

MINUTES
SPECIAL CITY COUNCIL MEETING-WORKSHOP
CITY OF GREY FOREST, TEXAS
NOTICE CHANGE OF ADDRESS
CITY HALL
18502 SCENIC LOOP ROAD
HELOTES, TEXAS 78023
SEPTEMBER 1, 2022 at 6:30 PM

I. CALL TO ORDER

Mayor Amanda Waldrop called the meeting to order at 6:30 p.m.

II. ROLL CALL

Mayor Amanda Waldrop, Mayor Pro Tem Geri Poss, Council Member Aurelia Scharnhorst, Council Member Sean Skaggs, Council Member Timothy Santy, and Council Member Kimberly Verity.

Staff Present: City Secretary Miguel Cantu, Assistant to the City Secretary Nichole Heinrich, Police Chief Rene Rodriguez, and Police SGT Scott Ristow

III. PRESENTATIONS BY CITIZENS AND VISITORS

Mr. Mitch Thornton requested to address the City Council regarding the budget as it pertains to the judge pay, ticketwriter and against trash pickup once a week.

Mr. Billy Cornwell requested to address the City Council regarding the budget as it pertains to the job for the general property coordinator, anticipated litigation, and building inspections are self-supporting.

Mrs. Terry McWilliam requested to address the City Council regarding the budget in hopes the community comes together on the budget and support the Mayor.

Mrs. Lorna Main requested to address the City Council regarding the budget and recognizes the contingency funds have dwindled, the city should live within its means, and support the Mayor.

Mrs. Margie Mautz requested to address the City Council regarding the budget and a restricted fund budget line item.

Mrs. Holly Holloway requested to address the City Council regarding the budget and to request the city to allow the Mayor to run the departments, residents should start recycling, why are there two secretaries, and why the Police Department can't run off a Chief and the rest as reserves.

Mr. Michael Phillips requested to address the City Council regarding the budget and wanted to make sure any raises that are offered to pay employees and supervisors are offered indiscriminately based on merit.

Mayor Waldrop read emails from Mrs. Susan Calkins remarking on the responsibility between the Mayor and the Police Department and asked to find ways to tackle the budget and get the [spending] under control.

Mrs. Jane Armstrong requested to address the City Council regarding the budget and not keep funding the litigation with the Scharff's, but the city should fund garbage collection and

fire protection.

IV. CITY COUNCIL WORKSHOP MEETING:

a) Discussion of FY 2022-2023 Budget.

Mayor Waldrop presented the draft budget for City Council discussion. Discussion ensued and this is the result.

SUMMARY

Proposed Budget 2022-2023

		21-22 Projected	2022-2023	Difference
Revenue	General	\$1,030,038.98	\$1,054,803.53	\$24,764.55
	Reserve			
	Total Resources	\$1,030,038.98	\$1,054,803.53	\$24,764.55

Expense s				
	General City Property & Operations	\$317,982.12	\$246,817.53	\$71,164.58
	Citizen Programs	\$116,015.33	\$117,584.00	(\$1,568.67)
E-1	Administration	\$174,454.32	\$171,629.44	\$2,824.88
E-2	Public Works	\$212,254.93	\$154,081.35	\$58,173.58
E-4	Police Department	\$374,010.01	\$313,304.92	\$60,705.09
E-5	Court	\$76,166.34	\$44,886.29	\$31,280.05
E-6	Health Inspections	\$0.00	\$0.00	\$0.00
E-7	Fire Marshall Services	\$0.00	\$0.00	\$0.00
E-8	Emergency Management	\$0.00	\$0.00	\$0.00
E-11	Parks	\$20,219.34	\$6,500.00	\$13,719.34
	Total	\$1,291,102.38	\$1,054,803.54	(\$236,298.85)

Balanced Budget

(\$78,105.29)

(\$0.00)

Must be 18-point: TXLGC 102.005

This budget will raise more total property taxes than last year's budget by \$1,495.47 which is 0.028% increase from last year's budget, and of that amount \$54,656 is tax revenue to be raised from new property added to the tax roll this year.

Property Tax Rate Comparison

	2021-2022	2022-2023
Property Tax Rate:	\$0.085598/\$100	\$0.081871/\$100
No New Revenue Tax Rate:	\$0.085598/\$100	\$0.081871/\$100
No New Revenue Maintenance & Operations Tax Rate:	\$0.085788/\$100	\$0.081940/\$100
Voter approved tax rate:	\$0.088790/\$100	\$0.103090/\$100
Voter Approved Maintenance & Operation:	\$0.085788/\$100	\$0.081940/\$100
Debt Tax Rate:	\$0.000000/\$100	\$0.013349/\$100

Total debt obligation for the City of Grey Forest secured by property taxes: \$0

Proposed 2022-23

Income (Revenue)

CITY OPERATIONS REVENUE

09 GFU REVENUE	\$935,517.29
02 AD VALOREM PROPERTY TAX	\$54,656.00
04 SALES TAX	\$25,000.00
06 FRANCHISE FEES	\$25,000.00
07 PERMITS/VARIANCES	\$10,000.00
08 INTEREST RECEIVED	\$150.00
11 MISCELLANEOUS INCOME	\$2,380.24
— 14 BRUSH PICKUP/CITIZEN CHIP	\$0.00
17 FIRE DEPARTMENT LAND LEASE	\$100.00
20 GFC RENTALS & INCOME	\$2,000.00
xx LIQUOR TAX	\$0.00
TOTAL	\$1,054,803.53

TOTAL OPERATIONS REVENUE **\$1,054,803.53**

Expenses

GENERAL CITY PROPERTY & OPERATIONS

109 TELEPHONE	\$4,400.00
110 UTILITIES	\$9,000.00
111 OFFICE SUPPLIES	\$3,500.00
112 OFFICE EQUIPMNT & SOFTWARE	\$8,000.00
113 OFFICE EQUIPMNT MAINT	\$360.00
220 ANIMAL & INSECT CONTROL	\$800.00
124 FACILITY CLEANING & MAINT (City Hall)	\$1,000.00
128 CITY LIABILITY/E&O INS/TML	\$15,000.00
222 ARBORIST FUND	\$200.00
223 MUNICIPAL GROUND & GREEN	\$50.00
122 MISCELLANEOUS	\$100.00
211A GENERAL PROPERTY COORDINATOR **Bubba**	\$20,861.62
211B GENERAL PROPERTY COORDINATOR FICA	\$1,595.91
XX RESERVE REPAYMENT	\$0.00
TOTAL	\$64,867.53

E-1 PROFESSIONAL SERVICES

100 PROFESSIONAL/TEMP FEE	\$13,200.00
106 LEGAL	\$50,000.00
XX LITIGATION	\$75,000.00
114 BEXAR APPRAISAL DISTRICT	\$250.00
129 BANK CHARGES	\$1,000.00
131 INTERNET DEVELOPMENT & WEB	\$3,000.00
115 FINANCE/AUDITOR	\$8,000.00
125 SUTA LIABILITY/FEDERAL 940	\$2,500.00
TOTAL	\$152,950.00

XX TO ROAD & BRIDGE	\$25,000.00
300 MUNICIPAL BUILDING IMPROVEMENT/REPAIRS	\$3,000.00
226 PUBLIC WKS FACILITY IMPROVEMENT/REPAIRS	\$600.00

XX POLICE DEPT FACILITY IMPROVEMENT/REPAIRS	\$400.00
XX CLUBHOUSE & PARK IMPROVEMENT/REPAIRS	\$3,000.00
301 MAILBOX IMPROVEMENT/REPAIRS	\$0.00
TOTAL	\$32,000.00

GENERAL TOTAL **\$246,817.53**

CITIZEN PROGRAMS

CONTRACT SERVICES

200 GARBAGE & RECYCLING	\$50,076.00
700 CONTRACT FIRE/EMS - ESD 8	\$66,758.00
TOTAL	\$116,834.00

HEALTH & EMERGENCY MANAGEMENT

601 HEALTH AUTHORITY & INSPECTION	\$500.00
701 FIRE MARSHALL	\$150.00
800 EMERGENCY MANAGEMENT	\$100.00
TOTAL	\$750.00

CITIZEN PROGRAMS TOTAL **\$117,584.00**

ADMINISTRATION

PERSONNEL SERVICES

101 ADMIN SALARY CITY SECRETARY **MIGUEL**	\$67,357.06
102 ADMIN CITY SECRETARY FICA	\$5,152.81
103 ADMIN CITY SECRETARY RETIREMENT	\$11,275.57
104 ADMIN CITY SECRETARY INSURANCE	\$7,500.00
TOTAL	\$91,285.44

105A ADMIN FT ASST CITY SECRETARY **NICHOLE**	\$40,748.45
105B ADMIN ASST CITY SECRETARY FICA	\$3,117.26
105C ADMIN ASST CITY SECRETARY RETIREMENT	\$6,821.29
105D ADMIN ASST CITY SECRETARY INSURANCE	\$8,197.00
TOTAL	\$58,883.99

116 ADMIN BUILDING INSPECTIONS **BJ**	\$10,000.00
—116A BUILDING INSPECTIONS FICA	\$0.00
TOTAL	\$10,000.00

123 ADMIN WORKERS COMPENSATION	\$200.00
TOTAL	\$200.00
EMPLOYEE TOTAL	\$160,369.44

OPERATIONS

105 ADMIN TRAINING	\$4,500.00
—105E ASST CITY SECRETARY TRAINING	\$0.00
107 ADMIN MILEAGE	\$300.00
118 ADMIN POSTAGE	\$660.00
119 ADMIN ADS /LEGAL NOTICES	\$700.00
120 ADMIN DUES /SUBSCRIPTIONS	\$4,500.00
121 ADMIN ELECTION EXPENSE	\$600.00
—126 BOARD OF ADJUSTMENT	\$0.00
—130 APPOINTED COMMITTEES	\$0.00
OPERATIONS TOTAL	\$11,260.00

ADMINISTRATION **\$171,629.44**

PUBLIC WORKS**PERSONNEL SERVICES**

205 PW FT DEPT HEAD **JAY**	\$43,533.57
206 PW DEPT HEAD FICA	\$3,330.32
207 PW DEPT HEAD RETIREMENT	\$7,287.52
208 PW DEPT HEAD INSURANCE	\$8,770.00
TOTAL	\$62,921.41

209A PW FT ASST **EMILIO**	\$40,812.72
209B PW ASST FICA	\$3,122.17
209C PW ASST RETIREMENT	\$6,832.05
209D PW ASST INSURANCE	\$8,037.00
TOTAL	\$58,803.94

—210A PW PT **CHRISTIAN**	\$0.00
—210B PW PT FICA	\$0.00

— 210C PW PT RETIREMENT	\$0.00
TOTAL	\$0.00

— 212A INSURANCE LIABILITY	\$0.00
212 PW WORKERS COMPENSATION	\$4,000.00
213 PW CONTRACT LABOR **CHRISTIAN**	\$3,000.00
TOTAL	\$7,000.00
EMPLOYEE TOTAL	\$128,725.35

OPERATIONS

214 PW DEBRIS/TREE TRIMMING	\$2,000.00
216 PW EQUIPMENT	\$1,000.00
217 PW EQUIPMENT MAINT	\$1,000.00
XX PW EQUIPMENT FUEL	\$2,000.00
218 PW VEHICLE MAINT	\$1,200.00
XX PW VEH FUEL	\$7,000.00
219 PW SUPPLIES	\$750.00
— 221 MISCELLANEOUS (SIGNS, ETC.)	\$0.00
224 PW TRAINING	\$100.00
225 PW UNIFORM	\$500.00
227 PW EQUIPMENT LEASE/RENT	\$1,000.00
228 PW VEHICLE LEASE/PURCHASE	\$8,806.00
OPERATIONS TOTAL	\$25,356.00

PUBLIC WORKS TOTAL **\$154,081.35**

POLICE DEPARTMENT**PERSONNEL SERVICES**

400 PD SALARY CHIEF **RENE**	\$61,979.63
401 PD CHIEF FICA	\$4,741.44
402 PD CHIEF RETIREMENT	\$10,375.39
403 PD CHIEF INSURANCE	\$8,044.00
TOTAL	\$85,140.46
404 PD PT ASST CHIEF **FRANK**	\$12,000.00
404A PD ASST CHIEF FICA	\$918.00
TOTAL	\$12,918.00

405 PD FT OFFICER #1 **SCOTT**	\$43,683.54
406 PD OFFICER #1 FICA	\$3,341.79
407 PD OFFICER #1 RETIREMENT	\$7,312.62
408 PD OFFICER #1 INSURANCE	\$8,489.00
TOTAL	\$62,826.95

426 PD PT CODE ENFORCEMENT **CHARLES**	\$7,200.00
XX PD CODE ENFORCEMENT FICA	\$550.80
TOTAL	\$7,750.80

409 PD FT OFFICER #2 **GARY**	\$42,440.94
410 PD OFFICER #2 FICA	\$3,246.73
411 PD OFFICER #2 RETIREMENT	\$7,104.61
412 PD OFFICER #2 INSURANCE	\$8,095.00
TOTAL	\$60,887.29

422 PD INSURANCE LIABILITY	\$28,000.00
423 PD WORKERS COMPENSATION	\$9,500.00
TOTAL	\$37,500.00
EMPLOYEE TOTAL	\$267,023.50

OPERATIONS

413a PD TRAINING (beyond LEOSE fund)	\$947.00
XX PD TRAINING MILEAGE	\$0.00
414 PD COMMUNICATIONS	\$500.00
415 PD VEHICLE MAINT	\$6,000.00
416 PD VEHICLE FUEL	\$24,834.42
418 PD UNIFORMS	\$3,000.00
419 PD SUPPLIES	\$1,500.00
420 PD EQUIPMENT	\$0.00
417 PD EQUIPMENT MAINT	\$1,500.00
421 PD CELL PHONES/AIRCARDS	\$4,000.00
— 424 PD MISCELLANEOUS	\$0.00
XX PD OFFICE TECH/SOFTWARE	\$4,000.00
OPERATIONS TOTAL	\$46,281.42

POLICE DEPARTMENT TOTAL **\$313,304.92**

COURT COST**PERSONNEL SERVICES**

500 CRT JUDGE (salary) **MICHAEL**	\$5,400.00
500A CRT JUDGE FICA	\$413.10
TOTAL	\$5,813.10

501 CRT PROSECUTOR (contractor) **DARRELL**	\$4,200.00
—501A PROSECUTING ATTORNEY FICA	\$0.00
TOTAL	\$4,200.00

506 CRT PT CLERK **BELINDA**	\$27,151.05
507 CRT CLERK FICA	\$2,077.06
507A CRT CLERK RETIREMENT	\$4,545.09
TOTAL	\$33,773.19

509 CRT WORKERS COMPENSATION	\$100.00
TOTAL	\$100.00
EMPLOYEE TOTAL	\$43,886.29

OPERATIONS

504 CRT TRAINING/PRINTING/SUPPLIES	\$1,000.00
—504A TICKETWRITER	\$0.00
—505 MISCELLANEOUS	\$0.00
OPERATIONS TOTAL	\$1,000.00

COURT TOTAL **\$44,886.29**

PARK & PROGRAMS**GFC PARK OPERATIONS**

E-11.A HELOTES/LEE CREEK MAINT	\$2,000.00
E-11.C CLUBHOUSE OPERATION/MAINT	\$1,000.00
XX CLUBHOUSE & PARK IMPROVEMENT/REPAIRS	\$3,000.00
E-11.D COMMUNITY EVENTS	\$500.00
E-11.DD DAM INSPECTIONS	\$0.00
GFC PARK TOTAL	\$6,500.00

PARKS TOTAL **\$6,500.00**

TOTALS

General Revenue **\$1,054,803.53**

General Expenses **\$1,054,803.54**

Carryover Total **(\$0.00)**

Restricted-Reserve Budget

Proposed 2022-23

Income (Revenue)**CITY OPERATIONS RESTRICTED REVENUE**

05 SALES TAX FOR ROADS	\$8,000.00
10 FINES, WARRANTS, BONDS	\$67,000.00
XX ADMIN TRAINING SCHOLARSHIP	\$0.00
18 POLICE GRANT #3843802 CJ MODERNIZATION (In/Out)	\$52,670.00
21 MADLA PARK (XRESTRICTEDX)	\$3,200.00
XX TRANSFER TO ROAD & BRIDGE	\$25,000.00
30 TRANSFER FROM RESTRICTED	\$0.00
XX POLICE TRAINING (Restricted-LEOSE)	\$653.00
XX ACOG FUNDS	\$0.00
23 ARPA FUNDS	\$69,879.00
TOTAL	\$226,402.00

TOTAL OPERATIONS REVENUE **\$226,402.00**

Reserve & Restricted Carryover **\$185,940.20**

GENERAL CITY PROPERTY & OPERATIONS **\$185,940.20**

Expenses**GENERAL CITY PROPERTY & OPERATIONS**

134 ARPA EXPENSE	\$99,167.92
TOTAL	\$99,167.92

E-3 CAPITAL IMPROVEMENT/INFRASTRUCTURE

201 ROAD & BRIDGE IMPROVEMENTS/REPAIRS	\$5,000.00
TOTAL	\$5,000.00

GENERAL TOTAL **\$104,167.92**

ADMINISTRATION**OPERATIONS**

XX ADMIN TRAINING SCHOLARSHIP	\$0.00
OPERATIONS TOTAL	\$0.00

ADMINISTRATION **\$0.00**

PUBLIC WORKS**OPERATIONS**

215 ROAD REPAIR & BRIDGE REPAIR	\$0.00
215 AACOG GRANT PURCHASE	\$0.00
OPERATIONS TOTAL	\$0.00

PUBLIC WORKS TOTAL **\$0.00**

POLICE DEPARTMENT**OPERATIONS**

413 PD LEOSE FUND (POLICE TRAINING)	\$653.00
425 PD GRANT #3843802(RESTRICTED)	\$52,670.00
OPERATIONS TOTAL	\$53,323.00

POLICE DEPARTMENT TOTAL **\$53,323.00**

COURT COST**OPERATIONS**

502 CRT WARRANTS SERVED/APPEAL FEE	\$500.00
503 CRT STATE QUARTERLY FEES	\$26,000.00
511 CRT TECH FUND (MCTF) RESTRICTED	\$21,550.00
OPERATIONS TOTAL	\$48,050.00

COURT TOTAL **\$48,050.00**

PARK & PROGRAMS

**MADLA PARK OPERATIONS (See revenue-
"restricted")**

E-11.G OPERATION EXPENSES	\$240.00
E-11.H MAINTENANCE	\$2,960.00
E-11.J MISCELLANEOUS	\$0.00
E-11.K E-11-K MADLA PARK CONTINGENCY FUNDS	\$0.00
MADLA PARK TOTAL	\$3,200.00

PARKS TOTAL **\$3,200.00**

TOTALS

Restricted Revenue	\$226,402.00
Reserve & Restricted Carryover	\$185,940.20
Total	\$412,342.20
Restricted/Carryover Expenses	\$208,740.92
Remaining Amount	\$203,601.28

Projected Budget Fund Balance

Proposed Budget 2022-2023

	2021-2022	2022-2023
General Fund - cash on hand	\$106,171.37	\$0.00
Total	\$106,171.37	\$0.00

Reserve Funds		
Operating Reserve (3 months)	\$0.00	\$64,037.00
Restricted Funds		
Bridge & Road (add sales tax)	\$177,091.53	\$185,091.53

Municipal Court Building Security Fund (Restricted)	\$4,345.67	\$4,345.67
Municipal Court Technology Fund (Restricted)	\$1,000.00	\$1,000.00
Police Training (Restricted-LEOSE)	\$0.00	\$0.00
School Crossing Guard (Carry Over)	\$3,503.00	\$4,003.00
ARPA Account	\$0.00	\$29,288.92
Madla Park	\$0.00	\$0.00
Total Restricted Funds	\$185,940.20	\$223,729.12

Start of Year:	Projected		
Reserve & Restricted Funds	\$185,940.20	\$287,766.12	
General Funds	\$106,171.37	\$0.00	

End of Year: (projection)		
Excess of FY Revenue	(\$78,105.29)	(\$0.00)

Cash on Hand	\$214,006.28	\$287,766.12
Less Restricted	\$28,066.08	\$64,037.00

b) Discuss and act on setting a date for a public hearing on the Fiscal Year 2022-2023 Budget.

MOTION WAS MADE BY MAYOR PRO TEM POSS TO SET THE PUBLIC HEARING ON THE FISCAL YEAR 2022-2023 BUDGET FOR SEPTEMBER 20, 2022, 6:30 P.M. AT 18249 SHERWOOD TRAIL, HELOTES, TEXAS 78023. THIS BUDGET WILL RAISE MORE TOTAL PROPERTY TAXES THAN LAST YEAR'S BUDGET, AND OF THAT AMOUNT \$54,656 IS TAX REVENUE TO BE RAISED FROM NEW PROPERTY ADDED TO THE TAX ROLL THIS YEAR. MOTION SECONDED BY COUNCIL MEMBER VERITY. RECORD VOTE:

MAYOR PRO TEM POSS: FOR
COUNCIL MEMBER SKAGGS: FOR
COUNCIL MEMBER SCHARNHORST: FOR
COUNCIL MEMBER VERITY: FOR
COUNCIL MEMBER SCHARNHORST: FOR

MAYOR WALDROP STATED THE MOTION TO APPROVE SETTING A DATE FOR A PUBLIC HEARING ON FISCAL YEAR 2022-2023 ON SEPTEMBER 20, 2022, 6:30 P.M. AT 18249 SHERWOOD TRAIL, HELOTES, TEXAS 78023 PASSES 5 TO 0 VOTE.

c) Discuss and act scheduling a public hearing on setting the proposed 2022 tax rate.

MAYOR PRO TEM POSS MADE THE MOTION TO SET THE PROPOSED TAX RATE OF \$0.081871 PER \$100 VALUATION AND APPROVE SETTING A DATE FOR A PUBLIC HEARING ON THE TAX RATE ON SEPTEMBER 20, 2022, 6:30 P.M. AT 18249 SHERWOOD TRAIL, HELOTES, TEXAS 78023. MOTION SECONDED BY COUNCIL MEMBER SCHARNHORST

RECORD VOTE:

MAYOR PRO TEM POSS: FOR
COUNCIL MEMBER SKAGGS: FOR

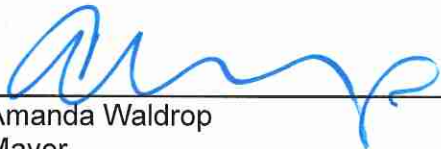
COUNCIL MEMBER SCHARNHORST: FOR
COUNCIL MEMBER VERITY: FOR
COUNCIL MEMBER SCHARNHORST: FOR
MAYOR WALDROP STATED THE MOTION TO APPROVE THE PROPOSED TAX
RATE OF \$0.081871 PER \$100 VALUATION PASSES 5 TO 0 VOTE.

V. ADJOURNMENT

MAYOR WALDROP ADJOURNED THE MEETING FOR A LACK OF FURTHER BUSINESS AT 8:52 P.M.; however, the City Council reconvened at 8:52 to change the date to meet from September 15, 2022 to September 20, 2022. (Motion above is the final motion). MAYOR WALDROP ADJOURNED THE MEETING FOR A LACK OF FURTHER BUSINESS AT 8:55 P.M.

PASSED AND APPROVED THIS 27TH DAY OF SEPTEMBER 2022.

APPROVED:


Amanda Waldrop
Mayor

ATTEST:


Miguel Cantu, TRMC
City Secretary

