

THE STATE OF TEXAS
CITY OF BALCONES HEIGHTS
COUNTY OF BEXAR

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Johnny A. Rodriguez, Jr., Mayor
Jack Burton, Council, Place 1
David Sellars, Council, Place 2

Juan M. Lecea, Jr., Council, Place 3
Mark Saenz, Mayor Pro Tem/Council, Place 4
Miguel C. Valverde, Council, Place 5

REGULAR CITY COUNCIL MEETING AGENDA

NOTICE IS HEREBY GIVEN THAT THE ABOVE CALLED MEETING OF THE GOVERNING BODY OF THE CITY OF BALCONES HEIGHTS, TEXAS, WILL BE HELD ON **Monday, October 28, 2024 at 6:00 p.m.** IN THE JUSTICE CENTER, LOCATED AT 3300 HILLCREST DRIVE, BALCONES HEIGHTS, TEXAS, 78201 TO CONSIDER AND ACT UPON ANY LAWFUL SUBJECT WHICH MAY COME BEFORE SAID MEETING, INCLUDING, AMONG OTHERS, THE FOLLOWING ITEMS TO BE DISCUSSED AND ACTED UPON:

CALL TO ORDER AND RECORDING OF QUORUM

INVOCATION AND PLEDGES OF ALLEGIANCE TO THE U. S. A. AND TEXAS FLAGS

Here are the words to the Texas pledge:

"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."

PUBLIC COMMENT PERIOD

At this time, citizens who have filled out a Registration Form prior to the start of the meeting may speak on any topic they wish to bring to the attention of the governing body so long as that topic is not on the agenda for this meeting. During the Citizens to be Heard section, no council action may take place, and no council discussion or response is required to the speaker.

Citizens who wish to speak on a specific Agenda item when that item is called for discussion must first fill out a Registration Form prior to the start of the meeting indicating which Agenda item they wish to address.

PRESENTATIONS

- Police and Fire Promotions and New Hire Introductions

CONSENT AGENDA ITEMS:

- a. Approval of minutes for Special Meeting of September 3, 2024
- b. Approval of minutes for Special Meeting of September 18, 2024
- c. Approval of minutes for Regular Meeting of September 23, 2024
- d. Finance Report for the month of September 2024

BUSINESS ITEMS

1. Discussion and **ACTION** to authorize the City Administrator to enter a professional services contract with Givler Engineering. (Lara)
2. Consideration and Possible ACTION to amend the event fees for Wonderland of the Americas tenants. (Saenz)
3. Discussion and **ACTION** on TikTok and Banned Applications Policy (Garza/Lara)
4. Discussion and **ACTION** on the appointment of City Secretary, Lisa Merlo (Lara)
5. Discussion and **ACTION** on the selection of a permanent City Secretary (Lara)
6. Discussion and **ACTION** to select and hire a permanent City Administrator (Lara)
7. Discussion and Possible ACTION on filling the Director of Community Development (Lara/Saenz)
8. Discussion and **ACTION** on Junk Vehicles Ordinance (Valverde)
9. Discussion regarding the recommendation to reduce expenditures (Valverde)
10. Discussion and recommendations regarding City of Balcones Heights Emergency Preparedness Strategy in the event of any unforeseen catastrophic emergency incident(s) (Mayor)
11. Discussion and Possible ACTION on complaints filed by City Staff against Mayor Rodriguez (Lecea)
12. Discussion and Possible ACTION to revise the City Council Code of Ethics #13. (Saenz)
13. Department Reports and Q&A (Police Department, Fire Department, Community Development, and Economic Development & Public Affairs)

ANNOUNCEMENTS, COMMENTS, AND REQUESTS:

14. Announcements/Comments by the Mayor and Council Members.
15. Announcements by City Administrator.
16. Agenda Item Requests by Mayor and Council Members to be placed on a future City Council agenda.

EXECUTIVE SESSION:

RE-CONVENE IN OPEN SESSION:

17. Council may act in open session on items discussed in executive session.

ADJOURNMENT:

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| DECORUM REQUIRED |
| Any disruptive behavior, including shouting or derogatory statements or comments may be ruled out of order by the Presiding Officer. Continuation of this type of behavior could result in a request by the Presiding Officer that the individual leave the meeting, and if refused, an order of removal. |
| The Balcones Heights City Council reserves the right to adjourn into executive session at any time to discuss any of the matters listed above, as authorized by Texas Government Code § 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 § 551.086 (Economic Development) |
| NOTICE OF ASSISTANCE AT THE PUBLIC MEETING The City of Balcones Heights City Council meetings are available to all persons regardless of disability. This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations, should you require special assistance, must be made 48 hours prior to this meeting. Braille is not available. Please contact the City Secretary's office at 210-957-3542 or write to 3300 Hillcrest Drive, Balcones Heights, Texas 78201 |

I, the undersigned authority, do hereby certify that this Notice of Meeting was posted on the bulletin board, at the Justice Center / City Hall of Balcones Heights, Texas, in a place convenient and readily accessible to the general public at all times, and said Notice was posted on the following date and time: **October 24, 2024 at 5:30 P.M.** and remained so posted continuously for at least 72 hours preceding the scheduled time of said Meeting.

City of Balcones Heights, Texas

**Lisa Merlo
Interim City Secretary**

City of Balcones Heights
Special City Council Meeting
3300 Hillcrest Drive, Balcones Heights, 78201

Minutes

DATE: September 3, 2024

TIME: 6:00 p.m.

Members Present: Johnny A. Rodriguez, Jr. Jack Burton David Sellars
Juan M. Lecea, Jr. Mark Saenz Miguel C. Valverde

Members Absent: None

Signed in Sheet: Rudy Flores Tracy Ebersole Eduardo Garcia
Suzanne de Deleon Charles White Jimmy Hernandez
Inkie Gillian Lamar Gillian Agnes Lecea
Janessa Lecea Gloria Cantu

CALL TO ORDER AND RECORDING OF QUORUM

The meeting was called to order and a quorum was present

INVOCATION AND PLEDGES OF ALLEGIANCE TO THE U. S. A. AND TEXAS FLAGS

Councilmember Jack Burton gave the invocation and led pledges.

PUBLIC COMMENT PERIOD

Jimmy Hernandez – Balcones Heights Resident- Budget
Charles White – Balcones Heights Resident- Dispatch
Tracy Ebersole – Balcones Heights Business Owner- Budget
Luiggi Svagelj – Balcones Heights Resident - Budget
Miguel Valverde – Balcones Heights Resident and Councilmember - Bogus Information Being Provided to Residents

BUSINESS ITEMS

1. Budget Workshop for the fiscal year beginning October 1, 2024, and ending September 30, 2025.

Finance Director Floyd Messick gave a PowerPoint Presentation on the Proposed Budget for FY2025. Mr. Messick gave an Overview of the following:

- Total Budget: Revenue & Expenses, Personnel Costs, City Debt
- General Fund: Fund Balance, Revenues & Expenses
- Capital Fund: Funding, Street Projects and Equipment
- Other Funds: Special, Deficit and Proprietary

- Tax Rate: Terminology, Values & Rates and Proposed Rate
- Dispatch Cost Comparison: Keeping Dispatch, Outsourcing Dispatch

Those who spoke at this time: Charles White, Jimmy Hernandez, Luigi Svagelj and Tracy Ebersole

2. Discussion and Action to retain the services of a professional Human Resources Consulting Services to conduct position classification and salary compensation studies for analysis and recommendations for salary ranges for each job classification that align with the needs of the community and align compensation with our city's financial capabilities. (Mayor)

Mayor Rodriguez called for a recess at 7:45 p.m. and reopened the meeting at 7:54 p.m.

Mayor Rodriguez briefed the council on the information received from Bennett Sandlin, TML Executive Director.

MOTION: I make a motion for an RFP to include specific language due at the next council meeting.

Motion by: David Sellars Seconded by: Juan Lecea 5/0/0 PASSED

3. Discussion and action to approve the retention of Clear Career Professionals to provide Professional Executive Interim Services for the recruitment and temporary retention of an experienced Interim City Administrator at an hourly rate with no city benefits, until a permanent City Administrator can be hired. (Mayor)

MOTION: I make a motion to disapprove the retention of Clear Career Professionals for the recruitment of an Interim City Administrator.

Motion by: David Sellars Seconded by: Miguel Valverde 5/0/0 PASSED

4. Discussion and action to approve the retention of Clear Career Professionals to provide Professional Executive Recruitment Services for the recruitment and hire of a permanent City Administrator. (Mayor)

MOTION: I make a motion to deny the retention of Clear Career Professionals.

Motion by: Juan Lecea Seconded by: Mark Saenz 4/1/0 PASSED

5. Discussion and action to approve the retention of Clear Career Professionals to provide Professional Executive Recruitment Services for the recruitment and hire of a permanent City Secretary. (Mayor)

MOTION: I make a motion to disapprove the retention of Clear Career Professionals.

Motion by: David Sellars Seconded by: Mark Saenz 5/0/0 PASSED

Mayor Rodriguez called for a recess at 9:02 p.m. and reopened the meeting at 9:08 p.m.

EXECUTIVE SESSION: 9:08 p.m.

6. Discussion pursuant to 551.071 (Consultation with Attorney) regarding complaints filed against city and legal option on how to proceed.

RE-CONVENE IN OPEN SESSION: 9:35 p.m.

7. Council may act in open session on item discussed in Executive Session.

No action was taken.

ADJOURNMENT:

Meeting adjourned at 9:35 p.m.

Submitted by:

**Lisa Merlo
Interim City Secretary**

City of Balcones Heights
Special City Council Meeting
3300 Hillcrest Drive, Balcones Heights, 78201

Minutes

DATE: September 18, 2024

TIME: 6:00 p.m.

Members Present: Johnny A. Rodriguez, Jr. Jack Burton David Sellars
Juan M. Lecea, Jr. Mark Saenz Miguel C. Valverde

Members Absent: None

Signed in Sheet: Frank Hebert Charles White Inkie Gillian
Lamar Gillian Rudy Flores

CALL TO ORDER AND RECORDING OF QUORUM

The meeting was called to order and a quorum was present

INVOCATION AND PLEDGES OF ALLEGIANCE TO THE U. S. A. AND TEXAS FLAGS

Councilmember David Sellars gave the invocation and led pledges.

PUBLIC COMMENT PERIOD

Charles White – Balcones Heights Resident- County Commissioner & City History

BUSINESS ITEMS

1. Discussion and possible action to appoint Albert Lara as Interim City Administrator effective immediately with an annual salary of \$115,000 plus applicable benefits until a permanent City Administrator is hired, with a two week overlap period to transition the new City Administrator. (Saenz, Lecea, Sellars)

MOTION: I make a motion to approve the agenda item.

Motion by: Mark Saenz Seconded by: David Sellars ___ / ___ / ___

Discussion occurred.

Subsequently, the Mayor interpreted that the agenda item violates the Council Code of Conduct and is an improper item.

MOTION: I make a motion to overrule the Mayor's interpretation and allow the original motion to proceed.

Motion by: Mark Saenz Seconded by: Juan Lecea 3/2/0 PASSED

MOTION: I make a motion to approve Business Item No.1 as written.

Motion by: Mark Saenz

Seconded by: Juan Lecea

4/1/0 PASSED

ADJOURNMENT:

MOTION: Motion to adjourn

Motion by: Mark Saenz

The meeting adjourned at 6:52 p.m.

Submitted by:

Lisa Merlo
Interim City Secretary

City of Balcones Heights
Regular City Council Meeting
3300 Hillcrest Drive, Balcones Heights, 78201

Minutes

DATE: September 23, 2024

TIME: 6:00 p.m.

Members Present: Johnny A. Rodriguez, Jr. Jack Burton David Sellars
Juan M. Lecea, Jr. Mark Saenz Miguel C. Valverde

Members Absent:

Signed in Sheet:

Suzanne de Leon Rudy Flores Charles White Yvonne Baez
Micaela Cenicerros Joseph M. Lofting Joseph D. Lofting Tracy Ebersole
Inkie Gillian Lamar Gillian Diana Moncivais

CALL TO ORDER AND RECORDING OF QUORUM

Meeting was called to order and quorum was present.

INVOCATION AND PLEDGES OF ALLEGIANCE TO THE U. S. A. AND TEXAS FLAGS

Councilmember Juan Lecea gave the invocation and led pledges.

Mayor Rodriguez stated that he will not tolerate any disruptions during the meeting and will have anyone who does not follow decorum removed.

PUBLIC COMMENT PERIOD

Rudy Flores & Yvonne Wheeler – 99.5 Kiss & 106.7 The Eagle – Rock N Roll Up Your Sleeve Blood Drive

Lamar Gillian – Citizens to be Heard -Be Still, #9, #13

Charles White - Citizens to be Heard, #3 Proposed Budget, #4 Ad Valorem, #5, #10, #13

Suzanne de Leon – Recorded Audio, Staff Relations, Information to residents

Roger Guevara – All items on the Agenda

PRESENTATIONS

- Mayoral Proclamation for Texas Teachers

Mayor Rodriguez read and adopted Proclamation for Texas Teachers

- Fire Prevention Week Proclamation

Mayor Read and Presented Fire Prevention Week Proclamation to Chief Marroquin and his staff.

CONSENT AGENDA ITEMS:

- a. Approval of minutes for Special Meeting of August 5, 2024
- b. Approval of minutes for Regular Meeting of August 26, 2024
- c. Finance Report for the month of August 2024

MOTION: I make a Motion to approve the consent agenda items in its entirety.

Motion by: Mark Saenz

Seconded by: David Sellars

5/0/0 PASSED

BUSINESS ITEMS

1. City Council will conduct a **Public Hearing** on the application submitted by Robert Espinoza for the property located at 1131 Babcock to change the zoning from O-1 Low Rise Office to MXD-Mixed Use.

Public Hearing opened at 6:26 p.m. and closed at 6:27 p.m.

Rose Anderson briefed the council on this item with the Planning & Zoning Commission's recommendation to approve the rezoning request.

2. Discussion and **ACTION** regarding Planning and Zoning Commission's recommendation on the request submitted by Robert Espinoza for property located at 1131 Babcock to change the zoning from O-1 Low Rise Office to MXD-Mixed Use.

MOTION: Motion to approve.

Motion by: Miguel Valverde

Seconded by: Mark Saenz

5/0/0 PASSED

3. City Council will conduct a **Public Hearing** on the Proposed Annual Operating Budget for Fiscal Year 2024-2025.

Public hearing opened at 6:30 p.m. and closed at 6:33 p.m.

Resident Charles White came up to talk about Dispatch.

4. City Council will conduct a Public Hearing regarding the 2024 Ad Valorem Tax Rate.

Public hearing opened at 6:33 p.m. and closed at 6:35 p.m.

Resident Charles White came up to talk about trusting in keeping taxes low.

5. Consideration and **ACTION** to adopt an ordinance approving the budget for fiscal year beginning October 1, 2024 and ending September 30, 2025 and other matters in connection therewith. (Messick)

Finance Director Floyd Messick gave a presentation on the following:

- Overview
- Total Budget
- Total Budget Revenues
- Total Budget Expenses
- Personnel Costs by Fund
- Personnel Costs by Function
- Total Debt
- Hillcrest Debt Timeline
- General Fund
- General Fund Revenues
- General Fund Expenses
- Capital Fund 11
- Special Revenue Funds
- Deficit Spending
- Economic Development Corporation
- Economic Incentive
- Streets
- Forfeiture
- Redlight Camera Closed Fund
- BHCC&PD
- Hotel Occupancy Tax
- Proprietary Funds
- Sewer Fund
- Storm Water Fund
- Summary

MOTION: I make a motion to adopt the annual budget of the city of Balcones Heights for the fiscal year beginning October 1, 2024, and ending September 30, 2025.

Motion by: David Sellars

Seconded by: Mark Saenz

5/0/0 PASSED

6. Consideration and **ACTION** to adopt an ordinance by record vote to approve Ad Valorem Tax Rate for 2024 tax year. (Messick)

MOTION: I make a motion to adopt the levying of an ad valorem tax rate of \$0.604 for every \$100.00 valuation for the support of the city government of the city of Balcones Heights, and approving the separate components of such tax rate for maintenance and operations and for debt service

Motion by: Mark Saenz Seconded by: Miguel Valverde 5/0/0 PASSED

7. Consideration and **ACTION** to adopt an ordinance ratifying the property tax revenue increase reflected in the fiscal year 2024-2025 budget. (Messick)

Mayor called a recess at 7:34 p.m. and resumed the meeting at 7:44 p.m.

MOTION: I make a motion to ratify the approved tax rate which will raise more total property taxes than last year's budget by \$59,463 as reflected in the adopted 2024-2025 fiscal year budget.

Motion by: Mark Saenz Seconded by: Miguel Valverde 5/0/0 PASSED

8. Discussion to adopt a tax abatement ordinance with guidelines and policy statement on establishing criteria for tax abatement guidelines and evaluating incentive applications. (Garza)

Mr. Garza gave a further review of the tax abatement guidelines and explained the case law.

Councilmember Sellars expressed a recommendation for a one year review.

MOTION: I make a motion to adopt the ordinance for one year with a one year review.

Motion by: David Sellars Seconded by: Mark Saenz 0/0/0 PASSED

AMENDED MOTION: Motion to adopt the ordinance for one year with a review at 9 months.

Motion by: Mark Saenz Seconded by: David Sellars 5/0/0 PASSED

MOTION: I make a motion to adopt the ordinance as amended.

Motion by: David Sellars Seconded by: Mark Saenz 5/0/0 PASSED

9. Discussion and action pertaining to an Investment Pool Transfer of \$500,000 to our bank due to low cash balance. (Mayor)

Motion by: Jack Burton

Seconded by: Mark Saenz

4/0/1 PASSED

Resident Lamar Gillian came up to speak on the item.

14. Department Reports and Q&A (Police Department, Fire Department, Community Development, and Economic Development & Public Affairs)

Department Heads discussed their reports and updates

ANNOUNCEMENTS, COMMENTS, AND REQUESTS:

15. Announcements/Comments by Mayor and Council Members.

- Councilmember Valverde commented about Junk vehicles in the city as well as ideas to save money for the city
- Councilmember Senz commented on upcoming October events, National Night and Hispanic Trails
- Councilmember Lecea acknowledged Former City Administrator, Gilbert Perales' for his accomplishments during his time with the city.
- Councilmember Saenz read Mr. Perales' list of acknowledgments
- Mayor Johny Rodriguez read two letters from citizens
- Councilmember Burton attended the Hillcrest Residents meeting held at Baskin Elementary. He will be servicing as a judge for the upcoming WOTA Halloween Costume Contest

16. Announcements by City Administrator.

Announced we are down one public works person.

City Attorney, Frank Garza gave gratitude to Delia Sanchez for her years serving as the City Secretary.

Lieutenant Ken Ortiz came up to speak about the CID frozen position

17. Agenda Item Requests by Mayor and Council Members to be placed on a future City Council agenda.

- Search for New Director of Community of Development position (Saenz)
- Park lights (Burton)

EXECUTIVE SESSION: 9:44 p.m.

18. Discussion pursuant to Section 551.071 (Consultation with Attorney) pertaining to complaints submitted regarding the incident of September 11, 2024. (Lecea)
19. Discussion pursuant to Section 551.074 (Personnel Matters) regarding Administrative Complaint/ Investigation regarding an employee who falsified a city document. (Mayor)
20. Discussion pursuant to Section 551.074 (Personnel Matters) regarding complaint filed by Councilman Juan M. Lecea against Mayor Johnny Rodriguez. (Lecea)
21. Discussion pursuant to Section 551.074 (Personnel Matters) regarding Police Chief and Police Department. (Mayor)

Item #21 was discussed in open session.

22. Discussion pursuant to Section 551.074 (Personnel Matters) regarding complaint filed by Councilman Mark Saenz against Mayor Johnny Rodriguez. (Saenz)

RE-CONVENE IN OPEN SESSION:

23. Council may act in open session on items discussed in executive session.

No Action

ADJOURNMENT:

Adjournment at 9:50 p.m.

Submitted by:

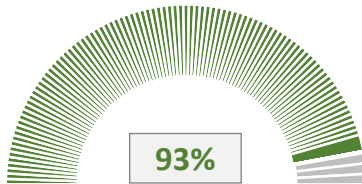
**Lisa Merlo
Interim City Secretary**

September 2024 Budget Summary

➔ *We have completed 12 months of the FY2024 budget year*

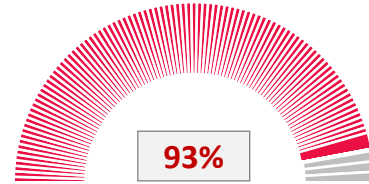
⊕ *September 2024 Budget Target is 100% for Revenues & Expenses*

General Fund Revenues



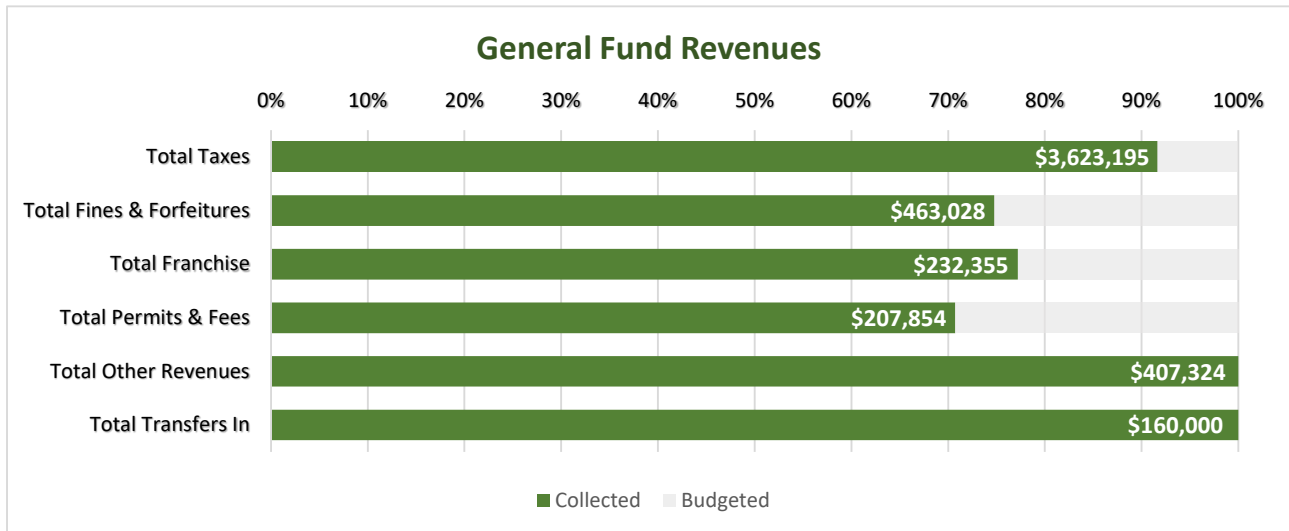
- General Fund revenue is \$5.1M, or 93% of what was budgeted.
- General Fund revenues are up \$198K, or 4% over revenues from last year at this time.
- September Sales Tax collections are up 9.2% compared to September collections last year.
- Total Sales Tax collections are \$1.7M, up 2.5% over collections this time in FY2023.
- Sales tax collections are two months in arrears; September collections were for July.

General Fund Expenditures

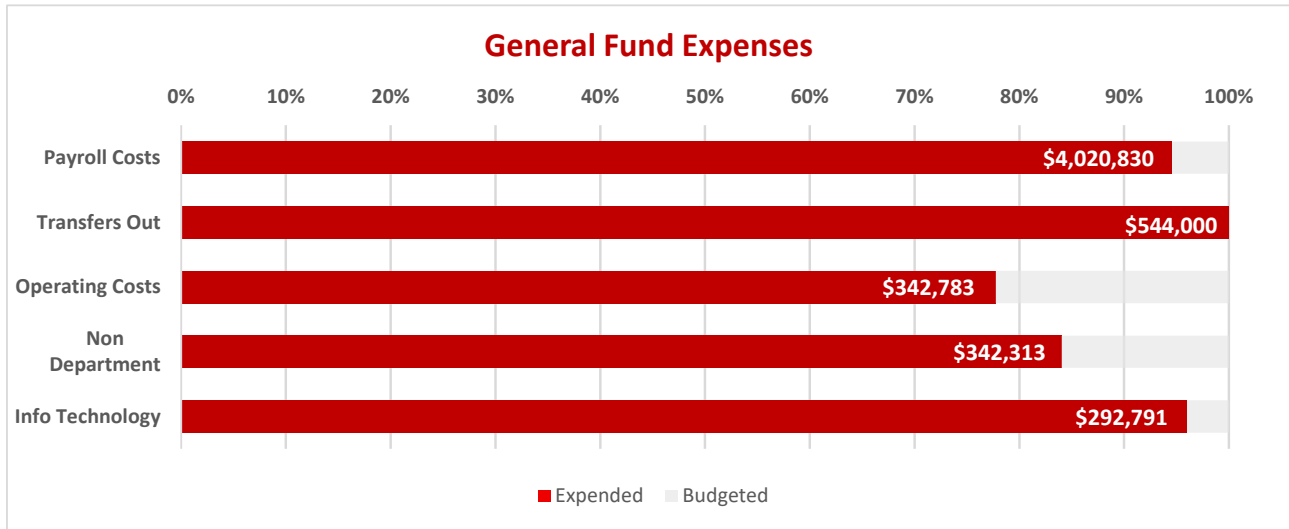


- General Fund expenses are \$5.5M, or 93% of what was budgeted.
- General Fund expenses are up \$154K, or 2.9% over expenditures from last year at this time.
- The largest budget category, payroll costs, are \$4M, or 95% - under the budget target.
- Revenue/Expenses in the General Fund is (\$449K) as the amended budget records \$496K more of expenses than revenues.

General Fund Revenues by Type:



General Fund Expenses by Category:



General Fund Highlights

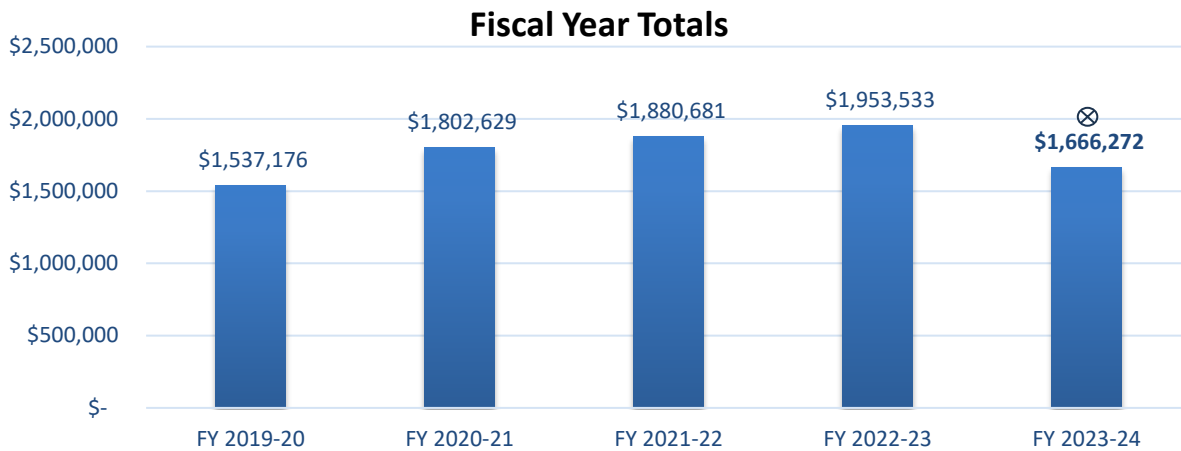
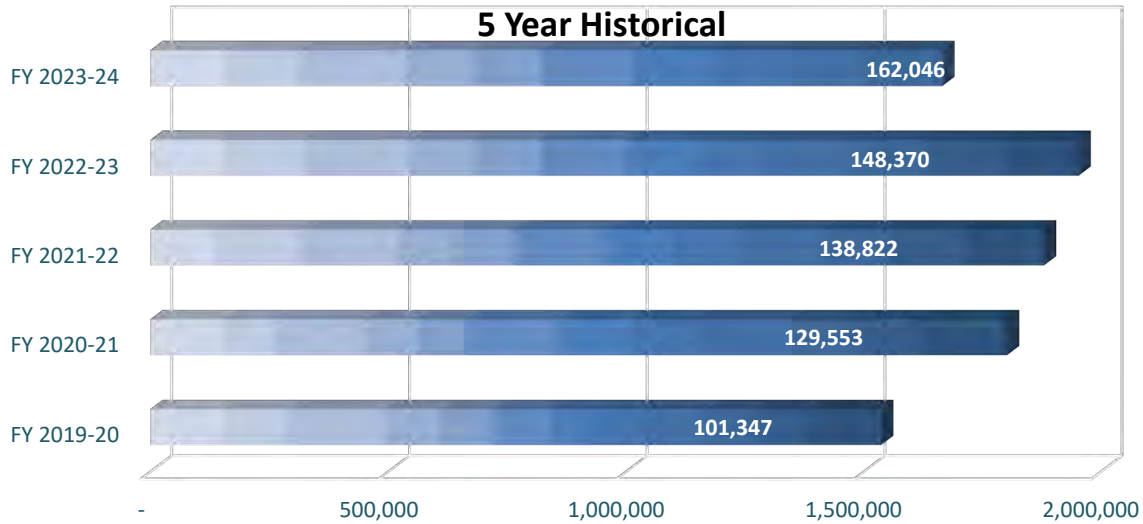
- September stays open in the accounting system until after the audit is completed in the spring of 2025. As such, these numbers will change as expenses & revenues are recorded well into the fall.
- Ad Valorem taxes are 100% collected. Sales taxes, which are two months behind, are 83% collected.
- Sales tax collections continue to bounce around – down 8.3% in August, up 9.2% in September. We hold out hope that we will reach our budget target of \$2M for FY24. Total Sales Tax collections for FY2024 are \$1.7M, up 2.5% over total collections at this time in FY2023.
- Total General Fund Payroll Costs are below the budget target at 95%.
- General Fund Revenues/Expenses are in the red (\$448,960) due to recording the Sweep of \$544K to the Capital Fund and subsequent budget amendment in March 2024.

General Fund Expenses by Department:

| Department | FY24 Approved | September 2024 | % of Budget | September 2023 |
|---------------------------|------------------|------------------|--------------|------------------|
| Council | 15,250 | 13,101 | 86% | 15,131 |
| Administration | 530,799 | 553,815 | 104% | 455,983 |
| Information Technology | 305,000 | 292,791 | 96% | 253,145 |
| Municipal Court | 246,526 | 241,782 | 98% | 307,324 |
| Police | 1,099,065 | 1,041,647 | 95% | 995,636 |
| Communications | 427,061 | 416,981 | 98% | 394,239 |
| Fire | 1,759,909 | 1,598,274 | 91% | 1,603,793 |
| Community Development | 289,052 | 264,492 | 92% | 246,309 |
| Public Works | 151,124 | 129,926 | 86% | 134,562 |
| Animal Control | 5,800 | 658 | 11% | 8,444 |
| Health Services | 12,000 | 11,000 | 92% | 12,000 |
| Economic Development & PA | 156,142 | 91,939 | 59% | 103,567 |
| Non-Departmental | 951,355 | 886,313 | 93% | 858,119 |
| Totals | 5,949,083 | 5,542,716 | 93.2% | 5,388,253 |

General Fund Sales Taxes

- September 2024 collections were \$162,046; up 9.2% over September 2023 collections.
- Total collections for FY24 are up 2.5% over the same period in FY23.
- Collections are two months in arrears - September collections were for July 2024.



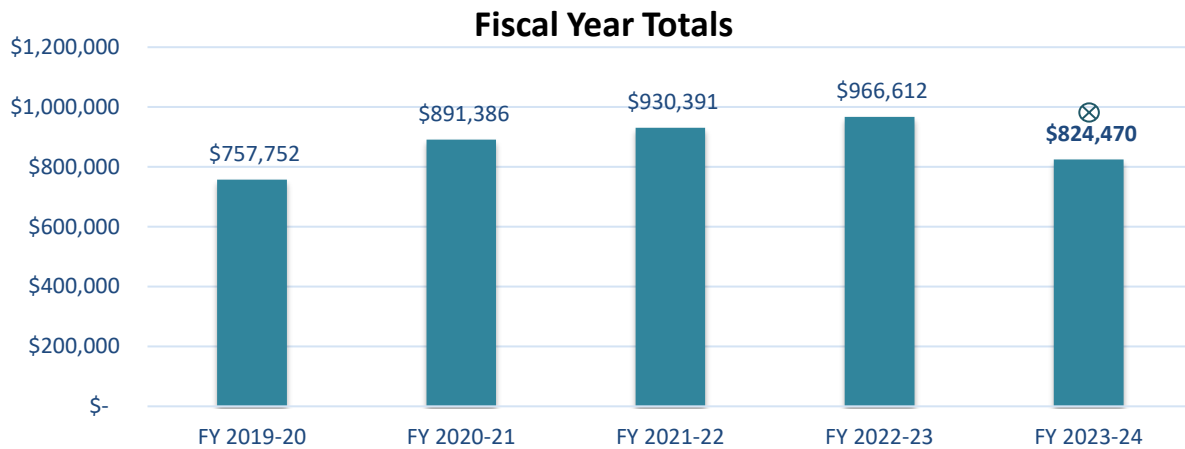
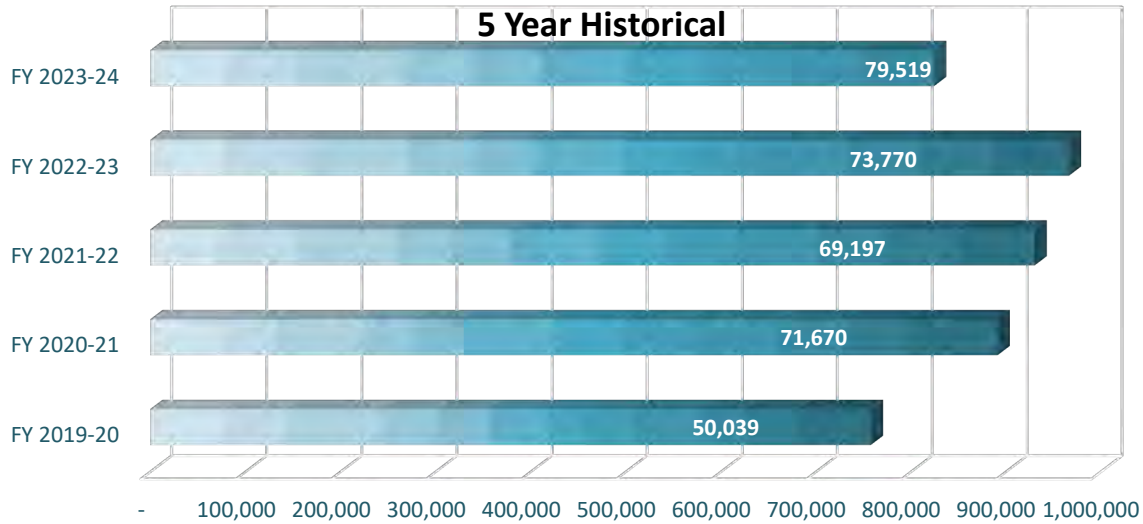
⊗ FY24 Budget Target is \$2M

Historical Collections

| Month | FY 2019-20 | FY 2020-21 | FY 2021-22 | FY 2022-23 | FY 2023-24 | Change |
|---------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------|
| DEC for OCT | 152,434 | 150,161 | 139,327 | 153,172 | 156,648 | 2.3% |
| JAN for NOV | 136,870 | 112,720 | 176,213 | 168,309 | 158,987 | -5.5% |
| FEB for DEC | 205,326 | 187,083 | 207,125 | 224,190 | 221,558 | -1.2% |
| MAR for JAN | 115,517 | 109,911 | 118,495 | 135,280 | 141,012 | 4.2% |
| APR for FEB | 111,527 | 104,367 | 126,516 | 137,563 | 146,998 | 6.9% |
| MAY for MAR | 123,280 | 196,389 | 192,588 | 183,905 | 189,908 | 3.3% |
| JUNE for APR | 80,442 | 148,210 | 136,310 | 142,647 | 166,616 | 16.8% |
| JULY for MAY | 107,574 | 142,312 | 138,615 | 134,612 | 140,736 | 4.5% |
| AUG for JUNE | 137,603 | 196,420 | 181,332 | 198,124 | 181,763 | -8.3% |
| SEPT for JULY | 101,347 | 129,553 | 138,822 | 148,370 | 162,046 | 9.2% |
| OCT for AUG | 109,950 | 137,738 | 157,144 | 163,213 | | |
| NOV for SEPT | 155,306 | 187,766 | 168,195 | 164,149 | | |
| Totals | \$ 1,537,176 | \$ 1,802,629 | \$ 1,880,681 | \$ 1,953,533 | \$ 1,666,272 | 2.5% |

BHCCPD Sales Taxes

- September 2024 collections were \$79,519; up 7.8% over September 2023 collections.
- Total collections for FY24 are up 2.3% over the same period in FY23.
- Collections are two months in arrears - September collections were for July 2024.



⊗ FY24 Budget Target is \$990K

Historical Collections

| Month | FY 2019-20 | FY 2020-21 | FY 2021-22 | FY 2022-23 | FY 2023-24 | Change |
|---------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------|
| DEC for OCT | 75,860 | 74,846 | 70,049 | 76,606 | 78,073 | 1.9% |
| JAN for NOV | 67,885 | 56,237 | 86,801 | 83,510 | 79,136 | -5.2% |
| FEB for DEC | 100,825 | 92,178 | 102,131 | 110,550 | 109,226 | -1.2% |
| MAR for JAN | 57,428 | 54,363 | 59,557 | 67,258 | 70,254 | 4.5% |
| APR for FEB | 55,338 | 51,731 | 62,356 | 68,453 | 73,171 | 6.9% |
| MAY for MAR | 60,227 | 96,676 | 94,478 | 90,211 | 93,196 | 3.3% |
| JUNE for APR | 40,171 | 73,578 | 67,889 | 71,034 | 83,571 | 17.6% |
| JULY for MAY | 52,917 | 70,707 | 70,096 | 67,015 | 70,015 | 4.5% |
| AUG for JUNE | 67,360 | 89,537 | 88,608 | 97,404 | 88,309 | -9.3% |
| SEPT for JULY | 50,039 | 71,670 | 69,197 | 73,770 | 79,519 | 7.8% |
| OCT for AUG | 54,171 | 68,118 | 77,796 | 81,221 | | |
| NOV for SEPT | 75,531 | 91,743 | 81,433 | 79,581 | | |
| Totals | \$ 757,752 | \$ 891,386 | \$ 930,391 | \$ 966,612 | \$ 824,470 | 2.3% |

**City of Balcones Heights
Investment Report
For the Month of September 2024**

| Account Type/Fund | Beginning Book Value | Annual Yield (%) | Deposits | Withdrawals & Transfers | Interest Earned | Ending Balance | Monthly Yield (%) | Maturity Date (Date Available) |
|--|-------------------------|------------------|----------------------|--------------------------|---------------------|-------------------------|-------------------|--------------------------------|
| Bank Cash | | | | | | | | |
| <u>FROST BANK</u> | | | | | | | | |
| Main Account | 1,194,901.59 | - | 919,137.70 | (567,425.01) | 79.38 | 1,546,614.28 | | |
| Red Light Cameras | 1,650.00 | - | 325.00 | (1,650.00) | | 325.00 | | |
| Insurance ACH Account | 209,247.20 | - | - | (28,303.52) | - | 180,943.68 | | |
| Seized Cash | 119,245.57 | - | - | - | - | 119,245.57 | | |
| Total Bank Cash | 1,525,044.36 | 0.06 | 919,462.70 | (597,378.53) | 79.38 | 1,847,128.53 | 0.005 | 1 day |
| Pool Investments | | | | | | | | |
| <u>TEXPOOL</u> | | | | | | | | |
| General Fund | 771,571.22 | - | - | (300,000.00) | 3,313.97 | 474,885.19 | | |
| Capital Fund | 361,175.93 | - | - | - | 1,183.56 | 362,359.49 | | |
| Street Fund | 117,771.13 | - | - | - | - | 117,771.13 | | |
| BHCCD Fund | 124,010.06 | - | - | - | 236.71 | 124,246.77 | | |
| Total TexPool | 1,374,528.34 | 5.26 | - | (300,000.00) | 4,734.24 | 1,079,262.58 | 0.439 | 1 day |
| <u>LONE STAR</u> | | | | | | | | |
| General Fund | 685,607.65 | - | - | (200,000.00) | 6,235.33 | 491,842.98 | | |
| Capital Fund | 215,995.50 | - | - | - | 2,398.21 | 218,393.71 | | |
| ATS Fund | 369,381.29 | - | - | - | - | 369,381.29 | | |
| Hotel Fund | 224,876.98 | - | - | - | 479.64 | 225,356.62 | | |
| Economic Incentive Fund | 298,149.23 | - | - | - | - | 298,149.23 | | |
| Sewer Fund | 573,926.49 | - | - | - | 479.64 | 574,406.13 | | |
| Total Lone Star | 2,367,937.14 | 5.29 | - | (200,000.00) | 9,592.82 | 2,177,529.96 | 0.441 | 1 day |
| Total Pool Investments | 3,742,465.48 | 5.28 | - | (500,000.00) | 14,327.06 | 3,256,792.54 | 0.440 | |
| Investment in Wonderland of the Americas (WOTA) | | | | | | | | |
| WOTA Investment Value | 4,962,000.00 | - | - | - | - | 4,962,000.00 | | - |
| TOTAL PORTFOLIO | \$ 10,229,509.84 | 3.39 | \$ 919,462.70 | \$ (1,097,378.53) | \$ 14,406.44 | \$ 10,065,921.07 | 0.282 | 1 days |

Bank Cash & Pool Values are Adjusted Monthly
Investment in WOTA is the Purchase Amount and is Not Adjusted Monthly

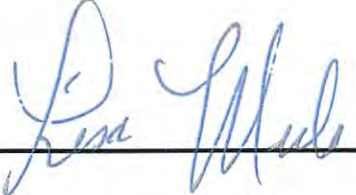
Weighted Average Maturity 1 days


Time needed to liquidate bank & pool funds - excludes WOTA Investment

Benchmark Interest Rates

| 6 Month T-Bill Rates | Jul-24 | Aug-24 | Sep-24 |
|--------------------------------|--------|--------|--------|
| Rate at Beginning of the Month | 5.12% | 4.85% | 4.65% |
| Rate at the End of the Month | 4.91% | 4.68% | 4.24% |

Floyd Messick
Finance Director  1-Oct-24
(date)

Lisa Merlo
Investment Officer  10-01-24
(date)

Albert Lara
Interim City Administrator  10-1-2024
(date)

*This investment portfolio represents a liquid and diverse holding by the City of Balcones Heights.
The investment strategy is to hold sufficient operating funds in the bank while investing other funds.
This portfolio is in compliance with the City's Investment Policy and the Public Funds Investment Act.*

Paid Invoice Report

| Vendor # Invoice # | Description | Date Due | Total Amount | Check-Acct | Inv Date | Remit |
|-----------------------|--|----------------|---------------|------------|----------------|-------|
| Vendor Name | PO Number | Date Paid | Transaction # | Trans-MMY | Claim-Number | |
| CC-Transaction | CC-Vendor | CC-Card Number | CC-Invoice | | Project-Number | |
| 5887 2022-049-01-21 | PROFESSIONAL SVCS HILLCREST AUG 24 | 09/12/2024 | 525.00 | 1 | 09/12/2024 | 1 |
| 6S ENGINEERING, INC.* | Yes | 09/12/2024 | 32538 C | 09/2024 | | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\6S 21.pdf | | | | | |
| 5887 2023-049-01-2 | CRESTVIEW DR PHASE 2 AUG 24 | 09/12/2024 | 11020.00 | 1 | 09/12/2024 | 1 |
| 6S ENGINEERING, INC.* | Yes | 09/12/2024 | 32538 C | 09/2024 | | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\6S 2023-049-01-2.pdf | | | | | |
| 5887 2023-049-04-3 | HILLCREST DR CATEGORICAL EXCLUSION | 09/12/2024 | 195.00 | 1 | 09/12/2024 | 1 |
| 6S ENGINEERING, INC.* | Yes | 09/12/2024 | 32538 C | 09/2024 | | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\6S 2023-049-04-3.pdf | | | | | |
| 5887 2024-049-04-1 | GIS ZONING UPDATE AUG 24 | 09/12/2024 | 3274.00 | 1 | 09/12/2024 | 1 |
| 6S ENGINEERING, INC.* | Yes | 09/12/2024 | 32538 C | 09/2024 | | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\6S 2024-049-04-1.pdf | | | | | |
| 264 4296401839384 | FD RESCUE 102 DIESEL EXHAUST FLUID | 09/28/2024 | 40.35 | 1 | 09/28/2024 | 1 |
| ADVANCE AUTO PARTS* | No | 09/28/2024 | 32553 C | 09/2024 | | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\ADVANCED AUTO.pdf | | | | | |
| 264 4296405528158 | PD UNITS ANITFREEZE | 09/28/2024 | 71.44 | 1 | 09/28/2024 | 1 |
| ADVANCE AUTO PARTS* | No | 09/28/2024 | 32553 C | 09/2024 | | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\ADVANCED AUTO.pdf | | | | | |
| 264 4296406630720 | FD 102-b DIESEL EXHAUST FLUID | 09/28/2024 | 22.80 | 1 | 09/28/2024 | 1 |
| ADVANCE AUTO PARTS* | No | 09/28/2024 | 32553 C | 09/2024 | | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\ADVANCED AUTO.pdf | | | | | |
| 264 4296408929160 | FD E 102B FUSE AUTO BLADE | 09/28/2024 | 9.04 | 1 | 09/28/2024 | 1 |
| ADVANCE AUTO PARTS* | No | 09/28/2024 | 32553 C | 09/2024 | | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\ADVANCED AUTO.pdf | | | | | |
| 264 4296427424397 | FD DIESEL EXHAUST FLUID | 10/03/2024 | 21.99 | 1 | 10/03/2024 | 1 |
| ADVANCE AUTO PARTS* | No | 10/03/2024 | 32584 C | 09/2024 | | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\ADVANCE 4397.pdf | | | | | |
| 220 122901 | PAYROLL WITHHOLDINGS | 09/18/2024 | 35.36 | 1 | 09/18/2024 | 1 |
| AFLAC* | Yes | 09/28/2024 | 32554 C | 09/2024 | | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\AFLAC.pdf | | | | | |
| 4207 20240918-1 | REIMB MONTHLY PHONE | 09/18/2024 | 40.00 | 1 | 09/18/2024 | 1 |
| AGUILAR, HENRY* | No | 09/28/2024 | 32555 C | 09/2024 | | |
| No | | | | | | |
| 1833 5510634501 | FD OXYGEN CYL RENTAL | 09/12/2024 | 74.91 | 1 | 09/12/2024 | 1 |
| AIRGAS USA, LLC* | No | 09/12/2024 | 32539 C | 09/2024 | | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\AIRGAS 5510634501.pdf | | | | | |

