

City of Windcrest



**CITY COUNCIL MEETING @ 6 P.M.
CITY COUNCIL CHAMBERS
AUGUST 03, 2020**

CITY COUNCIL CHAMBERS @ 8601 MIDCROWN

CCM @ 6 P.M.

NOTICE IS HEREBY GIVEN THAT A CITY OF WINDCREST CITY COUNCIL MEETING WILL BE HELD AT WINDCREST CITY HALL LOCATED AT 8601 MIDCROWN, WINDCREST, TEXAS ON THE 3RD DAY OF AUGUST 2020, STARTING AT 6:00 P.M.

THE CITY COUNCIL RESERVES THE OPTION TO RECESS THE MEETING DURING THE EVENING OF AUGUST 3, 2020, AND TO RECONVENE THE MEETING ON THE FOLLOWING DAY, AUGUST 4, 2020, AT 9:00 A.M. AT THE WINDCREST CITY HALL, 8601 MIDCROWN, WINDCREST, TEXAS.

NOTICE OF ASSISTANCE AT THE PUBLIC MEETING

The City of Windcrest Council Chambers are wheelchair accessible, and accessible parking spaces are available. In compliance with Americans with Disabilities Act, the City of Windcrest will provide reasonable accommodations for persons attending the meeting. To better serve you, requests should be received 48 hours prior to the meeting. Please contact the City Secretary's Office, at 210-655-0022 ext. 2150 or Fax 210-655-8776, or 711 Texas Relay.

DURING THE MEETING THE FOLLOWING SUBJECTS WILL BE CONSIDERED AND THE COUNCIL MAY TAKE ACTION ON ANY OF THE LISTED SUBJECTS.

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. PLEDGE OF ALLEGIANCE AND INVOCATION**
- IV. CITIZENS TO BE HEARD/CITIZEN PARTICIPATION**
 - a) Citizens may address the City Council on topics not on the agenda for no more than three (3) minutes.
 - b) Citizens shall also have the opportunity to address the City Council during consideration of posted agenda items for no more than six (6) minutes.
 - c) Only a maximum of four (4) members of the public will be permitted in the City Council Chambers at a time. All attendees will be required to be screened for present signs of COVID-19 prior to entering City Hall.
 - d) Four (4) hours prior to the meeting, an email to the city secretary at citysecretary@windcrest-tx.gov is required, to be added to the attendee list ensuring proper physical distance seating

inside and outside City Council Chambers.

- e) An email statement may be sent to the City Secretary @ citysecretary@windcrest-tx.gov to be read into the meeting to City Council. Statements will be provided to Council and available to the public not in attendance after the meeting.
- f) A City Official may make a statement of specific factual information in response to an inquiry made by a member of the public, or a recitation of existing policy in response to an inquiry made by a member of the public.

THE FOLLOWING ITEMS MAY BE CONSIDERED AT ANY TIME DURING THE REGULAR COUNCIL MEETING:

V. PRESENTATION

- a) City Council will receive a presentation and update from Leonard Young regarding the street bond projects and street capital improvements. [Rafael Castillo, Jr., City Manager]

VI. ORDINANCE

- a) City Council will discuss and take action on Ordinance 2020-016(O), an ordinance adding Section 10-3 of the Windcrest Code of Ordinances to provide the Mayor's authority to suspend certain section of the Windcrest Code of Ordinance during the time of crisis, state of emergency, or natural disaster. [Rafael Castillo, Jr., City Manager] **2nd Reading**
- b) City Council will discuss and take action on Ordinance 2020-017(O), an ordinance amending Chapter 2, Article III, Ethics, of the Windcrest Code of Ordinances, to provide additional authority and incorporate revisions to the Code of Ethics and Conduct. [Rafael Castillo, Jr., City Manager] **2nd Reading**
- c) City Council will discuss and take action on Ordinance 2020-018(O), an ordinance repealing Newsletter Ordinances 592, 2016-592A, 2019-592B, and any and all Ordinances that specifically regulate the City Newsletter. [Rafael Castillo, Jr. City Manager] **2nd Reading**
- d) City Council will discuss and take action on Ordinance 2020-020(O), an ordinance authorizing a budget amendment for funds in an amount not to exceed \$86,000.00 toward the purchase of the quint fire apparatus approved by Resolution 2020-522(R) [Rafael Castillo, Jr. City Manager] **1st Reading**
- e) City Council will discuss and take action on Ordinance 2020-021(O), an ordinance authorizing a budget amendment allocating funds in an amount not to exceed \$323,070.00 for reimbursement from Bexar County Coronavirus Relief Fund as outlined in the interlocal agreement approved by Resolution 2020-527(R). [Rafael Castillo, Jr. City Manager] **1st Reading**
- f) City Council will discuss and take action on Ordinance 2020-023(O), an ordinance amending the adopted Fiscal Year 2019-2020 Master Fee Schedule, by adding a section to the schedule for plat fees. [Rafael Castillo, Jr., City Manager] **1st Reading**

- g) City Council will review, discuss, and may take action on Ordinance 2020-024(O), an ordinance amending Chapter Signs, to accommodate legal and technology changes to include narrowing the definitions and applications of digital billboards. [Rafael Castillo, Jr., City Manager]

VII. RESOLUTIONS

- a) City Council will discuss and act on Resolution 2020-531, a resolution adopting a social media policy for the City of Windcrest. [Rafael Castillo, Jr., City Manager]
- b) City Council will discuss and act on Resolution 2020-532, a resolution to schedule two public hearings before considering the adoption of the City of Windcrest proposed budget for fiscal year 2020-2021. [Rafael Castillo, Jr., City Manager]
- c) City Council will discuss and act on Resolution 2020-533, a resolution to schedule two public hearings before considering the tax rate for the City of Windcrest fiscal year 2020-2021. [Rafael Castillo, Jr., City Manager]

VIII. DISCUSSION & ACTION

- a) City Council will review, discuss, and may take action on the Bexar County Appraisal District proposed budget for FY 20/21 [Rafael Castillo, Jr., City Manager]
- b) City Council will review, discuss, and may take action on recommended changes to the City of Windcrest Travel Policy. [Rafael Castillo, Jr., City Manager]
- c) City Council will review, discuss, and may take action on recommended changes to the City of Windcrest Purchasing Policy. [Rafael Castillo, Jr., City Manager]
- d) City Council will review, discuss, and may take action on recommended changes to the City of Windcrest Investment Policy. [Rafael Castillo, Jr., City Manager]
- e) City Council will discuss and may take action on adding a Consent Agenda section to the city council meeting agendas. [Dan Reese, Mayor]
- f) City Council will review, discuss and may take action on the Proposed FY 20/21 Budget and budget process. [Rafael Castillo, Jr., City Manager]
 - City of Windcrest HRA policy for FY 20/21
 - Proposed FY 20/21 employee insurance benefits

IX. CITY MANAGER'S REPORT

X. GENERAL ANNOUNCEMENTS & FUTURE AGENDA ITEMS REQUESTED

Per Ordinance No. 618, repealing Ordinance No. 593; Section 9: Every agenda shall include an item entry granting a member the opportunity to propose an item for consideration of future agendas for Regular or Special Meetings. Any member may request the inclusion of such items at any meeting.

XI. ADJOURNMENT

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.

ACTION BY COUNCIL AUTHORIZED: The City Council may vote and/or act upon any item within this Agenda. The Council reserves the right to retire into executive session concerning any of the items listed on this Agenda, pursuant to and in accordance with Texas Government Code § 551.072 (Deliberations about Real Property); § 551.073 (Deliberations about Gifts & Donations); § 551.076 (Deliberations about Security Devices); §551.087 (Economic Development); and, § 551.071 to seek the advice of its attorney about pending or contemplated litigation, settlement offer or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas conflict with the Open Meetings Act and may invoke this right where the City Attorney, the Mayor or a majority of the Governing Body deems an executive session is necessary to allow privileged consultation between the City Attorney and the governing body, if considered necessary and legally justified under the Open Meetings Act. The attorney may appear in person, or appear in executive session by conference call in accordance with applicable state law.

EXECUTIVE SESSIONS APPROVED BY CITY ATTORNEY: This agenda has been reviewed and approved by the City's legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551 by legal counsel for the body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the City Council of the City of Windcrest is a true and correct copy of said Notice and was posted on the bulletin board at City Hall of said City in a convenient place to the public and said Notice was posted more than seventy-two (72) hours prior to the meeting on August 3, 2020.

By



Rachel C. Dominguez, City Secretary

City of Windcrest City Council Meeting August 03, 2020

2020 STREET MAINTENANCE PROJECT EAGLECREST

Background

- ❖ Contractor is Fuquay Construction
- ❖ City Engineer is providing Construction Management Services
- ❖ Contractor will have 270 calendar days to complete the project.
- ❖ Contract Amount - \$1,623,069
- ❖ Replacing drainage pipe
- ❖ Asphalt Mill and Overlaying Street from Walzem to City Limits
- ❖ Traffic flow will be allowed. Off duty Police will be used when warranted

Eaglecrest Update

- ❖ **Safety Issues – NONE**
- ❖ **Contractor Issues – Contractor having to work around existing Utilities. Gas line very shallow slowing work.**
- ❖ **Change Orders – One Anticipated. There was a drainage pipe identified as a 24-inch pipe that once excavated transitioned to a 36-inch pipe. Pipe will be replaced as a 36 inch. Estimated change order is \$70,000.**

Eaglecrest Update

- ❖ **Original Contract Amount - \$1,623,069**
- ❖ **Total Invoiced to date - 0**
- ❖ **Pending Payment – 1**
- ❖ **Project Completion – 5%**
- ▶ **Tentative Completion Schedule – January 2021**

City of Windcrest City Council Meeting

August 03, 2020

2020 STREET MAINTENANCE PROJECT EAGLECREST

City of Windcrest City Council Meeting

August 03, 2020

2020 STREET MAINTENANCE PROJECT MIDCROWN

Background

- ❖ **Contractor is Fuquay Construction**
- ❖ **City Engineer is providing Construction Management Services**
- ❖ **Contractor will have 195 calendar days to complete the project.**
- ❖ **Contract Amount - \$573,883**
- ❖ **Asphalt Mill and Overlaying Street from Walzem to City Hall**
- ❖ **Traffic flow will be allowed. Off duty Police will be used when warranted**

Midcrown Update

- ❖ **Safety Issues – NONE**
- ❖ **Contractor Issues – NONE**
- ❖ **Change Orders – NONE**

Midcrown Update

- ❖ **Original Contract Amount - \$1,623,069**
- ❖ **Total Invoiced to date - 0**
- ❖ **Pending Payment – 0**
- ❖ **Project Completion – 0%**
- ❖ **Tentative Completion Schedule – November 2020**
- ❖ **Contractor will start work on this street once drainage is completed on Eaglecrest within next 30 days.**

City of Windcrest City Council Meeting

August 03, 2020

2020 STREET MAINTENANCE PROJECT MIDCROWN

ORDINANCE NO. 2020-016 (O)

AN ORDINANCE CREATING AN EMERGENCY MANAGEMENT PROVISION AUTHORIZING THE MAYOR TO SUSPEND CERTAIN SECTIONS OF THE CITY OF WINDCREST CODE OF ORDINANCES DURING TIMES OF CRISIS, EMERGENCY, OR NATURAL DISASTER BY ADOPTING CHAPTER 10, ARTICLE I, SECTION 10-3,

WHEREAS, the City of Windcrest is a Home Rule municipality; and

WHEREAS, the City Council for the City of Windcrest has the authority to establish and regulate activities which affect the safety, health, and wellbeing of its citizens via adoption of ordinances; and

WHEREAS, the City Council has the authority to authorize designated officers to manage the enforcement of said ordinances; and

WHEREAS, the City Council recognizes that there currently exist ordinances within the code that prohibit certain activity that promote better community standards during normal times, such as zoning regulations, application regulations, fee regulations, etc.; and

WHEREAS, the City Council recognized that, during times of emergency, natural disaster, or crisis, such events can significantly alter the manner of living for the citizens of Windcrest making the standards for better living inapplicable or burdensome; and

WHEREAS, the City Council desires to authorize a designated officer for the City of Windcrest to suspend enforcement of such ordinances which hinder its citizens during times of emergency, natural disaster, or crisis.

WHEREAS, the City Council does not otherwise authorize the designated officer to alter any ordinances in the Code of Ordinances, but only to suspend enforcement of such ordinances temporarily during times of emergency, natural disaster, or crisis.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WINDCREST, TEXAS that Chapter 10, Article I, Section 10-3, Suspension of Ordinances During Times of Emergency, is adopted and reads as follows:

Sec. 10-3. – Suspension of Ordinances During Times of Emergency

- 1) During a time period beginning after the Mayor for the City of Windcrest has declared the City is in a state of emergency or disaster, the Mayor has the authority to suspend certain sections of the City of Windcrest Code of Ordinances, by written proclamation or executive order. Those sections which may be suspended are limited to use designations, zoning requirements, fee schedules, permit requirements, parking requirements, procedural requirements which are mandatory within a code, and signage requirements of a code.
- 2) If the Mayor is incapable, or otherwise unavailable, to execute this duty the Mayor Pro Tem shall have the authority described in subsection (1).
- 3) The suspension authority provided for in subsection (1) expires thirty (30) days after the City of Windcrest has rescinded its declaration of a state of emergency or disaster. However, nothing prevents the Mayor from designing an earlier expiration date.

II. CUMULATIVE CLAUSE

That this Ordinance shall be cumulative of all provisions of the City of Windcrest, except where the provisions of this Ordinance are in direct conflict with the provisions of an existing ordinance, in which event the conflicting provisions of such existing ordinance are hereby repealed, while leaving the remainder of such other existing ordinance intact. To the extent of any conflict, this Ordinance is controlling.

III. SEVERABILITY

That it is hereby declared to be the intention of the City Council of the City of Windcrest. that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this Ordinance should be declared unconstitutional or invalid by final judgment or decree of any court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of the Ordinances, since the same would have been enacted by the City Council without incorporation in this ordinance of any such unconstitutional or invalid phrases, sentences, paragraphs, or sections.

**IV.
PROPER NOTICE AND MEETING**

It is hereby officially found and determined that the meeting at which this Ordinance was adopted was open to the public and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government

DULY PASSED ON FIRST READING, on the 20th day of July, 2020 at a regular meeting of the City Council of the City of Windcrest, Texas, which was held in compliance with the Open Meetings Act, Gov't. Code §551.001, et. Seq. at which meeting a quorum was present and voting.

DULY PASSED AND APPROVED, on the 3rd day of August, 2020 at a regular meeting of the City Council of the City of Windcrest, Texas, which was held in compliance with the Open Meetings Act, Gov't. Code §551.001, et. Seq. at which meeting a quorum was present and voting.

CITY OF WINDCREST, TEXAS

Dan Reese, Mayor

ATTEST:

City Secretary, Rachel Dominguez

APPROVED:

City Attorney – Ryan Henry

ORDINANCE NO. 2020- 017 (O)

AN ORDINANCE TO CONSOLIDATE AND REVISE THE CODE OF ETHICS AND CONDUCT AND TO PROVIDE ADDITIONAL AUTHORITY TO THE ETHICS COMMISSION TO INVESTIGATE AND ENFORCE VIOLATIONS AND THE ABILITY TO INSTITUTE CERTAIN PENALTIES BY AMENDING CERTAIN SECTIONS AND ADOPTING NEW SECTIONS OF CHAPTER 2, ARTICLE III – ETHICS - OF THE WINDCREST CODE OF ORDINANCES

WHEREAS, the City of Windcrest’s charter created an ethics commission and the City Council previously created both a code of ethics and conduct and an ordinance regulating the ethics commission; and

WHEREAS, the City Council of the City of Windcrest finds it is necessary to adjust the ordinances establishing each based upon the need to consolidate both ordinances into the City’s municipal code and on recommendations from the ethics commission; and

WHEREAS, the City Council of the City of Windcrest finds the recommendations are proper clarifications of the regulations and allow for better enforcement of the code of ethics and conduct by the ethics commission; and

WHEREAS, the City Council of the City of Windcrest finds these changes are for the benefit of the citizens of Windcrest and the public as a whole and are part of the operation of good governance; and

WHEREAS, the City Council of the City of Windcrest finds that providing official comments to regulation changes will be beneficial to citizens and those subject to the regulation. However, such official comments are not part of the regulation. They are to be treated as additional legislative findings and statements of intent but are not to be included in the regulation.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WINDCREST, TEXAS that Sections 2-50, 2-51 and 2-53 of the Windcrest Code of Ordinances are amended to read as indicated below and Sections 2-54 to 2-57 are adopted and all shall read as follows:

I.

Section 2-50 – Code of Ethics and Conduct

A. Statement of Purpose

1. The citizens and businesses of the City of Windcrest are entitled to have fair, ethical and accountable local government that earns the public’s full confidence for integrity. The purpose of the Code of Ethics and Conduct is to establish guidelines for ethical standards

of conduct for all elected and appointed officials and employees of the City of Windcrest by setting forth those acts or actions that are incompatible with the best interests of City of Windcrest by prohibiting conduct incompatible with the city's best interests and minimizing the risk of any appearance of impropriety, this Code of Ethics and Conduct furthers the legitimate interests of democracy.

2. The strong desire of the City of Windcrest to fulfill this expectation therefore requires that City Officials, both elected and appointed, and Employees:
 - a) Comply with both the letter and spirit of the City of Windcrest Code of Ethics and Conduct; and
 - b) Be independent, impartial and fair in their judgment and actions; and
 - c) Act in their respective positions for the public good, not for personal gain.
3. The Windcrest City Council has adopted this Code of Ethics and Conduct for all of its City Officials and Employees to assure public confidence in the integrity of local government and its effective and fair operation.

B. Definitions

The following words, terms and phrases, when used in this code, shall have the meanings subscribed to them.

Business. A corporation, partnership, association, sole proprietorship, firm, holding company, joint stock company, receivership, trust or any other for profit or non-profit entity, company or association.

City Council. The legislative and governing body of the City of Windcrest consisting of the mayor and council city members.

City Official. Any member of the City Council and any appointed member of a board, commission, or committee set up by ordinance, charter, state law or otherwise, on a temporary or permanent basis.

Former City Official. Any person who has been a member of the City Council and any appointed member of a board, commission, or committee set up by ordinance, charter, state law or otherwise, on a temporary or permanent basis.

Employee. Any person employed by the City of Windcrest on a full-time or part-time basis, including only independent contractors hired by the city for repetitive performance of services that are in furtherance of necessary operation and function of the City, and not independent contractors engaged for occasional services that are not repeated on a consistent basis.

Ethics Code. This term shall mean the Code of Ethics and Conduct identified in sec. 2-50 of the Windcrest Code of Ordinance and any other code provision designating itself as an ethical code.

Former Employee. Any person who has formally been employed by the City of Windcrest, on a full or part-time basis, including independent contractors hired by the city for repetitive performance of services that are in furtherance of necessary operation and function of the City, and not independent contractors engaged for occasional services that are not repeated on a consistent basis.

Undue Influence. This term includes when a person or persons intentionally or knowingly exercise a level of control over another that the person's assertion of control becomes the dominant decision maker, subverting or overpowering the mind or will of the person over which the influence is being exerted.

C. Act in the Public Interest

Recognizing that stewardship of the public interest must be their primary concern, City Officials and Employees will work for the common good of the citizens of Windcrest and not for any private or personal interest, and will assure fair and equal treatment of all persons, claims and transactions coming before the Windcrest City Council, boards, commissions, and committees.

D. Comply with the Law

City Officials and Employees shall comply with the laws of the nation, the State of Texas, and the City of Windcrest in the performance of their public duties. These laws include but are not limited to the United States and Texas constitutions, laws and statutes pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, open processes of government, and City ordinances and policies.

E. Conduct of City Officials and Employees

The professional and personal conduct of City Officials and Employees must be above reproach and avoid even the appearance of impropriety. City Officials and Employees shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other City Officials, Employees, and members of the public.

F. Information Contained on Personal Devices or Electronic Accounts

City Officials and Employees are prohibited from intentionally or knowingly deleting, altering, or hiding public information (i.e., information related to city business) that is sent or received on a personal device or electronic account. Individuals who have public information stored on their personal devices or electronic accounts must save such information or forward such information to the city's officer for public information.

G. Communications with Members of the General Public

City Officials and Employees shall be aware of the public perception held by their office or position with the City when communicating with members of the general public. Although City Officials and Employees have the right to express personal opinions on any issue, it must be made expressly clear that when speaking to members of the general public that they are speaking for themselves, and not speaking in an official capacity for the City or on behalf of City Council.

H. Promises, Obligations, and Commitments

City Officials and Employees shall refrain from unilaterally promising, obligating, committing, or otherwise obligate, either directly or indirectly, any action on behalf of the City, which has not been previously authorized by the City Council, City Manager, or any of the boards, commissions, and committees depending on the authority required to make such promise, obligation, or commitment.

I. Respect for Process

City Officials and Employees shall perform their duties in accordance with the processes and rules of order established by the City Council and its boards, commissions, and committees governing the public deliberation of public policy issues, meaningful involvement of the public, and Employees implementation of the City Council's policy decisions.

J. Conduct of Public Meetings

City Officials have an obligation to attend meetings and be prepared for public issues, listen courteously and attentively to all public discussions before the body, and focus on the business at hand. They shall refrain from interrupting other speakers, making personal comments not germane to the business of the body, or otherwise interfere with the orderly conduct of meetings.

K. Decisions Based on Merit

It is expected that City Officials and Employees review material, participate in discussion and base their decisions on the merits and substance of the matter at hand when conducting any business in their official capacities in the furtherance of the best interests of the City of Windcrest.

L. Communication

Prior to taking final action on a matter under consideration, City Officials and Employees should publicly share information, which they may have received from sources outside the public decision-making process, that is relevant, reasonably related, or may impact any action by the City Council, boards, commissions, or committees.

M. Conflicts of Interest, Disclosure, and Recusal

1. To avoid the appearance and/or risk of impropriety, a City Official or Employee shall not take any action that he or she knows is likely to affect the economic interests of:
 - a) the City Official or Employee;
 - b) his or her parent, child, spouse, or other family member within the third degree of affinity or within the third degree of consanguinity;
 - c) his or her outside client;
 - d) a member of his or her household; and
 - e) any outside employer of the City Official or Employee or of his or her parent, child, spouse, or member of the household.
2. Should a conflict arise, the City Official or Employee who is in conflict shall recuse him or herself from the time that the conflict is, or should have been recognized, if applicable, he or she shall:
 - a) immediately refrain from further participation in the matter, including discussions with persons likely to consider or participate in the matter;
 - b) file the appropriate form with the external auditor within three (3) business days disclosing the nature and extent of the prohibited conduct;
 - c) promptly bring the conflict to the attention of his or her supervisor who will then, if necessary, reassign responsibility for handling the matter to another employee; and
 - d) promptly disclose the conflict to other members of the council, board, commission, or committee in which he or she serves and shall not be present during the discussion of, or voting on, the matter.
3. City Officials and Employees shall familiarize themselves with and abide by the following conflicts of interest and disclosure statutes and principles:
 - a) Chapter 171 of the Texas Local Government Code which requires City Council members and City Officials to file an affidavit disclosing a substantial interest in a business or property that would be beneficially affected by a decision of the City Council and thereafter abstaining from participation in discussion and voting on the matter. Once the disclosure is made, the City Official is to remove themselves from the meeting area to ensure their presence does not hinder the discussion of the item or influence the vote.
 - b) Chapter 176 of the Texas Local Government Code, which requires City Council members and the City Manager to file a conflict of interest disclosure statement disclosing any business relationship with a person or business doing business with the

city or being considered by the city for a business relationship and requires the disclosure of gifts of an aggregate value of more than \$100.00 in the twelve (12) month period preceding a transaction described in Section 176, other than gifts of food, lodging, transportation, or entertainment accepted as a guest.

- c) Chapter 553 of the Texas Government Code, which requires the filing of an affidavit before the date the city will acquire a property in which City Officials or Employees have a legal or equitable interest.
- d) City Employees shall disclose potential conflicts of interest to their supervisor and avoid participation in the handling of matters wherein Employees have a personal interest.
- e) In order to assure their independence and impartiality on behalf of the public good, City Officials and Employees are prohibited from using their positions to influence government decisions in which they have a personal interest.
- f) In order to avoid a potential conflict of interest or the appearance of a potential conflict of interest, no person related to a member of the City Council or City Manager within the second degree by affinity (marriage) or third degree by consanguinity (blood relationship) as defined by Chapter 573 of the Texas Government Code shall be appointed to serve or remain in service on any City board, commission, or committee set up by ordinance, charter, state law or otherwise, on a temporary or permanent basis.

N. Corruption

City Officials and Employees shall familiarize themselves with and abide by the State of Texas Penal Code mandates concerning corruption under Chapter 36 of the Texas Penal Code.

O. Political Advocacy

1. City Officials and Employees shall not utilize the city's name or logo, either verbally or in writing, for purposes of endorsing any political candidate or business.
2. City Employees shall not engage in electioneering while on the job. "Electioneering" means working for the election of a candidate to political office, whether local, state, or national.
3. City Employees shall not be hired, retained, or terminated on the basis of their political beliefs, opinions, support of a particular candidate for office whether local, state, or national. City Employees shall not engage in political activities relating to a campaign for elected office while in uniform or in the performance of their respective duties with the City of Windcrest. City Employees elected or appointed to city offices shall be required to resign their employment upon acceptance of the office.

4. City Employees are prohibited from using their municipal title or position in any advertisement or endorsement of products, persons or activities, without previous written authorization by the City Council.

P. Confidential Information

1. A City Official or Employee shall not use his or her position to obtain official information about any person or entity for any purpose other than the performance of official duties.
2. A City Official or Employee shall not intentionally, knowingly, or recklessly disclose any confidential information gained by reason of said official or employee's position concerning the property, records, operations, policies or affairs of the city, including those items discussed in closed or executive session. This rule does not prohibit any reporting of illegal or unethical conduct to authorities as a result of a court order.
3. City Officials and Employees shall respect the confidentiality of information concerning city property, personnel or proceedings. of the City. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their or any other person's personal interests.

Q. Use of Public Resources

A City Official or Employee shall not use, request, or permit the use of city resources, facilities, equipment, supplies or staff time for private gain or personal purposes (including political purposes), except:

1. for a public purpose that is directly related to the governmental responsibilities of the City; or,
2. when those resources are lawfully available to the public.

R. Representation of Private Interests

A City Official or Employee shall not represent for compensation any person, group, or entity, other than himself or herself, or his or her spouse or minor children, before the City its boards, commissions, and committees. For purposes of this subsection, the term compensation means money or any other thing of value that is received, or is to be received, in return for or in connection with such representation.

S. Representation in Litigation Adverse to the City

1. City Officials or Employees, shall not represent any person, group, or entity, other than himself or herself, or his or her spouse or minor children, in any litigation to which the city is a party, if the interests of that person, group, or entity are adverse to those of the city.

2. A person who is classified as a City Official only because he or she is an appointed member of a board, commission, or committee shall not represent any person, group, or entity, other than himself or herself, or his or her spouse or minor children, in any litigation to which the city is a party, if the interests of that person, group, or entity are adverse to the interests of the city and the matter is substantially related to the official's duties to the city.
3. Former City Officials or Employees shall not represent any person, group, or entity, other than himself or herself, or his or her spouse or minor children, in any litigation to which the city is a party, if the interests of that person, group, or entity are, or could be adverse to the interests of the city, and the matter is one in which the former city official or employee personally participated prior to termination of his or her official duties.

T. Former City Officials and Employees

1. Former City Officials or Employees shall not use or disclose confidential government information acquired during service as a City Official or Employee. This rule does not prohibit any disclosure that is no longer confidential by law, or the confidential reporting of illegal or unethical conduct to authorities designated by law.
2. Former City Officials or Employees shall not represent for compensation any person, private group, or private entity, other than himself or herself, or his or her spouse or minor children, before the city for a period of two (2) years after termination of his or her official duties. For purposes of this subsection, the term compensation means money or any other thing of value that is received, or is to be received, in return for or in connection with such representation.
3. A person who was classified as a City Official only because he or she was an appointed member of a board, commission, or committee shall not represent any person, group, or entity for a period of one (1) year after the resignation or termination of his or her official duties: before that board, commission, or committee in which he or she served; before city staff having responsibility for making recommendations to, or taking any action on behalf of, that board, commission, or committee, unless the board, commission, or committee is only advisory in nature; or before a board, commission, or committee which has appellate jurisdiction over the board, commission, or committee of which the Former City Official was a member, if any issue relates to his or her former duties.

U. Advocacy

City Officials and Employees shall represent the official policies or positions of the City Council, board, commission, or committee to the best of their ability in the performance of their official duties. While in the performance of their official duties and when presenting their individual

opinions and positions, City Officials and Employees shall explicitly state that such opinion or position do not represent that of the City of Windcrest, nor will they allow the inference that they do.

V. Policy Role of City Officials and Employees

City Officials and Employees shall respect and adhere to the City of Windcrest's governmental structure as outlined in the city's charter, policies and procedures. In this structure, the City Council determines the policies of the city with the advice, information and analysis provided by the public, boards, commissions, committees and Employees of the City. Except as provided by city ordinance, City Officials therefore shall not interfere with the administrative functions of the City or the performance of the Employees' official duties; nor shall they impair Employees' ability to implement City Council policy decisions.

W. Independence of City Council, Boards, Commissions, and Committees

In order to safeguard the independence of the City Council, boards, commissions, and committees in the public decision-making process, members of City Council and other City Officials shall refrain from applying undue influence on the deliberations or outcomes of City Council, board, commission, and committee proceedings. This section does not prohibit City Officials from voicing their concerns or opinions while deliberating and discussing matters at public meeting that have brought before the City Council or any other board, commission, and committee.

X. Positive Work Place Environment

City Officials shall support the maintenance of a positive and constructive workplace environment for City Employees and for citizens and businesses dealing with the city. City Officials shall recognize their special role in dealing with City Employees and refrain from creating the perception of inappropriate direction to City Employees. When dealing with Employees, City Officials must adhere to the restrictions prescribed in this article, and must be cognizant of the weight and perception of their position as a City Official.

Y. Implementation

As an expression of the standards of conduct for City Officials and Employees expected by the city, the Code of Ethics and Conduct is intended to be self-enforcing. It therefore becomes most effective when City Officials and Employees are thoroughly familiar with it and embrace its provisions. Ethical standards shall be included in the regular orientations for candidates for City Council, applicants to boards, commissions, and committees and newly elected and appointed officials and new City Employees. City Officials entering office, including those appointed to boards, commissions and committees and City Employees shall sign a statement affirming they have read and understood the Code of Ethics and Conduct. In addition, the Code of Ethics and Conduct shall be reviewed annually by the Ethics Commission, and the City Council shall consider recommendations from the Ethics Commission and may consider recommendations from other City Officials, Employees, and citizens for revision as necessary.

Z. Compliance and Enforcement

1. The Code of Ethics and Conduct expresses standards of ethical conduct expected for City Officials and Employees. City Officials and Employees have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government. City Officials or Employees who have knowledge of a violation of any of the provisions of this Ethics Code shall use his or her best effort to report the violation as soon as possible but not more than three (3) days from the date in which City Official or Employee has acquired knowledge of the violation. A City Official or Employee shall not delegate to, or rely on, another person to make the report.
2. Any City Official who has knowledge that a violation of the Ethics Code has been committed and intentionally fails to report such violation within the above stated deadline is subject to an Ethics Complaint and investigation by the Ethics Commission.
3. Any City Employee who has knowledge that a violation of the Ethics Code has been committed and intentionally fails to report such violation within the above stated deadline is subject to discipline or termination as determined by the city manager.

Section 2-51 – Ethics Commission Structure

The City of Windcrest Ethics Commission is established by Charter and under this Code of Ordinances. Any reference hereinafter to the term “Commission” shall mean the City of Windcrest Ethics Commission.

A. Organization and Qualifications

1. **Members of Commission:** The City of Windcrest Ethics Commission shall consist of five (5) members and two (2) alternate members of the community appointed by the City Council who shall be citizens of Windcrest. Each appointed member shall be a voting member and are appointed for a two (2) year term by the City Council. Due to the nature and role of the Ethics Commission, an appointed member of the Commission can be removed by an affirmative vote of no less than four (4) City Council members. Members of the Ethics Commission may be removed with or without cause. The City Council may vote to fill an unexpired term by an affirmative vote of three (3).¹

¹ Official Comments: The Commission has the authority to investigate members of the City Council. The Council finds this to be authorized and willingly imposes this authority on the Commission. However, in order to limit or reduce political influence from affecting actions of the Commission, members of the Commission need to be secured in their positions by requiring no less than four votes for removal. However, the Council must also be cautious of Commission members who exceed their authority, individually. So, the Council must retain a certain, but limited, ability to remove and make appointments.

2. **Officers of Commission:** The Ethics Commission shall have at least three (3) officers: Chair, Vice-Chair, and a Secretary. The Chair shall preside over all meetings. In the absence of the Chair, the Vice-Chair shall assume the duties of presiding officer. In the absence of both the Chair and Vice-Chair at a meeting, any one of the present members may preside over a meeting so long as a quorum can be constituted. The member with the longest tenure on the Commission shall be the presiding officer unless changed by an affirmative vote of those members present and voting at a particular meeting. The Secretary shall keep minutes or may designate a minute keeper to record Commission business. The Ethics Commission may appoint such other officer positions or assign such subcommittees as the Commission deems proper. The Ethics Commission shall elect its officers from amongst its appointed members. Whomsoever presides over a meeting shall retain their ability to vote on any motion or matter²
3. **Qualifications:** Members of the Ethics Commission shall have good moral character and shall be residents of the City of Windcrest for at least six (6) months prior to being appointed. To be qualified to sit on the Commission, each member shall:³
- a. NOT be any salaried city official or employee;
 - b. NOT be an elected public official for any governmental body;
 - c. NOT be a candidate for any elected public office;
 - d. NOT be an official of a political party;
 - e. NOT be a campaign treasurer, campaign manager, official or other policy or decision-maker for the campaign of any candidate for elected public office;
 - f. NOT be a campaign treasurer, campaign manager, official or other policy or decision-maker for any political action committee as defined in the Texas Election Code;
 - g. NOT be a member of any other city board or commission for the City of Windcrest; and
 - h. NOT have a conviction of a felony or any crime involving moral turpitude or have been found by the Ethics Commission to have previously violated any provision of the City Code of Ethics.

2 Official Comments: All appointees to the Commission are appointed only as members. By accepting an officer role on the Commission, such members do not lose their right, ability, or duty to vote, even if they must preside over a meeting.

3 Official Comments: Prior wording caused confusion. This amendment does not change the substance of the qualification. It simply makes it easier for a member of the public to read the provision and know what is prohibited and what is allowed for qualifications.

4. **Removal:** A member of the Ethics Commission shall be removed immediately from office for the failure to satisfy or continue to satisfy the qualifications and restrictions set out above. The Ethics Commission shall be the judge of the qualifications of its members. The Commission's ability to determine qualifications does not affect the City Council's ability to remove and replace a commission member, with or without cause, by an affirmative vote of at least four (4) councilmembers.⁴
5. **Term Periods:** The terms of the Ethics Commission shall be staggered terms as follows:
 - a) Place 1 Term – Began March 1, 2019 with a two-year term expiring March 1st in odd numbered years;
 - b) Place 2 Term - Began March 1, 2019 with a term expiring March 1, 2020 as a one-year term, then being a two-year term from March 1, 2020 forward in time with the term expiring on March 1st in even numbered years;
 - c) Place 3 Term – Began March 1, 2019 with a two-year term expiring March 1st in odd numbered years;
 - d) Place 4 Term - Began March 1, 2019 with a term expiring March 1, 2020 as a one-year term, then being a two-year term from March 1, 2020 forward in time with the term expiring on March 1st in even numbered years;
 - e) Place 5 Term – Began March 1, 2019 with a two-year term expiring March 1st in odd numbered years;
 - f) Alternate Place A1- Began March 1, 2019 with a term expiring March 1, 2020 as a one-year term, then being a two-year term from March 1, 2020 forward in time with the term expiring on March 1st in even numbered years;
 - g) Alternate Place A2 – Began March 1, 2019 with a two-year term expiring March 1st in odd numbered years.

Section 2-53 – Duties and Authority

- A. **General Authority:** The Ethics Commission has the authority and duty to investigate written complaints of alleged violations of the Code of Ethics and Conduct by a member of the City Council, a member of a City-appointed board, commission or committee, a petitioner committee under the City's charter, a statutory municipal officer, a city official or any city department head. Following its investigation into an ethics complaint, the Ethics Commission shall impose a penalty, make a recommendation to the City Council or to the City Manager on the complaint, or impose a penalty and make a recommendation for further action. The determination of whether the Commission's recommendation is sent to the City Council or the City Manager shall be based on the whether the individual made the subject of the complaint reports to the City Manager or City Council. Nothing in this article prevents the City Council or City Manager from exercising its authority under the City charter even if such overlaps with

⁴ Official Comment: The Commission is expected to regulate its own members and has been granted the ability to pass reasonable rules and regulations for its own operation. In order to limit or minimize political influence as well as the appearance of improper influence from the Council, the Commission is given the ability to remove its own members for failing to meet the mandatory qualifications.

the authority granted to the Ethics Commission.⁵

B. Limitation on Investigation and Complaints:

- a) **Employees:** Other than the City Manager, a statutory city officer or department head, the Ethics Commission shall have no authority to investigate complaints against city employees as such authority is reserved for the City Manager. Notwithstanding this provision, the City Manager may request an ethics opinion from the Ethics Commission which may be used by the City Manager in making any determinations.
- b) **Municipal Judge:** The Ethics Commission has no authority to investigate complaints against the municipal judge, as such authority rests with the State Commission on Judicial Conduct.
- c) **Termination or Forfeiture:** The Ethics Commission shall have no authority to impose a penalty of forfeiture of office or termination of employment. Such limitation does not prevent the Ethics Commission from making recommendations or referrals for termination or forfeiture to the City Council.
- d) **Limitations Period:** The Ethics Commission shall not consider any alleged ethics code violation that occurred more than one (1) year prior to the date of the filing of the complaint. The termination, resignation, or forfeiture of a member of the City Council, any member of a City-appointed board, commission or committee, or any city department head does not affect the jurisdiction of the Ethics Commission to investigate and act upon any alleged violations occurring prior to the date of said termination, resignation, or forfeiture.
- e) **Charter:** The Ethics Commission has neither the authority or the duty to consider, and/or investigate any complaints of alleged violations of the City's Charter. Such authority resets solely with the City Council.

C. Written Complaint Required: In order to consider whether a violation of the ethics code has occurred, the Ethics Commission must receive a formal written complaint. Any person may file an appropriate complaint. Before a written complaint is considered by the Ethics Commission regarding alleged violations of the ethics code the person bringing the complaint shall first submit a completed and sworn complaint to the Office of the City Secretary on a form adopted by the Commission. An ethics complaint form is available at the Office of the City Secretary. Following the submission of a complaint, the City Secretary shall provide the

⁵ Official Comments: The intent of this general authority is to allow the Commission the ability to investigate and enforce the Ethics Code against those individuals appointed by the Council or those individuals who interact with the City as part of a commission, committee or board. The City Council believes the Ethics Commission's time and efforts are better spent handling complaints against appointees or committee/commission members, especially those who report to the Council, instead of all employees. Employees who can be directly and quickly disciplined by their supervisor or the City Manager are not subject to the authority of the Ethics Commission. However, when exercising his/her discretion regarding an employee, if the City Manager desires guidance on how the Ethics Code might apply, the City Manager may request an opinion from the Commission. Such opinion is advisory in nature and does not constitute a determination or decision of the Commission.

complaint to the Ethics Compliance Officer for review. Should the Ethics Compliance Officer determine the complaint is defective, the Ethics Compliance Officer shall notify the complainant, in writing, of the defect and provide them ten (10) calendar days to correct the defect. Once the ethics complaint has been accepted as compliant under the Ethics Code by the Ethics Compliance Officer, the ethics complaint shall be submitted to the Chair for the Commission's consideration.

- D. **Commission Initiated Investigation:** The Ethics Commission may direct the Ethics Compliance Officer to determine if a complaint is appropriate against any official subject to the City's Ethics Code and may initiate an investigation. In the absence of a formal written complaint, the Ethics Commission may consider whether a violation of the Ethics Code has occurred only after it has provided written notice to the individual subject to the investigation which must include the nature of the alleged violation, the specific ethics code provision believed to have been violated, the facts describing the alleged violation and an opportunity for the official to respond. Such notice shall serve as a formal written complaint.⁶
- E. **Annual Review:** The Ethics Commission shall also have the authority to annually review the City's ethics policies and code and submit recommendations to the City Council.
- F. **Adoption of Procedural Rules:** The Ethics Commission shall have the authority to establish, adopt, and amend any procedural rules and regulations necessary to properly execute Commission business.
- G. **Member Initiated Complaints and Recusal:** An Ethics Commission member shall not deliberate or vote on any complaint that the member filed. A member of the Ethics Commission shall recuse himself or herself from any case in which, because of familial relationship, employment, any prohibited economic interest, or because of any reason his or her impartiality might reasonably be questioned. If the number of Commission members recused from a case is so large that a quorum of the Ethics Commission cannot be constituted, as provided for in Section 2-51, the City Manager shall nominate a sufficient number of ad hoc members to constitute a quorum. Ad hoc members of the Ethics Commission must be confirmed by a majority vote of the City Council and serve only for the nominated case.

Section 2-54 - Ethics Compliance Officer

- A. **Designation:** The City Attorney or his attorney designee, shall serve as the Ethics Compliance Officer for the City. The Ethics Compliance Officer shall act as legal counsel to the Ethics Commission on matters related to Commission business. As legal counsel to the Ethics Commission, the Ethics Compliance Officer shall not represent any person or party in any proceeding before the Ethics Commission.⁷

⁶ Official Comment: This provision allows the Commission the ability to begin an investigation on its own without a formal written complaint from a third party. However, in order to provide constitutional due process to the individual subject to the investigation, written notice of the grounds for the investigation and the ability to respond must be provided.

⁷ Official Comment: The Commission needs a screening officer with skill in determining whether certain conduct

- B. **Authority and Duty:** The Ethics Compliance Officer shall also have the duty to review alleged ethics complaints to ensure the written complaint meets the required form and substance as stated in this article prior to the submission to the Ethics Commission. In reviewing alleged ethics complaints, the Ethics Compliance Officer shall not determine the truth of the matters alleged but shall determine whether the act or actions alleged could constitute a violation under the Code of Ethics and Conduct, if proven true. Should the Ethics Compliance Officer determine that the act or action alleged would not constitute a violation of the Code of Ethics and Conduct, even if true, the complaint shall be dismissed by the Ethics Compliance Officer. Should the Ethics Compliance Officer determine that the complaint submitted contains alleged violations of the City Charter, such complaints shall be forward to the City Council.
- C. **Notice of Defects in Form:** If the Ethics Compliance Officer determines an alleged complaint is defective in form, the complainant must be advised of the defect and given a reasonable opportunity to correct any defects in the form of the complaint. Should the complainant refuse to correct or fail to correct any defects is form, the Ethics Compliance Officer shall dismiss the complaint as non-compliant. Should the Ethics Compliance Office determine the complaint falls outside the Commission's authority but within the purview of the City Manager, the Ethics Compliance officer shall forward the complaint to the City Manager's office.
- D. **Appointment of Independent Outside Attorney:** Should a conflict arise wherein the City Attorney cannot perform the duties required of the Ethics Compliance Officer, an independent outside attorney, who does not otherwise represent the city, shall be appointed by the City Manager and shall have the same duties and authority under Section 2-54 and shall be entitled to reasonable compensation as determined by the City Manager for the duties performed in the particular case. An automatic conflict exists when a complaint alleging the a violation of the ethics code by the City Manager, Mayor, a member of the City Council, City Attorney or an Assistant City Attorney; or when requested by the City Attorney due to a potential legal conflict of interest. Should the City Manager not be able or willing to appoint an independent outside attorney, then such appointment shall be made by the Mayor.

Section 2-55 – Written Ethics Complaint

- A. A complaint filed under this article shall be submitted on the form adopted by the Ethics Commission which can be obtained at the Office of the City Secretary. A complaint shall contain the following minimum requirements:
- a) The name, mailing address, and telephone number of the person submitting the complaint;

could potentially violate the Ethics Code. The intent is not for the screening officer to decide the validity of each complaint. The intent is for the screening officer to assume all alleged facts are true for initial evaluation purposes, and if true, would such facts violate a provision of the Ethics Code. If such allegations, if proven true, would not violate the Ethics Code, then the complaint is not a proper complaint. If the allegations could violate the Ethics Code, the screening officer is required to determine the complaint is complaint and to forward it to the Commission. The Commission is the body which determines the factual accuracy of any complaint, the credibility of any statements or testimony, and the validity of any evidence.

- b) The name of the person(s) whom is/are alleged to have committed a violation of the Code of Ethics and Conduct and their position and/or title held or formerly held;
 - c) The date of the alleged ethics violation; including the facts supporting specific provision(s) of the ethics code that are alleged to have been violated; and
 - d) The ethics complaint form is sworn to before a notary public or other person authorized by law to administer oaths under penalty of perjury.
- B. The Ethics Commission may adopt additional minimum requirements for the complaint as it deems necessary, but may not reduce the requirements established by this section of the Code.

Section 2-56 – Penalties and Recommendations

- A. **Commission Imposed Penalties:** Should the Ethics Commission find a violation of the ethics code, the Ethics Commission may directly impose the following penalties:
- a) A civil penalty of not more than \$500.00 per violation;
 - b) A letter of admonition when the violation was determined to be unintentional or inadvertent;
 - c) A letter of reprimand when the violation was determined to be intentional or knowingly committed; and
 - d) A command to attend specific training.
- B. **Recommendations:** In addition to the authority to assess the above penalties, the Ethics Commission may also recommend action be taken by the City Council or City Manager, including but not limited to termination or forfeiture of office. Further, the Ethics Commission may refer any matter to the appropriate criminal prosecutor to determine the existence of any criminal conduct and whether criminal prosecution may be warranted. However, the absence of a referral from the Ethics Commission shall not preclude any prosecutor from exercising his or her discretion in handling matters he or she deems to constitute criminal conduct.

Section 2-57 – Appeal and Disposition

- A. **Determination with Penalties:** If the Ethics Commission makes a determination a violation of the Ethics Code occurred and imposes a penalty, such decision may be appealed by the person subject to the penalty to the City Council. Such appeal shall be submitted, in writing, to the Office of the City Secretary within ten (10) calendar days from the date that the penalties are imposed. The appeal shall state the reasons why the decision is unwarranted and should be dismissed. Following the submission of a written appeal, penalties shall be suspended until the City Council either upholds or dismisses the penalties imposed by the Ethics Commission. Alternatively, the City Council, at its discretion, may impose a lesser penalty than what has

been imposed by the Ethics Commission.

- B. **City Council Consideration:** The City Council may consider the appeal based on a review of the Ethics Commission records or may hold its own investigatory hearing on the appeal. The appellant is entitled to written notice of the council meeting at which the appeal will be considered for action and whether the Council will be conducting its own investigation or simply reviewing the appeal from the Commission.
- C. **Recommendations Not Appealable:** With the exception of complaints filed against a City Council member or the City Manager, no appeals may be taken if the Ethics Commission makes a recommendation but imposes no penalty. If the Ethics Commission makes a recommendation to the City Council, the person subject to the recommendation is entitled to written notice of the council meeting at which the recommendation will be considered.⁸

II. CUMULATIVE CLAUSE

This Ordinance shall be cumulative of all provisions of the Windcrest Code of Ordinances except where the provisions of this Ordinance are in direct conflict with the provisions of a prior existing Ordinance, in which event the conflicting provisions of prior existing Ordinance are hereby repealed.

III. SEVERABILITY

That it is hereby declared to be the intent of the City Council for the City of Windcrest that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this Ordinance should be declared unconstitutional by the valid judgement or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of the Ordinances, since the same would have been enacted by the City Council without incorporation in this ordinance of any such unconstitutional phrases, sentences, paragraphs, or sections.

IV.

⁸ Official Comments: From a technical standpoint, if no penalty is present, a recommendation does not impose an obligation upon the person subject to Commission's recommendation. The recommendation is therefore not an appeal in the normal sense. A recommendation without a penalty is simply a report to the City Council or City Manager on a respondent. Council's consideration should not be thought of as an appeal, but as the Council being the body to take initial action. However, because the members of the City Council and the City Manager positions are more prone to perception, political influence and indirect injury in the eyes of the public, such respondents are given the ability to formally challenge the recommendation prior the Council taking action. But the end result is the same in that no direct penalty is imposed by the recommendation and the City Council must or City Manager must still take action before a determination is final.

PROPER NOTICE AND MEETING

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

V. EFFECTIVE DATE

This ordinance shall be effective upon passage and publication as required by state and local law.

PASSED on first reading on the 20th day of July, 2020 at a regular meeting of the City Council of the CITY of WINDCREST, Texas which meeting was held in compliance with the Open Meetings Act, Tex. Gov't Code, §551.001, et.seq. at which meeting a quorum was present and voting.

PASSED AND APPROVED on second reading on the 3rd day of August, 2020 at a regular meeting of the City Council of the CITY of WINDCREST, Texas which meeting was held in compliance with the Open Meetings Act, Tex. Gov't Code, §551.001, et.seq. at which meeting a quorum was present and voting.

Dan Reese, Mayor

ATTEST:

Rachel Dominguez, City Secretary

APPROVED AS TO FORM:

Ryan Henry, City Attorney

ORDINANCE NO. 2020-018 (O)

AN ORDINANCE REPEALING NEWSLETTER ORDINANCES 592, 2016-592A, 2019-592B, AND ANY AND ALL ORDINANCES THAT SPECIFICALLY REGULATE THE CITY NEWSLETTER.

WHEREAS, the City of Windcrest is a home-rule municipality, which has codified its regulations and enforcement; and

WHEREAS, the City previously adopted ordinance's that outlined policy for the City's Newsletter and finds it is best to repeal any and all ordinances regarding the Newsletter; and

WHEREAS, the City Council finds it is better to regulate the newsletter process through policies and procedures. The City's policy and procedures manual should integrate a section just for the newsletter which allows a better opportunity to adjust to changing conditions, personnel, and technology; and

WHEREAS, the City Council of the City of Windcrest finds it is in the best interest of the city to create the following policy for the publication of a newsletter.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WINDCREST, TEXAS that ORDINANCES 592, 2016-592A, 2019-592B, and any and all ordinances and codes which specifically regulate the newsletter or are hereby repealed to the extent the ordinances and codes reference the newsletter. Should any ordinance or code have additional provisions unrelated to the newsletter, such unrelated provisions remain in full force and affect and are severed from any newsletter references herein repealed.

II. CUMULATIVE CLAUSE

That this Ordinance shall be cumulative of all provisions of the City of Windcrest, except where the provisions of this Ordinance are in direct conflict with the provisions of such other ordinance, in which event the conflicting provisions of such other ordinance are hereby repealed, while leaving the remainder of such other ordinance intact. To the extent of any conflict, this Ordinance is controlling.

III. SEVERABILITY

That it is hereby declared to be the intention of the City Council of the City of Windcrest. that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this Ordinance should be declared unconstitutional or invalid by final judgment or decree of any court of competent jurisdiction,

such unconstitutionality or invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of the Ordinances, since the same would have been enacted by the City Council without incorporation in this ordinance of any such unconstitutional or invalid phrases, sentences, paragraphs, or sections.

**IV.
PROPER NOTICE AND MEETING**

It is hereby officially found and determined that the meeting at which this Ordinance was adopted was open to the public and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government

DULY PASSED ON FIRST READING, on the 20th day of July, 2020 at a regular meeting of the City Council of the City of Windcrest, Texas, which was held in compliance with the Open Meetings Act, Gov't. Code §551.001, et. Seq. at which meeting a quorum was present and voting.

DULY PASSED AND APPROVED, on the 3rd day of August, 2020 at a regular meeting of the City Council of the City of Windcrest, Texas, which was held in compliance with the Open Meetings Act, Gov't. Code §551.001, et. Seq. at which meeting a quorum was present and voting.

CITY OF WINDCREST, TEXAS

Dan Reese, Mayor

ATTEST:

City Secretary, Rachel Dominguez

APPROVED:

City Attorney – Ryan Henry

ORDINANCE NO. 2020-020(O)

AN ORDINANCE OF THE CITY OF WINDCREST, TX.,
CITY COUNCIL AMENDING THE GENERAL FUND OF
THE CITY OF WINDCREST, TX. MUNICIPAL BUDGET
FOR FISCAL YEAR 2019-2020 APPROVING AN AMOUNT
NOT TO EXCEED \$86,000.00 TOWARD THE PURCHASE OF
THE QUINT FIRE APPARATUS APPROVED BY
RESOLUTION 2020-528

WHEREAS, the City of Windcrest City Council passed their FY2019-2020 Budget on September 20th 2019; and

WHEREAS, the City of Windcrest City Council finds legitimate municipal grounds for the amendments to the budget are necessary given the changes in circumstances which have occurred year-to-date; and

WHEREAS, the City of Windcrest City Council approved a purchase of a fire truck and it exceeded the amount of funds in the 2019 Series B Fund for the purchase due to the delayed delivery of the truck the City originally ordered; and

WHEREAS, the City of Windcrest City Council approved by Resolution 2020-522 the purchase of the Quint Fire Apparatus.

WHEREAS, the City of Windcrest City Council approved by Resolution 2020-528 that the remainder of funds will be applied from the General Fund to cover the difference in the amount of \$85,021.90 and not to exceed \$86,000.00.

WHEREAS, the Texas Local Government Code §102.010 provides that a municipality is permitted to make budgetary changes for municipal purposes; and

WHEREAS, the City of Windcrest finds it necessary to amend the budget line items in the amount not to exceed \$86,000.00 to properly fund the required item added for departmental support and the amendments adopted under this ordinance are for municipal purpose; and

WHEREAS, the City of Windcrest finds the amendment will not create any budgetary anomalies and that the City has the available funds to make the necessary budget adjustments;

WHEREAS, the City of Windcrest finds it is in the best interest of its residents and the general public;

I.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WINDCREST, TEXAS that the FY 2019-2020 Budget for the City of Windcrest is hereby amended as outlined below:

A. The FY 2019-2020 General Fund of the City of Windcrest is hereby amended to make the proper line item reductions and increases in the amount of \$85,021.90 and not to exceed \$86,000.00 from the General Fund toward the purchase of the Quint Fire Apparatus approved by resolution 2020-528.

B. The financial allocation in this Ordinance are subject to approval by the Finance Officer. The Finance Officer may, subject to concurrence by the City Manager or the City Manager's designee, correct allocation as necessary to carry out the purpose of this Ordinance.

II. CUMULATIVE CLAUSE

This Ordinance shall be cumulative of all provisions of the Windcrest Code of Ordinances except where the provisions of this Ordinance are in direct conflict with the provisions of such preexisting ordinance, in which event the conflicting provisions of such preexisting ordinance are hereby repealed.

III. SEVERABILITY

That it is hereby declared to be the intent of the City Council of Windcrest that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this Ordinance should be declared unconstitutional by the valid judgement or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of the Ordinances, since the same would have been enacted by the City Council without incorporation in this Ordinance of any such unconstitutional phrases, sentences, paragraphs, or sections.

IV. PROPER NOTICE AND MEETING

It is hereby officially found and determined that the meetings at which this Ordinance was approved and adopted was open to the public and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government.

V. EFFECTIVE DATE

This ordinance shall be effective upon passage and publication as required by state and local law.

**VII.
READINGS**

FIRST READING approved by the City Council of the City of Windcrest this the _____ day of July, 2020.

SECOND READING DULY PASSED AND APPROVED, on the _____ day of _____ 2020 at a regular meeting of the City Council of the City of Windcrest, Texas, which was held in compliance with the Open Meetings Act, Gov't. Code §551.001, et. Seq. at which meeting a quorum was present and voting.

CITY OF WINDCREST, TEXAS

Dan Reese, Mayor

ATTEST:

Rachel Dominguez, City Secretary

APPROVED:

Ryan Henry, City Attorney

ORDINANCE NO. 2020-021

AN ORDINANCE OF THE CITY OF WINDCREST, TX.,
CITY COUNCIL AUTHORIZING A BUDGET
AMENDMENT OF THE CITY OF WINDCREST, TX.
MUNICIPAL BUDGET FOR FISCAL YEAR 2019-2020 AN
AMOUNT NOT TO EXCEED \$323,070.00 FOR
REIMBURSEMENT FROM BEXAR COUNTY CORONA
VIRUS RELIEF FUND AS OUTLINED IN THE INTERLOCAL
AGREEMENT APPROVED BY RESOLUTION 2020-527

WHEREAS, the City of Windcrest City Council passed their FY2019-2020 Budget on September 20th 2019; and

WHEREAS, the City of Windcrest City Council finds legitimate municipal grounds for the amendments to the budget are necessary given the changes in circumstances which have occurred year-to-date; and

WHEREAS, the City of Windcrest City Council approved Resolution 2020-527 an Interlocal Agreement with Bexar County for reimbursement from the Bexar County Corona Virus Relief Fund.

WHEREAS, the Interlocal Agreement allowed certain eligible expenses related to the Corona Virus that the City of Windcrest has incurred that qualify for reimbursement.

WHEREAS, the Texas Local Government Code §102.010 provides that a municipality is permitted to make budgetary changes for municipal purposes; and

WHEREAS, the City of Windcrest finds it necessary to amend the budget line items in the amount not to exceed \$323,70.00 as an expenditure to properly fund the required items added for departmental support and the amendments adopted under this ordinance are for municipal purpose; and

WHEREAS, the City of Windcrest finds the amendment will not create any budgetary anomalies and that the City has the available funds to make the necessary budget adjustments;

WHEREAS, the City of Windcrest finds it is in the best interest of its residents and the general public;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WINDCREST, TEXAS that the FY 2019-2020 Budget for the City of Windcrest is hereby amended as outlined below:

- A. The FY 2019-2020 General Fund of the City of Windcrest is hereby amended to make the proper line item reductions and increases in the amount not to exceed \$323,070.00 as an expenditure in the General Fund toward the purchase of qualifying fleet vehicles in accordance with the Interlocal Agreement for Corona Virus Relief Funds.
- B. The financial allocation in this Ordinance are subject to approval by the Finance Officer. The Finance Officer may, subject to concurrence by the City Manager or the City Manager's designee, correct allocation as necessary to carry out the purpose of this Ordinance.

II. CUMULATIVE CLAUSE

This Ordinance shall be cumulative of all provisions of the Windcrest Code of Ordinances except where the provisions of this Ordinance are in direct conflict with the provisions of such preexisting Ordinance, in which event the conflicting provisions of such preexisting Ordinance are hereby repealed.

III. SEVERABILITY

That it is hereby declared to be the intent of the City Council of Windcrest that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this Ordinance should be declared unconstitutional by the valid judgement or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of the Ordinances, since the same would have been enacted by the City Council without incorporation in this ordinance of any such unconstitutional phrases, sentences, paragraphs, or sections.

IV. PROPER NOTICE AND MEETING

It is hereby officially found and determined that the meetings at which this Ordinance was approved and adopted was open to the public and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government.

V. EFFECTIVE DATE

RESOLUTION NO. 2020-527

A RESOLUTION OF THE CITY OF WINDCREST CITY COUNCIL TO APPROVE AN INTERLOCAL AGREEMENT TO ACCEPT FEDERAL CORONAVIRUS RELIEF FUNDS FROM THE COUNTY OF BEXAR.

WHEREAS, the Coronavirus Aid, Relief, and Economic Security (CARES) Act, 2020 (HR748) was duly passed into law by the 116th Congress and signed into law by the President of the United States on March 27, 2020; and

WHEREAS, the CARES Act was enacted to facilitate protective measures for and recovery from the public health emergency in areas affected by the Coronavirus (COVID-19), which are Presidentially-declared major disaster areas under Title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.); and

WHEREAS, the CARES Act was intended to provide financial relief to federal, state and local governments in response to the COVID-19 pandemic; and

WHEREAS, the CARES Act stipulated that the United States Department of the Treasury would give funding directly to counties and municipalities with a population greater than 500,000; and

WHEREAS, Bexar County received such funding directly from the United States Department of the Treasury as a result of the CARES Act; and

WHEREAS, the State of Texas on May 22, 2020 encouraged those counties receiving direct funding from the Treasury to provide funding to its citizens within the unincorporated and incorporated areas of a county's borders; and

WHEREAS, Bexar County has offered an interlocal agreement to each of its suburban cities that allows reimbursement for certain COVID-19 expenses as authorized by the Department of the Treasury; and

WHEREAS, the City of Windcrest acknowledges that the purpose of these funds is to help offset unbudgeted expenses related to responding to the COVID-19 pandemic and that funds are restricted to covering such costs and for no other purpose, as outlined in the interlocal agreement;

WHEREAS, the City Council of the City of Windcrest finds that approval of this interlocal agreement is in the best interests of the City and its citizens.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WINDCREST, TEXAS that the City Council of Windcrest approves the attached interlocal agreement to accept federal Coronavirus relief funds from the County of Bexar.

DULY PASSED AND APPROVED, on the 15th day of June, 2020 at a regular meeting of the City Council of the City of Windcrest, Texas, which was held in compliance with the Open Meetings Act, Gov't. Code §551.001, et. Seq. at which meeting a quorum was present and voting.

CITY OF WINDCREST, TEXAS



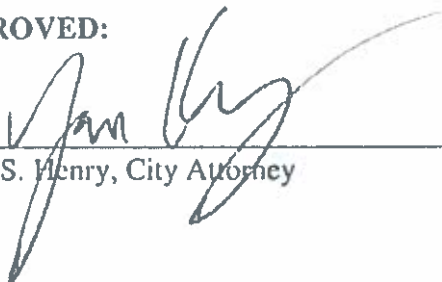
Dan Reese, Mayor

ATTEST:



Rachel C. Dominguez, City Secretary

APPROVED:



Ryan S. Henry, City Attorney



THE STATE OF TEXAS § INTERLOCAL GRANT AGREEMENT
§ BETWEEN THE COUNTY OF BEXAR AND
§ CERTAIN MUNICIPAL JURISDICTIONS
§ FOR THE DISTRIBUTION OF FEDERAL
COUNTY OF BEXAR § CORONAVIRUS RELIEF FUNDS

THIS INTERLOCAL GRANT AGREEMENT (the "Grant Agreement") is made by and between the County of Bexar, a political subdivision of the State of Texas ("COUNTY"), duly acting herein by and through the Bexar County Commissioners Court ("Commissioners Court") and **CITY OF WINDCREST, TEXAS** (hereafter referred to as the "CITY"), a Texas Municipal Corporation, Data Universal Number System (DUNS) number _____, duly acting herein by and through its City Council pursuant to Resolution Number 0000-657 passed and approved on the 15th day of JUNE, 2020.

COUNTY and CITY may be referred to singularly as a "Party" or collectively as "Parties." The Parties agree to all the recitals, terms, conditions, and representations contained in this Grant Agreement. This Grant Agreement is made pursuant to Chapter 791 of the Texas Government Code.

RECITALS:

WHEREAS, funding for this Grant Agreement is appropriated under the Coronavirus Aid, Relief, and Economic Security Act, 2020 (Public Law 116-136) ("CARES Act") enacted on March 27, 2020, as amended, to facilitate protective measures for and recovery from the public health emergency in areas affected by COVID-19, which are Presidentially-declared major disaster areas under Title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.);

WHEREAS, the CARES Act stipulated that the United States Department of the Treasury would give funding directly to counties with a population greater than 500,000 and COUNTY received \$79,626,415.00 directly from the United States Department of the Treasury as a result of the CARES Act; and

WHEREAS, through this Grant Agreement, COUNTY has provided a mechanism for suburban cities located within the borders of Bexar County, Texas to seek reimbursement for certain COVID-19 expenses and expenditures.

NOW, THEREFORE, upon and in consideration of the mutual promises and covenants contained herein and for other valuable consideration, the receipt, adequacy and sufficiency of which are hereby acknowledged, the Parties agree as follows:

ARTICLE 1
PURPOSE

- 1.01 The purpose of this Grant Agreement is to provide certain funding to CITY at a rate of \$55.00 per capita in order to mitigate any financial burden caused by the COVID-19 pandemic and related to eligible incurred expenses for governmental functions and

services which qualify under the CARES Act as compensable expenses by the United States Department of the Treasury, as more specifically described herein ("Purpose").

ARTICLE 2

TERM AND TERMINATION

- 2.01 The term of this Grant Agreement shall begin as of the date of the last signature set forth below and shall expire as of October 30, 2020 (the "Term"). COUNTY may, at its sole discretion, terminate this Grant Agreement, without recourse, liability or penalty against COUNTY, upon written notice to CITY.

ARTICLE 3

LEGAL AUTHORITY

- 3.01 CITY certifies that it possesses all legal authority necessary to apply for and receive funds pursuant to this Grant Agreement. A resolution, motion or similar action has been or will be duly adopted or passed as an official act of CITY's governing body, authorizing the approval of this Grant Agreement, including all understandings and assurances contained herein, and directing and authorizing the person identified as the official representative, or their designee of the organization to act in connection with the application and to provide such additional information as may be required.

ARTICLE 4

CORONAVIRUS RELIEF FUND ELIGIBLE EXPENSES

- 4.01 The Coronavirus Relief Fund was provided to federal, state and local governments to offset unbudgeted expenses related to responding to the COVID-19 pandemic. Federal funds may only be used to cover costs that: i) are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); ii) were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the state or government; and iii) were incurred during the period that began on March 1, 2020, and ends on December 30, 2020.
- 4.02 The United States Department of the Treasury has provided additional guidance on the permissible use of grant funds, including nonexclusive examples of eligible expenses in the following categories, and may release additional guidance in the future (<https://home.treasury.gov/policy-issues/cares/state-and-local-governments>):
- a) Medical expenses;
 - b) Public health expenses;
 - c) Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency;
 - d) Expenses of actions to facilitate compliance with COVID-19-related public health measures;

- e) Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency; and
- f) Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy applicable eligibility criteria.

4.03 The following uses for funding are prohibited unless authorized by federal law enacted after the CARES Act. Grant funding may not be used to:

- a) Fill shortfalls in government revenue to cover expenditures that would not otherwise qualify. Revenue replacement is not a permissible use of these grant funds;
- b) Damages covered by insurance;
- c) Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency;
- d) Duplication of benefits including expenses that have been or will be reimbursed under any other federal program;
- e) Reimbursement to donors for donated items or services;
- f) Workforce bonuses other than hazard pay or overtime;
- g) Severance pay; or
- h) Legal settlements.

ARTICLE 5 REIMBURSEMENT OF EXPENSES

5.01 The maximum amount of funding that will be available to CITY for expenses which are eligible for reimbursement shall be calculated on a rate of \$55.00 per capita utilizing 2018 population, set out in the attached Exhibit A. All calculations performed under this Grant Agreement to determine maximum funding available to CITY shall be performed by COUNTY and its final calculation shall be conclusive. Any funding allocated but unused by CITY as of September 30, 2020 shall be repurposed by COUNTY for any eligible COUNTY purpose.

5.02 CITY is responsible for complying with federal guidelines as well as any additional guidelines stipulated by COUNTY. Failure to comply with federal guidelines or requirements of COUNTY may result in the denial of a reimbursement request.

5.03 CITY shall prepare and submit a proposed budget, using the form in the attached Exhibit B, for necessary expenses incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19), which were not accounted for in the budget most recently approved as of March 27, 2020 and were or will be incurred during the period March 1, 2020 to September 30, 2020. This budget will be reviewed and approved by the Bexar County Auditor ("Auditor") within five (5) days of receipt.

To ensure compliance with federal guidelines a pre-authorized budget adjustment form, using the form in the attached Exhibit C, must be submitted to the Auditor for approval for any changes made to the approved budget. Pre-authorized budget adjustment will be reviewed and approved by the Auditor within five (5) days of receipt.

504 All underlying eligible expenditures must be incurred by September 30, 2020. All necessary submissions for reimbursement must be received by COUNTY no later than the close of business on October 30, 2020, using the form in the attached Exhibit D. For purposes of this Grant Agreement, a cost is "incurred" when CITY has expended funds to cover the cost.

505 Reimbursement requests must contain documentation deemed necessary for adequate fiscal control. Reimbursement requests should include, but not limited to original invoices, receipts, receiving documentation, contracts, proof of payment, timesheets, etc.

Reimbursement requests may be submitted monthly with the final submission on or before October 30, 2020 and supporting documentation should be transmitted to:

By mail: Office of the Bexar County Auditor
Paul Elizondo Tower
ATTN: Norma Hinojosa
101 W. Nueva, Suite 800
San Antonio, Texas 78205

Via email: AU-Covid19Expenses@bexar.org

506 All reimbursement decisions are to be made by the Auditor. The decision of the Auditor as to the final amount eligible for reimbursement or whether a particular submitted expense is eligible for reimbursement is final and not subject to dispute. Submitting an incomplete reimbursement request will cause the reimbursement to be delayed. CITY will be responsible to furnish any additional documentation requested by the Auditor to substantiate the reimbursement request. If the information is not provided within five (5) business days, the reimbursement request will not be considered for reimbursement. COUNTY will not be obligated to consider any submission for reimbursement received after the close of business on October 30, 2020.

507 CITY shall make certain certifications relevant to this Grant Agreement by executing the CARES Act Coronavirus Relief Fund Eligibility Certification Form attached hereto as Exhibit E and incorporated herein for all purposes.

ARTICLE 6

FEDERAL FUNDING AND RETURN OF FUNDING

601 CITY acknowledges that federal funds will be used to fund this Grant Agreement. CITY will comply with all applicable federal law, regulations, executive orders, policies, procedures, guidance and directives which may be, or after execution become applicable to this Grant Agreement and that any such changes shall be automatically incorporated into this Grant Agreement without written amendment hereto, and shall become a part hereof as of the effective date of the rule, regulation or law.

- 602 Should CITY fail to comply or if federal agencies or authorities having jurisdiction over the funding subsequently determine that the funding was used improperly or that a payment was made but later determined to not be actual or allowable costs, CITY warrants that it will return to COUNTY the amount identified as improperly used or not allowable, whether during the Term of this Grant Agreement or after. CITY shall refund any such payment to COUNTY within thirty (30) calendar days of the receipt of the notice from COUNTY.
- 603 Following is additional information concerning the funding for this Grant Agreement:
- a) Federal Award Date: March 27, 2020;
 - b) Name of Federal Awarding Agency: United States Department of the Treasury; and
 - c) CFDA Number: 21.019.

ARTICLE 7

DISCRETIONARY GRANT OF FUNDS

- 7.01 CITY acknowledges that it has no right or entitlement to any amount of funding received by COUNTY under the CARES Act. COUNTY has the sole right to determine whether to distribute funding, in what amount, and to what expenses it shall consider as eligible for reimbursement, based on guidance issued by the United States Department of the Treasury. COUNTY will reimburse eligible expenses in the manner it deems most effective to accomplish the purposes for which this Grant Agreement was entered into. Any distributions will be on a reimbursement basis and only for those expenses which COUNTY, in its sole discretion, determine are eligible.

ARTICLE 8

PUBLIC INFORMATION

- 8.01 Notwithstanding any provisions of this Grant Agreement to the contrary, CITY acknowledges that COUNTY and this Grant Agreement are subject to the Texas Public Information Act, Texas Government Code Chapter 552 (the "PIA"). CITY acknowledges that COUNTY will comply with the PIA, as interpreted by its legal counsel based on judicial opinions and opinions of the Attorney General of the State of Texas.
- 8.02 CITY acknowledges that information created or exchanged in connection with this Grant Agreement, including all reimbursement documentation submitted to COUNTY, is subject to the PIA, whether created or produced by CITY or any third party, and CITY agrees that information not otherwise excepted from disclosure under the PIA, will be available in a format that is accessible by the public at no additional charge to COUNTY. CITY will cooperate with COUNTY in the production of documents or information responsive to a request for information.

ARTICLE 9
COOPERATION WITH MONITORING, AUDITS, AND RECORDS REQUIREMENTS

- 9.01 All records and expenditures are subject to, and CITY agrees to comply with, monitoring and/or audits conducted by the United States Department of the Treasury's Inspector General, other federal agencies or offices, or the Auditor or his designee. CITY shall maintain under GAAP or GASB, adequate records that ensure proper accounting for all costs and performances related to this Grant Agreement.
- 9.02 If CITY expends \$750,000 or more in federal funds in a fiscal year, it may be subject to Single Audit Requirements in 2 CFR, Part 200, Subpart F – Audit Requirements, at https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl, and subject to the requirements in the Texas Single Audit Circular, at <https://comptroller.texas.gov/purchasing/docs/ugms.pdf>. The audit must be completed and the data collection and reporting package described in 2 CFR 200.512 must be submitted to the Federal Audit Clearinghouse (FAC) within 30 calendar days after receipt of the auditor's report(s), or nine months after the end of the audit period, whichever is earlier.
- 9.03 If any audit, monitoring, investigations, review of awards, or other compliance review reveals any discrepancies, inadequacies, or deficiencies which are necessary to correct in order to maintain compliance with this Grant Agreement, the CARES Act, United States Department of the Treasury Guidelines applicable to CARES funding, other applicable laws, regulations, or CITY's obligations hereunder, CITY agrees to correct such discrepancies or inadequacies within thirty (30) calendar days after CITY's receipt of the findings.
- 9.04 CITY shall maintain appropriate records for the periods required by law to provide accountability for all expenditures of grant funds, reporting measures, and funds received from COUNTY under this Grant Agreement. Records maintained by City will, at a minimum, identify the supporting documentation prepared by CITY to permit an audit of its accounting systems and payment verification with respect to the expenditure of any funds awarded under this Grant Agreement.

ARTICLE 10
POLITICAL ACTIVITIES

- 1001 Unless specifically authorized to do so by federal law, CITY is prohibited from using grant funds directly or indirectly for political purposes, including lobbying or advocating for legislative programs or changes; campaigning for, endorsing, contributing to, or otherwise supporting political candidates or parties; and voter registration or get-out-the- vote campaigns.
- 1002 CITY officials or grant funded employees may not use official authority or influence or permit the use of a program administered by the grantee agency of which the person is an

officer or employee to interfere with or affect the result of an election or nomination of a candidate or to achieve any other political purpose.

- 1003 Grant-funded employees may not coerce, attempt to coerce, command, restrict, attempt to restrict, or prevent the payment, loan, or contribution of anything of value to a person or political organization for a political purpose.
- 1004 Funding received under this Grant Agreement may not be used to employ, as a regular full-time or part-time or contract employee, a person who is required by Chapter 305 of the Government Code to register as a lobbyist. Furthermore, grant funds may not be used to pay, on behalf of the agency or an officer or employee of the agency, membership dues to an organization that pays part or all of the salary of a person who is required by Chapter 305 of the Government Code to register as a lobbyist.
- 1005 As applicable, the grantee and each contracting tier will comply with 31 USC § 1352, which provides that none of the funds provided under an award may be expended by the grantee to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any Federal action concerning the award or renewal. Grantee shall file the required certification attached hereto and incorporated for all purposes as Exhibit F. Each contracting tier shall also disclose any lobbying with non-federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

ARTICLE 11

REMEDIES

- 1101 If COUNTY determines that CITY has failed to comply with any term of this Grant Agreement, whether stated in a federal or state statute or regulation, an assurance, in this Grant Agreement, in guidance issued by federal authorities or subsequently issued by federal authorities, or that a reimbursement or request for reimbursement is not authorized under the CARES Act, COUNTY, in its sole discretion, may pursue any combination of the following remedies:
- i) withhold payments pending correction of any deficiency;
 - ii) disallow or deny reimbursement of funds for all or part of the cost of an activity or action not in compliance with this Grant Agreement;
 - iii) disallow claims for reimbursement not authorized by the CARES Act;
 - iv) wholly or partially suspend or terminate this Grant Agreement; or
 - v) in accordance with Section 6.02, require return or recapture of any funding provided.

- 11.02 The rights and remedies contained in this Article 11 shall not be exclusive, but shall be cumulative of all other rights and remedies now or hereinafter existing, whether by statute, at law, or in equity.

ARTICLE 12

SEVERABILITY

- 12.01 If any provisions of this Grant Agreement are rendered or declared illegal for any reason, or shall be invalid or unenforceable, such provision shall be modified or deleted in such manner so as to afford the Party for whose benefit it was intended the fullest benefit commensurate with making this Grant Agreement, as modified, enforceable, and the remainder of this Grant Agreement and the application of such provision to other persons or circumstances shall not be affected thereby, but shall be enforced to the greatest extent permitted by applicable law.

ARTICLE 13

AMENDMENT

- 13.01 Any alterations, additions, or deletions to the terms of this Grant Agreement must be documented in writing and signed by both Parties to be binding. Notwithstanding this requirement, it is understood and agreed by Parties hereto, that changes in local, state and federal rules, regulations or laws applicable hereto, may occur during the term of this Grant Agreement and that any such changes shall be automatically incorporated into this Grant Agreement without written amendment hereto, and shall become a part hereof as of the effective date of the rule, regulation or law.

ARTICLE 14

INTERPRETATION

- 14.01 To the extent the terms and conditions of this Grant Agreement do not address a particular circumstance or are otherwise unclear or ambiguous, such terms and conditions are to be construed consistent with the general objectives, expectations and purposes of this Grant Agreement and in all cases, according to its fair meaning. The parties acknowledge that each Party and its counsel have reviewed this Grant Agreement and that any rule of construction to the effect that any ambiguities are to be resolved against the drafting Party shall not be employed in the interpretation of this Grant Agreement. Any vague, ambiguous or conflicting terms shall be interpreted and construed in such a manner as to accomplish the purpose of the Grant Agreement.

ARTICLE 15

SURVIVABILITY

- 15.01 Notwithstanding any expiration or termination of this Grant Agreement, the rights and obligations pertaining to the close-out, cooperation and provision of additional information, return of grant funds, audit rights, records retention, public information, and

any other provision implying survivability shall remain in effect after the expiration or termination of this Grant Agreement.

ARTICLE 16
SOVEREIGN
IMMUNITY

16.01 It is expressly understood and agreed that in the execution of this Grant Agreement, neither of the Parties waives or shall be deemed hereby to waive any immunity or defense that would otherwise be available to it against claims arising in the exercise of governmental powers or functions.

ARTICLE 17
TEXAS LAW TO APPLY

17.01 This Grant Agreement shall be construed under, and in accordance with, the laws of the State of Texas, and all obligations of the Parties created hereunder are performable in Bexar County, Texas.

ARTICLE 18
PRIOR AGREEMENT SUPERSEDED

18.01 This Grant Agreement constitutes the sole and only agreement of the Parties hereto and supersedes all prior understandings or written or oral agreements between the Parties with respects to the subject matter of the Grant Agreement.

ARTICLE 19
DELEGATION AND ASSIGNMENT

19.01 Neither Party may delegate the performance of any contractual obligation to a third party, unless mutually agreed in writing. A Party to this Grant Agreement may not assign its rights, privileges and obligations under this Grant Agreement in whole, or in part, without the prior written consent of the other Party. Any attempt to assign without such approval shall be void.

ARTICLE 20
NOTICES

20.01 All notices required or permitted herein shall be in writing and shall be deemed to be delivered when deposited in the United States mail, postage prepaid, registered or certified mail, return receipt requested, to the Party's office or usual mailing address. For the purpose of notice, the addresses of the Parties shall be as follows:

TO COUNTY: Bexar County Judge Nelson W. Wolff
 Paul Elizondo Tower
 101 W. Nueva, Suite 1019
 San Antonio, Texas 78205

AND

Office of the Bexar County Auditor
Paul Elizondo Tower
101 W. Nueva, Suite 800
San Antonio, Texas 78205

TO CITY:

City of Windcrest, Texas
8601 Mission
Windcrest, Texas
78239

ARTICLE 21
CURRENT REVENUES

21.01 Each Party paying for the performance of governmental functions or services will make those payments from current revenues then available to the paying Party.

IN WITNESS HEREOF, THE CITY OF WINDCREST, BEXAR COUNTY
have made and executed this Grant Agreement in duplicate originals on the date of the last signature below.

CITY OF WINDCREST

BEXAR COUNTY



DAN REESE

Mayor

Date: 07/01/2020

NELSON W. WOLFF

County Judge

Date: _____

ATTEST/SEAL:



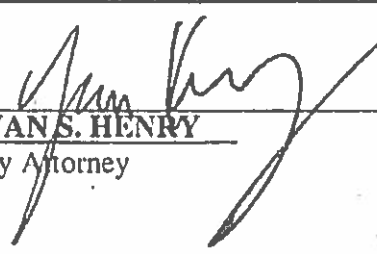
RACHEL C. DOMINGUEZ

City Secretary

Date: 7-01-20

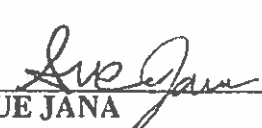


APPROVED AS TO LEGAL FORM:


RYAN S. HENRY

City Attorney

APPROVED AS TO LEGAL FORM:


SUE JANA

Assistant Criminal District Attorney
- Civil Section

APPROVED AS TO FINANCIAL
CONTENT ONLY:


LEO S. CALDERA, CIA, CGAP

County Auditor

DAVID SMITH

County Manager

EXHIBIT A

City	2018 Census Table	Total Amount Available for Reimbursement
Alamo Heights	8,593	\$ 472,615
Balcones Heights	3,290	\$ 180,950
Castle Hills	4,471	\$ 245,905
China Grove	1,324	\$ 72,820
Converse	27,742	\$ 1,525,810
Elmendorf	2,049	\$ 112,695
Fair Oaks Ranch	6,997	\$ 384,835
Grey Forest	554	\$ 30,470
Helotes	9,567	\$ 526,185
Hill Country Village	1,095	\$ 60,225
Hollywood Park	3,374	\$ 185,570
Kirby	8,747	\$ 481,085
Leon Valley	11,485	\$ 631,675
Live Oak	15,908	\$ 874,940
Lytle	49	\$ 2,695
Olmos Park	2,450	\$ 134,750
Sandy Oaks City	4,615	\$ 253,825
Schertz	2,026	\$ 111,430
Selma	8,380	\$ 460,900
Shavano Park	3,926	\$ 215,930
Somerset	1,903	\$ 104,665
St. Hedwig	2,491	\$ 137,005
Terrell Hills	5,425	\$ 298,375
Universal City	20,773	\$ 1,142,515
Von Ormy	1,298	\$ 71,390
Windcrest	5,874	\$ 323,070
TOTALS	164,406	\$ 9,042,330

EXHIBIT B**PROPOSED BUDGET SUMMARY**

Coronavirus Aid, Relief, and Economic Security Act, (CARES Act) County of Bexar
FY 2020

CITY: CITY OF WINDCREST

PROJECT NAME: Suburban Cities Coalition

Expenses Incurred Between: March 1, 2020 – September 30, 2020

(Requires Prior County Approval)

Budget Amount \$ 320,171.62

Category	CARES Funds	%	Other Funding Sources for COVID Expenses	%	Total
IT	\$6,000.00	100%	\$-	0%	\$ 6,000.00
PPE	\$5,000.00	100%	\$-	0%	\$ 5,000.00
Facility Decontamination	\$15,000.00	100%	\$-	0%	\$ 15,000.00
Antibody Testing	\$11,000.00	100%	\$-	0%	\$ 11,000.00
Contract Employee for COVID <i>Fire Marshall</i>	\$14,000.00	100%	\$-	0%	\$ 14,000.00
Response Vehicles to Supplement EMS	\$120,000.00	100%	\$-	0%	\$ 120,000.00
Lifepack Monitors	\$60,000.00	100%	\$-	0%	\$ 60,000.00
Advanced Life Support Equipment For Vehicles	\$4,000.00	100%	\$-	0%	\$ 4,000.00
Radios For Response Vehicles	\$17,120.00	100%	\$-	0%	\$ 17,120.00
CADS for Response Vehicles with Mounts	\$16,000.00	100%	\$-	0%	\$ 16,000.00
Total	\$ 268,120.00	100%	\$0	0%	\$ 268,120.00

Please make sure to include all expenses already incurred for COVID expenses and all planned budget expenditures.

ORDINANCE NO. 2020-023(O)

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF WINDCREST, TEXAS AMENDING THE ADOPTED MASTER FEE SCHEDULE, BY ADDING A SECTION TO THE SCHEDULE FOR PLAT FEES.

WHEREAS, on April 6, 2020, the City Council of the City of Windcrest adopted a Master Fee Schedule to serve as the sole source of all fees and charges assessed to recoup administrative costs for the permitting and licensing of various services, activities, events, materials, and supplies to which they pertain; and

WHEREAS, the City Council has determined that the fees and charges specified herein are reasonable, necessary, fair, and designed for their intended purpose; and

WHEREAS, the City Council has determined that the fees set forth herein will promote the health, safety, and welfare of the citizens of Windcrest; and

WHEREAS, this ordinance was adopted at a meeting of the Windcrest City Council held in strict compliance with the Texas Open Meeting Act at which a quorum of the City Council was present and voting.

I.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WINDCREST, TEXAS that the Master Fee Schedule is hereby amended as follows:

SECTION 1. New Rates Imposed.

The City Council hereby adopts a new section of the Master Fee Schedule titled “Plat Fees” to address the costs associated with administering applications to plat or replat tracts of land. The newly adopted rates shall be collected by the City in accordance with Article II of Chapter 111 of the City’s Code of Ordinances.

PLAT FEES

Filing Fee with City – 0-5 Acres	
Final Plats (including Minor Plats)	\$650.00
Replat*	\$650.00
Amending Plats	\$650.00
Vacating Plat	\$650.00
Filing Fee with City – 5+ Acres	
Final Plats (including Minor Plats)	\$650.00 plus \$50.00 per acre
Replat*	\$650.00 plus \$5.00 per lot
Amending Plats	\$650.00

Vacating Plat	\$650.00
<u>Miscellaneous</u>	
Filing Fee (fee to file and record plat with Bexar County Clerk)	Actual + 20%
Engineer Review Fee	Varies

*A newspaper publication fee will be assessed to all replats without vacating the preceding plat that require a variance or exception. Fee will be "Actual + 20%."

SECTION 2. Ordinance Amended.

The current Master Fee Schedule is hereby amended as shown on Exhibit "A."

II. CUMULATIVE CLAUSE

This Ordinance shall be cumulative of all provisions of the Windcrest Code of Ordinances except where the provisions of this Ordinance are in direct conflict with the provisions of such Ordinance, in which event the conflicting provisions of such Ordinance are hereby repealed.

III. SEVERABILITY

That it is hereby declared to be the intent of the City Council of Windcrest that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this Ordinance should be declared unconstitutional by the valid judgement or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of the Ordinances, since the same would have been enacted by the City Council without incorporation in this ordinance of any such unconstitutional phrases, sentences, paragraphs, or sections.

IV. PROPER NOTICE AND MEETING

It is hereby officially found and determined that the meetings at which this Ordinance was approved and adopted was open to the public and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government.

V. EFFECTIVE DATE

This ordinance shall be effective upon passage and publication as required by state and local law.

VI.

READINGS

FIRST READING approved by the City Council of the City of Windcrest this the ____ day of _____, 2020.

SECOND READING DULY PASSED AND APPROVED, on the ____ day of _____, 2020 at a regular meeting of the City Council of the City of Windcrest, Texas, which was held in compliance with the Open Meetings Act, Gov't. Code §551.001, et. Seq. at which meeting a quorum was present and voting.

CITY OF WINDCREST, TEXAS

Dan Reese, Mayor

ATTEST:

Rachel Dominguez, City Secretary

APPROVED:

Ryan Henry, City Attorney

EXHIBIT "A"

Pending CC Approval

ORDINANCE NO. 2020-024(O)

AN ORDINANCE UPDATING SIGN REGULATIONS TO ACCOMMODATE LEGAL AND TECHNOLOGY CHANGES BY AMENDING CHAPTER 109 - SIGNS, INCLUDING NARROWING THE DEFINITIONS AND APPLICATION OF DIGITAL BILLBOARDS

WHEREAS, the City of Windcrest is a home-rule municipality; and

WHEREAS, the City of Windcrest has existing regulations for signs and limits the use of illuminated or gateway signs to the I-35 corridor; and

WHEREAS, the City of Windcrest regulations need to update definitions and applications to keep with and accommodate legal and technological changes, while striving to limit certain types of signs, including digital billboards, to the I-35 corridor; and

WHEREAS, the City of Windcrest City Council finds the updates are necessary to continue to fulfill the purpose of the regulation; and

WHEREAS, the Windcrest City Council finds this ordinance is in the interest of the public and the City and in furtherance of good governance.

I.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WINDCREST, TEXAS that Chapter 109, Sections 109-1, 109-12 and 109-14, are amended as indicated with cross- through text being deletions and underlined text being additions and shall read as follows:

Sec. 109-1. - Definitions.

The following words, terms, and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Alteration means any change, addition or modification in construction or occupancy.

Changeable electronic variable message sign (CEVMS) means a sign which permits light to be turned on or off intermittently or which is operated in a way whereby light is turned on or off intermittently, including any illuminated sign on which such illumination is not kept stationary or constant in intensity and color at all times when such sign is in use, including LED (light emitting diode) or digital signs, and which varies in intensity or color. A changeable electronic variable message sign does not include a sign located within the right-of-way that functions as a traffic control device and that is described and identified in the Manual on Uniform Traffic Control Devices (MUTCD) approved by the Federal Highway Administrator as the National Standard.

Construction means the building of a structure.

Digital Billboard means an off-premise sign utilizing digital message technology, capable of changing the static message or copy on the sign electronically. A Digital Billboard may be internally

or externally illuminated. Digital Billboards shall contain static messages only, and shall not have animation, movement, or the appearance or optical illusion of movement, of any part of the sign structure. Each static message shall not include flashing or the varying of light intensity.

Erection means the raising and setting of a sign in an upright position.

Fin sign means a sign that is supported by a one-story building of an open-air business or by poles placed in the ground or partly by such poles and partly by a building or structure.

Freestanding sign means a sign supported by one or more columns, poles or bars extended from the ground and which is not significantly supported by a building. The following types of freestanding signs are permitted:

- (1) *Monument or low profile sign* means a sign attached to the ground by a permanent structure usually of masonry construction.
- (2) *Multi-tenant sign* means a group of four or more business/professional establishments advertising on a single sign structure. Establishments must be under a common roof and/or could be identified as a shopping center, or shopping mall, multi-tenant or multi-story professional building.
- (3) *Pole sign* means a sign wholly supported by a sign structure in the ground.

I-35 Corridor means property adjacent to and within 100 feet of the eastern boundary of I-35 in the city.

Projecting sign means any sign other than a wall sign which projects from and is supported by a wall of a building or structure.

Reconstruction means the rebuilding of a previously existing structure.

Sign means any medium, including its structure and component parts, which is used or intended to be used to attract attention to the subject matter for advertising purposes, including paint on the surface of a building.

Sign structure means any structure that supports or is capable of supporting a sign as defined in this Code. A sign structure may be a single pole and may or may not be an integral part of the building.

Siting means the location or position of a sign on a structure or plat.

Temporary sign means any sign, banner, pennant, valance, or advertising display constructed of cloth, canvas, light fabric, cardboard, wallboard, or other light materials, with or without frames intended to be displayed for a limited period of time.

Wall sign means any sign attached to or erected against the wall of a building or structure, with the exposed face of the sign in a plane parallel to the plane of said wall.

...

Sec. 109-12. - Illuminated signs.

The use of changeable electronic variable message signs and digital billboards is prohibited in the city after May 19, 2008 except in the I-35 Corridor, and only if approved by the city council. The use of flashing lights, moving lights, animated displays, moving videos or scrolling advertising is prohibited. Static advertising displayed electronically which rotates between advertisements in accordance with the requirements of a City gateway sign are permitted.

...

Sec. 109-14. - City gateway signs.

- (a) City gateway signs are signs located in any zoning district of the city on property owned by the city or on property controlled by the City, within the I-35 Corridor which identify the city and display information sponsored by the city. A City gateway sign may also be a digital billboard which has a license issued by the City. Only the City Council can issue a license for a gateway sign.
- (b) City gateway signs, including those operated as digital billboards, must comply with all regulations for electronic signs adopted by the Texas Department of Transportation. City gateway signs may not be placed closer than 1,500 feet apart.
- (c) City gateway signs may not exceed 80 feet in height from ground level to the top of the sign and its structure and may not have a display area surface in excess of 14 feet high and 48 feet wide.
- (d) City Gateway Signs operating under a license issued by the City may be a digital billboard or as a traditional, printed type sign. Any change from one type to another type requires approval by the City Council.
- (de) Each city gateway sign message shall be displayed for at least eight seconds and a change of message shall be accomplished within two seconds. Each change of message must occur simultaneously on the entire sign face. Each sign must contain a default mechanism that freezes the sign in one position if a malfunction occurs. Each sign shall have a default mechanism built in to either turn the display off or show "full black" on the display in the event of a malfunction affecting 50% or more of the sign face.—A city gateway sign shall not display light of such intensity or brilliance to cause glare or otherwise impair the vision of a driver or result in a nuisance to a driver. City gateway sign light intensity exceeding the following intensity levels (nits) constitute excessive intensity or brilliance:

Color	Day Time	Night Time
Red only	3,500	1,125
Green	6,300	2,250
Amber	4,690	1,675
Full Color	6,500	1,000

~~A city gateway sign applicant shall provide written certification from its sign manufacturer that the light intensity has been factory pre-set not to exceed 6,500 nits and that the intensity level is protected from end-user manipulation by password-protected software or other method as deemed appropriate by the city manager.~~

(f) City gateway signs shall not operate at brightness levels of more than 0.3foot candles above ambient light, as measured using a foot candle meter at a pre-set distance. Each display must have a light sensing device that will adjust the brightness as ambient light conditions change.

(g). Pre-set distances to measure the foot candles impact vary with the expected viewing distances of each size sign. Measurement distance criteria:

<u>Approximate Sign Face Size</u>	<u>Distance for Measurement</u>
<u>12' x 25'</u>	<u>150'</u>
<u>10'6" x 36'</u>	<u>200'</u>
<u>14' x 48'</u>	<u>250'</u>

(eh)Any agreement or license with a city gateway sign operator for the installation of a city gateway sign shall contain provisions acceptable to the city council for termination by the city, for indemnifying the city against any claims, liability, damages, injuries, deaths or other liabilities asserted against the city on account of damages approximately caused by the operator, and prohibiting the city gateway sign operator from discriminating against advertisements by businesses located within the city as to rates, terms and other conditions of advertising.

(fi)Subject to the freedom of speech provisions of the United States and Texas Constitutions, any city gateway sign operator shall reject advertising that is misleading, offensive, and in particular, the posting of obscene words or pictures.

(gj) All licenses issued for gateway signs shall require City gateway signs ~~shall to~~ display without charge to the City, messages sponsored by and provided by the city which only advertise city or city-related events or activities ~~messages~~ for reasonable intervals between the hours of 6:00 a.m. and 12:00 midnight. A license may not require a sign operator to provide more than 2.5 hours per week of such city-related advertising, or require unused time to rollover. The city, through appropriate personnel, may exercise its police powers to protect public health, safety, and welfare by requiring emergency information to be displayed via city gateway signs. Upon notification, the sign operators shall display in appropriate sign rotations: Amber Alert emergency information or emergency information regarding terrorist attacks, or natural disasters. Emergency information messages are to remain in rotation according to the designated issuing agency's protocols.

(hk)If any city gateway sign operator is the owner or lessee of a billboard sign within the I- 35 corridor in the city, one billboard sign for each new city gateway sign shall be removed.

(il)The city manager shall be responsible for the negotiation of any agreement license for the installation of a city gateway sign and shall submit any proposed agreement license for final approval to the city council before issuing a building permit for a city gateway sign. Any city

gateway sign operator shall provide all engineering needed to certify the safety and structural integrity of the sign and shall reimburse the city for the cost of reviewing the engineering report furnished to the city.

(j) Any regulatory requirement of this section which is more stringent than a similar regulatory restriction of the state or federal government shall prevail over the regulatory restriction of the state or federal government, and any regulatory restriction in this section which is less stringent than a similar regulatory restriction of the state or federal government shall yield to the state or federal government restriction.

II. CUMULATIVE CLAUSE

This Ordinance shall be cumulative of all provisions of the Windcrest Code of Ordinances except where the provisions of this Ordinance are in direct conflict with the provisions of an existing ordinance, in which event the conflicting provisions of such existing ordinance are hereby repealed and replaced by the provisions of this Ordinance.

III. SEVERABILITY

That it is hereby declared to be the intent of the City Council of Windcrest that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this Ordinance should be declared unconstitutional or invalid by the valid judgement or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of the Ordinances, since the same would have been enacted by the City Council without incorporation in this ordinance of any such unconstitutional phrases, sentences, paragraphs, or sections.

IV. PROPER NOTICE AND MEETING

It is hereby officially found and determined that the meetings at which this Ordinance was approved and adopted was open to the public and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government.

V. EFFECTIVE DATE

This ordinance shall be effective upon passage and publication as required by state and local law.

VI. READING

FIRST READING approved by the City Council of the City of Windcrest this the ____ day of ____, 2020.

SECOND READING DULY PASSED AND APPROVED, on the _____ day of _____ 2020 at a regular meeting of the City Council of the City of Windcrest, Texas, which was held in compliance with the Open Meetings Act, Gov't. Code §551.001, et. Seq. at which meeting a quorum was present and voting.

Dan Reese, Mayor

ATTEST:

Rachel C. Dominguez, City Secretary

APPROVED AS TO FORM:

Ryan Henry, City Attorney

RESOLUTION NO. 2020 - 531

**A RESOLUTION OF THE CITY OF WINDCREST CITY
COUNCIL APPROVING A SOCIAL MEDIA DISCLAIMER**

WHEREAS, the City Council for the City of Windcrest utilizes social media outlets in order to keep the citizens and public informed of certain city meetings, events, updates, emergencies, and notifications that may affect or have an impact on citizens, and

WHEREAS, the City Council finds that it needs a disclaimer in order to protect itself from outside parties that may try to use these outlets without the proper authorization or permissions; and

WHEREAS, the City Council finds that it needs a disclaimer to limit confusion by the public as to what statements on a social media site are official information from the City and what statements are those of the commentator only; and

WHEREAS, the City Council finds that the disclaimer will help handle any public comment that are in conflict with the City or the City's position and will be handled without showing any bias to certain comments.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WINDCREST, TEXAS that the City Council adopts the following disclaimer to be used by City staff when utilizing social media sites and that the City Manager is authorized to include the disclaimer in furtherance of the intent of this resolution:

“Official City information and positions are provided only by authorized City officials and employees. Any comment or post which was not written and posted by an authorized City official or employee should not be attributed to the City. Any such comment or post is the opinion of the commentator only, and that post or comment does not imply the endorsement of, or agreement by, the City, nor does it reflect the opinions or policies of the City. The City disclaims all responsibility and liability for any materials or comments that are posted by the public on a City social media site. Comments and posts may be reported to the social media site owner or the page administrator if they violate any terms or conditions required by the social media site owner.”

The City Manager is authorized to make minor adjustments to the disclaimer to fit the situation and media type so long as such adjustments are in furtherance of the intent of this resolution.

DULY PASSED AND APPROVED, on the day of , 2020 at a regular meeting of the City Council of the City of Windcrest, Texas, which was held in compliance with the Open Meetings Act, Gov't. Code §551.001, et. Seq. at which meeting a quorum was present and voting.

CITY OF WINDCREST, TEXAS

Dan Reese, Mayor

ATTEST:

Rachel C. Dominguez, City Secretary

APPROVED:

Ryan S. Henry, City Attorney

RESOLUTION NO. 2020-532(R)

**A RESOLUTION TO SCHEDULE TWO PUBLIC
HEARINGS BEFORE CONSIDERING THE
ADOPTION OF THE CITY OF WINDCREST
PROPOSED BUDGET FOR FISCAL YEAR 2020-
2021.**

WHEREAS, the City of Windcrest wishes to set public hearings and receive comments from the public regarding a proposed budget for fiscal year 2020-2021; and

WHEREAS, the national COVID-19 pandemic has delayed certain issues from being completed by other entities upon which the City of Windcrest must rely; and

WHEREAS, the City has not timely received all information from the appraisal district to enable full calculations for the tax rate, but wishes to schedule public comments in anticipation of receiving all information; and

WHEREAS, the City will utilize existing data for budget discussions but will provide updates to the public as soon as it receives all data from the appraisal districts; and

WHEREAS, the expiration of the Budget for the 2019-2020 fiscal year is September 30, 2020; and

WHEREAS, the City Council believes it is for the betterment of the community and the health, safety and welfare of the citizens to adopt the proposed budget for fiscal year 2020-2021; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WINDCREST, TEXAS a public hearing is hereby set for _____, 2020, and the second hearing set for _____, 2020, to consider adoption of the proposed budget for fiscal year 2020-2021. The City Secretary shall post notice of the times for each public hearing pursuant to state law.

DULY PASSED AND APPROVED, on the _____ day of _____, 2020 at a regular meeting of the City Council of the City of Windcrest, Texas, which was held in compliance with the Open Meetings Act, Gov't. Code §551.001, et. Seq. at which meeting a quorum was present and voting.

CITY OF WINDCREST, TEXAS

Dan Reese, Mayor

ATTEST:

Rachel Dominguez, City Secretary

APPROVED:

Ryan Henry, City Attorney

RESOLUTION NO. 2020-533(R)

**A RESOLUTION TO SCHEDULE TWO (2) PUBLIC
HEARINGS BEFORE CONSIDERING THE TAX
RATE FOR THE CITY OF WINDCREST FISCAL
YEAR 2020-2021.**

WHEREAS, the City of Windcrest wishes to set public hearings and receive comments from the public regarding a proposed tax rate; and

WHEREAS, the national COVID-19 pandemic has delayed certain issues from being completed by other entities upon which the City of Windcrest must rely; and

WHEREAS, the City has not timely received all information from the appraisal district to enable full calculations, but wishes to schedule public comments in anticipation of receiving all information; and

WHEREAS, the City does not know if the tax rate will increase, decrease, or if revenue will increase or decrease, but wishes to schedule public comments in anticipation of receiving all information, even if public comments are not required under the law; and

WHEREAS, the expiration of the tax rate for the 2019-2020 fiscal year is September 30, 2020; and

WHEREAS, the City Council believes it is for the betterment of the community and the health, safety, and welfare of the citizens to set the tax rate and receive comments from the public; and

WHEREAS, prior to an increase the state law requires the City to hold two (2) public hearings on said tax increase.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WINDCREST, TEXAS a public hearing is hereby set for _____, 2020, and the second hearing set for _____, 2020, to consider an increase in the tax rate for fiscal year 2020-2021. The City Secretary shall post notice of the times for each public hearing pursuant to state law.

DULY PASSED AND APPROVED, on the _____ day of _____, 2020 at a regular meeting of the City Council of the City of Windcrest, Texas, which was held in compliance with the Open Meetings Act, Gov't. Code §551.001, et. Seq. at which meeting a quorum was present and voting.

CITY OF WINDCREST, TEXAS

Dan Reese, Mayor

ATTEST:

Rachel Dominguez, City Secretary

APPROVED:

Ryan Henry, City Attorney



BEXAR APPRAISAL DISTRICT

Michael A. Amezquita
Chief Appraiser

411 N. Frio, P.O. Box 830248
San Antonio, TX 78283-0248
Phone (210) 224-8511
Fax (210) 242-2451

BOARD OF DIRECTORS

ROBERTO TREVIÑO-
Councilman District 1
Chair
CHERI BYROM
Vice-Chair
GEORGE TORRES
Secretary

SERGIO RODRIGUEZ -
Commissioner, PCT 1
John Fisher
ALBERT URESTI, MPA

MEMORANDUM

TO: Board of Directors
Presiding Officer of the Governing Body for
Each Voting Tax Unit Participating in the Bexar Appraisal District

FROM: Michael A. Amezquita, Chief Appraiser 

DATE: June 3, 2020

RE: Submission of Bexar Appraisal District Proposed Budget for 2020

Enclosed for your review is a copy of the 2021 proposed budget for the Bexar Appraisal District. This submission is made to the Board of Directors and the participating taxing units in the district pursuant to Section 6.06 (a) of the Texas Property Tax Code.

In accordance with the Texas Property Tax Code, "The board of directors shall hold a public hearing to consider the budget. The secretary of the board shall deliver to the presiding officer of the governing body of each taxing unit participating in the district not later than the 10th day before the date of the hearing a written notice of the date, time, and place fixed for the hearing. The board shall complete its hearings, make any amendments to the proposed budget it desires, and finally approve a budget before September 15. If governing bodies of a majority of the taxing units entitled to vote on the appointment of board members adopt resolutions disapproving a budget and file them with the secretary of the board within thirty days after its adoption, the budget does not take effect, and the board shall adopt a new budget within 30 days of the disapproval." **Please note that a resolution is necessary only if your governing body disapproves the budget.**

The first 2021 budget levy statement will be mailed the first week in December 2020. Each tax unit's levy will reflect its proportionate share of the appraisal district budget as provided by the Property Tax Code.

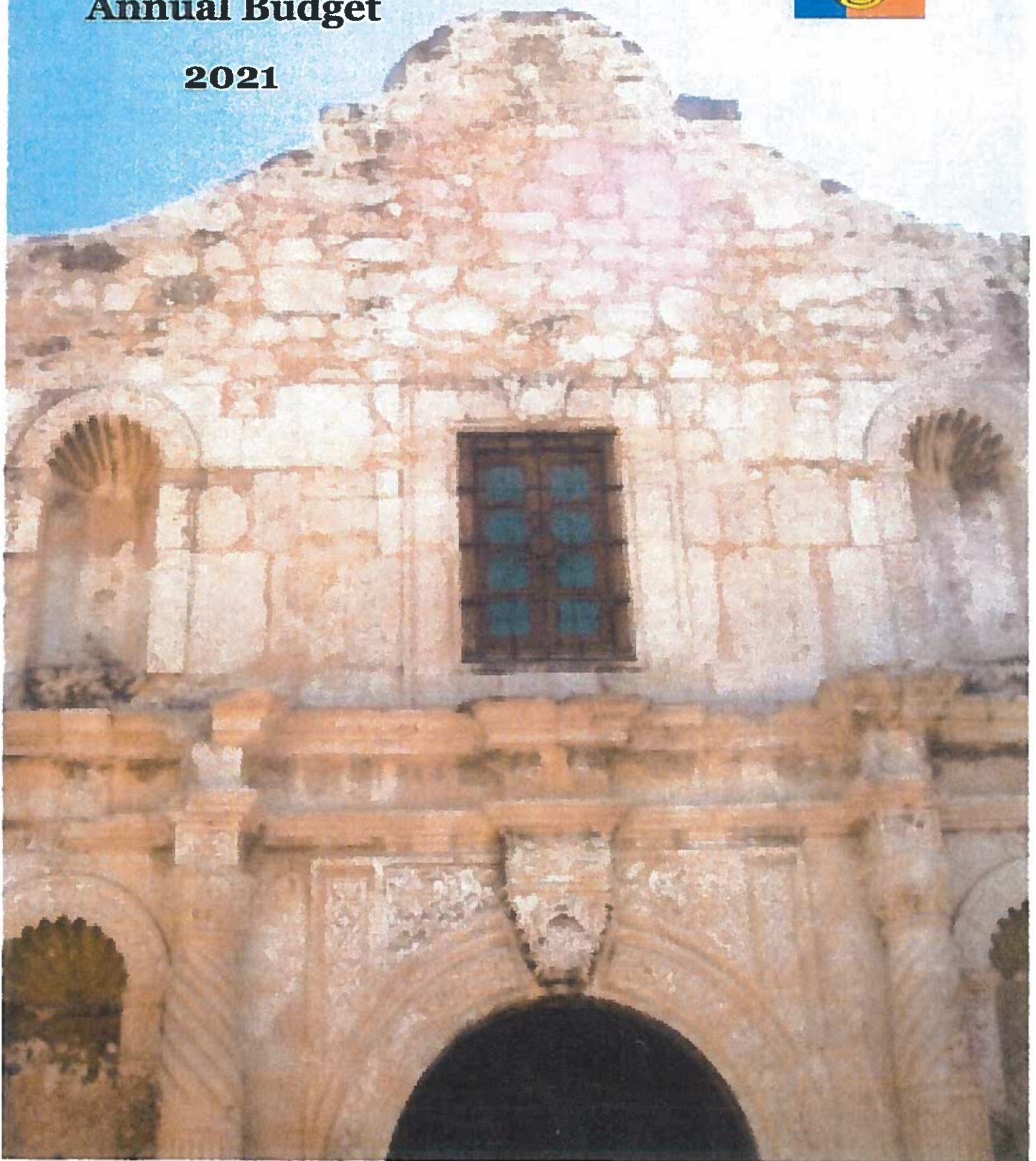
Should you have any questions regarding the 2021 Proposed Budget, please feel free to contact me at 242-2406 or Crystal Khantharoth, our Finance Director, at 210-242-2402.

/MAA

Bexar Appraisal District

Annual Budget

2021



PRELIMINARY

BUDGET FOR FISCAL 2021

FOR

BEXAR APPRAISAL DISTRICT

June 3, 2020

BOARD OF DIRECTORS

FY 2020-2021

Roberto Treviño	Chair
Cheri Byrom	Vice-Chair
George Torres	Secretary
John Fisher	Board Member
Sergio Rodriguez	Board Member
Albert Uresti, MPA	Board Member

DISTRICT ADMINISTRATION

Michael Amezquita	Chief Appraiser
Scott Griscom	Assistant Chief Appraiser
Rogelio Sandoval	Assistant Chief Appraiser



BEXAR APPRAISAL DISTRICT

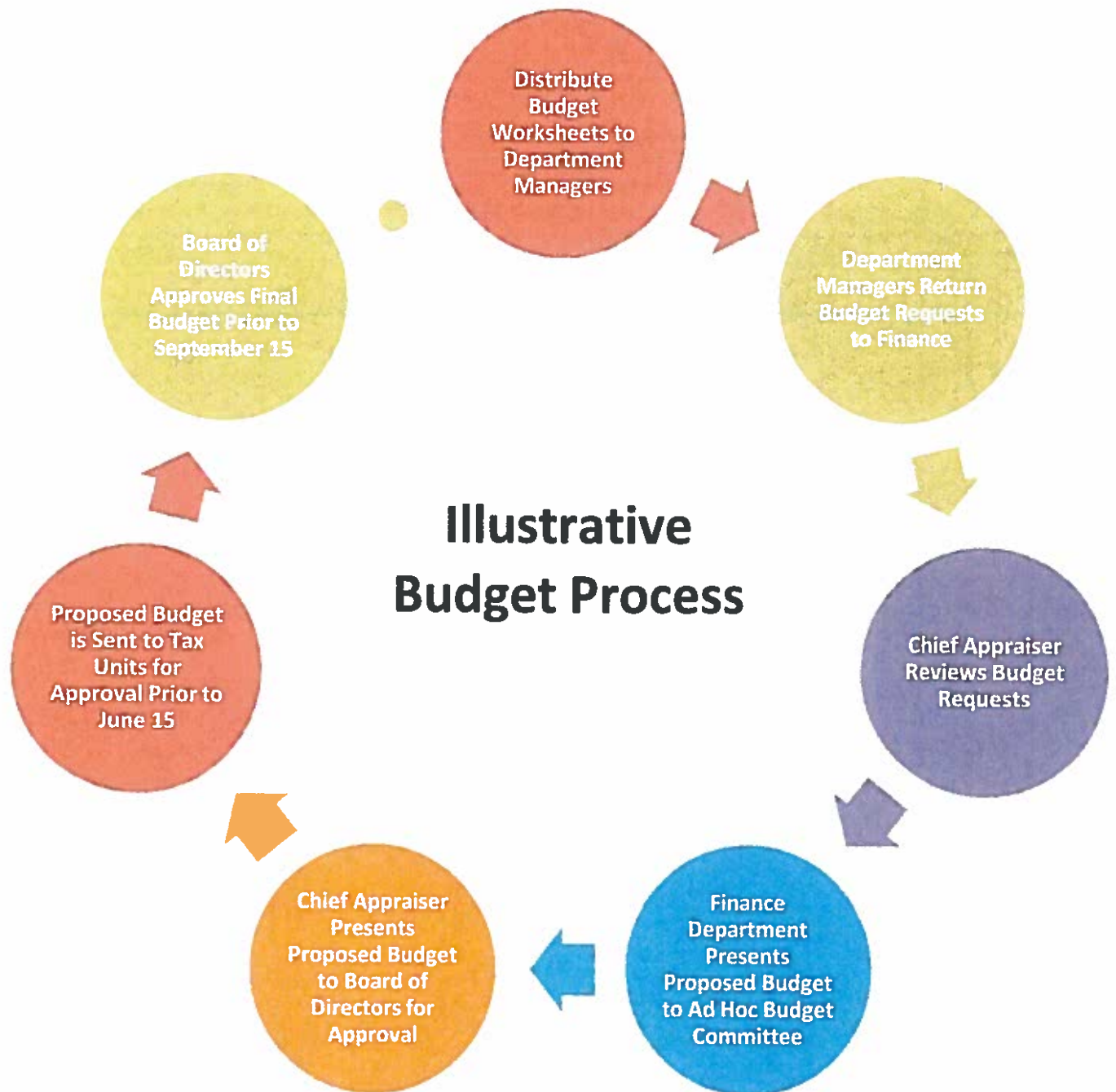


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**BEXAR APPRAISAL DISTRICT
BUDGET 2021
EXECUTIVE SUMMARY**

The attached budget details the plan for district spending for appraisal year 2021. Not only is the budget a spending plan, but it is also a values statement for what the organization sees as most important. This district holds service to the public as the pinnacle of its mission, and the staff of this office is the reason that we are able to perform this function at the highest levels. Employee costs are the highest percentage of the budget but the staff of the district is second to none when it comes to their dedication to serving the public at large and the taxing units of Bexar County. It takes a dedicated and committed staff to serve the public in the way that they have become accustomed in our community. Operationally, this budget also accounts for additional costs required by legislation, costs to deal with a growing appeals load, and potential costs from a higher litigation load while containing increases during this turbulent time. **The 2021 budget request contemplates spending \$18,841,892 which is a decrease of \$106,158 from 2020.**

The total budget for 2021 of \$18,841,892 equates to a cost per real property parcel of \$28.53 based on the 2020 real property parcel count. The 2020 cost per real property parcel is \$28.69 per parcel and exhibits how focused we are on spending wisely. These statistics remain significantly below the operational costs of the other major metropolitan areas of the state. (Further information with regard to the comparison of costs per parcel may be found on page 6). It is also worthwhile to note that the Bexar Appraisal District routinely returns unexpended funds. Over the past five years, refunds to the taxing entities have exceeded budget increases by over two million dollars. (See the Budget Increases vs. Budget Surplus Returns report on Page 4 for more information.)

HIGHLIGHTS OF THE 2021 BUDGET:

BUDGET CATEGORY INCREASES AND DECREASES ARE AS FOLLOWS:

Operating Expenses decreased by \$77,548.

Capital Expenses decreased by \$130,000.

Debt Service remains at \$0 as the district owns its current facility and therefore, has incurred no debt.

Employee Expenses increased by \$61,649.

Contract Services Expenses is planned to increase by approximately \$183,000 for 2021 due primarily to higher appeals and anticipated litigation related to the economic turmoil attributable to the COVID-19 pandemic.

Information Systems Expenses increase by \$56,250.

While we are planning for more costly aerial photography, field device maintenance, and CAMA software licensing, the Project Expenses category is expected to decrease by \$263,764. The current economic climate and the unknown effectiveness of new required notices adopted by SB2 are among the reasons that we have decided to table the homestead audit project as it comes with a substantial cost.

Other Expenses, which include Board of Directors and Chief Appraiser Expenses, remains unchanged for 2021.

The ARB category of expenses is being increased by \$64,225 in the budget plan due to more protests anticipated and additional postage costs.

The Board of Directors of the Bexar Appraisal District may transfer funds between line items of the 2021 Budget if the action does not obligate jurisdictions to additional payments.

**2021 BUDGET
BEXAR APPRAISAL DISTRICT
REVENUE & EXPENSES**

BUDGET REVENUE

Tax Unit Levy	\$ 18,793,892
Interest on Investments	20,000
Sale of Data	8,000
Other Income	<u>20,000</u>

TOTAL REVENUE	\$ 18,841,892
---------------	---------------

BUDGET EXPENSE

Operating Expense	\$ 3,198,552
Capital Expense	197,500
Debt Service	0
Employee Expense	12,305,205
Contract Service Expense	1,110,110
Information Systems	360,100
Projects Expense	910,000
Other Expense	12,000
A.R.B. Expense	<u>748,425</u>

TOTAL EXPENSES	\$ 18,841,892
----------------	---------------

ESTIMATED TAX LEVIES TO SUPPORT
BEXAR APPRAISAL DISTRICT 2021 BUDGET

TAXING UNIT	2019* TAX LEVY	% OF LEVY	2020 BUDGET LEVY
ALAMO COMMUNITY COLLEGE DIST.	\$248,911,558	0.059883	\$1,125,442
CITY OF ALAMO HEIGHTS	\$6,744,855	0.001623	\$30,497
ALAMO HEIGHTS ISD	\$84,759,086	0.020391	\$383,234
CITY OF BALCONES HEIGHTS	\$1,724,221	0.000415	\$7,796
BEXAR COUNTY	\$457,839,913	0.110148	\$2,070,101
BEXAR CO EMERG DIST #1	\$1,037,549	0.000250	\$4,691
BEXAR CO EMERG DIST #2	\$8,648,510	0.002081	\$39,104
BEXAR CO EMERG DIST #3	\$5,764,189	0.001387	\$26,063
BEXAR CO EMERG DIST #5	\$1,494,954	0.000360	\$6,759
BEXAR CO EMERG DIST #6	\$1,296,385	0.000312	\$5,862
BEXAR CO ROAD & FLOOD	\$39,570,751	0.009520	\$178,917
BEXAR CO EMERG DIST #7	\$3,524,931	0.000848	\$15,938
BEXAR CO EMERG DIST #8	\$1,168,104	0.000281	\$5,282
BEXAR CO EMERG DIST #4	\$1,697,126	0.000408	\$7,673
BEXAR CO EMERG DIST #10	\$1,361,969	0.000328	\$6,158
BOERNE ISD	\$29,502,750	0.007098	\$133,395
BEXAR CO EMERG DIST #11	\$1,286,442	0.000309	\$5,817
BEXAR CO EMERG DIST #12	\$732,602	0.000176	\$3,312
CITY OF CASTLE HILLS	\$3,553,442	0.000855	\$16,067
CITY OF CHINA GROVE	\$198,507	0.000048	\$898
CIBOLO CANYON SPEC IMP DIST	\$5,635,656	0.001356	\$25,481
COMAL ISD	\$36,915,567	0.008881	\$166,912
CITY OF CONVERSE	\$7,849,759	0.001889	\$35,492
CROSSWINDS AT SOUTH LAKE SID	\$39,423	0.000009	\$178
EAST CENTRAL ISD	\$51,827,687	0.012469	\$234,336
EDGEWOOD ISD	\$19,645,788	0.004726	\$88,827
CITY OF ELMENDORF	\$601,703	0.000145	\$2,721
CITY OF FAIR OAKS RANCH	\$3,830,298	0.000921	\$17,319
FLORESVILLE ISD	\$20,552	0.000005	\$93
CITY OF GREY FOREST	\$49,432	0.000012	\$224
HARLANDALE ISD	\$28,364,008	0.006824	\$128,246
CITY OF HELOTES	\$4,003,357	0.000963	\$18,101
CITY OF HILL COUNTRY VILLAGE	\$522,225	0.000126	\$2,361
TOWN OF HOLLYWOOD PARK	\$2,962,623	0.000713	\$13,395
JUDSON ISD	\$142,029,967	0.034170	\$642,182
CITY OF KIRBY	\$2,688,522	0.000647	\$12,156
CITY OF LEON VALLEY	\$5,452,500	0.001312	\$24,653
CITY OF LIVE OAK	\$5,859,346	0.001410	\$26,493
CITY OF LYTLE	\$5,230	0.000001	\$24
MEDINA VALLEY ISD	\$12,898,818	0.003103	\$58,321
NORTH EAST ISD	\$539,268,238	0.129738	\$2,438,275
NORTHSIDE ISD IN BEXAR COUNTY	\$761,491,691	0.183200	\$3,443,048
CITY OF OLMOS PARK	\$3,124,312	0.000752	\$14,126
CITY OF SAN ANTONIO	\$648,332,932	0.155977	\$2,931,406
SAN ANTONIO ISD	\$302,664,277	0.072815	\$1,368,482
SAN ANTONIO MUD #1	\$340,660	0.000082	\$1,540
SA RIVER AUTHORITY	\$32,570,801	0.007836	\$147,267
CITY OF SANDY OAKS	\$350,771	0.000084	\$1,586
CITY OF SCHERTZ	\$2,059,250	0.000495	\$9,311
SCHERTZ-CIBOLO ISD	\$10,164,309	0.002445	\$45,957
CITY OF SELMA	\$1,517,400	0.000365	\$6,861
CITY OF SHAVANO PARK	\$3,650,204	0.000878	\$16,504
CITY OF SOMERSET	\$708,437	0.000170	\$3,203
SOMERSET ISD IN BEXAR COUNTY	\$5,218,269	0.001255	\$23,594
SOUTH SAN ISD	\$26,966,520	0.006488	\$121,928
SOUTHSIDE ISD	\$24,243,130	0.005832	\$109,614
SOUTHWEST ISD	\$56,067,849	0.013489	\$253,508
CITY OF ST HEDWIG	\$660,213	0.000159	\$2,985
CITY OF TERRELL HILLS	\$5,640,407	0.001357	\$25,503
CITY OF UNIVERSAL CITY	\$8,649,743	0.002081	\$39,109
UNIVERSITY HEALTH SYSTEM	\$487,283,040	0.117231	\$2,203,227
CITY OF VON ARMY	\$0	0.000000	\$0
WESTSIDE 211 SID	\$467,756	0.000113	\$2,115
CITY OF WINDCREST	\$3,145,242	0.00	\$14,221
	\$4,156,605,757	1.00	\$18,793,892

* - Tax Levy column will be revised with 2020 levies when available.
City of Von Army did not set a tax rate

BUDGET INCREASES vs. BUDGET SURPLUS RETURNS

Refund to tax units from:	2019 surplus	\$645,997
	2018 surplus	\$2,803,501
	2017 surplus	\$467,293
	2016 surplus	467,412
	2015 surplus	960,254
	2014 surplus	613,599
	2013 surplus	646,899
	2012 surplus	606,698
	2011 surplus	1,203,016
	2010 surplus	829,000
	2009 surplus	607,030
	2008 surplus	266,155
	2007 surplus	535,738

Total refunded for last thirteen years: \$10,652,592

Budget Increase/(Decrease):	2020	3.76%	686,506
	2019	-2.12%	(395,972)
	2018	12.09%	2,012,651
	2017	3.65%	586,125
	2016	1.17%	185,542
	2015	5.71%	856,760
	2014	2.98%	435,137
	2013	5.16%	714,881
	2012	-6.05%	(892,475)
	2011	-1.25%	(186,070)
	2010	4.67%	666,887
	2009	9.65%	1,256,163
	2008	2.55%	323,762

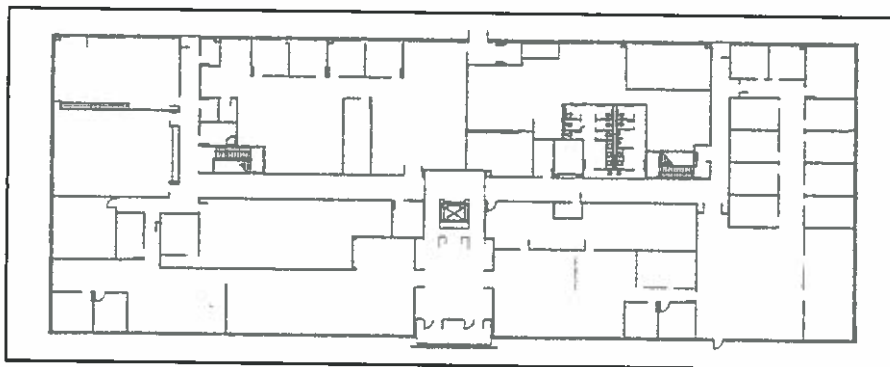
Total for last thirteen years: 41.97% \$6,249,897

Percent of Budget Increases Returned 70%
Refunded over Budget Increase \$4,402,695

BEXAR APPRAISAL DISTRICT

BUILDING PROJECTS LIST BUDGET YEAR

Roof Replacement Reserve	2021
Roof Replacement	2022
Repaint Outside of Building	2023
HVAC Replacement	2027
Restroom Renovation	2030
Kitchen Renovation	2032

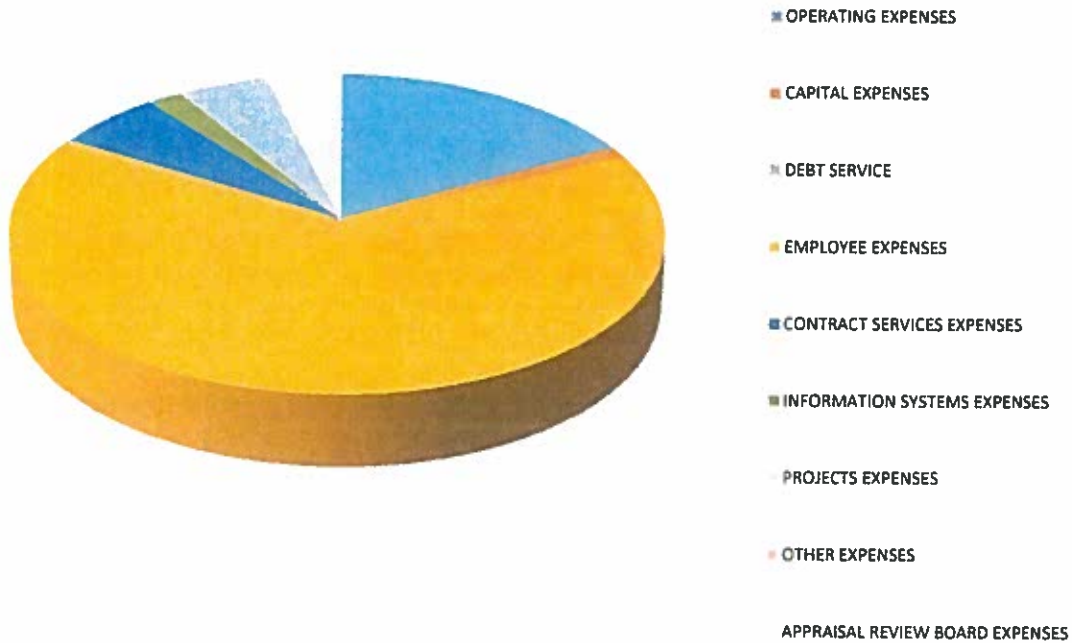


Bexar Appraisal District
As Compared to Top 6 Metro Districts

Districts	2020			2019			2018		
	Real Parcels	Annual Budget	Cost/Real Parcel	Real Parcels	Annual Budget	Cost/Real Parcel	Real Parcels	Annual Budget	Cost/Real Parcel
Harris	1,851,261	90,728,307	\$49.01	1,813,757	88,094,531	\$48.57	1,828,083	85,562,087	\$46.80
Dallas	794,384	28,144,871	\$35.43	733,706	28,144,871	\$38.36	832,692	27,495,334	\$33.02
Tarrant	678,812	25,828,993	\$38.05	657,027	24,912,805	\$37.92	654,536	23,684,614	\$36.19
Bexar	660,386	18,948,050	\$28.69	649,586	18,261,544	\$28.11	640,483	18,657,516	\$29.13
Travis	457,993	20,193,893	\$44.09	439,803	19,486,627	\$44.31	439,748	18,827,658	\$42.81
El Paso	401,039	16,032,787	\$39.98	396,919	15,663,771	\$39.46	393,994	14,954,128	\$43.00

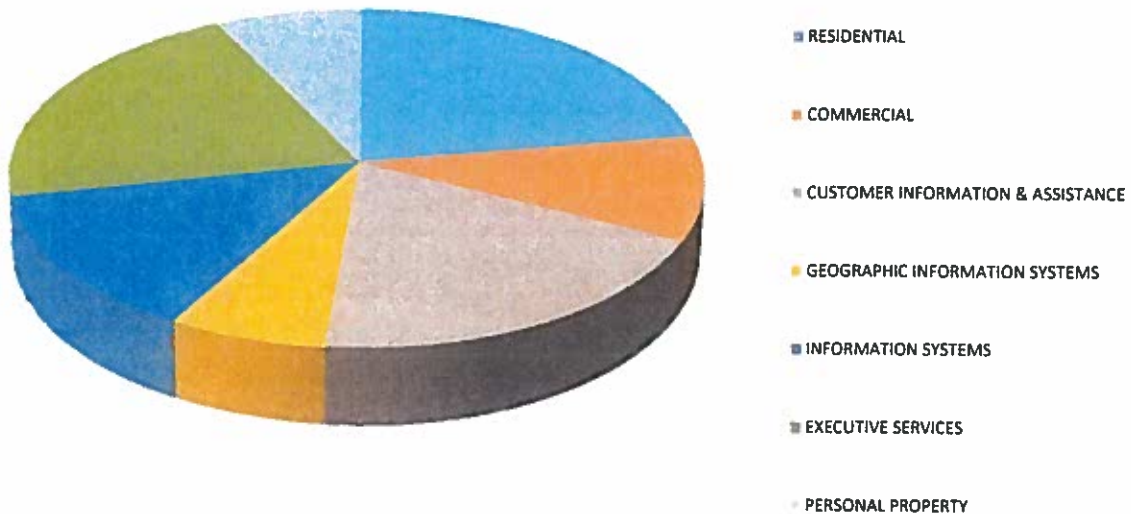
Lowest cost per parcel

2021 BUDGET BY EXPENSE TYPE



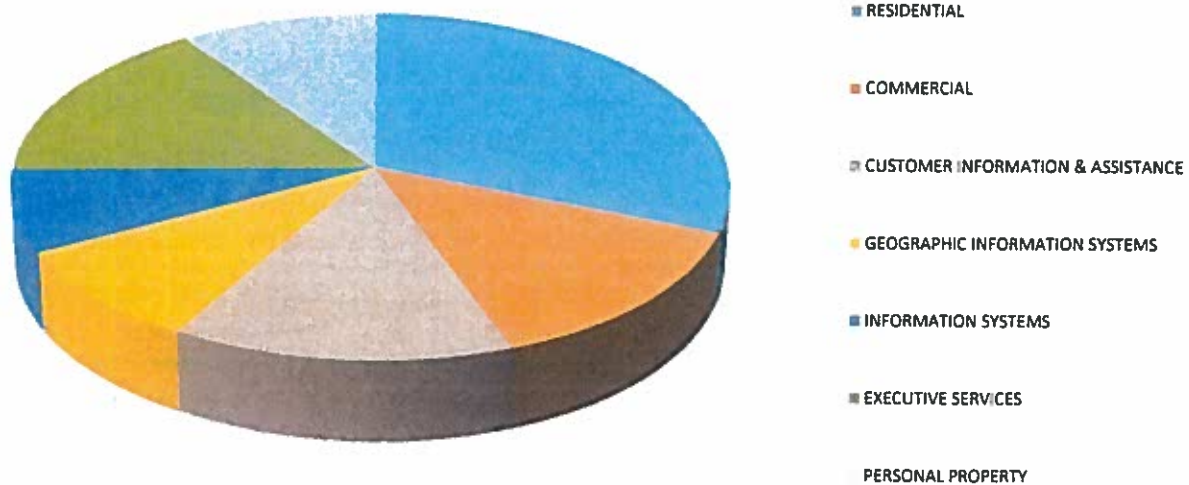
<u>EXPENSE TYPE</u>	<u>BUDGET</u>	<u>PERCENT</u>
1. OPERATING EXPENSES	\$ 3,198,552	17.0%
2. CAPITAL EXPENSES	197,500	1.0%
3. DEBT SERVICE	0	0.0%
4. EMPLOYEE EXPENSES	12,305,205	65.3%
5. CONTRACT SERVICES EXPENSES	1,110,110	5.9%
6. INFORMATION SYSTEMS EXPENSES	360,100	1.9%
7. PROJECTS EXPENSES	910,000	4.8%
8. OTHER EXPENSES	12,000	0.1%
9. APPRAISAL REVIEW BOARD EXPENSES	748,425	4.0%
	\$ 18,841,892	100.0%

2021 DEPARTMENTAL BUDGETS



<u>DEPARTMENT</u>	<u>BUDGET</u>	<u>PERCENT</u>
1. RESIDENTIAL	\$ 4,194,070	22.3%
2. COMMERCIAL	1,867,949	9.9%
3. CUSTOMER INFORMATION & ASSISTANCE	3,623,408	19.2%
4. GEOGRAPHIC INFORMATION SYSTEMS	1,259,464	6.7%
5. INFORMATION SYSTEMS	2,532,395	13.4%
6. EXECUTIVE SERVICES	3,952,891	21.0%
7. PERSONAL PROPERTY	<u>1,411,715</u>	<u>7.5%</u>
	\$ 18,841,892	100.0%

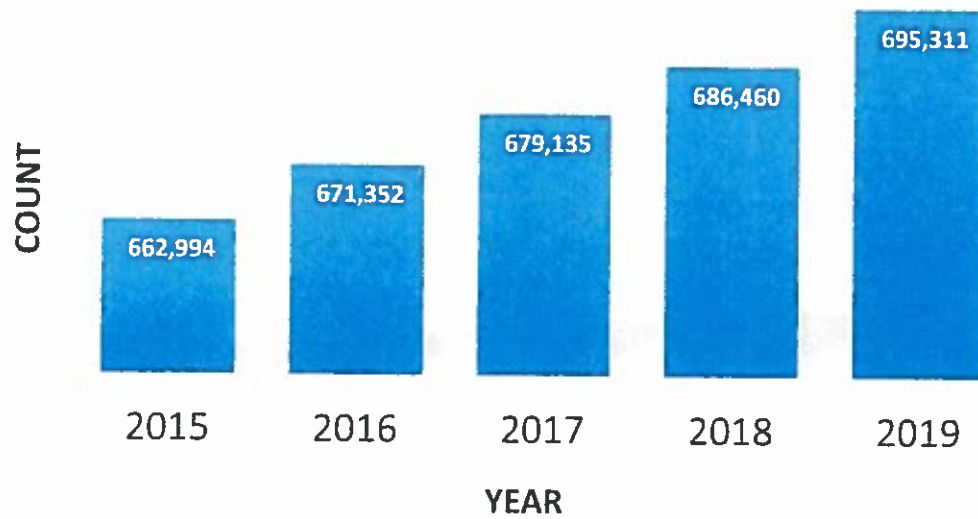
2021 PERSONNEL BREAKDOWN



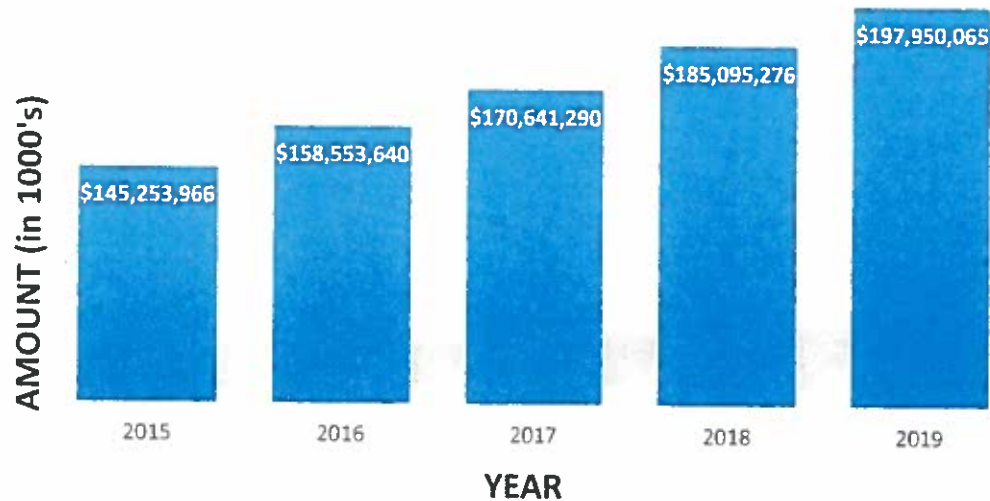
<u>DEPARTMENT</u>	<u>NUMBER OF PERSONNEL</u>	<u>SALARY EXPENSE</u>	<u>PERCENT</u>
1. RESIDENTIAL	52	\$ 2,719,995	30.8%
2. COMMERCIAL	19	1,189,854	13.5%
3. CUSTOMER INFORMATION & ASSISTANCE	31	1,228,053	13.9%
4. GEOGRAPHIC INFORMATION SYSTEMS	16	774,619	8.8%
5. INFORMATION SYSTEMS	10	675,001	7.6%
6. EXECUTIVE SERVICES	16	1,376,188	15.6%
7. PERSONAL PROPERTY	17	871,355	9.9%
	161	\$ 8,835,065	100.0%

BEXAR COUNTY GROWTH TRENDS

BEXAR COUNTY - NUMBER OF PARCELS

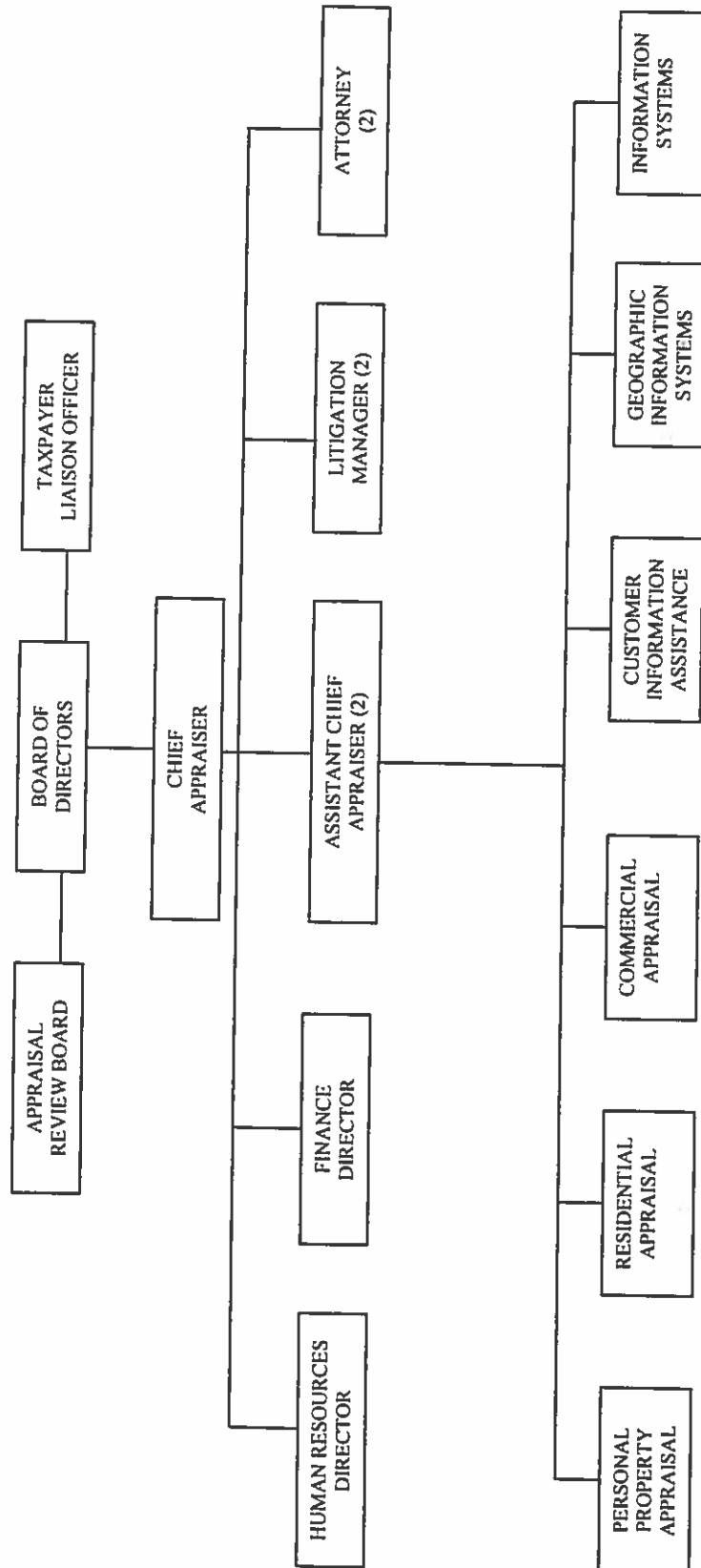


BEXAR COUNTY - APPRAISED VALUES



<u>YEAR</u>	<u># OF PARCELS</u>	<u>APPRAISAL VALUE (in 1000's)</u>
2015	662,994	\$145,253,966
2016	671,352	\$158,553,640
2017	679,135	\$170,641,290
2018	686,460	\$185,095,276
2019	695,311	\$197,950,065
INCREASE OVER 5 YEARS	32,317 4.87%	\$52,696,099 36.28%

BEXAR APPRAISAL DISTRICT ORGANIZATIONAL CHART



PROPOSED EMPLOYEE POSITIONS

<u>GRADE</u>	<u>TITLE</u>	# IN <u>POSITION</u>	<u>SALARY RANGE</u>			<u>BENEFITS *</u>
			<u>MIN</u>	<u>MID</u>	<u>MAX</u>	
623	Chief Appraiser	1		Negotiated		
622	Assistant Chief Appraiser	2	\$117,560	\$150,476	\$183,392	\$36,504
620	Director - Information Systems	1	\$90,458	\$115,786	\$141,114	\$18,252
620	Director - Litigation	1	\$90,458	\$115,786	\$141,114	\$18,252
620	Director - Personal Property	1	\$90,458	\$115,786	\$141,114	\$18,252
620	Director - Residential	1	\$90,458	\$115,786	\$141,114	\$18,252
620	Director- Commercial	1	\$90,458	\$115,786	\$141,114	\$18,252
619	Finance Director	1	\$79,348	\$101,566	\$123,784	\$18,252
619	Human Resources Director	1	\$79,348	\$101,566	\$123,784	\$18,252
619	Litigation Manager	2	\$79,348	\$101,566	\$123,784	\$36,504
619	Manager - Customer Info & Assist.	1	\$79,348	\$101,566	\$123,784	\$18,252
619	Manager - Geographic Info. Sys.	1	\$79,348	\$101,566	\$123,784	\$18,252
618	Applications Operation Manager	1	\$69,604	\$89,094	\$108,583	\$18,252
618	Attorney	1	\$69,604	\$89,094	\$108,583	\$18,252
618	Executive Assistant	1	\$69,604	\$89,094	\$108,583	\$18,252
618	Operations Supervisor	3	\$69,604	\$89,094	\$108,583	\$54,756
617	Database and Application Analyst	1	\$61,056	\$78,152	\$95,247	\$18,252
617	Quality Control Supervisor	1	\$61,056	\$78,152	\$95,247	\$18,252
617	Senior Systems Administrator	1	\$61,056	\$78,152	\$95,247	\$18,252
617	Senior Valuation Appraiser	5	\$61,056	\$78,152	\$95,247	\$91,260
617	Supervisor	5	\$61,056	\$78,152	\$95,247	\$91,260
616	Records Management Officer	1	\$53,558	\$68,555	\$83,551	\$18,252
616	Senior Appraiser	17	\$53,558	\$68,555	\$83,551	\$310,284
616	Systems Administrator	1	\$53,558	\$68,555	\$83,551	\$18,252
616	Lead Deed Technician	1	\$46,981	\$60,135	\$73,290	\$18,252
616	Lead GIS Technician	1	\$46,981	\$60,135	\$73,290	\$18,252
615	Absolute Exemptions Coordinator	1	\$46,981	\$60,135	\$73,290	\$18,252
615	Appraiser - RPA	22	\$46,981	\$60,135	\$73,290	\$401,544
615	ARB Coordinator	1	\$46,981	\$60,135	\$73,290	\$18,252
615	Arbitration Coordinator	1	\$46,981	\$60,135	\$73,290	\$18,252
615	Data Analyst	1	\$46,981	\$60,135	\$73,290	\$18,252
614	Appraiser	22	\$41,211	\$52,750	\$64,290	\$401,544
614	GIS Technician	5	\$41,211	\$52,750	\$64,290	\$91,260
614	Operations Specialist	1	\$41,211	\$52,750	\$64,290	\$18,252
614	Q.A. Administrator	1	\$41,211	\$52,750	\$64,290	\$18,252
614	Senior Litigation Specialist	1	\$41,211	\$52,750	\$64,290	\$18,252
614	Senior Project Specialist	8	\$41,211	\$52,750	\$64,290	\$146,016
613	CBX Operator	1	\$36,150	\$46,272	\$56,394	\$18,252
613	Deed Technician	7	\$36,150	\$46,272	\$56,394	\$127,764
613	Finance Assistant	1	\$36,150	\$46,272	\$56,394	\$18,252
613	Litigation Specialist	2	\$36,150	\$46,272	\$56,394	\$36,504
613	Operations Technician	1	\$36,150	\$46,272	\$56,394	\$18,252
613	PC Technician	1	\$36,150	\$46,272	\$56,394	\$18,252
613	Project Specialist	5	\$36,150	\$46,272	\$56,394	\$91,260
613	Facility Coordinator	1	\$31,711	\$40,590	\$49,469	\$18,252
612	Facilities Assistant	1	\$31,711	\$40,590	\$49,469	\$18,252
612	Mailroom Specialist	1	\$31,711	\$40,590	\$49,469	\$18,252
612	Senior Support Specialist	8	\$31,711	\$40,590	\$49,469	\$146,016
612	Support Specialist	14	\$31,711	\$40,590	\$49,469	\$255,528

TOTAL FULL-TIME POSITIONS 161

611	Data Collector Intern	1	\$23,683	\$30,314	\$36,945	
611	GIS Student Intern	1	\$23,683	\$30,314	\$36,945	

TOTAL PART-TIME POSITIONS 2

* BENEFITS	=	TCDRS (Retirement)	\$774
		Group Medical	\$662
		Dental	\$52
		Long Term Disability	\$17
		Life Insurance	\$16
		TOTAL PER EMPLOYEE	\$1,521 PER MONTH

**CONSOLIDATED EXPENDITURES
BUDGET**

	2019 ACTUAL EXPENSES	2019 APPROVED BUDGET	2020 APPROVED BUDGET	2021 PROPOSED BUDGET
A. OPERATING EXPENSES				
5005- 00 Advertising Public Notices	39,843	43,000	45,000	45,000
5010- 00 Auto Allowance	592,113	621,400	621,400	632,200
5015 00 Stipend	0	0	0	
5020- 00 Copier Costs	36,717	42,340	40,538	42,760
5025- 00 Copier, FAX & Printer Supplies	51,457	57,500	58,980	58,800
5040- 00 Employee Programs	27,524	38,000	38,000	39,000
5050- 00 Equipment Maintenance	0	1,050	1,050	1,050
5060- 00 Forms Creations	144,857	136,957	213,883	250,000
5100- 00 Insurance	30,874	33,000	35,000	35,000
5160- 00 Map Production & Supplies	1,736	4,550	4,550	4,550
5170- 00 Mileage Reimbursements	633	4,000	4,000	4,000
5200- 00 Office Building Maintenance	234,052	410,000	410,000	325,000
5210- 00 Offsite Storage	18,173	25,000	25,000	25,000
5220- 00 Office Supplies	70,536	75,100	77,708	85,500
5250- 00 Postage	332,745	341,137	599,952	599,952
5260- 00 Professional Dues	12,998	25,922	24,926	20,940
5300- 00 Publications	95,053	103,900	159,760	162,000
5350- 00 Security	201,891	210,000	215,000	215,000
5380- 00 Voice and Data Communication	100,728	100,700	54,428	69,000
5400- 00 Training	169,674	225,015	264,925	198,800
5500- 00 Utilities	92,495	125,000	125,000	125,000
5600- 00 Worker's Compensation	40,868	47,701	47,000	50,000
5900- 00 Contingency	2,140,000	200,000	210,000	210,000
	<u>4,434,967</u>	<u>2,871,272</u>	<u>3,276,100</u>	<u>3,198,552</u>
B. CAPITAL EXPENSES				
6000- 00 Furniture	19,233	12,000	15,000	15,000
6100- 00 Equipment	111,700	110,800	112,500	117,500
6150- 00 CAMA Hardware	13,061	55,000	200,000	65,000
	<u>143,994</u>	<u>177,800</u>	<u>327,500</u>	<u>197,500</u>
C. DEBT SERVICE				
6500- 00 Building Purchase - Principal	0	0	0	0
6550- 00 Building Purchase - Interest	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
D. EMPLOYEE EXPENSES				
7000- 00 Salaries, Regular	7,878,882	8,670,713	8,807,546	8,835,065
7010- 00 Salaries, Overtime	51,464	72,800	79,000	80,000
7050- 00 Retirement	1,334,856	1,471,761	1,496,598	1,490,300
7060- 00 Payroll Taxes	1,072	26,244	26,082	26,082
7070- 00 Group Medical Insurance	918,230	1,370,456	1,379,022	1,379,024
7080- 00 Life Insurance	50,352	74,911	55,375	55,548
7090- 00 Medicare	120,616	137,861	139,933	139,186
7150- 00 TCDRS Retiree COLA	0	175,000	100,000	220,000
7200- 00 Sick Leave Buy Back Fund	60,873	80,000	80,000	40,000
7250- 00 Departure Contingency	38,589	80,000	80,000	40,000
	<u>10,454,934</u>	<u>12,159,746</u>	<u>12,243,556</u>	<u>12,305,205</u>

**CONSOLIDATED EXPENDITURES
BUDGET**

	2019 ACTUAL EXPENSES	2019 APPROVED BUDGET	2020 APPROVED BUDGET	2021 PROPOSED BUDGET
E. CONTRACT SERVICES EXPENSES				
7510- 00 Valuation Oil & Gas	18,400	22,000	22,000	38,000
7520- 00 Valuation Telecommunications	27,200	26,600	28,000	32,000
7550- 00 Accounting & Auditing	44,351	49,000	49,000	49,000
7580- 00 Legal Services	551,586	750,000	600,000	750,000
7650- 00 Consulting Studies	22,063	15,000	15,000	25,000
7700- 00 Taxpayer Liason Officer	8,185	14,000	20,000	22,000
7750- 00 Contract Services Contingency	1,057	3,800	40,880	41,910
7800- 00 Temporary Services	94,333	122,200	152,200	152,200
	<u>767,175</u>	<u>1,002,600</u>	<u>927,080</u>	<u>1,110,110</u>
F. INFORMATION SYSTEMS EXPENSES				
8000- 00 Leases	31,202	36,000	36,000	55,000
8100- 00 Software Maintenance	152,743	140,240	180,650	177,000
8150- 00 Hardware Maintenance	79,006	138,500	32,500	72,500
8200- 00 Supplies	25,728	30,000	30,000	30,000
8300- 00 Services	59,602	24,500	24,700	25,600
	<u>348,281</u>	<u>369,240</u>	<u>303,850</u>	<u>360,100</u>
G. PROJECTS EXPENSES				
8510- 00 Aerial Maps	160,001	160,000	165,000	175,000
8640- 04 Homestead Audit / Outreach	0	0	220,000	10,000
8670- 00 Field Device Maintenance	108,064	105,746	122,625	140,000
8770- 02 Server Infrastructure Upgrade	100,000	100,000	50,000	50,000
8775- 02 Technology Improvements	38,911	50,000	50,000	50,000
8785- 00 CAMA Hardware	31,915	5,000	0	0
8790- 00 CAMA Software	412,213	410,000	416,139	435,000
8795- 00 CAMA Enhancements	150,000	150,000	150,000	50,000
	<u>1,001,104</u>	<u>980,746</u>	<u>1,173,764</u>	<u>910,000</u>
H. OTHER EXPENSES				
9000- 00 Board of Directors Exp. Reimb.	3,263	3,000	4,000	4,000
9100- 00 Chief Appraiser Exp. Reimb.	6,790	6,800	8,000	8,000
	<u>10,053</u>	<u>9,800</u>	<u>12,000</u>	<u>12,000</u>
I. APPRAISAL REVIEW BOARD EXPENSES				
9500- 00 Compensation	503,320	600,000	550,000	600,000
9520- 00 Training	5,163	6,500	6,500	6,500
9530- 00 Postage	69,695	61,340	61,200	75,425
9540- 00 Legal Services	46,856	21,000	65,000	65,000
9550- 00 ARB Contingency	0	1,500	1,500	1,500
	<u>625,034</u>	<u>690,340</u>	<u>684,200</u>	<u>748,425</u>
TOTAL	<u>17,785,542</u>	<u>18,261,544</u>	<u>18,948,050</u>	<u>18,841,892</u>
			Difference	(106,158) -0.56%

CONSOLIDATED EXPENDITURES
BY DEPARTMENT
2021 BUDGET

	TOTAL	EXECUTIVE SERVICES	INFORMATION SYSTEMS	GEOGRAPHIC INFO SYS	CUSTOMER & ASSISTANCE	RESIDENTIAL	COMMERCIAL	PERSONAL PROPERTY
OPERATING EXP	3,198,552	991,500	337,850	29,710	969,742	472,715	274,400	122,635
CAPITAL EXP	197,500	1,500	183,000	500	4,000	3,000	3,500	2,000
DEBT SERVICE	0	0	0	0	0	0	0	0
EMPLOYEE EXP	12,305,205	2,093,891	888,335	1,054,254	1,751,241	3,718,355	1,590,049	1,209,080
CONTRACT SERV	1,110,110	854,000	38,110	0	140,000	0	0	78,000
INFO SYS EXP	360,100	0	360,100	0	0	0	0	0
PROJECTS EXP	910,000	0	725,000	175,000	10,000	0	0	0
OTHER EXP	12,000	12,000	0	0	0	0	0	0
ARB EXPENSE	748,425	0	0	0	748,425	0	0	0
TOTAL	18,841,892	3,952,891	2,532,395	1,259,464	3,623,408	4,194,070	1,867,949	1,411,715

**EXECUTIVE SERVICES
BUDGET**

	2019 ACTUAL EXPENSES	2019 APPROVED BUDGET	2020 APPROVED BUDGET	2021 PROPOSED BUDGET
A. OPERATING EXPENSES				
5005- 01 Advertising Public Notices	2,613	10,000	10,000	5,000
5010- 01 Auto Allowance	43,450	42,400	42,400	53,200
5020- 01 Copier Costs	7,921	10,200	10,200	10,000
5025- 01 Copier, FAX & Printer Supplies	18,646	20,000	20,000	20,000
5040- 01 Employee Programs	27,524	38,000	38,000	39,000
5050- 01 Equipment Maintenance	0	0	0	0
5060- 01 Forms Creations	0	0	0	0
5100- 01 Insurance	30,874	33,000	35,000	35,000
5160- 01 Map Production & Supplies	0	0	0	0
5170- 01 Mileage Reimbursements	633	4,000	4,000	4,000
5200- 01 Office Building Maintenance	234,052	410,000	410,000	325,000
5210- 01 Offsite Storage	0	0	0	0
5220- 01 Office Supplies	46,679	40,000	45,000	50,000
5250- 01 Postage	0	0	0	0
5260- 01 Professional Dues	6,068	8,797	7,000	7,000
5300- 01 Publications	2,042	2,500	7,000	3,000
5350- 01 Security	0	0	0	0
5380- 01 Telephone	0	0	0	0
5400- 01 Training	41,068	50,000	80,000	55,300
5500- 01 Utilities	92,495	125,000	125,000	125,000
5600- 01 Worker's Compensation	40,868	47,701	47,000	50,000
5900- 01 Contingency	2,140,000	200,000	210,000	210,000
	<u>2,734,933</u>	<u>1,041,598</u>	<u>1,090,600</u>	<u>991,500</u>
B. CAPITAL EXPENSES				
6000- 01 Furniture	0	500	1,500	1,500
6100- 01 Equipment	0	0	0	0
6150- 01 CAMA Hardware	0	0	0	0
	<u>0</u>	<u>500</u>	<u>1,500</u>	<u>1,500</u>
C. DEBT SERVICE				
6500- 01 Building Purchase - Principal	0	0	0	0
6550- 01 Building Purchase - Interest	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
D. EMPLOYEE EXPENSES				
7000- 01 Salaries, Regular	1,258,545	1,280,601	1,347,879	1,376,188
7010- 01 Salaries, Overtime	5,311	6,000	12,000	12,000
7050- 01 Retirement	207,228	230,497	241,841	235,511
7060- 01 Payroll Taxes	53	2,430	2,592	2,592
7070- 01 Group Medical Insurance	88,664	128,480	137,046	137,046
7080- 01 Life Insurance	7,159	28,647	8,472	8,650
7090- 01 Medicare	19,377	21,591	22,653	21,904
7150- 01 TCDRS Retiree COLA	0	175,000	100,000	220,000
7200- 01 Sick Leave Buy Back Fund	60,873	80,000	80,000	40,000
7250- 01 Departure Contingency	38,589	80,000	80,000	40,000
	<u>1,685,799</u>	<u>2,033,246</u>	<u>2,032,483</u>	<u>2,093,891</u>

EXECUTIVE SERVICES
BUDGET

	2019 ACTUAL EXPENSES	2019 APPROVED BUDGET	2020 APPROVED BUDGET	2021 PROPOSED BUDGET
E. CONTRACT SERVICES EXPENSES				
7510- 01 Valuation Oil & Gas	0	0	0	0
7520- 01 Valuation Telecommunications	0	0	0	0
7550- 01 Accounting & Auditing	44,351	49,000	49,000	49,000
7580- 01 Legal Services	551,586	750,000	600,000	750,000
7650- 01 Consulting Studies	22,063	15,000	15,000	25,000
7700- 01 Taxpayer Liason Officer	8,185	14,000	20,000	22,000
7750- 01 Contract Services Contingency	646	3,000	3,000	3,000
7800- 01 Temporary Services	2,446	5,000	5,000	5,000
	<u>629,277</u>	<u>836,000</u>	<u>692,000</u>	<u>854,000</u>
F. INFORMATION SYSTEMS EXPENSES				
8000- 01 Leases	0	0	0	0
8100- 01 Software Maintenance	0	0	0	0
8150- 01 Hardware Maintenance	0	0	0	0
8200- 01 Supplies	0	0	0	0
8300- 01 Services	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
G. PROJECTS EXPENSES				
8510- 01 Aerial Maps	0	0	0	0
8670- 01 Field Device Maintenance	0	0	0	0
8770- 01 Infrastructure Upgrade	0	0	0	0
8775- 01 Technology Improvements	0	0	0	0
8785- 01 CAMA Hardware	0	0	0	0
8790- 01 CAMA Software	0	0	0	0
8795- 01 CAMA Enhancements	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
H. OTHER EXPENSES				
9000- 01 Board of Directors Exp. Reimb.	3,263	3,000	4,000	4,000
9100- 01 Chief Appraiser Exp. Reimb.	6,790	6,800	8,000	8,000
	<u>10,053</u>	<u>9,800</u>	<u>12,000</u>	<u>12,000</u>
I. APPRAISAL REVIEW BOARD EXPENSES				
9500- 01 Compensation	0	0	0	0
9520- 01 Training	0	0	0	0
9530- 01 Postage	0	0	0	0
9540- 01 Legal Services	0	0	0	0
9550- 01 ARB Contingency	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	<u>5,060,062</u>	<u>3,921,144</u>	<u>3,828,583</u>	<u>3,952,891</u>

EXECUTIVE SERVICES

ADVERTISING PUBLIC NOTICES

Type of Notice -		
IFB/RFP Bid Notices	3,400	
Budget Ad	4,600	
Employment Ads	2,000	
		10,000

AUTO ALLOWANCE

<u>Employee Group -</u>	<u># in Group</u>	<u>Monthly Allowance</u>	<u>Total For Year</u>
Chief Appraiser	1	833	10,000
Assistant Chief Appraiser	2	600	14,400
Manager - Litigation	2	600	14,400
Attorneys	2	300	7,200
HR Director	1	300	3,600
Finance Director	1	300	3,600
			53,200

COPIER COSTS

<u>Model #</u>	<u>Monthly Cost</u>	<u>Annual Total</u>
Xerox WC7845PT	400	4,800
Xerox WC7845PT	400	4,800
Copy Overruns		600
		10,200

EMPLOYEE PROGRAMS

Recognition/Service Awards

Longevity Awards - 30 employees	2,500
Employee Recognition Events - twice per year	5,000
	7,500

District Wide Training

Defensive Driving	3,000
Customer Service	8,000
EEOC	2,000
Sexual Harrassment	4,000
Violence in the Workplace	3,000
Health Fair & Biometric Screening	500
First Aid/CPR/AED Training	2,000
Specialized Excel	5,000
Leadership Training	3,000
	30,500

Community Involvement

United Way - Kickoff Luncheon	1,000
SA Food Bank	no cost
Haven for Hope	no cost
Children's Shelter	no cost
Tour de Cure - American Diabetes Assoc.	no cost
South Texas Blood & Tissue Center	no cost
Valero Bike - National MS Society	no cost
	1,000

39,000

EXECUTIVE SERVICES

INSURANCE

<u>Type of Coverage</u>	<u>Estimated Premium</u>	
General Liability	9,000	
Non-Owned Automobile	150	
Property Commercial Crime	9,000	
Public Official Liability	<u>16,850</u>	35,000

MILEAGE REIMBURSEMENT

Reimbursed at \$0.58 per mile for use of personal automobile for official appraisal district business	<u>4,000</u>	4,000
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PROFESSIONAL DUES

<u>Organization</u>	<u># of Memberships</u>	<u>Annual Total</u>	
TDLR	5	220	
Texas Association of Appraisal Districts	1	2,500	
IAAO	3	630	
Sams's Club	1	150	
Society for Human Resources	1	200	
Texas Procurement and Support Services	1	100	
Government Financial Officers Association	1	300	
American Association of Notaries	5	500	
Metro Council of Appraisal Districts	1	100	
TASB- Dues used to directly or indirectly influence legislation or administrative action	1	149.60	
Other		<u>2150.40</u>	7,000

TRAINING

Meetings & Conferences	<u>56,500</u>	56,500
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FURNITURE

To Replace Broken Items	<u>1,500</u>	1,500
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**INFORMATION SYSTEMS
BUDGET**

	2019 ACTUAL EXPENSES	2019 APPROVED BUDGET	2020 APPROVED BUDGET	2021 PROPOSED BUDGET
A. OPERATING EXPENSES				
5005- 02 Advertising Public Notices	0	0	0	0
5010- 02 Auto Allowance	3,000	3,000	3,000	3,000
5020- 02 Copier Costs	1,949	2,900	2,900	2,900
5025- 02 Copier, FAX & Printer Supplies	1,417	1,200	500	500
5040- 02 Employee Programs	0	0	0	0
5050- 02 Equipment Maintenance	0	0	0	0
5060- 02 Forms Creations	0	0	0	0
5100- 02 Insurance	0	0	0	0
5160- 02 Map Production & Supplies	0	0	0	0
5170- 02 Mileage Reimbursements	0	0	0	0
5200- 02 Office Building Maintenance	0	0	0	0
5210- 02 Offsite Storage	18,173	25,000	25,000	25,000
5220- 02 Office Supplies	1,514	2,000	1,500	2,000
5250- 02 Postage	0	0	0	0
5260- 02 Professional Dues	404	420	450	450
5300- 02 Publications	0	200	200	0
5350- 02 Security	201,891	210,000	215,000	215,000
5380- 02 Voice and Data Communication	100,728	100,700	54,428	69,000
5400- 02 Training	23,210	32,000	33,000	20,000
5500- 02 Utilities	0	0	0	0
5600- 02 Worker's Compensation	0	0	0	0
5900- 02 Contingency	0	0	0	0
	352,286	377,420	335,978	337,850
B. CAPITAL EXPENSES				
6000- 02 Furniture	0	500	500	500
6100- 02 Equipment	111,700	110,800	112,500	117,500
6150- 02 CAMA Hardware	13,061	55,000	200,000	65,000
	124,761	166,300	313,000	183,000
C. DEBT SERVICE				
6500- 02 Building Purchase - Principal	0	0	0	0
6550- 02 Building Purchase - Interest	0	0	0	0
	0	0	0	0
D. EMPLOYEE EXPENSES				
7000- 02 Salaries, Regular	679,355	771,044	794,684	675,001
7010- 02 Salaries, Overtime	3,669	6,000	6,000	6,000
7050- 02 Retirement	109,345	120,751	124,410	105,883
7060- 02 Payroll Taxes	73	1,782	1,782	1,620
7070- 02 Group Medical Insurance	61,180	94,219	94,219	85,654
7080- 02 Life Insurance	4,113	4,847	5,008	4,259
7090- 02 Medicare	9,972	11,311	11,653	9,918
7150- 02 TCDRS Retiree COLA	0	0	0	0
7200- 02 Sick Leave Buy Back Fund	0	0	0	0
7250- 02 Departure Contingency	0	0	0	0
	867,707	1,009,954	1,037,756	888,335

**INFORMATION SYSTEMS
BUDGET**

	2019 ACTUAL EXPENSES	2019 APPROVED BUDGET	2020 APPROVED BUDGET	2021 PROPOSED BUDGET
E. CONTRACT SERVICES EXPENSES				
7510- 02 Valuation Oil & Gas	0	0	0	0
7520- 02 Valuation Telecommunications	0	0	0	0
7550- 02 Accounting & Auditing	0	0	0	0
7580- 02 Legal Services	0	0	0	0
7650- 02 Consulting Studies	0	0	0	0
7700- 02 Taxpayer Liason Officer	0	0	0	0
7750- 02 Contract Services Contingency	0	0	37,080	38,110
7800- 02 Temporary Services	0	0	0	0
	<u>0</u>	<u>0</u>	<u>37,080</u>	<u>38,110</u>
F. INFORMATION SYSTEMS EXPENSES				
8000- 02 Leases	31,202	36,000	36,000	55,000
8100- 02 Software Maintenance	152,743	140,240	180,650	177,000
8150- 02 Hardware Maintenance	79,006	138,500	32,500	72,500
8200- 02 Supplies	25,728	30,000	30,000	30,000
8300- 02 Services	59,602	24,500	24,700	25,600
	<u>348,281</u>	<u>369,240</u>	<u>303,850</u>	<u>360,100</u>
G. PROJECTS EXPENSES				
8510- 02 Aerial Maps	0	0	0	0
8670- 02 Field Device Maintenance	108,064	105,746	122,625	140,000
8770- 02 Infrastructure Upgrade	100,000	100,000	50,000	50,000
8775- 02 Technology Improvements	38,911	50,000	50,000	50,000
8785- 02 CAMA Hardware	31,915	5,000	0	0
8790- 02 CAMA Software	412,213	410,000	416,139	435,000
8795- 02 CAMA Enhancements	150,000	150,000	150,000	50,000
	<u>841,103</u>	<u>820,746</u>	<u>788,764</u>	<u>725,000</u>
H. OTHER EXPENSES				
9000- 02 Board of Directors Exp. Reimb.	0	0	0	0
9100- 02 Chief Appraiser Exp. Reimb.	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
I. APPRAISAL REVIEW BOARD EXPENSES				
9500- 02 Compensation	0	0	0	0
9520- 02 Training	0	0	0	0
9530- 02 Postage	0	0	0	0
9540- 02 Legal Services	0	0	0	0
9550- 02 ARB Contingency	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	<u><u>2,534,138</u></u>	<u><u>2,743,660</u></u>	<u><u>2,816,428</u></u>	<u><u>2,532,395</u></u>

INFORMATION SYSTEMS

VOICE AND DATA COMMUNICATION

	<u>Annual Total</u>	
Spectrum Voice and Data Service	53,000	
SecureLogix - Annual Maintenance	3,000	
Phone system HW and SW support	0	
Fax Cloud Service	4,800	
AT&T - Cell Phone Service	6,000	
Live TV service	1,700	
Miscellaneous	500	
		69,000

TRAINING

	<u>Total</u>	
Crisis Management	300	
Record Management training	7,700	
Information Technology training	5,000	
Information Technology Conference	0	
TA User Conference	3,000	
TAAD Conference	4,000	
		20,000

EQUIPMENT

	<u>Total</u>	
Desktop and Laptop Computer	38,000	
Printers and Scanners	8,000	
Cell Phone Upgrades	2,000	
Deskphone	2,000	
Laser Measurement device	42,500	
Network and Server Equipment	10,000	
Server Software Licenses	5,000	
PC Software/Miscellaneous Equipment	10,000	
		117,500

CAMA HARDWARE (6150-02)

Server Hardware refresh	0	
iPads	65,000	
		65,000

Leases

<u>Model #</u>	<u>Monthly Cost</u>	<u>Annual Total</u>	
PB Stuff and Fold machine	1,200	14,400	
PlanetPress Software	600	11,000	
SenSuite Live	700	8,000	
ConnectRight Mailer	150	1,800	
Xerox FFSVR	500	6,000	
Canon Vario Print 140 (4 years contract start	1,050	12,600	
10% for overage		1,200	
			55,000

SOFTWARE MAINTENANCE

Vmware Maintenance Renewal	-	
ESRI Software Maintenance	65,000	
EMC Source One	2,000	
Express Information (GP Dynamics)	5,000	
Replicon	14,500	
DocuSign	15,000	
SurveyMonkey	3,000	
Sage Software - Asset Tracking	4,500	
Barracuda Software Maintenance	12,000	
Barracuda Backups - Cloud Storage	21,500	
Solar Winds - Network Monitoring	6,000	
AirWatch	1,500	
Visual Studio w/MSDN renews in 8/2015	3,000	
Acronis Snap Deploy	1,000	
Dell DPS - bought with 5 years maintenance	-	
Adobe Cloud Suite	1,000	
Idera	3,000	
Qminder	6,000	
Ion Wave	3,000	
Software Upgrades & Misc	10,000	
		177,000

HARDWARE MAINTENANCE

Service Contract on Server and Network equipment	2,000	
Barraduda equipment maintenance	12,000	
Service Contract on UPS System	8,500	
UPS Battery Replacement	40,000	
Miscellaneous Repairs or Maintenance	10,000	
		72,500

IS Services

Tyco Integrate Securities	4,000	
Culligan water service (\$130 monthly)	1,600	
Data Dallas-CASS Certification	-	
IT Consultant service	20,000	
		25,600

FIELD DEVICE MAINTENANCE

Harris Govern Maintenance	97,000	
Cellular service	41,000	
Misc. Supplies	2,000	
		140,000

**GEOGRAPHICAL INFORMATION SYSTEMS
BUDGET**

	2019 ACTUAL EXPENSES	2019 APPROVED BUDGET	2020 APPROVED BUDGET	2021 PROPOSED BUDGET
A. OPERATING EXPENSES				
5005- 03 Advertising Public Notices	0	0	0	0
5010- 03 Auto Allowance	3,000	3,000	3,000	3,000
5020- 03 Copier Costs	1,301	1,560	1,560	1,560
5025- 03 Copier, FAX & Printer Supplies	1,572	1,100	1,100	1,100
5040- 03 Employee Programs	0	0	0	0
5050- 03 Equipment Maintenance	0	0	0	0
5060- 03 Forms Creations	0	0	0	0
5100- 03 Insurance	0	0	0	0
5160- 03 Map Production & Supplies	1,495	3,550	3,550	3,550
5170- 03 Mileage Reimbursements	0	0	0	0
5200- 03 Office Building Maintenance	0	0	0	0
5210- 03 Offsite Storage	0	0	0	0
5220- 03 Office Supplies	2,443	5,000	5,000	5,000
5250- 03 Postage	0	0	0	0
5260- 03 Professional Dues	447	0	0	500
5300- 03 Publications	0	0	0	0
5350- 03 Security	0	0	0	0
5380- 03 Telephone	0	0	0	0
5400- 03 Training	13,793	30,100	30,100	15,000
5500- 03 Utilities	0	0	0	0
5600- 03 Worker's Compensation	0	0	0	0
5900- 03 Contingency	0	0	0	0
	24,051	44,310	44,310	29,710
B. CAPITAL EXPENSES				
6000- 03 Furniture	0	500	500	500
6100- 03 Equipment	0	0	0	0
6150- 03 CAMA Hardware	0	0	0	0
	0	500	500	500
C. DEBT SERVICE				
6500- 03 Building Purchase - Principal	0	0	0	0
6550- 03 Building Purchase - Interest	0	0	0	0
	0	0	0	0
D. EMPLOYEE EXPENSES				
7000- 03 Salaries, Regular	632,317	681,728	719,630	774,619
7010- 03 Salaries, Overtime	2,371	2,000	2,000	3,000
7050- 03 Retirement	98,992	105,841	112,173	120,840
7060- 03 Payroll Taxes	64	2,592	2,430	2,592
7070- 03 Group Medical Insurance	82,282	128,480	128,480	137,046
7080- 03 Life Insurance	4,645	4,299	4,538	4,882
7090- 03 Medicare	8,291	9,914	10,464	11,275
7150- 03 TCDRS Retiree COLA	0	0	0	0
7200- 03 Sick Leave Buy Back Fund	0	0	0	0
7250- 03 Departure Contingency	0	0	0	0
	828,962	934,854	979,715	1,054,254

**GEOGRAPHICAL INFORMATION SYSTEMS
BUDGET**

	2019 ACTUAL EXPENSES	2019 APPROVED BUDGET	2020 APPROVED BUDGET	2021 PROPOSED BUDGET
E. CONTRACT SERVICES EXPENSES				
7510- 03 Valuation Oil & Gas	0	0	0	0
7520- 03 Valuation Telecommunications	0	0	0	0
7550- 03 Accounting & Auditing	0	0	0	0
7580- 03 Legal Services	0	0	0	0
7650- 03 Consulting Studies	0	0	0	0
7700- 03 Taxpayer Liason Officer	0	0	0	0
7750- 03 Contract Services Contingency	0	0	0	0
7800- 03 Temporary Services	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
F. INFORMATION SYSTEMS EXPENSES				
8000- 03 Leases	0	0	0	0
8100- 03 Software Maintenance	0	0	0	0
8150- 03 Hardware Maintenance	0	0	0	0
8200- 03 Supplies	0	0	0	0
8300- 03 Services	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
G. PROJECTS EXPENSES				
8510- 03 Aerial Maps	160,001	160,000	165,000	175,000
8670- 03 Field Device Maintenance	0	0	0	0
8770- 03 Infrastructure Upgrade	0	0	0	0
8775- 03 Technology Improvements	0	0	0	0
8785- 03 CAMA Hardware	0	0	0	0
8790- 03 CAMA Software	0	0	0	0
8795- 03 CAMA Enhancements	0	0	0	0
	<u>160,001</u>	<u>160,000</u>	<u>165,000</u>	<u>175,000</u>
H. OTHER EXPENSES				
9000- 03 Board of Directors Exp. Reimb.	0	0	0	0
9100- 03 Chief Appraiser Exp. Reimb.	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
I. APPRAISAL REVIEW BOARD EXPENSES				
9500- 03 Compensation	0	0	0	0
9520- 03 Training	0	0	0	0
9530- 03 Postage	0	0	0	0
9540- 03 Legal Services	0	0	0	0
9550- 03 ARB Contingency	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	<u>1,013,014</u>	<u>1,139,664</u>	<u>1,189,525</u>	<u>1,259,464</u>

GEOGRAPHICAL INFORMATION SYSTEMS**AUTO ALLOWANCE**

<u>Employee Group -</u>	<u># in Group</u>	<u>Monthly Allowance</u>	<u>Total For Year</u>	
Manager - GIS	1	250	3,000	3,000

COPIER COSTS

<u>Model #</u>	<u>Monthly Cost</u>	<u>Annual Total</u>	
Xerox WC3615DN	130	1,560	1,560

MAP PRODUCTION & SUPPLIES

<u>Item</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Total</u>	
JSO Color Bond 36 x 150 for HP755C	15	40	600	
Lowglare photo for HP500	2	150	300	
HP500 Print Cartridges	6	125	750	
HP500 Print Heads and Cleaners	6	150	900	
Maintenance Contingency			1,000	3,550

TRAINING

Texas ARC/INFO Meeting	2	1,200	2,400	
TAAD Conference	1	1,500	1,500	
TNRIS - Austin	3	1,000	3,000	
SCAUG Conference	0	1,500	0	
URISA	0	1,500	0	
ESRI Conference	1	2,100	2,100	
ESRI Training Classes	3	2,000	6,000	15,000

FURNITURE

To Replace Broken Items	500	500	500
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**CUSTOMER INFORMATION & ASSISTANCE
BUDGET**

	2019 ACTUAL EXPENSES	2019 APPROVED BUDGET	2020 APPROVED BUDGET	2021 PROPOSED BUDGET
A. OPERATING EXPENSES				
5005- 04 Advertising Public Notices	37,230	33,000	35,000	40,000
5010- 04 Auto Allowance	11,400	11,400	11,400	11,400
5020- 04 Copier Costs	7,881	9,000	9,000	9,000
5025- 04 Copier, FAX & Printer Supplies	23,897	25,000	27,000	27,000
5040- 04 Employee Programs	0	0	0	0
5050- 04 Equipment Maintenance	0	1,050	1,050	1,050
5060- 04 Forms Creations	144,857	136,957	213,883	250,000
5100- 04 Insurance	0	0	0	0
5160- 04 Map Production & Supplies	0	0	0	0
5170- 04 Mileage Reimbursements	0	0	0	0
5200- 04 Office Building Maintenance	0	0	0	0
5210- 04 Offsite Storage	0	0	0	0
5220- 04 Office Supplies	10,409	10,000	10,000	12,000
5250- 04 Postage	332,745	341,137	599,952	599,952
5260- 04 Professional Dues	714	840	840	840
5300- 04 Publications	3,733	2,700	2,700	4,000
5350- 04 Security	0	0	0	0
5380- 04 Telephone	0	0	0	0
5400- 04 Training	13,818	12,500	14,500	14,500
5500- 04 Utilities	0	0	0	0
5600- 04 Worker's Compensation	0	0	0	0
5900- 04 Contingency	0	0	0	0
	586,684	583,584	925,325	969,742
B. CAPITAL EXPENSES				
6000- 04 Furniture	14,147	2,000	4,000	4,000
6100- 04 Equipment	0	0	0	0
6150- 04 CAMA Hardware	0	0	0	0
	14,147	2,000	4,000	4,000
C. DEBT SERVICE				
6500- 04 Building Purchase - Principal	0	0	0	0
6550- 04 Building Purchase - Interest	0	0	0	0
	0	0	0	0
D. EMPLOYEE EXPENSES				
7000- 04 Salaries, Regular	1,001,216	1,086,567	1,133,706	1,228,053
7010- 04 Salaries, Overtime	16,660	30,000	30,000	30,000
7050- 04 Retirement	160,491	174,609	181,906	196,511
7060- 04 Payroll Taxes	290	4,698	4,698	5,022
7070- 04 Group Medical Insurance	168,606	248,395	248,395	265,526
7080- 04 Life Insurance	6,626	6,859	7,131	7,722
7090- 04 Medicare	14,577	16,356	17,039	18,407
7150- 04 TCDRS Retiree COLA	0	0	0	0
7200- 04 Sick Leave Buy Back Fund	0	0	0	0
7250- 04 Departure Contingency	0	0	0	0
	1,368,466	1,567,484	1,622,875	1,751,241

**CUSTOMER INFORMATION & ASSISTANCE
BUDGET**

	2019 ACTUAL EXPENSES	2019 APPROVED BUDGET	2020 APPROVED BUDGET	2021 PROPOSED BUDGET
E. CONTRACT SERVICES EXPENSES				
7510- 04 Valuation Oil & Gas	0	0	0	0
7520- 04 Valuation Telecommunications	0	0	0	0
7550- 04 Accounting & Auditing	0	0	0	0
7580- 04 Legal Services	0	0	0	0
7650- 04 Consulting Studies	0	0	0	0
7700- 04 Taxpayer Liason Officer	0	0	0	0
7750- 04 Contract Services Contingency	0	0	0	0
7800- 04 Temporary Services	91,887	110,000	140,000	140,000
	<u>91,887</u>	<u>110,000</u>	<u>140,000</u>	<u>140,000</u>
F. INFORMATION SYSTEMS EXPENSES				
8000- 04 Leases	0	0	0	0
8100- 04 Software Maintenance	0	0	0	0
8150- 04 Hardware Maintenance	0	0	0	0
8200- 04 Supplies	0	0	0	0
8300- 04 Services	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
G. PROJECTS EXPENSES				
8510- 04 Aerial Maps	0	0	0	0
8640- 04 Homestead Audit / Outreach	0	0	220,000	10,000
8670- 04 Field Device Maintenance	0	0	0	0
8770- 04 Infrastructure Upgrad	0	0	0	0
8775- 04 Technology Improvements	0	0	0	0
8785- 04 CAMA Hardware	0	0	0	0
8790- 04 CAMA Software	0	0	0	0
8795- 04 CAMA Enhancements	0	0	0	0
	<u>0</u>	<u>0</u>	<u>220,000</u>	<u>10,000</u>
H. OTHER EXPENSES				
9000- 04 Board of Directors Exp. Reimb.	0	0	0	0
9100- 04 Chief Appraiser Exp. Reimb.	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
I. APPRAISAL REVIEW BOARD EXPENSES				
9500- 04 Compensation	503,320	600,000	550,000	600,000
9520- 04 Training	5,163	6,500	6,500	6,500
9530- 04 Postage	69,695	61,340	61,200	75,425
9540- 04 Legal Services	46,856	21,000	65,000	65,000
9550- 04 ARB Contingency	0	1,500	1,500	1,500
	<u>625,034</u>	<u>690,340</u>	<u>684,200</u>	<u>748,425</u>
TOTAL	<u>2,686,218</u>	<u>2,953,408</u>	<u>3,596,400</u>	<u>3,623,408</u>

CUSTOMER INFORMATION & ASSISTANCE

ADVERTISING PUBLIC NOTICES

Type of Notice -

Exemption - English	3,000	
Exemption - Spanish	2,000	
Tax Protest and Appeal	5,000	
Tax Protest and Appeal in Spanish	1,000	
Eligibility for Tax Relief	6,000	
Productivity Notice - English	3,000	
Electronic Communication	2,000	
ARB Employment AD	2,000	
Deferred Tax AD	3,000	
Rendition Notice	6,000	
Top Workplace advertisement	5,000	
IFB bids	2,000	
		40,000

AUTO ALLOWANCE

<u>Employee Group -</u>	<u># in Group</u>	<u>Monthly Allowance</u>	<u>Total For Year</u>
Manager - Customer Info & Assist	1	250	3,000
Supervisor	1	250	3,000
Mailroom Specialist	1	450	5,400
			11,400

COPIER COSTS

<u>Model #</u>	<u>Monthly Cost</u>	<u>Annual Total</u>
Canon 4545i	235	3,000
Xerox WC3615DN	90	1,300
Xerox WC3615DN	61	1,200
Xerox WC5740APT	200	2,500
Minolta EP2030	50	1,000
		9,000

EQUIPMENT MAINTENANCE

Cash Register	200
Letter Opening Machine	350
Canon PC80 Microfiche Viewer/Copier	500
	1,050

FORMS CREATIONS

	<u>Quantity</u>	<u>Unit Cost</u>	<u>Total</u>
LASER PRINTED FORMS			
Real Property Long Form	600,000	0.1400	84,000
Taxpayer Rights & Remedies	600,000	0.0230	13,800
Personal Property Notices	55,000	0.2600	14,300
SB2 Postcard Notification	700,000	0.0871	60,000
SB2 25.192 (Hs May Qualify Notices)	90,000	0.2650	33,000
Personal Property Renditions	55,000	0.2600	14,300
Programming - per hour charges	50	125.0000	6,250
ENVELOPES			
#10 Window	780,000	0.0200	15,600
#9 Return	155,000	0.0266	4,000
Certified Mail Envelopes	20,000	0.1300	2,000
TEST RUNS	5,000	0.0700	100
CONTINGENCY INCREASES			2,650
			250,000

CUSTOMER INFORMATION & ASSISTANCE

POSTAGE

	<u>Quantity</u>	<u>Unit Cost</u>	<u>Total</u>
Real Property Value Notices	580,000	0.410	237,800
Personal Property Notices	55,000	0.410	22,550
Personal Property Renditions	55,000	0.410	22,550
SB2 Postcard Notification	700,000	0.270	189,000
ACS Change of Address	4,500	0.25	1,125
P. O. Box Rentals (839946)	1	1,300	1,300
P. O. Box Rentals (839945)	1	1,300	1,300
P. O. Box Rentals (call service 830248)	1	1,500	1,500
Postage Meter Lease	1	21,312	21,312
Mailing System Supplies			2,000
Fedex			500
Outgoing Mail (Certified & General)			99,015

599,952

PROFESSIONAL DUES

<u>Organization</u>	<u># of Memberships</u>	<u>Annual Total</u>
Notary Public	8	720
Postal Council	1	120

840

TRAINING

TAAD - ARB Seminar	2	55	110
Annual Legal Seminar	1	300	300
Comptroller - ARB Seminar	2	10	20
State Reporting Meetings	2	60	120
Postal Seminar - S.A.	4	10	40
Comptroller's Institute - Austin	1	140	140
Attorney General's Conference	1	500	500
TAAD/TAAO Courses	8	65	520
TAAD Conference	6	1,500	9,000
TA Conference	5	750	3,750

14,500

FURNITURE

To Replace Broken Items	4,000
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4,000

ARB POSTAGE

	<u>Quantity</u>	<u>Unit Cost</u>	<u>Total</u>
Letters (includes notice to appear)	30,000	0.62	18,600
Evidence Packets	20,000	0.80	16,000
Certified Notices to Appear	500	6.90	3,450
Certified - Board Orders	6,500	5.75	37,375

75,425

**RESIDENTIAL
BUDGET**

	2019 ACTUAL EXPENSES	2019 APPROVED BUDGET	2020 APPROVED BUDGET	2021 PROPOSED BUDGET
A. OPERATING EXPENSES				
5005- 05 Advertising Public Notices	0	0	0	0
5010- 05 Auto Allowance	328,763	338,400	338,400	338,400
5020- 05 Copier Costs	11,981	11,580	9,670	12,000
5025- 05 Copier, FAX & Printer Supplies	2,166	3,000	3,000	3,000
5040- 05 Employee Programs	0	0	0	0
5050- 05 Equipment Maintenance	0	0	0	0
5060- 05 Forms Creations	0	0	0	0
5100- 05 Insurance	0	0	0	0
5160- 05 Map Production & Supplies	241	1,000	1,000	1,000
5170- 05 Mileage Reimbursements	0	0	0	0
5200- 05 Office Building Maintenance	0	0	0	0
5210- 05 Offsite Storage	0	0	0	0
5220- 05 Office Supplies	5,457	12,000	10,000	10,000
5250- 05 Postage	0	0	0	0
5260- 05 Professional Dues	3,380	10,715	10,815	5,815
5300- 05 Publications	1,017	5,000	57,000	53,500
5350- 05 Security	0	0	0	0
5380- 05 Telephone	0	0	0	0
5400- 05 Training	34,801	50,615	47,075	49,000
5500- 05 Utilities	0	0	0	0
5600- 05 Worker's Compensation	0	0	0	0
5900- 05 Contingency	0	0	0	0
	387,806	432,310	476,960	472,715
B. CAPITAL EXPENSES				
6000- 05 Furniture	5,086	3,000	3,000	3,000
6100- 05 Equipment	0	0	0	0
6150- 05 CAMA Hardware	0	0	0	0
	5,086	3,000	3,000	3,000
C. DEBT SERVICE				
6500- 05 Building Purchase - Principal	0	0	0	0
6550- 05 Building Purchase - Interest	0	0	0	0
	0	0	0	0
D. EMPLOYEE EXPENSES				
7000- 05 Salaries, Regular	2,428,034	2,700,874	2,646,491	2,719,995
7010- 05 Salaries, Overtime	0	2,500	1,000	1,000
7050- 05 Retirement	429,430	468,637	462,216	473,594
7060- 05 Payroll Taxes	416	8,910	8,586	8,586
7070- 05 Group Medical Insurance	309,129	462,529	453,964	453,964
7080- 05 Life Insurance	15,905	16,715	16,604	17,064
7090- 05 Medicare	39,359	43,897	43,087	44,152
7150- 05 TCDRS Retiree COLA	0	0	0	0
7200- 05 Sick Leave Buy Back Fund	0	0	0	0
7250- 05 Departure Contingency	0	0	0	0
	3,222,273	3,704,062	3,631,948	3,718,355

RESIDENTIAL BUDGET				
	2019 ACTUAL EXPENSES	2019 APPROVED BUDGET	2020 APPROVED BUDGET	2021 PROPOSED BUDGET
E. CONTRACT SERVICES EXPENSES				
7510- 05 Valuation Oil & Gas	0	0	0	0
7520- 05 Valuation Telecommunications	0	0	0	0
7550- 05 Accounting & Auditing	0	0	0	0
7580- 05 Legal Services	0	0	0	0
7650- 05 Consulting Studies	0	0	0	0
7700- 05 Taxpayer Liason Officer	0	0	0	0
7750- 05 Contract Services Contingency	0	0	0	0
7800- 05 Temporary Services	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
F. INFORMATION SYSTEMS EXPENSES				
8000- 05 Leases	0	0	0	0
8100- 05 Software Maintenance	0	0	0	0
8150- 05 Hardware Maintenance	0	0	0	0
8200- 05 Supplies	0	0	0	0
8300- 05 Services	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
G. PROJECTS EXPENSES				
8510- 05 Aerial Maps	0	0	0	0
8670- 05 Field Device Maintenance	0	0	0	0
8770- 05 Infrastructure Upgrade	0	0	0	0
8775- 05 Technology Improvements	0	0	0	0
8785- 05 CAMA Hardware	0	0	0	0
8790- 05 CAMA Software	0	0	0	0
8795- 05 CAMA Enhancements	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
H. OTHER EXPENSES				
9000- 05 Board of Directors Exp. Reimb.	0	0	0	0
9100- 05 Chief Appraiser Exp. Reimb.	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
I. APPRAISAL REVIEW BOARD EXPENSES				
9500- 05 Compensation	0	0	0	0
9520- 05 Training	0	0	0	0
9530- 05 Postage	0	0	0	0
9540- 05 Legal Services	0	0	0	0
9550- 05 ARB Contingency	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	<u>3,615,165</u>	<u>4,139,372</u>	<u>4,111,908</u>	<u>4,194,070</u>

RESIDENTIAL

AUTO ALLOWANCE

	<u># in Group</u>	<u>Monthly Allowance</u>	<u>Total For Year</u>	
Director - Residential	1	600	7,200	
Operations Supervisor	1	600	7,200	
Appraisal Supervisors	3	600	21,600	
Quality Control Supervisor	1	600	7,200	
Appraisers	41	600	295,200	
	47			338,400

COPIER COSTS

	<u>Monthly Cost</u>	<u>Annual Total</u>	
Canon 6575i	224	4,000	
Canon 6555i	220	4,000	
Canon IRA6575	307	4,000	
			12,000

MAP PRODUCTION & SUPPLIES

CFI - house plans delivery		1,000	
			1,000

PROFESSIONAL DUES

	<u># of Memberships</u>	<u>Cost</u>	<u>Annual Total</u>	
TDLR Annual Dues	47	45	2,115	
TDLR Application Fees	7	100	700	
Renewal - Appraisal Institute, IAAO	3		3,000	
				5,815

PUBLICATIONS

Texas Property Tax Code - updated				
Laws & Rules - updated				
USPAP				
Marshall & Swift			3,000	
Data Acquisition, Market Research & Analysis			50,000	
NADA Guide - Manufactured Homes			500	
				53,500

TRAINING

TAAD Course 101, 102	5	130	650	
TAAD Course 201, 202	5	260	1,300	
TAAD Course 3, 4, 5, 7, 8, 9, 10	10	230	2,300	
TAAD Course 28, 30, 32	10	180	1,800	
TAAD Course 31	10	125	1,250	
Level 3 or 4 Review/Exam	18	300	5,400	
Annual Housing Forecast	5	550	2,750	
TAAD Conference	5	1,500	7,500	
TAAD Legislative Update	5	850	4,250	
Land Seminar	6	250	1,500	
Legal Seminar	6	550	3,300	
Residential Applications Course	5	200	1,000	
Parade of Homes Tours	47	10	470	
CCIM Symposium	2	300	600	
Chief Appraiser Institute	1	1,600	1,600	
IAAO Webinars	10	45	450	
TAAD Education & CE courses	10	125	1,250	
Dept. Training and Supervisory Seminars	52	150	7,800	
IAAO Designation Track	3	1,185	3,555	
USPAP online	2	160	320	
				49,000

FURNITURE

To Replace Broken Items		3,000	3,000
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**COMMERCIAL
BUDGET**

	2019 ACTUAL EXPENSES	2019 APPROVED BUDGET	2020 APPROVED BUDGET	2021 PROPOSED BUDGET
A. OPERATING EXPENSES				
5005- 06 Advertising Public Notices	0	0	0	0
5010- 06 Auto Allowance	111,000	129,600	129,600	129,600
5020- 06 Copier Costs	3,384	3,600	3,708	3,800
5025- 06 Copier, FAX & Printer Supplies	2,889	6,000	6,180	6,000
5040- 06 Employee Programs	0	0	0	0
5050- 06 Equipment Maintenance	0	0	0	0
5060- 06 Forms Creations	0	0	0	0
5100- 06 Insurance	0	0	0	0
5160- 06 Map Production & Supplies	0	0	0	0
5170- 06 Mileage Reimbursements	0	0	0	0
5200- 06 Office Building Maintenance	0	0	0	0
5210- 06 Offsite Storage	0	0	0	0
5220- 06 Office Supplies	2,044	3,600	3,708	4,000
5250- 06 Postage	0	0	0	0
5260- 06 Professional Dues	1,435	4,000	4,486	5,000
5300- 06 Publications	83,860	88,000	87,360	96,000
5350- 06 Security	0	0	0	0
5380- 06 Telephone	0	0	0	0
5400- 06 Training	30,779	34,800	45,250	30,000
5500- 06 Utilities	0	0	0	0
5600- 06 Worker's Compensation	0	0	0	0
5900- 06 Contingency	0	0	0	0
	<u>235,391</u>	<u>269,600</u>	<u>280,292</u>	<u>274,400</u>
B. CAPITAL EXPENSES				
6000- 06 Furniture	0	3,500	3,500	3,500
6100- 06 Equipment	0	0	0	0
6150- 06 CAMA Hardware	0	0	0	0
	<u>0</u>	<u>3,500</u>	<u>3,500</u>	<u>3,500</u>
C. DEBT SERVICE				
6500- 06 Building Purchase - Principal	0	0	0	0
6550- 06 Building Purchase - Interest	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
D. EMPLOYEE EXPENSES				
7000- 06 Salaries, Regular	1,050,630	1,324,335	1,290,231	1,189,854
7010- 06 Salaries, Overtime	0	3,000	3,000	3,000
7050- 06 Retirement	181,013	225,533	220,254	204,716
7060- 06 Payroll Taxes	63	3,240	3,240	3,078
7070- 06 Group Medical Insurance	106,753	171,307	171,307	162,742
7080- 06 Life Insurance	6,806	8,340	8,111	7,483
7090- 06 Medicare	16,502	21,126	20,631	19,176
7150- 06 TCDRS Retiree COLA	0	0	0	0
7200- 06 Sick Leave Buy Back Fund	0	0	0	0
7250- 06 Departure Contingency	0	0	0	0
	<u>1,361,767</u>	<u>1,756,881</u>	<u>1,716,774</u>	<u>1,590,049</u>

COMMERCIAL BUDGET				
	2019 ACTUAL EXPENSES	2019 APPROVED BUDGET	2020 APPROVED BUDGET	2021 PROPOSED BUDGET
E. CONTRACT SERVICES EXPENSES				
7510- 06 Valuation Oil & Gas	0	0	0	0
7520- 06 Valuation Telecommunications	0	0	0	0
7550- 06 Accounting & Auditing	0	0	0	0
7580- 06 Legal Services	0	0	0	0
7650- 06 Consulting Studies	0	0	0	0
7700- 06 Taxpayer Liason Officer	0	0	0	0
7750- 06 Contract Services Contingency	0	0	0	0
7800- 06 Temporary Services	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
F. INFORMATION SYSTEMS EXPENSES				
8000- 06 Leases	0	0	0	0
8100- 06 Software Maintenance	0	0	0	0
8150- 06 Hardware Maintenance	0	0	0	0
8200- 06 Supplies	0	0	0	0
8300- 06 Services	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
G. PROJECTS EXPENSES				
8510- 06 Aerial Maps	0	0	0	0
8670- 06 Field Device Maintenance	0	0	0	0
8770- 06 Infrastructure Upgrade	0	0	0	0
8775- 06 Technology Improvements	0	0	0	0
8785- 06 CAMA Hardware	0	0	0	0
8790- 06 CAMA Software	0	0	0	0
8795- 06 CAMA Enhancements	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
H. OTHER EXPENSES				
9000- 06 Board of Directors Exp. Reimb.	0	0	0	0
9100- 06 Chief Appraiser Exp. Reimb.	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
I. APPRAISAL REVIEW BOARD EXPENSES				
9500- 06 Compensation	0	0	0	0
9520- 06 Training	0	0	0	0
9530- 06 Postage	0	0	0	0
9540- 06 Legal Services	0	0	0	0
9550- 06 ARB Contingency	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	<u>1,597,158</u>	<u>2,029,981</u>	<u>2,000,566</u>	<u>1,867,949</u>

COMMERCIAL

AUTO ALLOWANCE

<u>Employee Group -</u>	<u># in Group</u>	<u>Monthly Allowance</u>	<u>Total For Year</u>	
Manager - Commercial	1	600	7,200	
Operations Supervisor	1	600	7,200	
Senior Commercial Appraisers	6	600	43,200	
Senior Appraisers	10	600	72,000	
	18			129,600

COPIER COSTS

<u>Model #</u>	<u>Monthly Cost</u>	<u>Annual Total</u>	
Canon 6555i	169	3,800	3,800

PROFESSIONAL DUES

	<u># of Memberships</u>	<u>Annual Total</u>	
TDLR Annual Dues	18	885	
IREM	1	1,318	
IAAO	6	1,149	
TALCB	1	1,121	
Other		527	5,000

PUBLICATIONS

ALN Apartment Data	1,804	
Appraisal Foundation	202	
USPAP Books	80	
Appraisal Institute Books	319	
Pwc Investor Survey	1,040	
Loopnet	536	
Real Estate Foreclosure Service	639	
SA Business Journal	117	
Marshall & Swift Valuation	4,562	
Realty Rates	239	
Mini-Storage Messenger	176	
ULI Mixed Use Buildings	103	
Texas Monthly	23	
CoStar	72,609	
Trepp LLC	11,146	
Claritas/Site Reports	1,128	
Self Storage Almanac	197	
TX Hotel Factbook	138	
Other	942	96,000

COMMERCIAL

TRAINING

TAAD Conference	2	2,500	
TAAD Laws/Rules Update	2	876	
True Automation Conference	0	0	
Appraisal Institute Courses	3	3,600	
IAAO Courses (online)	10	2,000	
Chief Appraiser Institute	0	0	
Real Estate Center - Legal Seminar	13	8,407	
IAAO Certifications	2	10,000	
PTEC Instructor Training	2	1,617	
Other		<u>1,000</u>	
			30,000

FURNITURE

To Replace Broken Items		500	
Adjustable Desks and Monitors		<u>3,000</u>	
			3,500

**PERSONAL PROPERTY
BUDGET**

	2019 ACTUAL EXPENSES	2019 APPROVED BUDGET	2020 APPROVED BUDGET	2021 PROPOSED BUDGET
A. OPERATING EXPENSES				
5005- 07 Advertising Public Notices	0	0	0	0
5010- 07 Auto Allowance	91,500	93,600	93,600	93,600
5020- 07 Copier Costs	2,300	3,500	3,500	3,500
5025- 07 Copier, FAX & Printer Supplies	870	1,200	1,200	1,200
5040- 07 Employee Programs	0	0	0	0
5050- 07 Equipment Maintenance	0	0	0	0
5060- 07 Forms Creations	0	0	0	0
5100- 07 Insurance	0	0	0	0
5160- 07 Map Production & Supplies	0	0	0	0
5170- 07 Mileage Reimbursements	0	0	0	0
5200- 07 Office Building Maintenance	0	0	0	0
5210- 07 Offsite Storage	0	0	0	0
5220- 07 Office Supplies	1,990	2,500	2,500	2,500
5250- 07 Postage	0	0	0	0
5260- 07 Professional Dues	550	1,150	1,335	1,335
5300- 07 Publications	4,401	5,500	5,500	5,500
5350- 07 Security	0	0	0	0
5380- 07 Telephone	0	0	0	0
5400- 07 Training	12,205	15,000	15,000	15,000
5500- 07 Utilities	0	0	0	0
5600- 07 Worker's Compensation	0	0	0	0
5900- 07 Contingency	0	0	0	0
	113,816	122,450	122,635	122,635
B. CAPITAL EXPENSES				
6000- 07 Furniture	0	2,000	2,000	2,000
6100- 07 Equipment	0	0	0	0
6150- 07 CAMA Hardware	0	0	0	0
	0	2,000	2,000	2,000
C. DEBT SERVICE				
6500- 07 Building Purchase - Principal	0	0	0	0
6550- 07 Building Purchase - Interest	0	0	0	0
	0	0	0	0
D. EMPLOYEE EXPENSES				
7000- 07 Salaries, Regular	828,785	825,564	874,925	871,355
7010- 07 Salaries, Overtime	23,453	23,300	25,000	25,000
7050- 07 Retirement	148,357	145,893	153,798	153,245
7060- 07 Payroll Taxes	113	2,592	2,754	2,592
7070- 07 Group Medical Insurance	101,616	137,046	145,611	137,046
7080- 07 Life Insurance	5,098	5,204	5,511	5,488
7090- 07 Medicare	12,538	13,666	14,406	14,354
7150- 07 TCDRS Retiree COLA	0	0	0	0
7200- 07 Sick Leave Buy Back Fund	0	0	0	0
7250- 07 Departure Contingency	0	0	0	0
	1,119,960	1,153,265	1,222,005	1,209,080

PERSONAL PROPERTY
BUDGET

	2019 ACTUAL EXPENSES	2019 APPROVED BUDGET	2020 APPROVED BUDGET	2021 PROPOSED BUDGET
E. CONTRACT SERVICES EXPENSES				
7510- 07 Valuation Oil & Gas	18,400	22,000	22,000	38,000
7520- 07 Valuation Telecommunications	27,200	26,600	28,000	32,000
7550- 07 Accounting & Auditing	0	0	0	0
7580- 07 Legal Services	0	0	0	0
7650- 07 Consulting Studies	0	0	0	0
7700- 07 Taxpayer Liason Officer	0	0	0	0
7750- 07 Contract Services Contingency	411	800	800	800
7800- 07 Temporary Services	0	7,200	7,200	7,200
	<u>46,011</u>	<u>56,600</u>	<u>58,000</u>	<u>78,000</u>
F. INFORMATION SYSTEMS EXPENSES				
8000- 07 Leases	0	0	0	0
8100- 07 Software Maintenance	0	0	0	0
8150- 07 Hardware Maintenance	0	0	0	0
8200- 07 Supplies	0	0	0	0
8300- 07 Services	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
G. PROJECTS EXPENSES				
8510- 07 Aerial Maps	0	0	0	0
8670- 07 Field Device Maintenance	0	0	0	0
8770- 07 Infrastructure Upgrade	0	0	0	0
8775- 07 Technology Improvements	0	0	0	0
8785- 07 CAMA Hardware	0	0	0	0
8790- 07 CAMA Software	0	0	0	0
8795- 07 CAMA Enhancements	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
H. OTHER EXPENSES				
9000- 07 Board of Directors Exp. Reimb.	0	0	0	0
9100- 07 Chief Appraiser Exp. Reimb.	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
I. APPRAISAL REVIEW BOARD EXPENSES				
9500- 07 Compensation	0	0	0	0
9520- 07 Training	0	0	0	0
9530- 07 Postage	0	0	0	0
9540- 07 Legal Services	0	0	0	0
9550- 07 ARB Contingency	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	<u>1,279,787</u>	<u>1,334,315</u>	<u>1,404,640</u>	<u>1,411,715</u>

PERSONAL PROPERTY

AUTO ALLOWANCE

<u>Employee Group -</u>	<u># in Group</u>	<u>Monthly Allowance</u>	<u>Total For Year</u>	
Manager - Personal Property	1	600	7,200	
Supervisor	1	600	7,200	
Appraisers	11	600	79,200	
				93,600

COPIER COSTS

<u>Model #</u>	<u>Monthly Cost</u>	<u>Annual Total</u>	
Xerox WC5945APT	291	3,500	
			3,500

PROFESSIONAL DUES

<u>Organization</u>	<u># of Memberships</u>	<u>Annual Total</u>	
TDLR Annual Dues	13	585	
TDLR Application	2	210	
Texas Association of Assessing Officers	2	540	
			1,335

TRAINING

TAAD Courses - in-house	18	60	1,080	
TAAD Courses - out-of-town	2	1,500	3,000	
TAAD Conference	1	1,500	1,500	
Real Estate Center - Legal Seminar	4	610	2,440	
Appraisal Seminars	4	475	1,000	
Wichita Property Tax Conference	3	1,200	3,600	
Other Training	12	200	2,400	
				15,000

FURNITURE

To Replace Broken Items	500		
Desk and monitor upgrade	1,500		
			2,000

Appraisal Activities by Department

Last Three Fiscal Years

Residential

	<u>2019</u>	<u>2018</u>	<u>2017</u>
New Home Construction	9,074	8,314	7,689
Building Permits	57,087	48,439	20,735
Misc Flagged Inspections	9,972	5,605	6,637
Mobile Home Accounts Created	818	750	831
Mobile Home Accounts Deleted	505	461	389
Known Sales	25,324	24,242	25,568

Commercial

New Construction	322	334	363
Building Permits	4,917	9,883	5,390
Misc Flagged Inspections	5,341	842	609
Known Sales	498	441	460
AG Inspections Checks		844	922

Personal Property

Accounts Created	5,391	6,159	6,428
Accounts Deleted	5,755	6,596	6,059
Renditions Processed	25,096	26,138	27,723

GIS

Real Accounts Created	9,608	10,157	8,675
Ownership Updates	72,061	68,862	71,538



Operating Indicators by Function/Program

Last Five Fiscal Years

<u>Function/Program</u>	<u>Fiscal Year</u>				
	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
<u>Appraisal</u>					
Appraised value (in thousands)	197,950,065	185,095,276	170,641,290	158,553,640	145,253,966
Number of parcels	695,311	686,460	679,135	671,352	662,994
Appraisal review board members	50	50	50	50	50
Taxing entities	66	64	64	63	62
Informal hearings	96,046	86,664	79,267	73,116	66,302
Formal hearings	16,401	19,585	16,537	15,384	9,006
Full notices mailed-real property	565,010	535,691	547,285	549,337	548,289
<u>Accounts by Category</u>					
Single Family Residential	523,023	514,806	507,249	500,156	493,002
Multi-Family Residential	8,237	8,186	8,124	8,052	8,017
Small Vacant Tracts of Land	38,347	38,707	38,938	39,590	39,561
Qualified Open Space Land	6,877	6,773	6,805	6,893	6,993
Farm and Ranch Imps on Qualified Lan	1,714	1,693	1,692	1,681	1,654
Residential Imps on Rural Land	9,498	9,292	9,188	8,950	9,108
Commercial Real Property	22,235	22,163	22,110	22,201	22,226
Industrial and Manufacturing Personal	571	590	590	595	625
Commercial Personal Property	40,621	40,610	40,888	40,304	39,454
Industrial and Manufacturing Personal	1,107	1,204	1,292	1,324	1,255
Other	43,081	42,436	42,259	41,606	41,099
Total District Accounts	695,311	686,460	679,135	671,352	662,994
<u>Exemptions</u>					
Homestead	346,090	347,957	346,720	431,033	331,355
Over 65	132,450	130,246	123,093	118,760	113,821
Disabled veterans	38,392	37,268	39,063	37,799	35,881
Disabled residential homestead	10,573	11,459	11,166	11,449	11,686
Absolute	17,847	18,452	17,208	17,248	16,800



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BEXAR APPRAISAL DISTRICT

Michael A. Amezcuita
Chief Appraiser

411 N. Frio, P.O. Box 830248
San Antonio, TX 78283-0248
Phone (210) 224-8511
Fax (210) 242-2451

BOARD OF DIRECTORS

ROBERTO TREVIÑO-
Councilman District 1
Chair
CHERI BYROM
Vice-Chair
GEORGE TORRES
Secretary

SERGIO RODRIGUEZ -
Commissioner, PCT 1
John Fisher
ALBERT URESTI, MPA

MEMORANDUM

TO: Board of Directors
Presiding Officer of the Governing Body for
Each Voting Tax Unit Participating in the Bexar Appraisal District

FROM: Michael A. Amezcuita, Chief Appraiser 

DATE: June 3, 2020

RE: Submission of Bexar Appraisal District Proposed Budget for 2020

Enclosed for your review is a copy of the 2021 proposed budget for the Bexar Appraisal District. This submission is made to the Board of Directors and the participating taxing units in the district pursuant to Section 6.06 (a) of the Texas Property Tax Code.

In accordance with the Texas Property Tax Code, "The board of directors shall hold a public hearing to consider the budget. The secretary of the board shall deliver to the presiding officer of the governing body of each taxing unit participating in the district not later than the 10th day before the date of the hearing a written notice of the date, time, and place fixed for the hearing. The board shall complete its hearings, make any amendments to the proposed budget it desires, and finally approve a budget before September 15. If governing bodies of a majority of the taxing units entitled to vote on the appointment of board members adopt resolutions disapproving a budget and file them with the secretary of the board within thirty days after its adoption, the budget does not take effect, and the board shall adopt a new budget within 30 days of the disapproval." **Please note that a resolution is necessary only if your governing body disapproves the budget.**

The first 2021 budget levy statement will be mailed the first week in December 2020. Each tax unit's levy will reflect its proportionate share of the appraisal district budget as provided by the Property Tax Code.

Should you have any questions regarding the 2021 Proposed Budget, please feel free to contact me at 242-2406 or Crystal Khantharoth, our Finance Director, at 210-242-2402.

/MAA



BEXAR APPRAISAL DISTRICT

Michael A. Amezcuita
Chief Appraiser

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San Antonio, TX 78283-0248
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/MAA

RESOLUTION NO. 2019-737

A RESOLUTION OF THE CITY OF WINDCREST CITY COUNCIL TO ADOPT POLICIES AND PROCEDURES FOR EMPLOYEES THAT REQUEST APPROVAL FOR TRAVEL AND TRAINING AND REIMBURSEMENT FOR RELATED EXPENDITURES.

WHEREAS, the City of Windcrest has city employees that require approval to attend training, seminars or conferences that are directly related to the employees' jobs; and

WHEREAS, these trainings, seminars, or conferences help ensure that city employees remain current with the latest developments, skills, and new technologies required for their positions; and

WHEREAS, the City Council has developed an Employee Travel & Training Policy and Procedure to govern and regulate employee requests for training, travel, and reimbursement; and

WHEREAS, the Windcrest City Council finds that it is in the best interests of the City and residents that city employees are encouraged and provided with opportunities for professional growth and development so that employees can best fulfill their duties.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WINDCREST, TEXAS instructs the City Manager to adopt the attached policy and procedure, including the Travel Authorization Form, which a City of Windcrest employee must follow in order to timely and properly request approval for training, travel, and/or reimbursement.

DULY PASSED AND APPROVED, on the 16th day of September, 2019 at a regular meeting of the City Council of the City of Windcrest, Texas, which was held in compliance with the Open Meetings Act, Gov't. Code §551.001, et. Seq. at which meeting a quorum was present and voting.

CITY OF WINDCREST, TEXAS



Dan Reese, Mayor

ATTEST:


Rachel C. Dominguez, City Secretary

APPROVED:


Ryan S. Henry, City Attorney

City of Windcrest

Employee Training and Travel Policy

Adopted September 16, 2019



RESOLUTION 2019-737 (R)

POLICY AND PROCEDURE

EMPLOYEE TRAVEL & TRAINING

PURPOSE

This policy is established to create a unifying document for allowable City expenditures to be incurred for employee travel and training. This policy provides the guidelines that employees must follow when traveling on City business related to training and development.

BACKGROUND

Expenditure of public funds for travel and training are always under close scrutiny. As such, it is important to set clear expectations and processes for traveling for employee training and development.

DEFINITIONS

“**Employee**” is defined as a full-time employee, part-time employee, a dependent agent, or an elected or appointed public official. For purposes of this policy only, the term shall also include a qualified volunteer.

“**Per Diem**” is defined as a pre-set amount of funds provided to an employee for a business-related activity (such as travel or training). The specific amount of the Per Diem is governed by the current IRS Maximum Federal Per Diem Rate Schedule.

“**Purchasing Card**” (or “P-Card”) is a card issued by the Purchasing Division to be used for official City business such as making hotel reservations, booking airline flights, etc.

POLICIES and PROCEDURES

POLICY FOR EMPLOYEE TRAVEL AND TRAINING

It is the City’s Policy:

- A. To encourage professional development and ensure all City employees are given the opportunity for growth and development.
- B. That employees demonstrate prudence when using public funds.
- C. That training, seminars, conferences and travel must be directly related to the employee’s job.
- D. That employees should make every reasonable effort to attend training, seminars, and conferences as close as is practicable to the City of Windcrest in order to reduce travel and lodging expenses.

- E. That City funds may not be used to pay any portion of a non-City representative's expenses (including spouses and family members of City employees).
- F. That expenses for personal travel shall not be charged to or temporarily funded by the City.
- G. That City funds will not be advanced to employees with City-issued Purchasing cards for any travel related expenses including hotel reservations, airfare, car rental, etc., for which the P-Card may reasonably be used.
- H. Any exception to the stated policy must be approved in writing in advance by the City Manager or Finance Director and result in a lower cost to the City than policy direction provided.

PROCEDURES FOR EMPLOYEE TRAVEL AND TRAINING

General

- 1. Departments will allocate funds during the budget process for professional development and business travel and any other expenses related to city business.
- 2. All travel & training must be pre-approved by the Department Head prior to payment of any registration or travel expenses.
- 3. All employees shall complete and submit a travel & training request with explanation of the training- why it is necessary, is it for a certification, where is the training, how the employee will travel, hotel costs, per diem calculation and agenda (itinerary).
- 4. All out of state travel must be pre-approved by the City Manager or Finance Director.
- 5. The budget shall specifically list and identify seminars, conferences, etc. that are anticipated to be attended during the upcoming fiscal year, including locations. The list must be detailed enough to be reviewed by the City Manager or Finance Director and approved as part of the budget process. The City Manager shall determine what an acceptable level of training and travel is for each employee within a department.
- 6. Supervisors, in cooperation with their employees, are responsible for scheduling and coordinating business travel away from work for their employees.
- 7. No personal travel shall be combined with the City business travel. *Personal expenses cannot be charged to a City Purchasing Card.*

Means of Travel

- A. Transportation expenses shall be reimbursed based on the most economical and common mode of transportation and the most commonly traveled route consistent with the authorized purpose of the trip. Staff should make every reasonable attempt to minimize expenses while traveling where possible. Online and local training should be utilized as much as possible.
- B. When multiple employees are attending the same training, reimbursement will only be available when employees share resources, such as carpooling, rather than traveling separately at additional cost to the City.
- C. If the traveler chooses to drive instead of fly, the employee must justify that driving is the most reasonable method of travel. Reimbursed mileage must be lower than the cost of

airfare to the destination; and must be included in the Travel/Training Request Form as part of the pre-approval. Employees should seek to minimize costs of such travel - such as avoiding toll roads and self-parking vs valet. Utilize city fleet vehicles where possible.

1. If the traveler receives a car allowance:
 - 1) Mileage will only be reimbursed at the IRS charitable use rate for a trip. Reimbursable mileage is measured from the employee's headquarters (place of work) to the destination and return, unless departing from or arriving to the employee's residence is closer than employee's headquarters. Additional mileage between an employee's residence and place of work is not reimbursed. Tolls are not reimbursed.
2. Return travel should be completed on the day the event ends; if staying beyond the end of the event- hotel and meals, along with other expenses, are the employee's responsibility.

Reservations

- A. Employees and Departments who have been issued a Purchasing Card should use the card to make all necessary reservations and registrations for business-related travel and training.

Prepayment of Travel Related Expenses

- A. Prepayment for registration, lodging and airfare for any school, conference or seminar can be accomplished by entering a requisition, or by using a Purchasing Card, after the travel/training has received the applicable approvals.
- B. Checks along with registration forms for seminars or hotel reservations will be mailed by Accounting unless instructed otherwise.

Travel Advances

- A. Requests for travel advances will be submitted on the applicable form to Accounting at least two weeks prior to the occasion for travel.
 1. Per Diem advances should be generated based on the Travel/Training Approval Form.
- B. The traveler shall sign the request form which must show the account number(s) to be charged and then route for approval. The traveler's supervisor will sign the request indicating approval. Approval indicates that funds are budgeted and available. The approved request is then forwarded to Accounting. Accounting will verify the request against the approved Travel/Training Request Form.
- C. Accounting will not disburse funds more than a week prior to the travel date.
- D. Reimbursable Expenses
- E. Receipts are required to be submitted except where stated otherwise. Upon consideration, reimbursement may be made for the following types of expenditures:

- F. Travel:
 1. Coach/economy class airfare and baggage fees

2. The City will not pay/reimburse for “early boarding” or seating upgrades on airlines
3. Expense incurred during use of a City vehicle, including gasoline.
4. Mileage reimbursement for use of personal vehicles (at current IRS mileage rate).
5. Reasonable “economy” airport parking cost.
6. Car Rental and gas expense, in lieu of mileage reimbursement for personal vehicle
7. Return travel should be completed on the day the event ends.

G. Lodging:

1. Actual cost of room plus appropriate tax (Note: Cities are not exempt from any applicable hotel tax).

H. Meals and Tips – [Per Diem Table](#)

1. Meals for non-overnight travel and training are taxable per IRS regulations. Actual meal expenses are reimbursable if the employee is away from their primary business location for six hours or more.
2. Employees seeking reimbursement will turn in receipts to Accounting and reimbursement will be made.
3. Per Diem cannot be provided for non-overnight travel, but the reimbursement may not exceed the IRS Meal and Incidental Expenses (M&IE) Per Diem Rate.
4. For overnight travel and training, the City will provide each employee a per diem as determined by the current IRS M&IE Rate.
5. The City will only provide a per diem vs reimbursement for actual meal costs
 - Using the per diem method, the employee is not required to turn in receipts for their meals and incidental expenses.
6. Per Diem amounts granted will be determined by the length of time the employee will be on City business (for example, a 1.5 day training class will be allotted the IRS-defined amounts for the number of meals occurring during the half day). The M&IE breakdown can be found on the IRS [website](#) as shown below:

M&IE Breakdown					
M&IE Total (1)	Continental Breakfast/ Breakfast (2)	Lunch (2)	Dinner (2)	Incidental Expenses	First & Last Day of Travel (3)
\$55	\$13	\$14	\$23	\$5	\$41.25
\$56	\$13	\$15	\$23	\$5	\$42.00
\$61	\$14	\$16	\$26	\$5	\$45.75
\$66	\$16	\$17	\$28	\$5	\$49.50
\$71	\$17	\$18	\$31	\$5	\$53.25
\$76	\$18	\$19	\$34	\$5	\$57.00

7. The City will not provide per diem where meals are provided by the conference/training. A detailed agenda is required to determine which meals are provided
8. Employees will not be reimbursed for meals prior to leaving on the trip or upon return.
- I. The following is covered by the IRS Meals & Incidentals (**not** separately reimbursable):
 1. Tips for meals and services (i.e. bellhops, taxis, valet)
 2. Transportation between places of lodging/business and restaurants, if suitable meals cannot be obtained at the place of lodging/business,
 3. Business related telephone calls
 4. Tolls incurred while at destination

Other Expenses

- A. The City will not pay for/reimburse employees for internet access or other optional services at hotels.
- B. Taxi Fares/Shuttle services- Actual cost of any taxi fare/shuttle service incurred. Gratuity is covered under the Incidentals allocation of the IRS Per Diem allowance.
- C. Registration Fees- Fees charged for registration for any conference, meeting, or seminar are allowed for prepayment or reimbursement. An invoice, registration form and

supporting information providing documentation of fees or rates must be submitted with the request for payment.

- D. Books and Materials - Expenses for books and manuals required for class. This **excludes** pens, pencils, notebooks, etc. This also **excludes** additional materials that may be for sale at the class or seminar location.

Travel/ Training Form

- A. The completed Travel/Training Form must be submitted to the department for review and approval by the traveler's supervisor. After approval, the form and all attachments should be copied and retained by the originating department for their records.
- B. Upon department approval, the Travel/Training form with all required receipts and refund documentation attached will be submitted to Accounting. If a reimbursement is due to the employee, a payment will be issued upon the review and approval by the Accounting department.

Third-Party Accumulated Benefit

When an employee travels for city business and utilized a third-party accumulation of credit/benefit (such as airfare miles) the employee may claim such credit on an individual basis.

ACCOUNTABILITY

This policy will be the responsibility of the Finance Department subject to City Manager review and approval.

FORMS

Travel/Training form

Current Per Diem Table- obtain from IRS website

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

<https://www.gsa.gov/travel/plan-book/per-diem-rates>



WINDCREST TEXAS

TRAVEL AUTHORIZATION FORM

Date Submitted:	Employee Name:		
Department:			
Date(s) of Travel:	From:		
Purpose for Travel:			
Travel Destination (city):			
Please Check one:			
Overnight trip	Yes / No	Day Trip	Yes / No
Estimated Cost of Trip:			
Hotel:			
Nights	Cost:		
Registration Costs:			
Transportation:	City Vehicle	Yes / No	
	Rental Car	Yes / No	
	Mileage (use Fed Rate per mile):		
Meals:	Breakfast_\$	Lunch_\$	Dinner
Per Diem Total (Transportation and Meals):			
Employee Signature:			
Comments:			
I authorize this travel and certify that the estimated expenditures are for official city business, and that funds are available in the budget from account			
Department Head Signature:			
City Manager/Finance:			

**Certification of
Compliance with Travel
Policy**



I hereby Certify that the Travel/Training is in compliance with these requirements:

- No out of state travel unless pre-approved by your CM/FD. All in-state travel or training should be approved by the director.
- When multiple employees are attending the same training, reimbursement will only be available when employees share resources, such as carpooling, rather than traveling separately at additional cost to the City.
- Travel and training should be the lowest overall cost to the City. Staff should make every reasonable attempt to minimize expenses while traveling where possible. Online and local training should be utilized as much as possible.
- Departments should implement steps to analyze the cost of travel (fly vs. drive).
- If a vehicle is used, employees should seek to minimize costs of such travel - such as avoiding toll roads and self-parking vs valet. Utilize pool cars where possible.
- When air travel is the overall least costly option, employees should identify and utilize the most cost-effective method of transportation to arrive at their destination (public transit, cab, ride share).
- Return travel should be completed on the day the event ends; if staying beyond the end of the event, hotel and meals are the employee's responsibility.
- Meals & Incidentals will be reimbursed through the IRS Per Diem schedule only.
- Per diem will not be paid where meals are supplied by the training program.
- Employees should manage expenses within the per diem allowance, as actual expenses will not be reimbursed.
- The City will not pay/reimburse employees for internet access or other optional services at hotels.
- The City will not pay/reimburse for "early boarding" or "economy plus" upgrades on airlines.

RESOLUTION NUMBER 2019-735

A RESOLUTION ADOPTING THE CITY OF WINDCREST PURCHASING POLICY

WHEREAS, the City Council adopted a standardized purchasing policy on or about December 17, 2014; and

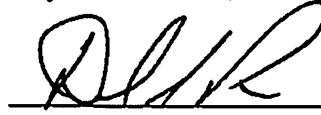
WHEREAS, the City Council desires to adopt a revised standardized purchasing policy.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Windcrest, Texas, that:

1. The attached Purchasing Policy is adopted and shall provide the standard guidelines for the purchase of items using the City of Windcrest funds.
2. All previous purchasing policies are hereby repealed.

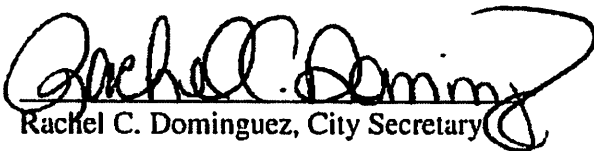
DULY PASSED AND APPROVED, on the 16th day of September, 2019 at a regular meeting of the City Council of the City of Windcrest, Texas, which meeting was held in compliance with the Open Meetings Act, Tex. Gov't. Code, §551.001, et. seq. at which meeting a quorum was present and voting.

City of Windcrest, Texas

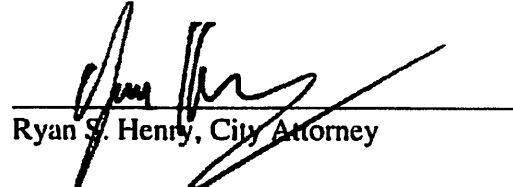


Dan Reese, Mayor

ATTEST:


Rachel C. Dominguez, City Secretary

APPROVED AS TO FORM:


Ryan S. Henry, City Attorney



WINDCREST TEXAS

PURCHASING POLICY

Original Adopted: April 18, 2011

Revised Adopted: December 1, 2014

Revised: September 16, 2019

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1. INTRODUCTION

The City of Windcrest Purchasing policy is intended to establish and describe the basic procurement policies under which the City of Windcrest (the "City") will operate. This policy to promote the understanding by employees, vendors, contractors, and the public regarding the procurement of goods and services on behalf of the City. This policy is effective immediately upon issuance, and supersedes all previous purchasing instructions or directives.

The purpose of this procedure manual is to execute policies approved by the City Council. These procedures will be used to:

- Simplify, clarify and modernize the City of Windcrest procurement practices.
- Ensure the application of consistent and sound business practices in City purchasing and demonstrate our ongoing commitment to increasing communication among the departments.
- Bolster public confidence in public procurement procedures.
- Ensure the fair and equitable treatment of all persons dealing with the City procurement system.
- Maximize the procurement value of City funds.
- Safeguard the high quality and integrity of the procurement system.
- Ensure that expenditure of public funds (including federal and state funds) complies with the terms and conditions of the funding source. If federal or state requirements conflict with provisions of this manual, nothing in the manual shall prevent the City from complying with the terms and conditions of the federal or state requirements.

The Finance Department is the City's oversight department for buying and contracting for the acquisition, storage and disposal of goods, and for the procurement of services and construction. Each Department Head will be responsible for following the purchasing policy.

2. FINANCE DEPARTMENT POLICY STATEMENT

The City Manager is responsible for the administrative affairs of the City. The City Manager has delegated the purchasing responsibility within the guidelines established in this manual to the Department Heads and the Finance Department. Each Department Head is authorized to execute orders on behalf of the City within these policy guidelines. Any interpretation of these guidelines necessary for the effective operation of the purchasing function will be made by the City Manager.

3. DEPARTMENT RESPONSIBILITIES

- 1. Departments will determine the availability of budgeted funds in the appropriate category before requesting a purchase. Purchase requisitions may be returned if funds are not available and will not be processed until the user department identifies available funds.**
- 2. Solicit informal bids (purchases \$3,000 to \$49,999.99).**
- 3. Submit purchase order requests for all contracts approved by the City Manager or City Council at the time of contract execution.**
- 4. Assist Finance Department with specifications that require a technical background.**
- 5. Submit all other purchase order requests in adherence with this purchasing policy.**
- 6. Submit requests with sufficient lead-time to acquire goods or services in advance of need. A minimum of 2 months, from anticipated award date, for all formal bids.**
- 7. With the assistance of Finance Department, departments will develop detailed and comprehensive minimum specifications for goods and services. Specifications should be written to encourage competition, whenever possible. Products available through a sole source must be justified to Finance Department.**
- 8. Evaluate bids and proposals for compliance with specification; evaluate bids based on the criteria defined in the specifications; and make recommendations for award.**
- 9. Receive and inspect all deliveries of supplies, materials and equipment, and determine their quality and conformance with specifications.**
- 10. All claims regarding damaged material, must be processed in an expeditious manner. The user department should immediately contact the vendor upon discovery of damaged goods, advise Finance Department in writing of the problem, and provide evidence of unsatisfactory performance by a supplier or vendor.**
- 11. When applicable, contacts with suppliers regarding procurement should be arranged through and under the cognizance of Finance Department. Upon request, Purchasing shall be provided copies of any correspondence between suppliers and departments.**
- 12. No Department Head or employee is authorized to indicate in any way or manner to any salesperson or company that they will recommend a particular product.**
- 13. Adhere to this policy and federal, state, and local statutes for procurement.**

14. Ensure HUB requirements are met for all solicitation \$3,000 - \$49,999.99.

4. PURCHASING LIMITS

Each request shall be accompanied by the required approval for the applicable approval authorities. Approval authorities required are as follows:

- A. Approvals less than \$3,000.00 only require approval from the Department Head.
- B. Approvals ranging from \$3,000.00 to \$24,999.99 require approval from the Department Head, Finance Director.
- C. Approvals ranging from \$25,000.00 to \$49,999.99 require approval from the Department Head, the Finance Director, the City Manager and the City Council.
- D. Approvals of \$50,000 and above require approval from the Department Head, the Finance Director, the City Manager, and the City Council.

The following table clearly outlines the purchase requisition approval process.

Dollar Range	Approval Authority Required			
Up to \$2,999.99	Department Head			
\$3,000 - \$24,999.99	Department Head	Finance Director	City Manager	
\$25,000- \$49,999.99	Department Head	Finance Director	City Manager	City Council
\$50,000 and greater	Department head	Finance Director	City Manager	City Council

PURCHASES LESS THAN \$3,000

A. Delegated Departmental Procedures

Departments, upon approval by the Department Head or pre-approved department designee, may purchase goods and/or services up to \$2,999.99 directly from a vendor. These purchases do not require competitive bidding (however competition is encouraged), quotation forms, or purchase orders. This enables departments to procure small purchases in a cost and time-effective manner, using the informal solicitation method. Repetitive purchases within any budget year, which in the aggregate exceed \$2,999.99 from any single vendor is considered a purchase in the category of \$3,000 to \$49,999.99 and shall comply with that procedure.

When requested by a department, Finance Department is available to assist with identifying potential vendors or researching any information needed to make purchases.

Purchasing Card (P Card) – The P Card should be utilized for these types of purchases not to exceed \$1,000.00 when able (see Purchasing Card Policy and Procedures).

The Department Head, or department designee, may authorize invoices for payment and forward to the Finance Department.

PURCHASES OF \$3,000 TO \$49,999.99

A. General Information

Three (3) or more competitive written quotes are required on all purchases of \$3,000 or more. Quotes are to be attached to the requisition submitted to Finance Department for processing.

1. All purchases of \$3,000 or more shall require a purchase requisition initiated by the Department Head or their designee. No contract or purchase order shall be issued to any vendor unless and until the Finance Department certifies that a sufficient unencumbered appropriated balance is available in the account(s) for which the contract or order is issued and a purchase order is created. Inclusion in an approved budget does not automatically entitle a City department to the equipment, supplies or materials requisitioned. The quotes should be obtained or any formal binding documented quote from the vendor. The City of Windcrest Quote Request Form may be faxed or emailed to each vendor from which the department is requesting a quote from.
2. Section 252.0215 of the Local Government Code requires the city to contact a minimum of two (2) Historically Underutilized Businesses (HUB) on a rotating basis, per information provided on the Centralized Master Bidder's List (CMBL) located on the Window on State Government website (www.window.state.tx.us/procurement) to invite bids. If the list does not identify a HUB in Bexar County, the City is exempt from this requirement.
3. The purchase order documents/quotes must be submitted to the Finance department with all known information – including quantity, description, account code, unit price, total price, delivery, and freight and payment terms. The Finance Department will issue a purchase order when the proper authorization and proper documentation is obtained.
4. Repetitive purchases within any budget year, which in the aggregate exceed \$49,999.99 from any single vendor, is considered a purchase in the category of more than \$50,000 and shall comply with that procedure.

PURCHASES OF MORE THAN \$50,000

A. General Information

1. The Texas Local Government Code requires competitive sealed bidding or competitive sealed proposals for city purchases exceeding \$50,000 in amount, with very few exceptions such as emergencies, professional services, sole source purchasing and any defined exception per LGC 252. City employees are prohibited from making "separate, sequential, or component purchases to avoid the competitive bidding requirements." A violation of these prohibitions is a Class B misdemeanor (\$2,000 fine and/or 180 days in jail), and conviction results in immediate removal from office or employment and ineligibility for other public office or employment for four years after the date of conviction (Local Gov't. Code Section 271.029 and 271.030). "Component" purchases means purchases of the component parts of an item that in normal purchasing practices would be bought in one purchase. "Separate" purchases means purchases made separately of items that in normal purchasing practices would be bought in one purchase. "Sequential" purchases means purchases of items made over a period that in normal purchasing practices would be bought in one purchase.
2. City Council approval is required for the award of contracts for all purchases for goods and services over \$25,000. If the formal bid process is used and the low bid is \$50,000 or below, the City Manager has the authority to execute the contract award.
3. Most purchases of more than \$50,000 (LGC 252.021) must be expressly approved in advance and require legal advertising and formal sealed bids or proposals. Finance department will be responsible for distribution of bid/proposal requests to vendors.
4. The department shall initiate the bid process by completing a Scope of Work/Service to obtain an Invitation For Bid (IFB), Request For Proposals (RFP), or Request For Qualifications (RFQ).
5. The department for which the items are budgeted will be responsible for preparing or aiding Purchasing in development of specifications and providing information on any known vendor for which they wish to receive a bid package.
6. Finance Department assigns the bid package a number or groups it with other like items already in a bid package. Bid packages are assigned numbers in ascending numerical sequence preceded by a two-digit number identifying the current fiscal year (e.g. 18-001, 18-002, etc.).
7. Finance Department prepares the IFB, RFP, or RFQ, legal ad(s). In conjunction with the department, Finance will set the advertising dates and schedule the bid opening date and time. Finance will upload the solicitation to www.texasbidsystem.com for national advertising.

8. The Finance Department, will receive bids and place them in a designated area until the date of the bid opening/proposal closing at which time they will be presented. Bids/proposals received after the due date and time will be rejected as non-responsive. The official time received will be the time the Finance Department, or designee, writes on the bid packet. Bid openings are open to the public.

9. The bid openings will be conducted by Finance department or designee and will take place in the Council Chambers or a designated Public Space as otherwise specified.

10. The Finance Department or designee will prepare a tabulation for each item or group of items following the bid opening. Finance will consult with each department involved for consensus of a recommendation. Bids are awarded based on a system authorized by state law, including the lowest ***responsible, responsive bidder or best value bid***.

11. Finance, with input from the user department, will prepare an agenda item request form with the staff recommendation for Council approval and award.

12. The department will submit a requisition to Finance for processing, including the contract number and Council award date and agenda item number.

PURCHASE CARDS & CHARGE ACCOUNTS

Purchase Cards and Charge Accounts are to be used for purchasing small dollar (less than \$ 1,000.00), high volume items, and for official City travel. Purchase Cards and Charge Accounts are for official City business purposes only and shall not be used for any personal transactions. Use of the Purchase Card to make purchases of capitalized equipment is prohibited. Improper use of a Purchasing Card or Charge Account may result in disciplinary action, up to and including termination of employment.

All purchase cardholders must be approved by both the Municipal Finance Officer and, City Manager.

All open credit accounts must be approved by the Municipal Finance Officer. An example of open credit accounts would be like Home Depot, Office Max, Sam's, etc...

For more information and detail on Purchase card use and compliance please refer to the Purchase card Policy.

5. PROFESSIONAL SERVICES

"Professional Services" are services which involve mental or intellectual skills, usually accompanied by formal certification or licensing by a state agency, such as accounting, architecture, landscape architecture, land surveying, medicine, optometry, professional engineering, real estate, or professional nursing services. "Professional Services" are defined in

Government Chapter Code 2254.

State law prohibits the purchase of professional services by competitive bidding. User departments must select professional service consultants on the basis of demonstrated competence and qualifications, and must negotiate fees on the basis of what is fair and reasonable for the type of services, rather than on a "low bid" basis. Except for architects and engineers, discussed below, both price and qualifications can be considered in selecting consultants.

For professional services, as defined above, involving an anticipated fee of \$50,000 or less, the requesting Department Head will utilize standard Professional Services Agreement and obtain approval of the City Manager, Finance Director and City Council. If this service is \$1,000 or greater, a purchase requisition must be submitted to Finance Department for processing.

For services involving an anticipated fee of more than \$50,000, use the formal Request-For-Qualifications ("RFQ") procedure in coordination with Finance Department. Deviations from the RFQ requirement must be legally compliant, based on statutory exceptions or unusual circumstances, and a written waiver must be approved by the City Manager.

Architects/Engineers:

In the case of architectural or engineering services a two-step process must be followed. The first step is initial selection of the consultant based on demonstrated competence and qualifications (and not considering price); and the second step involves negotiation of a fee with the selected consultant. If fee negotiations are not successful, then fee negotiations with the second most qualified consultant may be undertaken, and so forth. It is important to keep in mind that price may not be considered in the initial selection of an engineer or architect.

HIGH TECHNOLOGY PURCHASES: High technology purchases in excess of \$50,000 must be made through formal, written, sealed proposals. Departments are prohibited from splitting purchases to avoid the formal proposal requirement. State law requires that the relative importance of price and other evaluation factors be specified in the RFP. All RFP's for high technology purchases must be approved by the Department Head, IT, Legal, and the City Manager or his designee prior to advertisement of the RFP.

CONSTRUCTION PROJECTS

Construction projects include construction activities for buildings, streets, and utility system improvements including renovations and demolitions. The City Manager will designate a Project Manager, for each construction project. These projects sometimes involve the acquisition by the City of real property, right-of-way, or easements, which is recommended, but not required to be completed before the contractor enters the project area. In addition, state law requires most public works projects to be designed and overseen by a registered professional engineer or architect, who can be either in house (Engineering Department) or a contracted consultant. Procurement materials may be prepared by third-party consultants for use in these projects, subject to city acceptance and approval.

Technical specifications/plans and supplementary conditions are developed by the Architect/Engineer.

- a. **Asbestos Abatement:** If the project involves renovation or demolition work on an existing City building, state law requires an asbestos abatement survey to be conducted by a state licensed person, and material samples must be collected and submitted for analysis at a state certified laboratory. If asbestos is found, the Project Manager must contact the Engineering Department for additional information regarding asbestos abatement. All demolition projects require notification to the Texas Department of Health regardless of whether asbestos is present.
- b. **Elimination of Architectural Barriers:** If the project involves construction of a building with an estimated construction cost of \$50,000 or more, the City is required to submit all plans and specifications for the construction or renovation to the Texas Department of Licensing and Regulation for review for removal of barriers to persons with disabilities.

MINOR CONSTRUCTION PROJECTS: Minor construction projects are construction activities under \$50,000. The Project Manager for all minor construction projects for all City facilities will be determined by the City Manager.

6. PURCHASE ORDERS

Purchase orders will be required for all purchases equal to or in excess of \$1,000 in a fiscal year. The Department Head will submit a requisition to Finance Department, with reasonable lead time for all approvals to be obtained, **PRIOR TO** the purchase of a good or service. Only after the Finance Director, and/or the City Manager or their designee, has approved the PO request the Finance Department will issue a PO number.

Per this purchasing procedure manual, P-cards are not to be used to bypass the need for a purchase order for any good or service from the same vendor that exceeds a total of \$1,000 in a fiscal year. If a purchase will exceed \$1,000, a P-card should not be used and a purchase requisition should be submitted. In the event a vendor requires payment in the form a P-card, the user department should seek guidance from Finance Department.

7. CHANGE ORDERS

After any contract is signed, and if changes are necessary in the scope of work, the contract price, or the contract time, a change order must be prepared on a City approved form for execution by the contractor and the City. The contractor or consultant must receive written approval from the City prior to initiating any additional work.

- Change orders involving an increase of more than \$25,000 must be approved by the City Council.
- Change orders, regardless of amount, which exceed the amount of funding appropriated for the project by the City Council, are subject to City Council approval of a supplemental appropriation before they may be paid.
- The original contract price may not be increased or decreased under by more than 25 percent. The original contract price may not be decreased under the Local Government Code by more than 25 percent without the consent of the contractor. The original contract price may not be increased by more than 25 percent without complying with the bidding process used for the original contract for the work resulting in the increase.

8. EXEMPT PURCHASES

State law provides a few exemptions from competitive bidding. Such examples include:

- The purchase of land or rights-of-ways;
- Personal or professional services, such as engineering, architectural, or planning services;
- Property bought at an auction;
- Property bought at a going-out-of-business sale;
- Property bought from another political subdivision or state or federal government;
- In case of public calamity, where it becomes necessary to act at once to provide relief for local citizens or to preserve or protect the public health;
- In case of unforeseen damage to public property, machinery, or equipment, where immediate repair is necessary;
- Procurement necessary to preserve or protect public health or safety of the City's residents;
- Procurement for work that is performed and paid for by the day as the work progresses;
- The purchase of electricity, gas, water, and other utility services; and
- Other matters as set forth in Section 252.022 of the Texas Local Gov't. Code.

The application of exemptions from competitive bidding requirements for purchases in excess of \$25,000 must be approved in each case by the City Manager, Finance Director and the City Council.

9. EMERGENCY PURCHASES

Emergency purchases are those purchases caused by an unforeseen and dangerous situation that requires immediate action to preserve the health and safety of people or property in the City. When emergency purchases are made, the user department must make the purchase at the best possible price considering all existing circumstances and the necessity for prompt action.

The Finance Department will issue a verbal approval upon request when an emergency occurs which must be followed-up with a purchase order as soon as time permits, or within 48 hours of purchase, whichever occurs first. The user department must submit a purchase requisition within 48 hours after the emergency purchase is made.

Emergency purchase orders in excess of \$25,000 must be authorized by the Municipal Finance Officer and City Manager and ratified by the City Council at the next scheduled Council Meeting.

10. SOLE SOURCE PURCHASES

State laws allow for a limited exemption from competitive bidding for the purchase of goods where the functional requirements of the City can be satisfied by only one source. This applies to purchases where competition is precluded because of:

- the existence of patents, copyrights, secret processes or natural monopolies;
- the purchase of books, papers, and other materials for a public library if those books, papers, or materials are available only from the person holding exclusive distribution rights to the materials;
- the purchase of electricity, gas, water, and other utility services;
- the purchase of captive replacement parts or components for equipment; and
- other items as specified in Section 252.022 of the Texas Local Gov't. Code.

A product is eligible for sole source purchase only when there is a significant functional difference between the product and other similar products on the market, when an item is available from one supplier, urgency of need limits the capability to complete the requirements, continuity with current or existing processes or services is necessary, or when statutory or regulatory requirements limit competition.

After an independent review by the Finance Department, an interpretation will be provided to the departments as to whether the request is eligible for sole sourcing.

Sole source purchases in excess of \$50,000 must be approved by the City Manager and the City Council prior to the purchase. When City Council approval is necessary, a detailed explanation of the sole source basis for the purchase must be included by the user department on the agenda request form. A sole source memorandum must be submitted to Purchasing with the purchase requisition for processing.

11. BLANKET PURCHASE ORDERS

The user department shall submit a purchase request to Purchasing for a blanket purchase order for an amount of estimated annual recurring expenditures. For example, a department would set up a blanket purchase order for vendors from whom they regularly purchase needed supplies. Examples might include office supplies, equipment parts, lubricants, fuel, and so forth.

Utilities, such as Cable, internet, electricity, phone services, and any other service exemption from LGC 252.022, are excluded from the purchase order and bidding requirements.

Contractual payments to financial institutions, previously approved by the City Council, are also not subject to the purchase order requirements.

12. INTERGOVERNMENTAL PURCHASES

It is the policy of the City to facilitate joint purchasing arrangements on an inter-governmental basis. The Municipal Finance Officer will work with other governmental entities to take advantage of the benefits of joint purchasing arrangements. In addition, the Municipal Finance Officer will utilize various cooperative programs available to the City.

13. COMPUTER HARDWARE AND SOFTWARE PURCHASES

The City has adopted the following policy for the purchase of computer hardware and software.

Purchases of computer supplies/equipment \$100.00 to \$999.99 must have the approval of the Department Head and Municipal Finance Officer.

Purchase of computer supplies/equipment \$1,000 - \$25,000 must be approved by the Department Head, Municipal Finance Officer, and the City Manager.

If cost is estimated to exceed \$50,000 the RFP policy applies.

All original program diskettes/CD's shall be kept by the City Secretary for retention filing at the Records Storage Center. The original software license is kept by the user department for its files.

14. CITY COUNCIL AUTHORIZATION

Contracts for the purchase of goods and services involving an expenditure in excess of \$24,999.00 require the approval of the City Council, whether or not the purchase is to be obtained through a competitive bidding or proposals procedure. The Department Head is responsible for timely processing of City Council Agenda Request forms to the City Manager when Council approval is necessary for a purchase.

15. BUYING LOCALLY

The City encourages purchases from vendors in Windcrest when the needs of the City and the requirements for competition in this manual can be met. State law, however, does not permit purchases to be limited to Windcrest vendors when competition is afforded by out-of-town vendors who can meet the City's delivery and/or service requirements.

In purchasing any real property or personal property that is not affixed to real property, if the City receives one or more bids from local bidders, and the bids are within five percent of the lowest responsible bid received by the City from a nonresident bidder, City may award the contract to the lowest responsible bidder who is a local bidder, if the City determines in writing that the local bidder offers the City the best combination of contract price and additional economic development opportunities for the City created by the contract award including the employment of local residents, and increased tax revenues to the city.

Per LGC 271.905 a "local bidder" is defined as a bidder whose principal place of business is in the local government's jurisdiction. For the purpose of this purchasing manual the local government's jurisdiction is the area within the city limits of City of Windcrest.

16. HISTORICALLY UNDERUTILIZED BUSINESSES (HUB'S)

15. State law requires a City to attempt to contact at least two (2) historically underutilized businesses to notify them of the proposed expenditure if the City makes an expenditure between \$3,000 and \$50,000.

(1) *Definition.* Vendor must be

(a) at least 51% owned by an Asian Pacific American, Black American, Hispanic American, Native American, American woman and/or Service-Disabled Veteran,

(b) an entity with its principal place of business in Texas, and

(c) has an owner residing in Texas with a proportionate interest that actively participates in the control, operations and management of the entity's affairs.

- (2) *Requirements.* According to §252.0215 of the Texas Local Government Code, the City, in making an expenditure of more than \$3,000 but less than \$50,000, must contact at least two (2) HUBs on a rotating basis, based on information provided by the comptroller. If the expenditure is for less than \$3,000 or for more than \$50,000, this special notification requirement does not apply.

16. CAPITALIZED FIXED ASSETS

A capitalized fixed asset is tangible and intangible property that the City can leverage as a resource in providing services to the residents and inhabitants of the City. A capitalized fixed asset includes land, infrastructure, buildings, furniture and fixtures, motor vehicles and equipment with a cost of \$2,500 or more and a useful life of more than two years. Capitalized fixed assets are acquired for use in normal operations and are not for resale. These assets are long-term in nature and are subject to depreciation. Capitalized assets and projects should be charged to a general ledger capital account. Items costing less than \$2,500 should not be charged to a general ledger capital account. Any capital purchases/acquisitions (i.e. new buildings, significant building renovations, new vehicles or other motorized equipment, or real property) should be reported to the Finance Director for property liability insurance evaluation. All duties and responsibilities of the fixed assets inventory records are supervised by the Finance Department.

17. SURPLUS

All surplus computer hardware and software must be returned to the IT Director. For all other surplus goods, contact the Finance Department for disposal either by online auction, or City Auction

18. TRAVEL

All travel must be approved by the Municipal Finance Officer and the City Manager, using the attached Travel Request Form. All travel requests shall be made within 2 weeks of the travel date(s). The mileage rate to be reimbursed for all mileage will be the same rate of reimbursement used by the Federal Government. For more detail please refer to the Travel/Training policy.

19. RECYCLED PRODUCTS

The Finance Department encourages all user departments to assist in the purchase of recycled products, where cost savings can be realized, and supports the entire process of recycling.

20. DOCUMENTS

REQUISITION: The Requisition requests authorization for the User Department to enter into a contract with a vendor to purchase goods and/or services for the user department and to charge the appropriate department or project budget once all approvals have been obtained. Requisitions must be forwarded to Purchasing for processing.

PURCHASE ORDER: The primary purchasing document used by the City to secure supplies and/or equipment is the Purchase Order ("PO"). The PO is a binding written agreement between the City and a vendor obligating the City to pay for specified goods or services when delivered in accordance with the purchase order terms. Purchase orders will be issued by the Finance Department only_or City Manager's Office. **NO ORDER IS BINDING UPON THE CITY UNTIL A PURCHASE ORDER HAS BEEN ISSUED. NO EMPLOYEE SHALL CONSENT TO AN ORDER ON THE "CONFIRMING" BASIS BEFORE A PURCHASE ORDER HAS BEEN ISSUED. ANY PURCHASE ORDER THAT IS CONFIRMED WITH A VENDOR BEFORE BEING ISSUED A PURCHASE ORDER, WILL BE CONSIDERED AN AUTHORIZED PURCHASE AND WILL NEED TO BE REIMBURSED BY THE EMPLOYEE TO THE CITY.**

BUDGET TRANSFER FORM: In the event that the Department Head needs to transfer budgeted funds between line items, this form must be completed.

FIXED ASSET ACTIVITY FORM: The Fixed Asset Activity Form must be completed for each fixed asset that is added, deleted, or transferred. A fixed asset is a cost of \$2,500 or greater at the time of purchase.

21. GLOSSARY OF TERMS

The following definitions are intended to assist you in understanding the language used throughout this policy. When using this policy, if you find a word or words that you may not clearly understand, or if it is not defined in this section, please do not hesitate to contact someone in the Finance Department for clarification and/or interpretation.

Award – The act of accepting a bid, proposal, or offer; thereby resulting in a contract between the City of Buda and a vendor.

Best Value - If the sealed competitive bidding requirement applies to the contract for goods or services, the contract may be awarded to the lowest responsible bidder or to the bidder who provides the goods or services at the best value for the City. In determining the best value for the City, we may consider:

- the purchase price;
- the reputation of the bidder and of the bidder's goods or services;
- the quality of the bidder's goods or services;
- the extent to which the goods or services meet the City's needs;
- the bidder's past relationship with the City.
- the impact on the ability of the City to comply with laws and rules relating to contracting with historically underutilized businesses and non-profit organizations employing persons with disabilities;
- the total long-term cost to the City to acquire the bidder's goods or services, and
- any relevant criteria specifically listed in the request for bids or proposals.

Bid Advertisement - For expenditures over \$50,000 a public notice shall be placed in a newspaper of general circulation and published at least once a week for two consecutive weeks. The notice shall contain the time and place at which bids will be publicly opened.

Bonds

- **Bid Bond** - A bond required of a contractor to ensure that the contractor will enter into the contract, for which he has submitted a formal written bid and/or proposal.
- **Payment Bond** - A bond required that ensures that all suppliers and subcontractors of the contractor will be paid for work and/or material supplied in the course of the contract.
- **Performance Bond** - A bond required that guarantees vendor performance during the execution of the contract.

Capital Equipment - Assets that are used in operations with a useful life greater than one year and valued at \$2,500 or more at the time of acquisition.

Change Order - A change order is issued to a purchase order or contract if changes in plans or specifications are necessary in order to increase or decrease the quantity of work to be performed or of materials, equipment, or supplies to be furnished. Change orders must not be issued unless funds are available for the increase and the original contract may not be

increased by more than 25 percent. The contract may not be decreased by more than 25% without the consent of the contractor.

City Council - The elected officials of the City of Windcrest; Windcrest, Texas given the authority to exercise such powers and jurisdiction of all City business as conferred by the City Charter and the State of Texas Constitution and Laws.

Competitive Bidding - The process wherein a vendor openly competes with other vendors, through a formal or informal process, for the City's business.

Component Purchases - Purchases of component parts of an item, which in normal purchasing practices would be purchased in one purchase.

Consulting Services - The service of studying or advising the City under a contract that does not involve the traditional relationship of employer and employee.

Contract – An Agreement between the city and a vendor to furnish supplies and/or services over a designated period of time.

Contractor – The successful vendor(s) that is awarded a contract by the city.

Delivery Date - The date by which goods or services are needed by the department or are promised by the vendor.

Emergency Procurement – A purchase that is made to meet critical, unforeseen need of the City where the City's ability to serve the public would be impaired if the purchase is not made immediately. Emergency purchases are exempt from standard purchasing procedures and must follow quality for exemption as outlined in Local Government Code 252.022 and must follow the procedure as outlined in the manual.

Encumbrance - Commitments related to unperformed contracts for goods or services.

Goods - A generic term that includes all types of property to be purchased by the City; equipment, supplies, materials, component and repair parts.

Historically Underutilized Business (HUB) – A HUB is at least 51 percent owned by an Asian Pacific American, Black American, Hispanic American, Native American, American woman and/or Service Disabled Veteran, who reside in Texas and actively participate in the control, operations and management of the entity's affairs.

Interlocal Agreement - An agreement made between two governmental entities to perform governmental functions and services (such as purchasing, records management, police /fire protection, public health, etc.) for another as provided under Government Code Chapter 791.025.

Lowest Responsible Bidder –This is the vendor who offers the lowest bid which meets all the specifications, requirements, terms and conditions of the IFB. It is expressly understood that the lowest responsible bid includes any related costs to the City, using a total cost concept. The term “responsible” refers to the financial and practical ability of the bidder to perform the contract. The term is also used to refer to the experience or safety record of the vendor.

Professional Services - Services rendered by members of a recognized profession or possessing a special skill. Such services are generally acquired to obtain information, advice, training, or direct assistance. (Mental or intellectual skills, rather than physical or manual)

Proposal – An offer submitted by a supplier in response to a Request for Proposal (RFP) intended to be used as a basis to negotiate a contract.

Purchase Order - A signed written acceptance of an offer from a vendor. A purchase order may serve as the legal binding contract between the City and the vendor.

Request For Proposal - A formal written document requesting that potential vendors make an offer for goods or services to the City. The request for proposal method of procurement may be used for all goods and services. RFP's differ from invitations to bid in that the City is seeking a solution, not a bid/quotation meeting firm specifications for the lowest price. Proposals are evaluated based on criteria formulated around the most important features of a product or service, of which quality, testing, references, availability or capability may be overriding factors, and price is not the sole factor of the award. All request for proposals are kept secret during negotiations until a contract is awarded.

Request for Qualifications – a Formal written document used when soliciting providers of architectural, engineering, or land surveying services. The City shall comply with Local Government Code 2254.004 in the procurement of these services. The City must first select the most highly qualified provider of those services on the basis of demonstrated competence and qualifications. After a firm has been selected based on qualifications and experience, then a fair and reasonable fee shall be negotiated. If a satisfactory contract cannot be negotiated with the most highly qualified provider of architectural, engineering, or land surveying services, the City shall formally end negotiations with that firm, and select the next most highly qualified firm and begin negotiations with that provider for a fair and responsible bid.

Requisition – An internal document the department user completes to request goods or services. It is the source document for all purchasing activity.

Salvage Items – A designation that applies to surplus items remaining after the completion of the procedure established by this manual for the disposition of surplus property.

Scope of Work (SOW) – A written description of the contractual requirements for materials or services within a Request for Proposal. The SOW should establish a clear understanding of what if needed, encourage competition, satisfy the departmental need, and provide the best value for the City.

Separate Purchases - Purchases made separately of items that in normal purchasing practices would be purchased in one purchase.

Sequential Purchases - Purchases, made over a period of time, of items that in normal purchasing practices would be purchased in one purchase.

Services - A generic term to include all work or labor performed for the City on an independent contractor basis, including maintenance, construction, manual, clerical or professional services.

Sole Source Procurement - Purchases of goods or services that are available from only one supplier. There may be just one vendor because of patents or copyrights, or simply because the vendor is the only one that supplies the good or service. These purchases are exempt from the standard bidding requirement and must qualify as outlined in LGC 252.022 but must comply with the procedures outlined in this manual.

Solicitation – The process of notifying prospective vendors of an opportunity to provide goods and services to the City.

Specifications - A description of the physical or functional characteristics, or of the nature of a supply, service, or construction item; the requirements to be satisfied by a product, material or process indicating, if appropriate, the procedures to determine whether the requirements are satisfied. Specifications should be descriptive, but not restrictive.

State Contract Purchase - Items that are available through the State of Texas Procurement and Support Services Cooperative Purchasing Program. The State has publicly advertised and received qualified bids for specific items. These appear on a listing periodically published by the State. The City of Buda has elected to participate in the cooperative purchasing program for governmental subdivisions and other state agencies.

Surplus Items – A designation that applies to any item purchased with City funds which another City department does not need or cannot be reused/recycled.

Vendor - A generic term applied to individuals and companies alike, who provide goods and services to the City.



30-Sep-19

1a	Name	
1b	Department	
1c	Extension/Email	

2.	Select Journal Entry Type Below:
----	----------------------------------

Transaction Date:

Posted by:

☐ Non-Personnel Budget Transfer

Fund

Dept.

Account

(-) (Take Money Away)

(+) (Give Money To)

1

502

530

1

2

3

4

5

6

7

8

9

10

71

12

13

Provide an Explanation for the budget transfer in the Space Provided Below:

4.

Signature Dept. Head

5.

Signature Approval Finance Director

6.

INVENTORY DATA COLLECTION FORM

Today's Date _____

ADDITION ☐ DISPOSAL ☐ TRANSFER ☐

Primary

Location: _____

Assigned Dept.: Admin ☐ PD ☐ FD ☐ PW ☐

Secondary

Location: _____

CCPD ☐ EOC/Tech ☐ EDC ☐ Fleet ☐ Civic Center ☐

Tag #: _____

City Hall ☐ Parks & Recs ☐

Description: _____

Type: B ☐ CE ☐ E ☐ F ☐ I ☐
L ☐ M ☐ OE ☐ V ☐

TYPES	
B	Bldg
CE	Comp. Equip
E	Equipment
F	Furn & Fixtures
I	Improvements
L	Land
M	Machinery
OE	Office Equip
V	Vehicles

Accessories/Attachments: _____

Make: _____ Model: _____ Serial #: _____

Acquisition Date: _____ How: _____ New ☐ Used ☐

Original Cost: _____ Vendor: _____

Transfer Date: _____ Received By: _____ Dept: _____

Disposal Date: _____ By: _____ How: _____

INVENTORY DATA COLLECTION FORM

Today's Date _____

ADDITION ☐ DISPOSAL ☐ TRANSFER ☐

Primary

Location: _____

Assigned Dept.: Admin ☐ PD ☐ FD ☐ PW ☐

Secondary

Location: _____

CCPD ☐ EOC/Tech ☐ EDC ☐ Fleet ☐ Civic Center ☐

Tag #: _____

City Hall ☐ Parks & Recs ☐

Description: _____

Type: B ☐ CE ☐ E ☐ F ☐ I ☐
L ☐ M ☐ OE ☐ V ☐

TYPES	
B	Bldg
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Accessories/Attachments: _____

Make: _____ Model: _____ Serial #: _____

Acquisition Date: _____ How: _____ New ☐ Used ☐

Original Cost: _____ Vendor: _____

Transfer Date: _____ Received By: _____ Dept: _____

Disposal Date: _____ By: _____ How: _____

City of Windcrest

INVESTMENT POLICY AND STRATEGY

Adopted September 16, 2019

I. INTRODUCTION

It is the policy of the City of Windcrest that the administration of its funds and the investment of those funds shall be handled as its highest public trust. Investments shall be made in a manner which will provide the maximum security of principal while meeting the daily cash flow needs of the City and conforming to the Public Funds Investment Act (the "Act") Texas Government Code Chapter 2256. It is the intent of the City to be in complete compliance with local law and the Act.

The receipt of a market rate of return will be secondary to the requirements for safety and liquidity. The earnings from investment will be used in a manner that best serves the interests of the City.

The purpose of this Policy is to set specific investment policy and strategy guidelines. Direct specific investment parameters for the investment of public funds in Texas are found in the Act. The Public Funds Collateral Act, Chapter 2257, Texas Government Code, specifies collateral requirements for all public Texas funds deposits.

II. SCOPE

This investment policy applies to all financial assets of the City and any new funds created unless specifically exempted by the City Council and this Policy.

III. OBJECTIVES

It is the policy of the City that all funds shall be managed and invested with four primary objectives, listed in order of their priority: safety, liquidity, diversification and yield. Investments are to be chosen in a manner which promotes diversity. To match anticipated cash flow requirements the maximum weighted average maturity (WAM) of the overall portfolio may not exceed 6 months.

Safety

The primary objective of the investment activity is the preservation of capital. Each investment transaction shall be conducted in a manner to avoid capital losses, whether from security defaults, safekeeping, or erosion of market value. Investments in high credit quality securities and decisions based on anticipated cash needs are primary factors in providing safety.

Liquidity

The investment portfolio shall be structured to meet all expected obligations in a timely manner. This shall be achieved by matching investment maturities with forecasted cash flow liabilities and maintaining additional liquidity for unexpected liabilities.

Diversification

The portfolio shall be diversified by institution, market sector and maturity as much as possible.

Yield

The benchmark for the commingled portfolio shall be the comparable period 6-month U.S. Treasury Bill, designated for its comparability to the expected average cash flow pattern and the Policy maximum weighted average maturity (WAM) limit of 6 months. The investment program shall seek to augment returns above this threshold consistent with risk limitations identified and the City's prudent investment strategy.

Cash management is the process of managing funds in order to insure maximum cash availability and reasonable yield on short-term investments. The City shall strive for a cash management program which includes timely collection of accounts receivable, vendor payments in accordance with invoice terms, and prudent investment of assets.

IV. INVESTMENT STRATEGY

The City maintains one commingled portfolio for investment purposes which incorporates the specific uses and the unique characteristics of the funds in the portfolio. The investment strategy has as its primary objective assurance that anticipated liabilities are matched and adequate investment liquidity provided. The City shall pursue conservative portfolio management strategy. This may be accomplished by creating a ladder maturity structure with some extension for yield enhancement. The maximum maturity of any security will be 12 months and the maximum dollar weighted average maturity of 6 months or less will be calculated using the stated final maturity date of each security.

The investment strategy for debt service funds shall have as its primary objective the timely payment of debt service obligations. Successive debt service dates will be fully funded before any investment extensions are made.

V. DELEGATION OF RESPONSIBILITY

The City Manager and Municipal Finance Director will be designated as Investment Officers, by governing body resolution, responsible for investment decisions and activities. The Investment Officer(s) are responsible for creating and maintaining the portfolio in accordance with this Policy, providing timely quarterly reporting to the Council, and establishing supporting procedures. The City may further contract with an SEC registered investment adviser for non-discretionary management of the portfolio.

All investment officers shall attend at least ten (10) hours of training approved by the City Council within twelve months of designation as investment officer and shall attend eight (8) hours of training every two successive fiscal years.

Investment Officers shall refrain from personal and business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions. An Investment Officer who has a personal business relationship within two levels of blood or marriage with an organization seeking to sell an investment to the City shall file a statement disclosing that relationship to the City Council and the Texas Ethics Commission.

City Council Responsibilities

The City Council holds ultimate fiduciary responsibility for the portfolio. It will designate investment officer(s), receive and review quarterly reporting, approve and provide for investment

officer training, approve broker/dealers, and review and adopt the Investment Policy and Strategy at least annually.

VI. PRUDENCE AND CONTROLS

The standard of prudence to be applied to all City investments shall be the "prudent person" rule, which states:

"Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

In determining whether an investment officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration the investment of all funds under the City's control, over which the officer has responsibility rather than a consideration as to the prudence of a single investment.

The Investment Officer, acting in accordance with written procedures and exercising due diligence, shall be responsible but not liable for a specific security's credit risk or market price changes, provided that these deviations are reported immediately, and that appropriate action is taken to control adverse developments.

Internal Controls

The Investment Officer is responsible for establishing and maintaining internal controls to reasonably assure that assets are protected from loss, theft, or misuse. The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived, and, the valuation of costs and benefits requires ongoing estimates and judgments by management.

The internal controls shall address the following points at a minimum:

- Control of collusion,
- Separation of transaction authority from accounting and record keeping,
- Custodial safekeeping,
- Clear delegation of authority,
- Written delegation for all transactions, and
- Review, maintenance and monitoring of security procedures both manual and automated.

Annually the Investment Officer shall perform an internal compliance audit to assure compliance with requirements of this Policy and the Act. Annually, the City's external auditor shall review the quarterly reports.

Cash Flow Forecasting

Cash flow forecasting is designed to protect and sustain cash flow requirements of the City. The Investment Officer will analyze and maintain a cash flow plan to monitor and forecast cash positions for investment purposes.

Competitive Bidding

All security transactions will be made on documented competitive bid basis to assure the City is receiving good market rates. When-issued US agency securities should be compared to other securities available in the secondary market to determine competitiveness.

Monitoring Credit Ratings

The Investment Officer shall monitor, on no less than a monthly basis, the credit rating on all authorized investments in the portfolio which require credit ratings based upon independent information from a nationally recognized rating agency. If any security falls below the minimum rating required by Policy, the City Council of the loss of investment within two days.

Monitoring FDIC Status for Mergers and Acquisitions

The Investment Officer shall monitor, on no less than a weekly basis, the status and ownership of all banks issuing brokered CD securities owned by the City based upon information from the FDIC (fdic.gov). If any bank has been acquired or merged with another bank in which brokered CDs are owned by the City, the Investment Officer or Adviser shall immediately liquidate any brokered CD which places the City above the FDIC insurance level.

VII. AUTHORIZED INVESTMENTS

Assets of the City may be invested only in the following instruments as further defined by the Act. If changes are made to the Act they will not be authorized until this Policy is modified and adopted by the City Council. All investment transactions will be made on a competitive basis.

- A. Obligations of the United States Government, its agencies and instrumentalities with a maximum stated maturity of 1 year excluding mortgage backed securities.
- B. Fully insured or collateralized depository certificates of deposit from banks in Texas, with a maximum maturity of 1 year insured by the Federal Deposit Insurance Corporation, or its successor, or collateralized in accordance with this Policy.
- C. AAA-rated, Texas Local Government Investment Pools which strive to maintain a \$1 net asset value (NAV) as defined by the Act and authorized by resolution of the City Council.
- D. AAA-rated, SEC registered money market mutual funds striving to maintain a \$1 net asset value.
- E. FDIC insured, brokered certificates of deposit securities from a bank in any US state, delivered versus payment to the City's safekeeping agent, not to exceed 12 months to maturity. Before purchase, the Investment Officer must verify the FDIC status of the bank on www.fdic.gov to assure that the bank is FDIC insured.
- F. FDIC insured or collateralized interest bearing and money market accounts from any FDIC insured bank in Texas.

Delivery versus Payment

All securities shall be purchased on a delivery versus payment (DVP) settlement basis. Funds shall not be released until receipt of the security by the City's approved custodian. The custodian shall provide the City with proof of ownership or claim by an original document delivered to the City.

VIII. REPORTING

Quarterly Reporting

The Investment Officers shall submit a signed quarterly investment report to the governing body in accordance with the Act giving detail information on each portfolio and bank position and summary information to permit an informed outside reader to evaluate the performance of the investment program. The report will include the following at a minimum:

-A full description of each individual security or bank/pool position held at the end of the reporting period including the amortized book and market value at the beginning and end of the period,

- Unrealized gains or losses (book value minus market value),
- Overall change in market value during the period as a measure of volatility,
- Weighted average yield of the portfolio and Its applicable benchmarks,
- Earnings for the period,
- Allocation analysis of the total portfolio by market sector and maturity, and
- Statement of compliance of the investment portfolio with the Act and the Investment Policy signed by the Investment Officer(s).

Market prices for the calculation of market value will be obtained from independent sources.

IX. FINANCIAL COUNTER-PARTIES

Depository

At least every five years, a banking services depository shall be selected through a competitive request for proposal or bid process in accordance with the Texas Government Code 105. In selecting a depository, the services, cost of services, credit worthiness, earnings potential, and collateralization by the institutions shall be considered. If securities require safekeeping, the RFP/bid will request information on safekeeping services. The depository contract will provide for collateral if balances exceed the FDIC insurance balance per tax identification number.

All time and demand deposits in any depository of the City shall be insured or collateralized at all times in accordance with this Policy.

Other banking institutions, from which the City may purchase certificates of deposit or place interest bearing accounts, will also be designated as a depository for depository/collateral purposes. All depositories will execute a depository agreement and have the Bank's Board or Bank Loan Committee pass a resolution approving the agreement if collateral is required.

Security Broker/Dealers

All pools, financial institutions, and broker/dealers who desire to transact business with the City must supply the following documents to the Investments Officer(s).

- (if brokers) Financial Industry Regulatory Authority (FINRA) certification and CRD #
- (if brokers) proof of Texas State Securities registration
- policy review certification

Each pool/bank/broker must be provided a copy of the City's current Investment Policy and certify to a review of the Policy stating that the firm has controls in place to assure only Policy approved investments will be sold to the City.

A list of qualified broker/dealers will be reviewed at least annually by the City Council. In order to perfect the DVP process the banking services depository, or its brokerage subsidiary, will not be used as a broker.

XI. COLLATERAL

Time and Demand Deposits Pledged Collateral

All bank time and demand deposits shall be collateralized above the FDIC coverage by pledged collateral. In order to anticipate market changes and provide a level of security for all funds, collateral will be maintained and monitored by the pledging depository at 102% of market value of principal and accrued interest on the deposits. The bank shall monitor and maintain the margins on a daily basis.

Collateral pledged to secure deposits shall be held by an independent financial institution outside the holding company of the depository. The collateral agreement with the depository shall be approved by resolution of the Bank Board or Bank Loan Committee. The Custodian shall provide a monthly report of collateral directly to the City.

All collateral shall be subject to inspection and audit by the City or its independent auditors.

Authorized Collateral

Only the following securities are authorized as collateral for time and demand deposits or repurchase agreements:

- A. FDIC insurance coverage.
- B. Obligations of the United States, its agencies or instrumentalities, or evidence of indebtedness of the United States guaranteed as to principal and interest including MBS and CMO which pass the bank test.
- C. Obligations of any US state or of a county, City or other political subdivision of any state having been rated as investment grade (investment rating no less than "A" or its equivalent) by two nationally recognized rating agencies.
- D. Letter of Credit from the FHLB.

XI. SAFEKEEPING

All purchased securities are to be cleared to the City's safekeeping agent on a delivery versus payment (DVP) basis. All safekeeping arrangements shall be approved by the Investment Officer and an agreement of the terms executed in writing. The independent third party custodian shall be required to issue safekeeping receipts to the City listing each specific security, rate, description, maturity, cusip number, and other pertinent information.

XII. INVESTMENT POLICY ADOPTION

The City's Investment Policy shall be reviewed and adopted by resolution of the City Council no less than annually. Any changes made to the Policy must be noted in the adopting resolution.

RESOLUTION NUMBER 2020-*(R)**

A RESOLUTION ADDRESSING THE HEALTH REIMBURSEMENT ACCOUNT FOR THE 2020-2021 FISCAL YEAR

WHEREAS, the Health Reimbursement Account (“HRA”) will continue to be monitored and administered by the Municipal Finance Officer.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Windcrest, Texas, that:

1. That a Health Reimbursement Account (“HRA”) shall be split up as follows:

Tier 1. Prescriptions, Specialists and Primary Care Physicians (PCP) \$500 (EMPLOYEE ONLY):

- 1st \$250.00 will be reimbursed to the Employee from the City of Windcrest
- 2nd \$250.00 will be paid by the Employee
- 3rd \$250.00 will be reimbursed to the Employee from the City of Windcrest
- 4th \$250.00 will be paid by the Employee

Tier 2. Any deductible related expenses \$2,000 (EMPLOYEE ONLY):

- 1st \$1,500.00 will be paid by the City of Windcrest
- 2nd \$250.00 will be paid by the Employee
- 3rd \$500.00 will be paid by the City of Windcrest
- 4th \$250.00 will be paid by the Employee

Tier 3. Dental, Vision, Medical Supplies and ER or Emergency Room Clinics \$1,500.00 may be used on any covered dependents:

½ of each bill will be reimbursed to the Employee by the City of Windcrest. Maximum amount to be reimbursed is \$1,500.00. This funding may be used towards Tier 1 and Tier 2 expenses if requested by the employee.

An employee may request to move Tier 3 funds by submitting a written request to the Municipal Finance Officer.

DULY PASSED AND APPROVED, on the ___ day of _____, 2020 at a special meeting of the City Council of the City of Windcrest, Texas, which meeting was held in compliance with the Open Meetings Act, Tex. Gov’t. Code, §551.001, et. seq. at which meeting a quorum was present and voting.

CITY OF WINDCREST, TEXAS

Dan Reese, Mayor

ATTEST:

Rachel C. Dominguez, City Secretary

APPROVED AS TO FORM:

Ryan Henry, City Attorney

Pending CC Approval

RESOLUTION NO. 2020-*(R)**

A RESOLUTION SELECTING PROVIDERS FOR MEDICAL, DENTAL, VISION, LIFE/AD&D, LONG TERM DISABILITY AND SUPPLEMENTAL PLANS FOR EMPLOYEES OF THE CITY COMMENCING OCTOBER 1, 2020.

WHEREAS, the City Council desires to provide medical, dental, vision, LIFE/AD&D, long term disability and supplemental plans for employees of the city commencing October 1, 2020.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WINDCREST, TEXAS, that the following providers are selected to provide the insurance plans stated commencing October 1, 2020:

Health Insurance	Blue Cross Blue Shield
Dental Insurance	Blue Cross Blue Shield
Vision Insurance	Dearborn National
Life Insurance	Dearborn National
Short/Long Term Disability	Dearborn National
Cobra, FSA	SBS
Accident On/Off Job	Guardian
Cancer Low/High Plan	Guardian
Critical Illness 10k/20k	Guardian

The City Manager is authorized to execute all documents necessary and appropriate to provide for such plans.

PASSED AND APPROVED this ____ day of _____, 2020.

Dan Reese, Mayor

ATTEST:

Rachel Dominguez, City Secretary

APPROVED AS TO FORM:

Ryan Henry, City Attorney

Pending CC Approval

An Insurance Proposal
for
City of Windcrest

Effective Date: October 1, 2020

Presented by
Pat McMahan & Stacy Chavez
7/xx/2020





City of Windcrest

Disclaimers and Disclosures

Effective Date: October 1, 2020

- The analysis of the following plans is a summary for comparative purposes. Please refer to the contract and summary plan description for a full list of coverage and exclusions.
- The rates and benefits in this proposal are based upon underwriting factors which include, but are not limited to: the census provided, the effective date shown, the status of employees/dependents (i.e. actively at work, COBRA, FMLA), final enrollment, etc. If any of the aforementioned changes prior to the proposed effective date, the final provisions, including rates, for these plans may vary or result in the proposed plan to be withdrawn. If a discrepancy exists between the rates presented herein and the carrier's proposal, the carrier rates will prevail.
- This proposal may not be a complete listing of all available benefit options. Different benefit levels may be available.
- This presentation is the proprietary work product of Alamo Insurance Group/Brown & Brown and is not authorized for further use or distribution.
- All insurance carriers have their own operating procedures. A change in carriers could affect certain benefits and coverage.
- Alamo Insurance Group/Brown & Brown representatives are available to explain any items presented. It is assumed that the recipients of this proposal will seek an explanation of any items that may be in question.
- Alamo Insurance Group/Brown & Brown representatives may from time to time provide guidance regarding certain legal requirements affecting health plans, including the requirements of federal and state health care reform legislation. Such guidance is based on good-faith interpretation of laws and regulations currently in effect, and is not intended to be a substitute for legal advice. Employers should contact their own legal counsel for advice regarding legal requirements.
- The network directories provided may contain doctors and facilities that are no longer participating with the insurance carriers' networks. We cannot be responsible for any changes to the directories that are not reflected. For a current list, you may look on the Internet or call the toll-free number provided in each of the directories.



City of Windcrest

Current Market Summary

Effective Date: October 1, 2020

Carrier	AM Best Rating	Financial Size	Products	Bid/Decline
BCBS	A+	XV	Medical & Dental	Current
Guardian	A++	XV	Worksite	Current
Dearborn National	A+	X	Vision, Basic & Vol	Current
			Life/AD&D, STD and LTD	

No warranty or representation, expressed or implied is made to the accuracy of the information contained herein, and same is subject to errors, omission, change of price, or other conditions, withdrawal notice, and to any special conditions imposed by our principals. Rates are subject to final review by underwriting and may change based upon final enrollment. This is only a summary of benefits; please refer to the Certificate of Coverage for full plan description including limitations and exclusions. Unless otherwise noted or approved, quotes are good for 30 days from the proposed effective date.

Prior coverage should not be canceled until written notification of approval from the new carrier is received.



City of Windcrest

Medical Plan History

Year	Carrier/Plan	Coinsurance	Deductible	Rates				Initial Renewal	Negotiated Renewal	Renewal Action	% After Change
				EE	ES	EC	EF				
2013	UnitedHealthcare	100/70 PPO	\$5,000	\$421	\$968	\$841	\$1,346				
2014	UnitedHealthcare	100/70 PPO	\$5,000	\$585	\$1,345	\$1,170	\$1,871	39%	39%	Renewed As Is	39%
2015	BlueCross BlueShield	100/70 PPO	\$5,000	\$499	\$1,148	\$998	\$1,597	12%	-5%	Moved to BCBS	-15%
2016	BCBS	100/70 PPO	\$5,000	\$546	\$1,256	\$1,092	\$1,747	29%	9%	Renewed As Is	9%
2017	BCBS	100/70 PPO	\$5,000	\$656	\$1,313	\$1,510	\$2,100	45%	35%	Plan Chng to	20%
2018	BCBS	80/60 PPO	\$5,000	\$663	\$1,525	\$1,326	\$2,121	7%	1%	Renewed As Is	1%
2019	BCBS	80/60 PPO	\$5,000	\$676	\$1,555	\$1,352	\$2,163	11%	2%	Renewed As Is	2%



City of Windcrest
Medical Benefits Proposal
Effective Date: October 1, 2020

Carrier	BlueCross BlueShield
Network	BlueChoice
Website	www.bcbstx.com

Plan Name		Current / Renewal MM31		
<u>Monthly Rates</u>		<u>Current</u>	<u>Initial Renewal</u>	<u>REVISED Renewal</u>
Employee Only	55	\$676.08	\$744.77	\$689.60
Employee & Spouse	3	\$1,554.95	\$1,712.93	\$1,586.05
Employee & Child(ren)	7	\$1,352.15	\$1,489.53	\$1,379.19
Employee & Family	0	\$2,163.39	\$2,383.19	\$2,206.66
Monthly Gross Premium	65	\$51,314.30	\$56,527.85	\$52,340.48
Annual Gross Premium		\$615,771.60	\$678,334.20	\$628,085.76
% Increase			10.16%	2.00%
\$ Increase (Annual)			\$62,562.60	\$12,314.16
<u>Employer Contribution</u>		<u>100% of Employee Only Cost</u>	<u>100% of Employee Only Cost</u>	<u>100% of Employee Only Cost</u>
Monthly Employer Cost		\$43,945.20	\$48,410.05	\$44,824.00
Annual Employer Cost		\$527,342.40	\$580,920.60	\$537,888.00
<u>Employee Deductions Per Pay Period (26)</u>				
Employee Only		\$0.00	\$0.00	\$0.00
Employee & Spouse		\$405.63	\$446.84	\$413.75
Employee & Child(ren)		\$312.03	\$343.74	\$318.27
Employee & Family		\$686.45	\$756.19	\$700.18

Member Cost Sharing Responsibilities Are Shown		Current/Renewal
Amounts You May Pay	Coinsurance (In Network/Out of Network)	20% / 40%
	Calendar Year Deductible (CYD) ¹	
	Individual (In/Out)	\$5,000 / \$10,000
	Family (In/Out)	\$10,000 / \$20,000
	Out of Pocket Max (Includes Deductible)	
Pay at Time of Service	Individual (In/Out)	\$5,600 / \$17,000
	Family (In/Out)	\$10,200 / \$51,000
	Office Visit (In Network ²)	\$40 Primary or Specialist
	Urgent Care (In Network ²)	\$65 Copay
	Emergency Room (Facility/Physician)	\$100 / 20% after CYD
	Prescription Drugs (In Network ²)	Pharmacy Out of Pocket \$1,000 Employee / \$3,000 Family
	Retail (30 day supply)	\$20 / \$40 / \$60
	Mail Order (90 day supply)	3x copay

¹ Charges applied to deductible and coinsurance include, but are not limited to: hospitalizations, outpatient procedures, complex imaging tests.

² Higher cost sharing will apply to charges incurred Out of Network. Out Of Network Out of Pocket Max may not apply to charges exceeding the carrier's eligible amounts.



City of Windcrest
Dental Benefits Proposal
Effective Date: October 1, 2020

Carrier	BlueCross BlueShield
Network	BlueCare Dental
Website	www.bcbstx.com

Plan			Current		Renewal	
<u>Monthly Rates</u>			<u>DTNLM08</u>	<u>DTNHR01</u>	<u>DTNLM08</u>	<u>DTNHR01</u>
Employee Only	27	15	\$20.36	\$31.95	\$21.38	\$33.55
Employee & Spouse	2	6	\$40.72	\$63.89	\$42.76	\$67.08
Employee & Child(ren)	5	5	\$55.12	\$81.91	\$57.88	\$86.01
Employee & Family	3	3	\$83.48	\$125.36	\$87.65	\$131.63
Monthly Gross Premium	37	29	\$2,805.42		\$2,945.80	
Annual Gross Premium			\$33,665.04		\$35,349.60	
% Increase					5%	
\$ Increase (Annual)					\$1,684.56	
<u>Employer Contribution</u>			<u>100% of Employee Low Plan Cost</u>			
Monthly Employer Cost			\$1,343.76		\$1,411.08	
Annual Employer Cost			\$16,125.12		\$16,932.96	
Employer Increase (Annual)					\$807.84	
<u>Employee Deductions Per Pay Period (26)</u>						
Employee Only			\$0.00	\$5.35	\$0.00	\$5.62
Employee & Spouse			\$9.40	\$20.09	\$9.87	\$21.09
Employee & Child(ren)			\$16.04	\$28.41	\$16.85	\$29.83
Employee & Family			\$29.13	\$48.46	\$30.59	\$50.88

Member Cost Sharing Responsibilities Are Shown		Current Low Plan	Current High Plan	Renewal Low Plan	Renewal High Plan
Amounts You May Pay	Preventive Services (Exams, Cleanings)	0%	0%	Same Benefits	
	Basic Services (Fillings, Extractions)	20%	20%		
	Major Services (Crowns, Bridges)	50%	50%		
	Orthodontic Services (Braces)	50%	50%		
	Calendar Year Deductible	\$50 (3x Family)	\$25 (3x Family)		
Maximum	Calendar Year Max	\$1,500	\$3,000		
	Orthodontia Lifetime Max	\$1,000	\$2,000		

Higher cost sharing/balance billing will apply to services incurred Out of Network.



City of Windcrest
Vision Benefits Proposal
Effective Date: October 1, 2020

Carrier	Dearborn
Network	EyeMed
Website	www.dearbornnational.com/vision

Plan		Current	Renewal
Monthly Rates			
Employee Only	44	\$6.71	\$6.71
Employee & Spouse	8	\$12.75	\$12.75
Employee & Child(ren)	11	\$13.41	\$13.41
Employee & Family	7	\$19.72	\$19.72
Monthly Gross Premium	70	\$682.79	\$682.79
Annual Gross Premium		\$8,193.48	\$8,193.48
% Increase			0%
\$ Increase (Annual)			\$0.00
Employer Contribution		100% of Employee Only Cost	100% of Employee Only Cost
Monthly Employer Cost		\$469.70	\$469.70
Annual Employer Cost		\$5,636.40	\$5,636.40
Employer Increase (Annual)			\$0.00
Employee Deductions Per Pay Period (26)			
Employee Only		\$0.00	\$0.00
Employee & Spouse		\$2.79	\$2.79
Employee & Child(ren)		\$3.09	\$3.09
Employee & Family		\$6.00	\$6.00

	Current	Renewal
Amounts You May Pay	In Network*	
	Copay: Eye Exam / Materials	
	\$10 / \$10	
	Standard Lenses	
	Single	\$10
	Bifocal	\$10
	Trifocal	\$10
	Lenticular	\$10
	Standard Progressive	\$10
	Contact Lenses	\$130 allowance, 15% off balance over \$130
	Frames	\$130 allowance, 20% off balance over \$130
Plan Frequency (Exam / Lenses / Frames / Contact Lenses)		12 mos / 12 mos / 12 mos / 12 mos

*Higher cost sharing/balance billing will apply to services incurred Out of Network.

--- Additional discounts not applicable at Walmart, Sam's Club or Costco locations or where limited by law or manufacturer restrictions.



City of Windcrest
Life Insurance Proposal
Effective Date: October 1, 2020

Carrier
Website

Dearborn National
www.dearbornnational.com

Basic Life & AD&D	Current / Renewal	
Coverage Amount	1x BAE / \$100,000 Police Officers	
# Employees Covered	60	
Total Volume Covered	\$4,371,300	
Rates		
Rate per \$1,000 of Coverage	\$0.211	\$0.211
Monthly Gross Premium	\$922.34	\$922.34
Annual Gross Premium	\$11,068.13	\$11,068.13
% Increase	0%	
\$ Increase (Annual)	\$0	
Basic Dependent Life & AD&D	Current / Renewal	
Coverage Amount	Spouse \$8,000 / Child(ren) up to \$4,000	
Rates	\$1.49 per unit	

Voluntary Life & AD&D	Current / Renewal	
Coverage Amount		
Employee	\$10k increments, max lesser of \$500k or 5xBAE, GI \$100k	
Spouse	\$5k increments, max lesser of \$250k or 1/2 EE amt, GI \$25k	
Child(ren)	\$1k, 2k, 4k, 5k or 10k max \$10k, GI \$10k	
Age Rates per \$1,000	Employee (includes AD&D)	Spouse (includes AD&D)
< 25	\$0.097	\$0.097
25-29	\$0.097	\$0.097
30-34	\$0.105	\$0.105
35-39	\$0.117	\$0.117
40-44	\$0.162	\$0.162
45-49	\$0.239	\$0.239
50-54	\$0.363	\$0.363
55-59	\$0.552	\$0.552
60-64	\$0.816	\$0.816
65-69	\$1.402	\$1.402
70-74	\$2.234	\$2.234
75+	\$2.234	\$2.234
Dependent Child Rates	\$0.291 (includes AD&D)	
Rates Guaranteed Until	N/A	



City of Windcrest
Disability Insurance Proposal
Effective Date: October 1, 2020

Carrier	Dearborn National
Website	www.dearbornnational.com

Voluntary Short Term Disability	Current / Renewal
Elimination Period (Accident/Illness)	7 days
Benefit	60%
Max Weekly Benefit	\$1,000
Max Benefit Duration	12 weeks
# Employees Covered	
Total Weekly Covered Benefit	
Rates	
Age Rated	Per \$10 of Weekly Benefit Monthly
<20	\$0.459
20-24	\$0.460
25-29	\$0.482
30-34	\$0.439
35-39	\$0.408
40-44	\$0.405
45-49	\$0.426
50-54	\$0.519
55-59	\$0.680
60-64	\$0.846
65-69	\$0.865
70 +	\$0.978

Employer Paid Long Term Disability	Current / Renewal
Elimination Period	90 days
Benefit	60%
Max Monthly Benefit	\$4,500
Own Occupation Period	24 months w/loss of duties and earnings
Benefit Duration	SSNRA
# Employees Covered	70
Total Monthly Covered Payroll	\$269,118
Rates	
Rate per \$100 of Payroll	\$0.445
Monthly Gross Premium	\$1,197.58
Annual Gross Premium	\$14,370.90
% Increase	
\$ Increase (Annual)	

Glossary: Medical

Balance Billing: The practice of charging full fees in excess of covered amounts and then billing the patient for that portion of the bill that the payer does not cover.

Breakpoint: Amount to which the plan and the participant co-insure covered expenses, after which the plan pays 100%.

Capitation Fee: A fixed predetermined amount paid to a provider for each person served, without regard to the actual number or nature of services provided to each person in a set period of time. Capitation is the characteristic payment method in HMOs.

Carryover Deductible: A feature whereby covered charges in the last three months of the year may be carried over to be counted toward the next year's deductible.

Coinsurance: A policy provision by which both the insured person and the insurer share covered medical expenses in a specified ratio (e.g., 80%/20%), after the deductible is met.

Copayments: Payments made by consumers, in addition to deductibles and coinsurance, to help finance health benefit plans.

Deductible: The amount of out-of-pocket expenses that must be paid for health services by the insured before becoming payable by the carrier.

Exclusive Provider Organization (EPO): A more rigid type of PPO, closely related to an HMO. Provides benefits or levels of benefits only if care is rendered by providers within a specific network (with some exceptions for emergency and out-of-area services).

Explanation of Benefits (EOB): A description, sent to patients by health plans, of benefits received and services for which the health care provider has requested payment.

Fee for Service: A method of billing for health services, under which a health provider charges separately for each service rendered. This is the usual method of billing by the majority of physicians.

Gatekeeper: The primary care provider responsible for managing medical treatment rendered to an enrollee of a health plan.

Health Maintenance Organization (HMO): A prepaid medical plan that provides a comprehensive predetermined medical care benefit package.

Inpatient: A person who occupies a hospital bed while under observation, care, diagnosis or treatment for at least 24 hours.

Mandated Benefits: A specific set of benefits required by law to be provided by all insurance carriers and reimbursed under all insurance policies.

Maximum Benefit: The highest annual or lifetime benefit that can be received under an insurance contract.

Maximum Out-of-Pocket Payments: The maximum amount of money a person will pay in addition to premium payments. The out-of-pocket payment is usually the sum of the deductible and coinsurance payments, and does not include copayments or non-covered expenses.



Medical Case Management: This option, often offered by insurance companies, provides coordinators to handle high cost claims and recommends specialized care and services targeted to an individual's treatment goals and needs. Case management is most often used to deal with catastrophic illnesses. The case management coordinator helps to oversee overall management of the patient, from the onset of the illness or injury into acute care hospitalization, specialized care programs and follow-up treatment.

Outpatient: A person who visits a clinic, emergency room or health facility and receives health care without being admitted as an overnight patient.

Outpatient Surgery: Same day surgery without anticipation of the overnight stay of patients. This is often performed at an ambulatory care facility.

Outpatient Surgical Facility: A freestanding center or entity within the hospital that is approved and licensed by the state to perform outpatient diagnostic services or surgical treatment of an illness or injury.

Point of Service Plan (POS): Members do not have to choose how to receive services until services are needed. In some plans, for example, members decide whether to use a network provider or an outside provider. Although the services of an outside provider are covered, benefits are greater if members select a preferred provider (example 70% vs. 100% coverage).

Preferred Provider Organization (PPO): A group of hospitals and physicians that contract on a fee-for-service basis with employers, insurance companies or other third party administrators to provide comprehensive medical service. Providers exchange discounted services for increased volume. Participants' out-of-pocket costs are usually lower than under a fee-for-service plan.

Preventive Care: Comprehensive care emphasizing priorities for prevention, early detection and early treatment of conditions, generally including routine physical examinations, immunization and well person care.

Primary Care: Routine medical care, normally provided in a doctor's office. Professional and related services administered by an internist, family practitioner, general practitioner, or pediatrician.

Specialist: Physician who concentrates on medical activities in a particular specialty of medicine.

Stop-Loss Provision: A stop-loss provision is determined in two ways: either after a certain amount of benefits is paid from the plan or after a certain amount of out-of-pocket expenses is paid by the individual or family unit. When the dollar amount specified is reached, the coinsurance factor is raised to 100%. When there is a stop-loss provision in the plan (besides the separate maximums and coinsurance levels on outpatient mental and nervous disorders), outpatient mental and nervous charges usually do not apply toward the dollar figures used to calculate when the stop-loss begins; after the stop-loss does begin, it does not apply to these charges.



Glossary: Prescription Drugs

Average Wholesale Price (AWP): The published suggested wholesale price of a drug. It is often used by pharmacies as a cost basis for pricing prescriptions. While a reliable pricing reference for brand-name drugs, it can be misleading in the case of generic drugs since each manufacturer establishes its own AWP for the generic drug. This can result in a broad range of prices for the identical product.

Brand-Name Drugs: A drug protected by a patent issued to the original innovator or marketer. The patent prohibits the manufacture of the drug by other companies as long as the patent remains in effect.

Formulary: A listing of prescription medications that will be covered by a plan or insurance contract that often fosters substitution of generic or therapeutic equivalents on a cost-effective basis.

Generic Equivalent Drugs: Drug that is equal in therapeutic power to the brand-name originals because they contain identical active ingredients at the same doses.

Legend Drugs: Drugs that must be obtained by doctor prescription, as opposed to those prescribed by a doctor but available over the counter.

Over the Counter (OTC): Drugs available without a prescription.



Glossary: Dental

Balance Billing: The practice of charging full fees in excess of covered amounts and then billing the patient for that portion of the bill that the payer does not cover.

Coinsurance: A policy provision by which both the insured person and the insurer share covered dental expenses in a specified ratio (e.g., 80%/20%), after the deductible is met.

Deductible: The amount of out-of-pocket expenses that must be paid for services by the insured before becoming payable by the carrier.

Dental Maintenance Organization (DMO): Provides comprehensive dental services to a particular group for a fixed fee.

Direct Reimbursement: A self-funded program in which the individual is reimbursed based on a percentage of dollars spent for dental care provided and which allows beneficiaries to seek treatment from the dentist of their choice.

Explanation of Benefits (EOB): A description, sent to patients by health plans, of benefits received and services for which the health care provider has requested payment.

Endodontics: Diagnosis and treatment of diseases of the tooth pulp, root canal, and apex (tip of the tooth root).

Oral and Maxillofacial Surgery: Deals with diseases, injuries, and defects of the jaw and related structures.

Orthodontics: Aligns teeth with a variety of appliances.

Percentile: A range of a distribution of provided charges determined by a third party payer for specific services. For example, if the third party uses a ^{90th} percentile, maximum payment may be made for any charge at or below that level.

Periodontics: Involves the tissues that surround the teeth - the gingiva, cementum, periodontal membrane, and supporting bone.



Glossary: Section 125

Cafeteria Plan: Defined by the Internal Revenue Code as a plan that permits the participant to choose between two or more benefits consisting of cash and qualified benefits.

Dependent Care Spending Account: Employer-sponsored flexible benefit plan feature that permits employees to use pretax (tax-free) dollars from their paychecks to pay the cost of care for children or elderly dependents up to a certain legislated limit and within very specific guidelines.

Flexible Benefit Plan: A benefit program under Section 125 of the Internal Revenue Code that offers employees a choice between permissible taxable benefits, including cash, and nontaxable health and welfare benefits such as life and health insurance, vacation pay, retirement plans and child care. Although a common core of benefits may be required, the employee can determine how his or her remaining benefit dollars are to be allocated for each type of benefit from the total amount promised by the employer. Sometimes employee contributions may be made for additional coverage.

Flexible Spending Accounts (FSAs): Many flexible benefit programs include flexible spending accounts, which give employees a choice between taxable cash and nontaxable compensation in the form of payment or reimbursement of eligible, tax-favored welfare benefits. FSAs can be funded through salary reduction, employer contributions or a combination of both. Employees can purchase additional benefits, pay health insurance deductibles and copayments, or pay for child care benefits with the money in their FSAs.

Section 125 Plan: A plan in compliance with Section 125 of the Internal Revenue Code, which protects an employee from constructive receipt of the cash he or she has as a choice of benefits under a cafeteria plan.

Use-It-or-Lose-It Rule: A rule forbidding cafeteria plans to let participants defer receipt and taxation of compensation from year to year by carrying over unused pretax contributions or plan benefits.



Glossary: Miscellaneous Terms

Adverse Selection: The tendency of an individual to recognize his or her health status in selecting the option under a retirement system or insurance plan that tends to be most favorable to him or her (and more costly to the plan). In insurance usage, a person with an impaired health status or with expected medical care needs applies for insurance coverage financially favorable to himself or herself and detrimental to the insurance company. Also known as antiselection.

Carve-Out: A program separate from the primary plan designed to provide a specialized type of care, such as a mental health carve-out; or for a designated group of employees, such as a management carve-out.

Contributory Plan: A benefit plan under which employees bear part of the cost.

Employee Assistance Plan (EAP): Designed to help employees whose job performance is being adversely affected by personal problems. The program may also apply to many types of health education, prevention, counseling and control of specific conditions (e.g. alcoholism, smoking, fitness, etc.).

Employee Contribution: Made by an employee into a plan. May or may not be required for participation.

Experience: Usually expressed as a ratio or percentage, it is the relationship of premium to claims, coverage or benefits of a plan for a specified period of time.

Experience-Rated Premium: A premium based on the anticipated claims experience of, or utilization of service by, a contract group according to its age, sex and any other attributes expected to affect its health service utilization. Such a premium is subject to periodic adjustment in line with actual claims or utilization experience.

Experience Rating: The process of determining the premium rate for a group risk, wholly or partially on the basis of that group's experience.

Minimum Participation Requirement: Minimum number of eligible employees that must elect coverage in order for a carrier to write a policy, normally expressed as a percentage.

Noncontributory Provision: A term applied to employee benefit plans under which the employer bears the full cost of the benefits for the employees. One hundred percent of eligible employees must be insured.

Preexisting Condition: A physical and/or mental condition of an insured person that existed prior to the issuance of his or her policy. Excluded from coverage under some policies.

Reasonable and Customary (R&C) Charge: The prevailing charge made by providers of similar expertise for a similar procedure in a particular geographic area. See also Usual, Reasonable and Customary Fees.

Trend Factor: The measurement for actuarial purposes of the change in the cost of health care after weighing inflationary changes, changes in utilization and technology.

Usual, Customary and Reasonable (UCR) Fees: *Usual* is the fee usually charged for a given service by a provider; *customary* is a fee in the range of usual fees charged by similar providers in area; *reasonable* is a fee, according to the review committee, that meets the lesser of the two criteria or is justified in the circumstances.

Voluntary (Employee-Pay-All) Benefits: Specific benefits that the employer administers and the employees pay for. Commonly used for benefits that employees want but which the employer is unable or unwilling to contribute toward.



Glossary: Disability Terms

Partial Disability: Due to injury or sickness, the insured, while unable to perform all the material duties of his regular occupation on a full-time basis, is:

1. performing at least one of the material duties of his regular occupation or another occupation on a part-time of full-time basis; and
2. earning currently at least 20% less per month than his indexed pre-disability earnings due to that same injury or sickness.

Partial Plus: Product enhancement which will not offset with return to work earnings for the first twelve months of an attempted return to work until the gross benefit combined with the claimant's return to work earnings exceed 100% of their pre-disability earnings.

Residual Disability: "Disability" and "disabled" mean that because of injury or sickness:

1. the insured cannot perform each of the material duties of his regular occupation; and
2. after benefits have been paid for (24) months, the insured cannot perform each of the material duties of any gainful occupation for which he is reasonably fitted by training, education, or experience; or
3. the insured, while unable to perform all the material duties of his regular occupation on a full-time basis is:
 - A. performing at least some of the material duties of his regular occupation or another occupation a part-time or full-time basis; and
 - B. earning currently at least 20% less per month than his indexed pre-disability earnings due to that same injury or sickness.

NOTE: Total disability is not required to qualify for disability benefits.

Survivor Benefit: If after an insured has been continuously disabled for at least 180 days, upon receipt of proof that the insured employee has died while receiving a benefit, the company will pay to the eligible survivor, or estate if there are no survivors, a lump sum benefit equal to three times the gross monthly benefit paid.

Tolerable Loss Ratio: "Break-Even Point". The maximum percentage of premium available to cover incurred claims without losing money on the case. For example, a tolerable loss ratio of 80% means we can allocate up to 80 cents of every premium dollar to cover incurred claims and still remain profitable. The remaining 20 cents covers our expenses and profit. The tolerable loss ratio varies with premium size.

Zero Day Residual: Satisfying the elimination period with any combination of total or partial disability. See Residual.

Social Security Freeze: Provides that if an insured employee is disabled after the date the Social Security Freeze is effective and becomes entitled to receive a monthly benefit, then the monthly benefit cannot be reduced in the future due to any cost-of-living increase in Social Security benefits payable.

Primary Integration: The LTD benefit is reduced, dollar for dollar, by social security benefits paid or payable to the insured because of the worker's disability. This does not include benefits payable to the eligible spouse and/or children.

Full or Family Integration: The LTD benefit is reduced, dollar for dollar, by all Social Security benefits paid or payable because of a worker's disability. This includes any benefits payable to eligible spouse and/or children.

Exclusions: Specified conditions or circumstances for which the policy does not provide benefits.





City of Windcrest

Compensation

Effective Date: October 1, 2020

In addition to the commissions or fees received by us for assistance with the placement, servicing, claims handling, or renewal of your insurance coverages, other parties, such as excess and surplus lines brokers, wholesale brokers, reinsurance intermediaries, underwriting managers and similar parties, some of which may be owned in whole or in part by Brown & Brown/Alamo Insurance Group, may also receive compensation for their role in providing insurance products or services to you pursuant to their separate contracts with insurance or reinsurance carriers. That compensation is derived from your premium payments.

Additionally, it is possible that we, or our corporate parents or affiliates, may receive contingent payments or allowances from insurers based on factors which are not client-specific, such as the performance and/or size of an overall book of business produced with an insurer. We generally do not know if such a contingent payment will be made by a particular insurer, or the amount of any such contingent payments, until the underwriting year is closed. That compensation is partially derived from your premium dollars, after being combined (or "pooled") with the premium dollars of other insureds that have purchased similar types of coverage. We may also receive invitations to programs sponsored and paid for by insurance carriers to inform brokers regarding their products and services, including possible participation in company-sponsored events such as trips, seminars, and advisory council meetings, based upon the total volume of business placed with the carrier you select.

We may, on occasion, receive loans or credit from insurance companies. Additionally, in the ordinary course of our business, we may receive and retain interest on premiums you pay from the date we receive them until the date of premiums are remitted to the insurance company or intermediary. In the event that we assist with placement and other details of arranging for the financing of your insurance premium, we may also receive a fee from the premium finance company.

Should you have any questions, or require additional information, please contact Brown & Brown/Alamo Insurance Group at **1-800-393-3600** or, if you prefer, submit your question or request online at <http://www.bbinsurance.com/customerinquiry.shtml>.



City of Windcrest

Model Language for Notice of Opportunity to Enroll in Connection with Extension of Dependent Coverage to Age 26

Effective Date: October 1, 2020

The regulations extending dependent coverage to age 26 provide transitional relief for a child whose coverage ended, or who was denied coverage (or was not eligible for coverage) under a group health plan or health insurance coverage because, under the terms of the plan or coverage, the availability of dependent coverage of children ended before the attainment of age 26. The regulations require a plan or issuer to give such a child an opportunity to enroll that continues for at least 30 days (including written notice of the opportunity to enroll), regardless of whether the plan or coverage offers an open enrollment period and regardless of when any open enrollment period might otherwise occur. This enrollment opportunity (including the written notice) must be provided not later than the first day of the first plan year beginning on or after September 23, 2010. The notice may be included with other enrollment materials that a plan distributes, provided the statement is prominent. Enrollment must be effective as of the first day of the first plan year beginning on or after September 23, 2010.

The following model language can be used to satisfy the notice requirement:

Individuals whose coverage ended, or who were denied coverage (or were not eligible for coverage), because the availability of dependent coverage of children ended before attainment of age 26 are eligible to enroll in [Insert name of group health plan or health insurance coverage]. Individuals may request enrollment for such children for 30 days from the date of notice. Enrollment will be effective retroactively to [insert date that is the first day of the first plan year beginning on or after September 23, 2010]. For more information contact the [insert plan administrator or issuer] at [insert contact information].



City of Windcrest

Premium Assistance Under Medicaid and the Children's Health Insurance Program (CHIP)

Effective Date: October 1, 2020

If you or your children are eligible for Medicaid or CHIP and you are eligible for health coverage from your employer, your State may have a premium assistance program that can help pay for coverage. These States use funds from their Medicaid or CHIP programs to help people who are eligible for these programs, but also have access to health insurance through their employer. If you or your children are not eligible for Medicaid or CHIP, you will not be eligible for these premium assistance programs, but you may be able to buy individual insurance coverage through the Health Insurance Marketplace. For more information, visit www.healthcare.gov.

If you or your dependents are already enrolled in Medicaid or CHIP and you live in a State listed below, you can contact your State Medicaid or CHIP office to find out if premium assistance is available.

If you or your dependents are NOT currently enrolled in Medicaid or CHIP, and you think you or any of your dependents might be eligible for either of these programs, you can contact your State Medicaid or CHIP office or dial **1-877-KIDS NOW** or **www.insurekidsnow.gov** to find out how to apply. If you qualify, you can ask the State if it has a program that might help you pay the premiums for an employer-sponsored plan.

If you or your dependents are eligible for premium assistance under Medicaid or CHIP, as well as eligible under your employer plan, your employer must permit you to enroll in your employer plan if you are not already enrolled. This is called a "special enrollment" opportunity, and you must request coverage within 60 days of being determined eligible for premium assistance. If you have questions about enrolling in your employer plan, you can contact the Department of Labor electronically at www.askebsa.dol.gov or by calling toll-free 1-866-444-EBSA (3272).

If you live in one of the following states, you may be eligible for assistance paying your employer health plan premiums. The following list of States is current as of January 31, 2014. Contact your State for further information on eligibility.

ALABAMA – Medicaid	COLORADO – Medicaid
Website: http://www.medicaid.alabama.gov Phone: 1-855-692-5447	Medicaid Website: http://www.colorado.gov/ Medicaid Phone (In state): 1-800-866-3513 Medicaid Phone (Out of state): 1-800-221-3943
ALASKA – Medicaid	FLORIDA – Medicaid
Website: http://health.hss.state.ak.us/dpa/programs/medicaid/ Phone (Outside of Anchorage): 1-888-318-8890 Phone (Anchorage): 907-269-6529	Website: https://www.flmedicaidtplecovery.com/ Phone: 1-877-357-3268
ARIZONA – CHIP	GEORGIA – Medicaid
Website: http://www.azahcccs.gov/applicants Phone (Outside of Maricopa County): 1-877-764-5437 Phone (Maricopa County): 602-417-5437	Website: http://dch.georgia.gov/ Click on Programs, then Medicaid, then Health Insurance Premium Payment (HIPP) Phone: 1-800-869-1150
IDAHO – Medicaid and CHIP	MONTANA – Medicaid
Medicaid Website: www.accesstohealthinsurance.idaho.gov Medicaid Phone: 1-800-926-2588 CHIP Website: www.medicaid.idaho.gov CHIP Phone: 1-800-926-2588	Website: http://medicaidprovider.hhs.mt.gov/clientpages/clientindex.shtml Phone: 1-800-694-3084
INDIANA – Medicaid	NEBRASKA – Medicaid

Website: http://www.in.gov/fssa Phone: 1-800-889-9949	Website: www.ACCESSNebraska.ne.gov Phone: 1-800-383-4278
IOWA – Medicaid	NEVADA – Medicaid
Website: www.dhs.state.ia.us/hipp/ Phone: 1-888-346-9562	Medicaid Website: http://dwss.nv.gov/ Medicaid Phone: 1-800-992-0900
KANSAS – Medicaid	
Website: http://www.kdheks.gov/hcf/ Phone: 1-800-792-4884	
KENTUCKY – Medicaid	NEW HAMPSHIRE – Medicaid
Website: http://chfs.ky.gov/dms/default.htm Phone: 1-800-635-2570	Website: http://www.dhhs.nh.gov/oii/documents/hippapp.pdf Phone: 603-271-5218
LOUISIANA – Medicaid	NEW JERSEY – Medicaid and CHIP
Website: http://www.lahipp.dhh.louisiana.gov Phone: 1-888-695-2447	Medicaid Website: http://www.state.nj.us/humanservices/dmahs/clients/medicaid/ Medicaid Phone: 609-631-2392 CHIP Website: http://www.njfamilycare.org/index.html CHIP Phone: 1-800-701-0710
MAINE – Medicaid	
Website: http://www.maine.gov/dhhs/ofc/public-assistance/index.html Phone: 1-800-977-6740 TTY 1-800-977-6741	
MASSACHUSETTS – Medicaid and CHIP	NEW YORK – Medicaid
Website: http://www.mass.gov/MassHealth Phone: 1-800-462-1120	Website: http://www.nyhealth.gov/health_care/medicaid/ Phone: 1-800-541-2831
MINNESOTA – Medicaid	NORTH CAROLINA – Medicaid
Website: http://www.dhs.state.mn.us/ Click on Health Care, then Medical Assistance Phone: 1-800-657-3629	Website: http://www.ncdhhs.gov/dma Phone: 919-855-4100
MISSOURI – Medicaid	NORTH DAKOTA – Medicaid
Website: http://www.dss.mo.gov/mhd/participants/pages/hipp.htm Phone: 573-751-2005	Website: http://www.nd.gov/dhs/services/medicalserv/medicaid/ Phone: 1-800-755-2604

OKLAHOMA – Medicaid and CHIP	UTAH – Medicaid and CHIP
Website: http://www.insureoklahoma.org Phone: 1-888-365-3742	Website: http://health.utah.gov/upp Phone: 1-866-435-7414
OREGON – Medicaid and CHIP	VERMONT– Medicaid
Website: http://www.oregonhealthykids.gov http://www.hijosaludablesoregon.gov Phone: 1-800-699-9075	Website: http://www.greenmountaincare.org/ Phone: 1-800-250-8427
PENNSYLVANIA – Medicaid	VIRGINIA – Medicaid and CHIP
Website: http://www.dpw.state.pa.us/hipp Phone: 1-800-692-7462	Medicaid Website: http://www.dmas.virginia.gov/rcp-HIPP.htm Medicaid Phone: 1-800-432-5924 CHIP Website: http://www.famis.org/ CHIP Phone: 1-866-873-2647
RHODE ISLAND – Medicaid	WASHINGTON – Medicaid
Website: www.ohhs.ri.gov Phone: 401-462-5300	Website: http://hrsa.dshs.wa.gov/premiumpymt/Apply.shtm Phone: 1-800-562-3022 ext. 15473
SOUTH CAROLINA – Medicaid	WEST VIRGINIA – Medicaid
Website: http://www.scdhhs.gov Phone: 1-888-549-0820	Website: www.dhhr.wv.gov/bms/ Phone: 1-877-598-5820, HMS Third Party Liability
SOUTH DAKOTA - Medicaid	WISCONSIN – Medicaid
Website: http://dss.sd.gov Phone: 1-888-828-0059	Website: http://www.badgercareplus.org/pubs/p-10095.htm Phone: 1-800-362-3002
TEXAS – Medicaid	WYOMING – Medicaid
Website: https://www.gethipptexas.com/ Phone: 1-800-440-0493	Website: http://health.wyo.gov/healthcarefin/equalitycare Phone: 307-777-7531

To see if any other states have added a premium assistance program since January 1, 2014, or for more information on special enrollment rights, contact either:

U.S. Department of Labor
Employee Benefits Security Administration
www.dol.gov/ebsa
1-866-444-EBSA (3272)

U.S. Department of Health and Human Services
Centers for Medicare and Medicaid Services
www.cms.hhs.gov
1-877-267-2323, Menu Option 4, Ext. 61565

GUIDE TO BEST'S FINANCIAL STRENGTH RATINGS			
A Best's Financial Strength Rating is an independent opinion of an insurer's financial strength and ability to meet its ongoing insurance policy and contract obligations. The rating is based on a comprehensive quantitative and qualitative evaluation of a company's balance sheet strength, operating performance and business profile.			
Best's Financial Strength Ratings			
	Rating	Descriptor	Definition
Secure	A++, A+	Superior	Assigned to companies that have in our opinion a superior ability to meet their ongoing insurance obligations.
	A, A-	Excellent	Assigned to companies that have, in our opinion, an excellent ability to meet their ongoing insurance obligations.
	B++, B+	Good	Assigned to companies that have, in our opinion, a good ability to meet their ongoing insurance obligations.
Vulnerable	B, B-	Fair	Assigned to companies that have, in our opinion, a fair ability to meet their ongoing insurance obligations. Financial strength is vulnerable to adverse changes in underwriting and economic conditions.
	C++, C+	Marginal	Assigned to companies that have, in our opinion, a marginal ability to meet their ongoing insurance obligations. Financial strength is vulnerable to adverse changes in underwriting and economic conditions.
	C, C-	Weak	Assigned to companies that have, in our opinion, a weak ability to meet their ongoing insurance obligations. Financial strength is very vulnerable to adverse changes in underwriting and economic conditions.
	D	Poor	Assigned to companies that have, in our opinion, a poor ability to meet their ongoing insurance obligations. Financial strength is extremely vulnerable to adverse changes in underwriting and economic conditions.
	E	Under Regulatory Supervision	Assigned to companies (and possibly their subsidiaries/affiliates) that are publicly placed under a significant form of regulatory supervision, control or restraint - including cease and desist orders, conservatorship or rehabilitation, but not liquidation - that prevents conduct of normal, ongoing insurance operations.
	F	In Liquidation	Assigned to companies that are publicly placed in liquidation by a court of law or by a forced liquidation.
	S	Suspended	Assigned to rated companies when sudden and significant events impact operations and rating implications cannot be evaluated due to a lack of timely or adequate information; or in cases where continued maintenance of the previously published rating opinion is in violation of evolving regulatory requirements.
Rating Modifiers			
Modifier	Descriptor		Definition
u	Under Review		Indicates the rating may change in the near term, typically within six months. Generally is event driven, with positive, negative or developing implications.
pd	Public Data		Indicates rating assigned to insurer that chose not to participate in A.M. Best's interactive rating process. (Discontinued in 2010).
s	Syndicate		Indicates rating assigned to a Lloyd's syndicate.
Rating Outlooks			
Indicates potential direction of a Financial Strength Rating over an intermediate term, generally defined as 12 to 36 months.			
Positive	Indicates possible rating upgrade due to favorable financial/market trends relative to the current rating level.		
Negative	Indicates possible rating downgrade due to unfavorable financial/market trends relative to the current rating level.		
Stable	Indicates low likelihood of a rating change due to stable financial/market trends.		
Under Review Implications			
Indicates potential direction of a Best's Financial Strength Rating that is in Under Review status based on information currently available.			
Positive	Indicates there is a reasonable likelihood the company's rating will be raised as a result of A.M. Best's analysis of a recent event.		
Negative	Indicates there is a reasonable likelihood the company's rating will be lowered as a result of A.M. Best's analysis of a recent event.		
Developing	Indicates there is uncertainty as to the final rating outcome, but there is a reasonable likelihood the company's rating will change as a result of A.M. Best's analysis of a recent event.		
Not Rated Designation			
NR: Assigned to companies that are not rated by A.M. Best.			
Rating Disclosure			
A Best's Financial Strength Rating opinion addresses the relative ability of an insurer to meet its ongoing insurance obligations. The ratings are not assigned to specific insurance policies or contracts and do not address any other risk, including, but not limited to, and insurer's claims-payment policies or procedures; the ability of the insurer to dispute or deny claims payment on groups of misrepresentation or fraud; or any specific liability contractually borne by the policy or contract holder. A Best's Financial Strength Rating is not a recommendation to purchase, hold or terminate any insurance policy, contract or any other financial obligation issued by an insurer, nor does it address the suitability of any particular policy or contract for a specific purpose or purchaser. In arriving at a rating decision, A.M. Best relies on third party audited financial data and/or other information provided to it. While this information is believed to be reliable, A.M. Best does not independently verify the accuracy or liability of the information.			
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Financial Size Category:

The Financial Size category is an indication of the size of an insurer and is based on reported Policyholders' surplus plus conditional or Technical Reserve Funds, such as mandatory securities valuation reserve, other investment and operating contingency funds and/or miscellaneous voluntary reserves in liabilities.

Financial Size Category (In Thousands)										
Class I	Up to	\$1,000	Class VI	\$25,000	to	\$50,000	Class XI	\$750,000	to	\$1,000,000
Class II	\$1,000 to	\$2,000	Class VII	\$50,000	to	\$100,000	Class XII	\$1,000,000	to	\$1,250,000
Class III	\$2,000 to	\$5,000	Class VIII	\$100,000	to	\$250,000	Class XIII	\$1,250,000	to	\$1,500,000
Class IV	\$5,000 to	\$10,000	Class IX	\$250,000	to	\$500,000	Class XIV	\$1,500,000	to	\$1,750,000
Class V	\$10,000 to	\$25,000	Class X	\$500,000	to	\$750,000	Class XV	\$1,750,000	to	\$2,000,000

