



**AGENDA
CITY COUNCIL RETREAT MEETING
CITY OF LEANDER, TEXAS**

Austin Community College - San Gabriel Campus
449 San Gabriel Campus Drive, Multipurpose Room #1125
Leander, TX 78641
Friday, January 31, 2025
Meeting at 8:30 AM



Mayor - Christine DeLisle
Place 1 - Kathryn Pantalion-Parker
Place 2 - Michael Herrera
Place 3 - David McDonald

Place 4 - Na'Cole Thompson, Mayor Pro Tem
Place 5 - Chris Czernek
Place 6 - Becki Ross
Todd Parton - City Manager

The City Council of the city of Leander, Texas will convene on Friday, January 31, 2025, at the time stated above to hold a retreat regarding the items listed in this agenda. The items listed below are for discussion purposes only and no formal action or votes will be taken. As a quorum of the members of the city council will be present, this agenda is being posted in compliance with chapter 551 Texas Government Code and the Texas Open Meeting Act. Lunch is anticipated around noon along a 15 minute break mid-morning and mid-afternoon.

REGULAR AGENDA

1. Open Meeting and confirm a quorum is present.
2. Establish Meeting Objectives.
3. Discuss Vision Statement.
4. Discuss Mission Statement.
5. Review Guiding Principles and Establish City Council Goals.
6. Review Fiscal Year 2025 Budget.
7. Review Major Capital Projects.
8. Discuss Economic Conditions.
9. Presentation of Fiscal Forecast.
10. Affirm Core Budget Assumptions.
11. Review and Discuss Current Departmental Programs.
12. Review of Council Rules of Procedure and other governing policies.
13. Discuss Challenges and Areas of Concern.

CERTIFICATION

The City of Leander is committed to compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call the City Secretary at (512) 528-2743 for information. Hearing impaired or speech disabled persons equipped with telecommunication devices for the deaf may call (512) 528-2800. I certify that the above agenda for this meeting of the City Council of the City of Leander, Texas, was posted on the bulletin board at City Hall in Leander, Texas, on the 24 day of January 2025 by 5:00 p.m. pursuant to Chapter 551 of the Texas Government Code.

Dara Crabtree

Dara Crabtree, City Secretary



EXECUTIVE SUMMARY
1/31/2025

AGENDA SUBJECT:

Establish Meeting Objectives.

BACKGROUND:

I greatly appreciate City Councilmembers dedicating their time and participating in this retreat. The purpose of the retreat is to update the City Council on the fiscal status of the City and to solicit feedback and direction from the City Council on critical matters that will be foundational to achieving City Council goals, building annual budgets, and preparing for capital investments.

The specific objectives for the meeting are to:

1. Affirm the City Council Vision and Mission Statements,
2. Review City Council's Guiding Principles and Establish City Council Goals,
3. Update the City Council on Budgetary Performance and Economic Conditions,
4. Affirm Core Budget Assumptions,
5. Provide Feedback and Direction on Departmental Programs, and
6. Provide Direction on Long-Term Budgetary Strategies.

HISTORY/TIMELINE:

APPLICANT/AGENT:

RECOMMENDATION:

PRESENTER:

Todd Parton, City Manager

Fiscal Impact

Attachments:



EXECUTIVE SUMMARY
1/31/2025

AGENDA SUBJECT:

Discuss Vision Statement.

BACKGROUND:

City Council formally adopted the following Vision Statement in 2024:

Vision Statement

An economically sustainable and balanced community that invites endless possibilities, celebrates its vibrant culture, and cultivates a welcoming environment.

City staff proposes a quick review of the vision statement in order to affirm it remains valid.

HISTORY/TIMELINE:

APPLICANT/AGENT:

RECOMMENDATION:

PRESENTER:

Todd Parton, City Manager

Fiscal Impact

Attachments:



EXECUTIVE SUMMARY
1/31/2025

AGENDA SUBJECT:

Discuss Mission Statement.

BACKGROUND:

City Council formally adopted the following Mission Statement in 2024"

Mission Statement

To deliver fundamental services and programs that recognize and cultivate the unique characteristics of the City, generate an inviting atmosphere, and drive purpose of place and a sense of belonging.

City staff proposes a quick review of the Mission statement in order to affirm it remains valid.

HISTORY/TIMELINE:

APPLICANT/AGENT:

RECOMMENDATION:

PRESENTER:

Todd Parton, City Manager

Fiscal Impact

Attachments:



EXECUTIVE SUMMARY 1/31/2025

AGENDA SUBJECT:

Review Guiding Principles and Establish City Council Goals.

BACKGROUND:

Through its process to create the Vision and Mission Statements, City Council first established its guiding principles. These are foundational elements to the statements serve as strategic guidelines to direct how the City will operate and provides a platform for prioritization and influences decision-making.

City Council established the following Guiding Principles:

- Balance,
- Possibilities,
- Fundamentals,
- Atmosphere, and
- Culture.

Specific goals and objectives were created that help to provide definition to and direction for each Guiding Principle. In addition to providing the foundation for the Vision and Mission Statements, they may also be used to create official City Council goals. Official City Council goals will be used to establish priorities and ensure that incremental decisions remain aligned with City Council's vision and achieve City Councils mission.

Official goals should be reviewed annually, typically as the first step in the annual budget process. This will ensure that City operations and programs are aligned with City Council goals and that City operations are evolving to meet changing and evolving conditions.

City staff will be prepared to walk the City Council through a goal setting exercise. The Guiding Principles will provide the basis for setting the Official City Council Goals.

HISTORY/TIMELINE:

APPLICANT/AGENT:

RECOMMENDATION:

PRESENTER:

Todd Parton, City Manager

Fiscal Impact

Attachments:

1. Vision and Goal Statements

City of Leander
Vision Statement, Mission Statement and Goals
Final Version

Leander Vision Statement

An economically sustainable and balanced community that invites endless possibilities, celebrates its vibrant culture, and cultivates a welcoming environment.

Leander Mission Statement

To deliver fundamental services and programs that recognize and cultivate the unique characteristics of the City, generate an inviting atmosphere, and drive purpose of place and a sense of belonging.

City Council Guiding Concepts

Balance

Economic Sustainability

Develop a Diversified Tax Base

Provide a Housing/Jobs Balance

Maximize Development Potential to Achieve Desired Economic Benefits

Land Use Balance

Manage Growth to Achieve Economic Sustainability

Develop a Corporate-Anchored Business Community

Cultivate Tech Campuses

Expand on the City's Medical Sector

Develop the City's Recreation and Hospitality Sectors

Full Life Cycle City

Maintain an Adequate Supply of Executive Housing

Not a Bedroom Community – Keep Charm and Diversity

Recruit a Robust Variety of Retail Stores and Services

Ultimate Balance

Recognize Unique Sectors Throughout the Community

Integrate Unique Sectors into a Community Collective

Resources/Services for all Demographic Segments

Possibilities

Build for the Future

Develop the City as an Up and Coming Family Place

Create Opportunities for Multiple Generations to Live, Work and Grow

Provide Services, Programs, and Infrastructure to Enhance QOL

Maximize the City's Potential

Cultivate the City's Primary Opportunities

Collaborate with Public and Private Partners to Enhance the Region and
Elevate the City
Upgrade/Expand Infrastructure to Support Desired Development

Fundamentals

Protect Public Health, Safety, and Welfare

- Secure Long-Term, Sustainable Sources of Raw Water
- Expand Core Utility System Capacity to Keep Pace with Evolving Demand
- Build and Maintain an Efficient and Effective Roadway System
- Provide Public Safety Services to Keep Pace with Evolving Community Needs
- Protect Flood Prone and Environmentally Sensitive Areas

Provide a Healthy Community

- Develop Integrated Parks and Recreation Systems and Programs
- Implement Recreational and Cultural Programs to Connect the Community
- Interconnect Various Sectors or Districts within the Community
- Develop an Active Transportation System

Provide Great Customer Service

- Develop a Customer Service Strategy
- Establish and Maintain an Efficient Development Process
- Continuously Monitor, Evaluate, and Improve Customer Services

Provide Quality Public Service(s)

- Establish Benchmarks and Performance Metrics for Desired Levels of Service
- Develop Departmental Resourcing Plans to Accomplish Desired Objectives
- Maximize Interdepartmental Coordination for Efficiencies and Effectiveness
- Deploy Technological Solutions to Enhance Public Service Offerings
- Prepare Fiscal Models to Help Ensure Service Continuity

Atmosphere

Cultivate a Friendly and Welcoming Feel

- Protect the Small-Town Charm
- Develop a Vibrant Town Center
- Initiate a “Friendly City” Branding Initiative

Embrace and Emphasize Uniqueness of Character

- Identify and Define Distinct Areas or Districts
- Protect the Characteristics that Make an Area or District Unique
- Facilitate/Encourage Unique Design Aesthetics in New Developments
- Construct Artistic Crosswalks, Pocket Parks and Amenities to Create a Sense of Place
- Implement an Incentive Program for Development of a Rail Station

Create an Energetic and Engaged Community

- Develop the City as a Festival Destination
- Market the Things that Make the City Special
- Embrace the City’s Diversity

Culture

City of High Character

- Enhance Governmental Transparency
- Engage in Pro-Active and Effective Communications
- Develop the City as a Trusted Source of Information
- Create a Culture of Respect and Professionalism within the Organization

Family-Oriented Community

- Provide Opportunities for Family Engagement
- Collaborate with Educational Entities to Provide Educational Programs/Curriculum to Advance Current and Future Workforce Development
- Develop Recreational Programs and Facilities that Support Families
- Provide Opportunities for the Expression and Display of Cultural Arts
- Provide for a Mix of Housing Opportunities

Inclusive Community

- Recognize Those Who Have Made Leander Home
- Identify and Engage with All Segments of the Community
- Celebrate the City's Evolving Diversity and Growing Heritage
- Develop a Public Venue to Support Large-Scale Events

Respect Community Heritage

- Develop a Vibrant City Center in Old Town
- Celebrate the City's History



EXECUTIVE SUMMARY
1/31/2025

AGENDA SUBJECT:

Review Fiscal Year 2025 Budget.

BACKGROUND:

The first quarter of Fiscal Year 2025 is completed, and City staff has pulled together summaries of budget to actual performance through December 31, 2024. City staff will review the budgetary status and provide insight into current revenues and/or expenditures for the General Fund, Utility Fund, and Golf Fund.

Revenue and expense reports through December 31, 2024, do not indicate any significant areas of change within any of these funds at this time.

HISTORY/TIMELINE:

APPLICANT/AGENT:

RECOMMENDATION:

PRESENTER:

Kent Souriyasak, Assistant to the City Manager

Fiscal Impact

Attachments:

1. FY2025 Budget YTD

CITY OF LEANDER BUDGET REPORT
FISCAL YEAR 2025
REPORTING PERIOD: OCTOBER 1, 2024 - DECEMBER 31, 2024

01 -GENERAL FUND

ACCOUNT NAME	2024-2025 BUDGET	YEAR TO DATE ACTUAL	BUDGET REMAINING	PERCENT EXPENDED
REVENUE SUMMARY				
ADMINISTRATIVE	75,125	305	74,820	0.41%
FINES	335,450	69,363	266,087	20.68%
FRANCHISE FEES	4,756,000	101,447	4,654,553	2.13%
SPECIAL FEES	35,350	7,356	27,994	20.81%
MISCELLANEOUS	8,938,425	1,789,504	7,148,921	20.02%
PERMITS & LICENSES	5,808,500	1,064,016	4,744,484	18.32%
SPECIAL REVENUE	1,355,000	144,194	1,210,806	10.64%
RECREATION FEES	203,000	44,686	158,314	22.01%
TAXES	50,386,991	25,915,991	24,471,000	51.43%
TRANSFERS	1,500,000	0	1,500,000	0.00%
** TOTAL REVENUES **	73,393,841	29,136,862	44,256,979	39.70%
TRANSFERS IN	(1,500,000)		(1,500,000)	
** OVERALL TOTAL REVENUES **	71,893,841	29,136,862	42,756,979	40.53%
EXPENDITURE SUMMARY				
CITY MANAGER	1,029,836	116,715	913,121	11.33%
CITY SECRETARY	508,652	82,580	426,072	16.24%
FINANCE	1,347,051	251,714	1,095,337	18.69%
PUBLIC INFORMATION	571,182	49,554	521,628	8.68%
CITY COUNCIL	96,401	35,081	61,320	36.39%
PUBLIC LIBRARY	993,479	185,889	807,590	18.71%
ECONOMIC DEVELOPMENT	812,973	99,591	713,382	12.25%
HUMAN RESOURCES	1,170,143	238,455	931,688	20.38%
INFORMATION TECHNOLOGY	2,323,278	911,434	1,411,844	39.23%
MUNICIPAL COURT	626,591	120,425	506,166	19.22%
GENERAL SERVICES	1,208,821	182,170	1,026,651	15.07%
PLANNING	2,046,904	403,146	1,643,758	19.70%
PUBLIC WORKS	7,795,143	877,509	6,917,634	11.26%
ENGINEERING	3,916,398	721,934	3,194,464	18.43%
PARKS & RECREATION	4,134,174	656,921	3,477,253	15.89%
POLICE ADMINISTRATION	1,116,965	227,263	889,702	20.35%
UNIFORM SERVICES	7,191,674	1,596,872	5,594,802	22.20%
SUPPORT SERVICES	1,251,413	208,379	1,043,034	16.65%
ANIMAL SERVICES	492,779	60,230	432,549	12.22%
CRIMINAL INVESTIGATIONS	2,519,209	476,751	2,042,458	18.92%
COMMUNICATIONS	1,869,492	376,915	1,492,577	20.16%
SPECIAL OPERATIONS	1,967,744	270,935	1,696,809	13.77%
CODE ENFORCEMENT	463,206	59,406	403,800	12.82%
HOMELAND SECURITY/E.MGMT	309,143	28,001	281,142	9.06%
FIRE ADMINISTRATION	3,190,052	533,397	2,656,655	16.72%
BUILDING INSPECTIONS	1,884,098	326,050	1,558,048	17.31%

CITY OF LEANDER BUDGET REPORT
FISCAL YEAR 2025
REPORTING PERIOD: OCTOBER 1, 2024 - DECEMBER 31, 2024

01 -GENERAL FUND

ACCOUNT NAME	2024-2025 BUDGET	YEAR TO DATE ACTUAL	BUDGET REMAINING	PERCENT EXPENDED
NON DEPARTMENTAL	15,439,367	1,680,767	13,758,600	10.89%
EMERGENCY OPERATIONS	10,523,040	1,770,883	8,752,157	16.83%
COMMUNITY RISK REDUCTION	894,633	183,677	710,956	20.53%
*** TOTAL EXPENSES ***	77,693,841	12,732,643	64,961,198	16.39%
TRANSFERS OUT	(6,300,000)		(6,300,000)	
** OVERALL TOTAL EXPENSES **	71,393,841	12,732,643	58,661,198	17.83%
	2024-2025 BUDGET	YEAR TO DATE ACTUAL	BUDGET REMAINING	
** REVENUES OVER/(UNDER) EXP	500,000	16,404,219	(15,904,219)	

CITY OF LEANDER BUDGET REPORT
FISCAL YEAR 2025
REPORTING PERIOD: OCTOBER 1, 2024 - DECEMBER 31, 2024

01 -GENERAL FUND

ACCOUNT NAME	2024-2025 BUDGET	YEAR TO DATE ACTUAL	BUDGET REMAINING	PERCENT EXPENDED
REVENUE SUMMARY				
ADMINISTRATIVE	75,125	305	74,820	0.41%
FINES	335,450	69,363	266,087	20.68%
FRANCHISE FEES	4,756,000	101,447	4,654,553	2.13%
SPECIAL FEES	35,350	7,356	27,994	20.81%
MISCELLANEOUS	8,938,425	1,789,504	7,148,921	20.02%
PERMITS & LICENSES	5,808,500	1,064,016	4,744,484	18.32%
SPECIAL REVENUE	1,355,000	144,194	1,210,806	10.64%
RECREATION FEES	203,000	44,686	158,314	22.01%
TAXES	50,386,991	25,915,991	24,471,000	51.43%
TRANSFERS	1,500,000	0	1,500,000	0.00%
** TOTAL REVENUES **	73,393,841	29,136,862	44,256,979	39.70%
EXPENDITURE SUMMARY				
CITY MANAGER	1,029,836	116,715	913,121	11.33%
CITY SECRETARY	508,652	82,580	426,072	16.24%
FINANCE	1,347,051	251,714	1,095,337	18.69%
PUBLIC INFORMATION	571,182	49,554	521,628	8.68%
CITY COUNCIL	96,401	35,081	61,320	36.39%
PUBLIC LIBRARY	993,479	185,889	807,590	18.71%
ECONOMIC DEVELOPMENT	812,973	99,591	713,382	12.25%
HUMAN RESOURCES	1,170,143	238,455	931,688	20.38%
INFORMATION TECHNOLOGY	2,323,278	911,434	1,411,844	39.23%
MUNICIPAL COURT	626,591	120,425	506,166	19.22%
GENERAL SERVICES	1,208,821	182,170	1,026,651	15.07%
PLANNING	2,046,904	403,146	1,643,758	19.70%
PUBLIC WORKS	7,795,143	877,509	6,917,634	11.26%
ENGINEERING	3,916,398	721,934	3,194,464	18.43%
PARKS & RECREATION	4,134,174	656,921	3,477,253	15.89%
POLICE ADMINISTRATION	1,116,965	227,263	889,702	20.35%
UNIFORM SERVICES	7,191,674	1,596,872	5,594,802	22.20%
SUPPORT SERVICES	1,251,413	208,379	1,043,034	16.65%
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CRIMINAL INVESTIGATIONS	2,519,209	476,751	2,042,458	18.92%
COMMUNICATIONS	1,869,492	376,915	1,492,577	20.16%
SPECIAL OPERATIONS	1,967,744	270,935	1,696,809	13.77%
CODE ENFORCEMENT	463,206	59,406	403,800	12.82%
HOMELAND SECURITY/E.MGMT	309,143	28,001	281,142	9.06%
FIRE ADMINISTRATION	3,190,052	533,397	2,656,655	16.72%
BUILDING INSPECTIONS	1,884,098	326,050	1,558,048	17.31%
NON DEPARTMENTAL	15,439,367	1,680,767	13,758,600	10.89%
EMERGENCY OPERATIONS	10,523,040	1,770,883	8,752,157	16.83%

CITY OF LEANDER BUDGET REPORT
FISCAL YEAR 2025
REPORTING PERIOD: OCTOBER 1, 2024 - DECEMBER 31, 2024

01 -GENERAL FUND

ACCOUNT NAME	2024-2025 BUDGET	YEAR TO DATE ACTUAL	BUDGET REMAINING	PERCENT EXPENDED
COMMUNITY RISK REDUCTION	894,633	183,677	710,956	20.53%
*** TOTAL EXPENSES ***	77,693,841	12,732,643	64,961,198	16.39%
** REVENUES OVER/(UNDER) EXP	(4,300,000)	16,404,219	(20,704,219)	-381.49%

CITY OF LEANDER BUDGET REPORT
FISCAL YEAR 2025
REPORTING PERIOD: OCTOBER 1, 2024 - DECEMBER 31, 2024

GOLF FUND

ACCOUNT NAME	2024-2025 BUDGET	YEAR TO DATE ACTUAL	BUDGET REMAINING	PERCENT EXPENDED
05 -GOLF COURSE FUND				
** TOTAL REVENUES **	2,779,532	816,990	1,962,542	29.39%
EXPENDITURE SUMMARY				
GROUNDS MAINTENANCE	1,136,512	147,679	988,833	12.99%
GRILL	0	0	0	0.00%
PRO SHOP	1,537,520	226,487	1,311,033	14.73%
NON DEPARTMENTAL	1,105,500	16,797	1,088,703	1.52%
*** TOTAL EXPENSES ***	3,779,532	390,963	3,388,569	10.34%
(LESS) CIP	(1,000,000)		(1,000,000)	
** OVERALL TOTAL EXPENSES **	2,779,532	390,963	2,388,569	14.07%
	2024-2025 BUDGET	YEAR TO DATE ACTUAL	BUDGET REMAINING	
** REVENUES OVER/(UNDER) EXP	0	426,027	(426,027)	
105-GOLF CAPITAL PROJECTS				
** TOTAL REVENUES **	1,000,000	0	1,000,000	0.00%
*** TOTAL EXPENSES ***	1,000,000	0	1,000,000	0.00%
** REVENUES OVER/(UNDER) EXP	0	0	0	0.00%

CITY OF LEANDER BUDGET REPORT
FISCAL YEAR 2025
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UTILITY FUND

ACCOUNT NAME	2024-2025 BUDGET	YEAR TO DATE ACTUAL	BUDGET REMAINING	PERCENT EXPENDED
20 -UTILITY FUND				
** TOTAL REVENUES **	49,791,500	13,642,537	36,148,963	27.40%
EXPENDITURE SUMMARY				
UTILITY BILLING	3,500,654	579,391	2,921,263	16.55%
WATER MAINTENANCE	14,702,875	2,865,573	11,837,302	19.49%
WASTEWATER MAINTENANCE	2,175,192	337,372	1,837,820	15.51%
NON DEPARTMENTAL	27,614,802	268,068	27,346,734	0.97%
REGIONAL WATER PLANT	0	0	0	0.00%
WASTEWATER TREATMENT	5,845,386	731,317	5,114,069	12.51%
WATER CONSERVATION	452,591	40,855	411,736	9.03%
*** TOTAL EXPENSES ***	54,291,500	4,822,576	49,468,924	8.88%
TRANSFER OUT - GENERAL FUND	(1,500,000)		(1,500,000)	
TRANSFER OUT - CIP	(4,500,000)		(4,500,000)	
TRANSFER OUT - DEBT SERVICE	(21,158,302)		(21,158,302)	
** OVERALL TOTAL EXPENSES **	27,133,198	8,819,961	22,310,622	32.51%
	2024-2025 BUDGET	YEAR TO DATE ACTUAL	BUDGET REMAINING	
** REVENUES OVER/(UNDER) EXP	22,658,302	4,822,576	13,838,341	

CITY OF LEANDER BUDGET REPORT
FISCAL YEAR 2025
REPORTING PERIOD: OCTOBER 1, 2024 - DECEMBER 31, 2024

UTILITY FUND CAPITAL PROJECTS

ACCOUNT NAME	2024-2025 BUDGET	YEAR TO DATE ACTUAL	BUDGET REMAINING	PERCENT EXPENDED
23 -CO SERIES 2020 & 2022				
** TOTAL REVENUES **	350,000	103,864	246,136	29.68%
*** TOTAL EXPENSES ***	13,845,000	937,794	12,907,206	6.77%
** REVENUES OVER/(UNDER) EXP	(13,495,000)	(833,930)	(12,661,070)	6.18%
24 -CO SERIES 2024-B				
** TOTAL REVENUES **	150,000	182,636	(32,636)	121.76%
*** TOTAL EXPENSES ***	23,260,000	1,637,588	21,622,412	7.04%
** REVENUES OVER/(UNDER) EXP	(23,110,000)	(1,454,953)	(21,655,047)	6.30%
25 -UTILITY PROJ WATER IMPACT				
** TOTAL REVENUES **	10,075,000	2,528,644	7,546,356	25.10%
*** TOTAL EXPENSES ***	30,685,500	423,143	30,262,357	1.38%
** REVENUES OVER/(UNDER) EXP	(20,610,500)	2,105,501	(22,716,001)	-10.22%
26 -UTILITY PROJ WW IMPACT				
** TOTAL REVENUES **	5,575,000	708,384	4,866,616	12.71%
*** TOTAL EXPENSES ***	13,711,795	907,194	12,804,601	6.62%
** REVENUES OVER/(UNDER) EXP	(8,136,795)	(198,809)	(7,937,986)	2.44%
27 -UTILITY CAP PROJECTS				
** TOTAL REVENUES **	4,900,000	(10,745)	4,910,745	-0.22%
*** TOTAL EXPENSES ***	19,900,000	1,353,109	18,546,891	6.80%
** REVENUES OVER/(UNDER) EXP	(15,000,000)	(1,363,854)	(13,636,146)	9.09%

CITY OF LEANDER BUDGET REPORT
FISCAL YEAR 2025
REPORTING PERIOD: OCTOBER 1, 2024 - DECEMBER 31, 2024

SPECIAL REVENUE FUNDS

ACCOUNT NAME	2024-2025 BUDGET	YEAR TO DATE ACTUAL	BUDGET REMAINING	PERCENT EXPENDED
02 - PEG COMMUNICATIONS				
** TOTAL REVENUES **	75,000	(416)	75,416	-0.56%
*** TOTAL EXPENSES ***	188,500	19,479	169,021	10.33%
** REVENUES OVER/(UNDER) EXP	(113,500)	(19,895)	(93,605)	17.53%
03 - BRYSON FARMSTEAD HISTORIC				
** TOTAL REVENUES **	675,867	(160)	676,027	-0.02%
*** TOTAL EXPENSES ***	865,000	0	865,000	0.00%
** REVENUES OVER/(UNDER) EXP	(189,133)	(160)	(188,973)	0.08%
04 - LEANDER CLEAN UP				
** TOTAL REVENUES **	28,500	(25)	28,525	-0.09%
*** TOTAL EXPENSES ***	28,500	3,527	24,973	12.38%
** REVENUES OVER/(UNDER) EXP	0	(3,552)	3,552	0.00%
06 - OLD TOWN INCENTIVES FUND				
** TOTAL REVENUES **	251,500	(65)	251,565	-0.03%
*** TOTAL EXPENSES ***	100,000	0	100,000	0.00%
** REVENUES OVER/(UNDER) EXP	151,500	(65)	151,565	-0.04%
10 - PUBLIC ARTS & CULTURE				
** TOTAL REVENUES **	38,000	10,623	27,377	27.96%
*** TOTAL EXPENSES ***	110,000	2,411	107,589	2.19%
** REVENUES OVER/(UNDER) EXP	(72,000)	8,212	(80,212)	-11.41%
11 - HOTEL OCCUPANCY TAX				
** TOTAL REVENUES **	211,500	161	211,339	0.08%
*** TOTAL EXPENSES ***	171,750	0	171,750	0.00%
** REVENUES OVER/(UNDER) EXP	39,750	161	39,589	0.41%
60 - GRANTS - PUBLIC WORKS				
** TOTAL REVENUES **	6,275,000	(2,389)	6,277,389	-0.04%
*** TOTAL EXPENSES ***	8,250,001	45,455	8,204,546	0.55%
** REVENUES OVER/(UNDER) EXP	(1,975,001)	(47,844)	(1,927,157)	2.42%
65 - GRANTS - FIRE DEPT				
** TOTAL REVENUES **	0	0	0	0.00%
*** TOTAL EXPENSES ***	0	0	0	0.00%
** REVENUES OVER/(UNDER) EXP	0	0	0	0.00%
68 - FEDERAL ARPA GRANT				
** TOTAL REVENUES **	6,454,423	34,564	6,419,859	0.54%

CITY OF LEANDER BUDGET REPORT
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SPECIAL REVENUE FUNDS

ACCOUNT NAME	2024-2025 BUDGET	YEAR TO DATE ACTUAL	BUDGET REMAINING	PERCENT EXPENDED
*** TOTAL EXPENSES ***	9,197,028	293,488	8,903,540	3.19%
** REVENUES OVER/(UNDER) EXP	(2,742,605)	(258,925)	(2,483,680)	9.44%
70 -GRANTS - POLICE DEPT				
** TOTAL REVENUES **	515,960	727	515,233	0.14%
*** TOTAL EXPENSES ***	490,960	35,862	455,098	7.30%
** REVENUES OVER/(UNDER) EXP	25,000	(35,136)	60,136	-140.54%
71 -COURT SECURITY FUND				
** TOTAL REVENUES **	23,000	6,188	16,812	26.90%
*** TOTAL EXPENSES ***	90,240	1,183	89,057	1.31%
** REVENUES OVER/(UNDER) EXP	(67,240)	5,005	(72,245)	-7.44%
72 -COURT TECHNOLOGY FUND				
** TOTAL REVENUES **	11,000	3,038	7,962	27.62%
*** TOTAL EXPENSES ***	10,450	13,630	(3,180)	130.43%
** REVENUES OVER/(UNDER) EXP	550	(10,592)	11,142	-1925.76%
73 -PARKS SPECIAL REVENUE				
** TOTAL REVENUES **	546,000	116,889	429,111	21.41%
*** TOTAL EXPENSES ***	424,000	62,925	361,076	14.84%
** REVENUES OVER/(UNDER) EXP	122,000	53,965	68,035	44.23%
74 -FIRE SPECIAL REVENUE				
** TOTAL REVENUES **	0	0	0	0.00%
*** TOTAL EXPENSES ***	0	0	0	0.00%
** REVENUES OVER/(UNDER) EXP	0	0	0	0.00%
76 -STEP FUND				
** TOTAL REVENUES **	42,500	2,181	40,319	5.13%
*** TOTAL EXPENSES ***	42,500	6,499	36,001	15.29%
** REVENUES OVER/(UNDER) EXP	0	(4,317)	4,317	0.00%
77 -POLICE FORFEITURE FUND				
** TOTAL REVENUES **	15,000	(200)	15,200	-1.33%
*** TOTAL EXPENSES ***	105,000	35,017	69,983	33.35%
** REVENUES OVER/(UNDER) EXP	(90,000)	(35,217)	(54,783)	39.13%
78 -POLICE SPECIAL REVENUE				
** TOTAL REVENUES **	59,000	8,920	50,080	15.12%
*** TOTAL EXPENSES ***	50,000	0	50,000	0.00%
** REVENUES OVER/(UNDER) EXP	9,000	8,920	80	99.11%