Paid Invoice Report

| Vendor # Invoice # | Description | Date Due | Total Amount | Check-Acct | Inv Date | Remit |
|------------------------------|--|----------------|---------------|------------|----------------|-------|
| Vendor Name | PO Number | Date Paid | Transaction # | Trans-MMY | Claim-Number | |
| CC-Transaction | CC-Vendor | CC-Card Number | CC-Invoice | | Project-Number | |
| 2398 8157 | SUMMER DESTINATION MARKETING | 10/03/2024 | 7500.00 | 1 | 10/03/2024 | 1 |
| AJR MEDIA GROUP* | No | 10/03/2024 | 32585 C | 09/2024 | | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\AJR 8157.pdf | | | | | |
| 116 20240923-1 | COBH MEMBERSHIP RENEWAL 2024 | 09/23/2024 | 600.00 | 1 | 09/23/2024 | 1 |
| ALAMO AREA COUNCIL OF GOVTS* | No | 09/28/2024 | 32556 C | 09/2024 | | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\2024 AACOG Membership Packet Balcones Heights.pdf | | | | | |
| 369 68508 | NEWS LETTER SEP-2024 | 09/11/2024 | 387.72 | 1 | 09/11/2024 | 1 |
| ALAMO MAILING COMPANY* | No | 09/12/2024 | 32540 C | 09/2024 | | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\ALAMO MAILING.pdf | | | | | |
| 369 68509 | CLUP COPIES FOR COUNCIL & EDC | 09/11/2024 | 375.00 | 1 | 09/11/2024 | 1 |
| ALAMO MAILING COMPANY* | No | 09/12/2024 | 32540 C | 09/2024 | | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\ALAMO MAILING.pdf | | | | | |
| 369 68688 | OCTOBER 2024 NEWSLETTER | 10/03/2024 | 456.82 | 1 | 10/03/2024 | 1 |
| ALAMO MAILING COMPANY* | No | 10/03/2024 | 32586 C | 09/2024 | | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\ALAMO MAILING 68688.pdf | | | | | |
| 383 20241003-1 | NEW HIRE CLOTHING ALLOWANCE | 10/03/2024 | 800.00 | 1 | 10/03/2024 | 1 |
| ANGELINA LOREDO* | No | 10/03/2024 | 32587 C | 09/2024 | | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\LOREDO C ALLOW.pdf | | | | | |
| 1895 832705 | ASPHALT PATCH HP 60# | 09/26/2024 | 701.76 | 1 | 09/26/2024 | 1 |
| ASPHALT PATCH ENT. INC.* | No | 09/28/2024 | 32557 C | 09/2024 | | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\ASPHALT 832705.pdf | | | | | |
| 2067 0595482903 | DISPATCH CONSOLE LINES | 10/03/2024 | 1317.61 | 1 | 10/03/2024 | 1 |
| AT&T* | No | 10/03/2024 | 32588 C | 09/2024 | | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\AT&T.pdf | | | | | |
| 2234 SEP-2024 | MONTHLY TOWS SDEP-2024 | 09/20/2024 | 2280.00 | 1 | 09/20/2024 | 1 |
| BANIS TOWING SERVICE* | Yes | 09/28/2024 | 32558 C | 09/2024 | | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\BANIS.pdf | | | | | |
| 121 00013552 | BUDGET LEVY 4Q24 | 09/05/2024 | 2889.00 | 1 | 09/05/2024 | 1 |
| BEXAR APPRAISAL DISTRICT* | No | 09/05/2024 | 32532 C | 09/2024 | | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\BAD 4Q 00013552.pdf | | | | | |
| 2664 AUGUST 2024 | MONTHLY INSPECTIONS AUG 24 | 09/05/2024 | 2170.00 | 1 | 09/05/2024 | 1 |
| BRUCE BEALOR* | No | 09/05/2024 | 32533 C | 09/2024 | | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\AUG-2024\BB Inspections 2024-08.pdf | | | | | |
| 2664 SEPTEMBER 2024 | MONTHLY INSPECTIONS SEPT 24 | 10/03/2024 | 1125.00 | 1 | 10/03/2024 | 1 |
| BRUCE BEALOR* | No | 10/03/2024 | 32589 C | 09/2024 | | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\BB SEPT 24.pdf | | | | | |

Paid Invoice Report

| Vendor # Invoice # | Description | Date Due | Total Amount | Check-Acct | Inv Date | Remit |
|------------------------------------|--|----------------|---------------|------------|----------------|-------|
| Vendor Name | PO Number | Date Paid | Transaction # | Trans-MMY | Claim-Number | |
| CC-Transaction | CC-Vendor | CC-Card Number | CC-Invoice | | Project-Number | |
| 466 91835676 | PUBLIC SAFETY RADIOS & TALK GROUPS SEPT | 10/03/2024 | 1336.68 | 1 | 10/03/2024 | 1 |
| CITY OF SAN ANTONIO* | No | 10/03/2024 | 32590 C | 09/2024 | | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\COSA 91835676.pdf | | | | | |
| 259 20240922-1 | COMBINED BILL AUG 2-2024 TO SEP 3-2024 | 09/20/2024 | 11839.59 | 1 | 09/20/2024 | 1 |
| CITY PUBLIC SERVICE BOARD* | No | 09/28/2024 | 32559 C | 09/2024 | | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\CPS COMBINED AUG 2 TO SEP 3.pdf | | | | | |
| 259 20240928-1 | PVT STREET LTS JUL 30-2024 TO AUG 28-202 | 09/28/2024 | 5196.98 | 1 | 09/28/2024 | 1 |
| CITY PUBLIC SERVICE BOARD* | No | 09/28/2024 | 32559 C | 09/2024 | | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\CPS PVT STS.pdf | | | | | |
| 382 20241003-1 | NEW HIRE CLOTHING ALLOWANCE | 10/03/2024 | 800.00 | 1 | 10/03/2024 | 1 |
| CODY R. SCHILLING* | No | 10/03/2024 | 32591 C | 09/2024 | | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\SCHILLING ALLOWANCE.pdf | | | | | |
| 305 449298900813650 | PAYROLL WITHHOLDINGS | 09/20/2024 | 1832.54 | 1 | 09/20/2024 | 1 |
| COLONIAL SUPPLEMENTAL INSURANCE* | No | 09/28/2024 | 32560 C | 09/2024 | | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\COLONIAL INS.pdf | | | | | |
| 2440 20240928-1 | MONTHLY STATEMENT 18 JUL-2024 TO 16 AUG- | 09/28/2024 | 6796.08 | 1 | 09/28/2024 | 1 |
| COMMERCE BANK* | No | 09/28/2024 | 9302024 C | 09/2024 | | |
| No | | | | | | |
| 5894 SO-3160 | PD RESTOCK MEDICAL SUPPLIES IN VEHICLES | 09/19/2024 | 599.43 | 1 | 09/19/2024 | 1 |
| CON10GENY CONSULTING* | No | 09/28/2024 | 32561 C | 09/2024 | | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\CON10GENY 3160.pdf | | | | | |
| 374 2024-0011 | HACKBERRY TREE REMOVAL DRAINAGE DITCH | 10/03/2024 | 1890.00 | 1 | 10/03/2024 | 1 |
| CUT IT CLEAN TREE & LAWN CARE* | Yes | 10/03/2024 | 32592 C | 09/2024 | | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\CUT IT CLEAN 2024-0011.pdf | | | | | |
| 1717 46436 | GENERAL LEGAL SRVCS AUG 24 | 09/20/2024 | 6481.40 | 1 | 09/20/2024 | 1 |
| DAVIDSON TROILO REAM & GARZA* | Yes | 09/28/2024 | 32562 C | 09/2024 | | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\DTR&G 46436.pdf | | | | | |
| 1717 46437 | MUNI JUDICIAL SRVCS AUG 24 | 09/20/2024 | 3248.00 | 1 | 09/20/2024 | 1 |
| DAVIDSON TROILO REAM & GARZA* | Yes | 09/28/2024 | 32562 C | 09/2024 | | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\DTR&G 46437.pdf | | | | | |
| 4458 83011317 | COPIERS LEASE SEPT 24 | 09/20/2024 | 1250.30 | 1 | 09/20/2024 | 1 |
| DE LAGE LANDEN FINANCIAL SERVICES* | No | 09/20/2024 | 920202401 C | 09/2024 | | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\DLL 83011317.pdf | | | | | |
| 6971 20240905-1 | NEW HIRE UNIFORM ALLOWANCE | 09/05/2024 | 800.00 | 1 | 09/05/2024 | 1 |
| DE NAVA, ANDREW* | No | 09/05/2024 | 32534 C | 09/2024 | | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\OFFICER DE NAVA.pdf | | | | | |

Paid Invoice Report

| Vendor # Invoice # | Description | Date Due | Total Amount | Check-Acct | Inv Date | Remit |
|-------------------------------|--|-------------------------------------|---------------|-------------|----------------|--------------|
| Vendor Name | PO Number | Date Paid | Transaction # | Trans-MMY | Claim-Number | |
| CC-Transaction | CC-Vendor | CC-Card Number | CC-Invoice | | Project-Number | |
| 371 | COBH-09-2024 | GROUP INSURANCE - DEER OAKS EAP | 09/18/2024 | 314.82 | 1 | 09/18/2024 1 |
| DEER OAKS EAP SERVICES, LLP* | | No | 09/28/2024 | 32563 C | 09/2024 | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\DEAR OAKS.pdf | | | | | |
| 3003 | 24081138N | TEX-AN NG CHARGES AUG 24 | 09/20/2024 | 3087.90 | 1 | 09/20/2024 1 |
| DIR* | | No | 09/28/2024 | 32564 C | 09/2024 | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\DIR 24081138N.pdf | | | | | |
| 145 | 0109461 | FLAGS FOR JC BLDG & FIRE DEPARTMENT | 09/27/2024 | 275.04 | 1 | 09/27/2024 1 |
| DIXIE FLAG MANUFACTURING CO.* | | Yes | 09/28/2024 | 32565 C | 09/2024 | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\DIXIE FLAG .pdf | | | | | |
| 836 | 19106 | SIGNS FRED RD & HILLCREST | 09/26/2024 | 170.00 | 1 | 09/26/2024 1 |
| FLASHER EQUIPMENT CO* | | Yes | 09/28/2024 | 32566 C | 09/2024 | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\FLASHER 19106.pdf | | | | | |
| 836 | 19107 | SIGNS SIESTA & GENTLEMAN RD | 09/26/2024 | 170.00 | 1 | 09/26/2024 1 |
| FLASHER EQUIPMENT CO* | | Yes | 09/28/2024 | 32566 C | 09/2024 | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\FLASHER 19107.pdf | | | | | |
| 836 | 19108 | SIGNS HARDWARE | 09/26/2024 | 102.00 | 1 | 09/26/2024 1 |
| FLASHER EQUIPMENT CO* | | Yes | 09/28/2024 | 32566 C | 09/2024 | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\FLASHER 19108.pdf | | | | | |
| 4712 | 50141 | FD PPE CARE & MAINTENANCE SRVC | 09/19/2024 | 716.06 | 1 | 09/19/2024 1 |
| GEAR CLEANING SOLUTIONS, LLC* | | Yes | 09/28/2024 | 32567 C | 09/2024 | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\Invoice GCS Gear Cleaning B-Shift 9-16-24.pdf | | | | | |
| 4712 | 50156 | BUNKER GEAR CLEANING | 09/26/2024 | 859.97 | 1 | 09/26/2024 1 |
| GEAR CLEANING SOLUTIONS, LLC* | | Yes | 09/28/2024 | 32567 C | 09/2024 | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\GCS 50156.pdf | | | | | |
| 2236 | 10861 | BHTS-001 PHASE 2 STORMWATER AUG 24 | 09/12/2024 | 2875.00 | 1 | 09/12/2024 1 |
| GIVLER ENGINEERING, INC.* | | No | 09/12/2024 | 32541 C | 09/2024 | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\GIVLER 10861.pdf | | | | | |
| 2236 | 10862 | BHTS-007G RAPID EXPRESS AUG 24 | 09/12/2024 | 261.24 | 1 | 09/12/2024 1 |
| GIVLER ENGINEERING, INC.* | | No | 09/12/2024 | 32541 C | 09/2024 | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\GIVLER 10862.pdf | | | | | |
| 2236 | 10863 | BHTS-0071 GILL ROAD AUG 24 | 09/12/2024 | 441.24 | 1 | 09/12/2024 1 |
| GIVLER ENGINEERING, INC.* | | No | 09/12/2024 | 32541 C | 09/2024 | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\GIVLER 10863.pdf | | | | | |
| 1353 | 20241001-1 | MONTHLY STATEMENT | 09/30/2024 | 349.42 | 1 | 09/30/2024 1 |
| HOME DEPOT CREDIT SERVICES* | | No | 09/30/2024 | 930202403 C | 09/2024 | |
| No | | | | | | |

Paid Invoice Report

| Vendor # Invoice # | Description | Date Due | Total Amount | Check-Acct | Inv Date | Remit |
|-------------------------------------|--|------------|----------------|------------|----------------|-------|
| Vendor Name | PO Number | Date Paid | Transaction # | Trans-MMY | Claim-Number | |
| CC-Transaction | CC-Vendor | CC-Name | CC-Card Number | CC-Invoice | Project-Number | |
| 1585 34674 | NOTARY STAMP MERLO | 09/27/2024 | 17.95 | 1 | 09/27/2024 | 1 |
| KATHY'S STAMPS 'N SIGNS* | | 09/28/2024 | 32568 C | 09/2024 | | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\KATHY STAMPS.pdf | | | | | |
| 2607 20241003-1 | REIMB NATIONAL NIGHT OUT SUPPLIES | 10/03/2024 | 38.20 | 1 | 10/03/2024 | 1 |
| KENNETH ORTIZ* | | 10/03/2024 | 32593 C | 09/2024 | | |
| No | | | | | | |
| 289 871463609 | ELEVATOR ANNUAL MAINT CONTRACT | 09/12/2024 | 2567.16 | 1 | 09/12/2024 | 1 |
| KONE Pasadena - A/P Dept.* | | 09/12/2024 | 32542 C | 09/2024 | | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\KONE 871463609.pdf | | | | | |
| 174 11095930 | TRANSLATION SRVCS COURT AUG 23 | 10/03/2024 | 7.74 | 1 | 10/03/2024 | 1 |
| LANGUAGE LINE SERVICES* | | 10/03/2024 | 32594 C | 09/2024 | | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\LLINE 11095930.pdf | | | | | |
| 174 11167980 | TRANSLATION SRVCS COURT NOV 23 | 10/03/2024 | 22.36 | 1 | 10/03/2024 | 1 |
| LANGUAGE LINE SERVICES* | | 10/03/2024 | 32594 C | 09/2024 | | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\LLINE 11167980.pdf | | | | | |
| 333 20240229 | PD SEARCHES FEB 24 | 09/12/2024 | 182.00 | 1 | 09/12/2024 | 1 |
| LEXISNEXIS RISK SOLUTIONS* | | 09/12/2024 | 32543 C | 09/2024 | | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\LEXISNEXIS 20240229.pdf | | | | | |
| 333 20240831 | PD SEARCHES AUG 24 | 09/12/2024 | 187.46 | 1 | 09/12/2024 | 1 |
| LEXISNEXIS RISK SOLUTIONS* | | 09/12/2024 | 32543 C | 09/2024 | | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\LEXISNEXIS 20240831.pdf | | | | | |
| 2401 20240922-1 | COLLECTION FEES MAY-2024 | 09/20/2024 | 5058.20 | 1 | 09/20/2024 | 1 |
| LINEBARGER GOGGAN BLAIR & SAMPSON* | | 09/28/2024 | 32569 C | 09/2024 | | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\LINEBARGER MAY-2024.pdf | | | | | |
| 318 13563348 | CARRIER SVCS SEP 24 | 09/12/2024 | 663.16 | 1 | 09/12/2024 | 1 |
| LOOMIS* | | 09/12/2024 | 32544 C | 09/2024 | | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\LOOMIS 13563348.pdf | | | | | |
| 2921 1002834 | MONTHLY FUEL BILL SEPT 24 | 10/03/2024 | 2898.39 | 1 | 10/03/2024 | 1 |
| MANSFIELD OIL COMPANY OF GAINESVILL | | 10/03/2024 | 32595 C | 09/2024 | | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\MANSFIELD 1002834.pdf | | | | | |
| 2921 995690 | MONTHLY FUEL BILL AUG 24 | 09/05/2024 | 3760.36 | 1 | 09/05/2024 | 1 |
| MANSFIELD OIL COMPANY OF GAINESVILL | | 09/05/2024 | 32535 C | 09/2024 | | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\AUG-2024\Mansfield 995690.pdf | | | | | |
| 6919 20241003-1 | REIMB RETIREMENT EVENT | 10/03/2024 | 58.26 | 1 | 10/03/2024 | 1 |
| MARIN, MICHELLE* | | 10/03/2024 | 32596 C | 09/2024 | | |
| No | | | | | | |
| 2970 20240918-1 | REIMB MONTHLY PHONE | 09/18/2024 | 40.00 | 1 | 09/18/2024 | 1 |
| MERLO, LISA* | | 09/28/2024 | 32570 C | 09/2024 | | |
| No | | | | | | |

Paid Invoice Report

| Vendor # Invoice # | Description | Date Due | Total Amount | Check-Acct | Inv Date | Remit |
|--|--|------------|---------------|------------|----------------|-------|
| Vendor Name | PO Number | Date Paid | Transaction # | Trans-MMY | Claim-Number | |
| CC-Transaction | CC-Vendor | CC-Card | CC-Invoice | | Project-Number | |
| 4210 20240918-1 | REIMB MONTHLY PHONE | 09/18/2024 | 40.00 | 1 | 09/18/2024 | 1 |
| MESSICK, FLOYD* | No | 09/28/2024 | 32571 C | 09/2024 | | |
| No | | | | | | |
| 1387 749759 | OFFICE NAME PLATES | 09/20/2024 | 82.75 | 1 | 09/20/2024 | 1 |
| MONARCH TROPHY STUDIO* | Yes | 09/28/2024 | 32572 C | 09/2024 | | |
| No | | | | | | |
| Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\MONARCH.pdf | | | | | | |
| 179 2740865 | PRE HIRE SCREENS & POST ACCIDENT | 09/12/2024 | 645.02 | 1 | 09/12/2024 | 1 |
| NOVA HEALTHCARE* | Yes | 09/12/2024 | 32545 C | 09/2024 | | |
| No | | | | | | |
| Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\NOVA.pdf | | | | | | |
| 659 377138839001 | PD, FINANCE, COURT, DISP, SUPPLY RM | 09/28/2024 | 618.19 | 1 | 09/28/2024 | 1 |
| OFFICE DEPOT, INC.* | Yes | 09/28/2024 | 32573 C | 09/2024 | | |
| No | | | | | | |
| Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\OFFICE DEPOT.pdf | | | | | | |
| 6889 1542 | FD ANNUAL PHYSICAL EXAMS | 09/12/2024 | 8685.00 | 1 | 09/12/2024 | 1 |
| ON DUTY HEALTH-TEXAS, PLLC* | Yes | 09/12/2024 | 32546 C | 09/2024 | | |
| No | | | | | | |
| Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\ONDUTY 1542.pdf | | | | | | |
| 6957 252743 | PEST TREATMENT 111 ALTGELT | 10/03/2024 | 190.00 | 1 | 10/03/2024 | 1 |
| PEST FORCE PEST CONTROL* | Yes | 10/03/2024 | 32597 C | 09/2024 | | |
| No | | | | | | |
| Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\PEST FORCE 252743.pdf | | | | | | |
| 957 3319449956 | POSTAGE METER LEASE JUN 15-24 TO SEP 14- | 09/20/2024 | 230.85 | 1 | 09/20/2024 | 1 |
| PITNEY BOWES INC* | No | 09/20/2024 | 70873907 C | 09/2024 | | |
| No | | | | | | |
| Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\PITNEY BOWES METER LEASE.pdf | | | | | | |
| 202 20240922-1 | JC POSTAGE REFILL JUL-2024 | 09/20/2024 | 1217.20 | 1 | 09/20/2024 | 1 |
| PITNEY BOWES PURCHASE POWER* | No | 09/20/2024 | 70873911 C | 09/2024 | | |
| No | | | | | | |
| Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\PITNEY BOWES PURCHASE POWER.pdf | | | | | | |
| 499 09/2024 | PAYROLL WITHHOLDING | 09/12/2024 | 6.50 | 1 | 09/12/2024 | 1 |
| POLICE & FIREMENS INS. ASSN.* | Yes | 09/12/2024 | 32547 C | 09/2024 | | |
| No | | | | | | |
| Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\PFIA.pdf | | | | | | |
| 4729 20240918-1 | REIMB MONTHLY PHONE | 09/18/2024 | 40.00 | 1 | 09/18/2024 | 1 |
| RICHARD MENCHACA* | No | 09/28/2024 | 32574 C | 09/2024 | | |
| No | | | | | | |
| 162 31741 | FIREWALL LICENSES | 09/12/2024 | 331.89 | 1 | 09/12/2024 | 1 |
| RRGP* | No | 09/12/2024 | 32548 C | 09/2024 | | |
| No | | | | | | |
| Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\31741.pdf | | | | | | |
| 162 31744 | DELL DESKTOP COMPUTER REPLACEMENT | 09/12/2024 | 2011.98 | 1 | 09/12/2024 | 1 |
| RRGP* | No | 09/12/2024 | 32548 C | 09/2024 | | |
| No | | | | | | |
| Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\RRGP 31744.pdf | | | | | | |
| 162 31760 | MONTHLY IT SUPPORT OCT 24 | 09/19/2024 | 6950.00 | 1 | 09/19/2024 | 1 |
| RRGP* | No | 09/28/2024 | 32575 C | 09/2024 | | |
| No | | | | | | |

Paid Invoice Report

| Vendor # Invoice # | Description | Date Due | Total Amount | Check-Acct | Inv Date | Remit |
|---|--|---|----------------|-------------|----------------|--------------|
| Vendor Name | PO Number | Date Paid | Transaction # | Trans-MMY | Claim-Number | |
| CC-Transaction | CC-Vendor | CC-Name | CC-Card Number | CC-Invoice | Project-Number | |
| Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\RRGP 31760.pdf | | | | | | |
| 162 | 31771 | SIRIS CLOUD RETENTION OCT 24 | 09/19/2024 | 1510.60 | 1 | 09/19/2024 1 |
| RRGP* | | No | 09/28/2024 | 32575 C | 09/2024 | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\RRGP 31771.pdf | | | | | |
| 162 | 31787 | BARRACUDA EMAIL COMPLIANCE OCT 24 | 09/19/2024 | 480.00 | 1 | 09/19/2024 1 |
| RRGP* | | No | 09/28/2024 | 32575 C | 09/2024 | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\RRGP 31787.pdf | | | | | |
| 6973 | 15921 | CLOGGED CITY SEWER MAIN | 09/11/2024 | 1555.00 | 1 | 09/11/2024 1 |
| RS DAVIS PLUMBING SERVICES, LLC* | | No | 09/12/2024 | 32549 C | 09/2024 | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\RS DAVIS PLUMBING.pdf | | | | | |
| 381 | 20241003-1 | NEW HIRE CLOTHING ALLOWANCE | 10/03/2024 | 800.00 | 1 | 10/03/2024 1 |
| SALOMON D. ORTIZ* | | No | 10/03/2024 | 32598 C | 09/2024 | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\ORTIZ ALLOWANCE.pdf | | | | | |
| 459 | 20240912-1 | PUBLIC NOTICES & HRGS BOA, TAX ABT, P&Z | 09/12/2024 | 344.75 | 1 | 09/12/2024 1 |
| SAN ANTONIO EXPRESS-NEWS* | | Yes | 09/12/2024 | 32550 C | 09/2024 | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\SA EXPRESS NEWS.pdf | | | | | |
| 237 | 163930 | SEWER TREATMENT & TRANSPORT AUG 24 | 09/26/2024 | 52871.29 | 1 | 09/26/2024 1 |
| SAN ANTONIO WATER SYSTEM* | | No | 09/28/2024 | 32576 C | 09/2024 | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\SAWS 163930.pdf | | | | | |
| 260 | 20240922-1 | COMBINED BILL AUG 9 TO SEP 6-2024 | 09/20/2024 | 1133.91 | 1 | 09/20/2024 1 |
| SAN ANTONIO WATER SYSTEM* | | No | 09/28/2024 | 32577 C | 09/2024 | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\SAWS COBINED BILL.pdf | | | | | |
| 239 | 20240918-1 | REIMB MONTHLY PHONE | 09/18/2024 | 40.00 | 1 | 09/18/2024 1 |
| SANCHEZ, DELIA R.* | | No | 09/28/2024 | 32578 C | 09/2024 | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\SEC1 1173976.pdf | | | | | |
| 301 | 1173976 | IMPOUND LOT MONITORING SEPT 24 | 09/30/2024 | 44.95 | 1 | 09/30/2024 1 |
| SECURITY ONE* | | No | 09/30/2024 | 930202401 C | 09/2024 | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\SEC1 1173976.pdf | | | | | |
| 219 | GB00537496 | ANNUAL RENEW WINDOWS LICENSES | 09/12/2024 | 1365.84 | 1 | 09/12/2024 1 |
| SHI GOVERNMENT SOLUTIONS* | | No | 09/12/2024 | 32551 C | 09/2024 | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\SHI7496.pdf | | | | | |
| 1722 | 00693 | FIRE EMS LICENSE RENEWAL | 09/12/2024 | 3696.00 | 1 | 09/12/2024 1 |
| SOUTHWEST TEXAS REGIONAL ADVISORY* | | Yes | 09/12/2024 | 32552 C | 09/2024 | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\STRAC.pdf | | | | | |
| 182 | 8007863483 | MONTHLY SHRED JUL-2024 | 09/27/2024 | 147.63 | 1 | 09/27/2024 1 |
| STERICYCLE, INC* | | No | 09/28/2024 | 32579 C | 09/2024 | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\SHRED-IT.pdf | | | | | |

Paid Invoice Report

| Vendor # Invoice # | Description | Date Due | Total Amount | Check-Acct | Inv Date | Remit |
|--------------------------------|--|----------------|---------------|------------|----------------|-------|
| Vendor Name | PO Number | Date Paid | Transaction # | Trans-MMY | Claim-Number | |
| CC-Transaction | CC-Vendor | CC-Card Number | CC-Invoice | | Project-Number | |
| 182 8008471698 | MONTHLY SHRED SEP-2024 | 09/28/2024 | 157.97 | 1 | 09/28/2024 | 1 |
| STERICYCLE, INC* | | 09/28/2024 | 32579 C | 09/2024 | | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\STERICYCLE INV-8008471698.pdf | | | | | |
| 5895 3195884 | COBRA ADMIN FEE | 09/18/2024 | 70.17 | 1 | 09/18/2024 | 1 |
| TASC* | | 09/28/2024 | 32580 C | 09/2024 | | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\TASC.pdf | | | | | |
| 321 AUG-2024 | PAYROLL WITHHOLDINGS | 09/05/2024 | 50069.56 | 1 | 09/05/2024 | 1 |
| TEXAS MUNICIPAL RETIREMENT SY* | | 09/05/2024 | 9052024 C | 09/2024 | | |
| No | | | | | | |
| 265 09-2024 | PAYROLL WITHHOLDINGS - STANDARD | 09/05/2024 | 2156.73 | 1 | 09/05/2024 | 1 |
| THE STANDARD* | | 09/05/2024 | 32536 C | 09/2024 | | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\THE STANDARD.pdf | | | | | |
| 6972 127096 | PARK FAUCET | 09/05/2024 | 134.96 | 1 | 09/05/2024 | 1 |
| TMS SOUTH, INC* | | 09/05/2024 | 32537 C | 09/2024 | | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\TMS.pdf | | | | | |
| 2619 130-150337 | TDEX INTERFACE MAINT ANNUAL RENEWAL | 09/26/2024 | 682.87 | 1 | 09/26/2024 | 1 |
| TYLER TECHNOLOGIES* | | 09/28/2024 | 32581 C | 09/2024 | | |
| No | Image: T:\acctg\frey\BUCS\Data\FY2024\SEP-2024\TYLER 130-150337.pdf | | | | | |
| 258 09/2024 | UH GROUP HEALTH INS | 09/30/2024 | 28303.52 | 1 | 09/30/2024 | 1 |
| UNITED HEALTHCARE* | | 09/30/2024 | 930202402 C | 09/2024 | | |
| No | | | | | | |
| 2625 20240918-1 | REIMB MONTHLY PHONE | 09/18/2024 | 40.00 | 1 | 09/18/2024 | 1 |
| VALVERDE, MIGUEL* | | 09/28/2024 | 32583 C | 09/2024 | | |
| No | | | | | | |
| 183 9973521071 | CELLS, TABLETS & HOTSPOTS AUG - SEPT 24 | 10/03/2024 | 2157.64 | 1 | 10/03/2024 | 1 |
| VERIZON WIRELESS* | | 10/03/2024 | 32599 C | 09/2024 | | |
| No | | | | | | |

Total Invoices: 95

Amount: 271,940.50

Line Item Budget - September 2024

| Account | Description | FY 2022-23 Actual | FY 2023-24 Approved | Current Year 30-Sep-24 | 100% of Budget | Prior Year 30-Sep-23 |
|--|--------------------------|----------------------|------------------------|---------------------------|-------------------|-------------------------|
| FY 2023-24 YTD OVERVIEW | | | | | | |
| General Fund | | | | | | |
| | Revenue | 5,317,951 | 5,452,778 | 5,093,756 | 93% | 4,895,921 |
| | Expenses | 5,402,123 | 5,949,083 | 5,542,716 | 93% | 5,388,253 |
| | Revenues/Expenses | (84,172) | (496,305) | (448,960) | | (492,333) |
| Capital Fund | | | | | | |
| | Revenue | 1,956,014 | 1,598,928 | 1,339,780 | 84% | 2,050,613 |
| | Expenses | 1,991,949 | 1,567,046 | 560,317 | 36% | 1,981,285 |
| | Revenues/Expenses | (35,935) | 31,882 | 779,463 | | 69,328 |
| Special Revenue Funds | | | | | | |
| | Revenue | 2,800,985 | 2,993,011 | 2,496,591 | 83% | 2,434,097 |
| | Expenses | 3,381,769 | 3,984,362 | 3,477,477 | 87% | 3,091,898 |
| | Revenues/Expenses | (580,784) | (991,351) | (980,886) | | (657,800) |
| <i>Special Revenue Funds: Federal & State Forfeiture, Streets, Traffic Safety, BHCCPD, Seized Assets, Hotel Occupancy Tax, Child Safety, Impound, Auction, Court Security, Federal & CDBG Grants, Park, Economic Incentive, Economic Development Corp., PEG, and Debt Service funds.</i> | | | | | | |
| Proprietary Funds | | | | | | |
| | Revenue | 995,802 | 979,000 | 947,504 | 97% | 907,985 |
| | Expenses | 1,049,993 | 979,000 | 937,509 | 96% | 881,469 |
| | Revenues/Expenses | (54,191) | - | 9,995 | | 26,516 |
| <i>Proprietary Funds: Sewer & Stormwater Funds</i> | | | | | | |
| Total YTD Budget - All Funds | | | | | | |
| | Total Revenue | 11,070,752 | 11,023,718 | 9,877,631 | 90% | 10,288,616 |
| | Total Expenses | 11,825,835 | 12,479,491 | 10,518,020 | 84% | 11,342,904 |
| | Revenues/Expenses | (755,083) | (1,455,774) | (640,389) | | (1,054,289) |

Line Item Budget - September 2024

| Account | Description | FY 2022-23 Actual | FY 2023-24 Approved | Current Year 30-Sep-24 | 100% of Budget | Prior Year 30-Sep-23 |
|---------------------------------------|--------------------------------------|----------------------|------------------------|---------------------------|-------------------|-------------------------|
| General Fund | | | | | | |
| <u>Fund Balance</u> | | | | | | |
| | Beginning Fund Balance | | 1,896,177 | 1,896,177 | | |
| | Revenues | | 5,452,778 | 5,093,756 | | |
| | Expenses | | (5,949,083) | (5,542,716) | | |
| | Revenue/Expense | | (496,305) | (448,960) | | |
| | Estimated Ending Fund Balance | | 1,399,872 | 1,447,217 | | |
| <u>General Fund Revenues</u> | | | | | | |
| <u>Taxes</u> | | | | | | |
| 10-310-110 | AD VALOREM TAX | 1,803,216 | 1,925,237 | 1,928,918 | 100% | 1,803,216 |
| 10-318-300 | SALES TAX | 1,953,533 | 2,000,000 | 1,666,272 | 83% | 1,626,171 |
| 10-334-100 | STATE MIXED DRINK TAX | 31,902 | 28,000 | 28,005 | 100% | 26,456 |
| | Total Taxes | 3,788,652 | 3,953,237 | 3,623,195 | 92% | 3,455,844 |
| <u>Fines & Forfeitures</u> | | | | | | |
| 10-334-200 | STATE COURT COSTS | 20,127 | 26,000 | 18,835 | 72% | 20,127 |
| 10-340-100 | COURT FEES & CHARGES | 70,477 | 70,000 | 48,129 | 69% | 70,477 |
| 10-349-000 | OTHER CHARGES | 100 | 100 | 108 | 108% | 100 |
| 10-350-100 | COURT FINES | 471,859 | 460,000 | 349,310 | 76% | 450,310 |
| 10-350-150 | WARRANT FEES | 58,481 | 63,000 | 46,645 | 74% | 58,481 |
| | Total Fines & Forfeitures | 621,044 | 619,100 | 463,028 | 75% | 599,495 |
| <u>Franchise Fees</u> | | | | | | |
| 10-318-410 | CPS FRANCHISE | 169,291 | 205,000 | 167,104 | 82% | 169,291 |
| 10-318-430 | TELEPHONE FRANCHISE ROW | 7,652 | 8,000 | 5,373 | 67% | 5,736 |
| 10-318-440 | SAWS FRANCHISE | 8,480 | 9,000 | - | 0% | - |
| 10-318-460 | CABLE FRANCHISE | 63,333 | 22,000 | 12,381 | 56% | 14,721 |
| 10-318-470 | BILLBOARDS | 21,000 | 21,000 | 21,000 | 100% | 21,000 |
| 10-318-480 | GARBAGE FRANCHISE | 34,979 | 36,000 | 26,497 | 74% | 26,927 |
| | Total Franchise | 304,734 | 301,000 | 232,355 | 77% | 237,674 |

Line Item Budget - September 2024

| Account | Description | FY 2022-23 Actual | FY 2023-24 Approved | Current Year 30-Sep-24 | 100% of Budget | Prior Year 30-Sep-23 |
|-----------------------------------|--------------------------------|----------------------|------------------------|---------------------------|-------------------|-------------------------|
| Permits & Fees | | | | | | |
| 10-320-200 | FOOD ESTABLISHMENT LICENSE | 21,610 | 28,000 | 20,733 | 74% | 21,610 |
| 10-320-300 | COIN OPERATED MACHINE | 2,865 | 3,000 | 2,790 | 93% | 2,865 |
| 10-321-100 | OCCUPANCY PERMIT | 6,880 | 6,800 | 7,945 | 117% | 6,880 |
| 10-321-110 | BUILDING PERMIT | 98,452 | 100,000 | 56,981 | 57% | 98,452 |
| 10-321-120 | ELECTRICAL PERMIT | 23,333 | 20,000 | 9,090 | 45% | 23,333 |
| 10-321-130 | PLUMBING PERMIT | 31,574 | 18,000 | 9,537 | 53% | 31,574 |
| 10-321-140 | A/C & HEATING PERMIT | 24,102 | 19,000 | 14,240 | 75% | 24,102 |
| 10-321-150 | LANDSCAPING PERMIT | 100 | 500 | 150 | 30% | 100 |
| 10-321-160 | YARD SALE PERMIT | 140 | 200 | 50 | 25% | 140 |
| 10-321-170 | PEDDLERS PERMIT | - | 200 | - | 0% | - |
| 10-321-180 | LIQUOR LICENSE FEES | 2,805 | 3,000 | 3,525 | 118% | 2,805 |
| 10-321-190 | NOTARY FEES | 18 | 100 | 12 | 12% | 18 |
| 10-321-200 | OPEN RECORDS REQUEST | 54 | 100 | 57 | 57% | 54 |
| 10-321-205 | PROPERTY SAFEKEEPING FEE | 600 | 1,000 | 475 | 48% | 600 |
| 10-321-210 | SHOPPING CART RECOVERY FEES | - | 100 | - | 0% | - |
| 10-321-290 | MASSAGE THERAPY LICENSE | 400 | 500 | - | 0% | 400 |
| 10-321-350 | CONTRACTOR'S LICENSE | 5,056 | 7,000 | 2,700 | 39% | 5,056 |
| 10-321-360 | HOME OCCUPATION REGISTRATIONS | 110 | 500 | 35 | 7% | 110 |
| 10-321-400 | ALARM PERMITS | 14,807 | 18,000 | 7,810 | 43% | 14,807 |
| 10-321-500 | SWIMMING POOL PERMIT | 375 | 500 | 342 | 68% | 375 |
| 10-321-600 | RENTAL PROP REG FEE | 26,508 | 30,000 | 24,433 | 81% | 26,508 |
| 10-321-605 | SPECIAL EVENTS PERMIT | - | 1,800 | 4,290 | 238% | - |
| 10-321-610 | TEMPORARY VENDOR PERMIT | - | 22,500 | 25,085 | 111% | - |
| 10-340-300 | ZONING & SUBDIVISION FEES | 2,400 | 3,000 | 3,031 | 101% | 2,400 |
| 10-340-400 | PLAN CHECKING FEES | 13,660 | 10,000 | 14,544 | 145% | 13,660 |
| Total Permits & Fees | | 275,849 | 293,800 | 207,854 | 71% | 275,849 |
| Other Revenues | | | | | | |
| 10-334-300 | STATE LEOSE TRAINING FUNDS | 1,875 | 1,931 | 4,772 | 247% | 1,875 |
| 10-340-600 | RETURN CHECK FEE | 91 | 100 | 35 | 35% | 91 |
| 10-342-100 | SPECIAL POLICE SERVICES | 1,002 | 1,000 | 798 | 80% | 1,002 |
| 10-344-500 | WEED CLEANING & REMOVAL | - | 1,000 | - | 0% | - |
| 10-345-600 | WONDERLAND OFFICE RENT | 40,260 | 40,260 | 42,264 | 105% | 40,260 |
| 10-360-000 | INTEREST EARNINGS | 65,912 | 15,000 | 111,386 | 743% | 58,045 |
| 10-364-000 | SALE/COMPENSATION FIXED ASSETS | - | 1,000 | - | 0% | - |
| 10-365-000 | INSURANCE PROCEEDS | 21,678 | 5,250 | 5,250 | 100% | 21,678 |
| 10-370-000 | OTHER REVENUES | 57,003 | 60,000 | 242,807 | 405% | 64,257 |
| 10-375-100 | OVER/SHORT ACCOUNT | (150) | 100 | 12 | 12% | (150) |
| Total Other Revenues | | 187,672 | 125,641 | 407,324 | 324% | 187,059 |
| Transfers In | | | | | | |
| 10-370-022 | TRANSFER FROM IMPOUND | 80,000 | 80,000 | 80,000 | 100% | 80,000 |
| 10-370-023 | TRANSFER FROM AUCTION | 60,000 | 80,000 | 80,000 | 100% | 60,000 |
| Total Transfers In | | 140,000 | 160,000 | 160,000 | 100% | 140,000 |
| General Fund Total Revenue | | 5,317,951 | 5,452,778 | 5,093,756 | 93% | 4,895,921 |

Line Item Budget - September 2024

| Account | Description | FY 2022-23 Actual | FY 2023-24 Approved | Current Year 30-Sep-24 | 100% of Budget | Prior Year 30-Sep-23 |
|--------------------------------------|-------------------------------------|----------------------|------------------------|---------------------------|-------------------|-------------------------|
| <u>General Fund Expenses</u> | | | | | | |
| <u>Council</u> | | | | | | |
| 10-405-312 | COUNCIL EVENTS | 1,075 | 2,000 | - | 0% | 1,075 |
| 10-405-325 | OPERATING SUPPLIES | 119 | 500 | 1,245 | 249% | 119 |
| 10-405-490 | TRAINING | 3,957 | 5,000 | 3,830 | 77% | 3,957 |
| 10-405-492 | TRAVEL | 8,691 | 6,000 | 5,810 | 97% | 8,629 |
| 10-405-494 | MEMBERSHIP DUES | 750 | 750 | 600 | 80% | 750 |
| 10-405-498 | OTHER EXPENSE | 652 | 1,000 | 1,616 | 162% | 601 |
| | Operating Expenses | 15,244 | 15,250 | 13,101 | 86% | 15,131 |
| | Total Council | 15,244 | 15,250 | 13,101 | 86% | 15,131 |
| <u>Administration</u> | | | | | | |
| 10-410-150 | SALARIES | 361,920 | 390,880 | 450,252 | 115% | 354,567 |
| 10-410-205 | SSI | 25,975 | 30,098 | 32,736 | 109% | 25,498 |
| 10-410-210 | MEDICAL | 28,634 | 28,000 | 22,238 | 79% | 28,634 |
| 10-410-230 | TMRS | 26,639 | 54,222 | 25,403 | 47% | 26,229 |
| 10-410-240 | WORKERS COMPENSATION | 1,000 | 1,100 | 1,100 | 100% | 1,000 |
| | Personnel Expenses | 444,168 | 504,299 | 531,730 | 105% | 435,928 |
| 10-410-310 | OFFICE SUPPLIES | 2,081 | 3,000 | 2,624 | 87% | 1,743 |
| 10-410-312 | MEETING COSTS | 220 | 1,000 | - | 0% | 220 |
| 10-410-325 | OPERATING SUPPLIES | 659 | 1,000 | 858 | 86% | 659 |
| 10-410-450 | POSTAGE | 5,944 | 5,000 | 7,609 | 152% | 6,516 |
| 10-410-488 | PRINTING | 789 | 500 | 308 | 62% | 789 |
| 10-410-490 | TRAINING | 1,557 | 3,000 | 1,015 | 34% | 1,444 |
| 10-410-492 | TRAVEL | 2,564 | 6,000 | 5,227 | 87% | 2,564 |
| 10-410-494 | MEMBERSHIP DUES | 815 | 2,000 | 1,454 | 73% | 815 |
| 10-410-498 | OTHER EXPENSE | 7,735 | 5,000 | 2,989 | 60% | 5,305 |
| | Operating Expenses | 22,364 | 26,500 | 22,085 | 83% | 20,056 |
| | Total Administration | 466,532 | 530,799 | 553,815 | 104% | 455,983 |
| <u>Information Technology</u> | | | | | | |
| 10-415-345 | HARDWARE & PERIPHERALS | 47,250 | 40,000 | 37,766 | 94% | 36,132 |
| 10-415-346 | LICENSES & SUBSCRIPTIONS | 20,559 | 25,000 | 15,923 | 64% | 20,559 |
| 10-415-408 | MANAGED IT SERVICES | 98,945 | 100,000 | 112,949 | 113% | 72,170 |
| 10-415-422 | DATA ACCESS & SOFTWARE | 67,312 | 66,000 | 57,623 | 87% | 67,312 |
| 10-415-472 | INTERNET, PHONES & CABLE | 31,229 | 45,000 | 42,319 | 94% | 31,229 |
| 10-415-473 | TABLETS & CELL PHONES | 22,985 | 24,000 | 22,250 | 93% | 21,224 |
| 10-415-474 | PHONE REIMBURSEMENTS | 4,520 | 5,000 | 3,960 | 79% | 4,520 |
| | Operating Expenses | 292,799 | 305,000 | 292,791 | 96% | 253,145 |
| | Total Information Technology | 292,799 | 305,000 | 292,791 | 96% | 253,145 |

Line Item Budget - September 2024

| Account | Description | FY 2022-23 Actual | FY 2023-24 Approved | Current Year 30-Sep-24 | 100% of Budget | Prior Year 30-Sep-23 |
|---------------------------------|--------------------------------|----------------------|------------------------|---------------------------|-------------------|-------------------------|
| <u>Municipal Court</u> | | | | | | |
| 10-420-150 | SALARIES | 132,946 | 124,738 | 122,383 | 98% | 130,929 |
| 10-420-155 | PART-TIME | 29,736 | 26,000 | 29,667 | 114% | 29,736 |
| 10-420-160 | OVERTIME | 171 | 500 | 182 | 36% | 171 |
| 10-420-205 | SSI | 12,036 | 11,645 | 10,978 | 94% | 11,895 |
| 10-420-210 | MEDICAL | 26,396 | 27,000 | 21,408 | 79% | 26,396 |
| 10-420-230 | TMRS | 14,718 | 14,143 | 13,839 | 98% | 14,493 |
| 10-420-240 | WORKERS COMPENSATION | 4,000 | 1,000 | 1,000 | 100% | 4,000 |
| | Personnel Expenses | 220,002 | 205,026 | 199,457 | 97% | 217,619 |
| 10-420-310 | OFFICE SUPPLIES | 1,207 | 2,000 | 1,662 | 83% | 1,192 |
| 10-420-418 | LEGAL SERVICES - JUDICIAL | 39,329 | 37,000 | 39,907 | 108% | 35,771 |
| 10-420-420 | WARRANT OFFICER SERVICES | 51,004 | - | - | 0% | 51,004 |
| 10-420-424 | PROFESSIONAL SERVICES | 15 | 100 | 30 | 30% | 15 |
| 10-420-488 | PRINTING | 721 | 1,000 | 411 | 41% | 721 |
| 10-420-490 | TRAINING | 425 | 500 | 150 | 30% | 425 |
| 10-420-492 | TRAVEL | 468 | 300 | - | 0% | 468 |
| 10-420-494 | MEMBERSHIP DUES | 110 | 400 | 165 | 41% | 110 |
| 10-420-498 | OTHER EXPENSES | - | 200 | - | 0% | - |
| | Operating Expenses | 93,278 | 41,500 | 42,325 | 102% | 89,705 |
| | Total Municipal Court | 313,280 | 246,526 | 241,782 | 98% | 307,324 |
| <u>Police Department</u> | | | | | | |
| 10-510-150 | SALARIES | 507,453 | 656,138 | 630,308 | 96% | 584,895 |
| 10-510-155 | PART-TIME | 20,739 | 23,600 | 43,383 | 184% | 20,368 |
| 10-510-160 | OVERTIME | 43,320 | 48,000 | 44,001 | 92% | 60,251 |
| 10-510-205 | SSI | 42,919 | 56,036 | 51,801 | 92% | 49,477 |
| 10-510-210 | MEDICAL | 56,910 | 78,200 | 64,005 | 82% | 70,469 |
| 10-510-230 | TMRS | 61,775 | 79,515 | 75,730 | 95% | 71,296 |
| 10-510-240 | WORKERS COMPENSATION | 11,100 | 22,320 | 22,320 | 100% | 11,100 |
| 10-510-280 | UNIFORM ALLOWANCE | 8,982 | 7,256 | 16,489 | 227% | 8,982 |
| | Personnel Expenses | 753,197 | 971,065 | 948,036 | 98% | 876,837 |
| 10-510-290 | EMPLOYEE SAFETY EQUIPMENT | 13,777 | 5,000 | 5,234 | 105% | 12,702 |
| 10-510-310 | OFFICE SUPPLIES | 912 | 2,000 | 394 | 20% | 848 |
| 10-510-325 | OPERATING SUPPLIES | 1,565 | 2,000 | 2,926 | 146% | 1,037 |
| 10-510-335 | FLEET FUEL | 40,045 | 35,000 | 34,522 | 99% | 31,912 |
| 10-510-350 | AMMUNITION & EXPLOSIVES | 4,587 | 5,000 | 1,819 | 36% | 4,587 |
| 10-510-438 | LABORATORY SERVICES | 869 | 2,000 | - | 0% | 770 |
| 10-510-440 | MEDICAL SERVICES | 3,707 | 3,000 | 4,154 | 138% | 3,707 |
| 10-510-442 | FLEET MAINTENANCE | 53,091 | 60,000 | 32,724 | 55% | 51,905 |
| 10-510-488 | PRINTING | 733 | 1,200 | 697 | 58% | 733 |
| 10-510-490 | TRAINING | 3,374 | 3,000 | 1,797 | 60% | 3,124 |
| 10-510-491 | STATE LEOSE TRAINING | 330 | 1,500 | 3,057 | 204% | 330 |
| 10-510-492 | TRAVEL | 3,012 | 3,000 | 2,356 | 79% | 2,882 |
| 10-510-494 | MEMBERSHIP DUES | 279 | 300 | 327 | 109% | 279 |
| 10-510-498 | OTHER EXPENSE | 5,545 | 5,000 | 3,603 | 72% | 3,982 |
| | Operating Expenses | 131,826 | 128,000 | 93,610 | 73% | 118,799 |
| | Total Police Department | 885,023 | 1,099,065 | 1,041,647 | 95% | 995,636 |

Line Item Budget - September 2024

| Account | Description | FY 2022-23 Actual | FY 2023-24 Approved | Current Year 30-Sep-24 | 100% of Budget | Prior Year 30-Sep-23 |
|-------------------------------|------------------------------|----------------------|------------------------|---------------------------|-------------------|-------------------------|
| <u>Communications</u> | | | | | | |
| 10-520-150 | SALARIES | 202,092 | 245,343 | 231,391 | 94% | 198,444 |
| 10-520-155 | PART-TIME | 25,579 | 22,000 | 64,616 | 294% | 25,252 |
| 10-520-160 | OVERTIME | 78,196 | 47,000 | 24,712 | 53% | 77,280 |
| 10-520-205 | SSI | 22,956 | 24,204 | 24,059 | 99% | 22,589 |
| 10-520-210 | MEDICAL | 35,452 | 50,000 | 39,335 | 79% | 35,234 |
| 10-520-230 | TMRS | 30,805 | 33,013 | 28,216 | 85% | 30,296 |
| 10-520-240 | WORKERS COMPENSATION | 1,500 | 1,000 | 1,000 | 100% | 1,500 |
| | Personnel Expenses | 396,580 | 422,561 | 413,329 | 98% | 390,596 |
| 10-520-310 | OFFICE SUPPLIES | 745 | 1,000 | 571 | 57% | 745 |
| 10-520-325 | GENERAL OPERATING SUPPLIES | 220 | 500 | 200 | 40% | 220 |
| 10-520-440 | MEDICAL SERVICES | 2,086 | 2,000 | 1,674 | 84% | 2,086 |
| 10-520-490 | TRAINING | 365 | 500 | 1,208 | 242% | 365 |
| 10-520-492 | TRAVEL | 228 | 500 | - | 0% | 228 |
| | Operating Expenses | 3,644 | 4,500 | 3,652 | 81% | 3,644 |
| | Total Communications | 400,223 | 427,061 | 416,981 | 98% | 394,239 |
| <u>Fire Department</u> | | | | | | |
| 10-530-150 | SALARIES | 1,091,951 | 1,163,953 | 1,079,960 | 93% | 1,074,156 |
| 10-530-155 | PART-TIME | - | 1,500 | - | 0% | - |
| 10-530-160 | OVERTIME | 43,359 | 40,000 | 42,893 | 107% | 43,141 |
| 10-530-205 | SSI | 85,171 | 92,820 | 83,846 | 90% | 83,870 |
| 10-530-210 | MEDICAL | 144,464 | 160,000 | 117,588 | 73% | 142,917 |
| 10-530-230 | TMRS | 125,341 | 135,956 | 126,710 | 93% | 123,390 |
| 10-530-240 | WORKERS COMPENSATION | 37,000 | 54,080 | 54,080 | 100% | 37,000 |
| 10-530-280 | UNIFORM ALLOWANCE | 13,600 | 13,600 | 12,800 | 94% | 13,600 |
| | Personnel Expenses | 1,540,886 | 1,661,909 | 1,517,878 | 91% | 1,518,075 |
| 10-530-290 | SAFETY EQUIPMENT | 10,653 | 20,000 | 10,661 | 53% | 9,955 |
| 10-530-295 | BUNKER GEAR | 6,406 | 7,000 | 7,017 | 100% | - |
| 10-530-310 | OFFICE SUPPLIES | 2,248 | 2,000 | 591 | 30% | 1,948 |
| 10-530-325 | OPERATING SUPPLIES | 7,638 | 8,000 | 4,268 | 53% | 6,742 |
| 10-530-335 | FLEET FUEL | 11,243 | 10,000 | 7,245 | 72% | 9,055 |
| 10-530-409 | SAFETY GEAR CLEANING | 2,153 | 3,000 | 2,687 | 90% | 2,007 |
| 10-530-440 | MEDICAL SERVICES | 9,371 | 9,000 | 9,004 | 100% | 9,371 |
| 10-530-442 | FLEET MAINTENANCE | 26,663 | 20,000 | 20,915 | 105% | 26,632 |
| 10-530-485 | EQUIPMENT MAINTENANCE | 1,688 | 4,000 | 864 | 22% | 1,688 |
| 10-530-490 | TRAINING | 3,201 | 3,000 | 5,522 | 184% | 2,813 |
| 10-530-492 | TRAVEL | - | 1,500 | 1,660 | 111% | - |
| 10-530-494 | MEMBERSHIP DUES | 1,175 | 1,500 | 1,683 | 112% | 1,175 |
| 10-530-496 | CERTIFICATIONS | 1,861 | 2,000 | 1,406 | 70% | 1,693 |
| 10-530-498 | OTHER EXPENSES | 1,999 | 2,000 | 346 | 17% | 1,811 |
| 10-530-500 | FACILITY MAINTENANCE | 10,918 | 5,000 | 6,526 | 131% | 10,829 |
| 10-530-580 | CAPITAL OUTLAY - EQUIPMENT | - | - | - | 0% | - |
| | Operating Expenses | 97,217 | 98,000 | 80,396 | 82% | 85,718 |
| | Total Fire Department | 1,638,103 | 1,759,909 | 1,598,274 | 91% | 1,603,793 |

Line Item Budget - September 2024

| Account | Description | FY 2022-23 Actual | FY 2023-24 Approved | Current Year 30-Sep-24 | 100% of Budget | Prior Year 30-Sep-23 |
|-------------------------------------|------------------------------------|------------------------------|--------------------------------|-----------------------------------|---------------------------|---------------------------------|
| <u>Community Development</u> | | | | | | |
| 10-610-150 | SALARIES | 155,617 | 155,522 | 153,929 | 99% | 153,100 |
| 10-610-155 | PART TIME | 16,510 | 31,196 | 21,210 | 68% | 16,019 |
| 10-610-160 | OVERTIME | - | 500 | 1,054 | 211% | - |
| 10-610-205 | SSI | 12,637 | 14,416 | 13,316 | 92% | 12,410 |
| 10-610-210 | MEDICAL | 18,115 | 30,000 | 12,971 | 43% | 18,115 |
| 10-610-230 | TMRS | 16,873 | 17,619 | 17,558 | 100% | 16,593 |
| 10-610-240 | WORKERS COMPENSATION | 1,000 | 1,000 | 1,000 | 100% | 1,000 |
| 10-610-280 | UNIFORM ALLOWANCE | 800 | 800 | 1,200 | 150% | 800 |
| | Personnel Expenses | 221,553 | 251,052 | 222,238 | 89% | 218,037 |
| 10-610-310 | OFFICE SUPPLIES | 480 | 750 | 411 | 55% | 450 |
| 10-610-335 | FLEET FUEL | 1,411 | 1,500 | 851 | 57% | 1,223 |
| 10-610-416 | CITY ENGINEERING SERVICES | 5,817 | 6,000 | 10,326 | 172% | 5,817 |
| 10-610-436 | INSPECTION SERVICES | 21,450 | 16,000 | 24,695 | 154% | 19,315 |
| 10-610-442 | FLEET MAINTENANCE | 189 | 1,000 | 135 | 13% | 67 |
| 10-610-482 | PROFESSIONAL SERVICES | 250 | 10,000 | 3,274 | 33% | 250 |
| 10-610-488 | PRINTING | - | 100 | - | 0% | - |
| 10-610-490 | TRAINING | 456 | 500 | 1,060 | 212% | 90 |
| 10-610-492 | TRAVEL | 586 | 1,000 | 1,065 | 106% | 586 |
| 10-610-494 | MEMBERSHIP DUES | - | 150 | 120 | 80% | - |
| 10-610-498 | OTHER EXPENSES | 645 | 1,000 | 318 | 32% | 475 |
| | Operating Expenses | 31,284 | 38,000 | 42,254 | 111% | 28,272 |
| | Total Community Development | 252,838 | 289,052 | 264,492 | 92% | 246,309 |

Line Item Budget - September 2024

| Account | Description | FY 2022-23 Actual | FY 2023-24 Approved | Current Year 30-Sep-24 | 100% of Budget | Prior Year 30-Sep-23 |
|---------------------------------------|------------------------------|----------------------|------------------------|---------------------------|-------------------|-------------------------|
| <u>Public Works</u> | | | | | | |
| 10-630-150 | SALARIES | 88,437 | 90,852 | 79,319 | 87% | 85,946 |
| 10-630-160 | OVERTIME | 812 | 1,000 | 1,848 | 185% | 812 |
| 10-630-205 | SSI | 6,583 | 7,073 | 6,006 | 85% | 6,474 |
| 10-630-210 | MEDICAL | 18,707 | 20,000 | 11,807 | 59% | 18,707 |
| 10-630-230 | TMRS | 9,754 | 10,372 | 9,093 | 88% | 9,591 |
| 10-630-240 | WORKERS COMPENSATION | 5,000 | 5,127 | 5,127 | 100% | 5,000 |
| 10-630-280 | UNIFORM ALLOWANCE | 1,600 | 1,600 | 1,600 | 100% | 1,600 |
| | Personnel Expenses | 130,893 | 136,024 | 114,799 | 84% | 128,130 |
| 10-630-325 | OPERATING SUPPLIES | 479 | 500 | 477 | 95% | 479 |
| 10-630-335 | FLEET FUEL | 2,555 | 3,000 | 1,542 | 51% | 2,218 |
| 10-630-345 | MINOR TOOLS & EQUIPMENT | - | 500 | 22 | 4% | - |
| 10-630-355 | MAINTENANCE & REPAIRS | 113 | 200 | 170 | 85% | 113 |
| 10-630-424 | PROFESSIONAL SERVICES | - | 5,000 | 2,565 | 51% | - |
| 10-630-442 | FLEET MAINTENANCE | 732 | 1,500 | 6,204 | 414% | 732 |
| 10-630-490 | TRAINING | - | 100 | - | 0% | - |
| 10-630-492 | TRAVEL | - | 200 | - | 0% | - |
| 10-820-390 | MISCELLANEOUS SUPPLIES | - | 100 | 457 | 457% | - |
| 10-820-442 | FACILITY MAINTENANCE | - | 1,000 | 752 | 75% | - |
| 10-820-476 | UTILITIES - WATER & SEWER | 638 | 1,000 | 673 | 67% | 638 |
| 10-820-478 | UTILITIES - ELECTRIC | 2,510 | 2,000 | 2,264 | 113% | 2,252 |
| | Operating Expenses | 7,027 | 15,100 | 15,126 | 100% | 6,432 |
| | Total Public Works | 137,920 | 151,124 | 129,926 | 86% | 134,562 |
| <u>Animal Control Services</u> | | | | | | |
| 10-650-325 | OPERATING SUPPLIES | - | 200 | - | 0% | - |
| 10-650-345 | MINOR TOOLS AND EQUIPMENT | - | 200 | - | 0% | - |
| 10-650-420 | VETERINARY SERVICES | - | 200 | - | 0% | - |
| 10-650-425 | ANIMAL SERVICES CONTRACT | 7,599 | 2,000 | 658 | 33% | 7,599 |
| 10-650-430 | FERAL CAT PROGRAM | 845 | 3,000 | - | 0% | 845 |
| 10-650-440 | EMPLOYEE MEDICAL SERVICES | - | 200 | - | 0% | - |
| | Total Animal Control | 8,444 | 5,800 | 658 | 11% | 8,444 |
| <u>Health Services</u> | | | | | | |
| 10-710-436 | INSPECTION SERVICES | 12,000 | 12,000 | 11,000 | 92% | 12,000 |
| | Total Health Services | 12,000 | 12,000 | 11,000 | 92% | 12,000 |

Line Item Budget - September 2024

| Account | Description | FY 2022-23 Actual | FY 2023-24 Approved | Current Year 30-Sep-24 | 100% of Budget | Prior Year 30-Sep-23 |
|---|--|------------------------------|--------------------------------|-----------------------------------|---------------------------|---------------------------------|
| <u>Economic Development & Public Affairs</u> | | | | | | |
| 10-900-150 | SALARIES | 65,031 | 74,448 | 61,850 | 83% | 63,737 |
| 10-900-205 | SSI | 4,701 | 5,732 | 4,563 | 80% | 4,622 |
| 10-900-210 | MEDICAL | - | 10,000 | - | 0% | - |
| 10-900-230 | TMRS | 7,168 | 9,548 | 6,951 | 73% | 7,047 |
| 10-900-240 | WORKERS COMPENSATION | 100 | 125 | - | 0% | 100 |
| | Personnel Expenses | 77,001 | 99,853 | 73,363 | 73% | 75,506 |
| 10-900-310 | OFFICE SUPPLIES | 123 | 469 | 243 | 52% | 123 |
| 10-900-312 | COMMUNITY RELATIONS | 3,111 | 5,300 | 3,111 | 59% | 3,063 |
| 10-900-325 | OPERATING SUPPLIES | - | 1,092 | 320 | 29% | - |
| 10-900-450 | OFFICE RENT | 16,232 | 24,347 | - | 0% | 16,232 |
| 10-900-452 | NEWSLETTER | 4,698 | 6,800 | 4,644 | 68% | 4,698 |
| 10-900-455 | WEBSITE MAINTENANCE & UPDATES | 725 | 5,430 | 6,204 | 114% | 335 |
| 10-900-472 | OFFICE TELEPHONE | - | 1,596 | - | 0% | - |
| 10-900-474 | SECURITY ALARM MONITORING SVC | 325 | 460 | 250 | 54% | 325 |
| 10-900-478 | UTILITIES - ELECTRIC | - | 1,347 | - | 0% | - |
| 10-900-487 | RESEARCH & RESOURCES | 828 | 1,050 | 1,282 | 122% | 828 |
| 10-900-491 | TRAINING | - | 1,344 | 500 | 37% | - |
| 10-900-492 | TRAVEL | - | 2,019 | - | 0% | - |
| 10-900-494 | MEMBERSHIP DUES | 414 | 756 | 264 | 35% | 414 |
| 10-900-501 | PROMOTIONS | - | 2,750 | 304 | 11% | - |
| 10-900-502 | MEETING COSTS | 717 | 529 | 39 | 7% | 704 |
| 10-920-491 | MEDIA/PUBLIC RELATIONS | 1,339 | 1,000 | 1,415 | 142% | 1,339 |
| | Operating Expenses | 28,512 | 56,289 | 18,575 | 33% | 28,061 |
| | Total Econ. Dev. & Public Affairs | 105,512 | 156,142 | 91,939 | 59% | 103,567 |

Line Item Budget - September 2024

| Account | Description | FY 2022-23 Actual | FY 2023-24 Approved | Current Year 30-Sep-24 | 100% of Budget | Prior Year 30-Sep-23 |
|--------------------------------|------------------------------------|----------------------|------------------------|---------------------------|-------------------|-------------------------|
| <u>Non Departmental</u> | | | | | | |
| <i>Services</i> | | | | | | |
| 10-405-418 | LEGAL SERVICES | 30,331 | 40,000 | 33,295 | 83% | 26,283 |
| 10-410-422 | CONTRACTED SERVICES | 1,456 | 112,500 | 104,748 | 93% | 1,312 |
| 10-410-424 | PROFESSIONAL SERVICES | 88,301 | 50,000 | 23,776 | 48% | 87,326 |
| 10-410-444 | AUDIT SERVICES | 11,500 | 20,000 | 21,091 | 105% | 11,500 |
| 10-410-482 | LEGAL NOTICES/NEWSPAPER ADS | 4,285 | 3,000 | 2,955 | 98% | 4,123 |
| 10-410-484 | ELECTION SERVICES | 2,418 | 3,000 | 2,266 | 76% | 2,418 |
| 10-430-425 | SERVICE AGREEMENTS | 20,022 | 72,000 | 41,960 | 58% | 15,434 |
| 10-490-402 | BEXAR APPRAISAL SERVICE | 9,024 | 8,500 | 11,556 | 136% | 9,024 |
| 10-490-490 | STATE UNEMPLOYMENT TAX | - | 4,355 | 4,355 | 100% | - |
| | Total Services | 167,337 | 313,355 | 246,003 | 79% | 157,420 |
| <i>Justice Center</i> | | | | | | |
| 10-430-320 | JANITORIAL SUPPLIES | 1,956 | 2,000 | 4,732 | 237% | 1,381 |
| 10-430-476 | WATER & SEWER - SAWS | 6,983 | 6,000 | 5,800 | 97% | 5,668 |
| 10-430-478 | ELECTRIC - CPS | 28,576 | 20,000 | 18,118 | 91% | 24,295 |
| | Total Justice Center | 37,515 | 28,000 | 28,650 | 102% | 31,345 |
| <i>Insurances</i> | | | | | | |
| 10-490-460 | INSURANCE - PHYSICAL PROPERTY | 8,541 | 17,500 | 18,635 | 106% | 8,541 |
| 10-490-462 | INSURANCE - GENERAL LIABILITY | 43,151 | 47,000 | 48,272 | 103% | 43,151 |
| 10-490-464 | INSURANCE - EMPLOYEE BONDS | 1,630 | 1,500 | 752 | 50% | 1,630 |
| | Total Insurance | 53,322 | 66,000 | 67,659 | 103% | 53,322 |
| <i>Debt Service</i> | | | | | | |
| 10-490-475 | PRINCIPLE - 21 FIRETRUCK | 113,000 | - | - | 0% | 113,000 |
| 10-490-476 | INTEREST - 21 FIRETRUCK | 3,033 | - | - | 0% | 3,033 |
| | Total Debt Service | 116,033 | - | - | 0% | 116,033 |
| <i>Transfers Out</i> | | | | | | |
| 10-490-493 | TRANSFER OUT STREETS FUND | - | - | - | 0% | - |
| 10-490-494 | TRANSFER OUT CAPITAL FUND | 500,000 | 544,000 | 544,000 | 100% | 500,000 |
| | Total Transfers Out | 500,000 | 544,000 | 544,000 | 100% | 500,000 |
| | Total Non Departmental | 874,207 | 951,355 | 886,313 | 93% | 858,119 |
| | General Fund Total Expenses | 5,402,123 | 5,949,083 | 5,542,716 | 93% | 5,388,253 |

Line Item Budget - September 2024

| Account | Description | FY 2022-23 Actual | FY 2023-24 Approved | Current Year 30-Sep-24 | 100% of Budget | Prior Year 30-Sep-23 |
|------------------------------|---------------------------------|----------------------|------------------------|---------------------------|-------------------|-------------------------|
| Capital Projects Fund | | | | | | |
| <u>Fund Balance</u> | | | | | | |
| | Beginning Fund Balance | | 971,272 | 971,272 | | |
| | Revenues | | 1,598,928 | 1,339,780 | | |
| | Expenses | | (1,567,046) | (560,317) | | |
| | Revenue/Expense | | 31,882 | 779,463 | | |
| | Estimated Ending Fund Balance | | 1,003,154 | 1,750,735 | | |
| <u>Revenues</u> | | | | | | |
| 11-360-000 | INTEREST | 43,116 | 20,000 | 57,352 | 287% | 37,928 |
| 11-370-205 | UTILITY REIMB PLEASANT | 455,859 | 13,428 | 13,428 | 100% | 331,380 |
| 11-370-208 | UTILITY REIMB CRESTVIEW | - | 296,500 | - | 0% | - |
| 11-370-400 | CDBG GRANT REVENUE | 375,734 | - | - | 0% | 600,000 |
| 11-370-605 | TRANSFERS IN PLEASANT | 481,305 | - | - | 0% | 481,305 |
| 11-370-606 | TRANSFERS IN CRESTVIEW | - | 600,000 | 600,000 | 100% | - |
| 11-371-215 | TRANSFER IN TRAFFIC SAFETY FUND | 100,000 | 125,000 | 125,000 | 100% | 100,000 |
| 11-371-400 | TRANSFER IN GENERAL FUND | 500,000 | 544,000 | 544,000 | 100% | 500,000 |
| | Total Revenue | 1,956,014 | 1,598,928 | 1,339,780 | 84% | 2,050,613 |
| <u>Expenses</u> | | | | | | |
| 11-430-510 | CAPITAL OUTLAY - LAND HILLCREST | 53,216 | 300,000 | - | 0% | 53,216 |
| 11-510-570 | CAPITAL OUTLAY VEHICLES | 7,565 | 125,000 | 316,924 | 254% | - |
| 11-520-580 | CAPITAL OUTLAY EQUIPMENT | 146,814 | - | - | 0% | 146,814 |
| 11-530-530 | CAPITAL OUTLAY - BUILDINGS | - | 50,000 | 40,303 | 81% | - |
| 11-530-570 | CAPITAL OUTLAY VEHICLES | - | 30,000 | 13,832 | 46% | - |
| 11-530-580 | CAPITAL OUTLAY - EQUIPMENT | - | 70,000 | - | 0% | - |
| 11-630-570 | CAPITAL OUTLAY-MOTOR VEHICLES | 17,500 | - | - | 0% | 17,500 |
| 11-820-103 | ENGINEER SERVICES HILLCREST | 109,350 | 200,000 | 33,975 | 17% | 107,850 |
| 11-820-105 | ENGINEER SERVICES PLEASANT 1 | 55,735 | - | - | 0% | 55,735 |
| 11-820-107 | ENGINEERING SERVICES PLEASANT 3 | 2,839 | - | - | 0% | 2,839 |
| 11-820-108 | ENGINEER SERVICES CRESTVIEW | 76,824 | 200,000 | 61,400 | 31% | 75,224 |
| 11-820-110 | ENGINEER SERVICES CRESTVIEW P2 | - | - | 24,040 | 0% | - |
| 11-820-205 | PLEASANT CONSTRUCTION - CDBG | 1,076,307 | - | - | 0% | 1,076,307 |
| 11-820-206 | PLEASANT CONSTRUCTION - SAWS | 78,866 | - | - | 0% | 78,866 |
| 11-820-207 | PLEASANT CONSTRUCTION - CITY | 56,607 | - | - | 0% | 56,607 |
| 11-820-208 | STREET CONSTRUCTION CRESTVIEW | - | 592,046 | 69,843 | 12% | - |
| 11-820-209 | PLEASANT CONSTRUCTION - CPS | 310,327 | - | - | 0% | 310,327 |
| | Total Expenses | 1,991,949 | 1,567,046 | 560,317 | 36% | 1,981,285 |

Line Item Budget - September 2024

| Account | Description | FY 2022-23 Actual | FY 2023-24 Approved | Current Year 30-Sep-24 | 100% of Budget | Prior Year 30-Sep-23 |
|--------------------------------------|-------------------------------|----------------------|------------------------|---------------------------|-------------------|-------------------------|
| Federal Asset Forfeiture Fund | | | | | | |
| <u>Fund Balance</u> | | | | | | |
| | Beginning Fund Balance | | 50,547 | 50,547 | | |
| | Revenues | | 5,000 | - | | |
| | Expenses | | (5,000) | - | | |
| | Revenue/Expense | | - | - | | |
| | Estimated Ending Fund Balance | | 50,547 | 50,547 | | |
| <u>Revenues</u> | | | | | | |
| 12-352-200 | TREASURY DEPT FORFEITURE | 2,269 | 5,000 | - | 0% | 2,269 |
| 12-352-300 | JUSTICE DEPT FORFEITURE | 30,373 | - | - | 0% | - |
| | Total Revenues | 32,643 | 5,000 | - | 0% | 2,269 |
| <u>Expenses</u> | | | | | | |
| 12-510-490 | TRAINING | - | 1,000 | - | 0% | - |
| 12-510-498 | OTHER EXPENSE | - | 1,000 | - | 0% | - |
| 12-510-580 | CAPITAL OUTLAY EQUIPMENT | - | 3,000 | - | 0% | - |
| | Total Expenses | - | 5,000 | - | 0% | - |

State Forfeiture Fund

| | | | | | | |
|----------------------------|-------------------------------|--------------|--------------|----------|-----------|--------------|
| <u>Fund Balance</u> | | | | | | |
| | Beginning Fund Balance | | - | - | | |
| | Revenues | | 2,000 | - | | |
| | Expenses | | (2,000) | - | | |
| | Revenue/Expense | | 0 | - | | |
| | Estimated Ending Fund Balance | | 0 | - | | |
| <u>Revenues</u> | | | | | | |
| 13-352-400 | STATE COURT FORFEITURE | - | 2,000 | - | 0% | - |
| | Total Revenue | - | 2,000 | - | 0% | - |
| <u>Expenses</u> | | | | | | |
| 13-510-498 | OTHER EXPENSES | 6,220 | 1,000 | - | 0% | 6,220 |
| 13-510-580 | CAPITAL OUTLAY - EQUIPMENT | - | 1,000 | - | 0% | - |
| | Total Expense | 6,220 | 2,000 | - | 0% | 6,220 |

Line Item Budget - September 2024

| Account | Description | FY 2022-23 Actual | FY 2023-24 Approved | Current Year 30-Sep-24 | 100% of Budget | Prior Year 30-Sep-23 |
|----------------------------|-------------------------------|----------------------|------------------------|---------------------------|-------------------|-------------------------|
| Streets Fund | | | | | | |
| <u>Fund Balance</u> | | | | | | |
| | Beginning Fund Balance | | 355,118 | 355,118 | | |
| | Revenues | | - | - | | |
| | Expenses | | (180,000) | (105,676) | | |
| | Revenue/Expense | | (180,000) | (105,676) | | |
| | Estimated Ending Fund Balance | | 175,118 | 249,442 | | |
| <u>Revenues</u> | | | | | | |
| 14-360-000 | INTEREST | 6,400 | - | - | 0% | 6,115 |
| 14-370-100 | TRANSFER IN GENERAL FUND | - | - | - | 0% | - |
| | Total Revenue | 6,400 | - | - | 0% | 6,115 |
| <u>Expenses</u> | | | | | | |
| 14-640-355 | REPAIR/MAINTENANCE SUPPLIES | - | 1,000 | 1,381 | 138% | - |
| 14-640-360 | STREET SIGNS & SUPPLIES | 897 | 1,000 | 4,295 | 430% | 897 |
| 14-640-416 | ENGINEERING SERVICES | - | 5,000 | - | 0% | - |
| 14-640-424 | PROFESSIONAL SERVICES | - | 50,000 | - | 0% | - |
| 14-640-442 | REPAIR/MAINTENANCE EXPENSE | 6,100 | 23,000 | - | 0% | 6,100 |
| 14-640-490 | TRANSFER OUT | - | 100,000 | 100,000 | 100% | - |
| | Total Expense | 6,997 | 180,000 | 105,676 | 59% | 6,997 |

Line Item Budget - September 2024

| Account | Description | FY 2022-23 Actual | FY 2023-24 Approved | Current Year 30-Sep-24 | 100% of Budget | Prior Year 30-Sep-23 |
|---|--|----------------------|------------------------|---------------------------|-------------------|-------------------------|
| Traffic Safety Fund | | | | | | |
| <u>Fund Balance</u> | | | | | | |
| | Beginning Fund Balance | | 227,757 | 227,757 | | |
| | Revenues | | 678,236 | 564,335 | | |
| | Expenses | | (999,611) | (805,778) | | |
| | Revenue/Expense | | (321,375) | (241,444) | | |
| | Estimated Ending Fund Balance | | (93,618) | (13,686) | | |
| <u>Revenues</u> | | | | | | |
| 15-340-600 | RETURN CHECK FEE | - | 100 | - | 0% | - |
| 15-351-100 | FINES & FEES | 1,133,625 | 750,000 | 585,850 | 78% | 1,055,286 |
| 15-351-200 | LATE FEES | 101,724 | 50,000 | 60,450 | 121% | 91,543 |
| 15-351-300 | PORTION DUE TO STATE | (171,968) | (123,214) | (82,612) | 67% | (156,435) |
| 15-360-000 | INTEREST | 11,665 | 1,250 | 647 | 52% | 11,038 |
| 15-375-100 | OVER/SHORT ACCOUNT | 5 | 100 | - | 0% | 5 |
| | Total Revenue | 1,075,051 | 678,236 | 564,335 | 83% | 1,001,438 |
| <u>Expenses</u> | | | | | | |
| <u>Traffic Safety Department</u> | | | | | | |
| 15-511-150 | SALARIES | 121,303 | 158,196 | 83,824 | 53% | 78,094 |
| 15-511-160 | OVERTIME | 27,072 | 10,000 | 7,919 | 79% | 10,371 |
| 15-511-205 | SSI | 10,018 | 12,951 | 7,134 | 55% | 6,617 |
| 15-511-210 | MEDICAL | 16,738 | 23,400 | 8,779 | 38% | 11,998 |
| 15-511-230 | TMRS | 14,941 | 18,994 | 10,768 | 57% | 9,781 |
| 15-511-240 | WORKERS COMPENSATION | 10,000 | 6,000 | 6,000 | 100% | 10,000 |
| 15-511-280 | UNIFORM ALLOWANCE | 1,200 | 1,872 | 1,600 | 85% | 1,200 |
| | Personnel Expense | 201,273 | 231,413 | 126,023 | 54% | 128,061 |
| 15-511-470 | CONTINGENCY | - | 8,357 | - | 0% | - |
| 15-511-478 | STREET & EXPRESSWAY LIGHTS | 60,804 | 62,000 | 58,545 | 94% | 55,746 |
| 15-511-495 | TRANSFER OUT | 100,000 | 125,000 | 125,000 | 100% | 100,000 |
| | Operating Expenses | 160,804 | 195,357 | 183,545 | 94% | 155,746 |
| | Total Traffic Safety Expense | 362,077 | 426,770 | 309,568 | 73% | 283,807 |
| <u>Administration Department</u> | | | | | | |
| 15-515-150 | SALARIES | 78,745 | 94,271 | 53,396 | 57% | 76,934 |
| 15-515-160 | OVERTIME | 220 | 500 | 524 | 105% | 154 |
| 15-515-205 | SSI | 6,034 | 7,297 | 3,862 | 53% | 5,899 |
| 15-515-210 | MEDICAL | 1,000 | 13,400 | 722 | 5% | 1,000 |
| 15-515-230 | TMRS | 9,081 | 10,702 | 6,077 | 57% | 8,872 |
| 15-515-240 | WORKERS COMPENSATION | 3,000 | 3,000 | 3,000 | 100% | 3,000 |
| 15-515-280 | UNIFORM ALLOWANCE | 960 | 672 | 520 | 77% | 960 |
| | Personnel Expense | 99,039 | 129,842 | 68,102 | 52% | 96,818 |
| 15-515-310 | OFFICE SUPPLIES | 349 | - | 157 | 0% | 349 |
| 15-515-442 | ATS MAINTENANCE | - | 500 | 475 | 95% | - |
| 15-515-444 | AUDIT SERVICES | 1,000 | 2,500 | 4,800 | 192% | 1,000 |
| 15-515-458 | VENDOR PAYMENT COLLECTIONS | 29,900 | 20,000 | 19,850 | 99% | 25,025 |
| 15-515-459 | VENDOR PAYMENT CITATIONS | 665,822 | 420,000 | 402,826 | 96% | 565,453 |
| | Operating Expenses | 697,071 | 443,000 | 428,108 | 97% | 591,827 |
| | Total Administration Expense | 796,110 | 572,842 | 496,210 | 87% | 688,645 |
| | Total Traffic Safety Fund Expense | 1,158,187 | 999,611 | 805,778 | 81% | 972,452 |

Line Item Budget - September 2024

| Account | Description | FY 2022-23 Actual | FY 2023-24 Approved | Current Year 30-Sep-24 | 100% of Budget | Prior Year 30-Sep-23 |
|--|-------------------------------|----------------------|------------------------|---------------------------|-------------------|-------------------------|
| Crime Control & Prevention Fund | | | | | | |
| <u>Fund Balance</u> | | | | | | |
| | Beginning Fund Balance | | 231,463 | 231,463 | | |
| | Revenues | | 992,000 | 831,564 | | |
| | Expenses | | (992,000) | (869,968) | | |
| | Revenue/Expense | | 0 | (38,405) | | |
| | Estimated Ending Fund Balance | | 231,464 | 193,058 | | |
| <u>Revenues</u> | | | | | | |
| 18-318-300 | SALES TAX | 966,612 | 990,000 | 824,470 | 83% | 805,810 |
| 18-360-000 | INTEREST | 9,593 | 2,000 | 7,093 | 355% | 8,453 |
| | Total Revenue | 976,205 | 992,000 | 831,564 | 84% | 814,263 |
| <u>Expenses</u> | | | | | | |
| 18-513-150 | SALARIES | 596,659 | 546,253 | 490,100 | 90% | 541,030 |
| 18-513-160 | OVERTIME | 65,347 | 60,000 | 70,408 | 117% | 64,289 |
| 18-513-205 | SSI | 49,112 | 46,681 | 41,991 | 90% | 44,372 |
| 18-513-210 | MEDICAL | 75,322 | 80,000 | 48,884 | 61% | 66,504 |
| 18-513-230 | TMRS | 73,256 | 68,461 | 63,179 | 92% | 66,531 |
| 18-513-240 | WORKERS COMPENSATION | 24,000 | 22,500 | 22,500 | 100% | 24,000 |
| 18-513-280 | UNIFORM ALLOWANCE | 6,800 | 7,200 | 5,950 | 83% | 6,800 |
| | Personnel Expense | 890,495 | 831,095 | 743,012 | 89% | 813,527 |
| 18-513-460 | INSURANCE - PROPERTY | 5,932 | - | - | 0% | 5,932 |
| 18-513-462 | INSURANCE - GENERAL LIABILITY | 3,541 | - | - | 0% | 3,541 |
| 18-513-476 | UTILITIES - WATER & SEWER | 8,548 | 10,000 | 5,386 | 54% | 7,474 |
| 18-513-478 | UTILITIES - ELECTRIC | 70,072 | 69,000 | 67,257 | 97% | 63,165 |
| 18-513-500 | FACILITY MAINTENANCE | 76,616 | 81,905 | 54,313 | 66% | 74,056 |
| 18-513-501 | JANITORIAL SERVICE | 45,000 | - | - | 0% | 45,000 |
| 18-513-530 | CAPITAL OUTLAY - BUILDINGS | 85,609 | - | - | 0% | 85,609 |
| | Operating Expenses | 295,319 | 160,905 | 126,956 | 79% | 284,777 |
| | Total Expense | 1,185,813 | 992,000 | 869,968 | 88% | 1,098,304 |
| Seized Assets Fund | | | | | | |
| <u>Fund Balance</u> | | | | | | |
| | Beginning Fund Balance | | 3,991 | 3,991 | | |
| | Revenues | | 2,000 | - | | |
| | Expenses | | (2,000) | - | | |
| | Revenue/Expense | | - | - | | |
| | Estimated Ending Fund Balance | | 3,991 | 3,991 | | |
| <u>Revenues</u> | | | | | | |
| 19-335-100 | SEIZED CASH | - | 1,000 | - | 0% | - |
| 19-335-200 | UNCLAIMED SECURITIES | - | 1,000 | - | 0% | - |
| | Total Revenue | - | 2,000 | - | 0% | - |
| <u>Expenses</u> | | | | | | |
| 19-490-498 | OTHER EXPENSES | - | 1,000 | - | 0% | - |
| 19-490-500 | CLAIM PAYMENTS | - | 1,000 | - | 0% | - |
| | Total Expense | - | 2,000 | - | 0% | - |

Line Item Budget - September 2024

| Account | Description | FY 2022-23 Actual | FY 2023-24 Approved | Current Year 30-Sep-24 | 100% of Budget | Prior Year 30-Sep-23 |
|---------------------------------|--------------------------------|----------------------|------------------------|---------------------------|-------------------|-------------------------|
| Hotel Occupancy Tax Fund | | | | | | |
| <u>Fund Balance</u> | | | | | | |
| | Beginning Fund Balance | | 378,954 | 378,954 | | |
| | Revenues | | 234,900 | 173,768 | | |
| | Expenses | | (234,900) | (182,573) | | |
| | Revenue/Expense | | 0 | (8,806) | | |
| | Estimated Ending Fund Balance | | 378,954 | 370,148 | | |
| <u>Revenues</u> | | | | | | |
| 20-318-300 | HOTEL OCCUPANCY TAX | 214,211 | 233,400 | 163,359 | 70% | 187,998 |
| 20-360-000 | INTEREST | 8,923 | 1,500 | 6,409 | 427% | 8,296 |
| 20-367-000 | CONTRIBUTIONS/DONATIONS | 8,200 | - | 4,000 | 0% | 8,200 |
| | Total Revenue | 231,334 | 234,900 | 173,768 | 74% | 204,495 |
| <u>Expenses</u> | | | | | | |
| 20-900-150 | SALARIES | 97,566 | 94,654 | 92,775 | 98% | 95,625 |
| 20-900-205 | SSI | 7,052 | 7,288 | 6,844 | 94% | 6,932 |
| 20-900-210 | MEDICAL | 10,617 | 10,000 | 5,963 | 60% | 10,617 |
| 20-900-230 | TMRS | 10,753 | 9,548 | 10,426 | 109% | 10,571 |
| 20-900-240 | WORKERS COMPENSATION | 300 | 125 | 125 | 100% | 300 |
| | Personnel Expense | 126,287 | 121,615 | 116,133 | 95% | 124,045 |
| 20-900-310 | OFFICE SUPPLIES | 756 | 283 | 594 | 210% | 696 |
| 20-900-325 | OPERATING SUPPLIES | 1,600 | 1,508 | 364 | 24% | 1,400 |
| 20-900-444 | AUDIT SERVICES | 800 | 1,000 | 1,250 | 125% | 800 |
| 20-900-450 | OFFICE RENT | 22,415 | 33,623 | - | 0% | 22,415 |
| 20-900-455 | POSTAGE | 47 | 100 | - | 0% | 47 |
| 20-900-472 | OFFICE TELEPHONE | - | 2,204 | - | 0% | - |
| 20-900-474 | SECURITY ALARM SERVICE | 520 | 452 | 530 | 117% | 520 |
| 20-900-478 | UTILITIES - ELECTRIC | 2,478 | 1,859 | 1,837 | 99% | 2,303 |
| 20-900-487 | RESEARCH & RESOURCES | 2,354 | 1,450 | 1,612 | 111% | 2,354 |
| 20-900-491 | TRAINING/CONTINUING EDUCATION | 410 | 1,855 | 140 | 8% | 410 |
| 20-900-492 | TRAVEL | 777 | 3,000 | 530 | 18% | 777 |
| 20-900-494 | MEMBERSHIP DUES | 423 | 1,044 | - | 0% | 423 |
| 20-900-605 | WEBSITE REDESIGN | 18,918 | - | - | 0% | 8,318 |
| 20-920-455 | WEBSITE MAINT & UPDATES | 200 | 539 | 835 | 155% | 200 |
| 20-920-480 | BROCHURE/RACK CARDS | - | 2,000 | - | 0% | - |
| 20-920-484 | WEB-BASED ADVERTISING | 22,472 | 20,525 | 19,684 | 96% | 22,472 |
| 20-920-486 | MAGAZINE ADVERTISING | 4,008 | 10,900 | 12,158 | 112% | 4,008 |
| 20-920-502 | MEETING COSTS | 256 | 943 | 247 | 26% | 256 |
| 20-920-503 | PROMOTIONAL MERCHANDISE | - | 1,000 | - | 0% | - |
| 20-930-915 | JAZZ FESTIVAL | 25,556 | 25,000 | 22,659 | 91% | 25,676 |
| 20-930-916 | HISPANIC TRAILS CULTURAL EVENT | 5,000 | 4,000 | 4,000 | 100% | 5,000 |
| | Operating Expenses | 108,990 | 113,285 | 66,441 | 59% | 98,075 |
| | Total Expense | 235,277 | 234,900 | 182,573 | 78% | 222,120 |

Line Item Budget - September 2024

| Account | Description | FY 2022-23 Actual | FY 2023-24 Approved | Current Year 30-Sep-24 | 100% of Budget | Prior Year 30-Sep-23 |
|----------------------------|-------------------------------|----------------------|------------------------|---------------------------|-------------------|-------------------------|
| Child Safety Fund | | | | | | |
| <u>Fund Balance</u> | | | | | | |
| | Beginning Fund Balance | | 38,345 | 38,345 | | |
| | Revenues | | 3,600 | 3,121 | | |
| | Expenses | | (3,600) | (1,500) | | |
| | Revenue/Expense | | - | 1,621 | | |
| | Estimated Ending Fund Balance | | 38,345 | 39,966 | | |
| <u>Revenues</u> | | | | | | |
| 21-334-400 | SCHOOL CROSSING FEES | 4,185 | 3,600 | 3,121 | 87% | 3,911 |
| | Total Revenue | 4,185 | 3,600 | 3,121 | 87% | 3,911 |
| <u>Expenses</u> | | | | | | |
| 21-514-325 | OPERATING SUPPLIES | 500 | 2,000 | 1,500 | 75% | 500 |
| 21-514-470 | GENERAL CONTINGENCY | - | 600 | - | 0% | - |
| 21-514-498 | OTHER EXPENSE | - | 1,000 | - | 0% | - |
| | Total Expense | 500 | 3,600 | 1,500 | 42% | 500 |

Line Item Budget - September 2024

| Account | Description | FY 2022-23 Actual | FY 2023-24 Approved | Current Year 30-Sep-24 | 100% of Budget | Prior Year 30-Sep-23 |
|----------------------------|-------------------------------|----------------------|------------------------|---------------------------|-------------------|-------------------------|
| Impound Fund | | | | | | |
| <u>Fund Balance</u> | | | | | | |
| | Beginning Fund Balance | | 59,254 | 59,254 | | |
| | Revenues | | 115,600 | 76,056 | | |
| | Expenses | | (115,600) | (105,803) | | |
| | Revenue/Expense | | - | (29,747) | | |
| | Estimated Ending Fund Balance | | 59,254 | 29,507 | | |
| <u>Revenues</u> | | | | | | |
| 22-340-100 | IMPOUND FEES | 64,600 | 70,000 | 39,211 | 56% | 64,600 |
| 22-340-110 | TOWING FEES | 32,395 | 30,000 | 21,375 | 71% | 32,395 |
| 22-340-120 | DAILY FEES | 20,760 | 15,000 | 14,720 | 98% | 20,760 |
| 22-340-140 | ADMIN/POSTAGE FEES | 675 | 500 | 750 | 150% | 675 |
| 22-375-100 | OVER/SHORT ACCOUNT | 5 | 100 | - | 0% | 5 |
| | Total Revenue | 118,435 | 115,600 | 76,056 | 66% | 118,435 |
| <u>Expenses</u> | | | | | | |
| 22-415-450 | POSTAGE | 1,000 | 800 | - | 0% | 428 |
| 22-415-460 | TOWING | 38,690 | 31,000 | 24,840 | 80% | 36,125 |
| 22-415-474 | SECURITY MONITORING | 599 | 800 | 659 | 82% | 599 |
| 22-415-498 | OTHER EXPENSES | 32 | 3,000 | 304 | 10% | 32 |
| 22-415-510 | TRANSFER OUT GENERAL FUND | 80,000 | 80,000 | 80,000 | 100% | 80,000 |
| | Total Expense | 120,321 | 115,600 | 105,803 | 92% | 117,185 |
| Auction Fund | | | | | | |
| <u>Fund Balance</u> | | | | | | |
| | Beginning Fund Balance | | 89,275 | 89,275 | | |
| | Revenues | | 85,000 | 57,752 | | |
| | Expenses | | (85,000) | (82,829) | | |
| | Revenue/Expense | | - | (25,077) | | |
| | Estimated Ending Fund Balance | | 89,275 | 64,198 | | |
| <u>Revenues</u> | | | | | | |
| 23-340-130 | VEHICLE AUCTIONS | 70,245 | 77,500 | 54,934 | 71% | 70,245 |
| 23-340-140 | ADMINISTRATION FEES | 3,607 | 7,500 | 2,818 | 38% | 3,607 |
| 23-375-100 | OVER/SHORT ACCOUNT | 2 | - | - | 0% | - |
| | Total Revenue | 73,854 | 85,000 | 57,752 | 68% | 73,852 |
| <u>Expenses</u> | | | | | | |
| 23-415-424 | PROFESSIONAL SERVICES | 3,438 | 3,000 | 2,829 | 94% | 3,438 |
| 23-415-460 | TOWING | - | 500 | - | 0% | - |
| 23-415-498 | OTHER EXPENSES | 61 | 1,500 | - | 0% | 61 |
| 23-415-510 | TRANSFER TO GENERAL FUND | 60,000 | 80,000 | 80,000 | 100% | 60,000 |
| | Total Expense | 63,499 | 85,000 | 82,829 | 97% | 63,499 |

Line Item Budget - September 2024

| Account | Description | FY 2022-23 Actual | FY 2023-24 Approved | Current Year 30-Sep-24 | 100% of Budget | Prior Year 30-Sep-23 |
|---|-------------------------------|----------------------|------------------------|---------------------------|-------------------|-------------------------|
| Court Security & Technology Fund | | | | | | |
| <u>Fund Balance</u> | | | | | | |
| | Beginning Fund Balance | | 100,142 | 100,142 | | |
| | Revenues | | 30,000 | 22,737 | | |
| | Expenses | | (30,000) | (21,442) | | |
| | Revenue/Expense | | (0) | 1,295 | | |
| | Estimated Ending Fund Balance | | 100,142 | 101,437 | | |
| <u>Revenues</u> | | | | | | |
| 24-340-125 | COURT TECHNOLOGY FEE | 15,071 | 14,000 | 10,416 | 74% | 15,071 |
| 24-340-150 | COURT SECURITY FEE | 17,860 | 16,000 | 12,320 | 77% | 17,860 |
| | Total Revenue | 32,931 | 30,000 | 22,737 | 76% | 32,931 |
| <u>Expenses</u> | | | | | | |
| 24-420-150 | SALARIES | 12,799 | 13,200 | 13,973 | 106% | 12,557 |
| 24-420-210 | SSI | 979 | 1,016 | 1,069 | 105% | 961 |
| 24-420-240 | WORKERS COMPENSATION | 6,000 | 6,000 | 6,000 | 100% | 6,000 |
| 24-420-280 | UNIFORMS | 872 | 600 | 400 | 67% | 872 |
| | Personnel Expense | 20,650 | 20,816 | 21,442 | 103% | 20,389 |
| 24-420-430 | COURT TECHNOLOGY | - | 3,000 | - | 0% | - |
| 24-420-470 | CONTINGENCY | - | 3,184 | - | 0% | - |
| 24-420-498 | OTHER EXPENSE | 196 | 3,000 | - | 0% | 196 |
| | Operating Expenses | 196 | 9,184 | - | 0% | 196 |
| | Total Expense | 20,846 | 30,000 | 21,442 | 71% | 20,586 |

Line Item Budget - September 2024

| Account | Description | FY 2022-23 Actual | FY 2023-24 Approved | Current Year 30-Sep-24 | 100% of Budget | Prior Year 30-Sep-23 |
|----------------------------|-------------------------------|----------------------|------------------------|---------------------------|-------------------|-------------------------|
| Federal Grants | | | | | | |
| <u>Fund Balance</u> | | | | | | |
| | Beginning Fund Balance | | - | - | | |
| | Revenues | | 55,997 | 62,857 | | |
| | Expenses | | (55,997) | (62,857) | | |
| | Revenue/Expense | | - | - | | |
| | Estimated Ending Fund Balance | | - | - | | |
| <u>Revenues</u> | | | | | | |
| 26-300-500 | FEMA - FD AIR COMPRESSOR | - | 55,997 | 62,857 | 112% | - |
| | Total Revenue | - | 55,997 | 62,857 | 112% | - |
| <u>Expenses</u> | | | | | | |
| 26-400-500 | FD AIR COMPRESSOR | - | 55,997 | 62,857 | 112% | - |
| | Total Expense | - | 55,997 | 62,857 | 112% | - |
| CDBG Grants | | | | | | |
| <u>Fund Balance</u> | | | | | | |
| | Beginning Fund Balance | | - | - | | |
| | Revenues | | 425,000 | 425,000 | | |
| | Expenses | | (425,000) | - | | |
| | Revenue/Expense | | - | 425,000 | | |
| | Estimated Ending Fund Balance | | - | 425,000 | | |
| <u>Revenues</u> | | | | | | |
| 27-330-106 | CRESTVIEW DRIVE | - | 425,000 | 425,000 | 100% | - |
| | Total Revenue | - | 425,000 | 425,000 | 100% | - |
| <u>Expenses</u> | | | | | | |
| 27-640-556 | CRESTVIEW DRIVE | | 425,000 | 425,000 | 100% | |
| | Total Expense | - | 425,000 | 425,000 | 100% | - |

Line Item Budget - September 2024

| Account | Description | FY 2022-23 Actual | FY 2023-24 Approved | Current Year 30-Sep-24 | 100% of Budget | Prior Year 30-Sep-23 |
|--------------------------------|-------------------------------|----------------------|------------------------|---------------------------|-------------------|-------------------------|
| Parks Fund | | | | | | |
| <u>Fund Balance</u> | | | | | | |
| | Beginning Fund Balance | | 914 | 914 | | |
| | Revenues | | 1,500 | 1,280 | | |
| | Expenses | | (1,500) | (1,259) | | |
| | Revenue/Expense | | - | 21 | | |
| | Estimated Ending Fund Balance | | 914 | 936 | | |
| <u>Revenues</u> | | | | | | |
| 29-346-100 | ROGIERS PARK PAVILION RENTAL | 1,280 | 1,500 | 1,280 | 85% | 1,280 |
| | Total Revenue | 1,280 | 1,500 | 1,280 | 85% | 1,280 |
| <u>Expenses</u> | | | | | | |
| 29-810-325 | OPERATING SUPPLIES | 42 | 500 | - | 0% | 42 |
| 29-810-442 | PARK MAINTENANCE | 324 | 1,000 | 1,259 | 126% | 324 |
| | Total Expense | 366 | 1,500 | 1,259 | 84% | 366 |
| Economic Incentive Fund | | | | | | |
| <u>Fund Balance</u> | | | | | | |
| | Beginning Fund Balance | | 462,664 | 462,664 | | |
| | Revenues | | 115,000 | 82,469 | | |
| | Expenses | | (215,000) | (220,734) | | |
| | Revenue/Expense | | (100,000) | (138,265) | | |
| | Estimated Ending Fund Balance | | 362,664 | 324,400 | | |
| <u>Revenues</u> | | | | | | |
| 30-320-000 | CPS FRANCHISE | 106,267 | 115,000 | 82,469 | 72% | 84,252 |
| 30-360-000 | INTEREST | 12,633 | - | - | 0% | 12,006 |
| | Total Revenue | 118,900 | 115,000 | 82,469 | 72% | 96,257 |
| <u>Expenses</u> | | | | | | |
| 30-410-424 | PROFESSIONAL SERVICES | - | 1,000 | 20,734 | 2073% | - |
| 30-410-426 | DEVELOPMENT GRANTS | - | 10,000 | - | 0% | - |
| 30-600-100 | DEVELOPMENT COSTS | - | 1,000 | - | 0% | - |
| 30-600-150 | CHAMBER MEMBERSHIP FEES | - | 1,000 | - | 0% | - |
| 30-600-200 | CITY BRANDING | - | 1,000 | - | 0% | - |
| 30-600-300 | ADVERTISING & PROMOTIONS | - | 1,000 | - | 0% | - |
| 30-600-495 | TRANSFER OUT CAPITAL FUND | 100,000 | 200,000 | 200,000 | 100% | 100,000 |
| | Total Expense | 100,000 | 215,000 | 220,734 | 103% | 100,000 |

Line Item Budget - September 2024

| Account | Description | FY 2022-23 Actual | FY 2023-24 Approved | Current Year 30-Sep-24 | 100% of Budget | Prior Year 30-Sep-23 |
|---|-------------------------------|----------------------|------------------------|---------------------------|-------------------|-------------------------|
| Economic Development Corporation | | | | | | |
| <u>Fund Balance</u> | | | | | | |
| | Beginning Fund Balance | | 4,620,243 | 4,620,243 | | |
| | Revenues | | 50,000 | - | | |
| | Expenses | | (445,791) | (400,371) | | |
| | Revenue/Expense | | (395,791) | (400,371) | | |
| | Estimated Ending Fund Balance | | 4,224,452 | 4,219,872 | | |
| <u>Revenues</u> | | | | | | |
| 31-320-100 | PARTNERSHIP DIVIDENDS | 50,000 | 50,000 | - | 0% | - |
| | Total Revenue | 50,000 | 50,000 | - | 0% | - |
| <u>Expenses</u> | | | | | | |
| 31-410-100 | LEGAL SERVICES | - | 36,000 | - | 0% | - |
| 31-410-200 | DEBT SERVICE - INTEREST | 202,193 | 193,791 | 193,826 | 100% | 201,223 |
| 31-410-210 | DEBT SERVICE - PRINCIPLE | 198,000 | 206,000 | 206,000 | 100% | 198,898 |
| 31-410-410 | TRIPLE NET | 6,196 | - | - | 0% | 6,196 |
| 31-410-435 | PROFESSIONAL SERVICES | 2,398 | 5,000 | 545 | 11% | 2,398 |
| 31-410-491 | TRAINING | - | 2,500 | - | 0% | - |
| 31-410-492 | TRAVEL | - | 2,500 | - | 0% | - |
| | Total Expense | 408,787 | 445,791 | 400,371 | 90% | 408,714 |

Line Item Budget - September 2024

| Account | Description | FY 2022-23 Actual | FY 2023-24 Approved | Current Year 30-Sep-24 | 100% of Budget | Prior Year 30-Sep-23 |
|----------------------------|---------------------------------|----------------------|------------------------|---------------------------|-------------------|-------------------------|
| PEG Fund | | | | | | |
| <u>Fund Balance</u> | | | | | | |
| | Beginning Fund Balance | | 36,830 | 36,830 | | |
| | Revenues | | 4,000 | 2,476 | | |
| | Expenses | | - | - | | |
| | Revenue/Expense | | 4,000 | 2,476 | | |
| | Estimated Ending Fund Balance | | 40,830 | 39,306 | | |
| <u>Revenues</u> | | | | | | |
| 33-318-461 | 1% FRANCHISE PEG | 3,860 | 4,000 | 2,476 | 62% | 2,944 |
| | Total Revenue | 3,860 | 4,000 | 2,476 | 62% | 2,944 |
| <u>Expenses</u> | | | | | | |
| 33-490-495 | TRANSFER OUT | - | - | - | 0% | - |
| | Total Expense | - | - | - | 0% | - |
| Debt Service Fund | | | | | | |
| <u>Fund Balance</u> | | | | | | |
| | Beginning Fund Balance | | 1,495 | 1,495 | | |
| | Revenues | | 193,178 | 193,177 | | |
| | Expenses | | (191,363) | (191,687) | | |
| | Revenue/Expense | | 1,815 | 1,491 | | |
| | Estimated Ending Fund Balance | | 3,310 | 2,986 | | |
| <u>Revenues</u> | | | | | | |
| 36-310-110 | AD VALOREM TAX | 75,907 | 193,178 | 193,177 | 100% | 75,907 |
| | Total Revenue | 75,907 | 193,178 | 193,177 | 100% | 75,907 |
| <u>Expenses</u> | | | | | | |
| 36-490-650 | FIRETRUCK SERIES 2021 PRINCIPLE | - | 114,000 | 114,000 | 100% | - |
| 36-490-651 | FIRETRUCK SERIES 2021 INTEREST | - | 2,160 | 2,184 | 101% | - |
| 36-490-652 | VIVIAN SERIES 2020 PRINCIPLE | 73,000 | 74,000 | 74,000 | 100% | 73,000 |
| 36-490-653 | VIVIAN SERIES 2020 INTEREST | 1,956 | 1,203 | 1,503 | 125% | 1,956 |
| | Total Expense | 74,956 | 191,363 | 191,687 | 100% | 74,956 |

Line Item Budget - September 2024

| Account | Description | FY 2022-23 Actual | FY 2023-24 Approved | Current Year 30-Sep-24 | 100% of Budget | Prior Year 30-Sep-23 |
|----------------------------|--------------------------------|----------------------|------------------------|---------------------------|-------------------|-------------------------|
| Sewer Fund | | | | | | |
| <u>Fund Balance</u> | | | | | | |
| | Beginning Fund Balance | | 589,052 | 589,052 | | |
| | Revenues | | 876,000 | 880,123 | | |
| | Expenses | | (876,000) | (836,982) | | |
| | Revenue/Expense | | - | 43,141 | | |
| | Estimated Ending Fund Balance | | 589,052 | 632,192 | | |
| <u>Revenues</u> | | | | | | |
| 56-360-000 | INTEREST | 21,513 | 6,000 | 17,376 | 290% | 19,632 |
| 56-381-300 | WASTEWATER USER FEES | 833,829 | 815,000 | 793,306 | 97% | 759,318 |
| 56-381-301 | BILLING ADJUSTMENTS | (11,021) | (25,000) | (5,085) | 20% | (9,891) |
| 56-381-305 | CAPITAL REPLACEMENT | 78,003 | 80,000 | 74,526 | 93% | 71,004 |
| | Total Revenue | 922,324 | 876,000 | 880,123 | 100% | 840,063 |
| <u>Expenses</u> | | | | | | |
| 56-490-345 | STORM WATER FEES | 29,726 | 38,000 | 35,205 | 93% | 29,726 |
| 56-490-406 | BILLING SERVICES | 1,716 | 2,000 | 13,180 | 659% | 1,573 |
| 56-490-416 | ENGINEERING SERVICES | - | - | 48 | 0% | - |
| 56-490-442 | SEWER MAINTENANCE | - | 10,000 | 3,153 | 32% | - |
| 56-490-444 | AUDIT SERVICES | 10,000 | 5,000 | 7,000 | 140% | 10,000 |
| 56-490-446 | TRANSPORT & TREATMENT SERVICES | 621,334 | 621,000 | 578,396 | 93% | 455,477 |
| 56-490-470 | CONTINGENCY | - | - | - | 0% | - |
| 56-490-471 | SPECIAL PROJECTS | - | - | - | 0% | - |
| 56-490-495 | TRANSFERS OUT | - | - | - | 0% | - |
| 56-490-497 | TRANSFER OUT CAPITAL FUND | 256,305 | 200,000 | 200,000 | 100% | 256,305 |
| 56-490-499 | DEPRECIATION | 2,382 | - | - | 0% | - |
| | Total Expense | 921,463 | 876,000 | 836,982 | 96% | 753,081 |
| Storm Water Fund | | | | | | |
| <u>Fund Balance</u> | | | | | | |
| | Beginning Fund Balance | | 119,566 | 119,566 | | |
| | Revenues | | 103,000 | 67,381 | | |
| | Expenses | | (103,000) | (100,528) | | |
| | Revenue/Expense | | - | (33,146) | | |
| | Estimated Ending Fund Balance | | 119,566 | 86,419 | | |
| <u>Revenues</u> | | | | | | |
| 57-371-100 | OTHER FUND SOURCE | 3,156 | 5,000 | 320 | 6% | 3,156 |
| 57-381-300 | STORMWATER USER FEES | 79,222 | 103,000 | 69,323 | 67% | 72,879 |
| 57-381-301 | BILLING ADJUSTMENTS | (8,900) | (5,000) | (2,262) | 45% | (8,113) |
| | Total Revenue | 73,478 | 103,000 | 67,381 | 65% | 67,922 |
| 57-490-406 | BILLING SERVICES | 1,816 | 2,000 | 528 | 26% | 1,673 |
| 57-490-442 | STORMWATER UPKEEP | 715 | 1,000 | - | 0% | 715 |
| 57-490-444 | AUDIT SERVICES | 1,000 | - | - | 0% | 1,000 |
| 57-490-495 | TRANSFER OUT | 125,000 | 100,000 | 100,000 | 100% | - |
| 57-495-495 | TRANSFER OUT CAPITAL | - | - | - | 0% | 125,000 |
| | Total Expense | 128,531 | 103,000 | 100,528 | 98% | 128,388 |



AGENDA REQUEST FORM

Requestor:

| | | |
|-------------|----------------|----------|
| Amy Buckert | Administration | 4-Sep-14 |
| Name | Department | Date |

Meeting Information:

Date of Meeting 22-Sep-14

Concise statement of the matter to be addressed:
Givler Engineering is a local firm that offers storm water management services to local municipalities. Our recent contract with Givler Engineering expires at the end of the fiscal year. The attached information outlines the changes that will need to be made on our permit, as well as what we can expect from the contract. Please note: this is the 7th year of an ongoing mandate from the State for which cities were given no funding for implementation (ie unfunded mandate). The City pays for this contract out of revenues coming into our Sewer Fund. This is the fund to which all maintenance for our sewer system is charged.

Recommendation: Staff recommends approval of the proposed contract and allocation of \$34,500 from the Sewer Fund for the funding.

Attachments & Supporting Documents:

Program Proposal
(David Johnson of Givler Engineering will be available at the meeting to answer any questions you may have.)

REQUEST DEADLINES:

All requests are to be submitted to City Secretary on Monday week before the meeting by 4:00 p.m. on ACTION ITEMS and Thursday by noon prior to meeting for DISCUSSION ITEMS. Agenda is posted 72 hours before time of the meeting for which discussion of the matter is requested. Packets are delivered Friday before the Monday Night Regular scheduled City Council Meeting.

Office Use Only

| | | |
|-------------|------|------|
| Received by | Date | Time |
|-------------|------|------|



1901 NW Military Highway, Suite 201, San Antonio, Texas 78213

TBPE No. F-2573

September 2, 2014

Ms. Amy Buckert, City Administrator
The City of Balcones Heights
3300 Hillcrest Drive
Balcones Heights, Texas 78201

Re: Proposal to Continue Phase 2 Storm Water Implementation in Accordance with Texas Commission on Environmental Quality (TCEQ) 2014-2015 General Permit Requirements Under the National Pollutant Discharge Elimination System (NPDES);
Our Project No. BHHS-001

Dear Ms. Buckert:

As you know, our firm has been assisting your office in working toward compliance with the Phase 2 Storm Water Program. The Phase 2 process began when the TCEQ issued the original General Permit in August, 2007. Our office assisted in developing and submitting an application of discharge, which included a Notice of Intent (NOI) and a program to implement a Storm Water Management Plan (SWMP). The TCEQ required that the Storm Water Management Plan be implemented over a 5-year period by August, 2012. On behalf of Balcones Heights, our firm successfully achieved 100% compliance through the entire five years of the plan, and continued to maintain it per TCEQ mandate while awaiting adoption of the renewal permit.

Following numerous revisions and a lengthy legal process, TCEQ adopted a renewal Storm Water General Permit on December 13, 2013. The new 5-year permit will be effective from December 13, 2013 to December 12, 2018. On behalf of Balcones Heights, we revised, updated and submitted a new SWMP along with a new NOI on June 11, 2014. The permit renewal application is currently being processed, with final approval expected late this year or early next year. The renewal permit requires continued implementation of nearly all components from the previous permit, many of which have been modified to include more stringent regulation, plus planning and/or implementation of many new components, which have been added to the SWMP in accordance with the new, stricter rules.

This proposal addresses the effort required to track and ensure approval of the permit renewal application NOI. It also addresses the commencing of implementation of Balcones Height's revised Storm Water Management Plan in accordance with TCEQ's new rules, and maintaining compliance with the new SWMP under the updated and more restrictive permit provisions. Additionally, this proposal addresses the preparation of the Stormwater Annual Report and its submission to the TCEQ.

Scope of Work

Our office proposes to perform the following tasks:

1. Prepare Annual Report for the TCEQ regarding the status of Storm Water Management Plan implementation;
2. Track and obtain approval from TCEQ of the recently submitted Notice of Intent;
3. Track and obtain approval from TCEQ of the new Storm Water Management Plan;
4. Coordinate with your office and with the TCEQ to plan and to implement the items as outlined in the new SWMP and according to its schedule;
5. Maintain the electronic file system in compliance with TCEQ requirements. Maintain City access to the file system via internet;
6. Assist in determining costs and budgets for further phases of implementation and operation.
7. Answer any questions from the TCEQ; and
8. Maintain and complete the SWMP Minimum Control Measures (MCM's) for the first year of the new 5-year renewal permit.

Please note that this proposal addresses the effort for planning and consultation on implementation through September 30, 2015. More effort may be required after that time for further phases of implementation and operation. The next phase of work may be addressed in a separate, future proposal. Otherwise, GEI may continue to maintain stormwater compliance on the City's behalf, and the term of this Agreement will be automatically extended for successive one-year periods, on the same terms and conditions as in effect immediately prior to the then-current expiration date, unless either party gives the other notice of non-extension at least three months before the then-current expiration date.

Basis of Compensation

The fee for performing the tasks for Year-1 implementation as outlined in the new SWMP will be a fixed fee amount of \$34,500.00. Fees for any additional tasks outside the scope of those listed in this proposal, such as responding to TCEQ formal audit requests, will be based on our standard time and material rates for municipalities. No additional tasks will be performed unless first authorized by the City. Invoices will be issued at approximately 1-month intervals. The City agrees to pay invoices within 30 days of issuance.

Certification

Givler Engineering, Inc. will not be required to execute any document that would result in its certifying, guaranteeing or warranting the existence of conditions whose existence Givler Engineering, Inc. cannot ascertain.

Engineer's Standard of Care

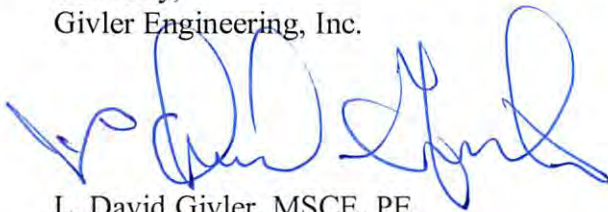
Engineer shall provide its services under this Agreement with the same degree of care, skill and diligence as is ordinarily provided by a professional engineer under similar circumstances for a similar project. Engineer represents that it has the capability, experience, available personnel, and means required to perform the services contemplated by this Contract. Services will be performed using personnel and equipment qualified and/or suitable to perform the work requested by the City. City retains the right to report to Engineer any unsatisfactory performance of Engineer personnel

for appropriate corrective action. Engineer shall comply with applicable federal, state, and local laws in connection with any work performed hereunder.

Authorization

Thank you for the opportunity to submit this proposal. The offer in this proposal is valid until September 30, 2014. In order to approve this contract and to indicate your acceptance, please send a signed copy back to our office. Please do not hesitate to contact me if you have questions or if you need to discuss any of the terms of this Agreement.

Sincerely,
Givler Engineering, Inc.



L. David Givler, MSCE, PE
President, Givler Engineering, Inc.

Acceptance and Approval

Name: _____

Signature: _____

Title: _____

Date: _____

**The City of Balcones Heights
Regular City Council Meeting
3300 Hillcrest Drive
Balcones Heights, Texas 78201**

MINUTES

DATE: September 22, 2014

TIME: 6:00 p.m.

| | | |
|------------------|---|--|
| Members Present: | Suzanne de Leon (Mayor) Lamar Gillian Madeline Slay | Jack Burton (Mayor Pro Tem) Charles White Linda Pohl |
|------------------|---|--|

Members Absent: None

| | | | |
|----------------|------------------------------|---------------------------|-----------------|
| Sign in Sheet: | HJ Hannasch Roger Lawhead | Bill Johnson Mike Slay | Jerry Arredondo |
|----------------|------------------------------|---------------------------|-----------------|

CALL TO ORDER AND RECORDING OF QUORUM

Meeting was called to order and quorum was present.

INVOCATION AND PLEDGES OF ALLEGIANCE TO THE U. S. A. AND TEXAS FLAGS

Councilwoman Slay gave the invocation and led the pledges.

PUBLIC COMMENT PERIOD

Jerry Arredondo – New Business in Balcones Heights – Real Estate

1. PRESENTATIONS and REPORTS:

- a. Community Initiatives Department Report – August 2014 (Nastasi)

Mr. Nastasi came up and gave highlights of the report.

- b. Police Department Report – August 2014 (Pena)

Chief Pena gave highlights of the report. Councilman Gillian asked that the previous reporting method be used that gave more information. National Night Out was announced and will be held on October 7, 2014.

- c. Fire Department Report – August 2014 (Ward)

Chief Ward came up and gave highlights of the report. He also recognized three firefighters, Mike Medina, Jacob Durr, and Daniel Castro, who participated in the Tower Climb representing The City of Balcones Heights commemorating September 11th.

- d. Development Services Coordinator Report – August 2014

Intern Branden Dross came up and gave highlights of the report.

2. CONSENT AGENDA ITEMS:

- a. Approval of minutes for Special Meeting of August 7, 2014
- b. Approval of minutes for Special Meeting of August 18, 2014
- c. Approval of minutes for Workshop of August 25, 2014
- d. Approval of minutes for Regular Meeting of August 25, 2014
- e. Approval of the August 2014 Check Register
- f. Approval of Financial Report for month of August 2014

MOTION: I make a motion that we approve as a whole.

Motion by: Councilwoman Pohl Second: Councilman Burton 5/0/0 PASSED

BOARD AND COMMISSION APPOINTMENTS:

PUBLIC HEARINGS:

- 3. City Council will conduct a **Public Hearing** on the Proposed Annual Operating Budget for Fiscal Year 2014-2015.

Public Hearing opened and closed at 6:15 p.m.

WORKSHOP:

BUSINESS ITEMS:

- 4. Consideration and **ACTION** to adopt an ordinance approving the Annual Operating Budget for the period of 10/01/2014 through 09/30/2015. (Buckert)

City Administrator stated changes had been annotated on budget received in packet.

MOTION: Motion to approve.

Motion by: Councilman Burton Second: Councilman Gillian 5/0/0 PASSED

- 5. Consideration and **ACTION** to vote on tax rate for the 2014 tax year and adopt an ordinance reflecting property tax increase reflected in the budget. (Roll Call vote required). (Buckert)

MOTION: I want to make a motion that we adopt ordinance reflecting the current tax rate and to approve 0.572199 for the 2014 tax year.

Motion was made by Councilwoman Slay and seconded. Record vote was taken as follows:

| | |
|------------------------------------|------------------------------------|
| Council Member Linda Pohl – Yes | Council Member Madeline Slay – Yes |
| Council Member Jack Burton – Yes | Council Member Lamar Gillian – Yes |
| Council Member Charles White – Yes | PASSED |

6. Consideration and **ACTION** to approve the proposed contract with Givler Engineering for Phase 2 Storm Water Implementation. (Buckert)

Representative David Johnson from Givler Engineering came up and gave a status report.

MOTION: I make a motion to approve.

Motion by: Councilman Gillian Second: Councilman White 5/0/0 PASSED

Item #8 was addressed before Item # 7

7. Discussion and **ACTION** regarding a tattoo policy for all employees. (Buckert)

City Administrator stated that Rathburn and Associates very strongly recommended that the city adopt a tattoo policy. She informed council the policy will be for all employees.

MOTION: Move to approve.

Motion by: Councilman Gillian Second: Councilman White 5/0/0 PASSED

City Council went into closed door executive session at 7:28 p.m.

Item #17 and #18 was addressed before Item #10

8. Discussion and possible **ACTION** regarding the 381 agreement with Bexar County and the City regarding an economic development grant. (Buckert)

City Administrator informed Council that the 381 agreement with Bexar County was discussed in last month's executive session and is the mechanism the city will receive grant funds from the county for the NRP Project.

City Attorney gave a status update and informed council of changes made to agreement.

MOTION: Motion to approve.

Motion by: Councilman Gillian Second: Councilwoman Slay 5/0/0 PASSED

City Council convened in closed executive session at 6:30 p.m.

City Council reconvened in open session at 7:20 p.m.

Item #9 was addressed before Item #7

9. Discussion and possible **ACTION** regarding the 380 agreement with the City and Community Housing Resource Partners regarding an economic development grant. (Buckert)

City Administrator stated the 380 agreement is the second piece that goes together with agreement discussed in Item #8 of this agenda.

MOTION: Motion to approve.

Motion by: Councilman Gillian Second: Councilwoman Slay 5/0/0 PASSED

Item #7 was addressed before Item #10

10. Consideration and **ACTION** to approve Mayor For a Day event. (Mayor)

Mayor de Leon recommended another Mayor for a Day and stated that it was a very good event for the community and St. Gregory's was very pleased with it.

MOTION: I'll make that motion. (to approve Mayor for a Day event)

Motion was made by Councilwoman Slay and seconded. 5/0/0 PASSED

11. Consideration and **ACTION** to discontinue rental of the Community Center and/or change the use. (Mayor)

MOTION: I would like to make a motion that we close the community center on December 31, 2014.

Motion by: Councilman Gillian Second: Councilman Slay 5/0/0 PASSED

12. Consideration and **ACTION** to approve holiday schedule for FY 2014/2015.

MOTION: So moved.

Motion by: Councilman Gillian Second: Councilman Burton 5/0/0 PASSED

13. Consideration and possible **ACTION** to accept Grant Number 2790601 funds awarded from the Office of the Governor, Criminal Justice Division. (Pena/Pineda)

Officer Pineda came up to inform council of funds awarded for computers in police vehicles.

MOTION: I make a motion to accept this grant.

Motion by: Councilman White Second: Councilwoman Slay 5/0/0 PASSED

14. Consideration and **ACTION** to authorize entering into an agreement with Texas Department of Public Safety, Crime Records Service, specifically National Data Exchange TDEX (N-Dex) (Pena)

Chief Pena came up to explain this item to council.

MOTION: I make a motion to approve.

Motion by: Councilman White Second: Councilwoman Pohl 5/0/0 PASSED

15. Consideration and **ACTION** to authorize entering into an Agreement with Texas Department of Public Safety in regards to the license plate reader system. (Pena)

Chief Pena came up and gave council an explanation on the license plate reader system.

MOTION: So moved. (to approve entering into an MOU with DPS)

Motion by: Councilman Gillian Second: Councilman White 5/0/0 PASSED

16. Consideration and **ACTION** to authorize the additional purchase from Tyler Technologies for transferring data from the old system into the new system. (Pena)

Chief Pena came up to inform council that she understood the cost for the data to be transferred from the old system was included in the proposal approved at a previous meeting, however, there is an additional charge of \$18,850.00.

MOTION: Motion to approve.

Motion by: Councilman Gillian Second: Councilwoman Slay 5/0/0 PASSED

EXECUTIVE SESSION: 7:20 p.m.

17. Discussion pursuant to Section 551.086 of the Texas Government Code (Economic Development) regarding VIA and potential economic development opportunities.

18. Discussion pursuant to § 551.074 (Personnel Matters) of the Texas Government Code regarding the position of City Administrator.

RE-CONVENE IN OPEN SESSION:

19. Council may take **ACTION** in open session on Item 17 or Item 18 discussed in Executive Session.

Council reconvened in open session at 8:52 p.m.

Item #17

Direction: Direct City Attorney to move forward to bond council.

Item #18

MOTION: I make a motion to direct council to work with Mr. David Harris in an Interim City Administrator position agreement for six months and authorize the Mayor to execute.

Motion by: Councilman Gillian Second: Councilwoman Slay 5/0/0 PASSED

MOTION: I would like to make a motion to approve the Mayor or delegate to negotiate a contract with Amy Buckert for contract Interim services during the transition for a 90 day period.

Motion by: Councilwoman Slay Second: Councilman Gillian 5/0/0 PASSED

Item #10 was addressed after #19

ADJOURNMENT:

Meeting was adjourned at 9:25 p.m.

Submitted by:

**DELIA FLORES, TRMC
City Secretary**

Approved by City Council on October 27, 2014.



515 Busby Drive, San Antonio, Texas 78209
TBPE No. F-2573

October 8, 2024

Mr. Albert Lara, City Administrator
The City of Balcones Heights
3300 Hillcrest Drive
Balcones Heights, Texas 78201

Re: Proposal & Professional Services Agreement
Phase II MS4 Storm Water TCEQ 2025-2029 General Permit Requirements
Project No. BHTS-001

Dear Mr. Lara:

Thank you for allowing GEI to assist the City of Balcones Heights with achieving and maintaining compliance with the Phase II Small Municipal Separate Storm Sewer System (MS4) storm water program. Following numerous revisions and a lengthy renewal process, TCEQ adopted a renewal Storm Water General Permit on August 15, 2024. The new 5-year permit will be effective from August 15, 2024 to August 15, 2029. The renewal permit requires continued implementation of all components from the previous permit, many of which have been modified to include more stringent regulation, plus planning and/or implementation of many new components, which will be added to the SWMP in accordance with the new, stricter rules. GEI has continued to successfully maintain the City's Storm Water Management Program (SWMP) up to date and has achieved compliance with the TCEQ on behalf of Balcones Heights.

This proposal addresses the effort required to continue updating Balcones Height's SWMP and to continue implementation and maintenance of the plan in accordance with TCEQ's latest 2025-2029 rules under the updated and more restrictive permit provisions.

Scope of Work

Our office proposes to perform the following tasks:

1. Renew General Permit for the 2025-2029 term.
2. Maintain and complete the SWMP Minimum Control Measures (MCM's) for the current year of the 5-year permit;
3. Develop and submit to TCEQ revisions or updates regarding the Storm Water Management Plan;
4. Prepare Annual Report for TCEQ regarding the status of Storm Water Management Plan implementation;

5. Coordinate with your offices and with the TCEQ to plan and to implement the items as outlined in the new SWMP and according to its schedule;
6. Assist in determining costs and budgets for further phases of implementation and operation; and
7. Answer questions from the TCEQ.

Please note that this proposal addresses the effort for planning and implementation through September 30, 2025. More effort will be required after that time for further phases of implementation and operation. The next phase of work will be addressed in a separate, future proposal. Otherwise, GEI may continue to maintain stormwater compliance on the City's behalf, and the term of this Agreement will be automatically extended for successive one-year periods, based on the same terms and conditions as for the previous year, unless either party gives the other notice of non-extension at least three months before the end of the agreement period.

Basis of Compensation

The fee for performing the tasks for Year 1 implementation and permit renewal as outlined in the new SWMP will be a fixed fee amount of \$39,700.00. Fees for any additional tasks outside the scope of those listed in this proposal will be based on our standard time and material rates for municipalities. No additional tasks will be performed unless first authorized by the City. Invoices will be issued at approximately 1-month intervals. The City agrees to pay invoices within 30 days of issuance.

Certification

Givler Engineering, Inc. will not be required to execute any document that would result in its certifying, guaranteeing or warranting the existence of conditions whose existence Givler Engineering, Inc. cannot ascertain.

Engineer's Standard of Care

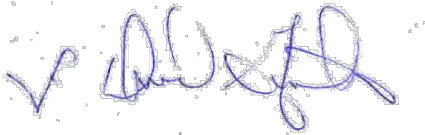
Engineer shall provide its services under this Agreement with the same degree of care, skill and diligence as is ordinarily provided by a professional engineer under similar circumstances for a similar project. Engineer represents that it has the capability, experience, available personnel, and means required to perform the services contemplated by this Contract. Services will be performed using personnel and equipment qualified and/or suitable to perform the work requested by the City. City retains the right to report to Engineer any unsatisfactory performance of Engineer personnel for appropriate corrective action. Engineer shall comply with applicable federal, state, and local laws in connection with any work performed hereunder.



Authorization

Thank you for the opportunity to submit this proposal. The offer in this proposal is valid until November 30, 2024. In order to approve this contract and to indicate your acceptance, please send a signed copy back to our office. Please do not hesitate to contact me if you have questions or if you need to discuss any of the terms of this Agreement.

Sincerely,



L. David Givler, MSCE, PE
President, Givler Engineering, Inc.

Acceptance and Approval

Name: _____

Signature: _____

Title: _____

Date: _____





STAFF REPORT

| | |
|-------------------------|---|
| Requestor: | Albert Lara |
| Department: | Community Development |
| Date of Meeting: | October 28, 2024 |
| Subject: | Renewal of Givler Engineering Professional Services |

Caption:

DISCUSSION AND ACTION TO AUTHORIZE THE CITY ADMINISTRATOR TO ENTER INTO A PROFESSIONAL SERVICES CONTRACT WITH GIVLER ENGINEERING.

Background:

On September 22, 2014, the council approved an agreement with Givler Engineering for Phase 2 Storm Water Implementation. This agreement specified a fixed fee of \$34,500 and would be automatically extended for successive one-year periods unless either party gives the other notice on non-extension. Neither party has given notice since 2014 and the fixed fee has remained the same throughout the years.

On October 8, 2024, Givler Engineering submitted a proposal with a fixed fee of \$39,700 for an increase of \$5,200 from our current agreement with the same automatic extensions.

Givler Engineering continues to work on renewing our Storm Water General Permit that the Texas Commission on Environmental Quality (TCEQ) adopted on August 15, 2024. This new permit will be effective for 5 years from August 15, 2024, to August 15, 2029. Givler Engineering will continue to update our Storm Water Management Plan (SWMP) and prepare our Annual Report to TCEQ regarding our SWMP.

Retaining Givler Engineering ensures the timely submission of our General Permit, SWMP, and Annual Report to TCEQ. Givler Engineering possesses intimate knowledge of our storm water infrastructure and maintenance personnel. If the city wanted to issue a request for proposals (RFP), we could lose valuable knowledge of our system and cause a delay in submitting our required documents to TCEQ.

Based on our research, staff cannot locate any documentation since 2008 that the city issued an RFQ for professional services related to our compliance requirements related to Storm Water. The council may want to consider issuing an RFQ for these professional services beginning on October 1, 2025.

Fiscal Impact:

The city would experience an increase of \$5,200 per year by entering into an agreement with Givler Engineering. If the city issued an RFP and selected a new engineering firm, the change may result in a delay in submitting our General Permit as the new firm may require additional time to prepare our documents.



STAFF REPORT

Recommendation:

Approve authorizing the City Administrator to enter into an agreement with Givler Engineering with the intent to issue an RFQ for these professional services beginning on October 1, 2025.

Attachment(s):

City Council Minutes dated September 22, 2014
Professional Services Agreement dated September 2, 2014
Proposed Professional Services Agreement dated October 8, 2024



AGENDA ITEM REQUEST

Requestor: Mark Saenz

Department: City Council

Date of Meeting: October 28, 2024

Subject: Wonderland Tenant

Event Fees

For items that require **ACTION** on the part of City Council, agenda item requests must be received by 12:00 PM, five (5) business days prior to the scheduled meeting.

For items that require **DISCUSSION** on the part of City Council, agenda item requests must be received by 12:00 PM, three (3) business days prior to the scheduled meeting.

Caption: text to appear on the agenda

Consideration and potential action to amend the event fees for Wonderland of the Americas tenants

Background: information and details for consideration

Event fees may be prohibiting some tenants from participating in special events at Wonderland of the Americas

Fiscal Impact: budgeted item update or unbudgeted item cost

\$25 per vendor per event

Recommendation:

Review and potentially change fee structure for Wonderland of the Americas tenants

Attachment(s): Supporting documentation must be included with Agenda Request Form. Missing document(s) will automatically remove the item from the agenda listing.

List of participating tenants, presentation from Victoria Hernandez

Wonderland of the Americas
Special Event Tenant Participation

| March-Oct 2024 | Tenants Participated |
|--|----------------------|
| Alamo Hero Con | |
| Mexican Expo Fest | |
| Friends Til The End | |
| King of Horror | |
| Senior Fiesta | |
| Otaku Spring Festival | 2 |
| Mommy Dearest Mother's Day Market | 1 |
| Raising WildFlowers - Even Cancelled | |
| Queens of Horror | |
| Dolls of Horror | |
| Father's Day Car Show | |
| SA Town/Sandlot Reunion | |
| Krampus in July | |
| Gear Up for Mobility | |
| Summer Lovin 2 | |
| Rock N Roll Hootenanny | |
| Balcones Heights Jazz Festival | |
| Military & Veterans Expo | |
| Freddy's Nightmare | |
| Rock N Roll Up Your Sleeve Blood Drive | |
| Killer Klowns | 2 |
| Morphinominal Expo | |
| Alamo Hero Con | 1 |
| Texas Chainsaw Massacre | |
| SA Town Pop Culture Show | 1 |
| Queens and Kings of Horror | |
| Alamo Hero Con | 1 |
| Otaku Fall Festival | 3 |
| The Craven | |
| Bootacular | |
| Hispanic Trails | |
| City of Balcones Heights Town Hall & Resource Fair | 5 |
| First Responders Career Fair | |
| 13th Annual Burton Ball | |
| ACLX: Trunk or Treat | |
| Horrorween | |
| Wonderland Trick or Treat | |



*W*ONDERLAND OF THE AMERICAS™

SPECIAL EVENTS
VENDOR FEES

Special Events

Wonderland Of The Americas

Special Events

Wonderland of the Americas not only organizes in-house special events but also welcomes third-party event producers, effectively reducing marketing costs for the venue. Unlike many convention centers that charge admission and parking fees, our approach adds significant value for customers. This strategy attracts families by providing an opportunity to enjoy shopping, dining at the food court, and participating in family-friendly events at an affordable price. Consequently, this initiative benefits the food court and retail shops by enhancing brand visibility, increasing foot traffic, and driving sales.





City of Balcones Heights



We acknowledge & have enforced that the City of Balcones Heights has implemented special event vendor fees applicable to non-profits, small businesses, and corporate entities, including tenants currently operating at Wonderland of the Americas. The fee structure for special events is set at \$25 per vendor.

However, special event vendors, including tenants at Wonderland of the Americas, may be exempt from this fee if the event producer has submitted a special event application that covers the costs for all participating vendors.

On behalf of several small businesses, we respectfully request that the City Council reconsider the special event vendor fees for events at Wonderland of the Americas. There have been inquiries about participation from the following organizations, but they did not proceed due to the special event vendor fee:

- **Convia Care Center**
 - **Little Spurs**
 - **Perfect Love & Perfect Trust**
 - **Smiley Dental**
 - **University of Cosmetology Arts & Sciences**
 - **Veterans Administration Clinics**
 - **Wonder Theatre**
 - **CdSam**
 - **Culture Shock Vintage**
 - **Dragonheart by K**
 - **Eternal Trends Never End**
 - **Flower Art & Design**
 - **Hive Mind Toys**
 - **Kitschella**
-



Currently, the tenants that have participated in a limited number of selective events are:

University of Cosmetology Arts & Sciences

Dragonheart by K,

CdSam

Eternal Trends Never Ends

Kitschella





****Vendor Participation Guidelines for Wonderland of the Americas****

Wonderland of the Americas warmly encourages vendor participation in all scheduled events. However, special considerations apply to the Jazz Fest:

1. **Jazz Fest Participation:**

- Jazz Fest is a unique three-party event.
- Vendors are required to pay the full vendor fee to participate in this event.

2. **Space Retention:**

- Tenants are required to keep their store or business open if they choose to participate in a special event.
- 



****Tenant Participation Initiative****

Tenants have expressed a strong interest in participating in events to help attract guests to their locations, particularly those in the upstairs retail area. This initiative aims to drive increased traffic to the upper level, enhancing the overall guest experience and supporting tenant businesses.





THANK YOU

PRESENTATION TEMPLATE



CITY OF BALCONES HEIGHTS BANNED APPLICATION POLICY ON CITY OWNED OR LEASED DEVICES

| | |
|-----------------|----------------------------|
| Responsibility: | City Administrator |
| Policy: | Banned Applications Policy |

1.0 Purpose

- 1.1 Pursuant to Texas Government Code chapter 620, which became effective in 2024, all state agencies, political subdivisions, judicial courts, counties, municipalities and Texas governmental entities are required to ban the video-sharing application TikTok (or any successor application or service developed by ByteDance Limited or an entity owned by ByteDance Limited, or a social media application or service specified by proclamation by the governor) from all government-owned and government-issued devices and networks. The Texas Department of Public Safety (DPS) and the Texas Department of Information Resources (DIR) developed a guide for governmental entities on managing personal devices used to conduct governmental business.
- 1.2 This policy outlines the prohibitions regarding the installation or use of covered applications or prohibited technologies on applicable City devices.

2.0 Scope

- 2.1 Pursuant to Texas Government Code chapter 620, governmental entities such as City of Balcones Heights ("City") must establish a covered applications policy.
- 2.2 This policy applies to all City full- and part-time employees, interns, officials and other users of the City's networks. All City employees are responsible for complying with this policy.
- 2.3 A covered application is:
 - 2.3.1 The social media service TikTok or any successor application or service developed or provided by ByteDance Limited, or an entity owned by ByteDance Limited.
 - 2.3.2 A social media application or service specified by proclamation of the governor under Government Code Section 620.005.

3.0 Covered Applications on City-Owned or Leased Devices

- 3.1 Except where approved exceptions apply, the use or installation of covered applications is prohibited on all City-owned or -leased devices, including cell phones, tablets, desktop and laptop computers, and other internet-capable devices.
- 3.2 City will identify, track, and manage all City-owned or -leased devices including mobile phones, tablets, laptops, desktop computers, or any other internet-capable devices to:
 - 3.2.1 Prohibit the installation of a covered application.

- 3.2.2 Prohibit the use of a covered application.
- 3.2.3 Remove a covered application from a City-owned or -leased device that was on the device prior to the passage of S.B. 1893 (88th Leg, R.S.).
- 3.2.4 Remove an application from a City-owned or -leased device if the Governor issues a proclamation identifying it as a covered application.
- 3.3 City will manage all City-owned or leased mobile devices by implementing the security measures listed below:
 - 3.3.1 Restrict access to “app stores” or unauthorized software repositories to prevent the installation of unauthorized applications.
 - 3.3.2 Maintain the ability to remotely wipe non-compliant or compromised mobile devices.
 - 3.3.3 Maintain the ability to remotely uninstall unauthorized software from mobile devices.

4.0 Bring Your Own Device

- 4.1 City prohibits the installation or operation of covered applications on employee-owned devices that are used to conduct government business and are partially or fully funded by the City.

5.0 Additional Prohibited Applications

- 5.1 To ensure the security and integrity of City-issued devices, installation is prohibited of the following applications: AliExpress, Temu, Shein, CapCut, WeChat, Alipay, CamScanner, QQ Wallet, SHAREit, Tencent QQ, VMate, and WeChat Pay. These applications pose potential risks related to data privacy, unauthorized access, and the exposure of sensitive corporate information. The prohibited applications list may be expanded from time to time without update to this policy, but with notification to all City network users.

6.0 Ongoing & Emerging Technology Threats

- 6.1 To provide protection against ongoing and emerging technological threats to the government’s sensitive information and critical infrastructure, DPS and DIR will regularly monitor and evaluate additional social media applications or services that pose a risk to this state. DIR will annually submit a list of social media applications and services identified as posing a risk to Texas. The Governor may proclaim items on this list as covered applications that are subject to this policy. If the Governor identifies an item on the DIR-posted list described by this section, then City will remove and prohibit the covered application.
- 6.2 City may also prohibit social media applications or services in addition to those specified by proclamation of the Governor.

7.0 Policy Compliance

- 7.1 City will verify compliance with this policy through various methods, including but not limited to, IT/security system reports and feedback to leadership.
- 7.2 An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

8.0 Policy Review

8.1 This policy will be reviewed annually and updated as necessary to reflect changes in state law, additions to applications identified under Texas Government Code chapter 620, updates to the prohibited technology list posted to DIR's website, or to suit the needs of the City.

9.0 References

9.1 Texas Government Code chapter 620.

9.2 Texas Department of Information Resources [Guidance](#)

DRAFT



STAFF REPORT

| | |
|-------------------------|---|
| Requestor: | Albert Lara |
| Department: | Administration |
| Date of Meeting: | October 28, 2024 |
| Subject: | Appointment of Lisa Merlo as City Secretary |

Caption:

DISCUSSION AND ACTION TO APPOINT LISA MERLO AS CITY SECRETARY EFFECTIVE OCTOBER 1, 2024.

Background:

The incumbent City Secretary retired on September 30, 2024. With this retirement, the City Council needs to appoint a City Secretary to perform the official duties as required by the Local Government Code, Section 22.073. Lisa Merlo has been performing the duties of City Secretary and other duties as assigned per the Balcones Heights job description for the City Secretary since October 1, 2024. To cover the period of October 1st through October 22nd, the ordinance lists an effective date of October 1, 2024.

Fiscal Impact:

This individual went to Grade 39, Step 3 for an annual salary of \$75,546. The incumbent retired at Grade 39, Step 6 for an annual salary of \$80,163 for savings of \$4,617 per year.

Recommendation:

Approve the appointment of Lisa Merlo as City Secretary effective October 1, 2024, to carry out the official duties until the position is filled on a permanent basis.

Attachment(s):

City Secretary Job Description
Ordinance 2024-XX Appointment of City Secretary

ORDINANCE NO. 2024-xx

AN ORDINANCE OF THE CITY OF BALCONES HEIGHTS, TEXAS FOR THE PURPOSE OF APPOINTING LISA MERLO AS CITY SECRETARY AND SETTING AN EFFECTIVE DATE.

WHEREAS, the City Council has the authority to appoint the City Secretary per the Local Government Code, Section 22.071; and

WHEREAS, the incumbent City Secretary retired on September 30, 2024; and

WHEREAS, the City Secretary has the powers and duties to perform per the Local Government Code, Section 22.073 and other duties as listed in the Balcones Heights job description for City Secretary; and

WHEREAS, the city has official business to conduct that requires the appointment of a City Secretary; and

WHEREAS, the City Council has not appointed a City Secretary; and,

NOW THEREFORE, BE IT RESOLVED AND ORDERED BY THE CITY COUNCIL OF THE CITY OF BALCONES HEIGHTS, THAT:

Lisa Merlo is appointed to the position of City Secretary for the city of Balcones Heights.

SECTION 2. SEVERABILITY. If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be unconstitutional or illegal, such decision shall not affect the validity of the remaining sections of this ordinance. The City Council hereby declares that it would have passed this ordinance, and each section, subsection, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared void.

SECTION 3. REPEALING ORDINANCES IN CONFLICT. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 4. EFFECTIVE DATE. The Ordinance shall be effective October 1, 2024.

PASSED AND APPROVED this 28th day of October 2024.

Johnny Rodriguez
Mayor

ATTEST:
Lisa Merlo
City Secretary



City of Balcones Heights Job Description

Job Title: City Secretary

EEOC Category: Official/Administrative

FLSA: Exempt

Revised Date: 04/2020

Summary

The City Secretary is appointed by the City Council and reports directly to the City Administrator. The position is responsible for performing a wide variety of professional duties in support of the activities and services of the Administration Department.

Essential Job Functions:

- Coordinates and conducts municipal elections
- Prepares City Council meeting agendas, reviews agenda items and ensures legal posting requirements are met to include the various social media outlets
- Hold and maintain the seal of the City and affix this seal to all appropriate documents
- Act as agent for the purpose of serving civil process
- Compiles documents for City Council Meeting packets and ensures timely delivery to City Council Members and Staff
- Attends City Council Meetings and is responsible for the timely and accurate transcription of the meeting minutes
- Preserves and documents all adopted City Ordinances and Resolutions for codification
- Maintains all municipal records and is responsible for the indexing, filing and timely retrieval of requests from the City Council, City departments and the general public
- Acts as a custodian of all official records and practices records management per the Texas State Library and Archives Commission retention schedule
- Responds to open records requests and monitors responses to open records requests filled by other departments to ensure accuracy and timeliness of responses
- Monitors publication of all official City notices and ensures compliance with applicable laws
- Monitors and records receipt and tabulation of City bids
- Schedules and make arrangements for Special City Council Meetings, City Council Workshops, City Council Committee Meetings and City Administrator's Meetings
- Monitors documents and responds to telephone complaints and inquiries on City Ordinances, City Council elections, directives of the City Council and available municipal services
- Participates in the compilation and preparation of Mayor and Council's Honorary Certificates, Proclamations, and prepares City Council correspondence
- Serves as Court Clerk of Municipal Court
- Maintains Insurance Benefits, Workers Comp, TMRS Deposits, and works together with Finance Director, and Finance Administrative Coordinator with various Human Resource functions

- Issues Food Establishment Permits, Temporary Food Vendor Permits, Public Pool Registrations, Peddler Permits, Alcohol Permits, Coin Operated Permits, Yard Sale Permits, and Park Pavilion Rental Permits
- Performs other assignments and special projects as assigned.

Knowledge, Skills, and Abilities:

- Use of a computer in a Microsoft Windows environment (Word, Excel, PowerPoint)
- Knowledge of Robert's Rules of Order
- Knowledge of Federal, State and City election laws and procedures
- Principles and practices of records managements, including records retention, preservation and protection and archiving laws; and methods, materials, techniques and equipment used in the operation and maintenance of the City Secretary's Office
- Ability to research, analyze, maintain effective working relationships with City Staff and officials, other government officials, community groups, the general public and media representatives
- Ability to communicate clearly and effectively, both verbally and in writing, with people at all levels.

Education and Experience:

- High School diploma or equivalent
- College degree preferred, but not required
- 5 years of municipal government experience and supervisory experience preferred but not required

Physical Demands and Working Conditions:

- Ability to lift up to 20 lbs.
- Visual acuity, speech and hearing; hand/eye coordination and manual dexterity necessary to operate computer keyboard and basic office equipment
- Subject to sitting and standing to perform the essential functions
- Must be able to pass a drug and/or alcohol screen
- Working conditions are in an office environment

Licenses or Certificates:

- Valid Class "C" Texas Driver's License
- Texas Municipal Clerk Certification preferred
- Notary or obtain within six (6) months of hire

NOTE: This class specification is not an employment agreement or contract. Management has the exclusive right to alter this class specification at any time without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature _____ Date _____



FRAMEWORK TO FILL CITY ADMINISTRATOR POSITION

October 28, 2024

BACKGROUND

- The City Administrator departed on September 20, 2024
- The Council appointed an interim City Administrator on September 18, 2024
- The city needs to approve a framework to fill the position of City Administrator
- The framework outlines the process to advertise, interview, and select a candidate
- The process shows a time frame of two to three months to complete the hiring process
- The holidays add to the length of the time frame
- The Council adjusts process as needed
- The Council receives an update and reminders on November 18, 2024

ADVERTISEMENT OF POSITION

- Advertisement
 - *Posted on TML Career Center Website and city's website*
 - *Advertised from October 31 to November 24, 2024*
 - *Job Description to emphasize economic development experience*
 - *DOQ vs salary range (\$115,000 - \$160,000)*
- Applications
 - *Sent to City Secretary and a Council designee(s)*
 - *Apply with Cover Letter and Resume*
 - *Distribute applications to the Council by December 4, 2024*

SELECTION OF CANDIDATE

- Application Review
 - *Conduct special session to review applications on December 11, 2024*
 - *Identify best candidates to interview*
 - *Develop and Submit interview questions by December 4, 2024*
 - *Contact references by December 16, 2024*
- Interviews
 - *Schedule interviews at regular council meeting on December 16, 2024*
 - *Open Session vs. Closed Session*
 - *Select candidate and compensation on December 16, 2024*

HIRING PROCESS

- Set hiring date
- Issue Offer letter
- Finalize contract
- Schedule and complete background checks and pre-hire exam
- Complete two-week transition with interim City Administrator if available

EXAMPLE TIMELINE

- October 31, 2024 – November 24, 2024: Advertise vacancy
- November 18, 2024: Provide update and review upcoming milestones
- December 4, 2024: Distribute applications to the council/Interview questions submitted
- December 11, 2024: Special Session to review and select candidates for interview/Finalize questions
- December 11 – 16, 2024: Contact references
- December 16, 2024: Conduct interviews and make final selection
- December 17, 2024 – January 6, 2024: Offer letter, contract, background checks, pre-hire exam
- January 6 – 17, 2024: Two-week transition with interim City Administrator

QUESTIONS AND GUIDANCE

- Discussion
- Changes
- Summary of Guidance



City of Balcones Heights Job Description

Job Title: City Administrator

EEOC Category: Official/Administrative

FLSA: Exempt

Revised Date: 10-24-2022

Summary

Under policy direction of the City Council, performs duties of City Administrator in the administration of all services, affairs, and programs of the City. Provides Administrative direction and guidance to City Departments. Ensures the financial integrity of the municipal organization; represents the City's interest to the general public, other agencies, levels of government, and other outside interests; and provides highly responsible and complex policy advice and administrative support to the Mayor and City Council. Exercises supervision over management, professional, and clerical staff.

Duties:

- Serves the City Council, policy or advisory boards or committees appointed by the Council, and the general public; interacts with other City Managers, statewide organizations and associations, local, state, and federal officials and their staff, and the news media; and has occasional contact with most City employees and frequent contact with those supervised. Makes initial contact and oversees work with businesses and industries to encourage their consideration of the City for future relocations or expansions. Oversees work with developers to encourage their development of the building stock in the city and will brief council with bi-weekly updates.
- Prepares or reviews and approves agendas and other materials for and attends and assists with all meetings of the City Council and serves as liaison between Department Heads and Council members.
- Attends, as necessary, Board and Commission meetings.
- Serves the community by presenting programs to civic organizations and by responding to citizen issues. Provides adequate and accurate information to news media so that citizens can be informed of governmental activities. Actively participates in civic activities in the community.
- Advises the City Council of the financial condition and future needs of the City and makes such recommendations as may seem desirable. Keeps City Council informed on progress in all departments and on any other pertinent matters relating to City operations to enable them to make informed policy decisions.
- Prepares and submits to the City Council at the end of each fiscal year a complete report on the finances and administrative activities of the City for the preceding year.
- Prepares annual budget recommendations based on data submitted by all department heads, including capital expenditure items, consistent with Council-approved short and long-range plans. Submits budget recommendations, including justification, to the Council for approval; files approved budget with appropriate authorities; and administers approved budget.

- Supervises the City's programs and administrative functions and provides general leadership and direction.
- Develops and executes organizational and strategic plans; performs financial analysis of budgets and forecasts for formulate recommendations/courses of action; conducts benchmarking and establishes performance measures to improve efficiency and effectiveness of city services; directs preparation and release of reports, studies, and projects relating to program trends; reviews and evaluates work of assigned departmental managers; directs and reviews preparation of budget.
- Appoints and may suspend or remove all City employees or appointed administrative officers except for statutory corporate officers. Holds all employees accountable for compliance with safety program policies and procedures.
- Administers all contracts with the City, and acts as signature authority in the name of the City as authorized by City Council on a case-by-case basis.
- Ensures City compliance with state, federal, and local statues and regulations, as well as with grant and contractual provisions.
- Assists in the City's defense against lawsuits and, with the City Attorney, updates Council on ongoing litigation.
- Maintains a written inventory of all real property and all permanent equipment belonging to the City; said inventory to be subject to an annual audit. City Administrator will create a system to monitor the use and replacement of expendable items.
- Serves as required for Emergency Management preparation and implementation.

Knowledge, Skills, and Abilities:

- Knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Knowledge of principles of personnel management, including supervision, training, and performance evaluation.
- Knowledge of research and reporting methods, techniques, and procedures.
- Knowledge of sources of information related to municipal programs, services, and administration.
- Ability to read and comprehend procedure manuals, memos.
- Ability to write accurate and coherent letters, memos, technical reports, agendas.
- Knowledgeable of general accounting procedures for budget preparation, ability to perform statistical analysis.
- Strong ability to prioritize multiple duties.
- Possesses strong organizational/administrative skills.
- Ability to provide creative/innovative approaches to a full range of services.
- Ability to provide stewardship oversight of meaningful projects in delegation of responsibilities to staff.
- Strong understanding of and ability to exercise sound judgment in the Council/Manager form of government.
- Possesses strong leadership skills.
- Ability to effectively communicate across a broad scope of generational, cultural and educational levels for effective citizen and community involvement.

Education and Experience:

- Master's Degree, preferably in Public Administration OR any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.
- Seven (7) to ten (10) years of public sector management experience, four of which must have been at either the City Manager or Assistant City Manager level with significant financial management responsibilities; or an equivalent combination of education and experience.

Physical Demands and Working Conditions:

- Ability to lift up to 20 lbs.
- Visual acuity, speech and hearing; hand/eye coordination and manual dexterity necessary to operate computer keyboard and basic office equipment
- Subject to sitting and standing to perform the essential functions
- Must be able to pass a drug and/or alcohol screen
- Working conditions are in an office environment

Licenses or Certificates:

- Valid Class "C" Texas Driver's License Certified Public Manager preferred

NOTE: This class specification is not an employment agreement or contract. Management has the exclusive right to alter this class specification at any time without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name: _____ Signature _____

Date _____

COMMUNITY DEVELOPMENT

OCTOBER 28, 2024



CURRENT STATUS

- Director of Community Development/Public Works – Vacant
- Building/Code Official
 - ❑ Performing all Community Development/Public Works Activities
 - ❑ Non-exempt → Overtime
 - ❑ History has proven unsustainable → Inconsistent Follow Up & Oversight

COMMUNITY DEVELOPMENT CHANGES

- Reclassify Director of Community Development to Community Development Manager
 - Grade 52 to Grade 44
 - Annual Salary: \$100,069 to \$82,118
 - Job Description – Preferred degree and reduced experience requirements
- Reclassify Building and Code Official to Permit Clerk
 - Grade 26 to Grade 15
 - Annual Salary: \$54,059 to \$40,102

COMMUNITY DEVELOPMENT VS PUBLIC WORKS

- Community Development
 - Supports Economic Development Directly
 - Engages Developers and Current/New Business Owners
 - Part of internal Economic Development Team
 - City Administrator
 - Community Development Manager
 - Community Relations Coordinator
 - Able to manage current Public Work activities
- Public Works
 - Focused on infrastructure: Water, Sewer, Storm Drains, Streets, Parks
 - Minimal Public Works staff and equipment
 - Minimum interaction with developers or business owners and building activities

BENEFITS OF STAFFING CHANGES

- Reduce personnel costs by approximately \$30,000
- Focused on Economic Development
- Maintain level of service associated with building activities
- Promote from within to maintain knowledge of city and processes



STAFF REPORT

| | |
|-------------------------|---|
| Requestor: | Albert Lara |
| Department: | Community Development |
| Date of Meeting: | October 28, 2024 |
| Subject: | Staffing Changes in Community Development |

Caption:

DISCUSSION AND POSSIBLE ACTION TO ADDRESS THE VACANCY IN COMMUNITY DEVELOPMENT

Background:

On September 20, 2024, the Director of Community Development/Public Works assumed the position of Interim City Administrator. This action left the Building and Code Official to assume the additional duties of managing the CDBG and AAMPO street projects, the EPA Brownfield Grant, and our professional service contracts to name a few. The Building and Code Official assumed supervision of the code compliance officer and the two maintenance workers. The Building and Code Official is classified as a non-exempt employee and is entitled to overtime.

The former Director of Community Development has no plans to return to his former position. To provide a seamless transition and maintain continuity, the vacant position needs to be filled in some capacity. Filling this vacancy with an individual with a Public Works background brings a different perspective that focuses on infrastructure such as sewer, storm drains, streets, parks, etc. The city has a limited public works staff and associated equipment. This individual normally has limited interaction with developers and business owners and little knowledge of building activities. A community development individual supports economic development directly by interacting with developers and business owners through the permit and zoning processes. This type of individual helps the city establish an internal economic development team consisting of the City Administrator and the Community Relations Coordinator.

The city employs a capable and well-trained individual to fill this vacancy. Based on the individual's qualifications, the position will be reclassified from Grade 52 to Grade 44 with the title of Community Development Manager to align with the city's focus on economic development.

This action will result in the Building and Code Official position being vacant. History has shown that one individual in Community Development cannot provide proper oversight and follow-up associated with building activities. If the city proves successful in spurring economic development, then the additional construction will require a team capable of meeting this increased demand. The position of Building and Code Official at Grade 26 would be reclassified to a Permit Clerk, Grade 15.

Fiscal Impact:

Reclassifying the Director from Grade 52 to Grade 44 and the Building and Code Official at Grade 26 to a Permit Clerk Grade 15 would save the city approximately \$30,000 annually.

$\$100,069$ (Director) + $\$52,645$ (Official) - $\$82,118$ (Manager) - $\$40,102$ (Clerk) = $\$30,494$ (Savings)



STAFF REPORT

Recommendation:

Create a Community Development Manager and Permit Clerk position.

Attachment(s):

CD Staffing Changes Presentation

§ 94.01 DEFINITIONS.

ABANDONED MOTOR VEHICLE.

A motor vehicle that is inoperable and more than five years old and left unattended on public property for more than 48 hours, or a motor vehicle that has remained illegally on public property for a period of more than 48 hours, or a motor vehicle that has remained on private property without the consent of the owner or person in control of the property for more than 48 hours, or a motor vehicle left unattended on the right-of-way within the city for more than 48 hours.

ANTIQUE AUTO.

A passenger car or truck that was manufactured in 1925 or before or a passenger car or truck that is at least 25 years old.

COLLECTOR.

That owner of one or more antique or special interest vehicles who collects, purchases, acquires, trades, or disposes of special interest or antique vehicles or parts of them for personal use in order to restore, preserve, and maintain an antique or special interest vehicle for historic interest.

JUNKED VEHICLE. A vehicle that:

(1) Is self-propelled; and

(2) Is:

(a) Wrecked, dismantled or partially dismantled, or discarded; or

(b) Inoperable and has remained inoperable for more than:

1. 72 consecutive hours, if the vehicle is on public property; or

2. 30 consecutive days, if the vehicle is on private property.

MOTOR VEHICLE.

A motor vehicle subject to registration under the Certificate of Title Act, except that for purposes of §§94.02 and 94.03 includes a motorboat, outboard motor, or vessel subject to registration under Chapter 31, Texas Parks and Wildlife Code.

SPECIAL INTEREST VEHICLE.

A motor vehicle of any age that has not been altered or modified from original manufacturer's specifications and, because of its historic interest, is being preserved by hobbyists.

(Ord. 04-2001, passed 2-12-01; Am. Ord. 2015-04, passed 3-23-15; Am. Ord. 2019-03, sec. 1E, passed 4-29-19)



Agenda Item Request

Requestor: Miguel Valverde

Department: Council Member Place 5

Date of Meeting: 28 Oct 2024

Subject: Definition of junk vehicle in Ord. 94.01

Caption: Discussion and Possible action to change definition on junk vehicles in Ord. 94.01.

Background: This ordinance is not as specific as The Texas Transportation Code 683.071.

Fiscal Impact: N/A

Recommendation: Possibly approve to help our code enforcement

Attachment(s): Copy of current ordinance and sample of the change on definition

§ 94.01 DEFINITIONS.

ABANDONED MOTOR VEHICLE.

A motor vehicle that is inoperable and more than five years old and left unattended on public property for more than 48 hours, or a motor vehicle that has remained illegally on public property for a period of more than 48 hours, or a motor vehicle that has remained on private property without the consent of the owner or person in control of the property for more than 48 hours, or a motor vehicle left unattended on the right-of-way within the city for more than 48 hours.

ANTIQUE AUTO.

A passenger car or truck that was manufactured in 1925 or before or a passenger car or truck that is at least 25 years old.

COLLECTOR.

That owner of one or more antique or special interest vehicles who collects, purchases, acquires, trades, or disposes of special interest or antique vehicles or parts of them for personal use in order to restore, preserve, and maintain an antique or special interest vehicle for historic interest.

JUNKED VEHICLE.

A vehicle that is self-propelled and:

Does not have a valid license plate and valid motor registration certificate attached to it:

(2) and is:

(a)

Wrecked, dismantled or partially dismantled, or discarded; or

(b)

Inoperable and has remained inoperable for more than:

1. 72 consecutive hours, if the vehicle is on public property or right of way: or

2. 30 consecutive days, if the vehicle is on private property.

MOTOR VEHICLE.

A motor vehicle subject to registration under the Certificate of Title Act, except that for purposes of §§94.02 and 94.03 includes a motorboat, outboard motor, or vessel subject to registration under Chapter 31, Texas Parks and Wildlife Code.

SPECIAL INTEREST VEHICLE.

A motor vehicle of any age that has not been altered or modified from the original manufacturer's specifications and, because of its historic interest, is being preserved by hobbyists.

Recommended Amendment



Agenda Item Request

Requestor: Miguel Valverde

Department: Council Member Place 5

Date of Meeting: 28 Oct 2024

Subject: To see how comparable this city with our surrounding cities is.

Caption: Recommendation to reduce expenditures

Background: It has always been known that our city must be comparable with 10 of our surrounding cities.

Fiscal Impact: N/A

Recommendation: No action, possibly generate ideas for my colleagues to save money for the city.

Attachment(s): PowerPoint presentation will be available at the meeting once I put all of my figures together.



Agenda Request Form

Requestor: Juan M. Lecea
Department: Council Member
Date of Meeting: October 28, 2024
Subject: Complaints by City Staff against Mayor Rodriguez

Caption:

Discussion and possible action on complaints filed by City Staff against Mayor Rodriguez.

Background:

Several staff members have submitted formal complaints regarding inappropriate actions and behavior by Mayor Johnny Rodriguez.

Fiscal Impact:

None at this time

Recommendation:

Reiterate to Mayor Rodriguez his functions. Remind Mayor Rodriguez it is the City Administrator that takes care of the day to day operations of the City.

Establish a policy to clearly outline consequence for violating the existing rules and policies.

Determine appropriate actions in an effort to provide a response to the employees that filed the complaint.

Attachment(s):



Agenda Request Form

Please add attachments that were previously sent to City administrator.

September 12, 2024

Mark Saenz, Mayor Pro-Tempore
City Council
City of Balcones Heights

Re: Complaint Regarding Mayor Johnny Rodriguez – Unprofessional Conduct, Disruptive Behavior and Creating a Hostile Work Environment on 09/11/2024

Mr. Saenz,

The following documentation is companion to the information provided to Council on September 11, 2024, relative to an unfortunate incident that occurred on same day. As Mayor Pro-Tempore, I am submitting the following as a formal complaint against Mayor Johnny Rodriguez.

As you will clearly deduce, the incident affected more than just the recipient of the unfortunate dialogue with the mayor in which threats of oppression were clearly delivered, specifically regarding the Chief's employment longevity. The seriousness of the incident clearly demonstrates a behavior that has proven to be escalating with time. His lack of professionalism and arbitrary display of despotism knows no bounds and is affecting the remainder of the staff.

Included with this complaint are individual accounts from employees who were witness to the incident of September 11, 2024.

I believe that immediate action is necessary to rectify the situation and am respectfully requesting that City Council investigate this matter and take appropriate measures to addressing this behavior. The Mayor is correct, I am departing on the 20th of this month, but his brazen remarks that "the 20th" denotes a timeline that provides him unfettered access to do as he pleases is disheartening to hear from a "leader".

Respectfully,



Gilbert Perales
City Administrator
City of Balcones Heights, Texas



City of Balcones Heights Police Department

Theodore M. Herrera, Lieutenant



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September 11, 2024

To: John Jahanara, Chief of Police

Fr: Theodore M. Herrera, Patrol Commander / Lieutenant

Subject: Letter of Concern – Mayor Johnny Rodriguez

Chief John Jahanara,

I regretfully write this letter but need to bring this information to light as your Police Lieutenant for the Balcones Heights Police Department. Unfortunately, circumstances have left me with no other recourse. I, along with several department personnel have lost all **trust, faith, and confidence** in Mayor Johnny Rodriguez's ability to lead the City of Balcones Heights after an incident that occurred this morning at the Balcones Heights Justice Center and to include his demeanor with other city employees.

While upstairs on the second floor, after grabbing a cup of coffee, I proceeded to hear a male's voice yelling to another person on the first floor of the Justice Centers front lobby. Due to the hostile tone that this person was displaying to the other person, I activated my body worn camera in the event I had to go downstairs to intervene. When I proceeded to listen further to the hostile disruption in the Justice Center, which is open to the public, I recognized that the male that was yelling was Mayor Johnny Rodriguez who was verbally scolding and threatening you, The Chief of Police, with your position as Chief of Police at the Balcones Heights Police Department.

I will state that your demeanor during your conversation with Mayor Johnny Rodriguez was in a calm voice while he continued to scold you, threaten you and your position as Chief of Police, and stating that you wouldn't be here much longer.

A toxic work environment is one where negative, antagonistic, or bullying behavior is baked into the very culture. In a toxic work environment, employees are stressed, communication is limited, blame culture is rife, and people are rewarded (tacitly or explicitly) for unethical, harmful, or nasty attitudes and actions.

Many department personnel, especially females, have stated that they feel like these forms of actions make for a hostile work environment and if they continue, they feel like they would be next to be targeted by his preplanned actions. Department Personnel have also stated that they are in fear of speaking up as they would be retaliated against by Mayor Johnny Rodriguez. Mayor Johnny Rodriguez has fostered an atmosphere of **hostility, retaliation, and unethical behavior**. Mayor Johnny Rodriguez has established a pattern of inequitable treatment of department personnel. His lack of effective leadership, mismanagement, and poor decisions have damaged the relationship between the Administration of the Balcones Heights Police Department, The Balcones Heights Fire Department, the men and women who serve for these departments, several business owners within the City of Balcones



City of Balcones Heights Police Department

Theodore M. Herrera, Lieutenant



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Heights, Municipal Court Members, Councilmembers, former Councilmembers, City Administrator, and former Mayor.

ALL Department Personnel feel that the relationship with Mayor Johnny Rodriguez is irreparable. He has brought morale to an all-time low with all who work for the City of Balcones Heights. His lack of effective leadership and poor management style has led to poor retention and recruitment of qualified personnel to include defunding the Police Department by freezing positions which is a high safety concern (as we all discovered after Sgt. Sepulveda was shot and almost lost his life protecting and serving the citizens of this community).

As the Patrol Lieutenant for the Balcones Heights Police Department, myself and the officers of this department to include ALL other departments within the City of Balcones Heights have attempted to see the positive in his view of things, but unfortunately if we continue to do what we have been doing and expect a different result going forward, we would clearly be called insane. We as employees, only wish to focus on improving the City of Balcones Heights, its Police Department, and protecting our officers and the community we serve that we would lay our lives for.

Chief, an ineffective leader can take a good staff and destroy it, thereby causing the most qualified employees to leave the Department and those who remain to lose all motivation and become emotionally stressed. Mayor Johnny Rodriguez's abuse of power, narcissistic attitude towards the city's staff at the Wonderland of America's, staff at The Balcones Heights Justice Center, Firefighters of The Balcones Heights Fire Department, and all the Police Officers of the Balcones Heights Police Department and bullying are more than any employee should have to endure. His actions and demeanor have affected morale in all departments. Several city employees have begun searching for careers at other departments, while some have already quit because of Mayor Johnny Rodriguez's actions in office. ALL Department Personnel have a unique passion for their careers here at The City of Balcones Heights, where we hold our service to the community close to our hearts, but here are some of the things that have affected all departments under Mayor Johnny Rodriguez's term.

1.) Lack of Direction, Listening Skills and Attention to Detail - If Mayor Johnny Rodriguez is among the leadership team, he is often the go-between for this information. His communication with ALL Departments.

As a Lieutenant of the Balcones Heights Police Department, we should be able to look to the mayor as an advocate, someone that stands up for his employees, Firefighters and Police Officers, as well as the needs of the public. His wavering decisions, lack of planning, and disregard for communication does not demonstrate the leadership that the City of Balcones Heights deserves. Several Department Personnel have seen his ineffective leadership though his communication for solving problems when they arise, his inability to make decisions, his poor performance with interactions with staff, Firefighters and Police Officers.



City of Balcones Heights Police Department

Theodore M. Herrera, Lieutenant



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Effective leaders set good examples for their subordinates, display empathy, and foster motivation in subordinate staff, Firefighters and Police Officers. An effective leader creates a positive culture where ALL city employees enjoy coming to work and they know that a good Mayor has their backs in any situation.

The culture of any organization is like a river. It can be fluid, strong and consistent, serving as lubricant while guiding its members in the right direction. In contrast a river can become stale and toxic, silently killing those who drink at its shore.

In closing, Mayor Johnny Rodriguez's lack of consistency has continued to show by his incoherent, discrepant, disagreeing, irreconcilable demeanor with ALL Balcones Heights City Employee's, Firefighters and ALL Balcones Heights Police Officers who have the displeasure of seeing and feeling it. His lack of trust within the Police Department has affected The Chief of Police, myself, and ALL Police Officers to the point that we cannot rely on him to get the task done. This has created a major strain for ALL City Employee's, Firefighters and ALL Balcones Heights Police Officers to have a relationship with Mayor Johnny Rodriguez.

A good leader helps foster an environment where ALL city employees can trust their mayor and feel that he cares about them and their personal and professional developments. Mayor Johnny Rodriguez needs to understand that if he were in the trenches with ALL city employees, he would be seen as a respected Mayor rather than a distant tyrant.

If Mayor Johnny Rodriguez were to give ALL city employees high profile growth opportunities, he would make them feel valued and appreciated. In conclusion, Mayor Johnny Rodriguez needed to lead from the heart and invest in ALL current city employees to grow alongside with him, but sadly, he has failed in all aspects which has been seen at all City Council Meetings and in the eyes of the public.

His disrespectful character trait towards Councilmembers, The Chief of Police, and Command Staff has shown his lack of respect for others, their beliefs, feelings or opinions. He has manifested a variety of actions such as talking over others, ignoring boundaries, mocking others, disregarding authority, and belittling the Chief of Police, Fire Chief, as well as the former Mayor, current Councilmembers, and even citizens of Balcones Heights (his own constituents). For this reason, myself, and the Officers of the Balcones Heights Police Department would like to reiterate that we have lost all trust and faith in Mayor Johnny Rodriguez's ability to lead the City of Balcones Heights.

Chief John Jahanara,

After hearing Mayor Johnny Rodriguez threaten your career in a public atmosphere, you, a Chief of Police who is highly loved by the community and business owners within the City of Balcones Heights, it was very disturbing to hear, and disrespectful to the Police Department which he has made it known that he does not respect nor like.



City of Balcones Heights Police Department

Theodore M. Herrera, Lieutenant



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I am addressing this Letter of Concern to make a complaint against the hostile work environment that WE ALL are currently going through. I have been a sincere and loyal employee and have served with my all. I, as well as ALL city employees, have been a victim of a hostile work environment caused by Mayor Johnny Rodriguez since he was sworn into office.

It has gone beyond my tolerance and the silence I can no longer bear as I am suffocating each day with what we are all going through. I respectfully request that you review this outcry as Mayor Johnny Rodriguez has been exploiting officers within the police department as well as all city employees under his sheer domination that has been premeditated before and during his term.

I also respectfully ask that you share this letter with the **City Administrator Gilbert Perales** and City Council Members **Miguel Valverde**, Councilmember Place 5; **Juan Lecea Jr.**, Councilmember Place 3; **Jack Burton**, Councilmember Place 1; **Mark Saenz**, Councilmember Place 4; **David Sellers**, Councilmember Place 2 due to Mayor Johnny Rodriguez creating the acts of harassment which is unwanted conduct related to a relevant protected characteristic, and has the purpose or effect of; violating my dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for ALL city employees to include myself. I look forward to hearing the council's proposal for solving this critical matter.

Let it also be known that in the City of Balcones Heights Council Relations Policy, it is stated that:

Elected Officials SHALL NOT create a hostile work environment towards employees by verbal, written, or physical presence which disrupts their work environment. If an elected official has knowledge of a hostile work environment, he/she will notify the City Administrator.

Respectfully,

Lieutenant Theodore Herrera #403



City of Balcones Heights Police Department

John Jahanara, Chief of Police



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To: Gilbert Perales, City Manager
From: John Jahanara, Chief of Police
Subject: Threat/Intimidation Altercation Mayor Rodriguez
Date: September 12, 2024

Mr. Perales,

I am writing to bring to your attention an issue that I experienced in the workplace of our police department on the morning of September 11, 2024, at approximately 07:58 hour, a personal attack from Mayor Johnny Rodriguez which occurred between the lobby of the 1st floor of our Justice Center and the hallway entrance into the municipal court clerk's office.

I entered the listed area at approximately 07:49 hours and as I always do I gather mail pertaining to the police department and discuss topics with employees from Code Enforcement. I then made my way to the court clerks where we discussed the upcoming court docket. At approximately 07:57 hours Mayor Johnny Rodriguez entered the Justice Center and proceeded past the court clerk's office further down the hallway. As I was departing, exiting into the lobby, Mayor Rodriguez called out to me asking, "*Chief, how's the reserve program coming along?*" As I was now walking to the elevator, in route to my office, I responded by stating, *I'm swamped with a lot of stuff, but eventually I'll get to it. Also, something that just popped up that I'm not liking, but when you get a chance, I'll talk to you about it. Because I want to filter out the rumors versus the facts. Something about the Texas Rangers and the FBI being contacted about something, I really wish you would have come to me about that, but that's fine. Like I told you from the beginning, I'm very transparent and open. If this is true, I'm not sure if coming from a resident or a disgruntled employee, something about cases filed, but that's fine I have everything ready and prepared. I thought we had a good relationship.*" I went into detail to brief the mayor on exactly what our two Lieutenants and I have been assigned. "*We're working on your request about disciplinary issues on current and former employees, there's a lot of stuff were working on. Possibly two terminations I'm working on, one I met with Mr. Perales yesterday, this week I'll be done with that one, the other next week. I had Lieutenant Ortiz work on a complaint we received on one of our officers when he was working for another department, but it was unfounded. Um, it's just very disappointing Mayor.*"

Mayor Rodriguez then stated, "*Well, let me tell you something first of all to get something straight. With what I do is not personal and for you to take it personal is unprofessional on your part.*" I interjected, correcting Mayor Rodriguez as he has been known in having conversations with employees



City of Balcones Heights Police Department

John Jahanara, Chief of Police



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in the past and "twisting" their words or misleading conversations stating to him, *"Where did I say it was personal?"* Mayor Rodriguez responded, *"Because you're saying your very upset with me."* I then informed the mayor that I never said that I was upset, only that I was disappointed. The mayor then began to inform me of his obligation in his position as the mayor for our city to look into matters. I responded, informing the mayor, *"I've heard this speech before in prior meetings, and what we established at the time was always in the benefit of the city."* The mayor then became upset stating to me, *"Let's get something straight Chief, hold on, hold on, you are Chief. I have oversight of you, ok? You are a municipal officer, ok? and the code say's under the Local Government Code under the power of the duties of the mayor. Hey, don't do this because you're going to end up losing your job over this."* I responded to the mayor, *"I've already heard that from you."* Mayor Rodriguez went onto substantiate my future termination as he went onto state, *"I've already lost all confidence in you right now because we didn't have to do this."* I responded by stating to Mayor Rodriguez, *"Oh, so now you've lost all confidence in me, I wish you would have told me this before when we had meetings in my office."* Mayor Rodriguez continued to explain his duties and obligations as a mayor and stated he did not have to come to me and inform me of "certain things" under the color of law. I agreed with him, stating he didn't have to tell me anything.

The discussion then turned and redirected on Mayor Rodriguez questioning me how I learned of the information that was discussed in executive session. I informed him it is attributed to an employee that was recently terminated named Lucas Connely. As reiterated to Mayor Rodriguez in the beginning of our conversation, It's Lucas Connely and or a resident. The mayor alleged I disrespected him, and I was being insubordinate, threatening my employment stating, *"Gilbert Perales is not going to be here too much longer, only a few more days, and your days are numbered as well!"* The mayor then accused me of questioning his authority, taking the incident personal, and stating I was ordering him to report to me with the information. I explained to the mayor, I based my opinion on the understanding from prior meetings we have had on developing ideas in the best interest of the city and us working together. I went onto explain I never ordered him to do anything. I reminded him of a comment he made to me after his first council meeting, as I escorted him and council out to their cars to prevent further altercations. He stated to me, *"Chief, I really want to trust you!"* I brought this to his attention because it was very clear through his actions, he does not trust me or the members of our police department. I have always questioned his statement, as to what I or any member of the police department did wrong.

The mayor went onto inform me his decision had nothing to do with trust, as I explained to him that him and council have always been privy to everything we do. He explained I was not part of the conversation that was under his duties as the mayor, and I was working under assumptions. At this time, I asked the mayor, *"So you don't want to know the truth?"* The mayor informed me I needed to work on facts and not listen to what I hear on the streets or what I hear on the outside. As I was attempting to ask the mayor if he had contacted the Texas Rangers or FBI, he interrupted my conversation stating to me, *"I'm not going to sit here and tell you what I did or I didn't do because you're not privy to it."* I responded to the mayor, *"That's right because you don't trust me!"*



City of Balcones Heights Police Department

John Jahanara, Chief of Police



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The mayor then stated, *"That's what I'm saying about your job, your job may be, you need to think about what your job is, think about what you say and how you act. Your wrong, look at the way you're acting the way you're doing this in front of everybody."* I informed the mayor I would be contacting my attorney as he threatened to terminate me and was creating a hostile work environment. I then directed his attention by pointing to the security camera that was directly above where we were standing.

The mayor then stated I was wrong on how I confronted him, which I quickly pointed out that he was the one that made the initial contact. He went onto explain he was simply asking about the reserve program, and accused me of responding to him very, very coldly *"I'll get to it whenever! I have other things!"*

As I referenced the security camera that were recording the entire altercation, we both agreed to contacting our attorney's, I pointed out the incident would be documented unlike the prior altercation he had with a councilmember, as I referenced the hallway behind him (no video camera). The mayor then accused me of "bringing things up" that are not facts. I questioned the mayor how the issues were not facts. I informed him they were facts as I have investigated every case, he's been involved in involving altercations with members of our council and EDC. The mayor then reiterated he lost all confidence in me and how my actions were disrespectful. I informed the mayor I had also lost all confidence in him as well and I would be very worried if I had to oversee him. The mayor closed in saying that I do not oversee him, and I would have to answer for my actions. I informed the mayor that I would be starting a case to document the entire incident.

Mayor Rodriguez's behavior this morning is unacceptable and has made me uncomfortable, not to mention he embarrassed and belittled me in front of multiple staff members. His negative behavior towards staff members has appeared to grow in the few months since he has been elected to serve as mayor for our city. I have seen him engage in numerous verbal altercations with council members and members of administration. It is clear, Mayor Rodriguez has no respect for staff and does not care for the employee's wellbeing.

I have been a police officer for the great city of Balcones Heights for 16 years. I have served as the Chief of Police for 5 of those years. Throughout my career, which began with the Bexar County Sheriff's Department, I have endured bumps and bruises, urine and feces thrown at me, death threats on my life, etc.... The honor of serving and protecting our community is the greatest reward as being a police officer. As a police officer you are trained to have "tough skin", not to show your emotions or weakness, and being tough. The actions that transpired from Mayor Rodriguez on the morning of a very tragic day in the history of our profession, September 11, 2024, at approximately 07:57 hours impacted my life and wellbeing like nothing I have ever encountered in my career. And I am still in shock that my employment was threatened.



City of Balcones Heights Police Department

John Jahanara, Chief of Police



The Mission of the Balcones Heights Police Department is to provide the community with a safe and fear free environment in which to live, work and play and to do so with an emphasis on *PRIDE - Professionalism, Respect, Integrity, Dedication and Excellence.*

In closing, I simply brought to Mayor Rodriguez's attention a matter involving a possible disgruntled former employee and or resident spreading lies about our department and reminded him that council and himself were always welcome to inquire about any files within our department. This resulted in clarification of the mayor's duties per local law, and the threatening of my personal self-esteem and future "limited" work status.

Respectfully,

John Jahanara, Chief of Police
Balcones Heights Police Department



Balcones Heights Police Officer's Association



From: Balcones Heights Police Officer's Association

To: Chief John Jahanara, City Administrator Gilbert Perales, Balcones Heights City Council

Date: 09/16/2024

Subject: Grievance Expressing No Confidence in Mayor Johnny Rodriguez

Dear Chief Jahanara, City Administrator Gilbert Perales, and members of the City Council,

The Balcones Heights Police Officer's Association (BHPOA) has unanimously gathered and reviewed facts, observations, thoughts, and feelings transpiring from Mayor Johnny Rodriguez' actions and manipulations. Therefore the BHPOA is regretfully writing to formally express our grievance and declare an undisputed vote of no confidence in Mayor Johnny Rodriguez. As a concerned, united group of employees for the City of Balcones Heights, we believe the leadership of the current mayor has proven time over time to be inadequate in addressing the pressing needs of our community, and he has undermined public trust through various actions and inactions.

1. Failure of Leadership:

An effective leader is one who can lead a group of individuals, regardless of differences in opinion, toward a common goal through a means of discussion that encourages meaningful dialogue that respects all those individuals' being led points of view. An ineffective leader is one who attempts to lead by use of their position, through fear, and intimidation. An ineffective leader often has a personal agenda and conspires to serve that agenda and themselves. An ineffective leader does not lead a group toward a common goal but attempts to divide and bully to serve their personal agenda.

Mayor J. Rodriguez has consistently demonstrated an inability to effectively manage city affairs. The recent interaction between Mayor Rodriguez and Chief Jahanara in which the mayor clearly threatens Chief Jahanara's employment, shows the unprofessionalism of Mayor Rodriguez and his clear lack of ethics. Furthermore, Mayor Rodriguez's lack of leadership, unprofessionalism, and lack of ethics are shown at each City Council Meeting for everyone to see. Mayor Rodriguez has name-called, belittled, and talked down to fellow Councilmembers, City Employees, and even residents (his own constituents!). Mayor Rodriguez has even gone to the length of DEMANDING the arrest of a resident at a City Council Meeting for the resident practicing their First Amendment Right.



Balcones Heights Police Officer's Association



2. Unorganized Council Meetings:

Since being voted into Office, Mayor J. Rodriguez's inability to effectively lead City Council Meetings has been put on display for all to observe. In addition to his inability to organize, ignite meaningful RESPECTFUL discussion, and maintain ORDER, Mayor J. Rodriguez's leadership has resulted in City Council Members, City of Balcones Heights Leadership, and concerned members of the Community being kept at City Council Meetings until early hours of the morning on the day following the scheduled council meeting. As the Elected Leader of the City and the City Council it is his responsibility to ensure the smooth operation and efficiency of the conduct of the Council Meetings. He has outright failed in doing so.

3. Lack of Transparency:

The mayor's administration has been marred with a lack of transparency in decision-making processes. The mayor has on multiple occasions at Council Meetings provided misleading information to the general public in an attempt to push his own agenda. The mayor has been conspiring with other individuals to push his own agenda. The mayor has provided misleading salary amounts of employees of the City of Balcones Heights and has compared them to other cities' salaries in an attempt to show larger figures than are actually true. Whether he is doing this purposefully, or he truly does not understand the salary figures is unknown. Regardless of whether his presentation of false figures is a result of a personal agenda or ignorance, this example shows that he does not possess either; the necessary integrity or knowledge base to effectively lead the City of Balcones Heights and do what is right for his constituents and the employees that work in the city. This is only one example of the mayor's lack of transparency, however, his withholding of factual information from the general public is a disservice to his constituents and the residents that we serve. This lack of openness creates distrust and prevents the community from engaging in meaningful civic participation.

4. Ignoring Public Concerns:

Despite repeated efforts by community members to raise concerns about key issues, Mayor J. Rodriguez has failed to engage with the public in good faith. The mayor as a public servant has consistently attempted to misuse his position and the color of his office to mistreat individuals, remove their freedom of speech, and even threatened to have them arrested. This disregard for the voices of the people has left many citizens feeling unheard, neglected, and in fear of retaliation.



Balcones Heights Police Officer's Association



5. Ethical Concerns:

There are significant concerns regarding potential ethical violations under Mayor J. Rodriguez's leadership.

- a. Demanding criminal investigations be conducted with NO factual evidence and wasting valuable resources in said investigation when the mayor knows the City is in a financial crisis.
- b. Threats of arrest against a citizen speaking to Council at a City Council Meeting.
- c. Threats of loss of employment against the Chief of Police.
- d. Conspiring with a Council Member to push the "rats" out as Mayor J. Rodriguez put it.
- e. Talking down to, belittling, and narcissistic behavior to the members of the City Council, employees of the City of Balcones Heights, and residents of the City of Balcones Heights.

These are some, but not all, examples of the ethical concerns Mayor J. Rodriguez has brought up during his term as Mayor. These concerns not only tarnish the reputation of the mayor, but also threaten the integrity of the city governance. The mayor is creating a hostile work environment for the employees of the City of Balcones Heights and it is disruptive to the work environment (in violation of the Council Relations Policy).

8. Elected Officials shall not create a hostile work environment towards employees by verbal, written, or physical presence which disrupts their work environment. If an elected official has knowledge of a hostile work environment, he/she will notify the City Administrator.

Given these ongoing failures, it is clear that Mayor J. Rodriguez is unfit to continue serving in his role as Mayor. The people of Balcones Heights deserve a leader who is transparent, accountable, and responsive to the needs of the community. For these reasons, the Balcones Heights Police Officers Association respectfully urges the City Council to take immediate action by formally addressing this grievance and consideration for a vote of no confidence in Mayor J. Rodriguez.



Balcones Heights Police Officer's Association



Thank you for your attention to this important matter. We look forward to the City Council's response and resolution on behalf of the citizens of Balcones Heights and the employees of the City of Balcones Heights.

Very Respectfully Submitted on Behalf of the Balcones Heights Police Officers Association,

Christopher Aguirre

Christopher Aguirre – Interim President Balcones Heights Police Officer's Association

September 11, 2024

Dear City Administrator and Council,

My name is Michelle Marin, and I am a Deputy Court Clerk for the Court. This statement is an example and description of the debilitating conditions of our workplace. Our workplace has become a stressful, uncomfortable, mentally, physically and emotionally unhealthy place to work. And it seems to all stem from one person making the employees feel as such. The following event that I am about to describe left me feeling as though I have an obligation to my myself and my fellow employees to inform my superiors of the unsatisfactory and unprofessional conduct of a superior.

On Wednesday September 11, 2024, at approximately 8 am Chief Jahanara was exiting the Court office and about to step into the elevator when Mayor Johnny Rodriguez stopped him and asked him a question regarding "Reserves." A conversation ensued to which I did not hear much of at the beginning. It was not until the voices started to raise that I asked my coworker "Is the Mayor yelling at the Chief?" After asking the question, I heard the mayor say, "you're being insubordinate..."

As the conversation continued, I heard the mayor say many more disturbing statements such as:

"Questioning my authority..."

"I do oversee your job..."

"You're not going to be here too much longer..."

"Your days are numbered as well..."

"We're going to find out who your source is..."

"I've lost all confidence in your ability..."

All in a heightened voice. When the conversation finally ended the mayor walked towards Mr. Lara's office. I then heard the mayor state "Is Mr. Perales in his office?" I answered "We are not sure sir. We did not see him..." He abruptly cut me off midsentence and responded in a firm demanding tone "Call him and tell him I need to see him" and proceeded to make a comment about needing to be escorted up. As he walked out of the office and to my window I called Mr. Perales. I informed the mayor "He did not answer." He then responded, "ok how about Delia." I stated that "She (Delia) is not in. She emailed that she had a Dr.'s appointment." He then proceeded to say, "Let me get ahold of Mr. Perales and our city attorney right away." and walked out of the building.

A few minutes later a customer came to my window, and I began assisting her. As I was helping my customer, I heard the mayor's voice say "Yvonne, what's her name." I was caught off guard as I had not realized he had returned and entered the office. I heard Yvonne answer "Michelle." He called my name and asked, in what I felt was an aggressive tone, "When you said you called Perales, you said that he wasn't in his office?" To which I responded, "No sir, I said he did not answer." His retort was "Oh ok. I just wanted to make sure I got it right." This conversation made me feel extremely uncomfortable. Was he questioning whether I had in fact called Mr. Perales? Or was he

interrogating me and checking my previous responses? His entire approach felt aggressive from the moment he ordered me to call Mr. Perales.

This type of interaction was completely and utterly unprofessional. A supervisor, let alone a person with a title such as mayor, having this type of conversation in the presence of other employees is something that should never be done in any workplace environment. I felt as though we were put in the middle of a situation and in a position that we should never have been placed into. In my previous work experience, when a supervisor feels the need to reprimand or discipline an employee, they do this in a professional, private setting like an office away from other employees and or potential customers. The mayor engaged this conversation in our city lobby.

According to the Balcones Heights Personnel Handbook

Article 2 Section 2.01 "Code of Ethics"

...and all employees shall be

(c) Fair and considerate in the treatment of fellow employees and citizens, addressing concerns and needs with equity,..."

Article 4 Section 4.11 "Standards of Conduct"

Employees of the City are the "Good Will Ambassadors" of the City, and such status involves a degree of duty and obligation regarding public and private conduct above and beyond other classes of employment.

We as employees are held to this standard or we are reprimanded and possibly even terminated. Are we as employees to believe that our "Higher Ups" are free to act in a manner that is not even suitable for an employee.

According to the City of Balcones Heights Council Relations Policy and Code of Ethics

I. "Introduction"

3. In its governance role, The Governing Body will continue to be dedicated to friendly and courteous relationships with staff...

C. "Code of Conduct for Mayor and Council Members"

2. Council Members shall demonstrate respect and courtesy to each other, to City Staff members...

3. Council Members shall refrain from rude and derogatory remarks and shall not belittle other Council members, Staff members, or members of the public.

What I witnessed and heard coming from the mayor of our city, I personally feel, violated the very rules that they set forth as the governing body. The mayor and council demand respect and courteousness from others, but apparently, he feels he does not have to provide the very respect he demands at council meetings, to the employees. The very employees who generally come to work for their city with a sense of pride and happiness.

From day one and in the two years I have worked for the City of Balcones Heights since, I have felt a sense of comradery and family with the coworkers that sit next to me as well as with the people who work above and all around me. I never once felt disrespected, abused or afraid of losing my position. In less than 2 months I became increasingly worried about my pay and even possibly losing my job.

At the very moment the mayor said, "Your days are numbered as well...". It felt like a threat. If the Chief of Police can be threatened in such a manner, then so can every other employee. At that point he was not just addressing the Chief, he was addressing us all. If I do not comply with his standards will my "days be numbered as well..."? Will I need to walk on eggshells to make sure he is content? Do I need to fear for my job and livelihood because he might be unsatisfied with me?

I can honestly say that after the events of yesterday, whatever little bit of confidence I had left in our mayor has completely disintegrated.

As I said in the beginning of this statement, our workplace has become an uncomfortable place to be when he walks through the door. The morale of this office is so low as people fear for their jobs. We have employees that dedicate their careers to the City of Balcones Heights with years of service. But now, for the first time, many have contemplated moving on. And the mayor's statements only confirmed in my mind that maybe "You're not going to be here too much longer..."

Sincerely,

A handwritten signature in black ink, appearing to read "Michelle Marin". The signature is stylized and cursive.

Michelle Marin
Deputy Court Clerk
Balcones Heights Municipal Court

September 11, 2024

Dear City Administrator and Council,

My name is Yvonne Baez, and I am the Senior Deputy Court Clerk for Municipal Court. Due to recurring escalating hostility and aggression displayed in our workplace by Mayor Rodriguez, I feel obligated to submit this statement.

On Wednesday, September 11, 2024, at approximately 8:00 a.m., during regular business hours, I observed an alarming interaction between Mayor Johnny Rodriguez and Chief Jahanara in the City Hall lobby by the court office door, where city business is conducted.

Chief Jahanara was exiting the court office and walking towards the elevator when Mayor Johnny Rodriguez stopped him. I was working at my desk, and I heard the mayor ask him about the reserve program. I then heard the mayor say to Chief Jahanara "you're being insubordinate." This immediately caught my attention as his voice seemed to have raised above a normal speaking level at that point.

As the conversation continued, I heard the mayor say the following threatening statements such as:

"I do oversee your job!"

"You're not going to be here too much longer"

"Your days are numbered as well"

"We're going to find out who your source is"

"I've lost all confidence in your ability"

When the conversation had finally ended, the mayor walked towards the Community Development Department. He quickly returned to the court office and without greeting or introduction, asked if Mr. Perales was in his office. Michelle answered him by explaining that we did not know, but before she could continue her sentence, the mayor abruptly cut her off and demanded that she call Mr. Perales and let him know he needed to see him. He then made a comment that he needed to be escorted up. Michelle called Mr. Perales as the Mayor was walking out of the court office. As he approached Michelle's window, Michelle advised the mayor that Mr. Perales did not answer. The mayor then asked for Delia. Michelle explained that Delia was not in and that she (Delia) had emailed that she had a Dr's appointment. The mayor stated he would call Mr. Perales and our city attorney right away and walked out of the building.

A few minutes later the mayor returned to our court office and in a hostile voice asked me for Michelle's name. I responded "Michelle." As Michelle was assisting a customer at her window the mayor interrupted her and asked in an interrogating and aggressive tone, "When you said you called Perales, you said that he wasn't in his office?" I could tell Michelle was caught off guard and had a worried look on her face and answered him, "No sir, I said he did not answer." The mayor stated "oh ok. I just wanted to make sure I got it right."

The fact that this confrontational conversation occurred in front of other employees is particularly troubling. As a public figure, the mayor should maintain professionalism and respect. Instead, his behavior fell short of these expectations and has created an uncomfortable work environment.

Sincerely,

A handwritten signature in black ink that reads "Yvonne Baez". The signature is written in a cursive style with a large initial "Y".

Yvonne Baez

Sr. Deputy Court Clerk

Balcones Heights Municipal Court

Dear City Administrator and City Council,

September 13, 2024

I am writing to express my deep concern and disappointment regarding the behavior of the Mayor Johnny Rodriguez, on several occasions when interacting with employees. His behavior has created a hostile and intimidating work environment, making it difficult for me and others to perform our duties comfortably.

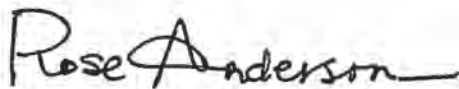
Specifically, on September 11, 2024, I overheard the Mayor telling Chief Jahanara "Your days are numbered" and "Your job may be...." Insinuating the Chief's job was on the line. This was done in front of everyone, which I am sure caused embarrassment and discomfort for the Chief and others present. Additionally, I have witnessed the Mayor use his power to ask confrontational questions to court clerks, becoming upset when they don't provide the desired information on several occasions. This behavior is unacceptable and creates a negative environment.

I have witnessed the mayor use his power to unfairly assist individuals who voted for him, bypassing protocols and procedures. This not only undermines the integrity of our work but also creates a sense of unfairness and inequality.

He also allowed a council-member to behave in a demanding and aggressive with myself without intervening. He also allowed the same council-member to aggressively intimidate my director to sway one way in planning and zoning case. His behavior has made me feel uneasy and intimidated, fearing that speaking up or doing the right thing may put my job at risk.

As the Mayor, he should be setting a positive example and fostering a respectful workplace. Instead, his behavior has created a culture of fear, intimidation, and favoritism. I urge you to address this issue and take necessary steps to resolve the problem. I hope that we can work together to create a more comfortable, respectful, and fair workplace.

Sincerely,

A handwritten signature in black ink that reads "Rose Anderson". The signature is written in a cursive style with a long, sweeping underline.

Rose Anderson

Building/Code Official

City of Balcones Heights

On Wednesday, September 11, 2024, at approximately 8:00 a.m., both Chief Jahanara and Mayor Rodriguez were having a conversation. The beginning nature of the conversation is unknown to me. Very quickly though, I noticed the mayor's voice had gotten louder and this conversation had escalated to an uncomfortable level. At this point, some of the mayor's comments made me feel very uneasy. Some of the statements made include:

Mayor: Something that was talked about in executive session, that was private. We are going to find out who your source is. I am telling you as the mayor the disrespect

Mayor: I am the mayor, so you do have an obligation, and I oversee your job. Gilbert is not going to be here too much longer, and your days are numbered as well.

Mayor: What you need to understand Chief, it's not personal, this situation is not personal. you are questioning my authority with what I have a right to do and bringing up the subject.

Mayor: It has nothing to do with trust it has to do with the law.

Mayor: You are being insubordinate I do oversee your job, and you are not going to be here too much longer. This situation is not personal.

Mayor: You are taking something that you heard on the street or something you hear on the outside... You answered very coldly

Mayor: I have lost all confidence in you...

Chief: same here.

Mayor: I lost all confidence in your ability to be Chief.

Statements like these are of the utmost unprofessional from an elected official, who by the code of conduct should not disrespect or belittle any staff.

I had an unsettling confrontation with the mayor, on August 3, 2024, that left me feeling troubled. The miniblinds to the court office were lowered as it was already 11:45 a.m. on a Friday. Suddenly, my coworkers and I hear a loud banging on the window. Immediately following the banging, we heard the mayor say, "Open the door!" in a very demanding tone. We were startled because we were closed for the day. My coworkers and I were waiting for the appropriate time to go upstairs for a retirement luncheon for Sgt Smith. As I opened the door for the mayor, he entered the Court office. As I sat down, he asked to know who had given incorrect information to a previous resident of Balcones Heights as to where his office was located. As we were all caught off guard by his aggressive nature, we at first stated that we did not know. He then said in a somewhat stand-offish tone "I'll find out who said it!" He made mention that the resident had been given wrong information. When I realized that the information he stated the resident gave him was the information I had given to someone earlier in the week, I took full responsibility for the misinformation as I was concerned that my incorrect statement was going to be a result of my fellow coworkers getting reprimanded. I told him that the location of his office was not properly given to the Court staff. We had been previously informed that the mayor's office would eventually be located with the senator's office. This incident caused me

great stress and anxiety. I truly felt that my job could potentially be on the line because of said incident as the mayor seemed irate and frustrated with me.

With this previous incident and now this incident with the Chief, I feel that my confidence in Mayor Johnny Rodriguez has diminished completely.

The stress and tension level has made the work environment extremely uncomfortable. In the almost 10 years of working for the Municipal Court of Balcones Heights, I have never felt intimidated by fellow coworkers, administration, staff or Council. At this point, "walking on eggshells" is the best way to describe the tension in our environment. I feel this type of work environment is completely stressful and unhealthy for its employees. I hope we can once again get to a level of peace in our workplace that we can all wake up and want to go to work. Believe me. It was this way for me once.

Sincerely,

A handwritten signature in black ink, appearing to read "Micaela Cenicerros". The signature is fluid and cursive, with a large initial "M" and a long, sweeping underline.

Micaela Cenicerros
Deputy Court Clerk
Balcones Heights Municipal Court

ORDINANCE NO. 2019-02

AN ORDINANCE AMENDING COUNCIL RELATIONS POLICY AND CODE OF ETHICS PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE; AND REPEALING ANY ORDINANCE IN CONFLICT.

WHEREAS, the City of Balcones Heights City Council and the Mayor comprise the governing body for the citizens of Balcones Heights and they must bear the initial responsibility for the integrity of governance and also be responsible for its own development (both as a body and as individuals), its responsibilities, its own discipline, and its own performance; and

WHEREAS, the development of the Council Relations Policy and Code of Ethics is designed to ensure effective and efficient governance; and

WHEREAS, the City Council initially adopted the Council Relations Policy and Code of Ethics in August 2006 and has amended the policy periodically after review by the Council and the Policy again has been reviewed and has recommended some amendments;

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

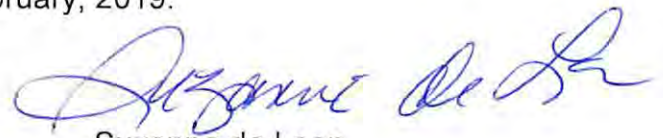
SECTION 1. The Council Relations Policy and Code of Ethics, attached as Exhibit A, is adopted and must be followed by City staff for all employment opportunities.

SECTION 2. SEVERABILITY CLAUSE: If any section, subsection, phrase, sentence or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be stricken from the ordinance, and such holding shall not affect the validity of the remaining portions thereof. The balance of the ordinance shall be construed as one instrument and as if the offending portion had not been included.

SECTION 3. SAVINGS CLAUSE: All ordinances or parts of ordinances, in conflict herewith are to the extent of such conflict hereby repealed. The balance of such ordinance is hereby saved from repeal.

SECTION 4. EFFECTIVE DATE: This Ordinance shall be effective immediately upon the passage hereof

PASSED AND APPROVED this 25th day of February, 2019.


Suzanne de Leon
Mayor

Attest:


Delia R. Sanchez
City Secretary

THE UNITED STATES OF AMERICA
DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

MEMORANDUM FOR THE DIRECTOR, FBI
SUBJECT: [Illegible]

TO: SAC, [Illegible]

FROM: SA, [Illegible]

DATE: [Illegible]

RE: [Illegible]

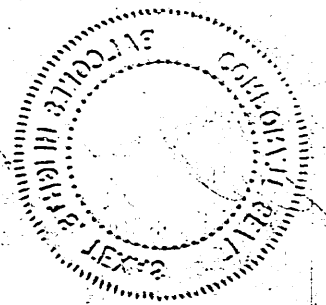
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CONFIDENTIAL

[Handwritten signature]



City of Balcones Heights



Council Relations Policy

and

Code of Ethics

Adopted August 14, 2006

Revised July 27, 2015

Revised April 25, 2016

Revised February 25, 2019

Council Policies

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City of Balcones Heights
Mission Statement

The City of Balcones Heights is committed to improve the quality of life of its citizens, employees businesses, and visitors by providing a wholesome and friendly environment, excellent law enforcement and fire protection, safe and enjoyable parks, and community events and activities.

I. Introduction

The Balcones Heights City Council and the Mayor comprise the governing body for the citizens of Balcones Heights: therefore, they must bear the initial responsibility for the integrity of governance. The Governing Body is responsible for its own development (both as a body and as individuals), its responsibilities, its own discipline, and its own performance. The development of this policy is designed to ensure effective and efficient governance.

This policy will address Mayor and Council relations, Council and Staff relations, and Council and Media relations. By adopting these guidelines for elected officials, we acknowledge our responsibility to each other, to our professional staff, to our respective district, and to the public as a whole.

The City Council will govern the City in a manner associated with a commitment to the preservation of the values and integrity of representative local government and democracy, and a dedication to the promotion of efficient and effective governing. The following statements will serve as a guide and acknowledge the commitment being made in this service to the community.

1. The Governing Body has high priorities the continual improvement of the Councilmember's professional ability and the promotion of an atmosphere conducive to the fair exchange of ideas and policies among Councilmembers.
2. The Governing Body will endeavor to keep the community informed on municipal affairs; encourage communication between the citizens and the Governing Body; strive for strong, working relationships among Bexar County, the City of San Antonio, the San Antonio Independent School District, and neighboring communities.
3. In its governance role, the Governing Body will continue to be dedicated to friendly and courteous relationships with Staff, other Councilmembers, and the public, and seek to improve the quality and image of public service.
4. The Governing Body will also strive to recognize its responsibility to future generations by addressing the interrelatedness of the social, cultural, and physical characteristics of the community when making policies.
5. The Mayor and each Councilmember will make a commitment to improve the quality of life for the individual and the community, and to be dedicated to the faithful stewardship of the public trust.

II. City Council Relations

A. Introduction

This section outlines the respective responsibilities of the Mayor, Council, and the Code of Conduct of each in their respective roles as elected representatives of the people. It holds to the principle that the effective delivery of services and the efficient administration of government is ultimately the aim of all concerned.

The City of Balcones Heights is a Type A General Law City. It is governed by a 5-member council presided over by the Mayor. The Mayor is the Chief Executive Officer of the city and represents the City in all matters and whose authority and actions are derived by the will, discretion, and direction of Council. According to Local Government Code, Sec. 22.042, the Mayor is limited to act on the will and accord of the Council; for this reason, Councilmembers being informed in all matters involving the City is one of the principle responsibilities of the Mayor's position. Councilmembers are to be kept informed of city business or activities which come to the Mayor's attention, resulting in better-informed Councilmembers who will be able to contribute ideas, voice opinions, or make timely and proper decisions. In accordance with Section 22.042 of the Local Government Code, the Mayor shall give to the Council any information and shall recommend to the Council any measure that relates to improving the finances, police, health, security, cleanliness, and comfort of the city.

B. Mayoral Responsibilities

1. The Mayor shall be the presiding officer at all Council meetings.
2. The Mayor Pro-Tem shall preside in his/her absence.
3. The Mayor shall have a voice in all matters before the Council but in accordance with state law, may not vote on any agenda items requiring Council action. (Except in the case of a tie.)
4. The Mayor shall preserve order and decorum and shall require Councilmembers engaged in debate to limit discussion to the question under consideration.
5. The Mayor is the spokesperson for the Council on all matters unless absent, at which time the Mayor Pro Tem or his/her designee will assume the role.
6. The Mayor will encourage all Councilmembers to participate in Council discussion and give each Councilmember an opportunity to speak before any Councilmember can speak again on the same subject.
7. The Mayor is responsible for keeping the meetings orderly by recognizing each Councilmember for discussion, limiting speaking time, encouraging debate among Councilmembers, and keeping discussion on the agenda item being considered.
8. Should a conflict arise among Councilmembers, the Mayor serves as mediator.

9. In the event that the City Administrator is on an unexpected absence or the position is vacant, the Mayor will temporarily fill the position until council appoints an Interim City Administrator.
10. The Mayor shall give to the City Council any information relating to improving the finances, police, health, security, cleanliness, comfort or good government to the City.
11. The Mayor will not mandate, Department Heads or City Administrator to relay any correspondence from a council member to the Mayor.

C. Council Responsibilities

1. At the request of any member of the City Council, the City Administrator shall place an item on the agenda for discussion or action.
2. Each Councilmember is responsible for being prepared to attend meetings and discuss the agenda.
3. Each Councilmember is encouraged to attend at least one Texas Municipal League sponsored conference during their term in order to stay informed on issues facing municipalities.
4. It is the responsibility of Councilmembers to be informed about previous action taken by the Council in their absence. In the case of absence from a workshop session where information is given, the individual Councilmember is responsible for obtaining this information prior to the Council meeting when said item is to be voted upon.
5. When addressing an agenda item, the Councilmember shall first be recognized by the Mayor, confine himself/herself to the question under debate, avoid reference to personalities, and refrain from impugning the integrity or motives of any other Councilmember or Staff member in his/her argument or vote.
6. In the absence of a ruling by the Mayor on any procedural matter, a Councilmember may move to change the order of business or make any other procedural decision deemed appropriate. The affirmative vote of a majority of the Councilmembers present and voting shall be necessary to approve the motion.
7. Any Councilmember may appeal to the Council as a whole a ruling by the Mayor. If the appeal is seconded, the person making the appeal may make a brief statement and the Mayor may explain his/her position. The Mayor will then put the ruling to a vote of the Council.
8. Any Councilmember may ask the Mayor to enforce the rules established by the Council. Should the Mayor fail to do so, a majority vote of the Councilmembers shall require him/her to do so.

9. Council members are not required to include the Mayor in any correspondence with Department Heads or City Administrator.
10. When a Councilmember is appointed to serve as liaison to a board, the Councilmember is responsible for keeping the City Administrator and all Councilmembers informed of board activity.
11. Neither Councilmember nor the Mayor shall direct or request the appointment of any person to, or removal from employment by the City Administrator or any of the City Administrator's subordinates (or in any manner take part in the appointment or removal of employees in the administrative services of the city). Neither a Councilmember nor the Mayor shall interfere in the City Administrator's recommendation process of the appointment, suspension, or removal of a municipal officer other than Councilmembers and those municipal officers who are appointed by the governing body. **Except for the purpose of inquiry, the Council nor any Councilmember thereof shall give orders to any subordinates of the City Administrator, either publicly or privately.** Nothing in this section interferes with the role of the Mayor to make temporary appointments of municipal officers subject to confirmation by the City Council, nor does this section interfere with the role of the Mayor and/or City Council to determine the selection process of municipal officers.

D. Code of Conduct for Mayor and Councilmembers

1. During the Council meetings, Councilmembers shall preserve order and decorum, shall not interrupt or delay proceedings, and shall not refuse to obey the requests of the Mayor or the rules of the Council.
2. Councilmembers shall demonstrate respect and courtesy to each other, to City Staff members and to members of the public appearing before the Council.
3. Councilmembers shall refrain from rude and derogatory remarks and shall not belittle other Councilmembers, Staff members, or members of the public.
4. Councilmembers will not use their position to secure special privileges and shall avoid situations that create a perception of bias or partiality in regard to a question before the Council.
5. Councilmembers will not condone any unethical or illegal activity. All members of the Council agree to uphold the intent of this policy and govern their actions accordingly.
6. Councilmembers shall not unreasonably interfere with the everyday duties of city staff, and shall limit meetings and phone calls with the City Administrator to discuss city business. Mayor and Councilmembers should initially make attempts to contact the City Administrator to discuss city business by either phone call or e-mail; personal meetings with the City

Administrator should be limited to one-hour a week. Requests for information should be directed to the City Administrator.

7. Except for the purpose of investigations, City Councilmembers shall deal with City employees, who are subject to the direction and supervision of the City Administrator, solely through the City Administrator. The City Councilmembers shall not give orders to any City employee, either publicly or privately.
8. Elected Officials shall not create a hostile work environment towards employees by verbal, written, or physical presence which disrupts their work environment. If an elected official has knowledge of a hostile work environment, he/she will notify the City Administrator.

III. **Council and Staff Relations Policy**

No single relationship is as important as that of the Council and their City Administrator in effectively governing the City of Balcones Heights. It is for this reason that the Council and City Administrator must understand their respective roles in that process.

The City Administrator is the primary link between the Council and the professional Staff. Therefore, Council's relationship with the Staff shall be through the City Administrator on any issues related to the management or administration of the City. In this manner the citizens are assured that integrity is evidenced in local governance in Balcones Heights.

1. In order to ensure presentation of agenda items by Staff, questions arising from Councilmembers after receiving their information packet should be whenever possible, presented to the City Administrator for Staff consideration prior to the Council meeting. This allows Staff time to address the Councilmember's concern and provide all Councilmembers with the additional information.
2. The City Administrator shall designate the appropriate Staff member to address each agenda item and shall see that each presentation is prepared and presented in order to inform and educate the Council on the issues that require Council action.
3. The presentation shall be professional, timely, and allow for discussion of options for resolving the issue.
4. The Staff member making the presentation shall either make it clear that no Council action is required, present the Staff recommendation, or present the specific options for Council consideration.
5. The City Administrator is directly responsible for providing information to all the Council concerning any inquiries by a specific Councilmember. Any information the City Administrator deems appropriate or necessary, shall be relayed to all of Council With the exception of Public Information Act requests, requested information shall be shared with the

entire Council. Staff is committed to providing a timely response to a request for information, as such elected officials shall respect the time it may take for staff to provide requested information given current workload.

6. The City Administrator is responsible for the professional and ethical behavior of himself/herself and the discipline of his/her Staff in any matter related to unprofessional or unethical behavior.
7. The City Administrator is responsible for ensuring that the Staff receives the education or information necessary to address the issues facing municipal government.
8. The Mayor and City Administrator will address any conflicts arising between the City staff and the Council.
9. All Staff members shall show each other, each Councilmember, and the public respect and courtesy at all times. They are also responsible for making objective, professional presentations to ensure public confidence in the process.
10. When asked to respond to question in their professional opinion, staff may respond without fear of repercussions, retaliation, or disciplinary action.
11. The City Administrator, after an election, will make certain the Staff has prepared information needed for the orientation of Council candidates and new Councilmembers, and inform them of any Texas Municipal League conferences and seminars available.
12. The City Administrator will also be responsible for meeting personally with new Councilmembers and prospective Council and informing them about City facilities and procedures.
13. The City Administrator serves as the purchasing agent for the City and supervises the purchase of all material and equipment for which funds are provided in the budget; let contracts necessary for operation or maintenance of the city services for amounts approved by the Council.
14. If the City Administrator is absent, he/she shall appoint a designee until their return or the Mayor shall substitute as designee with City Council approval.
15. The City Administrator or designee will provide semi-monthly updates to the City Council summarizing events/items concerning, involving or about the City.

IV. City Council Code of Ethics

The office of an elected official is one of trust and service to the citizens of Balcones Heights. This position creates a special responsibility for the Balcones Heights City Councilmember. In response

Council Relation Policy

to this unique challenge, the Balcones Heights City Council is expected to govern this City in a manner associated with commitment to the preservation of the values and integrity of representative local government and local democracy and dedication to the promotion of efficient and effective governing.

To further these objectives, certain ethical principles shall govern the conduct of every Councilmember, who shall adhere to the following:

1. Dedicate themselves to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the citizens of Balcones Heights.
2. Recognize the chief function of local government at all times is to serve the best interest of all the people of Balcones Heights.
3. Be dedicated to public service by being cooperative and constructive, and by making the best and most efficient use of available resources.
4. Refrain from any activity or action that may hinder one's ability to be objective and impartial on any matter coming before the Council.
5. Do not seek or accept gifts or special favors in exchange for official conduct; do not utilize their official position for personal gain; do not use confidential information for personal gain; do not misuse public funds or public property.
6. Avoid the undesirable influences of family relationships or close relatives of the Councilmembers, the appearance of preferential treatment related to family relationships or close relatives, and any interference with the proper administration of the affairs of the City of Balcones Heights.

Nepotism is the showing of favoritism toward a relative. The City forbids the practice of nepotism in hiring personnel or awarding contracts in accordance with state law. No person related within the second degree by affinity or third degree by consanguinity to the Mayor or any Councilmember or the City Administrator or to any employee who would supervise his or her job performances either directly or indirectly shall be appointed to any paid office or position of the city. **Exception:** This prohibition shall not apply to any person who shall have been employed by the city for two (2) or more years prior to and at the time of election of the Mayor, or Councilmembers or the appointment of the City Administrator so related to him or her.

7. A close relative is defined as a person who is related within the second degree of affinity or the third degree of consanguinity.
8. The term spouse shall mean persons who are living together in conjugal relationship, whether legally married or not, and such persons shall be considered a spouse for the purposes of

determining by affinity.

9. Recognize that public and political policy decisions, based on established values are ultimately the responsibility of the City Council.

9. Conduct business in open, well-publicized meetings in order to be directly accountable to the citizens of Balcones Heights. It is recognized that certain exceptions are made by the State for executive sessions and any action as a result of that type of meeting will be handled later in the open session as noted on the agenda.

11. Councilmembers should refrain from voting on issues that do not necessarily constitute a legal conflict but may be perceived as a conflict of interest by the public or members of council.

12. A Councilmember shall not intentionally or knowingly disclose any confidential information gained by reason of said official position concerning the property, operations, policies or affairs of the city. This rule does not prohibit:
 - (a) Any disclosure that is no longer confidential by law; or
 - (b) The confidential reporting of illegal or unethical conduct to authorities designated by law.

13. Any sustained violation of the Code of Conduct by any Councilmember(s) are grounds for removal in accordance with Section 21.025 of the Local Government Code. Any Councilmember may only be removed from office in Accordance with Chapter 21, Subchapter B of the Local Government Code.

V. City Council Meeting Information

(A) This section will explain components of meetings, agendas, presentations, minutes, parliamentary procedure, maintain order and citizen participation. There are three basic types of meetings and they are recognized as a Regular Meeting, Special or Called Meeting and Workshop Meeting. All meetings are restricted to considerations of items posted on their agendas by the City Administrator, Staff or Councilmember. Unless items are posted on the agenda, there can be no action or discussion. For City Council to convene proper posting of: time, place and purpose and notification is required for all meetings. All Meetings require minutes to be taken. All Meetings are open to the Public except for Executive Session items. Meetings require a Quorum of City Councilmembers to convene while Workshops do not.

- 1) **Regular Meeting:** Regular meetings of the City Council shall be held on the fourth (4th) Monday of each month at 6:00 p.m. at the Justice Center, 3300 Hillcrest Drive, Balcones Heights, Texas. This is a mandatory monthly meeting in which most of City Council activities transpire. A majority of five City Councilmembers, three members (not including the Mayor) must be present to constitute a quorum to conduct business. However, at a regular meeting or a

special /called meeting to consider the imposition of taxes, two-thirds or four members (not including the Mayor) are required to constitute a quorum. If you lack a quorum no action can take place, but you are allowed to have discussion.

2) **Special/Called Meetings:** Special /Called meeting are subject to call by the Mayor, the City Administrator, or the application of three Councilmembers. Except for unusual circumstances, these meetings shall be held at the Justice Center. The purpose of such meetings is to act on upon matters that cannot be delayed until a regular meeting. Quorum for Special /Called meetings is two-thirds or four Councilmembers (not including the Mayor). If you lack a quorum, no action can take place but you are allowed to have discussion.

3) **Public Hearings:** The purpose of a public hearing is to present evidence on both sides of an issue. Some public hearings are required by state law, as in the case of the Uniform Budget Law (Sections 102.001 et seq., Local Government Code), which requires a public hearing on the city budget prior to its adoption. Others are voluntarily conducted by the council to obtain a full range of citizen opinion on important matters, such as a proposed bond issue.

4) **Workshops:** Workshops are under the guidelines for a special /called meeting. They can be held anytime or anyplace with proper posting and notification. Quorum of council is not required. The Council may hear reports and deliberate on items listed on the agenda. No official action items can be taken.

5) **Emergency items:** Emergency Special Called meetings or Emergency agenda items must be posted at least 2 hours in advance of the meeting. Emergency meetings or items are extremely rare. Please consult the City Administrator, City Attorney, or City Secretary regarding which items qualify. The Mayor, City Administrator or Councilmembers can add to the agenda or call a Special Meeting. Individuals who have filed a written request for emergency notification will be informed.

(B) Agenda. The following stipulations relate to the agenda for meetings of the Council.

(1) NO ACTION CAN BE TAKEN ON ANY ITEM UNLESS THAT ITEM HAS BEEN POSTED ON THE AGENDA FOR THAT MEETING AND THE AGENDA POSTED AT CITY HALL 72 HOURS PRIOR TO THE MEETING.

(2) Preparation of the agenda.

(a) The Mayor and/or City Administrator will exercise their best judgment in determining the most important items received for placement on the agenda and adding other items of business to come before the Council. An item not appearing on the agenda shall not be taken up for discussion as a matter of Council business during any Council

meeting. However, the Council may receive items as information.

(b) Any member of the city staff wishing to have an item placed on the agenda shall submit that item to the City Administrator's office, through regular supervisory channels, for approval. The City Administrator may establish procedures for submission of routine items without his or her approval.

(c) Any Councilmember may request an agenda item to be placed on any regular or special meeting as long as the request is submitted six business days prior to the Council meeting for an action item and three business days prior to the Council meeting for a discussion item. All such requests shall contain the following minimum information in writing:

- (i) The name and department of the person filing the request.
- (ii) The date the request is filed and the date of the meeting at which the matter is to be addressed.
- (iii) A brief, concise statement of the matter to be addressed.
- (iv) A copy of any supportive documents or attachments.

(3) Distribution of agenda packets.

(a) Agenda packets will be delivered, either electronically or hand delivered, to the appropriate elected officials on the Thursday evening before the Council meeting. Agenda packets for special meetings will be distributed either electronically or hand delivered to the Mayor and Councilmember's homes as early as possible. This should afford ample time for the Mayor and Councilmembers to enquire into the nature of each matter to be discussed and to personally investigate the matter so as to better inform himself or herself before a Council meeting. City elected officials are encouraged to call the City Administrator or Mayor regarding any questions about items on the agenda or any other matter that concerns the city. Councilmembers are cautioned about engaging in discussions of city business with other Councilmembers. While one Councilmember may talk to one other Councilmember, any discussion that covers city business that could be interpreted as action to circumvent the Open Meetings Act could result in charges being brought against the Councilmember so doing.

(C) Council proceedings. These procedures shall apply to all meetings of the City Council. The Mayor shall be the presiding officer at all meetings of the City Council and have a voice in all of its proceedings, but the Mayor shall have no vote except in the event of a tie vote by the council in accordance with state law. Councilmembers shall speak in Council meetings only upon being recognized by the presiding officer, whose recognition shall not be unreasonably withheld. In the event of the absence of the Mayor, the Pro-tem Mayor shall be the presiding officer. The Mayor Pro-tem shall be able to have a vote in all matters as the Mayor Pro-tem continues to be a Councilmember even when presiding. In the event of the absence of the Mayor and Mayor Pro-tem, the Councilmembers in attendance, if constituting a quorum, shall select one of its Councilmembers to preside over that meeting. Mayor and Councilmembers shall refrain from private conversations

with one another during Council meetings.

(1) Call to order. All meetings will begin promptly at the hour stated. A quorum shall be the attendance of a majority of the members of the Council. In the event of there not being a quorum at the time the meeting is called to order, the Council may discuss matters, but shall not take any action until a quorum is present. In the event the Mayor or a Councilmember leaves the Council room and the remaining members do not constitute a quorum, the Council may continue to discuss matters listed on the agenda, but may take no vote or conduct other business.

(2) Agenda. Ordinarily the Mayor or other presiding officer will follow the agenda as published, however the presiding officer shall have, subject to the approval of the council, the prerogative of addressing items out of order should such change facilitate guests or other factors.

(3) Presentation of agenda items. Agenda items scheduled by the City Administrator will be presented by the City Administrator or the City Administrator may call on a staff member to present the item. Staff members may attend council meetings and be available as a resource person; however they are not to speak on city issues unless directed by the City Administrator, Mayor or the City Council.

(4) Presentations from the floor.

(a) All guests and other persons who are to speak to the City Council, including staff members, other than the City Administrator, City Attorney, or City Secretary who are seated at the table, shall wait in the audience until recognized. When called by the presiding officer for an opportunity to be heard, that person shall move immediately to the podium and make their comments.

(b) The speaker shall identify herself or himself by name and address and the agency represented, if any. The speaker shall remain at the podium until all council questions have been answered and the Mayor has dismissed the speaker. Speaking from the podium will assure that the recording equipment picks up the presentation.

(5) Council action. After the Council has heard all of the facts reviewed the supporting data, and listened to the arguments for and against each agenda item; it will act by approving or disapproving a motion. In the event that there is no motion or no second to a motion, no action will be deemed taken. Robert's Rules of Order would require a motion to act prior to any discussion of any item on the agenda, however this Council's policy permits introduction of an item and discussion prior to making a motion for action.

(a) The City Council acts in one of two methods. It may adopt a resolution or an ordinance. A resolution is an expression of the will of the Council. The resolution may be written to honor some person, to recognize an event, to ask the city administration to look into a matter, perform a task, to execute a contract, or to fulfill some other desire of the Council. An ordinance is a law or regulation. The Council adopts an ordinance to set traffic regulations, to establish zoning or land use regulations, to set the tax rate, etc. Both ordinances and resolutions require the presentation of the item on the agenda, a motion and a second to the motion and an affirmative vote of three

Councilmembers.

(b) From time to time, a question is raised about the legality of a person making a motion and then voting against his or her own motion. There is no prohibition in doing that. The person may be opposed to an action and wants the motion on the floor so that person can register the opposing vote.

(D) Minutes of meetings.

(1) The City Secretary or the City Secretary's assistant will keep minutes of all meetings. The Secretary will record the proceedings and the tapes will be kept in accordance with state retention requirements unless there have been questions rose which indicate possible need to keep the tapes longer.

(2) The minutes will record the presence of each elected official, each city staff member, and all guests who registered their attendance. The minutes will include all areas of discussion and identify each speaker and the topic, as far as possible, the key point or points that were made. The minutes will not be a verbatim recording of al discussions. The minutes will reflect all motions made, who made and who seconded the motions, although it is not necessary to identify the person seconding a motion. The outcome of each motion, including the roll call vote, if requested, will be included in the minutes. The minutes will include the key points of any specific comments made by Councilmembers for the record.

(3) Each agenda item will be identified in the minutes by sub-headings to facilitate review by the Mayor and Councilmembers. It is important that the minutes include the name and address of any guests who address the Council as well as the specific subject or request presented.

(4) The minutes shall not include verbatim copies of statements or any extraneous discussions; however any Councilmember who desires to have a verbatim statement included as a part of the minutes shall provide a typed copy of such verbatim statement to the City Secretary prior to the presentation of such statement. This statement will not be typed into the minutes, but will be attached to the minutes and so noted.

(5) Copies of the minutes will be included in the agenda packets distributed to the Council prior to the next regular meeting. Minutes may be amended should a Councilmember recognize an incorrect statement and then may be approved by the City Council without a motion unless a member of the Council desires otherwise. After allowing time for review, the presiding officer may state that the minutes are approved as amended or approved as distributed. Always keep in mind that the minutes are a record of the council action, even though they may differ from a tape or other recording of the meeting.

(E) Parliamentary procedure.

(1) In regular and special meetings, Robert's Rules of Order will be followed as far as is feasible. Generally, the City Attorney will be the Parliamentarian for Council meetings. Below is a summary of motions that are commonly used.

Robert's Rules of Order Motions Chart

Based on Robert's Rules of Order Newly Revised (10th Edition)

| PURPOSE: | YOU SAY: | INTERRUPT? | 2ND? | DEBATE? | AMEND? | VOTE? |
|--|--|------------|------|---------|--------|-----------------------------|
| Close meeting | I move to adjourn | No | Yes | No | No | Majority |
| Take break | I move to recess for ... | No | Yes | No | Yes | Majority |
| Register complaint | I rise to a question of privilege | Yes | No | No | No | None |
| Make follow agenda | I call for the orders of the day | Yes | No | No | No | None |
| Lay aside temporarily | I move to lay the question on the table | No | Yes | No | No | Majority |
| Close debate | I move the previous question | No | Yes | No | No | 2/3 |
| Limit or extend debate | I move that debate be limited to ... | No | Yes | No | Yes | 2/3 |
| Postpone to a certain time | I move to postpone the motion to ... | No | Yes | Yes | Yes | Majority |
| Refer to committee | I move to refer the motion to ... | No | Yes | Yes | Yes | Majority |
| Modify wording of motion | I move to amend the motion by ... | No | Yes | Yes | Yes | Majority |
| Kill main motion | I move that the motion be postponed indefinitely | No | Yes | Yes | No | Majority |
| Bring business before assembly (a main motion) | I move that [or "to"] ... | No | Yes | Yes | Yes | Majority |
| PURPOSE: | YOU SAY: | INTERRUPT? | 2ND? | DEBATE? | AMEND? | VOTE? |
| Enforce rules | Point of Order | Yes | No | No | No | None |
| Submit matter to assembly | I appeal from the decision of the chair | Yes | Yes | Varies | No | Majority |
| Suspend rules | I move to suspend the rules | No | Yes | No | No | 2/3 |
| Avoid main motion altogether | I object to the consideration of the question | Yes | No | No | No | 2/3 |
| Divide motion | I move to divide the question | No | Yes | No | Yes | Majority |
| Demand a rising vote | I move for a rising vote | Yes | No | No | No | None |
| Parliamentary law question | Parliamentary inquiry | Yes | No | No | No | None |
| Request for information | Point of information | Yes | No | No | No | None |
| PURPOSE: | YOU SAY: | INTERRUPT? | 2ND? | DEBATE? | AMEND? | VOTE? |
| Take matter from table | I move to take from the table ... | No | Yes | No | No | Majority |
| Cancel previous action | I move to rescind ... | No | Yes | Yes | Yes | 2/3 or Majority with notice |
| Reconsider motion | I move to reconsider ... | No | Yes | Varies | No | Majority |

(2) Any Councilmember may call for the question on any issue, and upon seconding by another Councilmember; the issue to call for the question shall immediately be put to vote. Passage of the motion to address the previous question shall terminate debate on the motion, amendment or item under discussion and action shall be taken on that item immediately, and the chair shall move to the next item.

(3) The Council may agree to limit debate on any business before it. That agreement should be formalized by a majority of the Council on a roll call vote prior to any deliberation on that item.

(4) Any Councilmember may request a roll call vote at any time.

(F) Decorum and debate.

(1) IT IS IMPERATIVE THAT THE PRESIDING OFFICER MAINTAIN ORDER AT ALL TIMES. THE OFFICER MUST NOT PERMIT DEBATE OR COMMENTS FROM ANY INDIVIDUAL WHO HAS NOT BEEN RECOGNIZED. INTERRUPTIONS MUST BE SILENCED BY VOICE, USE OF THE GAVEL OR OTHER MEANS, AND, IN THE EVENT OF ANY PERSON'S FAILURE TO HEED THE DIRECTIONS OF THE PRESIDING OFFICER, THE OFFICER MAY HAVE THAT INDIVIDUAL REMOVED FROM THE ROOM.

(2) When a measure is presented to the Council for consideration, the presiding officer shall recognize the appropriate individual to present the case. When two or more Councilmembers wish to speak, the presiding officer shall name the Councilmember who is to speak first and may direct that the other shall speak next. No Councilmember shall speak first and may direct that the other shall speak next. No Councilmember shall interrupt another who is speaking except to make a point of order or to make a point of personal privilege.

(3) No member of the public or Councilmember shall be permitted to indulge in personalities, use language personally offensive, question motives of other members, charge deliberate misrepresentation, or use language tending to hold another Councilmember or the public up to contempt.

(4) If a Councilmember is speaking without being recognized or otherwise violating any of the rules of the Council, the presiding officer shall, or any Councilmember may, call him or her to order in which case he or she shall immediately be quiet unless permitted to explain. The Council shall, if appealed to, decide the case without debate. If the decision is in favor of the member called to order, he or she shall be at liberty to proceed, but not otherwise, and if the disruptions continues, he or she shall be liable to censure or to such punishment as the Council deems proper consistent with state statutes or city ordinances if applicable.

(5) In accordance to Roberts Rules of Order, the majority of the City Council may override any decision of the presiding officer regarding the conduct and handling of the Council meeting. In order for a decision of the presiding officer to be overruled, there must be a motion, a second and a vote by the majority of Council overruling the decision of the presiding officer.

(G) Citizen participation at meetings.

(1) All citizens attending any regular or special Council meetings will be asked to sign the visitor's register provided. The City Secretary, as a matter of record, will add their names to the minutes of said meeting. Persons wishing to speak to the Council, in addition to signing the visitors register, must complete a "speakers card" and indicate the subject that they wish to address. Ordinarily, one who wishes to address an agenda item will be invited to speak when the agenda items comes up for discussion. One who wishes to address a subject not on the agenda will have an opportunity to speak during the citizen comments agenda item. Citizen comments are limited to three minutes. A citizen may be given the time of another citizen to speak if approved by the presiding officer; however, citizen will be limited to a total of six minutes. The Mayor or Council may make a motion to grant additional time for a citizen to continue speaking. A majority of the Councilmembers would be required to grant additional time.

(2) To maintain decorum, the Mayor, at all meetings, will ask the citizens present if they wish to speak for or against any item on the agenda. If so, they will be given an opportunity to do so at the proper time, when recognized by the chair. Citizen comments, when speaking on an agenda item, are limited to three minutes. A citizen may be given the time of another citizen to speak if approved by the presiding officer; however, citizen will be limited to six minutes. No citizen may speak nor otherwise interrupt any meeting until recognized by the presiding officer. Citizens will not be allowed to bring placards, banners or any type of sign into the Council chamber.

(3) If a citizen or organization wishes to make a presentation to the City Council, the time limit restrictions under divisions (G)(1) and (2) of this section will not apply if the citizen or organization complies with this division. A citizen or organization that wishes to make a presentation to the Council on any item, whether on the agenda or not, will receive 15 minutes if the citizen or organization contacts the City Secretary five business days prior to the scheduled City Council meeting in order for the presentation to be placed on the Council agenda. A citizen or organization must inform the City Secretary if any technological support will be required.

(4) Citizens who wish to bring up a matter not on the agenda at a regular meeting may do so, but only under citizen comments agenda item. Citizens must be reminded that the Council is prohibited from discussing or acting on any item that has not been posted on the agenda.

(5) Fire safety. Citizens are welcome and invited to attend Council meetings. However, the number admitted shall be limited to the fire safety capacity of the Council Chamber.

(6) Prohibition. Any attendee to a City Council meeting is prohibited from drinking alcoholic beverages, smoking or chewing any tobacco products in the Justice Center. This prohibition shall apply to all attendees and shall apply to all business hours of the Justice Center. (Ord. 2012-01, passed 2-13-12)

VI. Regular Council Meeting Agenda Format–

The agenda for regular and special meetings of the City of Balcones Heights shall be divided into the following types of business:

a. Invocation and Pledges of Allegiance to the USA and Texas flags. The Mayor, prior to

the meeting, shall designate a Councilmember to lead the Council and audience in the prayer and pledges.

b. Public Comments Period – A meeting that is “open to the public” under the Open Meetings Act is one that the public is permitted to attend [Texas Attorney General Opinion No. M-220 (1968)]. The act does not entitle the public to choose the items to be discussed or to speak about items on the agenda [Texas Attorney general Opinion NO. H-188 (1973)]. A governmental body may, however, give members of the public an opportunity to speak at a public meeting [Id]. If it does so, it may set reasonable limits on the number, frequency, and length of presentations before it, but it may not unfairly discriminate among speakers for or against a particular point of view. The Open Meetings Act permits a member of the public or a Councilmember to raise a subject that has not been included in the notice for the meeting, but any discussion of the subject must be limited to a proposal to place that subject on the agenda for a future meeting.

The Public Comment Period on the agenda is for citizens to raise a subject that has not been included in the notice for the meeting. The remarks section is not to allow debate on items on the agenda but to inform Council in regard to subjects not on the agenda. To participate in the remarks from visitor’s citizens must fill out a form outlining the subject they wish to address and turn forms in to City Secretary prior to the first action item on the agenda. The speaker will be allowed three (3) minutes and Council is restricted from comments other than to direct the speaker to the proper person or foreman or elaborate on current policy.

The Mayor shall prohibit disruptive comments from the public regarding staff or Councilmembers.

The registration form to speak under citizens to be heard will read: “You may speak on any subject other than personnel matters or matters under litigation. A time limit of three minutes per speaker is requested. No Council action or discussion may take place on a matter until such matter has been placed on an Agenda and posted in accordance with law.”

c. Presentations – The Mayor will recognize individuals, groups, firms, etc. for meritorious service to the citizens of Balcones Heights and short presentations, requiring no council action may be made to the City Council regarding any issue of interest to the citizens of Balcones Heights.

d. Consent Agenda – A consent agenda contains routine items, which do not need further discussion and may be approved with one motion and vote. An explanatory note to the public shall precede the consent agenda portion of the printed agenda:

“The following items are of a routine or administrative nature. The City Council has been furnished with background and support material on each item, and/or it has been discussed in a previous meeting. **All items can be acted upon by one vote without being**

discussed separately, unless requested by a Councilmember or a citizen, in which event the item or items will immediately be withdrawn for individual consideration in their normal sequence after the items not requiring separate discussion have been acted upon. The remaining items will be adopted by one motion and vote of the City Council.”

The City Council and City Administration agree in advance on the general type of items that are to be included on the consent agenda. Routine business found on consent agendas will include:

1. Minutes
2. Monthly Check Register
3. Monthly Financial Reports
4. Approval of revenue license applications and bonds
5. Other Items already seen or approved by the City Council in past meetings.

When the consent agenda is used, the City Secretary is to ensure that such consent agenda items are incorporated into the minutes of the City Council Meeting.

e. Board and Commission Appointments – The Council will vote to appoint, re-appoint, or remove Board and Commission members on:

1. Planning and Zoning Commission
2. Board of Adjustments and Appeals

The Mayor will nominate and the Council will vote to approve/disapprove each member.
Councilmember

f. Public Hearings – Staff will provide introduction of request and any background information that needs to be presented. The Mayor will open public hearing for those **in favor** of the change or presenting request, declare that portion of the public hearing closed. Mayor will open public hearing for those **against** the change or presenting request, declare that portion of the public hearing closed. Mayor considers motion for request.

g. Action Items - Any agenda item requiring a Council vote will be placed here. Some items considered are:

1. Ordinances
2. Resolutions
3. Budgets and Amendments
4. Minute Orders
5. All other municipal actions requiring Council Approval except for Bids and Contracts and Purchases

h. Purchases/Bids and Contracts – Any purchase bid, or municipal contract/contract amendment will be done in accordance with state law and will require Council action.

i. Discussion Items – any items of interest to the Citizens of Balcones Heights that may require future Council action is placed here so Councilmembers can talk about the issue before action is taken or ascertain if any future action is to be taken.

j. Executive Session – Executive session must be posted and only may be held regarding specific items. Discussions may be in private, however action must be taken after meeting is reopened to the public.

VII. ORDINANCES AND PUBLICATION OF ORDINANCES.

(A) The City Council may adopt, publish, amend, or repeal an ordinance, rule, or police regulation that:

(1) is for the good government, peace, and order of the municipality or for the trade and commerce of the municipality; and

(2) is necessary or proper for carrying out a power granted by law to the municipality or to an office or department of the municipality.
(Tex. Local Government Code Ann. § 51.001)

(B) The City Council may adopt an ordinance, act, law, or regulation, not inconsistent with state law, that is necessary for the government, interest, welfare, or good order of the municipality as a body politic. Tex. Local Government Code Ann. § 51.012)

(C) Upon the adoption of any ordinance that imposes a penalty, fine, or forfeiture, the City Secretary shall publish the ordinance, or a caption that summarizes the purpose of the ordinance and the penalty for violating the ordinance in every issue of the official newspaper for two days; or one issue of the newspaper if the official newspaper is a weekly paper. (Tex. Local Government Code Ann. § 52.011)

(D) An affidavit by the printer or publisher of the official newspaper verifying the publication shall be filed in the Office of the City Secretary. (Tex. Local Government Code Ann. § 52.011)

(E) An ordinance required to be published by law takes effect when the publication requirement is satisfied unless the ordinance provides otherwise. An ordinance that is not required by law to be published takes effect when adopted unless the ordinance provides otherwise. (Tex. Local Government Code Ann. §52.011)
(Ord. 20-93, passed 5-10-93)

VIII. COUNCILMEMBER OR MAYOR, MOVING FROM CITY; COMPLAINT PROCEEDINGS.

(A) As provided by Tex. Local Government Code Ann. § 22.041(a), if a Councilmember or Mayor moves from the city, his or her office is considered vacant.

(B) The following rules of proceedings are hereby adopted and implemented for trial and determination by the Mayor and City Council of a complaint that the Mayor and/or Councilmember has moved from the city:

(1) Councilmember. When a written, sworn complaint or information that charges that a Councilmember or the Mayor has moved from the city, is presented to the Mayor, the Mayor shall:

(a) File the complaint with the City Secretary/Treasurer;

(b) Cause a copy of such complaint or information to be served on the charged Councilmember;

(c) Set a date for trial of the case which shall be conducted after the 35-day written notice to the charged Councilmember as provided in division (B)(1)(d) of this section; and

(d) Notify the charged Councilmember and the other Councilmembers of the municipality to appear on the trial date. Such notice shall be in writing and shall be served upon the charged Councilmember no later than 35 days prior to the date of the trial. Service of that written notice of trial shall be complete upon deposit in the United States mail, certified mail, return receipt requested, in postage paid envelopes addressed to the Council at their last known addresses.

(e) The Mayor and the Councilmembers, except for the charged Councilmember, constitute a court to try and determine the case against the charged Councilmember. The Mayor shall act as presiding officer at the trial.

(2) Mayor. When such complaint is made against the Mayor, the complaint must be presented to a Councilmember of the municipality. The Councilmember shall:

(a) File the complaint with the City Secretary/Treasurer;

(b) Cause a copy of the complaint to be served on the Mayor;

(c) Deliver a copy of that complaint to the remaining Councilmembers;

(d) The Mayor Pro Tem shall then, upon receipt of a copy of the complaint against the Mayor, set a date for the trial of the case which shall be conducted sifter the notice as provided in division (B)(2)(e) of this section; and

(e) The Mayor Pro Tem shall notify the Mayor, along with the other Councilmembers, to appear on that trial date. The notice shall be in writing and shall be served upon the Mayor no later than 35 days prior to the trial date. Service shall be complete upon deposit in the United States mail, certified mail, return receipt requested, postage paid envelopes addressed to the Mayor and Council at their last known addresses.

(f) A majority of the Council constitutes a court to try and determine the charge against the Mayor. The Councilmembers shall select one of the Councilmembers to preside during the trial.

(C) A proceeding under this section is subject to the rules governing a proceeding or trial in a justice court. If two-thirds of the members of the court who are present at the trial of the case find the defendant has moved from the city, the presiding officer of the court shall enter a judgment declaring the charged officer's office as vacant. If the defendant is found not guilty, judgment shall be entered accordingly. (Ord. 21-90, passed 10-8-90)

IX. Council Elections

- A. Elections for municipal officers shall be held annually on a uniform election date and in accordance with the Texas Election Code, Annotated. (Tex. Local Government Code ann. Sec. 22.003) (Tex. Election Code, Chapter 41)
- B. Councilmembers shall be elected by a Place System and shall be designated as Councilmember Place One, Councilmember Place Two, Councilmember Place Three, Councilmember Place Four and Councilmember Place Five. (Tex. Local Government Code Ann. Sec. 21.001) (Ord. 6-69, passed 12-8-69)
- C. The Mayor and Councilmembers shall hold two year staggered terms of office. The Mayor and Councilmember Place One and Councilmember Place Two shall be elected in even numbered years. Councilmember Place Three, Councilmember Place Four and Councilmember Place Five shall be elected in odd numbered years. (Tex. Local Government Code Ann. Sec. 22.035) (Ord. 7-74, passed 9-09-74)
- D. Runoff elections for municipal officers, when required, shall be held on the last Saturday of the month, for the month of May, following the regularly conducted election for the city set and held in accordance with Chapter 41 of the Texas Election Code. (Ord. 20-93, passed 5-10-93)
- E. Elected officials are allowed to exercise the duties of office no sooner than the fifth day after the election, except for Sundays, after the ballots can be cast, taking the oath of office and signing the statements. The oath of office can be given in accordance with Texas Constitution Article XVI, Section 1, Texas Government Code 602.002, and Local Government Code 22.042.

1) By giving notice of a called special meeting: by either the Mayor or three Councilmembers. Only 2 elected presiding officials are required to be present to open the meeting in addition to the city secretary and city attorney where the election ballot will be cast and the oath of office shall be given and the elected official shall sign their statement. The oath of office can be administered by anyone with a notary public or higher i.e.: judge, retired judge, clerk of municipal court, also see statutes.

2) Elected officials must be sworn in within 30 days from the time of the election. If the

elected official is not sworn in at a called meeting they shall be sworn in at the start of the first regular city council meeting with notice placed on the agenda. The ballot shall be cast, the oath shall be administered, elected officials sign the statement, and shall take their position on council. The next scheduled order of business shall be the appointment of a mayor pro tempore to be approved by council.

References: Texas Election Code 67.003(b)1, 67.004(a), 67.016, Local Government Code 22.005, 22.006, 22.007, 22.036, 22.037(b), 22.038(b), 22.042, Government Code 602.002, 603.003.

3) Election Procedure for the Mayor Pro Tempore.

- (a) The Council will discuss, and with a majority vote, elect the Councilmember to serve as the Mayor Pro Tempore for the City.
- (b) The elected Mayor Pro Tempore must be a Councilmember.
- (c) Term dates for the Mayor Pro Tempore position will begin in June 1st of each year. Terms will sequentially rotate according to Councilmember place, beginning with Councilmember Place 1, then Place 2, etc.
- (d) If the Councilmember place that is up for appointment as Mayor Pro Tempore is vacant, the Mayor Pro Tempore appointment will go to the next Councilmember in the rotation.
- (e) The position will have a term of office of twelve (12) months.
- (f) In accordance with Texas Local Government Code, Council may vote to alter this procedure at any time and appoint any Councilmember to the position of Mayor Pro Tempore

X. COMPENSATION.

- (A) Effective with the term that shall commence in May, 2006, the Mayor shall receive no compensation.
- (B) Effective with the passage of Ordinance 2005-29, passed November 14, 2005, each Councilmember shall receive no compensation after the expiration of the current office of each Councilmember.
- (C) Each city official shall be paid his/her actual expenses incurred, or reasonably expected to be incurred, while engaging in activities for or on behalf of the city and based on vouchers, receipts, statements or other evidence satisfactory to the City Secretary. (Tex. Local Government Code Ann. § 141.001)
(Ord. 3-70, passed 3-9-70; Am. Ord. 4-72, passed 3-13-72; Am. Ord. 15-88, passed 8-08-88; Am. Ord. 20-93, passed 5-10-93; Am. Ord. 29-98, passed 10-12-98; Am. Ord. 2005-22, passed 9-19-05; Am. Ord. 2005-29, passed 11-14-05)

XI. Council Travel Policy

- (A) The City of Balcones Heights will reimburse the Mayor and City Council for reasonable business travel expenses incurred while on assignments away from normal work location. The Mayor must approve all business travel in advance.

Councilmembers with approved travel are responsible for their own travel arrangements. Expenses are expected to be limited to reasonable amounts. Expenses that generally will be reimbursed are:

- Air or train fare for travel in coach or economy class or the lowest available fare
 - Car rental fees, only for compact or mid-sized cars
 - Fares for shuttle or airport bus service, or other public ground travel
 - Taxi fares, only when there is no less expensive alternative
 - Mileage costs for use of personal cars, only when less expensive transportation is not available
 - Staying at moderately priced hotel/motel establishments
 - Meals reimbursed with receipts
 - Charges for telephone calls, fax, and similar charges required for business purposes only
- (B) Councilmembers who are involved in an accident while traveling on business must promptly report the incident to the City Administrator or City Secretary. Vehicles owned, leased or rented by the City of Balcones Heights may not be used for personal use without approval of the Mayor.
- (C) A family member or friend may accompany Councilmembers on business travel, when the presence of a companion will not interfere with successful completion of business objectives. Generally, Councilmembers are also permitted to combine personal travel and business travel as long as time away from work is approved. Additional expenses arising from such non-business travel are the responsibility of the Councilmember. Costs incurred by personnel other than Councilmembers will not be reimbursed.
- (D) Travel advance may be paid when business travel expenses are expected to exceed five hundred dollars (\$500.00). When travel is completed, city officials shall complete travel expense reports to the personnel clerk on the appropriate forms within 15 days. City officials should contact the City Secretary for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses or any other travel arrangements.
- (E) When two or more Councilmembers are traveling to the same location for the same purpose, they should travel together whenever possible to avoid unnecessary travel expense. When two or more Councilmembers travel in a single automobile, only one Councilmember will receive mileage reimbursement.
- (F) Expenses which are not permitted under the terms of grants, contracts, or agreements with other agencies will not be charged as costs to those grants, contracts or agreements.

- (G) In cases where a rental car is used, Councilmembers do not need the optional insurance coverage; the City's auto liability coverage (Texas Municipal League Intergovernmental Risk Pool) will suffice. Councilmembers personal auto insurance will pay for damage to auto unless city official obtains (purchases) the collision damage waiver.
- (H) Where use of a personal vehicle is judged to be the most reasonable means of transportation in the conduct of official city business, reimbursement will be at the current IRS mileage rate.
- (I) City Councilmembers are expected to report the shortest distance between points of departure and destinations for all travel. All reimbursements must be approved by the City Administrator or City Secretary and be within budgeted appropriations.
- (J) City Officials who travel in a city-owned vehicle may be reimbursed for the actual cost of fuel, oil or other expenses related to the safe operation of the vehicle (with actual receipts).
- (K) Conference registration checks will be made out only to the organization sponsoring the conference.

XII. Council keys to the Balcones Heights Justice Center

A City Councilmember may request a key to the Balcones Heights Justice Center. The following rules will apply:

1. Pursuant to the desire of the City Council, Councilmember shall be provided a key to the Balcones Heights Justice Center, located at 3300 Hillcrest, Balcones Heights, Texas. It will be the responsibility of the Councilmember to safeguard the key to the Justice Center and shall not allow the transfer or otherwise assign the key to any other person. Any attempt to transfer or otherwise assign the key, even for a one-time use, the Councilmember will be required to immediately return said key to the City. Also, once the Councilmember is no longer an elected official, he must immediately surrender the key
2. If said key is lost, misplaced or no longer in the control of the Councilmember, he/she must immediately notify the City. Such notification must take place within twenty-four (24) hours of losing, losing control or misplacing of said key. Any cost the City incurs in changing locks, or re-keying the Justice Center as a result of the Councilmember losing, losing control or misplacing of said key, will be the responsibility of the Councilmember.
3. If said key is lost or misplaced by another City employee, and a new key is reissued, the City will provide another key to the Councilmember at no cost.

4. Councilmember further agrees that his/her use of the Justice Center will be to provide services and guidance to the Citizens of Balcones Heights. Councilmember agrees that facilities shall not be used, either directly or indirectly, for any personal business venture, nor political activity including, but not limited to, an activity to further the election or defeat of any candidate for public office.

XIII. Council Access to City Computers

With the exception to a City-issued smart phone and/or tablet, no City Councilmember shall access a City computer or the City computer system without express approval of the Mayor and City Council, authorizing the access for specific Council actions.

XIV. Council E-Mail

Each Balcones Heights Councilmember shall be assigned a City e-mail address. Access for City e-mail shall be in the City Secretary's office or by a City-issued or personally-provided device.

XV. City-issued Equipment

- (A) Any equipment issued to the Mayor or Councilmember shall be returned immediately to the City Secretary upon vacating that position.
- (B) Any equipment issued to the Mayor or Councilmember shall be used for official use only. Any violation of this policy will result in denial of privilege to use City equipment.

XVI. Media Relations Policy

Refer to Appendix A



AGENDA ITEM REQUEST

Requestor: Mark Saenz

Department: City Council

Date of Meeting: October 28, 2024

Subject: revision to Council
Relations Policy

For items that require **ACTION** on the part of City Council, agenda item requests must be received by 12:00 PM, five (5) business days prior to the scheduled meeting.

For items that require **DISCUSSION** on the part of City Council, agenda item requests must be received by 12:00 PM, three (3) business days prior to the scheduled meeting.

Caption: text to appear on the agenda

Discussion and potential action to revise the City Council Code of Ethics #13.

Background: information and details for consideration

The language in the existing code should be more generic to reference the Texas Local Government code. In the event the existing LGC language changes, Balcones Heights would need to amend its Code of Ordinances.

Fiscal Impact: budgeted item update or unbudgeted item cost

None

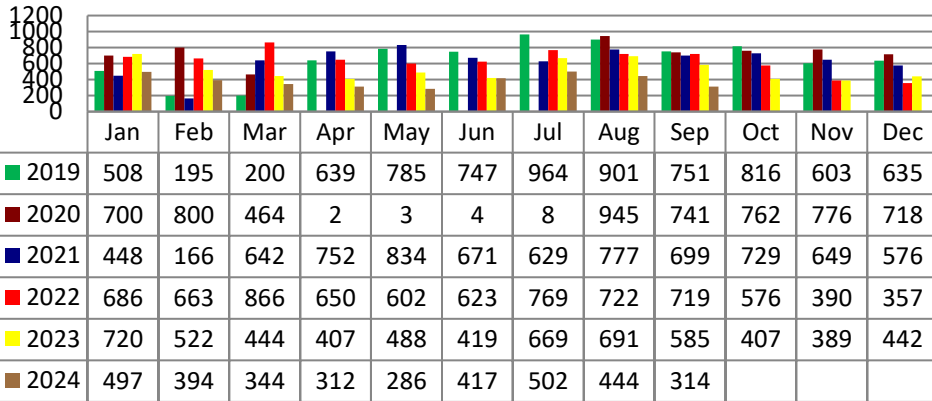
Recommendation:

13. Any sustained violation of the Code of Conduct by any Councilmember(s) are grounds for removal in accordance with the Local Government Code. Any Councilmember may only be removed from office in Accordance with the Local Government Code.

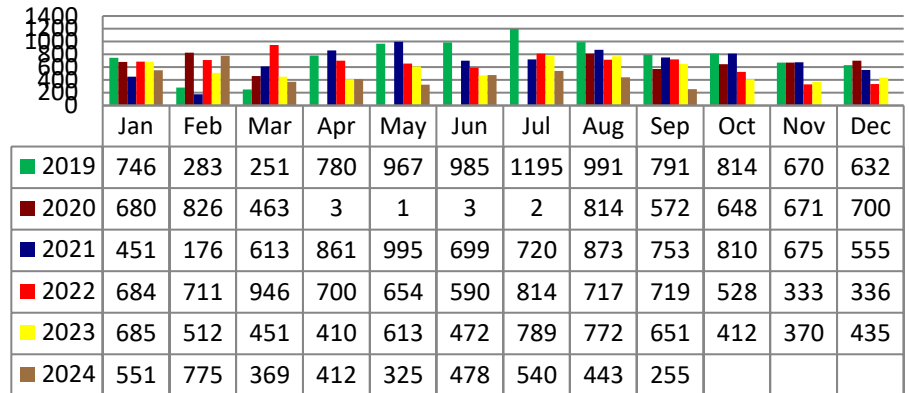
Attachment(s): Supporting documentation must be included with Agenda Request Form. Missing document(s) will automatically remove the item from the agenda listing.

Supporting documentation would be the current Council Relations Policy

Total Traffic Contacts

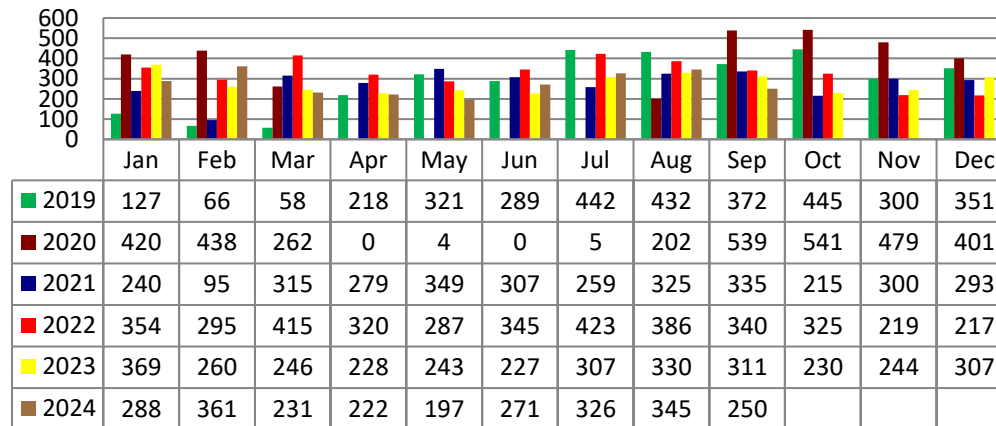


Traffic Contacts Resulting in Citations



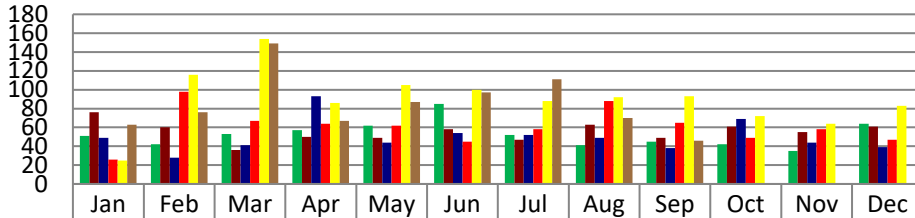
314 traffic contacts resulted in 255 written citations and 250 written warnings.

Traffic Contact Resulting in Warnings



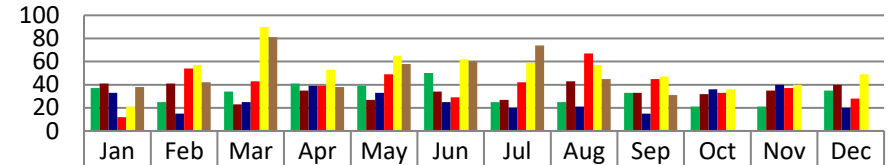
City of Balcones Heights Police Department - Investigations Division

New Criminal Cases



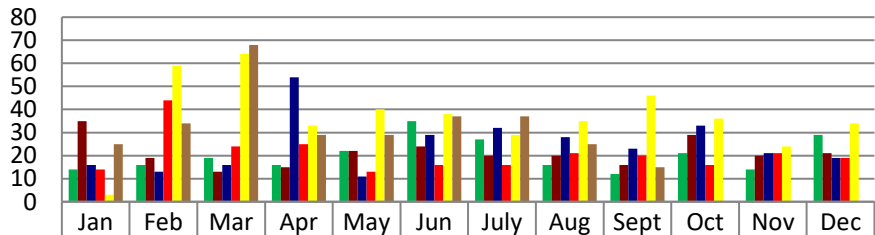
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 2019 | 51 | 42 | 53 | 57 | 62 | 85 | 52 | 41 | 45 | 42 | 35 | 64 |
| 2020 | 76 | 60 | 36 | 50 | 49 | 58 | 47 | 63 | 49 | 61 | 55 | 61 |
| 2021 | 49 | 28 | 41 | 93 | 44 | 54 | 52 | 49 | 38 | 69 | 44 | 39 |
| 2022 | 26 | 98 | 67 | 64 | 62 | 45 | 58 | 88 | 65 | 49 | 58 | 47 |
| 2023 | 25 | 116 | 154 | 86 | 105 | 100 | 88 | 92 | 93 | 72 | 64 | 83 |
| 2024 | 63 | 76 | 149 | 67 | 87 | 97 | 111 | 70 | 46 | | | |

Misdemeanor Cases



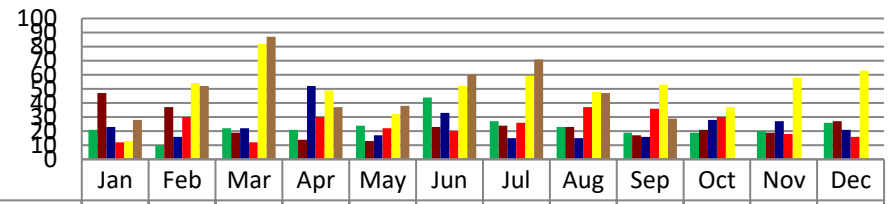
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 2019 | 37 | 25 | 34 | 41 | 39 | 50 | 25 | 25 | 33 | 21 | 21 | 35 |
| 2020 | 41 | 41 | 23 | 35 | 27 | 34 | 27 | 43 | 33 | 32 | 35 | 40 |
| 2021 | 33 | 15 | 25 | 39 | 33 | 25 | 20 | 21 | 15 | 36 | 40 | 20 |
| 2022 | 12 | 54 | 43 | 39 | 49 | 29 | 42 | 67 | 45 | 33 | 37 | 28 |
| 2023 | 21 | 57 | 90 | 53 | 65 | 62 | 59 | 57 | 47 | 36 | 40 | 49 |
| 2024 | 38 | 42 | 81 | 38 | 58 | 60 | 74 | 45 | 31 | | | |

Felony Cases



| | Jan | Feb | Mar | Apr | May | Jun | July | Aug | Sept | Oct | Nov | Dec |
|------|-----|-----|-----|-----|-----|-----|------|-----|------|-----|-----|-----|
| 2018 | 14 | 16 | 19 | 16 | 22 | 35 | 27 | 16 | 12 | 21 | 14 | 29 |
| 2019 | 35 | 19 | 13 | 15 | 22 | 24 | 20 | 20 | 16 | 29 | 20 | 21 |
| 2020 | 16 | 13 | 16 | 54 | 11 | 29 | 32 | 28 | 23 | 33 | 21 | 19 |
| 2021 | 14 | 44 | 24 | 25 | 13 | 16 | 16 | 21 | 20 | 16 | 21 | 19 |
| 2022 | 3 | 59 | 64 | 33 | 40 | 38 | 29 | 35 | 46 | 36 | 24 | 34 |
| 2023 | 25 | 34 | 68 | 29 | 29 | 37 | 37 | 25 | 15 | | | |

Cases Cleared by Arrest or Exception



| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 2019 | 21 | 10 | 22 | 21 | 24 | 44 | 27 | 23 | 19 | 19 | 20 | 26 |
| 2020 | 47 | 37 | 19 | 14 | 13 | 23 | 24 | 23 | 17 | 21 | 19 | 27 |
| 2021 | 23 | 16 | 22 | 52 | 17 | 33 | 15 | 15 | 16 | 28 | 27 | 21 |
| 2022 | 12 | 30 | 12 | 30 | 22 | 20 | 26 | 37 | 36 | 30 | 18 | 16 |
| 2023 | 13 | 54 | 82 | 49 | 32 | 52 | 59 | 48 | 53 | 37 | 58 | 63 |
| 2024 | 28 | 52 | 87 | 37 | 38 | 60 | 71 | 47 | 29 | | | |

There were 46 new criminal cases assigned to investigations, 31 misdemeanors and 15 felonies.

Out of the 46 cases assigned to investigators 29 cases were cleared by Arrest or Exception

5 cases were filed pending Further Investigation (PFI), 30 cases were filed w/DA

and there were 2 cases filed w/DA as At-Large.

11 of the cases filed were misdemeanor and 19 were felonies. 11 Misdemeanor cases and 11 Felony cases were closed

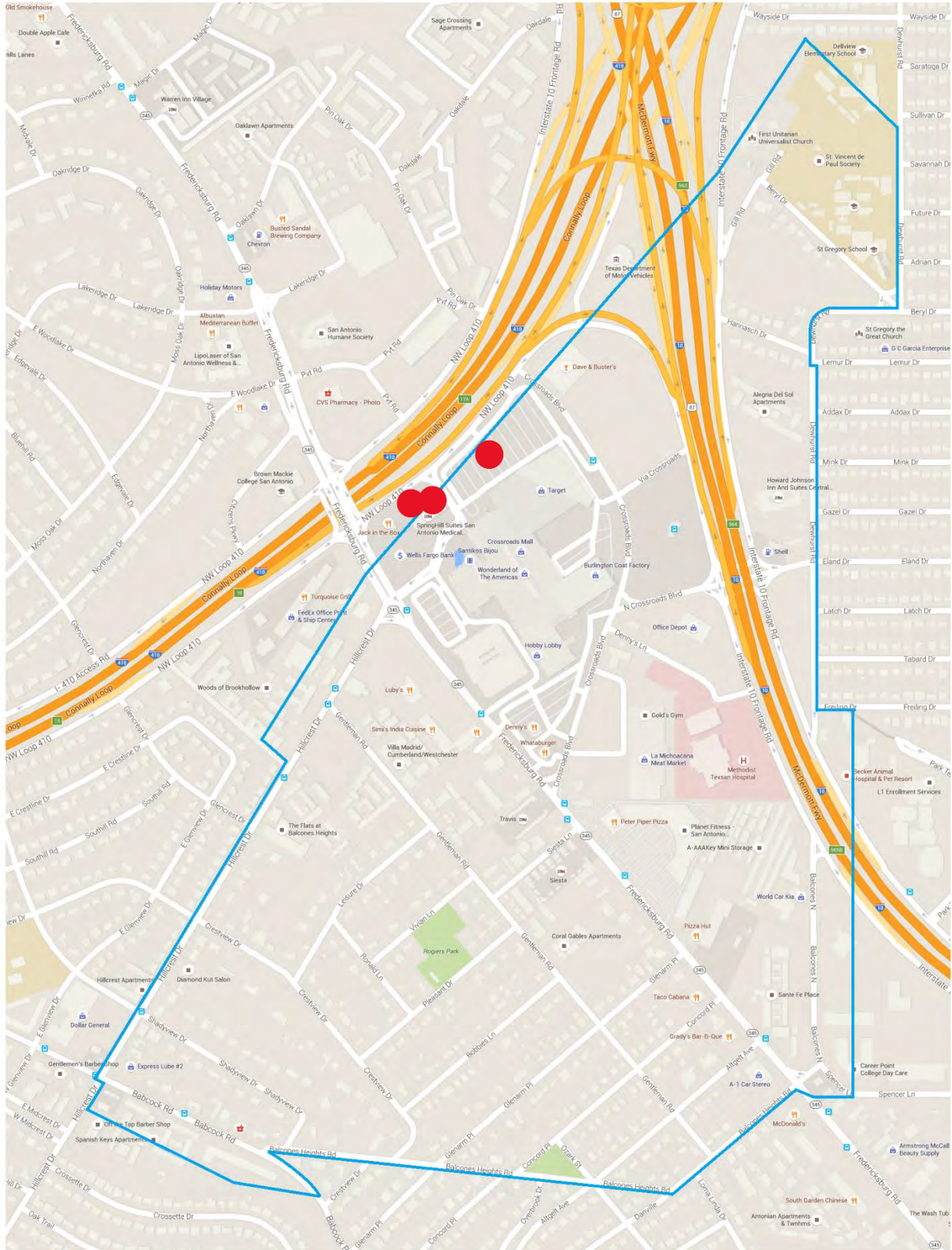
****Note: Investigators may be filing cases from previous months/years which could cause the number of cases cleared to be more than the number of cases actually assigned for any given month.**

Burglary of Vehicles

- | | | | |
|----------|--------------------------|-------------------------|------------------------|
| 1 | <u>2443202(0)</u> | 09/19/2024 0824 hrs Thu | 4522 Fredericksburg Rd |
| 2 | <u>2443215(0)</u> | 09/19/2024 1209 hrs Thu | 3636 NW Loop 410 |
| 3 | <u>2444499(0)</u> | 09/28/2024 0844 hrs Sat | 3636 NW Loop 410 |



City of Balcones Heights Police Department Vehicle Burglary Map / September 2024





City of Balcones Heights Police Department



Residential Crime Report / September 2024

| <u>Date</u> | <u>Criminal Offense</u> | <u>Address</u> | <u>Disposition</u> | <u>Property Type</u> |
|-------------------|-----------------------------------|------------------------|--------------------|----------------------|
| 2440367(0) | 09/01/2024 0839 Assault | 1138 Babcock Rd | Active | Multi - Family |
| 2440677(0) | 09/03/2024 1138 Criminal Trespass | 4210 Fredericksburg Rd | CBA | Multi - Family |
| 2440965(0) | 09/05/2024 0748 Criminal Trespass | 4210 Fredericksburg Rd | Active | Multi - Family |
| 2442086(0) | 09/12/2024 1021 Criminal Trespass | 4300 Fredericksburg Rd | Active | Multi - Family |
| 2442191(0) | 09/13/2024 0612 Criminal Trespass | 4210 Fredericksburg Rd | Active | Multi - Family |
| 2442498(0) | 09/15/2024 0159 Assault | 4210 Fredericksburg Rd | CBA | Multi - Family |
| 2443800(0) | 09/15/2024 0556 Criminal Trespass | 4210 Fredericksburg Rd | Active | Multi - Family |
| 2444224(0) | 09/15/2024 1052 Criminal Trespass | 4210 Fredericksburg Rd | Active | Multi - Family |
| 2444339(0) | 09/27/2024 0847 Theft | 700 Gentelman Rd | Active | Multi - Family |

Balcones Heights Police Department

Calls - By Type

09\01\2024
thru 09\30\2024

| Type | Description | # Of Calls |
|------|---------------------------|------------|
| 214 | 911 ABUSE | 1 |
| 177 | 911 HANG UP | 7 |
| 174 | 911 OPEN LINE | 1 |
| 46 | ABANDONED VEH | 2 |
| 191 | ACCIDENT-MV/PED | 1 |
| 33 | ACCIDENT/HIT&RUN | 4 |
| 31 | ACCIDENT/MAJOR | 4 |
| 29 | ACCIDENT/MINOR | 20 |
| 152 | ALARM-CO | 24 |
| 150 | ALARM-FIRE | 4 |
| 39 | ALARM/BUSINESS | 6 |
| 43 | ALARM/MOTION | 3 |
| 35 | ANIMAL CALL | 3 |
| 181 | AOA | 14 |
| 185 | ARREST | 21 |
| 21 | ASSAULT | 2 |
| 37 | ASSIST PUB | 9 |
| 8 | BURGLARY/BUS | 1 |
| 6 | BURGLARY/HAB/PRG | 1 |
| 3 | BURGLARY/VEH | 3 |
| 236 | BUSINESS CHECK | 1,592 |
| 220 | CHILD CUSTODY/INFORMATION | 2 |
| 50 | CIVIL STANDBY | 2 |
| 13 | CRIM MISCH | 2 |
| 188 | CRIME PREVENTION | 1,149 |
| 129 | CRIMINAL TRESSPASS | 25 |
| 164 | DAMAGE TO CITY PROPERTY | 1 |
| 176 | DECEASED | 14 |
| 121 | DISTURBANCE | 11 |
| 63 | DISTURBANCE/DOMESTIC | 2 |
| 62 | DISTURBANCE/NEIGHBOR | 4 |
| 48 | DISTURBANCE/NOISE | 13 |
| 47 | DISTURBANCE/PHYSC | 1 |
| 26 | DISTURBANCE/VERBAL | 9 |
| 130 | EMERGENCY DETENTION | 14 |
| 184 | EVADING ARREST | 1 |
| 194 | FIELD CONTACT | 7 |
| 103 | FIGHT | 1 |
| 133 | FIRE DRILL | 3 |
| 67 | FIRE-BRUSH/GRASS/TREE | 4 |
| 217 | FIRE-ODOR/SMOKE | 3 |
| 68 | FIRE-VEHICLE | 1 |
| 70 | FOLLOW-UP | 10 |
| 178 | FOOT PATROL | 3 |
| 127 | FOUND PROPERTY | 2 |
| 205 | FRAUD/CHECK | 1 |
| 108 | FRAUD/CREDIT CARD | 3 |
| 78 | HARRASMENT | 2 |
| 189 | HOMELESS | 14 |
| 196 | IMPOUND LOT | 3 |

| Type | Description | # Of Calls |
|--------------|----------------------------|--------------|
| 117 | INFORMATION | 52 |
| 223 | INJURED OFFICER | 1 |
| 131 | LOST CITY PROPERTY | 2 |
| 210 | LOST PROPERTY | 3 |
| 145 | MED-BREATHING PROBLEMS | 16 |
| 157 | MED-CHEST PAIN | 6 |
| 225 | MED-INJURED PERSON | 7 |
| 182 | MED-LIFT ASSIST | 1 |
| 159 | MED-NAUSEA/VOMITTING | 3 |
| 143 | MED-PSYCHIACTRIC | 3 |
| 138 | MED-SICK PERSON | 3 |
| 142 | MED-UNCONSCIOUS PERSON | 3 |
| 141 | MED-UNKOWN | 21 |
| 115 | MISSING PERSON | 3 |
| 122 | MUTUAL AID | 1 |
| 55 | OFF DUTY | 4 |
| 56 | OUT IN DISTRICT | 5 |
| 124 | PAN HANDLER | 1 |
| 97 | PARKING VIOLATION | 6 |
| 96 | PATROL BY | 359 |
| 119 | POSSESSION DRUG PARA | 3 |
| 168 | PROPERTY RELEASE (IMPOUND) | 1 |
| 112 | RECLESS DRIVER | 1 |
| 216 | RECOVERED STOLEN PROPERTY | 1 |
| 231 | RES-MAILBOX | 1 |
| 221 | RES-PATROL BY | 239 |
| 222 | RES-STOP/TALK | 44 |
| 240 | ROGIERS PARK CHECK | 33 |
| 88 | SEXUAL ASSAULT | 1 |
| 125 | STALLED VEHICLE | 12 |
| 111 | SUICIDAL PERSON | 2 |
| 204 | SUPPLEMENT REPORT | 1 |
| 73 | SUSP/CIRCUMSTANCE | 63 |
| 74 | SUSP/NOISE | 7 |
| 75 | SUSP/PERSON | 112 |
| 76 | SUSP/VEHICLE | 25 |
| 9 | THEFT | 21 |
| 11 | THEFT AUTO | 1 |
| 77 | THEFT OF SERVICE | 2 |
| 10 | THEFT/PRG | 1 |
| 2 | TRAFFIC | 325 |
| 195 | TRAFFIC CONTROL | 15 |
| 28 | TRAFFIC HAZARD | 7 |
| 197 | TRANING | 1 |
| 198 | USE OF FORCE | 3 |
| 233 | VEH IMPOUND | 11 |
| 162 | VEHICLE MAINTANENCE | 47 |
| 132 | VEHICLE RELEASE | 12 |
| 123 | WALK UP | 27 |
| 51 | WELFARE CONCERN | 39 |
| Total | | 4,588 |

Residential - Business Patrols September 2024

| | |
|------------------------------|------|
| Residential Patrols | 239 |
| Residential Stop and Talks | 44 |
| Residential Mail Box Patrols | 1 |
| Rogier's Park Patrols | 33 |
| Business Patrols | 1592 |

Calls For Service Report - Balcones Heights Police Department

Sorted by Call_Number, Call_Date, Call_Time

Call_Date : 09/01/2024 00:00 - 09/30/2024 23:59

Agency : BALCONES HEIGHTS POLICE, BH FIRE DEPARTMENT

Call_Type : ALARM-CO ALARM-FIRE ALARM-MEDICAL ALARM-SMOKE ALARM/AUDIBLE ALARM/BUSINESS ALARM/FIRE/SMOKE ALARM/MOTION

| Case | Date | Time | Agency | Call Type | Callers | Address | Business | Notes | Disposition |
|-------------------------|------------|----------|--------|---------------|---------------------|--------------------------|---|---|-------------|
| 2440879 | 09/04/2024 | 14:44:13 | BHPD | ALARM-CO | SECURITY ONE | 112 ALTGELT AVENUE | Balcones Impound | Zone 2. | False alarm |
| 2440979 | 09/05/2024 | 14:26:13 | BHPD | ALARM-CO | security one | 112 ALTGELT AVENUE | Balcones Impound | Left rear beam. | False alarm |
| 2442218 | 09/13/2024 | 10:07:00 | BHPD | ALARM/MOTION | SECURITY 1 | 112 ALTGELT AVENUE | Balcones Impound | Left beam. | False alarm |
| 2442230 | 09/13/2024 | 12:39:45 | BHPD | ALARM/MOTION | JAMES, SECURITY ONE | 112 ALTGELT AVENUE | Balcones Impound | Back beam. | False alarm |
| 2442380 | 09/14/2024 | 11:30:32 | BHPD | ALARM-CO | security one | 112 ALTGELT AVENUE | Balcones Impound | Left beam- Zone 6 | False alarm |
| 2442426 | 09/14/2024 | 15:26:37 | BHPD | ALARM-CO | RODRIGUEZ, | 112 ALTGELT AVENUE | Balcones Impound | Officer initiated heard alarm sounding. | False alarm |
| 2444178 | 09/25/2024 | 23:33:53 | BHPD | ALARM-CO | cody | 112 ALTGELT AVENUE | Balcones Impound | Back beam activation. | False alarm |
| 2444268 | 09/26/2024 | 17:10:52 | BHPD | ALARM-CO | SECURITY ONE | 112 ALTGELT AVENUE | Balcones Impound | Zone 5- Back beam. | False alarm |
| 2444523 | 09/28/2024 | 11:25:39 | BHPD | ALARM-CO | security one | 112 ALTGELT AVENUE | Balcones Impound | Car parked really close outside of gate. | False alarm |
| 2444664 | 09/29/2024 | 15:34:18 | BHPD | ALARM-CO | | 112 ALTGELT AVENUE | Balcones Impound | Back beam | False alarm |
| 2444790 | 09/30/2024 | 10:22:38 | BHPD | ALARM-CO | SECURITY ONE | 112 ALTGELT AVENUE | Balcones Impound | Cat has been seen jumping the fence. | False alarm |
| 2444795 | 09/30/2024 | 12:30:15 | BHPD | ALARM-CO | security one | 112 ALTGELT AVENUE | Balcones Impound | Back beam. | False alarm |
| 2443023 | 09/18/2024 | 01:44:07 | BHPD | ALARM-CO | SONITROL | 141 N BALCONES ROAD | Sail & Ski | Southeast rear beam. | False alarm |
| 2443620 | 09/22/2024 | 01:02:44 | BHPD | ALARM-CO | JOHNSON CONTROLS | 150 N CROSSROADS | Office Depot | Zone 140# Customer service area. | False alarm |
| 2443393 | 09/20/2024 | 11:05:14 | BHPD | ALARM-CO | sina | 202 CONCORD PLACE | Residential | Keypad duress alarm activation. | False alarm |
| 2440969 | 09/05/2024 | 10:20:23 | BHPD | ALARM-CO | law security | 3026 HILLCREST DRIVE | New Creation Therapy | Back door halo motion. | False alarm |
| 2442727 | 09/16/2024 | 08:18:01 | BHPD | ALARM-CO | tristann | 3026 HILLCREST DRIVE | New Creation Therapy | Zone 1- Front door, Zone 5 front motion/Zone 6. | False alarm |
| 2440769 | 09/04/2024 | 02:11:55 | BHPD | ALARM-CO | DOLORES ADT | 4017 FREDERICKSBURG ROAD | EZ Wash | Front left motion. | False alarm |
| 2440909 | 09/05/2024 | 01:35:59 | BHPD | ALARM-CO | ADT SECURITY | 4017 FREDERICKSBURG ROAD | EZ Wash | Front left motion | False alarm |
| 2441061 | 09/06/2024 | 04:11:37 | BHPD | ALARM/BUSINES | gdg operator | 4017 FREDERICKSBURG ROAD | EZ Wash | Zone 6- Front motion sensor | False alarm |
| 2441867 | 09/11/2024 | 04:55:20 | BHPD | ALARM/MOTION | shawn | 4017 FREDERICKSBURG ROAD | EZ Wash | Zone 6- Interior, left motion. | False alarm |
| 2442043 | 09/12/2024 | 05:26:28 | BHPD | ALARM/BUSINES | ADT/ LISA | 4017 FREDERICKSBURG ROAD | EZ Wash | Alarm LVL 1, Zone 6, front left motion. | False alarm |
| 2444463 | 09/28/2024 | 05:13:33 | BHPD | ALARM/BUSINES | 337330 | 4017 FREDERICKSBURG ROAD | EZ Wash | Front left motion- Zone 6 | False alarm |
| 2442187 | 09/13/2024 | 04:57:14 | BHPD | ALARM-CO | gtw | 4107 FREDERICKSBURG ROAD | EZ Wash | Front left motion detector. | False alarm |
| 2442019 | 09/12/2024 | 03:35:14 | BHPD | ALARM/BUSINES | <Caller 1> | 4400 FREDERICKSBURG ROAD | CSL Plasma | Zone 4- Back door 01. Back door left unlocked. | False alarm |
| 2443648 | 09/22/2024 | 06:00:23 | BHPD | ALARM-CO | PMC AUDIO | 4400 FREDERICKSBURG ROAD | CSL Plasma | Back door 01, Motion 05. | False alarm |
| 2441594 | 09/09/2024 | 03:52:32 | BHPD | ALARM-CO | SAN ANTONIO | 4421 FREDERICKSBURG ROAD | Five Star Cleaners | Zone 5- Boiler room | False alarm |
| 2440651 | 09/03/2024 | 02:44:58 | BHFD | ALARM-FIRE | 414 | 4474 FREDERICKSBURG ROAD | Peter Piper Pizza | Zone 22-Duct roof top unit fire. | False alarm |
| 2440696 | 09/03/2024 | 16:30:10 | BHPD | ALARM/BUSINES | OP 2214 | 4522 FREDERICKSBURG ROAD | 5 Below | Silent panic alarm front register | False alarm |
| 2440702 | 09/03/2024 | 17:32:03 | BHPD | ALARM-CO | OP 5737 | 4522 FREDERICKSBURG ROAD | 5 Below | Silent panic alarm-Accidently set off. | False alarm |
| 2440914 | 09/05/2024 | 01:55:47 | BHFD | ALARM-FIRE | KETER FIRE | 4522 FREDERICKSBURG ROAD | WOTA | General fire alarm-Zone 11 | False alarm |
| 2440915 | 09/05/2024 | 01:57:02 | BHFD | ALARM-FIRE | JOHNSON CONTROLS | 4522 FREDERICKSBURG ROAD | Burlington | General fire and water flow | False alarm |
| 2444552 | 09/28/2024 | 18:40:29 | BHPD | ALARM-CO | san antonio alarm | 581 SPENCER LANE | Texas Performance Prosthetics & Orthotics | Zone 2/4 | False alarm |
| 2441021 | 09/05/2024 | 21:40:07 | BHPD | ALARM/BUSINES | LAW SECURITY | 6800 IH 10 W | Methodist Texsan-Dr. Milikan | Zone 1- General burglary | False alarm |
| 2442592 | 09/15/2024 | 13:20:33 | BHPD | ALARM-CO | LONI , DISPATCHER | 7150 IH 10 W | First Unitarian Church | Zone 3- Lobby center door, Zone 2- lobby right side n | False alarm |
| 2443552 | 09/21/2024 | 13:11:17 | BHPD | ALARM-CO | MALIK | 7150 IH 10 W | First Unitarian Church | Zone 2, Hallway motion. | False alarm |

36 Records Selected

City of Balcones Heights Fire Department Report

September 2024

| Inspection Type | Month | Year |
|-----------------------------|-----------|------------|
| Certificate of Occupancy | 1 | 109 |
| Plan Review | 7 | 88 |
| Business Inspection | 2 | 70 |
| Public Education Activities | 0 | 3 |
| Total | 10 | 270 |

| Acadian Ambulance | Month | Year |
|---------------------------------------|-----------|------------|
| Total Calls | 91 | 849 |
| Non-Compliant Calls (Resp > 10:30) | 8 | 58 |
| Patient Transports | 76 | 697 |
| Compliance Percentage | 91.21 | |
| Average Response Time | 8:01 | |

| Incident Type | Month | Year |
|-------------------------|------------|-------------|
| Fire Call | 9 | 43 |
| Mutual Aid | 3 | 25 |
| Rescue/EMS | 82 | 815 |
| Hazardous | 0 | 13 |
| Assist Public | 2 | 41 |
| Good Intent | 0 | 0 |
| False Alarm | 3 | 35 |
| Motor Vehicle Collision | 7 | 53 |
| Total Calls | 106 | 1025 |

October 14, 2024



Council Monthly Report

09/01/2024 - 09/30/2024

| Case # | Case Date | Property Owner/Violator Name | Address of Violation (Bexar County Appraisal) | Violation | Main Status | Follow Up/Due Date |
|--------|-----------|------------------------------|---|---------------------------------------|---------------------------|--------------------|
| 8581 | 9/30/2024 | Sylvia Calvillo | 240 Glenarm | Animal Nuisance (At large or Vicious) | Closed -Resident Abated | |
| 8579 | 9/26/2024 | Torres | 220 Pleasant | Junked Vehicle | Open/See Notes | |
| 8578 | 9/26/2024 | Gilbert Moreno | 111 Pleasant | Brush | Open/See Notes | |
| 8577 | 9/26/2024 | John Gardon | 212 Glenarm Place | Animal Nuisance (At large or Vicious) | Closed | |
| 8576 | 9/24/2024 | Bostonwoods | 800 Gentleman | Trash & Debris | Closed - Business Abated | |
| 8575 | 9/24/2024 | Crossroads Mall Partners | 4522 Fredericksburg Rd | Call for Service | Closed - Administratively | |
| 8574 | 9/18/2024 | Wendy's | 4519 Fredericksburg Rd | Call for Service | Closed | |
| 8573 | 9/17/2024 | ERIK & | 3102 Hillcrest | No hot water- Building | Closed - Business Abated | |
| 8572 | 9/13/2024 | Ricardo M | 101 Ronald Lane | Animal Nuisance (At large or Vicious) | Closed -Resident Abated | |
| 8571 | 9/12/2024 | Sylvia | 240 Glenarm | Brush | Closed -Resident Abated | |
| 8570 | 9/12/2024 | Westland SA 1 | 6945 W. Ih 10 | Brush | Open/See Notes | |
| 8568 | 9/11/2024 | City of | 1130 Babcock | Pot Hole (City Street) | Closed - City Abated | |
| 8567 | 9/10/2024 | Lili Cruz | 303 Glenarm | Call for Service | Closed | |
| 8566 | 9/10/2024 | BrookHollow | 3253 Hillcrest | Discharge (Pollutants) | Closed - Business Abated | |
| 8565 | 9/9/2024 | Balcones | 700 Gentleman | Call for Service | Closed - Business Abated | |
| 8563 | 9/9/2024 | Balcones | 820 Gentleman | Call for Service | Closed - Business Abated | |
| 8562 | 9/4/2024 | Joseph | 220 Bobbies | Call for Service | Closed - No action taken | |
| 8561 | 9/5/2024 | Generations Community | 4005 Fredericksburg Rd | Call for Service | Closed | |
| 8560 | 9/4/2024 | Westland SA | Ih 10 | Pool Maintenance Violation | Closed - Business Abated | |
| 8559 | 9/3/2024 | Crossroads Mall Partners | 4502 Fredericksburg Rd | Discharge (Pollutants) | Open/See Notes | |



COMMUNITY DEVELOPMENT REPORT TO CITY COUNCIL



October 2024

PERMITTING:

7001 W IH-10 PUB Project: Site work continues concrete work, fire alarm and sprinkler permits have been reviewed and approved.

Pre-Admission Testing Suite Renovation at Methodist Texsan Hospital: Construction plans have been reviewed and approved.

HOPD Cardiology Clinic & Office Renovation at Methodist Texsan Hospital: Construction continues, inspections are being requested.

MRI Suite & Expansion at Methodist Texsan Hospital: Construction continues, inspections are pending.

Mariscos El Pulpo: New restaurant located at 4515 Fredericksburg Rd has opened and will be having a red-ribbon ceremony in a month.

Certificate of Occupancy Validation Project at WOTA: Staff continuing to work with the Fire Department and third-party building inspector for certificate of occupancy for the common areas of WOTA.

STREET PROJECTS:

Hillcrest Drive – A meeting was held September 30, 2024 between the city, AAMP, TxDOT, 6S Engineering and Halff. The City Engineer and Staff met with TxDOT on September 13, 2024, for a recovery meeting. The City Engineer provided an updated schedule and submitted environmental reports to TxDOT. Current construction cost \$9.9M, per City. \$5.3 awarded. Does not account for sewer & water. MPO only pays for construction. \$500k added from federal side to AFA through amendment. Total now \$5.95M. Move project to FY 27. Update project development schedule to push to FY 27. 60% plans should be 90% complete for DDRT. Current development schedule IS 30% - Oct. 2024 60% - March 2025 Final – June 2025

Crestview Phase 2 (Leisure Drive to Pleasant) – Staff is working on Right of Entry letters to send to residents.

Crestview Phase 3 Final proposal from city 6S Engineering to be submitted by Friday, October 18, 2024 for Phase 3.

CODE:

Sewer Discharge: On October 4, 2024, a sewage discharge onto Hillcrest Drive, which flowed into the storm channel. Public Works promptly addressed the issue and successfully resolved the leakage the same day. Luby's to replace grease trap at \$80,000.

Annual Residential Rental Property Registration: Staff continuing to perform required inspections with the Fire Department.

Expired Permits: Staff is currently working on temporary signs permits throughout the city obtaining necessary permits to ensure compliance with regulations.

Junked Vehicles: Staff is currently compiling a list of potential junked vehicles located throughout the city. Staff is currently awaiting the upcoming City Council meeting to proceed with the next steps regarding junked vehicles.

PUBLIC WORKS: On October 10, 2024 a water main break was reported at 107 Glenarm. SAWS completed the repair on October 14, 2024. Asphalt patch still pending.

Public Works Personnel coordinating with contractor to repair broken push button for crosswalk at Babcock and Hillcrest intersection. Report of faded street sign at the Babcock and Hillcrest intersection. All street signs at intersection to be replaced.

MISCELLANEOUS:

A meeting has been scheduled On October 28, 2024 with Becker Hospital to discuss animal services and options for the city.

Respectfully submitted-

Rose Anderson

randerson@bhtx.gov
210-957-3547 Office
210-740-9315 Mobile

Payment Report for CC -Permit

09/

| Permit # | Permit Type | Type of Business |
|----------|----------------------------|-------------------------------|
| 7583 | Temporary Vendor/Exhibitor | Eternal Trends Never End |
| 7580 | Temporary Vendor/Exhibitor | Toon Town Studios |
| 7568 | Temporary Vendor/Exhibitor | jason oakes art |
| 7574 | Temporary Vendor/Exhibitor | Joseph Ortega |
| 7573 | Temporary Vendor/Exhibitor | Joseph Ortega |
| 7571 | Temporary Vendor/Exhibitor | Money packs pops |
| 7578 | Temporary Vendor/Exhibitor | TCGDISTRICT |
| 7553 | Temporary Vendor/Exhibitor | Texas Wrestling |
| 7546 | Temporary Vendor/Exhibitor | BroCo |
| 7551 | Temporary Vendor/Exhibitor | Entertainment asyllum |
| 7567 | Temporary Vendor/Exhibitor | A to Z Treasures |
| 7575 | Temporary Vendor/Exhibitor | Alamo City Extreme |
| 7569 | Temporary Vendor/Exhibitor | Dragonheart by K |
| 7572 | Temporary Vendor/Exhibitor | Ghoulias goods |
| 7576 | Temporary Vendor/Exhibitor | Mimiluvbug |
| 7556 | Temporary Vendor/Exhibitor | Wise and Shine Designs |
| 7557 | Temporary Vendor/Exhibitor | Michael Castillo Art |
| 7545 | Plumbing | Commerical |
| 7559 | Temporary Vendor/Exhibitor | FlyingNimbyCo |
| 7560 | Temporary Vendor/Exhibitor | Mendezcreations21 |
| 7554 | Temporary Vendor/Exhibitor | Colorful Creations By Marissa |
| 7564 | Temporary Vendor/Exhibitor | Cdsam |
| 7558 | Temporary Vendor/Exhibitor | GP Toons |
| 7565 | Temporary Vendor/Exhibitor | AVSOFTTEES LLC |
| 7522 | Mechanical | Residential |
| 7548 | Temporary Vendor/Exhibitor | A&B Freeze Dried Candy Co. |
| 7547 | Temporary Vendor/Exhibitor | Yip's Whimsies |
| 7552 | Temporary Vendor/Exhibitor | Black Llama |
| 7549 | Temporary Vendor/Exhibitor | Diverse Deity |
| 7550 | Temporary Vendor/Exhibitor | Whimsical Art Studio |
| 7498 | Special Events | |
| 7512 | Temporary Vendor/Exhibitor | Knotty Nerd |
| 7533 | Rogiers Park Pavilion | |

| | | |
|------|-----------------------------------|----------------------------|
| 7535 | Rogiers Park Pavilion | |
| 7530 | Parking Lot | Commercial |
| 7527 | Temporary Vendor/Exhibitor | Funko pops collectibles |
| 7526 | Mechanical | Commercial |
| 7522 | Mechanical | Residential |
| 7523 | Fire Vent/Hood Suppression System | Restuarant |
| 7518 | Special Events | Comic Con |
| 7524 | Temporary Vendor/Exhibitor | Mary Kay Cosmetics and |
| 7516 | Sign Pole & Wall | |
| 7519 | Certificate of Occupancy | Food Service Establishment |
| 7494 | Remodel - Commercial | |
| 7582 | Property Safekeeping Fee | |
| 7498 | Special Events | |
| 7581 | Property Safekeeping Fee | |
| 7563 | Electrical | Residential |
| 7566 | Property Safekeeping Fee | |
| 7544 | Rogiers Park Pavilion | |
| 7529 | Property Safekeeping Fee | |
| 7521 | Property Safekeeping Fee | |
| 7244 | Rogiers Park Pavilion | |
| 7562 | Window Installation/Replacement | Single-Family Residence |
| 7520 | Construction | |
| | | |

30/2024

| Project/Resident/Business Name | Payment Date | Payment Amount | Payment Type |
|-----------------------------------|--------------|----------------|--------------|
| Otaku Food Festival | 9/24/2024 | 26.00 | |
| Alamo Hero Con | 9/23/2024 | 26.00 | |
| Alamo Hero Con | 9/20/2024 | 26.00 | |
| Alamo Hero Con 2 | 9/20/2024 | 26.00 | |
| Alamo Hero Con 1 | 9/20/2024 | 26.00 | |
| Alamo hero con | 9/20/2024 | 26.00 | |
| Alamo hero con | 9/20/2024 | 26.00 | |
| Alamo Hero Con | 9/20/2024 | 26.00 | |
| Alamo Hero Con | 9/20/2024 | 26.00 | |
| Alamo hero con | 9/19/2024 | 26.00 | |
| Alamo Hero Con | 9/19/2024 | 26.00 | |
| Alamo Hero Con | 9/19/2024 | 26.00 | |
| otaku festival | 9/19/2024 | 26.00 | |
| Alamo Hero Con | 9/19/2024 | 26.00 | |
| Alamo Hero Con | 9/19/2024 | 26.00 | |
| Alamo Hero Con | 9/18/2024 | 26.00 | |
| Alamo Hero Con | 9/18/2024 | 26.00 | |
| Alegria Del Sol Apartments | 9/17/2024 | 332.80 | |
| Alamo Hero Con | 9/17/2024 | 26.00 | |
| Alamo hero con | 9/17/2024 | 26.00 | |
| Alamo Hero Con | 9/17/2024 | 26.00 | |
| Alamo Hero Con | 9/17/2024 | 26.00 | |
| Alamo Hero Con | 9/17/2024 | 26.00 | |
| Alamo Hero con | 9/17/2024 | 26.00 | |
| Greg Pfeiffer | 9/17/2024 | 119.60 | |
| Alamo Hero Con | 9/16/2024 | 26.00 | |
| Alamo Her Con | 9/16/2024 | 26.00 | |
| Alamo Hero Con | 9/16/2024 | 26.00 | |
| Alamo Hero Con | 9/16/2024 | 26.00 | |
| Alamo Hero Con | 9/16/2024 | 26.00 | |
| Queens & Kings of Horror Festival | 9/13/2024 | 364.00 | |
| Alamo Hero Con | 9/12/2024 | 26.00 | |
| RODGER A BAGLEY | 9/12/2024 | 41.60 | |

| | | | |
|-----------------------------------|-----------|-----------------|-----------|
| RODGER A BAGLEY | 9/12/2024 | 41.60 | |
| Fredericksburg Circle | 9/11/2024 | 78.00 | |
| Alamo Hero Con | 9/10/2024 | 26.00 | |
| DAVE N BUSTERS | 9/9/2024 | 564.20 | |
| Greg Pfeiffer | 9/9/2024 | 206.88 | |
| Dave & Busters | 9/9/2024 | 93.60 | |
| Alamo Hero Con | 9/9/2024 | 52.00 | |
| Alamo Hero Con | 9/9/2024 | 26.00 | |
| Balcones Heights Business Park | 9/5/2024 | 2,113.28 | |
| Mariscos El Pulpo Inc | 9/4/2024 | 156.00 | |
| Tejas Pediatric Dentistry | 9/3/2024 | 528.70 | |
| DAVID DYER | 9/23/2024 | 25.00 | |
| Queens & Kings of Horror Festival | 9/13/2024 | 1,200.00 | \$50 x 24 |
| Jerome Malvern | 9/23/2024 | 25.00 | Cash |
| MAZZELLA BROOKE A | 9/20/2024 | 350.00 | Cash |
| IRVIN MARCELOUS | 9/17/2024 | 25.00 | CASH |
| JAN EMBER HART | 9/13/2024 | 150.00 | CASH |
| Nandi Devi Martinez | 9/10/2024 | 25.00 | Cash |
| PAULO MENDOZA | 9/5/2024 | 25.00 | CASH |
| Joanna Salas | 9/3/2024 | 150.00 | Cash |
| Brooke Mazelle | 9/17/2024 | 100.00 | Cash |
| S a smoke shop | 9/4/2024 | 75.00 | Cash |
| | | 7,648.26 | |

Council Monthly

09/01/2024 - 09/31

| Permit Date | Permit # | Permit Type | Project/Business |
|-------------|----------|---------------------------------|---------------------------|
| 9/30/2024 | 7588 | Fire Sprinkler System | Mulder Fire Protection, |
| 9/26/2024 | 7587 | Special Events | Bexar County Early Voting |
| 9/25/2024 | 7586 | Special Events | Wonderland of the |
| 9/25/2024 | 7585 | Special Events | 10th Annual Bootacular |
| 9/24/2024 | 7584 | Fire Alarm System | GILL RD. BUSINESS PARK |
| 9/24/2024 | 7583 | Temporary Vendor/Exhibitor | Otaku Food Festival |
| 9/21/2024 | 7580 | Temporary Vendor/Exhibitor | Alamo Hero Con |
| 9/21/2024 | 7579 | Temporary Vendor/Exhibitor | Alamo Hero Con |
| 9/20/2024 | 7578 | Temporary Vendor/Exhibitor | Alamo hero con |
| 9/20/2024 | 7577 | Electrical | MEHTODIST TEXSAN |
| 9/19/2024 | 7576 | Temporary Vendor/Exhibitor | Alamo Hero Con |
| 9/19/2024 | 7575 | Temporary Vendor/Exhibitor | Alamo Hero Con |
| 9/19/2024 | 7574 | Temporary Vendor/Exhibitor | Alamo Hero Con 2 |
| 9/19/2024 | 7573 | Temporary Vendor/Exhibitor | Alamo Hero Con 1 |
| 9/19/2024 | 7572 | Temporary Vendor/Exhibitor | Alamo Hero Con |
| 9/19/2024 | 7571 | Temporary Vendor/Exhibitor | Alamo hero con |
| 9/18/2024 | 7569 | Temporary Vendor/Exhibitor | otaku festival |
| 9/18/2024 | 7568 | Temporary Vendor/Exhibitor | Alamo Hero Con |
| 9/17/2024 | 7567 | Temporary Vendor/Exhibitor | Alamo Hero Con |
| 9/17/2024 | 7565 | Temporary Vendor/Exhibitor | Alamo Hero con |
| 9/17/2024 | 7564 | Temporary Vendor/Exhibitor | Alamo Hero Con |
| 9/17/2024 | 7563 | Electrical | MAZZELLA BROOKE A |
| 9/17/2024 | 7562 | Window Installation/Replacement | Brooke Mazelle |
| 9/17/2024 | 7560 | Temporary Vendor/Exhibitor | Alamo hero con |
| 9/16/2024 | 7559 | Temporary Vendor/Exhibitor | Alamo Hero Con |
| 9/16/2024 | 7558 | Temporary Vendor/Exhibitor | Alamo Hero Con |
| 9/16/2024 | 7557 | Temporary Vendor/Exhibitor | Alamo Hero Con |
| 9/16/2024 | 7556 | Temporary Vendor/Exhibitor | Alamo Hero Con |
| 9/16/2024 | 7554 | Temporary Vendor/Exhibitor | Alamo Hero Con |
| 9/16/2024 | 7553 | Temporary Vendor/Exhibitor | Alamo Hero Con |
| 9/16/2024 | 7552 | Temporary Vendor/Exhibitor | Alamo Hero Con |
| 9/16/2024 | 7551 | Temporary Vendor/Exhibitor | Alamo hero con |
| 9/14/2024 | 7550 | Temporary Vendor/Exhibitor | Alamo Hero Con |
| 9/14/2024 | 7549 | Temporary Vendor/Exhibitor | Alamo Hero Con |
| 9/14/2024 | 7548 | Temporary Vendor/Exhibitor | Alamo Hero Con |
| 9/14/2024 | 7547 | Temporary Vendor/Exhibitor | Alamo Her Con |

| | | | |
|-----------|------|----------------------------|---------------------------|
| 9/14/2024 | 7546 | Temporary Vendor/Exhibitor | Alamo Hero Con |
| 9/13/2024 | 7545 | Plumbing | Alegria Del Sol |
| 9/12/2024 | 7543 | Construction | Balcones Heights Business |
| 9/12/2024 | 7542 | Construction | Balcones Heights Business |
| 9/12/2024 | 7541 | Construction | Balcones Heights Business |
| 9/12/2024 | 7540 | Construction | Balcones Heights Business |
| 9/12/2024 | 7539 | Electrical | Gill Road Business Park |
| 9/12/2024 | 7538 | Electrical | Gill Road Business Park |
| 9/12/2024 | 7537 | Electrical | Gill Road Business Park |
| 9/12/2024 | 7536 | Electrical | Gill Road Business Park |
| 9/12/2024 | 7534 | Electrical | Gill Road Business Park |
| 9/12/2024 | 7532 | Certificate of Occupancy | Zen Relaxation |
| 9/11/2024 | 7531 | Certificate of Occupancy | FLOWER Art & Design |
| 9/11/2024 | 7530 | Parking Lot | Fredericksburg Circle |
| 9/10/2024 | 7528 | Special Events | BHFD & BHPD Honor |
| 9/10/2024 | 7527 | Temporary Vendor/Exhibitor | Alamo Hero Con |
| 9/9/2024 | 7526 | Mechanical | DAVE N BUSTERS |
| 9/9/2024 | 7524 | Temporary Vendor/Exhibitor | Alamo Hero Con |
| 9/6/2024 | 7523 | Fire Vent/Hood Suppression | Dave & Busters |
| 9/6/2024 | 7522 | Mechanical | Greg Pfeiffer |
| 9/4/2024 | 7520 | Construction | S a smoke shop |
| 9/3/2024 | 7519 | Certificate of Occupancy | Mariscos El Pulpo Inc |
| 9/3/2024 | 7518 | Special Events | Alamo Hero Con |

Permit Report

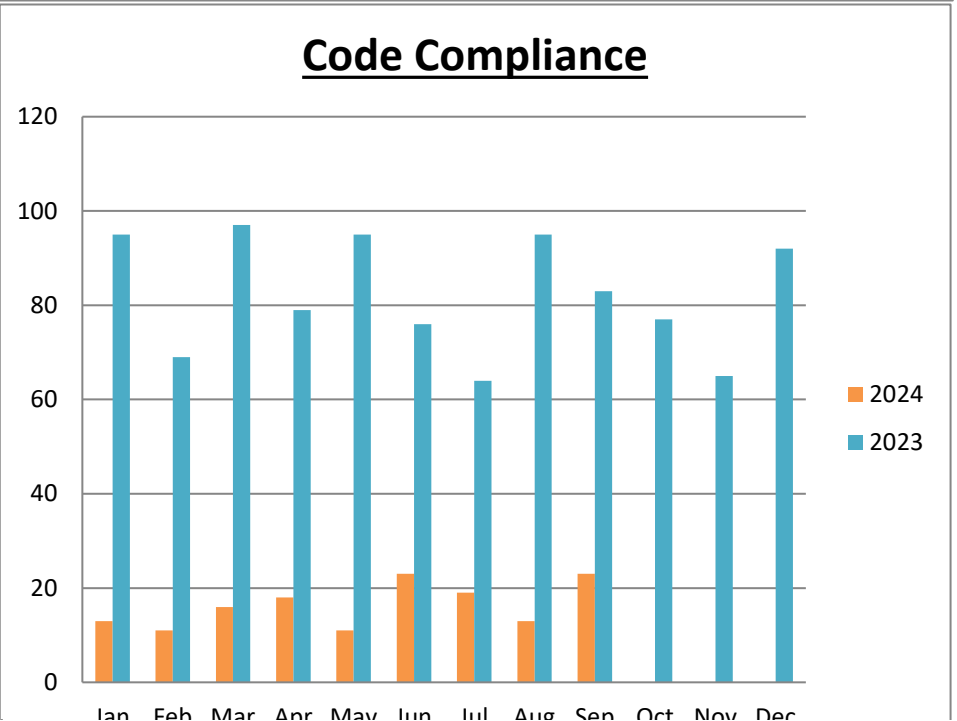
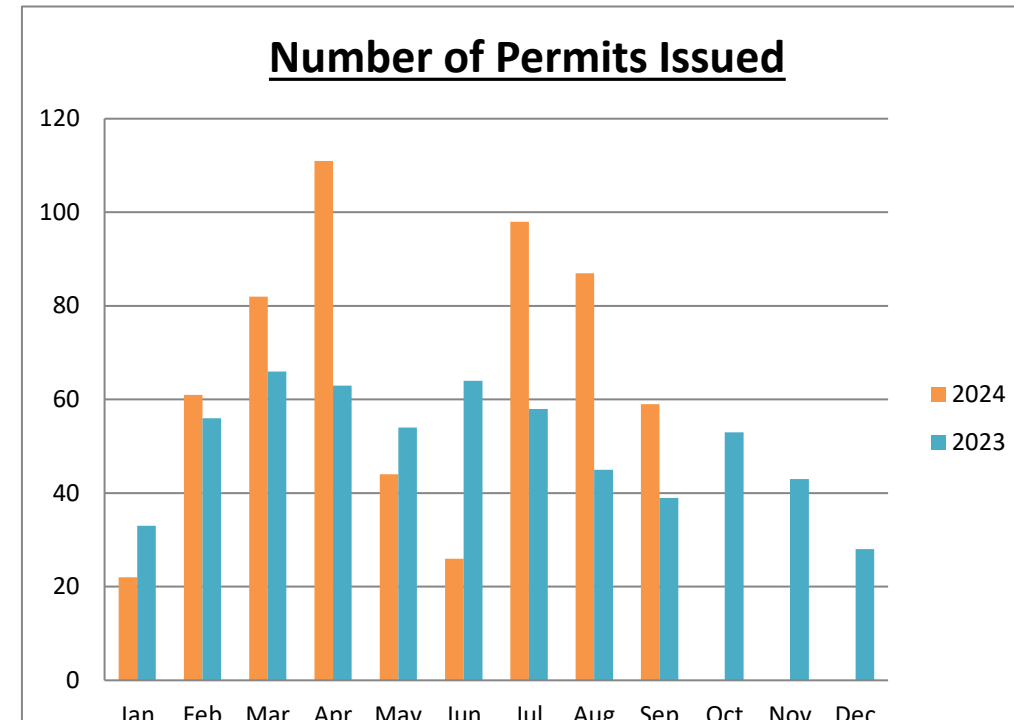
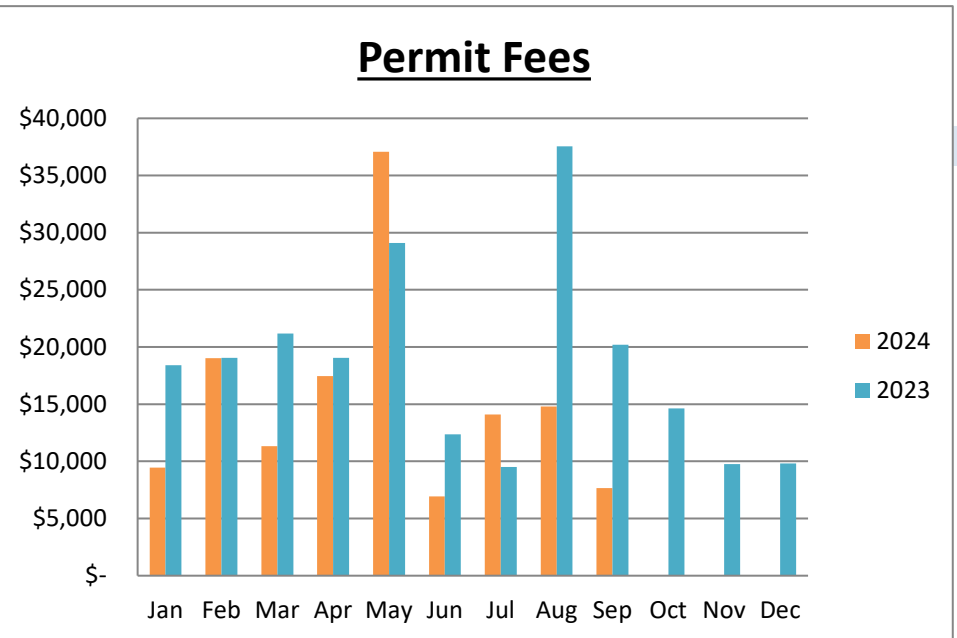
0/2024

| Project/Business Address | Job | Total Fees | Total |
|----------------------------------|-----------|------------|----------|
| 680 IH-10 West #100 | 3,325.00 | \$93.60 | \$93.60 |
| 4522 Fredericksburg Rd. | 0.00 | | |
| 4522 Fredericksburg Rd. | 0.00 | | |
| 4522 Fredericksburg Rd. | 0.00 | | |
| 7001 W IH 10 Bldg 1 | 49,524.38 | | |
| 4522 Fredericksburg rd balcones | 0.00 | \$26.00 | \$26.00 |
| 5934 Larkspur Valley | 0.00 | \$26.00 | \$26.00 |
| 4522 Fredericksburg Rd | 0.00 | \$26.00 | |
| 4522 Fredericksburg Rd | 0.00 | \$26.00 | \$26.00 |
| 6700 I-H10 SAN ANTONIO, TX | 0.00 | | |
| 801 W Craig Pl | 0.00 | \$26.00 | \$26.00 |
| 4522 Fredericksburg Rd, | 0.00 | \$26.00 | \$26.00 |
| 4522 Fredericksburg Rd. | 0.00 | \$26.00 | \$26.00 |
| 4522 Fredericksburg Rd Balcones | 0.00 | \$26.00 | \$26.00 |
| 4522 Fredericksburg Rd | 0.00 | \$26.00 | \$26.00 |
| 4522 Fredericksburg Rd, | 0.00 | \$26.00 | \$26.00 |
| 4522 Fredericksburg rd | 0.00 | \$26.00 | \$26.00 |
| 4522 Fredericksburg Rd | 0.00 | \$26.00 | \$26.00 |
| 4522 Fredericksburg Rd. | 0.00 | \$26.00 | \$26.00 |
| 4522 Fredericksburg Rd. | 0.00 | \$26.00 | \$26.00 |
| 4522 Fredericksburg rd | 0.00 | \$26.00 | \$26.00 |
| 222 PLEASANT DR, BALCONES | 0.00 | \$350.00 | \$350.00 |
| 222 Pleasant Dr. | 0.00 | \$100.00 | \$100.00 |
| 4522 Fredericksburg Rd | 0.00 | \$26.00 | \$26.00 |
| 4522 Fredericksburg Rd | 0.00 | \$26.00 | \$26.00 |
| 4522 Fredericksburg Road, | 0.00 | \$26.00 | \$26.00 |
| 18200 blanco springs #1437 | 0.00 | \$26.00 | \$26.00 |
| 4522 Fredericksburg Rd Balcones | 0.00 | \$26.00 | \$26.00 |
| 4522 Fredericksburg Rd, | 0.00 | \$26.00 | \$26.00 |
| 4522 Fredericksburg Rd | 0.00 | \$26.00 | \$26.00 |
| 4522 Fredericksburg Rd | 0.00 | \$26.00 | \$26.00 |
| 4522 Fredericksburg Rd | 0.00 | \$26.00 | \$26.00 |
| 4522 Fredericksburg Rd, | 0.00 | \$26.00 | \$26.00 |
| 4522 Fredericksburg rd, Balcones | 0.00 | \$26.00 | \$26.00 |
| 4522 Fredericksburg Rd. | 0.00 | \$26.00 | \$26.00 |
| 4522 Fredericksburg Road | 0.00 | \$26.00 | \$26.00 |

| | | | |
|----------------------------------|------------|----------|----------|
| 4522 Fredericksburg Rd, | 0.00 | \$26.00 | \$26.00 |
| 6945 I-10, San Antonio, TX | 15,000.00 | \$332.80 | \$332.80 |
| 7001 W IH10 - 4 | 500,000.00 | | |
| 7001 W IH10 - 3 | 500,000.00 | | |
| 7001 W IH10 - 2 | 500,000.00 | | |
| 7001 W IH10 - 1 | 500,000.00 | | |
| 7001 W. IH 10 #4 | 501,855.00 | | |
| 7001 W. IH 10 #3 | 501,855.00 | | |
| 7001 W. IH 10 #2 | 501,855.00 | | |
| 7001 W. IH 10 #Sign | 501,855.00 | | |
| 7001 W. IH 10 #1 | 501,855.00 | | |
| 4522 Fredricksburg Rd STE | 0.00 | \$31.20 | |
| 4522 Fredericksburg RD., STE. F- | 0.00 | | |
| 4400 Fredericksburg Road | 38,355.00 | \$772.20 | \$772.20 |
| 4522 Fredericksburg Rd. | 0.00 | | |
| 4522 Fredericksburg Rd | 0.00 | \$26.00 | \$26.00 |
| 440 CROSSROADS | 29,000.00 | \$564.20 | \$564.20 |
| 4522 Fredericksburg Rd | 0.00 | \$26.00 | \$26.00 |
| 440 Crossroads | 2,085.00 | \$197.60 | \$197.60 |
| 211 Bobbies Ln | 0.00 | \$326.48 | \$326.48 |
| 4023 fredricksburg rd | 300.00 | \$75.00 | \$75.00 |
| 4515 Fredericksburg Rd Ste 1 | 0.00 | \$156.00 | \$156.00 |
| 4522 Frederick Rd, Balcones | 0.00 | \$52.00 | \$52.00 |

COMMUNITY DEVELOPMENT MONTHLY COUNCIL REPORT 01/01/2024 to 08/31/2024

| Month | Number of Permits Issued | | Code Comp | | Permit Fees | |
|------------------|--------------------------|------------|------------|------------|-------------------|-------------------|
| | 2024 | 2023 | 2024 | 2023 | 2024 | 2023 |
| Jan | 22 | 33 | 13 | 95 | \$ 9,455 | \$ 18,419 |
| Feb | 61 | 56 | 11 | 69 | \$ 19,029 | \$ 19,065 |
| Mar | 82 | 66 | 16 | 97 | \$ 11,337 | \$ 21,179 |
| Apr | 111 | 63 | 18 | 79 | \$ 17,447 | \$ 19,050 |
| May | 44 | 54 | 11 | 95 | \$ 37,084 | \$ 29,104 |
| Jun | 26 | 64 | 23 | 76 | \$ 6,920 | \$ 12,370 |
| Jul | 98 | 58 | 19 | 64 | \$ 14,086 | \$ 9,518 |
| Aug | 87 | 45 | 13 | 95 | \$ 14,788 | \$ 37,553 |
| Sep | 59 | 39 | 23 | 83 | \$ 7,648 | \$ 20,201 |
| Oct | | 53 | | 77 | | \$ 14,634 |
| Nov | | 43 | | 65 | | \$ 9,773 |
| Dec | | 28 | | 92 | | \$ 9,807 |
| YTD Total | 590 | 602 | 147 | 987 | \$ 137,794 | \$ 220,673 |



Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec