



**AGENDA
REGULAR MEETING
HELOTES CITY COUNCIL
June 25, 2020
7:00 p.m.**

The City of Helotes City Council will meet for a Regular Meeting on Thursday, June 25, 2020 at 7:00 p.m. in the City Hall Council Chambers, 12951 Bandera Road, Helotes, Texas 78023. This is an open meeting, subject to the open meeting laws of the State of Texas.

SUPPLEMENTAL NOTICE OF PARTICIPATION BY TELEPHONE CONFERENCE

As a result of COVID-19, the Governor of Texas issued an order on March 16, 2020, suspending various provisions of the Open Meetings Act, which now authorizes the participation in a meeting by videoconference and / or teleconference. In order to advance the public health goal of physical distancing, the City of Helotes City Council will conduct this regular meeting by telephone conference. No in person input will be allowed. To speak remotely, register in advance by using the fillable Citizen Comment Form on the City website. The comment form is due by 12:00 pm on Thursday, June 25. Once the comment form is received, the speaker will receive a confirmation email with the toll-free phone number and access code. Speakers will be placed in a queue until their time to speak. Watch the livestream meeting broadcast on the City's YouTube channel. The digital meeting packet is available on the City website.

1. Call to order.
 - Invocation.
 - Pledge of Allegiance.

OPEN SESSION:

2. Citizens to be Heard. *The City Council shall not discuss any presented issue, nor may any action be taken on any issue at this time (Attorney General Opinion JC-0169). The Council will accept comments from citizens of the City of Helotes and its Extraterritorial Jurisdiction (ETJ) only. Comments are limited to three (3) minutes, and this time is not transferable. Each person may only speak once. No profanity or threats will be tolerated.*

CONSENT AGENDA (ITEM NOS. 3 - 4):

All Consent Agenda items listed below are considered routine by City Staff and are intended to be enacted by one motion. There will be no separate discussion of these items, unless a Councilmember requests it, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.

3. Approval of the minutes of the Regular Meeting dated May 28, 2020. (Staff)

CONSENT AGENDA Cont.:

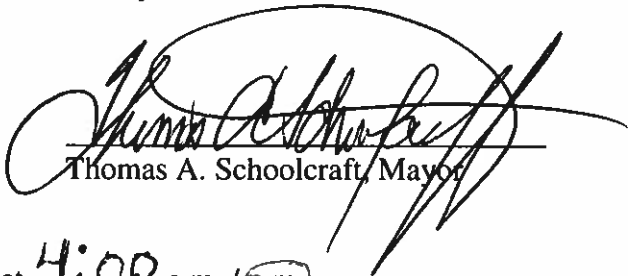
- 4. Approval of a Stormwater Management Plan, pursuant to Municipal Code of Ordinances Chapter 34 *Environment*, Article IV *Stormwater Detention and Drainage*, and an associated fee-in-lieu of detention in the amount of \$16,213.18 for Iron Horse Townhomes being a 5.09 acre tract of land out of the Charles Stolz Survey No. 431 ½, Abstract No. 734 of the Official Public Records of Bexar County, Texas, more particularly described as BCAD Prop. ID Nos. 240904 & 240908. (Applicant)

ITEMS FOR INDIVIDUAL CONSIDERATION:


- 5. Discussion of and action on the proposed Bexar Appraisal District 2021 Annual Budget. (Staff)
- 6. Discussion of and action on a Resolution of the City Council of the City of Helotes, Texas approving an Interlocal Grant Agreement for the distribution of federal coronavirus relief funds between the City of Helotes and Bexar County, Texas. (Staff)
- 7. Discussion of and action on a Declaration of the City of Helotes, Texas extending the declaration order of local disaster and public health emergency for the City of Helotes as a result of the COVID-19 pandemic. (Staff)

Adjourn meeting.

The City Council reserves the right to adjourn into Closed Session at any time during the course of this meeting to discuss any of the exceptions to the requirement that a meeting be open to the public, in accordance with Texas Government Code, Chapter 551 *Open Meetings*, Subchapter D *Exceptions to Requirement that Meetings be Open*. No action may be taken in Closed Session.


Thomas A. Schoolcraft, Mayor

I certify that this Agenda was posted on June 19, 2020 at 4:00 a.m. / (p.m.)


Celina Perez, City Secretary

City Council Minutes
May 28, 2020

MINUTES
REGULAR MEETING
HELOTES CITY COUNCIL

The City of Helotes City Council met for a regular meeting Thursday, May 28, 2020 at 7:00 p.m. in the City Hall Council Chamber, 12951 Bandera Road, Helotes, Texas. This was an open meeting, subject to the open meeting laws of the State of Texas.

Present: Thomas A. Schoolcraft, Mayor
Alex Blue, Mayor Pro Tem
Alan Holmes
Bert Buys
Cynthia Massey
Paul Friedrichs

Staff Present: Marian Mendoza, City Administrator
Celina Perez, City Secretary

1. Call to Order.

Mayor Schoolcraft called the meeting to order at 7:00 p.m. Council Member Massey led the invocation. Mayor Schoolcraft led the pledge to the U.S. flag and the Texas flag.

OPEN SESSION:

2. Citizens to be Heard.

No one signed up to speak on this item.

UNFINISHED BUSINESS:

3. Discussion of and action on resuming the Spring 2020 brush pick up by C-6 Disposal Systems, Inc. to a rescheduled date, or, omitting the Spring 2020 brush pick up and providing compensation to Helotes residents for the cancelled service. (Council Member Massey and Council Member Holmes)

Motion was made by Council Member Massey, second by Council Member Buys, to discuss and act on this item as written.

Council Member Massey acknowledged the letter from Mayor Schoolcraft announcing the rescheduled dates for the Spring 2020 Brush Pick Up and expressed appreciation. The Mayor's letter was posted on the City website on May 20. Brush pickup will take place June 15 through July 31. No action being needed, Council Member Massey requested to pull this item off the agenda.

Hearing no further discussion, Mayor Schoolcraft pulled item #3 off the agenda.

ITEMS FOR INDIVIDUAL CONSIDERATION:

4. Approval of the minutes of the Regular Meeting dated May 14, 2020. (Staff)

Motion was made by Council Member Friedrichs, second by Mayor Pro Tem Blue, to discuss and act on this item as written.

Motion to approve carried unanimously.

5. Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas amending Municipal Code of Ordinances Chapter 86 *Traffic and Vehicles*, Article I *In General* by revising Section 86-1 *Definitions*, Section 86-4 *Penalty*, Section 86-6 *Trucks Depositing Materials on Streets* and by adding Section 86-8 *Prohibited Truck Traffic*; and authorizing the City Administrator to implement the provisions of this Ordinance. (Staff)

Motion was made by Council Member Buys, second by Council Member Holmes, to discuss and act on this item as written.

Discussion included the intent of the amendments were to clearly establish that large commercial trucks are prohibited from using residential streets as a means of travel to another roadway, unless, the trucks are making a scheduled stop at a residential or commercial address. The amendments specify weight restrictions and vehicle axle quantity, identify excluded vehicles, and includes penalty provisions in accordance with State law. The current arterial roadways designated for large commercial trucks are State Highway 16, Leslie Road and FM 1560. These arterial roadways will remain designated as thru truck traffic roads for large commercial delivery trucks and trailers.

Motion to approve carried unanimously.

Adjourn

With no more business to come before Council, Mayor Schoolcraft adjourned the meeting at 7:21 p.m.

ATTEST:

Thomas A. Schoolcraft, Mayor

Celina Perez, City Secretary



CITY COUNCIL AGENDA ITEM REQUEST FORM

MEETING DATE: June 25, 2020

AGENDA PLACEMENT:

- PUBLIC HEARING
- RECOGNITION
- UNFINISHED BUSINESS
- CONSENT
- INDIVIDUAL
- CLOSED

CAPTION:

Approval of a Stormwater Management Plan, pursuant to Municipal Code of Ordinances Chapter 34 *Environment*, Article IV *Stormwater Detention and Drainage*, and an associated fee-in-lieu of detention in the amount of \$16,213.18 for Iron Horse Townhomes being a 5.09 acre tract of land out of the Charles Stolz Survey No. 431 ½, Abstract No. 734 of the Official Public Records of Bexar County, Texas, more particularly described as BCAD Prop. ID Nos. 240904 & 240908. (Applicant)

EXECUTIVE SUMMARY:

The subdivision plat establishing Iron Horse Townhomes was recommended for approval by the Planning & Zoning Commission on December 3, 2019, and received final approval by the City Council on December 12, 2019.

The City Engineer reviewed the Stormwater Management Plan and has determined that the development qualifies for a fee-in-lieu of detention in the amount of \$16,213.18 (\$3,185.30 per acre multiplied by 5.09 acres). Once approved, the subdivision plat can be recorded with the Bexar County Clerk.

ATTACHMENTS:

- Attachment A - Minutes and final subdivision plat/site plan
- Attachment B - City Engineer recommendation letter
- Attachment C - Stormwater Management Plan

PREPARED BY: Ernest Cruz, Development Services Director

DATE SUBMITTED: June 17, 2020

**Planning and Zoning Commission
December 3, 2019 Regular Meeting Minutes**

ITEMS FOR INDIVIDUAL CONSIDERATION:

- 5. Discussion of and action on the minutes of the Regular Meeting of the Planning and Zoning Commission dated November 5, 2019. (Approval Item; Staff)**

Motion was made by Commissioner Wightman, second by Commissioner McGlothing, to approve the minutes as submitted.

Motion to approve carried unanimously.

- 6. Discussion of and action on a preliminary and final subdivision plat, pursuant to Municipal Code of Ordinances Chapter 78 Subdivisions, establishing Iron Horse Townhomes, being a 5.09 acre tract of land out of the Charles Stolz Survey No. 431 ½, Abstract No. 734 of the Official Public Records of Bexar County, Texas. (Recommendation Item; Applicant)**

Speaking on this item was Javier Castello, Cude Engineers. The applicant reduced the number of townhome lots to thirty-five (35), increased the amount of greenspace, and acquired an additional one (1) acre tract of land to the west boundary of the site to use as extra buffer between the proposed townhome development and Iron Horse Canyon Subdivision.

Motion was made by Commissioner McGlothing, second by Commissioner Hozza, to recommend approval of this item as written.

Motion to recommend approval carried: 6 Ayes – Commissioner Wade, Commissioner Hawk, Commissioner Wightman, Commissioner Hozza, Commissioner Edmond and Commissioner McGlothing; 1 Nay – Commissioner Rios.

- 7. Discussion of and action on a request by Kyle Hultz for approval of a Master Sign Plan, pursuant to Municipal Code of Ordinances Chapter 66 Signs, Section 66-71 Permits, Certificates, and Approval Required; Master Sign Plan for Hultz Office Building located at 14789 Old Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 1289679. (Recommendation Item; Applicant)**

Discussion included that each individual tenant will be responsible for obtaining a permit, which would be reviewed and approved administratively.

Motion was made by Commissioner McGlothing, second by Commissioner Rios, to recommend approval of this item as written.

Motion to recommend approval carried unanimously.

Adjourn.

- 6.** Approval of a Stormwater Management Plan, pursuant to Municipal Code of Ordinances Chapter 34 *Environment*, Article IV *Stormwater Detention and Drainage*, for Goodson Subdivision, being a 1.963 acre tract of land lying in Lot 111 Block 1, situated 0.661 acres in the J.M. Ross Survey No. 223, Abstract No. 645 and 1.302 acres in the Comanche Creek Irrigation Company Survey No. 345, Abstract No. 172, County Block 4524, of the Official Public Records of Bexar County, Texas, more particularly described as BCAD Prop. ID No. 242105. (Applicant)
- 7.** Approval of a Stormwater Management Plan, pursuant to Municipal Code of Ordinances Chapter 34 *Environment*, Article IV *Stormwater Detention and Drainage*, for Judicial Services Company, a proposed office located at 15248 Scenic Loop Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 242030. (Applicant)
- 8.** Approval of a preliminary and final subdivision plat, pursuant to Municipal Code of Ordinances Chapter 78 *Subdivisions*, establishing Iron Horse Townhomes, being a 5.09 acre tract of land out of the Charles Stolz Survey No. 431 ½, Abstract No. 734 of the Official Public Records of Bexar County, Texas, more particularly described as BCAD Prop. ID Nos. 240904 & 240908. (Applicant)

ITEMS FOR INDIVIDUAL CONSIDERATION:

9. Discussion of and action on a request by Kyle Hultz for approval of a Master Sign Plan, pursuant to Municipal Code of Ordinances Chapter 66 *Signs*, Section 66-71 *Permits, Certificates, and Approval Required; Master Sign Plan* for Hultz Office Building located at 14789 Old Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 1289679. (Applicant)

(Note: On December 3, 2019 the Planning & Zoning Commission recommended approval of the Master Sign Plan for the Hultz Office Building. It was noted that each individual tenant will be responsible for obtaining a permit, which would be reviewed and approved administratively.)

Motion was made by Council Member Friedrichs, second by Council Member Massey, to discuss and act on this item as written.

Motion to approve the item as written carried unanimously.

10. Discussion of and action on an Agreement for Medical Control and Medical Director Services between the City of Helotes and the University of Texas Health Science Center at San Antonio, for the provision of said services to the City of Helotes Fire, Emergency Medical Service, and Dispatch Departments for a term of three (3) years, beginning on January 1, 2020, in the amount of \$17,388.00 per year; authorizing the Mayor to execute said Agreement on behalf of the City Council of the City of Helotes, Texas. (Staff)

Property Identification #: 240904

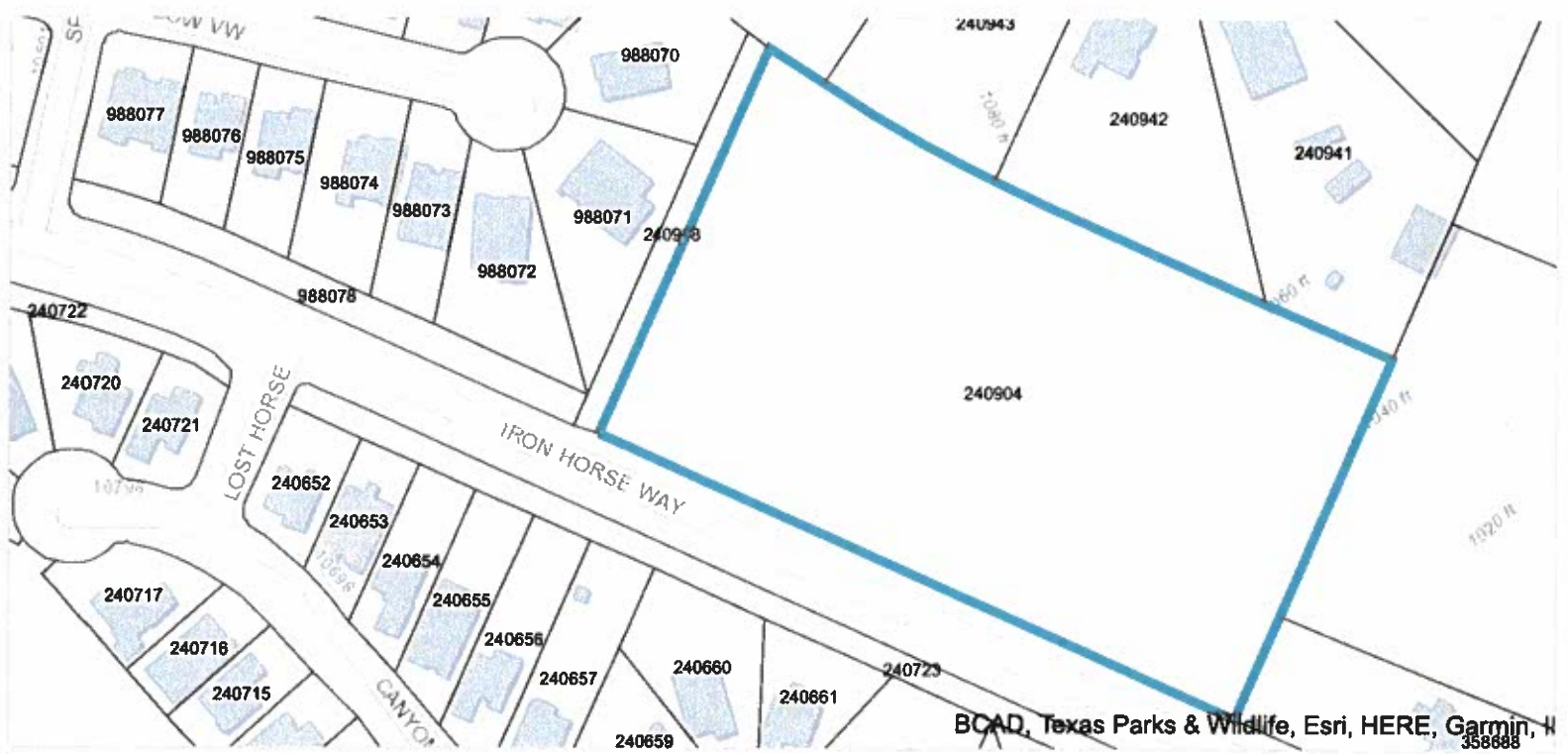
Property Information: 2020

Owner Identification #: 2911756

Geo ID: 04483-000-0130
Situs: IRON HORSE WAY HELOTES, TX
Address: 78023
Property Type: Real
State Code: E1

Legal: CB 4483 P-13 (4.844 AC) ABS 734
Description: FORMERLY P-5
Abstract: A04483
Neighborhood: NORTHWEST RURAL/REMAINS (NS/MV)
Appraised Value: \$278,000.00
Jurisdictions: 06, 42, 10, 56, 08, CAD, 11, 09

Name: KHERINGTON-HADLEY LLC
Exemptions:
DBA: Null



BCAD, Texas Parks & Wildlife, Esri, HERE, Garmin, H

Bexar CAD Map Search

This product is for informational purposes only and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries. The Bexar County Appraisal District expressly disclaims any and all liability in connection herewith.

Property Identification # 240908

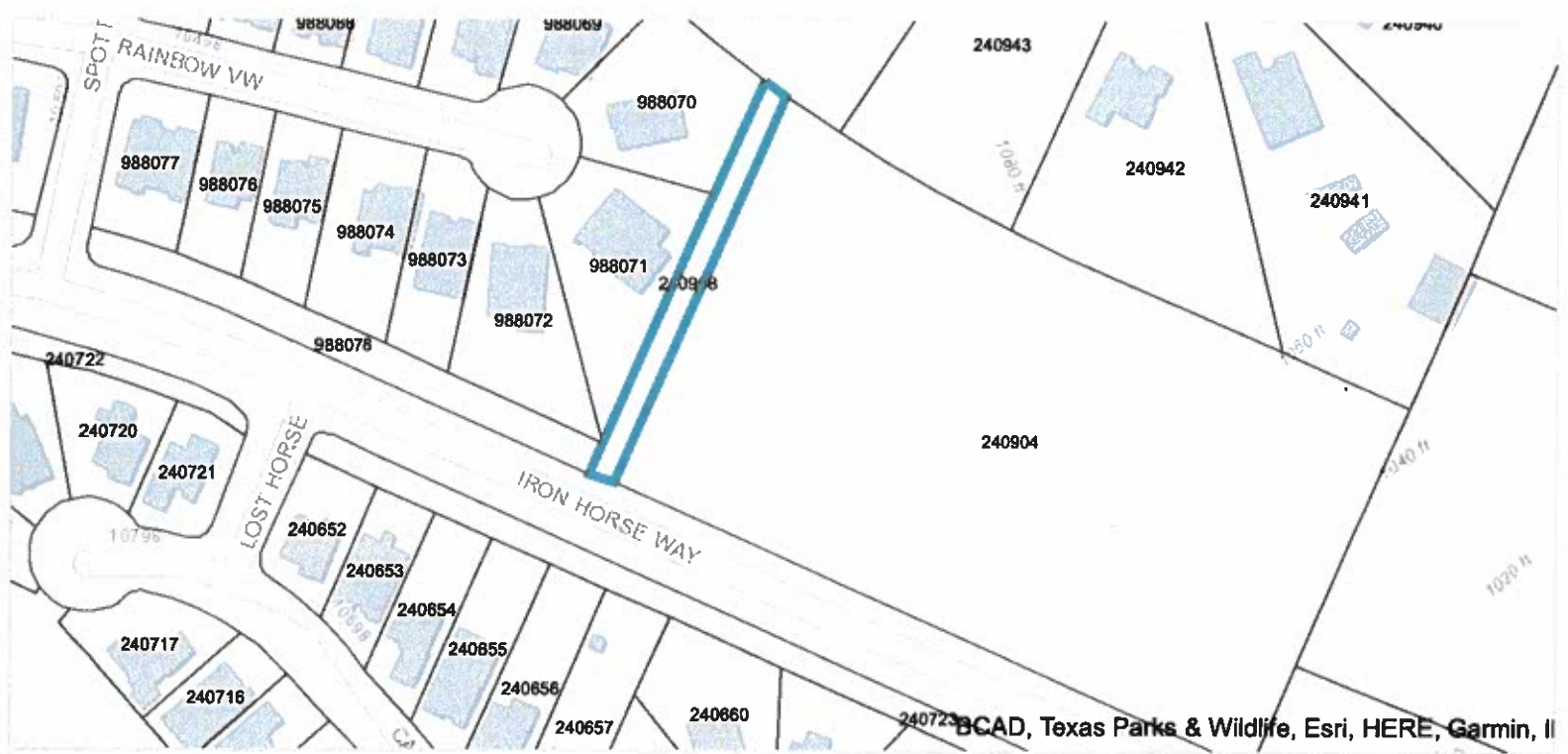
Geo ID: 04483-000-0150
Situs Address: N FM 1560 HELOTES, TX 78023
Property Type: Real
State Code: C1

Property Information: 2020

Legal Description: CB 4483 P-15ABS 734 NON-ADJACENT REMAINS
Abstract: A04483
Neighborhood: STABLEWOOD @ IRON HORSE CANYON
Appraised Value: \$500.00
Jurisdictions: 09, 10, 42, 56, 06, CAD, 11, 08

Owner Identification #: 3168645

Name: KHERINGTON/HADLEY INVESTMENTS LLC
Exemptions:
DBA: Null



Bexar CAD Map Search

This product is for informational purposes only and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries. The Bexar County Appraisal District expressly disclaims any and all liability in connection herewith.



RECEIVED

Attachment B

JUN 18 2020

CITY OF HELOTES

June 17, 2020

Mr. Ernest Cruz
Development Services Specialist
City of Helotes
P.O. Box 507
Helotes, TX 78023

RE: Iron Horse Townhomes
Storm Water Management Plan

Dear Mr. Cruz,

The Storm Water Management Plan for the Iron Horse Townhomes submitted by Cude Engineering has been reviewed and determined that the proposed development meets the requirements outlined in the Helotes Code of Ordinance, Chapter 34: Environment, Article IV: Storm Water Detention and Drainage, Section 34-55: Fee in lieu of detention. The owner is eligible to pay a fee in the amount of \$16,213.18 (\$3,185.30 per acre for residential developments multiplied by 5.09 acres). Therefore, I recommend that the City Council consider a fee-in-lieu of on-site detention.

Please place the Storm Water Management Plan on the next available City Council agenda for discussion and appropriate action.

If you have any questions, please feel free to contact me at (210) 822-2232.

Sincerely,
LNV, LLC.
TBPE Firm No. F-366

Byron G. Sanderfer, P.E., CFM, LEED AP BD+C
Public Works Practice Director



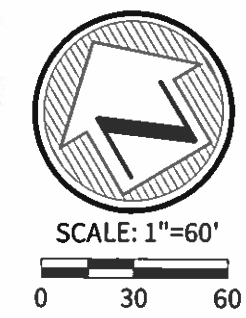
4122 Pond Hill Road, Suite 101
San Antonio, Texas 78231
P: (210) 681 2951 F: (210) 523 7112

HELOTES TOWNHOMES
SITE PLAN EXHIBIT

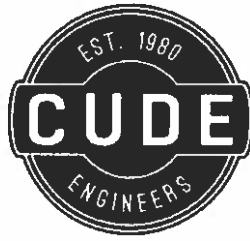
DATE
2019-11-25
PROJECT NO.
P03404.000.0
DRAWN BY
JC
CHECKED BY
DDC

CUDE ENGINEERS
TBPE No. 455

E1



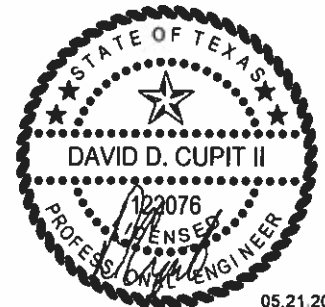
P:\03404\0002 Drawings\Exhibits\2019-11-25 Master Land Plan.dwg 2019/11/25 9:04am jcastello



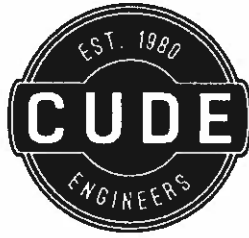
IRON HORSE TOWNHOMES

STORMWATER MANAGEMENT PLAN

PREPARED FOR:
KHERIGHTON HADLEY INVESTMENTS
18618 TUSCANY STONE, SUITE 210
SAN ANTONIO, TX 78258



05.21.20



STORMWATER MANAGEMENT PLAN FOR IRON HORSE TOWNHOMES

PROJECT SCOPE:

This proposed multifamily housing development consists of 5.09 acres located in the City of Helotes, Bexar County, Texas. Access to the site will be provided along Iron Horse Way. This development will consist of the construction of 35 townhomes, drainage infrastructure, and utility infrastructure. All the storm water runoff generated by this site will be ultimately conveyed to the Los Reyes Creek watershed. The site is located within the Edwards Aquifer Recharge Zone.

SITE PARAMETERS:

- Plat Name: Iron Horse Townhomes
- Plat Acreage: 5.09 Ac.

JURISDICTIONAL AUTHORITY:

- This property **is** located within the municipal limits of the City of Helotes.
- This property **is** located within the limits of the Edwards Aquifer Recharge Zone per the latest maps published by the Texas Commission on Environmental Quality.
- This property **is not** located adjacent to FEMA Floodplain.
- This property lies within the jurisdiction of the Helotes Creek Watershed Team in the City of Helotes.
- This property **is not** located with a Mandatory Detention Area per Stormwater Engineering Department.
- This property lies within the watershed of Unnamed Tributary to Helotes Creek.
- This property is depicted on Flood Insurance Rate Map, Community Panel Number 48029C0205G dated September 29, 2010.
- This property is located on the Van Raub USGS Quadrangle Map and the Helotes tile image from the 2012 CoSA GIS Imagery.



METHODOLOGY:

To compute the existing and proposed hydrology for this site, we utilized the Rational Method. The Rational Method was chosen because of the ease of use and drainage area size. In order to obtain the Time of Concentrations for each drainage area, the Seelye Chart was used to determine the overland (sheet) flow for a maximum of 300 feet. Maximum time for overland flow is 20 minutes and the minimum time is 5 minutes. For the shallow concentrated flow, the TR-55 method was used. Channel flow was calculated at 7 feet per second for the site and 6 feet per second for the shed over the length of the flow. The overall Time of Concentration is found by adding the overland flow, shallow concentrated flow, and the channel flow together.

The runoff coefficient (c-value) was found using the 2006 City of San Antonio Unified Development Code (last updated in 2015), as a reference. Slopes Over 5% were assumed for all areas of the site. For the existing undeveloped conditions a c-value of 0.53 was used for Range (Grass Cover 50% - 75% of Area). For the proposed development, a c-value of 0.72 was used for average residential areas. These values were used to calculate a composite c-value for each drainage area for existing, and proposed conditions. An existing, proposed and ultimate shed runoff coefficient value exhibit can be found in this report. The rainfall intensities were obtained from the NOAA Atlas 14 study. The previously calculated time of concentration and c-values were used in the chart to determine the rainfall intensities for the 5, 25, and 100-year storm events.

SITE ANALYSIS:

EXISTING SITE CONDITION NARRATIVE:

In the present, the site is undeveloped. The site consists of natural ground with some grass cover and heavy tree coverage. The existing site has a ridge that creates 2 directions of flow, thus 2 drainage areas.

Area 1 – The Tc Line for this drainage area starts at the high point in the adjacent subdivision. The stormwater runoff in this area flows south east and exits the site into the street, Iron Horse Way.

Area 2 – The Tc line for this area also begin in the northern high point. The runoff of this area flows south east and exits the site into the street, Iron Horse Way.

EXISTING SITE CONDITION HYDROLOGY #1

	Tc (min)	I(In/hr)	C	Q (cfs)
5 Year	20.30	4.51	0.53	4.68
25 Year	20.30	6.23	0.53	6.47
100 Year	20.30	7.73	0.53	8.03

EXISTING SITE CONDITION HYDROLOGY #2

	Tc (min)	I(In/hr)	C	Q (cfs)
5 Year	18.95	4.67	0.53	11.34
25 Year	18.95	6.46	0.53	15.68
100 Year	18.95	8.02	0.53	19.47



PROPOSED SITE CONDITION NARRATIVE:

This site is proposed to include the construction of 35 townhomes with drainage facilities, sidewalks, driveways, and utility construction. There are a proposed 35 lots for 5.08 acres, which yields a density of 6.89 lots per acre, and thus an average residential runoff coefficient value is acceptable. A portion of the stormwater from this site will be treated. Once treated the stormwater will be conveyed out of the site and into the existing street, Iron Horse Way. Please refer to the site drainage exhibits and computations section for proposed site hydrology exhibits and detailed calculations of time of concentrations and flow values for the proposed site.

Area 1 – The Tc Line for this drainage area still starts at the northern high point. The stormwater runoff sheet flows through the proposed lots. The runoff is treated by a jellyfish filtration system before leaving the site south and into the existing street, Iron Horse Way.

Area 2 – The Tc line for this area also begins in the northern high point. The runoff of this area sheet flows south east through the proposed lots. The runoff will be treated through a jellyfish filtration system before leaving the site south and into the existing street, Iron Horse Way.

PROPOSED SITE CONDITION HYDROLOGY #1

	Tc (min)	I(In/hr)	C	Q (cfs)
5 Year	20.04	4.54	0.72	7.32
25 Year	20.04	6.27	0.72	10.11
100 Year	20.04	7.78	0.72	12.55

PROPOSED SITE CONDITION HYDROLOGY #2

	Tc (min)	I(In/hr)	C	Q (cfs)
5 Year	16.29	5.05	0.72	15.78
25 Year	16.29	7.00	0.72	21.87
100 Year	16.29	8.71	0.72	27.22

SITE COMPARISONS:

HYDROLOGY SITE COMPARISONS POINT #1

Existing vs. Proposed (cfs)	
5 Year	2.64
25 Year	3.65
100 Year	4.52

HYDROLOGY SITE COMPARISONS POINT #2

Existing vs. Proposed (cfs)	
5 Year	4.44
25 Year	6.18
100 Year	7.75



SHED ANALYSIS:

EXISTING SHED CONDITION NARRATIVE:

There are two accumulation points for the existing shed:

Area 1 – Stormwater from this area starts at the existing highpoint in the adjacent Adobe Ranch Subdivision, then it flows south west through the proposed site and into Iron Horse Way. The runoff then flows into Lost Horse and Canyon River, from the existing Iron Horse Canyon Subdivision, before existing the shed and subdivision through an existing inlet on sag at the end of the knuckle at Canyon River.

Area 2 – The runoff from this area also begins at the highpoint in the Adobe Ranch subdivision. Stormwater runoff flows south east in the large residential lots of the Helotes Ranch Subdivision and into the Antonio Drive. Once the runoff hits the intersection of Antonio Drive and Iron Horse Way, the water sheet flows into an earthen drain and moves east down an existing culvert part of the Church of Jesus Christ. The runoff leaves the shed though an existing culvert located under the street intersection of Iron Horse Way and Farm to Market Rd 1560, before dispelling into the Helotes Creek.

EXISTING SHED CONDITION HYDROLOGY #1

	Tc (min)	I(In/hr)	C	Q (cfs)
5 Year	22.18	4.31	0.64	16.41
25 Year	22.18	5.95	0.64	22.66
100 Year	22.18	7.38	0.64	28.10

EXISTING SHED CONDITION HYDROLOGY #2

	Tc (min)	I(In/hr)	C	Q (cfs)
5 Year	20.90	4.44	0.76	87.19
25 Year	20.90	6.14	0.76	120.58
100 Year	20.90	7.61	0.76	149.45

PROPOSED SHED CONDITION NARRATIVE:

There are two accumulation points for the proposed shed:

Area 1 – The Tc line for this shed area begins at the high point in the Adobe Ranch Subdivision. Similar to the existing, the stormwater runoff will flow down into the proposed site. The runoff will flow through the proposed lots and into Iron Horse Way. The water will then continue out of the site like the existing shed, into Lost Horse and Canyon River, from the existing Iron Horse Canyon Subdivision, before existing the shed and subdivision through an existing inlet on sag at the end of the knuckle at Canyon River

Area 2 – The Tc line for this shed area is the same as the existing shed. The only difference is the change in the runoff coefficient due to the construction.

This proposed development includes the construction of 35 single family residential townhomes. The stormwater will continue to convey to the same accumulation points mentioned in the existing shed. Taking into consideration a higher weighted runoff coefficient will be used for the shed to analyze the increase in runoff from the development of this site. The proposed development does not significantly increase the weighted runoff coefficient or flow to the accumulation point. Any downstream facilities will not be affected by the increase in flow. Please refer to the shed drainage computations section for proposed shed hydrology exhibits and detailed calculations of time of concentrations and flow values for the proposed shed.

IRONHORSE TOWNHOMES



PROPOSED SHED CONDITION HYDROLOGY #1

	Tc (min)	I(In/hr)	C	Q (cfs)
5 Year	21.73	4.36	0.70	19.20
25 Year	21.73	6.01	0.70	26.46
100 Year	21.73	7.46	0.70	32.85

PROPOSED SHED CONDITION HYDROLOGY #2

	Tc (min)	I(In/hr)	C	Q (cfs)
5 Year	19.47	4.61	0.78	92.23
25 Year	19.47	6.37	0.78	127.44
100 Year	19.47	7.90	0.78	158.06

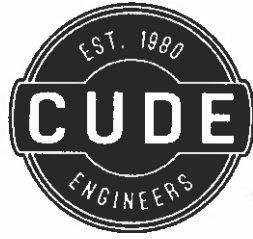
SHED COMPARISONS:

HYDROLOGY SHED COMPARISONS (ACCUMULATION POINT #1):

Existing vs. Proposed (cfs)	
5 Year	2.79
25 Year	3.80
100 Year	4.75

HYDROLOGY SHED COMPARISONS (ACCUMULATION POINT #2):

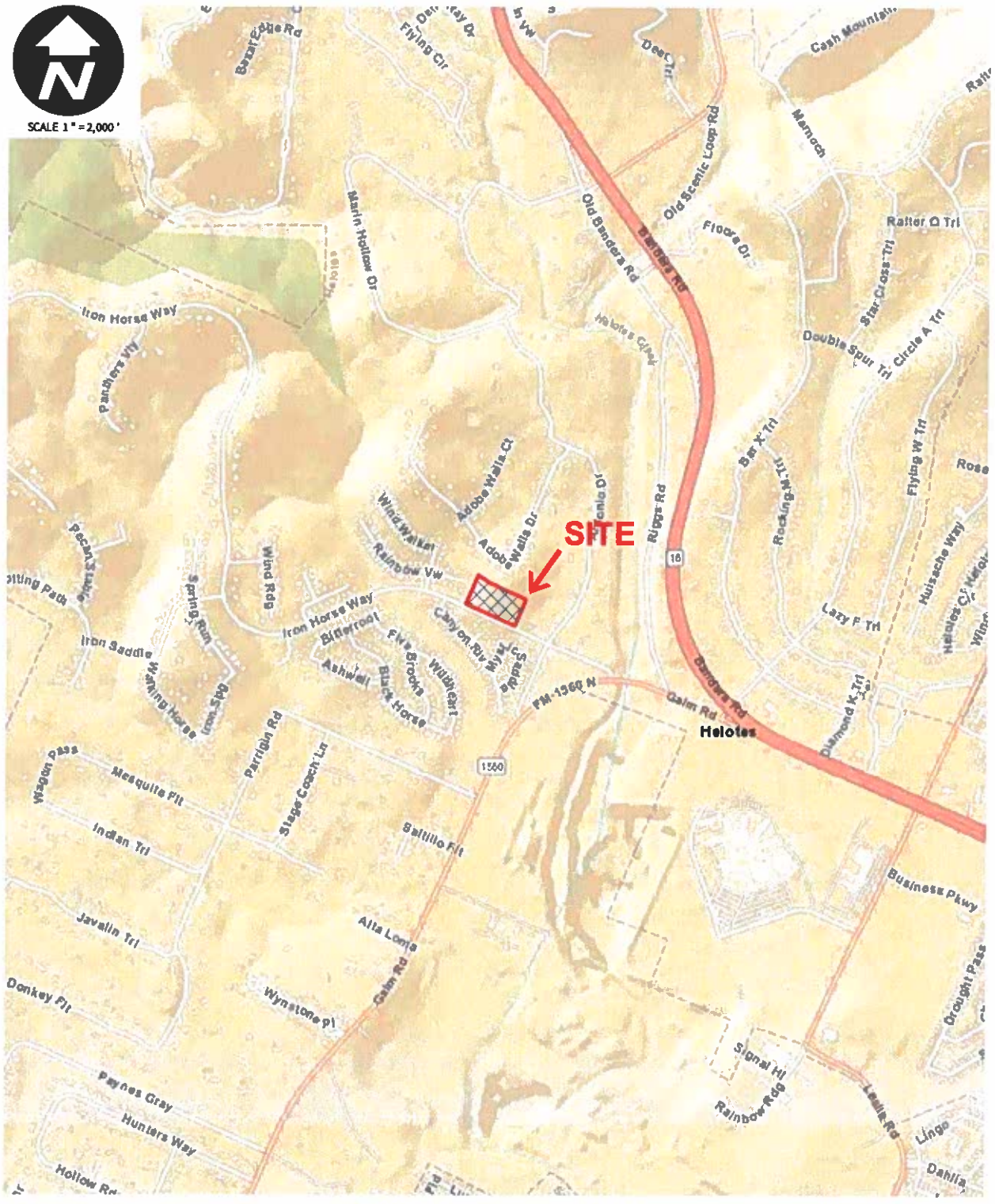
Existing vs. Proposed (cfs)	
5 Year	5.04
25 Year	6.86
100 Year	8.61



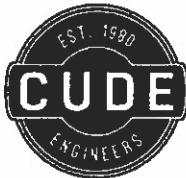
SITE MAPS



SCALE 1" = 2,000'



Document Path: C:\GIS\SWMP\30404_000_Annual_Care_Facility\Iron_Horse_Townhomes_Bell_LOCATION_MAP_AREA_VIEW.mxd



CUDE ENGINEERS
4122 POND HILL RD. • SUITE 101
SAN ANTONIO, TX 78231
TEL 210.681.2951 • FAX 210.523.7112
WWW.CUDEENGINEERS.COM
SBE CERTIFIED FIRM | TBPE No. 455 I
TBPLS No. 10048500

IRON HORSE TOWNHOMES

LOCATION MAP (AREA VIEW)

DATE: 6/21/2019

JOB NO.: # 03404.000

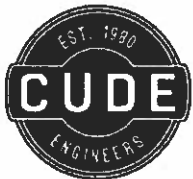
REPRODUCTION OR ALTERATION OF THIS MAP IS NOT PERMITTED WITHOUT WRITTEN CONSENT FROM CUDE ENGINEERS, L.L.C. REPRODUCTION OF THE ORIGINAL SKETCH AND SEALED PLAN AND/OR ELECTRONIC MEDIA MAY HAVE BEEN INADVERTENTLY ALTERED. CONTRACTOR IS RESPONSIBLE FOR VERIFYING THE SCALE OF THE DOCUMENT AND CONTACTING CUDE ENGINEERS TO VERIFY DISCREPANCIES PRIOR TO CONSTRUCTION.



SCALE 1" = 1,000'



Document Path: C:\GIS\SWWP\030404.000_Aerial_Care_Facility\Iron_Horse_Townhomes_011_SARA_FP_AREA_VIEW.mxd



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4122 POND HILL RD. • SUITE 101
SAN ANTONIO, TX 78231
TEL 210.681.2951 • FAX 210.523.7112
WWW.CUDEENGINEERS.COM
SBE CERTIFIED FIRM I TBPE No. 455 I
TBPLS No. 10048500

IRON HORSE TOWNHOMES

SARA FLOODPLAIN (AREA VIEW)

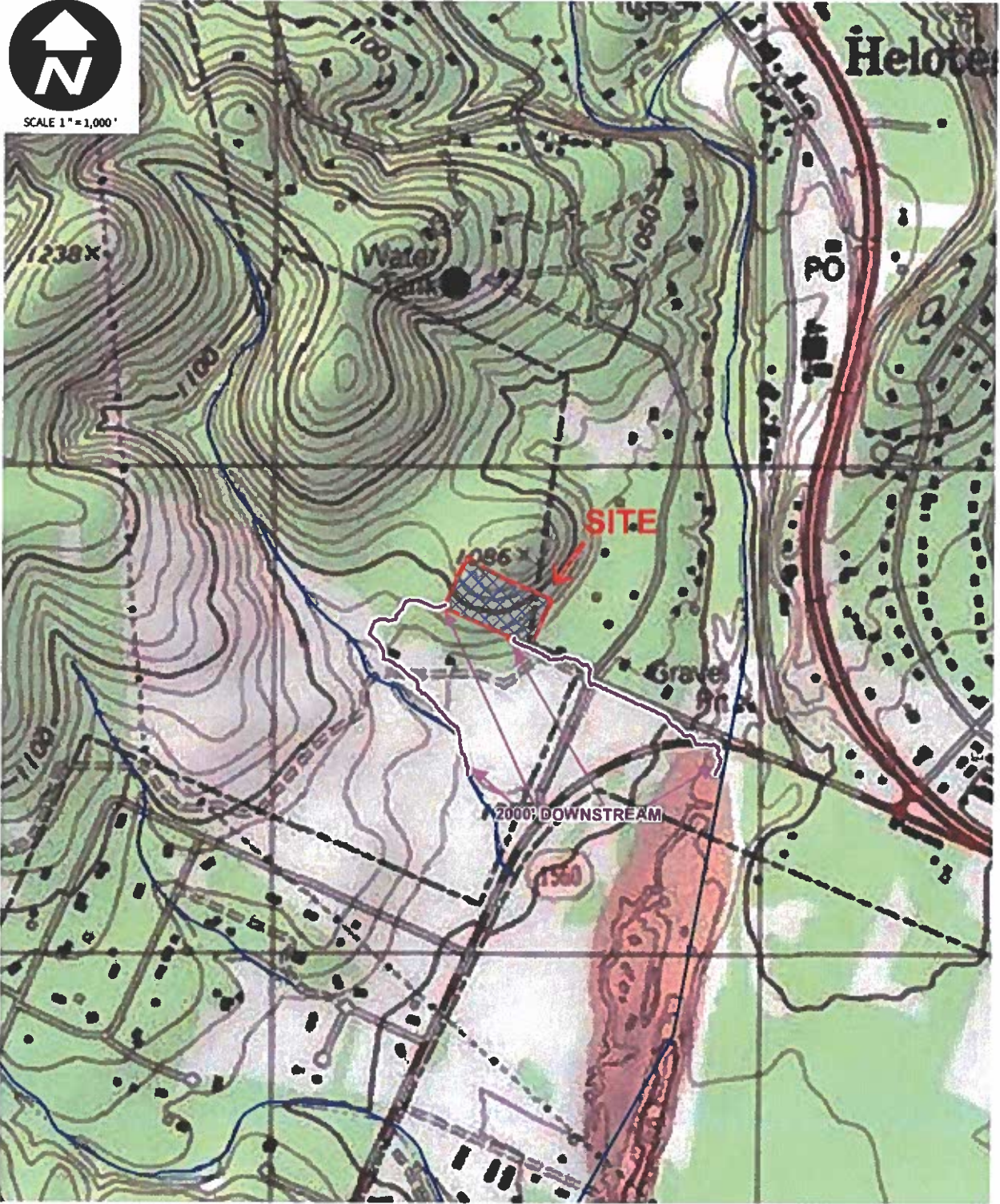
DATE: 6/21/2019

JOB NO.: # 03404.000

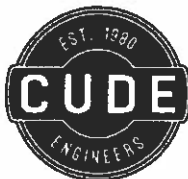
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SCALE 1" = 1,000'



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TBPLS No. 10048500

IRON HORSE TOWNHOMES

U.S.G.S. QUAD MAP (AREA VIEW)

DATE: 6/21/2019

JOB NO.: # 03404.000

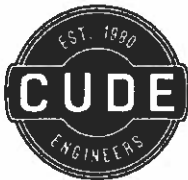
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SCALE 1" = 1,000'



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TBPLS No. 10048500

IRON HORSE TOWNHOMES

AERIAL PHOTOGRAPH (AREA VIEW)

DATE: 6/21/2019

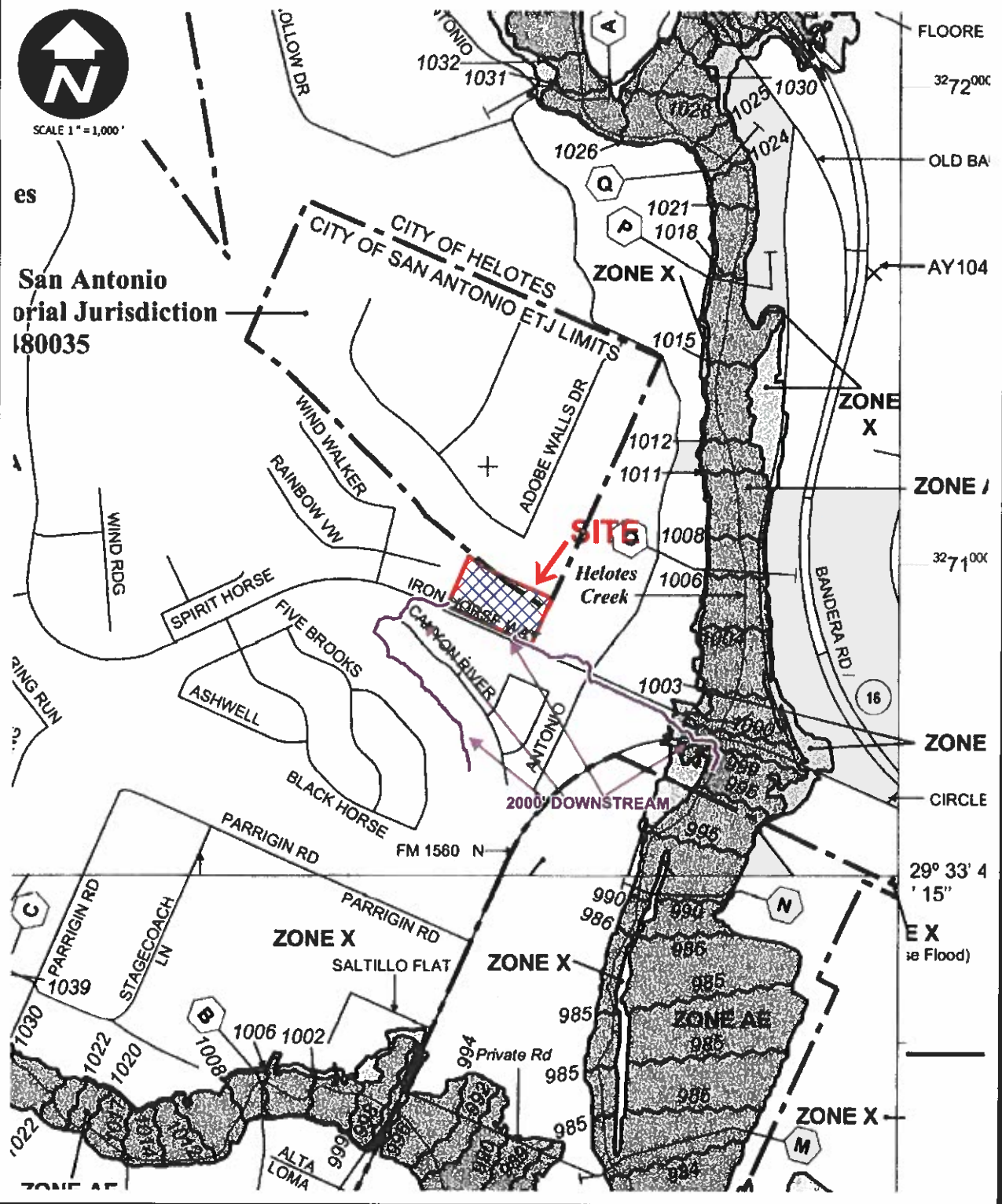
JOB NO: # 03404.000

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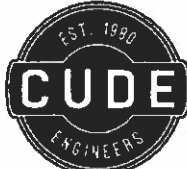


SCALE 1" = 1,000'

San Antonio
Original Jurisdiction
180035



Document Path: C:\GIS\SWFWP\03404.000_Animal_Care_Facility\Iron_Homes_Townhomes_B.tl_PRR_AREA_VIEW.mxd



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 4122 POND HILL RD. • SUITE 101
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 TBPLS No. 10048500

IRON HORSE TOWNHOMES

FLOOD INSURANCE RATE MAP (AREA VIEW)

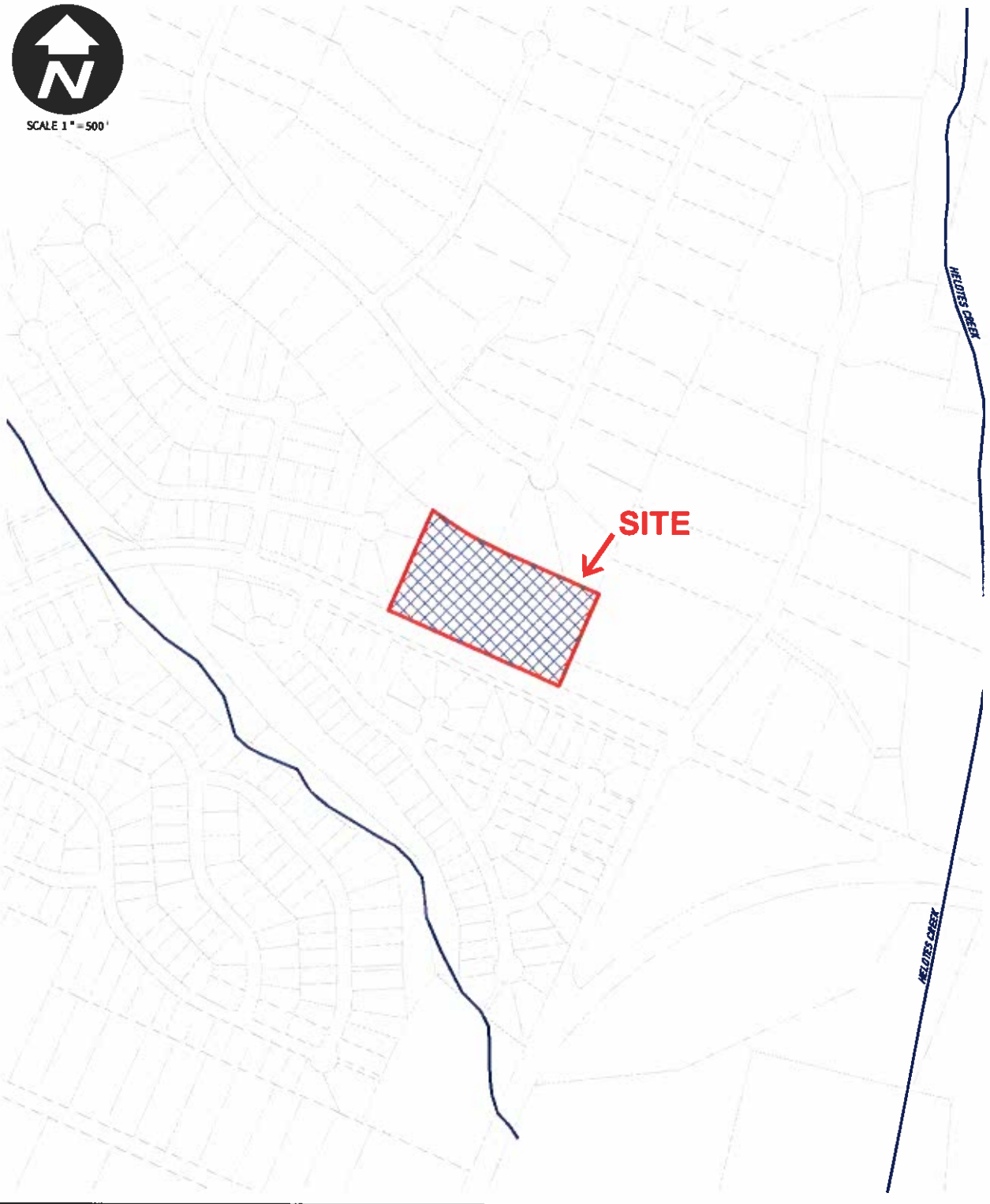
DATE: 6/21/2019

JOB NO.: # 03404.000

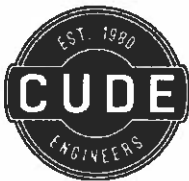
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SCALE 1" = 500'



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SAN ANTONIO, TX 78231
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WWW.CUDEENGINEERS.COM
SBE CERTIFIED FIRM | TBPE No. 455 |
TBPLS No. 10048500

IRON HORSE TOWNHOMES

IMPERVIOUS COVER - EXISTING CONDITIONS

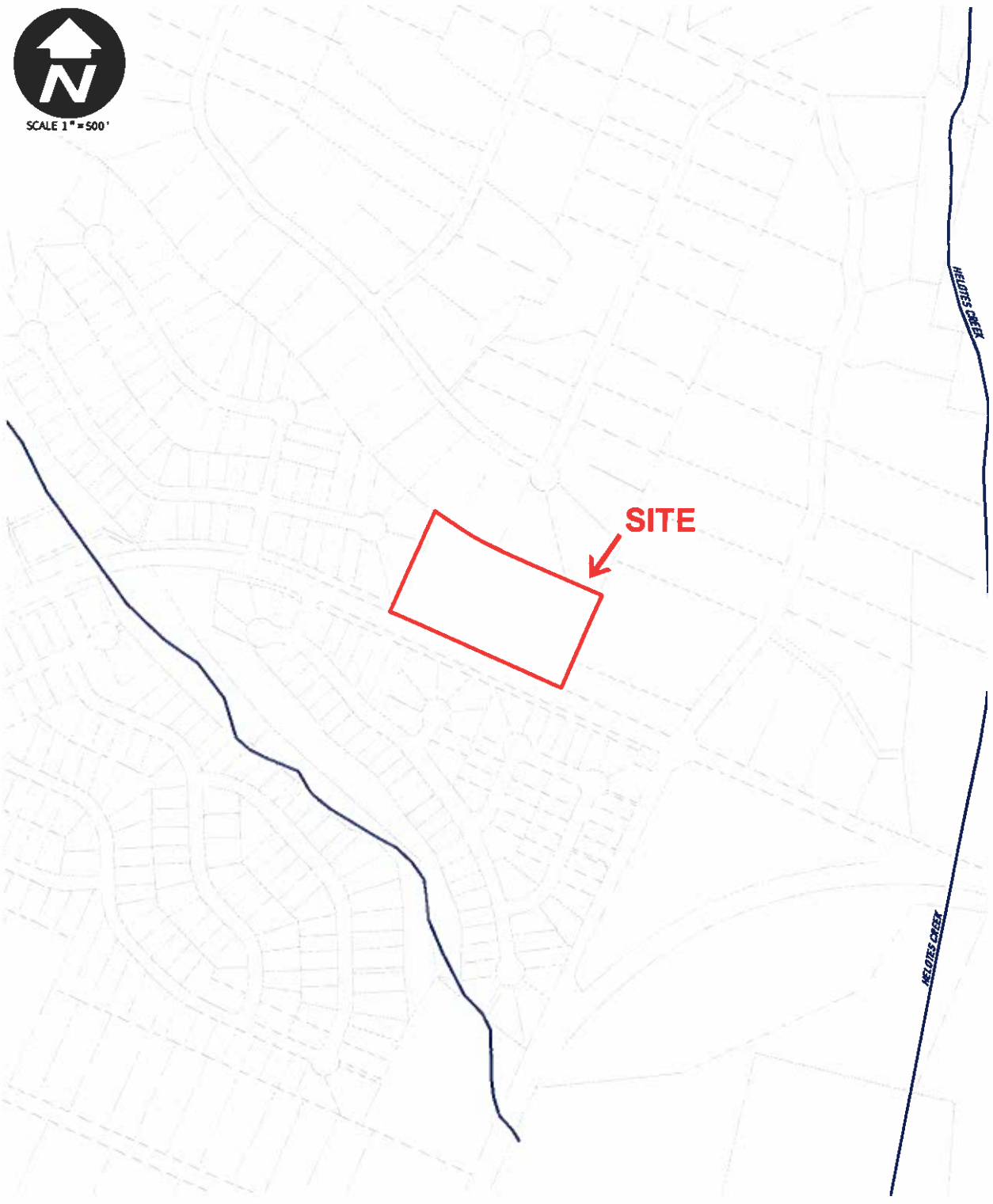
DATE: 6/21/2019

JOB NO.: # 030404.000

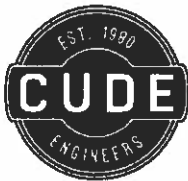
REPRODUCTION OR ALTERATION OF THE MAP IS NOT PERMITTED WITHOUT WRITTEN COMMENT FROM CUDE ENGINEERS, L.L.C. REPRODUCTION OF THE ORIGINAL SIGNED AND SEALED PLAN AND/OR ELECTRONIC MEDIA MAY HAVE BEEN INADVERTENTLY ALTERED. CONTRACTOR IS RESPONSIBLE FOR VERIFYING THE SCALE OF THE DOCUMENT AND CONTACTING CUDE ENGINEERS TO VERIFY DISCREPANCIES PRIOR TO CONSTRUCTION.



SCALE 1" = 500'



Document Path: C:\GIS\SWMAP\03404.000_Animal_Care_Facility\Iron_Horse_Townhomes_Bell_IMP_COVER_PROPOSED_VIEW.mxd



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SAN ANTONIO, TX 78231
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WWW.CUDEENGINEERS.COM
SBE CERTIFIED FIRM | TBPE No. 455 |
TBPLS No. 10048500

IRON HORSE TOWNHOMES

IMPERVIOUS COVER - PROPOSED CONDITIONS

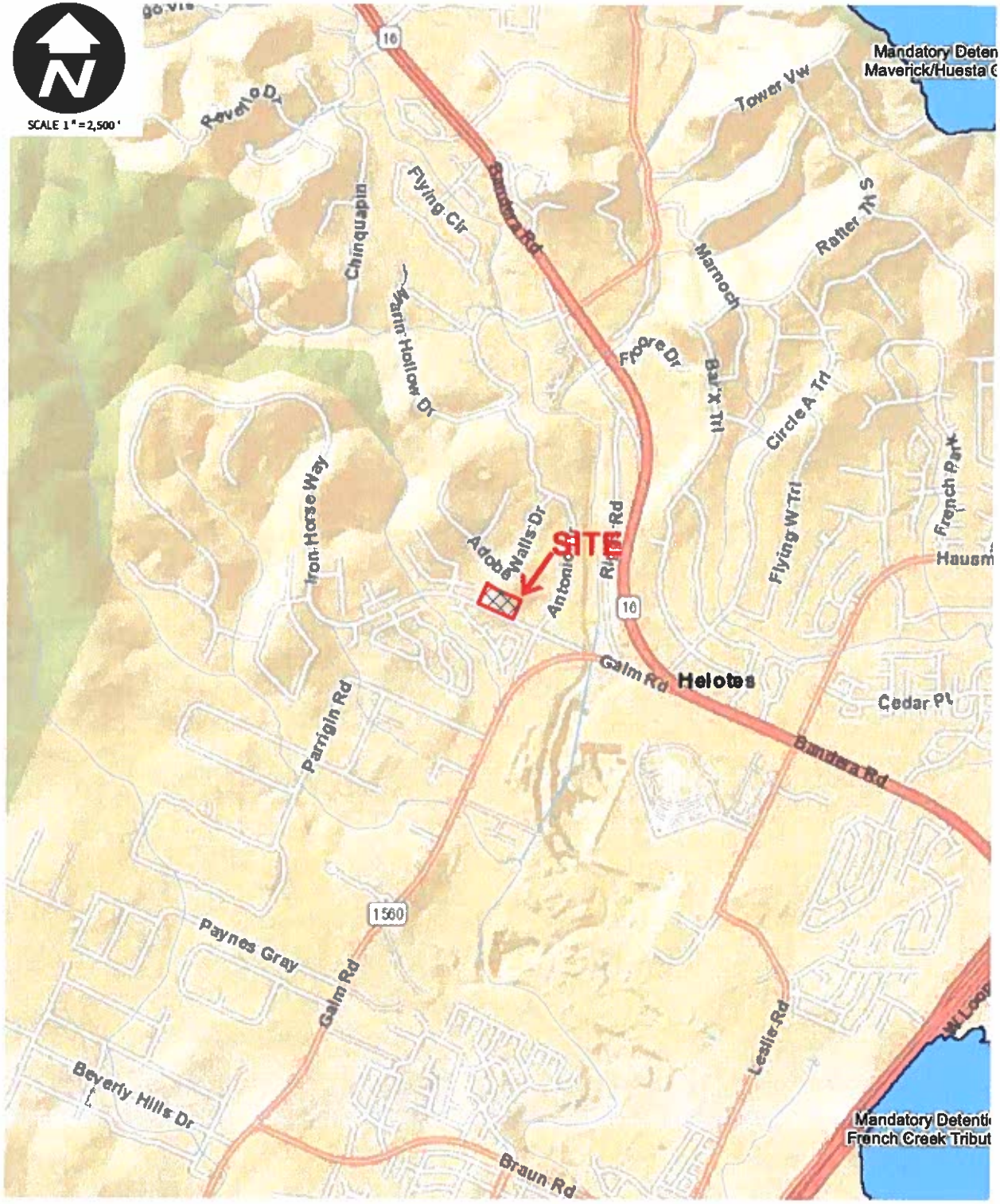
DATE: 6/21/2019

JOB NO.: #03404.000

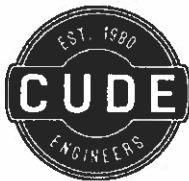
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SCALE 1" = 2,500'



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TBPLS No. 10048500

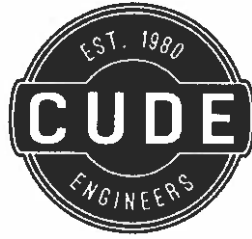
IRON HORSE TOWNHOMES

MANDATORY DETENTION (AREA VIEW)

DATE: 6/21/2019

JOB NO.: # 03404.000

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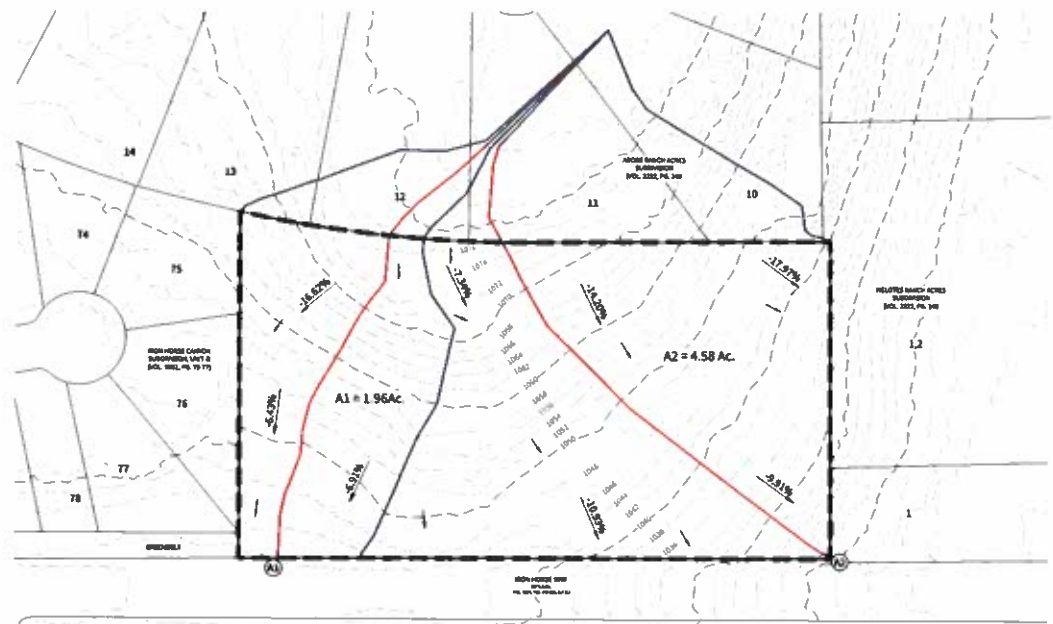
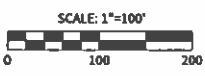
SITE DRAINAGE COMPUTATIONS



DEVELOPER
 INVESTMENT HADLEY INVESTMENTS
 CONTACT PERSON: DALE KANE
 15015 TUCKER DR., SUITE 210
 SAN ANTONIO, TX 78256
 TEL: 214-996-7775
 FAX: 214-996-2256

LEGEND
 - SITE BOUNDARY
 - 1% LINE
 - DRAINAGE AREA BOUNDARY
 - ACCUMULATION POINT

RUNOFF COEFFICIENT >5% SLOPE >50% GRASS COVER	
EXISTING	0.53
PROPOSED	0.72



HYDROLOGY		Shallow Flow To Computations							Shallow Conc. To Computations				Concentrated To Computations			Overall		INTENSITY @ 1.0hr						
Design Speed	Shed Area (Ac.)	C	Length (ft)	Period (1 or 10)	Upstream Elev.	Downstream Elev.	Time	Time of Concentration	Length (ft)	Period (1 or 10)	Downstream Elev.	Flow	Time of Concentration	Length	Velocity (ft/s)	Time of Concentration	Time of Concentration (min)	I5	I25	I50	I75	I100	Drainage District	
A1	1.96	A1	0.53	300.00	10	500.00	500.00	2.50	0.10	300.00	10	500.00	1.00				26.30	0.53	0.27	0.10	4.00	6.47	8.83	A1
A2	4.58	A2	0.53	475.00	10	500.00	500.00	2.50	0.10	475.00	10	500.00	1.48				18.95	0.53	0.27	0.10	11.54	15.64	19.47	A2



IRON HORSE TOWNHOMES
 EXISTING SITE HYDROLOGY

DATE
07/08/20109
 PROJECT NO.
03404.000
 DRAWN BY
PL
 CHECKED BY
JC

CUDE ENGINEERS
 1876 No. 455



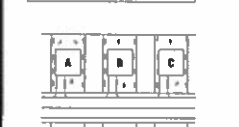


DEVELOPER
 WHEATSTON HADLEY INVESTMENTS
 CONTACT PERSON: DALE CHINE
 13165 TULSAWAY STONE, SUITE 310
 SAN ANTONIO, TX 78240
 TEL: (214) 490-7775
 FAX: (214) 490-2254

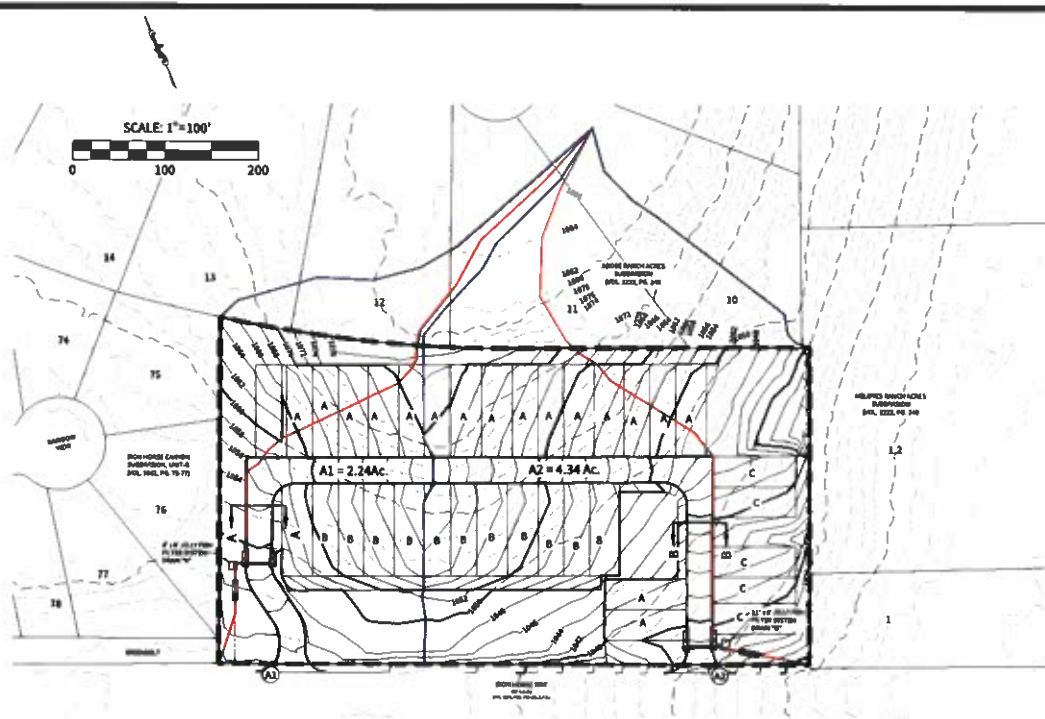
LEGEND
 --- SITE BOUNDARY
 --- Tc LINE
 --- DRAINAGE AREA BOUNDARY
 ● ACCUMULATION POINT

RUNOFF COEFFICIENT
 +5% SLOPE
 +50% GRASS COVER

EXISTING	0.53
PROPOSED	0.72



TYPICAL LOT SITE PLAN



HYDROLOGY		Sheet Flow To Computation					Shallow Conc. To Computation					Constrained To Computation		Overall	STABILITY					FLOW					
Drainage Head	Sheet Area (Ac.)	AREA OF ACCUMULATION (Ac.)	C	Length (ft)	Flow (ft or ft)	100 Year Flow	Overturn Elev.	Time	Time of Concentration	Length (ft)	Flow (ft or ft)	Overturn Elev.	Time	Time of Concentration	Length	Velocity (ft/s)	Time of Concentration	Time of Concentration (min)	Q5	Q5	Q100	Q5	Q25	Q500	Drainage Head
A1	2.24	A1	0.72	82	11	1007.02	107.76	2.67%	0.64	84.89	11	1006.82	107.96	0.64	84.89	11	1006.82	20.04	1.33	0.21	1.12	1.32	10.11	13.33	A1
A2	4.34	A2	0.72	127	11	1007.02	108.11	2.67%	1.14	109.17	11	1006.82	108.11	0.64	109.17	11	1006.82	16.25	1.45	0.21	1.12	1.578	21.87	27.23	A2



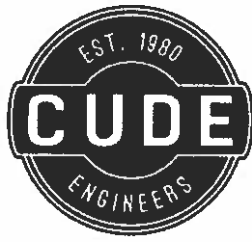
4822 Forest Hill Road, Suite 202
 San Antonio, Texas 78243
 Phone: (214) 490-7775
 Fax: (214) 490-2254

IRON HORSE TOWNHOMES
 PROPOSED SITE HYDROLOGY

DATE
 07/08/20109
 PROJECT NO.
 03404.000
 DRAWN BY
 PL
 CHECKED BY
 JC

CUDE ENGINEERS
 TBPE No. 455

E2



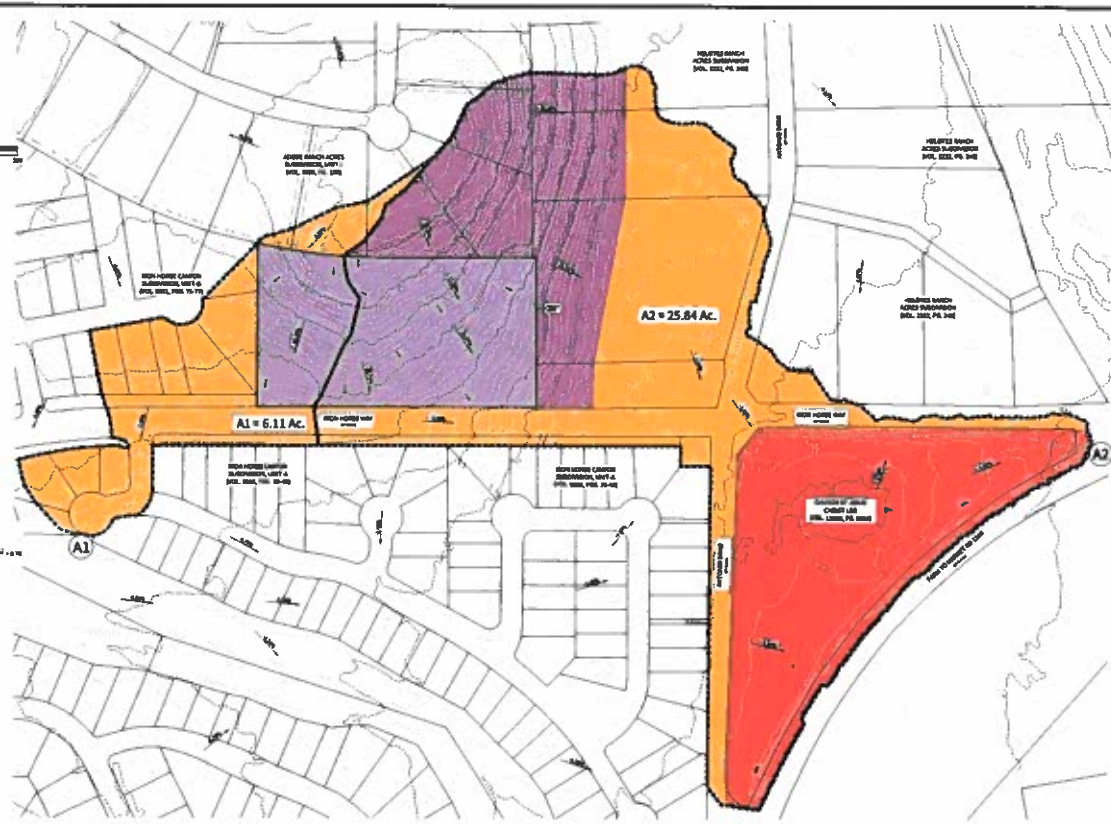
SHED DRAINAGE COMPUTATIONS



OWNER/DEVELOPER:
 SUBMITTER: [Name]
 DESIGNER: [Name]
 [Address]
 [City, State, Zip]

LEGEND:
 [Symbol] [Description]
 [Symbol] [Description]
 [Symbol] [Description]

RUNOFF COEFFICIENT:
 [Color] [Description]
 [Color] [Description]
 [Color] [Description]



STATION	ELEVATION	Slope Pipe to Catchment				Slope Pipe to Catchment				Slope Pipe to Catchment				SLOPE
		Length	Flow	Velocity	Time	Length	Flow	Velocity	Time	Length	Flow	Velocity	Time	
A1	100.00	100	100	100	100	100	100	100	100	100	100	100	100	
A2	100.00	100	100	100	100	100	100	100	100	100	100	100	100	



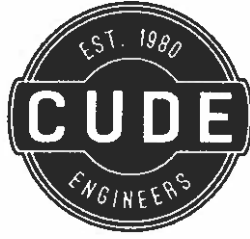
100 Peachtree Street, Suite 1000
 Atlanta, Georgia 30309
 PHONE 404.525.7100 FAX 404.525.7101

IRONHORSE TOWNSHIPS
 EXISTING SHED DORBIT

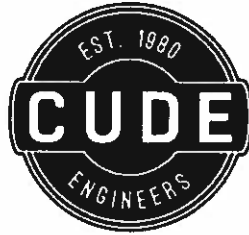
DATE: [Date]
 PROJECT NO.: [Number]
 SCALE: [Scale]
 DRAWN BY: [Name]
 CHECKED BY: [Name]
 REVISIONS:

CODE EXEMPTION
 [Text]
 PLAN NO. [Number]

E3



DOWNSTREAM IMPACT ANALYSIS



STORMWATER MANAGEMENT PLAN FOR IRON HORSE TOWNHOMES

2,000' DOWNSTREAM ANALYSIS:

The stormwater runoff generated by this proposed development will be conveyed in two directions: 1) south east into the adjacent property, Iron Horse Canyon Subdivision Unit A, and 2) east down Iron Horse Way towards the 100-yr. flood plain. Please refer to the attached exhibit for the location of stormwater 2,000' downstream for each area that stormwater leaves the proposed project site and please refer to the drainage cross sectional analysis on existing infrastructure for more information.

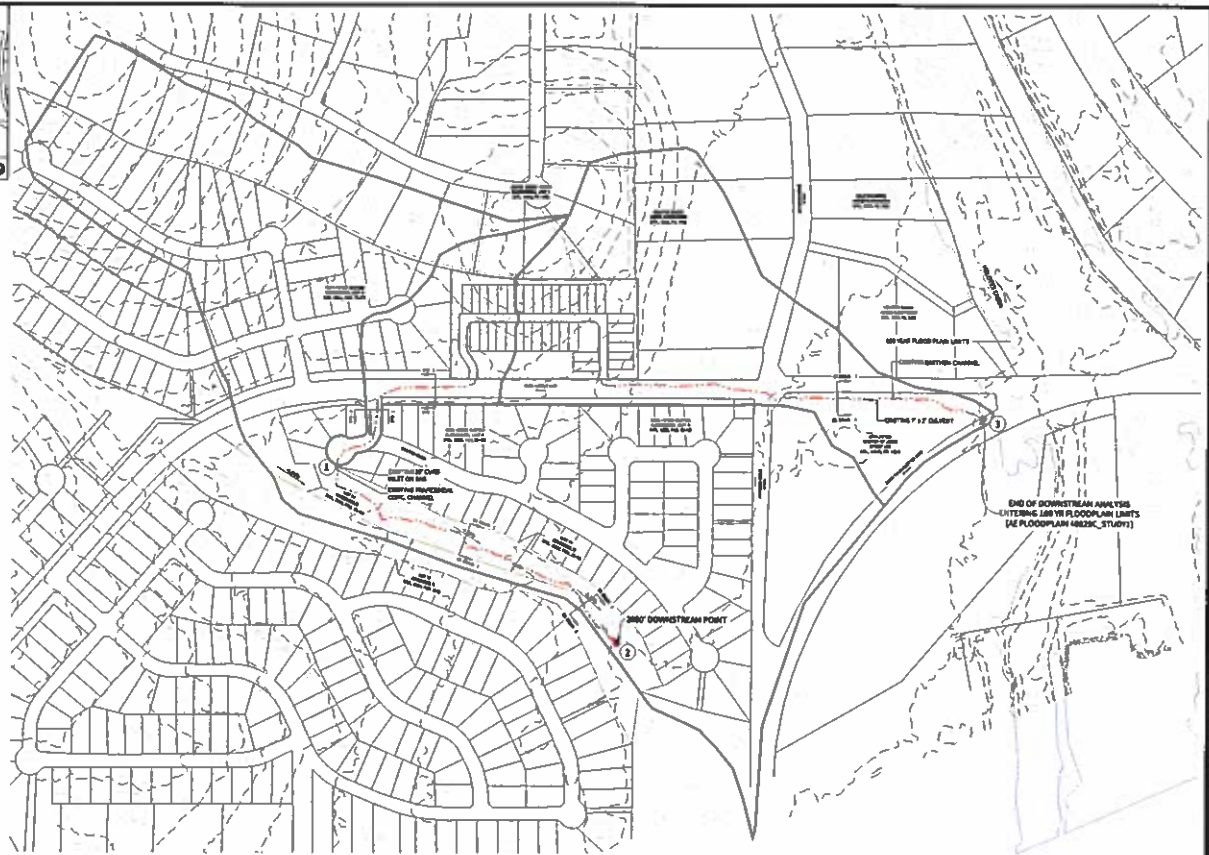
For stormwater that flows south west into the existing Iron Horse Canyon Subdivision, the flow path begins on the southern west edge of the site and runs into Iron Horse Way. The stormwater then runs south into Lost Horse and through the existing 20' curb inlet and concrete trapezoidal channel at the end of the Canyon River knuckle. Once through the trapezoidal channel the runoff travels south through the exiting earthen channel. All downstream facilities are not negatively impacted by the increase in flow caused by the development. Please reference structure analysis.

The storm water that exits the site to the east, flows and is contained into the curbed portion of Iron Horse Way. Once at the intersection of Iron Horse way and Antonio Drive, the water is then sheet flowing in the existing earthen drain on uncurbed portion of Iron Horse way, north of the church property. The earthen drains leads through an existing 7' X 2' box culvert north of the church property. The stormwater continues east and enters the 100-yr. floodplain. The floodplain study has been analyzed through the AE floodplain 48029C_STUDY1. All downstream facilities are not negatively impacted by the increase in flow caused by the development. Please reference structure analysis.

The increased runoff resulting from the development of this subdivision will not produce a significant adverse impact to other properties, habitable structures or drainage systems to a point 2,000' downstream from the accumulation points.



IRONHORSE TOWNSHIPS
 10000 FORD RD, SUITE 100
 FARMINGTON, CONNECTICUT 06031
 TEL: (860) 646-1234
 FAX: (860) 646-1235



UPSTREAM			Stream Flow & Characteristics				Downstream Flow Characteristics				Unobstructed & Conductions		Board		SPERITY		Other	
Channel Name	Channel Area (sq ft)	Channel Slope (ft/ft)	Channel Slope (ft/ft)	Channel Slope (ft/ft)	Channel Slope (ft/ft)	Channel Slope (ft/ft)	Channel Slope (ft/ft)	Channel Slope (ft/ft)	Channel Slope (ft/ft)	Channel Slope (ft/ft)	Channel Slope (ft/ft)	Channel Slope (ft/ft)	Channel Slope (ft/ft)	Channel Slope (ft/ft)	Channel Slope (ft/ft)	Channel Slope (ft/ft)	Channel Slope (ft/ft)	Channel Slope (ft/ft)
1	0.17	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01
2	0.55	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01
3	2.05	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01

CUDE

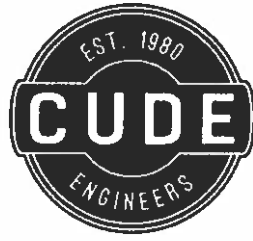
1000 FORD RD, SUITE 100
 FARMINGTON, CT 06031
 TEL: (860) 646-1234
 FAX: (860) 646-1235

IRONHORSE TOWNSHIPS
 2000' DOWNSTREAM ANALYSIS

DATE: 3/27/2003
 PROJECT NO.: 030103
 DRAWN BY: JCP/MALAC
 CHECKED BY: JLE/BC
 DESIGNED BY: JLE/BC

DATE: 3/27/2003
 PROJECT NO.: 030103
 DRAWN BY: JCP/MALAC
 CHECKED BY: JLE/BC
 DESIGNED BY: JLE/BC

E5



WPAP APPLICATION SECTION



VG-5-2020-20200013182

File Information

**FILED IN THE OFFICIAL PUBLIC RECORDS OF BEXAR COUNTY
LUCY ADAME-CLARK, BEXAR COUNTY CLERK**

Document Number: 20200013182
Recorded Date: January 21, 2020
Recorded Time: 10:39 AM
Total Pages: 6
Total Fees: \$42.00

**** THIS PAGE IS PART OF THE DOCUMENT ****

**** Do Not Remove ****

Any provision herein which restricts the sale or use of the described real property because of race is invalid and unenforceable under Federal law

STATE OF TEXAS, COUNTY OF BEXAR

I hereby Certify that this Instrument was FILED in File Number Sequence on this date and at the time stamped hereon by me and was duly RECORDED in the Official Public Record of Bexar County, Texas on:
1/21/2020 10:39 AM



Lucy Adame-Clark
Lucy Adame-Clark
Bexar County Clerk

Deed Recordation Affidavit
Edwards Aquifer Protection Plan

SCANNED

THE STATE OF TEXAS §

County of Bexar §

BEFORE ME, the undersigned authority, on this day personally appeared Dale Kane who, being duly sworn by me, deposes and says:

- (1) That my name is Dale Kane and that I own the real property described below.
- (2) That said real property is subject to an EDWARDS AQUIFER PROTECTION PLAN which was required under the 30 Texas Administrative Code (TAC) Chapter 213.
- (3) That the EDWARDS AQUIFER PROTECTION PLAN for said real property was approved by the Texas Commission on Environmental Quality (TCEQ) on 11/19/2019.

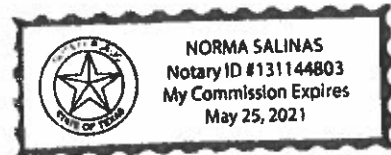
A copy of the letter of approval from the TCEQ is attached to this affidavit as Exhibit A and is incorporated herein by reference.

- (4) The said real property is located in Bexar County, Texas, and the legal description of the property is as follows:

[Signature]
LANDOWNER-AFFIANT

SWORN AND SUBSCRIBED TO before me, on this 20th day of January, 2020.

[Signature]
NOTARY PUBLIC



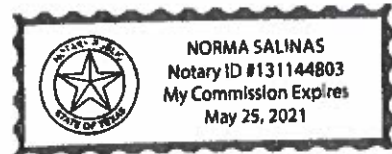
THE STATE OF Texas §

County of Bexar §

BEFORE ME, the undersigned authority, on this day personally appeared Dale Kane known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that (s)he executed same for the purpose and consideration therein expressed.

GIVEN under my hand and seal of office on this 20th day of January, 2020.

[Signature]
NOTARY PUBLIC
Norma Salinas
Typed or Printed Name of Notary



MY COMMISSION EXPIRES: MAY 25, 2021

Jon Niermann, *Chairman*
Emily Lindley, *Commissioner*
Bobby Janecka, *Commissioner*
Toby Baker, *Executive Director*



TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Protecting Texas by Reducing and Preventing Pollution

November 19, 2019

Mr. Dale Kane
Kherington/Hadley Investments, LLC
18618 Tuscany Stone, Ste 210
San Antonio, Texas 78258

Re: Edwards Aquifer, Bexar County

NAME OF PROJECT: Iron Horse Townhomes; Located between the intersection of Iron Horse Way and Lost Horse, and Iron Horse Way and Antonio Drive; Helotes, Texas

TYPE OF PLAN: Request for Approval of a Water Pollution Abatement Plan (WPAP); 30 Texas Administrative Code (TAC) Chapter 213 Edwards Aquifer

Regulated Entity No. RN110836558; Additional ID No. 13000978

Dear Mr. Kane:

The Texas Commission on Environmental Quality (TCEQ) has completed its review of the WPAP application for the above-referenced project submitted to the San Antonio Regional Office by Cude Engineers on behalf of Kherington/Hadley Investments, LLC on August 22, 2019. Final review of the WPAP was completed after additional material was received on October 23, 2019, November 12, 2019, and November 18, 2019. As presented to the TCEQ, the Temporary and Permanent Best Management Practices (BMPs) were selected and construction plans were prepared by a Texas Licensed Professional Engineer to be in general compliance with the requirements of 30 TAC Chapter 213. These planning materials were sealed, signed and dated by a Texas Licensed Professional Engineer. Therefore, based on the engineer's concurrence of compliance, the planning materials for construction of the proposed project and pollution abatement measures are hereby approved subject to applicable state rules and the conditions in this letter. The applicant or a person affected may file with the chief clerk a motion for reconsideration of the executive director's final action on this Edwards Aquifer Protection Plan. A motion for reconsideration must be filed no later than 23 days after the date of this approval letter. *This approval expires two (2) years from the date of this letter unless, prior to the expiration date, more than 10 percent of the construction has commenced on the project or an extension of time has been requested.*

PROJECT DESCRIPTION

The proposed residential project will have an area of approximately 5.08 acres. It will include the construction of 35 town homes with associated roads and utilities. The impervious cover will be 2.24 acres (44.1 percent). Project wastewater will be disposed of by conveyance to the existing Leon Creek Water Recycling Center owned by the San Antonio Water System.

PERMANENT POLLUTION ABATEMENT MEASURES

To prevent the pollution of stormwater runoff originating on-site or upgradient of the site and potentially flowing across and off the site after construction, two Jellyfish Filter Systems and four engineered vegetative filter strips, designed using the TCEQ technical guidance document, Complying with the Edwards Aquifer Rules: Technical Guidance on Best Management Practices (2005), will be constructed to treat stormwater runoff. The required total suspended solids (TSS) treatment for this project is 1,829 pounds of TSS generated from the 2.24 acres of impervious cover. The approved measures meet the required 80 percent removal of the increased load in TSS caused by the project.

GEOLOGY

According to the geologic assessment included with the application, the site lies on the Kainer Formation. Five non-sensitive geologic features were identified by the project geologist. The site assessment conducted on October 3, 2019 revealed the site was generally as described in the geologic assessment.

SPECIAL CONDITIONS

- I. All permanent pollution abatement measures shall be operational prior to occupancy of the homes and use of the roads within their respective drainage areas.
- II. All sediment and/or media removed from the water quality treatment devices during maintenance activities shall be properly disposed of according to 30 TAC 330 or 30 TAC 335, as applicable.

STANDARD CONDITIONS

1. Pursuant to Chapter 7 Subchapter C of the Texas Water Code, any violations of the requirements in 30 TAC Chapter 213 may result in administrative penalties.
2. The holder of the approved Edwards Aquifer protection plan must comply with all provisions of 30 TAC Chapter 213 and all best management practices and measures contained in the approved plan. Additional and separate approvals, permits, registrations and/or authorizations from other TCEQ Programs (i.e., Stormwater, Water Rights, UIC) can be required depending on the specifics of the plan.
3. In addition to the rules of the Commission, the applicant may also be required to comply with state and local ordinances and regulations providing for the protection of water quality.

Prior to Commencement of Construction:

4. Within 60 days of receiving written approval of an Edwards Aquifer Protection Plan, the applicant must submit to the San Antonio Regional Office, proof of recordation of notice in the county deed records, with the volume and page number(s) of the county deed records of the county in which the property is located. A description of the property boundaries shall be included in the deed recordation in the county deed records. A suggested form (Deed Recordation Affidavit, TCEQ-0625) that you may use to deed record the approved WPAP is enclosed.
5. All contractors conducting regulated activities at the referenced project location shall be provided a copy of this notice of approval. At least one complete copy of the approved WPAP and this notice of approval shall be maintained at the project location until all regulated activities are completed.
6. Modification to the activities described in the referenced WPAP application following the date of approval may require the submittal of a plan to modify this approval, including the payment of appropriate fees and all information necessary for its review and approval prior to initiating construction of the modifications.
7. The applicant must provide written notification of intent to commence construction, replacement, or rehabilitation of the referenced project. Notification must be submitted to

the San Antonio Regional Office no later than 48 hours prior to commencement of the regulated activity. Written notification must include the date on which the regulated activity will commence, the name of the approved plan and program ID number for the regulated activity, and the name of the prime contractor with the name and telephone number of the contact person. The executive director will use the notification to determine if the approved plan is eligible for an extension.

8. Temporary erosion and sedimentation (E&S) controls, i.e., silt fences, rock berms, stabilized construction entrances, or other controls described in the approved WPAP, must be installed prior to construction and maintained during construction. Temporary E&S controls may be removed when vegetation is established and the construction area is stabilized. If a water quality pond is proposed, it shall be used as a sedimentation basin during construction. The TCEQ may monitor stormwater discharges from the site to evaluate the adequacy of temporary E&S control measures. Additional controls may be necessary if excessive solids are being discharged from the site.
9. All borings with depths greater than or equal to 20 feet must be plugged with non-shrink grout from the bottom of the hole to within three (3) feet of the surface. The remainder of the hole must be backfilled with cuttings from the boring. All borings less than 20 feet must be backfilled with cuttings from the boring. All borings must be backfilled or plugged within four (4) days of completion of the drilling operation. Voids may be filled with gravel.

During Construction:

10. During the course of regulated activities related to this project, the applicant or agent shall comply with all applicable provisions of 30 TAC Chapter 213, Edwards Aquifer. The applicant shall remain responsible for the provisions and conditions of this approval until such responsibility is legally transferred to another person or entity.
11. This approval does not authorize the installation of temporary aboveground storage tanks on this project. If the contractor desires to install a temporary aboveground storage tank for use during construction, an application to modify this approval must be submitted and approved prior to installation. The application must include information related to tank location and spill containment. Refer to Standard Condition No. 6, above.
12. If any sensitive feature (caves, solution cavities, sink holes, etc.) is discovered during construction, all regulated activities near the feature must be suspended immediately. The applicant or his agent must immediately notify the San Antonio Regional Office of the discovery of the feature. Regulated activities near the feature may not proceed until the executive director has reviewed and approved the methods proposed to protect the feature and the aquifer from potentially adverse impacts to water quality. The plan must be sealed, signed, and dated by a Texas Licensed Professional Engineer.
13. No wells exist on site. All water wells, including injection, dewatering, and monitoring wells must be in compliance with the requirements of the Texas Department of Licensing and Regulation under Title 16 TAC Chapter 76 (relating to Water Well Drillers and Pump Installers) and all other locally applicable rules, as appropriate.
14. If sediment escapes the construction site, the sediment must be removed at a frequency sufficient to minimize offsite impacts to water quality (e.g., fugitive sediment in street being washed into surface streams or sensitive features by the next rain). Sediment must be removed from sediment traps or sedimentation ponds not later than when design capacity has been reduced by 50 percent. Litter, construction debris, and construction chemicals shall be prevented from becoming stormwater discharge pollutants.
15. Intentional discharges of sediment laden water are not allowed. If dewatering becomes necessary, the discharge will be filtered through appropriately selected best management practices. These may include vegetated filter strips, sediment traps, rock berms, silt fence rings, etc.
16. The following records shall be maintained and made available to the executive director upon request: the dates when major grading activities occur, the dates when construction activities temporarily or permanently cease on a portion of the site, and the dates when stabilization measures are initiated.
17. Stabilization measures shall be initiated as soon as practicable in portions of the site where construction activities have temporarily or permanently ceased, and construction activities will not resume within 21 days. When the initiation of stabilization measures by the 14th

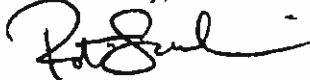
day is precluded by weather conditions, stabilization measures shall be initiated as soon as practicable.

After Completion of Construction:

18. A Texas Licensed Professional Engineer must certify in writing that the permanent BMPs or measures were constructed as designed. The certification letter must be submitted to the San Antonio Regional Office within 30 days of site completion.
19. The applicant shall be responsible for maintaining the permanent BMPs after construction until such time as the maintenance obligation is either assumed in writing by another entity having ownership or control of the property (such as without limitation, an owner's association, a new property owner or lessee, a district, or municipality) or the ownership of the property is transferred to the entity. The regulated entity shall then be responsible for maintenance until another entity assumes such obligations in writing or ownership is transferred. A copy of the transfer of responsibility must be filed with the executive director through San Antonio Regional Office within 30 days of the transfer. A copy of the transfer form (TCEQ-10263) is enclosed.
20. Upon legal transfer of this property, the new owner(s) is required to comply with all terms of the approved Edwards Aquifer protection plan. If the new owner intends to commence any new regulated activity on the site, a new Edwards Aquifer protection plan that specifically addresses the new activity must be submitted to the executive director. Approval of the plan for the new regulated activity by the executive director is required prior to commencement of the new regulated activity.
21. An Edwards Aquifer protection plan approval or extension will expire and no extension will be granted if more than 50 percent of the total construction has not been completed within ten years from the initial approval of a plan. A new Edwards Aquifer protection plan must be submitted to the San Antonio Regional Office with the appropriate fees for review and approval by the executive director prior to commencing any additional regulated activities.
22. At project locations where construction is initiated and abandoned, or not completed, the site shall be returned to a condition such that the aquifer is protected from potential contamination.

This action is taken under authority delegated by the Executive Director of the Texas Commission on Environmental Quality. If you have any questions or require additional information, please contact Mr. Joshua Vacek of the Edwards Aquifer Protection Program of the San Antonio Regional Office at 210-403-4028.

Sincerely,



Robert Sadlier, Section Manager
Edwards Aquifer Protection Program
Texas Commission on Environmental Quality

RCS/jv

Enclosures: Deed Recordation Affidavit, Form TCEQ-0625
Change in Responsibility for Maintenance of Permanent BMPs, Form TCEQ-10263

cc: Mr. Christopher R. Dice, P.E., Cude Engineers
Ms. Renee Green, P.E., Bexar County Public Works
Mr. Roland Ruiz, Edwards Aquifer Authority
Mr. George Wissmann, Trinity-Glen Rose Groundwater Conservation District
The Honorable Thomas Schoolcraft, Mayor of Helotes



CITY COUNCIL AGENDA ITEM REQUEST FORM

MEETING DATE: June 25, 2020

AGENDA PLACEMENT:

- PUBLIC HEARING
- RECOGNITION
- UNFINISHED BUSINESS
- CONSENT
- INDIVIDUAL
- CLOSED

CAPTION:

Discussion of and action on the proposed Bexar Appraisal District 2021 Annual Budget. (Staff)

EXECUTIVE SUMMARY:

As required by Section 6.06 of the Texas Tax Code, the Chief Appraiser shall prepare a proposed annual budget and submit copies to each taxing unit participating in the district before June 15. The budget shall include a list showing each proposed position, the proposed salary for the position, all benefits proposed for the position, each proposed capital expenditure, and an estimate of the amount of the budget that will be allocated to each taxing unit.

If City Council decides to disapprove the proposed appraisal district budget, a resolution must then be adopted.

ATTACHMENTS:

Attachment A – Bexar Appraisal District 2021 Annual Budget
Attachment B – Resolution (only necessary if Council disapproves the budget)

PREPARED BY: Celina Perez, City Secretary

DATE SUBMITTED: June 10, 2020



BEXAR APPRAISAL DISTRICT

Michael A. Amezcua
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. Amezcua, 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.

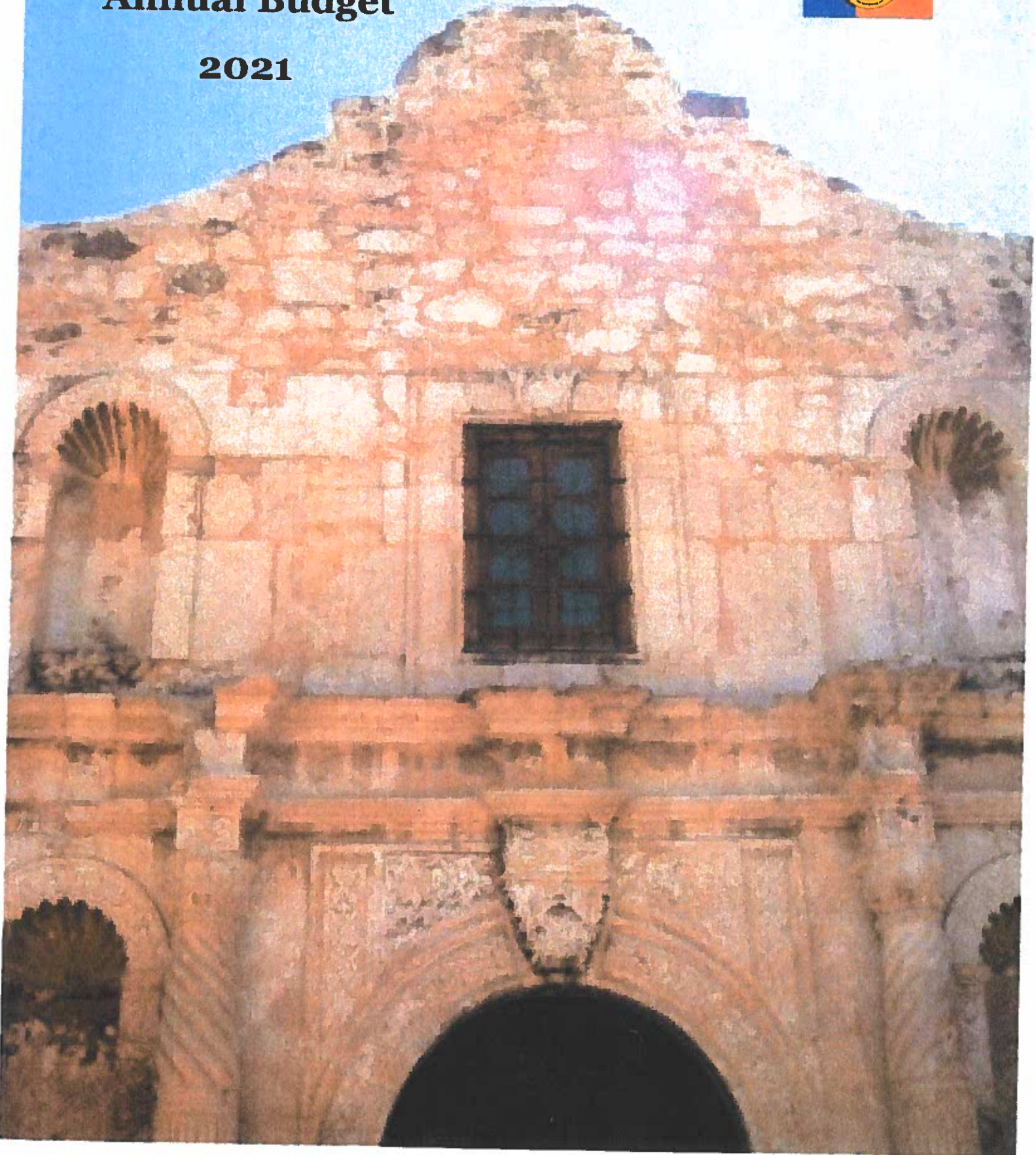
Should you have any questions regarding the 2021 Proposed Budget, please feel free to contact me at 242-2406 or Crystal Khantharoth, our Finance Director, at 210-242-2402.

/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

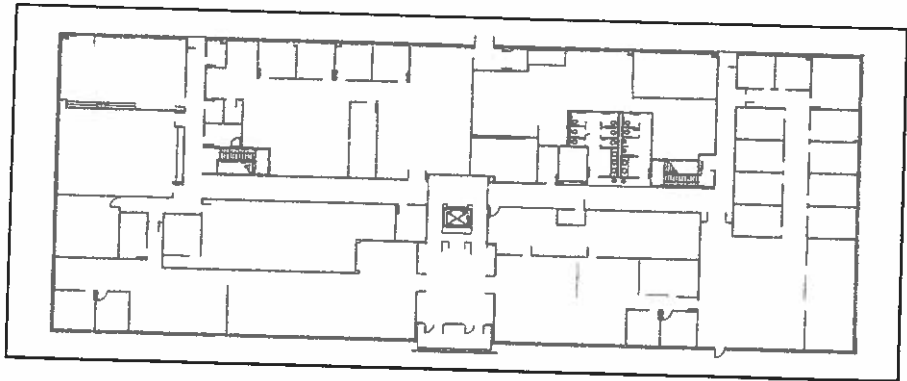
Total for last thirteen years: 41.97% \$6,249,897

**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

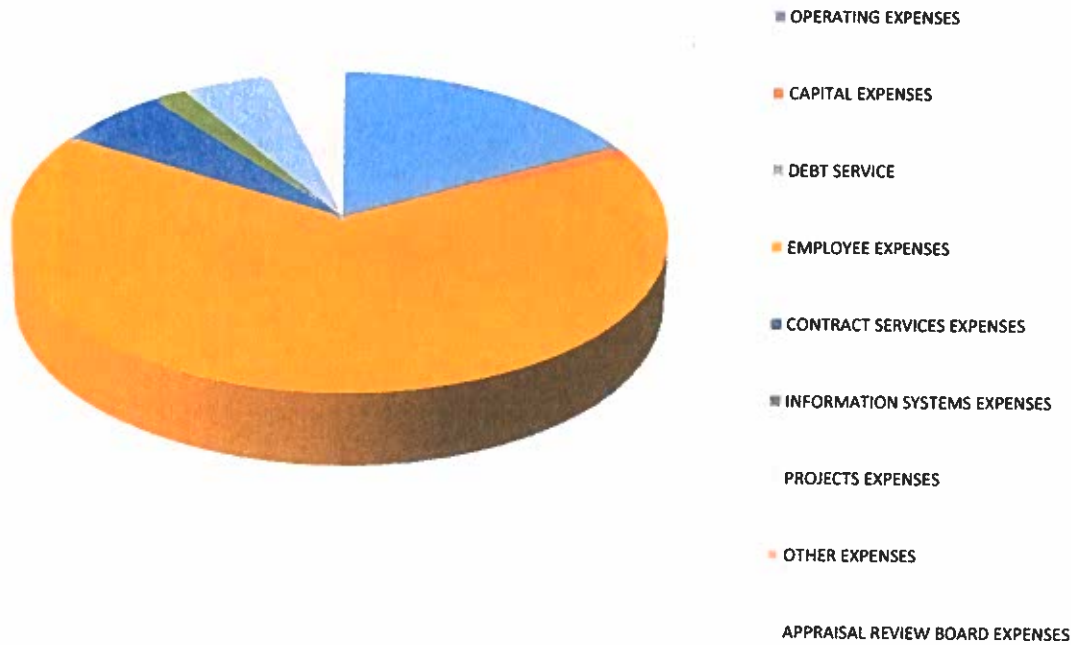


Bexar Appraisal District
As Compared to Top 6 Metro Districts

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

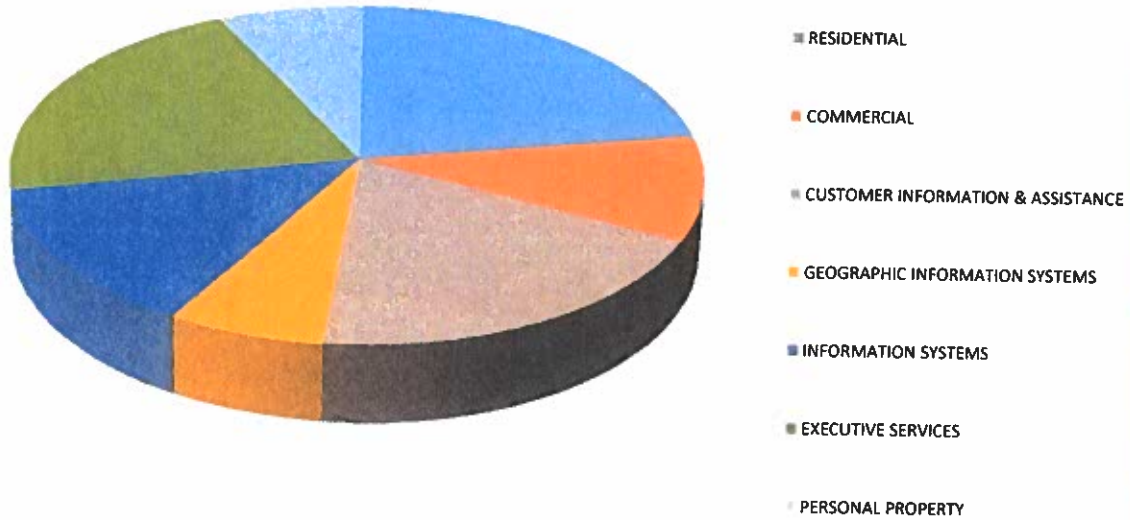
Lowest cost per parcel

2021 BUDGET BY EXPENSE TYPE



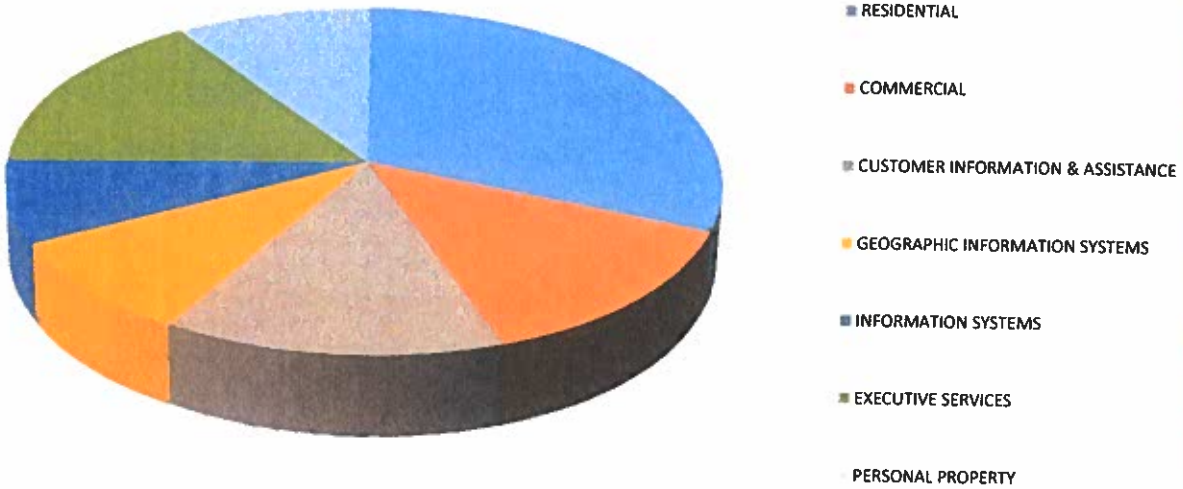
<u>EXPENSE TYPE</u>	<u>BUDGET</u>	<u>PERCENT</u>
1. OPERATING EXPENSES	\$ 3,198,552	17.0%
2. CAPITAL EXPENSES	197,500	1.0%
3. DEBT SERVICE	0	0.0%
4. EMPLOYEE EXPENSES	12,305,205	65.3%
5. CONTRACT SERVICES EXPENSES	1,110,110	5.9%
6. INFORMATION SYSTEMS EXPENSES	360,100	1.9%
7. PROJECTS EXPENSES	910,000	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	1,411,715	7.5%
	\$ 18,841,892	100.0%

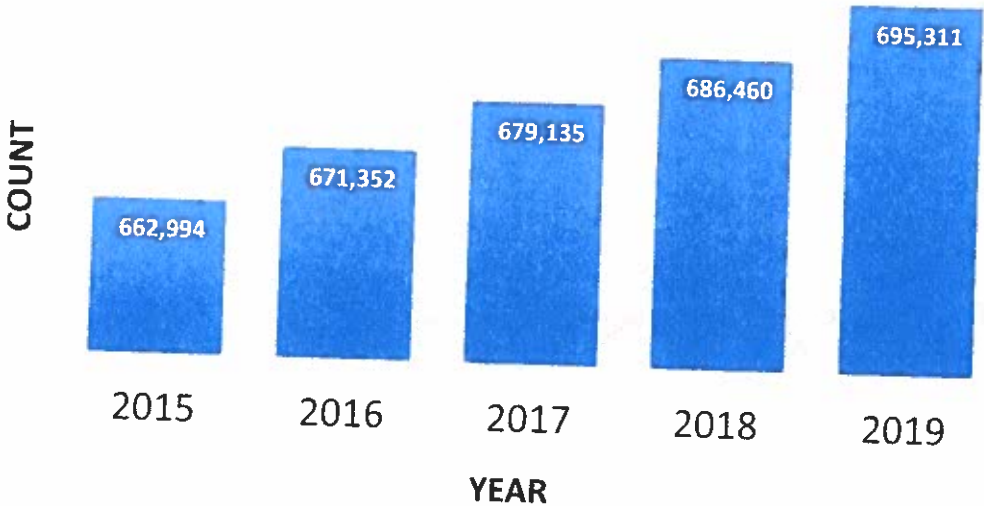
2021 PERSONNEL BREAKDOWN



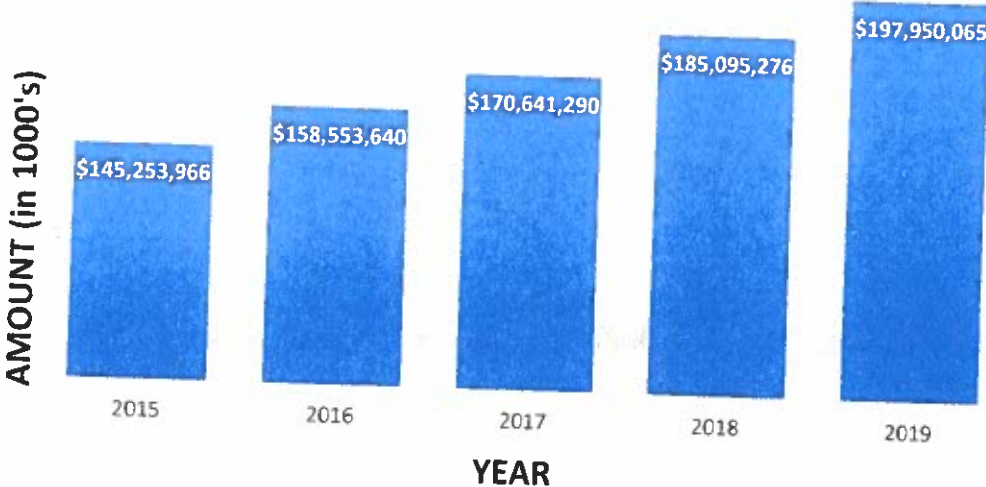
<u>DEPARTMENT</u>	<u>NUMBER OF PERSONNEL</u>	<u>SALARY EXPENSE</u>	<u>PERCENT</u>
1. RESIDENTIAL	52	\$ 2,719,995	30.8%
2. COMMERCIAL	19	1,189,854	13.5%
3. CUSTOMER INFORMATION & ASSISTANCE	31	1,228,053	13.9%
4. GEOGRAPHIC INFORMATION SYSTEMS	16	774,619	8.8%
5. INFORMATION SYSTEMS	10	675,001	7.6%
6. EXECUTIVE 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

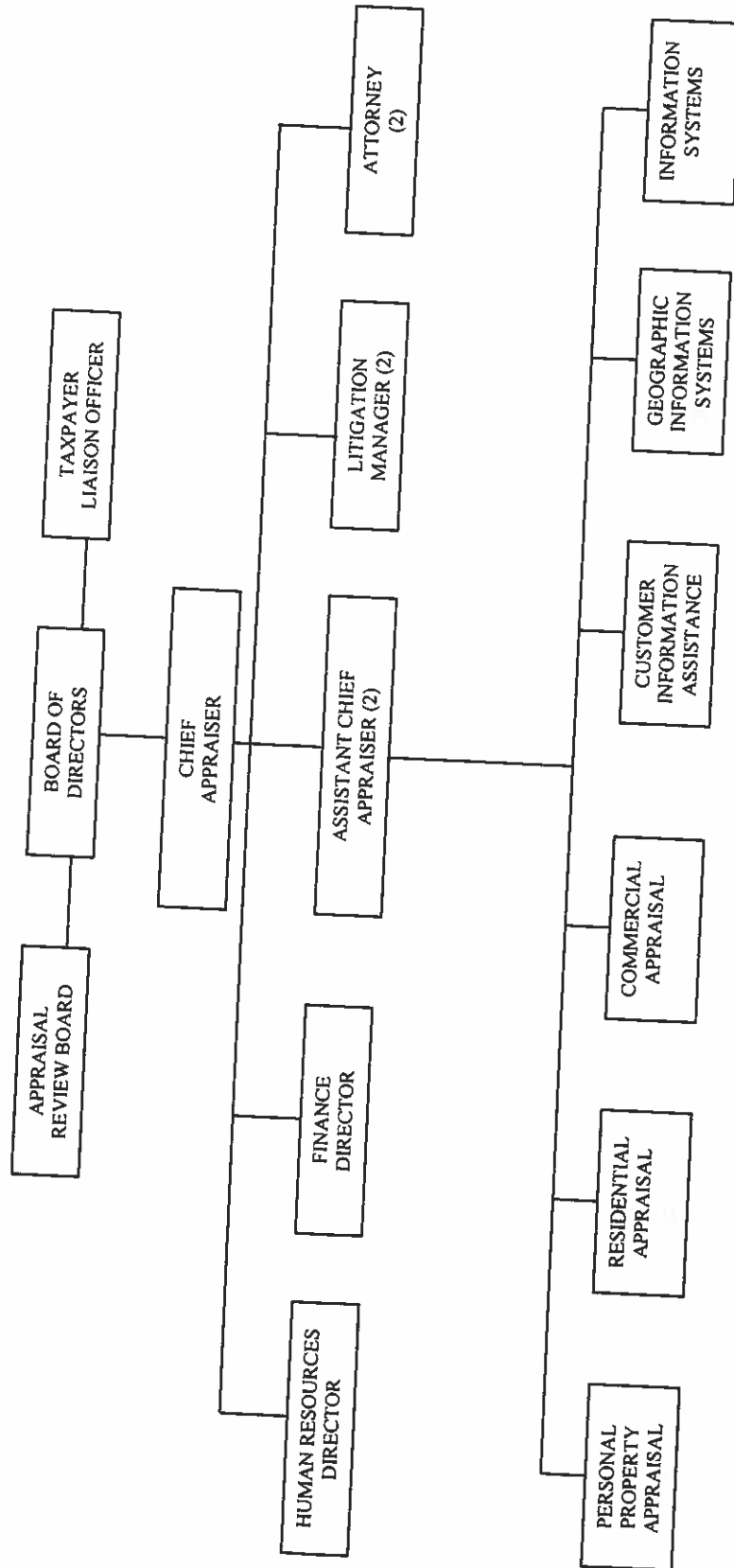


BEXAR COUNTY - APPRAISED VALUES



<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	\$52,696,099
	4.87%	36.28%

BEXAR APPRAISAL DISTRICT ORGANIZATIONAL CHART



PROPOSED EMPLOYEE POSITIONS

GRADE	TITLE	# IN POSITION	SALARY RANGE			BENEFITS *
			MIN	MID	MAX	
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	\$862			
		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
	4,434,967	2,871,272	3,276,100	3,198,552
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
	143,994	177,800	327,500	197,500
C. DEBT SERVICE				
6500- 00 Building Purchase - Principal	0	0	0	0
6550- 00 Building Purchase - Interest	0	0	0	0
	0	0	0	0
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
	10,454,934	12,159,746	12,243,556	12,305,205

**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 INFORMATION & 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><u>5,060,062</u></u>	<u><u>3,921,144</u></u>	<u><u>3,828,583</u></u>	<u><u>3,952,891</u></u>

EXECUTIVE SERVICES

ADVERTISING PUBLIC NOTICES

Type of Notice -

IFB/RFP Bid Notices	3,400
Budget Ad	4,600
Employment Ads	2,000
	<hr/>

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
			<hr/>

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
		<hr/>

10,200

EMPLOYEE PROGRAMS

Recognition/Service Awards

Longevity Awards - 30 employees	2,500
Employee Recognition Events - twice per year	5,000
	<hr/>

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
	<hr/>

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
	<hr/>

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	0	0	0	0
5220- 02 Office Supplies	18,173	25,000	25,000	25,000
5250- 02 Postage	1,514	2,000	1,500	2,000
5260- 02 Professional Dues	0	0	0	0
5300- 02 Publications	404	420	450	450
5350- 02 Security	0	200	200	0
5380- 02 Voice and Data Communication	201,891	210,000	215,000	215,000
5400- 02 Training	100,728	100,700	54,428	69,000
5500- 02 Utilities	23,210	32,000	33,000	20,000
5600- 02 Worker's Compensation	0	0	0	0
5900- 02 Contingency	0	0	0	0
	<u>352,286</u>	<u>377,420</u>	<u>335,978</u>	<u>337,850</u>
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
	<u>124,761</u>	<u>166,300</u>	<u>313,000</u>	<u>183,000</u>
C. DEBT SERVICE				
6500- 02 Building Purchase - Principal	0	0	0	0
6550- 02 Building Purchase - Interest	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
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
	<u>867,707</u>	<u>1,009,954</u>	<u>1,037,756</u>	<u>888,335</u>

**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
	0	0	37,080	38,110
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
	348,281	369,240	303,850	360,100
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
	841,103	820,746	788,764	725,000
H. OTHER EXPENSES				
9000- 02 Board of Directors Exp. Reimb.	0	0	0	0
9100- 02 Chief Appraiser Exp. Reimb.	0	0	0	0
	0	0	0	0
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
	0	0	0	0
TOTAL	2,534,138	2,743,660	2,816,428	2,532,395

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
	<hr/>

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
	<hr/>

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
	<hr/>

117,500

CAMA HARDWARE (6150-02)

Server Hardware refresh	0
iPads	65,000
	<hr/>

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
		<hr/>

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	
	<hr/>	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	
	<hr/>	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	
	<hr/>	25,600

FIELD DEVICE MAINTENANCE

Harris Govern Maintenance	97,000	
Cellular service	41,000	
Misc. Supplies	2,000	
	<hr/>	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
	<u>24,051</u>	<u>44,310</u>	<u>44,310</u>	<u>29,710</u>
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
	<u>0</u>	<u>500</u>	<u>500</u>	<u>500</u>
C. DEBT SERVICE				
6500- 03 Building Purchase - Principal	0	0	0	0
6550- 03 Building Purchase - Interest	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
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
	<u>828,962</u>	<u>934,854</u>	<u>979,715</u>	<u>1,054,254</u>

**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
	<hr/> 0	<hr/> 0	<hr/> 0	<hr/> 0
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
	<hr/> 0	<hr/> 0	<hr/> 0	<hr/> 0
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
	<hr/> 160,001	<hr/> 160,000	<hr/> 165,000	<hr/> 175,000
H. OTHER EXPENSES				
9000- 03 Board of Directors Exp. Reimb.	0	0	0	0
9100- 03 Chief Appraiser Exp. Reimb.	0	0	0	0
	<hr/> 0	<hr/> 0	<hr/> 0	<hr/> 0
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
	<hr/> 0	<hr/> 0	<hr/> 0	<hr/> 0
TOTAL	<hr/> <hr/> 1,013,014	<hr/> <hr/> 1,139,664	<hr/> <hr/> 1,189,525	<hr/> <hr/> 1,259,464

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	0	0	0	0
	<u>91,887</u>	<u>110,000</u>	<u>140,000</u>	<u>140,000</u>
	91,887	110,000	140,000	140,000
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>
	0	0	0	0
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>
	0	0	220,000	10,000
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>
	0	0	0	0
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>
	625,034	690,340	684,200	748,425
TOTAL	<u><u>2,686,218</u></u>	<u><u>2,953,408</u></u>	<u><u>3,596,400</u></u>	<u><u>3,623,408</u></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
			<hr/>
			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
			<hr/>
			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
		<hr/>
		9,000

EQUIPMENT MAINTENANCE

Cash Register		200
Letter Opening Machine		350
Canon PC80 Microfiche Viewer/Copier		500
		<hr/>
		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
			<hr/>
			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)			<u>99,015</u>	599,952

PROFESSIONAL DUES

<u>Organization</u>	<u># of Memberships</u>	<u>Annual Total</u>	
Notary Public	8	720	
Postal Council	1	<u>120</u>	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	<u>3,750</u>	14,500

FURNITURE

To Replace Broken Items		<u>4,000</u>	4,000
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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	<u>37,375</u>	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
	<hr/>	<hr/>	<hr/>	<hr/>
	0	0	0	0
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
	<hr/>	<hr/>	<hr/>	<hr/>
	0	0	0	0
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
	<hr/>	<hr/>	<hr/>	<hr/>
	0	0	0	0
H. OTHER EXPENSES				
9000- 05 Board of Directors Exp. Reimb.	0	0	0	0
9100- 05 Chief Appraiser Exp. Reimb.	0	0	0	0
	<hr/>	<hr/>	<hr/>	<hr/>
	0	0	0	0
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
	<hr/>	<hr/>	<hr/>	<hr/>
	0	0	0	0
 TOTAL	 <hr/>	 <hr/>	 <hr/>	 <hr/>
	3,615,165	4,139,372	4,111,908	4,194,070
	<hr/>	<hr/>	<hr/>	<hr/>

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
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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	0	0	0	0
5250- 07 Postage	1,990	2,500	2,500	2,500
5260- 07 Professional Dues	0	0	0	0
5300- 07 Publications	550	1,150	1,335	1,335
5350- 07 Security	4,401	5,500	5,500	5,500
5380- 07 Telephone	0	0	0	0
5400- 07 Training	0	0	0	0
5500- 07 Utilities	12,205	15,000	15,000	15,000
5600- 07 Worker's Compensation	0	0	0	0
5900- 07 Contingency	0	0	0	0
	<u>113,816</u>	<u>122,450</u>	<u>122,635</u>	<u>122,635</u>
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
	<u>0</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
C. DEBT SERVICE				
6500- 07 Building Purchase - Principal	0	0	0	0
6550- 07 Building Purchase - Interest	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
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
	<u>1,119,960</u>	<u>1,153,265</u>	<u>1,222,005</u>	<u>1,209,080</u>

**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	0	0	0	0
7800- 07 Temporary Services	411	800	800	800
	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><u>1,279,787</u></u>	<u><u>1,334,315</u></u>	<u><u>1,404,640</u></u>	<u><u>1,411,715</u></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	
			<u>93,600</u>	93,600

COPIER COSTS

<u>Model #</u>	<u>Monthly Cost</u>	<u>Annual Total</u>	
Xerox WC5945APT	291	3,500	
		<u>3,500</u>	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	
		<u>1,335</u>	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	1,900	
Wichita Property Tax Conference	3	1,200	3,600	
Other Training	12	200	2,400	
			<u>15,000</u>	15,000

FURNITURE

To Replace Broken Items		500		
Desk and monitor upgrade		1,500		
		<u>2,000</u>		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

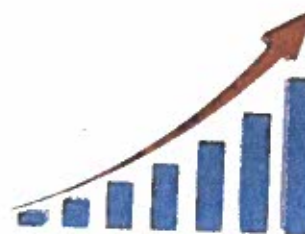
GIS

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



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



RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HELOTES, TEXAS DISAPPROVING THE PROPOSED BEXAR APPRAISAL DISTRICT 2021 ANNUAL BUDGET; AUTHORIZING THE CITY ADMINISTRATOR TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE PROVISIONS OF THIS RESOLUTION; INCORPORATING RECITALS; PROVIDING FOR SEVERABILITY; AND ADOPTING AN EFFECTIVE DATE.

WHEREAS, pursuant to Section 6.06 of the Texas Tax Code, eligible taxing units are authorized to review and disapprove the annual Bexar Appraisal District (the "BAD") proposed budget; and

WHEREAS, City Council contends the following: _____

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HELOTES, TEXAS THAT:

Section One. Disapproval. The City disapproves the proposed Bexar Appraisal District 2021 Annual Budget.

Section Two. Authorization. The City Council of the City of Helotes authorizes the City Administrator to take all necessary steps to implement the provisions of this Resolution.

Section Three. Findings. The City Council finds all of the above recitals to be true and correct and incorporates the same in this Resolution as findings of fact.

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

Section Five. Effective Date. This Resolution shall be effective immediately upon the approval of the City Council.

PASSED AND APPROVED this 25th day of June 2020.

Thomas A. Schoolcraft, Mayor

ATTEST:

Celina Perez, City Secretary

DRAFT



CITY COUNCIL AGENDA ITEM REQUEST FORM

MEETING DATE: June 25, 2020

AGENDA PLACEMENT:

- PUBLIC HEARING
- RECOGNITION
- UNFINISHED BUSINESS
- CONSENT
- INDIVIDUAL
- CLOSED

CAPTION:

Discussion of and action on a Resolution of the City Council of the City of Helotes, Texas approving an Interlocal Grant Agreement for the distribution of federal coronavirus relief funds between the City of Helotes and Bexar County, Texas. (Staff)

EXECUTIVE SUMMARY:

The Coronavirus Aid, Relief, and Economic Security (CARES) Act was passed by Congress and signed by the President on March, 27, 2020. Through the CARES Act, state, local and tribal governments can receive economic assistance to offset unbudgeted expenses due to the COVID-19 pandemic. As a result, the United States Department of the Treasury gave funding directly to counties with a population greater than 500,000.00. Bexar County received relief funding in the amount of \$79,626,415.00 and is providing an Interlocal Grant Agreement for the distribution of such funds. Suburban cities located within Bexar County can seek reimbursement for certain COVID-19 expenditures by approving the Agreement through a Resolution.

The maximum amount available for reimbursement is calculated at a rate of \$55.00 per capita, utilizing the 2018 Census. According to the calculation by Bexar County, the City of Helotes could receive up to \$526,185.00 (\$55.00 x 9,567). The United States Department of the Treasury established eligible expenditure reimbursements in the following categories:

- a) Medical expenses;
- b) Public health expense;
- 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.

The deadline to submit the Resolution and Agreement to Bexar County is July 1, 2020. The City Attorney reviewed the Agreement and has no legal concerns.

ATTACHMENTS:

Attachment A – Email to Bexar County

Attachment B – Resolution and Interlocal Grant Agreement

PREPARED BY: Taby Durr , City Treasurer

DATE SUBMITTED: June 15, 2020

Tom Schoolcraft

From: Tom Schoolcraft
Sent: Thursday, June 11, 2020 4:42 PM
To: 'Wolff, Judge Nelson'
Cc: Marian Mendoza; Erfurth, Nicole; Rivera, James
Subject: RE: Inter-local Agreement for Coronavirus Relief Funds

James,

I appreciate you sending us the sample resolution and the ILA for review and consideration by our Council. After reading both documents, I do have a few questions for you so we will have a better understanding of the requirements and time lines.

1. You attached the resolution for us to use but the first paragraph of the ILA mentions an ordinance is required. Should that be a resolution or will the County require both a resolution and an ordinance? Typically, a resolution is the document used with this type of agreement.
2. Section 2.01 states that the term of the Grant Agreement will begin as of the date of the last signature. The "window" for eligible expenses opened on March 1, 2020, well before what will be the commencement date of this agreement. Will we be able to submit eligible expenses incurred between March 1st and the beginning/commencement date of this agreement?
3. Section 4.01 indicates that federal funds can be used to cover eligible costs incurred during the period that began on March 1, 2020 and ends on December 30, 2020. Section 5.05 stipulates that suburban cities may submit monthly requests for reimbursement with the final submission being submitted on or before October 30, 2020, a full 60 days before the end of the window allowed by the CARES Act, December 30, 2020. This, of course, eliminates the opportunity for the suburban cities to obtain reimbursement for expenses/costs incurred during those last 60 days. Is this by design of the County to minimize our ability to obtain any potential reimbursement during the period from October 30th to December 30th?
4. As mentioned in #3, Section 5.05 allows submittals for reimbursement until October 30, 2020. However, Section 5.01 states that "Any funding allocated but unused by CITY as of September 30, 2020 shall be repurposed by COUNTY for any eligible COUNTY purpose". If suburban cities lose the funding on September 30th, how can we expect to receive reimbursement for eligible expenses incurred between September 30th and October 30th if the County repurposes the funds on September 30th?
5. Section 5.06 makes it clear that "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". This reimbursement grant process is new to all of us and questions will, certainly, need to be asked and answered throughout the submittal process. It is unreasonable to take the stance that we suburban cities will be unable to ask questions, especially about any disputed items. I am sure each suburban city will make every effort, in good faith, to submit only eligible items on each submittal and, therefore, should be given the courtesy of being able to discuss any items deemed ineligible by the Auditor.
6. Since this is a reimbursement grant, Article 10 and Exhibit E are superfluous since political activities and lobbying are clearly not eligible expenses and would not be considered for reimbursement. Of course, it certainly doesn't matter that both are included in the agreement.....I just found it interesting that someone thought it was important that they be included.

I look forward to your responses to my questions so that we have the information available when our Council members discuss the agenda item on June 25th.

Let me know if you have any questions.

Thanks,

Tom Schoolcraft

From: Wolff, Judge Nelson <nwolff@bexar.org>

Sent: Friday, June 5, 2020 1:59 PM

To: Tom Schoolcraft <TSchoolcraft@Helotes-TX.gov>

Cc: Marian Mendoza <MMendoza@Helotes-TX.gov>; Erfurth, Nicole <nicole.erfurth@bexar.org>; Rivera, James <James.Rivera@bexar.org>

Subject: Inter-local Agreement for Coronavirus Relief Funds

Importance: High

Good Afternoon Mayor Schoolcraft,

I hope this email finds you well.

Please find attached the inter-local grant agreement between Bexar County and your municipality for the distribution of federal Coronavirus relief funds and a resolution approving the inter-local agreement to accept the relief funds from Bexar County.

We require 2 original signature pages for each agreement, one of which will be returned to you once the County Clerk's office records the document. The deadline for submission is July 1st, 2020.

Please note that the inter-local agreement is non-negotiable and provides Coronavirus relief funds at \$55 per capita based on 2018 Census data. The reimbursement is for qualified expenses and no funding will be provided up front.

If you would like more information regarding the CARES Act, please visit Treasury's CARES site.

Please let me know if you have any questions.

Best,

James Rivera

Aide to the County Judge

Office of Bexar County Judge Nelson W. Wolff

210-335-3019

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HELOTES, TEXAS APPROVING AN INTERLOCAL GRANT AGREEMENT FOR THE DISTRIBUTION OF FEDERAL CORONAVIRUS RELIEF FUNDS BETWEEN THE CITY OF HELOTES AND BEXAR COUNTY, TEXAS; AUTHORIZING THE CITY ADMINISTRATOR TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE PROVISIONS OF THIS RESOLUTION; INCORPORATING RECITALS, SEVERABILITY, AND ADOPTING AN EFFECTIVE DATE.

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.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HELOTES, TEXAS THAT:

Section One. Approval. The Interlocal Agreement to accept federal coronavirus relief funds from Bexar County, attached hereto as Exhibit A, is hereby approved.

Section Two. Authorization. The City Administrator is hereby authorized to take all necessary steps to implement the provisions of this Resolution.

Section Three. Effective Date. This Resolution shall take effect immediately upon the approval of the City Council.

Section Four. Recitals. The City Council finds the above recitals to be true and correct and incorporates the same in this Resolution as findings of fact.

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

PASSED AND APPROVED by the City Council, of the City of Helotes, Texas this 25th day of June, 2020.

CITY OF HELOTES, TEXAS

Thomas A. Schoolcraft, Mayor

ATTEST:

Celina Perez, City Secretary

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 HELOTES**, TEXAS (hereafter referred to as the “CITY”), a Texas Municipal Corporation, Data Universal Number System (DUNS) number 190120162, duly acting herein by and through its City Council pursuant to Resolution Number _____ passed and approved on the 25th 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.

- 5.04 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.
- 5.05 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

- 5.06 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.
- 5.07 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

- 6.01 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.

- 6.02 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.
- 6.03 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

- 10.01 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.
- 10.02 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.

- 10.03 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.
- 10.04 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.
- 10.05 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**

- 11.01 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

AND

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

TO CITY:

City of Helotes
City Administrator
PO Box 507
Helotes, Texas 78023

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 HELOTES AND BEXAR COUNTY
have made and executed this Grant Agreement in duplicate originals on the date of the last signature below.

CITY OF HELOTES

BEXAR COUNTY

THOMAS A. SCHOOLCRAFT
Mayor
Date: _____

NELSON W. WOLFF
County Judge
Date: _____

ATTEST/SEAL:

CELINA PEREZ
City Secretary
Date: _____

APPROVED AS TO LEGAL FORM:

FRANCISCO J. GARZA
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: _____

PROJECT NAME: Suburban Cities Coalition

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

(Requires Prior County Approval)

Budget Amount \$ _____

Category	CARES Funds	%	Other Funding Sources for COVID Expenses	%	Total
	\$0	0%	\$0	0%	\$
	\$0	0%	\$0	0%	\$
	\$0	0%	\$0	0%	\$
	\$0	0%	\$0	0%	\$
	\$0	0%	\$0	0%	\$
	\$0	0%	\$0	0%	\$
	\$0	0%	\$0	0%	\$
	\$0	0%	\$0	0%	\$
	\$0	0%	\$0	0%	\$
	\$0	0%	\$0	0%	\$
	\$0	0%	\$0	0%	\$
Total	\$	%	\$	%	\$

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

EXHIBIT C

PRE-AUTHORIZATION FOR BUDGET ADJUSTMENT

(Narrative Justification Must Be Attached)

CITY: _____

PROJECT NAME: Suburban Cities Coalition

ADDRESS: _____

Adjustment No.: _____

Category	Current Budget	Revisions (+) (-)	Revised Budget
Addition:			
Deletion:			

City Approval: _____

Title: _____ Date: _____

Bexar County Auditor's Approval: _____

Title: _____ Date: _____

EXHIBIT D

INVOICE

(Please attach all supporting documentation)

CITY: _____
PROJECT NAME: Suburban Cities Coalition
ADDRESS: _____

Vendor No.: _____
Purchase Order No.: _____
Invoice No.: _____

PROGRAM: Coronavirus Aid, Relief, and Economic Security Act, (CARES Act)
PERIOD COVERED: March 1, 2020 – September 30, 2020

Budget Category	Current Invoice Amount	Expenses Submitted to Date	Less Payment Received	\$ Amount Due
	\$	\$		\$
Total Due:				

City Approval: _____

Date: _____

Bexar County Auditor's Approval: _____

Date: _____

EXHIBIT E

CARES ACT CORONAVIRUS RELIEF FUND ELIGIBILITY CERTIFICATION

I, _____, am the Mayor/City Manager of _____
("CITY"), and I certify that:

1. I have the authority on behalf of CITY to request grant payments from Bexar County for federal funds appropriated pursuant to section 601 of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act, Pub. L. No. 116-136, div. A, Title V (Mar. 27, 2020).

2. I understand that COUNTY will rely on this certification as a material representation in making grant payments to CITY.

3. I acknowledge that CITY should keep records sufficient to demonstrate that the expenditure of funds it has received is in accordance with section 601(d) of the Social Security Act.

4. I acknowledge that all records and expenditures are subject to audit by the United States Department of the Treasury's Inspector General or the Bexar County Auditor's Office, or designee.

5. I acknowledge and agree that CITY shall be liable for any costs or expenses disallowed pursuant to financial or compliance audit of funds received and will repay those funds to COUNTY within thirty (30) days of receiving notice from COUNTY.

6. I acknowledge that if COUNTY has not used funds it has received to cover costs that were incurred by December 30, 2020, as required by the statute, those funds must be returned to the United States Department of the Treasury and will have all requests for reimbursement submitted on or before the period identified in the Grant Agreement.

7. I acknowledge that CITY's proposed uses of the funds provided as grant payments from COUNTY originate from federal appropriation under section 601 of the Social Security Act and will be used only to cover those costs or expenses that:

- a. are necessary expenditures incurred due to the public health emergency resulting from the Coronavirus Disease 2019 (COVID-19);
- b. were not accounted for in the budget most recently approved as of March 27, 2020, for CITY; and
- c. were incurred during the period that begins on March 1, 2020 and ends on September 30, 2020.

In addition to each of the statements above in this Exhibit E, I acknowledge on submission of this certification that my jurisdiction has incurred eligible expenses between March 1, 2020 and the date noted below.

By: _____
Signature: _____
Title: _____
Date: _____

State of Texas
County of Bexar

Sworn and subscribed before me on the ____ day _____, 2020, by
_____.

Notary Public Signature

(Personalized Seal)

EXHIBIT F

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned grantee, City of _____, certifies, to the best of his or her knowledge that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence any 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 this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. Sec. 1352 (as amended by the Lobbying Disclosure Act of 119). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The grantee, City of _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, grantee understands and agrees that the provisions of 31 U.S.C. Sec. 3801 *et seq.* apply to his certification and disclosure, if any.

By: _____

Signature: _____

Title: _____

Date: _____



CITY COUNCIL AGENDA ITEM REQUEST FORM

MEETING DATE: June 25, 2020

AGENDA PLACEMENT:

- PRESENTATION
- CONSENT
- INDIVIDUAL
- UNFINISHED BUSINESS
- CLOSED

CAPTION:

Discussion of and action on a Declaration of the City of Helotes, Texas extending a declaration order of local disaster and public health emergency for the City of Helotes as a result of the COVID-19 pandemic. (Staff)

EXECUTIVE SUMMARY:

On March 11, 2020, the World Health Organization (WHO) declared the COVID-19 outbreak as a pandemic. On March 13, 2020, Texas Governor Greg Abbott and Bexar County Judge Nelson Wolff declared COVID-19 as an imminent threat and issued separate, disaster declarations of public health emergency.

To reduce the possibility of exposure and to promote the safety of our residents, the following Declarations of Local Disaster and Public Health Emergency were issued for Helotes:

- *Declaration No. 2020-01* issued by the Mayor on March 20, 2020 for a period of 7 days commencing on Friday, March 20, 2020 through Friday, March 27, 2020;
- *Declaration No. 2020-02* extended by Council on March 26, 2020 for a period of 60 days commencing on Friday, March 27, 2020 through Wednesday, May 27, 2020; and
- *Declaration No. 2020-03* extended by Council on May 14, 2020 for a period of 30 days commencing on Thursday, May 28, 2020 through June 28, 2020.

City Administration continues to work collaboratively with the state, county, local health authorities, and our emergency management team. One aspect of emergency management is declaring a local state of disaster. By having an active local state of disaster, the City remains eligible to request financial assistance in response to the COVID-19 pandemic. This request is to extend the disaster declaration for a period of 120 days commencing on Monday, June 29, 2020 through Friday, October 30, 2020. This extension period is in line with the term of the Bexar County Interlocal Grant Agreement, also set to expire on October 30, 2020.

FINANCIAL IMPACT:

Unknow at this time.

ATTACHMENTS:

Attachment A – Declaration of Public Health Emergency

Attachment B – TML Coronavirus Updates

PREPARED BY: Marian Mendoza, City Administrator

DATE SUBMITTED: June 17, 2020

DECLARATION NO. _____

A DECLARATION OF THE CITY OF HELOTES, TEXAS, EXTENDING A DECLARATION ORDER OF LOCAL DISASTER AND PUBLIC HEALTH EMERGENCY FOR THE CITY OF HELOTES AS A RESULT OF THE COVID-19 VIRUS; ESTABLISHING THE COMMENCEMENT DATE AND PERIOD; INCORPORATING RECITALS; AND PROVIDING FOR SEVERABILITY.

WHEREAS, the novel coronavirus (COVID-19) has been recognized globally as a contagious respiratory virus that continues to spread and pose an increasing, imminent threat of disaster; and

WHEREAS, on Friday, March 13, 2020 Bexar County Judge issued a declaration of a local disaster and public health emergency; and

WHEREAS, the City of Helotes has followed the Bexar County declaration and cancelled non-essential events; and

WHEREAS, pursuant to the Texas Disaster Act of 1975, the Mayor is designated as the emergency management director of the City of Helotes, and may exercise the powers granted to the governor on an appropriate local scale; and

WHEREAS, on Friday, March 20, 2020 Mayor Thomas A. Schoolcraft determined that there was an imminent threat resulting from COVID-19 and issued Declaration No. 2020-001, declaring a local state of disaster for the City of Helotes for a period of not more than seven (7) days; and

WHEREAS, on Thursday, March 26, 2020, the City Council issued Declaration No. 2020-02, extending the declaration of local disaster for public health emergency for a period of sixty (60) days commencing on Friday, March 27, 2020 through Wednesday, May 27, 2020; and

WHEREAS, on Thursday, May 14, 2020, the City Council issued Declaration No. 2020-03, extending the local disaster for public health emergency for an additional thirty (30) days commencing on Thursday, May 28, 2020 through June 28, 2020; and

WHEREAS, the City Council of the City of Helotes has determined that the declaration of local disaster and public health emergency must be extended to respond quickly, prevent and alleviate the suffering of people exposed to and those infected with the virus, as well as those that could potentially be infected or impacted by COVID-19; and

WHEREAS, a declaration of local disaster and public health emergency includes the ability to reduce the possibility of exposure to disease, control the risk, promote health, compel persons to undergo additional health measures that prevent or control the spread of the disease, including isolation, surveillance, quarantine, or placement of persons under public health observations, including the provision of temporary housing or emergency shelters for persons misplaced or evacuated and request assistance from the governor of state resources.

NOW, THEREFORE, BE IT PROCLAIMED, BY THE CITY COUNCIL OF THE CITY OF HELOTES, TEXAS THAT:

SECTION ONE. Pursuant to Section 418.108(a) of the Texas Government Code, the Mayor declared a local state of disaster for the City of Helotes on Friday, March 20, 2020.

SECTION TWO. Pursuant to Section 418.108(b) of the Texas Government Code, the state of disaster shall continue for a period of not more than seven (7) days from the date of the declaration unless continued or renewed by the City Council of the City of Helotes. The declaration is hereby renewed and extended by the City Council for a period of one hundred twenty (120) days commencing on Monday, June 29, 2020.

SECTION THREE. Pursuant to Section 418.108(c) of the Texas Government Code, this declaration of a local state of disaster shall be given prompt and general publicity and shall be filed promptly with the City Secretary.

SECTION FOUR. Pursuant to Section 418.108(d) of the Texas Government Code, this declaration of a local state of disaster activates the City of Helotes's emergency management plan.

SECTION FIVE. Pursuant to Section 418.108(f) of the Texas Government Code, the Mayor may control ingress to and egress from a disaster within the City and may control movement of persons and the occupancy of premises in the area.

SECTION SIX. Pursuant to Section 418.108(h) of the Texas Government Code, the City of Helotes will, as a minimum standard, follow the evacuation, ingress to and egress from the City and movement and occupancy of premises as ordered by the Bexar County Judge.

SECTION SEVEN. The City Council finds all of the above recitals to be true and correct and incorporates the same in this Order as findings of fact.

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

SECTION NINE. This Order shall commence on Monday, June 29, 2020 for a period of one hundred twenty (120) days.

ORDERED by the City Council of the City of Helotes this 25th day of June, 2020.

ATTEST:

Thomas A. Schoolcraft, Mayor

Celina Perez, City Secretary

Marian Mendoza

From: Texas Municipal League <tmladmin@tml.ccsend.com> on behalf of Texas Municipal League <tmladmin@tml.org>
Sent: Wednesday, March 18, 2020 5:02 PM
To: Marian Mendoza
Subject: TML Coronavirus Update #3



TML Coronavirus Update #3

Urgent Updates

What action has the governor taken with regard to the May 2, 2020, election?

Today, the governor issued a [proclamation](#) authorizing (but not requiring) all political subdivisions holding general or special elections on May 2, 2020, to postpone that election to the November 3, 2020, uniform election date. Please be advised that a postponement of your election does not happen automatically; the governing body of the political subdivision **MUST** take an official action for such a change to be effective. City officials should probably make the decision before the start of early voting on April 20, 2020.

At present, it is unclear what would happen to authority that statutorily expires in May. For example, what happens if a street maintenance sales tax reauthorization election is postponed? The League will seek direction from appropriate state offices.

The Elections Division of the Secretary of State's Office has issued [Advisory 2020-12 - Actions for May 2, 2020, Uniform Election Date](#), which provides guidance to political subdivisions seeking to move their May 2, 2020, election date in accordance with the Governor's proclamation. The Elections Division also issued the following:

"We are in the middle of a public health crisis that is rapidly changing. Through this crisis, our primary concern is the health and safety of voters, election workers, and our

"(f) The county judge or the mayor of a municipality may order the evacuation of all or part of the population from a stricken or threatened area under the jurisdiction and authority of the county judge or mayor if the county judge or mayor considers the action necessary for the preservation of life or other disaster mitigation, response, or recovery.

(g) The county judge or the mayor of a municipality may control ingress to and egress from a disaster area under the jurisdiction and authority of the county judge or mayor and control the movement of persons and the occupancy of premises in that area.

(h) For purposes of Subsections (f) and (g):

(1) the jurisdiction and authority of the county judge includes the incorporated and unincorporated areas of the county; and

(2) to the extent of a conflict between decisions of the county judge and the mayor, the decision of the county judge prevails."

Is a city required to declare a local state of disaster in order to be eligible for federal reimbursement of expenses?

Yes. Although the President and the Governor have issued an emergency declaration and a state of disaster, respectively, state regulations provide that the mayor must have declared a local state of disaster before a city may request disaster recovery assistance. 37 TAC §7.41. Thus, if a city anticipates requesting financial assistance in response to the COVID-19 pandemic (see below), the mayor should declare a state of local disaster and submit it as soon as possible to the governor, via the Texas Division of Emergency Management by email at soc@tdem.texas.gov or facsimile at 512-424-5587. Requests for recovery assistance must be made by the mayor in writing to the governor through the Texas Division of Emergency Management. Id. §7.42. The request must indicate that the disaster is of such magnitude that local resources are inadequate to deal with it and the affected locality cannot recover without state and/or federal assistance. Id. Requests may be transmitted to the division via the [Disaster Summary Online](#). Id. The Texas Department of Emergency Management has developed a [resource](#) for local officials on how to track and report costs associated with COVID-19.

Beyond the need to seek disaster recovery assistance, a declaration of local disaster also allows a city to exercise extraordinary emergency powers, to activate the appropriate recovery and rehabilitation aspects of all applicable local or interjurisdictional emergency management plans, and, in certain instances, to provide additional liability protection to employees, officers, or volunteer emergency workers. Tex. Gov't Code §§418.006; 418.185(e).

Are cities eligible for reimbursement from the federal government for expenses related to COVID-19?

Marian Mendoza

From: Texas Municipal League <tmladmin@tml.ccsend.com> on behalf of Texas Municipal League <tmladmin@tml.org>
Sent: Tuesday, April 28, 2020 5:21 PM
To: Marian Mendoza
Subject: TML Coronavirus Update #32



Urgent Updates

Did the governor's order last Monday (Executive Order GA-18, April 27) "lift" or "let expire" his "stay home/work home" order? Can you summarize very briefly what it allows?

No, it did not. And yes, we can! In spite of various media headlines, [Executive Order GA-18](#) has similar stay home/work home language as previous orders:

"In accordance with guidance from DSHS Commissioner Dr. Hellerstedt, and to achieve the goals established by the President to reduce the spread of COVID-19, every person in Texas **shall**, except where necessary to provide or obtain essential services or reopened services, **minimize social gatherings and minimize in-person contact with people who are not in the same household**. People over the age of 65, however, are strongly encouraged to stay at home as much as possible; to maintain appropriate distance from any member of the household who has been out of the residence in the previous 14 days; and, if leaving the home, to implement social distancing and to practice good hygiene, environmental cleanliness, and sanitation."

(Emphasis added.) The highlighted language means that Texans should stay home/work home, unless (while following [DSHS/CDC prevention guidelines](#)):

- Accessing essential businesses (as defined by [TDEM](#) and the [U.S. Department of Homeland Security](#)).
- Starting on May 1, accessing "re-opened services" as listed in the order.

In addition, the order allows (while following [DSHS/CDC prevention guidelines](#)):

Should a city continue its disaster declaration in light of Executive Order GA-18? What about local disaster orders?

Whether to declare a local state of disaster related to the virus is up to each mayor in the first instance, with the extension of the declaration beyond seven days requiring city council approval. Whether to issue any particular order is a local decision as well.

What about FEMA or other reimbursement? Although the President and the governor have issued an emergency declaration and a state of disaster, respectively, state regulations provide that the mayor must have declared a local state of disaster before a city may request disaster recovery assistance. 37 TAC §7.41 (“Requests for state or federal recovery assistance must be initiated by local government. The chief elected official of the jurisdiction must have declared a local State of Disaster before requesting disaster recovery assistance.”).

Thus, if a city anticipates requesting financial assistance in response to the COVID-19 pandemic, the safest course is for a mayor to at least declare a state of local disaster and submit it to the governor, via the Texas Division of Emergency Management by email at soc@tdem.texas.gov or fax at 512-424-5587.

In light of Executive Order GA-18, some cities have decided to stop issuing separate, complex local orders and ordinances. Instead, they will reference the governor’s current order and provide for enforcement (in addition to the Class B misdemeanor penalties in the Texas Disaster Act) through a Class C misdemeanor. We must stress that, because of the lack of clarity in GA-18’s superseding/preemption language, no action should be taken without consulting with local legal counsel.

Here’s a possible example of a city’s ordinance language that simply incorporates – and allows for enforcement of, a governor’s order:

“That effective immediately, and continuing through May 15, 2020, the City hereby adopts the provisions of Executive Orders GA-18 and GA-19 issued by Governor Greg Abbott on April 27, 2020. The provisions of GA-18 and GA-19 are incorporated herein by reference as if written word for word. For clarity, nothing in the ordinance is intended to impact the provisions related to the continuation of the local state of disaster as specified in Ordinance No. _____.

Any person, firm, corporation, agent, or employee thereof who violates any of the provisions of this ordinance commits an offense that is considered a class C misdemeanor and each day the violation continues shall be a separate offense punishable by a fine of not more than \$500. A culpable mental state is not required for the commission of an offense under this ordinance and need not be proved. The penalty provided for in this ordinance is in addition to any other remedies that the City may have under City ordinances and state law.”

Again, some mayors and city councils may wish to do more or less, and we defer absolutely to their choice.