CITY OF LEANDER BUDGET REPORT
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SPECIAL REVENUE FUNDS

ACCOUNT NAME	2024-2025 BUDGET	YEAR TO DATE ACTUAL	BUDGET REMAINING	PERCENT EXPENDED
79 -TIRZ #1				
** TOTAL REVENUES **	6,380,000	2,850	6,377,150	0.04%
*** TOTAL EXPENSES ***	6,208,250	0	6,208,250	0.00%
** REVENUES OVER/(UNDER) EXP	171,750	2,850	168,900	1.66%
96 -LEANDER DEVELOPMENT AUTH.				
** TOTAL REVENUES **	1,875,144	0	1,875,144	0.00%
*** TOTAL EXPENSES ***	1,875,144	0	1,875,144	0.00%
** REVENUES OVER/(UNDER) EXP	0	0	0	0.00%
380-CH 380 DEVELOPMENT AGR				
** TOTAL REVENUES **	60,000	2,395	57,605	3.99%
*** TOTAL EXPENSES ***	0	0	0	0.00%
** REVENUES OVER/(UNDER) EXP	60,000	2,395	57,605	3.99%
701-POLICE COMMUNITY OUTREACH				
** TOTAL REVENUES **	2,000	(10)	2,010	-0.50%
*** TOTAL EXPENSES ***	2,000	0	2,000	0.00%
** REVENUES OVER/(UNDER) EXP	0	(10)	10	0.00%
750-FIRE RESCUE REVENUE				
** TOTAL REVENUES **	55,000	5,255	49,745	9.55%
*** TOTAL EXPENSES ***	0	0	0	0.00%
** REVENUES OVER/(UNDER) EXP	55,000	5,255	49,745	9.55%

CITY OF LEANDER BUDGET REPORT
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GENERAL PURPOSE CAPITAL PROJECTS

ACCOUNT NAME	2024-2025 BUDGET	YEAR TO DATE ACTUAL	BUDGET REMAINING	PERCENT EXPENDED
12 -TIA FUND				
** TOTAL REVENUES **	50,000	666,737	(616,737)	1333.47%
*** TOTAL EXPENSES ***	837,500	15,879	821,621	1.90%
** REVENUES OVER/(UNDER) EXP	(787,500)	650,858	(1,438,358)	-82.65%
40 -GENERAL CIP				
** TOTAL REVENUES **	9,406,960	(8,093)	9,415,053	-0.09%
*** TOTAL EXPENSES ***	13,733,410	145,910	13,587,500	1.06%
** REVENUES OVER/(UNDER) EXP	(4,326,450)	(154,003)	(4,172,447)	3.56%
44 -ROADWAY IMPACT FEES				
** TOTAL REVENUES **	940,000	380,530	559,470	40.48%
*** TOTAL EXPENSES ***	0	0	0	0.00%
** REVENUES OVER/(UNDER) EXP	940,000	380,530	559,470	40.48%
55 -CO SERIES 2016				
** TOTAL REVENUES **	0	5,791	(5,791)	0.00%
*** TOTAL EXPENSES ***	205,000	11,311	193,689	5.52%
** REVENUES OVER/(UNDER) EXP	(205,000)	(5,520)	(199,480)	2.69%
56 -CO SERIES 2018-B				
** TOTAL REVENUES **	0	3,253	(3,253)	0.00%
*** TOTAL EXPENSES ***	390,000	189,184	200,816	48.51%
** REVENUES OVER/(UNDER) EXP	(390,000)	(185,932)	(204,068)	47.67%
57 -CO SERIES 2018-A				
** TOTAL REVENUES **	85,000	24,759	60,241	29.13%
*** TOTAL EXPENSES ***	2,315,000	0	2,315,000	0.00%
** REVENUES OVER/(UNDER) EXP	(2,230,000)	24,759	(2,254,759)	-1.11%
58 -CO SERIES 2022				
** TOTAL REVENUES **	250,000	112,854	137,146	45.14%
*** TOTAL EXPENSES ***	13,070,000	2,716	13,067,284	0.02%
** REVENUES OVER/(UNDER) EXP	(12,820,000)	110,138	(12,930,138)	-0.86%
59 -CO SERIES 2024-A				
** TOTAL REVENUES **	250,000	82,003	167,997	32.80%
*** TOTAL EXPENSES ***	10,250,000	41,871	10,208,129	0.41%
** REVENUES OVER/(UNDER) EXP	(10,000,000)	40,133	(10,040,133)	-0.40%
75 -PARK DEDICATION FUND				
** TOTAL REVENUES **	341,500	926,719	(585,219)	271.37%
*** TOTAL EXPENSES ***	2,390,756	0	2,390,756	0.00%
** REVENUES OVER/(UNDER) EXP	(2,049,256)	926,719	(2,975,975)	-45.22%

CITY OF LEANDER BUDGET REPORT
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GENERAL PURPOSE CAPITAL PROJECTS

ACCOUNT NAME	2024-2025 BUDGET	YEAR TO DATE ACTUAL	BUDGET REMAINING	PERCENT EXPENDED
501-GO BONDS 2016 - TRN				
** TOTAL REVENUES **	0	0	0	0.00%
*** TOTAL EXPENSES ***	0	0	0	0.00%
** REVENUES OVER/(UNDER) EXP	0	0	0	0.00%
502-GO BONDS 2016 - PARKS				
** TOTAL REVENUES **	0	0	0	0.00%
*** TOTAL EXPENSES ***	0	0	0	0.00%
** REVENUES OVER/(UNDER) EXP	0	0	0	0.00%
503-GO BONDS 2016 SENIOR CTR				
** TOTAL REVENUES **	0	0	0	0.00%
*** TOTAL EXPENSES ***	0	0	0	0.00%
** REVENUES OVER/(UNDER) EXP	0	0	0	0.00%
504-GO BONDS 2018 - REC CTR				
** TOTAL REVENUES **	100,000	16,055	83,945	16.05%
*** TOTAL EXPENSES ***	0	0	0	0.00%
** REVENUES OVER/(UNDER) EXP	100,000	16,055	83,945	16.05%
511-GO BONDS 2018 - TRN				
** TOTAL REVENUES **	175,000	37,513	137,487	21.44%
*** TOTAL EXPENSES ***	4,133,104	0	4,133,104	0.00%
** REVENUES OVER/(UNDER) EXP	(3,958,104)	37,513	(3,995,617)	-0.95%
512-GO BONDS 2018 - PARKS				
** TOTAL REVENUES **	5,000	2,280	2,720	45.61%
*** TOTAL EXPENSES ***	285,000	0	285,000	0.00%
** REVENUES OVER/(UNDER) EXP	(280,000)	2,280	(282,280)	-0.81%
513-GO BONDS 2018 - SR CENTER				
** TOTAL REVENUES **	0	33,695	(33,695)	0.00%
*** TOTAL EXPENSES ***	3,000,000	414,512	2,585,488	13.82%
** REVENUES OVER/(UNDER) EXP	(3,000,000)	(380,817)	(2,619,183)	12.69%

CITY OF LEANDER BUDGET REPORT
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INTERNAL SERVICE FUNDS

ACCOUNT NAME	2024-2025 BUDGET	YEAR TO DATE ACTUAL	BUDGET REMAINING	PERCENT EXPENDED
14 -VEHICLE RESERVE FUND				
** TOTAL REVENUES **	2,914,273	8,041	2,906,232	0.28%
*** TOTAL EXPENSES ***	621,396	163,745	457,651	26.35%
** REVENUES OVER/(UNDER) EXP	2,292,877	(155,705)	2,448,582	-6.79%
21 -UTILITY VEHICLE RESERVE FUND				
** TOTAL REVENUES **	367,659	(608)	368,267	-0.17%
*** TOTAL EXPENSES ***	0	0	0	0.00%
** REVENUES OVER/(UNDER) EXP	367,659	(608)	368,267	-0.17%

CITY OF LEANDER BUDGET REPORT
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DEBT SERVICE FUNDS

ACCOUNT NAME	2024-2025 BUDGET	YEAR TO DATE ACTUAL	BUDGET REMAINING	PERCENT EXPENDED
80 -GENERAL I&S FUND				
** TOTAL REVENUES **	22,164,954	13,176,267	8,988,687	59.45%
*** TOTAL EXPENSES ***	22,164,954	0	22,164,954	0.00%
** REVENUES OVER/(UNDER) EXP	0	13,176,267	(13,176,267)	0.00%
85 -UTILITY I&S FUND				
** TOTAL REVENUES **	22,168,927	(2,922)	22,171,849	-0.01%
*** TOTAL EXPENSES ***	22,168,927	0	22,168,927	0.00%
** REVENUES OVER/(UNDER) EXP	0	(2,922)	2,922	0.00%



EXECUTIVE SUMMARY
1/31/2025

AGENDA SUBJECT:

Review Major Capital Projects.

BACKGROUND:

The City has multiple capital projects programmed through the City of Leander Capital Improvements Plan (CIP) and the Williamson County/City of Leander Road Bond Program. The City's CIP programs \$270,322,244 for a slate of projects that include municipal facilities, parks and recreation, stormwater, transportation, water, and wastewater improvements. The Williamson County/City of Leander Road Bond Program includes an initial City contribution of \$15,200,000 with additional amounts to be determined.

Attached is a summary showing the funding programmed for both the City and County project schedules.

City staff will review these project schedules in detail. These projects are the starting point for a more comprehensive, multi-year CIP. Based on a City Council budget discussion in August 2024, City staff anticipates that the General Fund will be able to support up to \$1.5 billion in debt over the next 20 years and maintain consistent levels I&S tax levels.

HISTORY/TIMELINE:

APPLICANT/AGENT:

RECOMMENDATION:

PRESENTER:

Kent Souriyasak, Assistant to the City Manager

Fiscal Impact

Attachments:

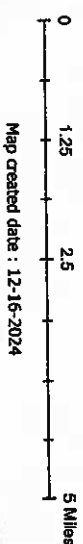
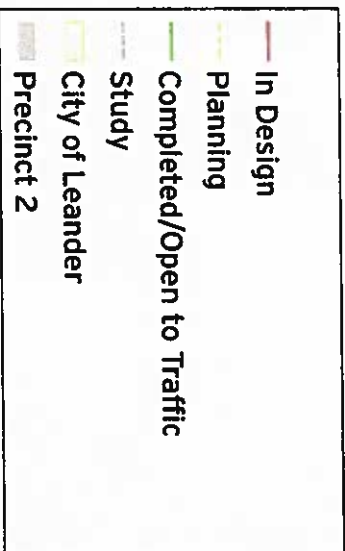
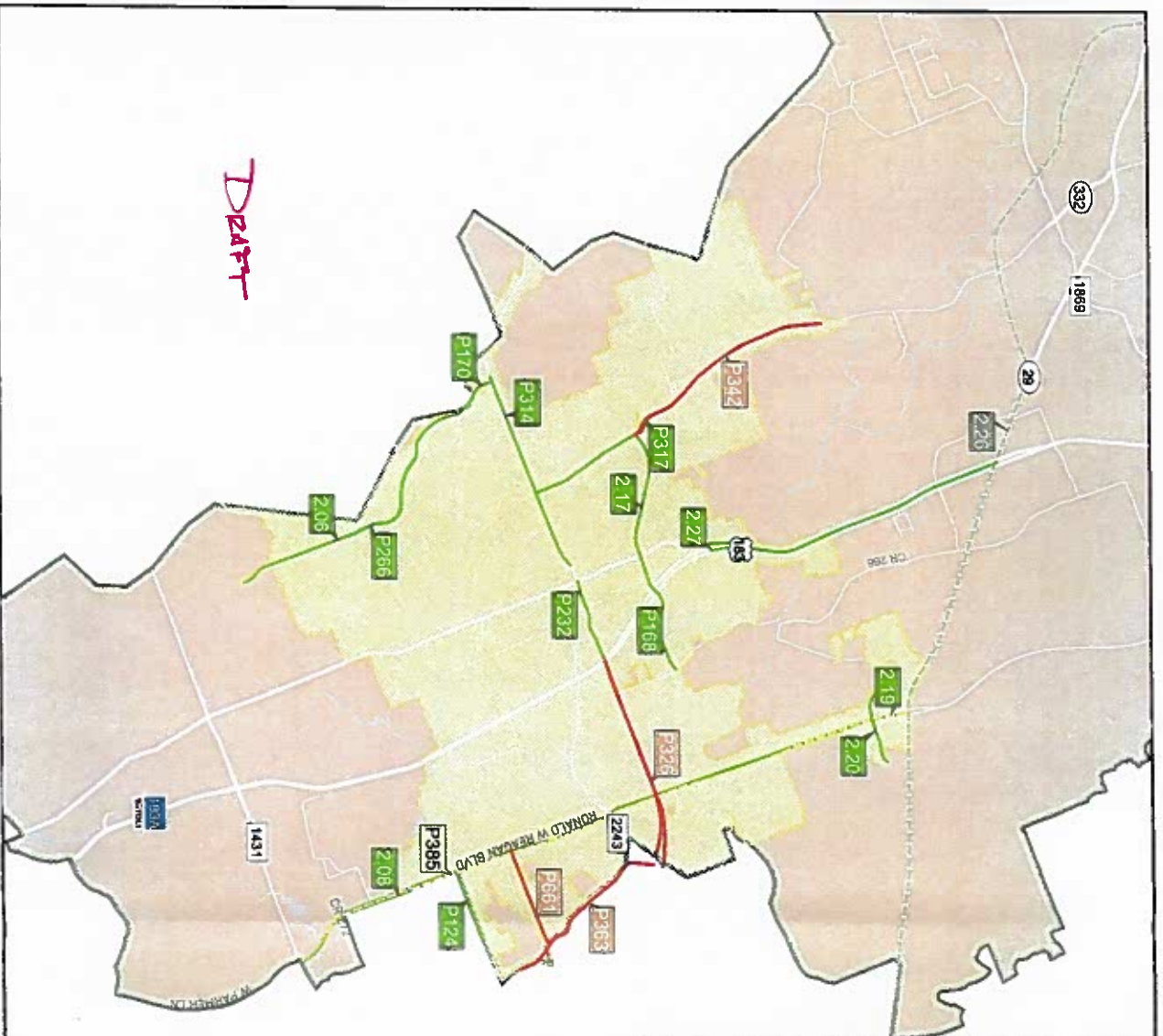
1. Capital Project Status Summary
2. City of Leander Road Bond Projects

City of Leander
Capital Project Status Summary

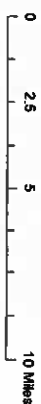
Project Description		Contract		Project Budget				Project Status		
Project ID	Project Title	Award Date	Contract Amount	City Funded to Date	Est. Total Proj. Cost	Expenses to Date	Project Balance	Phase	Completion Date	% Complete
Municipal Facilities Improvements										
M.9	Fire Station No. 6	TBD	\$ -	1,700,000	TBD	3,773.75	1,696,226	Site Procurement		5%
M.12	Fire Admin & Training Facility - Field Conversion to Clean LPG	11/8/2023	\$ 338,160.00	550,000	550,000	318,468	231,532	Contracting		80%
M.16	Fire Station No. 2 - EMS Station	5/2/2024	\$ 1,797,389.00	2,360,000	2,000,000	802,173	1,557,827	Construction		45%
M.34	Comprehensive Facilities Master Plan	N/A	\$ -	251,200	300,000	-	251,200	Contracting		90%
Parks and Recreation Improvements										
P.6	Senior Activity Center	5/2/2024	\$ 8,783,822.00	9,000,000	6,604,000	3,140,357	5,859,643	Construction		40%
P.14	Recreation Center	6/23/2023	\$ 29,800.00	1,985,000	TBD	36,842	1,948,158	Planning		90%
P.17	South San Gabriel River Trail	7/1/2022	bundled with P.18	-	-	-	-	Design		85%
P.18	South San Gabriel River Park	7/1/2022	\$ 1,861,400.00	1,611,400	44,345,000	1,088,258	523,142	Design		85%
P.22	Mason Creek Greenway Trailhead	TBD	\$ -	-	TBD	-	-	Planning		95%
P.23	Concrete for North Brushy Creek Trail (Benbrook Park)	TBD	\$ -	273,000	TBD	3,395	269,605	Planning		95%
P.47	Bryson Farmstead	1/18/2024	\$ 152,500.00	945,000	1,000,000	99,592	845,408	Design		60%
P.48	Old Town Park	12/18/2020	\$ 97,200.00	367,756	1,044,000	87,812	279,944	Design		90%
P.61	Mason Farmstead - Repairs and Refurbishment	VARIOUS	\$ -	193,000	TBD	-	193,000	Contracting		50%
Stormwater Improvements										
S.15	Storm Water Master Plan	8/1/2024	\$ 497,990.00	500,000	500,000	99,830	400,170	Design		60%
S.32	LOMR Citywide Review - completing Phase 1 of 2	5/4/2023	\$ 369,986.00	369,986	569,986	286,082	83,904	Design		90%
Transportation Improvements										
T.11	San Gabriel Parkway - Phase 2	9/17/2015	\$ 1,030,502.00	10,000,000	7,943,466	801,648	9,198,352	Contracting		95%
T.12	Raider Way & East Woodview Drive Roadway Improvements	7/6/2023	\$ 15,666,782.05	15,278,334	9,769,000	13,615,963	1,662,371	Construction		95%
T.17/49/53	South Street and West Drive Intersection Improvement	2/2/2023	\$ 1,137,791.00	7,100,001	7,920,000	851,395	6,248,606	Design		70%
T.20	San Gabriel Pkwy Right Turn Lane onto Hwy 183	5/16/2024	bundled with T.71	350,000	378,291	24,690	325,310	Construction		10%
T.46	San Gabriel Parkway - Phase 3	8/18/2022	\$ 678,098.00	678,098	8,036,500	531,226	146,872	Design		65%
T.49	South Street Improvements	2/2/2023	bundled with T.17	-	-	-	-	Design		70%
T.52	Heritage Grove Improvements	12/16/2021	\$ 324,624.00	232,466	TBD	232,466	-	Design		75%
T.53	West Drive Improvements	2/2/2023	bundled with T.17	-	-	-	-	Design		70%
T.58	US Hwy 183 Corridor Study	9/21/2023	\$ 500,000.00	500,000	500,000	486,490	13,510	Design		100%
T.63	Crystal Falls Parkway East Extension to County Road 175 (WilCo)	TBD	\$ -	-	TBD	-	-	Planning		20%
T.70	Yaupon Grove Lane and Raider Way Extension	TBD	\$ -	-	TBD	-	-	Planning		95%
T.71	Traffic Signal at Collaborative Way and Bagdad Rd	5/16/2024	\$ 2,301,795.00	1,775,000	1,462,600	1,681,209	93,791	Construction		30%
T.73	Bagdad Road Improvements - San Gabriel to County Road 281 (WilCo)	TBD	\$ -	-	TBD	-	-	Planning		20%
T.75	Journey Parkway and CR 175 - Traffic Signal	5/16/2024	bundled with T.71	266,602	460,901	266,602	-	Construction		15%
Water Improvements										
W.18	RM 2243 Pipelines - Phase 1	11/18/2021	\$ 627,063.00	8,515,500	4,270,000	538,038	7,977,462	Design		70%
W.22	Downtown Fire Improvements	9/7/2023	\$ 2,015,739.00	2,475,000	2,543,000	2,062,235	412,765	CLOSED	7/1/2024	100%
W.41	San Gabriel Parkway East - Elevated Storage Tank (EST)	3/3/2023	\$ 8,281,007.00	8,300,000	8,825,000	5,073,755	3,226,245	Construction		95%
W.42	Water Meter AMR Retrofit & AMI Conversion	TBD	\$ 886,816.00	15,797,028	16,900,000	393,673	15,403,355	Contracting		99%
W.46	Ronald Reagan Ground Storage Tanks and Pump Station	8/3/2023	\$ 1,556,943.00	1,945,692	26,200,000	1,249,992	695,700	Design		90%
W.55	Hero Way West Elevated Storage Tank (EST)	1/18/2024	\$ 2,074,125.00	1,575,000	30,134,000	467,060	1,107,940	Design		50%
W.69	Sandy Creek WTP Sludge Processing Improvements	10/10/2023	\$ 21,851,664.00	17,315,000	21,000,000	9,534,094	7,780,906	Construction		50%
W.72	Lakeline Boulevard Pipeline - Phase 1	12/7/2023	\$ 2,052,132.00	3,466,499	3,250,000	1,787,850	1,678,649	Construction		99%
W.74	Bagdad Terminus Pump Station, GST, and Water Line	11/18/2021	\$ 1,399,995.00	20,000,000	30,000,000	1,250,896	18,749,104	Bidding		40%
W.75	Water Master Plan Update	5/29/2024	\$ 40,000.00	317,791	150,000	230,176	87,614	Design		70%
Wastewater Improvements										
WW.20	Falcon Oaks WW Collection System	2/2/2023	\$ 4,568,574.00	5,070,924	7,160,000	4,963,756	107,168	Closeout	6/3/2024	100%
WW.41	North Brushy Creek Interceptor Improvements - Phase 2	11/2/2023	\$ 542,875.00	657,556	3,800,000	272,556	385,000	Design		60%
WW.43	RM 2243 WWTP Lift Station and Gravity Line	4/19/2024	\$ 7,506,794.00	8,256,796	6,821,500	3,603,928	4,652,868	Construction		60%
WW.44	WW Lift Station Rehabilitations	3/7/2024	\$ 5,474,614.00	6,105,970	5,755,000	3,358,101	2,747,869	Construction		15%
WW.46	Reclaimed Water System to Northline	1/18/2024	\$ 6,967,479.00	6,745,000	8,045,000	4,169,129	2,575,871	Construction		60%
WW.48	Wastewater Master Plan	1/19/2023	\$ 551,936.00	567,982	575,000	559,840	8,141	Design		99%
WW.49	East Street Utilities	6/15/2023	\$ 208,415.00	1,510,000	1,510,000	161,948	1,348,052	Bidding		50%

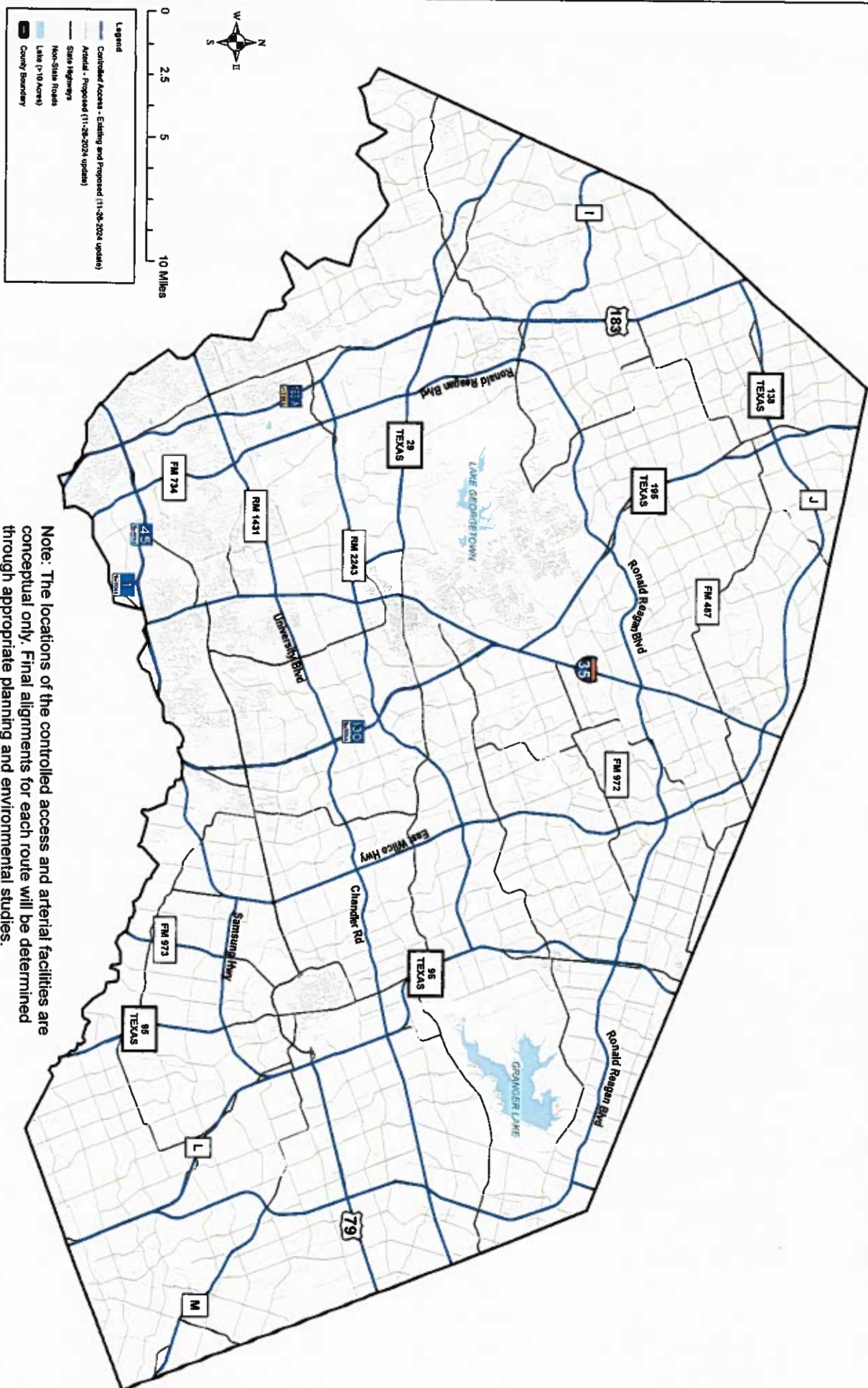
City of Leander Road Bond Projects

Project Name	P Num	Status	Bond Year
CR 175 (Construction)	P363	In Design	2023
Crystal Falls Parkway	P661	In Design	2023
Bagdad Road (CR 279) - San Gabriel Parkway to Jinks Branch	P342	In Design	2019
FM 2243 (Hero Way) (US 183A to Southwest Bypass)	P326	In Design	2019
Ronald Reagan Corridor Planning	P385	Planning	2013
Old 2243/Hero Way West (Lakeline Boulevard to west of US 183)	P314	Completed/Open to Traffic	2013
Bagdad Road North (Collaborative Way to FM 2243)	P317	Completed/Open to Traffic	2013
FM 2243 Realignment (183A to Garvey Park)	P326	In Design	2013
San Gabriel Parkway - Phase 1 (CR 274 Improvements) Halsey Dr. to CR 273	217	Completed/Open to Traffic	2006
San Gabriel Parkway Phase 2 - 183A to CR 270	P168	Completed/Open to Traffic	2006
Hero Way (US 183 to CR 269)	P232	Completed/Open to Traffic	2006
Lakeline Blvd. Phase 3 - Crystal Falls Pkwy to Old Quarry Rd	P266	Completed/Open to Traffic	2006
Lakeline Blvd. Phase 2 - Old Quarry Rd to Old 2243	P170	Completed/Open to Traffic	2006
San Gabriel Parkway West - Halsey Dr to Bagdad Rd	P230	Completed/Open to Traffic	2006
Ronald W. Reagan Blvd. South - Phase 1	208	Completed/Open to Traffic	2006
Ronald W. Reagan Blvd. South Phase 2 - FM 2243 to SH 29	219	Completed/Open to Traffic	2006
US 183 (PRT)	227	Completed/Open to Traffic	2006
Kaufman Loop	220	Completed/Open to Traffic	2006
Lakeline Blvd. (Crystal Falls Pkwy to New Hope Dr)	P266	Completed/Open to Traffic	2006
CR 179 (Ronald Reagan Blvd. to CR 175)	P124	Completed/Open to Traffic	2006



Note: The location of the proposed roadways is conceptual only. Final alignments for each route will be determined through appropriate planning and environmental studies. For more information about each roadway, please visit the project or study webpage, which can be found at wilco.org/roadprojects.





Note: The locations of the controlled access and arterial facilities are conceptual only. Final alignments for each route will be determined through appropriate planning and environmental studies.

City of Leander Projects

TECHNICALS										
18	\$	10,766,000	\$	23,398,000	\$	131,743,267.68	\$	141,283,267.68	\$	24,643,000.00
TOTAL Projects (including Design Projects)	Wilco Design Expenditures	Wilco ROW Expenditures	TOTAL Estimated Construction Cost	Wilco Contribution	By Others Contribution per Agreement					

WILLIAMSON COUNTY ROAD BOND PROJECTS	P NO.	PROJECT TYPE	PROJECT STATUS	Funding / Bond	Owner	Benefits	COMPLETION SUBSTANTIAL	DESIGN Amount	ROW Amount	Estimated Amount TOTAL Construction Cost	Estimated Amount Wilco Contribution	Estimated Amount By Others per Agreement
CR 175 Phase 1 - RM 1431 to Regional Park	2.10	Design & Construct	Construction Complete	2000	Wilco	Leander	6/16/2003	\$ -	\$ -	\$ 2,098,000	\$ 2,098,000	
San Gabriel Parkway Phase I (CR 274 Improvements) - Halsey Dr. to CR 273	2.17	Design & Construct	Construction Complete	2006	Leander	Leander	2/15/2007	\$ -	\$ -	\$ 2,292,000	\$ 2,292,000	
Ronald W. Reagan Blvd. South Phase 2 - FM 2243 to SH 29	2.19	Design & Construct	Construction Complete	2006	Leander	Leander	2/13/2008	\$ -	\$ -	\$ 15,857,000	\$ 15,857,000	
CR 175 Phase 2A Extension - Regional Park to Creekside Meadows	123	Design & Construct	Construction Complete	2006	Wilco	Leander	1/28/2010	\$ -	\$ 4,000	\$ 1,854,000	\$ 1,858,000	
San Gabriel Parkway Phase 2 - 183A to CR 270	168	Design & Construct	Construction Complete	2006	Leander	Leander	10/28/2011	\$ 118,000	\$ 54,000	\$ 1,183,000	\$ 1,355,000	
San Gabriel Parkway West - Halsey Dr to Bagdad Rd	230	Design & Construct	Construction Complete	2006	Leander	Leander	2/1/2013	\$ -	\$ -	\$ 800,000	\$ 800,000	
Hero Way (US 183 to CR 269)	232	Design & Construct	Construction Complete	2006	Leander	Leander	2/16/2013	\$ 144,000	\$ -	\$ 4,233,000	\$ 4,377,000	
CR 179 (Ronald Reagan Blvd. to CR 175)	124	Design & Construct	Construction Complete	2006	Leander	Leander	10/1/2013	\$ -	\$ 487,000	\$ 1,500,000	\$ 1,987,000	
Lakeline Blvd. Phase 3 - Crystal Falls Pkwy to Old Quarry Rd	266	Design & Construct	Construction Complete	2006	Leander	Leander	6/1/2014	\$ 58,000	\$ -	\$ 5,270,258	\$ 5,328,258	
Lakeline Blvd. Phase 2 - Old Quarry Rd to Old 2243	170	Design & Construct	Construction Complete	2006	Leander	Leander	4/17/2016	\$ 768,000	\$ -	\$ 2,769,000	\$ 3,537,000	
Old 2243 (Hero Way West) - Lakeline Blvd to west of US 183	314	Design & Construct	Construction Complete	2013	Leander	Leander	11/20/2017	\$ -	\$ -	\$ 9,200,000	\$ 4,600,000	\$ 4,600,000
Bagdad Road North - Collaborative Way to RM 2243	317	Design & Construct	Construction Complete	2013	Leander	Leander	8/16/2019	\$ -	\$ -	\$ 9,086,000	\$ 4,843,000	\$ 4,243,000
Bagdad Road (CR 279) - Loop 332 to CR 281	343	Design & Construct	Under Construction	2019	Wilco	Leander / Liberty Hill	12/1/2025	\$ 3,944,000	\$ 4,226,000	\$ 35,000,000	\$ 43,170,000	
RM 2243 Realignment - US 183A to Garey Park	326	Design (PS&E)	Design Phase	2013	TXDOT / Leander	Leander	N/A	\$ -	\$ -		\$ -	
RM 2243 (Frontage Road) - US 183A to Garey Park	326	Design & Construct	Design Phase	2019	TXDOT / Leander	Leander	TBD	\$ 5,752,000	\$ 18,627,000	\$ 22,000,000	\$ 33,179,000	\$ 13,200,000

Estimated Date of Info
- Substantial Completion = Open to Traffic, Minor Construction Items Remain to be Completed

WILLIAMSON COUNTY ROAD BOND PROGRAM
Summary with 2022 Precincts

45145000

Summary with 2022 Precincts										
								Estimated Amount	Estimated Amount	Estimated Amount
WILLIAMSON COUNTY ROAD BOND PROJECTS	P.NO.	PROJECT TYPE	PROJECT STATUS	Funding / Bond	Owner	Benefits	COMPLETION SUBSTANTIAL	DESIGN Amount	ROW Amount	TOTAL Construction Cost
CR 175 - South of Creek Meadows Cove to RM 2243	363	Design (PS&E)	Design Phase	2023	Wilco	Leander	TBD	\$ -	\$ -	\$ -
Crystal Falls Parkway (Ronald Reagan Blvd. to CR 175)	661	Design & Construct	Design Phase	2023	Leander	Leander	TBD	\$ -	\$ -	\$ 8,000,000
Beaded Road (CR 279) - San Gabriel Parkway to CR 281/Leander City Limits	342	Design & Construct	Design Phase	2023	Leander	Leander / Liberty Hill	TBD	\$ -	\$ -	\$ 10,000,000
	18	18	18	18	18	18	18	\$ 10,785,000	\$ 23,396,000	\$ 131,743,256
								\$ 141,283,256	\$ 24,643,000	

Estimated Date or Info

* Substantial Completion = Open to Traffic, Minor Construction Items Remain to be Completed



EXECUTIVE SUMMARY
1/31/2025

AGENDA SUBJECT:

Discuss Economic Conditions.

BACKGROUND:

It is important that the City regularly takes stock of its existing economic conditions, evaluates its economic opportunities, and reviews its economic development prospects. City staff has created some detailed summaries of these factors, which are included in the attachments to this executive summary.

Detailed information includes a current land use map that shows residential uses occupying 53% of the City, commercial uses occupying 17% of the City, and interim residential areas occupying 15% of the community. This map highlights areas for growth and helps indicate those portions of the City that should be retained and maximized for commercial development in order to achieve fiscal balance and economic sustainability.

Permit data by fiscal year shows that the City has had steady and consistent levels of single-family construction and commercial development since Fiscal Year 2020. City staff anticipates that residential construction activity will continue at steady pace over the next several years while commercial activity is anticipated to see a spike over the next couple of years and is prepared to guide the City Council through that conversation.

HISTORY/TIMELINE:

APPLICANT/AGENT:

RECOMMENDATION:

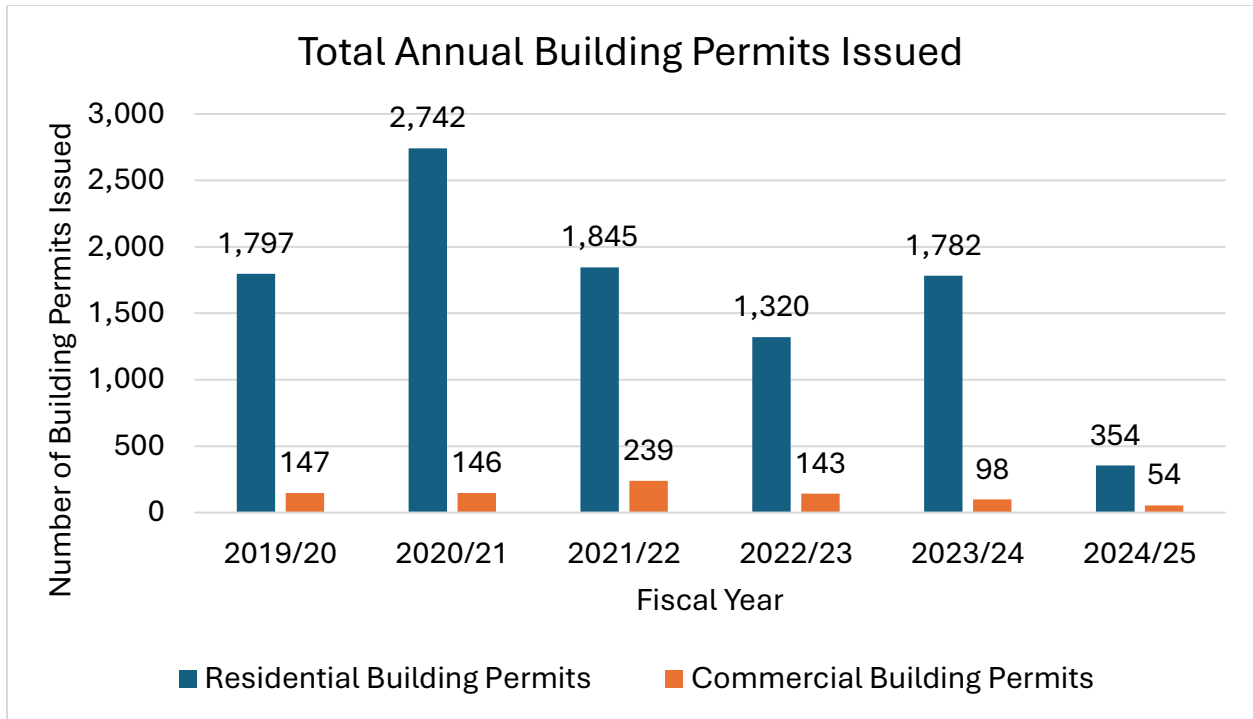
PRESENTER:

Kent Souriyasak, Assistant to the City Manager

Fiscal Impact

Attachments:

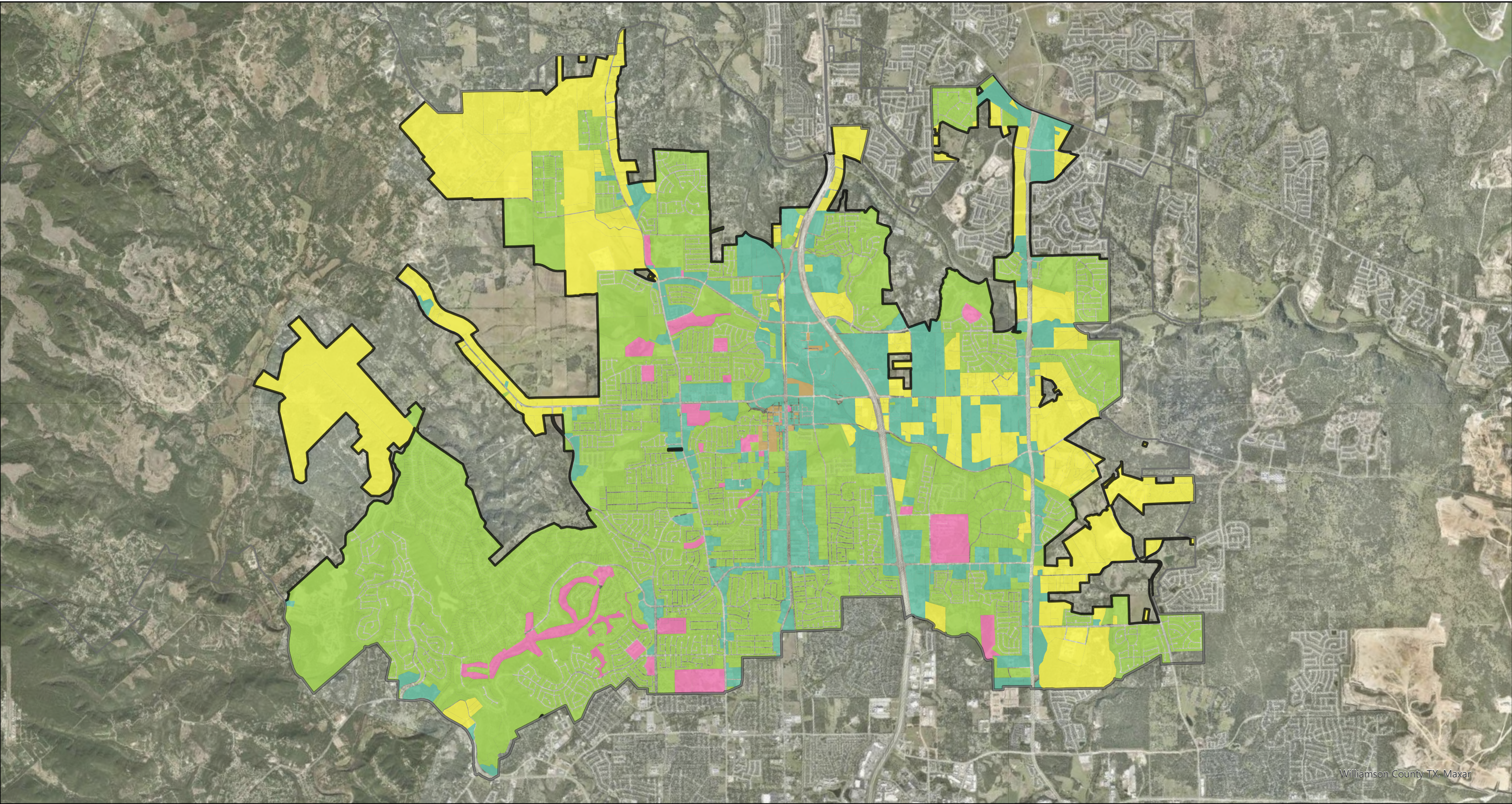
1. Annual Building Permit Trends
2. Current Land Use Map Analysis
3. Development Activity



Annual Building Permit Revenue

Fiscal Year	Building Permits	% Change	Commercial Building Permits	% Change	Multi-Family Building Permits	% Change
2019/20	\$3,690,325		\$325,471		\$549,409	
2020/21	\$3,950,274	7%	\$275,902	-15%	\$651,116	19%
2021/22	\$4,396,532	11%	\$243,016	-12%	\$1,274,722	96%
2022/23	\$3,822,648	-13%	\$24,503	-90%	\$71,517	-94%
2023/24	\$4,321,936	13%	\$14,804	-40%	\$260	-100%
2024/25	\$4,200,000	-3%	\$25,000	69%	\$125,000	47977%

Note: FY 2024/25 indicates Budget Dollars



Williamson County TX- Maxar

Current Land Use Map

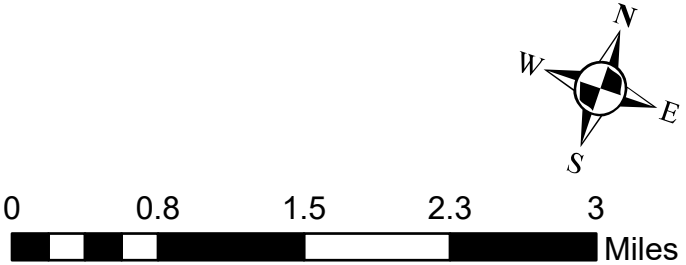
Zoning Designation

- Commercial
- Parkland/School Property
- Residential
- Interim Residential
- Transit Oriented Development

Sum of Acres by Activity Center Use



- Residential 53.9%
- Interim Residential 25.2%
- Commercial 17.1%
- Parkland/School Property 3.5%
- Transit Oriented Development 0.3%



PERMITS & BUILDING INSPECTION STATISTICS

BUILDING INSPECTION AND PERMIT ISSUANCE					
COMMERCIAL PERMIT TYPE	# OF PERMITS ISSUED (DECEMBER 2024)	REVENUE COLLECTED	RESIDENTIAL PERMIT TYPE	# OF PERMITS ISSUED (DECEMBER 2024)	REVENUE COLLECTED
NEW	1	\$71,009.01	NEW	105	\$1,492,153.20
REMODEL	1	\$212.76	REMODEL	2	\$145.00
SHELL	10	\$400,517.52	IRRIGATION	85	\$6940.00
ADDITION	0	\$0.00	TOTAL	192	\$1,499,238.20
TENANT FINISH OUT	7	\$8,133.85	RESIDENTIAL NEW SINGLE FAMILY PERMITS	# OF PERMITS ISSUED DECEMBER 2024	# OF PERMITS ISSUED YTD
IRRIGATION	4	\$320.00	CITY	80	1,354
SIGN	18	\$2,774.88	ETJ	25	456
TOTAL	41	\$482,968.02			
BUILDING INSPECTIONS		# OF INSPECTIONS COMPLETED DECEMBER 2024			
TOTAL		2,119			

PLANNING DEPARTMENT STATISTICS

Through December of 2024 the City received applications for the following:

STATISTICAL DATA:	RECEIVED	APPROVED	DENIED
Subdivision Applications:			
Concept Plans:		1	
Preliminary Plats:	1		
Short Form Plats:			
Final Plats:	2	2	
Amended Final Plats:			
Plat Vacate:			
Capital Improvement Projects:			
Construction Plans:	2	1	
Variance			
Zoning Applications:			
Zoning Cases:	1	2	
PUD Zoning Cases:		3	
Comprehensive Plan Amendment			
Special Use Permit			
Miscellaneous Applications			
Tree Removal Permit:			
Ordinances:		2	
Development Agreements:			
Floodplain Development:	2		
Voluntary Annexation:		2	
License Agreements:			
Easements		3	
Site Development Applications:	6	2	
Minor Site Development Applications:			
Dry Utility Applications:	4	2	
Traffic Impact Analysis:			

The weekly application reviews for December of 2024 are listed below. This list includes new submittals and resubmittals. These projects are reviewed by Planning, Engineering, Fire, Permits, Public Works, and Parks.

Date	Site Dev	PICP/ CIP	FP, SFP, AFP	Dry Utilities	PP / CP	Tree Removal	MSD FPD	Zoning	Total submittals
12/03/2024	17	5	5	5	2	1	1	3	39
12/10/2024	1	2	2	0	0	0	0	2	7
12/15/2024	15	10	8	7	4	1	1	1	47
12/31/2024	10	2	2	2	2	1	0	0	19
TOTAL	43	19	17	14	8	3	2	6	112

Prepared by: Development Services Department



**MONTHLY REPORT FROM DEPARTMENT DIRECTORS
JANUARY 2025 (FOR THE MONTH OF DECEMBER)**

Department: Economic Development **Director:** Randall Malik

ECONOMIC DEVELOPMENT MATRIX

	DECEMBER 2024	FY 2025 TOTAL	ANNUAL GOAL	COMPLETE
LEADS RECEIVED	9	32	110	29%
Business	-	-	-	-
Developer/Broker/Consultant	1	2	-	-
Governor's Office	6	22	-	-
Opportunity Austin	2	5	-	-
WILCO EDP	-	3	-	-
Staff	-	-	-	-
PROPOSALS SUBMITTED	3	8	35	23%
RECRUITMENT TRIPS	-	2	6	33%
BUSINESS RETENTION	1	3	20	15%
SITE VISITS	2	8	20	40%
New Visit	2	7	-	-
Repeat Visit	-	1	-	-

ECONOMIC DEVELOPMENT OVERVIEW

Economic development projects are important for a growing city because they can create jobs, increase revenue, diversify the economy, promote community development, enhance livability, attract investment and entrepreneurship, and foster long-term sustainability. These benefits contribute to the overall growth and well-being of the city and its residents.

ACTIVE PROJECTS *

55

Active projects refer to initiatives currently in progress and actively worked on, selected based on meeting our target industry clusters and other relevant factors.

- **Retail and Restaurant**
- **Technology and Innovation**
- **Life Sciences and Healthcare**
- **Business and Professional Services**
- **Advanced Manufacturing**

SHORT LISTED

12

Leander has been shortlisted as a contender or finalist in the consideration process for a project. The final decision on whether Leander is ultimately chosen depends on a variety of factors, such as:

- **Incentives**
- **Skilled Labor Availability**
- **Business-Friendly Environment**
- **Infrastructure and connectivity**

NO SUBMISSION *

22

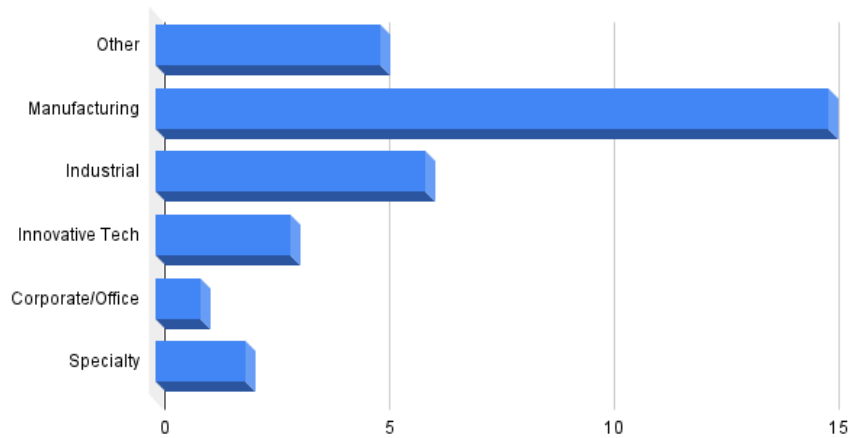
The City of Leander may choose not to submit a bid to attract a certain business to relocate or expand in the area for various reasons. Each situation is unique and depends on a variety of factors, including:

- **Site/Building Availability**
- **Development Priorities**
- **Available Resources/Infrastructure**
- **Availability of Incentives**

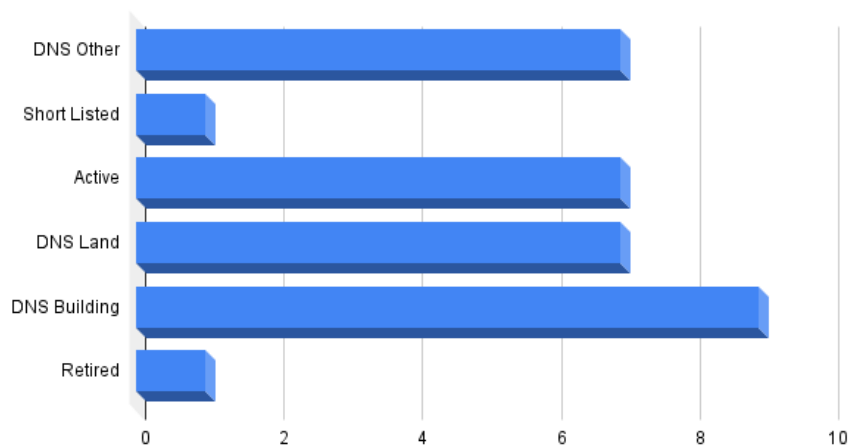
* All active and short listed projects
* Current fiscal year

ECONOMIC DEVELOPMENT OVERVIEW CONT'D

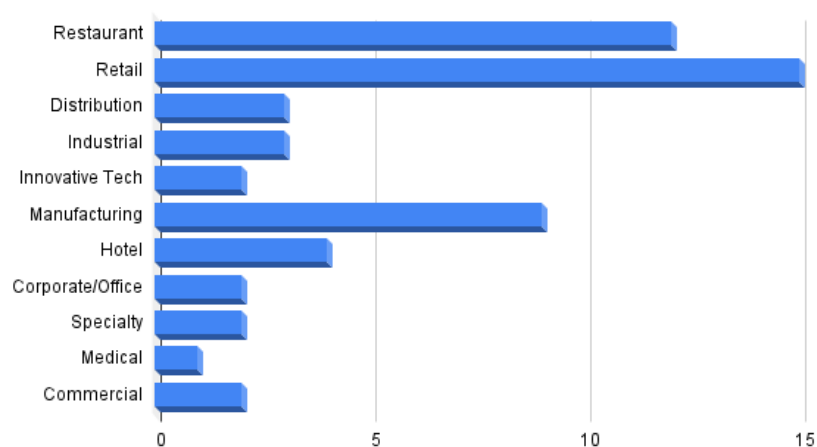
Leads Received Current Fiscal Year (Oct.-Dec.)



Lead Status Current Fiscal Year (Oct.-Dec.)



All Active Projects Through Dec. 2024



FEATURED COMMERCIAL PROJECTS

This section of the monthly report will feature updates on ongoing commercial developments.

Crystal Village



Crystal Village, a mixed-use development located at 183A and East Crystal Falls Parkway, is progressing steadily. This 65-acre mixed use development integrates residential, retail, and recreational spaces.

Current and Upcoming Businesses:

- QuikTrip: Open and operational, providing convenience store services and fuel.
- Culver's: Nearing completion with an anticipated opening in February 2025.
- Southside Market & Barbeque: Currently under construction, with plans to open 2025.
- Estância Brazilian Steakhouse: Anticipated to breakground in February 2025.
- Texas Roadhouse: Currently working with development services. Has submitted site development plans to the City.

The entire project is expected to be completed over the next five years, driven by market demand and community needs. The property is being actively marketed by CBRE to attract additional tenants and businesses.

LEANDER BY THE NUMBERS

Sales tax allocation reports assess local economic health, providing critical data on tax payments. Demographics, like population size and income levels, are crucial for understanding data implications on consumer behavior and spending.

SALES TAX COMPARISON SUMMARY

\$ 882,382.08 Allocation Period: January 2025	\$ 910,787.29 Allocation Period: January 2024	- 3.12%
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LABOR FORCE

43,861 November 2024	42,689 November 2023	+ 2.75 %
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UNEMPLOYMENT RATE

4.0 % November 2024	3.2 % November 2023	+ 0.80
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MEDIAN HOUSEHOLD INCOME

\$ 129,684 2024-Estimated	\$ 126,665 2023-Estimated	+ 2.38 %
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EXECUTIVE SUMMARY
1/31/2025

AGENDA SUBJECT:

Presentation of Fiscal Forecast.

BACKGROUND:

Fiscal forecasts will help the City to better anticipate the resources it will likely have available over time. This, in turn, will help the City prioritize needs and maximize public funds. Attached to this report, is a rough draft of a 5-year fiscal model. This model will be further refined as data sets are expanded and operational needs/expectations are further refined.

Attached are fiscal forecasts for the General, Utility, and Golf Funds. They include revenue growth scenarios of 1.5%, 3.0%, and 5.0%. Furthermore, they anticipate costs for existing operational expenditures increasing by 2% across the board each year. These scenarios indicate whether revenues are adequate to cover expenditures through 2030. The lowest revenue growth scenario indicates that revenues begin to fall short in Fiscal Year 2028. The other two (2) scenarios indicate that revenue would be adequate to cover existing operational levels through Fiscal Year 2030.

It should be noted that these scenarios do not yet factor in significant shifts in the City's non-residential land use sectors. For example, the Freehill and Titan projects provide for significant expansion to the City's industrial sectors and the City is starting to see expansion in its retail sectors to serve a more regionalized customer base. As these factors are studied and the models adjusted, their impacts will be modelled and quantified.

These scenarios do not include any increases in operational costs required to meet the impacts of growth. Departments would need to expand existing programs or add new programs to maintain current levels of service.

HISTORY/TIMELINE:

APPLICANT/AGENT:

RECOMMENDATION:

PRESENTER:

Kent Souriyasak, Assistant to the City Manager

Fiscal Impact

Attachments:

1. Fiscal Forecast

Fiscal Forecast - General Fund						
Fiscal Year	Total Revenue	Total Revenue + 1.5% Growth Rate	Total Revenue + 3% Growth Rate	Total Revenue + 5% Growth Rate	Total Expenditures + Inflation Rate	% Change
2020	44,336,747				40,548,155	
2021	54,203,161				46,096,639	14%
2022	57,425,706				52,889,335	15%
2023	62,793,200				56,855,439	7%
2024	67,101,350				65,700,133	16%
2025	71,893,841				71,393,841	9%
2026		72,972,249	74,050,656	75,488,533	72,821,718	2%
2027		74,066,832	76,272,176	79,262,960	74,278,152	2%
2028		75,177,835	78,560,341	83,226,108	75,763,715	2%
2029		76,305,502	80,917,151	87,387,413	77,278,990	2%
2030		77,450,085	83,344,666	91,756,784	78,824,569	2%

Fiscal Forecast - Utility Fund						
Fiscal Year	Total Revenue	Total Revenue + 1.5% Growth Rate	Total Revenue + 3% Growth Rate	Total Revenue + 5% Growth Rate	Total Expenditures + Inflation Rate	% Change
2020	36,531,762				15,337,240	
2021	41,023,864				16,395,162	7%
2022	46,414,483				20,160,492	23%
2023	47,747,478				22,969,866	14%
2024	49,397,000				25,072,127	9%
2025	49,791,500				27,133,198	8%
2026		50,538,373	51,285,245	52,281,075	27,675,862	2%
2027		51,296,448	52,823,802	54,895,129	28,229,379	2%
2028		52,065,895	54,408,516	57,639,885	28,793,967	2%
2029		52,846,883	56,040,772	60,521,879	29,369,846	2%
2030		53,639,586	57,721,995	63,547,973	29,957,243	2%

Fiscal Forecast - Golf Fund						
Fiscal Year	Total Revenue	Total Revenue + 1.5% Growth Rate	Total Revenue + 3% Growth Rate	Total Revenue + 5% Growth Rate	Total Expenditures + Inflation Rate	% Change
2020	1,385,893				1,395,384	
2021	1,641,880				1,628,393	17%
2022	2,167,311				1,512,112	-7%
2023	2,694,597				2,074,176	37%
2024	2,930,664				2,486,036	20%
2025	2,779,532				2,779,532	12%
2026		2,821,225	2,862,918	2,918,509	2,835,123	2%
2027		2,863,543	2,948,805	3,064,434	2,891,825	2%
2028		2,906,497	3,037,270	3,217,656	2,949,662	2%
2029		2,950,094	3,128,388	3,378,539	3,008,655	2%
2030		2,994,345	3,222,239	3,547,465	3,068,828	2%



EXECUTIVE SUMMARY
1/31/2025

AGENDA SUBJECT:

Affirm Core Budget Assumptions.

BACKGROUND:

There are some core assumptions that need to be established in order to develop a multi-year fiscal forecast as well as the annual budget. City staff anticipates building a functional budget process that uses level of service tools as the basis for programming needs, cost estimates, and revenue generation. City staff has prepared some initial population and housing forecasts, per capita level of service cost calculations, and per capita water consumption estimates that are based off of current consumption levels.

Core assumptions that City staff would like to affirm with the City Council will be:

- Annualize number of new single-family units permitted,
- Annualized number of new multi-family units permitted,
- Average household size for single-family units (2.5) and for multi-family units (1.5),
- Inflationary factors (up to 3% annualized), and
- Water usage by type of meter.

These will be the building blocks that will facilitate more robust modelling efforts. For example, assumptions can be derived regarding the amount of new commercial development that will be demanded as population grows. Additional residential and commercial units may then be analyzed to determine water and wastewater demand. A level of service cost estimate can also be applied to new residents and to new commercial developments to help determine when services need to be expanded and at what costs.

HISTORY/TIMELINE:

APPLICANT/AGENT:

RECOMMENDATION:

PRESENTER:

Kent Souriyasak, Assistant to the City Manager

Fiscal Impact

Attachments:

1. Annual Average Water Usage by Type
2. Appraised Valuation Trends
3. Cost of Service Per Capita
4. Population Forecast

Annual Average Water Usage (in Gallons) by Type of Meter/Connection					
	2020	2021	2022	2023	2024
Single Family Residential	198,184,438	193,309,132	234,778,133	242,087,683	233,395,773
% of Total Water Usage	78.2%	78.1%	74.2%	74.9%	77.2%
Commercial	23,622,651	19,703,617	24,450,565	25,486,129	24,472,720
% of Total Water Usage	9.3%	8.0%	7.7%	7.9%	8.1%
City of Liberty Hill	9,846,354	10,161,565	14,992,536	20,258,075	14,045,205
% of Total Water Usage	4%	4%	5%	6%	5%
Apartment	8,836,734	8,954,207	10,529,480	13,176,923	14,904,895
% of Total Water Usage	3.5%	3.6%	3.3%	4.1%	4.9%
All Other Types of Meters/Connections	12,840,417	15,228,136	31,662,122	22,230,641	15,498,530
	5.1%	6.2%	10.0%	6.9%	5.1%
Total Water Usage	253,330,594	247,356,657	316,412,835	323,239,451	302,317,122

Total Appraised Values for Residential Real Property				
Tax Year	Williamson County	% Change	Travis County	% Change
2020	\$4,359,391,071		\$1,456,400,455	
2021	\$5,868,950,543	35%	\$1,839,380,972	26%
2022	\$9,785,218,633	67%	\$2,341,171,766	27%
2023	\$10,101,588,128	3%	\$2,775,291,449	19%
2024	\$11,166,403,865	11%	\$3,104,113,448	12%

Total Appraised Values for Commercial Real Property				
Tax Year	Williamson County	% Change	Travis County	% Change
2020	\$507,947,693		\$2,195,798	
2021	\$646,877,759	27%	\$2,571,184	17%
2022	\$840,379,832	30%	\$2,815,209	9%
2023	\$1,043,199,875	24%	\$3,037,577	8%
2024	\$1,126,447,038	8%	\$2,926,239	-4%

Cost of Service per Capita Summary					
	FY 2025 Budget	Cost Per Capita by Population	% of Total Budget	Cost Per Capita by Residential (80%)	Cost Per Capita by Commercial (20%)
General Fund					
Administration	\$9,694,928	\$109.47	12%	\$87.58	\$21.89
Development Services	\$5,963,302	\$67.33	8%	\$53.87	\$13.47
Fire	\$32,703,539	\$369.27	42%	\$295.41	\$73.85
Parks & Recreation	\$5,127,653	\$57.90	7%	\$46.32	\$11.58
Police	\$16,409,276	\$185.28	21%	\$148.23	\$37.06
Public Works	\$7,795,143	\$88.02	10%	\$70.41	\$17.60
Total	\$77,693,841	\$877.27	100%	\$701.82	\$175.45
Golf Fund	\$3,779,532	\$42.68	100%	\$34.14	\$8.54
	FY 2025 Budget	Cost Per Capita by Meters	% of Total Budget		
Utility Fund					
Utility Billing	\$3,500,654	\$113.21	13%		
Water Maintenance	\$14,702,875	\$475.47	55%		
Wastewater Maintenance	\$2,175,192	\$70.34	8%		
Wastewater Treatment	\$5,845,386	\$189.03	22%		
Water Conservation	\$452,591	\$14.64	2%		
Total	\$26,676,698	\$862.68	100%		

Population & Housing Forecast				
Calendar Year	Total Housing Units	Population Estimate	% Change	Compound Growth Rate
2010	9,156	27,248		7%
2011	9,626	28,647	5%	
2012	10,025	29,834	4%	
2013	10,647	31,685	6%	
2014	11,850	35,266	11%	
2015	12,738	37,908	7%	10%
2016	13,939	41,482	9%	
2017	15,572	46,342	12%	
2018	16,972	50,509	9%	
2019	18,851	56,101	11%	
2020	21,640	59,129	5%	11%
2021	24,709	67,515	14%	
2022	26,827	73,302	9%	
2023	29,527	80,680	10%	
2024	32,412	88,563	10%	
2025	34,357	93,876	6%	6%
2026	36,418	99,509	6%	
2027	38,603	105,479	6%	
2028	40,919	111,808	6%	
2029	43,375	118,517	6%	
2030	45,977	125,628	6%	6%



EXECUTIVE SUMMARY
1/31/2025

AGENDA SUBJECT:

Review and Discuss Current Departmental Programs.

BACKGROUND:

City staff have been undergoing a comprehensive effort to define and document all of the current services, programs, and functions of their respective departments. Interrelated services, programs, and functions have been grouped and placed into a specific "program." The next step in this process will be to determine how each program is resourced, including the proportionate number of FTEs assigned, the proportionate amount of operating funds that are allocated, and the amount of capital equipment and facilities that are provided. This will be a very detailed process that will take a significant amount of time to develop.

Attached is the program list for each department. This is not a prioritized list, rather a documentation of current departmental operations. City staff is prepared to discuss any of the programs of interest to the City Council.

City staff is requesting feedback from the City Council on any or all of these programs. Specifically, City staff poses the following questions:

- Which programs might need clarification?
- Which programs are perceived to be providing an adequate level of service?
- Which programs are perceived to be providing an inadequate level of service?
- What additional programs might the City Council like to see?
- What programs are top priority to the City Council?

Any additional City Council input will help provide clarity and direction as the more detailed, analytical phases of this effort are undertaken.

HISTORY/TIMELINE:

APPLICANT/AGENT:

RECOMMENDATION:

PRESENTER:

Kent Souriyasak, Assistant to the City Manager

Fiscal Impact

Attachments:

1. City Secretary Program Analysis
2. Communications Program Analysis
3. Development Services Program Analysis
4. Economic Development Program Analysis
5. Engineering Program Analysis
6. Finance Program Analysis
7. Fire Program Analysis
8. Golf Program Analysis
9. HR Program Analysis
10. Information Technology Program Analysis
11. Library Program Analysis
12. Municipal Court Program Analysis
13. Parks & Recreation Program Analysis
14. Police Program Analysis
15. Public Works Program Analysis

Department Program Analysis

City Secretary's Office

Identification (What is the name or title for each group of aligned services, functions, projects, or activities?)	Definition (What are the specific services, functions, projects, and activities conducted by the department?)	Requirements (Is the program mandated at the federal, state, county, or local level? Is there a city policy in effect for the program?)	Priority (Is the program considered a low, medium, or high)	Goal (Which of the specific services, functions, projects, or activities are directed toward a common purpose or goal?)
Elections	Administers all city elections, notice/order for elections, filing for office, and polling locations.	Texas Election Code		Develop the City as a trusted source of information.
Liquor Licenses	Administers issuance of liquor licenses in accordance with city ordinances and other regulations per the Texas Alcoholic Beverage Commission.	Texas Alcoholic Beverage Code		Develop the City as a trusted source of information.
Ordinances/Resolutions	Files ordinance and resolutions. Codification of ordinances into the municipal code.			Enhance governmental transparency.
Public Meetings	Prepares and distributes agendas, materials, minutes, and records of meetings. All regular and special City Council meetings and other board/commission meetings as needed.	Texas Open Meetings Act		Enhance governmental transparency.
Public Notices	Prepares and advertise meeting agendas, bid and other advertisements, and legal notices of public hearings and special meetings.	Texas Open Meetings; Government Code Ordinance Captions (when applicable)		Enhance governmental transparency.
Records Management	Manages records and public documents. Certification and recording of legal documents and other records including seal and attest by signature to ordinances, resolutions, contracts, easements, deeds, bonds, and other documents. Catalog and file all City records.	Texas Public Information Act; Ordinance adopting Records Management Program and Schedules		Develop the City as a trusted source of information.

Department Program Analysis

Communications

Identification (What is the name or title for each group of aligned services, functions, projects, or activities?)	Definition (What are the specific services, functions, projects, and activities conducted by the department?)	Requirements (Is the program mandated at the federal, state, county, or local level?)	Priority (Is the program considered a low, medium, or high)	Goal (Which of the specific services, functions, projects, or activities are directed toward a common purpose or goal?)
City Branding	Multifaceted reflection of the city/community with authenticity and purpose.		High	Cultivate a friendly and welcoming feel
City News	Local news coverage to help the public stay informed about local events, issues, and stories related to the community.			City of high character
City Website	Online platform to provide city information and digital resources to the public.		High	City of high character
Citizen Inquiry/Response	Any contact with a citizen related to an issue, concern, or comment that does not require a formal investigation.		High	Provide great customer service
Citizen University	Program consisting of nine sessions and limited to 20 citizens who participate in an opportunity to learn about the city government through first-hand experience and gain exposure to the wide range of city services, functions, activities, and issues.			
Community Engagement	Two-way exchange with the public to broaden participation, solicit input, and develop community relationships.			Create an energetic and engaged community
Community Outreach	One-way communication method to inform the public about city-related news including issues, decisions, opportunities, and more.			Inclusive community
Leander Connection	Digital monthly newsletter about current city news, events, and activities posted on the city website and sent to subscribers.			City of high character
Media Relations	Educating, building and managing relationships with the media to report on city news, events, issues, and stories.			
Public Information	Updates the community and press with information regarding city projects, reports, emergency notifications, media inquiries, website issues, and citizen concerns.			City of high character
Social Media	Digital applications to send and receive messages about public announcements, services, and related programs within the community. Applications include Facebook, Nextdoor, and Instagram.	State records retention requirements	High	Create an energetic and engaged community

Departmental Program Analysis

Development Services

Identification (What is the name or title for each group of aligned services, functions, projects, or activities?)	Definition (What are the specific services, functions, projects, and activities conducted by the department?)	Requirements (Is the program mandated at the federal, state, county, or local level? Is there a city policy in effect for the program?)	Priority (Is the program considered a low, medium, or high)	Goal (Which of the specific services, functions, projects, or activities are directed toward a common purpose or goal?)
Building Permits and Inspections	Issuance and inspection of all building construction related permits, as well as the issuance of Certificates of Occupancy. Also includes permits, contractor registration, residential/commercial building permit application, and signage requirements.			
Development Process	Process includes proper zoning for proposed use of property, platting, site development permit, certificate of completion, building permit, and certificate of occupancy.			
Engineering Oversight	Develops, manages, reviews, approves, and inspects designs and construction standards; all public works and private sector subdivision, commercial, and industrial infrastructure projects; statutory mapping including addressing, emergency services, CCN, floodplain, aerial, water system, wastewater system, storm sewer system, and topography; infrastructure development and service agreements; and comprehensive water, wastewater, drainage, and thoroughfare master plans.			
Parks and Recreation Common Services	Parkland dedication, recreation improvements, and sidewalks/trail systems review.			
Permits	Activities requiring permits include new construction (commercial and residential), remodels, additions to existing structures, accessory buildings/structures, swimming pools, driveways/culverts, signs, demolition, moving structures, water/wastewater connections, irrigation systems, electrical service upgrades and standalone installations, plumbing repair, and water heater changeouts.			
Pre-Development Process	Provides one-on-one with the primary personnel responsible for reviewing and permitting your project.			

Departmental Program Analysis

Development Services

Identification (What is the name or title for each group of aligned services, functions, projects, or activities?)	Definition (What are the specific services, functions, projects, and activities conducted by the department?)	Requirements (Is the program mandated at the federal, state, county, or local level? Is there a city policy in effect for the program?)	Priority (Is the program considered a low, medium, or high)	Goal (Which of the specific services, functions, projects, or activities are directed toward a common purpose or goal?)
Planning	Comprehensive land use services in support of preservation, assistance, and regulation of development in the city limits and ETJ. Includes annexation, landscaping regulations, population projections, site development, subdivision development, zoning regulations, transit oriented development, and comprehensive plan.			
Reviews/Reports to Board of Adjustment	Applications for zoning variance. Appeal of zoning rule decision by administrative officer.			
Reviews/Reports to City Council	Applications for concept plan, special use permit, and zoning amendment.			
Reviews/Reports to Planning and Zoning Commission	Applications for preliminary plat, final plat, short form plat, special use permit, and zoning amendment.			
Site Development	Application and checklist includes a detailed description of the site development review procedure. Reviewing departments include Planning, Engineering, Fire, and Parks and Recreation. Site development plans are approved administratively and are not subject to public hearings.			
Subdivision/Platting	Process is utilized to subdivide land prior to the development or selling of the property. Subdivision process consist of concept plan, preliminary plat, construction plans, and final plat.			
Technology	Bluebeam for plan reviews, Incode for online payments, Development Hub (explain)			
Zoning	Regulates the development and use of land within jurisdiction through the establishment of districts. Also includes Composite Zoning with a use component, site component, and architectural component.			

Departmental Program Analysis

Economic Development

Identification (What is the name or title for each group of aligned services, functions, projects, or activities?)	Definition (What are the specific services, functions, projects, and activities conducted by the department?)	Requirements (Is the program mandated at the federal, state, county, or local level? Is there a city policy in effect for the program?)	Priority (Is the program considered a low, medium, or high)	Goal (Which of the specific services, functions, projects, or activities are directed toward a common purpose or goal?)
Business Attraction	Builds relationships with business executives, site selection consultants, commercial real estate brokers, not for profit organizations and government officials to attract private business investments and employment centers.	N/A	High	Develop a diversified tax base. Maximize development potential to achieve desired economic benefits. Develop a corporate-anchored business community. Cultivate tech campuses. Expand on the City's medical sector. Develop the City's recreation and hospitality sectors. Recruit a robust variety of retail stores and services.
Business Outreach	Contacts and markets the city to outside agencies and enterprises (i.e., private investors, developers, realtors, etc.) and conducts tours of commercial sites and available facilities.	N/A	High	Develop a corporate-anchored business community. Cultivate tech campuses. Expand on the City's medical sector. Develop the City's recreation and hospitality sectors. Recruit a robust variety of retail stores and services.
Business Retention and Expansion Program	Focuses on conducting face-to-face meetings with businesses to identify potential challenges and opportunities. Identifies growth opportunities for job creation, establishes connections between businesses and local networks, and facilitates access to diverse capital sources for expansion.	N/A	Medium	Maximize development potential to achieve desired economic benefits. Protect the small-town charm.
Local Incentives	Chapter 380 Agreements, Chapter 312 Property Tax Abatement, Destination Restaurant Incentive Program, Foreign Trade Zone, and Tax Increment Reinvestment Zones (TIRZ).	Guidelines in Place for Destination Restaurant Incentive Program	High	Develop a diversified tax base. Cultivate the City's primary opportunities. Collaborate with public and private partners to enhance the region and elevate the City. Upgrade/Expand infrastructure to support desired development. Develop a corporate-anchored business community. Cultivate tech campuses.
Negotiations	Negotiate agreements working with city management and legal team to further job growth.	N/A	High	Maximize development potential to achieve desired economic benefits. Develop a diversified tax base.
Resources	Available building/property database, single point of contact, demographic and industry data, custom data/research, incentive program information, development coordination, and infrastructure data.	N/A	High	Continuously monitor, evaluate, and improve customer services.

Departmental Program Analysis

Economic Development

Identification (What is the name or title for each group of aligned services, functions, projects, or activities?)	Definition (What are the specific services, functions, projects, and activities conducted by the department?)	Requirements (Is the program mandated at the federal, state, county, or local level? Is there a city policy in effect for the program?)	Priority (Is the program considered a low, medium, or high)	Goal (Which of the specific services, functions, projects, or activities are directed toward a common purpose or goal?)
State Incentives	Texas Enterprise Fund (TEF), Texas Enterprise Zone Program (EZP), Texas Research & Development Tax Credit, Manufacturing Sales & Use Tax Exemption, Skills Development Fund, Data Center Sales Tax Exemption, Workforce and Training Incentives (Skills Development Fund, Texas Apprenticeship Programs, and Workforce Solutions Rural Capital Area (WSRCA)).	N/A	Medium	Develop a diversified tax base. Cultivate the City's primary opportunities. Collaborate with public and private partners to enhance the region and elevate the City. Develop a corporate-anchored business community.

Departmental Program Analysis

Engineering

Identification (What is the name or title for each group of aligned services, functions, projects, or activities?)	Definition (What are the specific services, functions, projects, and activities conducted by the department?)	Requirements (Is the program mandated at the federal, state, county, or local level? Is there a city policy in effect for the program?)	Priority (Is the program considered a low, medium, or high)	Goal (Which of the specific services, functions, projects, or activities are directed toward a common purpose or goal?)
Construction Inspection	Provides inspection services for all site subdivision, capital improvement and dry utilities projects. Ensures proper installation of infrastructure in right-of-ways and easements. Inspects all water mains, fire hydrants and valves, wastewater mains, manholes and clean-outs, street construction, asphalt, curbs and gutters, sidewalks, driveways, curb ramps, storm-water piping and inlets and other construction connected items. Perform warranty inspections after warranty period is up.	Mandated that construction meets criteria for federal, state and local requirements.	High	Upgrade/expand infrastructure to support desired development. Provide Services, Programs, and Infrastructure to Enhance QOL. Expand Core Utility System Capacity to Keep Pace with Evolving Demand, Build and Maintain an Efficient and Effective Roadway System, Protect Flood Prone and Environmentally Sensitive Areas, Develop an Active Transportation System
Floodplain Management	Issue permits for development in floodplain and enforcing requirements of FEMA and the City's Floodplain Management Regulations. Maintain all required regulatory maps and studies for the community including updates.	Mandated by federal, state and local government requirements	High	Upgrade/expand infrastructure to support desired development, Protect Flood Prone and Environmentally Sensitive Areas
Geographic Information Systems (GIS)	Integrated computer system that links topography, demographic, utility network, imagery, and other data geographically. Provides GIS mapping and data to Energov system, Maintain and update the public facing GIS interface, Emergency Service updates for PD FP and counties. Maintain and update the City, ETJ, and CCN Boundary information, provide all new addressing	None	High	Enhance governmental transparency. Develop the City as a trusted source of information. Establish and maintain an efficient development process, deploy technological solutions to enhance public service offerings, engage in pro-active and effective communications
Plan Reviews	Reviews plans and plats for site development and subdivision improvement projects for compliance with City Codes and Ordinances in regard to utility, water and wastewater treatment, drainage/water quality and transportation design. Review all CIP projects for criteria complainance. Participate in Economic Development negotiations to include Development, Utility Oversizing, and Offset agreements, Perform project close out and infrastructure acceptance.	Mandated that construction meets criteria for federal, state and local requirements.	High	Maximize Development Potential to Achieve Desired Economic Benefits, Provide Services, Programs and Infrastructure to Enhance QOL, Upgrade/Expand Infrastructure to Support Desired Development, Expand Core Utility System Capacity to Keep Pace with Evolving Demand, Build and Maintain an Efficient and Effective Roadway System, Protect Flood Prone and Environmentally Sensitive Areas, Develop an Active Transportation System, Establish and maintain an efficient development process, continuously monitor, evaluate, and improve customer service

Departmental Program Analysis

Engineering

Identification (What is the name or title for each group of aligned services, functions, projects, or activities?)	Definition (What are the specific services, functions, projects, and activities conducted by the department?)	Requirements (Is the program mandated at the federal, state, county, or local level? Is there a city policy in effect for the program?)	Priority (Is the program considered a low, medium, or high)	Goal (Which of the specific services, functions, projects, or activities are directed toward a common purpose or goal?)
Project Management	Manages construction and capital improvement projects including budgets, contracts, design, construction, and coordination with internal and external stakeholders including engineers, inspectors, and other project related consultants.	None	Medium	Upgrade/expand infrastructure to support desired development. Secure Long-term Sustainable Sources of Raw Water, Provide Services, Programs, and Infrastructure to Enhance QOL. Expand Core Utility System Capacity to Keep Pace with Evolving Demand, Build and Maintain an Efficient and Effective Roadway System, Develop an Active Transportation System
Stormwater Master Plan	Developing a Stormwater Master Plan and models, which will identify, prioritize, and guide implementation of stormwater-related Capital Improvement Projects (CIPs) in the city.	Mandated that construction meets criteria for federal, state and local requirements.	High	Provide Services, Programs and Infrastructure to Enhance QOL, Protect Flood Prone and Environmentally Sensitive Areas, Protect the characteristics that make an area or district unique, facilitate/encourage unique design aesthetics in new developments
Water Master Plan	Develop and update a Water Master Plan and models, which will identify, prioritize, and guide implementation of Water Capital Improvement Projects (CIPs) in the city.	Mandated that construction meets criteria for federal, state and local requirements.	High	Provide Services, Programs and Infrastructure to Enhance QOL, Protect Flood Prone and Environmentally Sensitive Areas, Protect the characteristics that make an area or district unique, facilitate/encourage unique design aesthetics in new developments
Wastewater Master Plan	Develop and update a Wastewater Master Plan and models, which will identify, prioritize, and guide implementation of Wastewater Capital Improvement Projects (CIPs) in the city.	Mandated that construction meets criteria for federal, state and local requirements.	High	Provide Services, Programs and Infrastructure to Enhance QOL, Protect Flood Prone and Environmentally Sensitive Areas, Protect the characteristics that make an area or district unique, facilitate/encourage unique design aesthetics in new developments
Transportation Master Plan	Develop and update a Transportation Master Plan and models, which will identify, prioritize, and guide implementation of Transportation Capital Improvement Projects (CIPs) in the city.	Mandated that construction meets criteria for federal, state and local requirements.	High	Provide Services, Programs and Infrastructure to Enhance QOL, Protect Flood Prone and Environmentally Sensitive Areas, Protect the characteristics that make an area or district unique, facilitate/encourage unique design aesthetics in new developments

Departmental Program Analysis

Engineering

Identification (What is the name or title for each group of aligned services, functions, projects, or activities?)	Definition (What are the specific services, functions, projects, and activities conducted by the department?)	Requirements (Is the program mandated at the federal, state, county, or local level? Is there a city policy in effect for the program?)	Priority (Is the program considered a low, medium, or high)	Goal (Which of the specific services, functions, projects, or activities are directed toward a common purpose or goal?)
Stormwater Quality	Coordination of stormwater quality program. City is issued a TCEQ MS4 permit and is required to develop a program to minimize the amount of contaminants discharged from the storm sewer system. Inspect all water quality facilities in city and coordinate enforcement when violations occur.	Mandated that construction meets criteria for state and local requirements.	High	Provide Services, Programs and Infrastructure to Enhance QOL, Protect Flood Prone and Environmentally Sensitive Areas, Protect the characteristics that make an area or district unique, facilitate/encourage unique design aesthetics in new developments
Technology	Includes Autodesk-AutoCAD (reviews development and CIP projects), ESRI (spatial infrastructure data record used for infrastructure planning), Bentley (used for stormwater hydrological and hydraulic modeling and potable water distribution modeling), and ArcGIS (online public/private portals of GIS maps).	None	High	Enhance governmental transparency. Develop the City as a trusted source of information. Establish and maintain an efficient development process, deploy technological solutions to enhance public service offerings, engage in pro-active and effective communications
Technical Studies	Perform various studies and reports to assist Public Works in the maintenance and operation of infrastructure to include roads, drainage, water, wastewater, signage, traffic control and signals, such as speed studies, warrant studies, etc. Coordinate with other departments to address citizens concerns regarding these services.	None	High	Enhance governmental transparency. Develop the City as a trusted source of information. Deploy technological solutions to enhance public service offerings, Engage in pro-active and effective communications, Provide Services, Programs, and Infrastructure to Enhance QOL

Departmental Program Analysis

Finance

Identification (What is the name or title for each group of aligned services, functions, projects, or activities?)	Definition (What are the specific services, functions, projects, and activities conducted by the department?)	Requirements (Is the program mandated at the federal, state, county, or local level? Is there a city policy in effect for the program?)	Priority (Is the program considered a low, medium, or high)	Goal (Which of the specific services, functions, projects, or activities are directed toward a common purpose or goal?)
Accounting	Audits, cash handling/internal controls, debt management, investments/treasury, accounts payable, accounts receivables, and credits cards (recording and compliance).			Establish benchmarks and performance metrics for desired levels of service.
Budget	Procedures and requirements for budget adoption. Administration of budget, amendment(s), and supplemental budget.			Prepare fiscal models to help ensure service continuity.
Facility Maintenance	Facility maintenance and janitorial services.			Upgrade/expand infrastructure to support desired development.
Grant Administration	Management of city grants and development agreements. Development and training with other departments on grant management policies and procedures.	Varies depending on the awarded grant		Maximize interdepartmental coordination for efficiencies and effectiveness.
Payroll	Employee time entry, payroll approvals, paychecks, direct deposits, W-2 forms, and other payroll-related items.			Maximize interdepartmental coordination for efficiencies and effectiveness.
Purchasing	Centralized coordination of purchasing activities to leverage cost savings through consolidated purchases. Responsible for compliance with various legal requirements and assuring fair and equitable treatment to all vendors.	Texas Statutes, including Chapter 252 of the Local Government Code, govern the City of Leander's purchasing policies and procedures.		Maximize interdepartmental coordination for efficiencies and effectiveness.
Utility Billing	Water usage monitoring through Advanced Metering Infrastructure (AMI), meter sets, maintenance, readings, monthly billing, and water rate study.			Provide services, programs, and infrastructure to enhance quality of life. Continuously monitor, evaluate, and improve customer services.

Departmental Program Analysis

Fire

Identification (What is the name or title for each group of aligned services, functions, projects, or activities?)	Definition (What are the specific services, functions, projects, and activities conducted by the department?)	Requirements (Is the program mandated at the federal, state, county, or local level? Is there a city policy in effect for the program?)	Priority (Is the program considered a low, medium, or high)	Goal (Which of the specific services, functions, projects, or activities are directed toward a common purpose or goal?)
Administration	Hiring/promotion process, recruitment, FMLA, billing, cost recovery, and grant administration/reimbursement.	Hiring is governed by civil service and State administrative requirements. Promotions are governed by civil service. Cost recovery is a city ordinance. Grant administration is governed by usually the State or Federal laws.	High	Provide public safety services to keep pace with evolving community needs. Establish Benchmarks and Performance Metrics for Desired Levels of Service.
Code Enforcement	Hazard and nuisance mitigations, code review and administration, outreach, and community education.	Governed by city ordinance.	High	Provide public safety services to keep pace with evolving community needs. Protect the Small-Town Charm.
Community Affairs	Social media, marketing, public information, employee awards/recognition, public relations, public education, chaplain, and Reduce and Reduction Program.	Not mandated. Department goal is to consistently provide public information, regularly evaluate risks and provide education on those risks, and identify and assist individuals who rely on 911 3 times in 3 months.	Medium	Provide Public Safety Services to Keep Pace with Evolving Community Needs. Identify and engage with all segments of the community.
Community Risk Reduction	Assisting with Development Services for fire inspections, plan reviews, and permitting.	Required by city ordinance and some applicable state laws.	High	Maximize interdepartmental coordination for efficiencies and effectiveness.
Department Planning	Project management, master plan, pre-plans, and hydrant testing.	Not mandated, but is evaluated on regular basis by ISO to determine residents home owner insurance risks.	Medium	Provide Public Safety Services to Keep Pace with Evolving Community Needs. Provide services, programs, and infrastructure to enhance quality of life.
Emergency Response	Emergency operations includes medical first responders and fire response.	City ordinances and contract agreements	High	Provide public safety services to keep pace with evolving community needs.
Fire Investigation	Investigating origin and cause, trend analysis, and accident and injury investigations.	City ordinance	High	Provide public safety services to keep pace with evolving community needs.
Fire Prevention	Community education, Firewise program, and Community Wildfire Protection Plan	Best practice	High	Provide public safety services to keep pace with evolving community needs.
Health and Safety	Infection control, peer fitness, physicals, and incident review.	Infection Control and incident review are mandated at State level. Others are best practices.	Medium	Provide public safety services to keep pace with evolving community needs.
Homeland Security/Emergency Management	Emergency response plans, hazard mitigation action plan, Continuity of Operations Plan, TIER II hazardous materials reporting, Emergency Operations Center, special event planning, and Community Emergency Response Team (CERT).	State law, city ordinance, and best practices.	High	Provide public safety services to keep pace with evolving community needs.
Regulatory Oversight	Regulatory compliance, policies and procedures, accreditation, ISO, and Quality Assurance/Quality Improvement.	State law, best practices	High	Provide public safety services to keep pace with evolving community needs. Continuously Monitor, Evaluate, and Improve Customer Services

Departmental Program Analysis

Fire

Identification (What is the name or title for each group of aligned services, functions, projects, or activities?)	Definition (What are the specific services, functions, projects, and activities conducted by the department?)	Requirements (Is the program mandated at the federal, state, county, or local level? Is there a city policy in effect for the program?)	Priority (Is the program considered a low, medium, or high)	Goal (Which of the specific services, functions, projects, or activities are directed toward a common purpose or goal?)
Professional Standards	Continuing education, professional development, new hire orientation, and department certifications.	State law, ISO	High	Provide public safety services to keep pace with evolving community needs.
Special Teams	HazMat, wildland, technical rescue, peer support, honor guard, and drone program.	Contract, best practices	Medium	Provide public safety services to keep pace with evolving community needs.
Support Services	Capital projects for fleet and facilities. Technology for innovations, NFIRS, and dispatch. Logistics for materials and supplies, PPE, and equipment testing.	State law, ISO, best practices	Medium	Provide public safety services to keep pace with evolving community needs.

Departmental Program Analysis

Golf

Identification (What is the name or title for each group of aligned services, functions, projects, or activities?)	Definition (What are the specific services, functions, projects, and activities conducted by the department?)	Requirements (Is the program mandated at the federal, state, county, or local level? Is there a city policy in effect for the program?)	Priority (Is the program considered a low, medium, or high)	Goal (Which of the specific services, functions, projects, or activities are directed toward a common purpose or goal?)
Golf Operations	Golf Shop - Tee sheet management, phone reservation entry, general customer service, merchandise sales and attending to all related customer needs. Also includes merchandising programs to include purchasing, inventory management, meeting margin and sales projections, product rotation, marketing and promotions and facilitation of instructional programs. Works with F&B operator to facilitate daily guest requirements.	CFGC programs fall under various city, county, state and federal compliance mandates. Some examples include City of Leander policies, ordinances and codes, the Americans with Disabilities Act, United States Golf Association rules governing golf course construction, set up and rules of play, Williamson County Health Department and the Texas Alcoholic Beverage Commission for food and beverage operations.	High	
	Guest Services - Front line guest experience development through golf car fleet preparation, staging and routine maintenance. Practice facility and on course amenity management, tournament and special event preparation and execution. Rental equipment storage and distribution.		High	
	Volunteer Programs - Volunteer coordination and utilization for operational services such as starters, player assistants, guest services support and tournaments/special event assistance.		High	
Golf Course Maintenance	Grounds Maintenance - Maintenance of greens, tee boxes, fairways, practice facilities, cart paths, facility landscaping, native habitat management, organic and manmade water systems management, irrigation and drainage systems maintenance and management.		High	
	Equipment Maintenance - Maintenance and repair of all golf course maintenance equipment, chemical application devises, other related equipment and facilitation of GCM facility maintenance and repairs.		High	

Departmental Program Analysis

Golf

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Tournaments & Special Events	Sales & Marketing - Tournament and event sales channel management to include prior customer engagement, sales lead and inquiry follow up, advertising sales and fulfillment, community event participation and outreach.		High	
	Communications - Newsletter development and distribution, website development and management, customer communications and community engagement.		High	
	Planning - Organic and customer hosted golf tournaments and outings, community event and private parties to include scheduling, labor requirements analysis, materials and supplies development and procurement, food and beverage coordination with tenant F&B operator or outside entity as needed.		High	

Departmental Program Analysis

Golf

Identification (What is the name or title for each group of aligned services, functions, projects, or activities?)	Definition (What are the specific services, functions, projects, and activities conducted by the department?)	Requirements (Is the program mandated at the federal, state, county, or local level? Is there a city policy in effect for the program?)	Priority (Is the program considered a low, medium, or high)	Goal (Which of the specific services, functions, projects, or activities are directed toward a common purpose or goal?)
General and Administrative	Business Operations and Support – Oversight of daily operations, policy and procedure development and implementation, compliance assurance, acquisition of support services, material and supply procurement, facility maintenance coordination.		High	
	Communications - Gather, organize and disseminate relevant routine and emergent information to internal and external public parties, municipal staff and elected leadership.		High	
	Strategic Planning - Mid- and long-term planning and organizational development, coordination and execution of Capital Improvement Programs and orchestration of strategic relationships with community organizations such as HOA boards, Chamber of Commerce and private sector partners.		High	

Departmental Program Analysis

Human Resources

Identification (What is the name or title for each group of aligned services, functions, projects, or activities?)	Definition (What are the specific services, functions, projects, and activities conducted by the department?)	Requirements (Is the program mandated at the federal, state, county, or local level? Is there a city policy in effect for the program?)	Priority (Is the program considered a low, medium, or high priority?)	Goal (Which of the specific services, functions, projects, or activities are directed toward a common purpose or goal?)
Benefits	Comprehensive benefits include Medical, Dental, Vision, Life/AD&D, Disability, Supplemental Plan Options, Flexible Spending Accounts (FSA), Health Savings Account (HSA), Employee Assistance, Holidays, Vacation Leave, Sick Leave, Longevity Pay, Retirement Plan, Deferred Compensation, Social Security, Worker's Compensation, and Golf Course/Library/Parks & Recreation discounts.	TBD		Cultivate the city's primary opportunities?
Civil Service	Assist with the administration of the civil service system. All Firefighters are classified as Civil Servants and along with the City must adhere to both Chapter 143 of TLGC and City of Leander Civil Service Rules and Regulations.	Chapter 143, Municipal Civil Service for Firefighters of the Texas Local Government Code (TLGC)		Establish benchmarks and performance metrics for desired levels of service
Community Partnerships	Partnerships with local schools for student vocational opportunities, internships, and job shadowing.	TBD		Collaborate with educational entities to provide educational programs/curriculum to advance current and future workforce development
Compensation System	Create, revise and maintain job descriptions, position evaluation and classification, and update pay plan.	Chapter 5 of City of Leander Personnel Policies		Establish benchmarks and performance metrics for desired levels of service
Employee Engagement	Includes employee recognition, service awards, team building, employee events, feedback/surveys, and overall wellbeing.	TBD		Create a culture of respect and professionalism within the organization
Employee Relations	Includes employee coaching, addressing employee issues, training sessions, and counseling.	TBD		Create a culture of respect and professionalism within the organization
Employee Training and Development	Includes learning and professional development opportunities, overall wellbeing, and succession planning efforts.	TBD		Create a culture of respect and professionalism within the organization
Human Resources Information System (HRIS) and Records Management	Management of employee personnel data, information, reports, and records.	TBA		Develop the City as a trusted source of information
Performance Management	Manage and administer performance appraisal system training to management. Performance evaluation is given to employees by supervisors. Employees receive merit increase upon receiving satisfactory rating.	Chapter 14.4 Performance Management (Annually) in City of Leander Personnel Policies		Establish benchmarks and performance metrics for desired levels of service

Departmental Program Analysis

Human Resources

Identification (What is the name or title for each group of aligned services, functions, projects, or activities?)	Definition (What are the specific services, functions, projects, and activities conducted by the department?)	Requirements (Is the program mandated at the federal, state, county, or local level? Is there a city policy in effect for the program?)	Priority (Is the program considered a low, medium, or high priority?)	Goal (Which of the specific services, functions, projects, or activities are directed toward a common purpose or goal?)
Personnel Policies	Maintenance of personnel policies and procedures providing fair guidelines for employees, supervisors, and management.	TBD		
Recruitment and Hiring	Includes general hiring guidelines, internal/external postings, promotions, applications, disqualifications, review process, hiring decisions, conditional offer of employment, criminal background check, and new hire orientation.	Chapter 3.3 Recruitment in City of Leander Personnel Policies		Maximize interdepartmental coordination for efficiencies and effectiveness
Risk Management	Safety policies, procedures, and programs, and performs training, inspection of work areas and hazards, and investigations of accidents.	TBD		
Workforce and Staffing	Identify staffing levels and workforce needs? Add more	TBD		Develop departmental resourcing plans to accomplish desired objectives

Program Analysis

Information Technology

Identification (What is the name or title for each group of aligned services, functions, projects, or activities?)	Definition (What are the specific services, functions, projects, and activities conducted by the department?)	Requirements (Is the program mandated at the federal, state, county, or local level? Is there a city policy in effect for the program?)	Priority (Is the program considered a low, medium, or high priority?)	Goal (Which of the specific services, functions, projects, or activities are directed toward a common purpose or goal?)
Cybersecurity Protection	Firewalls, antivirus, endpoint detection and response systems, encryption of data both in flight and at rest, cybersecurity auditing.		High Priority	Protect Public Health, Safety, and Welfare
Cybersecurity Training	Creation of cybersecurity training program requiring employees, appointed officials, and elected officials. Reporting of completion and compliance, denial of access for noncompliance, and periodic audits.	Ordinance #21-039-00 re: Cybersecurity Training; Texas Government Code 2054 5191(a-1)	High Priority	Protect Public Health, Safety, and Welfare
Force Multipliers - Maximize city investment in new technology and most efficiently utilize taxpayer funds.	Cloud first policy to reduce IT staffing and data center costs as well as standardization of technology equipment with certain specifications, warranties, and replacement schedule.		High Priority	Maximize the City's Potential
Information Security	Outlines acceptable use of computer equipment and services including general use/ownership, security and proprietary information, unacceptable use, minimum access policy, and policy violations	Ordinance #22-043-00 re: Information Technology and Acceptable Use Policy	High Priority	Protect Public Health, Safety, and Welfare
Internet	Manages two internet access providers and related services.		High Priority	Provide Great Customer Service
Local Agency Security Officer (LASO)	Police department appointee enforce FBI and DPS physical and data security standards for Police to maintain access to criminal justice databases.	Federal Information Security Management Act of 2002 (FISMA), FBI Criminal Justice Information Services (CJIS) Security Policy - Version 6.0	High Priority	Protect Public Health, Safety, and Welfare
Operations	Maintains all city networks, phone systems, technology equipment, and implements cybersecurity protection.		High Priority	Maximize the City's Potential
Project Management	Samsara GPS/vehicle maintenance tracking platform, AMI selection committee, police server migration, installation of Police dispatch 911 system, and facilities audio/visual equipment.		High Priority	Maximize the City's Potential

Technology Strategy	Fiber conduit plan. Evaluates new technology-related equipment and services		High Priority	Possibilities
Technology Systems	Includes Microsoft 365, Incode, Axon Evidence, Police Computer Aided Dispatch (CAD), Police and Fire body cameras, Police Report Management System (RMS), etc.		High Priority	Maximize the City's Potential
Ticket System	Phone and deskside support for internal organization for day-to-day technology issues		High Priority	Provide Great Customer Service
Security System	Manages door access technology and surveillance systems in existing city buildings and new construction.		High Priority	Protect Public Health, Safety, and Welfare

Departmental Program Analysis

Library

Identification (What is the name or title for each group of aligned services, functions, projects, or activities?)	Definition (What are the specific services, functions, projects, and activities conducted by the department?)	Requirements (Is the program mandated at the federal, state, county, or local level? Is there a city policy in effect for the program?)	Priority (Is the program considered a low, medium, or high)	Goal (Which of the specific services, functions, projects, or activities are directed toward a common purpose or goal?)
Accreditation	Minimum Standards for Accreditation in the State Library System.	Texas Government Code 441.127(a), Library Systems.	High	Establish benchmarks and performance metrics for desired levels of service.
Adult Services	Socialization, enrichment, community classes, and book clubs.		Low	Identify and engage with all segments of the community.
Children/Teen Services	Kids and teen programming, schools outreach, reference work, early literacy education for parents & caregivers, educational reading, storytelling, learning exercises, STEM programming, and teen socialization/team building.		High	Collaborate with educational entities to provide educational programs/curriculum to advance current and future workforce development./Develop Recreational Programs and Facilities that Support Families. /Develop the City as an Up and Coming Family Place.
Collections/Materials	Brodart ordering platform for purchasing new books. Midwest Tape for DVDs and Playaways. Digital platforms Overdrive, cloudLibrary, and Hoopla. Library public access catalog maintenance.	There are minimum standards we must follow per capita, to maintain accreditation with the Texas State Library. TAC Title 13, Part 1, Chapter 1, Subchapter C.	High	Develop departmental resourcing plans to accomplish desired objectives.
Customer Service	Service to library users, customers, and patrons. Walk-ins, phone calls, emails, online account management, circulations, and computer issues.		High	Continuously monitor, evaluate, and improve customer services.
Public Services	Community outreach, city events, marketing, handouts, signage, social media, website, and community sponsorships.		High	Provide opportunities for family engagement. Identify and engage with all segments of the community./Engage in Pro-Active and Effective Communications./Develop the City as a Trusted Source of Information
Volunteer Opportunities	Adult and teen volunteer training and volunteer hours assigned at the library, teens get credit at school for the volunteer hours		Medium	Identify and engage with all segments of the community.
Community Partners	English as a Second Language (ESL) classes with volunteers from Live Oak Unitarian Church; free tax assistance with AARP Foundation volunteers		Medium	Collaborate with educational entities to provide educational programs/curriculum to advance current and future workforce development./Resources & Services for all Demographic Segments.

Departmental Program Analysis

Municipal Court

Identification (What is the name or title for each group of aligned services, functions, projects, or activities?)	Definition (What are the specific services, functions, projects, and activities conducted by the department?)	Requirements (Is the program mandated at the federal, state, county, or local level? Is there a city policy in effect for the program?)	Priority (Is the program considered a low, medium, or high priority?)	Goal (Which of the specific services, functions, projects, or activities are directed toward a common purpose or goal?)
Court Management Software	Digital workflow for court dates, fines, judgments, and documents. Case management and paperless document handling.	No. It is cost efficient to use software for mgmt of case loads and reporting requirements, as well as saving natural resources, and making customer access available.	high	Deploy technological solutions to enhance public service offerings. Provide Great Customer Service and Quality Public Services.
Customer Service	Provides excellent customer service to Municipal Court inquiries by precisely communicating court processes. Comment cards for customer feedback.	No. Our customer service is well-known to be superior to most other courts in Central Texas, reducing problems and enhancing public perception of our City.	medium	Continuously monitor, evaluate, and improve customer services.
Docket Coordination	Preparing dockets, scheduling hearings, notifying parties, and maintaining court records.	No. Keeping case flow is important to reduce frustration in the community and make the citizens feel important and not forgotten.	high	Develop departmental resourcing plans to accomplish desired objectives. Enhance Public Service Offerings.
Jury Summons	Exploring online options for updating our jury summonses to make the process much easier for the court and community, improve the citizens' perception of the court process, and increase the participation of prospective jurors.	The right to a jury trial is guaranteed in the constitutions. To make the process as easy as possible will increase participation and enjoyment of this process.	medium	Deploy technological solutions to enhance public service offerings.
Online Resources	City website for online resources and requests, popular links, language translations, and FAQs.		high	Deploy technological solutions to enhance public service offerings.
Youth Diversion Program	Increases opportunities for early identification of at-risk youth and for redirecting children accused of certain Class C misdemeanors.	State H.B. 3186 requires the adoption of a youth diversion plan for every municipal and justice court.	High - any successful program to reduce criminal behavior will encourage family QOL and desirable retail	Provide public safety services to keep pace with evolving community needs. Initiate a "Friendly City" branding. Provide public safety services through appropriate justice meteed out for criminal behavior to reduce recidivism and thereby encourage family and retail influx.

Departmental Program Analysis

Parks & Recreation

Identification (What is the name or title for each group of aligned services, functions, projects, or activities?)	Definition (What are the specific services, functions, projects, and activities conducted by the department?)	Requirements (Is the program mandated at the federal, state, county, or local level? Is there a city policy in effect for the program?)	Priority (Is the program considered a low, medium, or high)	Goal (Which of the specific services, functions, projects, or activities are directed toward a common purpose or goal?)
Active Adult Program (55+)	Serves 55+ in Leander and surrounding areas with recreation/leisure activities, national day celebrations, fitness classes, educational talks, special events, and day trips.	City Comprehensive Plan/Parks Master Plan identifying Parks and Recreation as a critical City Department.	High	Recognize those who have made Leander home. Identify and engage with all segments of the community. Continuously monitor, evaluate and improve customer services. Celebrate the City's evolving diversity and growing heritage. Develop a public venue to support large-scale events. Develop a customer service strategy. Establish benchmarks and performance metrics for desired levels of service.
Administration	Leadership, planning, and direction, training, fleet/equipment, contracts/agreements, grants, park standards/requirements, and operations. Serve as staffing liaison to the following: Parks and Recreation Advisory Board, Public Arts and Culture Commission.	City Comprehensive Plan/Parks Master Plan identifying Parks and Recreation as a critical City Department.	High	Recognize those who have made Leander home. Develop integrated parks and recreation systems and programs. Identify and engage with all segments of the community. Implement recreational and cultural programs to connect the community. Develop departmental resourcing plans to accomplish desired objectives. Continuously monitor, evaluate and improve customer services. Develop departmental resourcing plans to accomplish desired objectives. Maximize interdepartmental coordination for efficiencies and effectiveness. Develop recreational programs and facilities that support families. Provide opportunities for the expression and display of cultural arts. Celebrate the City's evolving diversity and growing heritage. Develop a public venue to support large-scale events. Develop a customer service strategy. Interconnect various sectors or districts within the community. Establish benchmarks and performance metrics for desired levels of service. Market the things that make the city special. Develop the city has a festival destination. Embrace the city's diversity. Construct artistic crosswalks, pocket parks and amenities to create a sense of place.

Departmental Program Analysis

Parks & Recreation

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Athletics	Co-Ed Winter Youth Basketball League for boys and girls from 4-13 years old. Fall Youth Baseball League for ages 3 through 14. Fall Youth Softball League for ages 4 through 12. Adult Kickball and Adult Flag Football Leagues.	City Comprehensive Plan/Parks Master Plan identifying Parks and Recreation as a critical City Department.	High	Recognize those who have made Leander home. Provide opportunities for family engagement. Identify and engage with all segments of the community. Develop recreational programs and facilities that support families. Continuously monitor, evaluate and improve customer services. Celebrate the City's evolving diversity and growing heritage. Develop a public venue to support large-scale events. Develop a customer service strategy. Establish benchmarks and performance metrics for desired levels of service.
Aquatics	Robin Bledsoe Pool opens each year during the summer season and hosts water aerobics, swim lessons, Dive-In movies, and other special events.	City Comprehensive Plan/Parks Master Plan identifying Parks and Recreation as a critical City Department.	High	Recognize those who have made Leander home. Provide opportunities for family engagement. Identify and engage with all segments of the community. Develop recreational programs and facilities that support families. Continuously monitor, evaluate and improve customer services. Celebrate the City's evolving diversity and growing heritage. Develop a public venue to support large-scale events. Develop a customer service strategy. Establish benchmarks and performance metrics for desired levels of service.
Crystal Falls Golf Course	18-hole municipally-operated golf course.	Enterprise Fund Course with City Resources/Staffing.	High	Recognize those who have made Leander home. Develop integrated parks and recreation systems and programs. Identify and engage with all segments of the community. Protect the characteristics that make an area or district unique. Implement Recreational and Cultural Programs to Connect the Community. Continuously monitor, evaluate and improve customer services. Celebrate the City's evolving diversity and growing heritage. Develop a public venue to support large-scale events. Develop a customer service strategy. Establish benchmarks and performance metrics for desired levels of service. Market the things that make the city special.

Departmental Program Analysis

Parks & Recreation

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Facility Reservations	Rental fees and deposits for parks and recreation facilities. Includes athletic field rentals, pavilion rentals, community facility rentals, and Special Event in the Park Permit.	City Comprehensive Plan/Parks Master Plan identifying Parks and Recreation as a critical City Department.	High	Recognize those who have made Leander home. Develop integrated parks and recreation systems and programs. Identify and engage with all segments of the community. Continuously monitor, evaluate and improve customer services. Continuously monitor, evaluate and improve customer services. Celebrate the City's evolving diversity and growing heritage. Develop a public venue to support large-scale events. Develop a customer service strategy. Establish benchmarks and performance metrics for desired levels of service.
Leander Activity Center	14,400 square-foot multi-use leased space for programs, camps, and activities. Leander Activity Center hosts an assortment of programs and workshops for all ages.	City Comprehensive Plan/Parks Master Plan identifying Parks and Recreation as a critical City Department.	High-Meant to be a temp. facility until a new Recreation Center was constructed.	Recognize those who have made Leander home. Provide opportunities for family engagement. Develop recreational programs and facilities that support families. Identify and engage with all segments of the community. Continuously monitor, evaluate and improve customer services. Celebrate the City's evolving diversity and growing heritage. Develop a public venue to support large-scale events. Develop a customer service strategy. Establish benchmarks and performance metrics for desired levels of service.
Leander Play	Seasonal recreation guide for City of Leander parks, recreation, and library activities.	City Comprehensive Plan/Parks Master Plan identifying Parks and Recreation as a critical City Department.	High	Recognize those who have made Leander home. Develop the City as a trusted source of information. Identify and engage with all segments of the community. Continuously monitor, evaluate and improve customer services. Celebrate the City's evolving diversity and growing heritage. Develop a public venue to support large-scale events. Develop a customer service strategy. Establish benchmarks and performance metrics for desired levels of service.

Departmental Program Analysis

Parks & Recreation

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Parks Maintenance/Operations	20 FTE Employees that maintain over 500 acres of parkland and undeveloped city property as well as support services to all city special events.	City Comprehensive Plan/Parks Master Plan identifying Parks and Recreation as a critical City Department.	High	Recognize those who have made Leander home. Provide opportunities for family engagement. Develop recreational programs and facilities that support families. Identify and engage with all segments of the community. Continuously monitor, evaluate and improve customer services. Celebrate the City's evolving diversity and growing heritage. Develop a public venue to support large-scale events. Develop a customer service strategy. Establish benchmarks and performance metrics for desired levels of service.
Senior Activity Center	Provide recreation and entertainment facilities to the active adults and seniors as well as meals, exercise classes, games, art classes and other featured activities for area active adults and seniors.	City Comprehensive Plan/Parks Master Plan identifying Parks and Recreation as a critical City Department.	High	Recognize those who have made Leander home. Identify and engage with all segments of the community. Continuously monitor, evaluate and improve customer services. Celebrate the City's evolving diversity and growing heritage. Develop a public venue to support large-scale events. Develop a customer service strategy. Establish benchmarks and performance metrics for desired levels of service.
Special Events	MLK Day March and Celebration, Art Fest, Bluegrass & Folk Festival, Floating Pumpkin Patch, Tricks & Treats Spooktacular, Spring/Fall Family Campout, Veterans Day Ceremony, Old Town Christmas Festival, Polar Bear Plunge, Kite Festival, Mason Heritage Day, Juneteeth Block Party, July is Parks & Recreation Month, and Liberty Fest.	City Comprehensive Plan/Parks Master Plan identifying Parks and Recreation as a critical City Department.	High	Recognize those who have made Leander home. Develop the City as a festival destination. Market the things that make the City special. Embrace the City's diversity. Provide opportunities for family engagement. Provide opportunities for the expression and display of cultural arts. Identify and engage with all segments of the community. Celebrate the City's evolving diversity and growing heritage. Celebrate the City's history. Continuously monitor, evaluate and improve customer services. Develop a public venue to support large-scale events. Implement recreational and cultural programs to connect the community. Develop a customer service strategy. Establish benchmarks and performance metrics for desired levels of service.

Departmental Program Analysis

Parks & Recreation

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Youth Camps	Youth seasonal camps for children ages 3 to 14 include Kinderdance Kamp, Incrediflix, Sticky Fingers Cooking Camp, Camp Curiosity, Snapology Camp, and Sports Camps.	City Comprehensive Plan/Parks Master Plan identifying Parks and Recreation as a critical City Department.	High	Recognize those who have made Leander home. Provide opportunities for family engagement. Develop recreational programs and facilities that support families. Identify and engage with all segments of the community. Continuously monitor, evaluate and improve customer services. Celebrate the City's evolving diversity and growing heritage. Develop a public venue to support large-scale events. Develop a customer service strategy. Establish benchmarks and performance metrics for desired levels of service.

Departmental Program Analysis

Police

Identification (What is the name or title for each group of aligned services, functions, projects, or activities?)	Definition (What are the specific services, functions, projects, and activities conducted by the department?)	Requirements (Is the program mandated at the federal, state, county, or local level? Is there a city policy in effect for the program?)	Priority (Is the program considered a low, medium, or high priority?)	Goal (Which of the specific services, functions, projects, or activities are directed toward a common purpose or goal?)
Accreditation	Maintain standards covering a wide range of up-to-date public safety initiatives; establishing and administering an accreditation process; and recognizing professional excellence.	No mandates; Policy -Yes	Medium	Guiding concept - 1. Possibilities/Maximize the city's potential 2. Fundamentals/Provide Quality Public Service
Animal Services	Routine patrol for violations of city animal ordinances and related laws.	State and local mandates; Policy - Yes	High	Guiding concept - 1. Fundamentals/Protect Public Health, Safety, and Welfare, 2. Fundamentals/Provide Quality Customer Service
Central Texas Regional SWAT Team	Leander, Georgetown, Cedar Park, and Pflugerville police and fire departments along with tactical medics from Williamson County EMS comprise the Central Texas Regional SWAT team.	No mandates; Policy -Yes	Medium	Guiding concept - 1. Possibilities/Maximize the city's potential 2. Fundamentals/Provide Quality Public Service, 3. Fundamentals /Protect Public Health, Safety, and Welfare
Community Services	Oversees community programs for the Police Department. Many of the programs, projects and work groups that result from a police and community partnership are managed and facilitated by this Division. Also oversees police volunteers.	No mandates; Policy -Yes	Medium; This program is not mission critical, however, it is important to the police departmet	Guiding concept - 1. Possibilities/Maximize the city's potential 2. Fundamentals/Provide Quality Public Service, 3. Culture/City of High Character
Criminal Investigations Division (CID)	Includes detectives, victim services, records, and crime scene/evidence. Charged with investigating those cases initiated from other Divisions. Direct responsibility of investigating major crime scenes, registering local sex offenders, juvenile cases, and evidence processing.	State mandates for certain functions; Policy -Yes	High	Guiding concept - 1. Fundamentals/Protect Public Health, Safety, and Welfare, 2. Fundamentals/Provide Quality Customer Service
Emergency Communication Unit	Primary answering point for all non-emergency and emergency 911 calls that originate within the City of Leander (24 hours a day). Provides emergency communications for Police, Fire, and Emergency Medical Services (EMS), and Animal Services Unit.	State mandates; Policy - Yes	High	Guiding concept - 1. Fundamentals/Protect Public Health, Safety, and Welfare; 2. Fundamentals/Provide Quality Public Service
Honor Guard	Provides funeral honors for fallen officers and other civil servants.	No mandates; Policy- Yes	Low	Guiding concept - 1. Culture/City of High Character

Departmental Program Analysis

Police

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Office of the Chief/Police Administration	The office of the chief is responsible for the administrative, professional and technical police work in the direction of personnel and activities of the Police Department. This includes planning, budgeting, internal affairs, and oversees police operations. The department's CALEA accreditation program under also under the office of the chief.	State and local mandates; Policy - Yes	High	Guiding concept - 1. Possibilities/Maximize the city's potential 2. Fundamentals/Provide Quality Public Service, 3. Fundamentals /Protect Public Health, Safety, and Welfare
Professional Standards	Professional Standards encompasses three main areas: Recruiting/Hiring, Training and Internal Affairs.	State and local mandates for certain functions; Policy - Yes	High	Guiding concept - 1. Possibilities/Maximize the city's potential 2. Fundamentals/Provide Quality Public Service, 3. Culture/City of High Character
Special Operations	Special investigations, school resource officers, community services and logistics.	Local mandates for SROs; Policy- Yes	High	Guiding concept - 1. Fundamentals/Protect Public Health, Safety, and Welfare; 2. Fundamentals/Provide Quality Public Service
Support Services	Includes 911 Communications, Professional Standards, Animal Services, and administrative services.	State mandates; Policy - Yes	High	Guiding concept - 1. Possibilities/Maximize the city's potential 2. Fundamentals/Provide Quality Public Service, 3. Culture/City of High Character
Traffic Enforcement and Management (TEAM)	Traffic enforcement, collision investigation, traffic planning, DWI enforcement, special initiatives, Click it or Ticket, aggressive driving, and other programs that may alleviate some of the calls on our patrol division.	Certain functions have state and local mandates; Policy - Yes	High	Guiding concept - 1. Fundamentals/Protect Public Health, Safety, and Welfare, 2. Fundamentals/Provide Quality Customer Service
Training	Law enforcement/communications classes primarily provided by the Texas Municipal Police Association and Capitol Area Planning Council Of Governments	State mandates; Policy - Yes	Medium	Guiding concept - 1. Possibilities/Maximize the city's potential 2. Fundamentals/Provide Quality Public Service, 3. Culture/City of High Character
Uniformed Patrol	Basic patrol and traffic enforcement services in response to emergency and non-emergency calls for police service. Includes preventing violations of statutes and ordinances, traffic enforcement, suppressing disturbances, roadway accident investigation, traffic direction, and patrolling residential and business areas.	State and local mandates; Policy - Yes	High	Guiding concept - 1. Fundamentals/Protect Public Health, Safety, and Welfare, 2. Fundamentals/Provide Quality Customer Service

Departmental Program Analysis

Public Works

Identification (What is the name or title for each group of aligned services, functions, projects, or activities?)	Definition (What are the specific services, functions, projects, and activities conducted by the department?)	Requirements (Is the program mandated at the federal, state, county, or local level? Is there a city policy in effect for the program?)	Priority (Is the program considered a low, medium, or high priority?)	Goal (Which of the specific services, functions, projects, or activities are directed toward a common purpose or goal?)
Brushy Creek Regional Utility Authority	Regional partnership with cities of Cedar Park and Round Rock. Treats and distributes water from Lower Colorado River Authority to residents.		High	
Capital Improvement Program	Identifies major capital improvement needs in Leander. Prepares CIP budget and capital projects planning. Includes capital projects for transportation, parks, water, wastewater, stormwater, and municipal facilities.	Home Rule Charter Section 10.02, 10.05 and 10.09.	High	
Capital Project Management	Project planning, design, contracting, procurement, construction management, training, closeout, and warranty response.			
Cross-Connection Control and Backflow Prevention	Ensure that all drinking water systems remain clean and safe for public use.			
Emergency Essential	Respond to emergency callout situations by barricading, sandbagging, cleaning storm drains, and sanding roadways as needed.		High	
Fleet/Equipment Maintenance	Perform repairs and preventative maintenance on machinery, trailers, service trucks and vehicles. Manage maintenance records and order parts.			
Right-of-Way Maintenance	Contractor mows public right-of-ways, drainage channels, and city-maintained detention and water-quality ponds.			
Roadway Rehabilitation	Roadways selected based on severity and extent of the distresses in Pavement Condition Assessment. surveys are performed every 5 years. Planning is based on the roadway's predicted condition and priority, budgetary limitations, and Council approval.		High	
Streets	Responsible for all Leander streets. Performs asphalt patching, resurfacing, crack sealing, pothole patching, grading uneven streets, and sidewalk repairs.		High	
Studies	Long-Range Water Supply Study and Water and Wastewater Rate Study.			

Departmental Program Analysis

Public Works

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Traffic Signal and Signage	Installation, operation, and maintenance of traffic control devices. Maintain more than 26 traffic signals, school zone lights, hybrid pedestrian beacons, and street lights. Most road signage are produced in-house print shop by staff.	Federal Highway Administration		
Water and Wastewater	Daily operation of water distribution, treatment, and wastewater collection in the city,		High	
Water and Wastewater Administration	Regulatory water and wastewater reporting, staffing, and customer service. Includes requests for water and wastewater tap connections, receiving and dispatching personnel to water line breaks, wastewater backups, and utility locations prior to digging.		High	
Water and Wastewater Line Maintenance	Maintain, repair, replace, oversee construction of new water and wastewater lines, clear and repair manholes and covers, clear wastewater lines, fire hydrant flushing, sewer back-ups and valve-turning throughout the city boundaries and ETJs.		High	
Water Conservation	Water Conservation and Drought Contingency Plan, Commercial Irrigation Inspection Program, Leander WaterSense Partnership, rebates for water efficiency, water usage monitoring, and irrigation evaluations.		High	
Wastewater Facilities	Operate Leander 2243 Wastewater Treatment Plant and Travisso Water Reclamation Plant. Maintain water/wastewater infrastructure lines, locates, and service taps. Oversee Sandy Creek Treatment Plant which is contracted by Brazos River Authority for maintenance and daily operation.			
Wastewater Operations	Operate and maintain the city's wastewater treatment facilities.	Texas Commission on Environmental Quality (TCEQ) wastewater treatment guidelines.	High	



EXECUTIVE SUMMARY
1/31/2025

AGENDA SUBJECT:

Review of Council Rules of Procedure and other governing policies.

BACKGROUND:

The City Council has recently gone through efforts to establish rules, policies and processes. The collective purposes of these documents is to establish guidelines of self-governance. This item will provide the City Council an opportunity to review the policies.

HISTORY/TIMELINE:

APPLICANT/AGENT:

RECOMMENDATION:

PRESENTER:

Christine DeLisle, Mayor

Fiscal Impact

Attachments:

1. Council Rules of Procedure 04.18.2024
2. Social Media Policy Council 02.04.2019
3. Guidelines for City Council Email and Text Retrieval 11.01.2019
4. Code of Ethics
5. Lobby Registration Form 01.23.2023
6. CIQ Conflict of Interest Questionnaire
7. CIS Conflicts Disclosure Statement
8. Ordinance No. 19-069-00 ORR, Emails, Fees 11.07.2019

CITY OF LEANDER, TEXAS CITY COUNCIL RULES OF PROCEDURE

Pursuant to Section 3.05 of the City Charter, which states that the Council may determine the rules of its proceedings, the City Council hereby adopts the following Rules of Procedure.

A. GENERAL GUIDELINES

- 1) Focus on governing (policy making), not administration.
- 2) Treat everyone with respect. No personal attacks on City Staff or each other.
- 3) Address the present issue and let each item stand on its own.
- 4) Be brief and concise. Focus comments for item under consideration.
- 5) Support the validity and integrity of the process even when you disagree with the outcome.
- 6) Listen before judging or taking action. Do not pre-judge the motives of your fellow Councilmembers.
- 7) Wait for recognition from the Mayor before speaking.
- 8) Agree to disagree. No need to over-talk an issue.
- 9) Council directs as a body. Be clear on directions, follow plans, and support City policies.
- 10) No surprises. Share all information equally with each other and the City Manager.

B. AGENDAS

- 1) Preparation of the Agenda. The City Manager shall cause the City Secretary to prepare the agenda for the Mayor's review and approval.
- 2) Consent Agenda. The following matters may be placed on the Consent Agenda: minutes; contracts or expenditures requiring Council approval that are within the budget; contracts city staff was authorized to negotiate and bring back for approval; second reading of ordinances; plat approvals where variances are not accepted; acceptance of subdivision infrastructure; and other similar routine, administrative matters that do not require deliberation. Items on the Consent Agenda may be approved with a single motion and vote; provided that any Councilmember may request that an item be pulled from the Consent Agenda for discussion and action during the regular agenda.
- 3) Councilmember Requested Agenda Items. Section 3.07 of the City Charter provides that any Councilmember may require any item be placed on an agenda for which timely notice may be given.
 - a. A Councilmember that wishes to place an item on an agenda must submit the agenda item and the background material described in subsection (b) below to the City

Manager's Office by 5:00 p.m. on the Wednesday before the regular meeting. A Councilmember may submit no more than two (2) agenda items per meeting. The Mayor may consult with a Councilmember about placement of an agenda item on a later meeting. All items submitted by the deadline will appear on the agenda for the meeting unless the Councilmember agrees to delay the agenda item to a later meeting. Items that are submitted after the deadline or that do not include the required background material will not appear on the agenda. The Mayor may waive the deadline for agenda items that are time sensitive.

- b. The Councilmember shall provide the City Manager with materials providing background information on the agenda item that consists of, at a minimum, a written explanation about the purpose of the agenda item and any additional relevant information or documents. The City Secretary will assist with preparing the Executive Summary based on the Councilmember's written explanation for the Councilmember's review and approval.
 - c. The Councilmember requested agenda items will be identified as "Council Directive" in the Executive Summary.
 - d. Except for Proclamations, Councilmember requested items will be placed at the end of the agenda.
- 4) Councilmember Closing Statements. When this item appears on the agenda, Councilmembers may make statements about the following items only:
- a. Expressions of thanks, congratulations, or condolence;
 - b. Information regarding holiday schedules;
 - c. An honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of a person's public office or public employment is not an honorary or salutary recognition for purposes of this subdivision;
 - d. A reminder about an upcoming event organized or sponsored by the governing body;
 - e. Information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the political subdivision; and
 - f. 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.
- 5) Proclamations. As one of the two Councilmember agenda items allotted per meeting, a Councilmember may request a proclamation be placed on the agenda in accordance with Section (B)(3). To appear on the agenda, a proclamation must have a nexus to City business, a City event, a City program, or one of the City's community partnerships. The Mayor is authorized to issue ceremonial proclamations.

C. CONDUCTING THE MEETING

- 1) Presiding Officer. The Mayor or, in their absence, the Mayor Pro Tem shall preside over and conduct all City Council meetings. In the absence of both the Mayor and the Mayor Pro Tem, the City Council shall, by majority vote of those present, determine which member shall preside over and conduct the meeting.
- 2) General Conduct. Councilmembers shall show respect and courtesy to, and refrain from making disparaging comments about, fellow Councilmembers, the public, and City staff in the conduct of a City Council meeting, outside of Council meetings, in social settings, and on social media.
- 3) Consideration of Agenda Items.
 - a. Councilmembers shall confine their discussions concerning a motion or a question to the merits of a motion made and seconded or to a question already presented to them.
 - b. When an item is raised for discussion, the Presiding Officer will ask for input from each member of the Council. Each Councilmember will be given an opportunity to speak before a Councilmember who has spoken may speak again. Councilmembers shall raise their hands to indicate a desire to speak. The presiding officer will recognize a member whose hand is raised. The same procedure will be followed for discussion on an item after a motion has been made and seconded.
 - c. Debate shall normally be closed after every Councilmember wishing to speak has been given every opportunity to speak and no Councilmember has any additional comments to make. When the debate appears to have closed, the Mayor or Presiding Officer shall call for a vote.
 - d. Any Councilmember may call for the question on any issue, and upon seconding by another Councilmember, the issue shall immediately be put to vote. Passage of the motion to address the previous question shall terminate debate on the motion, amendment, or amended motion, and the matter shall move on immediately.
- 4) Executive Session. Matters discussed in executive session will be kept confidential and City Councilmembers shall not discuss matters discussed in executive session outside of the executive session.
- 5) Adjournment. After 11:00 p.m., if more than two items remain on the agenda (excluding Councilmember closing remarks), the Council may vote on the question of adjourning the meeting and postponing the remaining items. If three-fourths of Councilmembers present and voting at the meeting (but no less than four) vote to postpone the items and adjourn the meeting, then the remaining items will be posted on the next regular City Council agenda, or an earlier agenda if approved by the City Council or Mayor. Such agenda items shall be the first items listed under the Regular Agenda.
- 6) Participation by Videoconference. One (1) or more Councilmember(s) may participate in City Council meetings remotely by means of videoconference, and shall be counted as present, if all of the following conditions apply:

- a. Attendance by the Councilmember at the physical meeting location is unreasonably difficult or impossible.
 - b. The Councilmember has notified the City Secretary of his/her request to participate remotely by means of videoconference no later than one week prior to the scheduled meeting date.
 - c. The meeting notice specifies a physical meeting location and the intent to have a quorum of City Council present at the physical meeting location.
 - i. If the Mayor plans to participate remotely by means of videoconference, the Mayor Pro Tem (or other Councilmember designated pursuant to Section C.1) shall serve as the Presiding Officer.
 - d. The technology used to facilitate two-way audio and video communication among participating City Council members, which is audible and visible to the public during the meeting, operates in accordance with Texas Open Meetings Act requirements.
 - i. If a quorum of City Council is present at the physical meeting location, and the Councilmember participating remotely by means of videoconference is no longer visible and audible to those in attendance at the physical meeting location, the meeting may continue in accordance with the Texas Open Meetings Act.
 - e. During any executive session or closed meeting, to protect confidentiality and preserve attorney-client privilege, the Councilmember participating remotely by means of videoconference must safely prohibit all audio and video communication from being seen, heard or recorded by unauthorized persons.
- 7) Meetings by Teleconference. A quorum of City Council may conduct meetings remotely by means of teleconference if all of the following conditions apply:
- a. An emergency or public necessity exists, as defined by Texas Open Meetings Act provisions for telephone meetings.
 - b. Physical attendance at one location by a quorum of City Council is unreasonably difficult or impossible.
 - c. The technology used to facilitate two-way audio communication among participating City Council members, which is audible to the public during the meeting, operates in accordance with Texas Open Meetings Act requirements.

D. INTERACTION WITH CITY STAFF

- 1) City Charter Requirement. Section 4.05 of the City Charter provides that: “No member of the council shall give orders directly to any city employee, except when empowered to do so by an emergency proclamation, and all members of the council shall deal with the nonelective officers, employees and administrative offices of the city solely through the city manager.”

- 2) Council Requests for Staff Reports. City Council Members may request staff reports and other staff work through the City Manager. If the request involves a significant use of staff resources (generally defined as approximately four hours or more of staff time), the City Manager shall have the discretion to ask the Council member to bring the request forward as an agenda item and the request must receive a consensus from the City Council.
- 3) Council Request for Information. The City Council may ask for information from City Staff by making the request to the City Manager or getting authorization from the City Manager to request the information from City Staff. Written materials or written responses to questions or requests for information shall be provided to the entire City Council.

E. RECONSIDERATION OF MATTERS

- 1) In order for an action to be reconsidered, a Councilmember may request that an item considered be submitted to the City Manager's Office no later than 5:00 p.m. on the first Wednesday after the City Council Meeting in which a vote was taken on the item. A request to reconsider an item can only be sponsored by a Council Member who voted with the prevailing side. A motion to reconsider any action of the Council can be made not later than the next succeeding official City Council Meeting following its submission to the City Manager's Office. Such motion can only be made by a member who voted with the prevailing side. It can be seconded by any member. No question shall be twice reconsidered, except by unanimous consent of the Council.
- 2) For matters that have not received four votes of Council either for or against a motion on the matter, any member of Council can request that the matter be placed on the agenda for reconsideration. The request may be made at the meeting at which the motion failed to pass, or the request may be made in writing and submitted to the City Manager and the City Secretary by 5:00 p.m. on the first Wednesday after the City Council Meeting in which the matter failed to receive four votes.
- 3) Reconsideration of matter under this Section will not be limited to the motion or motions made at the prior meeting.

F. MISCELLANEOUS

- 1) Email and Cell Phone Usage. Councilmembers to the greatest extent possible will use city-issued cell phones and email accounts to conduct City business.
- 2) Robert's Rules. Where needed for structure and order, the City Council may use Roberts Rules of Order as a guide for its proceedings, unless they conflict with these rules.
- 3) Suspension of Rules. Any provision of these rules not governed by the City Charter or Code may be temporarily suspended by a two-thirds vote of all members of the Council.
- 4) Amendment to Rules. These rules may be amended, or new rules adopted, by a majority vote of all members of the Council. Council shall review these rules annually.

F. COUNCIL LIAISON ROLES AND RESPONSIBILITIES

The City Council adopted on December 1, 2022, the following guidelines for Council Liaison members on City appointed Boards, Commissions, and Committees (Boards).

- **Definition.** The Council Liaison acts as spokesperson on behalf of the Council when so directed by the Council as a body.
- **Purpose.** The role of the Council Liaison is to facilitate communication from the Council to the Board by providing information about Council actions and related discussions.
- **Appointments.** No Council member is required to serve as Council Liaison to a Board. Council Liaison appointments will be conducted annually in October at the same meeting during which annual Board appointments are made. Councilmembers desiring to serve as Council Liaison to multiple Boards will be considered for appointment to one Board and then may be considered for additional appointments once other Council members have an opportunity to serve.
- **Attendance.** Attendance by Council Liaisons at Board meetings is not required and is not counted for the purposes of establishing and maintaining Board quorum. However, attendance at all or most Board meetings is encouraged. Frequency of attendance may be determined by each Council Liaison.
- **Participation.** Council Liaisons do not have voting or agenda setting privileges on the Board. Although Council Liaisons may participate in Board discussion, they should not advocate positions before the Board, nor should they attempt to influence Board decisions.

These guidelines apply when a Council member is acting as liaison to a City appointed Board. It does not apply when the Council member is appointed to a Board of non-city bodies where the Council member serves as a representative of the City.

Social Media Participation Policy City Council

The term “social media” refers to forms of electronic communication through which users create online communities to share information, ideas, personal messages and other content. Some examples include, but are not limited to, Internet-based platforms such as Facebook, Twitter, Instagram and YouTube.

Many local governments use social media as a tool to communicate with citizens. Rather than waiting until a regularly scheduled council meeting to receive citizen input, city officials are able to instantly interact with them via social media. Although this technology greatly increases communication outreach and efficiency, some restrictions are required in order to comport with federal and state law.

Commenting on City Accounts

The City of Leander uses social media to send and receive messages about city information, services and related programs with community stakeholders, including employees, vendors, citizens, media and other members of the public.

1. Similar others who engage with the City on social media, as an elected official you should understand the City’s current guidelines for public participation, which are subject to change as new technology and tools emerge.
2. Public comments may be removed from City-administered social media accounts if they contain any one or more of the following:
 - a. Vulgar, physically threatening or harassing language.
 - b. Content that promotes, fosters, or perpetuates discrimination on the basis of race, religion, gender, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, source of income or other protected status under applicable law.
 - c. Inappropriate sexual content or similar links.
 - d. Private or otherwise confidential information.
 - e. Content that promotes illegal activity or encouragement of actions that may compromise public safety.
 - f. Content that violates a legal ownership interest of any other party.
 - g. Comments not topically related to the original article or post.
 - h. Comments in support of or opposition to political candidates, campaigns or ballot measures during an election season.

- i. Promoting or advertising a commercial transaction, organization or event that is not sponsored or in direct relationship with the City.
- j. Organized political activity.
- k. Information that may compromise the safety or security of the public or public systems.

Use of Personal Accounts

As a policy-making body, Council members are given more latitude than City employees to publicly express thoughts and opinions on local issues. However, as an elected official, you should be aware of additional risks related to your general participation on social media.

1. Open Meetings Act – Communications between a quorum of Council members about public business, no matter the forum or time, can constitute a “meeting” to which the Texas Open Meetings Act applies. If the Act applies to a discussion, an agenda must be posted 72 hours in advance, and the public must be allowed to attend.

Therefore, you should consider the following when using personal social media accounts:

- a. Remove elected titles from profiles used to identify a personal social media account, and clearly state how constituents should communicate regarding public matters.
- b. Include an introductory statement in the profile or about section of your account that defines the purpose and topical scope of your page:

“This account is intended for personal use only. The views, postings, positions or opinions expressed on this site are my own and do not represent those of the City of Leander. If you are a citizen of Leander and would like to discuss city business, please go to [official page] or contact me at [official email].”

- c. Redirect information to official government sources and avoid making posts related to your official duties or governmental bodies.
- d. Redirect political dialogue requests to an alternative means of communication (i.e. email, phone or other preferred social media account).
- e. Avoid commenting on local issues where other Council members are also participating in discussion.
- f. Avoid making posts and/or comments on behalf of the City and/or the City Council.
- g. Avoid making posts and/or comments in your official capacity as an elected official.
- h. Avoid making posts and/or comments regarding City business.

2. Public Information Act – State law clarifies the definition of “public information” as information that is written, produced, collected, assembled, or maintained in connection with the transaction of official business, which includes email, Internet posting, text message, instant message, and other electronic communication.

Therefore, you should consider the following:

- a. Hide, rather than delete, clearly inappropriate public comments on your personal or official social media account, if possible. In some cases, these comments may still be subject to verification or public disclosure in the future. When in doubt, don’t delete it.
 - b. Avoid responding to inappropriate comments or personal attacks on social media. If the commenter persists, redirect them to an alternate method of communication (i.e. email).
 - c. Be aware that a personal social media account, depending on its content, may still be subject to the Public Information Act.
3. First Amendment – More constituents are posting comments on elected officials’ personal pages to voice concerns on public issues. Once an elected official’s social media page is opened for political discussion, it is transformed into a public forum for speech and debate, instantly granting every user a First Amendment right to comment.

Therefore, you should consider the following:

- a. Limit open-ended political and city business discussions from your personal social media accounts and redirect dialogue requests to an alternate channel.
- b. When in doubt, don’t block users. Especially those with whom you have previously engaged. If you must, consult with legal counsel first, and then document your actions and reasons for blocking.

Use of Official Accounts

If you choose to create a social media account to engage with constituents, a best practice is to keep this account distinct and separate from other personal accounts that you maintain.

Elected officials increasingly use social media for reelection purposes as well. However, mixing campaign and constituent communications from the same account could put you at risk for violating laws that prohibit using government resources for political purposes.

Therefore, you should consider the following:

1. Make it official – Your account profile, description and photo should clearly indicate your position as a member of the Leander City Council and your intent to use the account as a way of communicating with constituents.
2. Your account is a public forum – Your engagement with the public on social media as an elected official establishes your platform as a limited public forum, which affords users the right to comment on content you publish. It also means that any speech restrictions or

censorship is subject to strict scrutiny, and First Amendment activities generally may not be prohibited. So, when in doubt, don't delete it.

3. Prohibited content is defined by City policy – For consistency, consider managing prohibited content on your accounts in the same way City-administered accounts are managed.
4. Campaign separately – Council members in office should not use City administered or funded social media accounts for electioneering. It's equivalent to campaigning from the dais during a public meeting, which may violate state law.
5. Involve legal counsel – If you are unsure about publishing certain content, or feel you are justified in the removal of content, involve legal counsel before making a decision.

General Guidelines

1. Be transparent – Your honesty will be quickly noticed in the social media environment. If your private sector work could present a conflict of interest, be the first to point it out. And be clear about why you support, or don't support, certain policies or programs.
2. Be judicious – Make sure your efforts to be transparent do not violate any applicable legal guidelines for external communication. Consult with legal counsel before sharing conversations that are meant to be private or internal to the City or any other public entities. What is published is widely accessible, not easily retractable, and will be around for a long time, so consider the content carefully. Also, be aware that the social media account and anything published on that social media account may be subject to the Public Information Act.
3. Be knowledgeable – Write in first-person and consider linking to your information sources. If you publish to a website outside of the City, consider using a clarifier such as: "These comments and opinions reflect my position as one member of Leander City Council." If you have any questions about complying with brand, trademark, copyright, fair use, confidentiality, or financial disclosure laws, seek an opinion from legal counsel.
4. Be perceptive – In online social networks, the lines between public and private, personal and professional are often blurred. By identifying yourself as an elected official, you are creating perceptions about your expertise and the City. Be sure that all content associated with you is consistent with the City's values and professional standards.
5. Be conversational – Talk to your readers like you would talk to people in professional situations. Avoid overly "composed" language. Bring in your own personality and say what is on your mind. Consider content that is open-ended and invites response. Encourage comments. Broaden the conversation by citing others who are commenting about the same topic and allow your content to be shared.
6. Be excited – The City is making important contributions to the community, state and nation, as well as to public dialogue on a broad range of issues. Our activities are focused on providing services and innovation that benefits citizens and stakeholders. Share what Leander is learning and doing, and open up social media channels to learn from others.

7. Be valuable – There is a lot of written content in the social media environment. The best way to reach an audience is to write about things that they value. Social communication from City leaders should help citizens, partners and families. It should be thought-provoking and build a sense of community. If it helps people improve knowledge or skills, build their businesses, do their jobs, solve problems, or understand the City better, then it adds value.
8. Be responsible – What you write is ultimately your responsibility. Pause. If you are about to publish something that makes you even the slightest bit uncomfortable, don't publish. If you are still unsure, you might want to check with the Public Information Officer or legal counsel. Ultimately, what you publish is yours, but so is the responsibility and potential consequence.
9. Mistakes happen – If you make a mistake, admit it. Be upfront and quick with your correction. If you are posting to a blog, you could choose to modify an earlier post. Make it clear that you have done so.

Records Retention

1. Because of your position as an elected official, activity on your social media accounts may create public records. Any content (messages, posts, photographs, videos, etc.) created or received using a social media account may be considered a record.

Therefore, you should consider the following:

- a. The City does not archive or manage Council member social media accounts. You are solely responsible for the retention and archival of content published to your individual accounts.
 - b. When in doubt, don't delete content without consulting with legal counsel first.
2. Social media content administered by City employees, and intended for public access and comments, will follow a minimum retention period of two years, as established by the Texas State Library and Archives Commission. This includes Council member comments posted on City accounts.
 3. When applicable, the City will use a software-assisted social media capture tool to obtain and archive an authentic copy of monitored content. This includes Council member comments posted on City accounts.

Definitions

For the purposes of this policy, unless otherwise stated, the following definitions apply:

1. Comment – a message posted by site visitors, either in response to an existing topic or introducing a new topic. In general, the content of comments is controlled solely by the user, but often can be deleted, accepted or rejected prior to publishing by the site or page administrator.

2. Connections – Any deliberate links between a user and a social media channel or page, whether it is initiated by the individual or by the site moderator. Terms used by various sites to describe a connection include friend, fan, follower or subscriber.
3. Limited forum – a public forum created by the government voluntarily for expressive activity that may be restricted as to subject matter or class of speaker. Forum restrictions must be able to withstand strict judicial scrutiny of its effect on First Amendment rights.
4. Post – In relation to social media accounts or online activity, anything published in an online forum or social media account.
5. Social media – Internet based third-party platforms that facilitate interaction and engagement among individuals in a network or virtual community. Social media offers a participatory environment and includes user-generated content such as videos, photos, videos, blogs, and wikis.

Violation of Policy

This policy is not meant to circumvent or bypass any of the other processes, policies or laws that are applicable to the City Council. Social media activity and conduct by Council members should not only comply with these policy terms, but all other processes, policies and laws that may apply as well.

Policy Updates

The City Council reserves the right to update these terms of use at any time.

Guidelines for City Council Email and Text Retrieval

- I. Purpose.** The purpose of these guidelines is to set forth the general process by which the City's email archiving software, and text archiving software, will be used by the City's public information coordinator, the City Secretary's office, to search and retrieve City-hosted emails and texts created for City Council Members in response to requests for public information. The email software was installed and implemented in September 2018 and the text software was installed and implemented in August 2019. These guidelines further address processes for retrieval of emails and texts that contain public information that were created before implementation of the software or that are contained in non-City-hosted accounts.
- II. Public Information.** Public information is information that is written, produced, collected, assembled, or maintained under a law or ordinance or in connection with the transaction of official business by or for a governmental body.¹ Public information includes information written, produced, collected, assembled, or maintained by an individual officer or employee of a governmental body in the officer's or employee's official capacity and the information pertains to official business of the governmental body.² Public information also includes any electronic communication, including communications created, transmitted, received, or maintained on any device by the governmental body or the individual officer or employee of the governmental body.³
- III. Process**
 - A. Post-Software Emails and Texts:**
 1. Within two (2) business days after the date a person submits the request for public information, the City Secretary's office will notify the Council Member who is the subject of the request and provide a copy of the request.
 2. The notification will summarize the scope of the request and identify the deadline by which the City must produce the information and the deadline to seek a ruling from the Attorney General regarding applicable exceptions to disclosure, if any.
 3. The City Secretary's office, using the email software or text software, as appropriate, will run a search for the emails or texts responsive to the request.
 4. Within two (2) days after the software search is completed, the City Secretary's office will provide to the Council Member a copy of the information retrieved that must be produced to the requestor, as well as the information that qualifies for an exception under the Act and will have to be forwarded to the Attorney General for an opinion. The City Secretary's office will consult with the City Attorney regarding any legal questions related to applicable exceptions.
 5. If the information cannot be produced within ten (10) business days after the date a person submits a request for the information, the City Secretary's office

³ Gov't Code § 552.002(3).

⁴ Gov't Code § 552.002(a-1).

⁵ Gov't Code § 552.002(a-2).

will notify the requestor of the date and hour that the information can be produced for inspection or duplication.

B. Pre-Software Emails/Texts and Emails/Texts on Non-City-Hosted Accounts:

1. Within two (2) business days after the date a person submits the request for public information, the City Secretary's office will notify the Council Member that is the subject of the request and provide a copy of the request.
2. The notification will summarize the scope of the request and identify the deadline by which the City must produce the information, the deadline by which the Council Member is requested to produce the information to the City Secretary's office, and the deadline to seek a ruling from the Attorney General regarding applicable exceptions to disclosure, if any.
3. The Council Member will conduct a search of the Council Members' emails and/or texts, as appropriate, and provide the responsive information to the City Secretary's office within the time requested.
4. The City Secretary's office will review the information in consultation with the City Attorney regarding any information that qualifies for an exception under the Act. In the event there are applicable exceptions to disclosure of the information that require an Attorney General's ruling, the City Secretary's office will cause a request for ruling to be sent to the Attorney General's Office.
5. If the public information cannot be produced within ten (10) business days after the date a person submits a request for the information, the City Secretary's office will notify the requestor of the date and hour that the information can be produced for inspection or duplication. However, City Council Members must produce public information upon the earlier of: a) the date specified in the notification from the City Secretary's office; or b) the tenth (10th) calendar day after the date of the notification from the City Secretary's office.

IV. Roles and Reporting

- A. The Information Technology Department shall maintain records of the use of the email software and text software to access City Council emails or texts and provide reports of such access activity to the City Manager upon request in a format that maintains computer, email, and phone system security.
- B. The City Secretary is the public information coordinator. The City Secretary's office is responsible for viewing, searching, and exporting copies of information from the archiving software in response to open records requests or discovery, and for placing holds on destruction of information.
- C. The IT Department's Systems Administrator acts as data custodian for the archiving software. This role is responsible for ensuring that the archiving solution is working correctly, including performance of any necessary systems maintenance tasks to ensure confidentiality, reliability, and availability. The Systems Administrator has access to all areas of the system to perform system maintenance tasks.
- D. The IT Department's Information Security Officer acts as auditor of the archiving solution. The Information Security Officer is responsible for periodically

reviewing both the City Secretary's office and the Systems Administrator's use of the system, as well as recommending security changes to the Systems Administrator for implementation. The Information Security Officer has full access to the system audit log, and will generate and submit reports of archiving solution use on request of proper authority or when suspicious activity is observed by any system user.

ARTICLE 9.05. CODE OF ETHICS

Sec. 9.05.001. Declaration of policy.

- (a) It is essential in a democratic system that the public have confidence in the integrity, independence, and impartiality of those who act on their behalf in government. To promote confidence in the government of the city, and thereby enhance the city's ability to function effectively, this article is adopted. Although codes of ethics can provide instruction on what to do in various situations, the situations will always be more varied than the rules can anticipate. Recognizing this, the ethics commission (the "commission") will apply this article to not only enforce regulations, but also to enhance and promote virtue in public servants who are its officers, city officials or employees, paid or unpaid, elected or appointed, as well as members of any standing committee or board.
- (b) Furthermore, it is declared to be the policy of the city that proper operation of democratic government requires that public servants be independent, impartial and responsible to the people of the city; that no public servants shall permit any interest, financial or otherwise, direct or indirect, or engagement in any business, transaction or professional activity to conflict with the proper discharge of their duties in the public interest; that public office not be used for illegal or improper personal gain; and that the city council at all times shall be maintained as a nonpartisan body. To implement such a policy, the city council deems it advisable to enact a standard of conduct for all public servants to serve not only as a guide for official conduct, but also as a basis for discipline for those who refuse to abide by its terms. The overriding interest being that public servants of the city shall at all times strive to avoid even the appearance of impropriety.
- (c) The city further recognizes that public servants are also members of society and, therefore, cannot and should not be without any personal and economic interest in the decisions and policies of government; that public servants retain their rights as citizens to interests of a personal or economic nature, and their rights to publicly express their views on matters of general public interest. By prohibiting conduct incompatible with the city's best interests and minimizing the risk of any appearance of impropriety, this article will further legitimize the interests of democracy.

(Ordinance 16-006-00, art. 1, adopted 1/7/16)

Sec. 9.05.002. Purpose.

This article has four purposes;

- (1) To encourage high ethical standards in official conduct by public servants;
- (2) To establish minimum guidelines for ethical standards of conduct for all such public servants by setting forth those acts or actions that are incompatible with the best interests of the city;
- (3) To require disclosure by public servants and candidates of private financial or property interests in matters affecting the city; and
- (4) To provide minimum standards of ethical conduct for the city's public servants, provide procedures regarding complaints for violations of such standards, and provide a mechanism for disciplining violators of such standards.

(Ordinance 16-006-00, art. 2, adopted 1/7/16)

Sec. 9.05.003. Definitions.

- (a) The words "public servant" when used in this article, shall mean the elected officers of the city, all persons appointed by or by vote of the city council, all department heads of the city, all city employees that have any supervisory authority over other employees, and all employees that have discretionary authority to make recommendations to boards or commissions of the city.
- (b) The words "calendar day" shall mean any day in a normal seven-day week, including Saturday, Sunday, and holidays, provided however that if the last calendar day in a specified number of calendar days falls on a Saturday, Sunday, or holiday, the next calendar day shall be considered the last such day for purpose of that number of days.
- (c) The words "business day" shall mean Monday through Friday of a week, excluding Saturday, Sunday, and holidays.
- (d) Words used in the present tense include the future tense. Words used in the plural number include the singular, and words in the singular include the plural. The word "shall" is always mandatory. The word "herein" means in this article. The word "regulations" means the provisions of any applicable ordinance, rule, regulation or policy.
- (e) A public servant having a direct financial interest in a contract with the city or being financially interested directly in the sale of land, materials, supplies or services to the city means:
 - (1) The public servant enters into the contract with the city, purchases land from the city, or sells materials, supplies or services to the city;
 - (2) A business entity in which the public servant has one of the following ownership interests or a compensation arrangement contracts with the city, purchases land from the city, or sells materials, supplies or services to the city:
 - (A) When a trust is a party to the transaction, the public servant is a beneficiary or a trustee of the trust;
 - (B) When a partnership is a party to the transaction, the public servant is a partner of the partnership;
 - (C) When a corporation is a party to the transaction, the public servant is a director of the corporation or holds stock or shares in the corporation that exceeds one percent of the total capital stock or shares of the corporation;
 - (D) The public servant receives a commission, royalty, or other compensation, including gifts, grants, or favors that are not insubstantial, from the business entity that is a party to the transaction, as a result of the transaction with the city being entered and/or maintained; or
 - (E) When an entity other than a natural person has an interest in a trust, partnership or corporation that is a party to a transaction, the public servant has an ownership interest or compensation arrangement described in subsections (e)(2)(B), (C), or (D) with that entity; or
 - (3) The public servant has an ownership or equitable interest in the land sold to the city.
 - (4) This section does not include employment agreements approved by the city manager and/or the city council.
- (f) A public servant shall be deemed to have an indirect financial interest in a contract with the city, or be indirectly financially interested in the sale of land materials, supplies or services to the city, if the public servant's spouse has a direct financial interest as defined in subsection (e) above.

(Ordinance 16-096-00, sec. 2, adopted 1/5/17; Ordinance 21-016-00, sec. 2, adopted 3/18/21)

Sec. 9.05.004. Present public servants.

(a) *Standards of conduct.*

- (1) To avoid the appearance and risk of impropriety and self-enrichment, public servants shall not solicit or accept any gift, personal favor or benefit from any person doing business with, seeking to do business with, or being regulated by the city; and shall not take any action on behalf of any person or business entity from which he or she has received a prohibited gift, or in which he or she has a substantial interest. Except in the sole interest of the public and the performance of the duties of their position, public servants shall not take any action that he or she knows might reasonably tend to influence any other public servant to not properly perform their official duty, nor shall any public servant grant any improper favor, service or thing of value to any person.
- (2) As used in this article the word "gift" means a favor, hospitality, economic benefit, product or item having a value of \$50.00, or \$250.00 or more within a 12-month period. A "gift" does not include campaign contributions reported as required by state law, money, items, or benefits received from a relative if given on account of kinship, or any value received by will, intestate succession, or as a distribution from an inter vivos or testamentary trust established by a spouse or ancestor.
- (3) The following factors are considered in evaluating whether a gift is prohibited:
 - (A) The value of the gift, or gifts, does not exceed \$250.00, during any 12 consecutive calendar months;
 - (B) Any pre-existing relationship between the donor and donee;
 - (C) Whether the person or entity giving the gift, or on whose behalf the gift is made, has done business with or has been regulated by the city within the immediate proceeding 24 calendar months, or is seeking to do business with the city, or does business with or is regulated by the city during the subsequent 12 months.
- (4) Those items or services that do not constitute prohibited gifts include, but are not limited to, the following:
 - (A) Political contributions made and reported in accordance with all applicable state laws.
 - (B) Awards publicly presented in recognition of public service.
 - (C) Entertainment, meals or refreshments furnished in conjunction with public events, appearances, or ceremonies related to official city business, if furnished by the sponsor of such public event, and meals and refreshments having a value of less than \$50.00 when furnished or provided to the public servant during the conduct of public business.
 - (D) Any item received by a public servant and donated to a charitable organization or presented to the city within three business day from the date of receipt; any item(s) other than money the value of which does not exceed \$25.00 or \$200.00 during any 12 consecutive calendar months;
 - (E) Meals, lodging, or transportation in connection with services rendered by the public servant at a conference, seminar or similar event that is more than merely perfunctory.
 - (F) Attendance by a public servant at hospitality functions at local, regional, state or national association meetings and/or conferences.
 - (G) Pens, pencils, calendars, t-shirts, caps and similar items containing logos, slogans, company names or other marketing material and commonly given out for advertising purposes.

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- (5) In determining whether or not acceptance is prohibited, the intent of this article is to avoid the appearance of self-enrichment by the public servant versus reasonable expenses necessary to conduct city business.
- (b) *Personal financial interest.*
- (1) Public servants of the city shall not participate in a vote or decision in which they have a direct substantial financial interest. Ownership in an amount in excess of one percent of an entity or property shall constitute substantial interest. Where members of the city council have a substantial interest in business or in real property which is affected by a proposed city council action and where any conflict of interest may arise they shall file an affidavit of disclosure provided by the city secretary prior to the vote and abstain from voting on such matters.
- (2) No officer or employee of the city shall have a financial interest direct or indirect, or by reason of ownership of stock in a corporation, in a contract with the city, or be financially interested directly or indirectly in the sale to the city of land, materials, supplies or services except on behalf of the city as an officer or employee; provided, however, that the provision of this section shall only be applicable when the stock owned by the officer or employee exceeds one percent of the total capital stock of the corporation. Any violation of this shall render the contract voidable.
- (c) *Confidential information.* Public servants shall not disclose confidential or proprietary information, or any information they have acquired or obtained in the course of any fiduciary capacity or relationship, that could adversely influence the property, government, or affairs of the city, nor directly or indirectly use his or her position to secure official information about any person or entity for the financial benefit or gain of such public servant or any third party. Public servants shall not release confidential, proprietary or privileged information for any purpose other than the performance of official responsibilities. It shall be a defense to any complaint under this section that the release of information serves a legitimate public purpose, as opposed to the private financial or political interest of the public servant or any third party or group.
- (d) *Use of city property.* Public servants shall not use, request or permit the use of city facilities, personnel, equipment, or supplies for any purpose other than to conduct city business unless otherwise provided by law, ordinance or written city policy; or as specifically authorized by the city manager as a convenience to the city, or by terms of employment, e.g. assigned use of a city vehicle.
- (e) *Conflict of interest.*
- (1) Public servants shall not for pay, profit, compensation, financial gain or benefit represent or appear on behalf of themselves or on behalf of the private interests of others before the city council or other city board, commission, or committee, or represent the private interest of others in any action or proceeding involving the city.
- (2) No current members of the city council shall personally appear on their own behalf or on behalf of a third party before the city council or any board, commission or committee but may designate and be represented by a person of their choice in any such personal business matter. This prohibition does not apply where council members appear before the ethics commission on their own behalf.
- (3) No current board or commission member shall personally appear on their own behalf or on behalf of a third party before the board or commission upon which they serve or before the city council on matters brought before the board or commission on which they serve, but may designate and be represented by a person of their choice in any such business matter. Board or commission members are prohibited from engaging in private discussions with any applicant or owner regarding issues to be considered by their board or commission or from seeking to influence the outcome of any decision outside of a public meeting. This prohibition does not apply where board or commission members appear before the ethics commission on their own behalf. A member of any appointed committee or board shall remove himself/herself from deliberation regarding his/her interest.

(f) *Additional standards of conduct.*

(1) *Conflicting outside employment.*

- (A) The purpose of this provision is to prevent conflicts of interest, conflicts of loyalty, and loss of efficiency at work
- (B) This provision does not prevent employees or officials from accepting other employment or following any pursuit which in no way interferes with the full and faithful discharge of their public duties, provided that the employees comply with all applicable city requirements.
- (C) A city official or paid city employee shall not solicit, accept or engage in concurrent outside employment or enter into any contract which could impair independence of judgment in, or the faithful performance of, their official duties, or that results in a conflict of interest with their duties as an official or employee of the city.
- (D) City employees must inform their supervisor before engaging in off-duty employment. City employees must consider the policy of purpose and must be aware of the policy and general rule as stated above.

(2) *Political activity.* Limitations on the political activities of city officials and employees are imposed by state law, the city charter, and city personnel rules. In addition, the following ethical restrictions apply:

- (A) No employee shall solicit or receive contributions to the campaign funds of any candidate for city office or take part in the management, affairs, or political campaign of any city candidate. Current members of the city council who are seeking re-election may engage in any activity on behalf of their own campaign efforts. The following is a list of activities that are, except as specifically provided otherwise, permissible within the sole discretion of the individual employees.
 - (i) The placement of campaign signs on premises owned by the city employee
 - (ii) The placement of bumper stickers on personal vehicles, except those vehicles supported in whole or in part by a car allowance provided by the city.
 - (iii) Off-duty or assigned duty attendance at a political rally or function for a city council candidate, so long as there is no active participation by the city employee; provided that an employee that is off-duty shall not wear any city uniform, item or clothing that identifies the employee as an employee of the city.
 - (iv) The donation of a political contribution that does not exceed the statutory limit for non-reportable contributions; provided that a candidate for, and the occupant of, an elective city office is prohibited from soliciting contributions from city employees.

This subsection (2) shall be narrowly construed and in no event shall this section be construed or interpreted to prevent any officer, employee, councilmember, mayor or public servant from expressing his or her personal opinion regarding any candidate for office, or any other matter of public interest: provided that city employees shall not, while in uniform or on duty, make public comments or statements concerning any candidate for elective city office. Private statements or comments made by any officer or employee of the city to any other officer or employee of the city concerning any candidate for elective city office are not subject to this section.

(3) *Other interests.*

- (A) Non-profit board membership. While membership is encouraged a council member who serves on the board of a public or private non-profit organization shall have a voice but no vote on any funding request or contract with the city by that organization, unless the organization has a

board of directors or trustees appointed in whole or in part by the city council, commission or board members.

(Ordinance 16-006-00, art. 3, adopted 1/7/16; Ordinance 16-096-00, sec. 3, adopted 1/5/17; Ordinance 21-016-00, sec. 3, adopted 3/18/21)

Sec. 9.05.005. Former city officials and employees.

(a) *Continuing confidentiality.*

- (1) A former public servant shall not use or disclose confidential government information acquired during service as a public servant, as provided in section 9.05.004(c). This does not prohibit:
 - (A) Any disclosure that is no longer confidential by law; or
 - (B) The confidential reporting of illegal or unethical conduct to authorities designated by law; or
 - (C) As required by court order or appropriate agency.

(b) *Subsequent representation.*

- (1) *Representation by a former member of a city body.* For the purpose of this section, "city body" is intended to be the city council or any commission or board created by the city council. A person who was a member of any city body shall not represent for pay, profit, compensation, financial gain or benefit, any person, group or entity, other than himself or herself, his or her immediate family members, or the city, for a period of two years after the termination of his or her official duties, unless a majority of the city council votes otherwise.
 - (A) Before that body;
 - (B) Before city staff having responsibility for making recommendations to, or taking any action on behalf of, that body, unless the body in question is only advisory in nature; or
 - (C) Before any other city body, or any state or federal agency, court or entity that has appellate jurisdiction over the body of which the former member served, if any issue relates to his or her former duties.
- (2) *Representation before a city body.*
 - (A) A former paid city employee shall not represent for compensation any person, group or entity, other than himself or herself, or his or her immediate family members, before any city body for a period of two years after termination of his or her official duties, except by permission of the city council.
 - (B) In connection with the representation of private interests before any city body, a former public servant shall not state or imply that he or she is able to influence city action on any basis other than the merits.
- (3) *Representation in litigation adverse to the city.* A former city public servant shall not, absent consent from the city, represent any person, group, or entity, other than himself or herself, or his or her spouse or minor children, in any litigation to which the city is a party for a period often years following the termination of his or her official duties, if the interests of that person, group or entity are adverse to the interests of the city and the matter is one in which the former public servant personally and substantially participated prior to termination of his or her official duties.

(Ordinance 16-006-00, art. 4, adopted 1/7/16; Ordinance 21-016-00, sec. 4, adopted 3/18/21)

Sec. 9.05.006. Contracts.

- (a) No officer or employee of the city shall have a financial interest direct or indirect, or by reason of ownership of stock in any corporation, in a contract with the city, or be financially interested directly or indirectly in the sale to the city of land, materials, supplies or services except on behalf of the city as an officer or employee; provided, however, that if the direct or indirect interest results from the ownership of stock the provision of this section shall only be applicable when the stock owned by the officer or employee exceeds one percent of the total capital stock of the corporation. Any violation of this section shall render the contract voidable. This section shall not apply or be applicable to employment agreements approved by the city manager and/or the city council.
- (b) Except on behalf of the city, a former city council member, official, or employee may not, within one year of the termination of official duties, perform work for any person or entity other than the city on a compensated basis relating to a discretionary contract, if he or she personally and substantially participated in the negotiation of awarding of the contract. A former city official or employee, within one year of termination of official duties must disclose to the city secretary immediately upon knowing that he or she will perform work on a compensated basis relating to a discretionary contract.
- (c) Upon being notified of a disclosure under this section, the city secretary shall notify the city council of the disclosure and shall follow the notification process pursuant to section 9.05.010(j)(4) unless the ethics commission is notified directly.

(Ordinance 16-006-00, art. 5, adopted 1/7/16; Ordinance 19-015-00 adopted 2/21/19)

Sec. 9.05.007. Persons doing business with the city.

- (a) *Persons seeking discretionary contracts.*
 - (1) For the purpose of assisting the city in the enforcement of provisions contained in this article, an individual or business entity seeking a discretionary contract from the city is required to disclose in connection with a proposal for a discretionary contract any conflict of interest. This is set forth in sections 9.05.004 and 9.05.005 of this article. Further, the individual or business entity agrees to abide by the same ethical standards as set forth for public servants in this article.
 - (2) Subsection (a) of this section will become a permanent footnote on documents contained in city bid packets for discretionary contracts.
- (b) *Disclosure of conflicts of interest by persons appearing before a board or city body.* A person appearing before any city board or other city body for the purpose of doing business with the city shall disclose to that board or body any facts known to such person which may show or establish that:
 - (1) An employee or officer of the city that advises or makes presentations to the board or city body; or
 - (2) Any member of the board of city body;

has or may have a conflict of interest pursuant to V.T.C.A., Local Government Code ch. 171 or an interest which would violate the ethical standards set forth in this article, if he or she were to participate in the processing or consideration of the subject matter.

(Ordinance 16-006-00, art. 6, adopted 1/7/16)

Sec. 9.05.008. Lobbyist.

- (a) *Purpose.* For the purpose of minimizing the risk of improper lobbying, while at the same time recognizing that not all forms of lobbying are improper, the following rules are adopted.
- (b) *Registration requirements.*
 - (1) Lobbying, except as provided below, means any oral or written communication (including an electronic communication) to a city official, made directly or indirectly by any person working for pay or profit for any third party in an effort to influence or persuade an official to favor or oppose, recommend or not recommend, vote for or against, or take or refrain from taking any action on any municipal question. A lobbyist is an individual or group of individuals who, for compensation, work to influence the opinions of any city body or its members in support of the interests of another individual, group, business, group of businesses, political or apolitical organization.
 - (2) The term lobbying does not include a communication:
 - (A) Merely requesting information or inquiring about facts or status of any municipal question, matter or procedure, and not attempting to influence a city official;
 - (B) Made by a public official or employee (including, but not limited to, any employee of the city) acting in his or her official capacity;
 - (C) Made by a representative of a media organization if the purpose of the communication is gathering and disseminating news and information to the public;
 - (D) Made in a speech, article, publication, or other material that is distributed and made available to the public, or through radio, television, cable television, or any other medium of mass communication;
 - (E) Made at a meeting open to the public under the Open Meetings Act;
 - (F) Made in the form of a written comment filed in the course of a public proceeding or any other communication that is made on the record pursuant to established city procedures;
 - (G) Made in writing as a request or petition for official action and required to be a public record pursuant to established city procedures;
 - (H) Made in writing to provide information in response to an oral or written request by a city official for specific information;
 - (I) The content of which is compelled by law;
 - (J) Made in response to a public notice soliciting communications from the public and directed to the official specifically designated in the notice to receive such communications;
 - (K) Made on behalf of an individual with regard to that individual's employment or benefits;
 - (L) Made by a fact witness or expert witness at an official proceeding;
 - (M) Made by a person solely on behalf of himself or herself, his or her spouse, of his or her immediate family;
 - (N) Made by an employee or representative of an economic development prospect and potential future employer within the city, which prospect is not at the time of the contact located within the city; or
 - (O) A licensed attorney or engineer to assist or aid any person with respect to a matter in which the city is exercising its regulatory authority, and which representation is a matter of public record.

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- (3) No person shall engage in lobbying without registering as a lobbyist with the city. A person engaged to lobby, including any employee of a third party that is assigned the duty of lobbying, within the city shall register as a lobbyist no later than three business days after first contacting any public servant or employee regarding the subject matter for which such person is engaged or assigned to lobby the city.
 - (4) The lobbyist must file a separate registration form for each client for whom they are lobbying; provided that a lobbyist that has a current registration on file with the city may add additional clients to such registration by filing an updated list of such clients to be added to the registration.

(Ordinance 16-006-00, art. 7, adopted 1/7/16; Ordinance 21-016-00, sec. 5, adopted 3/18/21; Ordinance 22-088-00 adopted 9/15/22)

Sec. 9.05.009. Financial disclosure.

(a) *Disclosure deadlines for city officials and candidates.*

- (1) *Existing city officials.* "City official" means the mayor, every member of the city council, the city manager, the assistant city manager (if any), the city attorney, the city secretary, the executive director of development services (if any), the executive director of public works (if any), the executive director of finance (if any), the city engineer, and persons acting in the capacity of the aforementioned officers or employees. No later than April 30th of each year, or 30 calendar days after notice of such requirement is mailed by the city secretary, whichever date is later, each city official shall file a sworn financial disclosure statement with the city secretary in a form prepared by the city secretary reflecting the financial situation of the city official as of December 31 of the previous year.
- (2) *New city officials.* A newly employed, elected, or appointed city official shall file a sworn financial disclosure statement with the city secretary in a form prepared by the city secretary within 30 calendar days from the date the position with the city is assumed. Said statement shall reflect the financial situation as of the date of employment, election, or appointment and for the previous 12 months, provided, however, such city official shall not be required to include in such statement the requirements of subsection (b)(7) of this section.
- (3) *Candidates.* Each candidate shall file a sworn financial disclosure statement with the city secretary within 15 business days of filing for office, reflecting the financial situation of the candidate as of December 31 of the year previous to the election date.

(b) *Use of financial disclosure reporting form.* Each person required to file a financial disclosure statement shall do so on a form supplied by the city which shall include the following information:

- (1) The person's name, residence address, business address (if any), telephone number, name of all immediate family members, i.e., husband or wife, children, father, mother, brothers or sisters, and all names or titles under which the person or family member does business.
- (2) Identification by street address and legal description of all real property located within the city or its extraterritorial jurisdiction in which the person has a substantial interest.
- (3) Identification of each business entity owning property or doing business within the city or its extraterritorial jurisdiction in which the person has a substantial interest.
- (4) Identification of each person or business entity to whom the person or family member owed a debt of \$10,000.00 or more during the reporting period, but not including debts owed to persons related within the second degree of consanguinity or affinity and excluding loans to a political campaign which were reported as required by law; if repaid during the reporting period, the date of repayment shall be stated.

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- (5) Identification of each source of income amounting to ten percent or more of the person's or family member's gross annual income as defined by the United States Internal Revenue Code.
 - (6) Identification of the donor of each gift of more than \$200.00 in value received by the person or family member, including the value of the gift, where such donor has appeared before and requested action of the city council during the reporting period.
 - (7) Identification of all individuals or business entities that:
 - (A) He or she, or a business entity in which he or she has substantial interest has had business dealings involving one or more transactions of \$500.00 or more each quarter, or for a total of \$2,500.00 or more within the immediately preceding 12-month period; and
 - (B) Have appeared before and requested action of the city council during the reporting period.
 - (8) Identification shall also be required of all individuals who have an ownership interest of 25 percent or more in a business entity as described in subsection (7)(A) above and who appears before and requests some action on the part of the city council, even though the action does not concern such business entity.
- (c) *Retention of financial disclosure statements.* The city secretary shall log and maintain all financial disclosure statements required to be filed herein as public records and retain them for a period of three years after which statements shall either be returned to the person filing them or be destroyed.
- (d) *Immediate public identification by public servants.*
- (1) All public servants of the city shall immediately publicly identify, either verbally at an open meeting or in writing, all individuals or business entities that:
 - (A) He or she, or a business entity in which he or she has a substantial interest which has had business dealings involving one or more transactions of \$500.00 or more each quarter, or for a total of \$2,500.00 or more within the immediately preceding 12-month period; and
 - (B) Have appeared before and requested action of the city council during the reporting period.
 - (2) Such immediate identification shall also be required of all individuals who have an ownership interest of 25 percent or more in a business entity as described in subsection (1)(A) above and who appear and request action by the city council, even though the action does not concern such business entity. Such identification shall be made prior to any decision or determination of the matter or immediately upon discovery of such business dealings.
- (e) *Planning and zoning commission members.* Within 30 calendar days of being appointed to the planning and zoning commission and on each anniversary of that date, each member of such commission shall file with the city secretary a sworn statement identifying by street address and legal description all real property located within the city or its extraterritorial jurisdiction in which the member has a substantial interest.
- (f) *Disclosure by persons appearing before a city body.* Any person who appears before any city body who has had business dealings within the preceding 12-month period involving one or more transactions of \$500.00 or more each quarter, or for a total of \$2,500.00 or more, within the preceding 12-month period with a council member, commissioner, or business entity in which a council member or commissioner has a substantial interest, shall disclose such business dealings at the time of the appearance. Any person who shall intentionally or knowingly fail to make the aforesaid disclosure shall be guilty of a misdemeanor and shall be fined in accordance with this article.

(Ordinance 16-006-00, art. 8, adopted 1/7/16; Ordinance 21-016-00, sec. 6, adopted 3/18/21; Ord. No. 23-004-00, § 2, 1-5-2023)

Sec. 9.05.010. Ethics commission.

- (a) *Establishment of an ethics commission.* The ethics commission established by section 12.01 of the City Charter shall be composed of seven members, all of whom shall reside in the city.
- (b) *Enumeration.* Each commission member shall be appointed by the city council and shall occupy a position on the commission, such positions being numbered 1 through 7. Commission members serve at the will of city council and may be removed by the city council upon five members of the council, or more, voting for removal.
- (c) *The members of the commission shall be identified by place numbers 1 through 7.* Commission members shall serve three-year terms, with the term beginning on November 1st of the year of appointment and expiring on October 31st three years later. The term for commission places 2, 4, 6, and 7 shall begin on November 1st following the general election of the mayor and city council places 2, 4, and 6, and shall expire on October 31st three years later. The term for commission places 1, 3, and 5 shall begin on November 1st following the general election of city council places 1, 3, and 5, and shall expire on October 31st three years later.
- (d) *Vacancies.* All vacancies shall be filled by the city council for the unexpired term. A member shall hold office until his successor has been appointed by the city council.
- (e) *Election of chairperson and vice-chairperson.* The commission shall elect a chairperson and a vice-chairperson to one-year terms. The vice-chairperson shall act as chairperson in the absence of the chairperson. In the event the chairperson or vice-chairperson vacates their position then an election to fill the vacancy shall occur at the next meeting when the full board is seated.
- (f) *Quorum.* Four or more members of the commission shall constitute a quorum, but no action of the commission shall be of any force or effect unless it is adopted by the favorable vote of four or more members.
- (g) *Annual review of ethics ordinance.* The commission shall meet at least once a year to review this article and may make recommendations to the city council for amendments thereto.
- (h) *Advisory opinions and recommendations.* The commission shall render advisory opinions and make recommendations to the city council on potential conflicts of interest or violations of this article at the request of a public servant. Such advisory opinions and recommendations shall be rendered 30 calendar days after a request or complaint is received by the commission, unless the commission requests, and is granted one 30-calendar-day extension by the city council. This subsection shall not be applicable to complaints filed with the commission.
- (i) *Defense to alleged violations.* It shall be a defense to an alleged violation of this article that the person accused previously requested, and received, an advisory opinion and recommendation from the commission, and acted on such opinion or recommendation in good faith, unless material facts were omitted or misstated by the person requesting the opinion. Such advisory opinion and recommendation shall also be binding on the commission in any subsequent charges concerning the person who requested the opinion and recommendation.
- (j) *Disposition of alleged ethics violations.*
 - (1) A sworn complaint based on personal knowledge alleging a violation(s) of this article shall specify the provision(s) of this article alleged to have been violated, and shall name the public servant being charged.
 - (2) Upon the aforesaid sworn complaint of any person being filed with the city secretary's office, or on its own initiative, the commission shall consider possible violations of this article by any public servant. A complaint shall not be deemed to be filed on the initiative of the commission, save and except the

complaint be signed and sworn by two members of the commission, one of which is the chairperson of the commission, after consultation with the legal counsel of the commission. A complaint filed by an individual member of the commission shall be deemed to have been filed in the commission member's capacity as a private citizen and, in such event, the member of the commission filing the complaint shall not thereafter participate in a commission meeting at which such complaint is considered save and except the commissioner filing the complaint may participate as a complainant at such meeting.

- (3) A complaint alleging a violation of this article must be filed with the city secretary within two years from the date of the action alleged as a violation, and not afterward.
- (4) Not later than three business days after the city secretary receives a sworn complaint, the city secretary shall acknowledge the receipt of the complaint to the complainant, and provide a copy of the complaint to the city attorney, the independent counsel, the commission chair, and the person against whom the complaint was alleged. The commission chair with advice of the commission's legal counsel shall review the complaint to ensure compliance with subsection (1) above within five business days of receipt of the complaint. If the complaint does not comply with the requirements of subsection (1) it shall be returned to the complainant with a written explanation of noncompliance. If the complainant does comply it shall be accepted by the commission. Not later than ten business days after receipt of a complaint, the commission shall notify in writing the person who made the complaint and the person against whom the complaint was alleged, of a date for a preliminary hearing. If the commission does not hold a preliminary hearing within 20 business days of receipt of the complaint, it shall notify the person who made the complaint of the reasons for the delay and shall subsequently give the complainant the appropriate notification.
- (5) The commission may consider possible violations on its own initiative. Within seven business days of the commission's decision to consider a possible violation of this the commission shall draft a written complaint specifying the provision(s) of this article alleged to have been violated and shall file a copy with the city secretary, and provide a copy to the city attorney, the independent counsel, and the person against whom the complaint was alleged. Not later than 15 business days after the drafting of the complaint, the commission shall notify in writing the person against whom the complaint was alleged of the date for the preliminary hearing.
- (6) After a complaint has been filed, and during the pending hearing of a complaint before the commission, a member of the commission may not communicate directly or indirectly with any party or person about any issue of fact or law regarding the complaint, except at a meeting of the commission; provided that the chairperson may consult and coordinate with independent legal counsel.
- (7) As soon as reasonably possible, but in no event more than 60 days after receiving a complaint, the commission shall conduct a preliminary hearing.
 - (A) The issue at a preliminary hearing shall be the existence of reasonable grounds to believe that a violation of this article has occurred. The person filing a complaint, or the independent counsel in cases considered upon the commission's own initiative, shall state the alleged violation and shall describe in narrative form the testimony and other evidence which would be presented to prove the alleged violations stated in the written complaint. Statements at a preliminary hearing shall be under oath, but there shall be no cross-examination or requests for persons or evidence issued for the hearing. Members of the commission may question the complainant, the public servant named in the complaint, or consult with the independent counsel for the commission in executive session.
 - (B) The public servant named in the complaint shall have the opportunity to respond, but is not required to attend or make any statement. The public servant may describe in narrative form the testimony and other evidence that would be presented to disprove the alleged violation. If the

public servant agrees that a violation has occurred, he or she may so state and the commission may consider the appropriate sanction.

- (C) The complainant and the public servant named in the complaint shall have the right to representation by counsel.
 - (D) At the conclusion of the preliminary hearing, the commission shall decide whether a final hearing should be held. If the commission determines that there are reasonable grounds to believe that a violation of this article has occurred, it shall schedule a final hearing. If the commission does not determine that there are reasonable grounds to believe that a violation has occurred, the complaint shall be automatically dismissed. A decision to conduct a final hearing is not a finding that a violation has occurred.
 - (E) The commission, at any time during the preliminary hearing, may also dismiss a complaint if the complaint does not allege conduct which would be a violation of this article. Before a complaint is dismissed for failure to allege a violation, the complainant shall be permitted one opportunity, within ten business days of such a preliminary hearing, to revise and resubmit the complaint.
 - (F) The complainant, the independent counsel, and public servant named in the complaint may ask the commission at a preliminary hearing to request certain persons and evidence for a final hearing, if one is scheduled.
- (8) Final hearing.
- (A) The final hearing shall be held as expeditiously as possible following the determination by the commission that there are reasonable grounds to believe that a violation of this article has occurred. In no event shall the hearing be held more than 30 calendar days after said determination. The commission may grant two postponements, not to exceed 15 calendar days each, upon the request of the public servant named in the complaint.
 - (B) The issue at a final hearing shall be whether a violation of this article has occurred. The commission shall make its determination based on clear and convincing evidence in the record. All witnesses shall make their statements under oath.
 - (C) If the commission determines that a violation has occurred, it shall state its findings in writing, shall identify the particular provision(s) of this article which have been violated, and within five business days shall deliver a copy of the findings to the complainant, if any, the public servant named in the complaint, and the city secretary.
 - (D) If a complaint proceeds to a final hearing, the commission may request witnesses to attend and testify, administer oaths and affirmations, take evidence and request the production of books, papers records, or other evidence needed for the performance of the commission's duties or exercise of its powers, including its duties and powers of investigation.
- (9) Sanctions.
- (A) If the commission determines that a violation of this article has occurred, it shall proceed directly to determination of the appropriate sanction(s), if any. Save and except for a violation of section 9.05.004(f)(2)(A)(iv), section 9.05.008(b) or section 9.05.009(f) of this article, a violation of this article shall not be subject to criminal penalties. The commission may receive additional testimony or statements before considering sanctions, but is not required to do so. If the public servant named in the complaint acted in reliance upon a written opinion of the city attorney, the commission shall consider that fact.
 - (B) If the commission determines that a violation of this article has occurred, it may recommend that the city council impose one of the following sanctions:

-
- (i) A letter of notification shall be the appropriate sanction when the violation is clearly unintentional, or when the public servant's violation was made in reliance on a written opinion of the city attorney. A letter of notification shall advise the public servant to whom it is directed of any steps to be taken to avoid future violations.
 - (ii) A letter of admonition shall be the appropriate sanction in those cases in which the commission finds that the violation is minor and/or may have been unintentional, but calls for a more substantial response than a letter of notification.
 - (iii) A reprimand shall be the appropriate sanction when the commission finds that a violation has been committed intentionally or through disregard of this article. A reprimand directed to a city official, council member, commission member shall be sent to the city council. A reprimand directed to an employee of the city shall be sent to the city manager and included in said employee's personnel file. A letter of reprimand directed to an elected city official shall be transmitted to the city secretary and shall be sent to the city council, and thereafter published in the official newspaper of the city.
 - (iv) A recommendation of removal from employment or a recommendation of suspension from employment, as well as a recommendation for length of suspension, shall be the appropriate sanction when the commission finds that a serious or repeated violation(s) of this article has been committed intentionally or through culpable disregard of this article by city employees. A recommendation of suspension of city employees shall be directed from the commission to the city manager. In most cases, the final authority to carry out such recommendations to suspend from employment and the length of suspension shall be with the city manager.
 - (v) A letter of censure shall be the appropriate sanction when the commission finds that a serious or repeated violation(s) of this article has been committed intentionally or through culpable disregard of this article by an elected city official. A letter of censure directed to an elected city official shall be transmitted to the city secretary, and shall be sent to the city council, and thereafter published in the official newspaper of the city.

(Ordinance 16-006-00, art. 9, adopted 1/7/16; Ordinance 18-019-00, sec. 11, adopted 4/19/18; Ordinance 21-016-00, sec. 7, adopted 3/18/21)

Sec. 9.05.011. Independent legal counsel.

Independent legal counsel shall be utilized to advise the commission and participate in hearings. The city council shall annually designate and retain independent counsel who shall be a duly licensed attorney in the state.

(Ordinance 16-006-00, art. 10, adopted 1/7/16)

Sec. 9.05.012. Baseless complaints.

- (a) In the event a complaint is received by the commission that is subsequently found to be knowingly baseless, and the commission deems based upon the substance of the complaint and evidence presented that the complaint was filed with the intent to:
 - (1) Harass the person named in the complaint;
 - (2) Damage the respondent's reputation;
 - (3) Benefit the person filing the complaint either personally, professionally, or politically; or

(4) Damage a related third party;

the commission may recommend to the city council to take disciplinary action(s) against the individual who filed the complaint including but not limited to referral to law enforcement for investigation and filing of legal charges as outlined in subsection(s) (b), (c), or (d) of this section. The commission may also make recommendations for what other action(s) should be taken up to and including barring from the filing of further ethics complaints on the same or similar subject matter or event.

- (b) A person commits an offense if he knowingly communicates or circulates a report of a violation of this article by a public servant that he knows is false or baseless and that would ordinarily cause an official proceeding to be held by the ethics commission in response to the complaint. An offense under this section may be punishable by fine not to exceed the sum of \$500.00. The commission may recommend to the city council that violations under this subsection (b) may be referred for criminal prosecution.
- (c) Any person who knowingly files a false sworn statement under this chapter is subject to criminal prosecution for perjury under V.T.C.A., Penal Code § 37.02. The commission may recommend to the city council that violations under this subsection (c) may be referred for criminal prosecution.
- (d) Any person who knowingly testifies under oath before the commission and knowingly makes a false statement material to the proceedings is subject to criminal prosecution for aggravated perjury under V.T.C.A., Penal Code § 37.03. The commission may recommend to city council that violations under this subsection (d) may be referred for criminal prosecution.
- (e) Proceedings under this section may be undertaken by the commission at any time after a complaint is dismissed.

(Ordinance 16-096-00, sec. 4, adopted 1/5/17)

Sec. 9.05.013. Penalties.

Any person who shall violate section 9.05.008(b) or section 9.05.009(f) of this article, or shall fail to comply therewith, or with any of the requirements thereof, shall be deemed guilty of an offense and shall be liable for a fine not to exceed the sum of \$500.00. Each calendar day the violation exists shall constitute a separate offense. Such penalty shall be in addition to all the other remedies provided herein.

(Ordinance 21-016-00, sec. 8, adopted 3/18/21)

Sec. 9.05.014. Reservations and exceptions.

Notwithstanding any other term or provision of this article, this article:

- (1) Is not applicable to the performance and behavior of officers, employees and public servants that does not violate a standard or provision set forth in this article;
- (2) Does not waive the authority and discretion of the city council to enforce higher standards for, or to supervise, provide oversight, appoint and remove, any officer, employee or public servant that is appointed by the city council; and
- (3) Does not transfer or limit the authority of the city manager to act in his or her discretion to enforce higher standards for, or to supervise, provide oversight, appoint and remove, all officers, employees and public servants of the city that are not appointed and removed by the council.

(Ordinance 16-006-00, art. 12 (12.3), adopted 1/7/16)

CITY OF LEANDER LOBBY REGISTRATION FORM
(City of Leander Ethics Ordinance – Article 7)

1. Registrant name _____
2. If the Registrant is an entity, the name and title of the person filing this form on behalf of the entity:

3. Registrant's business address _____
4. Registrant's mailing address (if different) _____
5. Registrant's e-mail address: (NOTE: by submitting your e-mail address on this form, you consent to the City making that e-mail address public. If you do not wish to make your e-mail address public information, please submit the e-mail address separately to the City Secretary on a business card.) _____
6. Registrant's business phone _____
7. Is the Registrant an entity? Yes _____ No _____
8. Is the Registrant a lobby firm employee? Yes _____ No _____
If yes, list the Lobby Firm Name, Address and Phone No.

9. Type of registration: Original _____ Update/Amendment _____
10. Is the Registrant a member of any City board or commission? Yes _____ No _____
If yes, which board(s) or commissions(s)? _____
11. Signature. To the best of my knowledge the accompanying document is true and correct and includes all information required to be reported under City of Leander Ethics Ordinance – Article 7.

Signature

STATE OF TEXAS §
 §
COUNTY OF WILLIAMSON §

Sworn to and subscribed before me, by _____, this _____ day of _____, 20____.

[seal]

Notary Public

FOR CITY USE:

Date received _____

Reviewed and approved _____

SCHEDULE A
LOBBY REGISTRATION FORM

Fill out a separate Schedule A for each person from whom the registrant receives compensation or reimbursement (lobby employer)

Part 1 - General Information

1. Registrant name: _____

2. Lobby Employer : _____

3. Lobby Employer mailing address : _____

Address Apt. Suite City, State Zip

Part 2 – Organizational Information

1. Is the lobby employer an entity or an individual?

___ entity ___ individual

2. The nature of the business of the lobby employer

Part 3—Compensation

_____ Will receive direct payment or reimbursement from the lobby employer

_____ Will receive a salary from the lobby employer

_____ Contingent fee arrangement with the lobby employer

_____ Other _____

Part 4 - Lobbying Subject Matter

Statement of all municipal questions which the registrant has lobbied or will foreseeably lobby for this lobby employer.

- ☐ aeronautics/aviation
- ☐ alcoholic beverage regulation
- ☐ amusements, games, sports
- ☐ annexation
- ☐ animals
- ☐ arts & cultural affairs
- ☐ bonds/bond issuance
- ☐ business & commerce
- ☐ capital improvement program
- ☐ charitable & nonprofit organizations
- ☐ city government/finances
- ☐ city legislative package/proposals
- ☐ code enforcement issues
- ☐ community and human development
- ☐ construction
- ☐ consumer protection
- ☐ corporations & associations
- ☐ daycare
- ☐ disabled persons
- ☐ disaster preparedness & relief
- ☐ downtown redevelopment
- ☐ economic & industrial development
- ☐ education/workforce development
- ☐ elections
- ☐ engineering
- ☐ ethics
- ☐ family/women's issues
- ☐ fees & other non-tax revenue
- ☐ financial institutions
- ☐ firefighters & police issues
- ☐ franchises
- ☐ health & healthcare
- ☐ historic preservation
- ☐ hotel/motel tax
- ☐ housing
- ☐ insurance
- ☐ labor/wages
- ☐ law enforcement/public safety issues
- ☐ lawyers/litigation matters
- ☐ libraries
- ☐ mass transit
- ☐ mental health & mental retardation
- ☐ military & veterans
- ☐ minors
- ☐ motorcarriers
- ☐ municipal courts
- ☐ museums
- ☐ occupational regulation
- ☐ open records & open meetings
- ☐ parks and recreation
- ☐ political subdivisions
- ☐ public service board
- ☐ public lands/land use
- ☐ purchasing
- ☐ real estate development
- ☐ recycling

☐ redistricting
☐ solid & liquid waste/landfills
☐ special districts & authorities
☐ streets & drainage issues
☐ taxation
☐ tourism
☐ transportation
☐ use of streets and rights-of-ways
☐ utilities
☐ vehicles for hire
☐ vehicles & traffic
☐ water/sewage
☐ weapons
☐ zoning/land use
☐ zoo
☐ other _____

**SCHEDULE B
LOBBYIST CLIENT LIST**

The lobbyist must file a separate registration form for each client for whom they are lobbying; provided that a lobbyist that has a current registration on file with the city may add additional clients to such registration by filing an updated Schedule B of such clients to be added to the registration.

<u>Client</u>	<u>Date Added to Registration</u>

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;
or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

- (a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

- (a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

- (2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

OFFICE USE ONLY

Date Received

1 Name of Local Government Officer

2 Office Held

3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted _____ Description of Gift _____

Date Gift Accepted _____ Description of Gift _____

Date Gift Accepted _____ Description of Gift _____

(attach additional forms as necessary)

6 SIGNATURE

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.

Signature of Local Government Officer

Please complete either option below:

(1) Affidavit

NOTARY STAMP / SEAL

Sworn to and subscribed before me by _____ this the _____ day of _____,
20 _____, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

OR

(2) Unsworn Declaration

My name is _____, and my date of birth is _____.

My address is _____, _____, _____, _____, _____.

(street)

(city)

(state)

(zip code)

(country)

Executed in _____ County, State of _____, on the _____ day of _____, 20____.

(month)

(year)

Signature of Local Government Officer (Declarant)

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

INSTRUCTIONS FOR COMPLETING THIS FORM

The following numbers correspond to the numbered boxes on the other side.

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

Local Government Code § 176.001(2-a): "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

Local Government Code § 176.003(a)(2)(A):

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

AN ORDINANCE OF THE CITY OF LEANDER, TEXAS

ORDINANCE NO. 19-069-00

AN ORDINANCE OF THE CITY OF LEANDER, TEXAS, AMENDING SECTION 1.02.002 AND APPENDIX A OF THE CODE OF ORDINANCES TO PROVIDE FOR THE METHODS OF MAKING PUBLIC INFORMATION REQUESTS; PROVIDING FOR THE DESIGNATION OF A SINGLE MAILING ADDRESS AND A SINGLE EMAIL ADDRESS TO WHICH PUBLIC INFORMATION ACT REQUESTS MAY BE MAILED OR EMAILED; PROVIDING FOR CHARGES FOR PUBLIC INFORMATION ACT REQUESTS; PROVIDING FOR CONFLICTING ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING SAVINGS, EFFECTIVE DATE, AND OPEN MEETINGS CLAUSES; AND PROVIDING FOR RELATED MATTERS.

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

Section 1. Findings of Fact. The above and foregoing recitals are hereby found to be true and correct and are incorporated herein as findings of fact.

Section 2. Amendment of Section 1.02.002. Section 1.02.002, Leander Code of Ordinances (the “Code”) is hereby amended in its entirety to read as follows:

(a) Method of Making Public Information Requests.

- (1) A person may make a written request for public information delivering the request by one of the following methods to the applicable officer for public information or a person designated by that officer:
 - (A) United States mail at the address designated by the City Manager pursuant to subsection (a)(2);
 - (B) Electronic mail at the email address designated by the City Manager pursuant to subsection (a)(2);
 - (C) Hand delivery; or
 - (D) Electronic submission through the governmental body's Internet website.
- (2) The City Manager shall cause there to be designated one mailing address and one electronic mail address for receiving written request for public information. The City Manager shall cause the designated mailing address and electronic mail address on the City’s website, and such designated address shall be provided to any person on request. The City Manager shall further cause the method of submitting the public information requests under subsection (a)(1(iv)) to be posted on the City’s website.
- (3) The City is not required to respond to a written request for public information unless

the request is received by one of the methods set forth in Section (a)(1) and at the addresses designated pursuant to subsection (a)(2).

(b) Charges for Public Information.

- (1) Each person requesting copies of public information shall pay a fee for such copies, said fee to be calculated in accordance with the rules promulgated by the Texas Attorney General of the state governing charges for public information, as they exist now and as may be amended and as set forth in Appendix A. Where appropriate under the rules of the Texas Attorney General and the laws of the state, as they exist now and as may be amended, a charge shall also be imposed for access to public information.
- (2) The City Manager or designee may provide copies of public information or access to public information free of charge or at a reduced charge if it is determined that waiver or reduction of the charge is in the public interest because providing the copy of the information primarily benefits the general public. In addition, the City Manager or designee may waive the charge for copies of or access to public information if the cost of processing the collection charge will exceed the amount of the charge.

Section 3. Amendment of Section A1.002, Appendix A. Section A1.002, Appendix A of the Code is hereby amended in its entirety to read as follows:

- (a) Each person requesting copies of public information shall pay a fee for such copies, said fee to be calculated in accordance with the Texas Administrative Code (“TAC”), Title 1, Part 3 Chapter 70 Rule §70.3 (the “Rule”), as amended from time to time. and do not reflect any additional charges that may be associated with a particular request. In the event of a conflict between this section and the Rule, the Rule shall control.
- (b) The charges in this section to recover costs associated with providing copies of public information are based on estimated average costs to governmental bodies across the state. When actual costs are 25% higher than those used in these rules, the City may request an exemption in accordance with §111.64 of the TAC (relating to requesting an exemption).
- (c) Copy charge.
 - (1) Standard paper copy. The charge for standard paper copies reproduced by means of an office machine copier or a computer printer is \$0.10 per page or part of a page. Each side that has recorded information is considered a page.
 - (2) Nonstandard copy. The charges in this subsection are to cover the materials onto which information is copied and do not reflect any additional charges, including labor, that may be associated with a particular request. The charges for nonstandard copies are:
 - (A) Diskette: \$1.00;

- (B) Magnetic tape: actual cost;
 - (C) Data cartridge: actual cost;
 - (D) Tape cartridge: actual cost;
 - (E) Rewritable CD (CD-RW): \$1.00;
 - (F) Nonrewritable CD (CD-R): \$1.00;
 - (G) Digital video disc (DVD): \$3.00;
 - (H) JAZ drive: actual cost;
 - (I) Other electronic media: actual cost;
 - (J) VHS videocassette: \$2.50;
 - (K) Audio cassette: \$1.00;
 - (L) Oversize paper copy (e.g.: 11 inches by 17 inches, greenbar, bluebar, not including maps and photographs using specialty paper—See also §111.69 of this title): \$0.50;
 - (M) Specialty paper (e.g.: Mylar, blueprint, blueline, map, photographic): actual cost.
- (d) Labor charge for programming. If a particular request requires the services of a programmer in order to execute an existing program or to create a new program so that requested information may be accessed and copied, the City may charge for the programmer's time.
- (1) The hourly charge for a programmer is \$28.50 an hour, which includes fringe benefits. Only programming services shall be charged at this hourly rate.
 - (2) If the City does not have in-house programming capabilities shall comply with requests in accordance with §552.231 of the Texas Government Code.
 - (3) If the charge for providing a copy of public information includes costs of labor, the City shall comply with the requirements of §552.261(b) of the Texas Government Code.
- (e) Labor charge for locating, compiling, and reproducing public information.
- (1) The charge for labor costs incurred in processing a request for public information is \$15.00 an hour, which includes fringe benefits. The labor charge includes the actual time to locate, compile, and reproduce the requested information.
 - (2) A labor charge shall not be billed in connection with complying with requests that are for 50 or fewer pages of paper records, unless the documents to be copied are located in:
 - (A) Two or more separate buildings that are not physically connected with each other; or
 - (B) A remote storage facility.
 - (3) A labor charge shall not be recovered for any time spent by an attorney, legal assistant, or any other person who reviews the requested information:

- (A) To determine whether the governmental body will raise any exceptions to disclosure of the requested information under the Texas Government Code, subchapter C, chapter 552; or
 - (B) To research or prepare a request for a ruling by the attorney general's office pursuant to §552.301 of the Texas Government Code.
- (4) When confidential information pursuant to a mandatory exception of the act is mixed with public information in the same page, a labor charge may be recovered for time spent to redact, blackout, or otherwise obscure confidential information in order to release the public information. A labor charge shall not be made for redacting confidential information for requests of 50 or fewer pages, unless the request also qualifies for a labor charge pursuant to Texas Government Code, §552.261(a)(1) or (2).
- (5) If the charge for providing a copy of public information includes costs of labor, the City shall comply with the requirements of Texas Government Code, Chapter 552, §552.261(b).
- (6) For purposes of subsection (e)(2)(A) of this section, two buildings connected by a covered or open sidewalk, an elevated or underground passageway, or a similar facility, are not considered to be separate buildings.
- (f) Overhead charge.
 - (1) Whenever any labor charge is applicable to a request, the City may include in the charges an overhead charge 20% of the charge made to cover any labor costs associated with a particular request.
 - (2) An overhead charge shall not be made for requests for copies of 50 or fewer pages of standard paper records unless the request also qualifies for a labor charge pursuant to Texas Government Code, §552.261(a)(1) or (2).
 - (3) The overhead charge shall be computed at 20% of the charge made to cover any labor costs associated with a particular request. Example: if one hour of labor is used for a particular request, the formula would be as follows: Labor charge for locating, compiling, and reproducing, $\$15.00 \times 0.20 = \3.00 ; or Programming labor charge, $\$28.50 \times 0.20 = \5.70 . If a request requires one hour of labor charge for locating, compiling, and reproducing information ($\$15.00$ per hour); and one hour of programming labor charge ($\$28.50$ per hour), the combined overhead would be: $\$15.00 + \$28.50 = \$43.50 \times 0.20 = \8.70 .
- (g) Microfiche and microfilm charge.
 - (1) If the City already has information that exists on microfiche or microfilm and has copies available for sale or distribution, the charge for a copy must not exceed the cost of its reproduction. If no copies of the requested microfiche or microfilm are available and the information on the microfiche or microfilm can be released in its entirety, the City should make a copy of the microfiche or microfilm. The charge for a copy shall not exceed the cost of its reproduction.

(2) If only a master copy of information in microform is maintained, the charge is \$0.10 per page for standard size paper copies, plus any applicable labor and overhead charge for more than 50 copies.

(h) Remote document retrieval charge.

(1) Due to limited on-site capacity of storage of documents, it is frequently necessary to store information that is not in current use in remote storage locations. Every effort will be made by the City to store current records on site. To the extent that the retrieval of documents results in a charge to comply with a request, it is permissible to recover costs of such services for requests that qualify for labor charges under current law.

(2) If the City has a contract with a commercial records storage company, whereby the private company charges a fee to locate, retrieve, deliver, and return to storage the needed record(s), no additional labor charge shall be factored in for time spent locating documents at the storage location by the private company's personnel. If after delivery to the governmental body, the boxes must still be searched for records that are responsive to the request, a labor charge is allowed according to subsection (e)(1) of this section.

(i) Computer resource charge.

(1) The computer resource charge is a utilization charge for computers based on the amortized cost of acquisition, lease, operation, and maintenance of computer resources, which might include, but is not limited to, some or all of the following: central processing units (CPUs), servers, disk drives, local area networks (LANs), printers, tape drives, other peripheral devices, communications devices, software, and system utilities.

(2) These computer resource charges are not intended to substitute for cost recovery methodologies or charges made for purposes other than responding to public information requests.

(3) The charges in this subsection are averages based on a survey of governmental bodies with a broad range of computer capabilities. Therefore, the City Manager or designee shall determine which category(ies) of computer system(s) used to fulfill the public information request most closely fits its existing system(s), and set its charge accordingly. Type of System—Rate: Mainframe—\$10 per CPU minute; Midsize—\$1.50 per CPU minute; Client/Server—\$2.20 per clock hour; PC or LAN—\$1.00 per clock hour.

(4) The charge made to recover the computer utilization cost is the actual time the computer takes to execute a particular program times the applicable rate. The CPU charge is not meant to apply to programming or printing time; rather, it is solely to recover costs associated with the actual time required by the computer to execute a program. This time, called CPU time, can be read directly from the CPU clock, and most frequently will be a matter of seconds. If programming is required to comply with a particular request, the appropriate charge that may be recovered for

programming time is set forth in subsection (e) of this section. No charge should be made for computer print-out time. Example: If a mainframe computer is used, and the processing time is 20 seconds, the charges would be as follows: $\$10/3 = \3.33 ; or $\$10/60 \times 20 = \3.33 .

(5) If the City does not have in-house computer capabilities shall comply with requests in accordance with the §552.231 of the Texas Government Code.

(j) Miscellaneous supplies. The actual cost of miscellaneous supplies, such as labels, boxes, and other supplies used to produce the requested information, may be added to the total charge for public information.

(k) Postal and shipping charges. The City may add any related postal or shipping expenses which are necessary to transmit the reproduced information to the requesting party.

(l) Sales tax. Pursuant to Office of the Comptroller of Public Accounts' rules sales tax shall not be added on charges for public information (34 TAC, part 1, chapter 3, subchapter O, §3.341 and §3.342).

Section 4. Conflicting Ordinances. Section 1.02.002 and Section A1.002, Appendix A, Leander Code of Ordinances are amended as provided herein. All ordinances or parts thereof conflicting or inconsistent with the provisions of this Ordinance as adopted herein, are hereby amended to the extent of such conflict. In the event of a conflict or inconsistency between this Ordinance and any other code or ordinance of the City, the terms and provisions of this Ordinance shall govern.

Section 5. Effective Date. This Ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the Tex. Loc. Gov't. Code.

Section 6. Severability. It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses and phrases of this Ordinance are severable and, if any phrase, sentence, paragraph or section of this Ordinance should be declared invalid by the final judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Ordinance, since the same would have been enacted by the City Council without the incorporation of this Ordinance of any such invalid phrase, clause, sentence, paragraph or section. If any provision of this Ordinance shall be adjudged by a court of competent jurisdiction to be invalid, the invalidity shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provision, and to this end the provisions of this Ordinance are declared to be severable.

Section 7. Open Meetings. It is hereby officially found and determined that the meeting at which this Ordinance is passed was open to the public as required and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act.

Ordinance 19-069-00

PASSED AND APPROVED on the 7 day of November, 2019.

ATTEST:

CITY OF LEANDER, TEXAS

Dara Crabtree

Dara Crabtree, City Secretary

Troy Hill

Troy Hill, Mayor



Ordinance 19-069-00



EXECUTIVE SUMMARY
1/31/2025

AGENDA SUBJECT:

Discuss Challenges and Areas of Concern.

BACKGROUND:

As a result of Leander's growth over the past several years, there are significant amounts of unmet service and capital needs across all City departments. The new growth and development that is anticipated over the next several years will further increase demands and, if not adequately addressed, will ultimately have detrimental impacts on the community viability and sustainability.

Looking ahead, the City's greatest challenges will be ensuring that adequate, fair, and equitable services are delivered throughout areas of the community that are currently developed while preparing for the impacts of new development. This means that the City will need to determine the fiscal resources that will be required and the sources of revenues that are available. City staff will work tirelessly to find ways to diversify City revenues to the maximum degree possible. However, it must also be recognized that user fees, utility fees, sales taxes, and property taxes will remain essential to meet the needs and expectations of the community.

Throughout the course of the retreat, the City Council will have discussed its vision and mission, discussed official goals, and examined its existing fiscal and economic conditions. City Council will also have discussed its economic development opportunities, its current capital improvements plan, and seen an initial fiscal model that shows the sustainability of existing City operations. These factors coalesce to create a picture of the City's existing conditions, anticipated needs, and opportunities.

City staff will discuss strategies with the City Council on ways to manage/maintain an appropriate tax levy and strategically manage the maintenance and operations versus interest and sinking portions of the ad valorem property tax rate. In addition, City staff will be prepared to discuss the need to undergo a water and wastewater rate study in order to determine the rates needed to maintain adequate operations, fund system upgrades, and fund system expansions.

HISTORY/TIMELINE:

APPLICANT/AGENT:

RECOMMENDATION:

PRESENTER:

Todd Parton, City Manager

Fiscal Impact

Attachments: