



CITY COUNCIL MEETING AGENDA

**Tuesday, September 9, 2025 at 6:30 PM
Bulverde City Hall Council Chamber
30360 Cougar Bend, Bulverde, Texas 78163**

HELEN HAYS
Mayor

JASON KRAWIETZ
Council Member, Place 1

TED HAWKINS
Council Member, Place 3

JOE ALEXANDRE
Mayor Pro Tem, Place 5

FRANCESCA WATSON
Council Member, Place 2

CLINT HAYS
Council Member, Place 4

CHRISTOPHER GOTH
Council Member, Place 6

Time is provided for public comments on any posted agenda item at the time the item is considered. Each person should fill out the speaker's register prior to the meeting. The presiding officer, during the agenda item, will call on those persons who have signed up to speak on each item, in the order they have registered. Presentations should be limited to no more than (3) three minutes.

All remarks shall be addressed to the Council as a body, and not to any individual member thereof. Any person making personal, impertinent, or slanderous remarks while addressing the Council may be requested to leave the meeting.

There will be time after the completion of the Regular Agenda Items for the public to make comments on topics and items not posted on this agenda. Discussion by the Council of any item not on the agenda shall be limited to statements of specific factual information given in response to any inquiry, a recitation of existing policy in response to an inquiry, and/or a proposal to place the item on a future agenda.

1. CALL THE MEETING TO ORDER

2. REPORTS, PRESENTATIONS, AND PROCLAMATIONS

- 2.A. Presentation of a Proclamation in recognition of Constitution Day to the Daughter's of the American Revolution.
- 2.B. Presentation of a Proclamation in recognition of Hunger Action Month to Provisions: A 25:35 Outreach.
- 2.C. Presentation of a Proclamation in recognition of National Night Out to the Bulverde Police Department.

- 2.D. Recognition of Development Coordinator Claudia Cardenas for five (5) years of service to the City of Bulverde.
- 2.E. Police Department: Summary of August 2025 Activities
- 2.F. Finance Department: Monthly Financial Report
- 2.G. Public Works Department: Summary of August 2025 Activities
- 2.H. Planning Department Update: Summary of August 2025 Activities
- 2.I. Parks & Recreation: Report from Parks & Recreation Advisory Board
- 2.J. Planning & Zoning Commission: Report from the Planning & Zoning Commission

3. CONSENT AGENDA ITEMS

All of the following items are considered to be routine by the City Council, there will be no separate discussion on these items and will be enacted with one motion. Items may be removed by any Council Member by making such request prior to a motion and vote.

- 3.A. Consider approval of the Regular City Council Meeting Minutes from August 12, 2025.
- 3.B. Consider approval of the Special City Council Meeting Minutes from August 19, 2025.
- 3.C. Consider approval of the Joint City Council and Planning & Zoning Commission Workshop Minutes from August 19, 2025.
- 3.D. Consider approval to reschedule the Regular City Council Meeting scheduled for November 11, 2025 to November 18, 2025 due to observance of Veterans Day federal holiday.

4. REGULAR AGENDA ITEMS

- 4.A. Public Hearing on the Proposed 2025-2026 Budget.
- 4.B. Discuss and consider an Ordinance approving and adopting a budget for operating the municipal government of the City of Bulverde for the Fiscal Year beginning October 1, 2025 and ending on September 30, 2026.
- 4.C. Discuss and consider a Resolution ratifying the recently adopted budget that contains a property tax rate that raises more total property taxes than last year.
- 4.D. Public Hearing on the Proposed 2025 Tax Rate.

- 4.E. Discuss and consider an Ordinance adopting the tax rate and levying a tax upon all property subject to taxation within the City of Bulverde, Texas, for the 2025 Tax Year for the use and support of the municipal government of the City of Bulverde.
- 4.F. An ordinance of the City Council of the City of Bulverde, Texas, repealing and replacing the Code of Ethics, Ordinance No. 120-03-05-13 with a Code of Ethics to define applicability and definitions as required by the Home Rule Charter; repealing all ordinances or parts of ordinances in conflict with this ordinance; adopting a severability clause and establishing an effective date.
- 4.G. Discuss and consider approval of an ordinance of the City Council designating the dates and times of the regular meeting dates of the City Council.
- 4.H. Discuss and consider approval of an audit engagement letter with Armstrong, Vaughan & Associates, P.C. for the City's annual audit for the Fiscal Year ended September 30, 2025, and authorization of the City Management to sign engagement letter.
- 4.I. Discuss and consider authorizing the City Manager to seek Applications from qualified vendors for the performance of depository services from one or more banks, credit unions, or savings associations.

5. PUBLIC COMMENTS NOT RELATED TO POSTED AGENDA ITEMS

6. REPORTS BY ELECTED OFFICIALS AND CITY STAFF ON ITEMS OF COMMUNITY INTEREST

In accordance with Section 551.0415 of the Government Code, topics discussed under this item are limited to expressions of thanks, congratulations or condolence; information regarding holiday schedules; an honorary or salutary recognition of a public official, public employee or other citizen; a reminder about an upcoming event organized or sponsored by the governing body; information regarding a social, ceremonial or community event; and Announcements involving an imminent threat to the public health and safety of people in the political subdivision that has arisen after the posting of the agenda.

7. EXECUTIVE (CLOSED) SESSION

- 7.A. Pursuant to Texas Government Code Section 551.074, the City Council will deliberate in Executive (Closed) Session to deliberate the appointment, employment, evaluation, and duties of the City Manager.
- 7.B. Pursuant to Texas Government Code Section 551.074, the City Council will deliberate in Executive (Closed) Session to deliberate the appointment, employment, evaluation, and duties of the Municipal Court Prosecutor.

8. ACTION ITEMS AFTER EXECUTIVE (CLOSED) SESSION

8.A. Consider and take possible action on items as discussed in Executive Session.

9. ADJOURNMENT



Sandra V. Ham
City Secretary

City Hall is wheelchair accessible and accessible parking spaces are available. Requests for accommodation must be made 48 hours prior to the meeting. Please contact the City Secretary at 830.438.3612 or FAX 830.438.4339 for information or assistance.

A quorum of the City Council, Planning & Zoning Commission, Parks & Recreation Advisory Board, and/or Zoning Board of Adjustment may be present at this meeting in order to discuss agenda items related to board business.

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the City Council of the City of Bulverde was posted on the bulletin board in front of Bulverde City Hall, which is readily accessible to the public at all times, and on the City's website, www.bulverdetx.gov, by 6:00 pm on September 3, 2025.

The City Council reserves the right to adjourn into Executive session at any time regarding any issue for which it is legally permissible. The City Council will announce it will go into Executive Session, if necessary, pursuant to Chapter 551 of the Texas Government Code, to receive advice from Legal Counsel, to discuss matters of land acquisition, litigation, Economic Development negotiations, or personnel matters as listed on this agenda. The City Council may also announce it will go into Executive Session, if necessary, to receive advice from Legal Counsel regarding any other items on this agenda.

CITY OF BULVERDE

TAXPAYER IMPACT STATEMENT

House Bill 1522, passed by the Texas Legislature in 2025, amends Section 551.043, Texas Government Code to require that the notice of a meeting required to be posted under section 551.043(a) of the Texas Open Meetings Act, at which a governmental body will discuss or adopt a budget for the governmental body, must include a taxpayer impact statement showing, for the median-valued homestead property, a comparison of the property tax bill in dollars pertaining to the property for the current fiscal year to an estimate of the property tax bill in dollars for the same property for the upcoming fiscal year.

The City of Bulverde ("City") has proposed a budget for the City's 2025-2026 fiscal year. The City intends to adopt its budget on September 9, 2025.

- **2024 Value of Median-Valued Homestead Property in the City: \$100,000**
- **2024 Property Tax Bill for the Current Fiscal Year (\$0.2298070): \$229.81**
- **Estimated 2025 Property Tax Bill for the Upcoming Fiscal Year if the City Adopts the Proposed Budget and Tax Rate (\$0.259798) per \$100 of value): \$259.80**
- **Estimated 2025 Property Tax Bill for the Upcoming Fiscal Year if the City Adopts a Balanced Budget Funded at the No-New-Revenue Tax Rate (\$0.226551) per \$100 of value): \$226.55**

The estimates in this Impact Statement are valid only for the proposed budget and proposed tax rate that the City of Bulverde City Council will discuss at its meeting on September 9, 2025. The proposed budget and the proposed tax rate may each be amended by City Council before their final adoption.



City of Bulverde Police Department

August 2025 Monthly Report

Date: September 3rd, 2025
To: City Manager, Mayor and City Council
Submitted by: Gary Haecker, Chief

GENERAL INFORMATION

Topic: August Monthly Report

CALLS FOR SERVICE

Bulverde Police Department had 1,131 Calls for Service.

• Blanco Road	18	• Hwy 281	202
• Bulverde Crossing	6	• Hwy 46	109
• Bulverde Estates	25	• Oak Village N	40
• Bulverde Hills	45	• Oakland Estates	34
• FM 1863	35	• Shepherd's Ranch	4
• City Hall/BPD Walk-ups	2	• Belle Oaks	34
• County	5	• Outside County	1
• Centennial Ridge	3	• Windmill Ranch	91
• Highlands	0	• Singing Hills	194
• Bulverde City Park	123	• Comal Trace	0
• Edgebrook	25	• Ammann Rd	58
• Persimmon Hill	9	• Bulverde Road	40
• Elm Valley	28	• Heimer Lange	0
• Bulverde Oaks	0	• Saddle Ridge	0

ARRESTS - Total Arrests – 7

Disorderly Conduct (Display Weapon)	1
Driving While Intoxicated	1
Warrants	2
Resist Arrest and or Transport	2
Driving While Intoxicated	1

ACCIDENTS - Bulverde Police investigated 16 crashes.

LOCATION		PROPERTY	INJURY	FATALITY
Hwy 46	6	6		
FM 1863	1	1		
Hwy 281	8	7	1	
Singing Hills	4	4		
County	1	1		

TRAFFIC ENFORCEMENT

Citations	506
Violations	627
Warnings	154

Average Speed Citation (mph over the limit)

Hwy 281	22.6
Hwy 46	20.3
FM 1863	0
Other	19.4

INVESTIGATIONS

Code Compliance

Code Compliance	5
Cases Closed	5
Follow Up Activities	0
Citations Issued	0
Warning Citation	0
Pending	0

BPD Cases:

Assigned	14
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Interviews	63
Filed County DA	8
Filed Municipal Court	0
Warrants	2
Summons	1
Citation	1
Closed	17
Supplements	96
Calls for Service	10
Reports	0
Training	17 hrs
Chapter 47 Hearings	2

Investigations/Significant Events

8/01 – Assist Fire/EMS – Bulverde Road. An officer was requested to the location for a male that required EMS after getting electrocuted. It appears the subject was in a metal bucket truck and struck a power line causing the electrocution. The subject was transported to BAMC in critical condition.

8/01 – Duty Upon Striking Unattended Vehicle – Walmart. An officer was requested to the location for a subject who was stating their car was struck while inside the store. There was damage observed, just unsure when it occurred.

8/02 – Abandoned Vehicle – Hwy 46. An officer observed a vehicle had been red tagged a few days earlier and still hadn't been moved. A wrecker was contacted and picked up the abandoned vehicle.

8/03 – Traffic Stop / Warrant Service – Hwy 281. A car was stopped for expired registration. The driver complained pointing to an August 2025 registration sticker on his windshield. The sticker belonged to a different vehicle, and the driver had an ICE warrant. An ICE officer showed up and took custody of the driver.

8/04 – Assist CCSO – Villas at Bulverde. Dispatch advised of a burglary in progress at the apartment complex and requested assistance. A subject was located on a balcony and taken into custody. The subject was turned over to CCSO upon their arrival.

8/04 – Forgery – City Hall A subject came to the PD to report a customer tried to pay him with a forged check. The incident occurred in Lampasas and suspect lives there as well. The check was taken as evidence.

8/04 – Assist Other Agency – Country Hills Veterinary. An officer was dispatched for an assault victim. The subject was an assault family violence victim from an incident that occurred the night before in the county. The subject was transported to the police department where they were met by EMS who transported the subject to the hospital. CCSO took over the call.

8/04 – Traffic Stop / Impound – Hwy 281. A vehicle was stopped for a trailer with no tag. The trailer had no VIN numbers and was not homemade. The trailer was impounded pending proper identification.

8/04 – Disturbance – Villas at Bulverde. An officer was dispatched to the pool area for kids smoking marijuana and being loud. Several juveniles were on site smoking THC vapes and drinking beer. All were cited and released to parents.

8/06 – Traffic Stop / Possession Drug Paraphernalia – Hwy 281. A vehicle was stopped for expired registration. The car smelled like weed and several containers of weed were located as well as a loaded pistol. The items were all seized, and citations were issued. The UCW charge will be filed at large.

8/07 – Suspicious Circumstances – Methodist ER. An officer was requested to the location for a patient that took their IV out and left on foot. The subject was located walking on Hwy 46. The subject smelled of alcohol and had a warrant out of Williamson County. The warrant was confirmed, and the subject was arrested.

8/07 – Traffic Stop / Warrant Arrest – Hwy 281. A vehicle was stopped for an equipment violation. The passenger was wanted by ICE and was detained until an agent came and picked the subject up.

8/07 – Deceased Person – Shepherds Ranch. An officer was dispatched to a residence for a 92-year-old female who passed away while in Hospice Care. There were no suspicious circumstances suspected or observed.

8/07 – Traffic Stop / Warrant Service – Hwy 281. A vehicle was stopped for a traffic violation. The driver was found to have a warrant with BMC. The driver was able to get online and pay the warrants in full.

8/07 – Deceased Person / Oak Village North. An officer was requested to a residence for an 89-year-old female who passed away while in Hospice Care. There were no suspicious circumstances suspected or observed.

8/08 – Traffic Stop / Warrant Service – Hwy 281. A vehicle was stopped for a traffic violation. While on the stop, the officer learned the driver and passenger were wanted by Immigration. An agent arrived and took both subjects into custody. A friend arrived and took the vehicle.

8/08 – Traffic Stop / DWI Blood Draw – Hwy 281. A vehicle was stopped for speeding on Hwy 281. The driver exhibited signs of intoxication and failed the SFST's. The driver consented to a blood draw which was collected at Methodist ER. The subject was arrested and transported to jail.

8/10 – Duty Upon Striking A vehicle – Go Car Wash. A vehicle struck another vehicle while inside the car wash tunnel then drove away after exiting the car wash. The driver was identified and insurance information was provided.

8/10 – Traffic Stop / Warrant Service – Hwy 281. A vehicle was stopped for speeding and expired registration. The driver was found to have warrants with BMC. The subject was able to place a cash bond securing a court date. The cash was logged and turned over to BMC.

8/11 – Traffic Stop / Warrant Service – Bulverde Road. A vehicle was stopped for speeding. The driver was found to have warrants with BMC. The subject was able to place a cash bond which secured him a new court date. The bond was turned over to the court.

8/12 – Civil Matter – Oak Village North. A subject came to the police department to report family issues and a possible assault. The subject did not want to provide any statements, nor did they want to pursue any charges.

8/13 – Two home security inspections were conducted in Oakland Estates.

8/13 – Warrant Service – County Jail. A subject was found to be incarcerated at the county jail while having warrants with BMC. The warrants were carried over and served.

8/13 – Deceased Person – Heights of Bulverde. An officer was dispatched to the location for a 90-year-old female who passed away while in Hospice Care. There were no suspicious circumstances suspected or observed.

8/13 – Trespassing – Centennial Ridge. An officer was requested to a location by a general contractor who wanted some subcontractors to leave, and they wouldn't. The officer issued trespass warnings and found that ICE wanted 4 out of the 5 subjects.

8/14 – Civil Matter – Oakland Estates. An officer was requested by a purchaser of a vehicle that was for sale. The purchaser gave the seller a handgun for partial payment then sent the seller cash as well. A disagreement ensued and the deal fell apart. A payback agreement is in the works.

8/14 – Traffic Stop / Trailer Seizure – Hwy 281. A vehicle pulling a trailer was stopped for no license plate. The trailer had the VIN number removed and was clearly not homemade. The trailer was seized pending proper identification.

8/14 – Traffic Stop / Warrant Service – Singing Hills. A vehicle was stopped for multiple violations. While on the stop the driver was found to have a warrant out of Coryell County and BMC. The TCIC warrant was confirmed as well as the BMC warrants. The subject was taken to jail without incident.

8/14 – Disturbance / Public Intoxication / Resist Arrest – Methodist ER. An officer was dispatched for an intoxicated male causing a disturbance. The subject was highly intoxicated, agitated and belligerent. The subject resisted after he was told he was under arrest. The subject ended up being arrested and put in jail.

8/15 – Threats – Bulverde PD. A counselor came to the PD to report a patient making threats. The counselor could not divulge the patient's name, so the office was placed on extra patrol by on duty officers.

8/15 – Disturbance – Comal Hills Dental. Officers were dispatched for an out-of-control customer throwing things in the lobby of the office. The cowardly customer fled before officers arrived. A trespass warning will be issued at some point.

8/16 – Burglary of Motor Vehicle – Hampton Inn. A customer of the hotel had his truck burglarized overnight, and his tail lamps were stolen. Video shows a dark colored SUV at 4:21am that was most likely carrying the thieves. The Flock system will be checked for leads.

8/16 – Suicidal Subject – Hwy 281. Officers were dispatched for a single vehicle rollover accident on 281. The teen driver was found to be suicidal and intentionally crashed her car. An emergency detention was filed at the hospital.

8/17 – Deceased Person – Heights of Bulverde. An officer was requested to the location for a 98-year-old male who passed away while in Hospice Care. There were no suspicious circumstances suspected or observed.

8/18 – Forgery – Security State Bank and Trust. A subject went through the drive-thru trying to cash a check. While the bank was trying to verify the check, the subject got spooked and drove away. Turns out the check was forged, good job by the bank. Attempting to identify the crook.

8/18 – Reckless Driver / DWI Blood Draw / Resist Arrest – Hwy 46. Officers were dispatched for a subject who struck a pole in the Whataburger parking lot and was driving away. Officers located the vehicle on Hwy 46 and tried to stop it. The driver refused to stop driving through several parking lots before being boxed in by patrol units. The subject resisted officers open hand control but was eventually handcuffed. A warrant was obtained for a blood draw; subject was dropped off at the county jail.

8/19 – Deceased Person – Shepherds Ranch. An officer was requested to the location for an 81-year-old female who had collapsed and passed away. EMS attempted life saving measures but were unsuccessful.

8/19 – Disturbance / DWI Blood Draw – Smokey Mo’s. An officer was dispatched for a subject inside the location who was intoxicated and causing a disturbance. As the officer arrived, he observed a car driving out over the curb. Folks inside the restaurant alerted the officer it was the subject leaving. The officer attempted to stop the car which fled down 46 then up River Way at speeds over 75 mph. The officer followed at a slower speed locating the car crashed a little way up River Way. A warrant was obtained for a blood draw. The subject was arrested for DWI 2nd.

8/20 – Traffic Stop / Possession Drug Paraphernalia / Warrant Service – Singing Hills. A vehicle was stopped for a violation. The driver had no insurance and warrants with BMC but could afford to buy weed, several pipes and grinders that were located inside the vehicle. The contraband was exchanged for a citation and the subject got online and pay on his warrants.

8/20 – Traffic Stop / Warrant Service – Hwy 281. A vehicle was stopped for a traffic violation and the driver was found to have warrants with BMC. The subject was able to get online and pay on the warrant.

8/21 – Traffic Stop / Possession Drug Paraphernalia – Edgebrook. A vehicle was stopped for speeding in a school zone. The car smelled like weed so a search was conducted which located weed. The driver exchanged his contraband for a citation and was released.

8/22 – Traffic Stop / Warrant Service / Possession Drug Paraphernalia – Hwy 281. A vehicle was stopped for expired registration. The driver had no driver’s license but did have weed, an open alcohol container, two BMC warrants and a warrant out of Georgia. Georgia would not extradite so the driver paid on the BMC warrants and was issued a citation. A licensed driver drove the car away.

8/22 – Deceased Person – Heights of Bulverde. An officer was requested for an 87-year-old female who passed away while in Hospice Care. There were no suspicious circumstances suspected or observed.

8/22 – Disturbance – Little Ceasars. An employee contacted dispatched for a customer refusing to leave. The customer was upset over an order that was made wrong a few days before. The customer could or would not produce a receipt, so he was asked to leave but refused. A trespass warning was issued banning the subject from getting any more pizza from that location.

8/23 – Disturbance – Bulverde Hills. An officer was dispatched for a disturbance that occurred the previous day. It seems there are lots of issues going on amongst family members to include some alcohol recovery efforts. Doesn’t appear any offense actually occurred.

8/23 – Credit Card Abuse – Bulverde Hills Dr. An officer was requested to take a report for credit card abuse. The caller gave their card number to a scam via telephone. Once they provided their credit card number, the charges started to occur on their card.

8/23 – Traffic Stop / Possession Drug Paraphernalia – Hwy 281. A vehicle was stopped for an equipment violation. The car smelled like weed which led to a search which located THC wax. The contraband was exchanged for a citation.

8/24 – Traffic Stop / Possession Drug Paraphernalia – Hwy 281. A vehicle was stopped for expired registration. While on the stop, the officer smelled marijuana. The driver gave up his stash in exchange for a citation.

8/24 – Burglary of Habitation – Bulverde Road. An officer was requested to a residence for a burglary that occurred previously on an unknown date. Someone broke into the house and committed criminal mischief.

8/24 – Theft \$100-\$750 – Academy Sports. An officer was requested to the location for a theft that occurred the day before. A male and female selected several items then entered the fitting rooms. After they left several tags were located in the rooms. Video has been obtained.

8/25 – Welfare Check – Heights of Bulverde. An officer was requested to the location for a resident stating she unwilling had sex with a staff member. The resident changed their story multiple times. The resident has Alzheimer’s and Dementia with little cognitive skills.

8/25 – Traffic Stop / Warrant Service – Hwy 281. A vehicle was stopped for an equipment violation. The driver was found to have warrants with BMC. The driver was able to get online and pay on the warrants.

8/26 – Theft \$0-\$100 – Ay Chiwawa. An officer was requested to the location for two thieves who stopped by and ate a meal then walked out with no attempt to pay. The two were captured on video and will soon be on social media.

8/26 – Theft \$100-\$750 – Home Depot. An officer was requested for a theft that occurred on July 4th. Video shows a subject take a generator out of the store without paying. A license plate was obtained and is under review.

8/26 – Traffic Stop / Warrant Service – Hwy 281. A vehicle was stopped for speeding on Hwy 281. While on the stop, the officer located a warrant with BMC that was outstanding. The driver was escorted to city hall where they paid on the warrant.

8/27 – Trespassing – 7-Eleven. An employee at the location states there are a group of people that come in every night around 2am that he would like to keep out of the store due to possible theft. The subjects showed up at 2am and were trespassed by an officer.

8/27 – Criminal Mischief – Planet Fitness. An officer was requested to the location for damage to a car. Reporting party states they came out from the gym to find their car scratched and their door handle broken.

8/27 – Disorderly Conduct – Bulverde Middle School. A student brought a knife to school and displayed it to another student in an attempt to send a message that he’s not to be messed with. The student was arrested and processed at the police department then released to his parent at the direction of juvenile probation.

8/28 – Found Property – Hwy 46. An employee from Webber Construction came into the lobby to advise of a found pistol while excavating on Hwy 46. The pistol was damaged to the point that it will not function. A serial number was located which returned with no record. The gun will be destroyed.

8/29 – Traffic Stop / Possession Drug Paraphernalia – Bulverde Road. A vehicle was stopped for speeding. The vehicle smelled of weed which prompted a PC search, which located paraphernalia. The contraband was then exchanged for a citation.

8/30 – Duty Upon Striking Unattended Vehicle – Planet Fitness Parking Lot. A patron of the business parked out at the end of the lot to avoid damage to his truck only to come out and find someone struck his vehicle and drove away.

8/30 – Disturbance / Emergency Detention – Oak Village North. Officers were dispatched for a disturbance between a parent and an adult child. The 20-year-old male was also suicidal. After being told he was going to get help under an ED order, he became physical with officers. He was eventually sedated by EMS and transported to the hospital.

8/31 – Threats / Dispute – Sonic Drive Inn. An officer was requested to the location after a manager sent harassing messages to an employee at the same location. The message made no clear threats but was harassing in nature. A report was completed.

8/31 – Abandoned Vehicle – Hwy 281. A vehicle was left on the roadway partially blocking a lane of travel. Due to weather conditions and visibility, the vehicle was impounded for public safety.

Routine Calls for Service

Assist CCSO
Business and Residential Traffic Hazards
Suspicious Vehicles
Possession Drug Paraphernalia
Reckless Drivers
Disturbance (domestic)
Welfare Concern
Traffic Hazards
Suspicious Circumstances
Civil Matters
Traffic Control
Assist Citizens
Blue Form Crashes
Abandoned Vehicle
Disturbance (unknown)
911 Hang-ups
Disturbance (noise)
Animal Control
Warrant Service
Assist City Hall
Lost Property
Shots Fired
Assist Fire/EMS
Loose Livestock
Trespassing
Harassment
Criminal Mischief



Unaudited Financial Information

FY 2025

YTD Through July 2025

Bank Account Balances

	3/31/2025	4/30/2025	5/30/2025	6/30/2025	7/31/2025	8/30/2025	Current month Interest Earned	+ / (-)
Operating Cash	\$ 998,891.46	\$ 787,591.07	\$ 689,208.34	\$ 413,409.24	\$ 547,032.42	\$ 606,716.38	\$ 177.38	Ad Valorem funds received at beginning of the year.
1st United Bank-MM	\$775,415.81	\$26,382.90	\$ 4,807.46	\$ 5,012.81	\$ 5,026.96	\$ 5,038.83	\$ 38.83	
1st United Bank-MM (HY)	\$2,003,309.58	\$1,008,550.91	\$ 1,339,870.22	\$ 1,641,661.85	\$ 1,642,498.42	\$ 1,643,335.42	\$ 837.00	
Texas Class - Operating	\$2,290,960.91	\$4,299,815.30	\$ 4,315,942.04	\$ 4,331,584.54	\$ 4,347,823.75	\$ 4,364,063.79	\$ 16,240.04	04/25-Transferred \$2Mil from 1ST United MM to TX Class.
Texas Class - Hot	\$20,625.82	\$20,701.17	\$ 20,778.82	\$ 20,854.13	\$ 20,932.32	\$ 21,010.50	\$ 78.18	
Texas Class - Child Safety	\$85,941.76	\$86,255.64	\$ 86,579.14	\$ 86,892.94	\$ 87,218.71	\$ 87,544.47	\$ 325.76	
Texas Class - MC Sec Fund	\$137,506.36	\$138,008.58	\$ 138,526.19	\$ 139,028.28	\$ 139,549.51	\$ 140,070.77	\$ 521.26	
Texas Class - MC Technology	\$194,800.65	\$195,512.12	\$ 196,245.39	\$ 196,956.64	\$ 197,695.07	\$ 198,433.51	\$ 738.44	
Texas Class - Reserve	\$229,177.19	\$230,014.23	\$ 230,876.93	\$ 231,713.71	\$ 232,582.42	\$ 233,451.16	\$ 868.74	
Texas Class - Drainage	\$229,177.19	\$230,014.23	\$ 230,876.93	\$ 231,713.71	\$ 232,582.42	\$ 233,451.16	\$ 868.74	
Logic - Operating	\$285,963.97	\$287,010.17	\$ 288,088.17	\$ 289,132.44	\$ 290,215.29	\$ 291,298.43	\$ 1,083.14	
Logic - CSLFRF	\$730,454.08	\$733,126.46	\$ 735,880.02	\$ 738,547.46	\$ 741,313.45	\$ 744,080.21	\$ 2,766.76	
Mm - Police Seizures	\$56,416.40	\$56,434.95	\$ 56,454.12	\$ 62,401.33	\$ 62,422.53	\$ 62,875.80	\$ 21.27	
Bank Balances	\$ 8,038,641.18	\$ 8,099,417.73	\$ 8,334,133.77	\$ 8,388,909.08	\$ 8,546,893.27	\$ 8,631,370.43	\$ 24,565.54	

Sales Tax - 1% General Fund

	FY 2025	FY 2024	FY 2023	FY 2022
OCT	\$271,756	\$263,943	\$249,509	\$214,493
NOV	\$311,567	\$285,936	\$284,127	\$297,044
DEC	\$301,006	\$279,566	\$266,161	\$217,162
JAN	\$289,351	\$283,866	\$261,831	\$242,738
FEB	\$493,520	\$312,668	\$312,410	\$282,361
MAR	\$269,262	\$250,698	\$247,604	\$229,283
APR	\$246,803	\$261,534	\$233,320	\$208,212
MAY	\$304,238	\$319,603	\$305,919	\$286,139
JUN	\$297,101	\$290,798	\$298,608	\$270,595
JUL	\$290,296	\$294,594	\$290,236	\$265,817
AUG	\$298,585	\$305,114	\$305,318	\$256,993
SEP		\$300,933	\$287,224	\$262,154
Total	\$3,373,483	\$3,449,254	\$3,342,267	\$3,032,991
Budget	\$3,120,000	\$2,700,000	\$2,600,000	\$2,404,200

Sales Tax YTD has increased \$225,162 or 7.15% over FY24; 17.95% of FY25 YTD Budget.

August sales tax collections decreased \$6,528.59 or 2.14% under August FY24.

February sales tax collections included additional audit revenue of \$134,000.

Minus audit revenue, Sales Tax YTD collections increased \$91,162 or 2.90% over FY24; 13.27% over FY25 YTD Budget.

General Fund

Unaudited YTD Through July 2025 (83% of fiscal year)

Revenues

Revenue collections for July are \$570,555

YTD Revenue collections through July 2025 are \$9,258,422 or 96.80% of budget

- Higher than budgeted Sales Tax revenue > \$513,483 includes \$134,000 audit revenue
- Planning permit revenues > \$54,000.
- Delinquent Ad Valorem taxes > \$18,934.
- Recognition of Covid revenue \$681,958.
- Sale of surplus Vehicle \$7,000.

Expenditures

Expenditures for July are \$617,854

- Normal operational expenditures with the exception of the Septic System and Chamber repairs due to the excessive water during July 4th weekend.

YTD Expenditures through July 2025 are \$7,291,269 or 77.35% of budget

- PD Bridge Project final payment made in July

General Fund

Unaudited YTD Through July 2025 (83% of fiscal year)

	Current Year Budget FY25	Year To Date Expense/Rev July 2025	% Balance Remaining	Prior Year To Date Expense/Rev July 2024	Variance vs. Last Year
<u>Revenues</u>					
Property Tax	3,758,700	3,765,928	-0.19%	3,016,466	749,462
Sales Tax	3,150,000	2,522,904	19.91%	2,322,761	200,144
Business & Franchise	395,000	286,131	27.56%	258,171	27,960
License & Permits	852,500	690,938	18.95%	832,345	(141,406)
Miscellaneous	480,000	1,185,594	-147.00%	456,096	729,498
Fines and Forfeitures	726,600	581,527	19.97%	445,680	135,847
Reimbursements	1,500	4,754	-216.92%	4,985	(231)
Donations	5,000	6,500	-30.00%	-	6,500
Investments	100,000	148,239	-48.24%	176,395	(28,156)
Grant Proceeds	94,938	65,906	30.58%	48,322	17,584
Total Revenue	9,564,238	9,258,422	3.20%	7,561,220	1,697,202

General Fund

Unaudited YTD Through July 2025 (83% of fiscal year)

	Current Year Budget FY25	Year To Date Expense/Rev July 2025	% Balance Remaining	Prior Year To Date Expense/Rev July 2024	Variance vs. Last Year
<u>Expense</u>					
Administration	630,301	515,998	18.13%	596,602	(80,604)
Mayor & Council	17,500	13,943	20.32%	5,571	8,372
Municipal Court	339,553	264,402	22.13%	310,025	(45,623)
Non Departmental Function	865,688	727,949	15.91%	905,253	(177,304)
Public Safety	2,880,148	2,202,081	23.54%	2,109,023	93,058
Code Compliance	44,839	44,839	0.00%	50,207	(5,368)
Public Works	639,939	333,486	47.89%	425,841	(92,355)
Parks & Recreation	183,500	149,087	18.75%	335,882	(186,795)
Planning & Development	422,589	349,350	17.33%	221,172	128,178
Visitor Event Center	2,000	-	100.00%	314	(314)
Professional Services & Fees	1,085,650	760,967	29.91%	1,066,329	(305,362)
Transfer Out	2,315,000	1,929,167	16.67%	1,250,000	679,167
Total Expense	9,426,707	7,291,269	22.65%	7,276,220	15,049

Fund Balances
Unaudited YTD Through July 2025
(83% of fiscal year)

General Fund	12,347,185
General Fund Capital	(5,683,633)
Right of Way Acquisition	333,333
Seized Funds	62,776
Hotel/Motel Tax	81,040
Child Safety Fund	135,567
MC Security Fund	169,239
MC Local Youth Diversion	15,062
MC Technology Fund	192,305
Tree Preservation Fund	84,702
Lease Funds	14,517
Police Donations	29,780
Operating Reserves	632,582
Lewis Creek Drainage Fund	440,132
WWTP	6,447,532



Questions?



City of Bulverde

Public Works Department

City Council Report

City of Bulverde

Public Works Department – Monthly Report

Month of August 2025

Submitted by: Aaron Martinez, Public Works Director

Tree & Vegetation Maintenance

- Trimmed vegetation obstructing traffic signs at Majado Pass, Sierra Vista Dr, and Wildridge Terrace.
- Removed brush and scrub vegetation from ROW and drainage ditches in Persimmon Hill, Brand Rd, and along Bulverde Rd.
- Conducted trimming and mowing along US 281, Wiley Rd, Blanco Rd @ Bella Oaks, and Bulverde Rd near the airport runway.
- Cleared and improved sight distance along Casey Rd near Flatrock.

Drainage & Ditch Maintenance

- Regraded bar ditch at Bulverde Community Park overflow parking entrance to resolve standing water.

Right-of-Way Maintenance

- Removed brush blocking line of sight near 600 block of Bulverde Rd strip center.
- Mowed, trimmed, sprayed invasive weeds, and cleared ROW at multiple high-traffic corridors (US 281, Blanco Rd, Bulverde Rd, and 46 crossing).
- Removed vines and trees from ROW in front of airport runway.
- Identified and ordered replacement for a crumbling manhole cover at Hwy 46 and Bulverde Crossing.

City Hall & Police Department

- Coordinated with Waste Connections to remove large brush pile behind PD. Three 40-yard dumpsters filled, using rented skid steer. Removed over **20 tons** of brush piles
- Created designated material storage area behind PD for gravel, road base, and soil.
- Repaired large hole near septic leach field.

Parks

Bulverde Community Park

- Routine trimming, mowing, and weed control performed.
- Removed wire and T-posts around trees, trimmed lower limbs near baseball diamond.
- Playground Improvements: New swing set delivered and preconstruction meeting held 8/11. Full playground replacement scheduled to begin 9/2/25 with 2–3 week installation timeline.
- **Playground new playground installation began Aug 29th.**
- **Splash Pad Turned off for the remainder of the year. As of Sept 2, 2025**

Kraweitz Park

- Ongoing vegetation and maintenance support.

10 Acres Park

- Covered two open building entrances with plywood for safety/security.

Roads-N/A

Equipment & Vehicles

- Purchased new tires for utility trailer and dump trailer (multiple tires replaced due to blowouts, cracks, and low tread).
- Prepared spare tire and rim for dump trailer which previously had none.

Bandit Signs

- Removed 30 unauthorized signs by 8/14 and 76 unauthorized signs by 8/21 along Bulverde ROW.

Additional Updates

- Auctioned old furniture from Noaks Ark-Closed down unit leaving one unit as storage.
- PW Director attended Texas Floodplain Manager Association Technical Session

These minutes have been prepared to satisfy the requirements of Section 551.021 of the Texas Government Code. Audio recordings of most City meetings can be obtained at www.bulverdetx.gov.

**City of Bulverde, Texas
City Council Meeting
Tuesday, August 12, 2025
Meeting Duration: 6:31 PM to 9:57 PM**

CALL THE MEETING TO ORDER

Mayor Helen Hays called the meeting to order at 6:31 PM.

Members of City Council Present:

Mayor Helen Hays
Council Member Jason Krawietz, Place 1
Council Member Francesca Watson, Place 2
Council Member Ted Hawkins, Place 3
Council Member Clint Hays, Place 4
Mayor Pro Tem Joe Alexandre, Place 5

Members of City Council Absent:

Council Member Christopher Goth, Place 6

City Staff Present: City Manager Mike Castro, City Attorney Matthew Grove, City Secretary Sandra V. Ham, Chief of Police Gary Haecker, Public Works Director Aaron Martinez, Finance Director Sharon Nelson, and Planner Bailey Dorn

REPORTS AND PRESENTATIONS

- 2.A. Police Department: Summary of July 2025 Activities**
Report given by Police Chief Gary Haecker.
- 2.B. Finance Department: Monthly Financial Report**
Report given by Finance Director Sharon Nelson.
- 2.C. Public Works Department: Summary of July 2025 Activities**
Report given by Public Works Director Aaron Martinez.
- 2.D. Parks & Recreation: Report from Parks & Recreation Advisory Board**
Report given by Parks & Recreation Advisory Board Member Angie Krawietz.
- 2.E. City Manager's Monthly Report**
Report given by City Manager Mike Castro.

CONSENT AGENDA ITEMS

- 3.A. Consider approval of the Regular City Council Meeting Minutes from July 8, 2025.**
- 3.B. Consider approval of the Special City Council Meeting Minutes from the following special meeting dates:**

- a. July 10, 2025
- b. July 24, 2025

3.C. Consider approval of a resolution adding City Manager N. Michael Castro as signer of the City of Bulverde's bank and investment accounts.

3.E. Receive the City of Bulverde Investment Summary Report as of June 30, 2025.

Motion: Council Member, Place 4 Hays made a motion seconded by Council Member, Place 1 Krawietz to approve the Consent Agenda.

Vote: Motion carried (4) ayes to (0) nays.

Item 3.D. was removed from the Consent Agenda for further consideration by Council under Regular Agenda Items.

REGULAR AGENDA ITEMS

3.D. Consider approval of a resolution of the City of Bulverde, Texas adopting an Investment Policy.

Motion: Council Member, Place 4 Hays made a motion seconded by Council Member, Place 1 Krawietz to postpone approval of a resolution of the City of Bulverde, Texas adopting an Investment Policy, to be considered at the September 4, 2025 Special City Council meeting.

Vote: Motion carried (6) ayes to (0) nays.

4.A. Discussion and possible approval of an Ordinance of the City Council of the City of Bulverde, Texas granting a Special Event Permit to Bulverde Musik in the Park for the use of the Bulverde Community Park on September 13, October 4, and October 25, 2025, and a waiver or modification to Chapter 16, Section 16.01.001 and Chapter 15, Section 15.03.001(c)(3), 15.02.008, 15.03.002, and 15.02.009(17), Code of Ordinances of the City of Bulverde Texas to waive food truck permit fees, waive personal liability; allow the use of vehicles to access the gazebo; waive established fees; and operate or use noise-producing devices.

Motion: Council Member, Place 2 Watson made a motion seconded by Council Member, Place 4 Hays to postpone approval of an Ordinance of the City Council of the City of Bulverde, Texas granting a Special Event Permit to Bulverde Musik in the Park for the use of the Bulverde Community Park on September 13, October 4, and October 25, 2025, and a waiver or modification to Chapter 16, Section 16.01.001 and Chapter 15, Section 15.03.001(c)(3), 15.02.008, 15.03.002, and 15.02.009(17), Code of Ordinances of the City of Bulverde Texas to waive food truck permit fees, waive personal liability; allow the use of vehicles to access the gazebo; waive established fees; and operate or use noise-producing devices, to be considered at the August 19, 2025 Special City Council meeting.

Vote: Motion carried (5) ayes, (0) nays, and (1) abstention, with Council Member, Place 1 Krawietz abstaining.

4.B. Consider and take action on an Interlocal Agreement between the City of Bulverde and Comal Independent School District for the provision of law enforcement services.

Motion: Council Member, Place 4 Hays made a motion seconded by Council Member, Place 5 Alexandre to postpone action on an Interlocal Agreement between the City of Bulverde and Comal Independent School District for the provision of law enforcement services, to be considered at the August 19, 2025 Special City Council meeting.

Motion carried (6) ayes to (0) nays.

4.C. Consider and take action on the Proposed 2025 Tax Rate.

Motion: Mayor Hays made a motion seconded by Council Member, Place 4 Hays to proceed with the De Minimis rate of \$0.259798 per \$100.00 for the 2025 Tax Rate.

Vote: City Secretary Sandra Ham took a roll call vote:
Council Member, Place 1 Krawietz – AYE
Council Member, Place 2 Watson – AYE
Council Member, Place 3 Hawkins – AYE
Council Member, Place 4 Hays – AYE
Mayor Pro Tem, Place 5 Alexandre – AYE
Council Member, Place 6 Goth – ABSENT
Mayor Hays – AYE

Motion carried unanimously (6) ayes to zero (0) nays.

4.D. Consider and take action on scheduling Public Hearing and Adoption Dates for the FY2025-2026 Budget and Tax Rates.

Motion: Council Member, Place 4 Hays made a motion seconded by Council Member, Place 1 Krawietz to take action on scheduling the FY2025-2026 Budget and Tax Rates Public Hearings on September 4, 2025 and Adoption Dates on September 9, 2025.

Vote: City Secretary Sandra Ham took a roll call vote:
Council Member, Place 1 Krawietz – AYE
Council Member, Place 2 Watson – AYE
Council Member, Place 3 Hawkins – AYE
Council Member, Place 4 Hays – AYE
Mayor Pro Tem, Place 5 Alexandre – AYE
Council Member, Place 6 Goth – ABSENT
Mayor Hays – AYE

Motion carried unanimously (6) ayes to zero (0) nays.

PUBLIC COMMENTS NOT RELATED TO POSTED AGENDA ITEMS

Mayor Helen Hays opened the meeting for public comments not related to posted agenda items at 7:44 PM. Five (5) comments were received by Council. Mayor Hays closed the public comments at 7:55 PM.

REPORTS BY ELECTED OFFICIALS AND CITY STAFF ON ITEMS OF COMMUNITY INTEREST

Mayor Hays welcomed the new City Manager Mike Castro. Mayor Hays also urged all to be cautious of fire dangers due to the current water drought.

Mayor Pro Tem, Place 5 Alexandre expressed appreciation to Danny Batts for his service as interim City Manager.

EXECUTIVE (CLOSED) SESSION

At 7:58 PM the City Council convened into Executive Session to discuss the following:

- 7.A. Pursuant to Tex. Gov't Code Ann. § 551.071 (Consultation with Attorney) the City Council will meet in private consultation with legal counsel to seek the advice of its attorneys about pending or contemplated litigation, a settlement offer, and/or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas conflicts with Chapter 551 of the Government Code; to wit:**
- i Franco & Huerta v. City of Bulverde, Texas and Charles West, CA No 5:24-CV-00708-OLG, In the United States District Court, Western District of Texas – San Antonio Division
 - ii Oak Village North Fire Station
 - iii Ventana Phases II and III MDP
 - iv Amendments to Chapter 1 of the City's Code of Ordinances
- 7.B. Pursuant to Tex. Gov't Code Ann. § 551.074 (Personnel Matters), the City Council will deliberate in Executive (Closed) Session to deliberate the appointment, employment, evaluation, and duties of the City Manager.**

ACTION ITEMS AFTER EXECUTIVE (CLOSED) SESSION

At 9:56 PM the City Council reconvened from Executive Session and took the following action on items discussed in Executive Session.

- 8.A. Consider and take possible action on items as discussed in Executive Session.**
- i Franco & Huerta v. City of Bulverde, Texas and Charles West, CA No 5:24-CV-00708-OLG, In the United States District Court, Western District of Texas – San Antonio Division.

- ii. Oak Village North Fire Station
- iii. Ventana Phase II and Phase III MDP
- iv. Amendments to Chapter 1 of the City's Code of Ordinances

No action taken.

ADJOURNMENT

9:57 PM

There being no further business to come before the City Council, the meeting was adjourned.

Sandra V. Ham
City Secretary

These minutes have been prepared to satisfy the requirements of Section 551.021 of the Texas Government Code. Audio recordings of most City meetings can be obtained at www.bulverdetx.gov.

**City of Bulverde, Texas
City Council Meeting
Tuesday, August 19, 2025
Meeting Duration: 6:30 PM to 7:32 PM**

CALL THE MEETING TO ORDER

Mayor Helen Hays called the meeting to order at 6:31 PM.

Members of City Council Present:

Mayor Helen Hays
Council Member Jason Krawietz, Place 1
Council Member Francesca Watson, Place 2
Council Member Ted Hawkins, Place 3
Council Member Clint Hays, Place 4
Mayor Pro Tem Joe Alexandre, Place 5
Council Member Christopher Goth, Place 6

Members of City Council Absent:

City Staff Present: City Manager Mike Castro, City Secretary Sandra V. Ham, Planning Director Danny Batts, Chief of Police Gary Haecker, and Finance Director Sharon Nelson

REGULAR AGENDA ITEMS

- 2.A. Hold a Public Hearing and consider an ordinance of the City of Bulverde, Texas approving a Special Use Permit at 4400 US Hwy 281 N, Suite 1, Spring Branch, TX 78070 to permit the operation of Theater/stage/live performance venue – Outside as an accessory use; amending the zoning ordinance; directing the amendment of the zoning map; repealing conflicting ordinances; and providing a severability clause and an effective date.**

Motion: Council Member, Place 6 Goth made a motion seconded by Council Member, Place 4 Hays to approve an ordinance of the City of Bulverde, Texas approving a Special Use Permit at 4400 US Hwy 281 N, Suite 1, Spring Branch, TX 78070 to permit the operation of Theater/stage/live performance venue – Outside as an accessory use; amending the zoning ordinance; directing the amendment of the zoning map; repealing conflicting ordinances; and providing a severability clause and an effective date, as recommended by the Planning & Zoning Commission.

Vote: Motion carried (7) ayes to (0) nays.

- 2.B. Hold a Public Hearing and consider an ordinance establishing the zoning for approximately 0.201 square miles of land generally located south and east of the Belle Oaks Ranch subdivision, north of the Monteola subdivision, and West of the Centennial Ridge subdivision, adjacent to the City of Bulverde, Texas.**

Motion: Mayor Pro Tem, Place 5 Alexandre made a motion seconded by Council Member, Place 1 Krawietz to approve an ordinance establishing the zoning for approximately 0.201 square miles of land generally located south and east of the Belle Oaks Ranch subdivision, north of the Monteola subdivision, and West of the Centennial Ridge subdivision, adjacent to the City of Bulverde, Texas.

Vote: Motion carried (7) ayes to (0) nays.

2.C. Discussion and possible approval of an Ordinance of the City Council of the City of Bulverde, Texas granting a Special Event Permit to Bulverde Musik in the Park for the use of the Bulverde Community Park on September 13, October 4, and October 25, 2025, and a waiver or modification to Chapter 16, Section 16.01.001 and Chapter 15, Section 15.03.001(c)(3), 15.02.008, 15.03.002, and 15.02.009(17), Code of Ordinances of the City of Bulverde Texas to waive food truck permit fees, waive personal liability; allow the use of vehicles to access the gazebo; waive established fees; and operate or use noise-producing devices.

Motion: Council Member, Place 2 Watson made a motion seconded by Council Member, Place 4 Hays to approve an ordinance of the City Council of the City of Bulverde, Texas granting a Special Event Permit to Bulverde Musik in the Park for the use of the Bulverde Community Park on September 13, October 4, and October 25, 2025, and a waiver or modification to Chapter 16, Section 16.01.001 and Chapter 15, Section 15.03.001(c)(3), 15.02.008, 15.03.002, and 15.02.009(17), Code of Ordinances of the City of Bulverde Texas to waive food truck permit fees, waive personal liability; allow the use of vehicles to access the gazebo; waive established fees; and operate or use noise-producing devices, subject to the execution of a hold harmless agreement and the obtainment of liability insurance for the special event.

Vote: Motion carried (6) ayes, (0) nays, and (1) abstention, with Council Member, Place 1 Krawietz abstaining.

2.D. Consider and take action on an Interlocal Agreement between the City of Bulverde and Comal Independent School District for the provision of law enforcement services.

Motion: Council Member, Place 2 Watson made a motion seconded by Council Member, Place 1 Krawietz to approve an Interlocal Agreement between the City of Bulverde and Comal Independent School District for the provision of law enforcement services.

Vote: Motion carried (7) ayes to (0) nays.

EXECUTIVE (CLOSED) SESSION

At 6:55 PM the City Council convened into Executive Session to discuss the following:

3.A. Pursuant to Tex. Gov't Code Ann. § 551.071 (Consultation with Attorney) the City Council will meet in private consultation with legal counsel to seek the advice of its attorneys about pending or contemplated litigation, a settlement offer, and/or on a

matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas conflicts with Chapter 551 of the Government Code; to wit:

- i Amendments to Chapter 1 of the City's Code of Ordinances
- ii Franco & Huerta v. City of Bulverde, Texas and Charles West, CA No 5:24-CV-00708-OLG, In the United States District Court, Western District of Texas – San Antonio Division

ACTION ITEMS AFTER EXECUTIVE (CLOSED) SESSION

At 7:30 PM the City Council reconvened from Executive Session and took the following action on items discussed in Executive Session.

4.A. Consider and take possible action on items as discussed in Executive Session.

- i Amendments to Chapter 1 of the City's Code of Ordinances
 - Motion:** Council Member, Place 4 Hays made a motion seconded by Mayor Pro Tem, Place 5 Alexandre to direct the City Manager to add an ordinance amending Chapter 1 of the City's Code of Ordinances for consideration onto the September 9, 2025 Regular City Council meeting agenda.
 - Vote:** Motion carried (7) ayes to (0) nays.
- ii Franco & Huerta v. City of Bulverde, Texas and Charles West, CA No 5:24-CV-00708-OLG, In the United States District Court, Western District of Texas – San Antonio Division
 - Motion:** Council Member, Place 2 Watson made a motion seconded by Council Member, Place 4 Hays to approve action to mediate the settlement agreement with Huerta and Franco, and authorize the Mayor, City Manager, or designee to take any other actions necessary to fulfill and complete the final settlement, and authorize the Mayor to execute all related settlement documents.
 - Vote:** Motion carried (7) ayes to (0) nays.

ADJOURNMENT

7:32 PM

There being no further business to come before the City Council, the meeting was adjourned.

Sandra V. Ham
City Secretary

These minutes have been prepared to satisfy the requirements of Section 551.021 of the Texas Government Code. Audio recordings of most City meetings can be obtained at www.bulverdetx.gov.

**City of Bulverde, Texas
City Council Meeting
Tuesday, August 19, 2025
Meeting Duration: 7:32 PM to 8:56 PM**

CALL THE MEETING TO ORDER AND ROLL CALL OF MEMBERS OF EACH ENTITY

Mayor Helen Hays called the meeting to order at 7:32 PM.

Members of City Council Present:

Mayor Helen Hays
Council Member Jason Krawietz, Place 1
Council Member Francesca Watson, Place 2
Council Member Ted Hawkins, Place 3
Council Member Clint Hays, Place 4
Mayor Pro Tem Joe Alexandre, Place 5
Council Member Christopher Goth, Place 6

Members of City Council Absent:

Members of Planning & Zoning Commission Present:

Chair Ashley Cartier
Commissioner Jeffrey Burrier
Commissioner James Flavin
Commissioner Michelle Molina
Commissioner Fred Perry
Commissioner Gregory Porter
Commissioner Jason Ewing (Alternate)

Members of Planning & Zoning Commission Absent:

Vice Chair Brad McCollum

City Staff Present: City Manager Mike Castro, City Secretary Sandra V. Ham, and Planning Director Danny Batts

REGULAR AGENDA ITEMS – JOINT MEETING

3.A. Discuss shared vision and goals for City Council and Planning and Zoning Commission collaboration during the development review process.

The Bulverde City Council and Planning & Zoning Commission held a workshop for the purpose of discussing the development review process.

No action taken.

ADJOURNMENT

8:56 PM

There being no further business to come before the City Council, the meeting was adjourned.

Sandra V. Ham
City Secretary



3.D
CITY COUNCIL ITEM
Action
Reschedule Meeting Date

MEETING DATE: September 9, 2025

AGENDA ITEM: Consider approval to reschedule the Regular City Council Meeting scheduled for November 11, 2025 to November 18, 2025 due to observance of Veterans Day federal holiday.

DEPARTMENT: Administration

PRESENTED BY: Mike Castro, City Manager

BACKGROUND:

In 2025, the Veterans Day federal holiday falls on Tuesday, November 11, 2025. The City of Bulverde will be closed in observance of this federal holiday.

Current City of Bulverde Ordinance No. 398, Section 3 states: "In the event that any particular regular meeting falls on a holiday, the meeting for that day may be rescheduled or cancelled as determined by the City Council."

RECOMMENDATION:

Approval of rescheduling of the November Regular City Council meeting date.

ATTACHMENTS:

-



4.B
CITY COUNCIL ITEM
Ordinance
Adopting FY 2025-26 Budget

MEETING DATE: September 9, 2025

AGENDA ITEM: Discuss and consider an Ordinance approving and adopting a budget for operating the municipal government of the City of Bulverde for the Fiscal Year beginning October 1, 2025 and ending on September 30, 2026.

DEPARTMENT: Administration

PRESENTED BY: Mike Castro, City Manager

BACKGROUND:

The fiscal year of the City shall begin on the first day of October and end on the last day of September on the next succeeding year. Such fiscal year shall also constitute the budget and accounting year.

In accordance with State Law, the budget shall be filed with the City Secretary and shall be open to public inspection by anyone interested. The budget was filed with the City Secretary on August 1, 2025.

State law also requires the Budget be adopted by a record vote.

A further requirement in the State law is that the budget must be adopted before the property tax rate can be approved. The public hearing on the proposed tax rate and ordinance adopting the property tax rate is also on the September 9th agenda following this budget item.

RECOMMENDATION:

Adoption of ordinance by Council by record vote.

ATTACHMENTS:

- Ordinance Approving and Adopting Budget
- Fiscal Year Budget 2025-26

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF BULVERDE, TEXAS ADOPTING THE ANNUAL BUDGET OF THE CITY OF BULVERDE FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2025, AND ENDING SEPTEMBER 30, 2026; MAKING APPROPRIATIONS FOR THE SUPPORT OF THE CITY OF BULVERDE FOR SUCH FISCAL YEAR; REPEALING CONFLICTING ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Bulverde, Texas evaluated potential sources of revenue to the City and expenditures necessary to maintain or promote the health, safety and welfare of the community;

WHEREAS, the City’s budget officer prepared the municipal budget for the City of Bulverde, Texas to cover the proposed expenditures of the municipal government for the following year in accordance with Texas Local Government Code §§ 102.002 and 102.003, such budget being attached hereto as Exhibit A and incorporated herein for all purposes (the “*Budget*”);

WHEREAS, the Budget was duly presented to the City Council following a public hearing ordered by the City Council and held in accordance with Texas Local Government Code § 102.006 and a public notice of said hearing was caused to be given by the City Council and said notice was published in the New Braunfels Herald Zeitung, a newspaper of general circulation in Comal County, in accordance with Texas Local Government Code § 102.0065, and said public hearing was held according to said notice;

WHEREAS, the City Council finds and determines that the passage of this Ordinance promotes the health, safety, and welfare of the public and the City of Bulverde;

WHEREAS, the City Council finds and determines that the meeting at which this Ordinance was passed was open to the public, that public notice of the time, place and purpose of said meeting was given as required by the Texas Open Meetings Act, Chapter 551, Texas Government Code;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BULVERDE, TEXAS THAT:

- 1. Findings of Fact.** The foregoing recitals are incorporated into this Ordinance by reference as findings of fact as if expressly set forth herein.
- 2. Enactment.** The Budget, attached hereto as Exhibit A, is hereby approved and adopted as the budget for the City of Bulverde, Texas for the fiscal year beginning October 1, 2025, and ending September 30, 2026 in accordance with the following:

- A. The City Manager has the authority to change individual line items; however, each department’s total budget cannot be increased without approval of the Mayor and City Council;
 - B. The City Council reserves the right to amend the Budget for municipal purposes or as more accurate projected numbers become available in accordance with state law;
 - C. The City Manager is authorized to make all purchases on behalf of the City provided the amount of such purchase is less than \$50,000.00 and such purchase was provided for in the then current budget; and
 - D. The compensation of the Municipal Court Judge is hereby set at \$950.00 per sitting of the Municipal Court;
 - E. All appropriations reflected in the Budget are hereby made, subject to the foregoing.
3. **Repealer.** All ordinances, resolutions, or parts thereof that are in conflict or are inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict or inconsistency, and the provisions of this Ordinance shall be and remain controlling as to the matter regulated herein.
4. **Severability.** Should any section, subsection, sentence, provision, clause or phrase be held to be invalid for any reason, such holding shall not render invalid any other section, subsection, sentence, provision, clause, or phrase of this ordinance and same are deemed severable for this purpose.
5. **Effective Date.** This Ordinance shall be effective as of the date of adoption.

PASSED, APPROVED AND ADOPTED THIS _____ DAY OF _____, 2025.

APPROVED:

 Helen Hays, Mayor

ATTEST:

 Sandra V. Ham, City Secretary



This budget will raise more total property taxes than last year’s budget by an amount of \$688,430 which is a 20.09 percent increase from last year’s budget, and of that amount \$214,510 is the tax revenue to be raised from new property added to the tax roll this year.

The estimated tax rate required to cover the proposed budget is \$0.259798 per \$100 of valuation.

City Council Record Vote

The record vote of each member of the governing body by name voting on the adoption of the budget is as follows:

	FOR	AGAINST	ABSTAIN
Mayor Helen Hays	_____	_____	_____
Jason Krawietz, Council Member Place 1	_____	_____	_____
Francesca Watson, Council Member Place 2	_____	_____	_____
Ted Hawkins, Council Member Place 3	_____	_____	_____
Clint Hays, Council Member Place 4	_____	_____	_____
Joe Alexandre, Council Member Place 5	_____	_____	_____
Christopher Goth, Council Member Place 6	_____	_____	_____

The governing body will vote on the proposed rate on September 09, 2025.

Property Tax Rate Comparison per \$100 valuation

	FY 2024-2025	FY 2025-2026
Property Tax Rate	\$0.229807	\$0.259798
No New Revenue Rate	\$0.195618	\$0.226551
NNR – M&O Rate	\$0.195618	\$0.226551
Voter Approval Rate	\$0.203638	\$0.236221
Debt Rate	\$0.0	\$0.0
De Minimis Rate	\$0.229807	\$0.259798

Total debt obligation for the City of Bulverde secured by property taxes is **\$0.00.**

The above information is presented on the cover page of the City’s FY2025-26 budget to comply with requirements of section 102.005 of the Texas Local Government Code.

Account #	Account Description	2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed
GENERAL FUND				
REVENUE				
100-43011	Ad Valorem Taxes	3,020,227.48	3,723,700.00	4,223,700.00
100-43012	Delinquent Collections	(5,104.99)	15,000.00	15,000.00
100-43013	Penalty & Interest	27,456.48	20,000.00	25,000.00
100-43015	Debt Service		-	-
100-43051	Sales Tax	3,482,696.94	3,120,000.00	3,643,800.00
100-43052	Mixed Beverage	42,842.04	30,000.00	39,000.00
100-43101	GVTC Franchise Tax	36,061.43	40,000.00	35,000.00
100-43102	CPS Franchise Tax	208,044.99	150,000.00	218,000.00
100-43103	Pedernales Coop Franchise Tax	100,115.03	75,000.00	108,000.00
100-43104	TW/Charter Franchise Tax	37,418.03	35,000.00	37,000.00
100-43105	Waste Connections	69,987.29	60,000.00	89,000.00
100-43106	Other Franchise Fees	7,504.80	10,000.00	4,000.00
100-43107	Texas Water Company	36,620.65	25,000.00	36,000.00
100-43201	Building Permits 1	858,221.31	600,000.00	301,800.00
100-43202	Driveways	11,317.68	5,000.00	8,000.00
100-43203	Sign Permits	18,603.58	10,000.00	22,000.00
100-43204	Other Permits	132,452.73	50,000.00	70,500.00
100-43205	License Permits	450.00	-	-
100-43206	Health Inspections	15,510.00	10,000.00	14,000.00
100-43210	Special Use Permit	5,250.00	1,000.00	10,000.00
100-43212	Zoning	12,464.00	10,000.00	1,200.00
100-43215	Platting Fees	51,546.54	150,000.00	220,000.00
100-43220	Fire Alarms	200.00	-	-
100-43221	Fire Sprinklers/Alarms/Inspections	7,675.30	1,000.00	6,950.00
100-43222	Fire Inspections	1,071.62	500.00	
100-43225	Tree Preservation	5,170.52		
100-43230	Park Reservations	18,369.67	15,000.00	19,000.00
100-43400	Court Revenues - Other	177,761.58	-	68,000.00
100-43401	Fines Collected	564,835.25	600,000.00	593,000.00
100-43402	Local Jury Fund	75.87	-	300.00
100-43403	Local Youth Diversion	3,736.19		
100-43404	DCS Fees-Admin Fees	1,187.91	15,000.00	3,500.00
100-43405	MC Security Fund		-	
100-43406	MC Technology Fund		-	
100-43407	TFC-Local Traffic Fee	986.42	7,500.00	3,500.00
100-43408	Time Payment Reimbursement Fee	843.00	1,500.00	1,200.00
100-43409	OmniBase Reimbursement Fee-FTA	4,954.26	-	3,500.00
100-43410	State Traffic Fine(STF/Stf2)	869.64	5,000.00	3,500.00
100-43413	Judicial Support Fee - City	35.52	500.00	200.00
100-43414	Indigent Defense Fee - City		100.00	-
100-43415	Civil Justice Fee - City	0.12	-	2.00
100-43417	Local Truancy Prevention & Diversion Fund		15,000.00	-
100-43418	Failure to Appear - FTA - City		3,000.00	-
100-43420	Combined Court Cost		30,000.00	-
100-43421	Municipal Jury Funds	312.76	500.00	60.00
100-43425	Arrest Fees	4,336.65	15,000.00	16,000.00
100-43426	Warrant Fees	10,533.17	35,000.00	67,000.00
100-43427	Youth Admin Fee			

Account #	Account Description	2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed
100-43501	Miscellaneous	38,290.24	15,000.00	10,000.00
100-43502	Animal Control Fines		-	-
100-43503	Child Safety Fund		-	-
100-43504	Donations		-	-
100-43505	Conference Center	25,719.94	25,000.00	25,000.00
100-43506	Insurance Proceeds	14,336.87	-	1,000.00
100-43507	Credit Card Fees	34,459.31	30,000.00	14,000.00
100-43508	Tree Settlement - Belle Oaks		-	
100-43701	MM & Operating Acct Int Income	15,580.09	10,000.00	7,000.00
100-43702	CD Interest Income		-	-
100-43705	Investment Pool Interest	210,819.56	100,000.00	160,000.00
100-43803	LEOSE - Grant		-	
100-43804	Home Land Security		-	
100-43805	Park Fund		-	
100-43806	Grant Revenue		-	
100-43807	Dept Of Justice - Grants		-	
100-43808	Tree Preservation		-	
100-43809	Comal - ISD	168,471.84	400,000.00	350,000.00
100-43810	Fema		-	
100-43811	Waste Water Expansion Fees		-	
100-43812	Canyon Lake Water Easement		-	
100-43813	PD Grant	67,877.06	-	
100-43814	CSLFRF	633,902.64	-	
100-43849	WWTP	-	-	
100-43850	Other Rev/Fin - Lease Purchase	-	-	
100-43852	Sale of Surplus Equipment / Vehicles	-	-	
100-43901	Bank Rec Adj	-	-	
100-43915	Road Fund	-	-	
100-43917	Fund Trans - Tree Prev (350)	-	-	
100-43918	Fund Trans - Drainage (500)	-	-	
100-43921	Park Fund Raising/Donations	-	-	
100-43940	Fund Balance - Undesignated	-	-	
100-43997	Transfer In-Tree Pres Fund	-	-	
100-43998	Transfer In - Hotel/Motel	-	-	
100-43999	Transfers In - Special Rev	-	-	
	Total	\$ 10,182,099.01	\$ 9,464,300.00	\$ 10,473,712.00

Account #	Account Description	2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed
ADMINISTRATION				
100-10-54101	Salaries	518,060.69	449,658.61	438,000.00
100-10-54102	FICA	61,626.11	36,082.31	33,428.00
100-10-54103	TMRS	46,625.30	38,768.85	38,737.00
100-10-54104	Merit Increase - Discretionary		-	7,500.00
100-10-54105	TWC	708.45	355.16	189.00
100-10-54107	Group Health	64,376.25	52,321.84	41,000.00
100-10-54108	Uniforms	1,706.33	1,650.00	500.00
100-10-54110	Overtime	1,705.59	234.15	-
100-10-54115	Cell - Phone Rmb	2,250.00	2,190.00	1,560.00
100-10-54220	Office Supplies	4,246.94	5,272.50	7,000.00
100-10-54222	Postage	1,795.60	1,500.00	1,500.00
100-10-54500	Office Equipment	(3,031.39)	1,083.98	1,000.00
100-10-54221	Miscellaneous	202.82		
100-10-54223	Filing Fees	169.64	1,000.00	1,000.00
100-10-54226	Mileage	418.08	-	-
100-10-54346	Technical Support/Repair		-	
100-10-54350	Advertising	2,418.54	2,861.26	4,000.00
100-10-54351	Dues/Subscriptions	5,452.90	4,238.38	4,600.00
100-10-54352	Seminars/Training/Meetings	7,866.84	7,500.00	7,500.00
100-10-54353	Travel/Meals	2,667.57	3,000.00	3,000.00
100-10-54355	Election Costs		10,000.00	10,000.00
100-10-54340	Professional Services	(20,610.67)	1,000.00	-
100-10-54347	Software	4,846.18	6,000.00	6,000.00
100-10-54349	Resource Library	4,133.07	5,583.57	6,000.00
	Total	\$ 707,634.84	\$ 630,300.61	\$ 612,514.00

Account #	Account Description	2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed
MAYOR & COUNCIL				
100-15-54220	Office Supplies	2,555.17	1,650.00	1,500.00
100-15-54224	Public Relations	450.00	6,576.23	-
100-15-54346	Technical Support/Repair		-	
100-15-54351	Dues/Subscriptions	1,698.00	1,500.00	1,500.00
100-15-54352	Seminars/Training/Meetings	2,104.18	7,773.77	11,000.00
100-15-54335	Election Cost	3,761.30		
100-15-54380	Mayor/Alderman Expense	378.37		
100-15-54500	Office Equipment	15,043.64		
	Total	25,990.66	17,500.00	14,000.00

Account #	Account Description	2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed
MUNICIPAL COURT				
100-20-54101	Salaries	139,836.91	152,804.00	169,000.00
100-20-54102	FICA	10,956.30	12,261.73	13,000.00
100-20-54103	TMRS	15,380.73	14,530.30	15,000.00
100-20-54104	Merit Increase- Discretionary		-	5,000.00
100-20-54105	TWC	351.00	252.00	189.00
100-20-54107	Group Health	25,642.46	24,652.81	32,000.00
100-20-54108	Uniforms	306.45	150.00	225.00
100-20-54110	Overtime	715.84	500.00	1,000.00
100-20-54111	Court Bailiff			
100-20-54115	Cell - Phone Rmb		-	-
100-20-54220	Office Supplies	6,710.28	4,000.00	6,000.00
100-20-54222	Postage	2,157.29	4,000.00	4,000.00
100-20-54346	Technical Support/Repair		-	-
100-20-54347	Software	722.30	2,400.00	19,000.00
100-20-54349	Resource Library		100.00	300.00
100-20-54351	Dues/Subscriptions	165.00	400.00	400.00
100-20-54352	Seminars/Training/Meetings	1,900.93	2,500.00	2,500.00
100-20-54353	Interpreter		500.00	200.00
100-20-54354	Court Meals	1,609.90	5,000.00	5,000.00
100-20-54355	Travel/Meals	105.49		-
100-20-54386	Judge	23,750.00	33,400.00	28,000.00
100-20-54387	Prosecutor	38,175.83	77,552.26	45,000.00
100-20-54487	Court Refunds	320.00	2,000.00	2,000.00
100-20-54488	Jury		150.00	150.00
100-20-54500	Office Equipment	119.24	2,400.00	1,000.00
100-20-54502	Office Furniture	249.99		-
	Total	269,175.94	339,553.10	348,964.00

Account #	Account Description	2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed
NON-DEPARTMENTAL				
100-30-54109	Document Storage/Archive		4,815.00	5,000.00
100-30-54220	Office Supplies	17,552.73	12,688.19	10,000.00
100-30-54221	Employee Retention		-	5,000.00
100-30-54222	Unrec Bank Adj	(669.58)		
100-30-54227	Janitorial		10,720.00	12,000.00
100-30-54228	Banking Fees	2,945.11	2,200.00	2,400.00
100-30-54332	Electric	14,051.32	14,500.00	14,000.00
100-30-54333	Water	2,911.95	1,000.00	1,200.00
100-30-54334	Telephone	9,069.01	15,000.00	16,200.00
100-30-54336	Office Security/Alarm Sys	1,881.30	2,500.00	2,500.00
100-30-54337	Pest Control		2,000.00	2,000.00
100-30-54339	Credit Card Fees	40,418.65	14,000.00	15,000.00
100-30-54343	Building - Repair/Maintenance	98,524.56	-	2,000.00
100-30-54344	Equipment Repair			-
100-30-54345	Equipment Rental	16,584.34	8,500.00	8,000.00
100-30-54346	Technical Support/Repair	57,959.58	115,366.31	121,000.00
100-30-54347	Software	146,970.63	75,000.00	100,000.00
100-30-54349	Resource Library		-	-
100-30-54356	Landscaping Maint	3,269.63	4,000.00	-
100-30-54357	Community Events	6,566.70	5,500.00	5,500.00
100-30-54358	Economic Development Services	15,000.00	15,000.00	-
100-30-54359	Newsletter Publishing/Editing	106,177.13	126,000.00	112,200.00
100-30-54360	SH DEV REFUND	288,969.77	330,000.00	380,000.00
100-30-54390	General Liability Ins	10,405.25	4,300.00	4,800.00
100-30-54391	General Contents Ins	624.00	269.50	300.00
100-30-54392	Errors & Omissions	5,054.00	6,600.00	7,300.00
100-30-54393	Law Enforcement Liab	10,016.00	21,688.00	24,000.00
100-30-54394	Vehicle Liability	23,432.00	26,800.00	30,000.00
100-30-54395	Crime Coverage Fidelity	193.75	221.00	300.00
100-30-54398	Worker's Comp Ins	50,633.00	47,020.00	54,000.00
100-30-54500	Office Equipment	2,559.63		
100-30-54505	Other Machinery & Equip	243.15		
	Total	931,343.61	865,688.00	934,700.00

Account #	Account Description	2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed
PUBLIC SAFETY				
100-40-54101	Salaries	1,579,495.43	1,765,039.55	1,943,000.00
100-40-54102	FICA	127,355.02	143,566.21	152,000.00
100-40-54103	TMRS	168,889.99	166,840.97	178,000.00
100-40-54104	Merit Increase - Discretionary		-	52,200.00
100-40-54105	TWC	2,738.45	3,000.00	1,600.00
100-40-54107	Group Health	281,576.89	293,444.38	341,000.00
100-40-54108	Uniforms	13,135.18	12,905.00	12,000.00
100-40-54110	Overtime	27,446.69	42,600.00	35,000.00
100-40-54115	Cell Phone - Rmb	11,350.00	11,520.00	13,000.00
100-40-54116	Night Shift Pay			13,000.00
100-40-54117	Intermediate Certification	3,985.00	5,720.00	10,400.00
100-40-54118	Advanced Certification	11,755.00	12,480.00	16,400.00
100-40-54119	Masters Certification	9,975.00	21,840.00	12,360.00
100-40-54220	Office Supplies	6,373.35	10,000.00	12,000.00
100-40-54221	K-9 Supplies/Maint		1,228.00	-
100-40-54222	Postage	2,211.77	2,000.00	2,000.00
100-40-54224	Public Relations	426.90	4,500.00	2,000.00
100-40-54227	Janitorial		13,000.00	13,500.00
100-40-54332	Electric	9,431.02	11,000.00	15,000.00
100-40-54333	Water	6,392.46	9,400.00	10,000.00
100-40-54335	Patrol Computers Mdt	78,141.16	27,716.01	20,000.00
100-40-54336	Office Security/Alarm System		2,000.00	2,000.00
100-40-54337	Pest Control		1,800.00	2,000.00
100-40-54341	Fuel	73,528.88	100,000.00	100,000.00
100-40-54342	Vehicle - Repair/Maint	50,876.77	48,742.45	50,000.00
100-40-54343	Building - Repair/Maint	14,024.85	10,747.00	10,000.00
100-40-54344	Equipment Repair	4,013.50	2,500.00	2,500.00
100-40-54345	Equipment Rental	1,602.98	6,972.00	8,000.00
100-40-54346	Technical Support/Repair	11,657.28	2,253.00	2,500.00
100-40-54347	Software	6,660.19	55,333.00	80,000.00
100-40-54350	Travel/Meals	450.74		
100-40-54351	Dues/Subscriptions	8,872.54	10,000.00	16,000.00
100-40-54352	Seminars/Training/Meetings	3,163.19	10,000.00	10,000.00
100-40-54353	Assessment Services	574.27	1,000.00	1,200.00
100-40-54500	Office Equipment	3,422.80	3,000.00	3,000.00
100-40-54502	Office Furniture		500.00	500.00
100-40-54505	Other Machinery & Equip	69,943.82	67,500.00	70,000.00
100-40-54510	Vehicles	3,029.23		
	Total	2,592,500.35	2,880,147.57	3,212,160.00

Account #	Account Description	2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed
PUBLIC WORKS				
100-50-54101	Salaries	265,310.58	259,548.17	297,000.00
100-50-54102	FICA	17,876.80	19,225.36	22,000.00
100-50-54103	TMRS	28,184.67	22,341.62	26,000.00
100-50-54104	Merit Increase - Discretionary	-	-	6,900.00
100-50-54105	TWC	629.92	250.00	252.00
100-50-54107	Group Health	36,961.94	41,457.58	66,000.00
100-50-54108	Uniforms	1,280.95	1,500.00	1,500.00
100-50-54110	Overtime	11,468.56	4,369.58	3,000.00
100-50-54115	Cell Phone - Rmb	900.00	2,080.00	2,080.00
100-50-54220	Office Supplies	6,672.17	3,000.00	5,000.00
100-50-54222	Postage	263.47	300.00	200.00
100-50-54330	Storage Rental	6,464.00	5,700.00	6,500.00
100-50-54340	Professional Services	35,751.72	-	
100-50-54341	Fuel	5,149.85	6,000.00	7,000.00
100-50-54342	Vehicle - Repair/Maint	16,423.46	3,000.00	5,000.00
100-50-54343	Repair/Maint Bldg & Grounds PW	42,547.68	25,500.00	15,000.00
100-50-54344	Equipment Repair	-	3,600.00	3,600.00
100-50-54345	Equipment Rental	2,308.69	4,300.00	5,000.00
100-50-54346	Technical Support/Repair	24,196.57	-	
100-50-54347	Software	288.00	306.43	1,100.00
100-50-54349	Resource Library	-	-	
100-50-54350	Advertising	-	500.00	500.00
100-50-54351	Dues/Subscriptions	754.74	500.00	500.00
100-50-54352	Seminars/Training/Meetings	2,968.63	3,500.00	3,500.00
100-50-54357	Community Events	-	-	5,000.00
100-50-54362	Animal Services	35,211.18	35,000.00	45,000.00
100-50-54366	Animal Remains Disposal	3,960.00	-	
100-50-54370	Road Repair & Maint	33,615.69	-	
100-50-54371	Potholes	22,665.86	30,000.00	30,000.00
100-50-54372	Professional Services	10,608.95	-	
100-50-54373	Hardware, Cement Purch	259.94	2,000.00	
100-50-54374	Ditch Repair/Maint	4,768.12	100,000.00	100,000.00
100-50-54375	Row Maintenance	8.50	45,000.00	45,000.00
100-50-54376	Signage	4,006.44	11,000.00	11,000.00
100-50-54377	Drainage - Repair/Maint	12,582.00	-	
100-50-54379	Lewis Creek Maintenance	-	1,960.64	
100-50-54500	Office Equipment	595.23	-	
100-50-54505	Other Machinery & Equip	1,470.64	8,000.00	20,000.00
100-50-54510	Vehicles	25.25	-	
	Total	636,180.20	639,939.38	733,632.00

Account #	Account Description	2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed
PARKS & RECREATION				
100-55-54101	Salaries	-	-	-
100-55-54102	FICA	-	-	-
100-55-54103	TMRS	-	-	-
100-55-54104	Merit Increase - Discretionary	-	-	-
100-55-54105	TWC	-	-	-
100-55-54107	Group Health	-	-	-
100-55-54108	Uniforms	208.55	-	-
100-55-54110	Overtime	-	-	-
100-55-54220	Office Supplies	-	500.00	-
100-55-54221	Misc - Hardware/Materials	401.00	8,500.00	8,500.00
100-55-54227	Janitorial	-	24,000.00	25,000.00
100-55-54332	Electric	2,234.71	3,000.00	3,000.00
100-55-54333	Water	25,308.70	33,000.00	33,000.00
100-55-54334	Telephone	232.47	1,500.00	1,600.00
100-55-54340	Professional Services	125.00	-	-
100-55-54343	Repair/Maint - Bldg/Grounds PARKS & REC	424,911.75	88,330.85	20,000.00
100-55-54356	Landscaping	63,856.80	19,669.15	-
100-55-54357	Community Events	2,174.88	-	-
100-55-54505	Other Machinery & Equip	-	-	3,500.00
100-55-54520	Building	-	5,000.00	-
	Total	519,453.86	183,500.00	94,600.00

Account #	Account Description	2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed
PLANNING & DEVELOPMENT				
100-60-54101	Salaries	214,635.80	300,212.03	392,000.00
100-60-54102	FICA	21,234.14	23,734.10	30,200.00
100-60-54103	TMRS	21,077.53	27,581.19	35,300.00
100-60-54104	Merit Increase - Discretionary		-	5,500.00
100-60-54105	TWC	591.39	252.00	315.00
100-60-54107	Group Health	31,325.77	45,353.04	65,000.00
100-60-54108	Uniforms		134.42	375.00
100-60-54110	Overtime	15.87	-	500.00
100-60-54115	Cell Phone	530.00	1,920.00	2,080.00
100-60-54220	Office Supplies	5,404.40	1,500.00	1,500.00
100-60-54222	Postage	676.06	500.00	1,000.00
100-60-54341	Fuel	-	-	2,000.00
100-60-54342	Vehicle - Repair/Maint		-	1,500.00
100-60-54345	Equipment Rental	2,096.53	6,252.26	-
100-60-54346	Technical Support/Repair	2,990.00	-	-
100-60-54347	Software	7,925.17	8,950.00	9,000.00
100-60-54349	Resource Library			500.00
100-60-54350	Advertising	2,794.55	3,200.00	2,600.00
100-60-54351	Dues/Subscriptions	1,642.81	2,000.00	2,200.00
100-60-54352	Seminars/Training/Meetings	1,252.65	1,000.00	7,000.00
100-60-54500	Office Equipment	7,602.25	-	
	Total	321,794.92	422,589.04	558,570.00

Account #	Account Description	2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed
VISITOR CENTER / EVENT CENTER				
100-65-54220	Supplies-Office/Kitchen	314.07	1,000.00	1,000.00
100-65-54332	Electric		1,000.00	-
	Total	314.07	2,000.00	1,000.00

Account #	Account Description	2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed
PROFESSIONAL & CONTRACTUAL SERVICES				
100-90-54400	Attorney	98,299.57	102,500.00	130,000.00
100-90-54410	Auditor	13,900.00	15,000.00	17,000.00
100-90-54420	Engineering Services	850,984.62	530,000.00	550,000.00
100-90-54430	Inspections	394,940.03	400,000.00	400,000.00
100-90-54440	Comal County Appraisal Dist.	30,594.59	37,650.00	45,000.00
100-90-54441	Comal County Collection Fee	466.03	500.00	-
100-90-54481	Child Safety	716.16	-	
	Total	1,389,901.00	1,085,650.00	1,142,000.00

Account #	Account Description	2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed
TRANSFER TO OTHER FUNDS				
100-99-54901	Transfers Out-Capital Funds	1,997,240.59	2,315,000.00	2,424,054.00
	Total	1,997,240.59	2,315,000.00	2,424,054.00
Fund 100	Total Revenue	10,182,099.01	9,464,300.00	10,473,712.00
Fund 100	Total Expense	9,391,530.04	9,381,867.70	10,076,194.00
Fund 100	Surplus/Deficit	790,568.97	82,432.30	397,518.00

Account #	Account Description	2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed
CAPITAL EXPENDITURES				
150-43508	Capital Contribution	-	1,915,000.00	1,780,000.00
10-43999	Transfers In	1,997,240.59	-	
	Total	1,997,240.59	1,915,000.00	1,780,000.00
150-00-54500	Police Vehicles	208,597.05	290,700.00	240,000.00
150-00-54503	2022 PD Building Project	659,402.05	-	
150-00-54504	Annual Road & Drainage Projects	1,429,128.30	1,500,000.00	1,500,000.00
150-00-54506	Public Works Vehicle	91,839.77	-	-
	Public Works Yard			40,000.00
150-00-54507	Parks & Recreation	-	175,000.00	
	Total	2,388,967.17	1,965,700.00	1,780,000.00

Account #	Account Description	2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed
RIGHT OF WAY ACQUISITION				
160-43508	Capital Contribution		400,000.00	400,000.00
	Total	-	400,000.00	400,000.00
160-00-54510	Right of Way Acquisition	-	-	-
	Total	-	-	-

Account #	Account Description	2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed
POLICE SEIZURE FUND (RESTRICTED)				
300-43701	Interest-PD SEIZED MM	219.30	-	240.00
300-43810	Police Seizure	-	-	-
300-43850	Seized Funds Received	3,380.49	-	-
300-43999	Transfers In - General Fund	-	-	-
	Total	3,599.79	-	240.00
300-00-54221	Miscellaneous	-	582.00	1,000.00
300-00-54228	Banking Fees	25.00		
	Total	25.00	582.00	1,000.00

Account #	Account Description	2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed
HOTEL/MOTEL FUND (RESTRICTED)				
310-43055	Hotel/Motel Tax	204,834.44	200,000.00	200,000.00
310-43702	Interest Income	1,073.50	500.00	1,000.00
	Total	205,907.94	200,500.00	201,000.00
310-00-54450	Conference Center Lease	192,396.20	200,000.00	200,000.00
	Total	192,396.20	200,000.00	200,000.00

Account #	Account Description	2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed
COURT CHILD SAFETY FUND (RESTRICTED)				
320-43503	Child Safety Fees (CSF)	9,770.60	10,000.00	14,000.00
320-43702	Interest	4,473.13	2,500.00	3,900.00
	Total	14,243.73	12,500.00	17,900.00
320-00-54220	Supplies-Meeting	60.00	2,307.29	17,900.00
	Total	60.00	2,307.29	17,900.00

Account #	Account Description	2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed
COURT SECURITY FUND (RESTRICTED)				
330-43405	MC Security Fees	19,934.61	15,000.00	18,000.00
330-43702	Interest Income	7,157.00	3,000.00	6,000.00
	Total	27,091.61	18,000.00	24,000.00
300-00-54102	FICA			
300-00-54103	TMRS	54.08		
330-00-54110	Court Bailiff		2,400.00	24,000.00
300-00-54343	Building - Repair/Maint			
	Total	54.08	2,400.00	24,000.00

Account #	Account Description	2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed
COURT LOCAL YOUTH DIVERSION FUND (RESTRICTED)				
335-43403	Local Youth Diversion		-	14,000.00
	Total			14,000.00
	Local Youth Diversion Activities			14,000.00
	Total			14,000.00

Account #	Account Description	2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed
COURT TECHNOLOGY FUND (RESTRICTED)				
340-43406	MC Technology Fees	16,771.55	15,000.00	15,500.00
340-43702	Interest Income	10,139.02	500.00	8,900.00
	Total	26,910.57	15,500.00	24,400.00
340-00-54334	Telephone	5,358.42	-	24,400.00
340-00-54333	Building Repair/Maint	6,683.44		
340-00-54346	Technical Support/Repair	54,309.89		
340-00-54347	Software	20,734.48		
340-00-54500	Office Equipment	8,924.30		
340-00-54505	Other Machinery & Equip	55.00		
	Total	96,065.53	-	24,400.00

Account #	Account Description	2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed
TREE PREVENTION FUND				
10-43255	Tree Preservation Fee		-	3,000.00
	Total	-	-	3,000.00
00-54343	Ground Maint	7,298.71		
	Total	7,298.71	-	-

Account #	Account Description	2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed
LAW ENFORCEMENT GRANTS				
360-43803	LEOSE - Grant	3,481.35	1,000.00	3,000.00
	Total	3,481.35	1,000.00	3,000.00
360-00-54102	FICA			
360-00-54103	TMRS			
360-00-54352	Seminars/Training/Meetings		1,000.00	3,000.00
	Total	-	1,000.00	3,000.00

Account #	Account Description	2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed
POLICE DONATION FUND				
370-00-43504	Police Donations	10,806.00	-	-
	Total	10,806.00	-	-
370-00-54444	Police Donations	6,158.26	-	-
	Total	6,158.26	-	-

Account #	Account Description	2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed
OPERATING RESERVES				
400-43701	Interest	11,928.27	5,000.00	10,000.00
	Total	11,928.27	5,000.00	10,000.00
400-43999	Transfer in			399,054.00
	Total	-	-	399,054.00

Account #	Account Description	2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed
LEWIS CREEK DRAINAGE SETTLEMENT FUND (RESTRICTED)				
500-43701	Interest - DRAINAGE FUND	11,928.27	5,000.00	10,000.00
Total		11,928.27	5,000.00	10,000.00

Account #	Account Description	2023-2024 Actual	2024-2025 Adopted	2025-2026 Proposed
WASTEWATER TREATMENT PLANT				
600-43851	Waste Water User Fees - WWTP	587,110.21	764,000.00	400,000.00
	Total	587,110.21	764,000.00	400,000.00
600-00-54221	Miscellaneous Fees		100.00	100.00
600-00-54332	Electric	45,830.76	50,000.00	45,000.00
600-00-54333	Water	6,967.76	30,000.00	15,000.00
600-00-54334	Telecommunications	2,629.68	3,000.00	3,500.00
600-00-54340	Operational Expense	513,223.63	647,425.00	714,658.00
600-00-54341	Insurance	17,157.00	30,000.00	40,000.00
600-00-54343	Further Expansion Fees	300.00	-	
600-00-54344	Further Expansion	44,833.25	-	
600-00-54350	Advertising	129.56	-	
600-00-54359	Permits	1,301.38	2,500.00	2,500.00
600-00-54900	Depreciation	305,132.38	-	
	Total	937,505.40	763,025.00	820,758.00
				(420,758.00)
	Total Revenue	11,073,178.48	10,480,800.00	11,181,252.00
	Total Expense	10,631,093.22	10,351,181.99	11,181,252.00
	Surplus/Deficit	442,085.26	129,618.01	-



4.C CITY COUNCIL ITEM

Resolution Ratifying Recently Adopted Budget

MEETING DATE: September 9, 2025

AGENDA ITEM: Discuss and consider a Resolution ratifying the recently adopted budget that contains a property tax rate that raises more total property taxes than last year.

DEPARTMENT: Administration

PRESENTED BY: Mike Castro, City Manager

BACKGROUND:

Adoption of a budget that will require raising more revenue from property taxes than in the previous year requires a separate vote of the governing body to ratify the property tax increase reflected in the budget.

A vote under this subsection is in addition to and separate from the vote to adopt the budget or a vote to set the tax rate required by Chapter 26, Tax Code, or other law.

RECOMMENDATION:

Adoption of resolution by Council.

ATTACHMENTS:

- Resolution Ratifying the Recently Adopted Budget

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF BULVERDE, TEXAS RATIFYING THE RECENTLY ADOPTED BUDGET THAT CONTAINS A PROPERTY TAX RATE THAT RAISES MORE TOTAL PROPERTY TAXES THAN THE PREVIOUS YEAR; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Bulverde has adopted its Budget for fiscal year 2025-2026; and

WHEREAS, the Budget as adopted raises more revenue from property taxes than was raised from property taxes in the previous year; and

WHEREAS, Local Government Code § 102.007 requires the City Council to ratify the property tax increase reflected in the Budget by a separate vote; and

WHEREAS, the City Council finds and determines that adoption of this Resolution promotes the health, safety, and welfare of the public and the City of Bulverde; and

WHEREAS, the City Council finds and determines that the meeting at which this Resolution was passed was open to the public, that public notice of the time, place and purpose of said meeting was given as required by the Texas Open Meetings Act, Chapter 551, Texas Government Code; and that the City of Bulverde complied with all other requirements.

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

- 1. Findings of Fact.** The foregoing recitals are incorporated into this Resolution by reference as findings of fact as if expressly set forth herein.
- 2. Enactment.** In compliance with the requirements of Section § 102.007(c), Texas Local Government Code, the City Council of the City of Bulverde does hereby in all things ratify the property tax increase reflected in the Fiscal Year 2025-2026 Budget which will require raising more revenue from property taxes than in the budget for the prior fiscal year.
- 3. Severability.** Should any section, subsection, sentence, provision, clause, or phrase be held to be invalid for any reason, such holding shall not render invalid any other section, subsection, sentence, provision, clause, or phrase of this Resolution and same are deemed severable for this purpose.
- 4. Effective Date.** This Resolution shall be effective as of the date of adoption.

RESOLVED THIS _____ DAY OF _____, 2025.

APPROVED:

ATTEST:

Helen Hays, Mayor

Sandra V. Ham, City Secretary



4.E
CITY COUNCIL ITEM
Ordinance
Adopting Tax Rate Tax Year
2025

MEETING DATE: September 9, 2025
AGENDA ITEM: Discuss and consider an Ordinance adopting the tax rate and levying a tax upon all property subject to taxation within the City of Bulverde, Texas, for the 2025 Tax Year for the use and support of the municipal government of the City of Bulverde.
DEPARTMENT: Administration
PRESENTED BY: Mike Castro, City Manager

BACKGROUND:

A tax rate of \$0.259798 per \$100 valuation has been proposed by the governing body of the City of Bulverde.

PROPOSED TAX RATE	\$0.259798 per \$100
NO-NEW-REVENUE TAX RATE	\$0.226551 per \$100
VOTER-APPROVAL TAX RATE	\$0.236221 per \$100
DE MINIMIS RATE	\$0.259798 per \$100

The no-new-revenue tax rate is the tax rate for the 2025 tax year that will raise the same amount of property tax revenue for the City of Bulverde from the same properties in both the 2024 tax year and the 2025 tax year.

The voter-approval rate is the highest tax rate that the City of Bulverde may adopt without holding an election to seek voter approval of the rate, unless the de minimis rate for the City of Bulverde exceeds the voter-approval rate for the City of Bulverde.

The de minimis rate is the rate equal to the sum of the no-new-revenue maintenance and operations rate for the City of Bulverde, the rate that will raise \$500,000, and the current debt rate for City of Bulverde.

The proposed tax rate is greater than the no-new-revenue tax rate. This means that City of Bulverde is proposing to increase property taxes for the 2025 tax year.

YOUR TAXES OWED UNDER ANY OF THE TAX RATES MENTIONED ABOVE CAN BE CALCULATED AS FOLLOWS:

Property tax amount = (tax rate) x (taxable value of your property) / 100

The FY 2025-26 Proposed Budget is based on a property tax rate of \$0.259798 per \$100 taxable value. State law calls for the final tax rate for 2025 to be adopted by City Council no more than seven days after the completion of the public hearing.

A Public Hearing will be held September 4, 2025 and will also be held at this meeting on September 9, 2025.

Tax Rate Statement. In accordance with § 26.05(b)(1) of the Texas Tax Code, the following statements are included in this ordinance: THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE TAX RATE WILL EFFECTIVELY BE RAISED BY 14.68 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$29.99.

RECOMMENDATION:

Adoption of 2025 Tax Rate ordinance by Council.

Tax Rate Adoption Motion: The motion to adopt a tax rate that exceeds the no-new-revenue rate must be made precisely as follows:

“I move that the property tax rate be increased by the adoption of a tax rate of \$0.259798, which is effectively a 14.68 percent increase in the tax rate.”

If the tax rate exceeds the no-new-revenue tax rate, the vote on the ordinance setting the tax rate must be a record vote and must be approved by at least 60 percent of the members of the city council (five members of city council). TEX. TAX CODE § 26.05(b).

ATTACHMENTS:

- Ordinance Adopting 2025 Tax Rate

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF BULVERDE, TEXAS
ADOPTING THE TAX RATE FOR USE AND SUPPORT OF
THE MUNICIPAL GOVERNMENT OF THE CITY OF
BULVERDE, TEXAS FOR THE 2025- 2026 FISCAL YEAR;
PROVIDING WHEN TAXES SHALL BECOME DUE AND
WHEN SAME TAXES SHALL BECOME DELINQUENT IF
NOT PAID; REPEALING CONFLICTING ORDINANCES;
PROVIDING A SEVERABILITY CLAUSE; AND
PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the City Council of the City of Bulverde, Texas (the “*City*”) has thoroughly evaluated the City’s needs and have projected its financial requirements for the 2025-2026 fiscal year, and

WHEREAS, the City Council has the authority to adopt a tax rate and levy ad valorem taxes to fund the City’s needs and financial requirements; and

WHEREAS, notice of the meeting at which this ordinance was passed was duly posted and this Ordinance was passed in accordance with the Open Meetings Act; and

WHEREAS, proposed tax rate was duly presented to the City Council and a public hearing was ordered by the City Council and a public notice of said hearing was caused to be given by the City Council and said notice was published in the New Braunfels Herald Zeitung and on the home page of the Internet website of the City as required by Sections 26.06 and 26.065 of the Texas Tax Code and said public hearing was held according to said notice in accordance with Section 26.05, Texas Tax Code;

WHEREAS, the City Council finds and determines that the passage of this Ordinance promotes the health, safety, and welfare of the public and the City of Bulverde; and

WHEREAS, the City Council finds and determines that the meeting at which this Ordinance was passed was open to the public, that public notice of the time, place and purpose of said meeting was given as required by the Texas Open Meetings Act, Chapter 551, Texas Government Code; and that the City of Bulverde complied with all other requirements;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BULVERDE, TEXAS THAT:

- 1. Findings of Fact.** The foregoing recitals are incorporated into this Ordinance by reference as findings of fact as if expressly set forth herein.
- 2. Enactment.** The City Council of the City of Bulverde, Texas hereby adopts a tax rate of 25.9798 cents on each \$100.00 valuation of all property, real, personal, and mixed within the corporate limits of the City subject to taxation, such ad valorem taxes to be levied in

accordance with the following:

- A. The taxes levied under this Ordinance shall be due on or before January 31, 2026.
 - B. Taxes become delinquent if not paid by February 1, 2026.
 - C. All taxes shall become a lien upon the property against which assessed, and the Comal County Tax Assessor/Collector office is authorized and empowered to enforce the collection of such taxes according to the Constitution and laws of the State of Texas and Ordinance of the City of Bulverde, Texas and shall by virtue of the tax rolls, fix and establish a lien by levying upon such property, whether real or personal, for the payment of said taxes, penalty and interest, and the interest and penalty collected from such delinquent taxes shall be apportioned to the general fund of the City of Bulverde. All delinquent taxes shall bear interest from the date of delinquency at the rate as prescribed by state law.
 - D. Any property, for which an Agricultural Special Valuation has been filed and approved by Comal County, Texas shall be taxed at the valuation assigned to said property by Comal County for the purposes of collection of ad valorem taxes for the City of Bulverde, Texas.
3. **Tax Rate Statement.** In accordance with § 26.05(b)(1) of the Texas Tax Code, the following statements are included in this ordinance: THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE TAX RATE WILL EFFECTIVELY BE RAISED BY 14.68 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$29.99.
4. **Repealer.** All ordinances, resolutions, or parts thereof that are in conflict or are inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict or inconsistency, and the provisions of this Ordinance shall be and remain controlling as to the matter regulated herein.
5. **Severability.** Should any section, subsection, sentence, provision, clause, or phrase be held to be invalid for any reason, such holding shall not render invalid any other section, subsection, sentence, provision, clause, or phrase of this ordinance and same are deemed severable for this purpose.
6. **Effective Date.** This Ordinance shall be effective as of the date of adoption.

PASSED, APPROVED AND ADOPTED THIS _____ DAY OF _____, 2025.

	FOR	AGAINST	ABSTAIN
Mayor Helen Hays	_____	_____	_____
Jason Krawietz, Council Member Place 1	_____	_____	_____
Francesca Watson, Council Member Place 2	_____	_____	_____
Ted Hawkins, Council Member Place 3	_____	_____	_____
Clint Hays, Council Member Place 4	_____	_____	_____
Joe Alexandre, Council Member Place 5	_____	_____	_____
Christopher Goth, Council Member Place 6	_____	_____	_____

APPROVED:

ATTEST:

Helen Hays, Mayor

Sandra V. Ham, City Secretary



4.F
CITY COUNCIL ITEM
Ordinance
Amending Chapter 1

MEETING DATE: September 9, 2025

AGENDA ITEM: An ordinance of the City Council of the City of Bulverde, Texas, repealing and replacing the Code of Ethics, Ordinance No. 120-03-05-13 with a Code of Ethics to define applicability and definitions as required by the Home Rule Charter; repealing all ordinances or parts of ordinances in conflict with this ordinance; adopting a severability clause and establishing an effective date.

DEPARTMENT: Administration

PRESENTED BY: Mike Castro, City Manager

BACKGROUND:

At the August 19, 2025 Special Meeting, Council directed the City Manager to add an ordinance amending Chapter 1 of the City's Code of Ordinances for consideration onto the September 9, 2025 Regular City Council meeting agenda.

The City Attorney's office has drafted the ordinance under consideration.

RECOMMENDATION:

Discuss and approve the ordinance amending Chapter 1 of the Code of Ordinances.

ATTACHMENTS:

- Ordinance amending Chapter 1 of the Code of Ordinances

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BULVERDE, TEXAS, REPEALING AND REPLACING THE CODE OF ETHICS, ORDINANCE NO. 120-03-05-13 WITH A CODE OF ETHICS TO DEFINE APPLICABILITY AND DEFINITIONS AS REQUIRED BY THE HOME RULE CHARTER; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT WITH THIS ORDINANCE; ADOPTING A SEVERABILITY CLAUSE AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the City of Bulverde is a Home Rule City (“the City”) incorporated under the laws of the State of Texas; and

WHEREAS, Section 2.08 of the home rule charter requires the City Council to promulgate a Code of Ethics governing the City Council and all City officers and employees which shall include, but not be limited to, the following: wrongful influence, wrongful interference, employees’ political activities, penalties, conflict of interest, acceptance of gifts, conduct of members, and confidential information; and

WHEREAS, the City has previously adopted a Code of Ethics; and

WHEREAS, the City has determined that the Code of Ethics should be repealed and replaced with a Code of Ethics that more clearly defines the roles of City Council members and City officials and employees; and

WHEREAS, the City Council has determined that it is in the best interest of the City to repeal and replace the Code of Ethics with a Code of Ethics that is applicable to all City Council members and City officials and employees.

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

Section 1. The City of Bulverde Code of Ordinances, Chapter 1, Article 3, Code of Ethics repealed and replaced as set forth in **Exhibit A** attached hereto and incorporated herein for all intents and purposes.

Section 2. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Ordinance for all purposes and are adopted as a part of the judgment and findings of the Council.

Section 3. All ordinances and codes, or parts thereof, which are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters resolved herein.

Section 4. This Ordinance shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 6. If any provision of this Ordinance or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Ordinance and the application of

such provision to other persons and circumstances shall nevertheless be valid, and the City hereby declares that this Ordinance would have been enacted without such invalid provision.

Section 7. It is officially found, determined, and declared that the meeting at which this Ordinance is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Ordinance, was given, all as required by Chapter 551, as amended, Texas Government Code.

Section 8. This Ordinance shall be effective upon its adoption by City Council.

PASSED AND ADOPTED this _____ day of _____, 2025.

Helen Hays
Mayor

ATTEST:

Sandra V. Ham
City Secretary

Exhibit “A”
ARTICLE 1.03
CODE OF ETHICS AND CONDUCT

§ 1.03.001. Purpose; applicability.

- (a) In accordance with Section § 2.08 of the Bulverde City Charter, this code of ethics governs the City Council, members of appointed boards, commissions, committees, and all city officers and employees (hereinafter collectively referred to as “City Officials”) including wrongful influence, wrongful interference, employees’ political activities, penalties, conflict of interest, acceptance of gifts, conduct of members, and confidential information.
- (b) The citizens and businesses of the city are entitled to have fair, ethical and accountable local government that has earned the public’s full confidence for integrity. The city’s strong desire to fulfill this mission therefore requires that:
 - (1) City Officials comply with both the letter and spirit of the laws and policies affecting the operations of government;
 - (2) City Officials be independent, impartial and fair in their judgment and actions;
 - (3) Public office be used for the public good, not for personal gain; and
 - (4) Public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.
- (c) To this end, the city council has adopted this code of ethics and conduct for City Officials to assure public confidence in the integrity of local government and its effective and fair operation.

§ 1.03.002. Duty to act in the public interest.

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

§ 1.03.003. Compliance with laws.

City Officials shall comply with the laws of the nation, the state and the city in the performance of their public duties. These laws include, but are not limited to, the United States and state constitutions; laws pertaining to conflict of interest, election campaigns, financial disclosure, employer responsibilities, and open processes of government; and city ordinances and policies.

§ 1.03.004. Conduct generally.

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

§ 1.03.005. Respect for process.

City Officials shall perform their duties in accordance with the processes and rules of order established by the city council and boards, commissions, and committees governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the city council by city staff.

§ 1.03.006. Conduct of public meetings.

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

§ 1.03.007. Decisions to be based on merit.

City Officials shall base their decisions on the merits and substance of the matter at hand.

§ 1.03.008. Communication.

City Officials shall publicly share substantive information that is relevant to a matter under consideration by the council or boards, commissions, and committees which they may have received from sources outside the public decision-making process.

§ 1.03.009. Conflict of interest.

In order to assure their independence and impartiality on behalf of the common good, City Officials shall not use their official positions to influence government decisions in which they have a material financial interest or personal relationship that may have the appearance of a conflict of interest. In accordance with the law, City Officials shall disclose investments, interests in real property, sources of income, and gifts; and they shall abstain from participating in deliberations and decision-making where conflicts may exist.

§ 1.03.010. Acceptance and reporting of gifts.

City Officials shall comply with the requirements of state law relating to the acceptance and reporting of gifts.

§ 1.03.011. Disclosure of confidential information.

City Officials shall respect the confidentiality of information concerning city property, personnel or proceedings of the city. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal interests.

§ 1.03.012. Use of public resources.

City Officials shall not use public resources not available to the public in general, such as city staff time, equipment, supplies or facilities, for private gain or personal purposes. City Officials shall not utilize the city's name or logo for the purpose of endorsing any political candidate or business.

§ 1.03.013. Representation of private interests.

In keeping with their role as stewards of the public interest, City Officials shall not appear on behalf of the private interests of third parties before the council or any board, commission, committee, or proceeding of the city, nor shall City Officials appear before their own bodies or before the council on behalf of the private interests of third parties on matters related to the areas of service of their bodies.

§ 1.03.014. Advocacy.

City Officials shall represent the official policies or positions of the city council, board, commission, or committee to the best of their ability when designated as delegates for this purpose. When representing their individual opinions and positions, City Officials shall explicitly state they do not represent their body or the city, nor will they allow the inference that they do.

§ 1.03.015. Respect for process.

- (a) City council members shall respect and adhere to the council-manager structure of city government as outlined in the city's policies and procedures and follow sections 1.02 and 3.01 of the home rule charter of the city with respect to the city manager's relationship with the city council. In this structure, the city council determines the policies of the city with the advice, information and analysis provided by the public, commissions, and committees and city staff and the city manager is responsible for the execution of the laws and administration of the city government. Except as provided by the city ordinance, city council members therefore shall not interfere with the administrative functions of the city or the professional duties of city staff, nor shall they impair the ability of staff to implement council policy decisions.
- (b) As provided by Section § 2.08 of the home rule charter of the city, no individual member of the city council shall have any power to act, investigate, make appointments, or inquire into the conduct of any office, department, or agency of the city without the specific authorization of the city council in an official meeting. Nothing in this code of ethics shall be interpreted to prohibit communication between city council members and the city manager on questions of appointment and removal. The city manager may seek advice from the city council regarding appointments. City council members are strictly prohibited from giving orders to city department heads or employees. However, the prohibition against interference with administration does not prevent city council members from making inquiries of department heads or employees for the purpose of obtaining information needed by them in the discharge of their duties including response to constituent requests. Information provided to one city council member should be shared with the entire city council as warranted.

§ 1.03.016. Independence of boards, commissions and committees.

Because of the value of the independent advice of boards, commissions, and committees to the public decision-making process, City Officials shall refrain from using their position to influence unduly the deliberations or outcomes of board, commission, and committee

proceedings.

§ 1.03.017. Support of positive workplace environment.

City Officials shall support the maintenance of a positive and constructive workplace environment for city employees and for citizens and businesses dealing with the city. City Officials shall recognize their special role in dealing with city employees and refrain from creating the perception of inappropriate direction to staff.

§ 1.03.018. Implementation; review.

As an expression of the standards of conduct for members expected by the city, the city code of ethics and conduct is intended to be self-enforcing. It therefore becomes most effective when City Officials are thoroughly familiar with it and embrace its provisions. For this reason, ethical standards shall be included in the regular orientations for candidates for city council, applicants to boards, commissions, and committees and newly elected and appointed officials. City council members entering office shall sign a statement affirming they have read and understood the city code of ethics and conduct.

§ 1.03.019. Compliance; enforcement; sanctions.

The city code of ethics and conduct expresses standards of ethical conduct expected for City Officials. City Officials have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government. The chairs of boards, commissions, and committees and the mayor have the additional responsibility to intervene when City Officials' actions appearing to be in violation of the code of ethics and conduct are brought to their attention. The city council may impose sanctions on City Officials whose conduct does not comply with the city's ethical standards, such as reprimand, formal censure, or loss of seniority or committee assignment. The city council may also act to remove members of boards, commissions, and committees from office.



4.G
CITY COUNCIL ITEM
 Ordinance
 Setting Meeting Dates / Times

MEETING DATE: September 9, 2025

AGENDA ITEM: Discuss and consider approval of an ordinance of the City Council designating the dates and times of the regular meeting dates of the City Council.

DEPARTMENT: Administration

PRESENTED BY: Mike Castro, City Manager

BACKGROUND:

There has been an expressed interest in conducting additional City Council meetings per month to assist in the administration of City business. In order to ensure timely deadlines within the planning process, specifically as related to publication and notice requirements, more certainty is needed on the future meeting dates. Establishing future dates will not only provide staff structure and ability to meet deadlines, but allow for Council and the public to have consistency in their expectations of when Council will meet.

Art. 2, § 2.10(a)-(b) of the Charter states, “(a) The City Council shall hold at least one (1) meeting per month and as many additional meetings as it deems necessary to transact the business of the City. (b) The City Council shall fix, by ordinance, the date, time, and place of regular meetings.”

Should Council desire to conduct a regular second meeting, it will need to pass an ordinance specifying a specific date and time. At minimum, staff requests Council establish future meeting dates for the foreseeable future.

Current City Schedule

Board / Commission	Meeting Date
Planning & Zoning Commission	First Tuesday of Month
City Council	Second Tuesday of the Month
Parks & Recreation Advisory Board	Third Tuesday of the Month
<i>Possible 2nd City Council Meeting</i>	<i>Fourth Tuesday of the Month</i>

- Should Council proceed with the Fourth Tuesday, the remaining schedule for 2025 would be as follows:
 - Tuesday, October 28, 2025 at 6:30pm
 - Tuesday, November 25, 2025 at 6:30pm
 - Tuesday, December 23, 2025 at 6:30pm

RECOMMENDATION:

Discuss the Council's desire to move forward with a regular second meeting of the month and provide direction to staff on scheduling of those dates.

ATTACHMENTS:

- Ordinance designating the dates and times of the regular meeting dates

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BULVERDE DESIGNATING THE SECOND AND FOURTH TUESDAY OF EACH MONTH AS THE DATE OF THE REGULAR MEETING OF THE CITY COUNCIL.

WHEREAS, the City Charter requires the City Council to establish the date of its regular meetings by ordinance;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BULVERDE, TEXAS, THAT:

SECTION 1. The second and fourth Tuesday of each month shall be the date upon which the City Council will conduct its regular meetings.

SECTION 2. Regular Meetings of the City Council shall begin at 6:30 p.m.

SECTION 3. In the event that any particular regular meeting falls on a holiday, the meeting for that day may be rescheduled or cancelled as determined by the City Council.

SECTION 4. That the date and/or time of any individual regular meeting may be changed, on a case by case basis, by formal action of the City Council acting at a public meeting.

SECTION 5. Severability: If any portion of this Ordinance shall, for any reason, be declared invalid, the invalidity shall not affect the remaining provisions thereof.

PASSED AND ADOPTED this ____ day of _____, 2025.

APPROVED:

Helen Hays
Mayor

ATTEST:

Sandra V. Ham
City Secretary



4.H
CITY COUNCIL ITEM
Action
Auditor Engagement Letter

MEETING DATE: September 9, 2025

AGENDA ITEM: Discuss and consider approval of an audit engagement letter with Armstrong, Vaughan & Associates, P.C. for the City's annual audit for the Fiscal Year ended September 30, 2025, and authorization of the City Manager to sign engagement letter.

DEPARTMENT: Administration

PRESENTED BY: Mike Castro, City Manager

BACKGROUND:

Armstrong, Vaughan & Associates, P.C. is the City of Bulverde's current auditing firm. The firm has submitted to the City an engagement letter for the following:

Audit of the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Bulverde as of and for the year ended September 30, 2025, and the related notes to the financial statements, which collectively comprise the City of Bulverde's basic financial statements.

RECOMMENDATION:

Discuss the auditor engagement letter.

ATTACHMENTS:

- Armstrong, Vaughan & Associates, P.C. engagement letter



Armstrong, Vaughan & Associates, P. C.

Certified Public Accountants

August 21, 2025

City of Bulverde
30360 Cougar Bend
Bulverde, Texas 78163-4569

Dear City Council and Management:

You have requested that we audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Bulverde as of and for the year ended September 30, 2025 and the related notes to the financial statements, which collectively comprise the City of Bulverde's basic financial statements as listed in the table of contents.

In addition, we will audit the entity's compliance over major federal award programs for the period ended September 30, 2025 (if necessary based on federal expenditures and if an examination is not selected). We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on each opinion unit and an opinion on compliance regarding the entity's major federal award programs.

The objectives of our audit of the financial statements are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS), and in accordance with *Government Auditing Standards*, will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

The objectives of our compliance audit are to obtain sufficient appropriate audit evidence to form an opinion and report at the level specified in the governmental audit requirement about whether the entity complied in all material respects with the applicable compliance requirements and identify audit and reporting requirements specified in the governmental audit requirement that are supplementary to GAAS and *Government Auditing Standards*, if any, and perform procedures to address those requirements.

Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), management's discussion and analysis (MD&A), to supplement the City of Bulverde's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City of Bulverde's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) The Schedule of Revenues, Expenditures and Changes in Fund Balance- Budget and Actual
- 3) Schedules of Changes in Net Pension Liability and Other Post-Employment Benefits
- 4) Schedule of Contributions to Pension and Other Post-Employment Benefits

Supplementary information other than RSI will accompany the City of Bulverde's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on it in relation to the financial statements as a whole:

- 1) Comparative Statements
- 2) Combining and Individual Fund Statements

Schedule of Expenditures of Federal Awards (If Necessary)

We will subject the schedule of expenditures of federal awards to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the schedule to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on whether the schedule of expenditures of federal awards is presented fairly in all material respects in relation to the financial statements as a whole.

Also, the document we submit to you will include the following other additional information that will not be subjected to the auditing procedures applied in our audit of the basic financial statements:

- 1) Introductory section
- 2) Statistical section

Data Collection Form

Prior to the completion of our engagement, we will complete the sections of the Data Collection Form that are our responsibility. The form will summarize our audit findings, amounts and conclusions. It is management's responsibility to submit a reporting package including financial statements, schedule of expenditure of federal awards, summary schedule of prior audit findings and corrective action plan along with the Data Collection Form to the federal audit clearinghouse. The financial reporting package must be text searchable, unencrypted, and unlocked. Otherwise, the reporting package will not be accepted by the federal audit clearinghouse. We will assist you in the electronic submission and certification. You may request from us copies of our report for you to include with the reporting package submitted to pass-through entities.

The Data Collection Form is required to be submitted within the earlier of 30 days after receipt of our auditors' reports or nine months after the end of the audit period, unless specifically waived by a federal cognizant or oversight agency for audits. Data Collection Forms submitted untimely are one of the factors in assessing programs at a higher risk.

Audit of the Financial Statements

We will conduct our audits in accordance GAAS, the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States of America; the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). As part of an audit of financial statements in accordance with GAAS and, in accordance with Government Auditing Standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance (whether caused by errors, fraudulent financial reporting, misappropriation of assets, detected abuse, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and *Government Auditing Standards* of the Comptroller General of the United States of America. Please note that the determination of abuse is subjective and *Government Auditing Standards* does not require auditors to detect abuse.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

We will issue a written report upon completion of our audit of the City's basic financial statements. Our report will be addressed to the governing body of City. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

Audit of Major Program Compliance (if necessary)

Our audit of the City's major federal award program(s) compliance will be conducted in accordance with the requirements of the Single Audit Act, as amended; and the Uniform Guidance, and will include tests of accounting records, a determination of major programs in accordance with the Uniform Guidance and other procedures we consider necessary to enable us to express such an opinion on major federal award program compliance and to render the required reports. We cannot provide assurance that an unmodified opinion on compliance will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or withdraw from the engagement.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether material noncompliance with applicable laws and regulations, the provisions of contracts and grant agreements applicable to major federal award programs, and the applicable compliance requirements occurred, whether due to fraud or error, and express an opinion on the entity's compliance based on the audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements is considered material if there is a substantial likelihood that, individually or in the aggregate, it

would influence the judgment made by a reasonable user of the report on compliance about the entity's compliance with the requirements of the federal programs as a whole.

As part of a compliance audit in accordance with GAAS and in accordance with Government Auditing Standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks.

Our procedures will consist of determining major federal programs and, performing the applicable procedures described in the U.S. Office of Management and Budget OMB Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs, and performing such other procedures as we considers necessary in the circumstances. The purpose of those procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Also, as required by the Uniform Guidance, we will obtain an understanding of the entity's internal control over compliance relevant to the audit in order to design and perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of the entity's major federal award programs. Our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed in our report. However, we will communicate to you, regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we have identified during the audit.

We will issue a report on compliance that will include an opinion or disclaimer of opinion regarding the entity's major federal award programs, and a report on internal controls over compliance that will report any significant deficiencies and material weaknesses identified; however, such report will not express an opinion on internal control.

Management Responsibilities

Our audit will be conducted on the basis that management, and, when appropriate, those charged with governance acknowledge and understand that they have a responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements;
3. For identifying all federal awards expended during the period including federal awards and funding increments received prior to December 26, 2014, and those received in accordance with the Uniform Guidance generally received after December 26, 2014;
4. For maintaining records that adequately identify the source and application of funds for federally funded activities;
5. For preparing the schedule of expenses of federal awards (including notes and noncash assistance received) in accordance with the Uniform Guidance requirements;
6. For the design, implementation, and maintenance of internal control over compliance;
7. For identifying and ensuring that the entity complies with laws, regulations, grants, and contracts applicable to its activities and its federal award programs;
8. For disclosing accurately, currently, and completely the financial results of each federal award in accordance with the requirements of the award;
9. For identifying and providing report copies of previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented;
10. For taking prompt action when instances of noncompliance are identified;
11. For addressing the findings and recommendations of auditors, for establishing and maintaining a process to track the status of such findings and recommendations and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings;
12. For following up and taking corrective action on current year audit findings and preparing a corrective action plan for such findings;

13. For submitting the reporting package and data collection form to the appropriate parties;
14. For making the auditor aware of any significant vendor relationships where the vendor is responsible for program compliance;
15. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, and relevant to federal award programs, such as records, documentation, and other matters;
 - b. Additional information that we may request from [management] for the purpose of the audit;
 - c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence;
 - d. A written acknowledgement of all the documents that management expects to issue that will be included in the annual report and the planned timing and method of issuance of that annual report; and
 - e. A final version of the annual report (including all the documents that, together, comprise the annual report) in a timely manner prior to the date of the auditor's report.
16. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;
17. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
18. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
19. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on compliance;
20. For the accuracy and completeness of all information provided;
21. For taking reasonable measures to safeguard protected personally identifiable and other sensitive information; and
22. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

With regard to the supplementary information referred to above, you acknowledge your responsibility: (a) for the preparation of the supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited financial statements, or if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management, written confirmation concerning representations made to us in connection with the audit.

We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Nonattest Services

With respect to any nonattest services we perform:

At the end of the year, we agree to perform the following:

- Propose adjusting or correcting journal entries to be reviewed and approved by the City's management.
- Assistance with depreciation schedule
- Prepare a draft annual report for review by the City's management.

We will not assume management responsibilities on behalf of the City. However, we will provide advice and recommendations to assist management of the City in performing its responsibilities.

The City's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Our responsibilities and limitations of the nonattest services are as follows:

- We will perform the services in accordance with applicable professional standards.
- The nonattest services are limited to the services previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account coding and approving journal entries.

As noted above, management's responsibilities also include designating qualified individuals with the necessary expertise to be responsible and accountable for overseeing all the nonattest services listed below we perform as part of this engagement, as well as evaluating the adequacy and results of those services and accepting responsibility for them. It is our understanding that management has designated Sharon Nelson, Finance Director to be responsible and accountable for overseeing all services performed as part of this engagement, including the nonattest services we may provide. By your signature below, you acknowledge that management agrees to evaluate the adequacy of, and accept responsibility for, the results of all services performed as part of this engagement.

Provisions of Engagement Administration, Timing, and Fees

Kimberly Roach is the engagement partner for the audit services specified in this letter. Her responsibilities include supervising Armstrong, Vaughan & Associates, P.C.'s services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fees are based on the amount of time required at various levels of responsibility, plus out-of-pocket expenses. Invoices will be rendered every two weeks and are payable upon presentation. We estimate that our fee for the audit will be \$14,800. Should a single audit be required, additional fees will be \$3,800. We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. Whenever possible, we will attempt to use the City of Bulverde's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce or time requirements and facilitate the timely conclusion of the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Other Matters

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete.

The audit documentation for this engagement is the property of Armstrong, Vaughan & Associates, P.C. and constitutes confidential information. However, we may be requested to make certain audit documentation available to federal agencies and the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Armstrong, Vaughan & Associates, P.C.'s personnel. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

You agree to inform us of facts that may affect the financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

At the conclusion of our audit engagement, we will communicate to the City Council the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of our latest external peer review report of our firm for your consideration and files.

If any dispute arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Rules for Professional Accounting and Related Services Disputes, before resorting to litigation. The costs of any mediation proceeding shall be shared equally by all parties.

Client and accountant both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration in accordance with the Rules for Professional Accounting and Related Services Disputes of the American Arbitration Association. Such arbitration shall be binding and final. In agreeing to arbitration, we both acknowledge that, in the event of a dispute over fees charged by the accountant, each of us is giving up the right to have the dispute decided in a court of law before a judge or jury and instead we are accepting the use of arbitration for resolution.

We appreciate the opportunity to be of service to the City of Bulverde, Texas and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Respectfully,

Armstrong, Vaughan & Associates, P.C.

Armstrong, Vaughan & Associates, P.C.

ACCEPTED BY:

Signature

Title

Date



Report on the Firm's System of Quality Control

September 15, 2023

To the Shareholders of Armstrong, Vaughan & Associates, P.C.
and the Peer Review Committee of the Texas Society of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Armstrong, Vaughan & Associates, P.C. (the firm) in effect for the year ended March 31, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Armstrong, Vaughan & Associates, P.C. in effect for the year ended March 31, 2023, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Armstrong, Vaughan & Associates, P.C. has received a peer review rating of *pass*.

Wilf & Henderson, P. C.

1810 Galleria Oaks • Texarkana, Texas 75503 • 903.793.5646 • Fax 903.792.7630 • www.wilhen.com



4.I CITY COUNCIL ITEM Seeking Depository Services

MEETING DATE: September 9, 2025

AGENDA ITEM: Discuss and consider authorizing the City Manager to seek Applications from qualified vendors for the performance of depository services from one or more banks, credit unions, or savings associations.

DEPARTMENT: Administration

PRESENTED BY: Mike Castro, City Manager

BACKGROUND:

The current Depository Services provider for the City of Bulverde is First United Bank. The Depository Service agreement with First United Bank was entered into on July 14, 2020. The term of the Agreement was three years. The Agreement has expired.

This agenda item seeks to authorize the City Manager to initiate a process to seek proposals from applicants for Depository Services. It is anticipated the process will take four months to complete.

RECOMMENDATION:

Authorize the City Manager to seek Applications from qualified vendors for the performance of depository services for the City of Bulverde.

ATTACHMENTS:

- Bank Depository Agreement, First United Bank

**BANK DEPOSITORY AGREEMENT
(Texas Public Entities)**

This Bank Depository Agreement (the "Agreement") is made and entered into this 14th day of July by and between **City of Bulverde** and First United Bank and Trust Company (the "Bank"), a bank chartered by the State of Oklahoma and authorized by law to do business in the State of Texas.

**SECTION I
DESIGNATION AS DEPOSITORY**

The City, through action of its Governing Body, hereby designates the Bank as its depository for banking services for a period of (3) years beginning July 14, 2020 and ending July 14, 2023.

**SECTION II
DESIGNATION OF CUSTODIAN**

The City and Bank hereby designate Bank of Oklahoma (the "Custodian") to hold in trust, according to the terms and conditions of the City/County's Request for Proposal dated May 29, 2020 and pursuant to a separate all securities pledged as depository collateral in accordance with the City's Investment Policy.

Tri Party Custody and Control Agreement

Any and all fees from the Custodian associated with the safekeeping of securities pledged to the benefit of the City shall be borne by the Bank.

**SECTION III
COLLATERAL**

City time and demand deposits, inclusive of interest, in excess of the Federal Deposit Insurance Corporation insurance shall be secured at all times by collateral, acceptable to the City and in accordance with the Public Funds Collateral Act (Texas Government Code 2257) (the "Pledged Collateral), pledged by the Bank. If the Pledged Collateral is an Irrevocable Letter of Credit (the "LOC") issued by the Federal Home Loan Bank of Topeka (the "FHLB"), in an amount equal to 100% of the total of those funds, the City will receive the original LOC in the mail from the FHLB of Topeka. If the Pledged Collateral is an eligible security the collateral will be held in trust by the Custodian in an amount equal to at least 102% of the total of those funds. Bank will provide a monthly report of the Pledged Collateral directly to the City. If approved by the City, the Pledged Collateral may consist of eligible securities, LOC's, or a combination of both.

Such Pledged Collateral shall be subject only to the joint written instructions of both (a) authorized representatives of the City, attached as Exhibit A, and (b) specifically authorized representatives of the Bank. The Bank shall have the right, with the prior written consent of the City, to substitute or replace any or all of the Pledged Collateral with collateral acceptable to the City.

SECTION IV FINANCIAL POSITION

Upon request, the Bank will make available a statement of its financial position on at least a quarterly basis. The Bank will also make available an annual statement audited by its independent auditors including a letter as to its "fair representation".

SECTION V AUTHORIZED CITY REPRESENTATIVE

For the term of this contract, the City and Bank designate the individuals as listed in Exhibit A as authorized to represent and act for the City in any and all matters including collateral assignment and substitution, execution of agreements and transfer of funds. Any change in these representatives will be made in writing.

SECTION VI SCOPE OF SERVICES

The Bank's response to the City's RFP, dated, June 19, 2020 (the "Response") is incorporated into this Agreement for all purposes, including service charges, time deposit, demand deposit and loan rates, and attached as Exhibit B. If any provisions of the Response and this Agreement are in conflict, this Agreement will control.

The Bank shall faithfully perform all of its duties and obligations required by the laws of the State of Texas for public funds depositories and shall upon presentation pay all checks drawn on it against collected funds on demand deposits, and shall, at the expiration of this Agreement, turn over to its successor all funds, City-owned securities, property and things of value held as depository.

The City shall have the power to determine and designate the character and amount of the funds to be deposited in the Bank. The City may arrange for time deposits and Bank may accept such deposits subject to the terms of the Bank's Response.

This Agreement, along with all Exhibits and other incorporated documents shall constitute the entire Agreement between the parties.

SECTION VII BANK COMPENSATION

Bank will be compensated for any and all services rendered to the City under this Agreement. Bank agrees to offset monthly service fees against its customary earnings credit for balances in City's non-interest-bearing accounts. Net insufficiencies in earnings credits will be charged on an annual basis.

FEES BASIS LANGUAGE

Bank will be compensated for any and all services rendered to City under this Agreement on a cost per item or monthly charge basis as set forth in the service charges of the Bank's Response.

**SECTION VIII
DEFAULT**

The Bank shall be in default if it fails to pay all or part of a demand deposit, a matured time deposit, or a matured certificate of deposit, including accrued but unpaid interest, at a specified maturity date. The Bank shall also be in default if ruled "bankrupt", "insolvent" or "failed" by a federal or state banking regulator, or if a receiver is appointed for the Bank.

In the event of a default, failure or insolvency of the Bank, the City shall be deemed to have vested full title to all collateral pledged under this Agreement. The City is empowered to take possession of and transfer and or sell any and all securities. If the security is liquidated, any proceeds over the defaulted amount, plus expenses related to liquidation, shall be returned to the Bank. This power is in addition to other remedies which the City/County may have under this Agreement and without prejudice to its rights to maintain any suit in any court for redress of injuries sustained by the City under this Agreement.

**SECTION IX
NON-ASSIGNABILITY**

This Agreement is not assignable in whole or in part but is binding on the parties, their successors and assigns.

**SECTION X
TERMINATION**

This Agreement may be terminated by either the City/County or the Bank by giving sixty (60) days prior written notice to the parties.

**SECTION XI
LAW GOVERNING**

All applicable provisions and requirements of the laws of the State of Texas governing depositories for the City/County shall be a part of this Agreement.

**SECTION XII
BANK AUTHORIZATION**

The Bank represents and warrants that this Agreement is made pursuant to and is duly authorized by the Board of Directors of the Bank and recorded in the official records of the Bank.

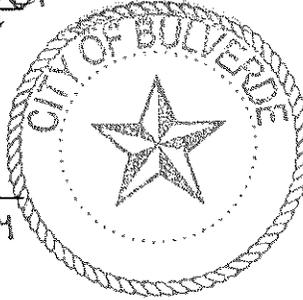
CITY:

Bill Kravietz

Bill Kravietz - Mayor
Name & Title

ATTEST:

Maria Franco
Maria Franco - City Secretary



BANK: First United Bank and Trust Company

John Torrez

John Torrez
Community Bank President

ATTEST:

EXHIBIT A
Authorized Representatives

1. Danny Datts, City Manager, or his successor
2. Kevin Rule, Finance Director, or his successor



Attachment A

First United Bank proposes the Treasury Management Services below for the City of Bulverde:

2 Analyzed Accounts

1 Money Market Account

Commercial First Online Banking

Standard Depository and Disbursement Services

ACH Origination

Wire Services – online & in branch for back up purposes

Safekeeping Services

Stop Payments – online & in branch

Merchant Card Services (additional pricing proposals included)

Remote Deposit Capture (additional recommended service)

ACH Positive Pay (additional recommended service)

Check Positive Pay (additional recommended service)

Exhibit B
RFP and Bank
Response

A. General Description of Services

Attachment "A" lists the services to be provided by the Depository under this agreement. Applicant should use this Attachment to provide the specific cost price for each service if applicable.

The following identifies and describes the services to be provided and the requirements to be met.

1. **Standard Disbursement Services** – standard disbursing services for all accounts are required to include the payment of all checks upon presentation. No funds, or fees may be withdrawn from the Depository except by properly drawn warrants that have been approved and signed by appropriate authorities as designated on signature cards.
 - a. First United Bank proposes to continue standard disbursement services as per account analysis statement at the end of Attachment A.
2. **Standard Deposit Services** – the Depository must guarantee immediate credit on all incoming wire transfers and U.S. Treasury checks upon receipt and all other checks based on the Depository's availability schedule. All deposits received before the Depository's deadline will be credited daily. All deposits will be mixed containing cash, check and coin. Processing of all deposited items on checks and cash to include encoding services and return of a stamped duplicate deposit slip to the City at the time of the deposit. The Depository will notify the City as soon as possible for any deposit adjustments.
 - a. First United Bank proposed to continue to offer standard deposit services to the city as per account analysis statement at the end of Attachment A.
3. **Wire Transfers** – the Depository shall have the wire transfer capability of using online service with security features. The Applicant shall include a copy of their standard transfer procedures and wire transfer agreement. The City requires adequate security provisions and procedures. If wire transfer requests are available online, full information should be submitted detailing the use.
 - a. The City's online users would login and be authenticated. Users may be setup with restricted access to only create, edit or submit online wires. A user may be setup to perform all three functions if the City does not require dual control for entering and submitting the online wire. However, a call-back will be performed by bank personnel to an authorized representative. Templates are available online to create either single or recurring wires. Wires must be submitted on the day the wire is to be sent to the beneficiary bank. We do not provide a future dated wire service. The deadline to submit wires online is 4:00 p.m.
 - b. As a back-up, wire instructions can be provided to the local branch by phone, fax, e-mail or in-person with a deadline of 2:00 p.m. Wires can be sent up to 4:00 p.m. if the customer notifies the Bank of the amount to be reserved by 3:00 p.m. With the exception of in-person wires, a call-back is still performed.

4. **Automatic Clearing House (ACH) Services** – the City has various ACH credits and debits from approved agencies and companies such as State and Federal agencies, investment pools, and credit card processing centers.
 - a. First United Bank proposes to continue offering the clearing of ACH items both debits and credits. First United Bank also proposes to offer ACH Origination so the City may best manage their cash position and initiate payments on their terms. ACH Origination may be utilized for Direct Deposit and payment to Vendors and Suppliers.
5. **Fraud Protection** – the Depository should have a detailed check fraud detection service.
 - a. First United Bank proposed to implement Check and ACH Positive pay to ensure fraud protection from check and ACH debits to the City’s accounts.
6. **Stop Payments** – at times, the City will require the Depository to issue “stop payments.” Applicant shall include a statement on the proposed stop payment process on an automated or manual basis.
 - a. Stop payments for checks are entered online by your personnel are real time and immediate on our system. The stop payment will be in effect for fourteen days unless the form printed from the online banking screen is printed, signed, and mailed, faxed or delivered to the Bank within the fourteen-day timeframe. Then, the stop payment is extended for a total of six months. Stop payments called in also follow the timeframes noted above. Unless the stop payment is entered online a stop payment form will need to be executed in person to extend the stop payment for six months.

Stop payments on ACH items require a bank personnel to initiate.

7. **Online Banking Services** – the Depository shall offer Internet access for the inquiry of account balances and activity for all of the City’s accounts. This access should be available by using a password set by the City. In addition, the Depository shall offer online transfer of City monies between accounts held within the Depository. The transfers should be credited and debited to the related accounts on the same business day of the transfer, if the request is received by 5:00 p.m.

- a. *At First United Bank, our Treasury Management Services are designed to be customized to each individual client’s needs. First United Bank has cultivated their online banking platform to include the most information possible with safety and security in mind. Our Corporate First online banking platform is for organizations with high transaction volumes and/or employees that require more robust online banking functionality. Corporate First can also handle multiple entities involved within your business structure for single platform use.*

Corporate First includes advance user entitlement features to manage risk and exposure, along with numerous information reporting options for daily management of cash liquidity.

Corporate First requires an internal administrator who will be personally trained on creating other users and their customized rights and privileges. A copy of the user guide is provided.

Key features and functions include:

- Multi-factor authentication.
- View account balances, account details, and specific transaction history.
- Transfer funds between multiple linked First United Bank accounts.
- Place a stop payment on a check online.
- Robust User Entitlement and Management functionality to closely monitor risk and exposure.
- Multiple Information Reporting options.
- Capability to setup various Online Banking Alerts.
- Send and receive Secure Messages via online.
- Pay bills online using Business Bill Pay service.
- Ability to execute certain banking functions using our mobile app.

8. **Direct Deposit** – the City offers its employees an automatic payroll deposit service. Currently payroll is entered manually online by the Finance Director through the current Depository’s website. Employees are paid on a weekly basis. Applicant shall describe their procedures for direct deposit of payroll.

a. At First United Bank, we offer multiple ways in which to transact via ACH NACHA files:

- i. You may send your NACHA-formatted file of transactions via our SFTP site.*
- ii. You may upload your NACHA-formatted file onto our Corporate First online banking platform.*
- iii. You may create ACH transactions online utilizing easy-to-use templates.*

First United Bank proposes to explore the ability to upload a NACHA file from the City’s accounting software to our online banking for a more automated experience.

9. **Statements** – monthly account statements will be provided within five (5) working days after the close of the calendar month. Each statement shall contain optical images of the checks. Statements shall include transaction activity made on the last day of the period.

a. First United Bank proposed to continue to offer the free e-statements feature of the online banking platform and assure all users are properly setup with the service.

10. Insufficient Funds (NSF)/Returned Items – should be submitted twice before being returned to the City. Returned items that do not clear on the second attempt shall be returned to the City within three (3) business days with a complete description of nonpayment. The City shall receive same day telephone notification of all return items in excess of \$500.
 - a. First United Bank agrees to the above requirements.

11. Investment of Idle Funds and Safekeeping of City Securities – all certificates of deposit purchased by the City will be on a competitive basis. The City has no obligation to invest its funds with or through the Depository.

All securities will be handled on a *delivery versus payment* (DVP) basis as they are cleared into and out of the account. All clearing and safekeeping will be with the Depository or its correspondent. All correspondent and safekeeping arrangements will be stipulated in the proposal.

 - a. First United Bank agrees to the above requirement.

12. Fees and Charges – the City reserves the right to utilize either a fee basis or compensating balance basis (or a combination of each) for payment of depository services under the contract. A complete monthly account analysis will be required regardless of the payment basis.

All item and account charges will remain at the proposal cost price quoted on “Attachment A” for the duration of the contract period regardless of changes in service volumes during the period. Should new services not included in this RFP be required during the contract period, those services will be provided at fees not more than the Depository’s then-current published rate and approved by the City’s Finance Director and City Manager.

 - a. First United Bank agrees to the above requirement and has provided an updated Account Analysis proposal with current pricing for the purpose of this RFP response to be honored throughout the duration of the contract. First United Bank agrees to offer 0.65 basis points of Earnings Credit on monthly average collected balance of two depository accounts that will be tied together for analysis purposes. Money market balances are not allowed compensation due to regulatory rules and First United Bank proposed to raise the interest by 0.20 basis points on this account.

13. Overdrafts – the City does not intend to have an overdraft position on any of its accounts (singly or net) throughout the course of the depository contract. In the event a check or checks are presented for payment on any account with insufficient funds available for payment, the City will require Depository to pay said check(s) and promptly notify the City’s Finance Director of the situation. The City agrees to cover the overdraft within a maximum of one (1) business day after notification.
 - a. First United Bank agrees to the above statement.

14. **Account Analysis** – statements shall be prepared each month by the Depository and shall clearly show volume counts, fees charged (as set forth on Attachment “A”), and total prices for services on the accounts. The account analysis shall also show average ledger balances, interest rates, and earning credit rate and amounts. Fees charged to the City are not subject to change for the length of this contract.
 - a. First United Bank agrees to continue to provide account analysis statements which may be mailed and/or attained via the statements feature of our online banking platform.

15. **Account Executive** – an account executive must be assigned to the City’s accounts to coordinate the account services and expedite the solution of any problem. A trained and competent backup for the account executive, familiar with the accounts, should be assigned in the proposal. Stipulate the names and a brief biography of the account executive and their secondary personnel to be assigned to the City’s accounts.
 - a. First United Bank will continue with the team that has been built around this long-standing relationship to include Annabel Fey – Financial Center Manager and Lorraine Pelton, Senior Relationship Banker. John Torrez – Community Bank President and Marci Payne, CTP – Treasury Sales Manager will continue to provide support as needed. Bios on Mrs. Fey and Mrs. Pelton have been included behind our account analysis proposal of Attachment A.



Customer Name: City of Bulverde
 Charge Account: 4019776

Account Numbers in Group: 4019776 4022130

Bank Proposal

Description	Estimated Volume	Price	Pricing	Cost for Service	Estimated Balance Req'd
General Account Services					
Monthly Account Maintenance	2	Pricing Exception	Special Pricing	10.00	20,126.83
Regulatory Assessment (Price changes quarterly)	272,000	0.000125		2.89	5,811.97
Depository Services					
Credits Posted	19	0.25		4.75	9,560.24
ACH Credits	40	0.15		6.00	12,076.10
ACH Debits	28	0.15		4.20	8,453.27
Deposited Items - On Us	2	0.08		0.16	322.03
Deposited Items - Not On Us	118	0.10		11.80	23,749.66
Checks Paid	131	0.15		19.65	39,549.21
Charge-back Items (Returned Items)	1	2.50		2.50	5,031.71
Re-cleared Items (Redeposited by bank)	0	2.50		0.00	0.00
NSF Items Paid/Returned ¹	0	28.00		0.00	0.00
Stop Payment (Bank employee assisted)	0	28.00		0.00	0.00
Currency Deposited at Teller (Per strap)	0	0.25		0.00	0.00
Currency Purchased at Teller (Per strap)	0	0.25		0.00	0.00
Coin Deposited at Teller (Per roll)	0	0.10		0.00	0.00
Coin Purchased at Teller (Per roll)	0	0.10		0.00	0.00
Domestic Collection Items - Outgoing	0	15.00		0.00	0.00
Overdraft Fee ²	0	28.00		0.00	0.00
Sweep Arrangement Services					
Repo Sweep Account Monthly Maint.	0	75.00		0.00	0.00
ZBA Sweep Arrangement - Parent account	0	15.00		0.00	0.00
ZBA Sweep Arrangement - per Child account	0	10.00		0.00	0.00
Auto Draw Down Sweep Monthly Base Fee	0	100.00		0.00	0.00
Auto Draw Down Additional Sweeps Monthly Base Fee	0	50.00		0.00	0.00
ACH Origination					
ACH Monthly Base Fee - OLB	1	25.00		25.00	50,317.07
ACH Batch Origination - OLB	7	5.00		35.00	70,443.89
ACH Origination Per Item Fee - OLB	77	0.05		3.85	7,748.83
Same Day ACH Item Fee	0	0.15		0.00	0.00
Same Day ACH Batch Fee	0	5.00		0.00	0.00
ACH Return Per Item Fee	0	4.50		0.00	0.00
Unauthorized ACH Return Item Fee	0	4.50		0.00	0.00
ACH File Reversal Fee	0	10.00		0.00	0.00
ACH Monthly Base Fee - SFTP	0	50.00		0.00	0.00
ACH Batch Origination via SFTP	0	7.50		0.00	0.00
ACH Origination Per Item Fee - SFTP	0	0.08		0.00	0.00
Online Banking Services					
Commercial First Monthly Base Fee	1	25.00		25.00	50,317.07
Corporate First Monthly Base Fee	0	75.00		0.00	0.00
Stop Payment - Online	0	28.00		0.00	0.00
Information Reporting Services					
BAI2 File Download via FTP (Per entity, per month)	0	25.00		0.00	0.00
ACH Reporting Module Monthly Base Fee (Per Account)	0	35.00		0.00	0.00
EDI Addenda Reporting (Per Account)	0	35.00		0.00	0.00
Remote Deposit Capture Services					
RDC Monthly Maint (Complete)	1	25.00	Special Pricing	25.00	50,317.07
RDC Additional Site Monthly Maint (Complete)	0	15.00		0.00	0.00
RDC Credits Posted	0	0.25		0.00	0.00
RDC Single Feed Scanner Lease	0	20.00		0.00	0.00
RDC Multi-Feed Scanner Lease	0	30.00		0.00	0.00

Funds Transfer					
Wire Transfer - Incoming	1	6.00		6.00	12,076.10
Wire Transfer - Outgoing	0	12.00		0.00	0.00
Online Wire Transfer-Outgoing	1	6.00		6.00	12,076.10
International Wire Transfer - Incoming	0	6.00		0.00	0.00
International Wire Transfer - Outgoing	0	42.00		0.00	0.00
Online International Wire Transfer - Outgoing	0	36.00		0.00	0.00
Reverse Wire (Drawdown)	0	6.00		0.00	0.00
Fraud Protection Services					
ACH Block Monthly Base Fee per account	0	25.00		0.00	0.00
ACH Positive Pay Monthly Base Fee per account	1	25.00		25.00	50,317.07
Check Positive Pay-Monthly Maint (1st Acct)	1	50.00		50.00	100,634.13
Check Positive Pay-Monthly Maint (Add'l Accts)	0	15.00		0.00	0.00
Check Positive Pay Per Item with Payee Name Validation	0	0.07		0.00	0.00
Check Positive Pay Per Item without Payee Name Validation	0	0.05		0.00	0.00
Check Positive Pay-Paid No Issue Exception Per Item	0	0.50		0.00	0.00
Payroll Card					
A schedule of cardholder charges available upon request					
Wholesale Lockbox (Third Party Vendor)					
Schedule of services and fees available upon request					
				0.00	0.00
One Time Setup Charges					
ACH Setup via OLB ³	1	0.00	Special Pricing	0.00	
ACH Setup via SFTP ⁴	0	100.00		0.00	
ACH Block Setup	0	25.00		0.00	
ACH Reporting Setup	0	25.00		0.00	
ACH Positive Pay Setup	1	0.00	Special Pricing	0.00	
Check Positive Pay Setup	1	0.00	Special Pricing	0.00	
Remote Deposit Capture Setup	1	0.00	Special Pricing	0.00	
Remote Deposit Capture Setup - Additional Locations	0	50.00		0.00	
Payroll Card Employer Setup Fee	0	100.00		0.00	
Card Packets (Per card packet)	0	1.75		0.00	
Single Fee Scanner Purchase Price	0	450.00		0.00	
Multi-Feed Scanner Purchase Price	0	715.00		0.00	
Total One Time Setup Charges and Scanner Purchases				0.00	
Estimated Monthly Cost for Service (Setup Charges and Scanner Purchases excluded)				\$262.80	\$528,928.32

Balance Summary

Avg Ledger Balance	1,662,680
Less Avg Float	0.00
Avg Positive Collected Balance	1,662,680.18
Less Reserve Requirement (10%)	166,268.02
Available Bal For Earnings Credit	1,496,412.16
Available Balance Required	528,928.32
Net Available Balance	967,483.84

Earnings Credit Summary

Avail Bal For Earnings Credit	1,496,412.16
Earnings On Avail Bal	826.10
Less: Amount for Service	262.80
Earnings Excess(Deficit)	563.30
Analysis Service Charge	\$0.00

Earnings Credit Rate For This Period:

0.650%

Number of Days in Period:

31

Notes:

- NSF Fee (per item): Hard charged directly to commercial accounts and are not eligible for account analysis compensating balances.
- Overdraft Fee (per item): Applies to commercial accounts with pre-established overdraft protection. Includes an 18% APR of the overdrawn balances which accrues on a daily basis. Charged directly to account at statement cut-off. APR is not eligible for account analysis compensating balances.
- OLB: Acronym for Online Banking.
- SFTP: Acronym for Secure File Transfer Protocol
- Negative Balance Charge: 5.75% rate on average monthly negative balances. Charged only if balances are negative that the statement cutoff.

Confidentiality Notice

This proposal is intended to inform of estimated costs for banking services. Additional bank services not listed are available upon request. This information is intended to be confidential and proprietary to First United Bank.



Merchant Card Services

First United Bank proposes the City keep all Merchant Card Services under one umbrella.

Pricing for all transactions is included per transaction type.

Proposal For City of Bulverde

By: Keith Dozier, kdozier@fitech, 214-906-7273

Savings

Monthly Savings	Yearly Savings	Percent Savings
\$112.60	\$1,351.21	26.96%

Current Scenario

Card Type	Volume	Transactions
Visa	\$7,161.74	28
MC	\$4,156.19	26
Disc	\$149.76	1
Amex	\$1,017.83	5
Totals	\$12,485.52	60

Price Comparison

	Current		Proposed
Volume	\$12,485.52	Volume	\$12,485.52
Effective Rate	x 3.35%	Effective Rate	x 2.44%
Fees	\$417.70	Fees	\$305.10

Proposed Rates

	Qual	Mid	Non
Credit	1.80%	2.60%	3.30%
Check Card	1.55%	2.35%	3.05%
Reg Check Card	1.12%		
Trans Fee	\$0.00		

Amex Rates

Tier 1	Tier 2	Tier 3
3.10%	3.10%	3.10%

Amex Transaction Fee

\$0.20

Monthly Fees

Regulatory Compliance Fee	\$3.42
Visa Network Fee	\$6.40
MC Network Fee	\$3.23
Monthly Maintenance Fee	\$5.00
MC Mer Loc Fee	\$1.75
Security Pro	\$13.95

Other Fees

Batch Fee \$0.00

Proposal For City of Bulverde

By: Keith Dozier, kdozier@fitech, 214-906-7273

Savings

Monthly Savings	Yearly Savings	Percent Savings
\$89.58	\$1,074.91	71.66%

Current Scenario

Card Type	Volume	Transactions
Visa	\$1,045.00	7
MC	\$341.51	8
Disc	\$0.00	0
Totals	\$1,386.51	15

Price Comparison

	Current		Proposed
Volume	\$1,386.51	Volume	\$1,386.51
Effective Rate	x 9.02%	Effective Rate	x 2.55%
Fees	\$125.00	Fees	\$35.42

Proposed Rates

Discount Rate	Trans Markup
0.20%	\$0.10

Amex Rates

Discount Rate	Transaction Markup
0.20%	\$0.10

Monthly Fees

Regulatory Compliance Fee	\$3.42
Visa Network Fee	\$6.40
MC Network Fee	\$3.23
Monthly Maintenance Fee	\$5.00
MC Mer Loc Fee	\$1.75

Other Fees

Batch Fee	\$0.00
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Proposal For City of Bulverde

By: Keith Dozier, kdozier@fitech, 214-906-7273

Savings

Monthly Savings	Yearly Savings	Percent Savings
\$5.51	\$66.12	2.87%

Current Scenario

Card Type	Volume	Transactions
Visa	\$3,753.07	15
MC	\$809.60	5
Disc	\$156.00	2
Amex	\$2,188.45	1
Totals	\$6,907.12	23

Price Comparison

	Current		Proposed
Volume	\$6,907.12	Volume	\$6,907.12
Effective Rate	x 2.78%	Effective Rate	x 2.70%
Fees	\$191.83	Fees	\$186.32

Proposed Rates

Discount Rate	Trans Markup
0.08%	\$0.08

Amex Rates

Discount Rate	Transaction Markup
0.08%	\$0.08

Monthly Fees

Regulatory Compliance Fee	\$3.42
Visa Network Fee	\$6.40
MC Network Fee	\$3.23
MC Mer Loc Fee	\$1.75

Other Fees

Batch Fee	\$0.00
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Attachment B



FirstUnitedBank.com

Member FDIC.  Equal Housing Lender. NMLS# 400025.



Attachment B

Checking accounts:

First United Bank proposes to analyze both business checking accounts to maximize on the 0.65% of Earnings Credit Rate to offset Treasury Management fees. First United Bank proposes waiving the \$10 monthly fee for the Police Seizure account due to low volume.

The Pricing Proposal in its entirety is found behind **Attachment A** however below is a snip of the depository fees that are affected by checking accounts which are analyzed.

Depository Services					
Credits Posted	19	0.25		4.75	\$ 560.24
ACH Credits	40	0.15		6.00	12,076.10
ACH Debits	28	0.15		4.20	6,453.27
Deposited Items - On Us	2	0.08		0.16	322.03
Deposited Items - Not On Us	118	0.10		11.80	23,749.66
Checks Paid	121	0.15		19.65	39,549.21
Charge-back Items (Returned Items)	1	2.50		2.50	5,031.71
Re-cleared Items (Redeposited by bank)	0	2.50		0.00	0.00
NSF Items Paid/Returned	0	28.00		0.00	0.00
Stop Payment (Bank employee assisted)	0	28.00		0.00	0.00
Currency Deposited at Teller (Per strap)	0	0.25		0.00	0.00
Currency Purchased at Teller (Per strap)	0	0.25		0.00	0.00
Coin Deposited at Teller (Per roll)	0	0.10		0.00	0.00
Coin Purchased at Teller (Per roll)	0	0.10		0.00	0.00
Domestic Collection Items - Outgoing	0	15.00		0.00	0.00
Overdraft Fee*	0	28.00		0.00	0.00

B. Collateralization of Deposits

Authorized collateral, as defined below, must be pledged against the total time and demand deposits net of the FDIC insurance, with a 102% margin on the collateral maintained at all times by the Depository. All the requirements, including those beyond the Public Funds Collateral Act (Texas Local Government Code Chapter 2257), must be met by the Depository.

The Applicant must state agreement in their proposal to the following terms and conditions:

1. All collateral pledged to the City must be held in an independent, third-party bank outside the Depository's holding company.
 - a. First United Bank agrees to the above and partners with the Bank of Oklahoma for all collateral pledges.
2. A safekeeping agreement shall be executed between the City, the Depository, and the safekeeping bank for custody of pledge securities in full compliance with the Financial Institution Reform, Recovery, and Enforcement Act (FIRREA) requiring a bank resolution, (or completion of Circular 7 if the Federal Reserve is acting as custodian).
 - a. First United Bank agrees to the above requirement and has included a sample of the safekeeping agreement in the final section of this response – Forms.
3. All time and demand deposits above FDIC coverage shall be collateralized at a minimum of 102% of the principal plus accrued interest at all times.
 - a. First United Bank agrees to the above and adheres to 110% collateralization of funds.
4. The Depository shall be contractually liable for the daily monitoring and maintaining of collateral at the City's required margin levels.
 - a. First United Bank adheres to the above.
5. Pledged collateral shall be evidenced by safekeeping receipts/report sent directly to the City by the custodian within one business day of receipt of the asset.
 - a. First United Bank's policy states:
 - i. The custodian must provide evidence of pledged collateral by sending original safekeeping receipts or a report directly to the City within one business day of receipt.

6. City requires a monthly report of collateral pledged including:
 - a.) name, type, and description of security;
 - b.) safekeeping receipt number;
 - c.) par value;
 - d.) current market value;
 - e.) maturity date; and
 - f.) Moody's or Standard & Poor's rating (both if available).
 - a. First United Bank agrees to the above and the policy states –
 - i. The City must receive a monthly report of collateral pledged including description, par, market value, and CUSIP, at a minimum.

6. Substitution rights shall be granted if the Depository obtains the City's prior approval and if substituting securities are received before previously pledged securities are removed from safekeeping.
 - a. First United Bank agrees to the above.

7. Authorized collateral shall be those securities identified in the Public Funds Investment Act as eligible investments for both CD's and City deposits. The City must approve all securities pledged and reserves the right to accept or not accept the securities to be pledged as collateral. Repurchase agreements or Collateralized Mortgage Obligations are not acceptable as collateral to the City.
 - a. First United Bank agrees to the above.

9. The City shall accept the following securities as collateral:
 - a.) FDIC coverage;
 - b.) U. S. Treasury bills, notes, bonds;
 - c.) United States Agency and instrumentalities bills or notes; and/or
 - d.) Bonds of the State of Texas or of a county, city, and other political subdivision of the State of Texas having been rated as investment grade (investment rating not less than "A" or its equivalent) by at least one nationally recognized rating agency, with a remaining maturity of ten (10) years or less.
 - a. First United Bank agrees to the above requirements.

Collateralized investments often require substitution of collateral. Any substitutions of the securities or reductions in the total amount pledged shall be made only by and with proper written authorization approved by the City's Finance Director or City Manager. All securities to be pledged are subject to approval by the City.

Applicant will name the safekeeping bank for collateral in the proposal.