**

**IN THE SPIRIT OF TRANSPARENCY:**

**AFTER MAKING THE FOLLOWING PRESENTATION,  
I WAS INFORMED BY OUR LEGAL COUNSEL THAT  
SOME OF THE STATEMENTS/ INTREPRETATIONS  
COULD BE CONSTRUED AS A LEGAL OPINION.**

**THE FOLLOWING SHOULD NOT BE UNDERSTOOD  
TO BE A LEGAL OPINION OR ANALYSIS.**

# **DISCLAIMER**

**FEEL FREE TO REQUEST AN EXECUTIVE SESSION  
IF YOU'D LIKE TO HAVE OUR CITY ATTORNEY  
GIVE THEIR OPINION ON THIS TOPIC.**

# SUMMARY

- A. What we cannot regulate, enforce, and restrict regarding STRs
- B. “Narrowly tailored” law
- C. Leon Valley specific concerns and issues regarding STRs
- D. PROPOSAL: Group A, Group B, Group C STRs
- E. PROPOSAL: Enforcement Level 1, Level 2, Level 3 regarding STRs

# What restrictions are unlawful?

- Outright ban on STRs in area where STRs have historically been able to operate, including sunset provisions for current STRs (“unconstitutionally retroactive”, takings claim) *Zaatari v. City of Austin AND Muns et al. v. City of Grapevine*
- Requiring property owner have a homestead exemption in order to operate STR *Zaatari v. City of Austin*
- Requirement that property owner live in Leon Valley if they have an STR in Leon Valley *Hignell-Stark v. City of New Orleans, 46 F.4th 317 (5th Cir. 2022) [Commerce Clause, US Constitution]*
  - Lawsuits filed in Austin after this ruling - Austin still denies non-occupying owners the ability to operate STR
- Prevention of the number of people that can assemble/ gather outside of a residence or the time they may assemble *Zaatari v. City of Austin AND Muns et al. v. City of Grapevine*
- Any type of occupancy limitation – either inside of residence or outside residence
- City-wide ban on STRs \*



# Austin

- Previously prohibited more than 6 people from gathering outside between 7:00 AM and 10:00 PM
- Previously prevented any gathering outside between 10:00 PM and 7:00 AM
- Previously only allowed maximum occupancy as 2 guests per bedroom + 2 extra guests per property
- Previously restricted occupancy to no more than six (6) unrelated adults or ten (10) related adults

# Austin

“Will Austin Code continue to enforce STR occupancy limits?

As a result of this ruling, Austin Code can no longer enforce STR occupancy limits (neither internal nor external of a structure).”

<https://www.austintexas.gov/article/rentals>

**Will Austin Code continue to enforce STR occupancy limits?**  
As a result of this ruling, Austin Code can no longer enforce STR occupancy limits (neither internal nor external of a structure). However, upon receiving an over-occupancy complaint, A.C.C. will continue to enforce Property Code minimum square footage requirements related to occupancy.



Get information or assistance  
Give feedback on our website

Visit Austin  
City Directory





# Why?

- The defendant (municipalities) in the lawsuits failed to show the regulations were NARROWLY TAILORED to ADVANCE A PUBLIC PURPOSE
- Narrowly tailored?
  - Law must be written to specifically accomplish a legitimate, specific, compelling state interest
  - The means chosen to accomplish the government's purpose must be specifically and narrowly framed to accomplish that purpose
    - If not, likely violates 5<sup>th</sup> and 14<sup>th</sup> amendment to US Constitution, as well as Article 1, Section 17 of Texas Constitution

# Why?

- Regulations violated Texas laws and protections regarding:
  - Equal protection
  - Due course of law
  - Freedom of movement
  - Right to privacy
  - Freedom of assembly
  - Freedom from unreasonable search and seizure

**What simple, sensible, enforceable, narrowly tailored laws can we implement to deal with the specific problems and concerns?**

# Specific problems, concerns

- Health and safety of guests, especially when larger number of guests are staying at property
- Welfare related – quality of life for residents that live adjacent to or near the STR property
  - Parking concerns
  - Noise concerns
  - Party concerns

# PROPOSAL – Group A

- Voluntary free registration permit for all STRs that advertise or only allow up to 8 guests on their property
  - Voluntary affidavit regarding smoke detectors, carbon monoxide detectors, attestation that there two ways to exit from every sleeping area
  - Voluntarily provide 24-hour contact information to be provided to city in event of emergency
  - Voluntary statement if they live on the premises, off the premises, or a combination thereof

# PROPOSAL – Group B

- Implement mandatory registration permit for all STRs that advertise or allow greater than 8 guests on their property
  - Require affidavit regarding smoke detectors, carbon monoxide detectors, statement that there are two ways to exit from every sleeping area
  - Require statement that they have read and will comply with LV ordinances, including those regarding STRs
  - Require property owner identify if they live on the premises, off the premises, or a combination thereof
  - Require 24-hour contact information to be provided to city in event of emergency



# PROPOSAL – Group C

- Implement mandatory registration permit and Certificate of Occupancy for all STRs that advertise or allow greater than 12 guests on their property or those that reach “Level 2” of enforcement (discussed later)
  - Fee: Whatever our cost is for building, fire, safety inspections
  - Cert. of Occupancy to verify compliance with building codes, safety codes, fire safety in addition to a plan of action if required (if property owner has reached “Level 2” of enforcement)
  - Require statement that they have read and will comply with LV ordinances, including those regarding STRs
  - Require property owner identify if they live on the premises, off the premises, or a combination thereof
  - Require 24-hour contact information to be provided to city in event of emergency

# What may be a nuisance, and what is a narrowly tailored regulation to combat the nuisance?

- PARTIES, NOISE – Property owner or guest may not use or allow the use of sound equipment, play any instrument, or make any noise that is audible outside of the property line between 9:00 PM and 9:00 AM
- PARTIES – Property owner or guest may not allow consumption of alcohol or any other mind-altering drugs or substances in public view or by minors



# **What may be a nuisance, and what is a narrowly tailored regulation to combat the nuisance?**

- TRASH – Property owner or guest may not litter or allow littering of any trash, bottles, or belongings in the front yard of the STR property, in any right-of-ways near the property, in street, or on any adjacent properties
- PARKING- Property owner or guest may not park in a manner than limits or blocks ingress or egress to another property, and are limited to parking vehicles on side of street abutting property line in the area directly in front of property

# **What may be a nuisance, and what is a narrowly tailored regulation to combat the nuisance?**

- ANY OTHERS?

# Enforcement – Level 1 of 3

- Warning mailed via certified mail to registered property owner and any other known parties that manage or control property
- Informs of laws, specific nature of violations and recommendations for preventing them in the future, also contains requirements for registration for certain types of properties

## **Enforcement – Level 2 of 3**

- Warning mailed via certified mail must have already been provided to property owner or agent
- Citation either provided to owner or agent, or mailed via certified mail outlining the specific violation
- \$500 fine
- Requirement to register as Type C STR as well as submission of a plan of action that is approved by staff (development?) to obtain certificate of occupancy

# Enforcement – Level 3 of 3

- Warning must have been provided and property owner/ agent must have already been cited under “Level 2 Enforcement”
- Citation and cease and desist provided to owner or agent via certified mail and given in-person, if possible - outlining the specific violation
- \$500 fine
- Revocation of Certificate of Occupancy, may be eligible to re-apply as Type C STR no sooner than in 365 days
- Requirement to submit and have approved (development director?) a detailed plan of action prior to issuance of Type C STR certificate of occupancy outlining the past violations and how they will be mitigated in the future

# We don't want to be New Braunfels...

- FEDERAL case
- December 13, 2022 - Texas Public Policy Foundation has taken over the lawsuit, enjoining Plaintiffs that have filed suit against New Braunfels as they appeal
- December 16, 2022 - The Pacific Legal Foundation, Manhattan Institute, and Reason Foundation filed an amicus brief arguing in favor of the homeowners suing the city of New Braunfels
- December 20, 2022 - CATO Institute files amicus brief arguing in favor of the homeowners suing the City of New Braunfels
- December 20, 2022 Institute for Justice (IJ) filed an amicus brief arguing in favor of the homeowners in New Braunfels who have sued the City of New Braunfels regarding the STR ordinance



# We don't want to be New Braunfels...

Case No. 22-50008

**IN THE UNITED STATES COURT OF APPEALS FOR THE FIFTH CIRCUIT**

RAFAEL MARFIL, VERGE PRODUCTIONS, L.L.C.; ENRICO MARFIL; NAOMI MARFIL; KOREY A. RHOLACK; DANIEL OLVEDA; DOUGLAS WAYNE MATHES  
*Plaintiffs-Appellants,*

*v.*

CITY OF NEW BRAUNFELS, TEXAS.  
*Defendant-Appellee*

On Appeal from the United States District Court for the Western District of Texas, Waco Division

**APPELLANTS' BRIEF**

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*Plaintiffs-Appellants,*

*v.*

CITY OF NEW BRAUNFELS, TEXAS.  
*Defendant-Appellee.*

On Appeal from the United States District Court for the Western District of Texas, Waco Division

**BRIEF OF THE CATO INSTITUTE AS AMICUS CURIAE IN SUPPORT OF APPELLANTS**

Case No. 22-50008

**In the United States Court of Appeals for the Fifth Circuit**

RAFAEL MARFIL, VERGE PRODUCTIONS, ENRICO MARFIL, NAOMI MARFIL, KOREY A. R. DANIEL OLVEDA, AND DOUGLAS WAYNE MATHES  
*Plaintiffs,*

*v.*

CITY OF NEW BRAUNFELS, TEXAS,  
*Defendant.*

On Appeal from the United States District Court for the Western District of Texas, Waco Division  
No. 6:20-cv-002484-ADA-JCM  
Alan D. Albright, Judge Presiding

**BRIEF OF AMICUS CURIAE INSTITUTE FOR JUSTICE IN SUPPORT OF PLAINTIFFS-APPELLANTS**

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(703) 682-9320  
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*Counsel for Amicus Curiae*

Case No. 22-50008

**UNITED STATES COURT OF APPEALS FOR THE FIFTH CIRCUIT**

RAFAEL MARFIL, VERGE PRODUCTIONS, LLC, ENRICO MARFIL, NAOMI MARFIL, KOREY A. RHOLACK, DANIEL OLVEDA, and DOUGLAS WAYNE MATHES  
*Plaintiffs - Appellants,*

*v.*

CITY OF NEW BRAUNFELS, TEXAS,  
*Defendant - Appellant.*

Appeal from the United States District Court for the Western District of Texas, Waco Division  
No. 6:20-CV-248 (Hon. Alan D. Albright)

**AMICUS CURIAE OF PACIFIC LEGAL FOUNDATION, MANHATTAN INSTITUTE, AND REASON FOUNDATION IN SUPPORT OF APPELLANTS AND REVERSAL**

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*Attorneys for Amici Curiae*

## MAYOR AND COUNCIL COMMUNICATION

**DATE:** March 7, 2023  
**TO:** Mayor and Council  
**FROM:** Lisa Hernandez, Human Resources Director  
**THROUGH:** Crystal Caldera, City Manager  
**SUBJECT:** Blood Donor Policy – Procedural Directive Reference Number: A27  
**SPONSOR(S):** N/A

### **PURPOSE**

The City of Leon Valley Blood Donor Policy is designed to provide eligible employees paid leave to donate blood or plasma to an authorized blood bank. Blood donors help patients of all ages – accident and burn victims, heart surgery and organ transplant patients and those battling cancer and other life-threatening conditions.

The donation of blood is lifesaving, an essential part of caring for our community, nationally. The need for donated blood is constant, and the extraordinary demand for blood and blood products is yet another consequence of the COVID-19 pandemic. CDC continues to encourage people who are well and able to donate blood, and this policy would support their efforts.

### **SEE LEON VALLEY**

Social – Maintaining a diverse type of blood supply is life saving and is essential to support specific City services.

Economic – Having an adequate blood supply is vital to public health in situations where treatment of blood products may be necessary to our residents and guests.

Environmental – As a result of globalization and travel, the risk of new and emerging infections is likely to increase in the years to come, which impacts the blood supply. (Journal of Travel Medicine, <https://doi.org/10.1093/jtm/taw098>)

### **FISCAL IMPACT**

The expense of this program would experience approximately \$90 per employee for time off; approximately \$9,900 annually for all Full-time employees, or \$3,600 if excluding Police & Fire.

### **STRATEGIC GOALS**



To allow eligible employees up to three (3) hours of paid time off (PTO) to donate blood once per fiscal year at a blood bank facility to support the continuous need of blood supply.

**RECOMMENDATION**

At City Council Discretion.

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

APPROVED WITH THE FOLLOWING AMENDMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary



<b>SECTION: HUMAN RESOURCES</b>	<b>REFERENCE NUMBER: A27</b>
<b>SUBJECT: BLOOD DONOR PAID TIME OFF POLICY</b>	<b>EFFECTIVE DATE: 3/07/2023</b>
<b>FROM: CRYSTAL CALDERA, CITY MANAGER</b>	<b>LAST REVISION DATE: 3/07/2023</b>

A. **PURPOSE**

The Blood Donor Policy is designed to provide eligible employees paid leave to donate blood and/or plasma with an authorized blood bank facility without compensation. The City of Leon Valley understands that having an adequate blood supply is vital to public health. Donors help patients of all ages – accident and burn victims, heart surgery and organ transplant patients and those battling cancer and other life-threatening conditions.

B. **DEFINITIONS**

**Blood Bank** – A facility that (A) obtains a human blood donation from an unrelated donor; (B) is licensed, certified, or accredited as a blood bank, blood and tissue center, laboratory, or other health care facility and is authorized by (i) state and/or federal law, rule, or regulation; (ii) the American Association of Blood Banks; and (iii) International Organization of Standardization to collect, process, and preserve human blood donations; and (C) is operated in compliance with professionally recognized standards regarding quality and safety of collection of human blood donations.

**Eligible Employees** – Eligible employees are defined as a Full-time Employee under the City’s Personnel Manual (Article 1 General Provisions, Section III Definitions), and is not employed with the city as an Emergency Medical Technician, Firefighter or Police Officer, paid or unpaid.

- i. Emergency Medical Technician- Individual who is employed by the city and certified as an emergency medical technician under Chapter 773, Health and Safety code.
- ii. Firefighter- Paid employee of the city’s fire department who: (a) holds a position that requires substantial knowledge of firefighting, (b) has met the requirements for certification by the Texas Commission on Fire Protection under Chapter 419, Government Code, and (c) performs at least one of the following functions: fire suppression, fire prevention, fire training, fire safety education, fire maintenance, fire communications, fire medical emergency technology, fire photography, fire administration; or fire arson investigations.
- iii. Peace Officer- Police officers [may include others, such as marshals, some of whom may be elected] licensed by the Texas Commission on Law Enforcement

and employed by the city. (Ref. Texas Local Gov't Code 180.008(a); 143.003(4)(A)  
Tex. Health & Safety Code 121.021; Tex. Code Crim. Pro. Art. 2.12.)

{Section}.43.

**Fiscal Year** – Begins on October 1<sup>st</sup> and Ends on September 30<sup>th</sup> of the ensuing year.

**PAR** – Personnel Action Request Form.

**Unrelated Donor** – A person who (A) is legally authorized or competent; (B) voluntarily provides a donation; and (C) is not related by affinity or consanguinity to the recipient of the donation.

**Without Compensation** – Eligible employees' donation of blood and/or plasma shall be completely voluntary without direct monetary compensation being issued from an authorized blood bank facility.

C. **RESPONSIBILITIES**

1. Department Heads are responsible for:

- a. Reviewing and ensuring the request for paid leave under this policy is verified before approving the request for paid time off.
- b. Forwarding the PAR with Proof of Donation to the Human Resources Department.
- c. Ensuring employee compliance and reporting suspected abuse of this policy to the Human Resources Department.

2. Employees are responsible for:

- a. Requesting their Department Head's approval before taking time off to donate blood.
- b. Providing proof of donation upon return to Department Head.
- c. Ensuring that a PAR and supportive documentation is submitted properly to Department Head to receive paid leave under this policy.

3. The Human Resources Director is responsible for:

- a. Confirming that the Employee is eligible for paid leave under this policy, and forward to Payroll Clerk for timekeeping.
- b. Accepting and reviewing noncompliance, or abuse, of this policy.
- c. Provide support to the City Manager in the distribution and/or presentation of this policy.

4. The City Manager is responsible for:

- a. Informing employees of this policy, through the distribution of this directive.

b. Revising this policy as deemed necessary with approval by the city council.

D. **PROCEDURE**

1. Authority is hereby delegated to the department head or designee to review and approve eligible employee's requests for leave under this policy.
2. An employee must obtain prior approval from their department head before taking paid time off to donate under this policy.
3. An employee will receive sufficient time off, not to exceed three (3) hours, without a deduction in salary or accrued leave, to donate, but no more than once in a fiscal year.
4. Upon returning to work after taking time off under this policy, an employee shall provide documented proof that the employee donated during the time granted.
5. If the employee fails to provide documented proof that the employee donated during the time granted, the employee's accrued personal leave will be deducted for the amount of time the employee was absent from work for such a purpose.
6. Any time taken exceeding the allowed three (3) hours will be deducted for accrued personal leave on the next available pay cycle.

# Blood Donor Paid Time Office Policy

Lisa Hernandez  
Human Resources Director  
City Council Meeting  
March 7, 2023

# Summary

- Question
  - City Council asked to consider a Paid Time Off Policy for Eligible Employees to Donate Blood.
- Options
  1. Approve as written
  2. Approve with amendments
  3. Disapprove proposed policy
- Declaration
  - The approval of this policy would reflect your appreciation for their contributions by providing employees paid time off to donate blood.

# Purpose

- Having an adequate blood supply is vital to public health.
- The donation of blood is lifesaving, and an essential part of caring for our community, nationally.
- This Policy would provide eligible employees an allowable amount of paid time off for the purpose of donating blood.
- This item has been on the pipeline for 9 months

# Purpose / Background

- The need for donated blood is constant, and the extraordinary demand for blood and blood products is yet another consequence of the COVID-19 pandemic.
- CDC continues to encourage people who are well and able to donate blood, and this policy would support their efforts.
- Donations help patients of all ages – accident and burn victims, heart surgery and organ transplant patients and those battling cancer and other life-threatening conditions.



# Policy

- Authority is hereby delegated to the department head or designee to review and approve eligible employee's requests for leave under this policy.
- An employee must obtain prior approval from their department head before taking paid time off to donate under this policy.
- An employee will receive sufficient time off, not to exceed three (3) hours, without a deduction in salary or accrued leave, to donate, but no more than once in a fiscal year.
- Upon returning to work after taking time off under this policy, an employee shall provide documented proof that the employee donated during the time granted.
- If the employee fails to provide documented proof that the employee donated during the time granted, the employee's accrued personal leave will be deducted for the amount of time the employee was absent from work for such a purpose.
- Any time taken exceeding the allowed three (3) hours will be deducted for accrued personal leave on the next available pay cycle.
- Police and Fire/EMS would not be eligible employees

# Fiscal Impact

- The city employs, on average, 110 Full-time Employees; Police & Fire represent more than 60%.
- Under this policy, three (3) hours maximum of paid leave will be authorized per fiscal year, per eligible employee (or approximately 330 hours total).
- The number of hours authorized does not reduce or increase an employee's salary or accrued leave.
- The monetary value of employee's time away from their duty's averages to \$90 per employee; or approximately \$9,900 annually for all Full-time employees, or \$3,600 if excluding Police & Fire.

# Policy Concerns

- Does not apply to Emergency Personnel (more than 60%), as it creates a liability risk of injury in case of an emergency call.
- Respective to promoting safe operations, the policy is contrary to limiting liability of risk, and not recommended by TMLIRP.
- Creating a liability of risk to any city operation by incident or injury after donation could impact staff and use of property availability.
  - Increase in Worker’s Comp Claims
  - Increase in Property & Liability Claims
- PTO to donate blood is an unfair incentive to employees whose religious beliefs or health issues prevent them from donating, including those in “high risk” positions.

# S.E.E. Statement

Social Equity – Maintaining a diverse type of blood supply is life saving and is essential to support specific City services.

Economic Development – Having an adequate blood supply is vital to public health in situations where treatment of blood products may be necessary to our residents and guests.

Environmental - As a result of globalization and travel, the risk of new and emerging infections is likely to increase in the years to come, which also impacts the blood supply.

L. Cegolon, W.C. Heymann, J.H. Lange, Climate change, emerging infections and blood donations, *Journal of Travel Medicine*, Volume 24, Issue 3, May-June 2017, taw098, <https://doi.org/10.1093/jtm/taw098>



**CITY OF LEON VALLEY  
CITY COUNCIL REGULAR MEETING**  
Leon Valley City Council Chambers  
6400 El Verde Road, Leon Valley, TX 78238  
Tuesday, February 21, 2023 at 6:30 PM

**MINUTES**

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The City of Leon Valley City Council Shall Hold an In-Person Meeting with A Quorum of Members of City Council to Be Physically Present in The Leon Valley City Council Chambers, 6400 El Verde Road, Leon Valley, Texas 78238. Some Members of City Council May Appear and Participate in The Meeting by Videoconference Pursuant to The Requirements Set Forth in The Texas Open Meetings Act.

Citizens May E-Mail Public Comments To [citizenstobeheard@leonvalleytexas.gov](mailto:citizenstobeheard@leonvalleytexas.gov). All Other Citizen Participation May Be Provided In-Person at City Council Chambers.

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**1. Call to Order; Determine a Quorum is Present, Pledge of Allegiance**

**PRESENT**

- Mayor Chris Riley
- Council Place 1 Benny Martinez
- Council Place 2 Josh Stevens
- Council Place 3 Jed Hefner
- Mayor Pro Tem, Council Place 4 Rey Orozco

**EXCUSED**

- Council Place 5 Will Bradshaw

Mayor Chris Riley called the meeting to order at 6:30 PM and announced that a quorum of City Council was present in Council Chambers.

Mayor Riley asked Councilor Jed Hefner to lead the Pledge of Allegiance.

**2. Citizens to be Heard**

Those who spoke at this time were: Dave Shippy of Vista Del Rey

### 3. Presentations

#### 1. Presentation, Discussion, and Possible Action on VIA Ridership and MTA .005 of Sales Tax - Councilor Hefner and Councilor Stevens

Councilor Jed Hefner began the presentation regarding VIA Ridership and MTA .005 of Sales Tax.

John Herrera, Senior Vice President of VIA, Tom Marks, Chief External and Governmental Relations Officer, and the Director of Service Planning and Scheduling for VIA were all present to respond.

Councilor Josh Stevens stated that concerns about the program have been brought to his attention from residents.

Those who spoke on this item were: Pat Martinez (Leon Valley); Tina Chasan (Leon Valley); Erick Matta (Leon Valley)

Councilor Josh Stevens requested VIA to provide the organizations balance and other data to members of City Council as soon as possible.

Councilor Jed Hefner added that all they want to know is what Leon Valley is paying for and what Leon Valley is getting. "Is it the right thing for our City."

Councilor Benny Martinez motioned to table this item indefinitely. Councilor Rey Orozco seconded the motion. Councilor Rey Orozco then asked Councilor Martinez to amend his motion to bring the item back for further discussion. Councilor Martinez agreed to have them come back in June and amended his motion as such. Councilor Orozco seconded the amendment. VIA said they could have the numbers in thirty days so Councilor Martinez amended again asking that the item be brought back in April.

Voting Yea: Council Place 1 Martinez, Council Place 2 Stevens, Council Place 3 Hefner, Mayor Pro Tem, Council Place 4 Orozco

Mayor Chris Riley reminded everyone that it was an election of the voters that brought VIA in and it takes an election to take them out. "The voters have the final say."

Councilor Jed Hefner took a Point of Privilege to express in his disappointment on the process it took to get this item on the agenda.

#### 2. Presentation Discussion and Possible Action on Proposed Homestead Exemption Increase - V. Wallace, Finance Director

Vickie Wallace, Finance Director gave a brief presentation on a homestead exemption increase.

Those who spoke on this item were: Maria Gamboa (Leon Valley)

Councilor Josh Stevens asked that the city attorney draft an ordinance but leave the percentage blank as well as a blank dollar amount for now.

Crystal Caldera, City Manager requested that the Consent Agenda be presented next.

**3. Presentation, Discussion and Possible Action on the Potential Understanding Between the City of Leon Valley and Petland of Leon Valley, to Intake, House, and Adopt Dogs and Between the City of Leon Valley and My Pets Vet Hospital to Vet the Animals - R. Salinas, Director of Economic Development**

Roque Salinas, Economic Development Director presented a proposed Memorandum of Understanding (MOU) between the City of Leon Valley and Petland of Leon Valley.

Laura Zamora of Petland Leon Valley was present to answer questions.

A motion was made by Councilor Rey Orozco to allow the City to continue to pursue the proposed agreement through negotiations. The motion was seconded by Councilor Josh Stevens.

Those who spoke on this item were: Erick Matta (Leon Valley), Tina Chasan (Leon Valley), and Drew Power (Leon Valley)

Voting Yea: Council Place 1 Martinez, Council Place 2 Stevens, Council Place 3 Hefner, Mayor Pro Tem, Council Place 4 Orozco

**4. Presentation, Discussion, and Possible Action on the Town Hall Meeting Outcomes - Dr. Caldera, City Manager**

Crystal Caldera, City Manager presented the 2023 Annual Town Hall results.

There was a consensus to look into funding pools, and dog park.

Those who spoke on this item were: Philip Campos (Leon Valley)

City Manager Caldera asked that the Consent Agenda be taken up at this time.

**4. Consent Agenda**

A motion was made by Councilor Jed Hefner to adopt the Consent Agenda as presented. The motion was seconded by Councilor Rey Orozco.

Voting Yea: Council Place 1 Martinez, Council Place 2 Stevens, Council Place 3 Hefner, Mayor Pro Tem, Council Place 4 Orozco

**1. Discussion and Possible Action Approving of the Following City Council Minutes:**

- a. **02-07-2023 Regular City Council Meeting Minutes**
- b. **02-15-2023 Special City Council Meeting Minutes**

**2. Discussion and Possible Action Accepting of the Following Board/Commission Minutes:**

- a. **11-14-2022 Economic and Community Development Advisory Committee Meeting Minutes**
- b. **01-11-2023 Earthwise Living Committee Meeting Minutes**

- c. **01-12-2023 Park Commission Meeting Minutes**
  - d. **01-12-2023 Library Board of Trustees Meeting Minutes**
3. **Discussion and Possible Action on an Ordinance Amending the Leon Valley Code of Ordinances, Chapter 12 Traffic and Vehicles, Article 12.03 Parking, Stopping and Standing, Section 12.03.006 Parking Restrictions on Specific Streets, to Reduce the Area of the No Parking Zone Along Shadow Mist Drive, Specifically the Southernmost end of the Street from Avedisian to the Dead End (1st Read was Held on 02-07-2023) - M. Moritz, Public Works Director**
  4. **Discussion and Possible Action on an Ordinance Granting a Zone Change From B-2 Retail with Sustainability Overlay (SO) to R-3 Multi-Family District with SO on an Approximately 2.998-acre Tract of Land Located at 5900 Wurzbach (1st Read was Held on 02-07-2023) - M. Teague, Planning and Zoning Director**
  5. **Presentation, Discussion and Possible Action on acceptance of a OOG Ballistic Shield Grant and a General Fund Budget Adjustment - D. Gonzalez, Police Chief**
  6. **Presentation, Discussion, and Possible Action on a Resolution of the City Council of the City of Leon Valley, Texas, Expressing Support for S.B. 446 Red Light Cameras that Would Provide Photographic Traffic Signal Enforcement Contracts, Including Those Executed Before May 17, 2019, are Void (Companion Bills H.B. 167 And H.B. 177) (Per the Charter Councilor Hefner and Councilor Bradshaw)**
  7. **Presentation, Discussion and Possible Action on a Resolution Defining the Duties and Responsibilities of the Earthwise Living Committee - Dr. Caldera, City Manager**
  8. **Discussion and Possible Action on a Resolution Appointing Members to the Citizens Police Advisory Committee - S. Passailaigue, City Secretary**
  9. **Presentation, Discussion and Possible Action of Councilor Will Bradshaw's Excused Absence for February 21, 2023, City Council Meeting as Provided in the Charter Section 3.08, Subsection B, Part 3. - Councilor Will Bradshaw**
5. **Presentations Continued**
1. **Presentation, Discussion, and Possible Action on an Agreement between the City of Leon Valley and LiftFund to Administer a 0% Interest Loan Program to Local Businesses – R. Salinas, Director of Economic Development**

Roque Salinas, Economic Development Director presented a proposed agreement between the City of Leon Valley and LiftFund as captioned.
  2. **Presentation, Discussion, and Possible Action on an Update of the Leon Valley Jazz Fest - C. Miranda, Community Relations Director**

Crystal Miranda, Community Relations Director presented an update on the upcoming Jazz Festival.



- 6. Announcements by the Mayor and Council Members.** At this time, reports about items of community interest, which no action will be taken may be given to the public as per Chapter 551.0415 of the Government Code, such as: expressions of thanks, congratulations or condolence, information regarding holiday schedules, reminders of social, ceremonial, or community events organized or sponsored by the governing body or that was or will be attended by a member of the Leon Valley City Council or a City official.

Announcements were made by Mayor Riley and members of City Council.

## **7. City Manager's Report**

Crystal Caldera, City Manager reminded everyone that the report is available outside on the table as well as on the City website. City Manager Caldera thanked Tiger Sanitation for accommodating the City on the upcoming brush pick-up; also asked for input on setting a date on a City Manager/City Council Retreat. Mayor Riley asked that it wait until June of 2024.

### **1. Upcoming Important Events:**

**Regular City Council Meeting, Tuesday, March 07, 2023, at 6:30 PM, in Council Chambers.**

**Basura Bash, Saturday, February 18, 2023, from 9:00 AM to 12:00 PM.**

**Drawing for Place on the Ballot, Monday, February 20, 2023, at 9:00 AM, in Council Chambers.**

**Earthwise Living Day, Saturday, March 04, 2023, from 9:30 AM to 1:30 PM, at the Leon Valley Events Center at 6427 Evers Road.**

**Trash & Treasure, Saturday, March 11, 2023, from 9:00 AM to 12:00 PM, at the Leon Valley Community Center.**

**Jazz Festival, Saturday, March 25, 2023, at 3:30 PM, at Raymond Rimkus Park.**

**Volunteer Appreciation Dinner, April 12, 2023, at 6:00 PM, at the Leon Valley Conference Center.**

**Library Volunteer Appreciation Party, Wednesday, April 19, 2023, from 5:00 PM to 7:00 PM, at the Library.**

**Picnic with the Mayor & City Council, Saturday, April 22, 2023, from 11:00 AM to 1:00 PM, in the "grassy" area at the Conference Center.**

**Annual City-Wide Garage Sale, Saturday, May 27, 2023, from 8:00 AM to 6:00 PM.**

**Big Rig Petting Zoo, Monday, June 05, 2023, from 10:30 AM - 12:00 PM, at Raymond Rimkus Park.**

**City Manager will be seeking possible dates for the City Council/City Manager Retreat.**

**Miscellaneous other events and announcements.**

- 8. Requests from Members of City Council to Add Items to Future Agendas – Per Section 3.10 (A) of the City of Leon Valley’s Code of Ordinances, at a meeting of City Council, a member of City Council may place an item on an agenda by making a motion to place the item on a future agenda and receiving a second. No discussion shall occur at the meeting regarding the placement of the item on a future agenda.**

Councilor Rey Orozco asked about holding a seminar related to homestead exemptions and taxes for the Leon Valley citizens like San Antonio is.

**9. Citizens to be Heard**

None

**10. Adjournment**

Mayor Riley announced that the meeting adjourned at 9:55 PM

**These minutes approved by the Leon Valley City Council on the 7th of March, 2023.**

**APPROVED**

\_\_\_\_\_  
**CHRIS RILEY  
MAYOR**

**ATTEST:**

\_\_\_\_\_  
**SAUNDRA PASSAILAIGUE, TRMC  
CITY SECRETARY**



**City of Leon Valley  
PLANNING AND ZONING COMMISSION  
MEETING MINUTES  
6:30 PM – JANUARY 24, 2023  
Leon Valley City Council Chambers  
6400 El Verde Road, Leon Valley, TX 78238**

**1. CALL TO ORDER AND ROLL CALL**

Chair Catherine Rowse called the Planning and Zoning Commission meeting to order at 6:37 PM.

**PRESENT**

Chair	Cassie Rowse	Place 5
2nd Vice Chair	Erick Matta	Place 6
Commissioner	Philip Campos	Place 3
Commissioner	Pat Martinez	Place 4
Commissioner	Richard Blackmore	Place 7
Commissioner	Andrea Roofe	Place 2
2 <sup>nd</sup> Alternate	Hilda Gomez	
Council Liaison	Benny Martinez	Council Place 1

**ABSENT**

1st Vice Chair	Edward Alonzo	Place 1	Excused
1st Alternate	Kimberly Bohl		Excused
3rd Alternate	David Perry		Excused

Also in attendance were Planning and Zoning Director Mindy Teague and Permit Technician Elizabeth Aguilar.

**2. APPROVAL OF ZONING COMMISSION MINUTES**

- 1. Planning & Zoning Commission - Regular Meeting - December 14, 2022

Commissioner Andrea Roofe made a motion to approve the minutes, which was seconded by Commissioner Philip Campos. The motion carried unanimously.

**3. NEW BUSINESS**

- 1. Presentation, Public Hearing, and Discussion to Consider a Recommendation for a Zone Change From R-1 Single Family Dwelling with Sustainability Overlay (SO) to R-3 Multi-Family District with (SO) on an Approximately 2.998-acre Tract of Land Located at 5900 Wurzbach - M. Teague, Planning and Zoning Director

Planning and Zoning Director Mindy Teague presented the case information, and a discussion was held by the Commissioners and Mr. Geoff Zickler, Calypso Apartments

property management, regarding the reason for the rezone. Discussion was also held regarding why this was not addressed previously.

Commissioner Philip Campos made a motion to approve the case as presented, which was seconded by Commissioner Erick Matta. The motion carried unanimously.

Voting Yea: Chair Rowse, Commissioners Martinez, Blackmore, Roofe, Campos, Matta and Gomez.

Voting Nay: None

2. Presentation and Discussion to Consider a Recommendation on a Subdivision Plat, Grass Hill Estates Subdivision, Being 21.352-acres of Land Located off Aids Dr, William Rancher Rd, Grass Hill and Samaritan Dr and More Particularly Described in Subdivision Case File 2023-1 - M. Teague, Planning and Zoning Director

Planning and Zoning Director Mindy Teague presented the case information, and a discussion was held by the Commissioners and Mrs. Teague regarding the future plans of the property, reasons for platting the property, variance requests, and why the City was selling the property. Council Liaison Benny Martinez informed the Commissioners how the land was acquired and that the City was ready to sell the land.

Chair Catherine Rowse asked Permit Technician Elizabeth Aguilar to take a roll call vote.

Permit Technician Elizabeth Aguilar proceeded with a roll call vote to which the Planning & Zoning Commission replied: Chair Rowse – Aye; Commissioner Matta – Aye; Commissioner Campos – Aye; Commissioner Martinez – Aye; Commissioner Blackmore – Nay; Commissioner Roofe – Aye; Commissioner Gomez – Aye

Chair Catherine Rowse announced the motion carried.

**4. ANNOUNCEMENTS BY COMMISSIONERS AND CITY STAFF**

Chair Catherine Rowse announced that anyone with an odd place in the Commission must reapply this year and explained that they could reapply either online or in person and noted that this included herself and Commissioners Alonzo, Campos, Blackmore, Bohl and Perry.

**5. ADJOURNMENT**

Chair Catherine Rowse announced the meeting adjourned at 7:03 PM.

*These minutes were approved by the Leon Valley Planning & Zoning Commission on the 28<sup>th</sup> of February 2023.*

APPROVED

  
\_\_\_\_\_  
CATHERINE ROWSE  
CHAIR

ATTEST:   
\_\_\_\_\_  
ELIZABETH AGUILAR  
PERMIT TECHNICIAN



ORDINANCE NO.

**AN ORDINANCE OF THE CITY OF LEON VALLEY, TX, CITY COUNCIL TO AUTHORIZE THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH LIFT FUND TO ADMINISTER BUSINESS LOANS AT 0% INTEREST.**

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**WHEREAS**, providing business loans at 0% achieves the City’s strategic goal to recruit and retain businesses in the city.

**WHEREAS**, providing Economic and Community Development projects encourage collaborative engagement with residents and;

**WHEREAS**, providing economic and community development incentives increases the opportunity for new businesses to come into the city and provides residents with new retail and service items and improving the quality of life.

**WHEREAS**, the City will provide Lift Fund with \$150,000 from Economic and Community Development Reserves to generate, at minimum, 600,000 in 0% loans to Leon Valley businesses and/or businesses relocating to Leon Valley. The program will continue until all funds are used.

**SECTION 1.** That this Ordinance shall be cumulative of all provisions of the City of Leon Valley, Texas, except where provisions of this Ordinance are in direct conflict with the provisions of such Ordinance, in which event, conflicting provisions of such Ordinance are hereby repealed.

**SECTION 2.** That it is hereby declared to be the intention of the City Council of the City of Leon Valley that this Ordinance is not severable.

**SECTION 3.** The Ordinance shall be effective upon passage and publication as required by law.

**PASSED, ADOPTED AND APPROVED** by the City Council of the City of Leon Valley this the 22ND day of March 2023.

Approved

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Chris Riley  
Mayor

Attest:

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**Sandra Passailaigue, TRMC**  
City Secretary

Approved as to Form:

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**City Attorney**

**City of Leon Valley  
Interest Buy-Down Program for Small Businesses**

**Summary:** The purpose of this program is to reduce the cost of capital for qualified business owners within the city limits of Leon Valley, Texas, while creating and retaining full-time jobs. Participants must be located or relocating within the city limits of Leon Valley.

**Requested Amount:** \$150,000.

LiftFund will provide at least \$600k in loan volume.

**Loan Size:** \$500 - \$100,000

**Interest Rate to Small Business Owner:** 0.0%

**Commitment Fee:** According to LiftFund Pricing and Term Schedule.

**Term:** According to LiftFund Pricing and Term Schedule.

**Collateral:** According to LiftFund Collateral Policy.

**Required Document List:** According to LiftFund Required Document List Guidelines.

**Qualifying Businesses:**

- Existing and start-up businesses.
- Business must be registered with County and State, if applicable.
- Business must generate sales tax.
- Businesses must be located, or relocating within, the city limits of Leon Valley. The business owner(s) does not have to reside within the city limits. The business must be located within city limits. In the case of home-based businesses, the business must be located within the city limits.
- Business must meet the Small Business Size standard, according to Small Business Administration (SBA)
  - Home-based businesses must generate minimum \$10,000 gross revenue a year.
- Business must create or retain jobs (including owner) within City of Leon Valley.
- Business must not be in one of the following industries: adult entertainment, lending, gambling, or marijuana-related business.
- Business and business owner must meet credit requirements, according to LiftFund guidelines.
- Business must have the capacity to repay loan.

**Acceptable Purpose of the loan:**

- Working capital
- Purchase heavy machinery, equipment, furniture, fixtures, and inventory.
- Purchase of commercial real estate is only acceptable if applicant can service the loan with a maximum term of 72 months.
- Refinancing of business term only acceptable If:
  - The interest rate is usurious.
  - Business can prove the original purpose of the loan.
  - Good repayment history.
  - Refinancing this debt will improve business cash flow.



## MAYOR AND COUNCIL COMMUNICATION

**DATE:** February 28, 2023  
**TO:** Mayor and Council  
**FROM:** Roque Salinas, Director of Economic Development  
**THROUGH:** Dr. Crystal Caldera, City Manager  
**SUBJECT:** Presentation, Discussion, and Possible Action on an Ordinance authorizing the City Manager to enter into an Agreement between the City of Leon Valley and Lift Fund to Administer a 0% Interest Loan Program to Local Businesses (1st read)

### **PURPOSE**

This ordinance is to authorize the City Manager to enter into an Agreement between the City of Leon Valley and Lift Fund to Administer a 0% Interest Loan Program to Local Businesses

### **FISCAL IMPACT**

The program will require the city to fund \$150,000 out of the Economic and Community Development fund reserves. The current fund balance is \$557,551. If entered into the program, then the fund balance will be reduced to \$407,551. This program will allow the city to buy down interest on loans and provide 0% interest loans to businesses that are in Leon Valley or are relocating to Leon Valley.

### **SEE LEON VALLEY**

***Social Equity*** – N/A

***Economic Development*** – Economic and Community Development projects encourage collaborative engagement with residents.

***Environmental Stewardship*** – N/A

### **STRATEGIC GOALS**

This partnership is in line with the city's goal of economic development to recruit and retain businesses in the city.

### **RECOMMENDATION**

Staff recommends the City to enter into buy-down interest loan program with Lift fund.

City Council Discretion.

ATTEST :

**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

# Lift Fund Partnership

Roque Salinas

Economic Development Director

02/28/2023

# Summary

## Summary

- Presentation, Discussion, and Possible Action on an Ordinance Authorizing the City Manager to enter into an agreement between the City of Leon Valley and Lift Fund to Administer a 0% Interest Loan Program to Local Businesses
- 1<sup>st</sup> Reading as Required by City Charter
- Staff is following up with the council based on feedback from the last meeting.

## Options:

1. Approve (1<sup>st</sup> reading)
2. Denial

# Follow up to council questions

- If the council were to decrease the funds from 250k would lift fund still be interested? What is the minimum that a city would need to provide for lift fund to administer the program?
  - The minimum we typically do is \$100K. Our recent experience has been that small businesses need capital more than usual. The City of San Antonio had a buydown with us for \$500k that was projected to take one year to deplete across the city. It was totally depleted in about two months and council is looking for ways to accommodate the needs of a significant amount of disgruntled business owners in the pipeline that were unable to access the funds after depletion. Your initial idea of \$250K would likely be closer to the current need.
- What happens to funds once a business pays them back? For example, if a business gets a loan for 100k, when they pay back the loan in full what happens to those funds?
  - The total amount of funding for the buy down program is 1M. Once a loan is agreed too those funds will be subtracted from the total funding amount available.
- Can we make employment requirements? I.e., for every 50k loan you must hire at least 1 person.
  - This is also not enforceable. The benefit of this type of program has many indirect positive effects and holding a business to this can be troublesome.

# Follow up to council questions

- Council heard that the lift program had a program where the repaid funds can be reissued for additional loans. Can you answer if there is such a program?
  - Yes, there is such a program. It is a revolving loan program. Lift fund presented the buydown program to the City of Leon Valley base on the funding factor of 250k, the want of 0% interest loan program, and the source of funding coming from ARPA funds.
  - If the city wants to do a revolving loan program, the funds cannot be from ARPA funds, due to federal law, and the amount is recommended to be in the 750k-1M range. Businesses would pay interest on loan about 7% and loan rates are adjustable throughout the life of the program.
- If the business defaults on the loan what happens to those city funds? Are they all allocated at the start of the loan or are they paid with the loan payment? In the event of default can the remainder of the city amount be used for other loans.
  - If a business defaults on a loan, Lift fund would issue a notice of default and handle the process. The city would not need to do anything. The funds are subtracted from the available total once the loan is agreed upon. No, in the event of default that amount of funding is not added back to the total funding.

# Follow up to council questions

- For a business to qualify, can we restrict them to be a sales tax-generating business, and make an effort to hire employees from Leon Valley. Is that possible the second part possible?
  - Lift fund can restrict businesses to sales tax only. Lift fund would not necessarily recommend it if the population were not there to support a sales tax only program. If the business population is not sufficient then the funds can remain unused. Requiring a business to hire a Leon Valley resident is again not enforceable.
- The business should agree to provide feedback or media interviews on how the funds helped them succeed, grow etc. Is this possible to have in the agreement?
  - All businesses can be required to provide some type of media presentation, interview, and updates.
- Is it possible to get a representative from Lift fund to attend the next meeting?
  - We will be present at the next meeting.

# Staff recommendation

- Staff recommends the City to enter into buy down interest loan program with Lift fund.
  - Current unaudited ED fund balance is \$557,551
  - Funding (based on council meeting 2/21) \$150,000
  - Ending fund balance \$407,551
- At council discretion



# S.E.E. Statement

## Social Equity:

- N/A

## Economic Development:

- Economic and Community Development projects encourage collaborative engagement with residents.

## Environmental Stewardship:

- N/A

# Strategic Goals

**Economic Development** is a strategic goal outlined in Leon Valley's Strategic Plan.

This partnership is in line with the city's goal of economic development to recruit and retain businesses in the city.

# Lift Fund Partnership

Roque Salinas

Economic Development Director

02/28/2023

## MAYOR AND COUNCIL COMMUNICATION

**DATE:** March 7, 2023  
**TO:** Mayor and Council  
**FROM:** Mindy Teague, Planning and Zoning Director  
**THROUGH:** Crystal Caldera, City Manager

**SUBJECT:** Presentation, Public Hearing, and Possible Action to Approve a Subdivision Replat of a Total of 0.2686 acres of Land, Being Lots 5 and 1/2 of 6, Block L, CB 4446A, Linkwood Addition Subdivision, Located in the 7600 Block of Linkwood Street, With Requested Variances.

**SPONSOR(S):** N/A

### **PURPOSE**

The purpose of this item is to consider approval of a replat of a total of 0.2686 acres of land, being Lots 5 and ½ of 6, Block L, CB 4446A, Linkwood Addition Subdivision, located in the 7600 block of Linkwood Street with requested variances. This action will create a new Lot 48, Block L, CB 4446A, Linkwood Addition Subdivision.

The owner is asking for variances to delay construction of a sidewalk and connecting to water and sewer to the building permit stage. Staff has no objection to this variance request. The property owner intends to construct a home, which would cross an existing lot line and therefore is required to replat both parcels into one lot prior to construction. The City Engineer has determined that the plat is substantial conformance with Chapter 10 Subdivision Regulations.

A total of 16 letters were sent to property owners within 200' of this request. As of this writing:

- 0 Letters in favor
- 0 Letters received in opposition.
- 0 Letters returned undeliverable.

### **SEE LEON VALLEY**

**Social Equity:** Staff finds that this request meets all applicable local and state requirements for approval of a replat.

**Economic Development:** Replatting this property will allow for construction of a single-family dwelling, which will increase ad valorem taxes.

Environmental Stewardship: Building construction will conform to the 2021 International Codes.

**FISCAL IMPACT:**

The applicant has paid all fees associated with replatting.

**RECOMMENDATION**

At their 2/28/23 meeting, Planning and Zoning Commission recommended approval of this request.

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

APPROVED WITH THE FOLLOWING AMENDMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

PC-2022-39  
Replat  
7612 & 7614 Linkwood

Mindy Teague  
Planning & Zoning Director  
City Council Meeting  
March 7, 2023

# Summary

- Question
  - The City Council is being asked to consider approval of a replat with requested variances
  - This is a 0.2686-acre of land, being Lots 5 and ½ of Lot 6, Block L CB 4446A, Linkwood Addition Subdivision, located in the 7600 block of Linkwood Street
  - Options
    1. Approval
    2. Denial
- Declaration
  - It recommended the replat and variances be approved

# Background

- The Property owner owns both undeveloped lots
- He wishes to construct a single-family home, but is required to replat the lots in order to build
- The applicant is requesting variances to connect to water and sewer mains and required sidewalks at the time of construction
- Per the City Engineer the replat meets all the requirements
- Platting is required prior to any construction



# BCAD Map

Property

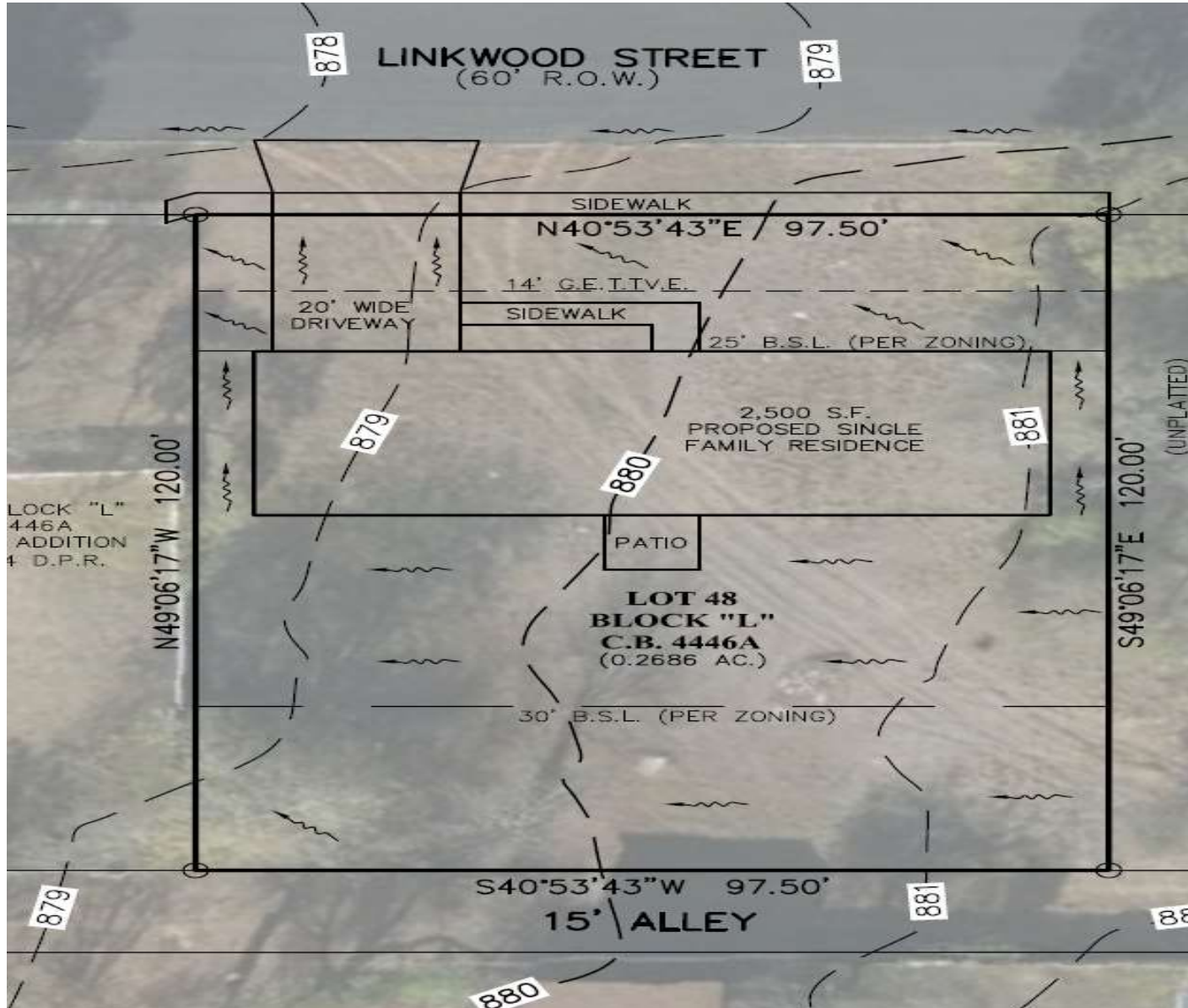


# Aerial View



# Proposed Plan

{Section}.82.



# Notification Process

- 16 Letters Sent
- 0 Letter in Favor
- 0 Letters in Opposition
- 0 Letter Undeliverable



# Fiscal Impact

- N/A

# Recommendation

- At their 2/28/23 meeting, the Planning and Zoning Commission recommended approval of this replat and the variance request

# S.E.E. Statement

Social Equity: Requiring properties to be platted protects all property owners from potential title concerns

Economic Development: A platted lot is typically more valuable than a non-platted lot in a municipality

Environmental Stewardship: Platting a property assures stormwater concerns are remediated, which protects water sources

## MAYOR AND COUNCIL COMMUNICATION

**DATE:** March 7, 2023  
**TO:** Mayor and Council  
**FROM:** Melinda Moritz, Public Works Director  
**THROUGH:** Crystal Caldera, City Manager

**SUBJECT:** Presentation and Discussion to Consider Approval of an Ordinance Amending LVCC, Chapter 1 General Provisions, Article 1.06 Boards, Commissions, and Committees, Sec. 1.06.002 Tree Advisory Board, (e) Duties (1st Read as Required by City Charter)

**SPONSOR(S):** Park Commission

### **PURPOSE**

This item is to consider amending the duties of the Park Commission as they relate to their actions as the Tree Advisory Board. The proposed changes are noted in red and are struck out and any additions are in blue. The reasons for such changes are listed in italic below each duty:

(e) Duties. The Park Commission, acting as the city tree advisory board (TAB), shall serve with the following duties:

(1) Study the problems and determine the needs of the city in connection with the development and execution of a tree planting program, specifically ~~Resolution 09-012~~, the Leon Valley Tree Challenge Initiative, working toward the city's goal to plant 10,000 trees by the year 2020<sup>5</sup>, a goal which supports the efforts of El Verde by 2020<sup>5</sup>;

*The City changed the El Verde by 2020 program date to 2025, as we were not able to meet the challenge in that period of time; therefore the date in the Ordinance should be changed. Taking out the reference to a specific Resolution allows the City to be more flexible with future mandates.*

~~(2) Review and monitor enforcement and application of the city's existing tree ordinances;~~

*The Park Commission should not be tasked with monitoring enforcement or application – this is the job of the Planning and Zoning Department and Code Enforcement.*

(3) Organize a community tree survey that identifies the location of all heritage



trees in the city;

*No change.*

(4) Inform the public and provide education regarding the importance of trees and the care, preservation, pruning, removal, selection, planting and maintenance of such;

*No change.*

(5) Create educational programs and encourage local schools and other public and private agencies/organizations to ~~conduct~~ participate in city-sponsored Arbor Day events and other similar campaigns to meet the Leon Valley Tree Challenge;

*This has not been successful in the past, so it is thought to just encourage other agencies and groups to participate in city-sponsored events.*

(6) Provide regular and special meetings at which the subject of trees, insofar as it relates to the city, may be discussed by the members of the ~~tree advisory board (TAB);~~ **Park Commission**

*Housekeeping changes.*

(7) Coordinate ~~the board's~~ efforts with related projects by the public works department, ~~park commission~~ and earthwise living day committee, and other similar committees;

*Housekeeping changes.*

~~(8) Communicate with the state department of transportation as to any highway projects which would affect public trees;~~

*Bandera Road does not have room for trees along the right of way. There are electrical lines, cable and fiber lines, and gas, water, and sewer mains the entire length of the roadway and it would be inappropriate to plant trees in this area. The City will coordinate with TxDOT on other types of plantings. There are trees planted on private property along the roadway, but they are cared for and managed by the private property owners, with approval from the Planning and Zoning Department.*

(9) Review, with the mayor and city council, all plans for preserving existing public trees and planting new public trees;

*No changes.*

~~(10) Recommend with the assistance of the selected arborist the removal of any~~

~~public tree or part thereof which is in an unsafe condition or is affected with any injurious fungus, insect or other pest, or which by reason of its nature is injurious to sewers, electric power lines, gas lines, water lines, or other public improvements;~~

*The Park Commission is not the appropriate party to make these decisions. The Public Works Crews are in these areas on a weekly basis and remove dead or diseased trees. In addition, for trees that we are unaware of, the public will notify Public Works.*

(11) Recommend to the proper authority the type and kind of public trees to be planted upon city-owned streets or parts of city-owned streets or in parks as is designated. Recommendations will be appropriate to the [south Texas area](#) ~~visibility requirements of existing on- and off-premises business signage. The types and kind of trees will be responsibly chosen to avoid materially obstructing the property by impairing the visibility of business signage;~~

*The Zoning Code has a list of acceptable plantings as recommended by the Texas Forest Service for our area. In addition, the Planning and Zoning Department is the responsible party for assuring the correct amount and types of plantings are installed with each development.*

(12) Provide periodic reports to the city council and community regarding the program and its progress;

*No changes.*

~~(13) Submit the annual renewal application to Tree City USA.~~

*This is performed by the Public Works Department.*

## **SEE LEON VALLEY**

Social Equity – Providing for the planting of trees assures a better quality of life for all citizens.

Economic Development – Proactively planting trees creates a better quality of life, which may attract residents, which in turn may attract new residents.

Environmental Stewardship – Trees help clean the air we breathe, filter the water we drink, and provide habitat to over 80% of the world's terrestrial biodiversity.

## **FISCAL IMPACT**

None.

**STRATEGIC GOALS**

N/A.

**RECOMMENDATION**

At their February 9, 2023, meeting, the Park Commission recommended approval of these changes to the duties.

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

APPROVED WITH THE FOLLOWING AMENDMENTS :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

**AN ORDINANCE OF THE CITY OF LEON VALLEY AMENDING THE LEON VALLEY CODE OF ORDINANCES (LVCC), CHAPTER 1 GENERAL PROVISIONS, ARTICLE 1.06 BOARDS, COMMISSIONS AND COMMITTEES, SECTION 1.06.002 TREE ADVISORY BOARD, (E) DUTIES; PROVIDING AN EFFECTIVE DATE OF THE REVISION WITH PUBLICATION, AS REQUIRED BY LAW, AND PROVIDING A CONFLICTS PROVISION.**

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**WHEREAS**, the Park Commission of the City of Leon Valley acts as a Tree Advisory Board in matters relating to the planting of trees in all public spaces; and

**WHEREAS**, the Tree Advisory Board duties have not been updated since their creation in 2010 and some of the duties prescribed by the Ordinance are not pertinent nor practicable in the Park Commission’s attempt to carry out the mission of the City Council in the planting of 10,000 trees by the year 2025; and

**WHEREAS**, the Park Commission has reviewed the list of duties in said Ordinance and found several items that should be deleted in their entirety and the responsibility for the mission clarified.

**NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS:**

**SECTION 1.** That LVCC, Chapter 1 General Provisions, Article 1.06 Boards, Commissions, and Committees, Sec. 1.06.002 Tree Advisory Board, (e) Duties is hereby revised as stated in the attached Exhibit A.

**SECTION 2.** All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed to the extent of the conflict. All provisions, sections and sub-sections set forth in Chapter 1 General Provisions not revised or amended herein shall remain in effect.

**SECTION 3.** This ordinance shall become effective with publication as required by law.

**PASSED, ADOPTED AND APPROVED** by the City Council of the City of Leon Valley this the 21st day of March, 2023.

**APPROVED**

---

**CHRIS RILEY**  
MAYOR

Attest:

\_\_\_\_\_  
**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

Approved as to Form:

\_\_\_\_\_  
**NICOLE WARREN**  
City Attorney

## EXHIBIT A

### Amendment to the Leon Valley Code of Ordinances Chapter 1 General Provisions Article 1.06 Boards, Commissions, and Committees

Items in red colored font with strikeouts are deleted. Items in blue colored font are added.

#### Sec. 1.06.002 - Tree advisory board

(e) *Duties.* The Park Commission, acting as the city tree advisory board (TAB), shall serve with the following duties:

(1) Study the problems and determine the needs of the city in connection with the development and execution of a tree planting program, specifically ~~Resolution 09-012~~, the Leon Valley Tree Challenge Initiative, working toward the city's goal to plant 10,000 trees by the year 2020~~5~~, a goal which supports the efforts of El Verde by 2020~~5~~;

~~(2) Review and monitor enforcement and application of the city's existing tree ordinances;~~

(3) Organize a community tree survey that identifies the location of all heritage trees in the city;

(4) Inform the public and provide education regarding the importance of trees and the care, preservation, pruning, removal, selection, planting, and maintenance of such;

(5) Create educational programs and encourage local schools and other public and private agencies/organizations to ~~conduct~~ **participate in city-sponsored** Arbor Day events and other similar campaigns to meet the Leon Valley Tree Challenge;

(6) Provide regular and special meetings at which the subject of trees, insofar as it relates to the city, may be discussed by the members of the **Park Commission** ~~tree advisory board (TAB)~~;

(7) Coordinate ~~the board's~~ efforts with related projects by the public works department, ~~park commission~~ and earthwise living day committee, and other similar committees;

~~(8) Communicate with the state department of transportation as to any highway projects which would affect public trees;~~

(9) Review, with the mayor and city council, all plans for preserving existing public trees and planting new public trees;

~~(10) Recommend with the assistance of the selected arborist the removal of any public tree or part thereof which is in an unsafe condition or is affected with any injurious fungus, insect or other pest, or which by reason of its nature is injurious to sewers, electric power lines, gas lines, water lines, or other public improvements;~~

(11) Recommend to the proper authority the type and kind of public trees to be planted upon city-owned streets or parts of city-owned streets or in parks as is designated. Recommendations will be appropriate to the south Texas area ~~visibility requirements of existing on- and off-premises business signage. The types and kind of trees will be responsibly chosen to avoid materially obstructing the property by impairing the visibility of business signage;~~

(12) Provide periodic reports to the city council and community regarding the program and its progress;

~~(13) Submit the annual renewal application to Tree City USA.~~

# Consider Ordinance Amending Duties of the Tree Advisory Board

Melinda Moritz  
Public Works Director  
City Council Meeting March 7, 2023



# Purpose

- To consider approval of an Ordinance amending LVCC, Chapter 1 General Provisions, Article 1.06 Boards, Commissions, and Committees, Sec. 1.06.002 Tree Advisory Board, (e) Duties
- The amendment would revise the duties of the Park Commission in their role as the Tree Advisory Board

# Background

- The Tree Advisory Board Ordinance was created in 2009/2010 and, with one exception, hasn't been updated since that time
  - Exception was to sunset the Board and assign duties to the Park Commission
- Ordinance contains a list of duties
- The Park Commission has reviewed the duties and made recommendations for change

# Proposed Revisions to Duties

- Changes are shown in red, additions in blue
  - (1) Study the problems and determine the needs of the city in connection with the development and execution of a tree planting program, specifically ~~Resolution 09-012~~, the Leon Valley Tree Challenge Initiative, working toward the city's goal to plant 10,000 trees by the year 2020<sup>5</sup>, a goal which supports the efforts of El Verde by 2020<sup>5</sup>;
  - (2) Review and monitor enforcement and application of the city's existing tree ordinances;

# Proposed Revisions to Duties

- (5) Create educational programs and encourage local schools and other public and private agencies/organizations to ~~conduct~~ participate in city-sponsored tree planting and give away ~~Arbor Day~~ events and other similar campaigns to meet the Leon Valley Tree Challenge;
- (6) Provide regular and special meetings at which the subject of trees, insofar as it relates to the city, may be discussed by the members of the Park Commission ~~tree advisory board (TAB)~~;

# Proposed Revisions to Duties

- (7) Coordinate ~~the board's~~ efforts with related projects by the public works department, ~~park commission~~ and earthwise living day committee, and other similar committees;
- ~~(8) Communicate with the state department of transportation as to any highway projects which would affect public trees;~~
- (9) Review, with the mayor and city council, all plans for preserving existing public trees and planting new public trees;

# Proposed Revisions to Duties

- ~~• (10) Recommend with the assistance of the selected arborist the removal of any public tree or part thereof which is in an unsafe condition or is affected with any injurious fungus, insect or other pest, or which by reason of its nature is injurious to sewers, electric power lines, gas lines, water lines, or other public improvements;~~
- (11) Recommend to the proper authority the type and kind of public trees to be planted upon city-owned streets or parts of city-owned streets or in parks as is designated. Recommendations will be appropriate for the south Texas area ~~visibility requirements of existing on- and off-premises business signage. The types and kind of trees will be responsibly chosen to avoid materially obstructing the property by impairing the visibility of business signage;~~

# Proposed Revisions to Duties

- (12) Provide periodic reports to the city council and community regarding the program and its progress;
- ~~(13) Submit the annual renewal application to Tree City USA.~~

# Fiscal Impact

- None

:



# Recommendation

- At their February 9, 2023, meeting, the Park Commission recommended approval of these changes to the duties

# S.E.E. Statement

- Social Equity – Providing for the planting of trees assures a better quality of life for all citizens
- Economic Development – Proactively planting trees creates a better quality of life, which may attract residents, which in turn may attract new residents
- Environmental Stewardship – Trees help clean the air we breathe, filter the water we drink, and provide habitat to over 80% of the world's terrestrial biodiversity

## MAYOR AND COUNCIL COMMUNICATION

**DATE:** March 7, 2023

**TO:** Mayor and Council

**FROM:** Mindy Teague, Planning and Zoning Director

**THROUGH:** Crystal Caldera, City Manager

**SUBJECT:** Presentation and Discussion to Consider Approval of an Ordinance Amending Chapter 15 Zoning, Article 15.01 Zoning Ordinance, Division 13. Organization and Enforcement, Section 15.02.722 General Statutes, Ordinances, and Rules Applying to the Board of Adjustment to Incorporate Regulations Regarding the Board of Adjustment as Mandated by the Texas Local Government Code (1<sup>st</sup> Read as Required by City Council) - M. Teague, Planning and Zoning Director

**SPONSOR(S):** City Council

### PURPOSE

The purpose of this item is to consider approving an Ordinance amending the Leon Valley Code of Ordinances, Chapter 15 zoning, Article 15.01 Zoning Ordinance, Division 13. Section 15.02.722, to incorporate new Texas State laws.

The Texas Legislature revised the regulations in the Texas Statutes, Local Government Code, Section 211.008 pertaining to the Zoning Board of Adjustment and these new regulations must be incorporated into the City's Zoning Code.

### Staff Comments:

Revisions in the proposed amendment include the following:

- Directs applicants to LVCC Appendix A Fee Schedule to locate the fees for application to the Board.
- Changes the name of the Zoning Commission to the Planning and Zoning Commission
- Changes the minimum board members required for decisions from four to 75%
- Adds RE-1, R-7, and Planned Development zoning districts, which had not been created when this portion of the Code was written.
- Changes whom is allowed to appeal the Zoning Administrator's decision to the Board to include anyone aggrieved by a decision of the Administrator
- Changes the findings for proving an unnecessary hardship to include the financial costs for compliance, the potential loss of the area of a lot of by least

25%, that the decision places the property in conflict with other municipal codes, decision creates an unreasonable encroachment, and allows the Board to consider a decision by the administrator that a property is already in nonconformance.

- Expands on the regulations for judicial review.

**SEE LEON VALLEY**

- Social Equity – Updating the regulatory codes protects the health, safety, and welfare of all citizens.
- Economic Development -These new regulations consider the monetary effect of denying variances and appeals, which affect businesses and residents alike.
- Environmental Stewardship – Careful consideration of requests for variances and appeals can have a great effect on the environment, depending on what is being requested.

**FISCAL IMPACT**

N/A

**RECOMMENDATION**

At their 2/28/23 meeting, Planning and Zoning recommended approval of this amendment.

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

APPROVED WITH THE FOLLOWING AMENDMENTS:

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ATTEST:

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**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

**AN ORDINANCE OF THE CITY OF LEON VALLEY, TEXAS, CITY COUNCIL, AMENDING LEON VALLEY CODE OF ORDINANCES CHAPTER 15 ZONING, ARTICLE 15.02 ZONING ORDINANCE, DIVISION 13. ORGANIZATION AND ENFORCEMENT, SECTION 15.02.722 GENERAL STATUTES, ORDINANCES, AND RULES APPLYING TO THE BOARD OF ADJUSTMENT TO INCORPORATE REGULATIONS REGARDING BOARD APPEALS AS MANDATED BY THE TEXAS LOCAL GOVERNMENT CODE; REPEALING ALL ORDINANCES IN CONFLICT THERWITH; PROVIDING FOR SEVERABILITY; PROVIDING A SAVING CLAUSE; PROVIDING AN EFFECTIVE DATE OF THE REVISION WITH PUBLICATION, AS REQUIRED BY LAW; PROVIDING NOTICE OF OPEN MEETING.**

**WHEREAS**, the Texas Legislature revised regulations in the Texas Statutes, Local Government Code Section 211.008 pertaining to the Zoning Board of Adjustment and its ability to hear appeals not related to a specific application, address, or project and include judicial review proceedings; and

**WHEREAS**, the City Council wishes to adhere to the regulations as stipulated in the Local Government Code, Section 211.008; and

**WHEREAS**, Chapter 15 Zoning, Division 13, Section 15.02.722 has not been revised since 2019;

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

**SECTION 1.** Chapter 15 Zoning, Division 15.02 Organization and Enforcement, Section 15.02.722 General statutes, ordinances and rules applying to the board of adjustment is hereby amended as stated in the attached Exhibit A.

**SECTION 2. REPEALER CLAUSE.** The provisions of the Ordinance shall be cumulative of all other ordinances or parts of ordinances governing or regulating the same subject matter as that covered herein, provided, however, that all prior ordinances or parts of ordinances inconsistent or in conflict with any of the provisions of this ordinance are hereby expressly repealed to the extent that such inconsistency is apparent by any other ordinance.

**SECTION 3. SEVERABILITY CLAUSE.** If any provision, section, sentence, clause, or phrase of this ordinance or application of the same to any person or set of circumstances is for any reason held to be unconstitutional, void, invalid, or unenforceable, the validity of the remaining portions of this ordinance or its application to other persons or sets of circumstances shall not be affected thereby, it being the intent of the City Council in adopting, and the Mayor in approving this Ordinance, that no portion thereof or provisions or regulation contained herein shall become inoperative or fall by reason of any unconstitutionally or invalidity of any portion, provision, or regulation.

**SECTION 4. SAVINGS CLAUSE.** The repeal of any ordinance or part of ordinances effectuated by the enactment of this ordinance shall not be construed as abandoning any action now pending under or by virtue of such ordinance or as discontinuing, abating, modifying or altering any penalty accruing or to accrue, or as affecting any rights of the City under any section or provisions of any ordinances at the time of passage of this ordinance.

**SECTION 5. EFFECTIVE DATE.** That this Ordinance shall take effect immediately from and after its passage and publication as required by law.

**SECTION 6. NOTICE OF MEETING CLAUSE.** It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code.

**PASSED, ADOPTED AND APPROVED** by the City Council of the City of Leon Valley this the 21st day of March, 2023.

**APPROVED**

\_\_\_\_\_  
**CHRIS RILEY**  
MAYOR

Attest:

\_\_\_\_\_  
**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

Approved as to Form:

\_\_\_\_\_  
**NICOLE WARREN**  
City Attorney

**EXHIBIT A**  
**REVISIONS TO CHAPTER 15 ZONING**  
**DIVISION 13 ORGANIZATION AND ENFORCEMENT**  
**SECTION 15.02.722 GENERAL STATUTES, ORDINANCE, AND RULES APPLYING**  
**TO THE BOARD OF ADJUSTMENT**

**“Sec. 15.02.722 - General statutes, ordinances, and rules applying to the board of adjustment**

(a) *Governance.* The board of adjustment, hereinafter referred to as "the board," shall be governed by state statutes, local rules and regulations, and the City's Code of Ordinances.

(1) Upon taking office, all board members and alternates shall familiarize themselves with applicable state law, local rules and regulations, and the City's Code of Ordinances, and, while in office, maintain such knowledge in the conduct of board affairs.

(b) *Duties of the board.* The board has three fundamental powers:

(1) To hear appeals from individuals contesting the decision of the zoning administrative official;

(2) To hear and decide special exceptions to this article; and

(3) To grant variances to the terms of this article's text where unusual conditions make its literal enforcement unjust.

(c) *Location of office.* The official location of the office of the board is: Leon Valley City Hall.

(d) *Establishment, composition, appointments.*

(1) The board is established consisting of five members and four alternates.

(2) The board members and alternates must be citizens and residents of the city who meet the same qualifications that are required to obtain a voter registration certificate to vote in city municipal elections.

(3) Appointment of board members and alternates shall be made by the mayor of the city and passed and approved by the city council. In specifying alternate members, the appointment shall also specify the order in which the alternates are to serve in the absence of a member.

(4) In the event that any person(s) appointed by the mayor is not approved by a majority of the city council, or if a vacancy occurs, the mayor shall make another appointment within 45 days, subject to approval by a majority of the city council.

(5) Alternates for the board do not have status as voting members unless directed by the chairman of the board to sit as a voting member due to the absence or nonvoting status of a member. This provision is not intended to restrict in any way the nonvoting participation of alternates, to the extent allowed by the chairman.

(e) *Terms of members.*

(1) The term for all board members and alternates is two years, beginning on June 1st, of every year ending in an even number (0, 2, 4, 6, 8).

(2) The term of all board members and alternates expires on May 31 of every year ending in an even number (0, 2, 4, 6, 8).

(3) Any appointment of a board member or alternate is only for the remainder of a term, regardless of the point in the term at which the appointment is made.

(f) *Regular election of chairman, vice-chairman and second vice-chairman.*

(1) As the first item of new business at the first meeting of the board following mayoral appointment/reappointment, the board shall elect a chairman, vice-chairman and second vice-chairman. If there is no meeting, or if there is not a minimum of four members or alternates present at such a meeting prior to June 15th in such year, city council may appoint a chairman and vice-chairman to serve until a meeting occurs at which time an election can be held.

(2) The former chairman, vice-chairman or second vice-chairman, in that order, and if reappointed to the board, may remain in office until their successor(s) take office at the next meeting following their appointment, unless a replacement is appointed by city council.

(g) *Succession of vice-chairman to office of chairman; special election.* If the chairman resigns his office or is no longer a member of the board, the vice-chairman shall succeed him in office for the remainder of the term. If the vice-chairman resigns his office, is no longer a member of the board, or succeeds to the chairman's office, the second vice-chairman shall succeed him in office for the remainder of the term. If any of the above do not apply, a special election shall be held at the next meeting of the board to select a chairman, vice-chairman and/or second vice-chairman to complete the term, provided that if such meeting precedes the regular election by three months or less, and any duties to be performed by the vice-chairman or the second vice-chairman can be performed in a satisfactory manner, the board may permit the office of vice-chairman or second vice-chairman to remain vacant for that period.

(h) *Duties of chairman, vice-chairman or second vice-chairman; appointment of temporary chairman to preside at meetings.*



(1) If present and able, the chairman shall preside at all meetings and hearings. If the chairman is absent or unable to preside, the vice-chairman shall preside. If the vice-chairman is also absent or unable to preside, the second vice-chairman shall preside.

(2) In accordance with these and other applicable rules, the chairman or presiding officer, acting as chairman, shall decide all points of procedure or order, unless otherwise directed by a majority of the members in attendance, on a motion duly made and passed. He shall maintain order and decorum, and to that end may order removal of disorderly or disruptive persons.

(3) The chairman or officer presiding in his absence shall determine the absence of any member and direct the seating of an alternate(s) in the order determined by the appointment of alternates by the mayor and city council.

(4) If oaths are to be administered to a witness in a particular case, that oath shall be administered by the chairman or officer presiding in his absence. The necessity of administering an oath to a witness shall be determined by the chairman or the officer presiding in his absence. However, if it is determined an oath shall be administered to a witness in a particular case, then the same oath shall be administered to all witnesses testifying in that particular case.

(5) The chairman may delegate duties as he sees fit to any member or alternate. In the case of the absence or the incapacity of the chairman, the vice-chairman shall perform any or all duties of the chairman, whether or not delegated.

(6) Subject to the rules of this article and further instructions from the board, the chairman shall direct the official business of the board, guide the work of city staff as it relates to the affairs of the board and exercise general disciplinary power.

(7) The chairman may delegate members of the board to make personal inspections when necessary for proper consideration of cases, and shall appoint such committees as may be found necessary.

(8) The chairman shall report to the board on all official transactions which have not otherwise come to the attention of the board. The chairman shall also make or cause to be made, any reports concerning the affairs of the board required or requested by the city council.

(i) *Causes for removal from the board.* Causes for removal of members or alternates of the board by the city council shall include particular malfeasance, misfeasance, or nonfeasance generally, and in particular the following:

(1) Failure to maintain reasonable familiarity with state statutes and local ordinances and rules affecting the board, or failure to be governed thereby, as required in section 15.02.722(a); and/or

(2) Failure to disclose conflict of interest for purposes of disqualification when a member has personal or monetary interest in the matter involved or will be directly affected by a decision of the board.

(j) *Resignation, generally and by absence.*

(1) When members or alternates of the board propose to resign, if reasonably feasible, they shall give notice of their intent to the chairman, making the date of resignation effective in such a manner as to allow time for appointment of replacement.

(2) Failure to attend three consecutive meetings or three of any seven consecutive meetings without the recorded consent of the chairman, shall be construed as resignation from the board by absence. This provision shall apply to both members and alternates of the board.

(k) *Vacation of office.* When a member or alternate of the board dies or resigns (including resignation by absence), the chairman shall promptly indicate to the mayor that a vacancy exists. When a member becomes incapacitated for office permanently, or for what appears to be a protracted period, or moves from the jurisdiction, or becomes for any other reason no longer qualified for office and fails to resign, the chairman shall cause any necessary investigation to be made. Based on that investigation, the chairman may declare the office vacant and shall promptly indicate to the mayor that a vacancy exists.

(l) *Fees and application procedure.*

(1) *Fees.* Shall be as established as mandated in Appendix A of the Leon Valley Code of Ordinance. Fees are to accompany application for public hearing before the board of adjustment.

(2) *Application.* The applicant may request a public hearing before the board, for either a request for variance, special exception and/or appeal of zoning administrator's decision to this article.

(A) Completed application(s) must be submitted to the planning and zoning administrator and all appropriate fees must be paid before a public hearing date will be scheduled with the board chairman.

(m) *Board administrator.* The zoning administrator shall serve as administrator for the board.

(1) The board administrator, or his deputies or assistants, shall have the following duties and responsibilities in relation to requests to the board:

(A) Attend to all correspondence of the board;

(B) Send out, or cause to be published, all required notices;

(C) Attend all meetings and hearings of the board;

- (D) Scrutinize all matters to ensure compliance with this article and these rules;
- (E) Compile all required records;
- (F) Maintain the necessary schedules, files, and indexes; and
- (G) Generally, perform or supervise all clerical work of the board.

(2) The board administrator shall maintain a docket book or log which shall be kept posted to date. The docket shall include the case number, name of applicant, location of premises by street number or legal description, nature of the case and the final disposition of the case. All continuances, postponements, dates of sending notices, other steps taken, and acts done should be noted in the docket.

(3) The board administrator shall maintain a minute book which shall be kept posted to date. In the minute book shall be recorded the proceedings of the board showing attendance, any disqualifications of members, record of examinations, all other official action, and the vote of each member voting on every question. The minutes of the board shall become official upon majority vote of the board, and shall be a public record, kept in city hall offices.

(4) The board administrator or his authorized deputies or assistants, shall also have the following duties and responsibilities in relation to appeals and applications to the board:

(A) Receive all appeals and applications and examine the material submitted therewith to assure that it is complete and that required maps, plans, reports and other materials which are required and are necessary to be submitted are in good order and in sufficient number for processing and recording; and

(B) See that this material is reviewed by all appropriate city departments and prepare a report and recommendation to be delivered in a timely manner to the board prior to consideration of the appeal or application.

(n) *Duties of legal counsel.* The city attorney, or his designate, shall provide legal advice to the board as to matters under their jurisdiction. In cases before the board, the city attorney, or his designate, may assist the board in interrogating witnesses.

(o) *Conduct of members of the board, alternates and city staff.*

(1) No member of the board, alternate or city staff member shall represent applicants or appellants on matters on which the board is to make determinations.

(2) Members and alternates of the board shall be aware of all state statutes and any city ordinances, rules or regulations related to conflicts of interest and the ethics of public officials generally.

(3) As soon as any board member, alternate or city staff member of any agency serving the board becomes aware of any potential conflict of interest in any case to come before the board, he shall notify the chairman or acting chairman of the particulars. Where the chairman finds that conflict clearly exists, he shall disqualify the board member from acting in the case, shall cause the circumstances of the disqualification to be entered in the record and make arrangements for such alternate services as are required.

(4) Where the chairman or acting chairman has reasonable doubt as to whether the facts and applicable law indicate a degree of conflict justifying disqualification or excuse from service, he shall seek advice from the city attorney or his designate. If the city attorney or his designate advises that, under the circumstances reported and applicable law conflict appears to exist, the chairman shall proceed to disqualify or excuse as provided above. If the city attorney or his designate advises that there is reasonable doubt, the chairman may either disqualify or excuse the person involved or call for a determination by the board at a public meeting.

(5) The record on any such determination by the board shall be full and complete and shall indicate the reasons supporting the decision.

(6) A member may seek disqualification from voting whenever any applicant, or his agent, has sought to influence the vote of the member on his appeal or application, other than in the public hearing.

(7) Members and alternates of the board may seek information from other members, the board administrator, city attorney or other city staff prior to the public hearing, but no member or alternate shall discuss the case with any other parties thereto prior to the public hearing. Additionally, no member or alternate shall express any bias, prejudice or individual opinion on proper judgment of the case prior to its hearing and determination. Violation of this rule shall be grounds for dismissal from the board.

(p) *Compensation.* The compensation and/or reimbursement of expenses of board members and alternates is to be specified by ordinance. In the absence of an ordinance specifying compensation and/or reimbursement, there shall be none. The absence of such an ordinance does not preclude payment by the city of certain expenses for memberships, subscriptions, educational seminars, travel and similar expenses as might be required for board members and alternates, as authorized by city council.

(q) *Meetings.*

(1) There is no requirement for regular meetings of the board. All meetings of the board are to be special meetings to be held at the Leon Valley city hall, unless designated otherwise by the board; provided that such meetings may be held at any other convenient place if directed by the chairman in advance of the meeting

or upon a finding that such other location would serve public convenience or necessity, and subject to the notice provisions as required by law.

(2) Meetings for any purpose may be held at the call of the chairman of the board, or of any combination of at least four members and alternates.

(3) If a meeting is called on a case or cases subject to notice of hearing, the required notice provisions for the hearing shall be met.

(4) Any meeting may be recessed or adjourned from day to day, or to the time of any previously announced meeting, and such recess or adjournment to a time and place certain shall not require additional public notice.

(5) If no business is scheduled before the board, or if it is apparent that a quorum will not be available, any meeting may be canceled by the chairman by giving notice to all members at least 24 hours before the time set for such meeting.

(6) All meetings of the board involving hearing of evidence and/or decisions on appeals or applications shall be public, with formal notice as required by law.

(7) Meetings for the conduct of other business of the board, including activities and reviews as may be assigned by the city council or required by ordinance, trips for viewing premises, and other similar meetings and activities, shall not require such formal public notice and hearing, but shall be scheduled at least 12 hours in advance, with the schedule posted at the office of the board.

(r) *Minimum members at hearings.* The alternate members of the board shall serve in the absence of one or more regular members when requested by the chairman of the board so that all cases heard by the board will always be heard by a minimum of 75% of the members.

(s) *Special exceptions.* The board is hereby empowered to permit the following exceptions provided its action is in harmony with the general purpose and intent of this article and does not injure the health, safety, morals, or the welfare of adjacent property owners or residents:

(1) Permit the use of a lot or lots in an RE-1, R-1, R-2, R-3, R-4, R5, R-6, R-7, or Planned Development District, which lot or lots is adjacent to a commercial or industrial district, even if separated therefrom by an alley or by a street, for the parking of passenger cars under such safeguards and conditions as may be desirable to protect the more restricted adjacent and nearby properties, provided no other business use is made of the lot;

(2) Grant a permit for the extension of a use into an adjoining district, where such extension would constitute a nonconforming use and where the lot upon which the existing use is situated extends into the adjoining district and is in single ownership at the time this article is adopted;

(3) Permit the reconstruction of a building occupied by a nonconforming use provided such reconstruction does not prevent the return of such property to a nonconforming use; and

(4) Determine, in cases of uncertainty, the classification as to district of a use not specifically described in this article, provided, however, that such use shall be in keeping with uses specifically named in the district regulations.

(t) *Variance empowerment.* The board is hereby empowered to grant variances to this article upon making affirmative findings as to all criteria stated in section (bb) below relating to variances.

(u) *Limitations on special exceptions and variances.* Any special exception or variance authorized by the board shall constitute authority to authorize the issuance of a building permit, special permit, or certificate of occupancy if applied for within 180 days from the date of favorable action on the part of the board, unless the board authorizes a longer period. If the building permit, special permit, or certificate of occupancy shall not have been applied for within said 180-day period, or such extended period as the board may have authorized, then the grant of the special exception or variance shall terminate. Such termination shall be without prejudice to a subsequent application to said board in accordance with the rules and regulations regarding applications. No application to the board shall be allowed on the same piece of property prior to the expiration of six months from a ruling of the board on any application unless other property in the same block or within 500 feet thereof, within such six-month period has been altered or changed by a ruling of the board, in which case such change of circumstances shall permit the allowance of such an application but shall in no way have any force in law to compel the board, after a hearing, to grant such subsequent application, but such application shall be considered on its merits as in all other cases.

(v) *Appeals empowerment.* The board is hereby empowered to hear appeals from individuals contesting the decision of a zoning administrative official. In exercising their powers, the board may, in conformity with the provisions of this article, reverse or affirm in whole or in part, or may modify the order, requirement, decision, or determination appealed from and may make such order, requirement, decision, or determination as ought to be made, and to that end shall have all the powers of the administrative officer from whom the appeal is taken.

(w) *Appeals to the board.*

(1) Except as provided by Subsection (e) below, any of the following persons may appeal to the board of adjustment a decision made by an administrative official that is not related to a specific application, address, or project:

(A) a person aggrieved by the decision; or

(B) any officer, department, board, or bureau of the municipality affected by the decision.

(1-a) Except as provided by Subsection (e) below, any of the following persons may appeal to the board of adjustment a decision made by an administrative official that is related to a specific application, address, or project:

(A) a person who:

(i) filed the application that is the subject of the decision.

(ii) is the owner or representative of the owner of the property that is the subject of the decision.

(iii) is aggrieved by the decision and is the owner of real property within 200 feet of the property that is the subject of the decision.

(B) any officer, department, board, or bureau of the municipality affected by the decision.

(3) The appellant must file with the board and the official from whom the appeal is taken a notice of appeal specifying the grounds for the appeal. The appeal must be filed not later than the 20th day after the date the decision is made. On receiving the notice, the official from whom the appeal is taken shall immediately transmit to the board all the papers constituting the record of the action that is appealed.

(4) An appeal stays all proceedings in furtherance of the action that is appealed unless the official from whom the appeal is taken certifies in writing to the board facts supporting the official's opinion that a stay would cause imminent peril to life or property. In that case, the proceedings may be stayed only by a restraining order granted by a court of record on application, after notice to the official, if due cause is shown.

(5) The board shall set a reasonable time for the appeal hearing and shall give public notice of the hearing and due notice to the parties in interest. A party may appear at the appeal hearing in person or by agent or attorney. The board shall decide the appeal at the next meeting for which notice can be provided following the hearing and not later than the 60th day after the date the appeal is filed.

(6) A member of the governing body of the municipality who serves on the board of adjustment under Section 211.008(g) may not bring an appeal under this section.

(x) *Notice of public hearing before the board.* Timing and manner of publication of public notice for such hearings shall be in accordance with any requirements set forth herein and by state statute. In addition, at least ten days in advance of the hearing, notice shall be given to parties in interest and to other persons required by the ordinance to be specifically notified.

(y) *Agenda, order of business.* The board administrator shall prepare an agenda for each board meeting. The order of business shall be as follows:

- (1) Call to order and roll call, with recording of members present and absent and indications as to whether absences are with consent of the chairman;
- (2) Action on any previous meeting for which action is required;
- (3) Continued hearings, with consideration and determination on cases as heard;
- (4) New hearings, with consideration and determination on cases as heard;
- (5) Old business;
- (6) New business; and
- (7) Adjournment.

(z) *Procedures at hearings before the board.*

- (1) At a public hearing, persons may appear or be represented by authorized agents or attorneys. Such agents or attorneys shall present competent evidence of the extent of their authorization.
- (2) All witnesses to material facts shall testify under oath, to be administered by the chairman.
- (3) The order for presenting evidence shall be as follows:
  - (A) The chairman, or such person(s) as he may direct, shall present and describe the nature of the case and evidence available to the board, including staff report;
  - (B) The applicant or appellant shall outline the nature of the request and present supporting evidence;
  - (C) Objectors may cross-examine;
  - (D) Board members and alternates may examine witnesses for the applicant's or appellant's side;
  - (E) Objectors may present evidence;
  - (F) Applicants may cross-examine;
  - (G) Board members and alternates may examine witnesses for objector's side;
  - (H) Rebuttal by applicant; and
  - (I) Rebuttal by objectors.



(4) The board shall not be bound by strict rules of evidence or limited to consideration of such evidence as would be admissible in a court of law, but it may exclude irrelevant, immaterial, incompetent, or unduly repetitious testimony and/or evidence. The chairman shall rule on all questions relating to the admissibility of evidence but may be overruled by a majority of the board members present.

(5) During the hearing, each side shall proceed without interruption by the other. All arguments and pleading shall be addressed to the chairman. There shall be no question or argument between individuals in the audience.

(6) The chairman, board members and alternates, counsel to the board and/or city staff may direct any question to the applicant, witnesses, or any person speaking from the audience, to bring out pertinent facts. The chairman, board members and/or alternates may call for pertinent facts from staff or make appropriate comments pertinent to the case. No board member should debate or argue with persons in the audience.

(aa) *Motions.*

(1) Any motion by a member shall require a second. After a motion has been made and duly seconded, discussion of the motion may be held for a reasonable time. Discussions by members, or by opponents or proponents of a question before the board, shall terminate whenever a member shall call a vote upon the question or whenever the chairman shall so rule.

(2) If a motion is defeated, another motion must be made, seconded, voted upon and approved by a majority of the board present and voting.

(bb) *Criteria for approval.* In making motions to approve special exceptions, variances and appeals, the motion shall state affirmative findings as to each of the criteria listed below. Similarly, in making motions to deny special exceptions, variances, and appeals, the motion shall state a negative finding as to at least one of the criteria listed below.

(1) Special exceptions:

(A) That the granting of the special exception is not contrary to the general intent of the zoning code and the public interest, and the property rights of adjoining landowners are substantially preserved; and

(B) That the special exception granted creates no new variances and does not increase existing variances.

(2) Variances: To prevail in receiving a variance, the applicant must demonstrate that a literal enforcement of the ordinance would result in unnecessary hardship. The applicant must show that the hardship is:

(A) Unique, oppressive, not common to other property, and not against the public interest;

(B) Not merely that the property cannot be utilized for its highest and best use;

(C) Not self-imposed; and

(D) Not simply a hinderance to the developer's goals.

(E) In exercising its authority under Subsection (bb)(2), the board may consider the following as grounds to determine whether compliance with the ordinance as applied to a structure that is the subject of the appeal would result in unnecessary hardship:

1. the financial cost of compliance is greater than 50 percent of the appraised value of the structure as shown on the most recent appraisal roll certified to the assessor for the municipality under Section 26.01, Tax Code;

2. compliance would result in a loss to the lot on which the structure is located of at least 25 percent of the area on which development may physically occur;

3. compliance would result in the structure not being in compliance with a requirement of a municipal ordinance, building code, or other requirement;

4. compliance would result in the unreasonable encroachment on an adjacent property or easement; or

5. the municipality considers the structure to be a nonconforming structure.

(3) A motion to approve and confirm a decision of an administrative officer, on appeal, may, when appropriate, be based on findings that:

(A) the administrative officer's decision is proper;

(B) the decision was based on one or more points (list points); and

(C) these points should be upheld.

(4) The board administrator will administer and obtain a roll call vote from the board upon the rendering of a motion.

(cc) *Decisions of the board.*

(1) With due consideration to the length of the agenda, the nature of the case, the complexity of the evidence and the findings required, the chairman may elect, subject to being overruled by a majority of the members or alternates seated on motion duly passed:

(A) To proceed immediately to determination and decision on conclusion of the hearing in the particular case;

(B) To defer determination and decision until later in the same meeting should it be found advantageous to defer further determination or decision in the case for good cause stated; or

(C) To defer determination and decision until a specific meeting of the board should it be found advantageous to defer further determination or decision in the case for good cause stated.

(2) Appeals and applications shall be heard at public meetings within 70 days of date of assignment of docket numbers and decided at the same meeting, at the next meeting of the board, or at special public meeting, but in any event within 36 days of the initial meeting at which the hearing on the case was first held.

(3) If at least 75% of the members or alternates serving as members of the board concur in a finding of error in any decision, order, requirement, or determination of the administrative officer appealed from, the decision shall be favorable to the appellant. Such decision by the board shall specify the decision, order, requirement, or determination which should have been made, and the decision of the board shall be binding upon the applicant and successors in interest.

(4) If at least 75% of the members of the board concur that the evidence supports favorable findings on the application for a special exception before it, or that such findings could be made if conditions and safeguards were established, the decision shall be favorable to the applicant, provided that such conditions and safeguards as may be required for such favorable findings, as specified in the decision, shall be binding upon the applicant and successors in interest.

(5) If at least 75% of the members of the board concur that the evidence supports favorable findings on the appeal for a variance before it, or that such findings could be made if conditions and safeguards were established, the decision shall be favorable to the applicant, provided that such conditions and safeguards as may be required for such favorable findings, as specified in the decision, shall be binding upon the appellant and his successors in interest.

(dd) *Records of cases of the board.* The decision of the board shall be shown in the record of the case. Such record shall show the reason for determination, with a summary of the evidence introduced and the findings of fact made by the board.

(ee) *Recording.* Such record shall be entered in the minutes of the board. Following approval, as submitted or as amended, the minutes shall be acknowledged as to accuracy by the signature of the chairman and the board administrator.

(ff) *Judicial Review Of Board Decision*

1. Any of the following persons may present to a district court, county court, or county court at law a verified petition stating that the decision of the board of adjustment is illegal in whole or in part and specifying the grounds of the illegality:

(A) a person aggrieved by a decision of the board;

(B) a taxpayer; or

(C) an officer, department, board, or bureau of the municipality.

2. The petition must be presented within 10 days after the date the decision is filed in the board's office.

3. On the presentation of the petition, the court may grant a writ of certiorari directed to the board to review the board's decision. The writ must indicate the time by which the board's return must be made and served on the petitioner's attorney, which must be after 10 days and may be extended by the court. Granting of the writ does not stay the proceedings on the decision under appeal, but on application and after notice to the board the court may grant a restraining order if due cause is shown.

4. The board's return must be verified and must concisely state any pertinent and material facts that show the grounds of the decision under appeal. The board is not required to return the original documents on which the board acted but may return certified or sworn copies of the documents or parts of the documents as required by the writ.

5. If at the hearing the court determines that testimony is necessary for the proper disposition of the matter, it may take evidence or appoint a referee to take evidence as directed. The referee shall report the evidence to the court with the referee's findings of fact and conclusions of law. The referee's report constitutes a part of the proceedings on which the court shall make its decision.

6. The court may reverse or affirm, in whole or in part, or modify the decision that is appealed. Costs may not be assessed against the board unless the court determines that the board acted with gross negligence, in bad faith, or with malice in making its decision.

7. The court may not apply a different standard of review to a decision of a board of adjustment that is composed of members of the governing body of the municipality under Texas Statutes, Local Government Code Section 211.008(g)

than is applied to a decision of a board of adjustment that does not contain members of the governing body of a municipality.”

**EXHIBIT A**  
**REVISIONS TO CHAPTER 15 ZONING**  
**DIVISION 13 ORGANIZATION AND ENFORCEMENT**  
**SECTION 15.02.722 GENERAL STATUTES, ORDINANCE, AND RULES APPLYING**  
**TO THE BOARD OF ADJUSTMENT**

Items stricken are shown in red and items added are underlined and shown in blue.

**“Sec. 15.02.722 - General statutes, ordinances, and rules applying to the board of adjustment**

(a) *Governance.* The board of adjustment, hereinafter referred to as "the board," shall be governed by state statutes, local rules and regulations, and the City’s Code of Ordinances.

(1) Upon taking office, all board members and alternates shall familiarize themselves with applicable state law, local rules and regulations, and the City’s Code of Ordinances, and, while in office, maintain such knowledge in the conduct of board affairs.

(b) *Duties of the board.* The board has three fundamental powers:

(1) To hear appeals from individuals contesting the decision of the zoning administrative official;

(2) To hear and decide special exceptions to this article; and

(3) To grant variances to the terms of this article's text where unusual conditions make its literal enforcement unjust.

(c) *Location of office.* The official location of the office of the board is: Leon Valley City Hall.

(d) *Establishment, composition, appointments.*

(1) The board is established consisting of five members and four alternates.

(2) The board members and alternates must be citizens and residents of the city who meet the same qualifications that are required to obtain a voter registration certificate to vote in city municipal elections.

(3) Appointment of board members and alternates shall be made by the mayor of the city and passed and approved by the city council. In specifying alternate members, the appointment shall also specify the order in which the alternates are to serve in the absence of a member.

(4) In the event that any person(s) appointed by the mayor is not approved by a majority of the city council, or if a vacancy occurs, the mayor shall make another appointment within 45 days, subject to approval by a majority of the city council.

(5) Alternates for the board do not have status as voting members unless directed by the chairman of the board to sit as a voting member due to the absence or nonvoting status of a member. This provision is not intended to restrict in any way the nonvoting participation of alternates, to the extent allowed by the chairman.

(e) *Terms of members.*

(1) The term for all board members and alternates is two years, beginning on June 1st, of every year ending in an even number (0, 2, 4, 6, 8).

(2) The term of all board members and alternates expires on May 31 of every year ending in an even number (0, 2, 4, 6, 8).

(3) Any appointment of a board member or alternate is only for the remainder of a term, regardless of the point in the term at which the appointment is made.

(f) *Regular election of chairman, vice-chairman and second vice-chairman.*

(1) As the first item of new business at the first meeting of the board following mayoral appointment/reappointment, the board shall elect a chairman, vice-chairman and second vice-chairman. If there is no meeting, or if there is not a minimum of four members or alternates present at such a meeting prior to June 15th in such year, city council may appoint a chairman and vice-chairman to serve until a meeting occurs at which time an election can be held.

(2) The former chairman, vice-chairman or second vice-chairman, in that order, and if reappointed to the board, may remain in office until their successor(s) take office at the next meeting following their appointment, unless a replacement is appointed by city council.

(g) *Succession of vice-chairman to office of chairman; special election.* If the chairman resigns his office or is no longer a member of the board, the vice-chairman shall succeed him in office for the remainder of the term. If the vice-chairman resigns his office, is no longer a member of the board, or succeeds to the chairman's office, the second vice-chairman shall succeed him in office for the remainder of the term. If any of the above do not apply, a special election shall be held at the next meeting of the board to select a chairman, vice-chairman and/or second vice-chairman to complete the term, provided that if such meeting precedes the regular election by three months or less, and any duties to be performed by the vice-chairman or the second vice-chairman can be performed in a satisfactory manner, the board may permit the office of vice-chairman or second vice-chairman to remain vacant for that period.

(h) *Duties of chairman, vice-chairman or second vice-chairman; appointment of temporary chairman to preside at meetings.*

(1) If present and able, the chairman shall preside at all meetings and hearings. If the chairman is absent or unable to preside, the vice-chairman shall preside. If the vice-chairman is also absent or unable to preside, the second vice-chairman shall preside.

(2) In accordance with these and other applicable rules, the chairman or presiding officer, acting as chairman, shall decide all points of procedure or order, unless otherwise directed by a majority of the members in attendance, on a motion duly made and passed. He shall maintain order and decorum, and to that end may order removal of disorderly or disruptive persons.

(3) The chairman or officer presiding in his absence shall determine the absence of any member and direct the seating of an alternate(s) in the order determined by the appointment of alternates by the mayor and city council.

(4) If oaths are to be administered to a witness in a particular case, that oath shall be administered by the chairman or officer presiding in his absence. The necessity of administering an oath to a witness shall be determined by the chairman or the officer presiding in his absence. However, if it is determined an oath shall be administered to a witness in a particular case, then the same oath shall be administered to all witnesses testifying in that particular case.

(5) The chairman may delegate duties as he sees fit to any member or alternate. In the case of the absence or the incapacity of the chairman, the vice-chairman shall perform any or all duties of the chairman, whether or not delegated.

(6) Subject to the rules of this article and further instructions from the board, the chairman shall direct the official business of the board, guide the work of city staff as it relates to the affairs of the board and exercise general disciplinary power.

(7) The chairman may delegate members of the board to make personal inspections when necessary for proper consideration of cases and shall appoint such committees as may be found necessary.

(8) The chairman shall report to the board on all official transactions which have not otherwise come to the attention of the board. The chairman shall also make or cause to be made, any reports concerning the affairs of the board required or requested by the city council.

(i) *Causes for removal from the board.* Causes for removal of members or alternates of the board by the city council shall include particular malfeasance, misfeasance, or nonfeasance generally, and in particular the following:



(1) Failure to maintain reasonable familiarity with state statutes and local ordinances and rules affecting the board, or failure to be governed thereby, as required in section 15.02.722(a); and/or

(2) Failure to disclose conflict of interest for purposes of disqualification when a member has personal or monetary interest in the matter involved or will be directly affected by a decision of the board.

(j) *Resignation, generally and by absence.*

(1) When members or alternates of the board propose to resign, if reasonably feasible, they shall give notice of their intent to the chairman, making the date of resignation effective in such a manner as to allow time for appointment of replacement.

(2) Failure to attend three consecutive meetings or three of any seven consecutive meetings without the recorded consent of the chairman, shall be construed as resignation from the board by absence. This provision shall apply to both members and alternates of the board.

(k) *Vacation of office.* When a member or alternate of the board dies or resigns (including resignation by absence), the chairman shall promptly indicate to the mayor that a vacancy exists. When a member becomes incapacitated for office permanently, or for what appears to be a protracted period, or moves from the jurisdiction, or becomes for any other reason no longer qualified for office and fails to resign, the chairman shall cause any necessary investigation to be made. Based on that investigation, the chairman may declare the office vacant and shall promptly indicate to the mayor that a vacancy exists.

(l) *Fees and application procedure.*

(1) *Fees.* Shall be as established ~~by ordinance~~ [as mandated in Appendix A of the Leon Valley Code of Ordinance](#). Fees are to accompany application for public hearing before the board of adjustment.

(2) *Application.* The applicant may request a public hearing before the board, for either a request for variance, special exception and/or appeal of zoning administrator's decision to this article.

(A) Completed application(s) must be submitted to the [planning and](#) zoning administrator and all appropriate fees must be paid before a public hearing date will be scheduled with the board chairman.

(m) *Board administrator.* The zoning administrator shall serve as administrator for the board.

(1) The board administrator, or his deputies or assistants, shall have the following duties and responsibilities in relation to requests to the board:

(A) Attend to all correspondence of the board;

- (B) Send out, or cause to be published, all required notices;
- (C) Attend all meetings and hearings of the board;
- (D) Scrutinize all matters to ensure compliance with this article and these rules;
- (E) Compile all required records;
- (F) Maintain the necessary schedules, files, and indexes; and
- (G) Generally, perform or supervise all clerical work of the board.

(2) The board administrator shall maintain a docket book or log which shall be kept posted to date. The docket shall include the case number, name of applicant, location of premises by street number or legal description, nature of the case and the final disposition of the case. All continuances, postponements, dates of sending notices, other steps taken, and acts done should be noted in the docket.

(3) The board administrator shall maintain a minute book which shall be kept posted to date. In the minute book shall be recorded the proceedings of the board showing attendance, any disqualifications of members, record of examinations, all other official action, and the vote of each member voting on every question. The minutes of the board shall become official upon majority vote of the board, and shall be a public record, kept in city hall offices.

(4) The board administrator or his authorized deputies or assistants, shall also have the following duties and responsibilities in relation to appeals and applications to the board:

(A) Receive all appeals and applications and examine the material submitted therewith to assure that it is complete and that required maps, plans, reports and other materials which are required and are necessary to be submitted are in good order and in sufficient number for processing and recording; and

(B) See that this material is reviewed by all appropriate city departments and prepare a report and recommendation to be delivered in a timely manner to the board prior to consideration of the appeal or application.

(n) *Duties of legal counsel.* The city attorney, or his designate, shall provide legal advice to the board as to matters under their jurisdiction. In cases before the board, the city attorney, or his designate, may assist the board in interrogating witnesses.

(o) *Conduct of members of the board, alternates and city staff.*

(1) No member of the board, alternate or city staff member shall represent applicants or appellants on matters on which the board is to make determinations.

(2) Members and alternates of the board shall be aware of all state statutes and any city ordinances, rules or regulations related to conflicts of interest and the ethics of public officials generally.

(3) As soon as any board member, alternate or city staff member of any agency serving the board becomes aware of any potential conflict of interest in any case to come before the board, he shall notify the chairman or acting chairman of the particulars. Where the chairman finds that conflict clearly exists, he shall disqualify the board member from acting in the case, shall cause the circumstances of the disqualification to be entered in the record and make arrangements for such alternate services as are required.

(4) Where the chairman or acting chairman has reasonable doubt as to whether the facts and applicable law indicate a degree of conflict justifying disqualification or excuse from service, he shall seek advice from the city attorney or his designate. If the city attorney or his designate advises that, under the circumstances reported and applicable law conflict appears to exist, the chairman shall proceed to disqualify or excuse as provided above. If the city attorney or his designate advises that there is reasonable doubt, the chairman may either disqualify or excuse the person involved or call for a determination by the board at a public meeting.

(5) The record on any such determination by the board shall be full and complete and shall indicate the reasons supporting the decision.

(6) A member may seek disqualification from voting whenever any applicant, or his agent, has sought to influence the vote of the member on his appeal or application, other than in the public hearing.

(7) Members and alternates of the board may seek information from other members, the board administrator, city attorney or other city staff prior to the public hearing, but no member or alternate shall discuss the case with any other parties thereto prior to the public hearing. Additionally, no member or alternate shall express any bias, prejudice or individual opinion on proper judgment of the case prior to its hearing and determination. Violation of this rule shall be grounds for dismissal from the board.

(p) *Compensation.* The compensation and/or reimbursement of expenses of board members and alternates is to be specified by ordinance. In the absence of an ordinance specifying compensation and/or reimbursement, there shall be none. The absence of such an ordinance does not preclude payment by the city of certain expenses for memberships, subscriptions, educational seminars, travel and similar expenses as might be required for board members and alternates, as authorized by city council.

(q) *Meetings.*

(1) There is no requirement for regular meetings of the board. All meetings of the board are to be special meetings to be held at the Leon Valley city hall, unless

designated otherwise by the board; provided that such meetings may be held at any other convenient place if directed by the chairman in advance of the meeting or upon a finding that such other location would serve public convenience or necessity, and subject to the notice provisions as required by law.

(2) Meetings for any purpose may be held at the call of the chairman of the board, or of any combination of at least four members and alternates.

(3) If a meeting is called on a case or cases subject to notice of hearing, the required notice provisions for the hearing shall be met.

(4) Any meeting may be recessed or adjourned from day to day, or to the time of any previously announced meeting, and such recess or adjournment to a time and place certain shall not require additional public notice.

(5) If no business is scheduled before the board, or if it is apparent that a quorum will not be available, any meeting may be canceled by the chairman by giving notice to all members at least 24 hours before the time set for such meeting.

(6) All meetings of the board involving hearing of evidence and/or decisions on appeals or applications shall be public, with formal notice as required by law.

(7) Meetings for the conduct of other business of the board, including activities and reviews as may be assigned by the city council or required by ordinance, trips for viewing premises, and other similar meetings and activities, shall not require such formal public notice and hearing, but shall be scheduled at least 12 hours in advance, with the schedule posted at the office of the board.

(r) *Minimum of four members at hearings.* The alternate members of the board shall serve in the absence of one or more regular members when requested by the chairman of the board so that all cases heard by the board will always be heard by a minimum of 75% of the ~~four~~ members.

(s) *Special exceptions.* The board is hereby empowered to permit the following exceptions provided its action is in harmony with the general purpose and intent of this article and does not injure the health, safety, morals, or the welfare of adjacent property owners or residents:

(1) Permit the use of a lot or lots in an RE-1, R-1, R-2, R-3, R-4, R5, ~~or~~ R-6, R-7, or Planned Development District, which lot or lots is adjacent to a commercial or industrial district, even if separated therefrom by an alley or by a street, for the parking of passenger cars under such safeguards and conditions as may be desirable to protect the more restricted adjacent and nearby properties, provided no other business use is made of the lot;

(2) Grant a permit for the extension of a use into an adjoining district, where such extension would constitute a nonconforming use and where the lot upon which the

existing use is situated extends into the adjoining district and is in single ownership at the time this article is adopted;

(3) Permit the reconstruction of a building occupied by a nonconforming use provided such reconstruction does not prevent the return of such property to a nonconforming use; and

(4) Determine, in cases of uncertainty, the classification as to district of a use not specifically described in this article, provided, however, that such use shall be in keeping with uses specifically named in the district regulations.

(t) *Variance empowerment.* The board is hereby empowered to grant variances to this article upon making affirmative findings as to all criteria stated in section (bb) below relating to variances.

(u) *Limitations on special exceptions and variances.* Any special exception or variance authorized by the board shall constitute authority to authorize the issuance of a building permit, special permit, or certificate of occupancy if applied for within 180 days from the date of favorable action on the part of the board, unless the board authorizes a longer period. If the building permit, special permit, or certificate of occupancy shall not have been applied for within said 180-day period, or such extended period as the board may have authorized, then the grant of the special exception or variance shall terminate. Such termination shall be without prejudice to a subsequent application to said board in accordance with the rules and regulations regarding applications. No application to the board shall be allowed on the same piece of property prior to the expiration of six months from a ruling of the board on any application unless other property in the same block or within 500 feet thereof, within such six-month period has been altered or changed by a ruling of the board, in which case such change of circumstances shall permit the allowance of such an application but shall in no way have any force in law to compel the board, after a hearing, to grant such subsequent application, but such application shall be considered on its merits as in all other cases.

(v) *Appeals empowerment.* The board is hereby empowered to hear appeals from individuals contesting the decision of a zoning administrative official. In exercising their powers, the board may, in conformity with the provisions of this article, reverse or affirm in whole or in part, or may modify the order, requirement, decision, or determination appealed from and may make such order, requirement, decision, or determination as ought to be made, and to that end shall have all the powers of the administrative officer from whom the appeal is taken.

(w) *Appeals to the board.*

(1) Except as provided by Subsection (e) below, any of the following persons may appeal to the board of adjustment a decision made by an administrative official that is not related to a specific application, address, or project:

(A) a person aggrieved by the decision; or

(B) any officer, department, board, or bureau of the municipality affected by the decision.

(1-a) Except as provided by Subsection (e) below, any of the following persons may appeal to the board of adjustment a decision made by an administrative official that is related to a specific application, address, or project:

(A) a person who:

(i) filed the application that is the subject of the decision.

(ii) is the owner or representative of the owner of the property that is the subject of the decision.

(iii) is aggrieved by the decision and is the owner of real property within 200 feet of the property that is the subject of the decision.

(B) any officer, department, board, or bureau of the municipality affected by the decision.

(3) The appellant must file with the board and the official from whom the appeal is taken a notice of appeal specifying the grounds for the appeal. The appeal must be filed not later than the 20th day after the date the decision is made. On receiving the notice, the official from whom the appeal is taken shall immediately transmit to the board all the papers constituting the record of the action that is appealed.

(4) An appeal stays all proceedings in furtherance of the action that is appealed unless the official from whom the appeal is taken certifies in writing to the board facts supporting the official's opinion that a stay would cause imminent peril to life or property. In that case, the proceedings may be stayed only by a restraining order granted by a court of record on application, after notice to the official, if due cause is shown.

(5) The board shall set a reasonable time for the appeal hearing and shall give public notice of the hearing and due notice to the parties in interest. A party may appear at the appeal hearing in person or by agent or attorney. The board shall decide the appeal at the next meeting for which notice can be provided following the hearing and not later than the 60th day after the date the appeal is filed.

(6) A member of the governing body of the municipality who serves on the board of adjustment under Section 211.008(g) may not bring an appeal under this section.

*(x) Notice of public hearing before the board.* Timing and manner of publication of public notice for such hearings shall be in accordance with any requirements set forth herein and by state statute. In addition, at least ten days in advance of the hearing, notice shall

be given to parties in interest and to other persons required by the ordinance to be specifically notified.

(y) *Agenda, order of business.* The board administrator shall prepare an agenda for each board meeting. The order of business shall be as follows:

- (1) Call to order and roll call, with recording of members present and absent and indications as to whether absences are with consent of the chairman;
- (2) Action on any previous meeting for which action is required;
- (3) Continued hearings, with consideration and determination on cases as heard;
- (4) New hearings, with consideration and determination on cases as heard;
- (5) Old business;
- (6) New business; and
- (7) Adjournment.

(z) *Procedures at hearings before the board.*

- (1) At a public hearing, persons may appear or be represented by authorized agents or attorneys. Such agents or attorneys shall present competent evidence of the extent of their authorization.
- (2) All witnesses to material facts shall testify under oath, to be administered by the chairman.
- (3) The order for presenting evidence shall be as follows:
  - (A) The chairman, or such person(s) as he may direct, shall present and describe the nature of the case and evidence available to the board, including staff report;
  - (B) The applicant or appellant shall outline the nature of the request and present supporting evidence;
  - (C) Objectors may cross-examine;
  - (D) Board members and alternates may examine witnesses for the applicant's or appellant's side;
  - (E) Objectors may present evidence;
  - (F) Applicants may cross-examine;
  - (G) Board members and alternates may examine witnesses for objector's side;
  - (H) Rebuttal by applicant; and

(l) Rebuttal by objectors.

(4) The board shall not be bound by strict rules of evidence or limited to consideration of such evidence as would be admissible in a court of law, but it may exclude irrelevant, immaterial, incompetent, or unduly repetitious testimony and/or evidence. The chairman shall rule on all questions relating to the admissibility of evidence but may be overruled by a majority of the board members present.

(5) During the hearing, each side shall proceed without interruption by the other. All arguments and pleading shall be addressed to the chairman. There shall be no question or argument between individuals in the audience.

(6) The chairman, board members and alternates, counsel to the board and/or city staff may direct any question to the applicant, witnesses, or any person speaking from the audience, to bring out pertinent facts. The chairman, board members and/or alternates may call for pertinent facts from staff or make appropriate comments pertinent to the case. No board member should debate or argue with persons in the audience.

(aa) *Motions.*

(1) Any motion by a member shall require a second. After a motion has been made and duly seconded, discussion of the motion may be held for a reasonable time. Discussions by members, or by opponents or proponents of a question before the board, shall terminate whenever a member shall call a vote upon the question or whenever the chairman shall so rule.

(2) If a motion is defeated, another motion must be made, seconded, voted upon and approved by a majority of the board present and voting.

(bb) *Criteria for approval.* In making motions to approve special exceptions, variances and appeals, the motion shall state affirmative findings as to each of the criteria listed below. Similarly, in making motions to deny special exceptions, variances, and appeals, the motion shall state a negative finding as to at least one of the criteria listed below.

(1) Special exceptions:

(A) That the granting of the special exception is not contrary to the general intent of the zoning code and the public interest, and the property rights of adjoining landowners are substantially preserved; and

(B) That the special exception granted creates no new variances and does not increase existing variances.

(2) Variances: To prevail in receiving a variance, the applicant must demonstrate that a literal enforcement of the ordinance would result in unnecessary hardship. The applicant must show that the hardship is:



(A) Unique, oppressive, not common to other property, and not against the public interest;

(B) Not merely that the property cannot be utilized for its highest and best use;

~~(C) Not merely financial;~~

(C) Not self-imposed; and

(D) Not simply a hinderance to the developer's goals.

(E) In exercising its authority under Subsection (bb)(2), the board may consider the following as grounds to determine whether compliance with the ordinance as applied to a structure that is the subject of the appeal would result in unnecessary hardship:

1. the financial cost of compliance is greater than 50 percent of the appraised value of the structure as shown on the most recent appraisal roll certified to the assessor for the municipality under Section 26.01, Tax Code;

2. compliance would result in a loss to the lot on which the structure is located of at least 25 percent of the area on which development may physically occur;

3. compliance would result in the structure not being in compliance with a requirement of a municipal ordinance, building code, or other requirement;

4. compliance would result in the unreasonable encroachment on an adjacent property or easement; or

5. the municipality considers the structure to be a nonconforming structure.

(3) A motion to approve and confirm a decision of an administrative officer, on appeal, may, when appropriate, be based on findings that:

(A) the administrative officer's decision is proper;

(B) the decision was based on one or more points (list points); and

(C) these points should be upheld.

(4) The board administrator will administer and obtain a roll call vote from the board upon the rendering of a motion.

(cc) *Decisions of the board.*

(1) With due consideration to the length of the agenda, the nature of the case, the complexity of the evidence and the findings required, the chairman may elect, subject to being overruled by a majority of the members or alternates seated on motion duly passed:

(A) To proceed immediately to determination and decision on conclusion of the hearing in the particular case;

(B) To defer determination and decision until later in the same meeting should it be found advantageous to defer further determination or decision in the case for good cause stated; or

(C) To defer determination and decision until a specific meeting of the board should it be found advantageous to defer further determination or decision in the case for good cause stated.

(2) Appeals and applications shall be heard at public meetings within 70 days of date of assignment of docket numbers and decided at the same meeting, at the next meeting of the board, or at special public meeting, but in any event within 36 days of the initial meeting at which the hearing on the case was first held.

(3) If at least 75% of the ~~four~~ members or alternates serving as members of the board concur in a finding of error in any decision, order, requirement, or determination of the administrative officer appealed from, the decision shall be favorable to the appellant. Such decision by the board shall specify the decision, order, requirement, or determination which should have been made, and the decision of the board shall be binding upon the applicant and successors in interest.

(4) If at least 75% of the ~~four~~ members of the board concur that the evidence supports favorable findings on the application for a special exception before it, or that such findings could be made if conditions and safeguards were established, the decision shall be favorable to the applicant, provided that such conditions and safeguards as may be required for such favorable findings, as specified in the decision, shall be binding upon the applicant and successors in interest.

(5) If at least 75% of the ~~four~~ members of the board concur that the evidence supports favorable findings on the appeal for a variance before it, or that such findings could be made if conditions and safeguards were established, the decision shall be favorable to the applicant, provided that such conditions and safeguards as may be required for such favorable findings, as specified in the decision, shall be binding upon the appellant and his successors in interest.

(dd) *Records of cases of the board.* The decision of the board shall be shown in the record of the case. Such record shall show the reason for determination, with a summary of the evidence introduced and the findings of fact made by the board.

(ee) *Recording.* Such record shall be entered in the minutes of the board. Following approval, as submitted or as amended, the minutes shall be acknowledged as to accuracy by the signature of the chairman and the board administrator.

(ff) *Judicial Review Of Board Decision*

~~Any person or persons, jointly or severally aggrieved by any decision of the board, or any taxpayer, or any officer, department, board or bureau of the city, may present to a court of record a petition for a writ of certiorari, as provided by V.A.C.S., article 1011g, duly verified setting forth that such decision is illegal in whole or in part, specifying the grounds of the illegality. Such petition shall be presented to the court within ten days after the filing of the decision of the board in the office of the city secretary.~~

1. Any of the following persons may present to a district court, county court, or county court at law a verified petition stating that the decision of the board of adjustment is illegal in whole or in part and specifying the grounds of the illegality:

(A) a person aggrieved by a decision of the board;

(B) a taxpayer; or

(C) an officer, department, board, or bureau of the municipality.

2. The petition must be presented within 10 days after the date the decision is filed in the board's office.

3. On the presentation of the petition, the court may grant a writ of certiorari directed to the board to review the board's decision. The writ must indicate the time by which the board's return must be made and served on the petitioner's attorney, which must be after 10 days and may be extended by the court. Granting of the writ does not stay the proceedings on the decision under appeal, but on application and after notice to the board the court may grant a restraining order if due cause is shown.

4. The board's return must be verified and must concisely state any pertinent and material facts that show the grounds of the decision under appeal. The board is not required to return the original documents on which the board acted but may return certified or sworn copies of the documents or parts of the documents as required by the writ.

5. If at the hearing the court determines that testimony is necessary for the proper disposition of the matter, it may take evidence or appoint a referee to take evidence as directed. The referee shall report the evidence to the court with the referee's findings of fact and conclusions of law. The referee's report constitutes a part of the proceedings on which the court shall make its decision.

6. The court may reverse or affirm, in whole or in part, or modify the decision that

is appealed. Costs may not be assessed against the board unless the court determines that the board acted with gross negligence, in bad faith, or with malice in making its decision.

7. The court may not apply a different standard of review to a decision of a board of adjustment that is composed of members of the governing body of the municipality under Texas Statutes, Local Government Code Section 211.008(g) than is applied to a decision of a board of adjustment that does not contain members of the governing body of a municipality.



# Consider Approval of an Ordinance Amending Chapter 15 Zoning Board of Adjustment Regulations

Mindy Teague  
Director Planning and Zoning  
City Council Meeting  
March 7, 2023

# Summary

{Section}.84.

- **Question**

Consider Approval of An Ordinance Amending Chapter 15 Zoning, Article 15.01 Zoning Ordinance, Division 13. Organization and Enforcement, Section 15.02.722 General Statutes, Ordinances, and Rules Applying to the Board of Adjustment to Incorporate Regulations Regarding Board Appeals as Mandated by the Texas Local Government Code

- **Options**

- Approve the amendments
- Deny
- Other

- **Declaration**

- At their 2/28/23 meeting, Planning and Zoning Commission recommended approval of the amendments

# Purpose

- To consider an approval of an Ordinance amending the Leon Valley Code of Ordinances, Chapter 15 zoning, Article 15.01 Zoning Ordinance, Division 13. Section 15.02.722, to incorporate new Texas State laws
- The Texas Legislature revised the regulations in the Texas Statutes, Local Government Code, Section 211.008 pertaining to the Zoning Board of Adjustment and these new regulations must be incorporated into the City's Zoning Code

# Staff Comments

- Revisions in the proposed amendment include the following:
  - Directs applicants to LVCC Appendix A Fee Schedule to locate the fees for application to the Board
  - Changes the name of the Zoning Commission to the Planning and Zoning Commission
  - Changes the minimum board members required for decisions from four to 75%
  - Adds RE-1, R-7, and Planned Development zoning districts, which had not been created when this portion of the Code was written



# Staff Comments

{Section}.84.

- Revisions (con't):
  - Changes who is allowed to appeal the Zoning Administrator's decision to the Board to include anyone aggrieved by a decision of the Administrator
  - Changes the findings for proving an unnecessary hardship to include:
    - The financial costs for compliance
    - The potential loss of the area of a lot of by least 25%

# Staff Comments

{Section}.84.

- Revisions (con't):
  - The potential loss of the area of a lot of by least 25%
  - That the decision places the property in conflict with other municipal codes
  - That the decision creates an unreasonable encroachment
  - Allows the Board to consider a decision by the administrator that a property is already in nonconformance
  - Expands on the regulations for judicial review

# Fiscal Impact

- N/A

# Recommendation

- At their 2/28/23 meeting, the Planning and Zoning Commission recommended approval of the amendmments

# S.E.E. Statement

Social Equity – Updating the regulatory codes protects the health, safety , and welfare of all citizens

Economic Development – These new regulations consider the monetary effect of denying variances and appeals, which affect businesses and residents alike

Environmental Stewardship – Careful consideration of requests for variances and appeals can have a great effect on the environment, depending on what is being requested

## **OUTSTANDING CITY COUNCIL ITEMS**

- **A policy on open meetings act in regards to how it applies to advisory committees**
  - 1/17/2023 – Moved by Mayor
  - 2/7/2023 – Moved by Mayor
  - 2/21/2023 – Placed on the Agenda
- **A scope of duties for the Earthwise living committee**
  - 1/17/2023 -The committee had additional comments moved to the next meeting
  - 2/7/2023 – The next Earthwise meeting is on 2/1. It was to close to the agenda preparation process being postponed until 2/21/2023
  - 2/23/2023- Placed on the Agenda
- **Presentation on VIA ridership and MTA .005 of sales tax**
  - 2/7/2023 – Mayor would like VIA present moved to 2/21/2023
  - 2/21/2023 – Placed on the agenda – The council requested more information to return to the council by April
- **Sustainability Overlay**
  - 4/16/2023
- **Stray Animal Ordinance**
  - Currently being reviewed by City Attorney – we can not require private industry to take in and adopt our stray animals
  - Looking at a possible interlocal agreement.
- **Blood Drive and PTO Policy**
  - 3/7/2023
- **Public Private Partnership with local petshops for pet adoption options**
  - 2/21/2023 City Council wished to proceed with the Partnership
  - 3/21/2023 will return with an official MOU
- **Lyft Program**
  - 2/21/2023 – City Council wished to proceed with the partnership
  - 3/7/2023 – Will be on the agenda with an ordinance for a first read.
- **Establish Neighborhood boundaries**
  - Council has opted not to Update Master Plan
  - P & Z Director investigating a university conducting the plan
- **Neighborhood/citizen survey**
- **Discussion and possible action on amending BOA variance criterion by Texas Legislative changes**
  - 2/28/2023 – Went to the planning and zoning commission, which recommended approval
  - 3/7/2023 – Will be on for the first read
- **Review of the personnel manual**
- **Capital Plans**
  - 5/16/2023

- **Review of the Water rates**
  - 5/9/2023
- **Legal review of the Sign Code**
  - Councilor Orozco and Bradshaw will work on this item
- **Looking at an amendment to Section 15.02 Appendix C (I), D Structural Nonconformity to add a matching percentage from Economic Community Development funds**
  - After the sustainability review
- **Four-way stop at Forest Meadow and Evers**
  - To be evaluated upon the development of the Evers property
- **LVHS request for ARP funds**
  - Reviewing MOU on 11/1/2022, 12/6/2022
- **Short Term Rental**
  - 3/7/2023
  - Short Term rentals have appeared on the following agendas:
    - 1/12/2021- Tabled
    - 1/19/2021-Discussed
    - 4/6/2021-Discussed
    - 4/20/2021- Discussed
    - 8/3/2021-Tabled
    - 8/17/2021-Discussed
    - 8/16/2022-Tabled
    - 9/6/2022- Discussed
    - 1/17/2023- Discussed
    - 3/7/2023 – Item added by Councilor Stevens and Orozco
- **Towing Contract**
  - Date to be determined
- **Regulations regarding front yard fences**
  - Date to be determined
- **Health Inspector contract**
  - Date to be determined
- **Building Official contract**
  - Date to be determined

**ITEMS ARE STILL IN THE PIPELINE BUT HAVE BEEN ADDRESSED**

- **John Marshall Traffic Plan – CR, JH**
  - Discussed at the following Council meeting
  - 12/14/2022 Next steps
  - NISD engineers are still working on the plan, collecting traffic counts, and coordinating with CoSA Traffic Department
  - Once complete, additional meetings will be held with the City to determine the feasibility and appropriateness

- Once plans are final, the proposal will be presented to City Council for approval
- John Marshal Update on 3/15 based on 2/14 meeting
- The City received feedback on possible neighborhood suggestions on 5/09/2022. Joint meeting to be determined.
- Heard by City Council to possible street closures on 8/23/20 Engineers will develop a report and PD and Fire will review
- Taking to Council on 10/3/2022
- 2/7/2023 council will review speed pads and school zone
  - Council decided to move forward with the speed pads and wait on the school zone. The Delinators will also be left alone
- **Flooding**
  - Was addressed at the following Council Meetings
    - 08/03/2021 – Flood Damage Prevention Ord. # 21-034
    - 11/2/2021 – To discuss Flood Mitigation Strategies
    - 12/07/2021 – Short Term options to address flooding
  - Budget Adjustment – For Funding floodway Monitoring and Software Upgrades
    - Upcoming Council presentation 1/18/2022
  - Budget Adjustment – for Creek Cleanup
    - Staff is proposing \$150,000 in ARP funds. Upcoming Council meeting TBD
  - Segment one of Huebner creek will be presented to the council on 4/19/2022
    - Council decided to look at the 50 ‘ wide, protected little league, the study will be brought back to the council before we agree to do it.
  - Budget adjustment for creek cleanup
    - 6/7/2022
  - Budget adjustment for flood gates and notification system
    - 6/7/2022 postponed
- Huebner Creek Channel improvement presentation 9/20/2022
  - Council direction to bring back budget adjustment on \$633,000
    - First Read 10/3/2022
    - Second Read 10/18/2022
- **Fourth of July Presentation**
  - City Council 3/15
  - Council provided direction
  - The next update will be on 6/7/2022
  - Recap August 2, 2022, and August 16, 2022
  - Recap and Direction October 4, 2022
  - Review 11/15/2022
    - Time will remain the same and have a headliner that is well known



- **Presentation and discussion on the status of implementation of TPCA best practices for law enforcement policies, including the mandatory provision of mental health PTO in accordance with Texas legislative changes - JS, RO**
  - Discussed at the following Council meeting
    - 6/1/2021
  - Update in the CM report 10/26/2021:
    - We released the initial 6 policies (6.1 - Use of Force, 6.3 - Non-lethal, Less than lethal weapons, 6.4 - Officer Involved Shooting, 7.15 - Vehicle Pursuits, 7.40 Investigations, 8.6 Active Shooter) in July and August. With the distribution, we included a record of receipt and pertinent training.
    - Since the initial release, we have now distributed 4 more policies (3.2 - Field Training Program, 3.2.1 - Field Training Program Operations Manual, 4.6 - Off-duty Employment, 5.4 - Body Worn Camera) and again, with the distribution, we have included a record of receipt and pertinent training.
    - Currently in the process of the last review before we release 8 other policies.
  - Mental Health quarantine Policies Section 614.015 of the Tx Gov't Code have been updated and can be found here:  
[https://cms3.revize.com/revize/leonvalleynew/departments/human\\_resources/procedural\\_directives.php#revize\\_document\\_center\\_rz4176](https://cms3.revize.com/revize/leonvalleynew/departments/human_resources/procedural_directives.php#revize_document_center_rz4176)
  - Distributed a Property and Evidence packaging manual that is used along with 12.1 Property and Evidence Management. 10.1 Prisoner Processing and 11.1 Municipal Court are in the final draft and edit stage and will be distributed both in the near future.
  - Citizens or Media Recording of Police Incidents 2/1/2022
  - Evidence and Property 2/1/2022
  - Body Worn Cameras 9/3/2022
  - Differential Police Response (CFS Report Program) 9/6/2022
  - Rules of Conduct 9/15/2022
  - Mission, Values, Written Directives 12/27/2022
  - Law Enforcement Role and Authority 12/27/2022
  - Field Interviews, Stop and Frisk 12/27/2022
  - Arrests With and Without Warrants 12/27/2022
  - Eyewitness Identifications 12/27/2022
- **Red-light cameras First Available Contract end term is May 2037**
  - City Council adopted a Resolution declaring the intent to phase out redlight cameras 4/6/2021 – Resolution # 21-009R
  - The RLC Contract would be difficult to terminate without financial obligation from the City

- City Council supports HB 1209 and physically delivers letters in support to Cortez, Biederman, Canales, Menendez
- Funds – Eligible projects – CR
  - Will be discussed at the Town Hall Meeting on January 22, 2022
- Discussed at the retreat council has decided not to spend funds until we know what the legislature is doing
- Resolution supporting SB 446-2/21/2023
- **Tiger brush and bulk issues- Contract ends January 1, 2025**
  - Discussed at the following City Council Meetings
    - 02/22/2021
      - Council addressed complaints and Tiger sanitation responded
    - 09/7/2021
      - Considered a resolution on how to handle bulk pick-up. Resolution # 21-031-R, the direction was given to CM to come back with a plan.
      - Considered and Ordinance Amending the Ord 14.02 Solid Waste First reading.
    - 11/2/2021
    - Considered and Ordinance Amending the Ord 14.02 Solid Waste Second Reading Passes Ord. # 21-053.
    - 1/11/2022
    - Council considered two options to handle the overflow of Brush. The Council decided to have PW pick up the overage after Tiger sanitation picked up their 8 CY.
    - There were 11 homes with oversized brush the City had the item picked on 3/4/22-3/8/22
  - 05/17/2022 Council meeting discussing rate increase.
    - Council allowed the 2.5% increase for July and another in January but did not approve the 7.5 % increase
    - Council was willing to renegotiate terms
      - On 8/23/2022 council decided to leave terms as is
- **Opioid Litigation**
  - Item Was Addressed in Executives session on:
    - 6/15/2021
    - 09/7/2021
    - 9/21/2021
  - Council Addressed this item at the following Council meeting
    - 11/16/2021
      - Council Passed a resolution # 21-04 agreeing to participate in a settlement agreement with opioid manufacturer Johnson & Johnson. The other is three major pharmaceutical

distributors: AmerisourceBergen, Cardinal Health, and McKesson and is estimated to receive \$28,389

- The City still has an Agreement with Phipps, Ortiz and Talafuse for any remaining ongoing litigation
- **Comprehensive Master Plan**
  - Was addressed at the following Council meetings:
    - 2/2/2021
    - 3/23/2021
    - 06/1/2021
  - This item was discussed during the budget process and ultimately, the Council decided not to expend the funds on this project at this time.
  - Will be discussed under the Townhall meeting update to the council on 4/19/2022
    - Council would like us to use our future land use map
- **Sewer Service Charge Adjustments**
  - Council meeting 2/15/22
  - Impact Fees Removed
  - Sewer Charges will be brought back at a later time.
- **Over 65 Tax Exemption**
  - Council Mtg. 3/1/22
    - Councilor Orozco will get with the Finance Director to see if this item will come back on a later date
- **Apartments Finley And Sierra Royale, Forest Oaks, Vista Del Rey- BM**
  - Update on one of the Apartment Complexes at the CC mtg 3/15
    - Presentation was given on Vista Del Rey
    - Next apartment review is on 5/3/2022
      - Staff received legal advice in the executive session
    - Executive session 8/2/2022
      - Council decided to file a Chapter 54 lawsuit against Vista del Rey, filed on 8/5/2022
      - TRO was granted on 8/8/2022
      - Administrative warrant executed on 8/17/2022
      - Temporary Injunction was granted on 8/22/2022
        - They have 6 months to comply.
      - 8/31/2022 Vista got new attorneys
      - 9/9/2022 Vista filed a motion to dissolve the temporary injunction
      - C of Os issued Shed, Maintenance Shop, Laundry 1-3, Vista, Gym
      - 9/19/2022 hearing set and canceled
    - Executive Session 9/20/2022

- **Presentation, discussion, and possible action on fluoride survey results – JS**
  - CC Mtg. 3/1/2022 Postponed
  - Moved to 4/5/22
  - Presentation on given to the council and the community on the benefits, no direction was provided to staff
- **American Rescue Plan funds**
  - 8/17/2021 City Council meeting. Council agreed to budget in FY 2022 for the following
    - 911 Mass text - \$5,900
    - PPE and Decontamination Supplies -\$10,000
    - Disposal Supplies and Medication - \$45,000
    - 2 power stretchers – \$60,000
    - 12 LEAD Cardiac monitor - \$70,000
    - Library Hot Spots – \$5,220
    - Huebner Well Generator -\$230,000
  - 11/16/2021 Budget Adjustment ord. # 21-060
    - AV equipment – Council Chambers -\$41,000
    - PD AC Repair - \$10,000
    - Website upgrades - \$40,000
    - Premium Pay for Essential Workers -\$150,000
    - Citizen Utility Asst. -\$50,000
    - Library AC repair -\$25,000
  - For FY 23 Budget
    - Fire Truck-\$400,000
    - Shadow Mist Skate Park -\$70,000
  - This item was heard at the Town Hall Meeting on 3/26/2022
    - Citizen input will be presented at the 4/19/22 CC Mtg
  - At the 4/19/2022 council Meeting council decided to use \$400,000 to purchase a fire truck
  - Finance Director gave a presentation on 10/18/2022 council meeting
- **AV equipment for the Conference Center -Budget Adjustment from ARP Funds**
  - Council meeting 2/1/22 first read
  - Item amended to get the direction of the scope of work
  - Will bring the item back after the BID process
  - Discuss alternatives 5/3/2022

## **COMPLETED**

- **Presentation and discussion on the hiring process for Directors**
  - 1/17/2022 presented and passed unanimously
- **Substandard Building Regulations**
  - 1/17/2023 first read

- 2/7/2023 second read passed unanimously
- **City Manager Evaluation**
  - 2/7/2023