

**AGENDA
NOTICE OF MEETING OF THE CITY COUNCIL OF
SHAVANO PARK, TEXAS**

This notice is posted pursuant to the Texas Open Meetings Act. Notice hereby given that the City Council of the CoSP, Texas will conduct a Regular Meeting on Monday, October 24, 2022 6:30 p.m. at 900 Saddletree Court, Shavano Park City Council Chambers.

The meeting agenda and agenda packet are posted online at www.shavanopark.org.

1. CALL MEETING TO ORDER

2. PLEDGE OF ALLEGIANCE AND INVOCATION

3. CITIZENS TO BE HEARD

The City Council welcomes “Citizens to be Heard.” If you wish to speak, you must follow these guidelines. **As a courtesy to your fellow citizens and out of respect to our fellow citizens, we request that if you wish to speak that you follow these guidelines.**

- The Mayor will recognize those citizens who have signed up prior to the start of the meeting.
- Pursuant to Resolution No. R-2019-011 citizens are given three minutes (3:00) to speak during “Citizens to be Heard.”
- Members of the public may only speak once and cannot pass the individual’s time allotment to someone else
- Direct your comments to the entire Council, not to an individual member
- Show the Council members the same respect and courtesy that you expect to be shown to you

The Mayor will rule any disruptive behavior, including shouting or derogatory statements or comments, out of order. Continuation of this type of behavior could result in a request by the Mayor that the individual leave the meeting, and if refused, an order of removal. In compliance with the Texas Open Meetings Act, no member of City Council may deliberate on citizen comments for items not on the agenda. (Attorney General Opinion – JC 0169)

4. CITY COUNCIL COMMENTS

Pursuant to TEX. GOV’T CODE §551.0415(b), the Mayor and each City Council member may announce city events/community interests and request that items be placed on future City Council agendas. “Items of Community Interest” include:

- expressions of thanks, congratulations, or condolences;
- information regarding holiday schedules;
- an honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in status of a person’s public office or public employment is not honorary or salutary recognition for purposes of this subdivision;
- a reminder about an upcoming event organized or sponsored by the governing body;
- 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 municipality or county; and
- announcements involving an imminent threat to the public health and safety of people in the municipality or county that has arisen after posting of the agenda.

5. PRESENTATIONS, COMMENDATIONS AND ANNOUNCEMENTS

- 5.1. Proclamation recognizing the residents who supported National Night Out by hosting a block party - Mayor Werner**
- 5.2. Proclamation - Breast Cancer Awareness Month - Mayor Werner**

6. REGULAR AGENDA ITEMS

- 6.1. Presentation / action - Phase 1 Street Improvement Plan and DeZavala project planning status update - KFW Engineering**
- 6.2. Presentation / discussion - Update on the revision of the Shavano Park Town Plan with focus on the SWOT analysis and the focus areas - Planning and Zoning Chairman Laws**
- 6.3. Setting the dates for the City sponsored events (City-wide Garage Sale / Arbor / Earth Day / Independence Day / National Night Out / Trunk or Treat / Holiday Festival) – City Manager**
- 6.4. Discussion / action - Ordinance O-2022-011 establishing the City of Shavano Park as a Court of Record (first reading) - City Manager**
- 6.5. Discussion /Action - Resolution R-2022-018 amending City Policy No. 11 - Signs on City Property, to clarify the regulations of signs on city property to allow temporary signage during some Council-approved activities at City Hall.**

7. CITY MANAGER'S REPORT

All matters listed under this item are considered routine by the City Council and will only be considered at the request of one or more Aldermen. Coincident with each listed item, discussion will generally occur.

- 7.1. Building Permit Activity Report**
- 7.2. Fire Department Activity Report**
- 7.3. Municipal Court Activity Report**
- 7.4. Police Department Activity Report**
- 7.5. Public Works Activity Report**

7.6. Finance Report

8. CONSENT AGENDA

All matters listed under this item are considered routine by the City Council and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired by any Alderman on any item, that item will be removed from the consent agenda and will be considered separately.

8.1. Approval - City Council Meeting Minutes, September 12, 2022

8.2. Approval - City Council Meeting and Crime Control Minutes, September 19, 2022

8.3. Accept - Planning and Zoning Commission Minutes, September 7, 2022

8.4. Approval - Resolution R-2022-017 designating the San Antonio Express News as the City of Shavano Park's official newspaper for posting of public notices for the City as required by law

8.5. Approval – Resolution R-2022-019 approving a City Public Service Board of San Antonio utility easement and right-of-way agreement within the Fire / Public Works driveway to allow electrical and gas to be supplied to the facilities

8.6. Approval – Resolution R-2022-020 authorizing Frost Bank as a broker/ dealer for the City of Shavano Park; designating Frost Bank as a depository of the City of Shavano Park for the safekeeping of securities; and authorizing by name the individuals to enter into a Safekeeping / Custody Services agreement with Frost Bank

8.7. Approval – Resolution R-2022-021 authorizing individuals to buy, sell, assign and endorse for transfer, certificates representing bonds and other securities

9. ADJOURNMENT

Executive Sessions Authorized: This agenda has been reviewed and approved by the City's legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of TEX. GOV'T CODE CHAPTER 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy TEX. GOV'T CODE §551.144(c) and the meeting is conducted by all participants in reliance on this opinion. The Council may vote and/or act upon each of the items set out in this agenda. In addition, the City Council for the City of Shavano Park has the right to adjourn into executive session at any time during the course of this meeting to discuss any matter authorized by Texas Government Code Sections 551.071 (Consultation with Attorney); 551.072 (Deliberations related to Real Property); and Section 551.074 (Personnel Matters).

Attendance by Other Elected or Appointed Officials – NOTICE OF POTENTIAL QUORUM:

It is anticipated that members of City Council or other city board, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the other city boards, commissions and/or committees. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of the other boards, commissions and/or committees of the City, whose members may be in attendance. The members of the boards, commissions and/or committees may participate in discussions on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that board, commission or committee subject to the Texas Open Meetings Act.

The facility is wheelchair accessible and accessible parking spaces are also available in the front and sides of the building. The entry ramp is located in the front of the building. Sign interpretative services for meetings must be made 48 hours in advance of the meeting. Call the City Secretary at 210-581-1116 or TDD 1-800-735-2989.

CERTIFICATE:

I hereby certify that the above Notice of Meeting was posted on the City Hall bulletin board on the 20th day of October 2022 at 4:55 p.m. at a place convenient and readily accessible to the general public at all times, and to the City's website, www.shavanopark.org, in compliance with Chapter 551, Texas Government Code.

Trish Nichols
City Secretary

POTENTIAL FUTURE AGENDA ITEMS

No Items listed as a potential future agenda item will be considered unless listed as a regular agenda item. Alderman please contact City staff to add new or reconsider old agenda items. Pending agenda items for consideration at subsequent Council meetings may include one or more of the following:

- a. Sign Policy – TBD’ed**
- b. Disposal of City Equipment / Furniture - Annual October or November as needed**
- c. Adoption of Official City Holiday Schedule - Annual October or November**
- d. Approval of the yearly tax roll - Annual November**
- e. Crime Control Prevention District funding placed on ballot - January 2024**
- f. Street Maintenance Fund funding placed on the ballot - January 2026**
- g. Accepting the FY 2022 Financial Statement Audit - Annual January**
- h. Quarterly and Annual Investment Reports, ending September 30, 2021 - Annual January**
- i. Appointment of Council Appointed Positions - Annual January**
- j. Annual Crime Report – Annual January**
- k. Consideration for transfer portions of Fund Balance to Capital Replacement / Improvement Fund - Annual January / February**
- l. Records Retention Policy - Annual January**
- m. Shavano Park Police Department Racial Profiling Report - Annual January/February**
- n. City of Shavano Park Investment Policy - Annual February**
- o. Shavano Park Commercial and Residential Development Semi-annual Presentation - Bitterblue, Inc. / Denton Communities – February / August**
- p. Revisions to Employee Handbook - Annual February**
- q. FY 2021 - 22 Budget Amendment (Annual February or March)**
- r. Set City Manager Annual Performance and Salary Review for April – Annual March**
- s. Arbor Day Proclamation – Annual March**

- t. Monarch Butterfly Proclamation – Annual March**
- u. Consideration for calling a Special Meeting to Canvass the May elections and/or to reschedule the Regular City Council Meeting - Annual April**
- v. Annual review / salary of the City Manager - Possible Executive Session pursuant to Texas Government Code §551.074, Personnel Matters Review - Annual April**
- w. Resolution No. R-2022-00X canvassing the 2021 General Election / Oath of Office - Newly Election Officials / Appointment of Mayor Pro Tem – Annual May**
- x. Annual Budget Calendar - Annual May**
- y. Resolution R-2024-0XX appointing Dr. Woo as the Health authority for the City of Shavano Park in cooperation with the San Antonio Metropolitan Health District - Biennial May even years**
- z. Annual appointment of members to the Higher Education Facilities Corporation Board - Annual May**
- aa. Annual update on bond revenue opportunities by Bond Counsel – Annual May**
- bb. Annual Compensation Review - Annual June Workshop**
- cc. Resolution R-2022-0XX designating authorized signers of all banking depository accounts - Annual June**
- dd. Resolution R-2022-0XX authorizing the City Manager to establish accounts or memberships at banks or state/federal credit unions as authorized in the City of Shavano Park Investment Policy for the sole purpose of acquiring Certificates of Deposit - Annual June**
- ee. Shavano Park Commercial and Residential Development Semi-annual Presentation - Bitterblue, Inc. / Denton Communities - February / August**
- ff. City Council adoption of organizational chart - Annual August**
- gg. Annual Report on Republic Service Recycling and CPI Fee adjustments - Annual September**
- hh. Public Hearing - Crime Control & Prevention District Budget of the City of Shavano Park Crime Control and Prevention District for FY 2023-24 - Annual September**
- ii. Resolution R-2023-0XX adopting the Crime Control and Prevention Budget of the City of Shavano Park Crime Control & Prevention for FY 2023-24 - Annual September**
- jj. Public Hearing - Proposed FY 2023-24 Annual Operating and Capital Budget - Annual**

September

- kk. Ordinance No. O-2023-0XX approving and adopting a budget for the City of Shavano Park, Texas for the fiscal year beginning October 1, 2023 and ending September 30, 2024; making appropriations for each fund and department; establishing a Sinking Fund for existing city financial obligations; providing for the levying and collection of a sufficient tax to pay the interest and on such Sinking Fund obligations; repealing conflicting ordinances; providing a savings and severability clause; and declaring an effective date (Record Vote) (final reading) - City Manager - Annual September**
- ll. Resolution R-2023-0XX adopting the City of Shavano Park Effective Tax Rate (Record Vote) - Annual September**
- mm. Record vote to ratify the property tax increase reflected in the FY 2023-24 budget (Record Vote) - Annual September**
- nn. Selection - Boards, Commissions, and Committees - Annual September**
- a. Planning & Zoning Commissions - X (#) appointments, two-year terms**
 - b. Water Advisory Committee - Three (3) appointments (Water System Users only), two-year term.**
 - c. Board of Adjustments - X (#) appointments, X (#) Alternate two-year terms**
 - d. Investment Committee - One (1) appointment for two-year term**
 - e. Tree Committee – X (#) appointments (2-year term) X (#) appointment (1-year term)**
- oo. Future TBD'ed - Consideration for Well #1: place back into operation or plug the Well to meet TCEQ requirements**
- pp. Setting the dates for the City sponsored events (City-wide Garage Sale / Arbor / Earth Day / Independence Day / National Night Out / Trunk or Treat / Holiday Festival) – Annual October**
- qq. Resolution R-2023-0XX designating the San Antonio Express News as the City of Shavano Park's official newspaper for posting of public notices for the City as required by law - Annual October**

PROCLAMATION
Breast Cancer Awareness Month

WHEREAS, breast cancer is the second most commonly diagnosed form of cancer for women in the United States and remains the second leading cause of cancer death among American women; and

WHEREAS, mammography, an “x-ray of the breast,” is recognized as the single most effective method of detecting breast changes long before physical symptoms can be seen or felt. Early detection and improved treatment are believed to have significantly reduced the number of deaths caused by breast cancer; and

WHEREAS, researchers, scientists, and numerous nonprofit organizations, are dedicated to discovering the cure for breast cancer. During the month of October, we acknowledge the extraordinary commitment and effort invested in this cause; and

WHEREAS, we recognize that over two and a half million Americans are breast cancer survivors that give us hope of a better future.

NOW, THEREFORE with support for those who continue to cope with breast cancer, I, Bob Werner, Mayor of the City of Shavano Park, Texas, on behalf of the City Council, extend our deepest respect for survivors and those advocating for prevention and a cure and in so doing hereby proclaim OCTOBER 2022 as

“BREAST CANCER AWARENESS MONTH”

In official recognition whereof, I hereunto set my hand and caused the seal of Shavano Park to be affixed this month of October 2022.

Robert B. Werner, Mayor

CITY COUNCIL STAFF SUMMARY

Meeting Date: October 24, 2022

Agenda item: 6.1

Prepared by: Curtis Leeth / KFW

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION: Discussion / presentation – Phase 1 Street Improvement Plan and DeZavala project planning status update - KFW Engineering

X

Attachments for Reference:

- 1) 6.1a Phase 1 Construction Costs Estimate
- 2) 6.1b Phase 1 Streets Engineering Timeline
- 3) 6.1c De Zavala Construction Costs Estimate
- 4) 6.1d De Zavala Engineering Timeline

BACKGROUND / HISTORY: **UPDATES** On February 18th, the City Council passed Ordinance O-2021- 003, which called a May 7, 2022 bond election to be held in the City of Shavano Park, Texas and approved the engineering task order proposals related to potential street improvement plans. The Bond proposal was approved by the voters at the May 7, 2022 Meeting.

Since February 18th, KFW Engineering has worked engineering for all the streets on the East Side of NW Military + cul-de-sacs identified in the Bond. Engineering on De Zavala project began in earnest after a May 18th meeting with City Staff. City intends to have De Zavala project “shovel ready” by early 2023 for possible \$5M in Federal Community Project funding.

At the June, August and September 19th City Council meetings, KFW Engineering presented an update on status of the engineering for Phase 1 Street Projects and the Phase 1a De Zavala Road/Drainage project.

At the September 12th City Council meeting, City Council voted to create a Street Advisory Board. The City Manager selected Al Walea and Song Tan as board members.

DISCUSSION: The primary purpose of the review is to show the updates to both projects. Since September 19th, KFW submitted the 60% plan submittal for Phase 1 streets and 30% plan submittal for De Zavala project.

KFW agreed with City Staff to implement the following:

- Host a Town Hall to present the Engineering plans before the City goes out to Bid on contractor (December)
- Host Town Hall with the awarded contractor to notify residents of upcoming construction and timeline of project (Late Spring 2023)

- KFW will create a Construction Inspector role to oversee construction; it will either be sub-contracted or be a new KFW position. This will be at additional cost to the City.
- KFW Internal QA/QC will be Bobby Torres as Project Manager and Chris Otto as final QA/QC reviewer.
- KFW has, at the request of City staff, added detailed progress reports to invoices related to the bond project to improve project transparency and accountability.

Engineering Status Report:

East Side / Cul-de-Sacs (Phase 1)

City has spent \$234,477.50 on engineering thus far. This is 27.22% of approved Task Order.

- **Cost Estimate:** Project cost now estimated at around \$9.015M for streets and \$346,000 for cul-de-sacs for \$10.2M for all of Phase 1 (see attachment 6.1a).
 - Costs decreased from \$10.7M to \$10.2M from Sept 19th presentation due to removing two cul de sacs on the west side of NW Military (Mossy Cup Lane and W. Mossy Cup) and proposing asphalt driveways vs concrete at all locations where asphalt or gravel driveways currently exist.
 - OPC maintains 15% contingency in topline number \$10.2M
 - Engineering costs remain at \$861,285 Task Order
- **30% Design milestone:** completed
- **60% Design milestone:** completed
- **90% Design milestone:** on track for Mid-November completion
- **Utility Coordination:** Started monthly Utility Coordination meeting with following:
 - AT&T, CPS Energy, Spectrum, Zayo, and SAWS (De Zavala)
 - CPS Energy has decided to replace all old iron ductile service lines across all Phase 1 Streets, received preliminary CPS gas plans on 10/17. Reviewing these plans now.
- **Surveying:** completed
- **Antiquities:** completed
- **Geotech:** completed
- **Power Point Presentation:** KFW to provide a presentation of the 60% Construction Document Plan Set

De Zavala Road (Phase 1a)

City has spent \$66,351.25 on engineering thus far. This is 26.07% of approved Task Order.

- **Cost Estimate:** Project cost now estimated at around \$2.29M in construction (see attachment 6.1c).
 - OPC maintains 20% contingency
 - Engineering costs remain at \$254,520 Task Order
- **30% Design milestone:** completed

- 60% Design milestone: on track for November 30 completion
- Utility Coordination: Utility coordination is joint with Street Projects Phase 1 in monthly meetings, ongoing coordination is being done with CPS Energy regarding electric and water line crossings
- Surveying: completed
- Antiquities: completed
- Geotech: completed

COURSES OF ACTION: N/A; not an action item; give KFW and staff guidance.

FINANCIAL IMPACT: N/A

MOTION REQUESTED: N/A; not an action item; give KFW and staff guidance.

Project Name:	Shavano Park Street Maintenance
Submittal:	Conceptual Design
Developed By:	LM
Project Number:	622-12-01
Date:	9/30/2022

	Street OPC (12 MONTH)
End Gate Ln	\$ 123,695.51
Wagon Trail Rd	\$ 1,104,744.70
Shavano Dr	\$ 1,039,340.67
Chimney Rock Ln	\$ 441,280.98
Fawn Dr	\$ 1,370,069.59
Saddletree Dr	\$ 1,164,065.58
Cliffside Dr	\$ 2,485,821.13
Windmill Dr	\$ 634,292.56
Bent oak Dr	\$ 651,697.88

	Cul-de-Sac OPC (12 MONTH)
Honey Bee Ln	\$ 64,796.59
Turkey Creek Rd	\$ 64,031.09
Hunters Branch	\$ 74,448.80
Hunters Branch S.	\$ 78,524.66
Elm Spring Ln	\$ 64,580.39

Street Total: \$ 9,015,008.60

Cul-de-Sac Total: \$ 346,381.54

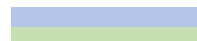
OPC Total: \$ 9,361,390.14

Engineering Total: \$ 861,285.00

Combined Total: \$ 10,222,675.14

**OPINION OF PROBABLE CONSTRUCTION COST SUMMARY BREAKDOWN
END GATE LN - CONCEPTUAL DESIGN - RECONSTRUCTION W/ CURB**

COSA
TXDOT



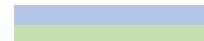
Project Name: END GATE LN
 Submittal: Conceptual Design
 Developed By: LM
 Project Number: 622-12-01
 Date: September 30, 2022

ITEM NO.	APPROXIMATE QUANTITIES	UNIT	ITEM DESCRIPTION	UNIT BID PRICE (12 MONTH)	AMOUNT BID (12 MONTH)
100.1	1	L.S.	MOBILIZATION	11%	\$ 9,698.15
100.2	1	L.S.	INSURANCE & BOND	3%	\$ 2,644.95
101.1	1	L.S.	PREPARING RIGHT OF WAY	4%	\$ 3,526.60
110-6001	222	C.Y.	STREET EXCAVATION	\$ 8.58	\$ 1,904.76
260-6079	997	S.Y.	LIME TREATED SUBGRADE (6" COMPACTED DEPTH)	\$ 2.78	\$ 2,771.66
260-6001	12	TON	LIME	\$ 173.43	\$ 2,081.16
530-6004	220	S.Y.	CONCRETE DRIVEWAYS	\$ 82.74	\$ 18,202.80
530-6005	42	S.Y.	ASPHALT DRIVEWAYS	\$ 43.95	\$ 1,857.55
529-6038	704	L.F.	CONCRETE CURBING	\$ 24.83	\$ 17,480.32
3077-6075	86	GAL.	TACK COAT	\$ 3.96	\$ 340.74
3076-6006	271	TON	5" HOT MIX ASPHALTIC PAVEMENT, TYPE B	\$ 110.61	\$ 29,991.90
3076-6040	140	TON	3" HOT MIX ASPHALTIC PAVEMENT, TYPE D	\$ 84.04	\$ 11,795.85
515.1	35	C.Y.	TOPSOIL	\$ 5.00	\$ 173.83
7300-6008	313	S.Y.	ST. AUGUSTINE SODDING	\$ 5.00	\$ 1,564.44
	1	L.S.	BARRICADES, SIGNS & TRAFFIC HANDLING	3%	\$ 2,644.95
	1	L.S.	SWPPP	1%	\$ 881.65
	1	L.S.	MISC CONSTRUCTION ITEMS	15%	\$ 16,134.20

CONSTRUCTION	\$123,695.51
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**OPINION OF PROBABLE CONSTRUCTION COST SUMMARY BREAKDOWN
WAGON TRAIL RD - CONCEPTUAL DESIGN - RECONSTRUCTION W/ CURB**

COSA
TXDOT



Project Name: WAGON TRAIL RD
 Submittal: Conceptual Design
 Developed By: LM
 Project Number: 622-12-01
 Date: September 30, 2022

ITEM NO.	APPROXIMATE QUANTITIES	UNIT	ITEM DESCRIPTION	UNIT BID PRICE (12 MONTH)	AMOUNT BID (12 MONTH)
100.1	1	L.S.	MOBILIZATION	11%	\$ 86,615.76
100.2	1	L.S.	INSURANCE & BOND	3%	\$ 23,622.48
101.1	1	L.S.	PREPARING RIGHT OF WAY	4%	\$ 31,496.64
110-6001	2,280	C.Y.	STREET EXCAVATION	\$ 8.58	\$ 19,562.40
260-6079	10,260	S.Y.	LIME TREATED SUBGRADE (6" COMPACTED DEPTH)	\$ 2.78	\$ 28,522.80
260-6001	128	TON	LIME	\$ 173.43	\$ 22,199.04
530-6004	194	S.Y.	CONCRETE DRIVEWAYS	\$ 82.74	\$ 16,051.56
530-6005	1,593	S.Y.	ASPHALT DRIVEWAYS	\$ 43.95	\$ 69,994.77
529-6038	7,242	L.F.	CONCRETE CURBING	\$ 24.83	\$ 179,822.34
3077-6075	885	GAL.	TACK COAT	\$ 3.96	\$ 3,505.20
3076-6006	2,789	TON	5" HOT MIX ASPHALTIC PAVEMENT, TYPE B	\$ 110.61	\$ 308,530.61
3076-6040	1,444	TON	3" HOT MIX ASPHALTIC PAVEMENT, TYPE D	\$ 84.04	\$ 121,345.50
515.1	358	C.Y.	TOPSOIL	\$ 5.00	\$ 1,788.18
7300-6008	3,219	S.Y.	ST. AUGUSTINE SODDING	\$ 5.00	\$ 16,093.64
	1	L.S.	BARRICADES, SIGNS & TRAFFIC HANDLING	3%	\$ 23,622.48
	1	L.S.	SWPPP	1%	\$ 7,874.16
	1	L.S.	MISC CONSTRUCTION ITEMS	15%	\$ 144,097.13
CONSTRUCTION					\$1,104,744.70



OPINION OF PROBABLE CONSTRUCTION COST SUMMARY BREAKDOWN
SHAVANO DR - CONCEPTUAL DESIGN - RECONSTRUCTION W/ CURB

Project Name: SHAVANO DR
Submittal: Conceptual Design
Developed By: LM
Project Number: 622-12-01
Date: September 30, 2022

COSA
TXDOT

ITEM NO.	APPROXIMATE QUANTITIES	UNIT	ITEM DESCRIPTION	UNIT BID PRICE (12 MONTH)	AMOUNT BID (12 MONTH)
100.1	1	L.S.	MOBILIZATION	11%	\$ 81,487.86
100.2	1	L.S.	INSURANCE & BOND	3%	\$ 22,223.96
101.1	1	L.S.	PREPARING RIGHT OF WAY	4%	\$ 29,631.95
110-6001	2,186	C.Y.	STREET EXCAVATION	\$ 8.58	\$ 18,755.88
260-6079	9,837	S.Y.	LIME TREATED SUBGRADE (6" COMPACTED DEPTH)	\$ 2.78	\$ 27,346.86
260-6001	123	TON	LIME	\$ 173.43	\$ 21,331.89
530-6004	422	S.Y.	CONCRETE DRIVEWAYS	\$ 82.74	\$ 34,883.18
530-6005	759	S.Y.	ASPHALT DRIVEWAYS	\$ 43.95	\$ 33,375.63
529-6038	6,944	L.F.	CONCRETE CURBING	\$ 24.83	\$ 172,419.52
3077-6075	849	GAL.	TACK COAT	\$ 3.96	\$ 3,360.90
3076-6006	2,675	TON	5" HOT MIX ASPHALTIC PAVEMENT, TYPE B	\$ 110.61	\$ 295,829.21
3076-6040	1,384	TON	3" HOT MIX ASPHALTIC PAVEMENT, TYPE D	\$ 84.04	\$ 116,350.02
515.1	343	C.Y.	TOPSOIL	\$ 5.00	\$ 1,714.57
7300-6008	3,086	S.Y.	ST. AUGUSTINE SODDING	\$ 5.00	\$ 15,431.11
	1	L.S.	BARRICADES, SIGNS & TRAFFIC HANDLING	3%	\$ 22,223.96
	1	L.S.	SWPPP	1%	\$ 7,407.99
	1	L.S.	MISC CONSTRUCTION ITEMS	15%	\$ 135,566.17
CONSTRUCTION					\$1,039,340.67

**OPINION OF PROBABLE CONSTRUCTION COST SUMMARY BREAKDOWN
CHIMNEY ROCK LN - CONCEPTUAL DESIGN - RECONSTRUCTION W/ CURB**

COSA
TXDOT

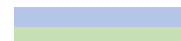
Project Name: CHIMNEY ROCK LN
Submittal: Conceptual Design
Developed By: LM
Project Number: 622-12-01
Date: September 30, 2022

ITEM NO.	APPROXIMATE QUANTITIES	UNIT	ITEM DESCRIPTION	UNIT BID PRICE (12 MONTH)	AMOUNT BID (12 MONTH)
100.1	1	L.S.	MOBILIZATION	11%	\$ 34,597.94
100.2	1	L.S.	INSURANCE & BOND	3%	\$ 9,435.80
101.1	1	L.S.	PREPARING RIGHT OF WAY	4%	\$ 12,581.07
110-6001	917	C.Y.	STREET EXCAVATION	\$ 8.58	\$ 7,867.86
260-6079	4128	S.Y.	LIME TREATED SUBGRADE (6" COMPACTED DEPTH)	\$ 2.78	\$ 11,475.84
260-6001	52	TON	LIME	\$ 173.43	\$ 9,018.36
432-6002	1.22	CY	RIPRAP (CONC) (5 IN)	\$ 479.70	\$ 585.23
464-6018	60	L.F.	RC PIPE CL IV (24 IN)	\$ 129.56	\$ 7,710.12
530-6004	81	S.Y.	CONCRETE DRIVEWAYS	\$ 82.74	\$ 6,701.94
530-6005	393	S.Y.	ASPHALT DRIVEWAYS	\$ 43.95	\$ 17,272.35
529-6038	2914	L.F.	CONCRETE CURBING	\$ 24.83	\$ 72,345.18
3077-6075	356	GAL.	TACK COAT	\$ 3.96	\$ 1,410.19
3076-6006	1122	TON	5" HOT MIX ASPHALTIC PAVEMENT, TYPE B	\$ 110.61	\$ 124,126.43
3076-6040	581	TON	3" HOT MIX ASPHALTIC PAVEMENT, TYPE D	\$ 84.04	\$ 48,819.09
515.1	144	C.Y.	TOPSOIL	\$ 5.00	\$ 719.41
7300-6008	1295	S.Y.	ST. AUGUSTINE SODDING	\$ 5.00	\$ 6,474.71
	1	L.S.	BARRICADES, SIGNS & TRAFFIC HANDLING	3%	\$ 9,435.80
	1	L.S.	SWPPP	1%	\$ 3,145.27
	1	L.S.	MISC CONSTRUCTION ITEMS	15%	\$ 57,558.39

CONSTRUCTION	\$441,280.98
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**OPINION OF PROBABLE CONSTRUCTION COST SUMMARY BREAKDOWN
FAWN DR - CONCEPTUAL DESIGN - RECONSTRUCTION W/ CURB**

COSA
TXDOT

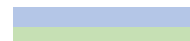


Project Name: FAWN DR
Submittal: Conceptual Design
Developed By: LM
Project Number: 622-12-01
Date: September 30, 2022

ITEM NO.	APPROXIMATE QUANTITIES	UNIT	ITEM DESCRIPTION	UNIT BID PRICE (12 MONTH)	AMOUNT BID (12 MONTH)
100.1	1	L.S.	MOBILIZATION	11%	\$ 107,418.14
100.2	1	L.S.	INSURANCE & BOND	3%	\$ 29,295.86
101.1	1	L.S.	PREPARING RIGHT OF WAY	4%	\$ 39,061.14
110-6001	2,890	C.Y.	STREET EXCAVATION	\$ 8.58	\$ 24,796.20
260-6079	13,005	S.Y.	LIME TREATED SUBGRADE (6" COMPACTED DEPTH)	\$ 2.78	\$ 36,153.90
260-6001	163	TON	LIME	\$ 173.43	\$ 28,269.09
530-6004	514	S.Y.	CONCRETE DRIVEWAYS	\$ 82.74	\$ 42,528.36
530-6005	1,020	S.Y.	ASPHALT DRIVEWAYS	\$ 43.95	\$ 44,829.00
529-6038	9,180	L.F.	CONCRETE CURBING	\$ 24.83	\$ 227,939.40
3077-6075	1,122	GAL.	TACK COAT	\$ 3.96	\$ 4,443.12
3076-6006	3,536	TON	5" HOT MIX ASPHALTIC PAVEMENT, TYPE B	\$ 110.61	\$ 391,087.58
3076-6040	1,830	TON	3" HOT MIX ASPHALTIC PAVEMENT, TYPE D	\$ 84.04	\$ 153,815.26
515.1	453	C.Y.	TOPSOIL	\$ 5.00	\$ 2,266.67
7300-6008	4,080	S.Y.	ST. AUGUSTINE SODDING	\$ 5.00	\$ 20,400.00
	1	L.S.	BARRICADES, SIGNS & TRAFFIC HANDLING	3%	\$ 29,295.86
	1	L.S.	SWPPP	1%	\$ 9,765.29
	1	L.S.	MISC CONSTRUCTION ITEMS	15%	\$ 178,704.73
				CONSTRUCTION	\$1,370,069.59

**OPINION OF PROBABLE CONSTRUCTION COST SUMMARY BREAKDOWN
SADDLETREE DR - CONCEPTUAL DESIGN - RECONSTRUCTION W/ CURB**

COSA
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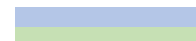


Project Name: SADDLETREE DR
Submittal: Conceptual Design
Developed By: LM
Project Number: 622-12-01
Date: September 30, 2022

ITEM NO.	APPROXIMATE QUANTITIES	UNIT	ITEM DESCRIPTION	UNIT BID PRICE (12 MONTH)	AMOUNT BID (12 MONTH)
100.1	1	L.S.	MOBILIZATION	11%	\$ 91,266.72
100.2	1	L.S.	INSURANCE & BOND	3%	\$ 24,890.92
101.1	1	L.S.	PREPARING RIGHT OF WAY	4%	\$ 33,187.90
110-6001	2,507	C.Y.	STREET EXCAVATION	\$ 8.58	\$ 21,510.06
260-6079	11,282	S.Y.	LIME TREATED SUBGRADE (6" COMPACTED DEPTH)	\$ 2.78	\$ 31,363.96
260-6001	141	TON	LIME	\$ 173.43	\$ 24,453.63
530-6004	474	S.Y.	CONCRETE DRIVEWAYS	\$ 82.74	\$ 39,218.76
530-6005	436	S.Y.	ASPHALT DRIVEWAYS	\$ 43.95	\$ 19,162.20
529-6038	7,964	L.F.	CONCRETE CURBING	\$ 24.83	\$ 197,746.12
3077-6075	973	GAL.	TACK COAT	\$ 3.96	\$ 3,854.58
3076-6006	3,067	TON	5" HOT MIX ASPHALTIC PAVEMENT, TYPE B	\$ 110.61	\$ 339,283.39
3076-6040	1,588	TON	3" HOT MIX ASPHALTIC PAVEMENT, TYPE D	\$ 84.04	\$ 133,440.60
515.1	393	C.Y.	TOPSOIL	\$ 5.00	\$ 1,966.42
7300-6008	3,540	S.Y.	ST. AUGUSTINE SODDING	\$ 5.00	\$ 17,697.78
	1	L.S.	BARRICADES, SIGNS & TRAFFIC HANDLING	3%	\$ 24,890.92
	1	L.S.	SWPPP	1%	\$ 8,296.97
	1	L.S.	MISC CONSTRUCTION ITEMS	15%	\$ 151,834.64
				CONSTRUCTION	\$1,164,065.58

**OPINION OF PROBABLE CONSTRUCTION COST SUMMARY BREAKDOWN
CLIFFSIDE DR - CONCEPTUAL DESIGN - RECONSTRUCTION W/ CURB**

COSA
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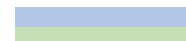
Project Name: CLIFFSIDE DR
 Submittal: Conceptual Design
 Developed By: LM
 Project Number: 622-12-01
 Date: September 30, 2022

ITEM NO.	APPROXIMATE QUANTITIES	UNIT	ITEM DESCRIPTION	UNIT BID PRICE (12 MONTH)	AMOUNT BID (12 MONTH)
100.1	1	L.S.	MOBILIZATION	11%	\$ 194,896.88
100.2	1	L.S.	INSURANCE & BOND	3%	\$ 53,153.69
101.1	1	L.S.	PREPARING RIGHT OF WAY	4%	\$ 70,871.59
110-6001	5,285	C.Y.	STREET EXCAVATION	\$ 8.58	\$ 45,345.30
260-6079	23,783	S.Y.	LIME TREATED SUBGRADE (6" COMPACTED DEPTH)	\$ 2.78	\$ 66,116.74
260-6001	297	TON	LIME	\$ 173.43	\$ 51,508.71
432-6002	0.204	C.Y.	RIPRAP (CONC) (5 IN)	\$ 479.70	\$ 97.86
481-6024	62	L.F.	PVC PIPE (SCH 80) (8 IN)	\$ 75.00	\$ 4,647.75
530-6004	754	S.Y.	CONCRETE DRIVEWAYS	\$ 82.74	\$ 62,385.96
530-6005	1,792	S.Y.	ASPHALT DRIVEWAYS	\$ 43.95	\$ 78,740.82
529-6038	16,788	L.F.	CONCRETE CURBING	\$ 24.83	\$ 416,853.99
3077-6075	2,052	GAL.	TACK COAT	\$ 3.96	\$ 8,125.55
3076-6006	6,466	TON	5" HOT MIX ASPHALTIC PAVEMENT, TYPE B	\$ 110.61	\$ 715,218.24
3076-6040	3,347	TON	3" HOT MIX ASPHALTIC PAVEMENT, TYPE D	\$ 84.04	\$ 281,296.28
515.1	829	C.Y.	TOPSOIL	\$ 5.00	\$ 4,145.26
7300-6008	7,461	S.Y.	ST. AUGUSTINE SODDING	\$ 5.00	\$ 37,307.38
	1	L.S.	BARRICADES, SIGNS & TRAFFIC HANDLING	3%	\$ 53,153.69
	1	L.S.	SWPPP	1%	\$ 17,717.90
	1	L.S.	MISC CONSTRUCTION ITEMS	15%	\$ 324,237.54

CONSTRUCTION	\$2,485,821.13
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**OPINION OF PROBABLE CONSTRUCTION COST SUMMARY BREAKDOWN
WINDMILL DR - CONCEPTUAL DESIGN - RECONSTRUCTION W/ CURB**

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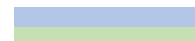


Project Name: WINDMILL DR
Submittal: Conceptual Design
Developed By: LM
Project Number: 622-12-01
Date: September 30, 2022

ITEM NO.	APPROXIMATE QUANTITIES	UNIT	ITEM DESCRIPTION	UNIT BID PRICE (12 MONTH)	AMOUNT BID (12 MONTH)
100.1	1	L.S.	MOBILIZATION	11%	\$ 49,730.71
100.2	1	L.S.	INSURANCE & BOND	3%	\$ 13,562.92
101.1	1	L.S.	PREPARING RIGHT OF WAY	4%	\$ 18,083.89
110-6001	1329	C.Y.	STREET EXCAVATION	\$ 8.58	\$ 11,402.82
260-6079	5981	S.Y.	LIME TREATED SUBGRADE (6" COMPACTED DEPTH)	\$ 2.78	\$ 16,627.18
260-6001	75	TON	LIME	\$ 173.43	\$ 13,007.25
530-6004	323	S.Y.	CONCRETE DRIVEWAYS	\$ 82.74	\$ 26,725.02
530-6005	374	S.Y.	ASPHALT DRIVEWAYS	\$ 43.95	\$ 16,437.30
529-6038	4222	L.F.	CONCRETE CURBING	\$ 24.83	\$ 104,829.28
3077-6075	516	GAL.	TACK COAT	\$ 3.96	\$ 2,043.39
3076-6006	1,626	TON	5" HOT MIX ASPHALTIC PAVEMENT, TYPE B	\$ 110.61	\$ 179,861.09
3076-6040	842	TON	3" HOT MIX ASPHALTIC PAVEMENT, TYPE D	\$ 84.04	\$ 70,739.60
515.1	208	C.Y.	TOPSOIL	\$ 5.00	\$ 1,042.44
7300-6008	1876	S.Y.	ST. AUGUSTINE SODDING	\$ 5.00	\$ 9,381.96
	1	L.S.	BARRICADES, SIGNS & TRAFFIC HANDLING	3%	\$ 13,562.92
	1	L.S.	SWPPP	1%	\$ 4,520.97
	1	L.S.	MISC CONSTRUCTION ITEMS	15%	\$ 82,733.81
CONSTRUCTION					\$634,292.56

**OPINION OF PROBABLE CONSTRUCTION COST SUMMARY BREAKDOWN
BENT OAK DR - CONCEPTUAL DESIGN - RECONSTRUCTION W/ CURB**

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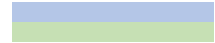


Project Name: BENT OAK DR
Submittal: Conceptual Design
Developed By: LM
Project Number: 622-12-01
Date: September 30, 2022

ITEM NO.	APPROXIMATE QUANTITIES	UNIT	ITEM DESCRIPTION	UNIT BID PRICE (12 MONTH)	AMOUNT BID (12 MONTH)
100.1	1	L.S.	MOBILIZATION	11%	\$ 51,095.34
100.2	1	L.S.	INSURANCE & BOND	3%	\$ 13,935.09
101.1	1	L.S.	PREPARING RIGHT OF WAY	4%	\$ 18,580.12
110-6001	1365	C.Y.	STREET EXCAVATION	\$ 8.58	\$ 11,711.70
260-6079	6141	S.Y.	LIME TREATED SUBGRADE (6" COMPACTED DEPTH)	\$ 2.78	\$ 17,071.98
260-6001	77	TON	LIME	\$ 173.43	\$ 13,354.11
530-6004	396	S.Y.	CONCRETE DRIVEWAYS	\$ 82.74	\$ 32,731.94
530-6005	301	S.Y.	ASPHALT DRIVEWAYS	\$ 43.95	\$ 13,246.97
529-6038	4335	L.F.	CONCRETE CURBING	\$ 24.83	\$ 107,636.56
3077-6075	186	GAL.	TACK COAT	\$ 3.98	\$ 734.64
3076-6006	1,670	TON	5" HOT MIX ASPHALTIC PAVEMENT, TYPE B	\$ 110.61	\$ 184,677.69
3076-6040	864	TON	3" HOT MIX ASPHALTIC PAVEMENT, TYPE D	\$ 84.04	\$ 72,633.98
515.1	214	C.Y.	TOPSOIL	\$ 5.00	\$ 1,070.36
7300-6008	1927	S.Y.	ST. AUGUSTINE SODDING	\$ 5.00	\$ 9,633.20
	1	L.S.	BARRICADES, SIGNS & TRAFFIC HANDLING	3%	\$ 13,935.09
	1	L.S.	SWPPP	1%	\$ 4,645.03
	1	L.S.	MISC CONSTRUCTION ITEMS	15%	\$ 85,004.07
CONSTRUCTION					\$651,697.88

**OPINION OF PROBABLE CONSTRUCTION COST SUMMARY BREAKDOWN
HONEY BEE LN - CONCEPTUAL DESIGN - RECONSTRUCTION W/ CURB**

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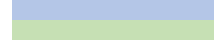
Project Name: HONEY BEE LN
Submittal: Conceptual Design
Developed By: LM
Project Number: 622-12-01
Date: August 1, 2022

ITEM NO.	APPROXIMATE QUANTITIES	UNIT	ITEM DESCRIPTION	UNIT BID PRICE (12 MONTH)	AMOUNT BID (12 MONTH)
100.1	1	L.S.	MOBILIZATION	11%	\$ 5,080.27
100.2	1	L.S.	INSURANCE & BOND	3%	\$ 1,385.53
101.1	1	L.S.	PREPARING RIGHT OF WAY	4%	\$ 1,847.37
110-6001	996	C.Y.	STREET EXCAVATION	\$ 8.58	\$ 8,547.74
260-6079	704	S.Y.	LIME TREATED SUBGRADE (6" COMPACTED DEPTH)	\$ 2.78	\$ 1,957.43
260-6001	9	TON	LIME	\$ 173.43	\$ 1,560.87
530-6004	0	C.Y.	CONCRETE DRIVEWAYS	\$ 82.74	\$ -
529-6038	279	L.F.	CONCRETE CURBING	\$ 24.83	\$ 6,926.26
3077-6075	60	GAL.	TACK COAT	\$ 3.96	\$ 237.90
3076-6006	163	TON	5" HOT MIX ASPHALTIC PAVEMENT, TYPE B	\$ 110.61	\$ 18,029.43
3076-6040	98	TON	3" HOT MIX ASPHALTIC PAVEMENT, TYPE D	\$ 84.04	\$ 8,235.92
515.1	14	C.Y.	TOPSOIL	\$ 5.00	\$ 68.88
7300-6008	124	S.Y.	ST. AUGUSTINE SODDING	\$ 5.00	\$ 619.88
	1	L.S.	BARRICADES, SIGNS & TRAFFIC HANDLING	3%	\$ 1,385.53
	1	L.S.	SWPPP	1%	\$ 461.84
	1	L.S.	MISC CONSTRUCTION ITEMS	15%	\$ 8,451.73

CONSTRUCTION	\$64,796.59
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**OPINION OF PROBABLE CONSTRUCTION COST SUMMARY BREAKDOWN
TURKEY CREEK RD - CONCEPTUAL DESIGN - RECONSTRUCTION W/ CURB**

COSA
TXDOT



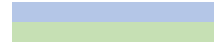
Project Name: TURKEY CREEK RD
Submittal: Conceptual Design
Developed By: LM
Project Number: 622-12-01
Date: August 1, 2022

ITEM NO.	APPROXIMATE QUANTITIES	UNIT	ITEM DESCRIPTION	UNIT BID PRICE (12 MONTH)	AMOUNT BID (12 MONTH)
100.1	1	L.S.	MOBILIZATION	11%	\$ 5,020.26
100.2	1	L.S.	INSURANCE & BOND	3%	\$ 1,369.16
101.1	1	L.S.	PREPARING RIGHT OF WAY	4%	\$ 1,825.55
110-6001	964	C.Y.	STREET EXCAVATION	\$ 8.58	\$ 8,267.69
260-6079	700	S.Y.	LIME TREATED SUBGRADE (6" COMPACTED DEPTH)	\$ 2.78	\$ 1,947.36
260-6001	9	TON	LIME	\$ 173.43	\$ 1,560.87
529-6038	277	L.F.	CONCRETE CURBING	\$ 24.83	\$ 6,873.13
3077-6075	59	GAL.	TACK COAT	\$ 3.96	\$ 235.48
3076-6006	162	TON	5" HOT MIX ASPHALTIC PAVEMENT, TYPE B	\$ 110.61	\$ 17,918.82
3076-6040	97	TON	3" HOT MIX ASPHALTIC PAVEMENT, TYPE D	\$ 84.04	\$ 8,151.88
515.1	14	C.Y.	TOPSOIL	\$ 5.00	\$ 68.35
7300-6008	123	S.Y.	ST. AUGUSTINE SODDING	\$ 5.00	\$ 615.13
	1	L.S.	BARRICADES, SIGNS & TRAFFIC HANDLING	3%	\$ 1,369.16
	1	L.S.	SWPPP	1%	\$ 456.39
	1	L.S.	MISC CONSTRUCTION ITEMS	15%	\$ 8,351.88

CONSTRUCTION	\$64,031.09
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**OPINION OF PROBABLE CONSTRUCTION COST SUMMARY BREAKDOWN
HUNTERS BRANCH - CONCEPTUAL DESIGN - RECONSTRUCTION W/ CURB**

COSA
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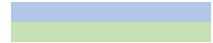
Project Name: HUNTERS BRANCH
Submittal: Conceptual Design
Developed By: LM
Project Number: 622-12-01
Date: August 1, 2022

ITEM NO.	APPROXIMATE QUANTITIES	UNIT	ITEM DESCRIPTION	UNIT BID PRICE (12 MONTH)	AMOUNT BID (12 MONTH)
100.1	1	L.S.	MOBILIZATION	11%	\$ 5,837.04
100.2	1	L.S.	INSURANCE & BOND	3%	\$ 1,591.92
101.1	1	L.S.	PREPARING RIGHT OF WAY	4%	\$ 2,122.56
110-6001	1457	C.Y.	STREET EXCAVATION	8.58	\$ 12,501.32
260-6079	755	S.Y.	LIME TREATED SUBGRADE (6" COMPACTED DEPTH)	2.78	\$ 2,099.76
260-6001	9	TON	LIME	173.43	\$ 1,560.87
529-6038	310	L.F.	CONCRETE CURBING	24.83	\$ 7,700.46
3077-6075	64	GAL.	TACK COAT	3.96	\$ 254.90
3076-6006	175	TON	5" HOT MIX ASPHALTIC PAVEMENT, TYPE B	110.61	\$ 19,356.75
3076-6040	105	TON	3" HOT MIX ASPHALTIC PAVEMENT, TYPE D	84.04	\$ 8,824.20
515.1	15	C.Y.	TOPSOIL	5.00	\$ 76.57
7300-6008	138	S.Y.	ST. AUGUSTINE SODDING	5.00	\$ 689.17
	1	L.S.	BARRICADES, SIGNS & TRAFFIC HANDLING	3%	\$ 1,591.92
	1	L.S.	SWPPP	1%	\$ 530.64
	1	L.S.	MISC CONSTRUCTION ITEMS	15%	\$ 9,710.71

CONSTRUCTION	\$74,448.80
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**OPINION OF PROBABLE CONSTRUCTION COST SUMMARY BREAKDOWN
HUNTERS BRANCH S - CONCEPTUAL DESIGN - RECONSTRUCTION W/ CURB**

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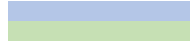
Project Name: HUNTERS BRANCH S
Submittal: Conceptual Design
Developed By: LM
Project Number: 622-12-01
Date: August 1, 2022

ITEM NO.	APPROXIMATE QUANTITIES	UNIT	ITEM DESCRIPTION	UNIT BID PRICE (12 MONTH)	AMOUNT BID (12 MONTH)
100.1	1	L.S.	MOBILIZATION	11%	\$ 6,156.60
100.2	1	L.S.	INSURANCE & BOND	3%	\$ 1,679.07
101.1	1	L.S.	PREPARING RIGHT OF WAY	4%	\$ 2,238.76
110-6001	1633	C.Y.	STREET EXCAVATION	8.58	\$ 14,012.86
260-6079	775	S.Y.	LIME TREATED SUBGRADE (6" COMPACTED DEPTH)	2.78	\$ 2,154.19
260-6001	10	TON	LIME	173.43	\$ 1,734.30
529-6038	323	L.F.	CONCRETE CURBING	24.83	\$ 8,021.76
3077-6075	66	GAL.	TACK COAT	3.96	\$ 262.18
3076-6006	180	TON	5" HOT MIX ASPHALTIC PAVEMENT, TYPE B	110.61	\$ 19,909.80
3076-6040	108	TON	3" HOT MIX ASPHALTIC PAVEMENT, TYPE D	84.04	\$ 9,076.32
515.1	16	C.Y.	TOPSOIL	5.00	\$ 79.77
7300-6008	144	S.Y.	ST. AUGUSTINE SODDING	5.00	\$ 717.93
	1	L.S.	BARRICADES, SIGNS & TRAFFIC HANDLING	3%	\$ 1,679.07
	1	L.S.	SWPPP	1%	\$ 559.69
	1	L.S.	MISC CONSTRUCTION ITEMS	15%	\$ 10,242.35

CONSTRUCTION	\$78,524.66
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**OPINION OF PROBABLE CONSTRUCTION COST SUMMARY BREAKDOWN
ELM SPRING LN - CONCEPTUAL DESIGN - RECONSTRUCTION W/ CURB**

COSA
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Project Name: ELM SPRING LN
Submittal: Conceptual Design
Developed By: LM
Project Number: 622-12-01
Date: August 1, 2022

ITEM NO.	APPROXIMATE QUANTITIES	UNIT	ITEM DESCRIPTION	UNIT BID PRICE (12 MONTH)	AMOUNT BID (12 MONTH)
100.1	1	L.S.	MOBILIZATION	11%	\$ 5,063.32
100.2	1	L.S.	INSURANCE & BOND	3%	\$ 1,380.91
101.1	1	L.S.	PREPARING RIGHT OF WAY	4%	\$ 1,841.21
110-6001	981	C.Y.	STREET EXCAVATION	\$ 8.58	\$ 8,420.07
260-6079	702	S.Y.	LIME TREATED SUBGRADE (6" COMPACTED DEPTH)	\$ 2.78	\$ 1,952.84
260-6001	9	TON	LIME	\$ 173.43	\$ 1,560.87
529-6038	278	L.F.	CONCRETE CURBING	\$ 24.83	\$ 6,906.40
3077-6075	60	GAL.	TACK COAT	\$ 3.96	\$ 237.90
3076-6006	163	TON	5" HOT MIX ASPHALTIC PAVEMENT, TYPE B	\$ 110.61	\$ 18,029.43
3076-6040	98	TON	3" HOT MIX ASPHALTIC PAVEMENT, TYPE D	\$ 84.04	\$ 8,235.92
515.1	14	C.Y.	TOPSOIL	\$ 5.00	\$ 68.68
7300-6008	124	S.Y.	ST. AUGUSTINE SODDING	\$ 5.00	\$ 618.11
	1	L.S.	BARRICADES, SIGNS & TRAFFIC HANDLING	3%	\$ 1,380.91
	1	L.S.	SWPPP	1%	\$ 460.30
	1	L.S.	MISC CONSTRUCTION ITEMS	15%	\$ 8,423.53
				CONSTRUCTION	\$64,580.39

<u>Shavano Park - Street Reconstruction Schedule</u>	February 2022		March 2022		April 2022		May 2022		June 2022		July 2022		August 2022		September 2022		Oct -22		November 2022		December 2022		January 2023		February 2023	
Survey Work																										
Antiquities Report																										
Geotech Report																										
30% Progress Set																										
Utility Coordination																										
60% Progress Set																										
90% Progress Set																										
100% Construction Plans																										

PLAN COMPLETION
TARGET DATE DEC
15, 2022

DEADLINE JAN 31,
2023

**CITY OF SHAVANO PARK
PROBABLE CONSTRUCTION COST ESTIMATE
STREET & DRAINAGE IMPROVEMENTS**

NAME: De Zavala Road Reconstruction **JOB NO:** 622-13-01

CLIENT: City of Shavano Park

ENGINEER: KFW ENGINEERS

ITEM NO.	DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT
1	Mobilization	LS	1	11%	\$172,545.09
2	Insurance and Bond	LS	1	3%	\$47,057.75
3	Preparing Right of Way	LS	1	4%	\$62,743.67
4	Mill & Stockpile 2" Existing HMAC Pavement	SY	16,999	\$6.67	\$113,384.06
5	2" Ty. D HMAC Pavement Overlay	SY	16,999	\$10.14	\$172,370.98
6	Tack Coat	SY	1,451	\$5.07	\$7,354.39
7	Concrete Sidewalk	SY	4,734	\$46.40	\$219,637.18
8	Concrete Driveways	SY	135	\$654.57	\$88,366.95
9	Asphalt Driveways	SY	519	\$10.14	\$5,261.24
10	Excavation	CY	4,838	\$25.00	\$120,950.00
11	54" RCP, Type III	LF	1,633	\$450.00	\$734,697.00
12	5" Concrete Rip-Rap	SY	150	\$100.00	\$15,000.00
13	Safety End Treatment for 54" RCP	EA	1	\$4,500.00	\$4,500.00
14	4-way Inlet, Special	EA	1	\$6,288.33	\$6,288.33
15	7'x7' Junction Box	EA	4	\$17,500.00	\$70,000.00
16	Concrete Collar	LF	4	\$654.57	\$2,618.28
17	Trench Safety Protection	LF	1,633	\$5.00	\$8,163.30
18	Traffic Control	LS	1	4%	\$62,743.67
19	Signage Plan	LS	1	3%	\$47,057.75
20	TPDES	LS	1	1%	\$15,685.92
21	Contengency	LS	1	20%	\$313,718.34
TOTAL:					\$2,290,143.90

PREPARED BY:



KFW ENGINEERS

3421 Paesanos Pkwy, Ste. 200, San Antonio, Texas 78231

[illegible]

CITY COUNCIL STAFF SUMMARY

Meeting Date: October 24, 2022

Agenda item: 6.2

Prepared by: Carla Laws

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Presentation / discussion - Update on the revision of the Shavano Park Town Plan with focus on the SWOT analysis and the focus areas - Planning and Zoning Chairman Laws

X

Attachments for Reference:

- 1) 6.2a P&Z Consensus - SWOTs and Focus Areas
- 2) 6.2b P&Z Town Plan Schedule

BACKGROUND / HISTORY:

At the July 25, 2020 City Council meeting the Council unanimous approved the following motion: “Motion to task the Planning & Zoning Commission to review the City’s current Comprehensive Plan, and after public hearings, return to Council with proposed amendments for 2023 and future years.”

At the August 3, 2022 Planning & Zoning meeting, Commission and staff began the Town Plan update process.

At the September 7, 2022 Planning & Zoning meeting, the Commission held a public hearing on the Vision and Goals, SWOT analysis, and Focus Areas of the Introduction section of the Town Plan.

At the October 5, 2022 Planning & Zoning meeting, the Commission finalized the Intro materials and started their first review of the *Commercial Development* focus area of the Town Plan. The Commercial Development survey was released to the public on October 6 and is available at: https://www.surveymonkey.com/r/cosp_commercial

DISCUSSION:

The Planning and Zoning Commission has completed the Strengths, Weaknesses, Threats and Opportunities (SWOTs) analysis and decided on the Focus Areas for the Town Plan (see attachment 6.2a). In addition, the planned Town Plan process schedule is attached as attachment 6.2b.

Focus areas for the 2023 Town Plan are as follows:

- Commercial Development

- Community Engagement and Policing
- Property Maintenance Standards and Zoning
- Municipal Talent Management and Retention
- Public Infrastructure
- Long-Term City Finances

Planning & Zoning Commission will host a public hearing and release a public survey to all residents for each focus area of the Town Plan.

COURSES OF ACTION: N/A; discussion item only.

FINANCIAL IMPACT: N/A

MOTION REQUESTED: N/A; discussion item only. Give guidance to Staff and Chairman Laws.

P&Z's Draft Consensus

INTERNAL

STRENGTHS

- Outstanding municipal services and leadership
- Location and natural beauty
- Sense of community
- Quality neighborhoods and commercial developments - a desirable place to live
- Security and safety
- Fiscal discipline and low tax rate

WEAKNESSES

- Aging infrastructure – roads and water system
- Limited future residential and commercial developments
- Limited future property tax and sales tax growth
- Increasing percentage of property under tax freeze
- Drainage and flooding

OPPORTUNITIES

- Shape future commercial developments to prioritize city needs
- Building a consensus on long-term financing strategy for the City
- Foster community engagement
- Municipal Tract facilities and city events to build sense of community
- Reasonable and consistent enforcement of city code
- Leverage grant incentives and bond monies to renew infrastructure

THREATS

- External pressures of crime, traffic congestion and noise pollution
- Ability to retain professional city staff
- Oak Wilt
- National economy - inflation and possible recession
- Infrastructure failures

EXTERNAL

P&Z's Draft Consensus

Conclusion: The City of Shavano Park is a strong community of natural beauty with exceptional municipal services and financial health but faces aging infrastructure in need of repair and renewal. The ability to fund and repair the infrastructure while retaining staff is hampered by the limited growth potential and growing percentage of properties under tax freeze. This Town Plan envisions that by shaping future development, wise use of monies, and building a consensus on long-term financing requirements the City will overcome these challenges.

Focus Areas Proposed

Using the SWOT analysis, P&Z commission input and the above conclusion, staff proposes the following Focus Areas for the Town Plan (in no particular order):

- **Long-term City Finances**
 - Vision for Debt Management, Revenues, Taxes
- **Public Infrastructure**
 - Vision for City Roads, NW Military Highway, Hike & Bike paths, Water system, Internet and Drainage infrastructure
- **Municipal Talent Management and Retention**
 - Vision on how to attract, develop and retain top talent
- **Property Maintenance Standards and Zoning**
 - Vision for maintaining the beauty and property values of community
- **Community Engagement and Policing**
 - Vision for City events, Municipal Tract, Neighborhood Watch, citizen volunteers and other Community Engagement Efforts
- **Commercial Development**
 - Vision for the final commercial developments of the City

Month	SWOTS / VISION / GOALS / INTRO MATERIAL	COMMERCIAL DEVELOPMENT	COMMUNITY ENGAGEMENT AND POLICING	PROPERTY MAINTENANCE STANDARDS AND ZONING	MUNICIPAL TALENT MANAGEMENT AND RETENTION	PUBLIC INFRA- STRUCTURE	LONG- TERM CITY FINANCES	FINAL DOCUMENT REVIEW
Aug	Intro							
Sept	Review + PH							
Oct	Final	Intro						
Nov		Review + PH	Intro					
Dec		Final	Review + PH	Intro				
Jan			Final	Review + PH	Intro			
Feb				Final	Review + PH	Intro		
Ma					Final	Review + PH	Intro	
Apr						Final	Review + PH	Intro
May							Final	Review + PH
June								PZ Final Council 1 st + PH
July								Council 2 nd

Stages for each Focus Area of Town Plan Update:

- 1. Introduction** – staff brief the topic, introduce draft update, and draft survey; P&Z approve survey for release
- 2. Review + Public Hearing** – P&Z hold public hearing; Commission submit reviews of draft and survey results are presented
- 3. Final** – Staff present updated section from P&Z review + public hearing; Consensus gained for Final edits

CITY COUNCIL STAFF SUMMARY

Meeting Date: October 24, 2022

Agenda item: 6.3

Prepared by: Trish Nichols

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

6.8 Discussion / action - Setting the dates for the City sponsored events (City-wide Garage Sale / Arbor / Earth Day / Independence Day / National Night Out / Holiday / Picnic in the Park) - City Manager

x

Attachments for Reference: 1) Calendar 2023

BACKGROUND / HISTORY:

Good Friday	April 7th
Easter	April 9 th
Early Voting	April 17 th – 28 th
Battle of Flowers	April 28 th
Election	May 6th

DISCUSSION:

To assist with the upcoming year, 2023, Staff is proposing that Council consider for approval the dates for the upcoming events.

City-wide Garage Sale – March 18th or 22th (Saturday)

Arbor / Earth Day - April 15th or 22nd (Saturday). Note: 22nd will also be early voting

Independence Day/ Picnic in the Park - Saturday, July 1st (Saturday)

National Night Out – October 3rd. Texas celebrates National Night Out (NNO) on the first Tuesday in October (October 3rd). Shavano Park traditionally has hosted NNO on the first Tuesday in October along with the rest of the state.

Trunk or Treat – October 29th (Sunday) or October 31st (Tuesday)

Holiday Event – December 2nd. Traditionally Shavano Park has conducted the Holiday Event on the first weekend (Saturday)

COURSES OF ACTION:

City-wide Garage Sale: March 18th or 22th

Arbor / Earth Day: April 17th or 22nd

Independence Day/ Picnic in the Park: July 1,
NNO: October 3
Trunk or Treat: October 29th (Sunday) or October 31st (Tuesday)
Holiday Event: December 2

FINANCIAL IMPACT: \$6,000.00 is budgeted for NNO; and \$7,000 each for Arbor / Earth Day; Independence Day; and Holiday Event.

MOTION REQUESTED: Approve the proposed date for the City sponsored events (Garage Sale / Picnic in the Park / Arbor / Earth Day / Independence Day / National Night Out / Truck or Treat / Holiday event)

March

2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18 City – Wide Garage Sale
19	20	21	22	23	24	25 City – Wide Garage Sale
26	27	28	29	30	31	

April

2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	Good Friday 7	8
Easter Sunday 9	10	11	12	13	14	Arbor / Earth Day 15
16	Early Voting 17	Early Voting 18	Early Voting 19	Early Voting 20	Early Voting 21	Early Voting 22 Arbor / Earth Day
Early Voting 23	Early Voting 24	Early Voting 25	Early Voting 26	Early Voting 27	Early Voting 28 Battle of Flowers	Early Voting 29
30						

May

2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6 Election Day
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29 Memorial Day	30	31			

July

2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Independence Day Picnic in the Park
2	3	4 Independence Day	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

October

2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 National Night Out	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29 Trunk or Treat	30	31 Trunk or Treat				

December

2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2 Winter Event
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

CITY COUNCIL AGENDA FORM

Meeting Date: 24 October 2022

Agenda item: 6.4

Prepared by: Curtis Leeth / Bill Hill

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Discussion / possible action – Ordinance O-2022-011 establishing the CoSP Municipal Court of Record (first reading) – City Manager



Attachments for Reference: 1) Municipal Court of Record Analysis
2) Draft Ordinance for a Municipal Court of Record
3) Additional Materials concerning a Court of Record
4) Summary of Cases Appealed by City and Court Summary Activity by Cities

BACKGROUND / HISTORY: Approximately, 184 of 915 Texas Municipal Courts are established as Courts of Record. Since 2013, city staff has reviewed facts and considered whether the Municipal Court should be established as a Court of Record. In July 2014, City Council received a recommendation from Judge Takas to establish a Municipal Court of Record for the City of Shavano Park. In November 2014, the City Manager brought forward a recommendation to become a Court of Record; however, City Council did not approve the recommendation. City Staff has continued to research the advantages and disadvantages of establishing a court of record.

DISCUSSION: Recently, staff updated the analysis on becoming a Municipal Court of Record (see attached PowerPoint). Additional materials concerning becoming a Court of Record include a comparison of many of local cities (18 of 26 cities are Courts of Record) and an article written in 2006, which provides a good overview. Included in the packet are summary statistics comparing cases appealed by different cities and court summary activities by Cities.

Research indicates there is no significant additional costs (in dollars or staff time) to establishing a Court of Record, while doing so will likely render provide a more efficient disposition of cases arising in the City. Court proceedings may become more formalized with additional record-keeping requirements, but electronic recording is sufficient and current staff meet legal requirements of a Court of Record. The City would likely see a reduction in appeals.

COURSES OF ACTION: Council approve the ordinance providing for a Municipal Court of Record in Shavano Park; or alternatively take no action.

FINANCIAL IMPACT: Minimal to none; see attached brief for more details.

STAFF RECOMMENDATION: To approve Ordinance O-2022-011 establishing the CoSP
Municipal Court of Record (first reading)



Analysis for Court of Record

October 2022

Bill Hill



Problem

Should the CoSP Municipal Court become
a Court of Record

Purpose

To present analysis for CoSP's Municipal
Court to remain a Court Not of Record or
to become a Court of Record



Court of Record

In common law jurisdictions, a court of record is a trial court in which a court clerk or a court reporter takes down a record of proceedings. That written record (and all other evidence) is preserved at least long enough for all appeals to be exhausted, or for some further period of time provided by law (for example, in some states, death penalty statutes provide that all evidence must be preserved for an extended period of time).

Court Not of Record

Oral proceedings are not recorded, and the judge makes his or her decision based on memory. In most "not of record" proceedings, the parties can and usually do appear personally, without lawyers.

NOTE: CoSP Court is currently a “Court Not of Record”



Sec. 30.00003. CREATION OF MUNICIPAL COURTS OF RECORD.

- (a) The governing body may by ordinance create a municipal court of record if the governing body determines that the creation of the court is necessary to provide a more efficient disposition of the cases arising in the municipality.
- (b) The ordinance may establish as many municipal courts of record as needed as determined by the governing body.
- (c) Except as provided by Subsection (d), the ordinance shall give each court a numerical designation, beginning with "Municipal Court of Record No. 1."
- (d) If a municipality has a unified court of record, that court shall be the "Municipal Court of Record in the City of (name of municipality)" and the municipality may establish by ordinance divisions, beginning with "Division No. 1."
- (e) A municipal court of record may not exist concurrently with a municipal court that is not a municipal court of record in the municipality.
- (f) A municipal court of record has no terms and may sit for any time for the transaction of business of the court.

<http://www.statutes.legis.state.tx.us/SOTWDocs/GV/htm/GV.30.htm>



Sec. 30.00005. JURISDICTION.

(a) A municipal court of record has the jurisdiction provided by general law for municipal courts.

(b) The court has jurisdiction over criminal cases arising under ordinances authorized by Sections

[215.072](#), [217.042](#), [341.903](#), and [551.002](#), Local Government Code. (Home Rule Cities Only)

(c) The governing body may by ordinance provide that the court has concurrent jurisdiction with a justice court in any precinct in which the municipality is located in criminal cases that arise within the territorial limits of the municipality and are punishable only by fine. (N/A – no ETJ)

(d) The governing body of a municipality by ordinance may provide that the court has:

(1) civil jurisdiction for the purpose of enforcing municipal ordinances enacted under Subchapter [A](#), Chapter [214](#), Local Government Code, or Subchapter [E](#), Chapter [683](#), Transportation Code;

(2) concurrent jurisdiction with a district court or a county court at law under Subchapter [B](#), Chapter [54](#), Local Government Code, within the municipality's territorial limits and property owned by the municipality located in the municipality's extraterritorial jurisdiction for the purpose of enforcing health and safety and nuisance abatement ordinances; and

(3) authority to issue:

(A) search warrants for the purpose of investigating a health and safety or nuisance abatement ordinance violation; and

(B) seizure warrants for the purpose of securing, removing, or demolishing the offending property and removing the debris from the premises.

(e) The court has concurrent jurisdiction with a district court and a justice court over expunction proceedings relating to the arrest of a person for an offense punishable by fine only.



- Subchapter A is substandard buildings regulations under Chapter 214 (our building regulations authority referenced frequently):
<https://statutes.capitol.texas.gov/Docs/LG/htm/LG.214.htm#214.001>
- Subchapter E is abatement of junked vehicles under Chapter 683 of Transportation Code (authority for our inoperable vehicles ordinance):
<https://statutes.capitol.texas.gov/Docs/TN/htm/TN.683.htm#683.071>
- Existing Warrant Authority
 - Search
 - Arrest
- Court of Record Warrant Authority
 - Evidentiary

Minimum Requirements



Together We Can!

Minimum Acceptable Requirements:

- ☐ An [City Ordinance](#) for the creation of a Municipal Court of Record and the term of the Judge (Ch. 30, Sec. 03)
- ✓ A judge that is an attorney (Ch. 30, Sec. 06)
 - 2 or more years of experience practice of law in the state of Texas
- ☐ Appointment of clerk of the municipal court of record (Ch. 30, Sec. 09)
- ☐ A good quality electronic recording device (Ch. 30, Sec. 10)
 - [At a minimum, recording must be kept for a 20-day period](#)
- ☐ If a case is appealed, the proceedings shall be transcribed from the recording by an official court reporter (contracted separately paid by appellant).

Reference: Texas Government Code, Chapter 30, Sections: 3,6,9,10



- In a Non-record Municipal Court, a defendant may appeal to the judgment of the municipal court to the appellate court handling municipal court appeals, and have a *trial de novo*, (i.e. a completely new trial on the entire case conducted as if there had been no trial in the first instance)
- A Municipal Court of Record ruling may still be appealed to the next appellate Court (but on the merits of the case / not a trial de novo, (i.e. Not a completely new trial on the entire case conducted as if there had been no trial in the first instance))
- In a Non-record Municipal Court, a defendant may skip a non-record municipal court altogether by entering a plea and appealing the case to the appellate court
- A trial in a Municipal Court of Record must be recorded by a court reporter or by an electronic recording device
 - Hollywood Park, Hill Country Village, Windcrest *use an electronic recording device*
- In a Non-record Municipal Court, cases appealed are retried at County Court and the City will incur additional costs
- **The same technology required to video record council meetings is sufficient to record court proceedings**
- The Court and Security Technology Funds can be used to buy required equipment



- A Municipal Court of Record is required to have either a trained Court Recorder or can appoint a staff member as a Court of Record Clerk and/or also appoint a Deputy Municipal Court of Record Clerk (responsible to record and maintain court proceedings)
- The majority of Municipal Courts are not Courts of Record
- Municipal Court activity can be reviewed from the Texas Office of Court Administration website (Court Activity Reporting and Directory System)
- During the period from September 1, 2011 thru August 31st, 2022
 - CoSP disposed of 24,387 cases
 - Cases appealed before trial – (2x) / after trial – (12x)
 - Windcrest disposed of 64,388 cases
 - Cases appealed before trial – (0x) / after trial – (0x)
 - Kirby disposed of 31,374 cases
 - Cases appealed before trial – (0x) / after trial – (0x)
 - Castle Hills disposed of 66,652 cases
 - Cases appealed before trial – (2x) / after trial – (1x)
 - Hill Country Village disposed of 12,152 cases
 - Cases appealed before trial – (0x) / after trial – (1x)



ALAMO HEIGHTS	NO
BALCONES HEIGHTS	NO
BULVERDE	YES
CASTLE HILLS	YES
CHINA GROVE	YES
CONVERSE	YES
ELMENDORF	YES
FAIR OAKS RANCH	NO
GARDEN RIDGE	YES
GREY FOREST	YES
HELOTES	NO
HILL COUNTRY VILLAGE	YES
HOLLYWOOD PARK	YES
KIRBY	YES

LEON VALLEY	YES
LIVE OAK	YES
OLMOS PARK	NO
SAN ANTONIO	YES
SCHERTZ	YES
SELMA	YES
SHAVANO PARK	NO
SOMERSET	NO
TERRELL HILLS	NO
UNIVERSAL CITY	YES
VON ORMY	YES
WINDCREST	YES



- Should decrease the number of appeals to the county and dismissals at the county
- The enforcement of code violations and city-ordinance violations should improve because defendants cannot avoid a municipal court proceeding
 - The city maintains local control over these violations
- The defendant will not be able appeal the judgment of the municipal court to the appellate court by appealed by a trial *de novo*, (i.e. a completely new trial on the entire case conducted as if there had been no trial in the first instance)... then this will potentially save approximately 6 months or longer in final disposition (Municipal Court cases heard in County court are not likely resolved quickly)
- The defendant may not skip a non-record municipal court by entering a plea and appealing the case to the appellate court
- Section 30.00005 (Ch. 30 Municipal Court of Record) gives the city's governing body the authority to provide additional jurisdictional powers to the court by ordinance
- A judge of a municipal court of record has the greater authority to issue certain type of search warrants



- ~~• The City will incur the cost of purchasing and installing a quality electronic recording device (*one time cost/not significant/uses Court tech/security funds*)~~
- Requires some extra work to record / archive recording (*but not significant*)
- The judge must be an attorney (*limiting; but should not an issue*)
- The Judge will serve two year terms and is not easily replaced except for cases of misconduct
- May place more focus on what is happening in the Courtroom. Since the court proceedings in a court of record are recorded, the conduct of the judge, prosecutor, the defendant, defendant's attorney, and witnesses are recorded and are subject to scrutiny by the public and the appellate court if the case is appealed
- The conduct of the Court may change from an informal setting to a more formal setting (specifically during cases that will be tried). This may require some more detail in terms of identifying witness information and more formal recording/preparation of the exhibits



Sec. 30.00010. COURT REPORTER.

(a) The municipality shall provide a court reporter to preserve a record in cases tried before a municipal court of record. The court reporter must meet the qualifications provided by law for official court reporters. The reporter shall be compensated by the municipality in the manner determined by the governing body.

(b) The court reporter may use written notes, transcribing equipment, video or audio recording equipment, or a combination of those methods to record the proceedings of the court. The reporter shall keep the record for the 20-day period beginning the day after the last day of the proceeding, trial, or denial of motion for new trial, or until any appeal is final, whichever occurs last.

(c) The court reporter is not required to record testimony in a case unless the judge or one of the parties requests a record.

(d) Instead of providing a court reporter, the governing body may provide that the proceedings may be recorded by a good quality electronic recording device. If the governing body authorizes the electronic recording, the court reporter is not required to be present to certify the reporter's record. The recording shall be kept for the 20 day period beginning the day after the last day of the court proceeding, trial, or denial of motion for new trial, whichever occurs last. If a case is appealed, the proceedings shall be transcribed from the recording by an official court reporter.

<http://www.statutes.legis.state.tx.us/SOTWDocs/GV/htm/GV.30.htm>

CoSP Draft Concept



Together We Can!

- City Council approves Municipal Court of a Court of Record by Ordinance designating the Municipal Court of Record and the term of the Judge at two years and authorizes City Manager to appoint Court Clerk
- City Manager appoints current Court Clerk as the Municipal Court of Record Clerk and the Water Utility Office Manager as a Deputy Court Clerk
- Court uses existing video/audio recording capabilities to meet the recording requirements
- Recordings required for next court day
- Retain recording for 30-day period



Recommendation



Together We Can!

City Council approves an ordinance appointing the CoSP Municipal Court as a Court of Record



BACKUP



City of Windcrest (5600)

- Part-time Judge
 - Term of 2 years
- Part-time Prosecutor Attorney
- 3 full-time Clerks
- 1 Assistant Court Administrator (City Secretary)
- They use Granicus as their video recording
 - The recording is kept for a 20-day period

City of Bulverde (4800)

- Part-time Judge
 - Term of 2 years
- Clerk of the Municipal Court of Record
- Deputy Clerk
- Court Reporter *or* Electronic recording at discretion of Council

City of Seguin (26,600)

- Part-time Judge (Up-to 12 hours)
 - Term of 2 years
- Full-time City Attorney
- 5 full-time Clerks
- Electronic Recording System
 - The recording is kept for a 90-day period
- Municipal Court Technology Fund

City of Kirby (8200)

- Part-time Judge,
 - Term of 2 years
- Clerk of the Municipal Court of Record
- Electronic recording
 - The recording is kept for a 20-day period



Sec. 30.00006. JUDGE.

- (a) A municipal court of record is presided over by one or more municipal judges.
- (b) The governing body shall by ordinance appoint its municipal judges.
- (c) A municipal judge must:
 - (1) be a resident of this state;
 - (2) be a citizen of the United States;
 - (3) be a licensed attorney in good standing; and
 - (4) have two or more years of experience in the practice of law in this state.
- (d) The governing body shall provide by ordinance for the term of office of its municipal judges. The term must be for a definite term of two or four years.
- (e) The municipal judge shall take judicial notice of state law and the ordinances and corporate limits of the municipality. The judge may grant writs of mandamus, attachment, and other writs necessary to the enforcement of the jurisdiction of the court and may issue writs of habeas corpus in cases in which the offense charged is within the jurisdiction of the court. A municipal judge is a magistrate and may issue administrative search warrants.
- (f) The municipal judges within a municipality may exchange benches and act for each other in any proceeding pending in the courts. An act performed by any of the judges is binding on all parties to the proceeding.
- (g) A person may not serve as a municipal judge if the person is employed by the same municipality. A municipal judge who accepts employment with the municipality vacates the judicial office.
- (h) The governing body shall determine the salary of a municipal judge. The amount of a judge's salary may not be diminished during the judge's term of office. The salary may not be based directly or indirectly on fines, fees, or costs collected by the court.

<http://www.statutes.legis.state.tx.us/SOTWDocs/GV/htm/GV.30.htm>



Sec. 30.00009. CLERK; OTHER PERSONNEL.

- (a) The governing body shall by ordinance provide for the appointment of a clerk of the municipal courts of record. The municipal clerk shall keep the records of the municipal courts of record, issue process, and generally perform the duties that a clerk of a county court at law exercising criminal jurisdiction performs for that court. In addition, the clerk shall maintain an index of all court judgments in the same manner as county clerks are required by law to prepare for criminal cases arising in county courts.*
- (b) The governing body may provide deputy clerks, warrant officers, and other personnel as needed for the proper operation of the courts.
- (c) The clerk and other court personnel perform their duties under the direction and control of the presiding judge.
- (d) The governing body shall by ordinance provide for the hiring, direction, supervision, and removal of the personnel authorized in the annual budget for the clerk's office.

<http://www.statutes.legis.state.tx.us/SOTWDocs/GV/htm/GV.30.htm>

*Note: These tasks are currently performed by our court clerk



Constraints:

- The judge must be an attorney with at least two years of experience practicing law in Texas

Assumptions:

- A case is less likely be appealed if the Municipal Court was a Court of Record
- If a Court of Record, some cases that have gone to trial may not have (since means to appeal are reduced)
- If a Court of Record, the City will have more power to enforce city ordinances
- Appealed cases at County Court will likely take months and in some cases longer.

Court of Record Common Methods

- **Electronic reporting:** This reporting method uses specialized audio equipment in order to record court proceedings
- **Stenographic:** Stenotypists record all statements made in official proceedings
- **Voice writing:** a court reporter repeats proceedings directly into a stenomask or voice silencer—a hand-held mask containing one or two microphones and voice-dampening materials.

ORDINANCE NO. O-2022-011

AN ORDINANCE AMENDING CHAPTER 10 – COURT, OF THE CITY OF SHAVANO PARK, TEXAS CODE OF ORDINANCES TO ESTABLISH MUNICIPAL COURT OF RECORD NO. 1; ABOLISHING THE MUNICIPAL COURT NOT OF RECORD; CONFERRING SPECIFIC JURISDICTION ON THE COURT; PROVIDING FOR PROCEDURES FOR APPOINTMENT OF JUDGES AND CLERKS; PROVIDING FOR COURT REPORTING; PROVIDING A CUMULATIVE & CONFLICTS CLAUSE, PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Texas Government Code Sec. 30.00003 authorizes the governing body of a municipality to create a municipal court of record to provide a more efficient disposition of cases arising in the municipality; and

WHEREAS, City Council of the City of Shavano Park determines that the creation of a municipal court of record is necessary to provide a more efficient disposition of cases arising in the City of Shavano Park; and

WHEREAS, the City Council of the City of Shavano Park has determined that this ordinance is in the best interest of the general welfare and public safety of the City of Shavano Park.

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

I ESTABLISHMENT

The City of Shavano Park, Texas, Municipal Court of Record, is hereby established. The Municipal Court of Record shall be a unified court of record and shall be called the "Municipal Court of Record No. 1 in the City of Shavano Park."

II ABOLISHMENT

The Municipal Court Not of Record in the City of Shavano Park is hereby abolished and its jurisdiction is hereby assumed by Municipal Court of Record No. 1 in the City of Shavano Park.

III

CODE AMENDMENT

Chapter 10, Article I. – IN GENERAL of the City of Shavano Park Code of Ordinances hereby amended to read as follows:

Sec. 10-1. Municipal Court of Record Established

The City of Shavano Park, Texas, Municipal Court of Record, is hereby established. The Municipal Court of Record shall be a unified court of record and shall be called the "Municipal Court of Record No. 1 in the City of Shavano Park."

Sec. 10-2. Jurisdiction

- (a) In accordance with Texas Government Code Sec. 30.00005(a), the court shall have jurisdiction as provided by general law for municipal courts;
- (b) In accordance with Texas Government Code Sec. 30.00005(b), the court shall have jurisdiction over criminal cases arising under ordinances authorized by Sections 215.072, 217.042, 341.903, and 551.002 of the Texas Local Government Code;
- (c) In accordance with Texas Government Code Sec. 30.00005(d), City Council of the City of Shavano Park hereby provides the court jurisdiction as following:
 - (1) civil jurisdiction for the purpose of enforcing municipal ordinances enacted under Subchapter A, Chapter 214, Local Government Code 1 or Subchapter E, Chapter 683, Transportation Code;
 - (2) concurrent jurisdiction with a district court or a county court at law under Subchapter B, Chapter 54, Local Government Code, within the municipality's territorial limits and property owned by the municipality located in the municipality's extraterritorial jurisdiction for the purpose of enforcing health and safety and nuisance abatement ordinances; and
 - (3) authority to issue:
 - i. search warrants for the purpose of investigating a health and safety or nuisance abatement ordinance violation; and
 - ii. seizure warrants for the purpose of securing, removing, or demolishing the offending property and removing the debris from the premises.
- (d) In accordance with Texas Government Code Sec. 30.00005(e), The court has concurrent jurisdiction with a district court and a justice court over expunction proceedings relating to the arrest of a person for an offense punishable by fine only.

Sec. 10-3. Municipal Court Judges

- (a) In accordance with Texas Government Code Sec. 30.00006, City Council shall appoint by ordinance a Municipal Judge who shall be the presiding judge of the Municipal Court of Record No. 1, provided such appointee must:
 - (1) be a resident of Texas;
 - (2) be a citizen of the United States;
 - (3) be a licensed attorney in good standing;
 - (4) have two or more years of experience in the practice of law in Texas; and
 - (5) not otherwise be employed by the City of Shavano Park.
- (b) The presiding Municipal Judge shall have all the powers and duties of the office as prescribed by Texas Government Code Sec. 30.00006 and Sec. 30.00007.
- (c) The term of office for municipal court judges is hereby established as two years.
- (d) The compensation of municipal court judges shall be set by City Council. In accordance with Texas Government Code Sec. 30.00006(h), the amount of a judge's salary shall not be diminished during the judge's term of office. The salary shall not be based directly or indirectly on fines, fees, or costs collected by the court.
- (e) The City Council shall appoint by ordinance one person as Alternate Municipal Judge who shall meet the qualifications of the Municipal Judge and be empowered to sit for the presiding Municipal Judge when said Judge is temporarily unable to act. While sitting for the presiding Judge, the appointee shall have all powers and duties of the office. The Alternate Municipal Judge appointment shall be effective for a term of two years. Compensation for the Alternate Municipal Judge shall follow Sec. 10-3(d) of this Code.
- (f) It shall be the responsibility of the presiding Municipal Judge and the appointed alternate to successfully complete all continuing judicial education required by Tex. Government Code Ch. 30 or other applicable State law. The costs of such education, including tuition and reasonable travel expenses, shall be borne by the City.
- (g) A Municipal Judge may be removed from office at any time for the reasons stated and by the procedure provided for the removal of members of a municipal governing body in Subchapter B, Chapter 21, Local Government Code.

Sec. 10-4. Municipal Court Prosecutors

The City Council shall appoint a Municipal Court Prosecutor and alternate Municipal Court Prosecutor. The Municipal Court Prosecutor or his alternate shall conduct all prosecution in the Municipal Court of Record No. 1 in the City of Shavano Park on behalf of the City. Each shall be licensed to practice law in the State and a

member in good standing of the State Bar. The Prosecutor and alternate Prosecutor shall be appointed for an indefinite term to serve at the pleasure of the City Council and shall receive compensation as the City Council may determine.

Sec. 10-5. Municipal Court Clerk

The City Manager shall appoint a clerk of the municipal court of record, and may provide other personnel as needed for the proper operation of the courts. All such personnel shall be subject to budgetary allocations of the City Council of the City of Shavano Park. The municipal clerk shall:

- (a) keep the records of the municipal courts of record, issue process, and generally perform the duties that a clerk of a county court at law exercising criminal jurisdiction performs for that court. In addition, the clerk shall maintain an index of all court judgments in the same manner as county clerks are required by law to prepare for criminal cases arising in county courts.
- (b) The clerk and other court personnel perform their duties under the direction and control of the presiding judge.

Sec. 10-6. Municipal Court Reporter

In accordance with Texas Government Code Section 30.00010(d), instead of providing a court reporter, City Council hereby provides that court proceedings shall be recorded by a good quality electronic recording device.

- (a) Such recording shall be kept for the 20-day period beginning the day after the last day of the court proceeding, trial, or denial of motion for new trial, whichever occurs last.
- (b) If a case is appealed, the proceedings shall be transcribed from the recording by an official court reporter.

Sec. 10-7 – 10-20. Reserved.

IV CUMULATIVE CLAUSE

That this ordinance shall be cumulative of all provisions of the City of Shavano Park, Texas, except where the provisions of this Ordinance are in direct conflict with the provisions of such Ordinance, in which event the conflicting provisions of such Ordinance are hereby repealed.

V SEVERABILITY

That it is hereby declared to be the intention of the City Council of the City of Shavano Park that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance

should be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of the Ordinances, since the same would have been enacted by the City Council without incorporation in this ordinance of any such unconstitutional phrases, clause, sentence, paragraph or section.

VI PROPER NOTICE AND MEETING

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

VII EFFECTIVE DATE

This ordinance shall be effective upon passage and publication as required by State and Local law.

PASSED AND APPROVED on the first reading by the City Council of the City of Shavano Park this the 24th day of October, 2022.

PASSED AND APPROVED on the second reading by the City Council of the City of Shavano Park this the _____ day of November, 2022.

ROBERT WERNER, MAYOR

Attest:

TRISH NICHOLS, CITY SECRETARY

COURT OF RECORD FOR BEXAR COUNTY

ALAMO HEIGHTS	NO
BALCONES HEIGHTS	NO
CASTLE HILLS	YES
CHINA GROVE	YES
CONVERSE	YES
ELMENDORF	YES
FAIR OAKS RANCH	NO
HELOTES	NO
HILL COUNTRY VILLAGE	YES
HOLLYWOOD PARK	YES
KIRBY	YES
LEON VALLEY	YES
LIVE OAK	YES
OLMOS PARK	NO
SAN ANTONIO	YES
SCHERTZ	YES
SELMA	YES
SHAVANO PARK	NO
SOMERSET	NO
TERRELL HILLS	NO
UNIVERSAL CITY	YES
VON ORMY	YES
WINDCREST	YES

Should Your Municipal Court Become a Court of Record?

By Paul Isham, Attorney-at-Law

This article addresses why your city might want to create a court of record, the requirements of a court of record, and the change in the court operation when becoming a court of record.

There are some 870 plus municipal courts in Texas and approximately 75 of them are municipal courts of record. Of the 100 Texas cities that had a 2004 estimated population of 25,000 or more, 36 of them have courts of record and 32 of those courts were created by special legislation. Prior to the passage of H.B. 731 during the 76th Legislature, effective September 1, 1999, creating Chap. 30, Subchapter A, Texas Government Code, cities had to create municipal courts of record by specific legislation. Thirty-eight cities had obtained special legislation to create a municipal court of record prior to 1999. Special legislation for an additional six cities was passed during the 1999 Legislative Session, and four more special acts have been passed since 1999. The 1999 Act, referred to as the Uniform Municipal Courts of Record Act, allows any municipality to create a municipal court of record by the adoption of an ordinance pursuant to the provisions of Subchapter A.

Originally, the provisions of Subchapter A did not apply to cities that obtained specific legislation. In 2003, the 78th Legislature passed H.B. 2799 which applied the provisions of Subchapter A to each municipality listed in Chapter 30, but provided that if the provisions of Subchapter A conflict with a specific provision for a particular municipality, the specific provision controls. Cities may still seek specific legislation to create a

municipal court of record if they desire some specific provision that is not enumerated in the Uniform Act. Since the passage of the Uniform Act in 1999, only about 27 Texas cities have converted to municipal courts of record pursuant to the provisions of the act.

Advantages and Disadvantages of Being a Court of Record

Advantages:

In a non-record municipal court, a defendant may appeal the judgment of the municipal court to the appellate court handling municipal court appeals, usually a county court at law or county court, and have a trial *de novo*, (*i.e.*, a completely new trial on the entire case conducted as if there had been no trial in the first instance). A defendant may even skip a non-record municipal court altogether by entering a plea and appealing the case to the appellate court. This is informally referred to as a “leapfrog appeal.” The subsequent trial in the county court controls the outcome of the case. The trial *de novo* at the county level is eliminated by having a municipal court of record.

A municipal court of record should decrease the number of appeals to the county and the dismissals at the county level. For the 2005 calendar year, 3,246 cases were appealed from non-record municipal courts in cities with a population of 50,000¹ or more while 1,258 cases were appealed from the municipal courts of record in cities within the same population bracket. If the 1,127 cases that were appealed in the City of Houston are removed from the statistics, only 131 cases were appealed in the remaining cities with

courts of record with populations greater than 50,000. For cities with populations between 25,000 and 50,000, 2,690 cases were appealed from non-record municipal courts, while only seven were appealed from municipal courts of record.² A reduction in the number of appeals results in a reduction in the municipal court’s workload with regard to processing appeals.

A municipal court of record will reduce the burden on the county court system since the number of appeals will decrease. The integrity of the municipal court improves since the Code of Criminal Procedure and the Rules of Appellate Procedure govern the trial of cases before municipal courts of record³ and the proceedings are recorded. A municipal court of record should also reduce police officers’ overtime and reduce the time spent in court by city inspectors and other witnesses since they will only have to appear for the trial at the municipal level. The need to have witnesses available for a *de novo* trial at the county level is eliminated. Some cities report that police officer morale improves, and more citations are issued by officers in cities that have a court of record.

A trial in a municipal court of record is recorded by a court reporter or by an electronic recording device. Appeals of the judgment in the municipal court of record are based on alleged errors made during the municipal court trial. A trial *de novo* is not permitted and the appellate court renders a disposition of the appeal based on the transcript from the municipal court, the briefs submitted by the parties, and oral arguments, unless the case is submitted

to the appellate court without oral argument.

The enforcement of code violations and city-ordinance violations improves because defendants cannot avoid a municipal court proceeding (*i.e.*, no “leapfrog appeals”).⁴ The city maintains local control over these violations, appeals are decreased because the violators cannot simply enter a plea and then appeal the case to the county, and if a case is appealed and the judgment affirmed, the fine assessed at the municipal court level is imposed and collected by the municipal court. Thus, defendants cannot negotiate a lower fine amount at the county level which is kept by the county.

In addition to the jurisdiction granted by general law for a municipal court, a municipal court of record has additional authority specifically granted to it by Section 30.00005, and that section also gives the city’s governing body the authority to provide additional jurisdictional powers to the court by ordinance. The jurisdiction of a municipal court of record is more thoroughly discussed later in this article.

Disadvantages:

The disadvantages of creating a municipal court of record include the requirement that the judge be an attorney⁵; the procedure for removing an unsatisfactory judge; the cost of additional court personnel to assist with recording devices, record keeping, trial dockets, paperwork, *etc.*; the cost, if any, to the city of having an appointed court reporter, although the cost of preparing the reporter’s record is paid by the appellant; the possible need for additional office space; possible change in the organizational relationship between the judge(s) and court personnel; and courtroom space. The city will also incur the cost of purchasing and

installing a good quality electronic recording device⁶ although some cities that use the council chambers as a courtroom already have the necessary recording equipment in place. A city with a court of record may also experience additional trial dockets, trials and time spent by court personnel, including the judge and prosecutor, in conducting trials. The court’s increased trial activity may require additional staff. Also, if the city’s judge and prosecutor are not full-time, the city may experience an increase in costs for the additional time spent by the judge and prosecutor in handling the trial docket.

As indicated below, the appellant must pay the costs for the court reporter to prepare the reporter’s record unless he/she is indigent. In the case of an appeal by an indigent person, the city would absorb the costs of the reporter’s record. The cost of a reporter will vary depending on locale, but Haltom City pays a court reporter \$150 for four hours of work.

Since the court proceedings in a court of record are recorded, the conduct of the judge, prosecutor, the defendant, defendant’s attorney, and witnesses are recorded and are subject to scrutiny by the public and the appellate court if the case is appealed. This factor can be positive or negative, depending on the conduct of the participants in the trial. Finally, a more formalized municipal court proceeding may be threatening to *pro se* defendants that appear before the municipal court.

Jurisdiction of the Court

In addition to the jurisdiction granted any municipal court, a municipal court of record acquires additional jurisdiction pursuant to the Uniform Act and may be granted further jurisdiction by action of the governing

body in creating the court of record. A judge of a municipal court of record has the authority to issue a search warrant to search for and seize contraband subject to forfeiture while a municipal judge of a non-record municipal court does not have this authority.⁷ The judge also has the authority to grant writs of *mandamus*, attachments and other writs necessary to the enforcement of the jurisdiction of the court and may issue writs of *habeas corpus* in cases in which the offense charged is within the jurisdiction of the municipal court.⁸

A municipal court of record has additional jurisdiction over criminal cases arising under ordinances authorized by Section 215.072 (inspection of dairies, slaughterhouses or slaughter pens, in or outside the municipal limits, from which milk or meat is furnished to the residents of the city), Section 217.042 (defining and prohibiting any nuisance within the limits of the municipality and within 5,000 feet outside the city limits), Section 341.903 (home-rule municipality policing the following areas owned and located outside the city (1) parks and grounds, (2) lakes and land contiguous to and used in connection with a lake, and (3) speedways and boulevards), and Section 401.002 (home-rule city prohibiting the pollution or degradation of a stream, drain, recharge feature, recharge area, or tributary that may constitute or recharge the source of water supply of the city, and may provide for the protection of and may police any watersheds. The authority granted by this provision for the protection of recharge area or recharge features of groundwater aquifers is limited to cities with a population greater than 750,000 and the groundwater constitutes more than 75% of the city’s source of water supply) of the Local Government Code (L.G.C.). In addition, the governing body of a city

by ordinance may provide that:

- (1) the court has civil jurisdiction for the purpose of enforcing municipal ordinances enacted under Subchapter A, Chapter 214, L.G.C.,⁹ Subchapter E, Chapter 683, Transportation Code;¹⁰
- (2) concurrent jurisdiction with a district court or a county court at law under Subchapter B, Chapter 54, L.G.C.,¹¹ within the municipality's territorial limits and property owned by the municipality located in the city's extraterritorial jurisdiction for the purpose of enforcing health and safety and nuisance abatement ordinances; and
- (3) authority to issue:
 - (a) search warrants for the purpose of investigating health and safety or nuisance abatement ordinance violations; and
 - (b) seizure warrants for the purpose of securing, removing or demolishing the offending property and removing debris from the premises.¹²

Section 30.00006, L.G.C., provides that a municipal judge of a court of record, acting as a magistrate, can issue administrative search warrants. Article 18.05, Code of Criminal Procedure, authorizes any magistrate, including a municipal judge of a non-record municipal court, the authority to issue warrants for fire, health and code inspections. However, Subsection (e) of Art. 18.05 provides that a search warrant may not be issued to a code enforcement official of a county with a population of 2.4 million or more for the purpose of allowing the inspection of specified premises to determine the presence of an unsafe building condition or a violation of a building regulation, statute or ordinance. It can be argued

that the authority set-out in Sec. 30.00006 with regard to the issuance of administrative search warrants would take precedence over the exclusion of Art. 18.05(e) so that a judge of a municipal court of record in a county with a population of 2.4 million or more has the authority to issue a search warrant for inspection of an unsafe building or violation of a building regulation, statute or ordinance.

Requirements

In addition to the requirement for an attorney-judge,¹³ the conversion to a municipal court of record requires that the governing body appoint the clerk and a court reporter. The presiding judge shall supervise and control the operation and clerical functions of the administrative department of the court, including the clerk and other personnel necessary for the proper operation of the court, during the proceedings of the court.¹⁴ However, the governing body shall by ordinance provide for the appointment of the clerk of the municipal court and may provide for the hiring, direction, supervision, and removal of deputy clerks, warrant officers and other personnel necessary for the proper operation of the courts and as authorized in the annual budget for the clerk's office.¹⁵ Normally, home-rule cities provide that the city manager/administrator shall appoint the clerk and other court personnel. In general law cities, the governing body appoints any officer, including the clerk, which it considers necessary for the operation of the city¹⁶ unless the city has adopted the city manager form of government.

City governing bodies may provide that the city manager/administrator, the presiding judge or the governing body be responsible for the administration of the clerk's office. There is a potential for conflict if the city manager/administrator is given

the responsibility to hire, direct, supervise, and remove the clerk and other court personnel, but the court clerk and other court personnel perform their duties under the direction and control of the presiding judge.¹⁷ Cities should be cognizant of this potential conflict when contemplating creating a municipal court of record.

The clerk is charged with the responsibility of preparing the clerk's record if a case is appealed from the municipal court of record.¹⁸ The council shall by ordinance designate the presiding judge, municipal court clerk or the court administrator with the responsibility of supervising the selection of persons for jury service.¹⁹

Chapter 30 also requires that the municipal court of record have a court reporter who meets the qualifications provided by law for official court reporters. The reporter shall be compensated by the city in the manner determined by the governing body. The court reporter is charged with the responsibility of preserving the record of cases tried before a municipal court of record. The court reporter may use written notes, transcribing equipment, video or audio recording equipment, or a combination of these methods to record the proceedings. Instead of providing a court reporter, the governing body of the city may provide that the proceedings be recorded by a good quality electronic recording device.²⁰ In considering converting your court to a municipal court of record, you should factor in the cost of acquiring a proper recording device. The court reporter is not required to be present during the proceedings in order to certify the reporter's record. If there is an appeal of the case, a court reporter must prepare a reporter's record from the recording.²¹

The city can charge an appellant a \$25

fee for the preparation of the clerk's record and also charge for the actual cost of the reporter for preparing the reporter's record including transcription of the proceedings. Thus, these costs are absorbed by the appellant unless the court determines that the appellant is indigent. If the appellant prevails on appeal, the \$25 fee is refunded, but not the cost of preparing the reporter's record.²²

Conclusion

If your municipal court is experiencing a large number of appeals, you may wish to consider creating a municipal court of record. If not, the additional costs incurred by creating a municipal court of record may not justify establishing such a court. Cities that have created municipal courts of record have experienced a drastic reduction in the number of appeals filed in their courts. For FY05, 5,937 cases were appealed from non-record municipal courts in cities with a population of 25,000 or more, while only 137 cases were appealed in the cities (excluding appeals in the City of Houston) with courts of record.²³ Furthermore, a court will likely see an increase in annual revenues as a result of the reduction in the number of appeals. In addition, the enforcement of code violations and city ordinance violations improves because defendants cannot avoid a municipal court proceeding. Cities also may want to create a court of record in order to give its municipal judge additional jurisdictional powers, particularly in the area of issuing search warrants.

TMCEC has compiled a packet of information, including a sample ordinance, with regard to creating a municipal court of record. Please contact the TMCEC office at 512/320-8274, 800/252-3718, or by email at tmcec@tmcec.com if you would like a copy of this information. 📎

¹ 2005 estimated population from Office of Court Administration's (OCA) statistics.

² Data taken from OCA's Municipal Courts Summary of Reported Activity.

³ Sec. 30.00023, Gov't Code.

⁴ According to OCA's statistics for 2005, 1,809 city-ordinance violations were appealed from non-record municipal courts while only eight were appealed from municipal courts of record in cities with a population greater than 25,000.

⁵ The City of Bullard was successful in obtaining special legislation that does not require its municipal judge to be an attorney. Sec. 30.01482, Gov't Code.

⁶ Such a device could cost upwards of \$3,000 or more.

⁷ Art. 18.01(h) and Art. 18.02(12), Code of Crim. Proc.

⁸ Sec. 30.0006(e), Gov't Code.

⁹ Dangerous structures.

¹⁰ Junked vehicles – public nuisance and abatement.

¹¹ Municipal health and safety ordinances – civil actions and civil penalties.

¹² Sec. 30.00005, Gov't Code.

¹³ The city council also must establish a term of two or four years for the municipal judge(s). Sec. 30.00006, Gov't Code. The judge must be a licensed attorney in good standing with two or more years of experience in the practice of law in Texas. Also see Sec. 30.01482 allowing the City of Bullard to have a non-attorney judge.

¹⁴ Secs. 30.00007 & 30.00009, Gov't Code.

¹⁵ Sec. 30.0009, Gov't Code.

¹⁶ Secs. 22.071, 23.051 & 24.051, L.G.C.

¹⁷ See Texas Code of Judicial Conduct, Canon 3 C.(2) that provides that "a judge should require staff, court officials and others subject to the judge's direction and control to observe the standards of fidelity and diligence that apply to the judge and to refrain from manifesting bias or prejudice in the performance of their official duties."

¹⁸ Sec. 30.00017, Gov't Code.

¹⁹ Sec. 30.00013(b), Gov't Code.

²⁰ Sec. 30.00010, Gov't Code.

²¹ Sec. 30.00010, Gov't Code.

²² Secs. 30.00014 & 30.00019, Gov't Code.

²³ Data taken from OCA's Municipal Courts Summary of Reported Activity.

Paul Isham is an attorney in Lago Vista. He works with TMCEC on special projects.

Court of Record?

Please email tmcec@tmcec.com if your court has become a court of record (or is in the process) by ordinance pursuant to the provisions of Subchapter A in Chapter 30 of the Texas Government Code.

GOVERNMENT CODE

TITLE 2. JUDICIAL BRANCH

SUBTITLE A. COURTS

CHAPTER 30. MUNICIPAL COURTS OF RECORD

SUBCHAPTER A. GENERAL LAW FOR MUNICIPAL COURTS OF RECORD

Sec. 30.00001. SHORT TITLE; APPLICATION. (a) This chapter may be cited as the Uniform Municipal Courts of Record Act.

(b) This subchapter applies to:

- (1) each municipality listed in this chapter; and
- (2) each other municipality in which the governing body of the municipality has created a municipal court of record as authorized by Section 30.00003.

(c) If a provision of this subchapter conflicts with a specific provision for a particular municipality, the specific provision controls.

Added by Acts 1987, 70th Leg., ch. 811, Sec. 1, eff. Aug. 31, 1987.

Renumbered from Government Code Sec. 30.481 by Acts 1997, 75th Leg., ch. 165, Sec. 8.02, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999; Acts 2003, 78th Leg., ch. 1127, Sec. 1, eff. Sept. 1, 2003.

Sec. 30.00002. DEFINITIONS. In this subchapter:

(1) "Appellate court" means:

(A) the county criminal court, the county criminal court of appeals, or the municipal court of appeals; or

(B) the county court at law if there is no county criminal court, county criminal court of appeals, or municipal court of appeals.

(2) "Governing body" means the legislative body of a municipality, without regard to the name or title given to any particular body.

(3) "Municipality" means an incorporated city, town, or village.

(4) "Presiding judge" means the presiding municipal judge, chief judge, or administrative judge.

Added by Acts 1987, 70th Leg., ch. 811, Sec. 1, eff. Aug. 31, 1987.

Renumbered from Government Code Sec. 30.482 by Acts 1997, 75th Leg., ch.

165, Sec. 8.02, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.

Sec. 30.00003. CREATION OF MUNICIPAL COURTS OF RECORD. (a) The governing body may by ordinance create a municipal court of record if the governing body determines that the creation of the court is necessary to provide a more efficient disposition of the cases arising in the municipality.

(b) The ordinance may establish as many municipal courts of record as needed as determined by the governing body.

(c) Except as provided by Subsection (d), the ordinance shall give each court a numerical designation, beginning with "Municipal Court of Record No. 1."

(d) If a municipality has a unified court of record, that court shall be the "Municipal Court of Record in the City of (name of municipality)" and the municipality may establish by ordinance divisions, beginning with "Division No. 1."

(e) A municipal court of record may not exist concurrently with a municipal court that is not a municipal court of record in the municipality.

(f) A municipal court of record has no terms and may sit for any time for the transaction of business of the court.

Added by Acts 1987, 70th Leg., ch. 811, Sec. 1, eff. Aug. 31, 1987.

Renumbered from Government Code Sec. 30.483 by Acts 1997, 75th Leg., ch. 165, Sec. 8.02, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.

Sec. 30.00004. ABOLITION OF COURT. If the governing body of the city finds that a municipal court of record is unnecessary, the governing body shall by ordinance declare the office of the municipal judge vacant at the end of the term for which the judge was last selected. Any cases then pending shall be transferred to a court with proper jurisdiction of the offense.

Added by Acts 1987, 70th Leg., ch. 811, Sec. 1, eff. Aug. 31, 1987.

Renumbered from Government Code Sec. 30.484 by Acts 1997, 75th Leg., ch. 165, Sec. 8.02, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.

Sec. 30.00005. JURISDICTION. (a) A municipal court of record has the jurisdiction provided by general law for municipal courts.

(b) The court has jurisdiction over criminal cases arising under ordinances authorized by Sections 215.072, 217.042, 341.903, and 551.002, Local Government Code.

(c) The governing body may by ordinance provide that the court has concurrent jurisdiction with a justice court in any precinct in which the municipality is located in criminal cases that arise within the territorial limits of the municipality and are punishable only by fine.

(d) The governing body of a municipality by ordinance may provide that the court has:

(1) civil jurisdiction for the purpose of enforcing municipal ordinances enacted under Subchapter A, Chapter 214, Local Government Code, or Subchapter E, Chapter 683, Transportation Code;

(2) concurrent jurisdiction with a district court or a county court at law under Subchapter B, Chapter 54, Local Government Code, within the municipality's territorial limits and property owned by the municipality located in the municipality's extraterritorial jurisdiction for the purpose of enforcing health and safety and nuisance abatement ordinances; and

(3) authority to issue:

(A) search warrants for the purpose of investigating a health and safety or nuisance abatement ordinance violation; and

(B) seizure warrants for the purpose of securing, removing, or demolishing the offending property and removing the debris from the premises.

(e) The court has concurrent jurisdiction with a district court and a justice court over expunction proceedings relating to the arrest of a person for an offense punishable by fine only.

Added by Acts 1987, 70th Leg., ch. 811, Sec. 1, eff. Aug. 31, 1987.

Renumbered from Government Code Sec. 30.485 by Acts 1997, 75th Leg., ch. 165, Sec. 8.02, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999; Acts 2001, 77th Leg., ch. 1093, Sec. 1, eff. Sept. 1, 2001.

Amended by:

Acts 2007, 80th Leg., R.S., Ch. 885 (H.B. 2278), Sec. 3.77(1), eff. April 1, 2009.

Acts 2017, 85th Leg., R.S., Ch. 1149 (H.B. 557), Sec. 7, eff. September 1, 2017.

Sec. 30.00006. JUDGE. (a) A municipal court of record is presided over by one or more municipal judges.

(b) The governing body shall by ordinance appoint its municipal judges.

(c) A municipal judge must:

- (1) be a resident of this state;
- (2) be a citizen of the United States;
- (3) be a licensed attorney in good standing; and
- (4) have two or more years of experience in the practice of law in this state.

(d) The governing body shall provide by ordinance for the term of office of its municipal judges. The term must be for a definite term of two or four years.

(e) The municipal judge shall take judicial notice of state law and the ordinances and corporate limits of the municipality. The judge may grant writs of mandamus, attachment, and other writs necessary to the enforcement of the jurisdiction of the court and may issue writs of habeas corpus in cases in which the offense charged is within the jurisdiction of the court. A municipal judge is a magistrate and may issue administrative search warrants.

(f) The municipal judges within a municipality may exchange benches and act for each other in any proceeding pending in the courts. An act performed by any of the judges is binding on all parties to the proceeding.

(g) A person may not serve as a municipal judge if the person is employed by the same municipality. A municipal judge who accepts employment with the municipality vacates the judicial office.

(h) The governing body shall determine the salary of a municipal judge. The amount of a judge's salary may not be diminished during the judge's term of office. The salary may not be based directly or indirectly on fines, fees, or costs collected by the court.

Added by Acts 1987, 70th Leg., ch. 811, Sec. 1, eff. Aug. 31, 1987.

Renumbered from Government Code Sec. 30.486 by Acts 1997, 75th Leg., ch. 165, Sec. 8.02, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.

Sec. 30.00007. PRESIDING JUDGE. (a) If there is more than one municipal judge in the municipality, the governing body of the municipality shall appoint one of the judges as the presiding judge.

(b) The presiding judge shall:

(1) maintain a central docket for cases filed within the territorial limits of the municipality over which the municipal courts of record have jurisdiction;

(2) provide for the distribution of cases from the central docket to the individual municipal judges to equalize the distribution of business in the courts;

(3) request the jurors needed for cases that are set for trial by jury;

(4) temporarily assign judges or substitute judges to exchange benches and to act for each other in a proceeding pending in a court if necessary for the expeditious disposition of business in the courts;

(5) supervise and control the operation and clerical functions of the administrative department of each court, including the court's personnel, during the proceedings of the court; and

(6) establish a court security committee to adopt security policies and procedures for the courts served by the presiding judge that is composed of:

(A) the presiding judge, or the presiding judge's designee, who serves as presiding officer of the committee;

(B) a representative of the law enforcement agency or other entity that provides the primary security for the court;

(C) a representative of the municipality; and

(D) any other person the committee determines necessary to assist the committee.

(c) A court security committee may recommend to the governing body the uses of resources and expenditures of money for courthouse security, but may not direct the assignment of those resources or the expenditure of those funds.

Added by Acts 1987, 70th Leg., ch. 811, Sec. 1, eff. Aug. 31, 1987.

Renumbered from Government Code Sec. 30.486 by Acts 1997, 75th Leg., ch. 165, Sec. 8.02, eff. Sept. 1, 1997. Redesignated from Sec. 30.00006(d), (e) by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.

Amended by:

Acts 2017, 85th Leg., R.S., Ch. 190 (S.B. 42), Sec. 4, eff. September 1, 2017.

Sec. 30.00008. VACANCIES: TEMPORARY REPLACEMENT. (a) If a vacancy occurs in the office of municipal judge of a court of record, the governing

body shall by ordinance or charter provide for the appointment of a qualified person to fill the office for the remainder of the unexpired term.

(b) The governing body may appoint one or more qualified persons to be available to serve for a municipal judge who is temporarily absent due to illness, family death, continuing legal or judicial education programs, or any other reason. The presiding judge, or the municipal judge if there is no presiding judge, shall select one of the qualified persons appointed by the governing body to serve during the absence of a municipal judge. The substitute judge, while serving as a municipal judge, has all the powers and shall discharge all the duties of a municipal judge. A substitute judge must meet the qualifications prescribed for the municipal judge.

Added by Acts 1987, 70th Leg., ch. 811, Sec. 1, eff. Aug. 31, 1987.

Amended by Acts 1989, 71st Leg., ch. 1248, Sec. 34, eff. Sept. 1, 1989.

Renumbered from Government Code Sec. 30.487 by Acts 1997, 75th Leg., ch. 165, Sec. 8.02, eff. Sept. 1, 1997. Renumbered from Sec. 30.00007 and amended by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.

Sec. 30.000085. REMOVAL OF JUDGE. A municipal judge of a general law municipality may be removed from office at any time for the reasons stated and by the procedure provided for the removal of members of a municipal governing body in Subchapter B, Chapter 21, Local Government Code. A municipal judge of a home-rule municipality may be removed from office by the governing body for the reasons stated and by the procedures provided for the removal of judges in the charter of the municipality or, if the charter does not provide for the removal of judges, as provided by Section 1-a, Article V, Texas Constitution, or by the procedure provided for the removal of members of a municipal governing body in Subchapter B, Chapter 21, Local Government Code.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.

Amended by Acts 2001, 77th Leg., ch. 402, Sec. 19, eff. Sept. 1, 2001.

Sec. 30.00009. CLERK; OTHER PERSONNEL. (a) The governing body shall by ordinance provide for the appointment of a clerk of the municipal courts of record. The municipal clerk shall keep the records of the municipal courts of record, issue process, and generally perform the duties that a clerk of a county court at law exercising criminal jurisdiction performs for that court. In addition, the clerk shall maintain an index of

all court judgments in the same manner as county clerks are required by law to prepare for criminal cases arising in county courts.

(b) The governing body may provide deputy clerks, warrant officers, and other personnel as needed for the proper operation of the courts.

(c) The clerk and other court personnel perform their duties under the direction and control of the presiding judge.

(d) The governing body shall by ordinance provide for the hiring, direction, supervision, and removal of the personnel authorized in the annual budget for the clerk's office.

Added by Acts 1987, 70th Leg., ch. 811, Sec. 1, eff. Aug. 31, 1987.

Renumbered from Government Code Sec. 30.488 by Acts 1997, 75th Leg., ch. 165, Sec. 8.02, eff. Sept. 1, 1997. Renumbered from Sec. 30.00008 and amended by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.

Sec. 30.00010. COURT REPORTER. (a) The municipality shall provide a court reporter to preserve a record in cases tried before a municipal court of record. The court reporter must meet the qualifications provided by law for official court reporters. The reporter shall be compensated by the municipality in the manner determined by the governing body.

(b) The court reporter may use written notes, transcribing equipment, video or audio recording equipment, or a combination of those methods to record the proceedings of the court. The reporter shall keep the record for the 20-day period beginning the day after the last day of the proceeding, trial, or denial of motion for new trial, or until any appeal is final, whichever occurs last.

(c) The court reporter is not required to record testimony in a case unless the judge or one of the parties requests a record.

(d) Instead of providing a court reporter, the governing body may provide that the proceedings may be recorded by a good quality electronic recording device. If the governing body authorizes the electronic recording, the court reporter is not required to be present to certify the reporter's record. The recording shall be kept for the 20-day period beginning the day after the last day of the court proceeding, trial, or denial of motion for new trial, whichever occurs last. If a case is appealed, the proceedings shall be transcribed from the recording by an official court reporter.

Added by Acts 1987, 70th Leg., ch. 811, Sec. 1, eff. Aug. 31, 1987.

Renumbered from Government Code Sec. 30.489 by Acts 1997, 75th Leg., ch.

165, Sec. 8.02, eff. Sept. 1, 1997. Renumbered from Sec. 30.00009 and amended by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.

Amended by:

Acts 2005, 79th Leg., Ch. 37 (S.B. 1014), Sec. 1, eff. May 9, 2005.

Sec. 30.00011. PROSECUTIONS. All prosecutions in municipal courts of record shall be conducted as provided by Article 45.03, Code of Criminal Procedure.

Added by Acts 1987, 70th Leg., ch. 811, Sec. 1, eff. Aug. 31, 1987. Renumbered from Government Code Sec. 30.490 by Acts 1997, 75th Leg., ch. 165, Sec. 8.02, eff. Sept. 1, 1997. Renumbered from Sec. 30.00010 and amended by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.

Sec. 30.00012. COURT FACILITIES. The governing body shall provide courtrooms, jury rooms, offices, office furniture, libraries, law books, and other facilities and supplies that the governing body determines are necessary for the proper operation of the municipal courts of record.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.

Sec. 30.000123. LOCATION OF COURT PROCEEDINGS AND TERMS AND SESSIONS OF COURT FOLLOWING CERTAIN DISASTERS. (a) Notwithstanding any other law, if a disaster, as defined by Section 418.004, precludes a municipal court of record from conducting its proceedings at the location assigned for the proceedings, the presiding judge of the administrative judicial region, with the approval of the judge of the affected municipal court of record, may designate for the proceedings an alternate location:

(1) in the corporate limits of the municipality; or

(2) outside the corporate limits of the municipality at the location the presiding judge determines is closest in proximity to the municipality that allows the court to safely and practicably conduct its proceedings, provided the presiding judge of the administrative judicial region for the designated location approves if that presiding judge is not the presiding judge making the designation.

(b) Notwithstanding any other law, if a disaster, as defined by Section 418.004, precludes a municipal court of record from holding its terms, the presiding judge of the administrative judicial region, with the approval of the judge of the affected municipal court of record, may designate the terms and sessions of court.

Added by Acts 2019, 86th Leg., R.S., Ch. 507 (S.B. 40), Sec. 14, eff. June 7, 2019.

Sec. 30.000125. SEAL. (a) The governing body shall provide each municipal court of record with a seal.

(b) The seal's appearance and use must substantially conform to Article 45.02, Code of Criminal Procedure, but must include the phrase "Municipal Court of/in _____, Texas."

Added by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.

Sec. 30.000126. COMPLAINT; PLEADING. Complaints and pleadings must substantially conform to the relevant provisions of Chapters 27 and 45, Code of Criminal Procedure.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.

Sec. 30.00013. JURY. (a) Ordinances, rules, and procedures concerning a trial by a jury, including the summoning of jurors, must substantially conform to Chapter 45, Code of Criminal Procedure.

(b) The presiding judge, the municipal court clerk, or the court administrator, as determined by ordinance, shall supervise the selection of persons for jury service.

Added by Acts 1987, 70th Leg., ch. 811, Sec. 1, eff. Aug. 31, 1987.

Renumbered from Government Code Sec. 30.492 by Acts 1997, 75th Leg., ch. 165, Sec. 8.02, eff. Sept. 1, 1997. Renumbered from Sec. 30.00012 and amended by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.

Sec. 30.00014. APPEAL. (a) A defendant has the right of appeal from a judgment or conviction in a municipal court of record. The state has the right to appeal as provided by Article 44.01, Code of Criminal Procedure. The county criminal courts or county criminal courts of appeal in the county in which the municipality is located or the municipal courts of appeal have jurisdiction of appeals from a municipal court of record. If there is no county criminal court, county criminal court of appeal, or municipal court of appeal, the county courts at law have jurisdiction of an appeal. If a county does not have a county court at law under Chapter 25, the county court has jurisdiction of any appeal.

(b) The appellate court shall determine each appeal from a municipal court of record conviction and each appeal from the state on the basis of the errors that are set forth in the appellant's motion for new trial and that are presented in the clerk's record and reporter's record prepared from the proceedings leading to the conviction or appeal. An appeal from the municipal court of record may not be by trial de novo.

(c) To perfect an appeal, the appellant must file a written motion for new trial with the municipal clerk not later than the 10th day after the date on which judgment is rendered. The motion must set forth the points of error of which the appellant complains. The motion or an amended motion may be amended by leave of court at any time before action on the motion is taken, but not later than the 20th day after the date on which the original or amended motion is filed. The court may for good cause extend the time for filing or amending, but the extension may not exceed 90 days from the original filing deadline. If the court does not act on the motion before the expiration of the 30 days allowed for determination of the motion, the original or amended motion is overruled by operation of law.

(d) To perfect an appeal, the appellant must also give notice of the appeal. If the appellant requests a hearing on the motion for new trial, the appellant may give the notice of appeal orally in open court on the overruling of the motion. If there is no hearing, the appellant must give a written notice of appeal and must file the notice with the court not later than the 10th day after the date on which the motion is overruled. The court may for good cause extend that time period, but the extension may not exceed 90 days from the original filing deadline.

(e) If the defendant is in custody, the appeal is perfected when the notice of appeal is given as provided by Article 44.13, Code of Criminal Procedure.

(f) Repealed by Acts 2019, 86th Leg., R.S., Ch. 1352 (S.B. 346), Sec. 4.40(5), eff. January 1, 2020.

(g) The defendant shall pay the fee for an actual transcription of the proceedings.

Added by Acts 1987, 70th Leg., ch. 811, Sec. 1, eff. Aug. 31, 1987.
Renumbered from Government Code Sec. 30.493 by Acts 1997, 75th Leg., ch. 165, Sec. 8.02, eff. Sept. 1, 1997. Renumbered from Sec. 30.00013 and amended by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.
Amended by:

Acts 2005, 79th Leg., Ch. 37 (S.B. 1014), Sec. 2, eff. May 9, 2005.

Acts 2017, 85th Leg., R.S., Ch. 380 (H.B. 4147), Sec. 1, eff. September 1, 2017.

Acts 2019, 86th Leg., R.S., Ch. 1352 (S.B. 346), Sec. 4.15, eff. January 1, 2020.

Acts 2019, 86th Leg., R.S., Ch. 1352 (S.B. 346), Sec. 4.40(5), eff. January 1, 2020.

Sec. 30.00015. APPEAL BOND. (a) If the defendant is not in custody, the defendant may not take an appeal until the defendant files an appeal bond with the municipal court of record. The bond must be approved by the court and must be filed not later than the 10th day after the date on which the motion for new trial is overruled. If the defendant is in custody, the defendant shall be committed to jail unless the defendant posts the appeal bond.

(b) The appeal bond must be in the amount of \$100 or double the amount of the fines and costs adjudged against the defendant, whichever is greater.

(c) The bond must:

(1) state that the defendant was convicted in the case and has appealed; and

(2) be conditioned on the defendant's immediate and daily personal appearance in the court to which the appeal is taken.

Added by Acts 1987, 70th Leg., ch. 811, Sec. 1, eff. Aug. 31, 1987.

Renumbered from Government Code Sec. 30.494 by Acts 1997, 75th Leg., ch. 165, Sec. 8.02, eff. Sept. 1, 1997. Renumbered from Sec. 30.00014 and amended by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.

Sec. 30.00016. RECORD ON APPEAL. The record on appeal must substantially conform to the provisions relating to the preparation of a record on appeal in the Texas Rules of Appellate Procedure and the Code of Criminal Procedure.

Added by Acts 1987, 70th Leg., ch. 811, Sec. 1, eff. Aug. 31, 1987.

Renumbered from Government Code Sec. 30.495 by Acts 1997, 75th Leg., ch. 165, Sec. 8.02, eff. Sept. 1, 1997. Renumbered from Sec. 30.00015 and amended by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.

Sec. 30.00017. CLERK'S RECORD. The clerk's record must substantially conform to the provisions relating to the preparation of a clerk's record

in the Texas Rules of Appellate Procedure and the Code of Criminal Procedure.

Added by Acts 1987, 70th Leg., ch. 811, Sec. 1, eff. Aug. 31, 1987.

Renumbered from Government Code Sec. 30.496 by Acts 1997, 75th Leg., ch. 165, Sec. 8.02, eff. Sept. 1, 1997. Renumbered from Sec. 30.00016 and amended by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.

Amended by:

Acts 2005, 79th Leg., Ch. 37 (S.B. 1014), Sec. 3, eff. May 9, 2005.

Sec. 30.00018. **BILLS OF EXCEPTION.** Bills of exception must substantially conform to the provisions relating to the preparation of bills of exception in the Texas Rules of Appellate Procedure and the Code of Criminal Procedure.

Added by Acts 1987, 70th Leg., ch. 811, Sec. 1, eff. Aug. 31, 1987.

Renumbered from Government Code Sec. 30.497 by Acts 1997, 75th Leg., ch. 165, Sec. 8.02, eff. Sept. 1, 1997. Renumbered from Sec. 30.00017 and amended by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.

Sec. 30.00019. **REPORTER'S RECORD.** (a) A reporter's record included in the record on appeal must substantially conform to the provisions relating to the preparation of a reporter's record in the Texas Rules of Appellate Procedure and the Code of Criminal Procedure.

(b) The appellant shall pay for the reporter's record.

Added by Acts 1987, 70th Leg., ch. 811, Sec. 1, eff. Aug. 31, 1987.

Renumbered from Government Code Sec. 30.498 by Acts 1997, 75th Leg., ch. 165, Sec. 8.02, eff. Sept. 1, 1997. Renumbered from Sec. 30.00018 and amended by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.

Amended by:

Acts 2005, 79th Leg., Ch. 37 (S.B. 1014), Sec. 4, eff. May 9, 2005.

Sec. 30.00020. **TRANSFER OF RECORD.** (a) Not later than the 60th day after the date on which the notice of appeal is given or filed, the parties must file with the municipal clerk:

(1) the reporter's record;

(2) a written description of material to be included in the clerk's record in addition to the required material; and

(3) any material to be included in the clerk's record that is not in the custody of the clerk.

(b) On completion of the record, the municipal judge shall approve the record in the manner provided for record completion, approval, and notification in the court of appeals.

(c) After the court approves the record, the clerk shall promptly send the record to the appellate court clerk for filing. The appellate court clerk shall notify the defendant and the prosecuting attorney that the record has been filed.

Added by Acts 1987, 70th Leg., ch. 811, Sec. 1, eff. Aug. 31, 1987.

Renumbered from Government Code Sec. 30.499 by Acts 1997, 75th Leg., ch. 165, Sec. 8.02, eff. Sept. 1, 1997. Renumbered from Sec. 30.00019 and amended by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.

Amended by:

Acts 2005, 79th Leg., Ch. 37 (S.B. 1014), Sec. 5, eff. May 9, 2005.

Sec. 30.00021. BRIEF ON APPEAL. (a) An appellant's brief on appeal from a municipal court of record must present points of error in the manner required by law for a brief on appeal to the court of appeals.

(b) The appellant must file the brief with the appellate court clerk not later than the 15th day after the date on which the clerk's record and reporter's record are filed with that clerk. The appellant or the appellant's attorney must certify that the brief has been properly mailed to the appellee.

(c) The appellee must file the appellee's brief with the appellate court clerk not later than the 15th day after the date on which the appellant's brief is filed.

(d) Each party, on filing the party's brief with the appellate court clerk, shall deliver a copy of the brief to the opposing party and to the municipal judge.

(e) The record and the briefs on appeal shall be limited as far as possible to the questions relied on for reversal.

Added by Acts 1987, 70th Leg., ch. 811, Sec. 1, eff. Aug. 31, 1987.

Renumbered from Government Code Sec. 30.500 by Acts 1997, 75th Leg., ch. 165, Sec. 8.02, eff. Sept. 1, 1997. Renumbered from Sec. 30.00020 and amended by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.

Amended by:

Acts 2005, 79th Leg., Ch. 37 (S.B. 1014), Sec. 6, eff. May 9, 2005.

Sec. 30.00022. NEW TRIAL. The trial court shall decide from the briefs of the parties whether the appellant should be permitted to withdraw

the notice of appeal and be granted a new trial by the court. The court may grant a new trial at any time before the record is filed with the appellate court.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.

Sec. 30.00023. COURT RULES. (a) Except as modified by this subchapter, the Code of Criminal Procedure and the Texas Rules of Appellate Procedure govern the trial of cases before the municipal courts of record. The courts may make and enforce all rules of practice and procedure necessary to expedite the trial of cases before the courts that are not inconsistent with law.

(b) The appellate courts may make and enforce all rules of practice and procedure that are not inconsistent with law and that are necessary to expedite the dispatch of appeals from the municipal courts of record.

Added by Acts 1987, 70th Leg., ch. 811, Sec. 1, eff. Aug. 31, 1987.

Renumbered from Government Code Sec. 30.501 by Acts 1997, 75th Leg., ch. 165, Sec. 8.02, eff. Sept. 1, 1997. Renumbered from Sec. 30.00021 and amended by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.

Sec. 30.00024. DISPOSITION ON APPEAL. (a) According to the law and the nature of the case, the appellate court may:

- (1) affirm the judgment of the municipal court of record;
- (2) reverse and remand for a new trial;
- (3) reverse and dismiss the case; or
- (4) reform and correct the judgment.

(b) Unless the matter was made an issue in the trial court or it affirmatively appears to the contrary from the clerk's record or reporter's record, the appellate court shall presume that:

- (1) venue was proven in the trial court;
- (2) the jury, if any, was properly impaneled and sworn;
- (3) the defendant was arraigned and pleaded to the complaint; and
- (4) the municipal judge certified the charge before it was read to the jury.

(c) In each case decided by the appellate court, the court shall deliver a written opinion or order either sustaining or overruling each assignment of error presented. The court shall set forth the reasons for its decision. The appellate court clerk shall mail copies of the decision to the parties and to the municipal judge as soon as the decision is rendered.

(d) The appellate court may determine the rules for oral argument. The parties may submit the case on the record and briefs without oral argument.

Added by Acts 1987, 70th Leg., ch. 811, Sec. 1, eff. Aug. 31, 1987.
Renumbered from Government Code Sec. 30.502 by Acts 1997, 75th Leg., ch. 165, Sec. 8.02, eff. Sept. 1, 1997. Renumbered from Sec. 30.00022 and amended by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.
Amended by:

Acts 2005, 79th Leg., Ch. 37 (S.B. 1014), Sec. 7, eff. May 9, 2005.

Sec. 30.00025. CERTIFICATE OF APPELLATE PROCEEDINGS. (a) When the judgment of the appellate court becomes final, the clerk of that court shall certify the proceedings and the judgment and shall mail the certificate to the municipal clerk. The municipal clerk shall file the certificate with the papers in the case and note the certificate on the case docket.

(b) If the municipal court of record judgment is affirmed, to enforce the judgment the court may:

- (1) forfeit the bond of the defendant;
- (2) issue a writ of capias for the defendant;
- (3) issue an execution against the defendant's property;
- (4) order a refund for the defendant's costs; or
- (5) conduct an indigency hearing at the court's discretion.

Added by Acts 1987, 70th Leg., ch. 811, Sec. 1, eff. Aug. 31, 1987.
Renumbered from Government Code Sec. 30.503 by Acts 1997, 75th Leg., ch. 165, Sec. 8.02, eff. Sept. 1, 1997. Renumbered from Sec. 30.00023 and amended by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.

Sec. 30.00026. EFFECT OF ORDER OF NEW TRIAL. If the appellate court awards a new trial to the appellant, the case stands as if a new trial had been granted by the municipal court of record.

Added by Acts 1987, 70th Leg., ch. 811, Sec. 1, eff. Aug. 31, 1987.
Renumbered from Government Code Sec. 30.504 by Acts 1997, 75th Leg., ch. 165, Sec. 8.02, eff. Sept. 1, 1997. Renumbered from Sec. 30.00024 and amended by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.

Sec. 30.00027. APPEALS TO COURT OF APPEALS. (a) The appellant has the right to appeal to the court of appeals if:

(1) the fine assessed against the defendant exceeds \$100 and the judgment is affirmed by the appellate court; or

(2) the sole issue is the constitutionality of the statute or ordinance on which a conviction is based.

(b) The provisions of the Code of Criminal Procedure relating to direct appeals from a county or a district court to the court of appeals apply to the appeal, except that:

(1) the record and briefs on appeal in the appellate court constitute the record and briefs on appeal to the court of appeals unless the rules of the court of criminal appeals provide otherwise; and

(2) the record and briefs shall be filed directly with the court of appeals.

Added by Acts 1987, 70th Leg., ch. 811, Sec. 1, eff. Aug. 31, 1987.

Renumbered from Government Code Sec. 30.505 by Acts 1997, 75th Leg., ch. 165, Sec. 8.02, eff. Sept. 1, 1997. Renumbered from Sec. 30.00025 and amended by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.

Amended by:

Acts 2011, 82nd Leg., R.S., Ch. 1324 (S.B. 480), Sec. 4, eff. June 17, 2011.

SUBCHAPTER B. LUBBOCK

Sec. 30.00041. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Lubbock.

(b) In this subchapter, "appellate courts" means the county courts at law of Lubbock County that have criminal appellate jurisdiction.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code Sec. 30.001 by Acts 1997, 75th Leg., ch. 165, Sec. 8.03, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 2, eff. Sept. 1, 1999.

Sec. 30.00044. JUDGE. (a) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(1), eff. Sept. 1, 1999.

(b) A municipal judge is elected by the qualified voters of the city for a term of four years.

(c) A municipal judge must be a licensed attorney in good standing, must have practiced law in this state for five years, and must be a citizen of the United States and of this state. The judge must satisfy the residency requirements pertaining to a member of the city council. A

person may not serve as a municipal judge while the person holds other office or employment with the city government. A municipal judge who takes such an office or employment vacates the judicial office.

(d) to (i) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(1), eff. Sept. 1, 1999.

(j) A municipal judge shall comply with the financial statement requirements under Chapter 572.

(k) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(1), eff. Sept. 1, 1999.

(l) Sections 30.00007(b)(5) and 30.00009(c) and (d) do not apply to this subchapter.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Amended by Acts 1989, 71st Leg., ch. 1248, Sec. 27, eff. Sept. 1, 1989; Acts 1995, 74th Leg., ch. 76, Sec. 5.95(40), eff. Sept. 1, 1995. Renumbered from Government Code Sec. 30.004 by Acts 1997, 75th Leg., ch. 165, Sec. 8.03, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 3, 139(1), eff. Sept. 1, 1999.

Amended by:

Acts 2019, 86th Leg., R.S., Ch. 606 (S.B. 891), Sec. 3.01(a), eff. September 1, 2019.

Acts 2019, 86th Leg., R.S., Ch. 872 (H.B. 3014), Sec. 1, eff. September 1, 2019.

Sec. 30.00046. COURT REPORTER. (a) , (b) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(1), eff. Sept. 1, 1999.

(c) Section 30.00010(d) does not apply to this subchapter.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code Sec. 30.006 by Acts 1997, 75th Leg., ch. 165, Sec. 8.03, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 4, 139(1), eff. Sept. 1, 1999.

Sec. 30.00049. COMPLAINT; PROSECUTION; PLEADING. (a) A proceeding in a municipal court of record commences with a complaint. The complaint must begin "In the name and by the authority of the State of Texas" and must conclude "Against the peace and dignity of the State." If the offense is only covered by an ordinance, it may also conclude "Contrary to the said ordinance."

(b) A complaint before the court may be sworn to before an officer authorized to administer oaths or before the municipal judge, clerk, city

secretary, or city attorney, or the assistant or deputy of the judge, clerk, city secretary, or city attorney, each of whom may administer oaths for that purpose.

(c) A complaint must be in writing and must state:

(1) the name of the accused, if known;

(2) an accurate description of the accused, if the name is unknown;

(3) in plain and intelligible words, the offense with which the accused is charged;

(4) the place where the offense was committed, which must appear to be within the jurisdiction of the court; and

(5) the date on which the offense was committed, which must show that the offense is not barred by limitations.

(d) A prosecution in a court shall be conducted by the city attorney or an assistant or deputy city attorney.

(e) All pleadings must be in writing and must be filed with the clerk.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code Sec. 30.009 by Acts 1997, 75th Leg., ch. 165, Sec. 8.03, eff. Sept. 1, 1997.

SUBCHAPTER C. IRVING

Sec. 30.00081. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Irving.

(b) In this subchapter, "appellate courts" means the county criminal courts of Dallas County that have criminal appellate jurisdiction.

Added by Acts 1995, 74th Leg., ch. 477, Sec. 1, eff. June 12, 1995. Renumbered from Government Code, Sec. 30.0241 by Acts 1997, 75th Leg., ch. 165, Sec. 8.05, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 5, eff. Sept. 1, 1999.

Sec. 30.00084. JUDGE. (a) to (g) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(2), eff. Sept. 1, 1999.

(h) In addition to exercising powers under Section [30.00006](#), a municipal judge, with the approval of all parties, may order a defendant and the victim or complainant in a case before the municipal court to engage in mediation or alternative dispute resolution. The city shall provide mediation services and pay all costs of those services.

(i) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(2), eff. Sept. 1, 1999.

(j) Sections 30.00007(b)(1), (2), (3), and (5) do not apply to this subchapter.

Added by Acts 1995, 74th Leg., ch. 477, Sec. 1, eff. June 12, 1995.

Renumbered from Government Code, Sec. 30.0244 by Acts 1997, 75th Leg., ch. 165, Sec. 8.05, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 6, 139(2), eff. Sept. 1, 1999.

Sec. 30.00085. CLERK; OTHER PERSONNEL. (a) The city manager of the city may appoint a clerk of the municipal court of record who may hire, direct, and remove the personnel authorized in the city's annual budget for the clerk's office. The clerk shall perform the duties in accordance with statutes, the city charter, and city ordinances.

(b) Sections 30.00009(c) and (d) do not apply to this subchapter.

Added by Acts 1995, 74th Leg., ch. 477, Sec. 1, eff. June 12, 1995.

Renumbered from Government Code, Sec. 30.0245 by Acts 1997, 75th Leg., ch. 165, Sec. 8.05, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 7, eff. Sept. 1, 1999.

Sec. 30.00086. COURT REPORTER. (a) The clerk of the court shall appoint the court reporter under Section 30.00010.

(b) to (d) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(2), eff. Sept. 1, 1999.

Added by Acts 1995, 74th Leg., ch. 477, Sec. 1, eff. June 12, 1995.

Renumbered from Government Code, Sec. 30.0246 by Acts 1997, 75th Leg., ch. 165, Sec. 8.05, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 8, 139(2), eff. Sept. 1, 1999.

SUBCHAPTER D. EL PASO

Sec. 30.00121. SHORT TITLE; APPLICATION. (a) This subchapter may be cited as the El Paso Courts Act.

(b) This subchapter applies to the City of El Paso.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.031 by Acts 1997, 75th Leg., ch. 165, Sec. 8.06, eff. Sept. 1, 1997.

Sec. 30.00122. DEFINITION. In this subchapter, "appellate court" means the El Paso Municipal Court of Appeals.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.032 by Acts 1997, 75th Leg., ch. 165, Sec. 8.06, eff. Sept. 1, 1997.

Sec. 30.00123. MARRIAGE CEREMONIES. The judge of the appellate court and each municipal judge may conduct marriage ceremonies in the city.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.033 by Acts 1997, 75th Leg., ch. 165, Sec. 8.06, eff. Sept. 1, 1997.

Sec. 30.00128. JUDGE. (a) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(3), eff. Sept. 1, 1999.

(b) A municipal judge is elected by the qualified voters of the city for a term of two years unless the city by charter amendment provides for a four-year term as provided by Article XI, Section 11, of the Texas Constitution.

(c), (d) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(3), eff. Sept. 1, 1999.

(e) The municipal judges shall select by a majority vote of those judges a presiding judge of the municipal courts of record.

(f) The presiding municipal judge may, when necessary for the expeditious disposition of the business of the courts and with the approval of the governing body of the city, divide a municipal court of record into one or more divisions. A division is presided over by an associate municipal judge. A division has concurrent jurisdiction with the other divisions and municipal courts of record. Divisions of the courts may be in concurrent and continuous session, either day or night, at the discretion of the presiding judge. The presiding judge may assign and transfer any case pending in any of the courts or divisions to any other of the courts or divisions. The presiding judge may direct the manner in which cases are filed and docketed. He may assign a case or proceeding pending in any of the courts to the judge of another court or division. He may assign the judge of any of the courts or divisions to try a case or hear a proceeding pending in another court or division.

(g) In addition to complying with Section 30.00006(h), the salary of the presiding judge must be set at an amount that is at least 20 percent more than the salary of the regular municipal judges.

(h) to (k) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(3), eff. Sept. 1, 1999.

(l) Section 30.00007(b) does not apply to this subchapter.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.038 by Acts 1997, 75th Leg., ch. 165, Sec. 8.06, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 9, 139(3), eff. Sept. 1, 1999.

Sec. 30.00129. COURT CLERK; OTHER PERSONNEL. In addition to satisfying the requirements of Section 30.00009, the governing body of the city shall provide a clerk of the municipal courts of record, deputy clerks, and other municipal court personnel, including at least one bailiff for each court, as necessary for the proper operation of the municipal courts.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.039 by Acts 1997, 75th Leg., ch. 165, Sec. 8.06, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 10, eff. Sept. 1, 1999.

Sec. 30.00130. COURT REPORTER; USE OF CLERK'S RECORDS. (a) To preserve a record in cases tried before the municipal courts of record, the city shall provide a court reporter. The governing body of the city shall determine the qualifications and compensation of the court reporter.

(b) The court reporter may preserve the record of proceedings by written notes, transcribing equipment, recording equipment, or any combination of those methods. The court reporter is not required to take or record testimony in a case in which neither the defendant, the prosecutor, nor the judge demands it.

(c) Testimony, exhibits, and evidence given by a witness in a proceeding in a municipal court of record are solely for the purposes of that proceeding or an appeal from that proceeding, and in any civil proceeding, evidence relating to the testimony, exhibits, evidence, or reproductions of testimony, exhibits, or evidence is privileged and not admissible except for impeachment purposes.

(d) Repealed by Acts 2003, 78th Leg., ch. 1263, Sec. 1.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.040 by Acts 1997, 75th Leg., ch. 165, Sec. 8.06, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 11, eff. Sept. 1, 1999; Acts 2003, 78th Leg., ch. 1263, Sec. 1, eff. Sept. 1, 2003.

Amended by:

Acts 2005, 79th Leg., Ch. 37 (S.B. 1014), Sec. 8, eff. May 9, 2005.

Sec. 30.00136. CONTINUATION OF MUNICIPAL COURT OF APPEALS. (a) The El Paso Municipal Court of Appeals continues in existence as long as a municipal court of record exists in the city.

(b) If the municipal court of record ordinance is repealed, the appellate court continues in existence as long as there are appeals before it. A reversal and remand for new trial or other order returning a case to the trial court shall be to the municipal court that replaces the municipal courts of record.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.046 by Acts 1997, 75th Leg., ch. 165, Sec. 8.06, eff. Sept. 1, 1997.

Sec. 30.00137. APPELLATE COURT JURISDICTION. (a) The appellate court has exclusive jurisdiction over all appeals from the municipal courts of record of the city. The county courts at law of El Paso County have no jurisdiction over appeals from municipal courts.

(b) The appellate court and the judge of that court have the power in criminal law matters to issue to the municipal courts and judges of those courts the writs of mandamus, procedendo, prohibition, injunction, and other writs necessary to protect the appellate court's jurisdiction or enforce its judgments.

(c) The appellate court has the power on affidavit or otherwise to ascertain matters of fact necessary to the exercise of its jurisdiction.

(d) The judge of the appellate court is a magistrate within the meaning of the Code of Criminal Procedure, 1965.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.047 by Acts 1997, 75th Leg., ch. 165, Sec. 8.06, eff. Sept. 1, 1997.

Sec. 30.00138. TERM OF COURT. The appellate court may sit for the transaction of business at any time during the year, and each term begins and ends with the calendar year. The appellate court may use the city council chambers or other appropriate location as its courtroom for argument of cases and other court matters.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.048 by Acts 1997, 75th Leg., ch. 165, Sec. 8.06, eff. Sept. 1, 1997.

Sec. 30.00139. APPELLATE COURT CLERK. In addition to other duties, the city clerk serves as the appellate court clerk.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.049 by Acts 1997, 75th Leg., ch. 165, Sec. 8.06, eff. Sept. 1, 1997.

Sec. 30.00140. APPELLATE COURT JUDGE. (a) The appellate judge shall be elected by the qualified voters of the city for a term of two years, unless the city by charter amendment provides for a four-year term as provided by Article XI, Section 11, of the Texas Constitution. The appellate judge must be a citizen of the United States and of this state and must have been a practicing attorney of this state for at least five years immediately preceding his election or appointment.

(b) A vacancy in the appellate court shall be filled by appointment by the governing body of the city. The appointee serves until the next regular municipal election, and at that election the vacancy for the unexpired or full term shall be filled by election by the qualified voters of the city.

(c) The appellate judge shall take the oath of office required for a municipal judge.

(d) An appointed or elected appellate judge may not be removed from office except in the same manner and for the same causes as provided by law for county judges and as provided by Article V, Section 1-a, of the Texas Constitution.

(e) The appellate judge is entitled to compensation from the city as set by the governing body of the city. The judge's compensation may not be diminished but may be increased during his term of office.

(f) The city shall provide the appellate court with necessary clerical help. The appellate judge and the city may agree that the judge

will provide for his own clerical help, and in that event the judge is entitled to additional reasonable compensation by agreement with the city.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.050 by Acts 1997, 75th Leg., ch. 165, Sec. 8.06, eff. Sept. 1, 1997.

Sec. 30.00141. APPELLATE COURT SEAL. The seal of the appellate court is the same as that provided by law for municipal courts of record, except that the seal must contain the words "Municipal Court of Appeals of the City of El Paso," and the seal shall be judicially noticed.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.051 by Acts 1997, 75th Leg., ch. 165, Sec. 8.06, eff. Sept. 1, 1997.

Sec. 30.00142. SPECIAL APPELLATE JUDGE. (a) If the appellate judge is unable to act, the governing body of the city may appoint a person, or the appellant and the city attorney in a particular case may agree on a person, to serve as the special appellate judge. The special appellate judge has the powers and duties of the office and is entitled to receive the same compensation as the regular appellate judge for serving as a special appellate judge.

(b) A municipal judge or associate municipal judge may not be appointed or selected as a special appellate judge.

(c) Except as provided by Subsection (d), an appointment of a special appellate judge automatically terminates when the regular appellate judge returns to duty.

(d) If an appellate judge is disqualified from hearing a particular case, the governing body of the city may appoint a person, or the appellant and the city attorney may agree on a person, to serve as the special appellate judge. A special appellate judge appointed or selected under this subsection is entitled to receive the same daily compensation as the regular appellate judge for each day he works on the case he was appointed or selected to hear. An appointment automatically terminates at the time the mandate or mandates issue in the case he was appointed to hear.

(e) A special appellate judge must have the qualifications required of the regular appellate judge and shall, before he begins serving as a special appellate judge, take the oath of office required for a municipal judge.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.052 by Acts 1997, 75th Leg., ch. 165, Sec. 8.06, eff. Sept. 1, 1997.

Sec. 30.00143. RULES. The appellate judge may make and publish rules of appellate criminal procedure not inconsistent with this subchapter or other law.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.053 by Acts 1997, 75th Leg., ch. 165, Sec. 8.06, eff. Sept. 1, 1997.

Sec. 30.00144. NEW TRIAL. (a) A motion for new trial is not necessary to authorize an appeal.

(b) If a motion for new trial is made, it must be filed not later than the 10th day after the date of the rendition of the judgment of conviction.

(c) One or more amended motions for new trial may be filed without leave of court before any preceding motion for new trial filed by the movant is overruled if the motion is filed not later than 15 days after the date of the rendition of the judgment of conviction.

(d) If an original or amended motion for new trial is not determined by written order signed not later than 30 days after the date of the rendition of the judgment of conviction, the motion is overruled by operation of law.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.054 by Acts 1997, 75th Leg., ch. 165, Sec. 8.06, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 12, eff. Sept. 1, 1999.

Sec. 30.00145. RIGHT OF APPEAL. (a) A defendant has the right of appeal from a judgment of conviction in the municipal court of record under the rules prescribed by this subchapter. The state has the right of appeal as provided by Article [44.01](#), Code of Criminal Procedure. The El Paso Municipal Court of Appeals has jurisdiction over appeals from the municipal courts of record, and all appeals from convictions in the municipal court of record must be prosecuted in the appellate court, the court of appeals, or the court of criminal appeals by the city attorney or an assistant city attorney.

(b) Section 30.00014 does not apply to this subchapter.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.055 by Acts 1997, 75th Leg., ch. 165, Sec. 8.06, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 13, eff. Sept. 1, 1999.

Sec. 30.00146. NO DE NOVO APPEALS. An appeal from the municipal court of record may not be taken to a trial de novo in the appellate court.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.056 by Acts 1997, 75th Leg., ch. 165, Sec. 8.06, eff. Sept. 1, 1997.

Sec. 30.00147. PERFECTING APPEAL. (a) A defendant, as a condition of perfecting an appeal to the appellate court, must file an appeal bond, unless the defendant is in custody. An appeal may be perfected by timely filing with the municipal court clerk an appeal bond that meets the requirements of Subchapter A. It is not necessary to file a notice of appeal. If the defendant is in custody, the appeal is perfected when notice of appeal is given as provided by Article 44.13, Code of Criminal Procedure.

(b) Repealed by Acts 2019, 86th Leg., R.S., Ch. 1352 (S.B. 346), Sec. 4.40(6), eff. January 1, 2020.

(c) The appeal bond must be filed not later than the 10th day after overruling of the motion or amended motion for new trial, or if there is no motion or amended motion for new trial, not later than the 10th day after the rendition of the judgment of conviction.

(d) For good cause shown, not later than the 100th day after the date of rendition of the judgment of conviction, the appellate court or the court of appeals may permit the filing of an appeal bond or the giving of notice of appeal in the municipal court of record even though the time limits set under this section have expired.

(e) Except for the limitation contained in Subsection (d), the appellate court may, for good cause shown, extend any time limits set in this subchapter for the appellate process.

(f) In a case in which an appellant or the prosecutor files a motion in the appellate court, the opposite party shall be given an opportunity to answer the motion under time limits and conditions set by the appellate court rules.

(g) Repealed by Acts 2019, 86th Leg., R.S., Ch. 1352 (S.B. 346), Sec. 4.40(6), eff. January 1, 2020.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.057 by Acts 1997, 75th Leg., ch. 165, Sec. 8.06, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 14, eff. Sept. 1, 1999.

Amended by:

Acts 2019, 86th Leg., R.S., Ch. 1352 (S.B. 346), Sec. 4.40(6), eff. January 1, 2020.

Sec. 30.00162. DISPOSITION ON APPEAL; PRESUMPTIONS; DECISION. (a) The appellate court may:

- (1) affirm the judgment of the municipal court of record;
- (2) reverse and remand for a new trial;
- (3) reverse and dismiss the case;
- (4) reform and correct the judgment;
- (5) abate the appeal or dismiss the appeal; or
- (6) enter any other appropriate order, as the law and the nature of the case require.

(b) Unless the following matters were made an issue in the trial court or it affirmatively appears to the contrary from the clerk's record or reporter's record, the appellate court shall presume that:

- (1) venue was proven in the court below;
- (2) the jury was properly impaneled and sworn;
- (3) the defendant was arraigned;
- (4) the defendant pleaded to the complaint; and
- (5) the court's charge was certified by the municipal court judge before it was read to the jury.

(c) In each case decided by the appellate court, the court shall deliver a written opinion or order either sustaining or overruling each assignment of error presented and a judgment shall be entered on the opinion or order. If an assignment of error is overruled, no reason need be given by the appellate court, but cases relied on by the court may be cited. If an assignment of error is sustained, the appellate court shall set forth the reasons for the decision and precedent if it exists. The appellate court clerk shall mail copies of the decision and judgment of the appellate court to the parties and to the municipal court clerk as soon as the decision is rendered by the appellate court.

(d) After the decision of the appellate court is delivered, a party desiring a rehearing must present, not later than the 10th day after the date the decision is delivered, to the court a motion for rehearing. The motion must distinctly specify the grounds relied on for rehearing and must be accompanied by written argument in behalf of the motion. Oral argument in support of the motion is not permitted. A reply to a motion for rehearing need not be filed unless requested by the court. If a motion for rehearing is granted, the court may make final disposition of the case without reargument, may order the case resubmitted, with or without oral argument, or may issue other orders appropriate under the circumstances of the particular case. A second motion for rehearing may not be filed by the losing party unless permitted by appellate court rules.

(e) Immediately after a decision of the appellate court becomes final, the clerk of that court shall issue a mandate and a bill of costs in the case to the trial court unless directed to withhold the mandate by the appellate court.

(f) If a decision of the appellate court is appealed to a court of appeals, the appellate court on receipt of the mandate or other order from the court of appeals shall immediately comply with the order or mandate by issuing its own order or mandate and bill of costs, as the case may be. When a decision of a court of appeals becomes final, the clerk of that court shall issue a mandate in the case to the appellate court. A decision of a court of appeals is final as provided by Article 42.045, Code of Criminal Procedure, 1965.

(g) Original papers transmitted as the record on appeal to the court of appeals, on final disposition of the case in the court of appeals or the court of criminal appeals, shall be returned to the court clerk from which they were received. The clerk of each court shall preserve copies of briefs and papers originally filed in that court.

(h) The municipal court clerk and the appellate court clerk shall keep a copy of each decision of the appellate court in a volume or volumes with an index so that the public can inspect the decisions of the appellate court without the necessity of inspecting individual records of each case.

(i) When the mandate of the appellate court is received by the municipal court clerk, the clerk shall file it with the papers in the case and note it on the docket. If the judgment has been affirmed or the appeal is dismissed, a proceeding is not necessary after filing the appellate court mandate in the municipal court of record to enforce the judgment of the court, except to forfeit the bond of the defendant, to issue a capias

for the defendant, or to issue an execution against the defendant's property.

(j) If the appellate court awards a new trial to the defendant, the cause stands as if a new trial had been granted by the municipal court of record, and the defendant shall continue on his appeal bond and shall appear for trial on notification mailed to his address on the appeal bond.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Amended by Acts 1987, 70th Leg., ch. 167, Sec. 5.02(3), eff. Sept. 1, 1987. Renumbered from Government Code, Sec. 30.072 by Acts 1997, 75th Leg., ch. 165, Sec. 8.06, eff. Sept. 1, 1997.

Amended by:

Acts 2005, 79th Leg., Ch. 37 (S.B. [1014](#)), Sec. 9, eff. May 9, 2005.

Sec. 30.00164. ALTERNATE APPELLATE PROCEDURE. (a) If the El Paso Municipal Court of Appeals created by this subchapter is held unconstitutional or invalid, all appeals under this subchapter shall be considered as taken to the county courts at law of El Paso County. Those appeals shall be docketed as provided by county court at law rules. The county courts at law of El Paso County have jurisdiction over those appeals and this subchapter applies to those appeals. One county court at law of El Paso County shall act as the appellate court. That court shall be designated from time to time as the appellate court by the majority vote of the judges of the county courts at law of El Paso County. All appeals pending in the appellate court on the date that any decision becomes final holding the municipal court of appeals unconstitutional or invalid shall be transferred by the appellate court to the county courts at law of El Paso County, and all decisions of the appellate court that have become final on or before that date are valid.

(b) If appeals are taken to the county courts at law of El Paso County under Subsection (a), a reference to "appellate court" in this subchapter means the county court at law of El Paso County that is designated as the appellate court under this section, except that a provision of this subchapter that is inconsistent with the laws, statutes, and rules applicable to creation and organization of the county courts at law of El Paso County will not apply, and an appeal is not tried de novo in the county court at law.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.074 by Acts 1997, 75th Leg., ch. 165, Sec. 8.06, eff. Sept. 1, 1997.

SUBCHAPTER E. KENNEDALE

Sec. 30.00181. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Kennedale.

(b) In this subchapter, "appellate courts" means the county criminal courts of Tarrant County that have criminal appellate jurisdiction.

Added by Acts 1995, 74th Leg., ch. 180, Sec. 1, eff. May 23, 1995.

Renumbered from Government Code, Sec. 30.0761 by Acts 1997, 75th Leg., ch. 165, Sec. 8.07, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 15, eff. Sept. 1, 1999.

Sec. 30.00184. JUDGE. (a) to (j) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(4), eff. Sept. 1, 1999.

(k) Sections [30.00007](#) (b) (1), (2), (3), and (5) do not apply to this subchapter.

Added by Acts 1995, 74th Leg., ch. 180, Sec. 1, eff. May 23, 1995.

Renumbered from Government Code, Sec. 30.0764 by Acts 1997, 75th Leg., ch. 165, Sec. 8.07, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 16, 139(4), eff. Sept. 1, 1999.

Sec. 30.001845. MAGISTRATES. (a) The governing body may appoint one or more magistrates in addition to magistrates provided under Article [2.09](#), Code of Criminal Procedure.

(b) A magistrate does not have to possess all the qualifications necessary to be a municipal court of record judge.

(c) A magistrate may not preside over the court or hear contested cases.

(d) A magistrate may:

- (1) conduct an arraignment;
- (2) hold an indigency hearing;
- (3) accept a plea;
- (4) sign a judgment;
- (5) set the amount of a bond; and
- (6) perform other functions under Article [15.17](#), Code of Criminal Procedure.

Added by Acts 2005, 79th Leg., Ch. 569 (H.B. [1394](#)), Sec. 1, eff. June 17, 2005.

Sec. 30.00185. CLERK; OTHER PERSONNEL. (a) The city manager or city administrator of the city shall appoint a clerk of the municipal court of record who may hire, direct, and remove the personnel authorized in the city's annual budget for the clerk's office. The clerk shall perform the duties in accordance with statutes, the city charter, and city ordinances.

(b) Sections 30.00009(c) and (d) do not apply to this subchapter.

Added by Acts 1995, 74th Leg., ch. 180, Sec. 1, eff. May 23, 1995.

Renumbered from Government Code, Sec. 30.0765 by Acts 1997, 75th Leg., ch. 165, Sec. 8.07, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 17, eff. Sept. 1, 1999.

Sec. 30.00186. COURT REPORTER. (a) The clerk of the court shall appoint the court reporter under Section 30.00010.

(b) to (d) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(4), eff. Sept. 1, 1999.

Added by Acts 1995, 74th Leg., ch. 180, Sec. 1, eff. May 23, 1995.

Renumbered from Government Code, Sec. 30.0766 by Acts 1997, 75th Leg., ch. 165, Sec. 8.07, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 18, 139(4), eff. Sept. 1, 1999.

SUBCHAPTER F. SAN ANTONIO

Sec. 30.00221. APPLICATION; DEFINITION. (a) This subchapter applies to the City of San Antonio.

(b) In this subchapter, "appellate courts" means the county courts at law of Bexar County that have criminal appellate jurisdiction.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.081 by Acts 1997, 75th Leg., ch. 165, Sec. 8.08, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 19, eff. Sept. 1, 1999.

Sec. 30.00224. JUDGE. (a) , (b) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(5), eff. Sept. 1, 1999.

(c) In addition to satisfying the requirements of Section 30.00006(c), a municipal judge must have been a resident of the city for at least three years immediately preceding the judge's appointment.

(d) to (j) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(5), eff. Sept. 1, 1999.

(k) Section 30.00007(b)(5) does not apply to this subchapter.

(l) In addition to the duties imposed under Sections 30.00007(b)(1)-(4), the presiding judge shall promulgate work rules for the administration of the municipal courts.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Amended by Acts 1987, 70th Leg., ch. 148, Sec. 2.37(a), eff. Sept. 1, 1987; Acts 1989, 71st Leg., ch. 1248, Sec. 28, eff. Sept. 1, 1989. Renumbered from Government Code, Sec. 30.084 by Acts 1997, 75th Leg., ch. 165, Sec. 8.08, eff. Sept. 1, 1997; Acts 1999, 76th Leg., ch. 691, Sec. 20, 139(5), eff. Sept. 1, 1999.

Sec. 30.00225. CLERK; OTHER PERSONNEL. (a) , (b) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(5), eff. Sept. 1, 1999.

(c) Sections 30.00009(c) and (d) do not apply to this subchapter.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Amended by Acts 1987, 70th Leg., ch. 148, Sec. 2.38(a), eff. Sept. 1, 1987. Renumbered from Government Code, Sec. 30.085 by Acts 1997, 75th Leg., ch. 165, Sec. 8.08, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 21, eff. Sept. 1, 1999.

Sec. 30.00226. COURT REPORTER. (a) The city shall provide a court reporter for the purpose of preserving a record in cases tried before the municipal court of record. The person selected as court reporter must meet the qualifications provided by law for official court reporters. The chief administrative officer of the city shall set the compensation of the court reporter on the recommendation of the presiding municipal judge.

(b) The court reporter may preserve the record through written notes, transcribing equipment, recording equipment, or any combination of those methods. The reporter is not required to record testimony in a case in which neither the defendant, the prosecutor, nor the judge demands it.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.086 by Acts 1997, 75th Leg., ch. 165, Sec. 8.08, eff. Sept. 1, 1997.

Sec. 30.00229. COMPLAINT; PROSECUTION; PLEADING. (a) to (d) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(5), eff. Sept. 1, 1999.

(e) All pleadings in a municipal court of record must be in writing and must be filed with the clerk.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.089 by Acts 1997, 75th Leg., ch. 165, Sec. 8.08, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 139(5), eff. Sept. 1, 1999.

SUBCHAPTER G. MANSFIELD

Sec. 30.00261. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Mansfield.

(b) In this subchapter, "appellate courts" means the county criminal courts of Tarrant County that have criminal appellate jurisdiction.

Added by Acts 1995, 74th Leg., ch. 182, Sec. 1, eff. May 23, 1995. Renumbered from Government Code, Sec. 30.1041 by Acts 1997, 75th Leg., ch. 165, Sec. 8.09, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 22, eff. Sept. 1, 1999.

Sec. 30.00264. JUDGE. (a) to (j) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(6), eff. Sept. 1, 1999.

(k) Sections [30.00007](#) (b) (1), (2), (3), and (5) do not apply to this subchapter.

Added by Acts 1995, 74th Leg., ch. 182, Sec. 1, eff. May 23, 1995. Renumbered from Government Code, Sec. 30.1044 by Acts 1997, 75th Leg., ch. 165, Sec. 8.09, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 23, 139(6), eff. Sept. 1, 1999.

Sec. 30.00265. MAGISTRATES. (a) The governing body may appoint one or more magistrates.

(b) A magistrate does not have to possess all the qualifications necessary to be a municipal court of record judge.

(c) A magistrate may not preside over the court or hear contested cases.

(d) A magistrate may:

- (1) conduct an arraignment;
- (2) hold an indigency hearing;
- (3) accept a plea;
- (4) sign a judgment;

(5) set the amount of a bond; and

(6) perform other functions under Article 15.17, Code of Criminal Procedure.

Added by Acts 1995, 74th Leg., ch. 182, Sec. 1, eff. May 23, 1995.

Renumbered from Government Code, Sec. 30.1045 by Acts 1997, 75th Leg., ch. 165, Sec. 8.09, eff. Sept. 1, 1997.

Sec. 30.00266. CLERK; OTHER PERSONNEL. (a) The city manager of the city shall appoint a clerk of the municipal court of record who may hire, direct, and remove the personnel authorized in the city's annual budget for the clerk's office. The clerk shall perform the duties in accordance with statutes, the city charter, and city ordinances.

(b) Sections 30.00009(c) and (d) do not apply to this subchapter.

Added by Acts 1995, 74th Leg., ch. 182, Sec. 1, eff. May 23, 1995.

Renumbered from Government Code, Sec. 30.1046 by Acts 1997, 75th Leg., ch. 165, Sec. 8.09, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 24, eff. Sept. 1, 1999.

Sec. 30.00267. COURT REPORTER. (a) The clerk of the court shall appoint the court reporter under Section 30.00010.

(b) to (d) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(6), eff. Sept. 1, 1999.

Added by Acts 1995, 74th Leg., ch. 182, Sec. 1, eff. May 23, 1995.

Renumbered from Government Code, Sec. 30.1047 by Acts 1997, 75th Leg., ch. 165, Sec. 8.09, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 25, 139(6), eff. Sept. 1, 1999.

SUBCHAPTER H. WICHITA FALLS

Sec. 30.00301. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Wichita Falls.

(b) In this subchapter, "appellate courts" means the county courts at law of Wichita County that have criminal appellate jurisdiction.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.111 by Acts 1997, 75th Leg., ch. 165, Sec. 8.10, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 26, eff. Sept. 1, 1999.

Sec. 30.00304. JUDGE. (a) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(7), eff. Sept. 1, 1999.

(b) In addition to satisfying the requirements of Section 30.00006(c), a municipal judge must maintain residence in the city during the tenure of office but need not be a resident of the city at the time of the appointment. The judge may not engage in the private practice of law while in office. The judge must execute a bond and take the oath of office required of a county judge.

(c) to (h) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(7), eff. Sept. 1, 1999.

(i) Sections 30.00007(a) and (b)(5) do not apply to this subchapter.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.114 by Acts 1997, 75th Leg., ch. 165, Sec. 8.10, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 27, 139(7), eff. Sept. 1, 1999.

Sec. 30.00305. CLERK. (a) The city manager shall appoint a clerk of the municipal courts of record. The clerk holds office at the pleasure of the city manager and is subject to all city charter provisions, ordinances, and personnel policies relating to non-civil service city employees.

(b) Section 30.00009(c) does not apply to this subchapter.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Amended by Acts 1987, 70th Leg., ch. 83, Sec. 1, eff. Aug. 31, 1987. Renumbered from Government Code, Sec. 30.115 by Acts 1997, 75th Leg., ch. 165, Sec. 8.10, eff. Sept. 1, 1997; Acts 1999, 76th Leg., ch. 691, Sec. 28, eff. Sept. 1, 1999.

Sec. 30.00306. COURT REPORTER. (a) The city manager shall appoint an official court reporter under Section 30.00010 for the purpose of preserving a record in cases tried before the municipal courts of record. The reporter holds office at the pleasure of the city manager. The city manager may appoint more than one reporter for each court if necessary to dispose of the business of the court without delay. If a reporter is not demanded, a reporter's record may be prepared from mechanical, audio, or video recordings of the proceedings.

(b) Section 30.00010(d) does not apply to this subchapter.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Amended by Acts 1987, 70th Leg., ch. 83, Sec. 2, eff. Aug. 31, 1987. Renumbered from Government Code, Sec. 30.116 by Acts 1997, 75th Leg., ch. 165, Sec. 8.10, eff. Sept. 1, 1997; Acts 1999, 76th Leg., ch. 691, Sec. 29, eff. Sept. 1, 1999.

Amended by:

Acts 2005, 79th Leg., Ch. 37 (S.B. 1014), Sec. 10, eff. May 9, 2005.

Sec. 30.00308. CIVIL SERVICE ORDINANCE; VACATION OF COURT. (a) The judges, clerk and deputy clerks, and court reporters of the municipal courts are not classified employees under the city civil service ordinance. The governing body of the city may provide by ordinance that all other employees of the courts may be hired and paid as classified employees under the city civil service ordinance. The judges, clerk and deputy clerks, and court reporters are entitled to receive the same vacation, sick leave, and other benefits that are provided for other nonclassified employees under regulations provided by the governing body by ordinance and may be authorized or required by the governing body to participate in the city retirement program.

(b) If after the establishment of a municipal court of record the governing body finds by ordinance that the condition of the dockets of the other courts of the county does not require the existence of the court to dispose properly of the cases arising in the city, the governing body shall declare the offices of the municipal judge, clerk, court reporter, and other employees of the court to be vacated at the end of the term for which the judge was last appointed. Any case then pending shall be transferred to a court with proper jurisdiction of the offense.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.118 by Acts 1997, 75th Leg., ch. 165, Sec. 8.10, eff. Sept. 1, 1997.

Sec. 30.00310. FILING OF ORIGINAL PAPERS.

Text of section as amended by Acts 1989, 71st Leg., ch. 1020, Sec. 3

The clerk of the municipal courts of record shall file the original papers and proceedings in each case under the direction of the presiding judge. Instead of filing the original papers, papers may be preserved by microfilm or other process that correctly and legibly reproduces or that

forms a medium for copying or reproducing. The filed or preserved papers constitute the records of the courts and a separate record book is not required. Preserved records are admissible in evidence in civil cases as provided by the Texas Rules of Evidence relating to the admissibility of contents of writing, recordings, and photographs. Records, however maintained, shall be destroyed by the court clerk after five years after final disposition of the case. Records, however maintained, relating to parking offenses shall be destroyed by the court clerk after two years after final disposition of the case.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Amended by Acts 1989, 71st Leg., ch. 1020, Sec. 3, eff. Sept. 1, 1989; renumbered from Government Code, Sec. 30.120 by Acts 1997, 75th Leg., ch. 165, Sec. 8.10, eff. Sept. 1, 1997.

Sec. 30.00310. FILING OF ORIGINAL PAPERS.

Text of section as amended by Acts 1989, 71st Leg., ch. 1248, Sec. 29

(a) The clerk of the municipal courts of record shall file the original complaint and the original of other papers and proceedings in each case under the direction of the presiding judge. The filed original papers constitute the records of the courts and a separate record book is not required.

(b) The clerk shall keep a separate folder for each case, and shall note on the outside of the folder:

- (1) the style of the case;
- (2) the nature of the charged offense;
- (3) the dates that the warrant was issued and returned;
- (4) the date the examination or trial was held;
- (5) whether trial was held by jury or before a judge;
- (6) trial settings;
- (7) any verdict of the jury;
- (8) any judgment of the court;
- (9) any motion for a new trial and the decision on the motion;
- (10) whether an appeal was taken; and
- (11) the date and the manner in which the judgment and sentence were enforced.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Amended by Acts 1989, 71st Leg., ch. 1248, Sec. 29, eff. Sept. 1, 1989. Renumbered from Government Code, Sec. 30.120 by Acts 1997, 75th Leg., ch. 165, Sec. 8.10, eff. Sept. 1, 1997.

SUBCHAPTER I. BURLESON

Sec. 30.00341. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Burleson.

(b) In this subchapter, "appellate courts" means the county courts at law of Johnson County that have criminal appellate jurisdiction.

Added by Acts 1995, 74th Leg., ch. 181, Sec. 1, eff. May 23, 1995. Renumbered from Government Code, Sec. 30.1341 by Acts 1997, 75th Leg., ch. 165, Sec. 8.11, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 30, eff. Sept. 1, 1999.

Sec. 30.00344. JUDGE. (a) to (j) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(8), eff. Sept. 1, 1999.

(k) Sections 30.00007(b)(1), (2), (3), and (5) do not apply to this subchapter.

Added by Acts 1995, 74th Leg., ch. 181, Sec. 1, eff. May 23, 1995. Renumbered from Government Code, Sec. 30.1344 by Acts 1997, 75th Leg., ch. 165, Sec. 8.11, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 31, 139(8), eff. Sept. 1, 1999.

Sec. 30.00345. CLERK; OTHER PERSONNEL. (a) The city manager of the city shall appoint a clerk of the municipal court of record who may hire, direct, and remove the personnel authorized in the city's annual budget for the clerk's office. The clerk shall perform the duties in accordance with statutes, the city charter, and city ordinances.

(b) Sections 30.00009(c) and (d) do not apply to this subchapter.

Added by Acts 1995, 74th Leg., ch. 181, Sec. 1, eff. May 23, 1995. Renumbered from Government Code, Sec. 30.1345 by Acts 1997, 75th Leg., ch. 165, Sec. 8.11, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 32, eff. Sept. 1, 1999.

Sec. 30.00346. COURT REPORTER. (a) The clerk of the court shall appoint the court reporter under Section 30.00010.

(b) to (d) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(8), eff. Sept. 1, 1999.

Added by Acts 1995, 74th Leg., ch. 181, Sec. 1, eff. May 23, 1995.

Renumbered from Government Code, Sec. 30.1346 by Acts 1997, 75th Leg., ch. 165, Sec. 8.11, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 33, 139(8), eff. Sept. 1, 1999.

SUBCHAPTER J. FORT WORTH

Sec. 30.00381. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Fort Worth.

(b) In this subchapter, "appellate courts" means the county criminal courts of Tarrant County that have criminal appellate jurisdiction.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.141 by Acts 1997, 75th Leg., ch. 165, Sec. 8.12, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 34, eff. Sept. 1, 1999.

Sec. 30.00384. JUDGE. (a) , (b) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(9), eff. Sept. 1, 1999.

(c) The judge must maintain residence in the city during the tenure of office.

(d) to (j) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(9), eff. Sept. 1, 1999.

(k) Sections 30.00007(b)(1), (2), (3), and (5) do not apply to this subchapter.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Amended by Acts 1987, 70th Leg., ch. 148, Sec. 2.40(a), eff. Sept. 1, 1987; Acts 1987, 70th Leg., ch. 599, Sec. 1, eff. June 18, 1987; Acts 1991, 72nd Leg., ch. 290, Sec. 1, eff. Aug. 26, 1991. Renumbered from Government Code, Sec. 30.144 by Acts 1997, 75th Leg., ch. 165, Sec. 8.12, eff. Sept. 1, 1997; Acts 1999, 76th Leg., ch. 691, Sec. 35, 139(9), eff. Sept. 1, 1999.

Sec. 30.00385. CLERK. (a) The city manager with the consent of the governing body of the city shall appoint a clerk of the municipal courts of record. The clerk shall perform the duties in accordance with statutes, the city charter, and city ordinances.

(b) Section 30.00009(c) does not apply to this subchapter.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.145 by Acts 1997, 75th Leg., ch. 165, Sec. 8.12, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 36, eff. Sept. 1, 1999.

Sec. 30.00388. CIVIL SERVICE ORDINANCE; VACATION OF COURT. (a) The judges, clerk and deputy clerks, and court reporters of the municipal courts of record are not classified employees under civil service, charter, or ordinance provisions. The governing body of the city may provide by ordinance that all other employees of the courts may be hired and paid as classified employees under civil service, charter, or ordinance provisions. Judges, clerks, deputy clerks, and court reporters are entitled to receive the same vacation, sick leave, and other benefits that are provided for other nonclassified employees under regulations provided by the governing body by ordinance and may be authorized or required by the governing body to participate in the city retirement program.

(b) If after the establishment of a municipal court of record the governing body finds by ordinance that the condition of the dockets of the other courts of the county does not require the existence of the court to properly dispose of the cases arising in the city, the governing body shall declare the offices of the municipal judge, clerk, court reporter, and other employees of the court to be vacated at the end of the term for which the judge was last appointed. Any case then pending shall be transferred to a court with proper jurisdiction of the offense.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.148 by Acts 1997, 75th Leg., ch. 165, Sec. 8.12, eff. Sept. 1, 1997.

SUBCHAPTER K. GRAND PRAIRIE

Sec. 30.00421. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Grand Prairie.

(b) In this subchapter, "appellate courts" means the county criminal courts of Dallas County that have criminal appellate jurisdiction.

Added by Acts 1995, 74th Leg., ch. 163, Sec. 1, eff. May 23, 1995. Renumbered from Government Code, Sec. 30.1641 by Acts 1997, 75th Leg., ch. 165, Sec. 8.13, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 37, eff. Sept. 1, 1999.

Sec. 30.00426. JUDGE. (a) to (j) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(10), eff. Sept. 1, 1999.

(k) Sections 30.00007(b)(1), (2), (3), and (5) do not apply to this subchapter.

Added by Acts 1995, 74th Leg., ch. 163, Sec. 1, eff. May 23, 1995.

Renumbered from Government Code, Sec. 30.1646 by Acts 1997, 75th Leg., ch. 165, Sec. 8.13, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 38, 139(10), eff. Sept. 1, 1999.

Sec. 30.00427. CLERK; OTHER PERSONNEL. (a) The city manager shall appoint a clerk of a municipal court of record who may hire, direct, and remove the personnel authorized in the city's annual budget for the clerk's office. The clerk shall perform the duties in accordance with statutes, the city charter, and city ordinances.

(b) Sections 30.00009(c) and (d) do not apply to this subchapter.

Added by Acts 1995, 74th Leg., ch. 163, Sec. 1, eff. May 23, 1995.

Renumbered from Government Code, Sec. 30.1647 by Acts 1997, 75th Leg., ch. 165, Sec. 8.13, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 39, eff. Sept. 1, 1999.

Sec. 30.00428. COURT REPORTER. (a) The clerk of the court shall appoint the court reporter under Section 30.00010. The reporter shall be compensated by the city in the manner determined by the city manager.

(b) to (d) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(10), eff. Sept. 1, 1999.

Added by Acts 1995, 74th Leg., ch. 163, Sec. 1, eff. May 23, 1995.

Renumbered from Government Code, Sec. 30.1648 by Acts 1997, 75th Leg., ch. 165, Sec. 8.13, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 40, 139(10), eff. Sept. 1, 1999.

SUBCHAPTER L. SWEETWATER

Sec. 30.00461. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Sweetwater.

(b) In this subchapter, "appellate courts" means the County Court of Nolan County.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.171 by Acts 1997, 75th Leg., ch. 165, Sec. 8.14, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 41, eff. Sept. 1, 1999.

Sec. 30.00464. JUDGE. (a) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(11), eff. Sept. 1, 1999.

(b) A municipal judge must be a licensed attorney in good standing in this state. The judge must be a citizen of the United States and of this state. The judge must maintain residence in the city during the tenure of office but need not be a resident of the city at the time of the appointment.

(c) to (e) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(11), eff. Sept. 1, 1999.

(f) Section 30.00007(b)(5) does not apply to this subchapter.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.174 by Acts 1997, 75th Leg., ch. 165, Sec. 8.14, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 42, 139(11), eff. Sept. 1, 1999.

Sec. 30.00465. CLERK; OTHER PERSONNEL. (a) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(11), eff. Sept. 1, 1999.

(b) The governing body of the city shall provide deputy clerks, warrant officers, and other personnel, including at least one bailiff for each court, as needed for the proper operation of the courts.

(c) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(11), eff. Sept. 1, 1999.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.175 by Acts 1997, 75th Leg., ch. 165, Sec. 8.14, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 139(11), eff. Sept. 1, 1999.

Sec. 30.00466. COURT REPORTER. (a) The municipal judge shall appoint a court reporter under Section 30.00010, whose qualifications shall be determined by the judge or, if there is more than one municipal judge, by the presiding municipal judge.

(b) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(11), eff. Sept. 1, 1999.

(c) Section [30.00010](#)(d) does not apply to this subchapter.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.176 by Acts 1997, 75th Leg., ch. 165, Sec. 8.14, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 43 and 139(11), eff. Sept. 1, 1999

SUBCHAPTER M. CROWLEY

Sec. 30.00491. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Crowley.

(b) In this subchapter, "appellate courts" means the county criminal courts of Tarrant County that have criminal appellate jurisdiction.

Added by Acts 1995, 74th Leg., ch. 193, Sec. 1, eff. May 23, 1995. Renumbered from Government Code, Sec. 30.1881 by Acts 1997, 75th Leg., ch. 165, Sec. 8.15, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 44, eff. Sept. 1, 1999.

Sec. 30.00494. JUDGE. (a) to (j) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(12), eff. Sept. 1, 1999.

(k) Sections [30.00007](#)(b)(1), (2), (3), and (5) do not apply to this subchapter.

Added by Acts 1995, 74th Leg., ch. 193, Sec. 1, eff. May 23, 1995. Renumbered from Government Code, Sec. 30.1884 by Acts 1997, 75th Leg., ch. 165, Sec. 8.15, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 45, 139(12), eff. Sept. 1, 1999.

Sec. 30.004945. MAGISTRATES. (a) The governing body may appoint one or more magistrates in addition to magistrates provided under Article [2.09](#), Code of Criminal Procedure.

(b) A magistrate does not have to possess all the qualifications necessary to be a municipal court of record judge.

(c) A magistrate may not preside over the court or hear contested cases.

(d) A magistrate may:

- (1) conduct an arraignment;
- (2) hold an indigency hearing;
- (3) accept a plea;
- (4) sign a judgment;

- (5) set the amount of a bond; or
- (6) perform other functions under Article 15.17, Code of Criminal Procedure.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 46, eff. Sept. 1, 1999.

Sec. 30.00495. CLERK; OTHER PERSONNEL. (a) The city manager or city administrator of the city shall appoint a clerk of the municipal court of record who may hire, direct, and remove the personnel authorized in the city's annual budget for the clerk's office. The clerk shall perform the duties in accordance with statutes, the city charter, and city ordinances.

(b) Sections 30.00009(c) and (d) do not apply to this subchapter.

Added by Acts 1995, 74th Leg., ch. 193, Sec. 1, eff. May 23, 1995.

Renumbered from Government Code, Sec. 30.1885 by Acts 1997, 75th Leg., ch. 165, Sec. 8.15, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 47, eff. Sept. 1, 1999.

Sec. 30.00496. COURT REPORTER. (a) The clerk of the court shall appoint the court reporter under Section 30.00010.

(b) to (d) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(12), eff. Sept. 1, 1999.

Added by Acts 1995, 74th Leg., ch. 193, Sec. 1, eff. May 23, 1995.

Renumbered from Government Code, Sec. 30.1886 by Acts 1997, 75th Leg., ch. 165, Sec. 8.15, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 48, 139(12), eff. Sept. 1, 1999.

SUBCHAPTER N. LONGVIEW

Sec. 30.00531. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Longview.

(b) In this subchapter, "appellate courts" means the County Court of Gregg County.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.201 by Acts 1997, 75th Leg., ch. 165, Sec. 8.16, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 49, eff. Sept. 1, 1999.

Sec. 30.00534. JUDGE. (a) to (e) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(13), eff. Sept. 1, 1999.

(f) Section 30.00007(b)(5) does not apply to this subchapter.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.204 by Acts 1997, 75th Leg., ch. 165, Sec. 8.16, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 50, 139(13), eff. Sept. 1, 1999.

Sec. 30.00536. COURT REPORTER. The municipal judge shall appoint the court reporter under Section 30.00010.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.206 by Acts 1997, 75th Leg., ch. 165, Sec. 8.16, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 51, 139(13), eff. Sept. 1, 1999; Acts 2003, 78th Leg., ch. 1260, Sec. 1, eff. June 20, 2003.

SUBCHAPTER O. PANTEGO

Sec. 30.00561. APPLICATION; DEFINITION. (a) This subchapter applies to the town of Pantego.

(b) In this subchapter, "appellate courts" means the county criminal courts of Tarrant County that have criminal appellate jurisdiction.

Added by Acts 1995, 74th Leg., ch. 274, Sec. 1, eff. Aug. 28, 1995. Renumbered from Government Code, Sec. 30.2191 by Acts 1997, 75th Leg., ch. 165, Sec. 8.17, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 52, eff. Sept. 1, 1999.

Sec. 30.00564. JUDGE. (a) to (j) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(14), eff. Sept. 1, 1999.

(k) Sections 30.00007(b)(1), (2), (3), and (5) do not apply to this subchapter.

Added by Acts 1995, 74th Leg., ch. 274, Sec. 1, eff. Aug. 28, 1995. Renumbered from Government Code, Sec. 30.2194 by Acts 1997, 75th Leg., ch. 165, Sec. 8.17, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 53, 139(14), eff. Sept. 1, 1999.

Sec. 30.00565. CLERK; OTHER PERSONNEL. (a) The city manager of the town shall appoint a clerk of the municipal court of record who may hire, direct, and remove the personnel authorized in the town's annual budget for the clerk's office. The clerk shall perform the duties in accordance with statutes, the town charter, and town ordinances.

(b) Sections 30.00009(c) and (d) do not apply to this subchapter.

Added by Acts 1995, 74th Leg., ch. 274, Sec. 1, eff. Aug. 28, 1995.

Renumbered from Government Code, Sec. 30.2195 by Acts 1997, 75th Leg., ch. 165, Sec. 8.17, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 54, eff. Sept. 1, 1999.

Sec. 30.00566. COURT REPORTER. (a) The clerk of the court shall appoint the court reporter under Section 30.00010.

(b) to (d) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(14), eff. Sept. 1, 1999.

Added by Acts 1995, 74th Leg., ch. 274, Sec. 1, eff. Aug. 28, 1995.

Renumbered from Government Code, Sec. 30.2196 by Acts 1997, 75th Leg., ch. 165, Sec. 8.17, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 55, 139(14), eff. Sept. 1, 1999.

SUBCHAPTER P. MIDLAND

Sec. 30.00601. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Midland.

(b) In this subchapter, "appellate courts" means the County Court of Midland County.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.231 by Acts 1997, 75th Leg., ch. 165, Sec. 8.18, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 56, eff. Sept. 1, 1999.

Sec. 30.00604. JUDGE. (a) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(15), eff. Sept. 1, 1999.

(b) In addition to satisfying the requirements of Section 30.00006(c), a municipal judge must maintain residence in the city during the tenure of office but need not be a resident of the city at the time of the appointment. The judge shall serve full time and may not engage in the private practice of law while in office.

(c) to (e) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(15), eff. Sept. 1, 1999.

(f) Section 30.00007(b)(5) does not apply to this subchapter.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.234 by Acts 1997, 75th Leg., ch. 165, Sec. 8.18, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 5, 139(15), eff. Sept. 1, 1999.

Sec. 30.00605. CLERK; OTHER PERSONNEL. (a) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(15), eff. Sept. 1, 1999.

(b) The governing body of the city shall provide deputy clerks, warrant officers, and other personnel, including at least one bailiff for each court, as needed for the proper operation of the municipal courts of record.

(c) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(15), eff. Sept. 1, 1999.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.235 by Acts 1997, 75th Leg., ch. 165, Sec. 8.18, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 139(15), eff. Sept. 1, 1999.

Sec. 30.00606. COURT REPORTER. (a) The municipal judge shall appoint the court reporter under Section 30.00010, who must meet qualifications determined by the judge or, if there is more than one judge, by the presiding municipal judge. The governing body of the city shall set the compensation of the court reporter on the recommendation of the presiding judge.

(b) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(15), eff. Sept. 1, 1999.

(c) Section 30.00010(d) does not apply to this subchapter.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.236 by Acts 1997, 75th Leg., ch. 165, Sec. 8.18, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 58, 139(15), eff. Sept. 1, 1999.

SUBCHAPTER Q. RIVER OAKS

Sec. 30.00631. APPLICATION; DEFINITION. (a) This subchapter applies to the City of River Oaks.

(b) In this subchapter, "appellate courts" means the county criminal courts of Tarrant County that have criminal appellate jurisdiction.

Added by Acts 1995, 74th Leg., ch. 653, Sec. 1, eff. Aug. 28, 1995.

Renumbered from Government Code, Sec. 30.2481 by Acts 1997, 75th Leg., ch. 165, Sec. 8.19, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 59, eff. Sept. 1, 1999.

Sec. 30.00634. JUDGE. (a) to (c) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(16), eff. Sept. 1, 1999.

(d) In addition to exercising powers under Section 30.00006(e), a municipal judge shall devote as much time to the office as it requires.

(e) to (j) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(16), eff. Sept. 1, 1999.

(k) Sections 30.00007(b)(1), (2), (3), and (5) do not apply to this subchapter.

Added by Acts 1995, 74th Leg., ch. 653, Sec. 1, eff. Aug. 28, 1995.

Renumbered from Government Code, Sec. 30.2484 by Acts 1997, 75th Leg., ch. 165, Sec. 8.19, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 60, 139(16), eff. Sept. 1, 1999.

Sec. 30.00635. MAGISTRATES. (a) The governing body may appoint one or more magistrates in addition to magistrates provided under Article 2.09, Code of Criminal Procedure.

(b) A magistrate does not have to possess all the qualifications necessary to be a municipal court of record judge.

(c) A magistrate may not preside over the court or hear contested cases.

(d) A magistrate may:

- (1) conduct an arraignment;
- (2) hold an indigency hearing;
- (3) accept a plea;
- (4) sign a judgment;
- (5) set the amount of a bond; and
- (6) perform other functions under Article 15.17, Code of Criminal Procedure.

Added by Acts 1995, 74th Leg., ch. 653, Sec. 1, eff. Aug. 28, 1995.

Renumbered from Government Code, Sec. 30.2485 by Acts 1997, 75th Leg., ch. 165, Sec. 8.19, eff. Sept. 1, 1997.

Sec. 30.00636. CLERK; OTHER PERSONNEL. (a) The city administrator of the city shall appoint a clerk of the municipal court of record who may hire, direct, and remove the personnel authorized in the city's annual budget for the clerk's office. The clerk shall perform the duties in accordance with statutes, the city charter, and city ordinances.

(b) Sections 30.00009(c) and (d) do not apply to this subchapter.

Added by Acts 1995, 74th Leg., ch. 653, Sec. 1, eff. Aug. 28, 1995.

Renumbered from Government Code, Sec. 30.2486 by Acts 1997, 75th Leg., ch. 165, Sec. 8.19, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 61, eff. Sept. 1, 1999.

Sec. 30.00637. COURT REPORTER. (a) The clerk of the court shall appoint the court reporter under Section 30.00010.

(b) to (d) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(16), eff. Sept. 1, 1999.

Added by Acts 1995, 74th Leg., ch. 653, Sec. 1, eff. Aug. 28, 1995.

Renumbered from Government Code, Sec. 30.2487 by Acts 1997, 75th Leg., ch. 165, Sec. 8.19, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 62, 139(16), eff. Sept. 1, 1999.

Sec. 30.00653. JOINT COURTS: CREATION. (a) The governing body of the city may contract with one or more municipalities that have municipal courts of record to establish a joint municipal court of record to serve the contracting municipalities.

(b) A joint municipal court of record created under this section replaces each municipality's individual municipal court of record.

Added by Acts 1995, 74th Leg., ch. 653, Sec. 1, eff. Aug. 28, 1995.

Renumbered from Government Code, Sec. 30.2503 by Acts 1997, 75th Leg., ch. 165, Sec. 8.19, eff. Sept. 1, 1997.

Sec. 30.00654. JOINT COURT: JUDGES. (a) Notwithstanding any other law, a joint municipal court of record created under Section 30.2503 is presided over by a municipal judge or alternate municipal judge who is

appointed by the governing bodies of the contracting municipalities for a two-year term.

(b) The judge of a joint municipal court of record may be removed from office by the governing bodies of the contracting municipalities at any time for incompetency, misconduct, malfeasance, or inability to perform the tasks of the office.

Added by Acts 1995, 74th Leg., ch. 653, Sec. 1, eff. Aug. 28, 1995.

Renumbered from Government Code, Sec. 30.2504 by Acts 1997, 75th Leg., ch. 165, Sec. 8.19, eff. Sept. 1, 1997.

Sec. 30.00655. JOINT COURTS: JURISDICTION. (a) The jurisdiction of a joint municipal court of record created under Section 30.2503 is the combined jurisdiction of the municipal courts of the contracting municipalities.

(b) An appeal from a joint municipal court of record created under Section 30.2503 is to the county criminal court of the county in which the offense occurred. If that county does not have a county criminal court, appeal is to the county court of law of the county.

Added by Acts 1995, 74th Leg., ch. 653, Sec. 1, eff. Aug. 28, 1995.

Renumbered from Government Code, Sec. 30.2505 by Acts 1997, 75th Leg., ch. 165, Sec. 8.19, eff. Sept. 1, 1997.

Sec. 30.00656. JOINT COURT: PROSECUTING ATTORNEY. A municipality that contracts under Section 30.2503 may provide its own prosecuting attorney or the contracting municipalities may agree on the selection of one or more prosecuting attorneys.

Added by Acts 1995, 74th Leg., ch. 653, Sec. 1, eff. Aug. 28, 1995.

Renumbered from Government Code, Sec. 30.2506 by Acts 1997, 75th Leg., ch. 165, Sec. 8.19, eff. Sept. 1, 1997.

Sec. 30.00657. JOINT COURT: APPLICABLE LAW. (a) The municipalities by contract shall select one of the contracting municipality's enabling statutes as the source of applicable procedural requirements for the operation of the joint municipal court of record established under Section 30.2503.

(b) All of the provisions of the statute selected under Subsection (a) apply to the operation of the joint municipal court of record. If

there is a conflict with any of the provisions in Sections 30.2503-30.2506, those sections control.

(c) Any matter that is not governed by the contracting municipalities' enabling legislation or other law shall be resolved by the contract entered into under Section 30.2503.

Added by Acts 1995, 74th Leg., ch. 653, Sec. 1, eff. Aug. 28, 1995.

Renumbered from Government Code, Sec. 30.2507 by Acts 1997, 75th Leg., ch. 165, Sec. 8.19, eff. Sept. 1, 1997.

SUBCHAPTER R. HOUSTON

Sec. 30.00671. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Houston.

(b) In this subchapter, "appellate courts" means the county criminal courts of Harris County that have criminal appellate jurisdiction.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.261 by Acts 1997, 75th Leg., ch. 165, Sec. 8.20, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 63, eff. Sept. 1, 1999.

Sec. 30.00674. JUDGE. (a) to (f) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(17), eff. Sept. 1, 1999.

(g) A municipal judge may only be removed under Article V, Section 1-a, of the Texas Constitution.

(h) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(17), eff. Sept. 1, 1999.

(i) Sections 30.00007(b)(5) and 30.000085 do not apply to this subchapter.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Amended by Acts 1989, 71st Leg., ch. 1248, Sec. 30, eff. Sept. 1, 1989. Renumbered from Government Code, Sec. 30.264 by Acts 1997, 75th Leg., ch. 165, Sec. 8.20, eff. Sept. 1, 1997; Acts 1999, 76th Leg., ch. 691, Sec. 64, 139(17), eff. Sept. 1, 1999.

Sec. 30.00675. CLERK; OTHER PERSONNEL. (a) , (b) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(17), eff. Sept. 1, 1999.

(c) Section 30.00009(c) does not apply to this subchapter.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.265 by Acts 1997, 75th Leg., ch. 165, Sec. 8.20, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 65, 139(17), eff. Sept. 1, 1999.

Sec. 30.00676. COURT REPORTER. (a) Each municipal judge may appoint an official court reporter under Section 30.00010 to transcribe the trial proceedings, including testimony, voir dire examinations, objections, and final arguments.

(b) Section 30.00010(d) does not apply to this subchapter.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.266 by Acts 1997, 75th Leg., ch. 165, Sec. 8.20, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 66, eff. Sept. 1, 1999.

SUBCHAPTER S. MARSHALL

Sec. 30.00701. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Marshall.

(b) In this subchapter, "appellate courts" means the County Court of Harrison County.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.291 by Acts 1997, 75th Leg., ch. 165, Sec. 8.21, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 67, eff. Sept. 1, 1999.

Sec. 30.00704. JUDGE. (a) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(18), eff. Sept. 1, 1999.

(b) In addition to exercising powers under Section 30.00006(e), a municipal judge shall devote as much time to the office as it requires.

(c) to (e) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(18), eff. Sept. 1, 1999.

(f) Section 30.00007(b)(5) does not apply to this subchapter.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.294 by Acts 1997, 75th Leg., ch. 165, Sec. 8.21, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 68, 139(18), eff. Sept. 1, 1999.

Sec. 30.00706. COURT REPORTER. (a) The municipal judge shall appoint the court reporter under Section 30.00010.

(b) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(18), eff. Sept. 1, 1999.

(c) Section 30.00010(d) does not apply to this subchapter.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.296 by Acts 1997, 75th Leg., ch. 165, Sec. 8.21, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 69, 139(18), eff. Sept. 1, 1999.

SUBCHAPTER T. AUSTIN

Sec. 30.00731. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Austin.

(b) In this subchapter, "appellate courts" means the county courts at law of Travis County that have criminal appellate jurisdiction.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.321 by Acts 1997, 75th Leg., ch. 165, Sec. 8.22, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 70, eff. Sept. 1, 1999.

Sec. 30.00734. JUDGE. (a) to (f) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(19), eff. Sept. 1, 1999.

(g) In addition to satisfying the requirements of Section 30.00006(c), a municipal judge must have been a resident of the city for the two-year period immediately preceding appointment.

(h) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(19), eff. Sept. 1, 1999.

(i) Section 30.00007(b)(5) does not apply to this subchapter.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.324 by Acts 1997, 75th Leg., ch. 165, Sec. 8.22, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 71, 139(19), eff. Sept. 1, 1999.

Sec. 30.00736. CLERK; OTHER PERSONNEL. (a) The governing body of the city shall appoint a clerk of the municipal courts of record, who shall be known as the municipal clerk. The municipal clerk serves at the pleasure of the governing body. The clerk shall perform, as applicable,

the duties prescribed by law for the county clerk of a county court at law and any other duty necessary to issue process and conduct business of the court. The clerk may administer oaths and affidavits and make certificates and affix the court's seal to those certificates. In addition, the clerk shall:

(1) maintain central docket records for all cases filed in the municipal courts of record; and

(2) maintain an index of all court judgments in the same manner as county clerks are required by law to prepare for criminal cases arising in county courts.

(b) With the consent of the governing body of the city, the clerk may appoint one or more deputy clerks to act for and on behalf of the clerk.

(c) The governing body of the city shall provide the courts with other municipal court personnel that the governing body determines necessary for the proper operation of the courts. Those persons shall perform their duties under the direction and control of the clerk of the municipal court or the municipal judge to whom assigned. The governing body shall determine the salaries of the court personnel.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Amended by Acts 1989, 71st Leg., ch. 1248, Sec. 31, eff. Sept. 1, 1989. Renumbered from Government Code, Sec. 30.326 by Acts 1997, 75th Leg., ch. 165, Sec. 8.22, eff. Sept. 1, 1997.

SUBCHAPTER U. ODESSA

Sec. 30.00771. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Odessa.

(b) In this subchapter, "appellate courts" means the county courts at law of Ector County that have criminal appellate jurisdiction.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.351 by Acts 1997, 75th Leg., ch. 165, Sec. 8.23, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 73, eff. Sept. 1, 1999.

Sec. 30.00774. JUDGE. (a) to (e) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(20), eff. Sept. 1, 1999.

(f) Section [30.00007](#)(b)(5) does not apply to this subchapter.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Amended by Acts 1997, 75th Leg., ch. 235, Sec. 3, eff. Sept. 1, 1997. Renumbered from Government Code, Sec. 30.354 by Acts 1997, 75th Leg., ch. 165, Sec. 8.23, eff. Sept. 1, 1997; Acts 1999, 76th Leg., ch. 691, Sec. 74, 139(20), eff. Sept. 1, 1999.

Sec. 30.00778. CLERK; OTHER PERSONNEL. (a) The city manager shall provide for the appointment of a clerk of the municipal courts of record, who shall be known as the municipal clerk. The municipal clerk shall perform, as applicable, the duties prescribed by law for the county clerk of a county court at law. In addition, the clerk shall:

(1) maintain central docket records for all cases filed in the municipal courts of record; and

(2) maintain an index of all municipal court of record judgments in the same manner as county clerks are required by law to prepare for criminal cases arising in county courts.

(b) The governing body of the city shall provide the courts with other municipal court personnel that the governing body determines necessary for the proper operation of the courts. Those persons shall perform their duties under the direction and control of the clerk or the municipal judge to whom assigned. The governing body shall determine the salaries of the court personnel.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Amended by Acts 1989, 71st Leg., ch. 1248, Sec. 32, eff. Sept. 1, 1989. Amended by Acts 1997, 75th Leg., ch. 235, Sec. 6, eff. Sept. 1, 1997. Renumbered from Government Code, Sec. 30.358 by Acts 1997, 75th Leg., ch. 165, Sec. 8.23, eff. Sept. 1, 1997.

Sec. 30.00779. RECORDING OF PROCEEDINGS; COURT REPORTER. (a) to (e) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(20), eff. Sept. 1, 1999.

(f) Section [30.00010](#)(d) does not apply to this subchapter.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Amended by Acts 1997, 75th Leg., ch. 235, Sec. 7, eff. Sept. 1, 1997. Renumbered from Government Code, Sec. 30.359 by Acts 1997, 75th Leg., ch. 165, Sec. 8.23, eff. Sept. 1, 1997; Acts 1999, 76th Leg., ch. 691, Sec. 75, 139(20), eff. Sept. 1, 1999.

Sec. 30.007801. PROSECUTION BY CITY ATTORNEY. All prosecutions in a municipal court of record must be conducted by the city attorney or an assistant or deputy city attorney.

Added by Acts 1997, 75th Leg., ch. 235, Sec. 8, eff. Sept. 1, 1997.

Transferred from Government Code, Section 30.3601 by Acts 2009, 81st Leg., R.S., Ch. 87 (S.B. 1969), Sec. 27.001(19), eff. September 1, 2009.

Sec. 30.007802. COMPLAINT; PLEADING. (a) A complaint filed in a municipal court of record must begin "In the name and by authority of the State of Texas" and must conclude "Against the peace and dignity of the State."

(b) Complaints must comply with Article 45.17, Code of Criminal Procedure.

(c) Pleadings must be in writing and must be filed with the municipal court clerk.

Added by Acts 1997, 75th Leg., ch. 235, Sec. 8, eff. Sept. 1, 1997.

Transferred from Government Code, Section 30.3602 by Acts 2009, 81st Leg., R.S., Ch. 87 (S.B. 1969), Sec. 27.001(19), eff. September 1, 2009.

Sec. 30.007803. JURY. (a) A person brought before a municipal court of record and charged with an offense is entitled to be tried by a jury of six persons, unless that right is waived according to law.

(b) A juror for the court must have the qualifications required of jurors by law and must be a resident of the city.

(c) A juror is entitled to receive the compensation for each day and each fraction of a day in attendance on a municipal court of record jury as provided by Chapter 61.

(d) The clerk of the court shall establish a fair, impartial, and objective juror selection process.

Added by Acts 1997, 75th Leg., ch. 235, Sec. 8, eff. Sept. 1, 1997.

Transferred from Government Code, Section 30.3603 by Acts 2009, 81st Leg., R.S., Ch. 87 (S.B. 1969), Sec. 27.001(19), eff. September 1, 2009.

Sec. 30.007804. COURT RULES. (a) Except as modified by this subchapter, the Code of Criminal Procedure as applied to county courts at law governs the trial of cases before municipal courts of record.

(b) Bonds must be payable to the state for the use and benefit of the city. The court may not assess court costs other than warrant fees, capias

fees, and other fees authorized for municipal courts of record.

(c) A peace officer may serve a process issued by a municipal court of record.

(d) A conviction, judgment, and sentence are in the name of the state, and the state recovers from the defendant the fine and fees for the use and benefit of the city.

(e) Fines, fees, costs, and bonds shall be paid to the clerk of the court, who shall deposit them in the city general fund.

Added by Acts 1997, 75th Leg., ch. 235, Sec. 8, eff. Sept. 1, 1997.

Transferred from Government Code, Section 30.3604 by Acts 2009, 81st Leg., R.S., Ch. 87 (S.B. 1969), Sec. 27.001(19), eff. September 1, 2009.

SUBCHAPTER V. DALLAS

Sec. 30.00811. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Dallas.

(b) In this subchapter, "appellate courts" means the county criminal courts of Dallas County that have criminal appellate jurisdiction.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.381 by Acts 1997, 75th Leg., ch. 165, Sec. 8.24, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 76, eff. Sept. 1, 1999.

Sec. 30.00814. JUDGE. (a) to (c) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(21), eff. Sept. 1, 1999.

(d) In addition to performing duties under Sections 30.00007(b)(1) and (4), the administrative municipal judge shall promulgate work rules for the administration of the municipal courts.

(e), (f) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(21), eff. Sept. 1, 1999.

(g) Sections 30.00007(b)(2), (3), and (5) do not apply to this subchapter.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Amended by Acts 1987, 70th Leg., ch. 157, Sec. 2, 3, eff. Aug. 31, 1987. Renumbered from Government Code, Sec. 30.384 by Acts 1997, 75th Leg., ch. 165, Sec. 8.24, eff. Sept. 1, 1997; Acts 1999, 76th Leg., ch. 691, Sec. 77, 139(21), eff. Sept. 1, 1999.

Sec. 30.00818. CLERK; OTHER PERSONNEL. (a) The governing body shall provide for the appointment of a clerk of the municipal courts of record, who shall be known as the municipal clerk. The municipal clerk shall perform for the municipal courts of record, as applicable, the duties prescribed by law for the county clerk of a county court at law. In addition, the clerk shall maintain central docket records for all cases filed in the municipal courts of record.

(b) The governing body of the city shall provide the courts with other municipal court personnel that the governing body determines necessary for the proper operation of the courts. Those persons shall perform their duties under the direction and control of the clerk of the municipal court or the municipal judge to whom assigned. The governing body shall determine the salaries of the court personnel.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Amended by Acts 1987, 70th Leg., ch. 157, Sec. 4, eff. Aug. 31, 1987; Acts 1989, 71st Leg., ch. 1248, Sec. 33, eff. Sept. 1, 1989. Renumbered from Government Code, Sec. 30.388 by Acts 1997, 75th Leg., ch. 165, Sec. 8.24, eff. Sept. 1, 1997.

SUBCHAPTER W. ARLINGTON

Sec. 30.00851. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Arlington.

(b) In this subchapter, "appellate courts" means the county criminal courts of Tarrant County that have criminal appellate jurisdiction.

Added by Acts 1993, 73rd Leg., ch. 575, Sec. 1, eff. Aug. 30, 1993. Renumbered from Government Code, Sec. 30.421 by Acts 1997, 75th Leg., ch. 165, Sec. 8.25, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 78, eff. Sept. 1, 1999.

Sec. 30.00854. JUDGE. (a) to (c) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(22), eff. Sept. 1, 1999.

(d) In addition to satisfying the requirements of Section [30.00006](#)(c), a municipal judge shall devote as much time to the office as it requires.

(e) to (j) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(22), eff. Sept. 1, 1999.

(k) Sections [30.00007](#)(b)(1), (2), (3), and (5) do not apply to this subchapter.

Added by Acts 1993, 73rd Leg., ch. 575, Sec. 1, eff. Aug. 30, 1993.
Renumbered from Government Code, Sec. 30.424 by Acts 1997, 75th Leg., ch. 165, Sec. 8.25, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 79, 139(22), eff. Sept. 1, 1999.

Sec. 30.00855. CLERK; OTHER PERSONNEL. (a) The city manager of the city shall appoint a clerk of the municipal court of record who may hire, direct, and remove the personnel authorized in the city's annual budget for the clerk's office. The clerk shall perform the duties in accordance with statutes, the city charter, and city ordinances.

(b) Sections 30.00009(c) and (d) do not apply to this subchapter.

Added by Acts 1993, 73rd Leg., ch. 575, Sec. 1, eff. Aug. 30, 1993.
Renumbered from Government Code, Sec. 30.425 by Acts 1997, 75th Leg., ch. 165, Sec. 8.25, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 80, eff. Sept. 1, 1999.

Sec. 30.00856. COURT REPORTER. (a) The clerk of the court shall appoint the court reporter under Section 30.00010.

(b) to (d) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(22), eff. Sept. 1, 1999.

Added by Acts 1993, 73rd Leg., ch. 575, Sec. 1, eff. Aug. 30, 1993.
Renumbered from Government Code, Sec. 30.426 by Acts 1997, 75th Leg., ch. 165, Sec. 8.25, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 81, 139(22), eff. Sept. 1, 1999.

SUBCHAPTER X. GARLAND

Sec. 30.00891. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Garland.

(b) In this subchapter, "appellate courts" means the county criminal courts of Dallas County that have criminal appellate jurisdiction.

Added by Acts 1987, 70th Leg., ch. 161, Sec. 1, eff. May 25, 1987.
Renumbered from Government Code, Sec. 30.451 by Acts 1997, 75th Leg., ch. 165, Sec. 8.26, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 82, eff. Sept. 1, 1999.

Sec. 30.00894. JUDGE. (a) to (f) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(23), eff. Sept. 1, 1999.

(g) Sections 30.00007(b)(5) and 30.00008(b) do not apply to this subchapter.

Added by Acts 1987, 70th Leg., ch. 161, Sec. 1, eff. May 25, 1987. Amended by Acts 1997, 75th Leg., ch. 1342, Sec. 2, eff. Sept. 1, 1997. Renumbered from Government Code, Sec. 30.454 by Acts 1997, 75th Leg., ch. 165, Sec. 8.26, eff. Sept. 1, 1997; Acts 1999, 76th Leg., ch. 691, Sec. 83, 139(23), eff. Sept. 1, 1999.

Sec. 30.00895. CLERK. (a) The city manager shall appoint a clerk of the municipal courts of record. The clerk or the clerk's deputies shall keep the records of the municipal courts of record, issue process, and generally perform the duties for the courts that a clerk of a county court exercising criminal jurisdiction is required by law to perform for that court. The clerk shall perform the duties in accordance with statutes, the city charter, and city ordinances.

(b) Sections 30.00009(a), (c), and (d) do not apply to this subchapter.

Added by Acts 1987, 70th Leg., ch. 161, Sec. 1, eff. May 25, 1987. Renumbered from Government Code, Sec. 30.455 by Acts 1997, 75th Leg., ch. 165, Sec. 8.26, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 84, eff. Sept. 1, 1999.

Sec. 30.00896. COURT REPORTER. (a) The official court reporter shall be appointed by the chief judge under Section 30.00010.

(b) to (d) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(23), eff. Sept. 1, 1999.

Added by Acts 1987, 70th Leg., ch. 161, Sec. 1, eff. May 25, 1987. Amended by Acts 1997, 75th Leg., ch. 1342, Sec. 3, eff. Sept. 1, 1997. Renumbered from Government Code, Sec. 30.456 by Acts 1997, 75th Leg., ch. 165, Sec. 8.26, eff. Sept. 1, 1997; Acts 1999, 76th Leg., ch. 691, Sec. 85, 139(23), eff. Sept. 1, 1999.

SUBCHAPTER Y. AMARILLO

Sec. 30.00931. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Amarillo.

(b) In this subchapter, "appellate courts" means the county courts at law in Potter and Randall counties.

Added by Acts 1987, 70th Leg., ch. 694, Sec. 1, eff. Sept. 1, 1987.

Renumbered from Government Code, Sec. 30.521 by Acts 1997, 75th Leg., ch. 165, Sec. 8.27, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 86, eff. Sept. 1, 1999.

Sec. 30.00934. JUDGE. (a) A municipal judge need not be a resident of the city at the time of appointment but must, in addition to satisfying the requirements of Section 30.00006(c), maintain residence in the city during the term of office. The judge shall devote full time to the duties of that office and may not engage in the private practice of law while in office. The restrictions on the residency of and private practice by a municipal judge do not apply to a judge employed to work less than 40 hours per week.

(b) to (d) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(24), eff. Sept. 1, 1999.

(e) The governing body of the city shall appoint a judge to be the presiding municipal judge who shall, in addition to performing duties under Sections 30.00007(b)(1), (3), and (4), assign cases among the judges.

(f) Sections 30.00007(b)(2) and (5) do not apply to this subchapter.

Added by Acts 1987, 70th Leg., ch. 694, Sec. 1, eff. Sept. 1, 1987.

Renumbered from Government Code, Sec. 30.524 by Acts 1997, 75th Leg., ch. 165, Sec. 8.27, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 87, 139(24), eff. Sept. 1, 1999.

Amended by:

Acts 2005, 79th Leg., Ch. 182 (H.B. 596), Sec. 1, eff. May 27, 2005.

Sec. 30.00937. CLERK; OTHER PERSONNEL. The city manager of the city shall provide for the appointment of a municipal court clerk to serve as clerk of the municipal courts of record. The municipal court clerk shall perform the duties prescribed by ordinance and by applicable law and may hire, direct, and remove the personnel authorized in the annual budget for the clerk's office.

Added by Acts 1987, 70th Leg., ch. 694, Sec. 1, eff. Sept. 1, 1987.

Renumbered from Government Code, Sec. 30.527 by Acts 1997, 75th Leg., ch. 165, Sec. 8.27, eff. Sept. 1, 1997.

Sec. 30.00939. COURT REPORTER. (a) For the purpose of preserving a record in cases tried before the municipal court, the city manager shall provide an official court reporter who has the qualifications provided by law for official court reporters.

(b), (c) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(24), eff. Sept. 1, 1999.

(d) Section 30.00010(d) does not apply to this subchapter.

Added by Acts 1987, 70th Leg., ch. 694, Sec. 1, eff. Sept. 1, 1987.

Renumbered from Government Code, Sec. 30.529 by Acts 1997, 75th Leg., ch. 165, Sec. 8.27, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 88, 139(24), eff. Sept. 1, 1999.

SUBCHAPTER Z. ADDISON

Sec. 30.00971. APPLICATION; DEFINITION. (a) This subchapter applies to the town of Addison.

(b) In this subchapter, "appellate courts" means the county criminal courts of Dallas County that have criminal appellate jurisdiction.

Added by Acts 1987, 70th Leg., ch. 1003, Sec. 1, eff. June 19, 1987.

Renumbered from Government Code, Sec. 30.651 by Acts 1997, 75th Leg., ch. 165, Sec. 8.28, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 89, eff. Sept. 1, 1999.

Sec. 30.00976. JUDGE. (a) to (d) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(25), eff. Sept. 1, 1999.

(e) Section 30.00007(b)(5) does not apply to this subchapter.

Added by Acts 1987, 70th Leg., ch. 1003, Sec. 1, eff. June 19, 1987.

Renumbered from Government Code, Sec. 30.656 by Acts 1997, 75th Leg., ch. 165, Sec. 8.28, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 90, 139(25), eff. Sept. 1, 1999.

Sec. 30.00977. CLERK. The city manager, with the consent of the governing body of the city, shall appoint a clerk of the municipal courts of record who may hire, direct, and remove the personnel authorized in the city's annual budget for the clerk's office. The clerk shall perform the duties in accordance with statutes, the city charter, and city ordinances.

Added by Acts 1987, 70th Leg., ch. 1003, Sec. 1, eff. June 19, 1987.
Renumbered from Government Code, Sec. 30.657 by Acts 1997, 75th Leg., ch. 165, Sec. 8.28, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 91, eff. Sept. 1, 1999.

Sec. 30.00978. COURT REPORTER. (a) The clerk of the court shall appoint the court reporter under Section [30.00010](#).

(b) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(25), eff. Sept. 1, 1999.

(c) The court reporter is not required to record testimony in a case unless the judge or one of the parties requests a record. A party's request for a record must be in writing and filed with the court before trial.

(d) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(25), eff. Sept. 1, 1999.

Added by Acts 1987, 70th Leg., ch. 1003, Sec. 1, eff. June 19, 1987.
Amended by Acts 1993, 73rd Leg., ch. 877, Sec. 1, eff. Aug. 30, 1993.
Renumbered from Government Code, Sec. 30.658 by Acts 1997, 75th Leg., ch. 165, Sec. 8.28, eff. Sept. 1, 1997; Acts 1999, 76th Leg., ch. 691, Sec. 92, 139(25), eff. Sept. 1, 1999.

SUBCHAPTER AA. GRAPEVINE

Sec. 30.01011. APPLICATION; DEFINITION. (a) This subchapter applies to the city of Grapevine.

(b) In this subchapter, "appellate courts" means the county criminal courts of Tarrant County that have criminal appellate jurisdiction.

Added by Acts 1991, 72nd Leg., ch. 50, Sec. 1, eff. Aug. 26, 1991.
Renumbered from Government Code, Sec. 30.691 by Acts 1997, 75th Leg., ch. 165, Sec. 8.29, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 93, eff. Sept. 1, 1999.

Sec. 30.01014. JUDGE. (a) to (c) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(26), eff. Sept. 1, 1999.

(d) In addition to satisfying the requirements of Section [30.00006](#)(c), a municipal judge must maintain residence in the city during the tenure of office and must be a resident of the city at the time of appointment or election. The judge shall devote as much time to the office as it requires.

(e) to (i) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(26), eff. Sept. 1, 1999.

(j) An alternate judge must have the same qualifications as a municipal judge, except that an alternate judge may, but need not be, a resident of the city.

(k) Sections 30.00007(b)(1), (2), (3), and (5) do not apply to this subchapter.

Added by Acts 1991, 72nd Leg., ch. 50, Sec. 1, eff. Aug. 26, 1991.

Renumbered from Government Code, Sec. 30.694 by Acts 1997, 75th Leg., ch. 165, Sec. 8.29, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 94, 139(26), eff. Sept. 1, 1999.

Sec. 30.01015. CLERK; OTHER PERSONNEL. (a) The city manager of the city shall appoint a clerk of the municipal courts of record who may hire, direct, and remove the personnel authorized in the city's annual budget for the clerk's office. The clerk shall perform the duties in accordance with statutes, the city charter, and city ordinances.

(b) Sections 30.00009(c) and (d) do not apply to this subchapter.

Added by Acts 1991, 72nd Leg., ch. 50, Sec. 1, eff. Aug. 26, 1991.

Renumbered from Government Code, Sec. 30.695 by Acts 1997, 75th Leg., ch. 165, Sec. 8.29, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 95, eff. Sept. 1, 1999.

Sec. 30.01016. COURT REPORTER. (a) The clerk of the court shall appoint the court reporter under Section 30.00010.

(b) to (d) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(26), eff. Sept. 1, 1999.

Added by Acts 1991, 72nd Leg., ch. 50, Sec. 1, eff. Aug. 26, 1991.

Renumbered from Government Code, Sec. 30.696 by Acts 1997, 75th Leg., ch. 165, Sec. 8.29, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 96, 139(26), eff. Sept. 1, 1999.

SUBCHAPTER BB. HURST

Sec. 30.01051. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Hurst.

(b) In this subchapter, "appellate courts" means the county criminal courts of Tarrant County that have criminal appellate jurisdiction.

Added by Acts 1993, 73rd Leg., ch. 340, Sec. 1, eff. Aug. 30, 1993.

Renumbered from Government Code, Sec. 30.721 by Acts 1997, 75th Leg., ch. 165, Sec. 8.30, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 97, eff. Sept. 1, 1999.

Sec. 30.01054. JUDGE. (a) to (c) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(27), eff. Sept. 1, 1999.

(d) In addition to exercising powers under Section 30.00006(e), a municipal judge shall devote as much time to the office as it requires.

(e) to (j) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(27), eff. Sept. 1, 1999.

(k) Sections 30.00007(b)(1), (2), (3), and (5) do not apply to this subchapter.

Added by Acts 1993, 73rd Leg., ch. 340, Sec. 1, eff. Aug. 30, 1993.

Renumbered from Government Code, Sec. 30.724 by Acts 1997, 75th Leg., ch. 165, Sec. 8.30, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 98, 139(27), eff. Sept. 1, 1999.

Sec. 30.01055. CLERK; OTHER PERSONNEL. (a) The city manager of the city shall appoint a clerk of the municipal court of record who may hire, direct, and remove the personnel authorized in the city's annual budget for the clerk's office. The clerk shall perform the duties in accordance with statutes, the city charter, and city ordinances.

(b) Sections 30.00009(c) and (d) do not apply to this subchapter.

Added by Acts 1993, 73rd Leg., ch. 340, Sec. 1, eff. Aug. 30, 1993.

Renumbered from Government Code, Sec. 30.725 by Acts 1997, 75th Leg., ch. 165, Sec. 8.30, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 99, eff. Sept. 1, 1999.

Sec. 30.01056. COURT REPORTER. (a) The presiding judge shall appoint the court reporter under Section 30.00010.

(b) to (d) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(27), eff. Sept. 1, 1999.

Added by Acts 1993, 73rd Leg., ch. 340, Sec. 1, eff. Aug. 30, 1993.

Renumbered from Government Code, Sec. 30.726 by Acts 1997, 75th Leg., ch. 165, Sec. 8.30, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 100, 139(27), eff. Sept. 1, 1999.

SUBCHAPTER CC. CARROLLTON

Sec. 30.01091. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Carrollton.

(b) In this subchapter, "appellate courts" means the county criminal courts of Dallas County that have criminal appellate jurisdiction.

Added by Acts 1993, 73rd Leg., ch. 324, Sec. 1, eff. May 29, 1993.

Renumbered from Government Code, Sec. 30.851 by Acts 1997, 75th Leg., ch. 165, Sec. 8.31, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 101, eff. Sept. 1, 1999.

Sec. 30.01096. JUDGE. (a) In addition to satisfying the requirements of Section 30.00006(c), a presiding municipal judge must maintain residence in the city during the tenure of office. The municipal judge shall devote full time to the duties of the office as necessary.

(b), (c) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(28), eff. Sept. 1, 1999.

(d) Section 30.00007(b)(5) does not apply to this subchapter.

(e) A municipal court of record may be presided over by an assistant municipal judge.

Added by Acts 1993, 73rd Leg., ch. 324, Sec. 1, eff. May 29, 1993.

Renumbered from Government Code, Sec. 30.856 by Acts 1997, 75th Leg., ch. 165, Sec. 8.31, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 102, 139(28), eff. Sept. 1, 1999.

Sec. 30.010975. AUTOMATIC RESIGNATION. If the municipal judge or an assistant municipal judge announces a candidacy or becomes a candidate in a general, special, or primary election, for any office of profit or trust under the laws of the state or the United States, the announcement or the candidacy constitutes an automatic resignation of the appointment, effective the date of the announcement or candidacy.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 103, eff. Sept. 1, 1999.

Sec. 30.01098. CLERK; OTHER PERSONNEL. (a) The city manager shall appoint a clerk of the municipal court of record who shall be known as the municipal court clerk. The clerk may hire, direct, and remove the personnel authorized in the city's annual budget for the clerk's office.

(b), (c) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(28), eff. Sept. 1, 1999.

(d) Sections 30.00009(c) and (d) do not apply to this subchapter.

Added by Acts 1993, 73rd Leg., ch. 324, Sec. 1, eff. May 29, 1993.

Renumbered from Government Code, Sec. 30.858 by Acts 1997, 75th Leg., ch. 165, Sec. 8.31, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 104, 139(28), eff. Sept. 1, 1999.

Sec. 30.01099. COURT REPORTER. (a) The city shall provide a court reporter for the purpose of preserving a record in cases tried before the municipal court of record. The clerk of the court shall appoint the court reporter, who must meet the qualifications provided by law for official court reporters.

(b) to (e) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(28), eff. Sept. 1, 1999.

Added by Acts 1993, 73rd Leg., ch. 324, Sec. 1, eff. May 29, 1993.

Renumbered from Government Code, Sec. 30.859 by Acts 1997, 75th Leg., ch. 165, Sec. 8.31, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 139(28), eff. Sept. 1, 1999.

SUBCHAPTER DD. WHITE SETTLEMENT

Sec. 30.01131. APPLICATION; DEFINITION. (a) This subchapter applies to the City of White Settlement.

(b) In this subchapter, "appellate courts" means the county criminal courts of Tarrant County that have criminal appellate jurisdiction.

Added by Acts 1995, 74th Leg., ch. 630, Sec. 1, eff. Aug. 28, 1995.

Renumbered from Government Code, Sec. 30.881 by Acts 1997, 75th Leg., ch. 165, Sec. 8.32, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 105, eff. Sept. 1, 1999.

Sec. 30.01134. JUDGE. (a) to (c) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(29), eff. Sept. 1, 1999.

(d) In addition to exercising powers under Section 30.00006(e), a municipal judge shall devote as much time to the office as it requires.

(e) to (j) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(29), eff. Sept. 1, 1999.

(k) Sections 30.00007(b)(1), (2), (3), and (5) do not apply to this subchapter.

Added by Acts 1995, 74th Leg., ch. 630, Sec. 1, eff. Aug. 28, 1995.

Renumbered from Government Code, Sec. 30.884 by Acts 1997, 75th Leg., ch. 165, Sec. 8.32, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 106, 139(29), eff. Sept. 1, 1999.

Sec. 30.01135. CLERK; OTHER PERSONNEL. (a) The city manager of the city shall appoint a clerk of the municipal court of record who may hire, direct, and remove the personnel authorized in the city's annual budget for the clerk's office. The clerk shall perform the duties in accordance with statutes, the city charter, and city ordinances.

(b) Sections 30.00009(c) and (d) do not apply to this subchapter.

Added by Acts 1995, 74th Leg., ch. 630, Sec. 1, eff. Aug. 28, 1995.

Renumbered from Government Code, Sec. 30.885 by Acts 1997, 75th Leg., ch. 165, Sec. 8.32, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 107, eff. Sept. 1, 1999.

Sec. 30.01136. COURT REPORTER. (a) The presiding judge shall appoint the court reporter under Section 30.00010.

(b) to (e) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(29), eff. Sept. 1, 1999.

Added by Acts 1995, 74th Leg., ch. 630, Sec. 1, eff. Aug. 28, 1995.

Renumbered from Government Code, Sec. 30.886 by Acts 1997, 75th Leg., ch. 165, Sec. 8.32, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 108, 139(29), eff. Sept. 1, 1999.

Sec. 30.01137. MAGISTRATES. (a) The governing body may appoint one or more magistrates to act on behalf of a municipal court of record or a municipal court in the city of White Settlement.

(b) A magistrate is not required to possess all the qualifications necessary to be a municipal court of record judge.

(c) A magistrate may not preside over the court or hear contested cases.

(d) A magistrate may:

- (1) conduct an arraignment;
- (2) hold an indigency hearing;
- (3) accept a plea;

- (4) sign a judgment;
- (5) set the amount of a bond; and
- (6) perform other functions under Article 15.17, Code of Criminal Procedure.

Added by Acts 2009, 81st Leg., R.S., Ch. 1076 (H.B. 4750), Sec. 1, eff. June 19, 2009.

Sec. 30.01148. DISPOSITION ON APPEAL. (a) to (c) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(29), eff. Sept. 1, 1999.

(d) Section 30.00009(c) does not apply to this subchapter.

Added by Acts 1995, 74th Leg., ch. 630, Sec. 1, eff. Aug. 28, 1995.
Renumbered from Government Code, Sec. 30.898 by Acts 1997, 75th Leg., ch. 165, Sec. 8.32, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 109, 139(29), eff. Sept. 1, 1999.

SUBCHAPTER EE. EULESS

Sec. 30.01171. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Euless.

(b) In this subchapter, "appellate courts" means the county criminal courts of Tarrant County that have criminal appellate jurisdiction.

Added by Acts 1993, 73rd Leg., ch. 325, Sec. 1, eff. Aug. 30, 1993.
Renumbered from Government Code, Sec. 30.916 by Acts 1997, 75th Leg., ch. 165, Sec. 8.33, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 110, eff. Sept. 1, 1999.

Sec. 30.01174. JUDGE. (a) to (c) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(30), eff. Sept. 1, 1999.

(d) In addition to exercising powers under Section 30.00006(e), a municipal judge shall devote as much time to the office as it requires.

(e) to (j) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(30), eff. Sept. 1, 1999.

(k) Sections 30.00007(b)(1), (2), (3), and (5) do not apply to this subchapter.

Added by Acts 1993, 73rd Leg., ch. 325, Sec. 1, eff. Aug. 30, 1993.
Renumbered from Government Code, Sec. 30.919 by Acts 1997, 75th Leg., ch.

165, Sec. 8.33, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 111, 139(30), eff. Sept. 1, 1999.

Sec. 30.01175. CLERK; OTHER PERSONNEL. (a) The city manager of the city shall appoint a clerk of the municipal court of record who may hire, direct, and remove the personnel authorized in the city's annual budget for the clerk's office. The clerk shall perform the duties in accordance with statutes, the city charter, and city ordinances.

(b) Sections 30.00009(c) and (d) do not apply to this subchapter.

Added by Acts 1993, 73rd Leg., ch. 325, Sec. 1, eff. Aug. 30, 1993.

Renumbered from Government Code, Sec. 30.920 by Acts 1997, 75th Leg., ch. 165, Sec. 8.33, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 112, eff. Sept. 1, 1999.

Sec. 30.01176. COURT REPORTER. (a) The presiding judge shall appoint the court reporter under Section 30.00010.

(b) to (d) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(30), eff. Sept. 1, 1999.

Added by Acts 1993, 73rd Leg., ch. 325, Sec. 1, eff. Aug. 30, 1993.

Renumbered from Government Code, Sec. 30.921 by Acts 1997, 75th Leg., ch. 165, Sec. 8.33, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 113, 139(30), eff. Sept. 1, 1999.

SUBCHAPTER FF. DENTON

Sec. 30.01211. APPLICATION; DEFINITION. (a) This subchapter applies to the city of Denton.

(b) In this subchapter, "appellate courts" means the county courts at law of Denton County that have criminal appellate jurisdiction.

Added by Acts 1993, 73rd Leg., ch. 884, Sec. 1, eff. Aug. 30, 1993.

Renumbered from Government Code, Sec. 30.981 by Acts 1997, 75th Leg., ch. 165, Sec. 8.34, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 114, eff. Sept. 1, 1999.

Sec. 30.01216. JUDGE. (a) The municipal judge shall devote as much time as necessary to perform the duties of the office.

(b), (c) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(31), eff. Sept. 1, 1999.

Added by Acts 1993, 73rd Leg., ch. 884, Sec. 1, eff. Aug. 30, 1993.
Renumbered from Government Code, Sec. 30.986 by Acts 1997, 75th Leg., ch. 165, Sec. 8.34, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 115, 139(31), eff. Sept. 1, 1999.

Sec. 30.01218. CLERK; OTHER PERSONNEL. (a) The city manager shall appoint a clerk of the municipal court of record who shall be known as the "municipal court clerk."

(b) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(31), eff. Sept. 1, 1999.

(c) The clerk may hire, direct, and remove the personnel authorized in the city's annual budget for the clerk's office.

Added by Acts 1993, 73rd Leg., ch. 884, Sec. 1, eff. Aug. 30, 1993.
Renumbered from Government Code, Sec. 30.988 by Acts 1997, 75th Leg., ch. 165, Sec. 8.34, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 139(31), eff. Sept. 1, 1999.

Sec. 30.01219. COURT REPORTER. (a) The presiding judge shall appoint the court reporter under Section [30.00010](#).

(b) to (e) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(31), eff. Sept. 1, 1999.

Added by Acts 1993, 73rd Leg., ch. 884, Sec. 1, eff. Aug. 30, 1993.
Renumbered from Government Code, Sec. 30.989 by Acts 1997, 75th Leg., ch. 165, Sec. 8.34, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 116, 139(31), eff. Sept. 1, 1999.

SUBCHAPTER GG. LAKE WORTH

Sec. 30.01251. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Lake Worth.

(b) In this subchapter, "appellate courts" means the county criminal courts of Tarrant County that have criminal appellate jurisdiction.

Added by Acts 1997, 75th Leg., ch. 182, Sec. 1, eff. May 21, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 117, eff. Sept. 1, 1999.

Sec. 30.01254. JUDGE. (a) to (c) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(32), eff. Sept. 1, 1999.

(d) In addition to exercising powers under Section 30.00006(e), a municipal judge shall devote as much time to the office as it requires.

(e) to (j) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(32), eff. Sept. 1, 1999.

(k) Sections 30.00007(b)(1), (2), (3), and (5) do not apply to this subchapter.

Added by Acts 1997, 75th Leg., ch. 182, Sec. 1, eff. May 21, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 118, 139(32), eff. Sept. 1, 1999.

Sec. 30.01255. MAGISTRATES. (a) The governing body may appoint one or more magistrates in addition to magistrates provided under Article 2.09, Code of Criminal Procedure.

(b) A magistrate does not have to possess all the qualifications necessary to be a municipal court of record judge.

(c) A magistrate may not preside over the court or hear contested cases.

(d) A magistrate may:

- (1) conduct an arraignment;
- (2) hold an indigency hearing;
- (3) accept a plea;
- (4) sign a judgment;
- (5) set the amount of a bond; and

(6) perform other functions under Article 15.17, Code of Criminal Procedure.

Added by Acts 1997, 75th Leg., ch. 182, Sec. 1, eff. May 21, 1997.

Sec. 30.01256. CLERK; OTHER PERSONNEL. (a) The city administrator of the city shall appoint a clerk of the municipal court of record who may hire, direct, and remove the personnel authorized in the city's annual budget for the clerk's office. The clerk shall perform the duties in accordance with statutes, the city charter, and city ordinances.

(b) Sections 30.00009(c) and (d) do not apply to this subchapter.

Added by Acts 1997, 75th Leg., ch. 182, Sec. 1, eff. May 21, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 119, eff. Sept. 1, 1999.

Sec. 30.01257. COURT REPORTER. (a) The presiding judge shall appoint the court reporter under Section 30.00010.

(b) to (d) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(32), eff. Sept. 1, 1999.

Added by Acts 1997, 75th Leg., ch. 182, Sec. 1, eff. May 21, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 120, 139(32), eff. Sept. 1, 1999.

Sec. 30.01273. JOINT COURTS: CREATION. (a) The governing body of the city may contract with one or more municipalities that have municipal courts of record to establish a joint municipal court of record to serve the contracting municipalities.

(b) A joint municipal court of record created under this section replaces each municipality's individual municipal court of record.

Added by Acts 1997, 75th Leg., ch. 182, Sec. 1, eff. May 21, 1997.

Sec. 30.01274. JOINT COURT: JUDGES. (a) Notwithstanding any other law, a joint municipal court of record created under Section 30.01273 is presided over by a municipal judge or alternate municipal judge who is appointed by a majority vote of each of the governing bodies of the contracting municipalities for a two-year term.

(b) The judge of a joint municipal court of record may be removed from office by the governing bodies of the contracting municipalities at any time for incompetency, misconduct, malfeasance, or inability to perform the tasks of the office.

Added by Acts 1997, 75th Leg., ch. 182, Sec. 1, eff. May 21, 1997.

Sec. 30.01275. JOINT COURTS: JURISDICTION. (a) The jurisdiction of a joint municipal court of record created under Section 30.01273 is the combined jurisdiction of the municipal courts of the contracting municipalities.

(b) An appeal from a joint municipal court of record created under Section 30.01273 is to the county criminal court of the county in which the offense occurred. If that county does not have a county criminal court, appeal is to the county court of law of the county.

Added by Acts 1997, 75th Leg., ch. 182, Sec. 1, eff. May 21, 1997.

Sec. 30.01276. JOINT COURT: PROSECUTING ATTORNEY. A municipality that contracts under Section 30.01273 may provide its own prosecuting

attorney or the contracting municipalities may agree on the selection of one or more prosecuting attorneys.

Added by Acts 1997, 75th Leg., ch. 182, Sec. 1, eff. May 21, 1997.

Sec. 30.01277. JOINT COURT: APPLICABLE LAW. (a) The municipalities by contract shall select one of the contracting municipality's enabling statutes as the source of applicable procedural requirements for the operation of the joint municipal court of record established under Section [30.01273](#).

(b) All of the provisions of the statute selected under Subsection (a) apply to the operation of the joint municipal court of record. If there is a conflict with any of the provisions in Sections 30.01273-30.01276, those sections control.

(c) Any matter that is not governed by the contracting municipalities' enabling legislation or other law shall be resolved by the contract entered into under Section [30.01273](#).

Added by Acts 1997, 75th Leg., ch. 182, Sec. 1, eff. May 21, 1997.

SUBCHAPTER II. LEWISVILLE

Sec. 30.01321. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Lewisville.

(b) In this subchapter, "appellate courts" means the county courts at law of Denton County that have criminal appellate jurisdiction.

Added by Acts 1997, 75th Leg., ch. 87, Sec. 1, eff. May 15, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 125, eff. Sept. 1, 1999.

Sec. 30.01326. JUDGE. (a) to (c) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(34), eff. Sept. 1, 1999.

(d) In addition to exercising powers under Section [30.00006](#)(e), a municipal judge shall devote as much time to the office as it requires.

(e), (f) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(34), eff. Sept. 1, 1999.

(g) Section [30.00007](#)(b)(5) does not apply to this subchapter.

Added by Acts 1997, 75th Leg., ch. 87, Sec. 1, eff. May 15, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 126, 139(34), eff. Sept. 1, 1999.

Sec. 30.01328. CLERK; OTHER PERSONNEL. (a) The city manager of the city shall appoint a clerk of the municipal court of record who shall be known as the "Lewisville Municipal Court Clerk."

(b) The clerk may hire, direct, and remove the personnel authorized in the city's annual budget for the clerk's office.

(c) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(34), eff. Sept. 1, 1999.

Added by Acts 1997, 75th Leg., ch. 87, Sec. 1, eff. May 15, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 139(34), eff. Sept. 1, 1999.

Sec. 30.01329. COURT REPORTER. (a) The clerk of the court shall appoint the court reporter under Section [30.00010](#).

(b) to (e) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(34), eff. Sept. 1, 1999.

Added by Acts 1997, 75th Leg., ch. 87, Sec. 1, eff. May 15, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 127, 139(34), eff. Sept. 1, 1999.

SUBCHAPTER JJ. DALWORTHINGTON GARDENS

Sec. 30.01371. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Dalworthington Gardens.

(b) In this subchapter, "appellate courts" means the county criminal courts of Tarrant County that have criminal appellate jurisdiction.

Added by Acts 1997, 75th Leg., ch. 935, Sec. 1, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 128, eff. Sept. 1, 1999.

Sec. 30.01374. JUDGE. (a) to (c) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(35), eff. Sept. 1, 1999.

(d) In addition to exercising powers under Section [30.00006](#)(e), a municipal judge shall devote as much time to the office as it requires.

(e) to (j) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(35), eff. Sept. 1, 1999.

(k) Sections [30.00007](#)(b)(1), (2), (3), and (5) do not apply to this subchapter.

Added by Acts 1997, 75th Leg., ch. 935, Sec. 1, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 129, 139(35), eff. Sept. 1, 1999.

Sec. 30.01375. CLERK; OTHER PERSONNEL. The city secretary shall be, ex officio, the clerk of the municipal court of record and may hire, direct, and remove the personnel authorized in the city's annual budget for the clerk's office. The clerk or the clerk's deputies shall keep the records of the municipal courts of record, issue process, and generally perform the duties for the courts that a clerk of the county court exercising criminal jurisdiction is required by law to perform for that court. The clerk shall perform the duties in accordance with statutes, the city charter, and city ordinances.

Added by Acts 1997, 75th Leg., ch. 935, Sec. 1, eff. Sept. 1, 1997.

Sec. 30.01376. COURT REPORTER. (a) The clerk of the court shall appoint the court reporter under Section 30.00010.

(b) to (d) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(35), eff. Sept. 1, 1999.

Added by Acts 1997, 75th Leg., ch. 935, Sec. 1, eff. Sept. 1, 1997.

Amended by Acts 1999, 76th Leg., ch. 691, Sec. 130, 139(35), eff. Sept. 1, 1999.

SUBCHAPTER KK. RICHARDSON

Sec. 30.01401. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Richardson.

(b) In this subchapter, "appellate courts" means the county criminal courts of Dallas County that have criminal appellate jurisdiction.

Added by Acts 1997, 75th Leg., ch. 1044, Sec. 1, eff. June 19, 1997.

Amended by Acts 1999, 76th Leg., ch. 691, Sec. 131, eff. Sept. 1, 1999.

Sec. 30.01406. JUDGE. (a) , (b) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(36), eff. Sept. 1, 1999.

(c) A municipal judge is entitled to receive compensation or a salary and other benefits set by the governing body of the city. The judge's compensation or salary may not be diminished during the term of office. The compensation or salary may not be based directly or indirectly on fines, fees, or other costs that the municipal judge is required by law to collect during a term of office.

(d) Section 30.00007 does not apply to this subchapter.

Added by Acts 1997, 75th Leg., ch. 1044, Sec. 1, eff. June 19, 1997.

Amended by Acts 1999, 76th Leg., ch. 691, Sec. 132, 139(36), eff. Sept. 1, 1999.

Sec. 30.01408. CLERK; OTHER PERSONNEL. (a) The city manager shall appoint a clerk of the municipal court of record who shall be known as the municipal court clerk.

(b) The clerk or the clerk's deputies shall keep the records of the municipal courts of record, issue process, and generally perform the duties for the court that a clerk of the county court exercising criminal jurisdiction is required by law to perform for that court. The clerk shall perform the duties in accordance with statutes, the city charter, and city ordinances.

(c) The clerk, the city manager, or the person designated as court administrator by the city manager may hire, direct, and remove the personnel authorized in the city's annual budget for the clerk's office.

(d) Section 30.00009(c) does not apply to this subchapter.

Added by Acts 1997, 75th Leg., ch. 1044, Sec. 1, eff. June 19, 1997.

Amended by Acts 1999, 76th Leg., ch. 691, Sec. 133, eff. Sept. 1, 1999.

SUBCHAPTER LL. COPPELL

Sec. 30.01441. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Coppell.

(b) In this subchapter, "appellate courts" means the county criminal courts of Dallas County that have criminal appellate jurisdiction.

Added by Acts 1997, 75th Leg., ch. 366, Sec. 1, eff. May 27, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 134, eff. Sept. 1, 1999.

Sec. 30.01446. JUDGE. (a) to (d) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(37), eff. Sept. 1, 1999.

(e) A municipal judge is entitled to compensation or a salary and other benefits set by the governing body of the city. The governing body may not base the compensation or salary directly or indirectly on fines, fees, or costs collected by the court.

(f) Section 30.00007 does not apply to this subchapter.

Added by Acts 1997, 75th Leg., ch. 366, Sec. 1, eff. May 27, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 135, 139(37), eff. Sept. 1, 1999.

Sec. 30.01448. CLERK; OTHER PERSONNEL. (a) The city manager shall appoint a clerk of the municipal court of record.

(b) The clerk may hire, direct, and remove the personnel authorized in the city's annual budget for the clerk's office, including deputies and bailiffs as may be necessary or appropriate.

(c) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(37), eff. Sept. 1, 1999.

Added by Acts 1997, 75th Leg., ch. 366, Sec. 1, eff. May 27, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 139(37), eff. Sept. 1, 1999.

SUBCHAPTER MM. BULLARD

Sec. 30.01481. APPLICATION. This subchapter applies to the City of Bullard.

Added by Acts 2001, 77th Leg., ch. 499, Sec. 1, eff. June 11, 2001.

Sec. 30.01482. QUALIFICATIONS OF JUDGE. (a) A municipal judge must be:

- (1) a resident of this state; and
- (2) a citizen of the United States.

(b) Section 30.00006(c) does not apply to this subchapter.

Added by Acts 2001, 77th Leg., ch. 499, Sec. 1, eff. June 11, 2001.

SUBCHAPTER NN. TYLER

Sec. 30.01511. APPLICATION. This subchapter applies to the City of Tyler.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

Sec. 30.01512. JUDGE. (a) A municipal court of record is presided over by a municipal judge appointed to office by the city manager in the manner provided by the city charter.

(b) If the city manager appoints more than one municipal judge under Subsection (a), the city manager shall appoint one of the municipal judges

as the presiding municipal judge.

(c) A municipal judge is entitled to a salary from the city the amount of which is determined by the city manager. A municipal judge's salary may not be diminished during the judge's term of office. A municipal judge's salary may not be based directly or indirectly on fines, fees, or costs collected by the court.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

Sec. 30.01513. CLERK; OTHER PERSONNEL. The city manager shall provide a clerk of the municipal courts of record. The city manager shall provide deputy clerks, warrant officers, and other personnel as needed for the proper operation of the municipal courts of record. The clerk and other court personnel shall perform their duties under the direction and control of the city manager.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

Sec. 30.01514. COURT REPORTER. The municipal court clerk shall appoint the court reporter.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

Sec. 30.01515. APPEAL. The County Court of Smith County has jurisdiction over an appeal.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

SUBCHAPTER OO. SANSOM PARK

Sec. 30.01541. APPLICATION. This subchapter applies to the City of Sansom Park.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

Sec. 30.01542. MAGISTRATES. (a) The governing body may appoint one or more magistrates in addition to magistrates provided under Article 2.09, Code of Criminal Procedure.

(b) A magistrate does not have to possess all the qualifications necessary to be a municipal court of record judge.

- (c) A magistrate may not preside over the court or hear contested cases.
- (d) A magistrate may:
- (1) conduct an arraignment;
 - (2) hold an indigency hearing;
 - (3) accept a plea;
 - (4) sign a judgment;
 - (5) set the amount of a bond; and
 - (6) perform other functions under Article [15.17](#), Code of Criminal Procedure.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

Sec. 30.01543. CLERK; OTHER PERSONNEL. The city administrator of the city shall appoint a clerk of the municipal court of record who may hire, direct, and remove the personnel authorized in the city's annual budget for the clerk's office.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

Sec. 30.01544. COURT REPORTER. The clerk of the court shall appoint the court reporter.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

Sec. 30.01545. APPEAL. The county criminal courts of Tarrant County have jurisdiction over an appeal.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

Sec. 30.01546. JOINT COURTS: CREATION. (a) The governing body of the city may contract with one or more municipalities that have municipal courts of record to establish a joint municipal court of record to serve the contracting municipalities.

(b) A joint municipal court of record created under this section replaces each municipality's individual municipal court of record.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

Sec. 30.01547. JOINT COURT: JUDGES. (a) Notwithstanding any other law, a joint municipal court of record created under Section [30.01546](#) is

presided over by a municipal judge or alternate municipal judge who is appointed by a majority vote of each of the governing bodies of the contracting municipalities for a two-year term.

(b) The judge of a joint municipal court of record may be removed from office as provided by Section 30.000085 by the governing bodies of the contracting municipalities at any time for incompetency, misconduct, malfeasance, or inability to perform the tasks of the office.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

Sec. 30.01548. JOINT COURTS: JURISDICTION. (a) The jurisdiction of a joint municipal court of record created under Section 30.01546 is the combined jurisdiction of the municipal courts of the contracting municipalities.

(b) An appeal from a joint municipal court of record created under Section 30.01546 is to the county criminal court of the county in which the offense occurred. If that county does not have a county criminal court, appeal is to the county court of law of the county.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

Sec. 30.01549. JOINT COURT: PROSECUTING ATTORNEY. A municipality that contracts under Section 30.01546 may provide its own prosecuting attorney or the contracting municipalities may agree on the selection of one or more prosecuting attorneys.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

Sec. 30.01550. JOINT COURT: APPLICABLE LAW. (a) The municipalities by contract shall select one of the contracting municipality's enabling statutes as the source of applicable procedural requirements for the operation of the joint municipal court of record established under Section 30.01546.

(b) All of the provisions of the statute selected under Subsection (a) apply to the operation of the joint municipal court of record. If there is a conflict with any of the provisions in Sections 30.01546-30.01549, those sections control.

(c) Any matter that is not governed by the contracting municipalities' enabling legislation or other law shall be resolved by the contract entered into under Section 30.01546.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

SUBCHAPTER PP. FARMERS BRANCH

Sec. 30.01591. APPLICATION. This subchapter applies to the City of Farmers Branch.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

Sec. 30.01592. CREATION. On creation of the initial municipal court of record, the governing body of the city shall determine the method of selecting the judge of a municipal court of record by:

- (1) adopting an ordinance that provides for the appointment of a municipal judge by the governing body of the city;
- (2) adopting an ordinance that provides for the election of a municipal judge by the qualified voters of the city; or
- (3) ordering an election in which the qualified voters of the city determine whether a municipal judge is appointed by the governing body of the city or elected.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

Sec. 30.01593. CLERK; OTHER PERSONNEL. (a) The city manager shall appoint a clerk of the municipal court of record, who shall be known as the municipal court clerk.

(b) The clerk may hire, direct, and remove the personnel authorized in the city's annual budget for the clerk's office.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

Sec. 30.01594. COURT REPORTER. The clerk of the court shall appoint the court reporter.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

Sec. 30.01595. APPEAL. The county criminal courts of appeal of Dallas County have jurisdiction of appeals from the municipal courts of record.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

SUBCHAPTER QQ. HILL COUNTRY VILLAGE

Sec. 30.01631. APPLICATION. This subchapter applies to the City of Hill Country Village.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

Sec. 30.01632. CLERK; OTHER PERSONNEL. The city secretary shall be, ex officio, the clerk of the municipal court of record and may hire, direct, and remove the personnel authorized in the city's annual budget for the clerk's office.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

Sec. 30.01633. COURT REPORTER. The clerk of the court shall appoint the court reporter.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

Sec. 30.01634. APPEAL. The county courts at law of Bexar County have jurisdiction over an appeal.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

SUBCHAPTER RR. RIO BRAVO

Sec. 30.01691. APPLICATION. This subchapter applies to the City of Rio Bravo.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

Sec. 30.01692. CLERK; OTHER PERSONNEL. The city manager or city administrator of the city shall appoint a clerk of the municipal court of record who may hire, direct, and remove the personnel authorized in the city's annual budget for the clerk's office.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

Sec. 30.01693. COURT REPORTER. The clerk of the court shall appoint the court reporter.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

Sec. 30.01694. APPEAL. The county courts at law of Webb County have jurisdiction over an appeal.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

SUBCHAPTER SS. LIVE OAK

Sec. 30.01721. APPLICATION. This subchapter applies to the City of Live Oak.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 137, eff. Sept. 1, 1999.

Sec. 30.01722. CLERK; OTHER PERSONNEL. The city secretary shall be, ex officio, the clerk of the municipal court of record and may hire, direct, and remove the personnel authorized in the city's annual budget for the clerk's office.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 137, eff. Sept. 1, 1999.

Sec. 30.01723. COURT REPORTER. The clerk of the court shall appoint the court reporter.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 137, eff. Sept. 1, 1999.

Sec. 30.01724. APPEAL. The county courts at law of Bexar County have jurisdiction over an appeal.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 137, eff. Sept. 1, 1999.

SUBCHAPTER TT. FLOWER MOUND

Sec. 30.01751. APPLICATION. This subchapter applies to the Town of Flower Mound.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 138, eff. Sept. 1, 1999.

Sec. 30.017515. JUDGE. (a) A municipal court of record is presided over by a municipal judge.

(b) A municipal judge is appointed by the mayor with the concurrence of the governing body of the municipality and serves at the pleasure of the governing body.

(c) A municipal judge shall:

(1) devote as much time to the office as necessary; and

(2) take judicial notice of state law, municipal ordinances, and the corporate limits of the municipality.

(d) If there is more than one municipal judge appointed under Subsection (b), the mayor shall appoint one of the judges as the presiding municipal judge.

(e) A municipal judge is entitled to a salary from the municipality, the amount of which is determined by the governing body of the municipality. The amount of a municipal judge's salary may not be based directly or indirectly on fines, fees, or costs collected by the court.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 138, eff. Sept. 1, 1999.

Sec. 30.01752. COURT REPORTER. The municipal court clerk shall appoint the court reporter. The town manager shall set the compensation of the court reporter.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 138, eff. Sept. 1, 1999.

Sec. 30.01753. APPEAL. The appropriate county court of Denton County having jurisdiction over appeals from municipal courts shall have jurisdiction over any appeal.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 138, eff. Sept. 1, 1999.

SUBCHAPTER UU. WESTLAKE

Sec. 30.01781. APPLICATION; DEFINITION. (a) This subchapter applies to the Town of Westlake located in Tarrant and Denton counties.

(b) In this subchapter, "appellate courts" means the county courts at law of Tarrant County that have criminal appellate jurisdiction.

Added by Acts 2001, 77th Leg., ch. 602, Sec. 1, eff. June 11, 2001.

SUBCHAPTER VV. TROPHY CLUB

Sec. 30.01811. APPLICATION; DEFINITION. (a) This subchapter applies to the Town of Trophy Club located in Tarrant and Denton counties.

(b) In this subchapter, "appellate courts" means the county courts at law of Denton County that have criminal appellate jurisdiction.

Added by Acts 2001, 77th Leg., ch. 903, Sec. 1, eff. June 14, 2001.

SUBCHAPTER WW. LAREDO

Sec. 30.01821. APPLICATION. This subchapter applies to the city of Laredo.

Added by Acts 2007, 80th Leg., R.S., Ch. 897 (H.B. 2617), Sec. 1, eff. June 15, 2007.

Sec. 30.01822. JUDGE. (a) A municipal court of record is presided over by a municipal judge.

(b) A municipal judge is elected at large by the qualified voters of the city of Laredo for a term of four years. Except as provided by Subsection (d), a municipal judge may not serve more than two terms.

(c) A municipal judge must:

- (1) be a licensed attorney in this state; and
- (2) be a resident of the city of Laredo.

(d) A municipal judge may serve the remainder of an unexpired term to which the judge was elected or appointed and serve two additional terms.

(e) A municipal judge is entitled to the salary provided by ordinance of the governing body of the city.

Added by Acts 2007, 80th Leg., R.S., Ch. 897 (H.B. 2617), Sec. 1, eff. June 15, 2007.

Sec. 30.01823. CLERK; OTHER PERSONNEL. (a) The governing body of the city by majority vote shall appoint a clerk of a municipal court of record. The clerk must be nominated by the city manager.

(b) The clerk serves at the pleasure of the governing body of the city, and the employment status of the clerk is equivalent to a department director.

(c) In addition to the powers and duties provided by Section 30.00009, the clerk may:

- (1) administer oaths and affidavits;
- (2) make certificates and affix the seal of the municipal court of record to the certificates; and
- (3) perform any act necessary to issue process and conduct the business of the court.

(d) The governing body may provide other personnel, including associate municipal judges.

(e) The governing body may authorize the appointment of deputy clerks, who may act for and on behalf of the clerk, as necessary for the proper operation of a municipal court of record.

(f) The clerk shall hire, direct, and remove the personnel authorized for the clerk's office in the city's annual budget.

Added by Acts 2007, 80th Leg., R.S., Ch. 897 (H.B. [2617](#)), Sec. 1, eff. June 15, 2007.

SUBCHAPTER XX. BEDFORD

Sec. 30.01881. APPLICATION. This subchapter applies to the City of Bedford.

Added by Acts 2003, 78th Leg., ch. 773, Sec. 1, eff. June 20, 2003.

Sec. 30.01882. JUDGE. The governing body of the city may determine by ordinance whether a municipal judge is appointed by the governing body or elected by the qualified voters of the city by a majority vote. A municipal judge serves for a term of three years.

Added by Acts 2003, 78th Leg., ch. 773, Sec. 1, eff. June 20, 2003.

SUBCHAPTER YY. MESQUITE

Sec. 30.01891. APPLICATION; DEFINITIONS. (a) This subchapter applies to the city of Mesquite.

(b) In this subchapter:

(1) "Appellate courts" means the county courts at law of Dallas County that have criminal appellate jurisdiction.

(2) "Municipal court administrator" means the clerk of the municipal courts of record.

Added by Acts 2011, 82nd Leg., R.S., Ch. 155 (H.B. [1889](#)), Sec. 1, eff. January 1, 2012.

Sec. 30.01892. JUDGE. Sections [30.00007](#)(b)(1), (2), (3), and (5) do not apply to this subchapter.

Added by Acts 2011, 82nd Leg., R.S., Ch. 155 (H.B. [1889](#)), Sec. 1, eff. January 1, 2012.

Sec. 30.01893. COURT RULES. The presiding judge shall adopt rules not inconsistent with this subchapter or other law for the municipal courts of record to provide efficiency, uniformity, and fairness in the conduct of the business of the courts. The rules may:

- (1) address courtroom decorum and attire;
- (2) address court protocol;
- (3) govern the hearing of pleas, motions for continuance, motions to withdraw and for substitution, and pretrial motions;
- (4) establish procedures related to a defendant's failure to appear;
- (5) establish procedures related to a defendant's indigency or inability to pay fines; and
- (6) address warrant procedures.

Added by Acts 2011, 82nd Leg., R.S., Ch. 155 (H.B. 1889), Sec. 1, eff. January 1, 2012.

Sec. 30.01894. MUNICIPAL COURT ADMINISTRATOR; OTHER PERSONNEL. (a) The city manager shall appoint a municipal court administrator to serve as the clerk of the municipal courts of record.

(b) The municipal court administrator shall:

- (1) perform, as applicable, the duties prescribed by law for the county clerk of a county court at law;
- (2) maintain central docket records for all cases filed in the municipal courts of record;
- (3) maintain an index of all municipal courts of record judgments in the same manner as county clerks are required by law to prepare for criminal cases arising in county courts; and
- (4) request the jurors needed for cases that are set for trial by jury.

(c) The municipal court administrator may hire, direct, supervise, and remove personnel authorized in the city's annual budget for the clerk's office in accordance with the city's general government policies and procedures manual and subject to approval by the city manager.

(d) Sections 30.00009(c) and (d) do not apply to this subchapter.

Added by Acts 2011, 82nd Leg., R.S., Ch. 155 (H.B. 1889), Sec. 1, eff. January 1, 2012.

Sec. 30.01895. COURT REPORTER. The municipal court administrator shall appoint the court reporter under Section 30.00010.

Added by Acts 2011, 82nd Leg., R.S., Ch. 155 (H.B. [1889](#)), Sec. 1, eff. January 1, 2012.

SUBCHAPTER ZZ. CORPUS CHRISTI

Sec. 30.01901. APPLICATION; DEFINITIONS. (a) This subchapter applies to the city of Corpus Christi.

(b) In this subchapter:

(1) "Appellate courts" means the county courts at law of Nueces County that have criminal appellate jurisdiction.

(2) "Municipal court director" means the clerk of the municipal courts of record.

Added by Acts 2007, 80th Leg., R.S., Ch. 441 (S.B. [2009](#)), Sec. 1, eff. June 15, 2007.

Sec. 30.01902. JUDGE. Sections [30.00007](#)(b)(1), (2), (3), and (5) do not apply to this subchapter.

Added by Acts 2007, 80th Leg., R.S., Ch. 441 (S.B. [2009](#)), Sec. 1, eff. June 15, 2007.

Sec. 30.01903. MUNICIPAL COURT DIRECTOR; OTHER PERSONNEL. (a) The city manager shall appoint a municipal court director to serve as the clerk of the municipal courts of record.

(b) The municipal court director shall perform, as applicable, the duties prescribed by law for the county clerk of a county court at law. In addition, the municipal court director shall:

(1) maintain central docket records for all cases filed in the municipal courts of record;

(2) maintain an index of all municipal court of record judgments in the same manner as county clerks are required by law to prepare for criminal cases arising in county courts; and

(3) request the jurors needed for cases that are set for trial by jury.

(c) The municipal court director may hire, direct, and remove the personnel authorized in the city's annual budget for the clerk's office.

(d) Sections [30.00009](#)(c) and (d) do not apply to this subchapter.

Added by Acts 2007, 80th Leg., R.S., Ch. 441 (S.B. 2009), Sec. 1, eff. June 15, 2007.

Sec. 30.01904. COURT REPORTER. The municipal court director shall appoint the court reporter under Section 30.00010.

Added by Acts 2007, 80th Leg., R.S., Ch. 441 (S.B. 2009), Sec. 1, eff. June 15, 2007.

Summary

Chapter 30 of the Texas Government Code sets forth the statutory requirements for creation of Municipal Courts of Record, unless established by specific legislation. The ordinance would need to repeal the existing Chapter 7 – Municipal Court. A charter amendment may be necessary to modify the language regarding the qualifications of a municipal court judge, See FOR Charter Section V Departmental and Administrative Organization, Section. 5.03(B). Other amendments can always be considered at the Council’s discretion.

Legal Requirements

Chapter 30 identifies that a governing body may by ordinance create a municipal court of record. The ordinance creating the Municipal Court of Record:

1. Must provide that the creation of such is necessary to provide a more efficient disposition of the cases arising in the municipality. Section 30.00003(a).
2. May establish as many municipal courts of record as needed as determined by the governing body. Section 30.00003(b).
3. Must give each court a numerical designation, beginning with “Municipal Court of Record No. 1.” Section 30.00003(c).
4. May identify that the municipal court not of record will not exist concurrently with the municipal court of record. Section 30.00003(e)
5. Must provide that it may sit for any time as needed for the transaction of business of the court, there are no terms. Section 30.00003(f).
6. Must provide that it has the jurisdiction provided by general law for municipal courts. 30.00005(a).
7. Must provide that it has jurisdiction over criminal cases arising under ordinances authorized by Sections 215.072, 217.042, 341.903, and 551.002, Local Government Code. Section 30.00005(b).
8. May provide that it has concurrent jurisdiction with a justice court in any precinct in which the municipality is located in criminal cases that arise within the territorial limits of the municipality and are punishable only by fine. Section 30.00005(c).
9. May provide that the court has:
 - (1) civil jurisdiction for the purpose of enforcing municipal ordinances enacted under Subchapter A, Chapter 214, Local Government Code, or Subchapter E, Chapter 683, Transportation Code;
 - (2) concurrent jurisdiction with a district court or a county court at law under Subchapter B, Chapter 54, Local Government Code, within the municipality's territorial limits and

property owned by the municipality located in the municipality's extraterritorial jurisdiction for the purpose of enforcing health and safety and nuisance abatement ordinances; and

(3) authority to issue:

(A) search warrants for the purpose of investigating a health and safety or nuisance abatement ordinance violation; and

(B) seizure warrants for the purpose of securing, removing, or demolishing the offending property and removing the debris from the premises. Section 30.0005(d).

10. Must provide that it has concurrent jurisdiction with a district court and a justice court over expunction proceedings relating to the arrest of a person for an offense punishable by fine only. Section 30.00005(e).
11. Must provide for the term of office of its municipal judges which must be for a definite term of two or four years. Section 30.00006(d).
12. If a vacancy occurs in the office of municipal judge of a court of record, must provide for the appointment of a qualified person to fill the office for the remainder of the unexpired term, if not identified by Charter. Section 30.00008(a).
13. Must provide for the appointment of a clerk of the municipal courts of record and may provide for deputy clerks, warrant officers, and other personnel as needed for the proper operation of the courts. Section 30.00009(a) and (b).
14. Must provide for the hiring, direction, supervision, and removal of the personnel authorized in the annual budget for the clerk's office. Section 30.00009(d).

Additional Considerations

Section 30.00006 provides that the judge must:

- (1) be a resident of this state;
- (2) be a citizen of the United States;
- (3) be a licensed attorney in good standing; and
- (4) have two or more years of experience in the practice of law in this state. 30.00006 (b) and (c).

All of these conditions are not contained within your Charter but can be delineated within the ordinance.

The governing body shall determine the salary of a municipal judge. The amount of a judge's salary may not be diminished during the judge's term of office. The salary may not be

based directly or indirectly on fines, fees, or costs collected by the court. Section 30.00006(h). Section 30.000085 provides that a municipal judge of a home-rule municipality may be removed from office by the governing body for the reasons stated and by the procedures provided for the removal of judges in the charter of the municipality. The City's current Charter provisions are not in conflict with these requirements. The municipal judge may not also be employed by the same municipality. Section 30.00006(g).

The municipal judge shall take judicial notice of state law and the ordinances and corporate limits of the municipality. The judge may grant writs of mandamus, attachment, and other writs necessary to the enforcement of the jurisdiction of the court and may issue writs of habeas corpus in cases in which the offense charged is within the jurisdiction of the court. A municipal judge is a magistrate and may issue administrative search warrants. Section 30.00006(e).

Section 30.00010 requires a municipality to provide either:

- (1) a court reporter to preserve a record in cases tried before a municipal court of record. 30.00010(a); or
- (2) Instead of providing a court reporter, the governing body may provide that the proceedings may be recorded by a good quality electronic recording device. 30.00010(d).

Section 30.000125 requires the governing body to provide each municipal court of record with a seal. The seal's appearance and use must substantially conform to Article 45.02, Code of Criminal Procedure, but must include the phrase "Municipal Court of/in _____, Texas."

There are additional requirements under Chapter 30 for the conduct of the Court, trial proceedings and appeals that the Municipal Court of Record would need to conform to as well. Sections 30.000123 - .00027.

Municipal Courts
Summary of Cases Appealed by City
September 1, 2011 to August 31, 2022

2021 City Population		CRIMINAL CASES												CIVIL/ ADMINISTRATIVE CASES	
		Traffic Misdemeanors						Non-Traffic Misdemeanors							
		Non-Parking		Parking		City Ordinance		Penal Code		Other State Law		City Ordinance			
		After Trial	Without Trial	After Trial	Without Trial	After Trial	Without Trial	After Trial	Without Trial	After Trial	Without Trial	After Trial	Without Trial	After Trial	Without Trial
Carrizo Springs	5,368	7	8	0	0	0	0	0	0	0	0	13	8	0	0
Carrollton	119,097	16	3	0	0	0	0	6	0	0	0	2	0	2	6
Carthage	6,779	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Castle Hills	4,116	1	2	0	0	0	0	0	0	0	0	0	0	0	0
Castroville	2,680	0	101	0	0	0	0	0	10	0	0	1	0	0	0
Cedar Hill	45,028	102	1,233	0	13	0	0	17	45	27	417	21	10	0	0
Cedar Park	48,937	10	9	0	0	0	0	3	1	0	0	3	2	1	0
Celeste	814	6	17	0	0	0	0	0	0	0	1	0	0	0	0
Celina	6,028	36	86	0	0	0	0	0	0	4	4	0	0	0	0
Center	5,193	44	12	3	0	0	1	5	0	1	0	0	0	0	0
Chandler	2,734	4	83	0	2	0	3	0	5	0	18	0	1	0	0
Channing	363	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Charlotte	1,715	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Chateau Woods															
Chico	1,002	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Childress	6,105	2	144	0	5	0	0	0	0	0	23	0	0	0	0
Chillicothe	707	0	1	0	0	0	0	0	0	0	0	0	0	0	0
China	1,160														
China Grove	1,179	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cibolo	15,349	12	20	0	0	0	0	2	1	1	0	1	0	0	0
Cisco	3,899	61	139	0	0	0	0	5	0	6	4	1	0	0	0
Clarendon	2,026	0	27	0	0	0	0	0	1	0	0	0	0	0	0
Clarksville	3,285	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Clarksville City	865	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Claude	1,196	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Clear Lake Shores	1,063	39	67	0	0	0	0	0	0	14	21	0	0	0	0
Cleburne	29,337	3,189	2,294	1	0	30	6	238	119	258	151	455	88	0	0
Cleveland	7,675	1	2	0	0	8	1	1	1	0	0	0	0	0	0
Clifton	3,442	1	31	0	0	0	1	0	1	2	17	0	2	0	2
Clint	926	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Clute	11,211	6	0	0	0	0	0	0	0	6	0	0	0	0	0
Clyde	3,713	16	168	0	0	0	0	0	4	0	10	0	0	0	0
Cockrell Hill	4,193	463	1,478	3	4	0	0	146	539	3	9	2	3	0	0

Municipal Courts
Summary of Cases Appealed by City
September 1, 2011 to August 31, 2022

2021 City Population		CRIMINAL CASES												CIVIL/ ADMINISTRATIVE CASES	
		Traffic Misdemeanors						Non-Traffic Misdemeanors							
		Non-Parking		Parking		City Ordinance		Penal Code		Other State Law		City Ordinance			
		After Trial	Without Trial	After Trial	Without Trial	After Trial	Without Trial	After Trial	Without Trial	After Trial	Without Trial	After Trial	Without Trial	After Trial	Without Trial
Hart	1,114	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Haskell	3,322	0	3	0	0	0	0	0	1	0	0	0	0	0	1
Haslet	1,517	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hawk Cove	483	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Hawkins	1,278	0	8	0	0	0	0	0	0	0	0	0	0	0	0
Hawley	634	1	1	0	0	0	0	0	0	0	0	0	0	0	0
Hearne	4,459	5	0	0	0	0	0	0	0	0	0	0	0	0	0
Heath	6,921	9	5	1	0	0	0	0	0	5	4	1	0	0	0
Hedwig Village	2,557	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Helotes	7,341	1	47	0	9	0	0	0	3	0	12	0	0	0	0
Hemphill	1,198	0	0	0	0	0	0	0	0	1	0	0	0	0	0
Hempstead	5,770	30	6	0	0	0	0	0	0	1	0	6	0	0	0
Henderson	13,712	39	0	0	0	0	0	7	0	2	0	2	0	0	0
Henrietta	3,141	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Hereford	15,370	2	231	0	0	0	0	0	3	0	2	0	3	0	0
Hewitt	13,549	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hickory Creek	3,247	2	645	0	0	0	0	0	26	1	2	0	1	0	0
Hico	1,379	1	3	0	0	0	0	0	0	0	0	0	1	0	0
Hidalgo	11,198	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Highland Haven	431	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Highland Park	8,564	277	4,603	1	13	0	0	2	16	16	39	1	17	0	0
Highland Village	15,056	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hill Country Village	985	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Hillsboro	8,456	317	7	4	0	5	0	6	0	29	1	0	0	0	0
Hilshire Village	746	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hitchcock	6,961	38	52	0	0	0	0	4	3	9	9	4	4	0	0
Holiday Lakes	1,107	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Holland	1,121	2	10	0	0	0	0	0	0	0	0	0	0	0	0
Holliday	1,758	7	0	0	0	0	0	0	0	0	0	0	0	0	0
Hollywood Park	3,062	35	715	0	0	0	0	0	222	0	19	1	7	0	0
Hondo	8,803	9	47	0	0	0	0	3	8	1	2	0	0	0	0
Honey Grove	1,668	6	14	0	0	0	0	0	1	0	0	0	0	0	0
Hooks	2,769	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Municipal Courts
Summary of Cases Appealed by City
September 1, 2011 to August 31, 2022

City Population		CRIMINAL CASES												CIVIL/ ADMINISTRATIVE CASES		
		Traffic Misdemeanors						Non-Traffic Misdemeanors								
		Non-Parking		Parking		City Ordinance		Penal Code		Other State Law		City Ordinance				
		After Trial	Without Trial	After Trial	Without Trial	After Trial	Without Trial	After Trial	Without Trial	After Trial	Without Trial	After Trial	Without Trial	After Trial	Without Trial	
Jefferson	2,106	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Jersey Village	7,620	5	5	0	0	0	0	1	0	1	2	0	0	0	0	0
Jewett	1,167	5	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Joaquin	824	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Johnson City	1,656	3	1	0	0	0	0	1	9	1	0	0	0	0	0	0
Jones Creek	2,020	2	3	0	0	0	0	0	0	0	0	0	0	0	0	0
Jonestown	1,834	4	4	0	0	0	0	2	0	0	0	0	0	0	0	0
Josephine	812	3	11	0	0	0	0	0	0	0	0	0	0	0	0	0
Joshua	5,910	182	0	1	0	0	0	0	0	160	0	36	0	0	0	0
Jourdanton	3,871	71	140	0	0	0	0	1	12	0	14	0	0	0	0	0
Junction	2,574	0	25	0	0	0	0	0	0	0	0	0	0	0	0	0
Justin	3,246	4	133	0	0	0	0	0	4	2	21	1	2	0	0	0
Karnes City	3,042	10	4	0	0	0	1	0	0	3	1	1	1	0	0	0
Katy	14,102	28	9	0	0	0	0	2	1	0	0	0	0	0	0	0
Kaufman	6,703	0	3	0	0	0	0	0	2	1	1	0	1	0	0	0
Keene	6,106	108	565	3	21	1	4	2	1	24	12	5	1	0	0	0
Keller	39,627	2	0	0	0	2	0	0	0	0	0	1	0	2	0	0
Kemah	1,773	50	70	3	0	0	0	26	24	5	13	1	0	0	0	0
Kemp	1,154	4	5	0	0	0	0	0	0	0	0	0	0	0	0	0
Kempner	1,089	0	10	0	0	0	0	0	0	0	0	0	0	0	0	0
Kendleton	380															
Kenedy	3,296	2	34	0	0	0	0	0	3	0	0	1	3	0	0	0
Kenefick	563	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Kennedale	6,763	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Kerens	1,573	0	9	0	0	0	0	0	0	0	0	0	0	0	0	0
Kermit	5,708	1	0	0	0	0	0	0	0	1	0	1	0	0	0	0
Kerrville	22,347	34	27	0	0	0	0	16	36	1	0	3	0	0	0	0
Kilgore	12,975	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0
Killeen	127,921	1	0	0	0	0	0	0	0	1	0	2	0	0	0	2
Kingsville	26,213	22	2	0	0	0	0	1	3	0	0	0	1	0	0	0
Kirby	8,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Kirbyville	2,142	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0
Knox City	1,130	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Municipal Courts
Summary of Cases Appealed by City
September 1, 2011 to August 31, 2022

2021 City Population		CRIMINAL CASES												CIVIL/ ADMINISTRATIVE CASES		
		Traffic Misdemeanors						Non-Traffic Misdemeanors								
		Non-Parking		Parking		City Ordinance		Penal Code		Other State Law		City Ordinance				
		After Trial	Without Trial	After Trial	Without Trial	After Trial	Without Trial	After Trial	Without Trial	After Trial	Without Trial	After Trial	Without Trial	After Trial	Without Trial	
Santa Rosa	2,873	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Savoy	831	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Schertz	31,465	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Schulenburg	2,852	0	20	0	1	0	0	0	0	0	8	0	0	0	0	0
Scurry	694	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Seabrook	11,952	3	0	0	0	0	0	1	0	1	0	0	0	0	0	0
Seadrift	1,364	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Seagoville	14,835	246	1,403	0	2	0	0	0	0	9	80	20	59	0	0	0
Scagraves	2,417	0	181	0	0	0	0	0	5	0	6	0	0	0	0	0
Sealy	6,019	82	598	0	2	1	1	2	22	2	22	1	6	0	0	0
Seguin	25,175	31	17	0	0	0	0	0	0	0	0	0	0	0	0	0
Selma	5,540	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0
Seminole	6,430	122	7	0	0	3	0	0	0	114	2	14	0	0	0	0
Seven Oaks	111															
Seven Points	1,455	12	1	0	0	0	0	1	0	1	0	0	0	0	0	0
Seymour	2,740	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0
Shady Shores	2,612	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Shallowater	2,484	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0
Shamrock	1,910	0	50	0	2	0	0	0	0	0	2	0	0	0	0	0
Shavano Park	3,035	6	0	0	0	0	0	1	1	0	1	5	0	0	0	0
Shenandoah	2,134	1	6	0	0	0	0	0	0	2	1	0	0	0	0	0
Shepherd	2,319	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sherman	38,521	26	13	0	0	0	0	0	0	6	2	2	1	1	0	0
Shiner	2,069	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Shoreacres	1,493	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0
Silsbee	6,611	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simonton	814	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sinton	5,665	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0
Skellytown	473	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Slaton	6,121	3	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Smiley	549	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Smithville	3,817	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Snook	569	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Municipal Courts
Summary of Cases Appealed by City
September 1, 2011 to August 31, 2022

2021 City Population		CRIMINAL CASES												CIVIL/ ADMINISTRATIVE CASES		
		Traffic Misdemeanors						Non-Traffic Misdemeanors								
		Non-Parking		Parking		City Ordinance		Penal Code		Other State Law		City Ordinance				
		After Trial	Without Trial	After Trial	Without Trial	After Trial	Without Trial	After Trial	Without Trial	After Trial	Without Trial	After Trial	Without Trial	After Trial	Without Trial	
Wichita Falls	104,553	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Wickett	498	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Willis	5,662	10	73	0	0	0	0	1	1	5	27	0	1	0	0	0
Willow Park	3,982	19	14	1	1	0	0	3	0	2	0	0	0	0	0	0
Wills Point	3,524	3	4	0	0	0	0	0	0	0	0	0	4	0	0	0
Wilmer	3,682	139	3,767	1	4	1	19	6	649	28	1,050	0	8	0	0	0
Wilson	469	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Wimberley	2,626	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Windcrest	5,364	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Windthorst	409	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Winfield	524	0	18	0	0	0	0	0	0	0	1	0	2	0	0	0
Wink	940	12	0	0	0	0	0	0	0	0	0	4	0	0	0	0
Winnsboro	3,434	10	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Winona	576	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0
Winters	2,562	5	5	0	0	0	0	0	0	0	0	0	0	0	0	0
Wolfe City	1,412	1	15	0	0	0	0	0	0	0	5	0	0	0	0	0
Wolfforth	3,670	1	2	0	0	0	0	0	0	0	0	0	0	0	1	0
Woodbranch	1,282	0	8	0	0	0	0	0	0	0	1	0	0	0	0	0
Woodcreek	1,457	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Woodsboro	1,512	37	0	0	0	0	0	0	0	1	0	0	0	0	0	0
Woodville	2,586	59	16	0	0	0	0	7	0	6	0	0	0	0	0	0
Woodway	8,452	2	2	0	0	0	0	0	0	0	0	1	0	0	0	0
Wortham	1,073	0	4	0	4	0	0	0	0	0	0	0	0	0	0	0
Wylie	41,427	117	76	1	0	2	4	26	16	1	4	4	5	0	0	0
Yoakum	5,815	1	2	0	0	0	0	0	1	0	1	0	0	0	0	0
Yorktown	2,092	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Zavalla	713	0	32	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS	19,202,586	70,002	80,503	1,300	695	270	183	4,087	6,397	12,208	14,719	7,723	3,948	599	863	

Municipal Courts
Activity by City Summary
September 1, 2011 to August 31, 2022
(Cities Listed in Alphabetical Order)

City	2021 Population	CIVIL/ADMINISTRATIVE CASES						CRIMINAL CASES					
		Active Pending 9/1/11	Reactive- vated	Added	Disposed	Placed on Inactive Status	Active Pending 8/31/22	Active Pending 9/1/11	Reactive- vated	Added	Disposed	Placed on Inactive Status	Active Pending 8/31/22
Brownsboro	1,229	0	0	0	0	0	0	1,850	3,242	26,179	24,404	4,485	3,194
Brownsville	187,831	0	1	151	181	0	0	112,614	206,553	603,327	741,723	148,349	36,830
Brownwood	18,770	0	0	0	0	0	0	547	4,654	25,740	22,687	5,195	3,061
Bruceville-Eddy	1,426	0	0	0	0	0	0	2,631	11,082	41,785	39,060	16,262	358
Bryan	86,866	0	0	371	191	0	38	8,277	111,738	134,653	135,650	116,583	2,598
Bryson	447	0	0	0	0	0	0	0	0	0	0	0	0
Buckholts	372	0	0	0	0	0	0	919	523	23,893	12,479	2,273	0
Buda	15,643	0	0	0	0	0	0	872	4,763	22,656	16,013	8,078	0
Buffalo	1,789	0	0	0	0	0	0	1,193	6,396	19,965	13,392	6,478	8,720
Buffalo Springs	459	0	0	0	0	0	0	0	0	0	0	0	0
Bullard	3,706	0	0	0	0	0	0	243	6,959	25,377	15,731	10,432	6,439
Bulverde	5,996	0	0	0	0	0	0	1,720	15,856	75,590	56,931	24,395	0
Bunker Hill	3,761	0	0	0	0	0	0	1,215	5,530	20,572	16,121	7,031	4,202
Burkburnett	10,975	0	0	0	0	0	0	1,315	3,330	14,032	12,827	3,927	1,931
Burleson	51,618	0	0	0	0	0	0	2,403	24,739	88,290	86,204	26,331	2,900
Burnet	6,676	0	0	0	0	0	0	857	2,342	11,567	12,060	2,813	388
Burton	283	0	0	0	0	0	0	385	666	4,043	3,672	1,295	0
Cactus	3,050	0	0	0	0	0	0	2,567	0	7,548	6,709	0	3,418
Caddo Mills	2,321	0	0	0	0	0	0	992	1,964	13,802	11,184	2,347	1,784
Caldwell	4,109	0	0	0	0	0	0	316	1,699	13,865	7,702	3,376	4,045
Calvert	962	0	0	0	0	0	0	9,748	1	22,915	20,791	0	6,289
Cameron	5,352	0	0	0	0	0	0	1,078	3,039	15,535	12,639	4,401	0
Camp Wood	508												
Canadian	2,248	0	0	0	0	0	0	0	0	3	3	0	0
Caney City	188	0	0	0	0	0	0	6	0	307	188	6	0
Canton	4,312	0	0	0	0	0	0	1,219	4,527	13,796	14,002	4,534	1,338
Canyon	15,221	0	0	1	1	0	0	6,240	4,780	30,439	37,295	3,269	1,292
Carrizo Springs	4,833	0	0	0	0	0	0	1,865	5,560	33,491	15,973	9,600	0
Carrollton	133,251	0	2	714	416	2	286	16,101	67,510	423,859	418,197	89,677	8,119
Carthage	6,533	0	0	0	0	0	0	1,377	1,423	27,869	25,552	1,082	0
Castle Hills	3,947	0	0	7	2	0	5	6,759	27,466	81,149	66,652	34,918	13,850
Castroville	3,005	0	0	0	0	0	0	4,654	8,106	26,222	19,884	13,828	5,297
Cedar Hill	48,557	0	0	1	0	0	0	2,983	24,808	84,530	80,417	29,333	3,016
Cedar Park	78,693	18	0	202	205	1	28	8,176	30,053	80,005	88,719	28,478	1,539
Celeste	822	0	0	0	0	0	0	687	0	4,444	3,756	25	0

Municipal Courts
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(Cities Listed in Alphabetical Order)

City	2021 Population	TOTAL CASES					
		Active Pending 9/1/11	Reactive- vated	Added	Disposed	Placed on Inactive Status	Active Pending 8/31/22
Hill Country Village	940	147	1,843	12,404	12,152	1,810	412
Hillsboro	8,305	1,738	12,150	63,037	58,101	17,764	0
Hilshire Village	806	0	0	0	0	0	0
Hitchcock	7,408	15,654	13,167	31,592	31,109	14,167	15,260
Holiday Lakes	1,022	0	66	726	754	121	0
Holland	1,086	10	439	8,569	6,974	1,421	930
Holliday	1,570	83	515	1,777	1,910	445	45
Hollywood Park	3,106	821	4,023	20,049	17,107	4,818	3,052
Hondo	8,387	2,151	6,030	12,485	11,607	6,749	2,423
Honey Grove	1,753	486	102	4,525	4,125	511	0
Hooks	2,514	326	858	2,687	2,363	835	628
Horizon City	23,162	1,436	8,697	61,378	48,492	17,022	0
Horseshoe Bay	4,490	107	1,050	5,384	4,523	1,636	514
Houston	2,288,250	452,625	2,935,859	8,238,561	8,685,379	2,495,724	395,355
Howardwick	371	0	4	12	11	4	0
Howe	3,615	751	561	10,520	10,378	1,825	1,010
Hubbard	1,402	2,406	1,487	16,366	11,001	1,862	0
Hudson	4,986	3,037	4,568	12,211	14,496	3,973	1,529
Hudson Oaks	2,478	426	3,496	7,567	8,709	2,752	321
Hughes Springs	1,543	82	217	2,235	2,172	804	54
Humble	16,396	5,826	59,169	156,923	149,538	56,388	16,024
Hunters Creek Village	4,314	2,515	1,360	19,322	14,944	3,504	0
Huntington	2,019	6,396	3,454	30,742	27,957	5,709	0
Huntsville	46,288	2,787	27,738	129,885	122,635	34,313	3,461
Hurst	40,055	10,736	61,022	172,310	167,166	63,397	13,747
Hutchins	5,566	1,490	13,077	29,565	24,370	11,186	8,022
Hutto	30,855	1,269	6,305	29,628	37,429	6,506	0
Idalou	2,152	250	973	3,872	3,163	1,547	412
Indian Lake	851	86	26	2,165	1,150	3	0
Ingleside	9,898	1,298	8,972	21,484	19,803	8,835	0
Ingram	1,813	565	460	3,839	3,745	726	372
Iowa Colony	10,883	2	632	15,947	11,877	1,356	0
Iowa Park	6,547	60	1,322	5,332	4,802	1,386	763
Iraan	1,037	0	0	232	226	0	0
Irving	254,198	161,078	120,752	529,357	548,701	126,342	136,322

Municipal Courts
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September 1, 2011 to August 31, 2022
(Cities Listed in Alphabetical Order)

City	2021 Population	TOTAL CASES					
		Active Pending 9/1/11	Reactiv- ated	Added	Disposed	Placed on Inactive Status	Active Pending 8/31/22
Kerrville	24,477	2,119	9,364	55,148	56,957	8,439	1,238
Kilgore	13,383	11,858	7,682	42,865	33,453	8,752	59,541
Killeen	156,261	13,708	68,702	265,545	262,306	64,217	33,178
Kingsville	25,069	7,828	25,883	61,488	61,562	26,258	8,385
Kirby	8,100	6,455	13,140	33,405	31,374	15,002	18,412
Kirbyville	2,003	1,039	1,533	11,272	6,190	1,617	6,066
Knox City	1,052	22	1	1,789	1,043	0	766
Kosse	454	0	738	10,633	7,919	1,801	1,285
Kountze	2,163	893	4,640	22,939	20,184	6,549	1,759
Kress	608	0	0	0	1	0	0
Krugerville	1,920	197	1,450	16,164	14,102	2,350	645
Krum	5,823	305	1,494	10,717	7,497	1,769	0
Kyle	51,789	3,020	22,562	74,853	66,548	24,616	0
La Coste	1,107	183	1,475	1,628	2,582	676	55
La Feria	6,814	1,057	5,334	30,856	22,850	11,127	3,289
La Grange	4,423	4,032	3,393	9,601	18,626	17,646	2,491
La Grulla	1,207	0	0	9,907	1,398	79	2,608
La Joya	4,587	11,294	12,506	46,009	27,550	25,141	0
La Marque	18,697	7,334	14,361	63,862	63,398	21,630	1,304
La Porte	35,964	9,539	25,390	147,979	144,609	30,339	8,176
La Vernia	1,154	62	436	9,203	7,512	478	0
La Villa	2,712	0	0	0	0	0	0
La Ward	189	0	0	0	0	0	0
Lacy Lakeview	7,090	649	6,384	12,517	13,862	5,239	663
Ladonia	612	6	0	9	9	0	0
Lago Vista	9,348	1,341	1,456	14,317	14,035	1,876	1,622
Laguna Vista	3,605	16,285	2,520	16,775	8,436	5,593	0
Lake Bridgeport	349	0	0	74	86	1	2
Lake City	458	0	0	0	0	0	0
Lake Dallas	7,722	1,829	10,307	42,675	37,557	11,780	0
Lake Jackson	27,879	4,315	17,391	69,503	69,886	22,125	2,923
Lake Tanglewood	706	6	0	194	258	0	0
Lake Worth	4,674	6,670	20,683	70,768	76,384	19,408	5,528
Lakeport	972	368	2,370	6,401	6,135	2,222	0
Lakeside	1,624	237	4,186	21,536	16,772	6,699	2,423

Municipal Courts
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City	2021 Population	TOTAL CASES					
		Active Pending 9/1/11	Reactive- vated	Added	Disposed	Placed on Inactive Status	Active Pending 8/31/22
Shallowater	2,940	103	31	751	786	50	0
Shamrock	1,773	753	63	2,836	2,947	85	744
Shavano Park	3,569	2,479	7,345	24,649	24,387	7,814	2,273
Shenandoah	3,593	490	2,122	259	2,434	449	135
Shepherd	2,045	298	92	430	292	3	770
Sherman	44,873	1,364	14,388	65,892	116,220	13,460	6,524
Shiner	2,154	121	2	1,482	1,395	2	328
Shoreacres	1,530	492	5,132	13,401	11,584	4,611	1,091
Silsbee	6,851	1,609	11,101	32,214	31,363	10,669	4,182
Simonton	642	0	0	10	15	0	0
Sinton	5,562	927	1,990	10,092	7,995	3,635	1,433
Skellytown	394	54	18	207	200	26	69
Slaton	5,811	1,476	2,289	6,735	6,349	2,422	0
Smiley	480	0	106	2,171	1,653	373	0
Smithville	4,047	1,502	943	10,962	9,902	1,040	0
Snook	519	0	0	1	1	0	0
Snyder	11,264	1,061	3,383	24,282	24,184	4,266	277
Socorro	36,236	191	4,489	79,307	77,948	5,868	1,281
Somerset	1,765	801	2,221	9,238	5,054	3,451	7,808
Somerville	1,329	0	0	14,594	14,498	1	1,474
Sonora	2,462	1,027	607	10,055	8,232	1,345	217
Sour Lake	1,792	455	1,453	13,209	11,983	1,622	0
South Houston	15,878	32,382	24,152	108,074	62,390	34,238	68,012
South Padre Island	2,061	10,922	4,894	37,598	32,821	6,508	0
Southlake	31,105	9,022	16,289	152,543	149,008	19,201	0
Southmayd	1,013	90	370	11,958	14,442	671	406
Southside Place	1,826	8,975	9,357	52,576	47,059	12,357	0
Spearman	3,087	3	0	1,594	998	0	601
Splendora	1,780	2,396	9,381	46,741	41,691	15,012	0
Spring Valley Village	4,217	2,811	16,904	94,990	75,446	18,931	20,287
Springtown	3,355	2,295	9,690	35,145	32,240	9,721	0
Spur	740	494	44	1,371	1,042	99	0
Stafford	17,364	8,518	26,914	126,713	105,362	39,721	0
Stagecoach	588	261	1,321	4,029	4,106	1,259	0
Stamford	2,977	505	642	3,781	3,456	1,032	0

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City	2021 Population	TOTAL CASES					
		Active Pending 9/1/11	Reactive- vated	Added	Disposed	Placed on Inactive Status	Active Pending 8/31/22
Whiteface	371	0	0	46	34	0	0
Whitehouse	8,734	1,990	2,874	19,648	17,713	2,392	6,410
Whitesboro	4,217	98	737	8,128	6,922	1,445	0
Whitewright	1,753	469	467	7,026	5,999	580	0
Whitney	2,033	1,180	2,976	8,863	7,472	3,908	804
Wichita Falls	102,988	13,669	75,391	264,421	259,640	96,488	0
Wickett	410	0	0	0	0	0	0
Willis	6,710	669	5,655	16,416	13,879	6,083	2,778
Willow Park	5,194	2,604	1,905	28,580	23,994	254	5,132
Wills Point	3,863	2,668	3,079	16,533	15,921	3,377	0
Wilmer	5,332	4,086	42,246	114,000	92,876	55,205	12,648
Wilson	444	0	0	16	10	0	6
Wimberley	2,877	0	8	900	812	32	0
Windcrest	5,828	2,185	23,090	94,125	64,388	43,162	11,862
Windthorst	344	0	0	0	0	0	0
Winfield	422	1,675	0	13,560	12,041	0	0
Wink	882	62	493	3,066	1,654	1,045	995
Winnsboro	3,527	387	2,945	17,120	15,858	3,712	1,430
Winona	643	1,250	753	6,569	6,539	496	660
Winters	2,365	231	7	677	294	1,474	0
Wolfe City	1,406	406	134	1,130	569	153	0
Wolfforth	6,008	2,166	721	11,338	10,537	2,420	0
Woodbranch	1,420	335	5,904	19,976	12,413	7,053	0
Woodcreek	1,804	0	0	428	406	1	0
Woodsboro	1,299	950	0	13,719	9,294	38	5,844
Woodville	2,440	995	9,122	21,601	20,388	9,119	1,260
Woodway	9,474	937	9,708	31,851	32,371	9,652	539
Wortham	1,002	1,762	0	15,275	9,972	0	6,729
Wylie	59,394	1,615	7,040	29,267	29,922	7,038	776
Yoakum	5,923	254	2,104	10,692	9,324	3,300	391
Yorktown	1,811	639	149	6,956	5,919	532	0
Zavalla	607	0	1,348	16,868	15,563	2,528	3,920
TOTALS	22,169,474	8,801,861	18,220,131	58,489,770	58,070,373	20,316,372	6,163,615

CM, Per your request.....

Question: "Government Code Chapter 30, Section 30.0005 says a judge from a Court of Record has the Authority to issue search warrants for the purpose of investigating health and safety or nuisance abatement ordinance violation. Doesn't our judge currently have this authority and what I don't see in the code is an authority for evidentiary warrants as the judge was discussing."

A magistrate's authority is detailed in multiple locations within the Code of Criminal Procedure (CCP Chapter 15 for Arrest & Chapter 18 for Searches) along with the Local Government Code Chapter 29 and Chapter 30. A majority of the 'types of warrants' that a magistrate can issue are related to and restricted by, the type of warrant being sought, as they are numerous. There really is no 'easy chart' or quick definition other than to highlight what they can or rather cannot do. Even as a Court of Record, when the ordinance is adopted, it will need to specify the authority granted to the magistrate in particular circumstances.

As a Court of Record:

Texas Local Government Code Chapter 30, Section 30.0005(d) outlines that only the governing body of a municipality **BY ORDINANCE**, may provide that the court has:

- (1) civil jurisdiction for the purpose of enforcing municipal ordinances enacted under Subchapter [A](#), Chapter [214](#), Local Government Code, or Subchapter [E](#), Chapter [683](#), Transportation Code;
- (2) concurrent jurisdiction with a district court or a county court at law under Subchapter [B](#), Chapter [54](#), Local Government Code, within the municipality's territorial limits and property owned by the municipality located in the municipality's extraterritorial jurisdiction for the purpose of enforcing health and safety and nuisance abatement ordinances; and
- (3) authority to issue:
 - (A) search warrants for the purpose of investigating a health and safety or nuisance abatement ordinance violation; and
 - (B) seizure warrants for the purpose of securing, removing, or demolishing the offending property and removing the debris from the premises.

Essentially to break it down:

- Existing Warrant Authority
 - Most Search Warrants (some are reserved for district court judges and above)
 - Excluding any warrant searching for property or items constituting evidence of an offense or person who committed the offense (aka Evidentiary Search Warrants)
 - Excluding any warrant regarding Chapter 59 Forfeiture contraband
 - Arrest Warrants
- Court of Record Warrant Authority
 - All presently existing powers listed as a Non Court of Record; plus these listed below:

- Search Warrants for property or items constituting evidence of an offense or person who committed the offense (aka Evidentiary Search Warrants)
- Search Warrants regarding Chapter 59 Forfeiture contraband
- Search Warrants for the purpose of investigating a health and safety or nuisance abatement ordinance violation
- Seizure Warrants for the purpose of securing, removing, or demolishing the offending property and removing the debris from the premises
- Arrest Warrants



Gene Fox

Chief of Police

Shavano Park Police Department



Analysis for Court of Record

October 2022

Bill Hill



Problem

Should the CoSP Municipal Court become
a Court of Record

Purpose

To present analysis for CoSP's Municipal
Court to remain a Court Not of Record or
to become a Court of Record



Court of Record

In common law jurisdictions, a court of record is a trial court in which a court clerk or a court reporter takes down a record of proceedings. That written record (and all other evidence) is preserved at least long enough for all appeals to be exhausted, or for some further period of time provided by law (for example, in some states, death penalty statutes provide that all evidence must be preserved for an extended period of time).

Court Not of Record

Oral proceedings are not recorded, and the judge makes his or her decision based on memory. In most "not of record" proceedings, the parties can and usually do appear personally, without lawyers.

NOTE: CoSP Court is currently a “Court Not of Record”



Sec. 30.00003. CREATION OF MUNICIPAL COURTS OF RECORD.

- (a) The governing body may by ordinance create a municipal court of record if the governing body determines that the creation of the court is necessary to provide a more efficient disposition of the cases arising in the municipality.
- (b) The ordinance may establish as many municipal courts of record as needed as determined by the governing body.
- (c) Except as provided by Subsection (d), the ordinance shall give each court a numerical designation, beginning with "Municipal Court of Record No. 1."
- (d) If a municipality has a unified court of record, that court shall be the "Municipal Court of Record in the City of (name of municipality)" and the municipality may establish by ordinance divisions, beginning with "Division No. 1."
- (e) A municipal court of record may not exist concurrently with a municipal court that is not a municipal court of record in the municipality.
- (f) A municipal court of record has no terms and may sit for any time for the transaction of business of the court.

<http://www.statutes.legis.state.tx.us/SOTWDocs/GV/htm/GV.30.htm>



Sec. 30.00005. JURISDICTION.

(a) A municipal court of record has the jurisdiction provided by general law for municipal courts.

(b) The court has jurisdiction over criminal cases arising under ordinances authorized by Sections [215.072](#), [217.042](#), [341.903](#), and [551.002](#), Local Government Code. (Home Rule Cities Only)

(c) The governing body may by ordinance provide that the court has concurrent jurisdiction with a justice court in any precinct in which the municipality is located in criminal cases that arise within the territorial limits of the municipality and are punishable only by fine. (N/A – no ETJ)

(d) The governing body of a municipality by ordinance may provide that the court has:

(1) civil jurisdiction for the purpose of enforcing municipal ordinances enacted under Subchapter [A](#), Chapter [214](#), Local Government Code, or Subchapter [E](#), Chapter [683](#), Transportation Code;

(2) concurrent jurisdiction with a district court or a county court at law under Subchapter [B](#), Chapter [54](#), Local Government Code, within the municipality's territorial limits and property owned by the municipality located in the municipality's extraterritorial jurisdiction for the purpose of enforcing health and safety and nuisance abatement ordinances; and

(3) authority to issue:

(A) search warrants for the purpose of investigating a health and safety or nuisance abatement ordinance violation; and

(B) seizure warrants for the purpose of securing, removing, or demolishing the offending property and removing the debris from the premises.

(e) The court has concurrent jurisdiction with a district court and a justice court over expunction proceedings relating to the arrest of a person for an offense punishable by fine only.



- Subchapter A is substandard buildings regulations under Chapter 214 (our building regulations authority referenced frequently):
<https://statutes.capitol.texas.gov/Docs/LG/htm/LG.214.htm#214.001>
- Subchapter E is abatement of junked vehicles under Chapter 683 of Transportation Code (authority for our inoperable vehicles ordinance):
<https://statutes.capitol.texas.gov/Docs/TN/htm/TN.683.htm#683.071>
- Existing Warrant Authority
 - Search
 - Arrest
- Court of Record Warrant Authority
 - Evidentiary

Minimum Requirements



Together We Can!

Minimum Acceptable Requirements:

- ☐ An [City Ordinance](#) for the creation of a Municipal Court of Record and the term of the Judge (Ch. 30, Sec. 03)
- ✓ A judge that is an attorney (Ch. 30, Sec. 06)
 - 2 or more years of experience practice of law in the state of Texas
- ☐ Appointment of clerk of the municipal court of record (Ch. 30, Sec. 09)
- ☐ A good quality electronic recording device (Ch. 30, Sec. 10)
 - [At a minimum, recording must be kept for a 20-day period](#)
- ☐ If a case is appealed, the proceedings shall be transcribed from the recording by an official court reporter (contracted separately paid by appellant).

Reference: Texas Government Code, Chapter 30, Sections: 3,6,9,10



- In a Non-record Municipal Court, a defendant may appeal to the judgment of the municipal court to the appellate court handling municipal court appeals, and have a *trial de novo*, (i.e. a completely new trial on the entire case conducted as if there had been no trial in the first instance)
- A Municipal Court of Record ruling may still be appealed to the next appellate Court (but on the merits of the case / not a trial de novo, (i.e. Not a completely new trial on the entire case conducted as if there had been no trial in the first instance))
- In a Non-record Municipal Court, a defendant may skip a non-record municipal court altogether by entering a plea and appealing the case to the appellate court
- A trial in a Municipal Court of Record must be recorded by a court reporter or by an electronic recording device
 - Hollywood Park, Hill Country Village, Windcrest *use an electronic recording device*
- In a Non-record Municipal Court, cases appealed are retried at County Court and the City will incur additional costs
- **The same technology required to video record council meetings is sufficient to record court proceedings**
- The Court and Security Technology Funds can be used to buy required equipment



- A Municipal Court of Record is required to have either a trained Court Recorder or can appoint a staff member as a Court of Record Clerk and/or also appoint a Deputy Municipal Court of Record Clerk (responsible to record and maintain court proceedings)
- The majority of Municipal Courts are not Courts of Record
- Municipal Court activity can be reviewed from the Texas Office of Court Administration website (Court Activity Reporting and Directory System)
- During the period from September 1, 2011 thru August 31st, 2022
 - CoSP disposed of 24,387 cases
 - Cases appealed before trial – (2x) / after trial – (12x)
 - Windcrest disposed of 64,388 cases
 - Cases appealed before trial – (0x) / after trial – (0x)
 - Kirby disposed of 31,374 cases
 - Cases appealed before trial – (0x) / after trial – (0x)
 - Castle Hills disposed of 66,652 cases
 - Cases appealed before trial – (2x) / after trial – (1x)
 - Hill Country Village disposed of 12,152 cases
 - Cases appealed before trial – (0x) / after trial – (1x)



ALAMO HEIGHTS	NO
BALCONES HEIGHTS	NO
BULVERDE	YES
CASTLE HILLS	YES
CHINA GROVE	YES
CONVERSE	YES
ELMENDORF	YES
FAIR OAKS RANCH	NO
GARDEN RIDGE	YES
GREY FOREST	YES
HELOTES	NO
HILL COUNTRY VILLAGE	YES
HOLLYWOOD PARK	YES
KIRBY	YES

LEON VALLEY	YES
LIVE OAK	YES
OLMOS PARK	NO
SAN ANTONIO	YES
SCHERTZ	YES
SELMA	YES
SHAVANO PARK	NO
SOMERSET	NO
TERRELL HILLS	NO
UNIVERSAL CITY	YES
VON ORMY	YES
WINDCREST	YES



- Should decrease the number of appeals to the county and dismissals at the county
- The enforcement of code violations and city-ordinance violations should improve because defendants cannot avoid a municipal court proceeding
 - The city maintains local control over these violations
- The defendant will not be able appeal the judgment of the municipal court to the appellate court by appealed by a trial *de novo*, (i.e. a completely new trial on the entire case conducted as if there had been no trial in the first instance)... then this will potentially save approximately 6 months or longer in final disposition (Municipal Court cases heard in County court are not likely resolved quickly)
- The defendant may not skip a non-record municipal court by entering a plea and appealing the case to the appellate court
- Section 30.00005 (Ch. 30 Municipal Court of Record) gives the city's governing body the authority to provide additional jurisdictional powers to the court by ordinance
- A judge of a municipal court of record has the greater authority to issue certain type of search warrants



- ~~• The City will incur the cost of purchasing and installing a quality electronic recording device (*one time cost/not significant/uses Court tech/security funds*)~~
- Requires some extra work to record / archive recording (*but not significant*)
- The judge must be an attorney (*limiting; but should not an issue*)
- The Judge will serve two year terms and is not easily replaced except for cases of misconduct
- May place more focus on what is happening in the Courtroom. Since the court proceedings in a court of record are recorded, the conduct of the judge, prosecutor, the defendant, defendant's attorney, and witnesses are recorded and are subject to scrutiny by the public and the appellate court if the case is appealed
- The conduct of the Court may change from an informal setting to a more formal setting (specifically during cases that will be tried). This may require some more detail in terms of identifying witness information and more formal recording/preparation of the exhibits



Sec. 30.00010. COURT REPORTER.

(a) The municipality shall provide a court reporter to preserve a record in cases tried before a municipal court of record. The court reporter must meet the qualifications provided by law for official court reporters. The reporter shall be compensated by the municipality in the manner determined by the governing body.

(b) The court reporter may use written notes, transcribing equipment, video or audio recording equipment, or a combination of those methods to record the proceedings of the court. The reporter shall keep the record for the 20-day period beginning the day after the last day of the proceeding, trial, or denial of motion for new trial, or until any appeal is final, whichever occurs last.

(c) The court reporter is not required to record testimony in a case unless the judge or one of the parties requests a record.

(d) Instead of providing a court reporter, the governing body may provide that the proceedings may be recorded by a good quality electronic recording device. If the governing body authorizes the electronic recording, the court reporter is not required to be present to certify the reporter's record. The recording shall be kept for the 20 day period beginning the day after the last day of the court proceeding, trial, or denial of motion for new trial, whichever occurs last. If a case is appealed, the proceedings shall be transcribed from the recording by an official court reporter.

<http://www.statutes.legis.state.tx.us/SOTWDocs/GV/htm/GV.30.htm>

CoSP Draft Concept



Together We Can!

- City Council approves Municipal Court of a Court of Record by Ordinance designating the Municipal Court of Record and the term of the Judge at two years and authorizes City Manager to appoint Court Clerk
- City Manager appoints current Court Clerk as the Municipal Court of Record Clerk and the Water Utility Office Manager as a Deputy Court Clerk
- Court uses existing video/audio recording capabilities to meet the recording requirements
- Recordings required for next court day
- Retain recording for 30-day period



Recommendation



Together We Can!

City Council approves an ordinance appointing the CoSP Municipal Court as a Court of Record



BACKUP



City of Windcrest (5600)

- Part-time Judge
 - Term of 2 years
- Part-time Prosecutor Attorney
- 3 full-time Clerks
- 1 Assistant Court Administrator (City Secretary)
- They use Granicus as their video recording
 - The recording is kept for a 20-day period

City of Bulverde (4800)

- Part-time Judge
 - Term of 2 years
- Clerk of the Municipal Court of Record
- Deputy Clerk
- Court Reporter *or* Electronic recording at discretion of Council

City of Seguin (26,600)

- Part-time Judge (Up-to 12 hours)
 - Term of 2 years
- Full-time City Attorney
- 5 full-time Clerks
- Electronic Recording System
 - The recording is kept for a 90-day period
- Municipal Court Technology Fund

City of Kirby (8200)

- Part-time Judge,
 - Term of 2 years
- Clerk of the Municipal Court of Record
- Electronic recording
 - The recording is kept for a 20-day period



Sec. 30.00006. JUDGE.

- (a) A municipal court of record is presided over by one or more municipal judges.
- (b) The governing body shall by ordinance appoint its municipal judges.
- (c) A municipal judge must:
 - (1) be a resident of this state;
 - (2) be a citizen of the United States;
 - (3) be a licensed attorney in good standing; and
 - (4) have two or more years of experience in the practice of law in this state.
- (d) The governing body shall provide by ordinance for the term of office of its municipal judges. The term must be for a definite term of two or four years.
- (e) The municipal judge shall take judicial notice of state law and the ordinances and corporate limits of the municipality. The judge may grant writs of mandamus, attachment, and other writs necessary to the enforcement of the jurisdiction of the court and may issue writs of habeas corpus in cases in which the offense charged is within the jurisdiction of the court. A municipal judge is a magistrate and may issue administrative search warrants.
- (f) The municipal judges within a municipality may exchange benches and act for each other in any proceeding pending in the courts. An act performed by any of the judges is binding on all parties to the proceeding.
- (g) A person may not serve as a municipal judge if the person is employed by the same municipality. A municipal judge who accepts employment with the municipality vacates the judicial office.
- (h) The governing body shall determine the salary of a municipal judge. The amount of a judge's salary may not be diminished during the judge's term of office. The salary may not be based directly or indirectly on fines, fees, or costs collected by the court.

<http://www.statutes.legis.state.tx.us/SOTWDocs/GV/htm/GV.30.htm>



Sec. 30.00009. CLERK; OTHER PERSONNEL.

- (a) The governing body shall by ordinance provide for the appointment of a clerk of the municipal courts of record. The municipal clerk shall keep the records of the municipal courts of record, issue process, and generally perform the duties that a clerk of a county court at law exercising criminal jurisdiction performs for that court. In addition, the clerk shall maintain an index of all court judgments in the same manner as county clerks are required by law to prepare for criminal cases arising in county courts.*
- (b) The governing body may provide deputy clerks, warrant officers, and other personnel as needed for the proper operation of the courts.
- (c) The clerk and other court personnel perform their duties under the direction and control of the presiding judge.
- (d) The governing body shall by ordinance provide for the hiring, direction, supervision, and removal of the personnel authorized in the annual budget for the clerk's office.

<http://www.statutes.legis.state.tx.us/SOTWDocs/GV/htm/GV.30.htm>

*Note: These tasks are currently performed by our court clerk



Constraints:

- The judge must be an attorney with at least two years of experience practicing law in Texas

Assumptions:

- A case is less likely be appealed if the Municipal Court was a Court of Record
- If a Court of Record, some cases that have gone to trial may not have (since means to appeal are reduced)
- If a Court of Record, the City will have more power to enforce city ordinances
- Appealed cases at County Court will likely take months and in some cases longer.

Court of Record Common Methods

- **Electronic reporting:** This reporting method uses specialized audio equipment in order to record court proceedings
- **Stenographic:** Stenotypists record all statements made in official proceedings
- **Voice writing:** a court reporter repeats proceedings directly into a stenomask or voice silencer—a hand-held mask containing one or two microphones and voice-dampening materials.

ORDINANCE NO. O-2022-011

AN ORDINANCE AMENDING CHAPTER 10 – COURT, OF THE CITY OF SHAVANO PARK, TEXAS CODE OF ORDINANCES TO ESTABLISH MUNICIPAL COURT OF RECORD NO. 1; ABOLISHING THE MUNICIPAL COURT NOT OF RECORD; CONFERRING SPECIFIC JURISDICTION ON THE COURT; PROVIDING FOR PROCEDURES FOR APPOINTMENT OF JUDGES AND CLERKS; PROVIDING FOR COURT REPORTING; PROVIDING A CUMULATIVE & CONFLICTS CLAUSE, PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Texas Government Code Sec. 30.00003 authorizes the governing body of a municipality to create a municipal court of record to provide a more efficient disposition of cases arising in the municipality; and

WHEREAS, City Council of the City of Shavano Park determines that the creation of a municipal court of record is necessary to provide a more efficient disposition of cases arising in the City of Shavano Park; and

WHEREAS, the City Council of the City of Shavano Park has determined that this ordinance is in the best interest of the general welfare and public safety of the City of Shavano Park.

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

I ESTABLISHMENT

The City of Shavano Park, Texas, Municipal Court of Record, is hereby established. The Municipal Court of Record shall be a unified court of record and shall be called the "Municipal Court of Record No. 1 in the City of Shavano Park."

II ABOLISHMENT

The Municipal Court Not of Record in the City of Shavano Park is hereby abolished and its jurisdiction is hereby assumed by Municipal Court of Record No. 1 in the City of Shavano Park.

III

CODE AMENDMENT

Chapter 10, Article I. – IN GENERAL of the City of Shavano Park Code of Ordinances hereby amended to read as follows:

Sec. 10-1. Municipal Court of Record Established

The City of Shavano Park, Texas, Municipal Court of Record, is hereby established. The Municipal Court of Record shall be a unified court of record and shall be called the "Municipal Court of Record No. 1 in the City of Shavano Park."

Sec. 10-2. Jurisdiction

- (a) In accordance with Texas Government Code Sec. 30.00005(a), the court shall have jurisdiction as provided by general law for municipal courts;
- (b) In accordance with Texas Government Code Sec. 30.00005(b), the court shall have jurisdiction over criminal cases arising under ordinances authorized by Sections 215.072, 217.042, 341.903, and 551.002 of the Texas Local Government Code;
- (c) In accordance with Texas Government Code Sec. 30.00005(d), City Council of the City of Shavano Park hereby provides the court jurisdiction as following:
 - (1) civil jurisdiction for the purpose of enforcing municipal ordinances enacted under Subchapter A, Chapter 214, Local Government Code 1 or Subchapter E, Chapter 683, Transportation Code;
 - (2) concurrent jurisdiction with a district court or a county court at law under Subchapter B, Chapter 54, Local Government Code, within the municipality's territorial limits and property owned by the municipality located in the municipality's extraterritorial jurisdiction for the purpose of enforcing health and safety and nuisance abatement ordinances; and
 - (3) authority to issue:
 - i. search warrants for the purpose of investigating a health and safety or nuisance abatement ordinance violation; and
 - ii. seizure warrants for the purpose of securing, removing, or demolishing the offending property and removing the debris from the premises.
- (d) In accordance with Texas Government Code Sec. 30.00005(e), The court has concurrent jurisdiction with a district court and a justice court over expunction proceedings relating to the arrest of a person for an offense punishable by fine only.

Sec. 10-3. Municipal Court Judges

- (a) In accordance with Texas Government Code Sec. 30.00006, City Council shall appoint by ordinance a Municipal Judge who shall be the presiding judge of the Municipal Court of Record No. 1, provided such appointee must:
 - (1) be a resident of Texas;
 - (2) be a citizen of the United States;
 - (3) be a licensed attorney in good standing;
 - (4) have two or more years of experience in the practice of law in Texas; and
 - (5) not otherwise be employed by the City of Shavano Park.
- (b) The presiding Municipal Judge shall have all the powers and duties of the office as prescribed by Texas Government Code Sec. 30.00006 and Sec. 30.00007.
- (c) The term of office for municipal court judges is hereby established as two years.
- (d) The compensation of municipal court judges shall be set by City Council. In accordance with Texas Government Code Sec. 30.00006(h), the amount of a judge's salary shall not be diminished during the judge's term of office. The salary shall not be based directly or indirectly on fines, fees, or costs collected by the court.
- (e) The City Council shall appoint by ordinance one person as Alternate Municipal Judge who shall meet the qualifications of the Municipal Judge and be empowered to sit for the presiding Municipal Judge when said Judge is temporarily unable to act. While sitting for the presiding Judge, the appointee shall have all powers and duties of the office. The Alternate Municipal Judge appointment shall be effective for a term of two years. Compensation for the Alternate Municipal Judge shall follow Sec. 10-3(d) of this Code.
- (f) It shall be the responsibility of the presiding Municipal Judge and the appointed alternate to successfully complete all continuing judicial education required by Tex. Government Code Ch. 30 or other applicable State law. The costs of such education, including tuition and reasonable travel expenses, shall be borne by the City.
- (g) A Municipal Judge may be removed from office at any time for the reasons stated and by the procedure provided for the removal of members of a municipal governing body in Subchapter B, Chapter 21, Local Government Code.

Sec. 10-4. Municipal Court Prosecutors

The City Council shall appoint a Municipal Court Prosecutor and alternate Municipal Court Prosecutor. The Municipal Court Prosecutor or his alternate shall conduct all prosecution in the Municipal Court of Record No. 1 in the City of Shavano Park on behalf of the City. Each shall be licensed to practice law in the State and a

member in good standing of the State Bar. The Prosecutor and alternate Prosecutor shall be appointed for an indefinite term to serve at the pleasure of the City Council and shall receive compensation as the City Council may determine.

Sec. 10-5. Municipal Court Clerk

The City Manager shall appoint a clerk of the municipal court of record, and may provide other personnel as needed for the proper operation of the courts. All such personnel shall be subject to budgetary allocations of the City Council of the City of Shavano Park. The municipal clerk shall:

- (a) keep the records of the municipal courts of record, issue process, and generally perform the duties that a clerk of a county court at law exercising criminal jurisdiction performs for that court. In addition, the clerk shall maintain an index of all court judgments in the same manner as county clerks are required by law to prepare for criminal cases arising in county courts.
- (b) The clerk and other court personnel perform their duties under the direction and control of the presiding judge.

Sec. 10-6. Municipal Court Reporter

In accordance with Texas Government Code Section 30.00010(d), instead of providing a court reporter, City Council hereby provides that court proceedings shall be recorded by a good quality electronic recording device.

- (a) Such recording shall be kept for the 20-day period beginning the day after the last day of the court proceeding, trial, or denial of motion for new trial, whichever occurs last.
- (b) If a case is appealed, the proceedings shall be transcribed from the recording by an official court reporter.

Sec. 10-7 – 10-20. Reserved.

IV CUMULATIVE CLAUSE

That this ordinance shall be cumulative of all provisions of the City of Shavano Park, Texas, except where the provisions of this Ordinance are in direct conflict with the provisions of such Ordinance, in which event the conflicting provisions of such Ordinance are hereby repealed.

V SEVERABILITY

That it is hereby declared to be the intention of the City Council of the City of Shavano Park that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance

should be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of the Ordinances, since the same would have been enacted by the City Council without incorporation in this ordinance of any such unconstitutional phrases, clause, sentence, paragraph or section.

VI PROPER NOTICE AND MEETING

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

VII EFFECTIVE DATE

This ordinance shall be effective upon passage and publication as required by State and Local law.

PASSED AND APPROVED on the first reading by the City Council of the City of Shavano Park this the 24th day of October, 2022.

PASSED AND APPROVED on the second reading by the City Council of the City of Shavano Park this the _____ day of November, 2022.

ROBERT WERNER, MAYOR

Attest:

TRISH NICHOLS, CITY SECRETARY

COURT OF RECORD FOR BEXAR COUNTY

ALAMO HEIGHTS	NO
BALCONES HEIGHTS	NO
CASTLE HILLS	YES
CHINA GROVE	YES
CONVERSE	YES
ELMENDORF	YES
FAIR OAKS RANCH	NO
HELOTES	NO
HILL COUNTRY VILLAGE	YES
HOLLYWOOD PARK	YES
KIRBY	YES
LEON VALLEY	YES
LIVE OAK	YES
OLMOS PARK	NO
SAN ANTONIO	YES
SCHERTZ	YES
SELMA	YES
SHAVANO PARK	NO
SOMERSET	NO
TERRELL HILLS	NO
UNIVERSAL CITY	YES
VON ORMY	YES
WINDCREST	YES

Should Your Municipal Court Become a Court of Record?

By Paul Isham, Attorney-at-Law

This article addresses why your city might want to create a court of record, the requirements of a court of record, and the change in the court operation when becoming a court of record.

There are some 870 plus municipal courts in Texas and approximately 75 of them are municipal courts of record. Of the 100 Texas cities that had a 2004 estimated population of 25,000 or more, 36 of them have courts of record and 32 of those courts were created by special legislation. Prior to the passage of H.B. 731 during the 76th Legislature, effective September 1, 1999, creating Chap. 30, Subchapter A, Texas Government Code, cities had to create municipal courts of record by specific legislation. Thirty-eight cities had obtained special legislation to create a municipal court of record prior to 1999. Special legislation for an additional six cities was passed during the 1999 Legislative Session, and four more special acts have been passed since 1999. The 1999 Act, referred to as the Uniform Municipal Courts of Record Act, allows any municipality to create a municipal court of record by the adoption of an ordinance pursuant to the provisions of Subchapter A.

Originally, the provisions of Subchapter A did not apply to cities that obtained specific legislation. In 2003, the 78th Legislature passed H.B. 2799 which applied the provisions of Subchapter A to each municipality listed in Chapter 30, but provided that if the provisions of Subchapter A conflict with a specific provision for a particular municipality, the specific provision controls. Cities may still seek specific legislation to create a

municipal court of record if they desire some specific provision that is not enumerated in the Uniform Act. Since the passage of the Uniform Act in 1999, only about 27 Texas cities have converted to municipal courts of record pursuant to the provisions of the act.

Advantages and Disadvantages of Being a Court of Record

Advantages:

In a non-record municipal court, a defendant may appeal the judgment of the municipal court to the appellate court handling municipal court appeals, usually a county court at law or county court, and have a trial *de novo*, (i.e., a completely new trial on the entire case conducted as if there had been no trial in the first instance). A defendant may even skip a non-record municipal court altogether by entering a plea and appealing the case to the appellate court. This is informally referred to as a “leapfrog appeal.” The subsequent trial in the county court controls the outcome of the case. The trial *de novo* at the county level is eliminated by having a municipal court of record.

A municipal court of record should decrease the number of appeals to the county and the dismissals at the county level. For the 2005 calendar year, 3,246 cases were appealed from non-record municipal courts in cities with a population of 50,000¹ or more while 1,258 cases were appealed from the municipal courts of record in cities within the same population bracket. If the 1,127 cases that were appealed in the City of Houston are removed from the statistics, only 131 cases were appealed in the remaining cities with

courts of record with populations greater than 50,000. For cities with populations between 25,000 and 50,000, 2,690 cases were appealed from non-record municipal courts, while only seven were appealed from municipal courts of record.² A reduction in the number of appeals results in a reduction in the municipal court’s workload with regard to processing appeals.

A municipal court of record will reduce the burden on the county court system since the number of appeals will decrease. The integrity of the municipal court improves since the Code of Criminal Procedure and the Rules of Appellate Procedure govern the trial of cases before municipal courts of record³ and the proceedings are recorded. A municipal court of record should also reduce police officers’ overtime and reduce the time spent in court by city inspectors and other witnesses since they will only have to appear for the trial at the municipal level. The need to have witnesses available for a *de novo* trial at the county level is eliminated. Some cities report that police officer morale improves, and more citations are issued by officers in cities that have a court of record.

A trial in a municipal court of record is recorded by a court reporter or by an electronic recording device. Appeals of the judgment in the municipal court of record are based on alleged errors made during the municipal court trial. A trial *de novo* is not permitted and the appellate court renders a disposition of the appeal based on the transcript from the municipal court, the briefs submitted by the parties, and oral arguments, unless the case is submitted

to the appellate court without oral argument.

The enforcement of code violations and city-ordinance violations improves because defendants cannot avoid a municipal court proceeding (*i.e.*, no “leapfrog appeals”).⁴ The city maintains local control over these violations, appeals are decreased because the violators cannot simply enter a plea and then appeal the case to the county, and if a case is appealed and the judgment affirmed, the fine assessed at the municipal court level is imposed and collected by the municipal court. Thus, defendants cannot negotiate a lower fine amount at the county level which is kept by the county.

In addition to the jurisdiction granted by general law for a municipal court, a municipal court of record has additional authority specifically granted to it by Section 30.00005, and that section also gives the city’s governing body the authority to provide additional jurisdictional powers to the court by ordinance. The jurisdiction of a municipal court of record is more thoroughly discussed later in this article.

Disadvantages:

The disadvantages of creating a municipal court of record include the requirement that the judge be an attorney⁵; the procedure for removing an unsatisfactory judge; the cost of additional court personnel to assist with recording devices, record keeping, trial dockets, paperwork, *etc.*; the cost, if any, to the city of having an appointed court reporter, although the cost of preparing the reporter’s record is paid by the appellant; the possible need for additional office space; possible change in the organizational relationship between the judge(s) and court personnel; and courtroom space. The city will also incur the cost of purchasing and

installing a good quality electronic recording device⁶ although some cities that use the council chambers as a courtroom already have the necessary recording equipment in place. A city with a court of record may also experience additional trial dockets, trials and time spent by court personnel, including the judge and prosecutor, in conducting trials. The court’s increased trial activity may require additional staff. Also, if the city’s judge and prosecutor are not full-time, the city may experience an increase in costs for the additional time spent by the judge and prosecutor in handling the trial docket.

As indicated below, the appellant must pay the costs for the court reporter to prepare the reporter’s record unless he/she is indigent. In the case of an appeal by an indigent person, the city would absorb the costs of the reporter’s record. The cost of a reporter will vary depending on locale, but Haltom City pays a court reporter \$150 for four hours of work.

Since the court proceedings in a court of record are recorded, the conduct of the judge, prosecutor, the defendant, defendant’s attorney, and witnesses are recorded and are subject to scrutiny by the public and the appellate court if the case is appealed. This factor can be positive or negative, depending on the conduct of the participants in the trial. Finally, a more formalized municipal court proceeding may be threatening to *pro se* defendants that appear before the municipal court.

Jurisdiction of the Court

In addition to the jurisdiction granted any municipal court, a municipal court of record acquires additional jurisdiction pursuant to the Uniform Act and may be granted further jurisdiction by action of the governing

body in creating the court of record. A judge of a municipal court of record has the authority to issue a search warrant to search for and seize contraband subject to forfeiture while a municipal judge of a non-record municipal court does not have this authority.⁷ The judge also has the authority to grant writs of *mandamus*, attachments and other writs necessary to the enforcement of the jurisdiction of the court and may issue writs of *habeas corpus* in cases in which the offense charged is within the jurisdiction of the municipal court.⁸

A municipal court of record has additional jurisdiction over criminal cases arising under ordinances authorized by Section 215.072 (inspection of dairies, slaughterhouses or slaughter pens, in or outside the municipal limits, from which milk or meat is furnished to the residents of the city), Section 217.042 (defining and prohibiting any nuisance within the limits of the municipality and within 5,000 feet outside the city limits), Section 341.903 (home-rule municipality policing the following areas owned and located outside the city (1) parks and grounds, (2) lakes and land contiguous to and used in connection with a lake, and (3) speedways and boulevards), and Section 401.002 (home-rule city prohibiting the pollution or degradation of a stream, drain, recharge feature, recharge area, or tributary that may constitute or recharge the source of water supply of the city, and may provide for the protection of and may police any watersheds. The authority granted by this provision for the protection of recharge area or recharge features of groundwater aquifers is limited to cities with a population greater than 750,000 and the groundwater constitutes more than 75% of the city’s source of water supply) of the Local Government Code (L.G.C.). In addition, the governing body of a city

by ordinance may provide that:

- (1) the court has civil jurisdiction for the purpose of enforcing municipal ordinances enacted under Subchapter A, Chapter 214, L.G.C.,⁹ Subchapter E, Chapter 683, Transportation Code;¹⁰
- (2) concurrent jurisdiction with a district court or a county court at law under Subchapter B, Chapter 54, L.G.C.,¹¹ within the municipality's territorial limits and property owned by the municipality located in the city's extraterritorial jurisdiction for the purpose of enforcing health and safety and nuisance abatement ordinances; and
- (3) authority to issue:
 - (a) search warrants for the purpose of investigating health and safety or nuisance abatement ordinance violations; and
 - (b) seizure warrants for the purpose of securing, removing or demolishing the offending property and removing debris from the premises.¹²

Section 30.00006, L.G.C., provides that a municipal judge of a court of record, acting as a magistrate, can issue administrative search warrants. Article 18.05, Code of Criminal Procedure, authorizes any magistrate, including a municipal judge of a non-record municipal court, the authority to issue warrants for fire, health and code inspections. However, Subsection (e) of Art. 18.05 provides that a search warrant may not be issued to a code enforcement official of a county with a population of 2.4 million or more for the purpose of allowing the inspection of specified premises to determine the presence of an unsafe building condition or a violation of a building regulation, statute or ordinance. It can be argued

that the authority set-out in Sec. 30.00006 with regard to the issuance of administrative search warrants would take precedence over the exclusion of Art. 18.05(e) so that a judge of a municipal court of record in a county with a population of 2.4 million or more has the authority to issue a search warrant for inspection of an unsafe building or violation of a building regulation, statute or ordinance.

Requirements

In addition to the requirement for an attorney-judge,¹³ the conversion to a municipal court of record requires that the governing body appoint the clerk and a court reporter. The presiding judge shall supervise and control the operation and clerical functions of the administrative department of the court, including the clerk and other personnel necessary for the proper operation of the court, during the proceedings of the court.¹⁴ However, the governing body shall by ordinance provide for the appointment of the clerk of the municipal court and may provide for the hiring, direction, supervision, and removal of deputy clerks, warrant officers and other personnel necessary for the proper operation of the courts and as authorized in the annual budget for the clerk's office.¹⁵ Normally, home-rule cities provide that the city manager/administrator shall appoint the clerk and other court personnel. In general law cities, the governing body appoints any officer, including the clerk, which it considers necessary for the operation of the city¹⁶ unless the city has adopted the city manager form of government.

City governing bodies may provide that the city manager/administrator, the presiding judge or the governing body be responsible for the administration of the clerk's office. There is a potential for conflict if the city manager/administrator is given

the responsibility to hire, direct, supervise, and remove the clerk and other court personnel, but the court clerk and other court personnel perform their duties under the direction and control of the presiding judge.¹⁷ Cities should be cognizant of this potential conflict when contemplating creating a municipal court of record.

The clerk is charged with the responsibility of preparing the clerk's record if a case is appealed from the municipal court of record.¹⁸ The council shall by ordinance designate the presiding judge, municipal court clerk or the court administrator with the responsibility of supervising the selection of persons for jury service.¹⁹


Chapter 30 also requires that the municipal court of record have a court reporter who meets the qualifications provided by law for official court reporters. The reporter shall be compensated by the city in the manner determined by the governing body. The court reporter is charged with the responsibility of preserving the record of cases tried before a municipal court of record. The court reporter may use written notes, transcribing equipment, video or audio recording equipment, or a combination of these methods to record the proceedings. Instead of providing a court reporter, the governing body of the city may provide that the proceedings be recorded by a good quality electronic recording device.²⁰ In considering converting your court to a municipal court of record, you should factor in the cost of acquiring a proper recording device. The court reporter is not required to be present during the proceedings in order to certify the reporter's record. If there is an appeal of the case, a court reporter must prepare a reporter's record from the recording.²¹

The city can charge an appellant a \$25

fee for the preparation of the clerk's record and also charge for the actual cost of the reporter for preparing the reporter's record including transcription of the proceedings. Thus, these costs are absorbed by the appellant unless the court determines that the appellant is indigent. If the appellant prevails on appeal, the \$25 fee is refunded, but not the cost of preparing the reporter's record.²²

Conclusion

If your municipal court is experiencing a large number of appeals, you may wish to consider creating a municipal court of record. If not, the additional costs incurred by creating a municipal court of record may not justify establishing such a court. Cities that have created municipal courts of record have experienced a drastic reduction in the number of appeals filed in their courts. For FY05, 5,937 cases were appealed from non-record municipal courts in cities with a population of 25,000 or more, while only 137 cases were appealed in the cities (excluding appeals in the City of Houston) with courts of record.²³ Furthermore, a court will likely see an increase in annual revenues as a result of the reduction in the number of appeals. In addition, the enforcement of code violations and city ordinance violations improves because defendants cannot avoid a municipal court proceeding. Cities also may want to create a court of record in order to give its municipal judge additional jurisdictional powers, particularly in the area of issuing search warrants.

TMCEC has compiled a packet of information, including a sample ordinance, with regard to creating a municipal court of record. Please contact the TMCEC office at 512/320-8274, 800/252-3718, or by email at tmcec@tmcec.com if you would like a copy of this information. 

¹ 2005 estimated population from Office of Court Administration's (OCA) statistics.

² Data taken from OCA's Municipal Courts Summary of Reported Activity.

³ Sec. 30.00023, Gov't Code.

⁴ According to OCA's statistics for 2005, 1,809 city-ordinance violations were appealed from non-record municipal courts while only eight were appealed from municipal courts of record in cities with a population greater than 25,000.

⁵ The City of Bullard was successful in obtaining special legislation that does not require its municipal judge to be an attorney. Sec. 30.01482, Gov't Code.

⁶ Such a device could cost upwards of \$3,000 or more.

⁷ Art. 18.01(h) and Art. 18.02(12), Code of Crim. Proc.

⁸ Sec. 30.0006(e), Gov't Code.

⁹ Dangerous structures.

¹⁰ Junked vehicles – public nuisance and abatement.

¹¹ Municipal health and safety ordinances – civil actions and civil penalties.

¹² Sec. 30.00005, Gov't Code.

¹³ The city council also must establish a term of two or four years for the municipal judge(s). Sec. 30.00006, Gov't Code. The judge must be a licensed attorney in good standing with two or more years of experience in the practice of law in Texas. Also see Sec. 30.01482 allowing the City of Bullard to have a non-attorney judge.

¹⁴ Secs. 30.00007 & 30.00009, Gov't Code.

¹⁵ Sec. 30.0009, Gov't Code.

¹⁶ Secs. 22.071, 23.051 & 24.051, L.G.C.

¹⁷ See Texas Code of Judicial Conduct, Canon 3 C.(2) that provides that "a judge should require staff, court officials and others subject to the judge's direction and control to observe the standards of fidelity and diligence that apply to the judge and to refrain from manifesting bias or prejudice in the performance of their official duties."

¹⁸ Sec. 30.00017, Gov't Code.

¹⁹ Sec. 30.00013(b), Gov't Code.

²⁰ Sec. 30.00010, Gov't Code.

²¹ Sec. 30.00010, Gov't Code.

²² Secs. 30.00014 & 30.00019, Gov't Code.

²³ Data taken from OCA's Municipal Courts Summary of Reported Activity.

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Court of Record?

Please email tmcec@tmcec.com if your court has become a court of record (or is in the process) by ordinance pursuant to the provisions of Subchapter A in Chapter 30 of the Texas Government Code.

GOVERNMENT CODE

TITLE 2. JUDICIAL BRANCH

SUBTITLE A. COURTS

CHAPTER 30. MUNICIPAL COURTS OF RECORD

SUBCHAPTER A. GENERAL LAW FOR MUNICIPAL COURTS OF RECORD

Sec. 30.00001. SHORT TITLE; APPLICATION. (a) This chapter may be cited as the Uniform Municipal Courts of Record Act.

(b) This subchapter applies to:

- (1) each municipality listed in this chapter; and
- (2) each other municipality in which the governing body of the municipality has created a municipal court of record as authorized by Section 30.00003.

(c) If a provision of this subchapter conflicts with a specific provision for a particular municipality, the specific provision controls.

Added by Acts 1987, 70th Leg., ch. 811, Sec. 1, eff. Aug. 31, 1987.

Renumbered from Government Code Sec. 30.481 by Acts 1997, 75th Leg., ch. 165, Sec. 8.02, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999; Acts 2003, 78th Leg., ch. 1127, Sec. 1, eff. Sept. 1, 2003.

Sec. 30.00002. DEFINITIONS. In this subchapter:

(1) "Appellate court" means:

(A) the county criminal court, the county criminal court of appeals, or the municipal court of appeals; or

(B) the county court at law if there is no county criminal court, county criminal court of appeals, or municipal court of appeals.

(2) "Governing body" means the legislative body of a municipality, without regard to the name or title given to any particular body.

(3) "Municipality" means an incorporated city, town, or village.

(4) "Presiding judge" means the presiding municipal judge, chief judge, or administrative judge.

Added by Acts 1987, 70th Leg., ch. 811, Sec. 1, eff. Aug. 31, 1987.

Renumbered from Government Code Sec. 30.482 by Acts 1997, 75th Leg., ch.

165, Sec. 8.02, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.

Sec. 30.00003. CREATION OF MUNICIPAL COURTS OF RECORD. (a) The governing body may by ordinance create a municipal court of record if the governing body determines that the creation of the court is necessary to provide a more efficient disposition of the cases arising in the municipality.

(b) The ordinance may establish as many municipal courts of record as needed as determined by the governing body.

(c) Except as provided by Subsection (d), the ordinance shall give each court a numerical designation, beginning with "Municipal Court of Record No. 1."

(d) If a municipality has a unified court of record, that court shall be the "Municipal Court of Record in the City of (name of municipality)" and the municipality may establish by ordinance divisions, beginning with "Division No. 1."

(e) A municipal court of record may not exist concurrently with a municipal court that is not a municipal court of record in the municipality.

(f) A municipal court of record has no terms and may sit for any time for the transaction of business of the court.

Added by Acts 1987, 70th Leg., ch. 811, Sec. 1, eff. Aug. 31, 1987.

Renumbered from Government Code Sec. 30.483 by Acts 1997, 75th Leg., ch. 165, Sec. 8.02, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.

Sec. 30.00004. ABOLITION OF COURT. If the governing body of the city finds that a municipal court of record is unnecessary, the governing body shall by ordinance declare the office of the municipal judge vacant at the end of the term for which the judge was last selected. Any cases then pending shall be transferred to a court with proper jurisdiction of the offense.

Added by Acts 1987, 70th Leg., ch. 811, Sec. 1, eff. Aug. 31, 1987.

Renumbered from Government Code Sec. 30.484 by Acts 1997, 75th Leg., ch. 165, Sec. 8.02, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.

Sec. 30.00005. JURISDICTION. (a) A municipal court of record has the jurisdiction provided by general law for municipal courts.

(b) The court has jurisdiction over criminal cases arising under ordinances authorized by Sections 215.072, 217.042, 341.903, and 551.002, Local Government Code.

(c) The governing body may by ordinance provide that the court has concurrent jurisdiction with a justice court in any precinct in which the municipality is located in criminal cases that arise within the territorial limits of the municipality and are punishable only by fine.

(d) The governing body of a municipality by ordinance may provide that the court has:

(1) civil jurisdiction for the purpose of enforcing municipal ordinances enacted under Subchapter A, Chapter 214, Local Government Code, or Subchapter E, Chapter 683, Transportation Code;

(2) concurrent jurisdiction with a district court or a county court at law under Subchapter B, Chapter 54, Local Government Code, within the municipality's territorial limits and property owned by the municipality located in the municipality's extraterritorial jurisdiction for the purpose of enforcing health and safety and nuisance abatement ordinances; and

(3) authority to issue:

(A) search warrants for the purpose of investigating a health and safety or nuisance abatement ordinance violation; and

(B) seizure warrants for the purpose of securing, removing, or demolishing the offending property and removing the debris from the premises.

(e) The court has concurrent jurisdiction with a district court and a justice court over expunction proceedings relating to the arrest of a person for an offense punishable by fine only.

Added by Acts 1987, 70th Leg., ch. 811, Sec. 1, eff. Aug. 31, 1987.

Renumbered from Government Code Sec. 30.485 by Acts 1997, 75th Leg., ch. 165, Sec. 8.02, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999; Acts 2001, 77th Leg., ch. 1093, Sec. 1, eff. Sept. 1, 2001.

Amended by:

Acts 2007, 80th Leg., R.S., Ch. 885 (H.B. 2278), Sec. 3.77(1), eff. April 1, 2009.

Acts 2017, 85th Leg., R.S., Ch. 1149 (H.B. 557), Sec. 7, eff. September 1, 2017.

Sec. 30.00006. JUDGE. (a) A municipal court of record is presided over by one or more municipal judges.

(b) The governing body shall by ordinance appoint its municipal judges.

(c) A municipal judge must:

- (1) be a resident of this state;
- (2) be a citizen of the United States;
- (3) be a licensed attorney in good standing; and
- (4) have two or more years of experience in the practice of law in this state.

(d) The governing body shall provide by ordinance for the term of office of its municipal judges. The term must be for a definite term of two or four years.

(e) The municipal judge shall take judicial notice of state law and the ordinances and corporate limits of the municipality. The judge may grant writs of mandamus, attachment, and other writs necessary to the enforcement of the jurisdiction of the court and may issue writs of habeas corpus in cases in which the offense charged is within the jurisdiction of the court. A municipal judge is a magistrate and may issue administrative search warrants.

(f) The municipal judges within a municipality may exchange benches and act for each other in any proceeding pending in the courts. An act performed by any of the judges is binding on all parties to the proceeding.

(g) A person may not serve as a municipal judge if the person is employed by the same municipality. A municipal judge who accepts employment with the municipality vacates the judicial office.

(h) The governing body shall determine the salary of a municipal judge. The amount of a judge's salary may not be diminished during the judge's term of office. The salary may not be based directly or indirectly on fines, fees, or costs collected by the court.

Added by Acts 1987, 70th Leg., ch. 811, Sec. 1, eff. Aug. 31, 1987.

Renumbered from Government Code Sec. 30.486 by Acts 1997, 75th Leg., ch. 165, Sec. 8.02, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.

Sec. 30.00007. PRESIDING JUDGE. (a) If there is more than one municipal judge in the municipality, the governing body of the municipality shall appoint one of the judges as the presiding judge.

(b) The presiding judge shall:

(1) maintain a central docket for cases filed within the territorial limits of the municipality over which the municipal courts of record have jurisdiction;

(2) provide for the distribution of cases from the central docket to the individual municipal judges to equalize the distribution of business in the courts;

(3) request the jurors needed for cases that are set for trial by jury;

(4) temporarily assign judges or substitute judges to exchange benches and to act for each other in a proceeding pending in a court if necessary for the expeditious disposition of business in the courts;

(5) supervise and control the operation and clerical functions of the administrative department of each court, including the court's personnel, during the proceedings of the court; and

(6) establish a court security committee to adopt security policies and procedures for the courts served by the presiding judge that is composed of:

(A) the presiding judge, or the presiding judge's designee, who serves as presiding officer of the committee;

(B) a representative of the law enforcement agency or other entity that provides the primary security for the court;

(C) a representative of the municipality; and

(D) any other person the committee determines necessary to assist the committee.

(c) A court security committee may recommend to the governing body the uses of resources and expenditures of money for courthouse security, but may not direct the assignment of those resources or the expenditure of those funds.

Added by Acts 1987, 70th Leg., ch. 811, Sec. 1, eff. Aug. 31, 1987.

Renumbered from Government Code Sec. 30.486 by Acts 1997, 75th Leg., ch. 165, Sec. 8.02, eff. Sept. 1, 1997. Redesignated from Sec. 30.00006(d), (e) by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.

Amended by:

Acts 2017, 85th Leg., R.S., Ch. 190 (S.B. 42), Sec. 4, eff. September 1, 2017.

Sec. 30.00008. VACANCIES: TEMPORARY REPLACEMENT. (a) If a vacancy occurs in the office of municipal judge of a court of record, the governing

body shall by ordinance or charter provide for the appointment of a qualified person to fill the office for the remainder of the unexpired term.

(b) The governing body may appoint one or more qualified persons to be available to serve for a municipal judge who is temporarily absent due to illness, family death, continuing legal or judicial education programs, or any other reason. The presiding judge, or the municipal judge if there is no presiding judge, shall select one of the qualified persons appointed by the governing body to serve during the absence of a municipal judge. The substitute judge, while serving as a municipal judge, has all the powers and shall discharge all the duties of a municipal judge. A substitute judge must meet the qualifications prescribed for the municipal judge.

Added by Acts 1987, 70th Leg., ch. 811, Sec. 1, eff. Aug. 31, 1987.

Amended by Acts 1989, 71st Leg., ch. 1248, Sec. 34, eff. Sept. 1, 1989.

Renumbered from Government Code Sec. 30.487 by Acts 1997, 75th Leg., ch. 165, Sec. 8.02, eff. Sept. 1, 1997. Renumbered from Sec. 30.00007 and amended by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.

Sec. 30.000085. REMOVAL OF JUDGE. A municipal judge of a general law municipality may be removed from office at any time for the reasons stated and by the procedure provided for the removal of members of a municipal governing body in Subchapter B, Chapter 21, Local Government Code. A municipal judge of a home-rule municipality may be removed from office by the governing body for the reasons stated and by the procedures provided for the removal of judges in the charter of the municipality or, if the charter does not provide for the removal of judges, as provided by Section 1-a, Article V, Texas Constitution, or by the procedure provided for the removal of members of a municipal governing body in Subchapter B, Chapter 21, Local Government Code.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.

Amended by Acts 2001, 77th Leg., ch. 402, Sec. 19, eff. Sept. 1, 2001.

Sec. 30.00009. CLERK; OTHER PERSONNEL. (a) The governing body shall by ordinance provide for the appointment of a clerk of the municipal courts of record. The municipal clerk shall keep the records of the municipal courts of record, issue process, and generally perform the duties that a clerk of a county court at law exercising criminal jurisdiction performs for that court. In addition, the clerk shall maintain an index of

all court judgments in the same manner as county clerks are required by law to prepare for criminal cases arising in county courts.

(b) The governing body may provide deputy clerks, warrant officers, and other personnel as needed for the proper operation of the courts.

(c) The clerk and other court personnel perform their duties under the direction and control of the presiding judge.

(d) The governing body shall by ordinance provide for the hiring, direction, supervision, and removal of the personnel authorized in the annual budget for the clerk's office.

Added by Acts 1987, 70th Leg., ch. 811, Sec. 1, eff. Aug. 31, 1987.

Renumbered from Government Code Sec. 30.488 by Acts 1997, 75th Leg., ch. 165, Sec. 8.02, eff. Sept. 1, 1997. Renumbered from Sec. 30.00008 and amended by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.

Sec. 30.00010. COURT REPORTER. (a) The municipality shall provide a court reporter to preserve a record in cases tried before a municipal court of record. The court reporter must meet the qualifications provided by law for official court reporters. The reporter shall be compensated by the municipality in the manner determined by the governing body.

(b) The court reporter may use written notes, transcribing equipment, video or audio recording equipment, or a combination of those methods to record the proceedings of the court. The reporter shall keep the record for the 20-day period beginning the day after the last day of the proceeding, trial, or denial of motion for new trial, or until any appeal is final, whichever occurs last.

(c) The court reporter is not required to record testimony in a case unless the judge or one of the parties requests a record.

(d) Instead of providing a court reporter, the governing body may provide that the proceedings may be recorded by a good quality electronic recording device. If the governing body authorizes the electronic recording, the court reporter is not required to be present to certify the reporter's record. The recording shall be kept for the 20-day period beginning the day after the last day of the court proceeding, trial, or denial of motion for new trial, whichever occurs last. If a case is appealed, the proceedings shall be transcribed from the recording by an official court reporter.

Added by Acts 1987, 70th Leg., ch. 811, Sec. 1, eff. Aug. 31, 1987.

Renumbered from Government Code Sec. 30.489 by Acts 1997, 75th Leg., ch.

165, Sec. 8.02, eff. Sept. 1, 1997. Renumbered from Sec. 30.00009 and amended by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.

Amended by:

Acts 2005, 79th Leg., Ch. 37 (S.B. 1014), Sec. 1, eff. May 9, 2005.

Sec. 30.00011. PROSECUTIONS. All prosecutions in municipal courts of record shall be conducted as provided by Article 45.03, Code of Criminal Procedure.

Added by Acts 1987, 70th Leg., ch. 811, Sec. 1, eff. Aug. 31, 1987. Renumbered from Government Code Sec. 30.490 by Acts 1997, 75th Leg., ch. 165, Sec. 8.02, eff. Sept. 1, 1997. Renumbered from Sec. 30.00010 and amended by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.

Sec. 30.00012. COURT FACILITIES. The governing body shall provide courtrooms, jury rooms, offices, office furniture, libraries, law books, and other facilities and supplies that the governing body determines are necessary for the proper operation of the municipal courts of record.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.

Sec. 30.000123. LOCATION OF COURT PROCEEDINGS AND TERMS AND SESSIONS OF COURT FOLLOWING CERTAIN DISASTERS. (a) Notwithstanding any other law, if a disaster, as defined by Section 418.004, precludes a municipal court of record from conducting its proceedings at the location assigned for the proceedings, the presiding judge of the administrative judicial region, with the approval of the judge of the affected municipal court of record, may designate for the proceedings an alternate location:

(1) in the corporate limits of the municipality; or

(2) outside the corporate limits of the municipality at the location the presiding judge determines is closest in proximity to the municipality that allows the court to safely and practicably conduct its proceedings, provided the presiding judge of the administrative judicial region for the designated location approves if that presiding judge is not the presiding judge making the designation.

(b) Notwithstanding any other law, if a disaster, as defined by Section 418.004, precludes a municipal court of record from holding its terms, the presiding judge of the administrative judicial region, with the approval of the judge of the affected municipal court of record, may designate the terms and sessions of court.

Added by Acts 2019, 86th Leg., R.S., Ch. 507 (S.B. 40), Sec. 14, eff. June 7, 2019.

Sec. 30.000125. SEAL. (a) The governing body shall provide each municipal court of record with a seal.

(b) The seal's appearance and use must substantially conform to Article 45.02, Code of Criminal Procedure, but must include the phrase "Municipal Court of/in _____, Texas."

Added by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.

Sec. 30.000126. COMPLAINT; PLEADING. Complaints and pleadings must substantially conform to the relevant provisions of Chapters 27 and 45, Code of Criminal Procedure.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.

Sec. 30.00013. JURY. (a) Ordinances, rules, and procedures concerning a trial by a jury, including the summoning of jurors, must substantially conform to Chapter 45, Code of Criminal Procedure.

(b) The presiding judge, the municipal court clerk, or the court administrator, as determined by ordinance, shall supervise the selection of persons for jury service.

Added by Acts 1987, 70th Leg., ch. 811, Sec. 1, eff. Aug. 31, 1987.

Renumbered from Government Code Sec. 30.492 by Acts 1997, 75th Leg., ch. 165, Sec. 8.02, eff. Sept. 1, 1997. Renumbered from Sec. 30.00012 and amended by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.

Sec. 30.00014. APPEAL. (a) A defendant has the right of appeal from a judgment or conviction in a municipal court of record. The state has the right to appeal as provided by Article 44.01, Code of Criminal Procedure. The county criminal courts or county criminal courts of appeal in the county in which the municipality is located or the municipal courts of appeal have jurisdiction of appeals from a municipal court of record. If there is no county criminal court, county criminal court of appeal, or municipal court of appeal, the county courts at law have jurisdiction of an appeal. If a county does not have a county court at law under Chapter 25, the county court has jurisdiction of any appeal.

(b) The appellate court shall determine each appeal from a municipal court of record conviction and each appeal from the state on the basis of the errors that are set forth in the appellant's motion for new trial and that are presented in the clerk's record and reporter's record prepared from the proceedings leading to the conviction or appeal. An appeal from the municipal court of record may not be by trial de novo.

(c) To perfect an appeal, the appellant must file a written motion for new trial with the municipal clerk not later than the 10th day after the date on which judgment is rendered. The motion must set forth the points of error of which the appellant complains. The motion or an amended motion may be amended by leave of court at any time before action on the motion is taken, but not later than the 20th day after the date on which the original or amended motion is filed. The court may for good cause extend the time for filing or amending, but the extension may not exceed 90 days from the original filing deadline. If the court does not act on the motion before the expiration of the 30 days allowed for determination of the motion, the original or amended motion is overruled by operation of law.

(d) To perfect an appeal, the appellant must also give notice of the appeal. If the appellant requests a hearing on the motion for new trial, the appellant may give the notice of appeal orally in open court on the overruling of the motion. If there is no hearing, the appellant must give a written notice of appeal and must file the notice with the court not later than the 10th day after the date on which the motion is overruled. The court may for good cause extend that time period, but the extension may not exceed 90 days from the original filing deadline.

(e) If the defendant is in custody, the appeal is perfected when the notice of appeal is given as provided by Article 44.13, Code of Criminal Procedure.

(f) Repealed by Acts 2019, 86th Leg., R.S., Ch. 1352 (S.B. 346), Sec. 4.40(5), eff. January 1, 2020.

(g) The defendant shall pay the fee for an actual transcription of the proceedings.

Added by Acts 1987, 70th Leg., ch. 811, Sec. 1, eff. Aug. 31, 1987.
Renumbered from Government Code Sec. 30.493 by Acts 1997, 75th Leg., ch. 165, Sec. 8.02, eff. Sept. 1, 1997. Renumbered from Sec. 30.00013 and amended by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.
Amended by:

Acts 2005, 79th Leg., Ch. 37 (S.B. 1014), Sec. 2, eff. May 9, 2005.

Acts 2017, 85th Leg., R.S., Ch. 380 (H.B. 4147), Sec. 1, eff. September 1, 2017.

Acts 2019, 86th Leg., R.S., Ch. 1352 (S.B. 346), Sec. 4.15, eff. January 1, 2020.

Acts 2019, 86th Leg., R.S., Ch. 1352 (S.B. 346), Sec. 4.40(5), eff. January 1, 2020.

Sec. 30.00015. APPEAL BOND. (a) If the defendant is not in custody, the defendant may not take an appeal until the defendant files an appeal bond with the municipal court of record. The bond must be approved by the court and must be filed not later than the 10th day after the date on which the motion for new trial is overruled. If the defendant is in custody, the defendant shall be committed to jail unless the defendant posts the appeal bond.

(b) The appeal bond must be in the amount of \$100 or double the amount of the fines and costs adjudged against the defendant, whichever is greater.

(c) The bond must:

(1) state that the defendant was convicted in the case and has appealed; and

(2) be conditioned on the defendant's immediate and daily personal appearance in the court to which the appeal is taken.

Added by Acts 1987, 70th Leg., ch. 811, Sec. 1, eff. Aug. 31, 1987.

Renumbered from Government Code Sec. 30.494 by Acts 1997, 75th Leg., ch. 165, Sec. 8.02, eff. Sept. 1, 1997. Renumbered from Sec. 30.00014 and amended by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.

Sec. 30.00016. RECORD ON APPEAL. The record on appeal must substantially conform to the provisions relating to the preparation of a record on appeal in the Texas Rules of Appellate Procedure and the Code of Criminal Procedure.

Added by Acts 1987, 70th Leg., ch. 811, Sec. 1, eff. Aug. 31, 1987.

Renumbered from Government Code Sec. 30.495 by Acts 1997, 75th Leg., ch. 165, Sec. 8.02, eff. Sept. 1, 1997. Renumbered from Sec. 30.00015 and amended by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.

Sec. 30.00017. CLERK'S RECORD. The clerk's record must substantially conform to the provisions relating to the preparation of a clerk's record

in the Texas Rules of Appellate Procedure and the Code of Criminal Procedure.

Added by Acts 1987, 70th Leg., ch. 811, Sec. 1, eff. Aug. 31, 1987.

Renumbered from Government Code Sec. 30.496 by Acts 1997, 75th Leg., ch. 165, Sec. 8.02, eff. Sept. 1, 1997. Renumbered from Sec. 30.00016 and amended by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.

Amended by:

Acts 2005, 79th Leg., Ch. 37 (S.B. 1014), Sec. 3, eff. May 9, 2005.

Sec. 30.00018. **BILLS OF EXCEPTION.** Bills of exception must substantially conform to the provisions relating to the preparation of bills of exception in the Texas Rules of Appellate Procedure and the Code of Criminal Procedure.

Added by Acts 1987, 70th Leg., ch. 811, Sec. 1, eff. Aug. 31, 1987.

Renumbered from Government Code Sec. 30.497 by Acts 1997, 75th Leg., ch. 165, Sec. 8.02, eff. Sept. 1, 1997. Renumbered from Sec. 30.00017 and amended by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.

Sec. 30.00019. **REPORTER'S RECORD.** (a) A reporter's record included in the record on appeal must substantially conform to the provisions relating to the preparation of a reporter's record in the Texas Rules of Appellate Procedure and the Code of Criminal Procedure.

(b) The appellant shall pay for the reporter's record.

Added by Acts 1987, 70th Leg., ch. 811, Sec. 1, eff. Aug. 31, 1987.

Renumbered from Government Code Sec. 30.498 by Acts 1997, 75th Leg., ch. 165, Sec. 8.02, eff. Sept. 1, 1997. Renumbered from Sec. 30.00018 and amended by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.

Amended by:

Acts 2005, 79th Leg., Ch. 37 (S.B. 1014), Sec. 4, eff. May 9, 2005.

Sec. 30.00020. **TRANSFER OF RECORD.** (a) Not later than the 60th day after the date on which the notice of appeal is given or filed, the parties must file with the municipal clerk:

(1) the reporter's record;

(2) a written description of material to be included in the clerk's record in addition to the required material; and

(3) any material to be included in the clerk's record that is not in the custody of the clerk.

(b) On completion of the record, the municipal judge shall approve the record in the manner provided for record completion, approval, and notification in the court of appeals.

(c) After the court approves the record, the clerk shall promptly send the record to the appellate court clerk for filing. The appellate court clerk shall notify the defendant and the prosecuting attorney that the record has been filed.

Added by Acts 1987, 70th Leg., ch. 811, Sec. 1, eff. Aug. 31, 1987.

Renumbered from Government Code Sec. 30.499 by Acts 1997, 75th Leg., ch. 165, Sec. 8.02, eff. Sept. 1, 1997. Renumbered from Sec. 30.00019 and amended by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.

Amended by:

Acts 2005, 79th Leg., Ch. 37 (S.B. 1014), Sec. 5, eff. May 9, 2005.

Sec. 30.00021. BRIEF ON APPEAL. (a) An appellant's brief on appeal from a municipal court of record must present points of error in the manner required by law for a brief on appeal to the court of appeals.

(b) The appellant must file the brief with the appellate court clerk not later than the 15th day after the date on which the clerk's record and reporter's record are filed with that clerk. The appellant or the appellant's attorney must certify that the brief has been properly mailed to the appellee.

(c) The appellee must file the appellee's brief with the appellate court clerk not later than the 15th day after the date on which the appellant's brief is filed.

(d) Each party, on filing the party's brief with the appellate court clerk, shall deliver a copy of the brief to the opposing party and to the municipal judge.

(e) The record and the briefs on appeal shall be limited as far as possible to the questions relied on for reversal.

Added by Acts 1987, 70th Leg., ch. 811, Sec. 1, eff. Aug. 31, 1987.

Renumbered from Government Code Sec. 30.500 by Acts 1997, 75th Leg., ch. 165, Sec. 8.02, eff. Sept. 1, 1997. Renumbered from Sec. 30.00020 and amended by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.

Amended by:

Acts 2005, 79th Leg., Ch. 37 (S.B. 1014), Sec. 6, eff. May 9, 2005.

Sec. 30.00022. NEW TRIAL. The trial court shall decide from the briefs of the parties whether the appellant should be permitted to withdraw

the notice of appeal and be granted a new trial by the court. The court may grant a new trial at any time before the record is filed with the appellate court.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.

Sec. 30.00023. COURT RULES. (a) Except as modified by this subchapter, the Code of Criminal Procedure and the Texas Rules of Appellate Procedure govern the trial of cases before the municipal courts of record. The courts may make and enforce all rules of practice and procedure necessary to expedite the trial of cases before the courts that are not inconsistent with law.

(b) The appellate courts may make and enforce all rules of practice and procedure that are not inconsistent with law and that are necessary to expedite the dispatch of appeals from the municipal courts of record.

Added by Acts 1987, 70th Leg., ch. 811, Sec. 1, eff. Aug. 31, 1987.

Renumbered from Government Code Sec. 30.501 by Acts 1997, 75th Leg., ch. 165, Sec. 8.02, eff. Sept. 1, 1997. Renumbered from Sec. 30.00021 and amended by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.

Sec. 30.00024. DISPOSITION ON APPEAL. (a) According to the law and the nature of the case, the appellate court may:

- (1) affirm the judgment of the municipal court of record;
- (2) reverse and remand for a new trial;
- (3) reverse and dismiss the case; or
- (4) reform and correct the judgment.

(b) Unless the matter was made an issue in the trial court or it affirmatively appears to the contrary from the clerk's record or reporter's record, the appellate court shall presume that:

- (1) venue was proven in the trial court;
- (2) the jury, if any, was properly impaneled and sworn;
- (3) the defendant was arraigned and pleaded to the complaint; and
- (4) the municipal judge certified the charge before it was read to the jury.

(c) In each case decided by the appellate court, the court shall deliver a written opinion or order either sustaining or overruling each assignment of error presented. The court shall set forth the reasons for its decision. The appellate court clerk shall mail copies of the decision to the parties and to the municipal judge as soon as the decision is rendered.

(d) The appellate court may determine the rules for oral argument. The parties may submit the case on the record and briefs without oral argument.

Added by Acts 1987, 70th Leg., ch. 811, Sec. 1, eff. Aug. 31, 1987.
Renumbered from Government Code Sec. 30.502 by Acts 1997, 75th Leg., ch. 165, Sec. 8.02, eff. Sept. 1, 1997. Renumbered from Sec. 30.00022 and amended by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.
Amended by:

Acts 2005, 79th Leg., Ch. 37 (S.B. 1014), Sec. 7, eff. May 9, 2005.

Sec. 30.00025. CERTIFICATE OF APPELLATE PROCEEDINGS. (a) When the judgment of the appellate court becomes final, the clerk of that court shall certify the proceedings and the judgment and shall mail the certificate to the municipal clerk. The municipal clerk shall file the certificate with the papers in the case and note the certificate on the case docket.

(b) If the municipal court of record judgment is affirmed, to enforce the judgment the court may:

- (1) forfeit the bond of the defendant;
- (2) issue a writ of capias for the defendant;
- (3) issue an execution against the defendant's property;
- (4) order a refund for the defendant's costs; or
- (5) conduct an indigency hearing at the court's discretion.

Added by Acts 1987, 70th Leg., ch. 811, Sec. 1, eff. Aug. 31, 1987.
Renumbered from Government Code Sec. 30.503 by Acts 1997, 75th Leg., ch. 165, Sec. 8.02, eff. Sept. 1, 1997. Renumbered from Sec. 30.00023 and amended by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.

Sec. 30.00026. EFFECT OF ORDER OF NEW TRIAL. If the appellate court awards a new trial to the appellant, the case stands as if a new trial had been granted by the municipal court of record.

Added by Acts 1987, 70th Leg., ch. 811, Sec. 1, eff. Aug. 31, 1987.
Renumbered from Government Code Sec. 30.504 by Acts 1997, 75th Leg., ch. 165, Sec. 8.02, eff. Sept. 1, 1997. Renumbered from Sec. 30.00024 and amended by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.

Sec. 30.00027. APPEALS TO COURT OF APPEALS. (a) The appellant has the right to appeal to the court of appeals if:

(1) the fine assessed against the defendant exceeds \$100 and the judgment is affirmed by the appellate court; or

(2) the sole issue is the constitutionality of the statute or ordinance on which a conviction is based.

(b) The provisions of the Code of Criminal Procedure relating to direct appeals from a county or a district court to the court of appeals apply to the appeal, except that:

(1) the record and briefs on appeal in the appellate court constitute the record and briefs on appeal to the court of appeals unless the rules of the court of criminal appeals provide otherwise; and

(2) the record and briefs shall be filed directly with the court of appeals.

Added by Acts 1987, 70th Leg., ch. 811, Sec. 1, eff. Aug. 31, 1987.

Renumbered from Government Code Sec. 30.505 by Acts 1997, 75th Leg., ch. 165, Sec. 8.02, eff. Sept. 1, 1997. Renumbered from Sec. 30.00025 and amended by Acts 1999, 76th Leg., ch. 691, Sec. 1, eff. Sept. 1, 1999.

Amended by:

Acts 2011, 82nd Leg., R.S., Ch. 1324 (S.B. 480), Sec. 4, eff. June 17, 2011.

SUBCHAPTER B. LUBBOCK

Sec. 30.00041. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Lubbock.

(b) In this subchapter, "appellate courts" means the county courts at law of Lubbock County that have criminal appellate jurisdiction.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code Sec. 30.001 by Acts 1997, 75th Leg., ch. 165, Sec. 8.03, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 2, eff. Sept. 1, 1999.

Sec. 30.00044. JUDGE. (a) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(1), eff. Sept. 1, 1999.

(b) A municipal judge is elected by the qualified voters of the city for a term of four years.

(c) A municipal judge must be a licensed attorney in good standing, must have practiced law in this state for five years, and must be a citizen of the United States and of this state. The judge must satisfy the residency requirements pertaining to a member of the city council. A

person may not serve as a municipal judge while the person holds other office or employment with the city government. A municipal judge who takes such an office or employment vacates the judicial office.

(d) to (i) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(1), eff. Sept. 1, 1999.

(j) A municipal judge shall comply with the financial statement requirements under Chapter 572.

(k) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(1), eff. Sept. 1, 1999.

(l) Sections 30.00007(b)(5) and 30.00009(c) and (d) do not apply to this subchapter.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Amended by Acts 1989, 71st Leg., ch. 1248, Sec. 27, eff. Sept. 1, 1989; Acts 1995, 74th Leg., ch. 76, Sec. 5.95(40), eff. Sept. 1, 1995. Renumbered from Government Code Sec. 30.004 by Acts 1997, 75th Leg., ch. 165, Sec. 8.03, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 3, 139(1), eff. Sept. 1, 1999.

Amended by:

Acts 2019, 86th Leg., R.S., Ch. 606 (S.B. 891), Sec. 3.01(a), eff. September 1, 2019.

Acts 2019, 86th Leg., R.S., Ch. 872 (H.B. 3014), Sec. 1, eff. September 1, 2019.

Sec. 30.00046. COURT REPORTER. (a) , (b) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(1), eff. Sept. 1, 1999.

(c) Section 30.00010(d) does not apply to this subchapter.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code Sec. 30.006 by Acts 1997, 75th Leg., ch. 165, Sec. 8.03, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 4, 139(1), eff. Sept. 1, 1999.

Sec. 30.00049. COMPLAINT; PROSECUTION; PLEADING. (a) A proceeding in a municipal court of record commences with a complaint. The complaint must begin "In the name and by the authority of the State of Texas" and must conclude "Against the peace and dignity of the State." If the offense is only covered by an ordinance, it may also conclude "Contrary to the said ordinance."

(b) A complaint before the court may be sworn to before an officer authorized to administer oaths or before the municipal judge, clerk, city

secretary, or city attorney, or the assistant or deputy of the judge, clerk, city secretary, or city attorney, each of whom may administer oaths for that purpose.

(c) A complaint must be in writing and must state:

(1) the name of the accused, if known;

(2) an accurate description of the accused, if the name is unknown;

(3) in plain and intelligible words, the offense with which the accused is charged;

(4) the place where the offense was committed, which must appear to be within the jurisdiction of the court; and

(5) the date on which the offense was committed, which must show that the offense is not barred by limitations.

(d) A prosecution in a court shall be conducted by the city attorney or an assistant or deputy city attorney.

(e) All pleadings must be in writing and must be filed with the clerk.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code Sec. 30.009 by Acts 1997, 75th Leg., ch. 165, Sec. 8.03, eff. Sept. 1, 1997.

SUBCHAPTER C. IRVING

Sec. 30.00081. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Irving.

(b) In this subchapter, "appellate courts" means the county criminal courts of Dallas County that have criminal appellate jurisdiction.

Added by Acts 1995, 74th Leg., ch. 477, Sec. 1, eff. June 12, 1995. Renumbered from Government Code, Sec. 30.0241 by Acts 1997, 75th Leg., ch. 165, Sec. 8.05, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 5, eff. Sept. 1, 1999.

Sec. 30.00084. JUDGE. (a) to (g) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(2), eff. Sept. 1, 1999.

(h) In addition to exercising powers under Section [30.00006](#), a municipal judge, with the approval of all parties, may order a defendant and the victim or complainant in a case before the municipal court to engage in mediation or alternative dispute resolution. The city shall provide mediation services and pay all costs of those services.

(i) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(2), eff. Sept. 1, 1999.

(j) Sections 30.00007(b)(1), (2), (3), and (5) do not apply to this subchapter.

Added by Acts 1995, 74th Leg., ch. 477, Sec. 1, eff. June 12, 1995.

Renumbered from Government Code, Sec. 30.0244 by Acts 1997, 75th Leg., ch. 165, Sec. 8.05, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 6, 139(2), eff. Sept. 1, 1999.

Sec. 30.00085. CLERK; OTHER PERSONNEL. (a) The city manager of the city may appoint a clerk of the municipal court of record who may hire, direct, and remove the personnel authorized in the city's annual budget for the clerk's office. The clerk shall perform the duties in accordance with statutes, the city charter, and city ordinances.

(b) Sections 30.00009(c) and (d) do not apply to this subchapter.

Added by Acts 1995, 74th Leg., ch. 477, Sec. 1, eff. June 12, 1995.

Renumbered from Government Code, Sec. 30.0245 by Acts 1997, 75th Leg., ch. 165, Sec. 8.05, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 7, eff. Sept. 1, 1999.

Sec. 30.00086. COURT REPORTER. (a) The clerk of the court shall appoint the court reporter under Section 30.00010.

(b) to (d) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(2), eff. Sept. 1, 1999.

Added by Acts 1995, 74th Leg., ch. 477, Sec. 1, eff. June 12, 1995.

Renumbered from Government Code, Sec. 30.0246 by Acts 1997, 75th Leg., ch. 165, Sec. 8.05, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 8, 139(2), eff. Sept. 1, 1999.

SUBCHAPTER D. EL PASO

Sec. 30.00121. SHORT TITLE; APPLICATION. (a) This subchapter may be cited as the El Paso Courts Act.

(b) This subchapter applies to the City of El Paso.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.031 by Acts 1997, 75th Leg., ch. 165, Sec. 8.06, eff. Sept. 1, 1997.

Sec. 30.00122. DEFINITION. In this subchapter, "appellate court" means the El Paso Municipal Court of Appeals.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.032 by Acts 1997, 75th Leg., ch. 165, Sec. 8.06, eff. Sept. 1, 1997.

Sec. 30.00123. MARRIAGE CEREMONIES. The judge of the appellate court and each municipal judge may conduct marriage ceremonies in the city.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.033 by Acts 1997, 75th Leg., ch. 165, Sec. 8.06, eff. Sept. 1, 1997.

Sec. 30.00128. JUDGE. (a) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(3), eff. Sept. 1, 1999.

(b) A municipal judge is elected by the qualified voters of the city for a term of two years unless the city by charter amendment provides for a four-year term as provided by Article XI, Section 11, of the Texas Constitution.

(c), (d) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(3), eff. Sept. 1, 1999.

(e) The municipal judges shall select by a majority vote of those judges a presiding judge of the municipal courts of record.

(f) The presiding municipal judge may, when necessary for the expeditious disposition of the business of the courts and with the approval of the governing body of the city, divide a municipal court of record into one or more divisions. A division is presided over by an associate municipal judge. A division has concurrent jurisdiction with the other divisions and municipal courts of record. Divisions of the courts may be in concurrent and continuous session, either day or night, at the discretion of the presiding judge. The presiding judge may assign and transfer any case pending in any of the courts or divisions to any other of the courts or divisions. The presiding judge may direct the manner in which cases are filed and docketed. He may assign a case or proceeding pending in any of the courts to the judge of another court or division. He may assign the judge of any of the courts or divisions to try a case or hear a proceeding pending in another court or division.

(g) In addition to complying with Section 30.00006(h), the salary of the presiding judge must be set at an amount that is at least 20 percent more than the salary of the regular municipal judges.

(h) to (k) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(3), eff. Sept. 1, 1999.

(l) Section 30.00007(b) does not apply to this subchapter.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.038 by Acts 1997, 75th Leg., ch. 165, Sec. 8.06, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 9, 139(3), eff. Sept. 1, 1999.

Sec. 30.00129. COURT CLERK; OTHER PERSONNEL. In addition to satisfying the requirements of Section 30.00009, the governing body of the city shall provide a clerk of the municipal courts of record, deputy clerks, and other municipal court personnel, including at least one bailiff for each court, as necessary for the proper operation of the municipal courts.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.039 by Acts 1997, 75th Leg., ch. 165, Sec. 8.06, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 10, eff. Sept. 1, 1999.

Sec. 30.00130. COURT REPORTER; USE OF CLERK'S RECORDS. (a) To preserve a record in cases tried before the municipal courts of record, the city shall provide a court reporter. The governing body of the city shall determine the qualifications and compensation of the court reporter.

(b) The court reporter may preserve the record of proceedings by written notes, transcribing equipment, recording equipment, or any combination of those methods. The court reporter is not required to take or record testimony in a case in which neither the defendant, the prosecutor, nor the judge demands it.

(c) Testimony, exhibits, and evidence given by a witness in a proceeding in a municipal court of record are solely for the purposes of that proceeding or an appeal from that proceeding, and in any civil proceeding, evidence relating to the testimony, exhibits, evidence, or reproductions of testimony, exhibits, or evidence is privileged and not admissible except for impeachment purposes.

(d) Repealed by Acts 2003, 78th Leg., ch. 1263, Sec. 1.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.040 by Acts 1997, 75th Leg., ch. 165, Sec. 8.06, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 11, eff. Sept. 1, 1999; Acts 2003, 78th Leg., ch. 1263, Sec. 1, eff. Sept. 1, 2003.

Amended by:

Acts 2005, 79th Leg., Ch. 37 (S.B. 1014), Sec. 8, eff. May 9, 2005.

Sec. 30.00136. CONTINUATION OF MUNICIPAL COURT OF APPEALS. (a) The El Paso Municipal Court of Appeals continues in existence as long as a municipal court of record exists in the city.

(b) If the municipal court of record ordinance is repealed, the appellate court continues in existence as long as there are appeals before it. A reversal and remand for new trial or other order returning a case to the trial court shall be to the municipal court that replaces the municipal courts of record.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.046 by Acts 1997, 75th Leg., ch. 165, Sec. 8.06, eff. Sept. 1, 1997.

Sec. 30.00137. APPELLATE COURT JURISDICTION. (a) The appellate court has exclusive jurisdiction over all appeals from the municipal courts of record of the city. The county courts at law of El Paso County have no jurisdiction over appeals from municipal courts.

(b) The appellate court and the judge of that court have the power in criminal law matters to issue to the municipal courts and judges of those courts the writs of mandamus, procedendo, prohibition, injunction, and other writs necessary to protect the appellate court's jurisdiction or enforce its judgments.

(c) The appellate court has the power on affidavit or otherwise to ascertain matters of fact necessary to the exercise of its jurisdiction.

(d) The judge of the appellate court is a magistrate within the meaning of the Code of Criminal Procedure, 1965.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.047 by Acts 1997, 75th Leg., ch. 165, Sec. 8.06, eff. Sept. 1, 1997.

Sec. 30.00138. TERM OF COURT. The appellate court may sit for the transaction of business at any time during the year, and each term begins and ends with the calendar year. The appellate court may use the city council chambers or other appropriate location as its courtroom for argument of cases and other court matters.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.048 by Acts 1997, 75th Leg., ch. 165, Sec. 8.06, eff. Sept. 1, 1997.

Sec. 30.00139. APPELLATE COURT CLERK. In addition to other duties, the city clerk serves as the appellate court clerk.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.049 by Acts 1997, 75th Leg., ch. 165, Sec. 8.06, eff. Sept. 1, 1997.

Sec. 30.00140. APPELLATE COURT JUDGE. (a) The appellate judge shall be elected by the qualified voters of the city for a term of two years, unless the city by charter amendment provides for a four-year term as provided by Article XI, Section 11, of the Texas Constitution. The appellate judge must be a citizen of the United States and of this state and must have been a practicing attorney of this state for at least five years immediately preceding his election or appointment.

(b) A vacancy in the appellate court shall be filled by appointment by the governing body of the city. The appointee serves until the next regular municipal election, and at that election the vacancy for the unexpired or full term shall be filled by election by the qualified voters of the city.

(c) The appellate judge shall take the oath of office required for a municipal judge.

(d) An appointed or elected appellate judge may not be removed from office except in the same manner and for the same causes as provided by law for county judges and as provided by Article V, Section 1-a, of the Texas Constitution.

(e) The appellate judge is entitled to compensation from the city as set by the governing body of the city. The judge's compensation may not be diminished but may be increased during his term of office.

(f) The city shall provide the appellate court with necessary clerical help. The appellate judge and the city may agree that the judge

will provide for his own clerical help, and in that event the judge is entitled to additional reasonable compensation by agreement with the city.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.050 by Acts 1997, 75th Leg., ch. 165, Sec. 8.06, eff. Sept. 1, 1997.

Sec. 30.00141. APPELLATE COURT SEAL. The seal of the appellate court is the same as that provided by law for municipal courts of record, except that the seal must contain the words "Municipal Court of Appeals of the City of El Paso," and the seal shall be judicially noticed.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.051 by Acts 1997, 75th Leg., ch. 165, Sec. 8.06, eff. Sept. 1, 1997.

Sec. 30.00142. SPECIAL APPELLATE JUDGE. (a) If the appellate judge is unable to act, the governing body of the city may appoint a person, or the appellant and the city attorney in a particular case may agree on a person, to serve as the special appellate judge. The special appellate judge has the powers and duties of the office and is entitled to receive the same compensation as the regular appellate judge for serving as a special appellate judge.

(b) A municipal judge or associate municipal judge may not be appointed or selected as a special appellate judge.

(c) Except as provided by Subsection (d), an appointment of a special appellate judge automatically terminates when the regular appellate judge returns to duty.

(d) If an appellate judge is disqualified from hearing a particular case, the governing body of the city may appoint a person, or the appellant and the city attorney may agree on a person, to serve as the special appellate judge. A special appellate judge appointed or selected under this subsection is entitled to receive the same daily compensation as the regular appellate judge for each day he works on the case he was appointed or selected to hear. An appointment automatically terminates at the time the mandate or mandates issue in the case he was appointed to hear.

(e) A special appellate judge must have the qualifications required of the regular appellate judge and shall, before he begins serving as a special appellate judge, take the oath of office required for a municipal judge.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.052 by Acts 1997, 75th Leg., ch. 165, Sec. 8.06, eff. Sept. 1, 1997.

Sec. 30.00143. RULES. The appellate judge may make and publish rules of appellate criminal procedure not inconsistent with this subchapter or other law.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.053 by Acts 1997, 75th Leg., ch. 165, Sec. 8.06, eff. Sept. 1, 1997.

Sec. 30.00144. NEW TRIAL. (a) A motion for new trial is not necessary to authorize an appeal.

(b) If a motion for new trial is made, it must be filed not later than the 10th day after the date of the rendition of the judgment of conviction.

(c) One or more amended motions for new trial may be filed without leave of court before any preceding motion for new trial filed by the movant is overruled if the motion is filed not later than 15 days after the date of the rendition of the judgment of conviction.

(d) If an original or amended motion for new trial is not determined by written order signed not later than 30 days after the date of the rendition of the judgment of conviction, the motion is overruled by operation of law.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.054 by Acts 1997, 75th Leg., ch. 165, Sec. 8.06, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 12, eff. Sept. 1, 1999.

Sec. 30.00145. RIGHT OF APPEAL. (a) A defendant has the right of appeal from a judgment of conviction in the municipal court of record under the rules prescribed by this subchapter. The state has the right of appeal as provided by Article [44.01](#), Code of Criminal Procedure. The El Paso Municipal Court of Appeals has jurisdiction over appeals from the municipal courts of record, and all appeals from convictions in the municipal court of record must be prosecuted in the appellate court, the court of appeals, or the court of criminal appeals by the city attorney or an assistant city attorney.

(b) Section 30.00014 does not apply to this subchapter.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.055 by Acts 1997, 75th Leg., ch. 165, Sec. 8.06, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 13, eff. Sept. 1, 1999.

Sec. 30.00146. NO DE NOVO APPEALS. An appeal from the municipal court of record may not be taken to a trial de novo in the appellate court.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.056 by Acts 1997, 75th Leg., ch. 165, Sec. 8.06, eff. Sept. 1, 1997.

Sec. 30.00147. PERFECTING APPEAL. (a) A defendant, as a condition of perfecting an appeal to the appellate court, must file an appeal bond, unless the defendant is in custody. An appeal may be perfected by timely filing with the municipal court clerk an appeal bond that meets the requirements of Subchapter A. It is not necessary to file a notice of appeal. If the defendant is in custody, the appeal is perfected when notice of appeal is given as provided by Article 44.13, Code of Criminal Procedure.

(b) Repealed by Acts 2019, 86th Leg., R.S., Ch. 1352 (S.B. 346), Sec. 4.40(6), eff. January 1, 2020.

(c) The appeal bond must be filed not later than the 10th day after overruling of the motion or amended motion for new trial, or if there is no motion or amended motion for new trial, not later than the 10th day after the rendition of the judgment of conviction.

(d) For good cause shown, not later than the 100th day after the date of rendition of the judgment of conviction, the appellate court or the court of appeals may permit the filing of an appeal bond or the giving of notice of appeal in the municipal court of record even though the time limits set under this section have expired.

(e) Except for the limitation contained in Subsection (d), the appellate court may, for good cause shown, extend any time limits set in this subchapter for the appellate process.

(f) In a case in which an appellant or the prosecutor files a motion in the appellate court, the opposite party shall be given an opportunity to answer the motion under time limits and conditions set by the appellate court rules.

(g) Repealed by Acts 2019, 86th Leg., R.S., Ch. 1352 (S.B. 346), Sec. 4.40(6), eff. January 1, 2020.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.057 by Acts 1997, 75th Leg., ch. 165, Sec. 8.06, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 14, eff. Sept. 1, 1999.

Amended by:

Acts 2019, 86th Leg., R.S., Ch. 1352 (S.B. 346), Sec. 4.40(6), eff. January 1, 2020.

Sec. 30.00162. DISPOSITION ON APPEAL; PRESUMPTIONS; DECISION. (a) The appellate court may:

- (1) affirm the judgment of the municipal court of record;
- (2) reverse and remand for a new trial;
- (3) reverse and dismiss the case;
- (4) reform and correct the judgment;
- (5) abate the appeal or dismiss the appeal; or
- (6) enter any other appropriate order, as the law and the nature of the case require.

(b) Unless the following matters were made an issue in the trial court or it affirmatively appears to the contrary from the clerk's record or reporter's record, the appellate court shall presume that:

- (1) venue was proven in the court below;
- (2) the jury was properly impaneled and sworn;
- (3) the defendant was arraigned;
- (4) the defendant pleaded to the complaint; and
- (5) the court's charge was certified by the municipal court judge before it was read to the jury.

(c) In each case decided by the appellate court, the court shall deliver a written opinion or order either sustaining or overruling each assignment of error presented and a judgment shall be entered on the opinion or order. If an assignment of error is overruled, no reason need be given by the appellate court, but cases relied on by the court may be cited. If an assignment of error is sustained, the appellate court shall set forth the reasons for the decision and precedent if it exists. The appellate court clerk shall mail copies of the decision and judgment of the appellate court to the parties and to the municipal court clerk as soon as the decision is rendered by the appellate court.

(d) After the decision of the appellate court is delivered, a party desiring a rehearing must present, not later than the 10th day after the date the decision is delivered, to the court a motion for rehearing. The motion must distinctly specify the grounds relied on for rehearing and must be accompanied by written argument in behalf of the motion. Oral argument in support of the motion is not permitted. A reply to a motion for rehearing need not be filed unless requested by the court. If a motion for rehearing is granted, the court may make final disposition of the case without reargument, may order the case resubmitted, with or without oral argument, or may issue other orders appropriate under the circumstances of the particular case. A second motion for rehearing may not be filed by the losing party unless permitted by appellate court rules.

(e) Immediately after a decision of the appellate court becomes final, the clerk of that court shall issue a mandate and a bill of costs in the case to the trial court unless directed to withhold the mandate by the appellate court.

(f) If a decision of the appellate court is appealed to a court of appeals, the appellate court on receipt of the mandate or other order from the court of appeals shall immediately comply with the order or mandate by issuing its own order or mandate and bill of costs, as the case may be. When a decision of a court of appeals becomes final, the clerk of that court shall issue a mandate in the case to the appellate court. A decision of a court of appeals is final as provided by Article 42.045, Code of Criminal Procedure, 1965.

(g) Original papers transmitted as the record on appeal to the court of appeals, on final disposition of the case in the court of appeals or the court of criminal appeals, shall be returned to the court clerk from which they were received. The clerk of each court shall preserve copies of briefs and papers originally filed in that court.

(h) The municipal court clerk and the appellate court clerk shall keep a copy of each decision of the appellate court in a volume or volumes with an index so that the public can inspect the decisions of the appellate court without the necessity of inspecting individual records of each case.

(i) When the mandate of the appellate court is received by the municipal court clerk, the clerk shall file it with the papers in the case and note it on the docket. If the judgment has been affirmed or the appeal is dismissed, a proceeding is not necessary after filing the appellate court mandate in the municipal court of record to enforce the judgment of the court, except to forfeit the bond of the defendant, to issue a capias

for the defendant, or to issue an execution against the defendant's property.

(j) If the appellate court awards a new trial to the defendant, the cause stands as if a new trial had been granted by the municipal court of record, and the defendant shall continue on his appeal bond and shall appear for trial on notification mailed to his address on the appeal bond.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Amended by Acts 1987, 70th Leg., ch. 167, Sec. 5.02(3), eff. Sept. 1, 1987. Renumbered from Government Code, Sec. 30.072 by Acts 1997, 75th Leg., ch. 165, Sec. 8.06, eff. Sept. 1, 1997.

Amended by:

Acts 2005, 79th Leg., Ch. 37 (S.B. [1014](#)), Sec. 9, eff. May 9, 2005.

Sec. 30.00164. ALTERNATE APPELLATE PROCEDURE. (a) If the El Paso Municipal Court of Appeals created by this subchapter is held unconstitutional or invalid, all appeals under this subchapter shall be considered as taken to the county courts at law of El Paso County. Those appeals shall be docketed as provided by county court at law rules. The county courts at law of El Paso County have jurisdiction over those appeals and this subchapter applies to those appeals. One county court at law of El Paso County shall act as the appellate court. That court shall be designated from time to time as the appellate court by the majority vote of the judges of the county courts at law of El Paso County. All appeals pending in the appellate court on the date that any decision becomes final holding the municipal court of appeals unconstitutional or invalid shall be transferred by the appellate court to the county courts at law of El Paso County, and all decisions of the appellate court that have become final on or before that date are valid.

(b) If appeals are taken to the county courts at law of El Paso County under Subsection (a), a reference to "appellate court" in this subchapter means the county court at law of El Paso County that is designated as the appellate court under this section, except that a provision of this subchapter that is inconsistent with the laws, statutes, and rules applicable to creation and organization of the county courts at law of El Paso County will not apply, and an appeal is not tried de novo in the county court at law.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.074 by Acts 1997, 75th Leg., ch. 165, Sec. 8.06, eff. Sept. 1, 1997.

SUBCHAPTER E. KENNEDALE

Sec. 30.00181. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Kennedale.

(b) In this subchapter, "appellate courts" means the county criminal courts of Tarrant County that have criminal appellate jurisdiction.

Added by Acts 1995, 74th Leg., ch. 180, Sec. 1, eff. May 23, 1995.

Renumbered from Government Code, Sec. 30.0761 by Acts 1997, 75th Leg., ch. 165, Sec. 8.07, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 15, eff. Sept. 1, 1999.

Sec. 30.00184. JUDGE. (a) to (j) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(4), eff. Sept. 1, 1999.

(k) Sections [30.00007](#) (b) (1), (2), (3), and (5) do not apply to this subchapter.

Added by Acts 1995, 74th Leg., ch. 180, Sec. 1, eff. May 23, 1995.

Renumbered from Government Code, Sec. 30.0764 by Acts 1997, 75th Leg., ch. 165, Sec. 8.07, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 16, 139(4), eff. Sept. 1, 1999.

Sec. 30.001845. MAGISTRATES. (a) The governing body may appoint one or more magistrates in addition to magistrates provided under Article [2.09](#), Code of Criminal Procedure.

(b) A magistrate does not have to possess all the qualifications necessary to be a municipal court of record judge.

(c) A magistrate may not preside over the court or hear contested cases.

(d) A magistrate may:

- (1) conduct an arraignment;
- (2) hold an indigency hearing;
- (3) accept a plea;
- (4) sign a judgment;
- (5) set the amount of a bond; and
- (6) perform other functions under Article [15.17](#), Code of Criminal Procedure.

Added by Acts 2005, 79th Leg., Ch. 569 (H.B. [1394](#)), Sec. 1, eff. June 17, 2005.

Sec. 30.00185. CLERK; OTHER PERSONNEL. (a) The city manager or city administrator of the city shall appoint a clerk of the municipal court of record who may hire, direct, and remove the personnel authorized in the city's annual budget for the clerk's office. The clerk shall perform the duties in accordance with statutes, the city charter, and city ordinances.

(b) Sections 30.00009(c) and (d) do not apply to this subchapter.

Added by Acts 1995, 74th Leg., ch. 180, Sec. 1, eff. May 23, 1995.

Renumbered from Government Code, Sec. 30.0765 by Acts 1997, 75th Leg., ch. 165, Sec. 8.07, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 17, eff. Sept. 1, 1999.

Sec. 30.00186. COURT REPORTER. (a) The clerk of the court shall appoint the court reporter under Section 30.00010.

(b) to (d) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(4), eff. Sept. 1, 1999.

Added by Acts 1995, 74th Leg., ch. 180, Sec. 1, eff. May 23, 1995.

Renumbered from Government Code, Sec. 30.0766 by Acts 1997, 75th Leg., ch. 165, Sec. 8.07, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 18, 139(4), eff. Sept. 1, 1999.

SUBCHAPTER F. SAN ANTONIO

Sec. 30.00221. APPLICATION; DEFINITION. (a) This subchapter applies to the City of San Antonio.

(b) In this subchapter, "appellate courts" means the county courts at law of Bexar County that have criminal appellate jurisdiction.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.081 by Acts 1997, 75th Leg., ch. 165, Sec. 8.08, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 19, eff. Sept. 1, 1999.

Sec. 30.00224. JUDGE. (a) , (b) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(5), eff. Sept. 1, 1999.

(c) In addition to satisfying the requirements of Section 30.00006(c), a municipal judge must have been a resident of the city for at least three years immediately preceding the judge's appointment.

(d) to (j) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(5), eff. Sept. 1, 1999.

(k) Section 30.00007(b)(5) does not apply to this subchapter.

(l) In addition to the duties imposed under Sections 30.00007(b)(1)-(4), the presiding judge shall promulgate work rules for the administration of the municipal courts.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Amended by Acts 1987, 70th Leg., ch. 148, Sec. 2.37(a), eff. Sept. 1, 1987; Acts 1989, 71st Leg., ch. 1248, Sec. 28, eff. Sept. 1, 1989. Renumbered from Government Code, Sec. 30.084 by Acts 1997, 75th Leg., ch. 165, Sec. 8.08, eff. Sept. 1, 1997; Acts 1999, 76th Leg., ch. 691, Sec. 20, 139(5), eff. Sept. 1, 1999.

Sec. 30.00225. CLERK; OTHER PERSONNEL. (a) , (b) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(5), eff. Sept. 1, 1999.

(c) Sections 30.00009(c) and (d) do not apply to this subchapter.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Amended by Acts 1987, 70th Leg., ch. 148, Sec. 2.38(a), eff. Sept. 1, 1987. Renumbered from Government Code, Sec. 30.085 by Acts 1997, 75th Leg., ch. 165, Sec. 8.08, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 21, eff. Sept. 1, 1999.

Sec. 30.00226. COURT REPORTER. (a) The city shall provide a court reporter for the purpose of preserving a record in cases tried before the municipal court of record. The person selected as court reporter must meet the qualifications provided by law for official court reporters. The chief administrative officer of the city shall set the compensation of the court reporter on the recommendation of the presiding municipal judge.

(b) The court reporter may preserve the record through written notes, transcribing equipment, recording equipment, or any combination of those methods. The reporter is not required to record testimony in a case in which neither the defendant, the prosecutor, nor the judge demands it.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.086 by Acts 1997, 75th Leg., ch. 165, Sec. 8.08, eff. Sept. 1, 1997.

Sec. 30.00229. COMPLAINT; PROSECUTION; PLEADING. (a) to (d) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(5), eff. Sept. 1, 1999.

(e) All pleadings in a municipal court of record must be in writing and must be filed with the clerk.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.089 by Acts 1997, 75th Leg., ch. 165, Sec. 8.08, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 139(5), eff. Sept. 1, 1999.

SUBCHAPTER G. MANSFIELD

Sec. 30.00261. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Mansfield.

(b) In this subchapter, "appellate courts" means the county criminal courts of Tarrant County that have criminal appellate jurisdiction.

Added by Acts 1995, 74th Leg., ch. 182, Sec. 1, eff. May 23, 1995. Renumbered from Government Code, Sec. 30.1041 by Acts 1997, 75th Leg., ch. 165, Sec. 8.09, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 22, eff. Sept. 1, 1999.

Sec. 30.00264. JUDGE. (a) to (j) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(6), eff. Sept. 1, 1999.

(k) Sections [30.00007](#) (b) (1), (2), (3), and (5) do not apply to this subchapter.

Added by Acts 1995, 74th Leg., ch. 182, Sec. 1, eff. May 23, 1995. Renumbered from Government Code, Sec. 30.1044 by Acts 1997, 75th Leg., ch. 165, Sec. 8.09, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 23, 139(6), eff. Sept. 1, 1999.

Sec. 30.00265. MAGISTRATES. (a) The governing body may appoint one or more magistrates.

(b) A magistrate does not have to possess all the qualifications necessary to be a municipal court of record judge.

(c) A magistrate may not preside over the court or hear contested cases.

(d) A magistrate may:

- (1) conduct an arraignment;
- (2) hold an indigency hearing;
- (3) accept a plea;
- (4) sign a judgment;

(5) set the amount of a bond; and

(6) perform other functions under Article 15.17, Code of Criminal Procedure.

Added by Acts 1995, 74th Leg., ch. 182, Sec. 1, eff. May 23, 1995.

Renumbered from Government Code, Sec. 30.1045 by Acts 1997, 75th Leg., ch. 165, Sec. 8.09, eff. Sept. 1, 1997.

Sec. 30.00266. CLERK; OTHER PERSONNEL. (a) The city manager of the city shall appoint a clerk of the municipal court of record who may hire, direct, and remove the personnel authorized in the city's annual budget for the clerk's office. The clerk shall perform the duties in accordance with statutes, the city charter, and city ordinances.

(b) Sections 30.00009(c) and (d) do not apply to this subchapter.

Added by Acts 1995, 74th Leg., ch. 182, Sec. 1, eff. May 23, 1995.

Renumbered from Government Code, Sec. 30.1046 by Acts 1997, 75th Leg., ch. 165, Sec. 8.09, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 24, eff. Sept. 1, 1999.

Sec. 30.00267. COURT REPORTER. (a) The clerk of the court shall appoint the court reporter under Section 30.00010.

(b) to (d) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(6), eff. Sept. 1, 1999.

Added by Acts 1995, 74th Leg., ch. 182, Sec. 1, eff. May 23, 1995.

Renumbered from Government Code, Sec. 30.1047 by Acts 1997, 75th Leg., ch. 165, Sec. 8.09, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 25, 139(6), eff. Sept. 1, 1999.

SUBCHAPTER H. WICHITA FALLS

Sec. 30.00301. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Wichita Falls.

(b) In this subchapter, "appellate courts" means the county courts at law of Wichita County that have criminal appellate jurisdiction.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.111 by Acts 1997, 75th Leg., ch. 165, Sec. 8.10, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 26, eff. Sept. 1, 1999.

Sec. 30.00304. JUDGE. (a) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(7), eff. Sept. 1, 1999.

(b) In addition to satisfying the requirements of Section 30.00006(c), a municipal judge must maintain residence in the city during the tenure of office but need not be a resident of the city at the time of the appointment. The judge may not engage in the private practice of law while in office. The judge must execute a bond and take the oath of office required of a county judge.

(c) to (h) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(7), eff. Sept. 1, 1999.

(i) Sections 30.00007(a) and (b)(5) do not apply to this subchapter.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.114 by Acts 1997, 75th Leg., ch. 165, Sec. 8.10, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 27, 139(7), eff. Sept. 1, 1999.

Sec. 30.00305. CLERK. (a) The city manager shall appoint a clerk of the municipal courts of record. The clerk holds office at the pleasure of the city manager and is subject to all city charter provisions, ordinances, and personnel policies relating to non-civil service city employees.

(b) Section 30.00009(c) does not apply to this subchapter.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Amended by Acts 1987, 70th Leg., ch. 83, Sec. 1, eff. Aug. 31, 1987. Renumbered from Government Code, Sec. 30.115 by Acts 1997, 75th Leg., ch. 165, Sec. 8.10, eff. Sept. 1, 1997; Acts 1999, 76th Leg., ch. 691, Sec. 28, eff. Sept. 1, 1999.

Sec. 30.00306. COURT REPORTER. (a) The city manager shall appoint an official court reporter under Section 30.00010 for the purpose of preserving a record in cases tried before the municipal courts of record. The reporter holds office at the pleasure of the city manager. The city manager may appoint more than one reporter for each court if necessary to dispose of the business of the court without delay. If a reporter is not demanded, a reporter's record may be prepared from mechanical, audio, or video recordings of the proceedings.

(b) Section 30.00010(d) does not apply to this subchapter.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Amended by Acts 1987, 70th Leg., ch. 83, Sec. 2, eff. Aug. 31, 1987. Renumbered from Government Code, Sec. 30.116 by Acts 1997, 75th Leg., ch. 165, Sec. 8.10, eff. Sept. 1, 1997; Acts 1999, 76th Leg., ch. 691, Sec. 29, eff. Sept. 1, 1999.

Amended by:

Acts 2005, 79th Leg., Ch. 37 (S.B. 1014), Sec. 10, eff. May 9, 2005.

Sec. 30.00308. CIVIL SERVICE ORDINANCE; VACATION OF COURT. (a) The judges, clerk and deputy clerks, and court reporters of the municipal courts are not classified employees under the city civil service ordinance. The governing body of the city may provide by ordinance that all other employees of the courts may be hired and paid as classified employees under the city civil service ordinance. The judges, clerk and deputy clerks, and court reporters are entitled to receive the same vacation, sick leave, and other benefits that are provided for other nonclassified employees under regulations provided by the governing body by ordinance and may be authorized or required by the governing body to participate in the city retirement program.

(b) If after the establishment of a municipal court of record the governing body finds by ordinance that the condition of the dockets of the other courts of the county does not require the existence of the court to dispose properly of the cases arising in the city, the governing body shall declare the offices of the municipal judge, clerk, court reporter, and other employees of the court to be vacated at the end of the term for which the judge was last appointed. Any case then pending shall be transferred to a court with proper jurisdiction of the offense.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.118 by Acts 1997, 75th Leg., ch. 165, Sec. 8.10, eff. Sept. 1, 1997.

Sec. 30.00310. FILING OF ORIGINAL PAPERS.

Text of section as amended by Acts 1989, 71st Leg., ch. 1020, Sec. 3

The clerk of the municipal courts of record shall file the original papers and proceedings in each case under the direction of the presiding judge. Instead of filing the original papers, papers may be preserved by microfilm or other process that correctly and legibly reproduces or that

forms a medium for copying or reproducing. The filed or preserved papers constitute the records of the courts and a separate record book is not required. Preserved records are admissible in evidence in civil cases as provided by the Texas Rules of Evidence relating to the admissibility of contents of writing, recordings, and photographs. Records, however maintained, shall be destroyed by the court clerk after five years after final disposition of the case. Records, however maintained, relating to parking offenses shall be destroyed by the court clerk after two years after final disposition of the case.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Amended by Acts 1989, 71st Leg., ch. 1020, Sec. 3, eff. Sept. 1, 1989; renumbered from Government Code, Sec. 30.120 by Acts 1997, 75th Leg., ch. 165, Sec. 8.10, eff. Sept. 1, 1997.

Sec. 30.00310. FILING OF ORIGINAL PAPERS.

Text of section as amended by Acts 1989, 71st Leg., ch. 1248, Sec. 29

(a) The clerk of the municipal courts of record shall file the original complaint and the original of other papers and proceedings in each case under the direction of the presiding judge. The filed original papers constitute the records of the courts and a separate record book is not required.

(b) The clerk shall keep a separate folder for each case, and shall note on the outside of the folder:

- (1) the style of the case;
- (2) the nature of the charged offense;
- (3) the dates that the warrant was issued and returned;
- (4) the date the examination or trial was held;
- (5) whether trial was held by jury or before a judge;
- (6) trial settings;
- (7) any verdict of the jury;
- (8) any judgment of the court;
- (9) any motion for a new trial and the decision on the motion;
- (10) whether an appeal was taken; and
- (11) the date and the manner in which the judgment and sentence were enforced.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Amended by Acts 1989, 71st Leg., ch. 1248, Sec. 29, eff. Sept. 1, 1989. Renumbered from Government Code, Sec. 30.120 by Acts 1997, 75th Leg., ch. 165, Sec. 8.10, eff. Sept. 1, 1997.

SUBCHAPTER I. BURLESON

Sec. 30.00341. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Burleson.

(b) In this subchapter, "appellate courts" means the county courts at law of Johnson County that have criminal appellate jurisdiction.

Added by Acts 1995, 74th Leg., ch. 181, Sec. 1, eff. May 23, 1995. Renumbered from Government Code, Sec. 30.1341 by Acts 1997, 75th Leg., ch. 165, Sec. 8.11, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 30, eff. Sept. 1, 1999.

Sec. 30.00344. JUDGE. (a) to (j) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(8), eff. Sept. 1, 1999.

(k) Sections 30.00007(b)(1), (2), (3), and (5) do not apply to this subchapter.

Added by Acts 1995, 74th Leg., ch. 181, Sec. 1, eff. May 23, 1995. Renumbered from Government Code, Sec. 30.1344 by Acts 1997, 75th Leg., ch. 165, Sec. 8.11, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 31, 139(8), eff. Sept. 1, 1999.

Sec. 30.00345. CLERK; OTHER PERSONNEL. (a) The city manager of the city shall appoint a clerk of the municipal court of record who may hire, direct, and remove the personnel authorized in the city's annual budget for the clerk's office. The clerk shall perform the duties in accordance with statutes, the city charter, and city ordinances.

(b) Sections 30.00009(c) and (d) do not apply to this subchapter.

Added by Acts 1995, 74th Leg., ch. 181, Sec. 1, eff. May 23, 1995. Renumbered from Government Code, Sec. 30.1345 by Acts 1997, 75th Leg., ch. 165, Sec. 8.11, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 32, eff. Sept. 1, 1999.

Sec. 30.00346. COURT REPORTER. (a) The clerk of the court shall appoint the court reporter under Section 30.00010.

(b) to (d) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(8), eff. Sept. 1, 1999.

Added by Acts 1995, 74th Leg., ch. 181, Sec. 1, eff. May 23, 1995.

Renumbered from Government Code, Sec. 30.1346 by Acts 1997, 75th Leg., ch. 165, Sec. 8.11, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 33, 139(8), eff. Sept. 1, 1999.

SUBCHAPTER J. FORT WORTH

Sec. 30.00381. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Fort Worth.

(b) In this subchapter, "appellate courts" means the county criminal courts of Tarrant County that have criminal appellate jurisdiction.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.141 by Acts 1997, 75th Leg., ch. 165, Sec. 8.12, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 34, eff. Sept. 1, 1999.

Sec. 30.00384. JUDGE. (a) , (b) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(9), eff. Sept. 1, 1999.

(c) The judge must maintain residence in the city during the tenure of office.

(d) to (j) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(9), eff. Sept. 1, 1999.

(k) Sections 30.00007(b)(1), (2), (3), and (5) do not apply to this subchapter.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Amended by Acts 1987, 70th Leg., ch. 148, Sec. 2.40(a), eff. Sept. 1, 1987; Acts 1987, 70th Leg., ch. 599, Sec. 1, eff. June 18, 1987; Acts 1991, 72nd Leg., ch. 290, Sec. 1, eff. Aug. 26, 1991. Renumbered from Government Code, Sec. 30.144 by Acts 1997, 75th Leg., ch. 165, Sec. 8.12, eff. Sept. 1, 1997; Acts 1999, 76th Leg., ch. 691, Sec. 35, 139(9), eff. Sept. 1, 1999.

Sec. 30.00385. CLERK. (a) The city manager with the consent of the governing body of the city shall appoint a clerk of the municipal courts of record. The clerk shall perform the duties in accordance with statutes, the city charter, and city ordinances.

(b) Section 30.00009(c) does not apply to this subchapter.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.145 by Acts 1997, 75th Leg., ch. 165, Sec. 8.12, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 36, eff. Sept. 1, 1999.

Sec. 30.00388. CIVIL SERVICE ORDINANCE; VACATION OF COURT. (a) The judges, clerk and deputy clerks, and court reporters of the municipal courts of record are not classified employees under civil service, charter, or ordinance provisions. The governing body of the city may provide by ordinance that all other employees of the courts may be hired and paid as classified employees under civil service, charter, or ordinance provisions. Judges, clerks, deputy clerks, and court reporters are entitled to receive the same vacation, sick leave, and other benefits that are provided for other nonclassified employees under regulations provided by the governing body by ordinance and may be authorized or required by the governing body to participate in the city retirement program.

(b) If after the establishment of a municipal court of record the governing body finds by ordinance that the condition of the dockets of the other courts of the county does not require the existence of the court to properly dispose of the cases arising in the city, the governing body shall declare the offices of the municipal judge, clerk, court reporter, and other employees of the court to be vacated at the end of the term for which the judge was last appointed. Any case then pending shall be transferred to a court with proper jurisdiction of the offense.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.148 by Acts 1997, 75th Leg., ch. 165, Sec. 8.12, eff. Sept. 1, 1997.

SUBCHAPTER K. GRAND PRAIRIE

Sec. 30.00421. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Grand Prairie.

(b) In this subchapter, "appellate courts" means the county criminal courts of Dallas County that have criminal appellate jurisdiction.

Added by Acts 1995, 74th Leg., ch. 163, Sec. 1, eff. May 23, 1995. Renumbered from Government Code, Sec. 30.1641 by Acts 1997, 75th Leg., ch. 165, Sec. 8.13, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 37, eff. Sept. 1, 1999.

Sec. 30.00426. JUDGE. (a) to (j) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(10), eff. Sept. 1, 1999.

(k) Sections 30.00007(b)(1), (2), (3), and (5) do not apply to this subchapter.

Added by Acts 1995, 74th Leg., ch. 163, Sec. 1, eff. May 23, 1995.

Renumbered from Government Code, Sec. 30.1646 by Acts 1997, 75th Leg., ch. 165, Sec. 8.13, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 38, 139(10), eff. Sept. 1, 1999.

Sec. 30.00427. CLERK; OTHER PERSONNEL. (a) The city manager shall appoint a clerk of a municipal court of record who may hire, direct, and remove the personnel authorized in the city's annual budget for the clerk's office. The clerk shall perform the duties in accordance with statutes, the city charter, and city ordinances.

(b) Sections 30.00009(c) and (d) do not apply to this subchapter.

Added by Acts 1995, 74th Leg., ch. 163, Sec. 1, eff. May 23, 1995.

Renumbered from Government Code, Sec. 30.1647 by Acts 1997, 75th Leg., ch. 165, Sec. 8.13, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 39, eff. Sept. 1, 1999.

Sec. 30.00428. COURT REPORTER. (a) The clerk of the court shall appoint the court reporter under Section 30.00010. The reporter shall be compensated by the city in the manner determined by the city manager.

(b) to (d) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(10), eff. Sept. 1, 1999.

Added by Acts 1995, 74th Leg., ch. 163, Sec. 1, eff. May 23, 1995.

Renumbered from Government Code, Sec. 30.1648 by Acts 1997, 75th Leg., ch. 165, Sec. 8.13, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 40, 139(10), eff. Sept. 1, 1999.

SUBCHAPTER L. SWEETWATER

Sec. 30.00461. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Sweetwater.

(b) In this subchapter, "appellate courts" means the County Court of Nolan County.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.171 by Acts 1997, 75th Leg., ch. 165, Sec. 8.14, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 41, eff. Sept. 1, 1999.

Sec. 30.00464. JUDGE. (a) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(11), eff. Sept. 1, 1999.

(b) A municipal judge must be a licensed attorney in good standing in this state. The judge must be a citizen of the United States and of this state. The judge must maintain residence in the city during the tenure of office but need not be a resident of the city at the time of the appointment.

(c) to (e) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(11), eff. Sept. 1, 1999.

(f) Section 30.00007(b)(5) does not apply to this subchapter.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.174 by Acts 1997, 75th Leg., ch. 165, Sec. 8.14, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 42, 139(11), eff. Sept. 1, 1999.

Sec. 30.00465. CLERK; OTHER PERSONNEL. (a) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(11), eff. Sept. 1, 1999.

(b) The governing body of the city shall provide deputy clerks, warrant officers, and other personnel, including at least one bailiff for each court, as needed for the proper operation of the courts.

(c) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(11), eff. Sept. 1, 1999.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.175 by Acts 1997, 75th Leg., ch. 165, Sec. 8.14, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 139(11), eff. Sept. 1, 1999.

Sec. 30.00466. COURT REPORTER. (a) The municipal judge shall appoint a court reporter under Section 30.00010, whose qualifications shall be determined by the judge or, if there is more than one municipal judge, by the presiding municipal judge.

(b) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(11), eff. Sept. 1, 1999.

(c) Section [30.00010](#)(d) does not apply to this subchapter.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.176 by Acts 1997, 75th Leg., ch. 165, Sec. 8.14, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 43 and 139(11), eff. Sept. 1, 1999

SUBCHAPTER M. CROWLEY

Sec. 30.00491. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Crowley.

(b) In this subchapter, "appellate courts" means the county criminal courts of Tarrant County that have criminal appellate jurisdiction.

Added by Acts 1995, 74th Leg., ch. 193, Sec. 1, eff. May 23, 1995. Renumbered from Government Code, Sec. 30.1881 by Acts 1997, 75th Leg., ch. 165, Sec. 8.15, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 44, eff. Sept. 1, 1999.

Sec. 30.00494. JUDGE. (a) to (j) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(12), eff. Sept. 1, 1999.

(k) Sections [30.00007](#)(b)(1), (2), (3), and (5) do not apply to this subchapter.

Added by Acts 1995, 74th Leg., ch. 193, Sec. 1, eff. May 23, 1995. Renumbered from Government Code, Sec. 30.1884 by Acts 1997, 75th Leg., ch. 165, Sec. 8.15, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 45, 139(12), eff. Sept. 1, 1999.

Sec. 30.004945. MAGISTRATES. (a) The governing body may appoint one or more magistrates in addition to magistrates provided under Article [2.09](#), Code of Criminal Procedure.

(b) A magistrate does not have to possess all the qualifications necessary to be a municipal court of record judge.

(c) A magistrate may not preside over the court or hear contested cases.

(d) A magistrate may:

- (1) conduct an arraignment;
- (2) hold an indigency hearing;
- (3) accept a plea;
- (4) sign a judgment;

- (5) set the amount of a bond; or
- (6) perform other functions under Article 15.17, Code of Criminal Procedure.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 46, eff. Sept. 1, 1999.

Sec. 30.00495. CLERK; OTHER PERSONNEL. (a) The city manager or city administrator of the city shall appoint a clerk of the municipal court of record who may hire, direct, and remove the personnel authorized in the city's annual budget for the clerk's office. The clerk shall perform the duties in accordance with statutes, the city charter, and city ordinances.

(b) Sections 30.00009(c) and (d) do not apply to this subchapter.

Added by Acts 1995, 74th Leg., ch. 193, Sec. 1, eff. May 23, 1995.

Renumbered from Government Code, Sec. 30.1885 by Acts 1997, 75th Leg., ch. 165, Sec. 8.15, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 47, eff. Sept. 1, 1999.

Sec. 30.00496. COURT REPORTER. (a) The clerk of the court shall appoint the court reporter under Section 30.00010.

(b) to (d) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(12), eff. Sept. 1, 1999.

Added by Acts 1995, 74th Leg., ch. 193, Sec. 1, eff. May 23, 1995.

Renumbered from Government Code, Sec. 30.1886 by Acts 1997, 75th Leg., ch. 165, Sec. 8.15, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 48, 139(12), eff. Sept. 1, 1999.

SUBCHAPTER N. LONGVIEW

Sec. 30.00531. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Longview.

(b) In this subchapter, "appellate courts" means the County Court of Gregg County.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.201 by Acts 1997, 75th Leg., ch. 165, Sec. 8.16, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 49, eff. Sept. 1, 1999.

Sec. 30.00534. JUDGE. (a) to (e) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(13), eff. Sept. 1, 1999.

(f) Section 30.00007(b)(5) does not apply to this subchapter.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.204 by Acts 1997, 75th Leg., ch. 165, Sec. 8.16, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 50, 139(13), eff. Sept. 1, 1999.

Sec. 30.00536. COURT REPORTER. The municipal judge shall appoint the court reporter under Section 30.00010.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.206 by Acts 1997, 75th Leg., ch. 165, Sec. 8.16, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 51, 139(13), eff. Sept. 1, 1999; Acts 2003, 78th Leg., ch. 1260, Sec. 1, eff. June 20, 2003.

SUBCHAPTER O. PANTEGO

Sec. 30.00561. APPLICATION; DEFINITION. (a) This subchapter applies to the town of Pantego.

(b) In this subchapter, "appellate courts" means the county criminal courts of Tarrant County that have criminal appellate jurisdiction.

Added by Acts 1995, 74th Leg., ch. 274, Sec. 1, eff. Aug. 28, 1995. Renumbered from Government Code, Sec. 30.2191 by Acts 1997, 75th Leg., ch. 165, Sec. 8.17, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 52, eff. Sept. 1, 1999.

Sec. 30.00564. JUDGE. (a) to (j) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(14), eff. Sept. 1, 1999.

(k) Sections 30.00007(b)(1), (2), (3), and (5) do not apply to this subchapter.

Added by Acts 1995, 74th Leg., ch. 274, Sec. 1, eff. Aug. 28, 1995. Renumbered from Government Code, Sec. 30.2194 by Acts 1997, 75th Leg., ch. 165, Sec. 8.17, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 53, 139(14), eff. Sept. 1, 1999.

Sec. 30.00565. CLERK; OTHER PERSONNEL. (a) The city manager of the town shall appoint a clerk of the municipal court of record who may hire, direct, and remove the personnel authorized in the town's annual budget for the clerk's office. The clerk shall perform the duties in accordance with statutes, the town charter, and town ordinances.

(b) Sections 30.00009(c) and (d) do not apply to this subchapter.

Added by Acts 1995, 74th Leg., ch. 274, Sec. 1, eff. Aug. 28, 1995.

Renumbered from Government Code, Sec. 30.2195 by Acts 1997, 75th Leg., ch. 165, Sec. 8.17, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 54, eff. Sept. 1, 1999.

Sec. 30.00566. COURT REPORTER. (a) The clerk of the court shall appoint the court reporter under Section 30.00010.

(b) to (d) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(14), eff. Sept. 1, 1999.

Added by Acts 1995, 74th Leg., ch. 274, Sec. 1, eff. Aug. 28, 1995.

Renumbered from Government Code, Sec. 30.2196 by Acts 1997, 75th Leg., ch. 165, Sec. 8.17, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 55, 139(14), eff. Sept. 1, 1999.

SUBCHAPTER P. MIDLAND

Sec. 30.00601. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Midland.

(b) In this subchapter, "appellate courts" means the County Court of Midland County.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.231 by Acts 1997, 75th Leg., ch. 165, Sec. 8.18, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 56, eff. Sept. 1, 1999.

Sec. 30.00604. JUDGE. (a) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(15), eff. Sept. 1, 1999.

(b) In addition to satisfying the requirements of Section 30.00006(c), a municipal judge must maintain residence in the city during the tenure of office but need not be a resident of the city at the time of the appointment. The judge shall serve full time and may not engage in the private practice of law while in office.

(c) to (e) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(15), eff. Sept. 1, 1999.

(f) Section 30.00007(b)(5) does not apply to this subchapter.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.234 by Acts 1997, 75th Leg., ch. 165, Sec. 8.18, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 5, 139(15), eff. Sept. 1, 1999.

Sec. 30.00605. CLERK; OTHER PERSONNEL. (a) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(15), eff. Sept. 1, 1999.

(b) The governing body of the city shall provide deputy clerks, warrant officers, and other personnel, including at least one bailiff for each court, as needed for the proper operation of the municipal courts of record.

(c) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(15), eff. Sept. 1, 1999.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.235 by Acts 1997, 75th Leg., ch. 165, Sec. 8.18, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 139(15), eff. Sept. 1, 1999.

Sec. 30.00606. COURT REPORTER. (a) The municipal judge shall appoint the court reporter under Section 30.00010, who must meet qualifications determined by the judge or, if there is more than one judge, by the presiding municipal judge. The governing body of the city shall set the compensation of the court reporter on the recommendation of the presiding judge.

(b) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(15), eff. Sept. 1, 1999.

(c) Section 30.00010(d) does not apply to this subchapter.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.236 by Acts 1997, 75th Leg., ch. 165, Sec. 8.18, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 58, 139(15), eff. Sept. 1, 1999.

SUBCHAPTER Q. RIVER OAKS

Sec. 30.00631. APPLICATION; DEFINITION. (a) This subchapter applies to the City of River Oaks.

(b) In this subchapter, "appellate courts" means the county criminal courts of Tarrant County that have criminal appellate jurisdiction.

Added by Acts 1995, 74th Leg., ch. 653, Sec. 1, eff. Aug. 28, 1995.

Renumbered from Government Code, Sec. 30.2481 by Acts 1997, 75th Leg., ch. 165, Sec. 8.19, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 59, eff. Sept. 1, 1999.

Sec. 30.00634. JUDGE. (a) to (c) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(16), eff. Sept. 1, 1999.

(d) In addition to exercising powers under Section 30.00006(e), a municipal judge shall devote as much time to the office as it requires.

(e) to (j) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(16), eff. Sept. 1, 1999.

(k) Sections 30.00007(b)(1), (2), (3), and (5) do not apply to this subchapter.

Added by Acts 1995, 74th Leg., ch. 653, Sec. 1, eff. Aug. 28, 1995.

Renumbered from Government Code, Sec. 30.2484 by Acts 1997, 75th Leg., ch. 165, Sec. 8.19, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 60, 139(16), eff. Sept. 1, 1999.

Sec. 30.00635. MAGISTRATES. (a) The governing body may appoint one or more magistrates in addition to magistrates provided under Article 2.09, Code of Criminal Procedure.

(b) A magistrate does not have to possess all the qualifications necessary to be a municipal court of record judge.

(c) A magistrate may not preside over the court or hear contested cases.

(d) A magistrate may:

- (1) conduct an arraignment;
- (2) hold an indigency hearing;
- (3) accept a plea;
- (4) sign a judgment;
- (5) set the amount of a bond; and
- (6) perform other functions under Article 15.17, Code of Criminal Procedure.

Added by Acts 1995, 74th Leg., ch. 653, Sec. 1, eff. Aug. 28, 1995.

Renumbered from Government Code, Sec. 30.2485 by Acts 1997, 75th Leg., ch. 165, Sec. 8.19, eff. Sept. 1, 1997.

Sec. 30.00636. CLERK; OTHER PERSONNEL. (a) The city administrator of the city shall appoint a clerk of the municipal court of record who may hire, direct, and remove the personnel authorized in the city's annual budget for the clerk's office. The clerk shall perform the duties in accordance with statutes, the city charter, and city ordinances.

(b) Sections 30.00009(c) and (d) do not apply to this subchapter.

Added by Acts 1995, 74th Leg., ch. 653, Sec. 1, eff. Aug. 28, 1995.

Renumbered from Government Code, Sec. 30.2486 by Acts 1997, 75th Leg., ch. 165, Sec. 8.19, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 61, eff. Sept. 1, 1999.

Sec. 30.00637. COURT REPORTER. (a) The clerk of the court shall appoint the court reporter under Section 30.00010.

(b) to (d) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(16), eff. Sept. 1, 1999.

Added by Acts 1995, 74th Leg., ch. 653, Sec. 1, eff. Aug. 28, 1995.

Renumbered from Government Code, Sec. 30.2487 by Acts 1997, 75th Leg., ch. 165, Sec. 8.19, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 62, 139(16), eff. Sept. 1, 1999.

Sec. 30.00653. JOINT COURTS: CREATION. (a) The governing body of the city may contract with one or more municipalities that have municipal courts of record to establish a joint municipal court of record to serve the contracting municipalities.

(b) A joint municipal court of record created under this section replaces each municipality's individual municipal court of record.

Added by Acts 1995, 74th Leg., ch. 653, Sec. 1, eff. Aug. 28, 1995.

Renumbered from Government Code, Sec. 30.2503 by Acts 1997, 75th Leg., ch. 165, Sec. 8.19, eff. Sept. 1, 1997.

Sec. 30.00654. JOINT COURT: JUDGES. (a) Notwithstanding any other law, a joint municipal court of record created under Section 30.2503 is presided over by a municipal judge or alternate municipal judge who is

appointed by the governing bodies of the contracting municipalities for a two-year term.

(b) The judge of a joint municipal court of record may be removed from office by the governing bodies of the contracting municipalities at any time for incompetency, misconduct, malfeasance, or inability to perform the tasks of the office.

Added by Acts 1995, 74th Leg., ch. 653, Sec. 1, eff. Aug. 28, 1995.

Renumbered from Government Code, Sec. 30.2504 by Acts 1997, 75th Leg., ch. 165, Sec. 8.19, eff. Sept. 1, 1997.

Sec. 30.00655. JOINT COURTS: JURISDICTION. (a) The jurisdiction of a joint municipal court of record created under Section 30.2503 is the combined jurisdiction of the municipal courts of the contracting municipalities.

(b) An appeal from a joint municipal court of record created under Section 30.2503 is to the county criminal court of the county in which the offense occurred. If that county does not have a county criminal court, appeal is to the county court of law of the county.

Added by Acts 1995, 74th Leg., ch. 653, Sec. 1, eff. Aug. 28, 1995.

Renumbered from Government Code, Sec. 30.2505 by Acts 1997, 75th Leg., ch. 165, Sec. 8.19, eff. Sept. 1, 1997.

Sec. 30.00656. JOINT COURT: PROSECUTING ATTORNEY. A municipality that contracts under Section 30.2503 may provide its own prosecuting attorney or the contracting municipalities may agree on the selection of one or more prosecuting attorneys.

Added by Acts 1995, 74th Leg., ch. 653, Sec. 1, eff. Aug. 28, 1995.

Renumbered from Government Code, Sec. 30.2506 by Acts 1997, 75th Leg., ch. 165, Sec. 8.19, eff. Sept. 1, 1997.

Sec. 30.00657. JOINT COURT: APPLICABLE LAW. (a) The municipalities by contract shall select one of the contracting municipality's enabling statutes as the source of applicable procedural requirements for the operation of the joint municipal court of record established under Section 30.2503.

(b) All of the provisions of the statute selected under Subsection (a) apply to the operation of the joint municipal court of record. If

there is a conflict with any of the provisions in Sections 30.2503-30.2506, those sections control.

(c) Any matter that is not governed by the contracting municipalities' enabling legislation or other law shall be resolved by the contract entered into under Section 30.2503.

Added by Acts 1995, 74th Leg., ch. 653, Sec. 1, eff. Aug. 28, 1995.

Renumbered from Government Code, Sec. 30.2507 by Acts 1997, 75th Leg., ch. 165, Sec. 8.19, eff. Sept. 1, 1997.

SUBCHAPTER R. HOUSTON

Sec. 30.00671. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Houston.

(b) In this subchapter, "appellate courts" means the county criminal courts of Harris County that have criminal appellate jurisdiction.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.261 by Acts 1997, 75th Leg., ch. 165, Sec. 8.20, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 63, eff. Sept. 1, 1999.

Sec. 30.00674. JUDGE. (a) to (f) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(17), eff. Sept. 1, 1999.

(g) A municipal judge may only be removed under Article V, Section 1-a, of the Texas Constitution.

(h) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(17), eff. Sept. 1, 1999.

(i) Sections 30.00007(b)(5) and 30.000085 do not apply to this subchapter.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Amended by Acts 1989, 71st Leg., ch. 1248, Sec. 30, eff. Sept. 1, 1989. Renumbered from Government Code, Sec. 30.264 by Acts 1997, 75th Leg., ch. 165, Sec. 8.20, eff. Sept. 1, 1997; Acts 1999, 76th Leg., ch. 691, Sec. 64, 139(17), eff. Sept. 1, 1999.

Sec. 30.00675. CLERK; OTHER PERSONNEL. (a) , (b) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(17), eff. Sept. 1, 1999.

(c) Section 30.00009(c) does not apply to this subchapter.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.265 by Acts 1997, 75th Leg., ch. 165, Sec. 8.20, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 65, 139(17), eff. Sept. 1, 1999.

Sec. 30.00676. COURT REPORTER. (a) Each municipal judge may appoint an official court reporter under Section 30.00010 to transcribe the trial proceedings, including testimony, voir dire examinations, objections, and final arguments.

(b) Section 30.00010(d) does not apply to this subchapter.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.266 by Acts 1997, 75th Leg., ch. 165, Sec. 8.20, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 66, eff. Sept. 1, 1999.

SUBCHAPTER S. MARSHALL

Sec. 30.00701. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Marshall.

(b) In this subchapter, "appellate courts" means the County Court of Harrison County.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.291 by Acts 1997, 75th Leg., ch. 165, Sec. 8.21, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 67, eff. Sept. 1, 1999.

Sec. 30.00704. JUDGE. (a) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(18), eff. Sept. 1, 1999.

(b) In addition to exercising powers under Section 30.00006(e), a municipal judge shall devote as much time to the office as it requires.

(c) to (e) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(18), eff. Sept. 1, 1999.

(f) Section 30.00007(b)(5) does not apply to this subchapter.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.294 by Acts 1997, 75th Leg., ch. 165, Sec. 8.21, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 68, 139(18), eff. Sept. 1, 1999.

Sec. 30.00706. COURT REPORTER. (a) The municipal judge shall appoint the court reporter under Section 30.00010.

(b) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(18), eff. Sept. 1, 1999.

(c) Section 30.00010(d) does not apply to this subchapter.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.296 by Acts 1997, 75th Leg., ch. 165, Sec. 8.21, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 69, 139(18), eff. Sept. 1, 1999.

SUBCHAPTER T. AUSTIN

Sec. 30.00731. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Austin.

(b) In this subchapter, "appellate courts" means the county courts at law of Travis County that have criminal appellate jurisdiction.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.321 by Acts 1997, 75th Leg., ch. 165, Sec. 8.22, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 70, eff. Sept. 1, 1999.

Sec. 30.00734. JUDGE. (a) to (f) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(19), eff. Sept. 1, 1999.

(g) In addition to satisfying the requirements of Section 30.00006(c), a municipal judge must have been a resident of the city for the two-year period immediately preceding appointment.

(h) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(19), eff. Sept. 1, 1999.

(i) Section 30.00007(b)(5) does not apply to this subchapter.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.324 by Acts 1997, 75th Leg., ch. 165, Sec. 8.22, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 71, 139(19), eff. Sept. 1, 1999.

Sec. 30.00736. CLERK; OTHER PERSONNEL. (a) The governing body of the city shall appoint a clerk of the municipal courts of record, who shall be known as the municipal clerk. The municipal clerk serves at the pleasure of the governing body. The clerk shall perform, as applicable,

the duties prescribed by law for the county clerk of a county court at law and any other duty necessary to issue process and conduct business of the court. The clerk may administer oaths and affidavits and make certificates and affix the court's seal to those certificates. In addition, the clerk shall:

(1) maintain central docket records for all cases filed in the municipal courts of record; and

(2) maintain an index of all court judgments in the same manner as county clerks are required by law to prepare for criminal cases arising in county courts.

(b) With the consent of the governing body of the city, the clerk may appoint one or more deputy clerks to act for and on behalf of the clerk.

(c) The governing body of the city shall provide the courts with other municipal court personnel that the governing body determines necessary for the proper operation of the courts. Those persons shall perform their duties under the direction and control of the clerk of the municipal court or the municipal judge to whom assigned. The governing body shall determine the salaries of the court personnel.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Amended by Acts 1989, 71st Leg., ch. 1248, Sec. 31, eff. Sept. 1, 1989. Renumbered from Government Code, Sec. 30.326 by Acts 1997, 75th Leg., ch. 165, Sec. 8.22, eff. Sept. 1, 1997.

SUBCHAPTER U. ODESSA

Sec. 30.00771. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Odessa.

(b) In this subchapter, "appellate courts" means the county courts at law of Ector County that have criminal appellate jurisdiction.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.351 by Acts 1997, 75th Leg., ch. 165, Sec. 8.23, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 73, eff. Sept. 1, 1999.

Sec. 30.00774. JUDGE. (a) to (e) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(20), eff. Sept. 1, 1999.

(f) Section [30.00007](#)(b)(5) does not apply to this subchapter.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Amended by Acts 1997, 75th Leg., ch. 235, Sec. 3, eff. Sept. 1, 1997. Renumbered from Government Code, Sec. 30.354 by Acts 1997, 75th Leg., ch. 165, Sec. 8.23, eff. Sept. 1, 1997; Acts 1999, 76th Leg., ch. 691, Sec. 74, 139(20), eff. Sept. 1, 1999.

Sec. 30.00778. CLERK; OTHER PERSONNEL. (a) The city manager shall provide for the appointment of a clerk of the municipal courts of record, who shall be known as the municipal clerk. The municipal clerk shall perform, as applicable, the duties prescribed by law for the county clerk of a county court at law. In addition, the clerk shall:

(1) maintain central docket records for all cases filed in the municipal courts of record; and

(2) maintain an index of all municipal court of record judgments in the same manner as county clerks are required by law to prepare for criminal cases arising in county courts.

(b) The governing body of the city shall provide the courts with other municipal court personnel that the governing body determines necessary for the proper operation of the courts. Those persons shall perform their duties under the direction and control of the clerk or the municipal judge to whom assigned. The governing body shall determine the salaries of the court personnel.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Amended by Acts 1989, 71st Leg., ch. 1248, Sec. 32, eff. Sept. 1, 1989. Amended by Acts 1997, 75th Leg., ch. 235, Sec. 6, eff. Sept. 1, 1997. Renumbered from Government Code, Sec. 30.358 by Acts 1997, 75th Leg., ch. 165, Sec. 8.23, eff. Sept. 1, 1997.

Sec. 30.00779. RECORDING OF PROCEEDINGS; COURT REPORTER. (a) to (e) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(20), eff. Sept. 1, 1999.

(f) Section [30.00010](#)(d) does not apply to this subchapter.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Amended by Acts 1997, 75th Leg., ch. 235, Sec. 7, eff. Sept. 1, 1997. Renumbered from Government Code, Sec. 30.359 by Acts 1997, 75th Leg., ch. 165, Sec. 8.23, eff. Sept. 1, 1997; Acts 1999, 76th Leg., ch. 691, Sec. 75, 139(20), eff. Sept. 1, 1999.

Sec. 30.007801. PROSECUTION BY CITY ATTORNEY. All prosecutions in a municipal court of record must be conducted by the city attorney or an assistant or deputy city attorney.

Added by Acts 1997, 75th Leg., ch. 235, Sec. 8, eff. Sept. 1, 1997.

Transferred from Government Code, Section 30.3601 by Acts 2009, 81st Leg., R.S., Ch. 87 (S.B. 1969), Sec. 27.001(19), eff. September 1, 2009.

Sec. 30.007802. COMPLAINT; PLEADING. (a) A complaint filed in a municipal court of record must begin "In the name and by authority of the State of Texas" and must conclude "Against the peace and dignity of the State."

(b) Complaints must comply with Article 45.17, Code of Criminal Procedure.

(c) Pleadings must be in writing and must be filed with the municipal court clerk.

Added by Acts 1997, 75th Leg., ch. 235, Sec. 8, eff. Sept. 1, 1997.

Transferred from Government Code, Section 30.3602 by Acts 2009, 81st Leg., R.S., Ch. 87 (S.B. 1969), Sec. 27.001(19), eff. September 1, 2009.

Sec. 30.007803. JURY. (a) A person brought before a municipal court of record and charged with an offense is entitled to be tried by a jury of six persons, unless that right is waived according to law.

(b) A juror for the court must have the qualifications required of jurors by law and must be a resident of the city.

(c) A juror is entitled to receive the compensation for each day and each fraction of a day in attendance on a municipal court of record jury as provided by Chapter 61.

(d) The clerk of the court shall establish a fair, impartial, and objective juror selection process.

Added by Acts 1997, 75th Leg., ch. 235, Sec. 8, eff. Sept. 1, 1997.

Transferred from Government Code, Section 30.3603 by Acts 2009, 81st Leg., R.S., Ch. 87 (S.B. 1969), Sec. 27.001(19), eff. September 1, 2009.

Sec. 30.007804. COURT RULES. (a) Except as modified by this subchapter, the Code of Criminal Procedure as applied to county courts at law governs the trial of cases before municipal courts of record.

(b) Bonds must be payable to the state for the use and benefit of the city. The court may not assess court costs other than warrant fees, capias

fees, and other fees authorized for municipal courts of record.

(c) A peace officer may serve a process issued by a municipal court of record.

(d) A conviction, judgment, and sentence are in the name of the state, and the state recovers from the defendant the fine and fees for the use and benefit of the city.

(e) Fines, fees, costs, and bonds shall be paid to the clerk of the court, who shall deposit them in the city general fund.

Added by Acts 1997, 75th Leg., ch. 235, Sec. 8, eff. Sept. 1, 1997.

Transferred from Government Code, Section 30.3604 by Acts 2009, 81st Leg., R.S., Ch. 87 (S.B. 1969), Sec. 27.001(19), eff. September 1, 2009.

SUBCHAPTER V. DALLAS

Sec. 30.00811. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Dallas.

(b) In this subchapter, "appellate courts" means the county criminal courts of Dallas County that have criminal appellate jurisdiction.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Renumbered from Government Code, Sec. 30.381 by Acts 1997, 75th Leg., ch. 165, Sec. 8.24, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 76, eff. Sept. 1, 1999.

Sec. 30.00814. JUDGE. (a) to (c) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(21), eff. Sept. 1, 1999.

(d) In addition to performing duties under Sections 30.00007(b)(1) and (4), the administrative municipal judge shall promulgate work rules for the administration of the municipal courts.

(e), (f) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(21), eff. Sept. 1, 1999.

(g) Sections 30.00007(b)(2), (3), and (5) do not apply to this subchapter.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Amended by Acts 1987, 70th Leg., ch. 157, Sec. 2, 3, eff. Aug. 31, 1987. Renumbered from Government Code, Sec. 30.384 by Acts 1997, 75th Leg., ch. 165, Sec. 8.24, eff. Sept. 1, 1997; Acts 1999, 76th Leg., ch. 691, Sec. 77, 139(21), eff. Sept. 1, 1999.

Sec. 30.00818. CLERK; OTHER PERSONNEL. (a) The governing body shall provide for the appointment of a clerk of the municipal courts of record, who shall be known as the municipal clerk. The municipal clerk shall perform for the municipal courts of record, as applicable, the duties prescribed by law for the county clerk of a county court at law. In addition, the clerk shall maintain central docket records for all cases filed in the municipal courts of record.

(b) The governing body of the city shall provide the courts with other municipal court personnel that the governing body determines necessary for the proper operation of the courts. Those persons shall perform their duties under the direction and control of the clerk of the municipal court or the municipal judge to whom assigned. The governing body shall determine the salaries of the court personnel.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Amended by Acts 1987, 70th Leg., ch. 157, Sec. 4, eff. Aug. 31, 1987; Acts 1989, 71st Leg., ch. 1248, Sec. 33, eff. Sept. 1, 1989. Renumbered from Government Code, Sec. 30.388 by Acts 1997, 75th Leg., ch. 165, Sec. 8.24, eff. Sept. 1, 1997.

SUBCHAPTER W. ARLINGTON

Sec. 30.00851. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Arlington.

(b) In this subchapter, "appellate courts" means the county criminal courts of Tarrant County that have criminal appellate jurisdiction.

Added by Acts 1993, 73rd Leg., ch. 575, Sec. 1, eff. Aug. 30, 1993. Renumbered from Government Code, Sec. 30.421 by Acts 1997, 75th Leg., ch. 165, Sec. 8.25, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 78, eff. Sept. 1, 1999.

Sec. 30.00854. JUDGE. (a) to (c) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(22), eff. Sept. 1, 1999.

(d) In addition to satisfying the requirements of Section [30.00006](#)(c), a municipal judge shall devote as much time to the office as it requires.

(e) to (j) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(22), eff. Sept. 1, 1999.

(k) Sections [30.00007](#)(b)(1), (2), (3), and (5) do not apply to this subchapter.

Added by Acts 1993, 73rd Leg., ch. 575, Sec. 1, eff. Aug. 30, 1993.
Renumbered from Government Code, Sec. 30.424 by Acts 1997, 75th Leg., ch. 165, Sec. 8.25, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 79, 139(22), eff. Sept. 1, 1999.

Sec. 30.00855. CLERK; OTHER PERSONNEL. (a) The city manager of the city shall appoint a clerk of the municipal court of record who may hire, direct, and remove the personnel authorized in the city's annual budget for the clerk's office. The clerk shall perform the duties in accordance with statutes, the city charter, and city ordinances.

(b) Sections 30.00009(c) and (d) do not apply to this subchapter.

Added by Acts 1993, 73rd Leg., ch. 575, Sec. 1, eff. Aug. 30, 1993.
Renumbered from Government Code, Sec. 30.425 by Acts 1997, 75th Leg., ch. 165, Sec. 8.25, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 80, eff. Sept. 1, 1999.

Sec. 30.00856. COURT REPORTER. (a) The clerk of the court shall appoint the court reporter under Section 30.00010.

(b) to (d) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(22), eff. Sept. 1, 1999.

Added by Acts 1993, 73rd Leg., ch. 575, Sec. 1, eff. Aug. 30, 1993.
Renumbered from Government Code, Sec. 30.426 by Acts 1997, 75th Leg., ch. 165, Sec. 8.25, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 81, 139(22), eff. Sept. 1, 1999.

SUBCHAPTER X. GARLAND

Sec. 30.00891. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Garland.

(b) In this subchapter, "appellate courts" means the county criminal courts of Dallas County that have criminal appellate jurisdiction.

Added by Acts 1987, 70th Leg., ch. 161, Sec. 1, eff. May 25, 1987.
Renumbered from Government Code, Sec. 30.451 by Acts 1997, 75th Leg., ch. 165, Sec. 8.26, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 82, eff. Sept. 1, 1999.

Sec. 30.00894. JUDGE. (a) to (f) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(23), eff. Sept. 1, 1999.

(g) Sections [30.00007](#)(b)(5) and [30.00008](#)(b) do not apply to this subchapter.

Added by Acts 1987, 70th Leg., ch. 161, Sec. 1, eff. May 25, 1987. Amended by Acts 1997, 75th Leg., ch. 1342, Sec. 2, eff. Sept. 1, 1997. Renumbered from Government Code, Sec. 30.454 by Acts 1997, 75th Leg., ch. 165, Sec. 8.26, eff. Sept. 1, 1997; Acts 1999, 76th Leg., ch. 691, Sec. 83, 139(23), eff. Sept. 1, 1999.

Sec. 30.00895. CLERK. (a) The city manager shall appoint a clerk of the municipal courts of record. The clerk or the clerk's deputies shall keep the records of the municipal courts of record, issue process, and generally perform the duties for the courts that a clerk of a county court exercising criminal jurisdiction is required by law to perform for that court. The clerk shall perform the duties in accordance with statutes, the city charter, and city ordinances.

(b) Sections [30.00009](#)(a), (c), and (d) do not apply to this subchapter.

Added by Acts 1987, 70th Leg., ch. 161, Sec. 1, eff. May 25, 1987. Renumbered from Government Code, Sec. 30.455 by Acts 1997, 75th Leg., ch. 165, Sec. 8.26, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 84, eff. Sept. 1, 1999.

Sec. 30.00896. COURT REPORTER. (a) The official court reporter shall be appointed by the chief judge under Section [30.00010](#).

(b) to (d) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(23), eff. Sept. 1, 1999.

Added by Acts 1987, 70th Leg., ch. 161, Sec. 1, eff. May 25, 1987. Amended by Acts 1997, 75th Leg., ch. 1342, Sec. 3, eff. Sept. 1, 1997. Renumbered from Government Code, Sec. 30.456 by Acts 1997, 75th Leg., ch. 165, Sec. 8.26, eff. Sept. 1, 1997; Acts 1999, 76th Leg., ch. 691, Sec. 85, 139(23), eff. Sept. 1, 1999.

SUBCHAPTER Y. AMARILLO

Sec. 30.00931. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Amarillo.

(b) In this subchapter, "appellate courts" means the county courts at law in Potter and Randall counties.

Added by Acts 1987, 70th Leg., ch. 694, Sec. 1, eff. Sept. 1, 1987.

Renumbered from Government Code, Sec. 30.521 by Acts 1997, 75th Leg., ch. 165, Sec. 8.27, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 86, eff. Sept. 1, 1999.

Sec. 30.00934. JUDGE. (a) A municipal judge need not be a resident of the city at the time of appointment but must, in addition to satisfying the requirements of Section 30.00006(c), maintain residence in the city during the term of office. The judge shall devote full time to the duties of that office and may not engage in the private practice of law while in office. The restrictions on the residency of and private practice by a municipal judge do not apply to a judge employed to work less than 40 hours per week.

(b) to (d) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(24), eff. Sept. 1, 1999.

(e) The governing body of the city shall appoint a judge to be the presiding municipal judge who shall, in addition to performing duties under Sections 30.00007(b)(1), (3), and (4), assign cases among the judges.

(f) Sections 30.00007(b)(2) and (5) do not apply to this subchapter.

Added by Acts 1987, 70th Leg., ch. 694, Sec. 1, eff. Sept. 1, 1987.

Renumbered from Government Code, Sec. 30.524 by Acts 1997, 75th Leg., ch. 165, Sec. 8.27, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 87, 139(24), eff. Sept. 1, 1999.

Amended by:

Acts 2005, 79th Leg., Ch. 182 (H.B. 596), Sec. 1, eff. May 27, 2005.

Sec. 30.00937. CLERK; OTHER PERSONNEL. The city manager of the city shall provide for the appointment of a municipal court clerk to serve as clerk of the municipal courts of record. The municipal court clerk shall perform the duties prescribed by ordinance and by applicable law and may hire, direct, and remove the personnel authorized in the annual budget for the clerk's office.

Added by Acts 1987, 70th Leg., ch. 694, Sec. 1, eff. Sept. 1, 1987.

Renumbered from Government Code, Sec. 30.527 by Acts 1997, 75th Leg., ch. 165, Sec. 8.27, eff. Sept. 1, 1997.

Sec. 30.00939. COURT REPORTER. (a) For the purpose of preserving a record in cases tried before the municipal court, the city manager shall provide an official court reporter who has the qualifications provided by law for official court reporters.

(b), (c) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(24), eff. Sept. 1, 1999.

(d) Section 30.00010(d) does not apply to this subchapter.

Added by Acts 1987, 70th Leg., ch. 694, Sec. 1, eff. Sept. 1, 1987.

Renumbered from Government Code, Sec. 30.529 by Acts 1997, 75th Leg., ch. 165, Sec. 8.27, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 88, 139(24), eff. Sept. 1, 1999.

SUBCHAPTER Z. ADDISON

Sec. 30.00971. APPLICATION; DEFINITION. (a) This subchapter applies to the town of Addison.

(b) In this subchapter, "appellate courts" means the county criminal courts of Dallas County that have criminal appellate jurisdiction.

Added by Acts 1987, 70th Leg., ch. 1003, Sec. 1, eff. June 19, 1987.

Renumbered from Government Code, Sec. 30.651 by Acts 1997, 75th Leg., ch. 165, Sec. 8.28, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 89, eff. Sept. 1, 1999.

Sec. 30.00976. JUDGE. (a) to (d) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(25), eff. Sept. 1, 1999.

(e) Section 30.00007(b)(5) does not apply to this subchapter.

Added by Acts 1987, 70th Leg., ch. 1003, Sec. 1, eff. June 19, 1987.

Renumbered from Government Code, Sec. 30.656 by Acts 1997, 75th Leg., ch. 165, Sec. 8.28, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 90, 139(25), eff. Sept. 1, 1999.

Sec. 30.00977. CLERK. The city manager, with the consent of the governing body of the city, shall appoint a clerk of the municipal courts of record who may hire, direct, and remove the personnel authorized in the city's annual budget for the clerk's office. The clerk shall perform the duties in accordance with statutes, the city charter, and city ordinances.

Added by Acts 1987, 70th Leg., ch. 1003, Sec. 1, eff. June 19, 1987.
Renumbered from Government Code, Sec. 30.657 by Acts 1997, 75th Leg., ch. 165, Sec. 8.28, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 91, eff. Sept. 1, 1999.

Sec. 30.00978. COURT REPORTER. (a) The clerk of the court shall appoint the court reporter under Section [30.00010](#).

(b) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(25), eff. Sept. 1, 1999.

(c) The court reporter is not required to record testimony in a case unless the judge or one of the parties requests a record. A party's request for a record must be in writing and filed with the court before trial.

(d) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(25), eff. Sept. 1, 1999.

Added by Acts 1987, 70th Leg., ch. 1003, Sec. 1, eff. June 19, 1987.
Amended by Acts 1993, 73rd Leg., ch. 877, Sec. 1, eff. Aug. 30, 1993.
Renumbered from Government Code, Sec. 30.658 by Acts 1997, 75th Leg., ch. 165, Sec. 8.28, eff. Sept. 1, 1997; Acts 1999, 76th Leg., ch. 691, Sec. 92, 139(25), eff. Sept. 1, 1999.

SUBCHAPTER AA. GRAPEVINE

Sec. 30.01011. APPLICATION; DEFINITION. (a) This subchapter applies to the city of Grapevine.

(b) In this subchapter, "appellate courts" means the county criminal courts of Tarrant County that have criminal appellate jurisdiction.

Added by Acts 1991, 72nd Leg., ch. 50, Sec. 1, eff. Aug. 26, 1991.
Renumbered from Government Code, Sec. 30.691 by Acts 1997, 75th Leg., ch. 165, Sec. 8.29, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 93, eff. Sept. 1, 1999.

Sec. 30.01014. JUDGE. (a) to (c) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(26), eff. Sept. 1, 1999.

(d) In addition to satisfying the requirements of Section [30.00006](#)(c), a municipal judge must maintain residence in the city during the tenure of office and must be a resident of the city at the time of appointment or election. The judge shall devote as much time to the office as it requires.

(e) to (i) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(26), eff. Sept. 1, 1999.

(j) An alternate judge must have the same qualifications as a municipal judge, except that an alternate judge may, but need not be, a resident of the city.

(k) Sections 30.00007(b)(1), (2), (3), and (5) do not apply to this subchapter.

Added by Acts 1991, 72nd Leg., ch. 50, Sec. 1, eff. Aug. 26, 1991.

Renumbered from Government Code, Sec. 30.694 by Acts 1997, 75th Leg., ch. 165, Sec. 8.29, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 94, 139(26), eff. Sept. 1, 1999.

Sec. 30.01015. CLERK; OTHER PERSONNEL. (a) The city manager of the city shall appoint a clerk of the municipal courts of record who may hire, direct, and remove the personnel authorized in the city's annual budget for the clerk's office. The clerk shall perform the duties in accordance with statutes, the city charter, and city ordinances.

(b) Sections 30.00009(c) and (d) do not apply to this subchapter.

Added by Acts 1991, 72nd Leg., ch. 50, Sec. 1, eff. Aug. 26, 1991.

Renumbered from Government Code, Sec. 30.695 by Acts 1997, 75th Leg., ch. 165, Sec. 8.29, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 95, eff. Sept. 1, 1999.

Sec. 30.01016. COURT REPORTER. (a) The clerk of the court shall appoint the court reporter under Section 30.00010.

(b) to (d) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(26), eff. Sept. 1, 1999.

Added by Acts 1991, 72nd Leg., ch. 50, Sec. 1, eff. Aug. 26, 1991.

Renumbered from Government Code, Sec. 30.696 by Acts 1997, 75th Leg., ch. 165, Sec. 8.29, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 96, 139(26), eff. Sept. 1, 1999.

SUBCHAPTER BB. HURST

Sec. 30.01051. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Hurst.

(b) In this subchapter, "appellate courts" means the county criminal courts of Tarrant County that have criminal appellate jurisdiction.

Added by Acts 1993, 73rd Leg., ch. 340, Sec. 1, eff. Aug. 30, 1993.

Renumbered from Government Code, Sec. 30.721 by Acts 1997, 75th Leg., ch. 165, Sec. 8.30, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 97, eff. Sept. 1, 1999.

Sec. 30.01054. JUDGE. (a) to (c) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(27), eff. Sept. 1, 1999.

(d) In addition to exercising powers under Section 30.00006(e), a municipal judge shall devote as much time to the office as it requires.

(e) to (j) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(27), eff. Sept. 1, 1999.

(k) Sections 30.00007(b)(1), (2), (3), and (5) do not apply to this subchapter.

Added by Acts 1993, 73rd Leg., ch. 340, Sec. 1, eff. Aug. 30, 1993.

Renumbered from Government Code, Sec. 30.724 by Acts 1997, 75th Leg., ch. 165, Sec. 8.30, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 98, 139(27), eff. Sept. 1, 1999.

Sec. 30.01055. CLERK; OTHER PERSONNEL. (a) The city manager of the city shall appoint a clerk of the municipal court of record who may hire, direct, and remove the personnel authorized in the city's annual budget for the clerk's office. The clerk shall perform the duties in accordance with statutes, the city charter, and city ordinances.

(b) Sections 30.00009(c) and (d) do not apply to this subchapter.

Added by Acts 1993, 73rd Leg., ch. 340, Sec. 1, eff. Aug. 30, 1993.

Renumbered from Government Code, Sec. 30.725 by Acts 1997, 75th Leg., ch. 165, Sec. 8.30, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 99, eff. Sept. 1, 1999.

Sec. 30.01056. COURT REPORTER. (a) The presiding judge shall appoint the court reporter under Section 30.00010.

(b) to (d) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(27), eff. Sept. 1, 1999.

Added by Acts 1993, 73rd Leg., ch. 340, Sec. 1, eff. Aug. 30, 1993.

Renumbered from Government Code, Sec. 30.726 by Acts 1997, 75th Leg., ch. 165, Sec. 8.30, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 100, 139(27), eff. Sept. 1, 1999.

SUBCHAPTER CC. CARROLLTON

Sec. 30.01091. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Carrollton.

(b) In this subchapter, "appellate courts" means the county criminal courts of Dallas County that have criminal appellate jurisdiction.

Added by Acts 1993, 73rd Leg., ch. 324, Sec. 1, eff. May 29, 1993.

Renumbered from Government Code, Sec. 30.851 by Acts 1997, 75th Leg., ch. 165, Sec. 8.31, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 101, eff. Sept. 1, 1999.

Sec. 30.01096. JUDGE. (a) In addition to satisfying the requirements of Section 30.00006(c), a presiding municipal judge must maintain residence in the city during the tenure of office. The municipal judge shall devote full time to the duties of the office as necessary.

(b), (c) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(28), eff. Sept. 1, 1999.

(d) Section 30.00007(b)(5) does not apply to this subchapter.

(e) A municipal court of record may be presided over by an assistant municipal judge.

Added by Acts 1993, 73rd Leg., ch. 324, Sec. 1, eff. May 29, 1993.

Renumbered from Government Code, Sec. 30.856 by Acts 1997, 75th Leg., ch. 165, Sec. 8.31, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 102, 139(28), eff. Sept. 1, 1999.

Sec. 30.010975. AUTOMATIC RESIGNATION. If the municipal judge or an assistant municipal judge announces a candidacy or becomes a candidate in a general, special, or primary election, for any office of profit or trust under the laws of the state or the United States, the announcement or the candidacy constitutes an automatic resignation of the appointment, effective the date of the announcement or candidacy.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 103, eff. Sept. 1, 1999.

Sec. 30.01098. CLERK; OTHER PERSONNEL. (a) The city manager shall appoint a clerk of the municipal court of record who shall be known as the municipal court clerk. The clerk may hire, direct, and remove the personnel authorized in the city's annual budget for the clerk's office.

(b), (c) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(28), eff. Sept. 1, 1999.

(d) Sections 30.00009(c) and (d) do not apply to this subchapter.

Added by Acts 1993, 73rd Leg., ch. 324, Sec. 1, eff. May 29, 1993.

Renumbered from Government Code, Sec. 30.858 by Acts 1997, 75th Leg., ch. 165, Sec. 8.31, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 104, 139(28), eff. Sept. 1, 1999.

Sec. 30.01099. COURT REPORTER. (a) The city shall provide a court reporter for the purpose of preserving a record in cases tried before the municipal court of record. The clerk of the court shall appoint the court reporter, who must meet the qualifications provided by law for official court reporters.

(b) to (e) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(28), eff. Sept. 1, 1999.

Added by Acts 1993, 73rd Leg., ch. 324, Sec. 1, eff. May 29, 1993.

Renumbered from Government Code, Sec. 30.859 by Acts 1997, 75th Leg., ch. 165, Sec. 8.31, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 139(28), eff. Sept. 1, 1999.

SUBCHAPTER DD. WHITE SETTLEMENT

Sec. 30.01131. APPLICATION; DEFINITION. (a) This subchapter applies to the City of White Settlement.

(b) In this subchapter, "appellate courts" means the county criminal courts of Tarrant County that have criminal appellate jurisdiction.

Added by Acts 1995, 74th Leg., ch. 630, Sec. 1, eff. Aug. 28, 1995.

Renumbered from Government Code, Sec. 30.881 by Acts 1997, 75th Leg., ch. 165, Sec. 8.32, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 105, eff. Sept. 1, 1999.

Sec. 30.01134. JUDGE. (a) to (c) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(29), eff. Sept. 1, 1999.

(d) In addition to exercising powers under Section 30.00006(e), a municipal judge shall devote as much time to the office as it requires.

(e) to (j) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(29), eff. Sept. 1, 1999.

(k) Sections [30.00007](#)(b)(1), (2), (3), and (5) do not apply to this subchapter.

Added by Acts 1995, 74th Leg., ch. 630, Sec. 1, eff. Aug. 28, 1995.

Renumbered from Government Code, Sec. 30.884 by Acts 1997, 75th Leg., ch. 165, Sec. 8.32, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 106, 139(29), eff. Sept. 1, 1999.

Sec. 30.01135. CLERK; OTHER PERSONNEL. (a) The city manager of the city shall appoint a clerk of the municipal court of record who may hire, direct, and remove the personnel authorized in the city's annual budget for the clerk's office. The clerk shall perform the duties in accordance with statutes, the city charter, and city ordinances.

(b) Sections [30.00009](#)(c) and (d) do not apply to this subchapter.

Added by Acts 1995, 74th Leg., ch. 630, Sec. 1, eff. Aug. 28, 1995.

Renumbered from Government Code, Sec. 30.885 by Acts 1997, 75th Leg., ch. 165, Sec. 8.32, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 107, eff. Sept. 1, 1999.

Sec. 30.01136. COURT REPORTER. (a) The presiding judge shall appoint the court reporter under Section [30.00010](#).

(b) to (e) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(29), eff. Sept. 1, 1999.

Added by Acts 1995, 74th Leg., ch. 630, Sec. 1, eff. Aug. 28, 1995.

Renumbered from Government Code, Sec. 30.886 by Acts 1997, 75th Leg., ch. 165, Sec. 8.32, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 108, 139(29), eff. Sept. 1, 1999.

Sec. 30.01137. MAGISTRATES. (a) The governing body may appoint one or more magistrates to act on behalf of a municipal court of record or a municipal court in the city of White Settlement.

(b) A magistrate is not required to possess all the qualifications necessary to be a municipal court of record judge.

(c) A magistrate may not preside over the court or hear contested cases.

(d) A magistrate may:

- (1) conduct an arraignment;
- (2) hold an indigency hearing;
- (3) accept a plea;

- (4) sign a judgment;
- (5) set the amount of a bond; and
- (6) perform other functions under Article 15.17, Code of Criminal Procedure.

Added by Acts 2009, 81st Leg., R.S., Ch. 1076 (H.B. 4750), Sec. 1, eff. June 19, 2009.

Sec. 30.01148. DISPOSITION ON APPEAL. (a) to (c) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(29), eff. Sept. 1, 1999.

(d) Section 30.00009(c) does not apply to this subchapter.

Added by Acts 1995, 74th Leg., ch. 630, Sec. 1, eff. Aug. 28, 1995.
Renumbered from Government Code, Sec. 30.898 by Acts 1997, 75th Leg., ch. 165, Sec. 8.32, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 109, 139(29), eff. Sept. 1, 1999.

SUBCHAPTER EE. EULESS

Sec. 30.01171. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Euless.

(b) In this subchapter, "appellate courts" means the county criminal courts of Tarrant County that have criminal appellate jurisdiction.

Added by Acts 1993, 73rd Leg., ch. 325, Sec. 1, eff. Aug. 30, 1993.
Renumbered from Government Code, Sec. 30.916 by Acts 1997, 75th Leg., ch. 165, Sec. 8.33, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 110, eff. Sept. 1, 1999.

Sec. 30.01174. JUDGE. (a) to (c) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(30), eff. Sept. 1, 1999.

(d) In addition to exercising powers under Section 30.00006(e), a municipal judge shall devote as much time to the office as it requires.

(e) to (j) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(30), eff. Sept. 1, 1999.

(k) Sections 30.00007(b)(1), (2), (3), and (5) do not apply to this subchapter.

Added by Acts 1993, 73rd Leg., ch. 325, Sec. 1, eff. Aug. 30, 1993.
Renumbered from Government Code, Sec. 30.919 by Acts 1997, 75th Leg., ch.

165, Sec. 8.33, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 111, 139(30), eff. Sept. 1, 1999.

Sec. 30.01175. CLERK; OTHER PERSONNEL. (a) The city manager of the city shall appoint a clerk of the municipal court of record who may hire, direct, and remove the personnel authorized in the city's annual budget for the clerk's office. The clerk shall perform the duties in accordance with statutes, the city charter, and city ordinances.

(b) Sections 30.00009(c) and (d) do not apply to this subchapter.

Added by Acts 1993, 73rd Leg., ch. 325, Sec. 1, eff. Aug. 30, 1993.

Renumbered from Government Code, Sec. 30.920 by Acts 1997, 75th Leg., ch. 165, Sec. 8.33, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 112, eff. Sept. 1, 1999.

Sec. 30.01176. COURT REPORTER. (a) The presiding judge shall appoint the court reporter under Section 30.00010.

(b) to (d) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(30), eff. Sept. 1, 1999.

Added by Acts 1993, 73rd Leg., ch. 325, Sec. 1, eff. Aug. 30, 1993.

Renumbered from Government Code, Sec. 30.921 by Acts 1997, 75th Leg., ch. 165, Sec. 8.33, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 113, 139(30), eff. Sept. 1, 1999.

SUBCHAPTER FF. DENTON

Sec. 30.01211. APPLICATION; DEFINITION. (a) This subchapter applies to the city of Denton.

(b) In this subchapter, "appellate courts" means the county courts at law of Denton County that have criminal appellate jurisdiction.

Added by Acts 1993, 73rd Leg., ch. 884, Sec. 1, eff. Aug. 30, 1993.

Renumbered from Government Code, Sec. 30.981 by Acts 1997, 75th Leg., ch. 165, Sec. 8.34, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 114, eff. Sept. 1, 1999.

Sec. 30.01216. JUDGE. (a) The municipal judge shall devote as much time as necessary to perform the duties of the office.

(b), (c) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(31), eff. Sept. 1, 1999.

Added by Acts 1993, 73rd Leg., ch. 884, Sec. 1, eff. Aug. 30, 1993.
Renumbered from Government Code, Sec. 30.986 by Acts 1997, 75th Leg., ch. 165, Sec. 8.34, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 115, 139(31), eff. Sept. 1, 1999.

Sec. 30.01218. CLERK; OTHER PERSONNEL. (a) The city manager shall appoint a clerk of the municipal court of record who shall be known as the "municipal court clerk."

(b) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(31), eff. Sept. 1, 1999.

(c) The clerk may hire, direct, and remove the personnel authorized in the city's annual budget for the clerk's office.

Added by Acts 1993, 73rd Leg., ch. 884, Sec. 1, eff. Aug. 30, 1993.
Renumbered from Government Code, Sec. 30.988 by Acts 1997, 75th Leg., ch. 165, Sec. 8.34, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 139(31), eff. Sept. 1, 1999.

Sec. 30.01219. COURT REPORTER. (a) The presiding judge shall appoint the court reporter under Section [30.00010](#).

(b) to (e) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(31), eff. Sept. 1, 1999.

Added by Acts 1993, 73rd Leg., ch. 884, Sec. 1, eff. Aug. 30, 1993.
Renumbered from Government Code, Sec. 30.989 by Acts 1997, 75th Leg., ch. 165, Sec. 8.34, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 116, 139(31), eff. Sept. 1, 1999.

SUBCHAPTER GG. LAKE WORTH

Sec. 30.01251. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Lake Worth.

(b) In this subchapter, "appellate courts" means the county criminal courts of Tarrant County that have criminal appellate jurisdiction.

Added by Acts 1997, 75th Leg., ch. 182, Sec. 1, eff. May 21, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 117, eff. Sept. 1, 1999.

Sec. 30.01254. JUDGE. (a) to (c) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(32), eff. Sept. 1, 1999.

(d) In addition to exercising powers under Section 30.00006(e), a municipal judge shall devote as much time to the office as it requires.

(e) to (j) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(32), eff. Sept. 1, 1999.

(k) Sections 30.00007(b)(1), (2), (3), and (5) do not apply to this subchapter.

Added by Acts 1997, 75th Leg., ch. 182, Sec. 1, eff. May 21, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 118, 139(32), eff. Sept. 1, 1999.

Sec. 30.01255. MAGISTRATES. (a) The governing body may appoint one or more magistrates in addition to magistrates provided under Article 2.09, Code of Criminal Procedure.

(b) A magistrate does not have to possess all the qualifications necessary to be a municipal court of record judge.

(c) A magistrate may not preside over the court or hear contested cases.

(d) A magistrate may:

- (1) conduct an arraignment;
- (2) hold an indigency hearing;
- (3) accept a plea;
- (4) sign a judgment;
- (5) set the amount of a bond; and

(6) perform other functions under Article 15.17, Code of Criminal Procedure.

Added by Acts 1997, 75th Leg., ch. 182, Sec. 1, eff. May 21, 1997.

Sec. 30.01256. CLERK; OTHER PERSONNEL. (a) The city administrator of the city shall appoint a clerk of the municipal court of record who may hire, direct, and remove the personnel authorized in the city's annual budget for the clerk's office. The clerk shall perform the duties in accordance with statutes, the city charter, and city ordinances.

(b) Sections 30.00009(c) and (d) do not apply to this subchapter.

Added by Acts 1997, 75th Leg., ch. 182, Sec. 1, eff. May 21, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 119, eff. Sept. 1, 1999.

Sec. 30.01257. COURT REPORTER. (a) The presiding judge shall appoint the court reporter under Section 30.00010.

(b) to (d) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(32), eff. Sept. 1, 1999.

Added by Acts 1997, 75th Leg., ch. 182, Sec. 1, eff. May 21, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 120, 139(32), eff. Sept. 1, 1999.

Sec. 30.01273. JOINT COURTS: CREATION. (a) The governing body of the city may contract with one or more municipalities that have municipal courts of record to establish a joint municipal court of record to serve the contracting municipalities.

(b) A joint municipal court of record created under this section replaces each municipality's individual municipal court of record.

Added by Acts 1997, 75th Leg., ch. 182, Sec. 1, eff. May 21, 1997.

Sec. 30.01274. JOINT COURT: JUDGES. (a) Notwithstanding any other law, a joint municipal court of record created under Section 30.01273 is presided over by a municipal judge or alternate municipal judge who is appointed by a majority vote of each of the governing bodies of the contracting municipalities for a two-year term.

(b) The judge of a joint municipal court of record may be removed from office by the governing bodies of the contracting municipalities at any time for incompetency, misconduct, malfeasance, or inability to perform the tasks of the office.

Added by Acts 1997, 75th Leg., ch. 182, Sec. 1, eff. May 21, 1997.

Sec. 30.01275. JOINT COURTS: JURISDICTION. (a) The jurisdiction of a joint municipal court of record created under Section 30.01273 is the combined jurisdiction of the municipal courts of the contracting municipalities.

(b) An appeal from a joint municipal court of record created under Section 30.01273 is to the county criminal court of the county in which the offense occurred. If that county does not have a county criminal court, appeal is to the county court of law of the county.

Added by Acts 1997, 75th Leg., ch. 182, Sec. 1, eff. May 21, 1997.

Sec. 30.01276. JOINT COURT: PROSECUTING ATTORNEY. A municipality that contracts under Section 30.01273 may provide its own prosecuting

attorney or the contracting municipalities may agree on the selection of one or more prosecuting attorneys.

Added by Acts 1997, 75th Leg., ch. 182, Sec. 1, eff. May 21, 1997.

Sec. 30.01277. JOINT COURT: APPLICABLE LAW. (a) The municipalities by contract shall select one of the contracting municipality's enabling statutes as the source of applicable procedural requirements for the operation of the joint municipal court of record established under Section [30.01273](#).

(b) All of the provisions of the statute selected under Subsection (a) apply to the operation of the joint municipal court of record. If there is a conflict with any of the provisions in Sections 30.01273-30.01276, those sections control.

(c) Any matter that is not governed by the contracting municipalities' enabling legislation or other law shall be resolved by the contract entered into under Section [30.01273](#).

Added by Acts 1997, 75th Leg., ch. 182, Sec. 1, eff. May 21, 1997.

SUBCHAPTER II. LEWISVILLE

Sec. 30.01321. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Lewisville.

(b) In this subchapter, "appellate courts" means the county courts at law of Denton County that have criminal appellate jurisdiction.

Added by Acts 1997, 75th Leg., ch. 87, Sec. 1, eff. May 15, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 125, eff. Sept. 1, 1999.

Sec. 30.01326. JUDGE. (a) to (c) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(34), eff. Sept. 1, 1999.

(d) In addition to exercising powers under Section [30.00006](#)(e), a municipal judge shall devote as much time to the office as it requires.

(e), (f) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(34), eff. Sept. 1, 1999.

(g) Section [30.00007](#)(b)(5) does not apply to this subchapter.

Added by Acts 1997, 75th Leg., ch. 87, Sec. 1, eff. May 15, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 126, 139(34), eff. Sept. 1, 1999.

Sec. 30.01328. CLERK; OTHER PERSONNEL. (a) The city manager of the city shall appoint a clerk of the municipal court of record who shall be known as the "Lewisville Municipal Court Clerk."

(b) The clerk may hire, direct, and remove the personnel authorized in the city's annual budget for the clerk's office.

(c) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(34), eff. Sept. 1, 1999.

Added by Acts 1997, 75th Leg., ch. 87, Sec. 1, eff. May 15, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 139(34), eff. Sept. 1, 1999.

Sec. 30.01329. COURT REPORTER. (a) The clerk of the court shall appoint the court reporter under Section [30.00010](#).

(b) to (e) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(34), eff. Sept. 1, 1999.

Added by Acts 1997, 75th Leg., ch. 87, Sec. 1, eff. May 15, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 127, 139(34), eff. Sept. 1, 1999.

SUBCHAPTER JJ. DALWORTHINGTON GARDENS

Sec. 30.01371. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Dalworthington Gardens.

(b) In this subchapter, "appellate courts" means the county criminal courts of Tarrant County that have criminal appellate jurisdiction.

Added by Acts 1997, 75th Leg., ch. 935, Sec. 1, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 128, eff. Sept. 1, 1999.

Sec. 30.01374. JUDGE. (a) to (c) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(35), eff. Sept. 1, 1999.

(d) In addition to exercising powers under Section [30.00006](#)(e), a municipal judge shall devote as much time to the office as it requires.

(e) to (j) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(35), eff. Sept. 1, 1999.

(k) Sections [30.00007](#)(b)(1), (2), (3), and (5) do not apply to this subchapter.

Added by Acts 1997, 75th Leg., ch. 935, Sec. 1, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 129, 139(35), eff. Sept. 1, 1999.

Sec. 30.01375. CLERK; OTHER PERSONNEL. The city secretary shall be, ex officio, the clerk of the municipal court of record and may hire, direct, and remove the personnel authorized in the city's annual budget for the clerk's office. The clerk or the clerk's deputies shall keep the records of the municipal courts of record, issue process, and generally perform the duties for the courts that a clerk of the county court exercising criminal jurisdiction is required by law to perform for that court. The clerk shall perform the duties in accordance with statutes, the city charter, and city ordinances.

Added by Acts 1997, 75th Leg., ch. 935, Sec. 1, eff. Sept. 1, 1997.

Sec. 30.01376. COURT REPORTER. (a) The clerk of the court shall appoint the court reporter under Section 30.00010.

(b) to (d) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(35), eff. Sept. 1, 1999.

Added by Acts 1997, 75th Leg., ch. 935, Sec. 1, eff. Sept. 1, 1997.

Amended by Acts 1999, 76th Leg., ch. 691, Sec. 130, 139(35), eff. Sept. 1, 1999.

SUBCHAPTER KK. RICHARDSON

Sec. 30.01401. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Richardson.

(b) In this subchapter, "appellate courts" means the county criminal courts of Dallas County that have criminal appellate jurisdiction.

Added by Acts 1997, 75th Leg., ch. 1044, Sec. 1, eff. June 19, 1997.

Amended by Acts 1999, 76th Leg., ch. 691, Sec. 131, eff. Sept. 1, 1999.

Sec. 30.01406. JUDGE. (a) , (b) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(36), eff. Sept. 1, 1999.

(c) A municipal judge is entitled to receive compensation or a salary and other benefits set by the governing body of the city. The judge's compensation or salary may not be diminished during the term of office. The compensation or salary may not be based directly or indirectly on fines, fees, or other costs that the municipal judge is required by law to collect during a term of office.

(d) Section 30.00007 does not apply to this subchapter.

Added by Acts 1997, 75th Leg., ch. 1044, Sec. 1, eff. June 19, 1997.

Amended by Acts 1999, 76th Leg., ch. 691, Sec. 132, 139(36), eff. Sept. 1, 1999.

Sec. 30.01408. CLERK; OTHER PERSONNEL. (a) The city manager shall appoint a clerk of the municipal court of record who shall be known as the municipal court clerk.

(b) The clerk or the clerk's deputies shall keep the records of the municipal courts of record, issue process, and generally perform the duties for the court that a clerk of the county court exercising criminal jurisdiction is required by law to perform for that court. The clerk shall perform the duties in accordance with statutes, the city charter, and city ordinances.

(c) The clerk, the city manager, or the person designated as court administrator by the city manager may hire, direct, and remove the personnel authorized in the city's annual budget for the clerk's office.

(d) Section 30.00009(c) does not apply to this subchapter.

Added by Acts 1997, 75th Leg., ch. 1044, Sec. 1, eff. June 19, 1997.

Amended by Acts 1999, 76th Leg., ch. 691, Sec. 133, eff. Sept. 1, 1999.

SUBCHAPTER LL. COPPELL

Sec. 30.01441. APPLICATION; DEFINITION. (a) This subchapter applies to the City of Coppell.

(b) In this subchapter, "appellate courts" means the county criminal courts of Dallas County that have criminal appellate jurisdiction.

Added by Acts 1997, 75th Leg., ch. 366, Sec. 1, eff. May 27, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 134, eff. Sept. 1, 1999.

Sec. 30.01446. JUDGE. (a) to (d) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(37), eff. Sept. 1, 1999.

(e) A municipal judge is entitled to compensation or a salary and other benefits set by the governing body of the city. The governing body may not base the compensation or salary directly or indirectly on fines, fees, or costs collected by the court.

(f) Section 30.00007 does not apply to this subchapter.

Added by Acts 1997, 75th Leg., ch. 366, Sec. 1, eff. May 27, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 135, 139(37), eff. Sept. 1, 1999.

Sec. 30.01448. CLERK; OTHER PERSONNEL. (a) The city manager shall appoint a clerk of the municipal court of record.

(b) The clerk may hire, direct, and remove the personnel authorized in the city's annual budget for the clerk's office, including deputies and bailiffs as may be necessary or appropriate.

(c) Repealed by Acts 1999, 76th Leg., ch. 691, Sec. 139(37), eff. Sept. 1, 1999.

Added by Acts 1997, 75th Leg., ch. 366, Sec. 1, eff. May 27, 1997. Amended by Acts 1999, 76th Leg., ch. 691, Sec. 139(37), eff. Sept. 1, 1999.

SUBCHAPTER MM. BULLARD

Sec. 30.01481. APPLICATION. This subchapter applies to the City of Bullard.

Added by Acts 2001, 77th Leg., ch. 499, Sec. 1, eff. June 11, 2001.

Sec. 30.01482. QUALIFICATIONS OF JUDGE. (a) A municipal judge must be:

- (1) a resident of this state; and
- (2) a citizen of the United States.

(b) Section 30.00006(c) does not apply to this subchapter.

Added by Acts 2001, 77th Leg., ch. 499, Sec. 1, eff. June 11, 2001.

SUBCHAPTER NN. TYLER

Sec. 30.01511. APPLICATION. This subchapter applies to the City of Tyler.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

Sec. 30.01512. JUDGE. (a) A municipal court of record is presided over by a municipal judge appointed to office by the city manager in the manner provided by the city charter.

(b) If the city manager appoints more than one municipal judge under Subsection (a), the city manager shall appoint one of the municipal judges

as the presiding municipal judge.

(c) A municipal judge is entitled to a salary from the city the amount of which is determined by the city manager. A municipal judge's salary may not be diminished during the judge's term of office. A municipal judge's salary may not be based directly or indirectly on fines, fees, or costs collected by the court.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

Sec. 30.01513. CLERK; OTHER PERSONNEL. The city manager shall provide a clerk of the municipal courts of record. The city manager shall provide deputy clerks, warrant officers, and other personnel as needed for the proper operation of the municipal courts of record. The clerk and other court personnel shall perform their duties under the direction and control of the city manager.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

Sec. 30.01514. COURT REPORTER. The municipal court clerk shall appoint the court reporter.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

Sec. 30.01515. APPEAL. The County Court of Smith County has jurisdiction over an appeal.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

SUBCHAPTER OO. SANSOM PARK

Sec. 30.01541. APPLICATION. This subchapter applies to the City of Sansom Park.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

Sec. 30.01542. MAGISTRATES. (a) The governing body may appoint one or more magistrates in addition to magistrates provided under Article 2.09, Code of Criminal Procedure.

(b) A magistrate does not have to possess all the qualifications necessary to be a municipal court of record judge.

- (c) A magistrate may not preside over the court or hear contested cases.
- (d) A magistrate may:
- (1) conduct an arraignment;
 - (2) hold an indigency hearing;
 - (3) accept a plea;
 - (4) sign a judgment;
 - (5) set the amount of a bond; and
 - (6) perform other functions under Article [15.17](#), Code of Criminal Procedure.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

Sec. 30.01543. CLERK; OTHER PERSONNEL. The city administrator of the city shall appoint a clerk of the municipal court of record who may hire, direct, and remove the personnel authorized in the city's annual budget for the clerk's office.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

Sec. 30.01544. COURT REPORTER. The clerk of the court shall appoint the court reporter.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

Sec. 30.01545. APPEAL. The county criminal courts of Tarrant County have jurisdiction over an appeal.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

Sec. 30.01546. JOINT COURTS: CREATION. (a) The governing body of the city may contract with one or more municipalities that have municipal courts of record to establish a joint municipal court of record to serve the contracting municipalities.

(b) A joint municipal court of record created under this section replaces each municipality's individual municipal court of record.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

Sec. 30.01547. JOINT COURT: JUDGES. (a) Notwithstanding any other law, a joint municipal court of record created under Section [30.01546](#) is

presided over by a municipal judge or alternate municipal judge who is appointed by a majority vote of each of the governing bodies of the contracting municipalities for a two-year term.

(b) The judge of a joint municipal court of record may be removed from office as provided by Section 30.000085 by the governing bodies of the contracting municipalities at any time for incompetency, misconduct, malfeasance, or inability to perform the tasks of the office.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

Sec. 30.01548. JOINT COURTS: JURISDICTION. (a) The jurisdiction of a joint municipal court of record created under Section 30.01546 is the combined jurisdiction of the municipal courts of the contracting municipalities.

(b) An appeal from a joint municipal court of record created under Section 30.01546 is to the county criminal court of the county in which the offense occurred. If that county does not have a county criminal court, appeal is to the county court of law of the county.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

Sec. 30.01549. JOINT COURT: PROSECUTING ATTORNEY. A municipality that contracts under Section 30.01546 may provide its own prosecuting attorney or the contracting municipalities may agree on the selection of one or more prosecuting attorneys.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

Sec. 30.01550. JOINT COURT: APPLICABLE LAW. (a) The municipalities by contract shall select one of the contracting municipality's enabling statutes as the source of applicable procedural requirements for the operation of the joint municipal court of record established under Section 30.01546.

(b) All of the provisions of the statute selected under Subsection (a) apply to the operation of the joint municipal court of record. If there is a conflict with any of the provisions in Sections 30.01546-30.01549, those sections control.

(c) Any matter that is not governed by the contracting municipalities' enabling legislation or other law shall be resolved by the contract entered into under Section 30.01546.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

SUBCHAPTER PP. FARMERS BRANCH

Sec. 30.01591. APPLICATION. This subchapter applies to the City of Farmers Branch.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

Sec. 30.01592. CREATION. On creation of the initial municipal court of record, the governing body of the city shall determine the method of selecting the judge of a municipal court of record by:

- (1) adopting an ordinance that provides for the appointment of a municipal judge by the governing body of the city;
- (2) adopting an ordinance that provides for the election of a municipal judge by the qualified voters of the city; or
- (3) ordering an election in which the qualified voters of the city determine whether a municipal judge is appointed by the governing body of the city or elected.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

Sec. 30.01593. CLERK; OTHER PERSONNEL. (a) The city manager shall appoint a clerk of the municipal court of record, who shall be known as the municipal court clerk.

(b) The clerk may hire, direct, and remove the personnel authorized in the city's annual budget for the clerk's office.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

Sec. 30.01594. COURT REPORTER. The clerk of the court shall appoint the court reporter.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

Sec. 30.01595. APPEAL. The county criminal courts of appeal of Dallas County have jurisdiction of appeals from the municipal courts of record.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

SUBCHAPTER QQ. HILL COUNTRY VILLAGE

Sec. 30.01631. APPLICATION. This subchapter applies to the City of Hill Country Village.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

Sec. 30.01632. CLERK; OTHER PERSONNEL. The city secretary shall be, ex officio, the clerk of the municipal court of record and may hire, direct, and remove the personnel authorized in the city's annual budget for the clerk's office.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

Sec. 30.01633. COURT REPORTER. The clerk of the court shall appoint the court reporter.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

Sec. 30.01634. APPEAL. The county courts at law of Bexar County have jurisdiction over an appeal.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

SUBCHAPTER RR. RIO BRAVO

Sec. 30.01691. APPLICATION. This subchapter applies to the City of Rio Bravo.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

Sec. 30.01692. CLERK; OTHER PERSONNEL. The city manager or city administrator of the city shall appoint a clerk of the municipal court of record who may hire, direct, and remove the personnel authorized in the city's annual budget for the clerk's office.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

Sec. 30.01693. COURT REPORTER. The clerk of the court shall appoint the court reporter.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

Sec. 30.01694. APPEAL. The county courts at law of Webb County have jurisdiction over an appeal.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 136, eff. Sept. 1, 1999.

SUBCHAPTER SS. LIVE OAK

Sec. 30.01721. APPLICATION. This subchapter applies to the City of Live Oak.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 137, eff. Sept. 1, 1999.

Sec. 30.01722. CLERK; OTHER PERSONNEL. The city secretary shall be, ex officio, the clerk of the municipal court of record and may hire, direct, and remove the personnel authorized in the city's annual budget for the clerk's office.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 137, eff. Sept. 1, 1999.

Sec. 30.01723. COURT REPORTER. The clerk of the court shall appoint the court reporter.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 137, eff. Sept. 1, 1999.

Sec. 30.01724. APPEAL. The county courts at law of Bexar County have jurisdiction over an appeal.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 137, eff. Sept. 1, 1999.

SUBCHAPTER TT. FLOWER MOUND

Sec. 30.01751. APPLICATION. This subchapter applies to the Town of Flower Mound.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 138, eff. Sept. 1, 1999.

Sec. 30.017515. JUDGE. (a) A municipal court of record is presided over by a municipal judge.

(b) A municipal judge is appointed by the mayor with the concurrence of the governing body of the municipality and serves at the pleasure of the governing body.

(c) A municipal judge shall:

(1) devote as much time to the office as necessary; and

(2) take judicial notice of state law, municipal ordinances, and the corporate limits of the municipality.

(d) If there is more than one municipal judge appointed under Subsection (b), the mayor shall appoint one of the judges as the presiding municipal judge.

(e) A municipal judge is entitled to a salary from the municipality, the amount of which is determined by the governing body of the municipality. The amount of a municipal judge's salary may not be based directly or indirectly on fines, fees, or costs collected by the court.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 138, eff. Sept. 1, 1999.

Sec. 30.01752. COURT REPORTER. The municipal court clerk shall appoint the court reporter. The town manager shall set the compensation of the court reporter.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 138, eff. Sept. 1, 1999.

Sec. 30.01753. APPEAL. The appropriate county court of Denton County having jurisdiction over appeals from municipal courts shall have jurisdiction over any appeal.

Added by Acts 1999, 76th Leg., ch. 691, Sec. 138, eff. Sept. 1, 1999.

SUBCHAPTER UU. WESTLAKE

Sec. 30.01781. APPLICATION; DEFINITION. (a) This subchapter applies to the Town of Westlake located in Tarrant and Denton counties.

(b) In this subchapter, "appellate courts" means the county courts at law of Tarrant County that have criminal appellate jurisdiction.

Added by Acts 2001, 77th Leg., ch. 602, Sec. 1, eff. June 11, 2001.

SUBCHAPTER VV. TROPHY CLUB

Sec. 30.01811. APPLICATION; DEFINITION. (a) This subchapter applies to the Town of Trophy Club located in Tarrant and Denton counties.

(b) In this subchapter, "appellate courts" means the county courts at law of Denton County that have criminal appellate jurisdiction.

Added by Acts 2001, 77th Leg., ch. 903, Sec. 1, eff. June 14, 2001.

SUBCHAPTER WW. LAREDO

Sec. 30.01821. APPLICATION. This subchapter applies to the city of Laredo.

Added by Acts 2007, 80th Leg., R.S., Ch. 897 (H.B. 2617), Sec. 1, eff. June 15, 2007.

Sec. 30.01822. JUDGE. (a) A municipal court of record is presided over by a municipal judge.

(b) A municipal judge is elected at large by the qualified voters of the city of Laredo for a term of four years. Except as provided by Subsection (d), a municipal judge may not serve more than two terms.

(c) A municipal judge must:

- (1) be a licensed attorney in this state; and
- (2) be a resident of the city of Laredo.

(d) A municipal judge may serve the remainder of an unexpired term to which the judge was elected or appointed and serve two additional terms.

(e) A municipal judge is entitled to the salary provided by ordinance of the governing body of the city.

Added by Acts 2007, 80th Leg., R.S., Ch. 897 (H.B. 2617), Sec. 1, eff. June 15, 2007.

Sec. 30.01823. CLERK; OTHER PERSONNEL. (a) The governing body of the city by majority vote shall appoint a clerk of a municipal court of record. The clerk must be nominated by the city manager.

(b) The clerk serves at the pleasure of the governing body of the city, and the employment status of the clerk is equivalent to a department director.

(c) In addition to the powers and duties provided by Section 30.00009, the clerk may:

- (1) administer oaths and affidavits;
- (2) make certificates and affix the seal of the municipal court of record to the certificates; and
- (3) perform any act necessary to issue process and conduct the business of the court.

(d) The governing body may provide other personnel, including associate municipal judges.

(e) The governing body may authorize the appointment of deputy clerks, who may act for and on behalf of the clerk, as necessary for the proper operation of a municipal court of record.

(f) The clerk shall hire, direct, and remove the personnel authorized for the clerk's office in the city's annual budget.

Added by Acts 2007, 80th Leg., R.S., Ch. 897 (H.B. [2617](#)), Sec. 1, eff. June 15, 2007.

SUBCHAPTER XX. BEDFORD

Sec. 30.01881. APPLICATION. This subchapter applies to the City of Bedford.

Added by Acts 2003, 78th Leg., ch. 773, Sec. 1, eff. June 20, 2003.

Sec. 30.01882. JUDGE. The governing body of the city may determine by ordinance whether a municipal judge is appointed by the governing body or elected by the qualified voters of the city by a majority vote. A municipal judge serves for a term of three years.

Added by Acts 2003, 78th Leg., ch. 773, Sec. 1, eff. June 20, 2003.

SUBCHAPTER YY. MESQUITE

Sec. 30.01891. APPLICATION; DEFINITIONS. (a) This subchapter applies to the city of Mesquite.

(b) In this subchapter:

(1) "Appellate courts" means the county courts at law of Dallas County that have criminal appellate jurisdiction.

(2) "Municipal court administrator" means the clerk of the municipal courts of record.

Added by Acts 2011, 82nd Leg., R.S., Ch. 155 (H.B. [1889](#)), Sec. 1, eff. January 1, 2012.

Sec. 30.01892. JUDGE. Sections [30.00007](#)(b)(1), (2), (3), and (5) do not apply to this subchapter.

Added by Acts 2011, 82nd Leg., R.S., Ch. 155 (H.B. [1889](#)), Sec. 1, eff. January 1, 2012.

Sec. 30.01893. COURT RULES. The presiding judge shall adopt rules not inconsistent with this subchapter or other law for the municipal courts of record to provide efficiency, uniformity, and fairness in the conduct of the business of the courts. The rules may:

- (1) address courtroom decorum and attire;
- (2) address court protocol;
- (3) govern the hearing of pleas, motions for continuance, motions to withdraw and for substitution, and pretrial motions;
- (4) establish procedures related to a defendant's failure to appear;
- (5) establish procedures related to a defendant's indigency or inability to pay fines; and
- (6) address warrant procedures.

Added by Acts 2011, 82nd Leg., R.S., Ch. 155 (H.B. 1889), Sec. 1, eff. January 1, 2012.

Sec. 30.01894. MUNICIPAL COURT ADMINISTRATOR; OTHER PERSONNEL. (a) The city manager shall appoint a municipal court administrator to serve as the clerk of the municipal courts of record.

(b) The municipal court administrator shall:

- (1) perform, as applicable, the duties prescribed by law for the county clerk of a county court at law;
- (2) maintain central docket records for all cases filed in the municipal courts of record;
- (3) maintain an index of all municipal courts of record judgments in the same manner as county clerks are required by law to prepare for criminal cases arising in county courts; and
- (4) request the jurors needed for cases that are set for trial by jury.

(c) The municipal court administrator may hire, direct, supervise, and remove personnel authorized in the city's annual budget for the clerk's office in accordance with the city's general government policies and procedures manual and subject to approval by the city manager.

(d) Sections 30.00009(c) and (d) do not apply to this subchapter.

Added by Acts 2011, 82nd Leg., R.S., Ch. 155 (H.B. 1889), Sec. 1, eff. January 1, 2012.

Sec. 30.01895. COURT REPORTER. The municipal court administrator shall appoint the court reporter under Section 30.00010.

Added by Acts 2011, 82nd Leg., R.S., Ch. 155 (H.B. [1889](#)), Sec. 1, eff. January 1, 2012.

SUBCHAPTER ZZ. CORPUS CHRISTI

Sec. 30.01901. APPLICATION; DEFINITIONS. (a) This subchapter applies to the city of Corpus Christi.

(b) In this subchapter:

(1) "Appellate courts" means the county courts at law of Nueces County that have criminal appellate jurisdiction.

(2) "Municipal court director" means the clerk of the municipal courts of record.

Added by Acts 2007, 80th Leg., R.S., Ch. 441 (S.B. [2009](#)), Sec. 1, eff. June 15, 2007.

Sec. 30.01902. JUDGE. Sections [30.00007](#)(b)(1), (2), (3), and (5) do not apply to this subchapter.

Added by Acts 2007, 80th Leg., R.S., Ch. 441 (S.B. [2009](#)), Sec. 1, eff. June 15, 2007.

Sec. 30.01903. MUNICIPAL COURT DIRECTOR; OTHER PERSONNEL. (a) The city manager shall appoint a municipal court director to serve as the clerk of the municipal courts of record.

(b) The municipal court director shall perform, as applicable, the duties prescribed by law for the county clerk of a county court at law. In addition, the municipal court director shall:

(1) maintain central docket records for all cases filed in the municipal courts of record;

(2) maintain an index of all municipal court of record judgments in the same manner as county clerks are required by law to prepare for criminal cases arising in county courts; and

(3) request the jurors needed for cases that are set for trial by jury.

(c) The municipal court director may hire, direct, and remove the personnel authorized in the city's annual budget for the clerk's office.

(d) Sections [30.00009](#)(c) and (d) do not apply to this subchapter.

Added by Acts 2007, 80th Leg., R.S., Ch. 441 (S.B. 2009), Sec. 1, eff. June 15, 2007.

Sec. 30.01904. COURT REPORTER. The municipal court director shall appoint the court reporter under Section 30.00010.

Added by Acts 2007, 80th Leg., R.S., Ch. 441 (S.B. 2009), Sec. 1, eff. June 15, 2007.

Summary

Chapter 30 of the Texas Government Code sets forth the statutory requirements for creation of Municipal Courts of Record, unless established by specific legislation. The ordinance would need to repeal the existing Chapter 7 – Municipal Court. A charter amendment may be necessary to modify the language regarding the qualifications of a municipal court judge, See FOR Charter Section V Departmental and Administrative Organization, Section. 5.03(B). Other amendments can always be considered at the Council’s discretion.

Legal Requirements

Chapter 30 identifies that a governing body may by ordinance create a municipal court of record. The ordinance creating the Municipal Court of Record:

1. Must provide that the creation of such is necessary to provide a more efficient disposition of the cases arising in the municipality. Section 30.00003(a).
2. May establish as many municipal courts of record as needed as determined by the governing body. Section 30.00003(b).
3. Must give each court a numerical designation, beginning with “Municipal Court of Record No. 1.” Section 30.00003(c).
4. May identify that the municipal court not of record will not exist concurrently with the municipal court of record. Section 30.00003(e)
5. Must provide that it may sit for any time as needed for the transaction of business of the court, there are no terms. Section 30.00003(f).
6. Must provide that it has the jurisdiction provided by general law for municipal courts. 30.00005(a).
7. Must provide that it has jurisdiction over criminal cases arising under ordinances authorized by Sections 215.072, 217.042, 341.903, and 551.002, Local Government Code. Section 30.00005(b).
8. May provide that it has concurrent jurisdiction with a justice court in any precinct in which the municipality is located in criminal cases that arise within the territorial limits of the municipality and are punishable only by fine. Section 30.00005(c).
9. May provide that the court has:
 - (1) civil jurisdiction for the purpose of enforcing municipal ordinances enacted under Subchapter A, Chapter 214, Local Government Code, or Subchapter E, Chapter 683, Transportation Code;
 - (2) concurrent jurisdiction with a district court or a county court at law under Subchapter B, Chapter 54, Local Government Code, within the municipality's territorial limits and

property owned by the municipality located in the municipality's extraterritorial jurisdiction for the purpose of enforcing health and safety and nuisance abatement ordinances; and

(3) authority to issue:

(A) search warrants for the purpose of investigating a health and safety or nuisance abatement ordinance violation; and

(B) seizure warrants for the purpose of securing, removing, or demolishing the offending property and removing the debris from the premises. Section 30.0005(d).

10. Must provide that it has concurrent jurisdiction with a district court and a justice court over expunction proceedings relating to the arrest of a person for an offense punishable by fine only. Section 30.00005(e).
11. Must provide for the term of office of its municipal judges which must be for a definite term of two or four years. Section 30.00006(d).
12. If a vacancy occurs in the office of municipal judge of a court of record, must provide for the appointment of a qualified person to fill the office for the remainder of the unexpired term, if not identified by Charter. Section 30.00008(a).
13. Must provide for the appointment of a clerk of the municipal courts of record and may provide for deputy clerks, warrant officers, and other personnel as needed for the proper operation of the courts. Section 30.00009(a) and (b).
14. Must provide for the hiring, direction, supervision, and removal of the personnel authorized in the annual budget for the clerk's office. Section 30.00009(d).

Additional Considerations

Section 30.00006 provides that the judge must:

- (1) be a resident of this state;
- (2) be a citizen of the United States;
- (3) be a licensed attorney in good standing; and
- (4) have two or more years of experience in the practice of law in this state. 30.00006 (b) and (c).

All of these conditions are not contained within your Charter but can be delineated within the ordinance.

The governing body shall determine the salary of a municipal judge. The amount of a judge's salary may not be diminished during the judge's term of office. The salary may not be

based directly or indirectly on fines, fees, or costs collected by the court. Section 30.00006(h). Section 30.000085 provides that a municipal judge of a home-rule municipality may be removed from office by the governing body for the reasons stated and by the procedures provided for the removal of judges in the charter of the municipality. The City's current Charter provisions are not in conflict with these requirements. The municipal judge may not also be employed by the same municipality. Section 30.00006(g).

The municipal judge shall take judicial notice of state law and the ordinances and corporate limits of the municipality. The judge may grant writs of mandamus, attachment, and other writs necessary to the enforcement of the jurisdiction of the court and may issue writs of habeas corpus in cases in which the offense charged is within the jurisdiction of the court. A municipal judge is a magistrate and may issue administrative search warrants. Section 30.00006(e).

Section 30.00010 requires a municipality to provide either:

- (1) a court reporter to preserve a record in cases tried before a municipal court of record. 30.00010(a); or
- (2) Instead of providing a court reporter, the governing body may provide that the proceedings may be recorded by a good quality electronic recording device. 30.00010(d).

Section 30.000125 requires the governing body to provide each municipal court of record with a seal. The seal's appearance and use must substantially conform to Article 45.02, Code of Criminal Procedure, but must include the phrase "Municipal Court of/in _____, Texas."

There are additional requirements under Chapter 30 for the conduct of the Court, trial proceedings and appeals that the Municipal Court of Record would need to conform to as well. Sections 30.000123 - .00027.

Municipal Courts
Summary of Cases Appealed by City
September 1, 2011 to August 31, 2022

2021 City Population		CRIMINAL CASES												CIVIL/ ADMINISTRATIVE CASES	
		Traffic Misdemeanors						Non-Traffic Misdemeanors							
		Non-Parking		Parking		City Ordinance		Penal Code		Other State Law		City Ordinance			
		After Trial	Without Trial	After Trial	Without Trial	After Trial	Without Trial	After Trial	Without Trial	After Trial	Without Trial	After Trial	Without Trial	After Trial	Without Trial
Carrizo Springs	5,368	7	8	0	0	0	0	0	0	0	0	13	8	0	0
Carrollton	119,097	16	3	0	0	0	0	6	0	0	0	2	0	2	6
Carthage	6,779	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Castle Hills	4,116	1	2	0	0	0	0	0	0	0	0	0	0	0	0
Castroville	2,680	0	101	0	0	0	0	0	10	0	0	1	0	0	0
Cedar Hill	45,028	102	1,233	0	13	0	0	17	45	27	417	21	10	0	0
Cedar Park	48,937	10	9	0	0	0	0	3	1	0	0	3	2	1	0
Celeste	814	6	17	0	0	0	0	0	0	0	1	0	0	0	0
Celina	6,028	36	86	0	0	0	0	0	0	4	4	0	0	0	0
Center	5,193	44	12	3	0	0	1	5	0	1	0	0	0	0	0
Chandler	2,734	4	83	0	2	0	3	0	5	0	18	0	1	0	0
Channing	363	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Charlotte	1,715	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Chateau Woods															
Chico	1,002	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Childress	6,105	2	144	0	5	0	0	0	0	0	23	0	0	0	0
Chillicothe	707	0	1	0	0	0	0	0	0	0	0	0	0	0	0
China	1,160														
China Grove	1,179	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cibolo	15,349	12	20	0	0	0	0	2	1	1	0	1	0	0	0
Cisco	3,899	61	139	0	0	0	0	5	0	6	4	1	0	0	0
Clarendon	2,026	0	27	0	0	0	0	0	1	0	0	0	0	0	0
Clarksville	3,285	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Clarksville City	865	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Claude	1,196	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Clear Lake Shores	1,063	39	67	0	0	0	0	0	0	14	21	0	0	0	0
Cleburne	29,337	3,189	2,294	1	0	30	6	238	119	258	151	455	88	0	0
Cleveland	7,675	1	2	0	0	8	1	1	1	0	0	0	0	0	0
Clifton	3,442	1	31	0	0	0	1	0	1	2	17	0	2	0	2
Clint	926	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Clute	11,211	6	0	0	0	0	0	0	0	6	0	0	0	0	0
Clyde	3,713	16	168	0	0	0	0	0	4	0	10	0	0	0	0
Cockrell Hill	4,193	463	1,478	3	4	0	0	146	539	3	9	2	3	0	0

Municipal Courts
Summary of Cases Appealed by City
September 1, 2011 to August 31, 2022

2021 City Population		CRIMINAL CASES												CIVIL/ ADMINISTRATIVE CASES	
		Traffic Misdemeanors						Non-Traffic Misdemeanors							
		Non-Parking		Parking		City Ordinance		Penal Code		Other State Law		City Ordinance			
		After Trial	Without Trial	After Trial	Without Trial	After Trial	Without Trial	After Trial	Without Trial	After Trial	Without Trial	After Trial	Without Trial	After Trial	Without Trial
Hart	1,114	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Haskell	3,322	0	3	0	0	0	0	0	1	0	0	0	0	0	1
Haslet	1,517	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hawk Cove	483	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Hawkins	1,278	0	8	0	0	0	0	0	0	0	0	0	0	0	0
Hawley	634	1	1	0	0	0	0	0	0	0	0	0	0	0	0
Hearne	4,459	5	0	0	0	0	0	0	0	0	0	0	0	0	0
Heath	6,921	9	5	1	0	0	0	0	0	5	4	1	0	0	0
Hedwig Village	2,557	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Helotes	7,341	1	47	0	9	0	0	0	3	0	12	0	0	0	0
Hemphill	1,198	0	0	0	0	0	0	0	0	1	0	0	0	0	0
Hempstead	5,770	30	6	0	0	0	0	0	0	1	0	6	0	0	0
Henderson	13,712	39	0	0	0	0	0	7	0	2	0	2	0	0	0
Henrietta	3,141	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Hereford	15,370	2	231	0	0	0	0	0	3	0	2	0	3	0	0
Hewitt	13,549	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hickory Creek	3,247	2	645	0	0	0	0	0	26	1	2	0	1	0	0
Hico	1,379	1	3	0	0	0	0	0	0	0	0	0	1	0	0
Hidalgo	11,198	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Highland Haven	431	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Highland Park	8,564	277	4,603	1	13	0	0	2	16	16	39	1	17	0	0
Highland Village	15,056	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hill Country Village	985	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Hillsboro	8,456	317	7	4	0	5	0	6	0	29	1	0	0	0	0
Hilshire Village	746	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hitchcock	6,961	38	52	0	0	0	0	4	3	9	9	4	4	0	0
Holiday Lakes	1,107	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Holland	1,121	2	10	0	0	0	0	0	0	0	0	0	0	0	0
Holliday	1,758	7	0	0	0	0	0	0	0	0	0	0	0	0	0
Hollywood Park	3,062	35	715	0	0	0	0	0	222	0	19	1	7	0	0
Hondo	8,803	9	47	0	0	0	0	3	8	1	2	0	0	0	0
Honey Grove	1,668	6	14	0	0	0	0	0	1	0	0	0	0	0	0
Hooks	2,769	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Municipal Courts
Summary of Cases Appealed by City
September 1, 2011 to August 31, 2022

City Population		CRIMINAL CASES												CIVIL/ ADMINISTRATIVE CASES		
		Traffic Misdemeanors						Non-Traffic Misdemeanors								
		Non-Parking		Parking		City Ordinance		Penal Code		Other State Law		City Ordinance				
		After Trial	Without Trial	After Trial	Without Trial	After Trial	Without Trial	After Trial	Without Trial	After Trial	Without Trial	After Trial	Without Trial	After Trial	Without Trial	
Jefferson	2,106	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Jersey Village	7,620	5	5	0	0	0	0	1	0	1	2	0	0	0	0	0
Jewett	1,167	5	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Joaquin	824	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Johnson City	1,656	3	1	0	0	0	0	1	9	1	0	0	0	0	0	0
Jones Creek	2,020	2	3	0	0	0	0	0	0	0	0	0	0	0	0	0
Jonestown	1,834	4	4	0	0	0	0	2	0	0	0	0	0	0	0	0
Josephine	812	3	11	0	0	0	0	0	0	0	0	0	0	0	0	0
Joshua	5,910	182	0	1	0	0	0	0	0	160	0	36	0	0	0	0
Jourdanton	3,871	71	140	0	0	0	0	1	12	0	14	0	0	0	0	0
Junction	2,574	0	25	0	0	0	0	0	0	0	0	0	0	0	0	0
Justin	3,246	4	133	0	0	0	0	0	4	2	21	1	2	0	0	0
Karnes City	3,042	10	4	0	0	0	1	0	0	3	1	1	1	0	0	0
Katy	14,102	28	9	0	0	0	0	2	1	0	0	0	0	0	0	0
Kaufman	6,703	0	3	0	0	0	0	0	2	1	1	0	1	0	0	0
Keene	6,106	108	565	3	21	1	4	2	1	24	12	5	1	0	0	0
Keller	39,627	2	0	0	0	2	0	0	0	0	0	1	0	2	0	0
Kemah	1,773	50	70	3	0	0	0	26	24	5	13	1	0	0	0	0
Kemp	1,154	4	5	0	0	0	0	0	0	0	0	0	0	0	0	0
Kempner	1,089	0	10	0	0	0	0	0	0	0	0	0	0	0	0	0
Kendleton	380															
Kenedy	3,296	2	34	0	0	0	0	0	3	0	0	1	3	0	0	0
Kenefick	563	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Kennedale	6,763	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Kerens	1,573	0	9	0	0	0	0	0	0	0	0	0	0	0	0	0
Kermit	5,708	1	0	0	0	0	0	0	0	1	0	1	0	0	0	0
Kerrville	22,347	34	27	0	0	0	0	16	36	1	0	3	0	0	0	0
Kilgore	12,975	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0
Killeen	127,921	1	0	0	0	0	0	0	0	1	0	2	0	0	0	2
Kingsville	26,213	22	2	0	0	0	0	1	3	0	0	0	1	0	0	0
Kirby	8,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Kirbyville	2,142	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0
Knox City	1,130	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Municipal Courts
Summary of Cases Appealed by City
September 1, 2011 to August 31, 2022

2021 City Population		CRIMINAL CASES												CIVIL/ ADMINISTRATIVE CASES		
		Traffic Misdemeanors						Non-Traffic Misdemeanors								
		Non-Parking		Parking		City Ordinance		Penal Code		Other State Law		City Ordinance				
		After Trial	Without Trial	After Trial	Without Trial	After Trial	Without Trial	After Trial	Without Trial	After Trial	Without Trial	After Trial	Without Trial	After Trial	Without Trial	
Santa Rosa	2,873	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Savoy	831	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Schertz	31,465	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Schulenburg	2,852	0	20	0	1	0	0	0	0	0	8	0	0	0	0	0
Scurry	694	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Seabrook	11,952	3	0	0	0	0	0	1	0	1	0	0	0	0	0	0
Seadrift	1,364	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Seagoville	14,835	246	1,403	0	2	0	0	0	0	9	80	20	59	0	0	0
Scagraves	2,417	0	181	0	0	0	0	0	5	0	6	0	0	0	0	0
Sealy	6,019	82	598	0	2	1	1	2	22	2	22	1	6	0	0	0
Seguin	25,175	31	17	0	0	0	0	0	0	0	0	0	0	0	0	0
Selma	5,540	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0
Seminole	6,430	122	7	0	0	3	0	0	0	114	2	14	0	0	0	0
Seven Oaks	111															
Seven Points	1,455	12	1	0	0	0	0	1	0	1	0	0	0	0	0	0
Seymour	2,740	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0
Shady Shores	2,612	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Shallowater	2,484	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0
Shamrock	1,910	0	50	0	2	0	0	0	0	0	2	0	0	0	0	0
Shavano Park	3,035	6	0	0	0	0	0	1	1	0	1	5	0	0	0	0
Shenandoah	2,134	1	6	0	0	0	0	0	0	2	1	0	0	0	0	0
Shepherd	2,319	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sherman	38,521	26	13	0	0	0	0	0	0	6	2	2	1	1	0	0
Shiner	2,069	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Shoreacres	1,493	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0
Silsbee	6,611	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simonton	814	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sinton	5,665	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0
Skellytown	473	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Slaton	6,121	3	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Smiley	549	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Smithville	3,817	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Snook	569	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Municipal Courts
Summary of Cases Appealed by City
September 1, 2011 to August 31, 2022

2021 City Population		CRIMINAL CASES												CIVIL/ ADMINISTRATIVE CASES		
		Traffic Misdemeanors						Non-Traffic Misdemeanors								
		Non-Parking		Parking		City Ordinance		Penal Code		Other State Law		City Ordinance				
		After Trial	Without Trial	After Trial	Without Trial	After Trial	Without Trial	After Trial	Without Trial	After Trial	Without Trial	After Trial	Without Trial	After Trial	Without Trial	
Wichita Falls	104,553	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Wickett	498	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Willis	5,662	10	73	0	0	0	0	1	1	5	27	0	1	0	0	0
Willow Park	3,982	19	14	1	1	0	0	3	0	2	0	0	0	0	0	0
Wills Point	3,524	3	4	0	0	0	0	0	0	0	0	0	4	0	0	0
Wilmer	3,682	139	3,767	1	4	1	19	6	649	28	1,050	0	8	0	0	0
Wilson	469	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Wimberley	2,626	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Windcrest	5,364	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Windthorst	409	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Winfield	524	0	18	0	0	0	0	0	0	0	1	0	2	0	0	0
Wink	940	12	0	0	0	0	0	0	0	0	0	4	0	0	0	0
Winnsboro	3,434	10	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Winona	576	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0
Winters	2,562	5	5	0	0	0	0	0	0	0	0	0	0	0	0	0
Wolfe City	1,412	1	15	0	0	0	0	0	0	0	5	0	0	0	0	0
Wolfforth	3,670	1	2	0	0	0	0	0	0	0	0	0	0	0	1	0
Woodbranch	1,282	0	8	0	0	0	0	0	0	0	1	0	0	0	0	0
Woodcreek	1,457	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Woodsboro	1,512	37	0	0	0	0	0	0	0	1	0	0	0	0	0	0
Woodville	2,586	59	16	0	0	0	0	7	0	6	0	0	0	0	0	0
Woodway	8,452	2	2	0	0	0	0	0	0	0	0	1	0	0	0	0
Wortham	1,073	0	4	0	4	0	0	0	0	0	0	0	0	0	0	0
Wylie	41,427	117	76	1	0	2	4	26	16	1	4	4	5	0	0	0
Yoakum	5,815	1	2	0	0	0	0	0	1	0	1	0	0	0	0	0
Yorktown	2,092	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Zavalla	713	0	32	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS	19,202,586	70,002	80,503	1,300	695	270	183	4,087	6,397	12,208	14,719	7,723	3,948	599	863	

Municipal Courts
Activity by City Summary
September 1, 2011 to August 31, 2022
(Cities Listed in Alphabetical Order)

City	2021 Population	CIVIL/ADMINISTRATIVE CASES						CRIMINAL CASES					
		Active Pending 9/1/11	Reactive- vated	Added	Disposed	Placed on Inactive Status	Active Pending 8/31/22	Active Pending 9/1/11	Reactive- vated	Added	Disposed	Placed on Inactive Status	Active Pending 8/31/22
Brownsboro	1,229	0	0	0	0	0	0	1,850	3,242	26,179	24,404	4,485	3,194
Brownsville	187,831	0	1	151	181	0	0	112,614	206,553	603,327	741,723	148,349	36,830
Brownwood	18,770	0	0	0	0	0	0	547	4,654	25,740	22,687	5,195	3,061
Bruceville-Eddy	1,426	0	0	0	0	0	0	2,631	11,082	41,785	39,060	16,262	358
Bryan	86,866	0	0	371	191	0	38	8,277	111,738	134,653	135,650	116,583	2,598
Bryson	447	0	0	0	0	0	0	0	0	0	0	0	0
Buckholts	372	0	0	0	0	0	0	919	523	23,893	12,479	2,273	0
Buda	15,643	0	0	0	0	0	0	872	4,763	22,656	16,013	8,078	0
Buffalo	1,789	0	0	0	0	0	0	1,193	6,396	19,965	13,392	6,478	8,720
Buffalo Springs	459	0	0	0	0	0	0	0	0	0	0	0	0
Bullard	3,706	0	0	0	0	0	0	243	6,959	25,377	15,731	10,432	6,439
Bulverde	5,996	0	0	0	0	0	0	1,720	15,856	75,590	56,931	24,395	0
Bunker Hill	3,761	0	0	0	0	0	0	1,215	5,530	20,572	16,121	7,031	4,202
Burkburnett	10,975	0	0	0	0	0	0	1,315	3,330	14,032	12,827	3,927	1,931
Burleson	51,618	0	0	0	0	0	0	2,403	24,739	88,290	86,204	26,331	2,900
Burnet	6,676	0	0	0	0	0	0	857	2,342	11,567	12,060	2,813	388
Burton	283	0	0	0	0	0	0	385	666	4,043	3,672	1,295	0
Cactus	3,050	0	0	0	0	0	0	2,567	0	7,548	6,709	0	3,418
Caddo Mills	2,321	0	0	0	0	0	0	992	1,964	13,802	11,184	2,347	1,784
Caldwell	4,109	0	0	0	0	0	0	316	1,699	13,865	7,702	3,376	4,045
Calvert	962	0	0	0	0	0	0	9,748	1	22,915	20,791	0	6,289
Cameron	5,352	0	0	0	0	0	0	1,078	3,039	15,535	12,639	4,401	0
Camp Wood	508												
Canadian	2,248	0	0	0	0	0	0	0	0	3	3	0	0
Caney City	188	0	0	0	0	0	0	6	0	307	188	6	0
Canton	4,312	0	0	0	0	0	0	1,219	4,527	13,796	14,002	4,534	1,338
Canyon	15,221	0	0	1	1	0	0	6,240	4,780	30,439	37,295	3,269	1,292
Carrizo Springs	4,833	0	0	0	0	0	0	1,865	5,560	33,491	15,973	9,600	0
Carrollton	133,251	0	2	714	416	2	286	16,101	67,510	423,859	418,197	89,677	8,119
Carthage	6,533	0	0	0	0	0	0	1,377	1,423	27,869	25,552	1,082	0
Castle Hills	3,947	0	0	7	2	0	5	6,759	27,466	81,149	66,652	34,918	13,850
Castroville	3,005	0	0	0	0	0	0	4,654	8,106	26,222	19,884	13,828	5,297
Cedar Hill	48,557	0	0	1	0	0	0	2,983	24,808	84,530	80,417	29,333	3,016
Cedar Park	78,693	18	0	202	205	1	28	8,176	30,053	80,005	88,719	28,478	1,539
Celeste	822	0	0	0	0	0	0	687	0	4,444	3,756	25	0

Municipal Courts
Activity by City Summary
September 1, 2011 to August 31, 2022
(Cities Listed in Alphabetical Order)

City	2021 Population	TOTAL CASES					
		Active Pending 9/1/11	Reactive- vated	Added	Disposed	Placed on Inactive Status	Active Pending 8/31/22
Hill Country Village	940	147	1,843	12,404	12,152	1,810	412
Hillsboro	8,305	1,738	12,150	63,037	58,101	17,764	0
Hilshire Village	806	0	0	0	0	0	0
Hitchcock	7,408	15,654	13,167	31,592	31,109	14,167	15,260
Holiday Lakes	1,022	0	66	726	754	121	0
Holland	1,086	10	439	8,569	6,974	1,421	930
Holliday	1,570	83	515	1,777	1,910	445	45
Hollywood Park	3,106	821	4,023	20,049	17,107	4,818	3,052
Hondo	8,387	2,151	6,030	12,485	11,607	6,749	2,423
Honey Grove	1,753	486	102	4,525	4,125	511	0
Hooks	2,514	326	858	2,687	2,363	835	628
Horizon City	23,162	1,436	8,697	61,378	48,492	17,022	0
Horseshoe Bay	4,490	107	1,050	5,384	4,523	1,636	514
Houston	2,288,250	452,625	2,935,859	8,238,561	8,685,379	2,495,724	395,355
Howardwick	371	0	4	12	11	4	0
Howe	3,615	751	561	10,520	10,378	1,825	1,010
Hubbard	1,402	2,406	1,487	16,366	11,001	1,862	0
Hudson	4,986	3,037	4,568	12,211	14,496	3,973	1,529
Hudson Oaks	2,478	426	3,496	7,567	8,709	2,752	321
Hughes Springs	1,543	82	217	2,235	2,172	804	54
Humble	16,396	5,826	59,169	156,923	149,538	56,388	16,024
Hunters Creek Village	4,314	2,515	1,360	19,322	14,944	3,504	0
Huntington	2,019	6,396	3,454	30,742	27,957	5,709	0
Huntsville	46,288	2,787	27,738	129,885	122,635	34,313	3,461
Hurst	40,055	10,736	61,022	172,310	167,166	63,397	13,747
Hutchins	5,566	1,490	13,077	29,565	24,370	11,186	8,022
Hutto	30,855	1,269	6,305	29,628	37,429	6,506	0
Idalou	2,152	250	973	3,872	3,163	1,547	412
Indian Lake	851	86	26	2,165	1,150	3	0
Ingleside	9,898	1,298	8,972	21,484	19,803	8,835	0
Ingram	1,813	565	460	3,839	3,745	726	372
Iowa Colony	10,883	2	632	15,947	11,877	1,356	0
Iowa Park	6,547	60	1,322	5,332	4,802	1,386	763
Iraan	1,037	0	0	232	226	0	0
Irving	254,198	161,078	120,752	529,357	548,701	126,342	136,322

Municipal Courts
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(Cities Listed in Alphabetical Order)

City	2021 Population	TOTAL CASES					
		Active Pending 9/1/11	Reactiv- ated	Added	Disposed	Placed on Inactive Status	Active Pending 8/31/22
Kerrville	24,477	2,119	9,364	55,148	56,957	8,439	1,238
Kilgore	13,383	11,858	7,682	42,865	33,453	8,752	59,541
Killeen	156,261	13,708	68,702	265,545	262,306	64,217	33,178
Kingsville	25,069	7,828	25,883	61,488	61,562	26,258	8,385
Kirby	8,100	6,455	13,140	33,405	31,374	15,002	18,412
Kirbyville	2,003	1,039	1,533	11,272	6,190	1,617	6,066
Knox City	1,052	22	1	1,789	1,043	0	766
Kosse	454	0	738	10,633	7,919	1,801	1,285
Kountze	2,163	893	4,640	22,939	20,184	6,549	1,759
Kress	608	0	0	0	1	0	0
Krugerville	1,920	197	1,450	16,164	14,102	2,350	645
Krum	5,823	305	1,494	10,717	7,497	1,769	0
Kyle	51,789	3,020	22,562	74,853	66,548	24,616	0
La Coste	1,107	183	1,475	1,628	2,582	676	55
La Feria	6,814	1,057	5,334	30,856	22,850	11,127	3,289
La Grange	4,423	4,032	3,393	9,601	18,626	17,646	2,491
La Grulla	1,207	0	0	9,907	1,398	79	2,608
La Joya	4,587	11,294	12,506	46,009	27,550	25,141	0
La Marque	18,697	7,334	14,361	63,862	63,398	21,630	1,304
La Porte	35,964	9,539	25,390	147,979	144,609	30,339	8,176
La Vernia	1,154	62	436	9,203	7,512	478	0
La Villa	2,712	0	0	0	0	0	0
La Ward	189	0	0	0	0	0	0
Lacy Lakeview	7,090	649	6,384	12,517	13,862	5,239	663
Ladonia	612	6	0	9	9	0	0
Lago Vista	9,348	1,341	1,456	14,317	14,035	1,876	1,622
Laguna Vista	3,605	16,285	2,520	16,775	8,436	5,593	0
Lake Bridgeport	349	0	0	74	86	1	2
Lake City	458	0	0	0	0	0	0
Lake Dallas	7,722	1,829	10,307	42,675	37,557	11,780	0
Lake Jackson	27,879	4,315	17,391	69,503	69,886	22,125	2,923
Lake Tanglewood	706	6	0	194	258	0	0
Lake Worth	4,674	6,670	20,683	70,768	76,384	19,408	5,528
Lakeport	972	368	2,370	6,401	6,135	2,222	0
Lakeside	1,624	237	4,186	21,536	16,772	6,699	2,423

Municipal Courts
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City	2021 Population	TOTAL CASES					
		Active Pending 9/1/11	Reactive- vated	Added	Disposed	Placed on Inactive Status	Active Pending 8/31/22
Shallowater	2,940	103	31	751	786	50	0
Shamrock	1,773	753	63	2,836	2,947	85	744
Shavano Park	3,569	2,479	7,345	24,649	24,387	7,814	2,273
Shenandoah	3,593	490	2,122	259	2,434	449	135
Shepherd	2,045	298	92	430	292	3	770
Sherman	44,873	1,364	14,388	65,892	116,220	13,460	6,524
Shiner	2,154	121	2	1,482	1,395	2	328
Shoreacres	1,530	492	5,132	13,401	11,584	4,611	1,091
Silsbee	6,851	1,609	11,101	32,214	31,363	10,669	4,182
Simonton	642	0	0	10	15	0	0
Sinton	5,562	927	1,990	10,092	7,995	3,635	1,433
Skellytown	394	54	18	207	200	26	69
Slaton	5,811	1,476	2,289	6,735	6,349	2,422	0
Smiley	480	0	106	2,171	1,653	373	0
Smithville	4,047	1,502	943	10,962	9,902	1,040	0
Snook	519	0	0	1	1	0	0
Snyder	11,264	1,061	3,383	24,282	24,184	4,266	277
Socorro	36,236	191	4,489	79,307	77,948	5,868	1,281
Somerset	1,765	801	2,221	9,238	5,054	3,451	7,808
Somerville	1,329	0	0	14,594	14,498	1	1,474
Sonora	2,462	1,027	607	10,055	8,232	1,345	217
Sour Lake	1,792	455	1,453	13,209	11,983	1,622	0
South Houston	15,878	32,382	24,152	108,074	62,390	34,238	68,012
South Padre Island	2,061	10,922	4,894	37,598	32,821	6,508	0
Southlake	31,105	9,022	16,289	152,543	149,008	19,201	0
Southmayd	1,013	90	370	11,958	14,442	671	406
Southside Place	1,826	8,975	9,357	52,576	47,059	12,357	0
Spearman	3,087	3	0	1,594	998	0	601
Splendora	1,780	2,396	9,381	46,741	41,691	15,012	0
Spring Valley Village	4,217	2,811	16,904	94,990	75,446	18,931	20,287
Springtown	3,355	2,295	9,690	35,145	32,240	9,721	0
Spur	740	494	44	1,371	1,042	99	0
Stafford	17,364	8,518	26,914	126,713	105,362	39,721	0
Stagecoach	588	261	1,321	4,029	4,106	1,259	0
Stamford	2,977	505	642	3,781	3,456	1,032	0

Municipal Courts
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		Active Pending 9/1/11	Reactive- vated	Added	Disposed	Placed on Inactive Status	Active Pending 8/31/22
Whiteface	371	0	0	46	34	0	0
Whitehouse	8,734	1,990	2,874	19,648	17,713	2,392	6,410
Whitesboro	4,217	98	737	8,128	6,922	1,445	0
Whitewright	1,753	469	467	7,026	5,999	580	0
Whitney	2,033	1,180	2,976	8,863	7,472	3,908	804
Wichita Falls	102,988	13,669	75,391	264,421	259,640	96,488	0
Wickett	410	0	0	0	0	0	0
Willis	6,710	669	5,655	16,416	13,879	6,083	2,778
Willow Park	5,194	2,604	1,905	28,580	23,994	254	5,132
Wills Point	3,863	2,668	3,079	16,533	15,921	3,377	0
Wilmer	5,332	4,086	42,246	114,000	92,876	55,205	12,648
Wilson	444	0	0	16	10	0	6
Wimberley	2,877	0	8	900	812	32	0
Windcrest	5,828	2,185	23,090	94,125	64,388	43,162	11,862
Windthorst	344	0	0	0	0	0	0
Winfield	422	1,675	0	13,560	12,041	0	0
Wink	882	62	493	3,066	1,654	1,045	995
Winnsboro	3,527	387	2,945	17,120	15,858	3,712	1,430
Winona	643	1,250	753	6,569	6,539	496	660
Winters	2,365	231	7	677	294	1,474	0
Wolfe City	1,406	406	134	1,130	569	153	0
Wolfforth	6,008	2,166	721	11,338	10,537	2,420	0
Woodbranch	1,420	335	5,904	19,976	12,413	7,053	0
Woodcreek	1,804	0	0	428	406	1	0
Woodsboro	1,299	950	0	13,719	9,294	38	5,844
Woodville	2,440	995	9,122	21,601	20,388	9,119	1,260
Woodway	9,474	937	9,708	31,851	32,371	9,652	539
Wortham	1,002	1,762	0	15,275	9,972	0	6,729
Wylie	59,394	1,615	7,040	29,267	29,922	7,038	776
Yoakum	5,923	254	2,104	10,692	9,324	3,300	391
Yorktown	1,811	639	149	6,956	5,919	532	0
Zavalla	607	0	1,348	16,868	15,563	2,528	3,920
TOTALS	22,169,474	8,801,861	18,220,131	58,489,770	58,070,373	20,316,372	6,163,615

CM, Per your request.....

Question: "Government Code Chapter 30, Section 30.0005 says a judge from a Court of Record has the Authority to issue search warrants for the purpose of investigating health and safety or nuisance abatement ordinance violation. Doesn't our judge currently have this authority and what I don't see in the code is an authority for evidentiary warrants as the judge was discussing."

A magistrate's authority is detailed in multiple locations within the Code of Criminal Procedure (CCP Chapter 15 for Arrest & Chapter 18 for Searches) along with the Local Government Code Chapter 29 and Chapter 30. A majority of the 'types of warrants' that a magistrate can issue are related to and restricted by, the type of warrant being sought, as they are numerous. There really is no 'easy chart' or quick definition other than to highlight what they can or rather cannot do. Even as a Court of Record, when the ordinance is adopted, it will need to specify the authority granted to the magistrate in particular circumstances.

As a Court of Record:

Texas Local Government Code Chapter 30, Section 30.0005(d) outlines that only the governing body of a municipality **BY ORDINANCE**, may provide that the court has:

- (1) civil jurisdiction for the purpose of enforcing municipal ordinances enacted under Subchapter [A](#), Chapter [214](#), Local Government Code, or Subchapter [E](#), Chapter [683](#), Transportation Code;
- (2) concurrent jurisdiction with a district court or a county court at law under Subchapter [B](#), Chapter [54](#), Local Government Code, within the municipality's territorial limits and property owned by the municipality located in the municipality's extraterritorial jurisdiction for the purpose of enforcing health and safety and nuisance abatement ordinances; and
- (3) authority to issue:
 - (A) search warrants for the purpose of investigating a health and safety or nuisance abatement ordinance violation; and
 - (B) seizure warrants for the purpose of securing, removing, or demolishing the offending property and removing the debris from the premises.

Essentially to break it down:

- Existing Warrant Authority
 - Most Search Warrants (some are reserved for district court judges and above)
 - Excluding any warrant searching for property or items constituting evidence of an offense or person who committed the offense (aka Evidentiary Search Warrants)
 - Excluding any warrant regarding Chapter 59 Forfeiture contraband
 - Arrest Warrants
- Court of Record Warrant Authority
 - All presently existing powers listed as a Non Court of Record; plus these listed below:

- Search Warrants for property or items constituting evidence of an offense or person who committed the offense (aka Evidentiary Search Warrants)
- Search Warrants regarding Chapter 59 Forfeiture contraband
- Search Warrants for the purpose of investigating a health and safety or nuisance abatement ordinance violation
- Seizure Warrants for the purpose of securing, removing, or demolishing the offending property and removing the debris from the premises
- Arrest Warrants



Gene Fox

Chief of Police

Shavano Park Police Department

CITY COUNCIL STAFF SUMMARY

Meeting Date: October 24, 2022

Agenda item: 6.5

Prepared by: Curtis Leeth

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Discussion /Action - Resolution R-2022-018 amending City Policy No. 11 - Signs on City Property to clarify the regulations of signs on city property to allow temporary commercial signage during some Council-approved activities at City Hall.

X

Attachments for Reference:

- 1) 6.5a Resolution R-2022-018
- 2) 6.5b City Policy No. 11 – Signs on City Property

BACKGROUND / HISTORY: In 2017, the City Council moved regulation of signs on City property from Ordinance to a Policy - creating City Policy 11 – Signs on Public Property. It has been amended from time to time as required to be consistent with City Ordinances and legal guidance.

DISCUSSION: Current City Policy allows for signs on public property during voting periods and public awareness signs for city sponsored events. Recently, City Council approved a limited reoccurring commercial activity (Farmer’s Market) to occur a few hours a week at City Hall. The organizer of the Farmer’s Market has requested that temporary signage be authorized during the period of the business activities in order to inform persons driving by that there is a Farmer’s Market. This seems like a reasonable request.

These proposed amendments (in blue) seek to allow limited temporary signage during some Council-approved activities on public property (e.g. *The Market @ Shavano Park* farmer market):

- a) *Signs for Council-approved activities at City Hall. It is recognized that there is a requirement for temporary signage during some Council-approved activities on public property. The City Manager approval is required for any temporary signage related to a Council-approved activity on public property.*

COURSES OF ACTION: Approve Resolution R-2022-018 amending City Policy No. 11 - Signs on City Property; or decline and provide further guidance.

FINANCIAL IMPACT: N/A

MOTION REQUESTED: Approve Resolution R-2022-018 amending City Policy No. 11 - Signs on City Property.

RESOLUTION R-2022-018

A RESOLUTION AMENDING CITY POLICY NO. 11 – SIGNS ON CITY PROPERTY

WHEREAS, the City Council of the City of Shavano Park previously adopted City Policy No. 11 governing Signs on Public Property; and

WHEREAS, the City Council of the City of Shavano Park believes allowing temporary signs during some Council-approved activities on public property facilitates the success of such activities;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHAVANO PARK, TEXAS:

1. That City Policy No. 11 – Signs on City Property is hereby amended to read as described in Attachment A.

PASSED AND APPROVED on by the City Council of the City of Shavano Park this the 24th day of October, 2022.

BOB WERNER, MAYOR

Attest:

TRISH NICHOLS, City Secretary



CITY OF SHAVANO PARK
900 Saddletree Court
Shavano Park, TX 78231

CITY POLICY NO. 11

SUBJECT: Signs on Public Property

October 24, 2022

1. **References.**

- a) Ordinance O-2021-012 Sign Ordinance
- b) [Resolution R-2022-018 Sign Policy](#)

2. **Purpose.** This policy regulates signs that may be placed on public property.

3. **Staff Point-of-Contact.** The point of contact for this policy is the Code Compliance Officer, at 210.391.0412 or codecompliance@shavanopark.org.

4. **Definitions.**

- a) *Non-commercial sign.* Any sign which does not advertise the sale, rent, or lease of goods, services, or property or a location that sells, rents, or leases goods, services, or property.
- b) *Public Property.* Property owned by, or dedicated to the City, or owned by, or dedicated to other governmental entities. Signs located on public property shall be governed by a separate City Policy.
- c) *Voting Period.* The period beginning with the first day of the early voting period and ending when the polls close on the designated Election Day. The voting period corresponds only with elections administered by Bexar County.

5. **Policy.** Signs installed in violation of this policy are considered a nuisance and may be removed by the City Manager or his/her designee without notice.

- a) *Signs during voting periods.* Any person may install a non-commercial sign during the Voting Period on public property used as a polling place subject to the following restrictions:
 - 1) No sign may be installed prior to the beginning of 12:01 a.m. on the first day the Voting Period begins;
 - 2) All signs must be removed by 11:59 p.m. the day following the Voting Period;
 - 3) No sign may greater in size than four square feet;
 - 4) No sign may be higher than eight feet above grade;
 - 5) Signs may not be illuminated or have any moving elements;
 - 6) Each responsible party may only install three signs covered by this policy during each Voting Period.
 - 7) Signs may only be installed within the area designated by the City Manager in Exhibit A.

- b) *Public awareness signs.* It is recognized that there is a requirement for announcing and public awareness for city sponsored events. The City Manager approval is required for all public awareness signs on public property.
- c) *Signs for Council-approved activities at City Hall.* It is recognized that there is a requirement for temporary signage during some Council-approved activities on public property. The City Manager approval is required for any temporary signage related to a Council-approved activity on public property.

Exhibit A - Areas Designated for Sign Placement on Municipal Tract



City of Shavano Park

Permit	Type	Issued	Status	Location	Contractor	Owner Name	Project Description	Square Footage	Fees Due	Fees Paid
Additions - Residential										
2022-570-AD		09/12/2022	Permit Issued	120 Honeybee	Alamo Construction & demo	n/a	See attached plan Room addition at back left of house. Concrete slab, Brick wall, composition shingles, standard wood framing. HOA n/a, Rescheck mini split only. See attached plan Room addition at back left of house. Concrete slab, Brick wall, composition shingles, standard wood framing. HOA n/a, Rescheck mini split only.	405.00	0.00	618.23
1 Permit for type Additions - Residential								405.00	0.00	618.23
Building (R) - Residential										
2021-260-BR		09/06/2022	Project Closed/Complete	111 Wellesley Landing	2019 Fisher Homes LLC	2019 Fisher Homes LLC	New 2 Story single family residence	4,432.00	0.00	5,859.15
2022-330-BR		09/02/2022	Permit Issued	610 Pond Bluff	BELLAIRE-HAGEN, LTD.	BELLAIRE HAGEN LTD	Single Family Residential New Construction with Attached Garage and Fence	3,444.00	0.00	4,341.12
2022-288-BR		09/06/2022	Permit Issued	606 Pond Bluff	BELLAIRE-HAGEN, LTD.	BELLAIRE-HAGEN LTD	Single Family Residential New Construction with Attached Garage and Fence	3,024.00	0.00	3,824.52
2022-285-BR		09/14/2022	Permit Issued	614 Pond Bluff	BELLAIRE-HAGEN, LTD.	BELLAIRE-HAGEN LTD	Single Family Residential New Construction with Attached Garage and Fence	2,626.00	0.00	3,334.98
2022-544-BR		09/02/2022	Permit Issued	506 Pond Bluff	BELLAIRE-HAGEN LTD	BELLAIRE-GRAND LTD	Single Family Residential New Construction with Attached Garage and Fence	3,402.00	0.00	4,289.46

City of Shavano Park									
2022-545-BR	09/02/2022	Permit Issued	704 Pond Bluff	BELLAIRE-HAGEN LTD	BELLAIRE-HAGEN LTD	Single Family Residential New Construction with Attached Garage and Fence	2,512.00	0.00	3,194.76
2022-603-BR	09/14/2022	Permit Issued	526 Pond Bluff	BELLAIRE-HAGEN LTD	BELLAIRE-GRAND, LTD	Single Family Residential New Construction with Attached Garage and Fence	3,354.00	0.00	4,330.42
7 Permit for type Building (R) - Residential							22,794.00	0.00	29,174.41
Electric (C) - Residential									
2022-517-EC	09/01/2022	Permit Issued	131 Hampton Way		Cynthia Struve	Installing a 24Kw Generac Whole Home Standby Generator with 200 amp automatic transfer switch.	0.00	0.00	107.63
2022-656-EC	09/29/2022	Permit Issued	4334 N.Loop 1604W	All Texas Electrical		Installing a 24Kw Generac Whole Home Standby Generator with 200 amp automatic transfer switch. WWCPS adding some outlets and lights, changing out panel, and transformer	19,490.00	0.00	517.63
2 Permit for type Electric (C) - Residential							19,490.00	0.00	625.26
Electric (R) - Residential									
2022-490-ER	09/07/2022	Permit Issued	230 Farne Castle	R.A. Flores		Connect and wire generator Wire and connect generator	0.00	0.00	210.13

City of Shavano Park									
2022-498-ER	09/06/2022	Project Closed/Complete	302 Regent Circle	Austin Generator	Chris Campbell	Installation of new Service Rated Generac Transfer Switch and Generator. This will require an Austin Energy Meter disconnect and reconnect Because the Transfer Switch will be place between meter and existing house panel.	0.00	0.00	107.63
2022-599-ER	09/12/2022	Permit Issued	610 POND BLUFF			Generator installation ELECTRICAL WORK FOR - 610 POND BLUFF	0.00	0.00	107.63
2022-605-ER	09/14/2022	Permit Issued	206 Hunters Branch Street South	ChargeCo LLC	Nereyda Pederson	Install EV charger in garage Install Electric Vehicle Charger	0.00	0.00	158.88
2022-600-ER	09/15/2022	Permit Issued	610 POND BLUFF			ELECTRICAL WORK FOR - 610 POND BLUFF	0.00	0.00	107.63
2022-594-ER	09/12/2022	Permit Issued	606 POND BLUFF			ELECTRICAL WORK - T-POLE FOR - 606 POND BLUFF	0.00	0.00	107.63
2022-645-ER	09/26/2022	Permit Issued	411 Cliffside Dr	One Stop Code Consulting	susan amini	Electrical low voltage installation	0.00	0.00	158.88
2022-654-ER	09/27/2022	Permit Issued	304 happy trail	Satx electric, llc	David Farney	Kitchen remodel and interior panel change Remove and re install wire for kitchen to remove the fur downs in the kitchen. Changing inside panel to allow fo af and df breakers	0.00	0.00	158.88
2022-500-ER	09/19/2022	Permit Issued	101 Bent Oak Dr	Cooper Plumbing	Cris Valladares	Install 38kw Generator with ATsS and surge protector Install 38kw Generator with ATsS and surge protector	0.00	0.00	210.13

PROJECT DETAILED SUMMARY BY DATE OR TYPE

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City of Shavano Park									
2022-662-ER	09/30/2022	Permit Issued	408 HAPPY TRAIL	DUCK ELECTRIC LLC	DIANA CARRASCO	electric wiring / convert attic space to an exercise room electrical wiring to convert attic space on a exercise room	0.00	0.00	158.88
10 Permit for type Electric (R) - Residential							0.00	0.00	1,486.30
Fence (R) - Residential									
2022-580-FNR	09/19/2022	Permit Issued	103 Wellesley Cove	Superior Fence Co. of San Antonio	Dina Selva	Tear out and Haul Off 2' FenceFurnish and Install 108' of 6ft Ornamental Iron Fence12' Horizontal Gate7' Horizontal FenceLiftmaster Opener24' Track	0.00	0.00	358.75
1 Permit for type Fence (R) - Residential							0.00	0.00	358.75
Finish Out - Commercial									
2022-587-FO	09/27/2022	Permit Issued	4334 N LOOP 1604	CAMBRIDGE CONTRACTING,LLC		FIRST TIME FINISH OUT FIRST TIME INTERIOR FINISHOUT	48,350.00	0.00	1,081.38
1 Permit for type Finish Out - Commercial							48,350.00	0.00	1,081.38
Fire Alarm Permit - Other									
2022-613-FA	09/27/2022	Permit Issued	4334 N. Loop 1604 W,	J.W. Dielmann, Inc.		Fire Alarm System Remodel Install 1 notification appliance.	2,605.82	0.00	148.63
1 Permit for type Fire Alarm Permit - Other							2,605.82	0.00	148.63
Fire Sprinkler Permit - Other									
2022-655-FS	09/29/2022	Permit Issued	4372 N. Loop 1604 W	Bear Fire Protection	QPM Enterprises	Modification to existing fire sprinkler system for tenant remodel	7,394.00	0.00	292.13
1 Permit for type Fire Sprinkler Permit - Other							7,394.00	0.00	292.13
Gas (R) - Residential									
2022-574-GR	09/06/2022	Permit Issued	131 Hampton Way	713Plumbers	Cynthia Struve	Installing a new gas line to a generator Installing a new gas line to a generator	0.00	0.00	210.13

City of Shavano Park									
2022-611-GR	09/15/2022	Permit Issued	101 Bent Oak	Cooper Plumbing	Cris Valladares	Gas line work for generator installation Install gas line for generator installation	0.00	0.00	210.13
2022-658-GR	09/28/2022	Permit Issued	111 painted post	Primo Plumbing, Inc.	Mike Colemere	Adding gas outlet for backup generator adding gas line for backup generator	0.00	0.00	210.13
3 Permit for type Gas (R) - Residential							0.00	0.00	630.39
HVAC (C) - Commercial									
2022-644-HC	09/29/2022	Permit Issued	4334 Loop 1604			VAV, GRDs	26,000.00	0.00	1,081.38
1 Permit for type HVAC (C) - Commercial							26,000.00	0.00	1,081.38
HVAC (R) - Residential									
2022-578-HR	09/07/2022	Permit Issued	510 Pond Bluff	AIRTRON INC		3 ton unit with ductwork	0.00	0.00	363.88
2022-612-HR	09/15/2022	Permit Issued	503 Possum Oak	1st Call Plumbing, Heating & Air (MECHANICAL)	Jeff Swanner	replacement of 16 Seer 3 Ton gas complete system	0.00	0.00	210.13
2022-602-HR	09/13/2022	Permit Issued	135 Whittingham	Air Authority LLC	R Ortega	RNC New home RNC 3 systems with approx 30 duct runs. 5 bath exhaust 1 kitchen vent and 1 drier vent	0.00	0.00	773.88
2022-581-HR	09/16/2022	Permit Issued	522 POND BLUFF	AIRTRON INC	BELLAIRE HOMES	NEW HVAC SYSTEM WITH DUCT WORK	0.00	0.00	363.88
2022-639-HR	09/26/2022	Permit Issued	214 persimmon	Climate Control	marc schomerus	replace hvac	0.00	0.00	210.13
2022-657-HR	09/28/2022	Permit Issued	322 Branch Oak Way	Jade Mechanical LLC	Jason Dudley	Condenser and Evaporator Replacement.	0.00	0.00	210.13
2022-661-HR	09/29/2022	Permit Issued	102 FAWN DRIVE	CHAMPION AC	CHAMPION AC	REPLACE EXISTING SYSTEM WITH NEW 4 TON GAS SYSTEM. 1-CONDENSER 1-FURNACE 1-COIL. NO OTHER WORK TO BE COMPLETED	0.00	0.00	107.63

City of Shavano Park									
2022-635-HR	09/21/2022	Permit Issued	114 Mossy Cup W	A-1 Heating & Air Conditioning, Inc.	Martha Guerra	Installation of 3 Ton Condenser, 1 cooling coil, 1 gas furnace 16.0 SEER	0.00	0.00	210.13
8 Permit for type HVAC (R) - Residential							0.00	0.00	2,449.79
Irrigation (R) - Residential									
2022-562-IR	09/06/2022	Permit Issued	223 WELLESLEY LOOP	S A RAINMAKER, LLC	EUGENE DAWSON	LAWN IRRIGATION & 1" BACKFLOW LAWN IRRIGATION SYSTEM & BACK FLOW	0.00	5.00	158.88
1 Permit for type Irrigation (R) - Residential							0.00	5.00	158.88
Plumbing (C) - Commercial									
2022-659-PC	09/29/2022	Permit Issued	3015 Napier Park	Stalwart Contracting, LLC	Napier Park SA, LLC	Rough-in and top-out of shell building Underground plumbing and top-out	28,500.00	0.00	773.88
1 Permit for type Plumbing (C) - Commercial							28,500.00	0.00	773.88
Plumbing (R) - Residential									
2022-564-PR	09/01/2022	Permit Issued	128 WELLESLEY LOOP	Benchmark Plumbing		new residential plumbing, sewer, water service, and gas service new residential plumbing, sewer, water service, and gas service	0.00	0.00	517.63
2022-567-PR	09/01/2022	Permit Issued	128 Whittingham	5 Stars Maintenance	True Stone Custom Homes	New Construction Rough In, Top Out, Trim Out All Plumbing New Construction Rough In Top Out Trim Out	0.00	0.00	574.01
2022-572-PR	09/02/2022	Permit Issued	618 POND BLUFF	CHRISTIANSON PLUMBING AND A/C	BELLAIRE HOMES	INSTALLATION OF NEW PLUMBING	0.00	0.00	686.76
2022-595-PR	09/13/2022	Permit Issued	606 POND BLUFF	CHRISTIANSON PLUMBING AND A/C	BELLAIRE HOMES	INSTALLATION OF NEW GAS & PLUMBING	0.00	0.00	517.63

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City of Shavano Park									
2022-590-PR	09/08/2022	Permit Issued	105 Hunters Branch	Lawn Works Landscaping	Cole Buss	Installation of new backflow valve RPZ Installation of new RPZ backflow device to existing irrigation system	0.00	0.00	158.88
2022-579-PR	09/09/2022	Project Closed/Complete	226 Geddington	Simple Service Plumbing	Becky Glynn	10tf Tunnel located on the right side of the house underneath the powder bathroom 10tf Tunnel located on the right side of the house underneath the powder bathroom	0.00	0.00	158.88
2022-596-PR	09/13/2022	Permit Issued	610 POND BLUFF	CHRISTIANSON PLUMBING AND A/C	BELLAIRE HOMES	INSTALLATION OF NEW GAS & PLUMBING	0.00	0.00	517.63
2022-630-PR	09/20/2022	Permit Issued	120 Honey Bee	Old Glory Plumbing LLC	Gary Evens	Rough-in, Top-out, and fixture Installation New Addition	0.00	0.00	158.88
2022-631-PR	09/21/2022	Permit Issued	206 Wellesley Landing	Benchmark Plumbing		New Residential plumbing, sewer, water service, and gas service New Residential plumbing, sewer, water service, and gas service	0.00	5.00	568.88
2022-660-PR	09/30/2022	Permit Issued	106 Chimney Rock	Cactus Plumbing		Secondary bathroom remodel	0.00	0.00	158.88
2022-665-PR	09/30/2022	Permit Issued	511 Possum Oak		Allyson Allen	Install 50-gallon natural gas water heater. Install 50-gallon natural gas water heater.	0.00	0.00	5.13
11 Permit for type Plumbing (R) - Residential							0.00	5.00	4,023.19
Remodel (R) - Residential									
2022-268-RM	09/02/2022	Permit Issued	304 Happy Trail		David Crouch	Kitchen Remodel	550.00	0.00	541.71
1 Permit for type Remodel (R) - Residential							550.00	0.00	541.71
Roof (R) - Residential									

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2022-634-RR	09/21/ 2022	Permit Issued	215 Granville Way		Raymond Jenkins	Tear roof metal roof & install new metal roof	0.00	0.00	158.88
1 Permit for type	Roof (R) - Residential						0.00	0.00	158.88
Septic (R) - Residential									
2022-522-SEPR	09/06/ 2022	Permit Issued	104 Broken Bough Lane		Fabian & Alexandria Kling		0.00	0.00	435.63
2022-556-SEPR	09/22/ 2022	Permit Issued	105 Hunters Branch St.		N/A		0.00	0.00	435.63
2 Permit for type	Septic (R) - Residential						0.00	0.00	871.26
Sign Permit - Other									
2022-555-SN	09/13/ 2022	Permit Issued	4372 N Loop 1604 W	Budget Signs	New Me Health Center	Vinyl lettering to existing blank tenant panel on d/f pylon structure.	56.00	0.00	158.88
2022-598-SN	09/19/ 2022	Permit Issued	3128 Napier Pk	AMERITEX FLAG AND FLAGPOLE, LLC		Flagpole Installation	0.00	0.00	210.13
2 Permit for type	Sign Permit - Other						56.00	0.00	369.01
Solar Panels - Other									
2022-588-SO	09/13/ 2022	Permit Issued	103 Chimney Rock Lane	5 Star Solar LLC	Richard Murray	Solar Panel Installation Solar Panel Installation	0.00	0.00	261.38
1 Permit for type	Solar Panels - Other						0.00	0.00	261.38
Swimming Pool - Other									
2022-541-SP	09/13/ 2022	Permit Issued	63 Wellesley Loop	Goebel Custom Pools	James Japhet	New Swimming pool/ spa	0.00	0.00	722.63
2022-617-SP	09/29/ 2022	Permit Issued	144 Kinnan Way	Artesian Pools	Rinaldo J Gonzalez	In group pool/spa and pool decking only in scope	0.00	0.00	722.63
2 Permit for type	Swimming Pool - Other						0.00	0.00	1,445.26
Tree Trimming (C) - Commercial									
2022-571-TC	09/01/ 2022	Project Closed/Comp lete	203 Branch Oak Way		Steve Muller	Tree trimming	0.00	0.00	35.88
2022-569-TC	09/01/ 2022	Project Closed/Comp lete	203 Blackjack Oak		Nancy Hardy	Tree pruning	0.00	0.00	35.88

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2022-575-TC	09/06/2022	Project Closed/Complete	104 Saddletree		Proper oak pruning front and backyard. Sterilized tools seal all wounds. Haul off all debris	0.00	0.00	35.88
2022-577-TC	09/06/2022	Project Closed/Complete	105 Windmill RD	John Horner	Pruning to remove deadwood and clearance to structures.	0.00	0.00	35.88
2022-591-TC	09/09/2022	Permit Issued	122 turkey creek	Randy Fletcher	DE MOSSING, TREE TRIMMING AND POSSIBLE TREE REMOVAL PER CONTRACTOR.	0.00	0.00	35.88
2022-591-TC	09/09/2022	Permit Issued	122 turkey creek	Randy Fletcher	DE MOSSING, TREE TRIMMING AND POSSIBLE TREE REMOVAL PER CONTRACTOR.	0.00	0.00	35.88
2022-592-TC	09/09/2022	Project Closed/Complete	126 Turkey Creek Rd	Diane Krauze	Tree crew will remove dead from oak tree in back yard. Crew will also remove dead hackberry and grind the stump. All wounds will be sealed and debris will be removed.	0.00	0.00	35.88
2022-597-TC	09/12/2022	Project Closed/Complete	336 box oak	Paul Walski	Trimming of oak trees.	0.00	0.00	35.88
2022-585-TC	09/13/2022	Project Closed/Complete	207 Box Oak	Wulfe	Proper oak pruning front and backyard. Sterilize all tools, seal wounds. Haul off all debris.	0.00	0.00	35.88
2022-606-TC	09/14/2022	Project Closed/Complete	414 Hampton Way	Kathy Schwesinger	Tree pruning	0.00	0.00	35.88
2022-582-TC	09/07/2022	Project Closed/Complete	215 Granville Way	Raymond Jenkins	Tree pruning	0.00	0.00	35.88
2022-614-TC	09/15/2022	Project Closed/Complete	105 Ottawa run	Cristianlunatreeservice	Trimming trees	0.00	0.00	35.00

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2022-610-TC	09/15/ 2022	Project Closed/Comp lete	105 Wagon Trail Rd	Richard Schoenert	Removal of two dead oak trees trimming of large dead limbs	0.00	0.00	35.88
2022-626-TC	09/20/ 2022	Project Closed/Comp lete	418 Happy Trail	Monte vista Foundation Inc	Pruning to front and back of property	0.00	0.00	35.88
2022-627-TC	09/20/ 2022	Project Closed/Comp lete	211 Granville Way	Keith Blalock	tree trimming	0.00	0.00	35.88
2022-607-TC	09/14/ 2022	Project Closed/Comp lete	112 Long Bow Rd	Frank Domingo	Tree Trimming	0.00	0.00	35.88
2022-615-TC	09/15/ 2022	Project Closed/Comp lete	118 Post Oak Way	Linda Johnson	Maintenance pruning of oak trees on property. Project to be completed on 9/19/2022.	0.00	0.00	35.88
2022-637-TC	09/23/ 2022	Project Closed/Comp lete	100 elm spring lane		Tree trimming	0.00	0.00	35.88
2022-601-TC	09/12/ 2022	Project Closed/Comp lete	3819 De Zavala Rd	Lacie Gorder	Tree Pruning	0.00	0.00	35.88
2022-646-TC	09/26/ 2022	Project Closed/Comp lete	102 Mossy Cup W	Jan Luther	Tree Trimming	0.00	0.00	35.88
2022-647-TC	09/26/ 2022	Project Closed/Comp lete	104 Mossy Cup W	Marge Gregerman	Trim Trees	0.00	0.00	35.88
2022-643-TC	09/26/ 2022	Project Closed/Comp lete	107 Bikeway Lane		Tree trimming	0.00	0.00	35.88
2022-640-TC	09/27/ 2022	Project Closed/Comp lete	108 Broken Bough	Smith	Oak pruning front yard	0.00	0.00	35.88
2022-653-TC	09/27/ 2022	Project Closed/Comp lete	218 Persimmon Pond	Jeanne Rubin	Pruning deadwood and providing clearance	0.00	0.00	35.88
2022-624-TC	09/19/ 2022	Project Closed/Comp lete	411 Cliffside Dr	Marion Palmore	Pruning trees at 411 Cliffside Dr.	0.00	0.00	35.88
2022-650-TC	09/27/ 2022	Project Closed/Comp lete	118 Elm Spring	Alvarez	Proper oak pruning front and backyard. Sterilize tools, seal wounds, haul off all debris.	0.00	0.00	35.88

PROJECT DETAILED SUMMARY BY DATE OR TYPE								
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City of Shavano Park								
2022-628-TC	09/20/2022	Project Closed/Complete	104 wagon trail	Jimmie George	Tree trimming	0.00	0.00	35.88
2022-664-TC	09/30/2022	Project Closed/Complete	14 De Zavala Pl		Remove dead limb	0.00	0.00	35.88
2022-633-TC	09/21/2022	Project Closed/Complete	114 W Mossy Cup St	Martha Guerra	Maintenance pruning of oak trees.	0.00	0.00	35.88
2022-632-TC	09/21/2022	Permit Issued	129 Mossy Cup West	Shaun Rawlins	Removal of dead tree	0.00	0.00	35.88
2022-632-TC	09/21/2022	Permit Issued	129 Mossy Cup West	Shaun Rawlins	Removal of dead tree	0.00	0.00	35.88
2022-642-TC	09/23/2022	Project Closed/Complete	911 Saddletree Court	911 Metro	Safety trimming above parking lot and trees around building.	0.00	0.00	35.88
2022-651-TC	09/27/2022	Project Closed/Complete	301 Fawn Drive	Juarez	Proper oak pruning front and backyard. Sterilize tools, seal wounds, haul off all debris.	0.00	0.00	35.88
2022-663-TC	09/30/2022	Project Closed/Complete	107 Turkey Creek Rd		Trim hazardous limbs over building rooftop	0.00	0.00	35.88
2022-652-TC	09/27/2022	Project Closed/Complete	110 Box Oak	Dan Crow	Oak tree trimming	0.00	0.00	35.88
35 Permit for type	Tree Trimming (C) - Commercial					0.00	0.00	1,254.92
Tree Trimming (R) - Residential								
2022-573-TR	09/02/2022	Project Closed/Complete	308 Cliffside Dr.	Juan Gonzalez	Trim trees on lot	0.00	0.00	35.88
2022-589-TR	09/08/2022	Project Closed/Complete	106 pepper bush	Adrian Gonzales	Trim low lying tree limbs	0.00	0.00	35.88
2022-593-TR	09/12/2022	Project Closed/Complete	104 Windmill Rd	Courtney Marples	Cut down three dead trees in the front yard.	0.00	0.00	35.88
2022-608-TR	09/15/2022	Project Closed/Complete	238 Geddington	Terry Powell	Tree trimming	0.00	0.00	35.88
2022-621-TR	09/19/2022	Project Closed/Complete	119 Turkey Creek Rd	Morgan Matson	tree trimming for code compliance	0.00	0.00	35.88

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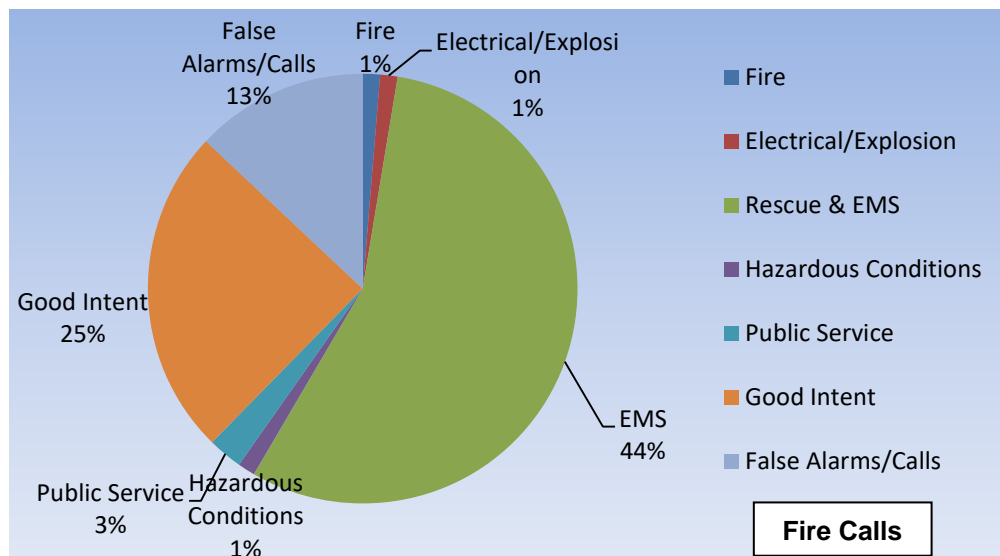
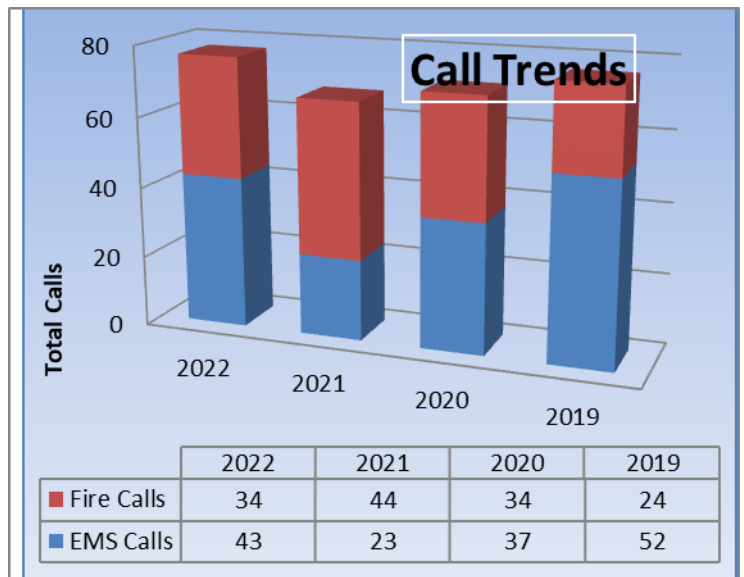
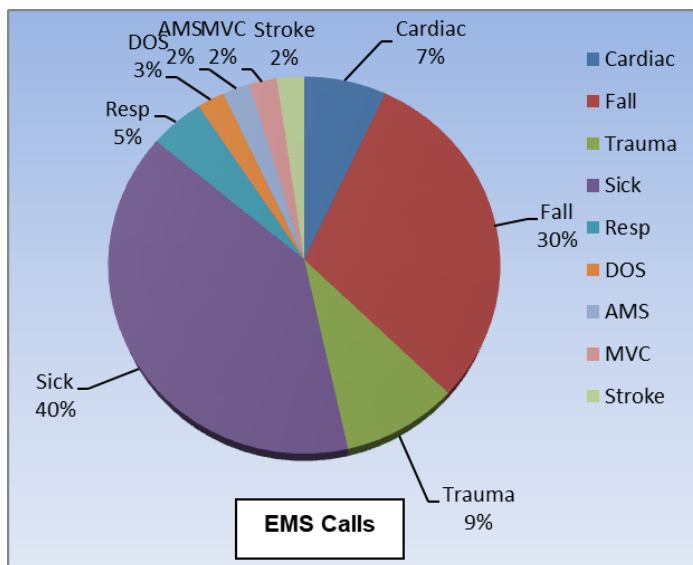
2022-629-TR	09/20/ 2022	Project Closed/Complete	120 N Warbler Way	Matthew Norris	Tree trimming	0.00	0.00	35.88
2022-609-TR	09/14/ 2022	Project Closed/Complete	104 Rustlers Butte	warwick goerge	trimming dead limbs from trees in front and rear yard. Removing a tree that has fallen over in the back yard. thinning some of the lower limbs to get the required 14ft clearance on the road.	0.00	0.00	35.88
2022-623-TR	09/19/ 2022	Project Closed/Complete	211 post oak way	NITIN SHARMA	Trimming trees on my primary residence	0.00	0.00	35.88
2022-576-TR	09/18/ 2022	Project Closed/Complete	106 Saddletree Rd.	Bennett Closner	Annual Permit for Tree Trimming by Homeowner	0.00	0.00	35.88
9 Permit for type Tree Trimming (R) - Residential						0.00	0.00	322.92

Shavano Park Fire Department

Summary of Events for September 2022



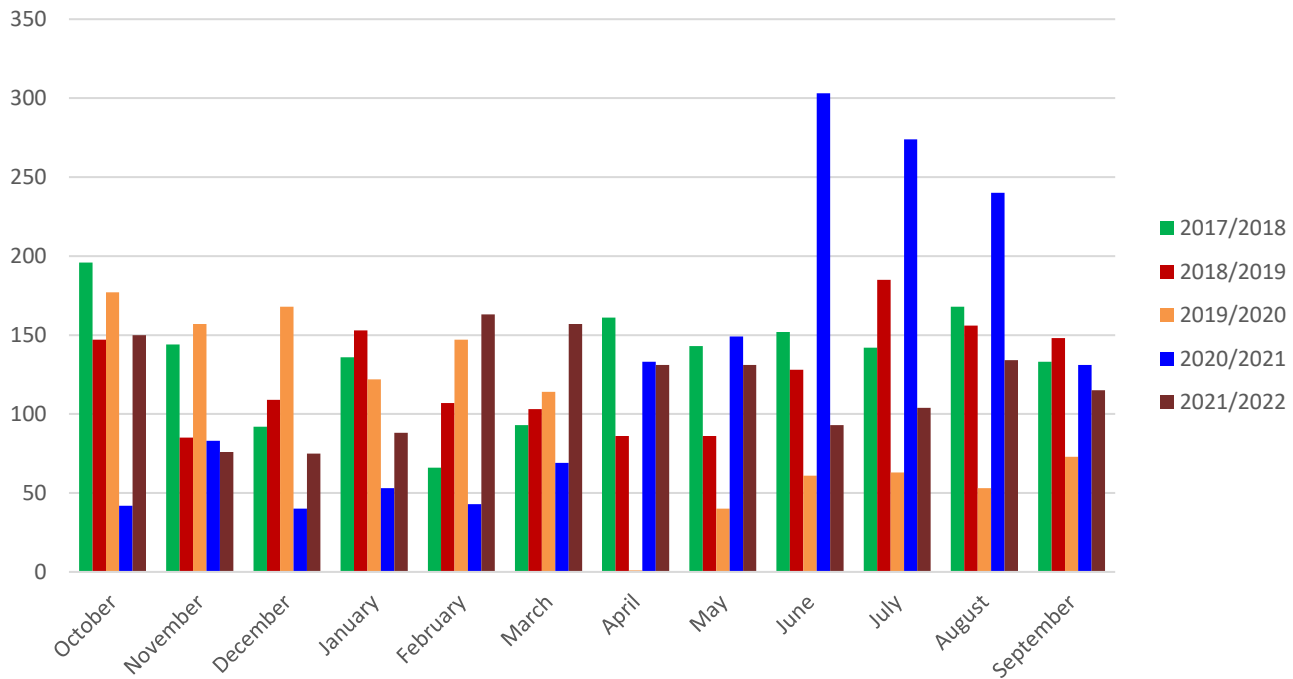
- Shavano Park FD responded to **77** requests for service in September.
- This is a **13% increase** from the previous September.
- Shavano Park FD responded to **4** automatic aid requests from Castle Hills FD and Hollywood Park FD.
- Shavano Park FD received **6** automatic aid responses for Castle Hills FD, Hollywood Park FD and Leon Valley FD.
- Shavano Park FD Responded/stood-by for **19** mutual aid requests from other departments
- The average response time for calls within Shavano Park is **4 minutes, 37 seconds** this month.
- Fire Fighters completed a total of **108 hours of fire** and **102 hours of EMS** training in the month of September
- Certified Fire Inspector inspected **6** commercial buildings.
- Fire crews performed **3** pre-incident fire plan reviews
- Certified Plans Examiners reviewed **4** sets of commercial building/renovation plans/changes to previously submitted plans



City of Shavano Park

Municipal Court Activity September 2022

Cases Filed Per Month

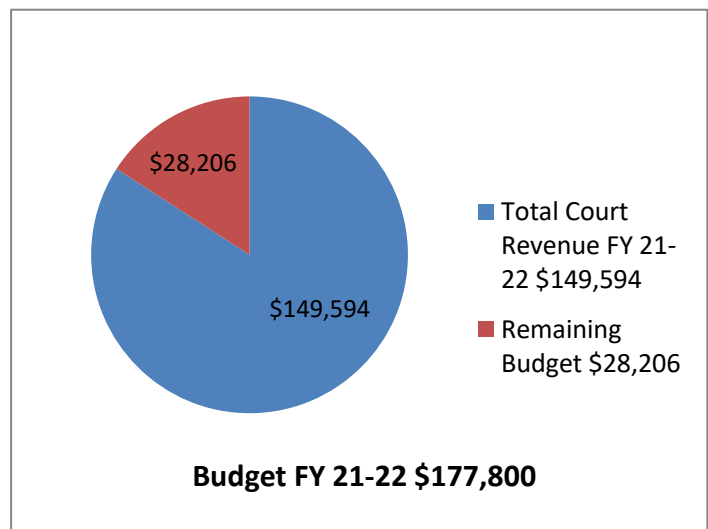


Cases Resolved	Current Month	Prior Year
Fine	34	61
Not Guilty By Judge	0	0
Guilty	34	27
Dismissed	2	5
Compliance Dismissal	26	31
Defensive Driving	6	13
Deferred Disposition	18	38
Proof of Insurance	6	1
TOTAL	126	176

There was 1 case filed in April 2020.
(Insufficient to register on the above chart)

There were no in-person Municipal Court proceedings March - May, July - December 2020 and January - February 2021 due to the coronavirus.

Court Revenue	Current 21/22	Prior 20/21
October	\$ 14,631	\$ 7,514
November	14,428	8,737
December	10,631	5,261
January	10,362	7,312
February	17,310	8,186
March	15,372	16,987
April	15,218	18,516
May	9,098	18,146
June	12,581	22,954
July	8,071	24,409
August	7,236	19,452
September	14,655	17,887
	\$ 149,594	\$ 175,361



Monthly Activity Report
City of Shavano Park Police Department
September 2022

Activity Report: 9 criminal offenses out of 9 incidents were handled by the Police Department for the month of September. 1889 total incidents were handled to by the Department for 2022.

Criminal Incidents	Calendar Year					
	Sept	2022	2021	2020	2019	2018
Alcohol Beverage Code Violations	1	5	0	0	0	2
Arrest of Wanted Persons (Outside Agency)	1	21	27	10	18	20
Assault / Assault Family Violence	0	7	11	9	4	6
Burglary Building	0	5	6	5	5	6
Burglary of Habitation	0	0	2	0	0	1
Burglary Vehicle	2	22	23	10	13	10
Criminal Mischief / Reckless Damage	0	5	17	9	9	8
Criminal Mischief Mail Box	0	1	3	0	0	0
Criminal Trespass	0	0	6	3	3	2
Cruelty to Animals	0	0	1	0	0	0
Disorderly Conduct	0	0	3	0	0	1
Deadly Conduct	0	0	1	0	0	0
Duty on Striking Fixture/Landscaping	0	1	4	0	3	1
Driving Under the Influence - Minor	0	2	1	0	0	0
Driving While Intoxicated	0	15	28	15	10	7
Driving while License Suspended / Invalid	0	0	1	1	5	3
Endangerment of Child	0	0	0	0	1	0
Engaging in Organized Crime	0	0	1	0	0	0
Evading Arrest/Escape Custody	0	7	9	5	3	5
Exploitation Child/Elderly/Disabled	0	0	1	0	0	0
Failure to Identify	0	0	0	1	1	2
Fraud / Forgery / False Reports / Tamper w/Govt. Record	0	11	12	8	7	5
Graffiti	0	0	0	1	3	1
Harassment / Retaliation / Terroristic Threat / Viol. Protect. Order	0	7	3	4	3	3
Illegal Dumping	0	0	6	0	0	0
Injury to Child/Elderly/Disabled	0	2	1	0	0	0
Property Damage/Leaving Scene of Accident	0	2	7	1	1	0
Minor In Possession Alcohol/Tobacco	0	4	3	13	0	1
Murder	0	0	1	0	0	0
Narcotics Violation (class B and up)	0	15	7	31	13	15
Narcotics Violation (class C)	0	19	17	24	15	22
Unlawful Possession/Carry Weapon	0	10	4	7	2	0
Public Intoxication	0	0	0	1	1	0
Reckless Driving	0	0	2	0	0	2
Resisting Arrest/Interference/Hindering/Unlawful Restraint	0	2	2	2	2	1
Robbery	0	1	2	2	1	0
Sexual Offense	1	1	0	1	2	0
Solicitation of a Minor / Indecency with a Minor	0	1	0	0	0	1
Stalking	0	0	2	0	0	0
Suicide	0	1	1	1	0	0
Tampering with Evidence	0	0	1	2	1	0
Theft	3	14	25	29	14	17
Theft of Mail	0	5	3	7	0	0
Theft of Motor Vehicle	1	1	5	2	0	0
Unauthorized Use of Motor Vehicle	0	4	1	4	0	0
Total Criminal Calls Handled	9	191	250	208	140	142

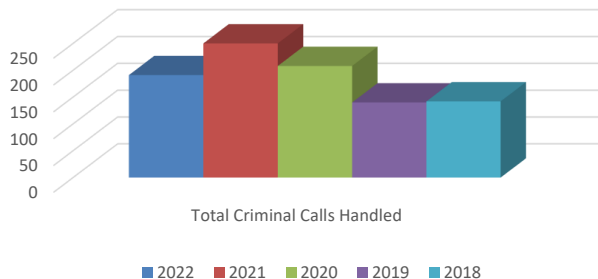
Monthly Activity Report
City of Shavano Park Police Department
September 2022

Non-Criminal Incidents

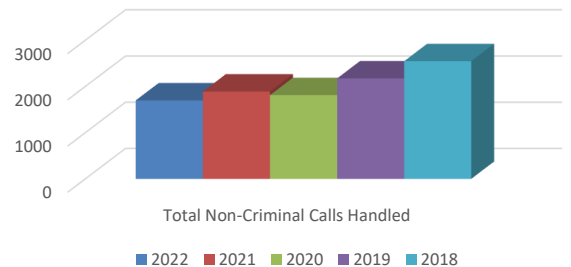
	Sept	Calendar Year				
		2022	2021	2020	2019	2018
Accidents Major (With Injuries)	0	5	6	2	8	7
Accidents Minor (Non-Injury)	7	51	78	36	74	69
Alarm Call	29	319	417	401	505	498
Animal Calls / Complaints	9	89	97	107	147	171
Assist Fire Department / EMS	34	293	372	373	426	444
Assist Other Law Enforcement Agencies	5	54	32	59	89	94
Assist the Public	6	57	37	80	105	77
City Ordinance Violations	0	30	47	57	34	374
Criminal Trespass Warning	0	1	10	11	10	5
Deceased Person / Natural / Unattended	1	14	17	23	15	20
Disturbance / Keep the Peace	6	59	63	71	46	59
Emergency Detention	1	8	12	12	9	4
Health & Safety Violations	0	0	0	0	0	0
Impounded Vehicles	11	81	0	0	0	0
Information	27	206	131	127	164	213
Missing Person / Runaway	1	2	0	3	4	0
Recovered Property / Found Property	0	16	18	11	9	8
Suspicious Activity, Circumstances, Persons, Vehicles	10	130	164	154	194	214
Traffic Hazard	9	40	30	21	72	47
Welfare Concern	11	66	69	48	65	58
911 Hang-up Calls	13	177	290	217	199	185
Total Non-Criminal Calls Handled	180	1698	1890	1813	2175	2547
Officer Initiated Contacts						
Community Policing Contacts / Crime Prevention	3	838	2754	899	1496	2620
Out of Town / Patrol-By Reports	35	224	196	211	430	410
Total Officer Initiated Contacts	38	1062	2950	1110	1926	3030

There was no reported gang activity for Sept. 2022. For 2022 there have been no reported gang activity.

Criminal Calls



Non Criminal Calls



**City of Shavano Park Police Department
September 2022 Breakdown**

Arrest of Wanted Person

1. 4500 blk. Lockhill-Selma Road - Bexar County

Burglary of Vehicle

1. 16300 blk. N.W. Military Hwy. - force, items taken
2. 3600 blk. Paesanos Pkwy. - force, items taken

Alcohol Beverage Code Violation

1. 4600 blk. Lockhill-Selma Road - consumption of alcohol by minor

Sex Assault

1. 900 Saddletree Court - Sex Assault

Theft

1. 100 blk. Tuscany Way - tools taken
2. 100 blk. Pepper Bush Lane - missing license plate
3. 16300 blk. N.W. Military Hwy. - tools taken
4. 4500 Lockhill-Selma Road - theft of motor vehicle

September 2022

Officer	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	Grand Total
Warnings	9	9	4	13	28	16	21	7	14	47	17	7	23	1	11	227
Citations	2	0	1	24	0	4	2	10	0	6	26	5	38	7	5	130
Cases	7	10	12	7	13	3	20	16	3	21	18	25	18	12	3	188
Activity Totals	18	19	17	44	41	23	43	33	17	74	61	37	79	20	19	545
Vehicles Stopped	11	9	5	26	19	16	20	13	14	40	34	10	41	6	14	278
Community Policing	0	0	0	0	0	0	0	0	0	0	3	0	0	0	0	3

Cantu Casares Flores Garza Harper Martinez Mendoza Nakazono Page Phelps Quintanilla Rangel Schumacher Torres Villanueva

Officer	P	Q	R	S	T	U	V	W	X	Y	Z	Total B
Warnings	0											0
Citations	0											0
Cases	1											1
Activity Totals	1	0	0	0	0	0	0	0	0	0	0	1
Vehicles Stopped	0											0
Community Policing	0											0

Ramsey

Grand Total
227
130
189
546
278
3

PUBLIC WORKS DEPARTMENT
Monthly Report -SEPTEMBER 2022

WATER UTILITY

- Completed relocation of long water services for Wagon Trail and Shavano Dr; all cellular meters installed
- Well 6 is back in service, after meter register was replaced
- Capped a 6" water main at Fawn Dr. and Shavano Dr. that extended into 310 Fawn Dr.
- Contractor completed working on Well #1 to temporarily cap
- Completed water main repair - 6" main that was cut by contractor at Fawn Dr. and Shavano Dr.
- KFW survey team completed surveying all the water mains for the remaining streets within the Bond

GROUND MAINTENANCE

- Mowed/trimmed City Hall, Pond Hill walking path, and Well Sites
- Continued weed trimming and remove minor debris from municipal tract trails

DRAINAGE

- ACM and PWD met with FEMA regarding updating City floodplain information for grant applications

FACILITIES

- Poured concrete foundation for PW/FD generator

STREETS

OTHER

- PWD and Super attended a webinar with EPA/TCEQ regarding Emergency Preparedness Plan updates

Water Utility	OCTOBER	MO	FY
# of Gallons Pumped		21,650,669	227,420,358
# of Gallons Pumped from Trinity		0	0
Total Pumped		<u>21,650,669</u>	<u>227,420,358</u>
 # of Gallons Sold		20,445,000	213,121,275
Water Losses in gallons		1,203,669	14,624,599
Flushing		2,000	97,500
% of Loss		5.56%	0
 Water Revenue		\$80,245.92	856,903
EAA Fees Collected		\$10,222.50	106,372
Water Service Fees		\$5,479.86	61,719
Debt Service Collected		\$15,828.58	189,898
Late Fees		\$1,842.24	12,018
Cellular Access Fee		\$8.90	108
 Water Used by City		217,000	3,831,000
Water Cost Used by City		\$1,956.96	38,061
 # of Water Complaints		0	11
# of Bill Adjustments		8	40
# of locate tickets		50	649

CITY OF SHAVANO PARK

MONTHLY COMPARISON TO LAST YEAR # OF WATER ACCOUNTS IN EACH TIER

Tiers	Breakdown of Tiers in Thousands of Gallons	# of Units In Tier	Rate per 1,000 Gallons	SEPTEMBER 2021	SEPTEMBER 2022
Tier 1	0-5,000	5	\$3.07	72	123
Tier 2	5,001 - 30,000	25	\$3.40	288	325
Tier 3	30,001 - 50,000	20	\$3.83	131	135
Tier 4	50,001 - 70,000	20	\$4.58	87	72
Tier 5	70,001 - 100,000	30	\$6.29	60	36
Tier 6	Over 100,001		\$11.94	69	18
				707	709

Other Fees

SEPTEMBER 2021	SEPTEMBER 2022
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EAA Fee @ \$.50/ 1,000 Gallons
Debt Service Fee @ \$ 22.58

\$8,821.00	\$10,222.50
\$15,851.16	\$15,828.58

Water Svc Fee 5/8 \$5.10
 3/4 \$7.34
 1 \$13.06
 1 1/2 \$29.38
 2 \$52.22

\$1,417.80	\$234.60
\$2,921.32	\$4,602.18
\$222.02	\$235.08
\$88.14	\$146.90
\$261.10	\$261.10

Water Sales Only

\$67,177.35	\$80,245.92
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CITY COUNCIL STAFF SUMMARY

Meeting Date: October 24, 2022

Agenda item: 7.6

Prepared by: Brenda Morey

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Presentation of September 2022 Monthly Reports

X

Attachments for Reference:

- a) September 2022 Revenue & Expenditure Report
- b) September 2022 Check Register

BACKGROUND / HISTORY: The data provided within the attachments are for FY 2021-22, month and year ending September 30, 2022. The “Current Budget” column contains the original adopted budget, plus the one Council approved budget amendment.

DISCUSSION: The attached September 2022 Revenue and Expenditure Report is **preliminary** only and subject to year-end closing procedures and the annual financial audit.

A number of year end entries will be prepared and posted to the general ledger that effect revenues such as accruals for sales tax, franchise fees, EMS fees and miscellaneous receivables. Total General Fund revenues are expected to exceed the total budgeted revenues, as amended, after the year end entries are recorded. The categories/line items with the largest excess include sales taxes, franchise fees, permits and licenses, interest income and donations - Administration. The excess is offset by shortfalls in total ad valorem taxes, court fees, EMS fees and sales of City assets.

Expenditures will continue to be recorded for September year end with vendor invoices that are still being received, although the Department heads did discontinue FY2022 purchasing early in September to assist in a timely year-end process. For example, we have not yet received the invoice for September legal services. In addition, year-end entries affect personnel, capital/fixed assets, depreciation, and debt. After the year end entries are reflected in the records, the total General Fund expenditures are not expected to exceed the budgeted amount, as amended.

The year-end financial audit is scheduled for the first full week of December. The auditors are expected to present their report at the regularly scheduled January 2023 City Council meeting.

COURSES OF ACTION: None related to the Report.

FINANCIAL IMPACT: N/A

STAFF RECOMMENDATION: N/A

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2022

10 -GENERAL FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>5,823,600.00</u>	<u>145,749.80</u>	<u>5,793,128.68</u>	<u>30,471.32</u>	<u>99.48</u>
TOTAL REVENUES	<u>5,823,600.00</u>	<u>145,749.80</u>	<u>5,793,128.68</u>	<u>30,471.32</u>	<u>99.48</u>
<hr/>					
<u>EXPENDITURE SUMMARY</u>					
CITY COUNCIL	41,005.00	332.36	41,874.46 (869.46)	102.12
ADMINISTRATION	999,742.00	73,697.61	993,759.35	5,982.65	99.40
COURT	96,211.00	8,097.50	93,899.86	2,311.14	97.60
PUBLIC WORKS	643,635.00	55,837.67	606,995.98	36,639.02	94.31
FIRE DEPARTMENT	1,981,177.00	159,838.64	1,923,468.66	57,708.34	97.09
POLICE DEPARTMENT	1,971,230.00	179,338.92	1,979,383.29 (8,153.29)	100.41
DEVELOPMENT SERVICES	<u>90,600.00</u>	<u>8,740.00</u>	<u>90,724.02</u> (<u>124.02)</u>	<u>100.14</u>
TOTAL EXPENDITURES	<u>5,823,600.00</u>	<u>485,882.70</u>	<u>5,730,105.62</u>	<u>93,494.38</u>	<u>98.39</u>
<hr/>					
REVENUES OVER/ (UNDER) EXPENDITURES	0.00 (340,132.90)	63,023.06 (63,023.06)	0.00

10 -GENERAL FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>NON-DEPARTMENTAL</u>					
<u>TAXES</u>					
10-599-1010 CURRENT ADVALOREM TAXES	3,786,000.00	1,465.11	3,750,778.18	35,221.82	99.07
10-599-1020 DELINQUENT ADVALOREM TAXES	20,000.00	0.44	8,838.36	11,161.64	44.19
10-599-1030 PENALTY & INTEREST REVENUE	15,000.00	257.63	13,378.78	1,621.22	89.19
10-599-1040 MUNICIPAL SALES TAX	610,000.00	51,707.67	644,777.31 (34,777.31)	105.70
10-599-1060 MIXED BEVERAGE TAX	<u>23,000.00</u>	<u>2,202.62</u>	<u>27,637.87</u> (<u>4,637.87)</u>	<u>120.16</u>
TOTAL TAXES	4,454,000.00	55,633.47	4,445,410.50	8,589.50	99.81
<u>FRANCHISE REVENUES</u>					
10-599-2020 FRANCHISE FEES - ELECTRIC	310,000.00	0.00	335,500.24 (25,500.24)	108.23
10-599-2022 FRANCHISE FEES - GAS	31,000.00	0.00	45,059.50 (14,059.50)	145.35
10-599-2024 FRANCHISE FEES - CABLE	62,000.00	0.00	67,976.65 (5,976.65)	109.64
10-599-2026 FRANCHISE FEES - PHONE	11,000.00	0.00	10,268.84	731.16	93.35
10-599-2028 FRANCHISE FEES - REFUSE	<u>35,000.00</u>	<u>0.00</u>	<u>31,636.98</u>	<u>3,363.02</u>	<u>90.39</u>
TOTAL FRANCHISE REVENUES	449,000.00	0.00	490,442.21 (41,442.21)	109.23
<u>PERMITS & LICENSES</u>					
10-599-3010 BUILDING PERMITS	350,000.00	38,076.91	356,363.09 (6,363.09)	101.82
10-599-3012 PLAN REVIEW FEES	25,000.00	2,420.00	25,674.33 (674.33)	102.70
10-599-3018 CERT OF OCCUPANCY PERMITS	4,500.00	500.00	2,700.00	1,800.00	60.00
10-599-3020 PLATTING FEES	3,000.00	0.00	2,400.00	600.00	80.00
10-599-3025 VARIANCE/RE-ZONE FEES	1,000.00	0.00	1,050.00 (50.00)	105.00
10-599-3040 CONTRACTORS' LICENSES	8,000.00	1,265.00	9,850.00 (1,850.00)	123.13
10-599-3045 INSPECTION FEES	7,500.00	950.00	13,315.00 (5,815.00)	177.53
10-599-3048 COMMERCIAL SIGN PERMITS	1,500.00	350.00	2,150.00 (650.00)	143.33
10-599-3050 GARAGE SALE & OTHER PERMITS	2,500.00	410.00	1,960.00	540.00	78.40
10-599-3055 HEALTH INSPECTIONS	<u>4,500.00</u>	<u>0.00</u>	<u>2,500.00</u>	<u>2,000.00</u>	<u>55.56</u>
TOTAL PERMITS & LICENSES	407,500.00	43,971.91	417,962.42 (10,462.42)	102.57
<u>COURT FEES</u>					
10-599-4010 MUNICIPAL COURT FINES	140,000.00	11,913.92	120,327.10	19,672.90	85.95
10-599-4021 ARREST FEES	4,500.00	291.06	4,110.99	389.01	91.36
10-599-4028 STATE COURT COST ALLOCATION	6,000.00	6,459.33	6,459.33 (459.33)	107.66
10-599-4030 WARRANT FEES	18,000.00	1,550.00	13,541.00	4,459.00	75.23
10-599-4036 JUDICIAL FEE - CITY	<u>500.00</u>	<u>9.34</u>	<u>99.05</u>	<u>400.95</u>	<u>19.81</u>
TOTAL COURT FEES	169,000.00	20,223.65	144,537.47	24,462.53	85.53
<u>POLICE/FIRE REVENUES</u>					
10-599-6010 POLICE REPORT REVENUE	300.00	12.00	183.10	116.90	61.03
10-599-6020 POLICE DEPT - UNCLAIMED FUN	0.00	0.00	666.46 (666.46)	0.00
10-599-6030 POLICE DEPT. REVENUE	2,500.00	0.00	521.00	1,979.00	20.84
10-599-6040 TOWING CONTRACT	0.00	750.00	1,550.00 (1,550.00)	0.00
10-599-6060 EMS FEES	<u>165,000.00</u>	<u>11,543.20</u>	<u>147,535.91</u>	<u>17,464.09</u>	<u>89.42</u>
TOTAL POLICE/FIRE REVENUES	167,800.00	12,305.20	150,456.47	17,343.53	89.66

10 -GENERAL FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>MISC./GRANTS/INTEREST</u>					
10-599-7000 INTEREST INCOME	7,500.00	4,921.89	17,327.99 (9,827.99)	231.04
10-599-7024 BEXAR COUNTY	20,000.00	0.00	0.00	20,000.00	0.00
10-599-7025 US DOJ VEST GRANT	3,000.00	0.00	1,454.77	1,545.23	48.49
10-599-7030 FORESTRY SERVICE GRANT	5,000.00	500.00	500.00	4,500.00	10.00
10-599-7037 STRAC	9,210.00	0.00	9,209.50	0.50	99.99
10-599-7040 PUBLIC RECORDS REVENUE	0.00	6.00	322.42 (322.42)	0.00
10-599-7050 ADMINISTRATIVE INCOME	15,108.00	396.59	5,407.86	9,700.14	35.79
10-599-7055 BEXAR COUNTY ELECTION	300.00	0.00	1,065.34 (765.34)	355.11
10-599-7060 CC SERVICE FEES	7,000.00	649.11	7,891.05 (891.05)	112.73
10-599-7070 RECYCLING REVENUE	4,200.00	0.00	0.00	4,200.00	0.00
10-599-7072 PAVILION & CH GROUNDS RENT	5,000.00	717.00	4,776.50	223.50	95.53
10-599-7075 SITE LEASE/LICENSE FEES	27,750.00	2,652.19	30,446.71 (2,696.71)	109.72
10-599-7085 DONATIONS- POLICE DEPT	0.00	0.00	50.00 (50.00)	0.00
10-599-7086 DONATIONS- ADMINISTRATION	2,500.00	0.00	14,501.00 (12,001.00)	580.04
10-599-7090 SALE OF CITY ASSETS	27,000.00	0.00	2,878.63	24,121.37	10.66
10-599-7097 INSURANCE PROCEEDS	<u>5,890.00</u>	<u>3,772.79</u>	<u>11,645.84 (</u>	<u>5,755.84)</u>	<u>197.72</u>
TOTAL MISC./GRANTS/INTEREST	139,458.00	13,615.57	107,477.61	31,980.39	77.07
<u>TRANSFERS IN</u>					
10-599-8020 TRF IN -WATER FUND	22,050.00	0.00	22,050.00	0.00	100.00
10-599-8050 TRF IN -COURT RESTRICTED	8,500.00	0.00	8,500.00	0.00	100.00
10-599-8060 TRF IN - STREET PROJECTS FU	<u>6,292.00</u>	<u>0.00</u>	<u>6,292.00</u>	<u>0.00</u>	<u>100.00</u>
TOTAL TRANSFERS IN	36,842.00	0.00	36,842.00	0.00	100.00
<hr/>					
TOTAL NON-DEPARTMENTAL	5,823,600.00	145,749.80	5,793,128.68	30,471.32	99.48
<hr/>					
TOTAL REVENUES	<u>5,823,600.00</u>	<u>145,749.80</u>	<u>5,793,128.68</u>	<u>30,471.32</u>	<u>99.48</u>

10 -GENERAL FUND
CITY COUNCIL

% OF YEAR COMPLETED: 100.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>SUPPLIES</u>					
10-600-2020 GENERAL OFFICE SUPPLIES	300.00	48.48	235.48	64.52	78.49
10-600-2035 COUNCIL/EMPLOYEE APPREC.	750.00	64.00	728.35	21.65	97.11
10-600-2037 CITY SPONSORED EVENTS	24,000.00	22.00	22,216.83	1,783.17	92.57
10-600-2040 MEETING SUPPLIES	900.00	13.00	384.15	515.85	42.68
10-600-2080 UNIFORMS	<u>0.00</u>	<u>184.88</u>	<u>352.97</u>	<u>(352.97)</u>	<u>0.00</u>
TOTAL SUPPLIES	25,950.00	332.36	23,917.78	2,032.22	92.17
<u>SERVICES</u>					
10-600-3018 CITY WIDE CLEAN UP	1,500.00	0.00	860.00	640.00	57.33
10-600-3020 ASSOCIATION DUES & PUBS	1,760.00	0.00	1,153.00	607.00	65.51
10-600-3030 TRAINING/EDUCATION	2,475.00	0.00	2,670.00	(195.00)	107.88
10-600-3040 TRAVEL/LODGING/MEALS	4,370.00	0.00	4,047.93	322.07	92.63
10-600-3090 COMMUNICATIONS SERVICES	<u>0.00</u>	<u>0.00</u>	<u>50.39</u>	<u>(50.39)</u>	<u>0.00</u>
TOTAL SERVICES	10,105.00	0.00	8,781.32	1,323.68	86.90
<u>CONTRACTUAL</u>					
10-600-4088 ELECTION SERVICES	<u>3,750.00</u>	<u>0.00</u>	<u>9,175.36</u>	<u>(5,425.36)</u>	<u>244.68</u>
TOTAL CONTRACTUAL	3,750.00	0.00	9,175.36	(5,425.36)	244.68
<u>CAPITAL OUTLAY</u>					
10-600-8015 NON-CAPITAL-COMPUTER EQUIPM	<u>1,200.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,200.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	1,200.00	0.00	0.00	1,200.00	0.00
<hr/>					
TOTAL CITY COUNCIL	41,005.00	332.36	41,874.46	(869.46)	102.12

10 -GENERAL FUND
ADMINISTRATION

% OF YEAR COMPLETED: 100.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
10-601-1010 SALARIES	525,965.00	42,947.38	526,370.33 (405.33)	100.08
10-601-1015 OVERTIME	1,000.00	0.00	0.00	1,000.00	0.00
10-601-1020 MEDICARE	7,755.00	619.10	7,498.42	256.58	96.69
10-601-1025 TWC (SUI)	1,620.00	0.00	54.00	1,566.00	3.33
10-601-1030 HEALTH INSURANCE	36,360.00	3,030.00	36,360.00	0.00	100.00
10-601-1031 HSA	90.00	11.10	92.50 (2.50)	102.78
10-601-1033 DENTAL INSURANCE	2,848.00	227.78	2,819.66	28.34	99.00
10-601-1035 VISION CARE INSURANCE	427.00	36.96	443.53 (16.53)	103.87
10-601-1036 LIFE INSURANCE	422.00	35.10	421.20	0.80	99.81
10-601-1037 WORKERS' COMP INSURANCE	1,310.00	325.55	1,262.56	47.44	96.38
10-601-1040 TMRS RETIREMENT	75,735.00	6,258.82	75,441.93	293.07	99.61
10-601-1070 SPECIAL ALLOWANCES	<u>7,875.00</u>	<u>908.70</u>	<u>8,143.68 (</u>	<u>268.68)</u>	<u>103.41</u>
TOTAL PERSONNEL	661,407.00	54,400.49	658,907.81	2,499.19	99.62
<u>SUPPLIES</u>					
10-601-2020 GENERAL OFFICE SUPPLIES	6,800.00	417.26	6,749.85	50.15	99.26
10-601-2025 BENEFITS CITYWIDE	1,500.00	0.00	0.00	1,500.00	0.00
10-601-2030 POSTAGE/METER RENTAL	14,004.00	1,632.71	13,879.65	124.35	99.11
10-601-2035 EMPLOYEE APPRECIATION	1,300.00	259.49	1,358.59 (58.59)	104.51
10-601-2050 PRINTING & COPYING	1,300.00	0.00	645.24	654.76	49.63
10-601-2060 MED EXAMS/SCREENING/TESTING	1,000.00	0.00	0.00	1,000.00	0.00
10-601-2070 JANITORIAL SUPPLIES	1,250.00	0.00	1,733.16 (483.16)	138.65
10-601-2080 UNIFORMS	<u>0.00</u>	<u>59.98</u>	<u>59.98 (</u>	<u>59.98)</u>	<u>0.00</u>
TOTAL SUPPLIES	27,154.00	2,369.44	24,426.47	2,727.53	89.96
<u>SERVICES</u>					
10-601-3010 ADVERTISING EXPENSE	11,730.00	488.75	14,631.60 (2,901.60)	124.74
10-601-3012 PROF. SERVICES-ENGINEERS	5,000.00	0.00	3,953.90	1,046.10	79.08
10-601-3013 PROFESSIONAL SERVICES	1,950.00	0.00	4,745.00 (2,795.00)	243.33
10-601-3015 PROF. SERVICES-LEGAL	40,000.00	0.00	26,962.56	13,037.44	67.41
10-601-3016 CODIFICATION EXPENSE	4,500.00	0.00	4,605.00 (105.00)	102.33
10-601-3020 ASSOCIATION DUES & PUBL.	4,200.00	36.91	3,237.34	962.66	77.08
10-601-3030 TRAINING/EDUCATION	4,500.00	175.00	1,510.00	2,990.00	33.56
10-601-3040 TRAVEL/MILEAGE/LODGING/PERD	3,000.00	65.00	4,022.41 (1,022.41)	134.08
10-601-3050 LIABILITY INSURANCE	14,300.00	0.00	14,841.79 (541.79)	103.79
10-601-3070 PROPERTY INSURANCE	1,375.00	0.00	1,592.51 (217.51)	115.82
10-601-3075 BANK/CREDIT CARD FEES	6,000.00	410.16	8,405.24 (2,405.24)	140.09
10-601-3080 SPECIAL SERVICES	2,000.00	0.00	2,000.00	0.00	100.00
10-601-3085 WEBSITE TECHNOLOGY	2,500.00	0.00	2,500.00	0.00	100.00
10-601-3087 CITIZENS COMMUNICATION/EDUC	<u>8,812.00</u>	<u>2,979.00</u>	<u>6,650.77</u>	<u>2,161.23</u>	<u>75.47</u>
TOTAL SERVICES	109,867.00	4,154.82	99,658.12	10,208.88	90.71

10 -GENERAL FUND
ADMINISTRATION

% OF YEAR COMPLETED: 100.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>CONTRACTUAL</u>					
10-601-4050 DOCUMENT STORAGE/ARCHIVES	3,800.00	242.50	3,369.50	430.50	88.67
10-601-4060 IT SERVICES	46,700.00	0.00	51,971.21 (5,271.21)	111.29
10-601-4075 COMPUTER SOFTWARE/INCODE	11,209.00	149.90	11,376.60 (167.60)	101.50
10-601-4083 AUDIT SERVICES	16,600.00	0.00	14,110.00	2,490.00	85.00
10-601-4084 BEXAR COUNTY APPRAISAL DIST	17,340.00	4,441.00	17,552.00 (212.00)	101.22
10-601-4085 BEXAR COUNTY TAX ASSESSOR	<u>3,775.00</u>	<u>0.00</u>	<u>3,701.40</u>	<u>73.60</u>	<u>98.05</u>
TOTAL CONTRACTUAL	99,424.00	4,833.40	102,080.71 (2,656.71)	102.67
<u>MAINTENANCE</u>					
10-601-5005 EQUIPMENT LEASES	3,700.00	178.21	3,490.84	209.16	94.35
10-601-5010 EQUIPMENT MAINT & REPAIR	300.00	0.00	0.00	300.00	0.00
10-601-5015 ELECTRONIC EQPT MAINT	300.00	0.00	39.98	260.02	13.33
10-601-5030 BUILDING MAINTENANCE	<u>49,900.00</u>	<u>5,966.33</u>	<u>55,379.73</u> (<u>5,479.73)</u>	<u>110.98</u>
TOTAL MAINTENANCE	54,200.00	6,144.54	58,910.55 (4,710.55)	108.69
<u>UTILITIES</u>					
10-601-7042 UTILITIES - PHONE/CELL/VOIP	<u>17,000.00</u>	<u>1,794.92</u>	<u>18,843.59</u> (<u>1,843.59)</u>	<u>110.84</u>
TOTAL UTILITIES	17,000.00	1,794.92	18,843.59 (1,843.59)	110.84
<u>CAPITAL OUTLAY</u>					
10-601-8015 NON-CAPITAL-COMPUTER	600.00	0.00	914.77 (314.77)	152.46
10-601-8025 NON-CAPITAL-OFFICE FURN.	150.00	0.00	159.99 (9.99)	106.66
10-601-8026 NON-CAPITAL - FURNITURE	<u>1,000.00</u>	<u>0.00</u>	<u>917.34</u>	<u>82.66</u>	<u>91.73</u>
TOTAL CAPITAL OUTLAY	1,750.00	0.00	1,992.10 (242.10)	113.83
<u>INTERFUND TRANSFERS</u>					
10-601-9030 TRANSFER TO DEBT SERVICE FU	<u>28,940.00</u>	<u>0.00</u>	<u>28,940.00</u>	<u>0.00</u>	<u>100.00</u>
TOTAL INTERFUND TRANSFERS	28,940.00	0.00	28,940.00	0.00	100.00
TOTAL ADMINISTRATION	999,742.00	73,697.61	993,759.35	5,982.65	99.40

10 -GENERAL FUND
COURT

% OF YEAR COMPLETED: 100.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
10-602-1010 SALARIES	55,322.00	4,517.03	55,504.23 (182.23)	100.33
10-602-1015 OVERTIME	500.00	0.00	0.00	500.00	0.00
10-602-1020 MEDICARE	820.00	67.52	823.01 (3.01)	100.37
10-602-1025 TWC (SUI)	270.00	0.00	9.00	261.00	3.33
10-602-1036 LIFE INSURANCE	70.00	5.85	70.20 (0.20)	100.29
10-602-1037 WORKERS' COMP INSURANCE	139.00	34.94	134.58	4.42	96.82
10-602-1040 TMRS RETIREMENT	8,005.00	664.74	8,009.55 (4.55)	100.06
10-602-1070 SPECIAL ALLOWANCES	<u>1,200.00</u>	<u>138.45</u>	<u>1,246.05</u> (<u>46.05)</u>	<u>103.84</u>
TOTAL PERSONNEL	66,326.00	5,428.53	65,796.62	529.38	99.20
<u>SUPPLIES</u>					
10-602-2020 OFFICE SUPPLIES	500.00	0.00	525.09 (25.09)	105.02
10-602-2050 PRINTING & COPYING	<u>850.00</u>	<u>768.99</u>	<u>915.49</u> (<u>65.49)</u>	<u>107.70</u>
TOTAL SUPPLIES	1,350.00	768.99	1,440.58 (90.58)	106.71
<u>SERVICES</u>					
10-602-3015 JUDGE/PROSECUTOR	15,600.00	1,300.00	15,600.00	0.00	100.00
10-602-3020 ASSOCIATION DUES & PUBS	150.00	0.00	249.75 (99.75)	166.50
10-602-3030 TRAINING/EDUCATION	1,300.00	0.00	700.00	600.00	53.85
10-602-3040 TRAVEL/MILEAGE/LODGING	2,500.00	0.00	754.18	1,745.82	30.17
10-602-3050 LIABILITY INSURANCE	130.00	0.00	128.79	1.21	99.07
10-602-3070 PROPERTY INSURANCE	63.00	0.00	62.41	0.59	99.06
10-602-3075 BANK/CREDIT CARD FEES	<u>1,600.00</u>	<u>141.26</u>	<u>1,701.99</u> (<u>101.99)</u>	<u>106.37</u>
TOTAL SERVICES	21,343.00	1,441.26	19,197.12	2,145.88	89.95
<u>CONTRACTUAL</u>					
10-602-4075 COMPUTER SOFTWARE/INCODE	<u>4,972.00</u>	<u>0.00</u>	<u>4,865.38</u>	<u>106.62</u>	<u>97.86</u>
TOTAL CONTRACTUAL	4,972.00	0.00	4,865.38	106.62	97.86
<u>UTILITIES</u>					
10-602-7042 UTILITIES - PHONE/CELL/VOIP	<u>2,220.00</u>	<u>458.72</u>	<u>2,600.16</u> (<u>380.16)</u>	<u>117.12</u>
TOTAL UTILITIES	2,220.00	458.72	2,600.16 (380.16)	117.12
<u>CAPITAL OUTLAY</u>					
TOTAL COURT	96,211.00	8,097.50	93,899.86	2,311.14	97.60

10 -GENERAL FUND
PUBLIC WORKS

% OF YEAR COMPLETED: 100.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
10-603-1010 SALARIES	233,031.00	13,759.14	221,321.40	11,709.60	94.98
10-603-1015 OVERTIME	9,500.00	629.53	5,654.44	3,845.56	59.52
10-603-1020 MEDICARE	3,767.00	210.81	3,319.51	447.49	88.12
10-603-1025 TWC (SUI)	1,080.00	0.00	54.00	1,026.00	5.00
10-603-1030 HEALTH INSURANCE	29,088.00	2,424.00	29,088.00	0.00	100.00
10-603-1031 HSA	178.00	14.80	170.20	7.80	95.62
10-603-1033 DENTAL INSURANCE	1,633.00	125.65	1,503.01	129.99	92.04
10-603-1035 VISION CARE INSURANCE	325.00	26.52	318.25	6.75	97.92
10-603-1036 LIFE INSURANCE	281.00	23.40	280.80	0.20	99.93
10-603-1037 WORKERS' COMP INSURANCE	5,880.00	1,465.34	5,511.26	368.74	93.73
10-603-1040 TMRS RETIREMENT	36,786.00	2,195.18	33,295.54	3,490.46	90.51
10-603-1070 SPECIAL ALLOWANCES	<u>8,100.00</u>	<u>882.72</u>	<u>7,944.48</u>	<u>155.52</u>	<u>98.08</u>
TOTAL PERSONNEL	329,649.00	21,757.09	308,460.89	21,188.11	93.57
<u>SUPPLIES</u>					
10-603-2020 OFFICE SUPPLIES	1,000.00	15.41	834.26	165.74	83.43
10-603-2035 EMPLOYEE APPRECIATION	360.00	74.52	265.27	94.73	73.69
10-603-2050 PRINTING & COPYING	175.00	0.00	312.00 (137.00)	178.29
10-603-2060 MEDICAL EXAMS/SCREENINGS	200.00	0.00	58.00	142.00	29.00
10-603-2070 JANITORIAL SUPPLIES	3,000.00	2,675.09	3,248.75 (248.75)	108.29
10-603-2080 UNIFORMS	2,200.00	0.00	1,474.34	725.66	67.02
10-603-2090 SMALL TOOLS	3,500.00	0.00	3,285.76	214.24	93.88
10-603-2091 SAFETY GEAR	<u>1,500.00</u>	<u>674.65</u>	<u>2,893.46</u> (<u>1,393.46</u>)	<u>192.90</u>
TOTAL SUPPLIES	11,935.00	3,439.67	12,371.84 (436.84)	103.66
<u>SERVICES</u>					
10-603-3012 PROFESSIONAL - ENGINEERING	5,000.00	0.00	405.00	4,595.00	8.10
10-603-3013 PROFESSIONAL SERVICES	25,800.00	607.84	13,243.64	12,556.36	51.33
10-603-3014 PROF SERV - CH & MONUMENTS	5,000.00	0.00	4,281.99	718.01	85.64
10-603-3020 ASSOCIATION DUES & PUBS	300.00	0.00	205.00	95.00	68.33
10-603-3030 TRAINING/EDUCATION	600.00	0.00	680.00 (80.00)	113.33
10-603-3040 TRAVEL/MILEAGE/LODGING/PERD	250.00	0.00	393.43 (143.43)	157.37
10-603-3050 LIABILITY INSURANCE	4,700.00	0.00	4,656.27	43.73	99.07
10-603-3060 UNIFORM SERVICE	2,000.00	232.40	3,237.03 (1,237.03)	161.85
10-603-3070 PROPERTY INSURANCE	<u>2,175.00</u>	<u>0.00</u>	<u>2,211.60</u> (<u>36.60</u>)	<u>101.68</u>
TOTAL SERVICES	45,825.00	840.24	29,313.96	16,511.04	63.97
<u>CONTRACTUAL</u>					
10-603-4075 COMPUTER SOFTWARE	<u>1,200.00</u>	<u>0.00</u>	<u>650.00</u>	<u>550.00</u>	<u>54.17</u>
TOTAL CONTRACTUAL	1,200.00	0.00	650.00	550.00	54.17
<u>MAINTENANCE</u>					
10-603-5005 EQUIPMENT LEASES	3,500.00	0.00	465.71	3,034.29	13.31
10-603-5010 EQUIPMENT MAINT & REPAIR	12,000.00	2.00	11,071.21	928.79	92.26
10-603-5020 VEHICLE MAINTENANCE	7,000.00	2,315.02	6,185.80	814.20	88.37
10-603-5030 BUILDING MAINTENANCE	7,500.00	49.95	7,728.62 (228.62)	103.05
10-603-5060 VEHICLE & EQPT FUELS	<u>17,000.00</u>	<u>893.52</u>	<u>18,008.31</u> (<u>1,008.31</u>)	<u>105.93</u>
TOTAL MAINTENANCE	47,000.00	3,260.49	43,459.65	3,540.35	92.47

10 -GENERAL FUND
PUBLIC WORKS

% OF YEAR COMPLETED: 100.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>DEPT MATERIALS-SERVICES</u>					
10-603-6011 CHEMICALS	800.00	0.00	298.97	501.03	37.37
10-603-6080 STREET MAINTENANCE	31,000.00	17,217.48	34,431.62 (3,431.62)	111.07
10-603-6081 SIGN MAINTENANCE	3,000.00	0.00	2,592.60	407.40	86.42
10-603-6083 DRAINAGE MAINT	500.00	0.00	0.00	500.00	0.00
10-603-6084 PAVILION/PLAY/PATH MAINT	5,000.00	5.00	4,808.51	191.49	96.17
10-603-6086 EAGLE SCOUT PROJECTS	<u>0.00</u>	<u>0.00</u>	<u>1,006.71</u> (<u>1,006.71)</u>	<u>0.00</u>
TOTAL DEPT MATERIALS-SERVICES	40,300.00	17,222.48	43,138.41 (2,838.41)	107.04
<u>UTILITIES</u>					
10-603-7040 UTILITIES - ELECTRIC	38,000.00	4,577.25	45,107.52 (7,107.52)	118.70
10-603-7041 UTILITIES - GAS	500.00	30.79	391.41	108.59	78.28
10-603-7042 UTILITIES - PHONE	500.00	0.00	998.71 (498.71)	199.74
10-603-7044 UTILITIES - WATER	35,000.00	1,730.36	35,486.69 (486.69)	101.39
10-603-7045 STREET LIGHTS	29,000.00	2,591.88	26,495.61	2,504.39	91.36
10-603-7046 UTILITIES - SAWS	<u>6,000.00</u>	<u>387.42</u>	<u>5,158.33</u>	<u>841.67</u>	<u>85.97</u>
TOTAL UTILITIES	109,000.00	9,317.70	113,638.27 (4,638.27)	104.26
<u>CAPITAL OUTLAY</u>					
10-603-8005 OFFICE FURNITURE	1,500.00	0.00	1,572.68 (72.68)	104.85
10-603-8015 NON-CAPITAL-COMPUTER	400.00	0.00	274.87	125.13	68.72
10-603-8020 NON-CAPITAL-MAINT EQPT	<u>6,650.00</u>	<u>0.00</u>	<u>3,939.41</u>	<u>2,710.59</u>	<u>59.24</u>
TOTAL CAPITAL OUTLAY	8,550.00	0.00	5,786.96	2,763.04	67.68
<u>INTERFUND TRANSFERS</u>					
10-603-9010 TRF TO CAPITAL REPLACEMENT	<u>50,176.00</u>	<u>0.00</u>	<u>50,176.00</u>	<u>0.00</u>	<u>100.00</u>
TOTAL INTERFUND TRANSFERS	50,176.00	0.00	50,176.00	0.00	100.00
TOTAL PUBLIC WORKS	643,635.00	55,837.67	606,995.98	36,639.02	94.31

10 -GENERAL FUND
FIRE DEPARTMENT

% OF YEAR COMPLETED: 100.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
10-604-1010 SALARIES	1,166,576.00	85,277.77	1,091,964.47	74,611.53	93.60
10-604-1015 OVERTIME	40,000.00	11,334.27	88,216.32 (48,216.32)	220.54
10-604-1020 MEDICARE	17,927.00	1,400.28	16,937.34	989.66	94.48
10-604-1025 TWC (SUI)	4,590.00	21.01	198.16	4,391.84	4.32
10-604-1030 HEALTH INSURANCE	123,624.00	8,319.43	109,521.43	14,102.57	88.59
10-604-1031 HSA	755.00	40.70	536.50	218.50	71.06
10-604-1033 DENTAL INSURANCE	6,653.00	454.96	5,825.32	827.68	87.56
10-604-1035 VISION CARE INSURANCE	1,390.00	94.80	1,232.07	157.93	88.64
10-604-1036 LIFE INSURANCE	1,193.00	81.90	1,058.85	134.15	88.76
10-604-1037 WORKERS' COMP INSURANCE	36,137.00	9,469.95	34,984.28	1,152.72	96.81
10-604-1040 TMRS RETIREMENT	175,075.00	12,484.49	165,614.96	9,460.04	94.60
10-604-1070 SPECIAL ALLOWANCES	<u>30,100.00</u>	<u>2,738.84</u>	<u>25,696.08</u>	<u>4,403.92</u>	<u>85.37</u>
TOTAL PERSONNEL	1,604,020.00	131,718.40	1,541,785.78	62,234.22	96.12
<u>SUPPLIES</u>					
10-604-2020 OFFICE SUPPLIES	1,200.00	0.00	1,176.00	24.00	98.00
10-604-2035 EMPLOYEE APPRECIATION	765.00	373.12	373.12	391.88	48.77
10-604-2060 MEDICAL EXAMS/SCREENINGS	1,000.00	130.00	1,977.45 (977.45)	197.75
10-604-2070 JANITORIAL SUPPLIES	3,000.00	685.65	3,926.33 (926.33)	130.88
10-604-2080 UNIFORMS & ACCESSORIES	<u>8,500.00</u>	<u>1,884.24</u>	<u>7,928.39</u>	<u>571.61</u>	<u>93.28</u>
TOTAL SUPPLIES	14,465.00	3,073.01	15,381.29 (916.29)	106.33
<u>SERVICES</u>					
10-604-3017 PROFESSIONAL - MEDICAL DIRE	5,400.00	450.00	5,400.00	0.00	100.00
10-604-3020 ASSOCIATION DUES & PUBS	8,420.00	1,015.00	7,854.80	565.20	93.29
10-604-3030 TRAINING/EDUCATION	7,000.00	408.10	6,217.59	782.41	88.82
10-604-3040 TRAVEL/MILEAGE/LODGING/PERD	4,000.00	651.66	2,016.96	1,983.04	50.42
10-604-3050 LIABILITY INSURANCE	26,100.00	0.00	25,857.17	242.83	99.07
10-604-3070 PROPERTY INSURANCE	14,400.00	0.00	14,266.02	133.98	99.07
10-604-3080 SPECIAL SERVICES	13,000.00	1,305.76	13,071.65 (71.65)	100.55
10-604-3090 COMMUNICATIONS SERVICES	<u>6,108.00</u>	<u>821.73</u>	<u>7,515.97</u> (<u>1,407.97)</u>	<u>123.05</u>
TOTAL SERVICES	84,428.00	4,652.25	82,200.16	2,227.84	97.36
<u>CONTRACTUAL</u>					
10-604-4045 RADIO ACCESS FEES - COSA	6,000.00	0.00	5,616.00	384.00	93.60
10-604-4075 COMPUTER SOFTWARE/MAINTENAN	<u>350.00</u>	<u>0.00</u>	<u>379.99</u> (<u>29.99)</u>	<u>108.57</u>
TOTAL CONTRACTUAL	6,350.00	0.00	5,995.99	354.01	94.43
<u>MAINTENANCE</u>					
10-604-5010 EQUIPMENT MAINT & REPAIR	5,000.00	426.51	3,779.19	1,220.81	75.58
10-604-5020 VEHICLE MAINTENANCE	18,100.00	2,739.38	24,634.74 (6,534.74)	136.10
10-604-5030 BUILDING MAINTENANCE	6,350.00	262.48	4,815.42	1,534.58	75.83
10-604-5060 VEHICLE & EQPT FUELS	<u>12,000.00</u>	<u>1,088.21</u>	<u>19,375.35</u> (<u>7,375.35)</u>	<u>161.46</u>
TOTAL MAINTENANCE	41,450.00	4,516.58	52,604.70 (11,154.70)	126.91

10 -GENERAL FUND
FIRE DEPARTMENT

% OF YEAR COMPLETED: 100.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>DEPT MATERIALS-SERVICES</u>					
10-604-6015 ELECTRONIC EQPT MAINT	6,500.00	3,216.24	6,427.62	72.38	98.89
10-604-6030 INVESTIGATIVE SUPPLIES/PROC	1,000.00	739.96	770.99	229.01	77.10
10-604-6040 EMS SUPPLIES	27,940.00	2,580.90	26,571.77	1,368.23	95.10
10-604-6045 FIRE FIGHTING EQPT SUPPLIES	10,000.00	4,856.00	10,086.49 (86.49)	100.86
10-604-6060 PPE MAINTENANCE	<u>14,750.00</u>	<u>4,300.00</u>	<u>15,097.84</u> (<u>347.84)</u>	<u>102.36</u>
TOTAL DEPT MATERIALS-SERVICES	60,190.00	15,693.10	58,954.71	1,235.29	97.95
<u>UTILITIES</u>					
10-604-7044 UTILITIES - WATER	<u>2,500.00</u>	<u>185.30</u>	<u>2,063.81</u>	<u>436.19</u>	<u>82.55</u>
TOTAL UTILITIES	2,500.00	185.30	2,063.81	436.19	82.55
<u>CAPITAL OUTLAY</u>					
10-604-8010 NON-CAPITAL-ELECTRONIC EQUI	1,500.00	0.00	1,733.26 (233.26)	115.55
10-604-8015 NON-CAPITAL-COMPUTER EQUIPM	<u>4,900.00</u>	<u>0.00</u>	<u>4,861.80</u>	<u>38.20</u>	<u>99.22</u>
TOTAL CAPITAL OUTLAY	6,400.00	0.00	6,595.06 (195.06)	103.05
<u>INTERFUND TRANSFERS</u>					
10-604-9000 GRANT EXPENDITURES	14,210.00	0.00	10,723.16	3,486.84	75.46
10-604-9010 TRF TO CAPITAL REPLACEMENT	<u>147,164.00</u>	<u>0.00</u>	<u>147,164.00</u>	<u>0.00</u>	<u>100.00</u>
TOTAL INTERFUND TRANSFERS	161,374.00	0.00	157,887.16	3,486.84	97.84
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TOTAL FIRE DEPARTMENT	1,981,177.00	159,838.64	1,923,468.66	57,708.34	97.09

10 -GENERAL FUND
POLICE DEPARTMENT

% OF YEAR COMPLETED: 100.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
10-605-1010 SALARIES	1,265,600.00	106,859.69	1,262,921.87	2,678.13	99.79
10-605-1015 OVERTIME	32,500.00	0.00	32,238.48	261.52	99.20
10-605-1020 MEDICARE	19,410.00	1,603.57	19,107.49	302.51	98.44
10-605-1025 TWC (SUI)	5,130.00	18.00	441.00	4,689.00	8.60
10-605-1030 HEALTH INSURANCE	130,896.00	10,743.43	127,701.43	3,194.57	97.56
10-605-1031 HSA	800.00	51.80	688.20	111.80	86.03
10-605-1033 DENTAL INSURANCE	7,215.00	598.18	6,953.16	261.84	96.37
10-605-1035 VISION CARE INSURANCE	1,485.00	123.88	1,457.88	27.12	98.17
10-605-1036 LIFE INSURANCE	1,334.00	111.15	1,304.55	29.45	97.79
10-605-1037 WORKERS' COMP INSURANCE	33,396.00	8,656.42	33,013.68	382.32	98.86
10-605-1040 TMRS RETIREMENT	189,550.00	16,089.74	189,377.34	172.66	99.91
10-605-1070 SPECIAL ALLOWANCES	<u>40,500.00</u>	<u>5,918.29</u>	<u>46,619.18</u>	<u>(6,119.18)</u>	<u>115.11</u>
TOTAL PERSONNEL	1,727,816.00	150,774.15	1,721,824.26	5,991.74	99.65
<u>SUPPLIES</u>					
10-605-2020 OFFICE SUPPLIES	3,000.00	1,116.51	2,552.65	447.35	85.09
10-605-2035 EMPLOYEE APPRECIATION	855.00	855.00	855.00	0.00	100.00
10-605-2050 PRINTING & COPYING	1,500.00	187.90	1,077.22	422.78	71.81
10-605-2060 MEDICAL/SCREENING/TESTING/B	1,000.00	0.00	224.98	775.02	22.50
10-605-2070 JANITORIAL/BUILDING SUPPLIE	500.00	0.00	498.18	1.82	99.64
10-605-2080 UNIFORMS & ACCESSORIES	<u>27,000.00</u>	<u>1,976.21</u>	<u>16,554.17</u>	<u>10,445.83</u>	<u>61.31</u>
TOTAL SUPPLIES	33,855.00	4,135.62	21,762.20	12,092.80	64.28
<u>SERVICES</u>					
10-605-3020 ASSOCIATION DUES & PUBS	4,869.00	215.00	2,968.85	1,900.15	60.97
10-605-3030 TRAINING/EDUCATION	3,500.00	770.00	3,384.56	115.44	96.70
10-605-3040 TRAVEL/MILEAGE/LODGING/PERD	5,000.00	1,439.40	3,725.72	1,274.28	74.51
10-605-3050 LIABILITY INSURANCE	22,700.00	0.00	22,488.80	211.20	99.07
10-605-3060 UNIFORM MAINTENANCE	6,000.00	414.35	4,609.70	1,390.30	76.83
10-605-3071 PROPERTY INSURANCE	9,350.00	0.00	9,263.01	86.99	99.07
10-605-3072 ANIMAL CONTROL SERVICES	12,500.00	1,000.00	12,181.61	318.39	97.45
10-605-3087 CITIZENS COMMUNICATION/ED	500.00	0.00	500.00	0.00	100.00
10-605-3090 COMMUNICATIONS SERVICES	<u>9,600.00</u>	<u>667.06</u>	<u>8,086.98</u>	<u>1,513.02</u>	<u>84.24</u>
TOTAL SERVICES	74,019.00	4,505.81	67,209.23	6,809.77	90.80
<u>CONTRACTUAL</u>					
10-605-4045 CONTRACT/RADIO FEES COSA	8,000.00	0.00	7,560.00	440.00	94.50
10-605-4075 COMPUTER SOFTWARE/INCODE	<u>19,000.00</u>	<u>35.50</u>	<u>17,708.59</u>	<u>1,291.41</u>	<u>93.20</u>
TOTAL CONTRACTUAL	27,000.00	35.50	25,268.59	1,731.41	93.59
<u>MAINTENANCE</u>					
10-605-5005 EQUIPMENT LEASES	2,000.00	132.00	2,575.38	(575.38)	128.77
10-605-5010 EQUIPMENT MAINT & REPAIR	2,000.00	812.41	2,142.85	(142.85)	107.14
10-605-5015 ELECTRONIC EQPT MAINT	5,350.00	1,177.69	2,753.30	2,596.70	51.46
10-605-5020 VEHICLE MAINTENANCE	35,890.00	5,797.27	32,390.98	3,499.02	90.25
10-605-5030 BUILDING MAINTENANCE	0.00	1,316.61	4,609.77	(4,609.77)	0.00
10-605-5060 VEHICLE & EQPT FUELS	<u>41,000.00</u>	<u>5,256.19</u>	<u>72,154.12</u>	<u>(31,154.12)</u>	<u>175.99</u>
TOTAL MAINTENANCE	86,240.00	14,492.17	116,626.40	(30,386.40)	135.23

10 -GENERAL FUND
POLICE DEPARTMENT

% OF YEAR COMPLETED: 100.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>DEPT MATERIALS-SERVICES</u>					
10-605-6030 INVESTIGATIVE SUPPLIES	5,000.00	39.98	3,956.71	1,043.29	79.13
10-605-6032 POLICE SAFETY SUPPLIES	3,000.00	401.76	2,231.05	768.95	74.37
10-605-6035 FIREARMS EQUIPMENT/SUPPLIES	8,800.00	0.00	8,832.01 (32.01)	100.36
10-605-6037 OTHER EQUIPMENT	<u>0.00</u>	<u>4,427.96</u>	<u>7,202.96</u> (<u>7,202.96)</u>	<u>0.00</u>
TOTAL DEPT MATERIALS-SERVICES	16,800.00	4,869.70	22,222.73 (5,422.73)	132.28
<u>UTILITIES</u>					
10-605-7042 UTILITES- PHONE	<u>5,100.00</u>	<u>486.41</u>	<u>4,077.25</u>	<u>1,022.75</u>	<u>79.95</u>
TOTAL UTILITIES	5,100.00	486.41	4,077.25	1,022.75	79.95
<u>CAPITAL OUTLAY</u>					
10-605-8015 NON-CAPITAL-COMPUTER EQUIP.	<u>400.00</u>	<u>39.56</u>	<u>392.63</u>	<u>7.37</u>	<u>98.16</u>
TOTAL CAPITAL OUTLAY	400.00	39.56	392.63	7.37	98.16
<u>INTERFUND TRANSFERS</u>					
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TOTAL POLICE DEPARTMENT	1,971,230.00	179,338.92	1,979,383.29 (8,153.29)	100.41

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2022

10 -GENERAL FUND
DEVELOPMENT SERVICES

% OF YEAR COMPLETED: 100.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>SUPPLIES</u>					
10-607-2020 OFFICE SUPPLIES	100.00	0.00	156.02 (56.02)	156.02
10-607-2050 PRINTING & COPYING	<u>750.00</u>	<u>0.00</u>	<u>163.00</u>	<u>587.00</u>	<u>21.73</u>
TOTAL SUPPLIES	850.00	0.00	319.02	530.98	37.53
<u>SERVICES</u>					
10-607-3012 PROF -ENGINEERING REVIEW	2,000.00	0.00	0.00	2,000.00	0.00
10-607-3015 PROF -BLDG INSPECTION SERVI	75,000.00	7,850.00	85,225.00 (10,225.00)	113.63
10-607-3016 PROF -HEALTH INSPECTOR	2,000.00	360.00	2,580.00 (580.00)	129.00
10-607-3017 PROF -SANITARY INSPECTION S	<u>4,000.00</u>	<u>530.00</u>	<u>2,600.00</u>	<u>1,400.00</u>	<u>65.00</u>
TOTAL SERVICES	83,000.00	8,740.00	90,405.00 (7,405.00)	108.92
<u>CONTRACTUAL</u>					
10-607-4075 COMPUTER SOFTWARE/MAINTENAN	<u>6,750.00</u>	<u>0.00</u>	<u>0.00</u>	<u>6,750.00</u>	<u>0.00</u>
TOTAL CONTRACTUAL	6,750.00	0.00	0.00	6,750.00	0.00
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TOTAL DEVELOPMENT SERVICES	90,600.00	8,740.00	90,724.02 (124.02)	100.14
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TOTAL EXPENDITURES	5,823,600.00	485,882.70	5,730,105.62	93,494.38	98.39
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00 (340,132.90)	63,023.06 (63,023.06)	0.00
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2022

20 -WATER FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>1,246,820.00</u>	<u>212,529.49</u>	<u>1,352,109.03</u>	(<u>105,289.03</u>)	<u>108.44</u>
TOTAL REVENUES	<u>1,246,820.00</u>	<u>212,529.49</u>	<u>1,352,109.03</u>	(<u>105,289.03</u>)	<u>108.44</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
WATER DEPARTMENT	1,032,017.00	80,306.78	1,022,391.87	9,625.13	99.07
DEBT SERVICE	<u>214,803.00</u>	(<u>330.47</u>)	<u>214,433.71</u>	<u>369.29</u>	<u>99.83</u>
TOTAL EXPENDITURES	<u>1,246,820.00</u>	<u>79,976.31</u>	<u>1,236,825.58</u>	<u>9,994.42</u>	<u>99.20</u>
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	132,553.18	115,283.45	(115,283.45)	0.00

20 -WATER FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON-DEPARTMENTAL</u>					
<u>WATER SALES</u>					
20-599-5015 WATER CONSUMPTION	777,426.00	116,344.54	853,178.14 (75,752.14)	109.74
20-599-5016 LATE CHARGES	11,000.00	2,228.00	11,725.52 (725.52)	106.60
20-599-5018 DEBT SERVICE	189,900.00	15,873.74	189,875.22	24.78	99.99
20-599-5019 WATER SERVICE FEE	58,800.00	5,952.38	61,712.14 (2,912.14)	104.95
20-599-5036 EAA PASS THRU CHARGE	<u>99,700.00</u>	<u>14,105.00</u>	<u>106,600.36</u> (<u>6,900.36)</u>	<u>106.92</u>
TOTAL WATER SALES	1,136,826.00	154,503.66	1,223,091.38 (86,265.38)	107.59
<u>MISC./GRANTS/INTEREST</u>					
20-599-7000 INTEREST INCOME	1,000.00	1,800.59	4,316.40 (3,316.40)	431.64
20-599-7011 OTHER INCOME	20,000.00	24,954.60	30,244.86 (10,244.86)	151.22
20-599-7012 LEASE OF WATER RIGHTS	21,000.00	0.00	21,000.00	0.00	100.00
20-599-7060 CC SERVICE FEES	4,000.00	1,350.69	9,397.48 (5,397.48)	234.94
20-599-7075 SITE/TOWER LEASE REVENUE	26,062.00	2,026.95	26,133.61 (71.61)	100.27
20-599-7090 SALE OF FIXED ASSETS	<u>4,800.00</u>	<u>0.00</u>	<u>4,793.30</u>	<u>6.70</u>	<u>99.86</u>
TOTAL MISC./GRANTS/INTEREST	76,862.00	30,132.83	95,885.65 (19,023.65)	124.75
<u>TRANSFERS IN</u>					
20-599-8072 TRF IN-CAPITAL REPLACEMENT	<u>33,132.00</u>	<u>27,893.00</u>	<u>33,132.00</u>	<u>0.00</u>	<u>100.00</u>
TOTAL TRANSFERS IN	33,132.00	27,893.00	33,132.00	0.00	100.00
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TOTAL NON-DEPARTMENTAL	1,246,820.00	212,529.49	1,352,109.03 (105,289.03)	108.44
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TOTAL REVENUES	1,246,820.00	212,529.49	1,352,109.03 (105,289.03)	108.44
	=====	=====	=====	=====	=====

20 -WATER FUND
WATER DEPARTMENT

% OF YEAR COMPLETED: 100.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
20-606-1010 SALARIES	224,560.00	22,020.16	228,784.03 (4,224.03)	101.88
20-606-1015 OVERTIME	15,000.00	1,036.36	16,036.26 (1,036.26)	106.91
20-606-1020 MEDICARE	3,400.00	352.42	3,627.91 (227.91)	106.70
20-606-1025 TWC (SUI)	1,080.00	0.00	18.00	1,062.00	1.67
20-606-1030 HEALTH INSURANCE	29,088.00	2,424.00	29,088.00	0.00	100.00
20-606-1031 HSA	178.00	11.10	155.40	22.60	87.30
20-606-1033 DENTAL INSURANCE	1,535.00	125.65	1,503.01	31.99	97.92
20-606-1035 VISION CARE INSURANCE	330.00	27.88	334.60 (4.60)	101.39
20-606-1036 LIFE INSURANCE	281.00	23.40	280.80	0.20	99.93
20-606-1037 WORKERS' COMP INSURANCE	6,450.00	1,526.72	6,068.76	381.24	94.09
20-606-1040 TMRS RETIREMENT	33,210.00	3,543.99	36,176.20 (2,966.20)	108.93
20-606-1070 SPECIAL ALLOWANCES	<u>13,200.00</u>	<u>1,401.96</u>	<u>12,017.69</u>	<u>1,182.31</u>	<u>91.04</u>
TOTAL PERSONNEL	328,312.00	32,493.64	334,090.66 (5,778.66)	101.76
<u>SUPPLIES</u>					
20-606-2020 OFFICE SUPPLIES	1,700.00	226.92	528.51	1,171.49	31.09
20-606-2030 POSTAGE	3,160.00	280.28	4,150.42 (990.42)	131.34
20-606-2035 EMPLOYEE APPRECIATION	150.00	140.29	140.29	9.71	93.53
20-606-2050 PRINTING & COPYING	600.00	0.00	829.63 (229.63)	138.27
20-606-2060 MED EXAMS/SCREENING/TESTING	100.00	0.00	0.00	100.00	0.00
20-606-2070 JANITORIAL SUPPLIES	100.00	0.00	169.58 (69.58)	169.58
20-606-2075 BANK/CREDITCARD FEES	8,000.00	1,386.90	9,858.26 (1,858.26)	123.23
20-606-2080 UNIFORMS	1,795.00	548.70	1,601.91	193.09	89.24
20-606-2090 SMALL TOOLS	2,500.00	26.45	4,476.76 (1,976.76)	179.07
20-606-2091 SAFETY SUPPLIES/EQUIPMENT	<u>1,900.00</u>	<u>0.00</u>	<u>583.30</u>	<u>1,316.70</u>	<u>30.70</u>
TOTAL SUPPLIES	20,005.00	2,609.54	22,338.66 (2,333.66)	111.67
<u>SERVICES</u>					
20-606-3012 ENGINEERING SERVICES	10,000.00	203.08	8,655.15	1,344.85	86.55
20-606-3020 ASSOCIATION DUES & PUBS	2,115.00	61.50	1,629.25	485.75	77.03
20-606-3030 TRAINING/EDUCATION	3,750.00	0.00	2,569.25	1,180.75	68.51
20-606-3040 TRAVEL/MILEAGE/LODGING/PERD	1,000.00	1,441.64	1,783.89 (783.89)	178.39
20-606-3050 INSURANCE - LIABILITY	4,830.00	0.00	4,785.06	44.94	99.07
20-606-3060 UNIFORM SERVICES	3,000.00	233.88	3,053.22 (53.22)	101.77
20-606-3070 INSURANCE - PROPERTY	2,250.00	0.00	2,229.07	20.93	99.07
20-606-3075 CONSERV. ED./REBATES	100.00	0.00	0.00	100.00	0.00
20-606-3080 SPECIAL SERVICES	1,300.00	0.00	2,061.99 (761.99)	158.61
20-606-3082 WATER ANALYSIS FEES	7,000.00	62.00	5,069.54	1,930.46	72.42
20-606-3090 COMMUNICATIONS SERVICES	<u>0.00</u>	<u>0.00</u>	<u>890.18</u> (<u>890.18</u>)	<u>0.00</u>
TOTAL SERVICES	35,345.00	2,002.10	32,726.60	2,618.40	92.59
<u>CONTRACTUAL</u>					
20-606-4075 COMPUTER SOFTWARE/INCODE	13,168.00	580.12	9,799.34	3,368.66	74.42
20-606-4085 EAA -WATER MANAGEMENT FEES	<u>84,084.00</u>	<u>6,306.53</u>	<u>75,678.33</u>	<u>8,405.67</u>	<u>90.00</u>
TOTAL CONTRACTUAL	97,252.00	6,886.65	85,477.67	11,774.33	87.89

20 -WATER FUND
WATER DEPARTMENT

% OF YEAR COMPLETED: 100.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>MAINTENANCE</u>					
20-606-5005 EQUIPMENT LEASES	5,000.00	(1,826.50)	7,047.92	(2,047.92)	140.96
20-606-5010 EQUIPMENT MAINT & REPAIR	10,000.00	0.00	11,645.04	(1,645.04)	116.45
20-606-5015 ELECTRONIC EQPT MAINTENANCE	500.00	0.00	0.00	500.00	0.00
20-606-5020 VEHICLE MAINTENANCE	3,000.00	35.04	4,385.19	(1,385.19)	146.17
20-606-5030 BUILDING MAINTENANCE	9,300.00	0.00	10,717.70	(1,417.70)	115.24
20-606-5060 VEHICLE & EQPT FUELS	<u>9,000.00</u>	<u>1,053.39</u>	<u>9,368.53</u>	(<u>368.53</u>)	<u>104.09</u>
TOTAL MAINTENANCE	36,800.00	(738.07)	43,164.38	(6,364.38)	117.29
<u>DEPT MATERIALS-SERVICES</u>					
20-606-6011 CHEMICALS	10,000.00	210.00	6,541.17	3,458.83	65.41
20-606-6055 FIRE HYDRANTS & VALVES	10,000.00	0.00	10,008.99	(8.99)	100.09
20-606-6060 HUEBNER STORAGE TANK	5,000.00	(8,255.16)	8,687.74	(3,687.74)	173.75
20-606-6061 WELL SITE #1	31,150.00	4,852.06	28,960.39	2,189.61	92.97
20-606-6062 WELL SITE #2-EAA MONITORED	1,300.00	0.00	0.00	1,300.00	0.00
20-606-6063 WELL SITE #3-NOT OPERATION	18,725.00	0.00	18,725.43	(0.43)	100.00
20-606-6064 WELL SITE #4-NOT OPERATION	30,868.00	0.00	30,867.94	0.06	100.00
20-606-6065 WELL SITE #5-EDWARDS BLENDI	6,238.00	0.00	10,892.76	(4,654.76)	174.62
20-606-6066 WELL SITE #6-MUNI TRACT	4,000.00	0.00	9,518.01	(5,518.01)	237.95
20-606-6067 WELL SITE #7	4,000.00	0.00	8,225.29	(4,225.29)	205.63
20-606-6068 WELL SITE #8	4,000.00	0.00	9,756.27	(5,756.27)	243.91
20-606-6069 WELL SITE #9-TRINITY	1,000.00	0.00	0.00	1,000.00	0.00
20-606-6070 SCADA SYSTEM MAINTENANCE	7,000.00	0.00	3,936.33	3,063.67	56.23
20-606-6071 SHAVANO DRIVE PUMP STATION	32,383.00	0.00	1,926.90	30,456.10	5.95
20-606-6072 WATER SYSTEM MAINTENANCE	45,000.00	1,253.44	42,896.31	2,103.69	95.33
20-606-6080 STREET MAINT SUPPLIES	<u>4,000.00</u>	<u>0.00</u>	<u>2,495.44</u>	<u>1,504.56</u>	<u>62.39</u>
TOTAL DEPT MATERIALS-SERVICES	214,664.00	(1,939.66)	193,438.97	21,225.03	90.11
<u>UTILITIES</u>					
20-606-7040 UTILITIES - ELECTRIC	72,000.00	9,394.80	84,534.26	(12,534.26)	117.41
20-606-7042 UTILITIES - PHONE/CELL	1,350.00	0.00	229.49	1,120.51	17.00
20-606-7044 UTILITIES - WATER	<u>400.00</u>	<u>41.30</u>	<u>510.04</u>	(<u>110.04</u>)	<u>127.51</u>
TOTAL UTILITIES	73,750.00	9,436.10	85,273.79	(11,523.79)	115.63
<u>CAPITAL OUTLAY</u>					
20-606-8015 NON-CAPITAL - COMPUTERS	700.00	0.00	0.00	700.00	0.00
20-606-8020 NON-CAPITAL MAINTENANCE EQU	4,820.00	0.00	1,519.94	3,300.06	31.53
20-606-8080 WATER SYSTEM IMPROVEMENTS	103,500.00	6,515.82	112,345.54	(8,845.54)	108.55
20-606-8090 CAPITAL - HUEBNER PLANT	<u>27,894.00</u>	<u>36,223.66</u>	<u>36,223.66</u>	(<u>8,329.66</u>)	<u>129.86</u>
TOTAL CAPITAL OUTLAY	136,914.00	42,739.48	150,089.14	(13,175.14)	109.62
<u>INTERFUND TRANSFERS</u>					
20-606-9010 TRF TO GENERAL FUND	22,050.00	0.00	22,050.00	0.00	100.00
20-606-9020 TRF TO CAPITAL REP. FUND 72	66,925.00	0.00	66,925.00	0.00	100.00
20-606-9095 PENSION EXPENSE	<u>0.00</u>	(<u>13,183.00</u>)	(<u>13,183.00</u>)	<u>13,183.00</u>	<u>0.00</u>
TOTAL INTERFUND TRANSFERS	88,975.00	(13,183.00)	75,792.00	13,183.00	85.18
TOTAL WATER DEPARTMENT	1,032,017.00	80,306.78	1,022,391.87	9,625.13	99.07

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2022

20 -WATER FUND
DEBT SERVICE

% OF YEAR COMPLETED: 100.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
20-607-8011 ACCRUED INTEREST EXPENSE	0.00 (330.47) (330.47)	330.47	0.00
20-607-8016 2017 GO REFUNDING (2009) PR	70,000.00	0.00	70,000.00	0.00	100.00
20-607-8017 2017 GO REFUNDING (2009) IN	63,600.00	0.00	63,600.00	0.00	100.00
20-607-8030 BOND AGENT FEES	400.00	0.00	400.00	0.00	100.00
20-607-8056 2018 GO REFUNDING (2009) PR	46,238.00	0.00	46,237.50	0.50	100.00
20-607-8057 2018 GO REFUNDING (2009) IN	5,625.00	0.00	5,586.68	38.32	99.32
20-607-8060 SIB LOAN - PRINCIPAL	<u>28,940.00</u>	<u>0.00</u>	<u>28,940.00</u>	<u>0.00</u>	<u>100.00</u>
TOTAL CAPITAL OUTLAY	214,803.00 (330.47)	214,433.71	369.29	99.83
<hr/>					
TOTAL DEBT SERVICE	214,803.00 (330.47)	214,433.71	369.29	99.83
<hr/>					
TOTAL EXPENDITURES	1,246,820.00 =====	79,976.31 =====	1,236,825.58 =====	9,994.42 =====	99.20 =====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00 =====	132,553.18 =====	115,283.45 (115,283.45) =====	0.00 =====

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2022

30 -DEBT SERVICE FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>229,449.00</u>	<u>270.81</u>	<u>205,971.12</u>	<u>23,477.88</u>	<u>89.77</u>
TOTAL REVENUES	<u>229,449.00</u>	<u>270.81</u>	<u>205,971.12</u>	<u>23,477.88</u>	<u>89.77</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
DEBT SERVICE	<u>229,449.00</u>	<u>0.00</u>	<u>229,301.63</u>	<u>147.37</u>	<u>99.94</u>
TOTAL EXPENDITURES	<u>229,449.00</u>	<u>0.00</u>	<u>229,301.63</u>	<u>147.37</u>	<u>99.94</u>
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	270.81 (23,330.51)	23,330.51	0.00

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2022

30 -DEBT SERVICE FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON-DEPARTMENTAL</u>					
<u>TAXES</u>					
30-599-1010 CURRENT ADVALOREM TAXES	126,880.00	65.23	166,966.56 (40,086.56)	131.59
30-599-1020 DELINQUENT ADVALOREM TAXES	0.00	0.02	495.23 (495.23)	0.00
30-599-1030 PENALTY & INTEREST	<u>0.00</u>	<u>11.47</u>	<u>626.39</u> (<u>626.39</u>)	<u>0.00</u>
TOTAL TAXES	126,880.00	76.72	168,088.18 (41,208.18)	132.48
 <u>TRANSFERS IN</u>					
30-599-8001 PROCEEDS OF LONG TERM DEBT	0.00	0.00	8,244.64 (8,244.64)	0.00
30-599-8010 INTEREST INCOME	0.00	194.09	698.30 (698.30)	0.00
30-599-8012 TRANSFER FROM GENERAL FUND	28,940.00	0.00	28,940.00	0.00	100.00
30-599-8030 FUND BALANCE - TRANSFER IN	<u>73,629.00</u>	<u>0.00</u>	<u>0.00</u>	<u>73,629.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	102,569.00	194.09	37,882.94	64,686.06	36.93
<hr/>					
TOTAL NON-DEPARTMENTAL	229,449.00	270.81	205,971.12	23,477.88	89.77
<hr/>					
TOTAL REVENUES	229,449.00	270.81	205,971.12	23,477.88	89.77
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2022

30 -DEBT SERVICE FUND
DEBT SERVICE

% OF YEAR COMPLETED: 100.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
30-607-8056 2018 GO REFUNDING (2009) PR	178,763.00	0.00	178,762.50	0.50	100.00
30-607-8057 2018 GO REFUNDING (2009) IN	21,746.00	0.00	21,599.13	146.87	99.32
30-607-8060 SIB LOAN - PRINCIPAL	<u>28,940.00</u>	<u>0.00</u>	<u>28,940.00</u>	<u>0.00</u>	<u>100.00</u>
TOTAL CAPITAL OUTLAY	229,449.00	0.00	229,301.63	147.37	99.94
<hr/>					
TOTAL DEBT SERVICE	229,449.00	0.00	229,301.63	147.37	99.94
<hr/>					
TOTAL EXPENDITURES	229,449.00	0.00	229,301.63	147.37	99.94
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	270.81 (23,330.51)	23,330.51	0.00
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2022

40 -CRIME CONTROL DISTRICT
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>152,500.00</u>	<u>13,184.74</u>	<u>161,188.91</u>	(<u>8,688.91</u>)	<u>105.70</u>
TOTAL REVENUES	<u>152,500.00</u>	<u>13,184.74</u>	<u>161,188.91</u>	(<u>8,688.91</u>)	<u>105.70</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
FIRE DEPARTMENT	3,125.00	0.00	624.00	2,501.00	19.97
POLICE DEPARTMENT	<u>135,900.00</u>	<u>2,335.23</u>	<u>135,649.27</u>	<u>250.73</u>	<u>99.82</u>
TOTAL EXPENDITURES	<u>139,025.00</u>	<u>2,335.23</u>	<u>136,273.27</u>	<u>2,751.73</u>	<u>98.02</u>
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	13,475.00	10,849.51	24,915.64	(11,440.64)	184.90

40 -CRIME CONTROL DISTRICT
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON-DEPARTMENTAL</u>					
<u>TAXES</u>					
40-599-1050 SALES - CRIME CONTROL DIST	<u>152,500.00</u>	<u>13,182.20</u>	<u>161,159.02</u>	(<u>8,659.02</u>)	<u>105.68</u>
TOTAL TAXES	152,500.00	13,182.20	161,159.02	(8,659.02)	105.68
<u>MISC./GRANTS/INTEREST</u>					
<hr/>					
<u>TRANSFERS IN</u>					
40-599-8005 INTEREST INCOME	<u>0.00</u>	<u>2.54</u>	<u>29.89</u>	(<u>29.89</u>)	<u>0.00</u>
TOTAL TRANSFERS IN	0.00	2.54	29.89	(29.89)	0.00
<hr/>					
TOTAL NON-DEPARTMENTAL	152,500.00	13,184.74	161,188.91	(8,688.91)	105.70
<hr/>					
TOTAL REVENUES	<u>152,500.00</u>	<u>13,184.74</u>	<u>161,188.91</u>	(<u>8,688.91</u>)	<u>105.70</u>
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2022

40 -CRIME CONTROL DISTRICT
FIRE DEPARTMENT

% OF YEAR COMPLETED: 100.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>SERVICES</u>					
40-604-3030 TRAINING/EDUCATION	<u>2,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,500.00</u>	<u>0.00</u>
TOTAL SERVICES	2,500.00	0.00	0.00	2,500.00	0.00
<u>CAPITAL OUTLAY</u>					
40-604-8012 NON-CAPITAL - FIREARMS/TASE	<u>625.00</u>	<u>0.00</u>	<u>624.00</u>	<u>1.00</u>	<u>99.84</u>
TOTAL CAPITAL OUTLAY	625.00	0.00	624.00	1.00	99.84
<u>INTERFUND TRANSFERS</u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
<hr/>					
TOTAL FIRE DEPARTMENT	3,125.00	0.00	624.00	2,501.00	19.97

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2022

40 -CRIME CONTROL DISTRICT
POLICE DEPARTMENT

% OF YEAR COMPLETED: 100.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>SERVICES</u>					
40-605-3030 TRAINING/EDUCATION	6,400.00	35.00	6,289.00	111.00	98.27
40-605-3087 CITIZENS COMMUNICATION/EDUC	<u>7,000.00</u>	<u>1,166.76</u>	<u>7,370.18</u>	(<u>370.18</u>)	<u>105.29</u>
TOTAL SERVICES	13,400.00	1,201.76	13,659.18	(259.18)	101.93
<hr/>					
<u>CONTRACTUAL</u>					
<hr/>					
<u>CAPITAL OUTLAY</u>					
40-605-8045 CAPITAL - COMPUTER EQUIPMEN	2,500.00	314.65	2,218.21	281.79	88.73
40-605-8050 CAPITAL - VEHICLES	<u>120,000.00</u>	<u>818.82</u>	<u>119,771.88</u>	<u>228.12</u>	<u>99.81</u>
TOTAL CAPITAL OUTLAY	122,500.00	1,133.47	121,990.09	509.91	99.58
<hr/>					
<u>INTERFUND TRANSFERS</u>					
<hr/>					
TOTAL POLICE DEPARTMENT	135,900.00	2,335.23	135,649.27	250.73	99.82
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TOTAL EXPENDITURES	139,025.00	2,335.23	136,273.27	2,751.73	98.02
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	13,475.00	10,849.51	24,915.64	(11,440.64)	184.90
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2022

42 -PEG FUNDS
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>15,200.00</u>	<u>0.97</u>	<u>16,371.79</u>	(<u>1,171.79</u>)	<u>107.71</u>
TOTAL REVENUES	<u>15,200.00</u>	<u>0.97</u>	<u>16,371.79</u>	(<u>1,171.79</u>)	<u>107.71</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
ADMINISTRATION	<u>5,800.00</u>	<u>0.00</u>	<u>5,333.75</u>	<u>466.25</u>	<u>91.96</u>
TOTAL EXPENDITURES	<u>5,800.00</u>	<u>0.00</u>	<u>5,333.75</u>	<u>466.25</u>	<u>91.96</u>
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	9,400.00	0.97	11,038.04	(1,638.04)	117.43

42 -PEG FUNDS
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON-DEPARTMENTAL</u>					
<u>FRANCHISE REVENUES</u>					
42-599-2024 FRANCHISE - PEG FEES	<u>15,200.00</u>	<u>0.00</u>	<u>16,360.45</u>	(<u>1,160.45</u>)	<u>107.63</u>
TOTAL FRANCHISE REVENUES	15,200.00	0.00	16,360.45	(1,160.45)	107.63
<u>MISC./GRANTS/INTEREST</u>					
42-599-7000 INTEREST	<u>0.00</u>	<u>0.97</u>	<u>11.34</u>	(<u>11.34</u>)	<u>0.00</u>
TOTAL MISC./GRANTS/INTEREST	0.00	0.97	11.34	(11.34)	0.00
<u>TRANSFERS IN</u>					
<hr/>					
TOTAL NON-DEPARTMENTAL	15,200.00	0.97	16,371.79	(1,171.79)	107.71
<hr/>					
TOTAL REVENUES	15,200.00	0.97	16,371.79	(1,171.79)	107.71
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2022

42 -PEG FUNDS
ADMINISTRATION

% OF YEAR COMPLETED: 100.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
42-601-8030 CAPITAL-ELECTRONIC EQUIPMEN	<u>5,800.00</u>	<u>0.00</u>	<u>5,333.75</u>	<u>466.25</u>	<u>91.96</u>
TOTAL CAPITAL OUTLAY	5,800.00	0.00	5,333.75	466.25	91.96
<hr/>					
TOTAL ADMINISTRATION	5,800.00	0.00	5,333.75	466.25	91.96
<hr/>					
TOTAL EXPENDITURES	5,800.00	0.00	5,333.75	466.25	91.96
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	9,400.00	0.97	11,038.04 (1,638.04)	117.43
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2022

45 -TREE PROTECT & BEAUT FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>25,500.00</u>	<u>1,890.00</u>	<u>10,395.00</u>	<u>15,105.00</u>	<u>40.76</u>
TOTAL REVENUES	<u>25,500.00</u>	<u>1,890.00</u>	<u>10,395.00</u>	<u>15,105.00</u>	<u>40.76</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
ADMINISTRATION	<u>25,500.00</u>	<u>0.00</u>	<u>212.09</u>	<u>25,287.91</u>	<u>0.83</u>
TOTAL EXPENDITURES	<u>25,500.00</u>	<u>0.00</u>	<u>212.09</u>	<u>25,287.91</u>	<u>0.83</u>
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	1,890.00	10,182.91 (10,182.91)	0.00

45 -TREE PROTECT & BEAUT FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON-DEPARTMENTAL</u>					
<u>PERMITS & LICENSES</u>					
45-599-3015 TREE TRIMMING PERMITS	<u>12,250.00</u>	<u>1,890.00</u>	<u>10,395.00</u>	<u>1,855.00</u>	<u>84.86</u>
TOTAL PERMITS & LICENSES	12,250.00	1,890.00	10,395.00	1,855.00	84.86
<u>MISC./GRANTS/INTEREST</u>					
<hr/>					
<u>TRANSFERS IN</u>					
45-599-8099 FUND BALANCE RESERVE	<u>13,250.00</u>	<u>0.00</u>	<u>0.00</u>	<u>13,250.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	13,250.00	0.00	0.00	13,250.00	0.00
<hr/>					
TOTAL NON-DEPARTMENTAL	25,500.00	1,890.00	10,395.00	15,105.00	40.76
<hr/>					
TOTAL REVENUES	25,500.00	1,890.00	10,395.00	15,105.00	40.76
	=====	=====	=====	=====	=====

45 -TREE PROTECT & BEAUT FUND
ADMINISTRATION

% OF YEAR COMPLETED: 100.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>SERVICES</u>					
45-601-3087 CITIZENS COMMUNICATION/EDUC	<u>500.00</u>	<u>0.00</u>	<u>212.09</u>	<u>287.91</u>	<u>42.42</u>
TOTAL SERVICES	500.00	0.00	212.09	287.91	42.42
 <u>DEPT MATERIALS-SERVICES</u>					
45-601-6085 SUPPLIES/MATERIAL/CHEMICALS	<u>25,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>25,000.00</u>	<u>0.00</u>
TOTAL DEPT MATERIALS-SERVICES	25,000.00	0.00	0.00	25,000.00	0.00
<hr/>					
TOTAL ADMINISTRATION	25,500.00	0.00	212.09	25,287.91	0.83

45 -TREE PROTECT & BEAUT FUND
DEVELOPMENT SERVICES

% OF YEAR COMPLETED: 100.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CONTRACTUAL</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>					
TOTAL EXPENDITURES	25,500.00	0.00	212.09	25,287.91	0.83
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	1,890.00	10,182.91 (10,182.91)	0.00
	=====	=====	=====	=====	=====

48 -STREET MAINTENANCE FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>152,500.00</u>	<u>12,926.91</u>	<u>161,194.29</u>	(<u>8,694.29</u>)	<u>105.70</u>
TOTAL REVENUES	<u>152,500.00</u>	<u>12,926.91</u>	<u>161,194.29</u>	(<u>8,694.29</u>)	<u>105.70</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
PUBLIC WORKS	<u>50,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>50,000.00</u>	<u>0.00</u>
TOTAL EXPENDITURES	<u>50,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>50,000.00</u>	<u>0.00</u>
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	102,500.00	12,926.91	161,194.29	(58,694.29)	157.26

48 -STREET MAINTENANCE FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON-DEPARTMENTAL</u>					
<u>TAXES</u>					
48-599-1040 SALES - STREET MAINTENANCE	<u>152,500.00</u>	<u>12,926.91</u>	<u>161,194.29</u>	(<u>8,694.29</u>)	<u>105.70</u>
TOTAL TAXES	152,500.00	12,926.91	161,194.29	(8,694.29)	105.70
<u>PERMITS & LICENSES</u>					
<u>TRANSFERS IN</u>					
<hr/>					
TOTAL NON-DEPARTMENTAL	152,500.00	12,926.91	161,194.29	(8,694.29)	105.70
<hr/>					
TOTAL REVENUES	<u>152,500.00</u>	<u>12,926.91</u>	<u>161,194.29</u>	(<u>8,694.29</u>)	<u>105.70</u>
	=====	=====	=====	=====	=====

48 -STREET MAINTENANCE FUND
PUBLIC WORKS

% OF YEAR COMPLETED: 100.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>DEPT MATERIALS-SERVICES</u>					
48-603-6080 STREET MAINTENANCE	<u>50,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>50,000.00</u>	<u>0.00</u>
TOTAL DEPT MATERIALS-SERVICES	50,000.00	0.00	0.00	50,000.00	0.00
<u>INTERFUND TRANSFERS</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<hr/>					
TOTAL PUBLIC WORKS	50,000.00	0.00	0.00	50,000.00	0.00
<hr/>					
TOTAL EXPENDITURES	50,000.00	0.00	0.00	50,000.00	0.00
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	102,500.00	12,926.91	161,194.29 (58,694.29)	157.26
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2022

50 -COURT RESTRICTED FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>59,800.00</u>	<u>890.40</u>	<u>11,896.03</u>	<u>47,903.97</u>	<u>19.89</u>
TOTAL REVENUES	<u>59,800.00</u>	<u>890.40</u>	<u>11,896.03</u>	<u>47,903.97</u>	<u>19.89</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
OPERATING EXPENSES	<u>58,500.00</u>	<u>0.00</u>	<u>8,500.00</u>	<u>50,000.00</u>	<u>14.53</u>
TOTAL EXPENDITURES	<u>58,500.00</u>	<u>0.00</u>	<u>8,500.00</u>	<u>50,000.00</u>	<u>14.53</u>
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	1,300.00	890.40	3,396.03 (2,096.03)	261.23

50 -COURT RESTRICTED FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON-DEPARTMENTAL</u>					
<u>COURT FEES</u>					
50-599-4022 COURT EFFICIENCY REVENUE	100.00	2.50	131.95 (31.95)	131.95
50-599-4023 COURT SECURITY REVENUE	3,200.00	319.33	4,208.20 (1,008.20)	131.51
50-599-4024 TRUANCY PREVENTION FUND	1,200.00	278.20	3,788.78 (2,588.78)	315.73
50-599-4025 COURT TECHNOLOGY REVENUE	4,200.00	284.82	3,691.32	508.68	87.89
50-599-4026 JURY FUND	<u>100.00</u>	<u>5.55</u>	<u>75.78</u>	<u>24.22</u>	<u>75.78</u>
TOTAL COURT FEES	8,800.00	890.40	11,896.03 (3,096.03)	135.18
<u>TRANSFERS IN</u>					
50-599-8099 FUND BALANCE RESERVE	<u>51,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>51,000.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	51,000.00	0.00	0.00	51,000.00	0.00
<hr/>					
TOTAL NON-DEPARTMENTAL	59,800.00	890.40	11,896.03	47,903.97	19.89
<hr/>					
TOTAL REVENUES	59,800.00	890.40	11,896.03	47,903.97	19.89
	=====	=====	=====	=====	=====

50 -COURT RESTRICTED FUND
OPERATING EXPENSES

% OF YEAR COMPLETED: 100.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
50-602-8080 CAPITAL IMPROVEMENTS	<u>50,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>50,000.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	50,000.00	0.00	0.00	50,000.00	0.00
<u>INTERFUND TRANSFERS</u>					
50-602-9010 TRANSFER TO GENERAL FUND	<u>8,500.00</u>	<u>0.00</u>	<u>8,500.00</u>	<u>0.00</u>	<u>100.00</u>
TOTAL INTERFUND TRANSFERS	8,500.00	0.00	8,500.00	0.00	100.00
<hr/>					
TOTAL OPERATING EXPENSES	58,500.00	0.00	8,500.00	50,000.00	14.53
<hr/>					
TOTAL EXPENDITURES	58,500.00	0.00	8,500.00	50,000.00	14.53
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	1,300.00	890.40	3,396.03 (2,096.03)	261.23
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2022

52 -CHILD SAFETY FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON DEPARTMENTAL	<u>5,000.00</u>	<u>389.18</u>	<u>4,039.79</u>	<u>960.21</u>	<u>80.80</u>
TOTAL REVENUES	<u>5,000.00</u>	<u>389.18</u>	<u>4,039.79</u>	<u>960.21</u>	<u>80.80</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
FIRE DEPARTMENT	2,000.00	0.00	1,374.63	625.37	68.73
POLICE DEPARTMENT	<u>3,000.00</u>	<u>0.00</u>	<u>3,000.00</u>	<u>0.00</u>	<u>100.00</u>
TOTAL EXPENDITURES	<u>5,000.00</u>	<u>0.00</u>	<u>4,374.63</u>	<u>625.37</u>	<u>87.49</u>
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	389.18 (334.84)	334.84	0.00

52 -CHILD SAFETY FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON DEPARTMENTAL</u>					
<u>MISC./GRANTS/INTEREST</u>					
52-599-7010 SCHOOL CROSSING GUARD FUNDS	<u>4,000.00</u>	<u>389.18</u>	<u>4,039.79</u>	(<u>39.79</u>)	<u>100.99</u>
TOTAL MISC./GRANTS/INTEREST	4,000.00	389.18	4,039.79	(39.79)	100.99
<u>TRANSFERS IN</u>					
52-599-8089 FUND BALANCE RESERVE	<u>1,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	1,000.00	0.00	0.00	1,000.00	0.00
<hr/>					
TOTAL NON DEPARTMENTAL	5,000.00	389.18	4,039.79	960.21	80.80
<hr/>					
TOTAL REVENUES	5,000.00	389.18	4,039.79	960.21	80.80
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2022

52 -CHILD SAFETY FUND
FIRE DEPARTMENT

% OF YEAR COMPLETED: 100.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>SERVICES</u>					
52-604-3087 CITIZENS COMMUNICATION/EDUC	<u>2,000.00</u>	<u>0.00</u>	<u>1,374.63</u>	<u>625.37</u>	<u>68.73</u>
TOTAL SERVICES	2,000.00	0.00	1,374.63	625.37	68.73
<hr/>					
TOTAL FIRE DEPARTMENT	2,000.00	0.00	1,374.63	625.37	68.73

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2022

52 -CHILD SAFETY FUND
POLICE DEPARTMENT

% OF YEAR COMPLETED: 100.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>SERVICES</u>					
52-605-3087 CITIZENS COMMUNICATION/EDUC	<u>3,000.00</u>	<u>0.00</u>	<u>3,000.00</u>	<u>0.00</u>	<u>100.00</u>
TOTAL SERVICES	3,000.00	0.00	3,000.00	0.00	100.00
<hr/>					
TOTAL POLICE DEPARTMENT	3,000.00	0.00	3,000.00	0.00	100.00
<hr/>					
TOTAL EXPENDITURES	5,000.00	0.00	4,374.63	625.37	87.49
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	389.18	(334.84)	334.84	0.00
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2022

53 -LEOSE
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>1,500.00</u>	<u>0.00</u>	<u>1,282.25</u>	<u>217.75</u>	<u>85.48</u>
TOTAL REVENUES	<u>1,500.00</u>	<u>0.00</u>	<u>1,282.25</u>	<u>217.75</u>	<u>85.48</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
POLICE DEPARTMENT	<u>1,500.00</u>	<u>0.00</u>	<u>1,309.81</u>	<u>190.19</u>	<u>87.32</u>
TOTAL EXPENDITURES	<u>1,500.00</u>	<u>0.00</u>	<u>1,309.81</u>	<u>190.19</u>	<u>87.32</u>
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	0.00 (27.56)	27.56	0.00

53 -LEOSE
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON-DEPARTMENTAL</u>					
<u>POLICE/FIRE REVENUES</u>					
53-599-6020 LEOSE FUNDS	<u>1,500.00</u>	<u>0.00</u>	<u>1,282.25</u>	<u>217.75</u>	<u>85.48</u>
TOTAL POLICE/FIRE REVENUES	1,500.00	0.00	1,282.25	217.75	85.48
<u>TRANSFERS IN</u>					
<hr/>					
TOTAL NON-DEPARTMENTAL	1,500.00	0.00	1,282.25	217.75	85.48
<hr/>					
TOTAL REVENUES	<u>1,500.00</u>	<u>0.00</u>	<u>1,282.25</u>	<u>217.75</u>	<u>85.48</u>
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2022

53 -LEOSE
POLICE DEPARTMENT

% OF YEAR COMPLETED: 100.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>SERVICES</u>					
53-605-3030 TRAINING/EDUCATION	<u>1,500.00</u>	<u>0.00</u>	<u>1,309.81</u>	<u>190.19</u>	<u>87.32</u>
TOTAL SERVICES	1,500.00	0.00	1,309.81	190.19	87.32
<hr/>					
TOTAL POLICE DEPARTMENT	1,500.00	0.00	1,309.81	190.19	87.32
<hr/>					
TOTAL EXPENDITURES	1,500.00	0.00	1,309.81	190.19	87.32
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	0.00	(27.56)	27.56	0.00
	=====	=====	=====	=====	=====

58 -AMER RESCUE PLAN ACT FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON DEPARTMENTAL	<u>484,868.00</u>	<u>33,102.44</u>	<u>407,016.25</u>	<u>77,851.75</u>	<u>83.94</u>
TOTAL REVENUES	<u>484,868.00</u>	<u>33,102.44</u>	<u>407,016.25</u>	<u>77,851.75</u>	<u>83.94</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
CITY ADMINISTRATION	64,800.00	5,291.47	54,047.64	10,752.36	83.41
PUBLIC WORKS/GOV. BLDG.	45,700.00	12,691.12	43,620.41	2,079.59	95.45
FIRE DEPARTMENT	149,668.00	0.00	93,455.77	56,212.23	62.44
POLICE DEPARTMENT	70,000.00	122.98	69,926.53	73.47	99.90
WATER DEPARTMENT	<u>154,700.00</u>	<u>14,996.87</u>	<u>145,965.90</u>	<u>8,734.10</u>	<u>94.35</u>
TOTAL EXPENDITURES	<u>484,868.00</u>	<u>33,102.44</u>	<u>407,016.25</u>	<u>77,851.75</u>	<u>83.94</u>
	=====	=====	=====	=====	=====

58 -AMER RESCUE PLAN ACT FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON DEPARTMENTAL</u>					
<u>MISC./GRANTS/INTEREST</u>					
58-599-7000 INTEREST INCOME	0.00	381.26	1,366.58 (1,366.58)	0.00
58-599-7021 ARPA FEDERAL FUNDING	<u>484,868.00</u>	<u>32,721.18</u>	<u>405,649.67</u>	<u>79,218.33</u>	<u>83.66</u>
TOTAL MISC./GRANTS/INTEREST	484,868.00	33,102.44	407,016.25	77,851.75	83.94
<hr/>					
TOTAL NON DEPARTMENTAL	484,868.00	33,102.44	407,016.25	77,851.75	83.94
<hr/>					
TOTAL REVENUES	484,868.00	33,102.44	407,016.25	77,851.75	83.94
	=====	=====	=====	=====	=====

58 -AMER RESCUE PLAN ACT FUND
CITY COUNCIL

% OF YEAR COMPLETED: 100.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
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58 -AMER RESCUE PLAN ACT FUND
CITY ADMINISTRATION

% OF YEAR COMPLETED: 100.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>SERVICES</u>					
58-601-3087 CITIZEN COMMUNICATION	<u>3,400.00</u>	<u>0.00</u>	<u>3,400.00</u>	<u>0.00</u>	<u>100.00</u>
TOTAL SERVICES	3,400.00	0.00	3,400.00	0.00	100.00
 <u>CAPITAL OUTLAY</u>					
58-601-8015 NON CAPITAL - COMPUTERS	2,800.00	0.00	2,798.71	1.29	99.95
58-601-8030 CAPITAL - ELECTRONIC EQUIPM	37,000.00	5,291.47	27,280.23	9,719.77	73.73
58-601-8045 CAPITAL - COMPUTER EQUIPMEN	<u>21,600.00</u>	<u>0.00</u>	<u>20,568.70</u>	<u>1,031.30</u>	<u>95.23</u>
TOTAL CAPITAL OUTLAY	61,400.00	5,291.47	50,647.64	10,752.36	82.49
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TOTAL CITY ADMINISTRATION	64,800.00	5,291.47	54,047.64	10,752.36	83.41

58 -AMER RESCUE PLAN ACT FUND
PUBLIC WORKS/GOV. BLDG.

% OF YEAR COMPLETED: 100.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>MAINTENANCE</u>					
<hr/>					
<u>CAPITAL OUTLAY</u>					
58-603-8015 NON CAPITAL - COMPUTERS	700.00	0.00	603.59	96.41	86.23
58-603-8081 CAPITAL - BUILDINGS	<u>45,000.00</u>	<u>12,691.12</u>	<u>43,016.82</u>	<u>1,983.18</u>	<u>95.59</u>
TOTAL CAPITAL OUTLAY	45,700.00	12,691.12	43,620.41	2,079.59	95.45
<hr/>					
TOTAL PUBLIC WORKS/GOV. BLDG.	45,700.00	12,691.12	43,620.41	2,079.59	95.45

58 -AMER RESCUE PLAN ACT FUND
FIRE DEPARTMENT

% OF YEAR COMPLETED: 100.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>MAINTENANCE</u>					
<hr/>					
<u>CAPITAL OUTLAY</u>					
58-604-8015 NON CAPITAL - COMPUTERS	1,400.00	0.00	1,446.47 (46.47)	103.32
58-604-8040 CAPITAL - FIRE EQUIPMENT	103,268.00	0.00	92,009.30	11,258.70	89.10
58-604-8081 CAPITAL - BUILDING	<u>45,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>45,000.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	149,668.00	0.00	93,455.77	56,212.23	62.44
<hr/>					
TOTAL FIRE DEPARTMENT	149,668.00	0.00	93,455.77	56,212.23	62.44

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2022

58 -AMER RESCUE PLAN ACT FUND
POLICE DEPARTMENT

% OF YEAR COMPLETED: 100.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
58-605-8015 NON CAPITAL - COMPUTERS	7,000.00	122.98	6,815.98	184.02	97.37
58-605-8030 POLICE EQUIPMENT	<u>63,000.00</u>	<u>0.00</u>	<u>63,110.55</u>	<u>(110.55)</u>	<u>100.18</u>
TOTAL CAPITAL OUTLAY	70,000.00	122.98	69,926.53	73.47	99.90
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TOTAL POLICE DEPARTMENT	70,000.00	122.98	69,926.53	73.47	99.90

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2022

58 -AMER RESCUE PLAN ACT FUND
WATER DEPARTMENT

% OF YEAR COMPLETED: 100.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
58-606-8015 NON CAPITAL - COMPUTERS	700.00	0.00	573.77	126.23	81.97
58-606-8087 WATER METERS	<u>154,000.00</u>	<u>14,996.87</u>	<u>145,392.13</u>	<u>8,607.87</u>	<u>94.41</u>
TOTAL CAPITAL OUTLAY	154,700.00	14,996.87	145,965.90	8,734.10	94.35
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TOTAL WATER DEPARTMENT	154,700.00	14,996.87	145,965.90	8,734.10	94.35
<hr/>					
TOTAL EXPENDITURES	484,868.00	33,102.44	407,016.25	77,851.75	83.94
	=====	=====	=====	=====	=====
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2022

60 -STREET PROJECTS FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>10,176,801.00</u>	<u>19,336.32</u>	<u>10,216,657.71</u>	(<u>39,856.71</u>)	<u>100.39</u>
TOTAL REVENUES	<u>10,176,801.00</u>	<u>19,336.32</u>	<u>10,216,657.71</u>	(<u>39,856.71</u>)	<u>100.39</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
ADMINISTRATION	183,093.00	0.00	183,093.31	(0.31)	100.00
PUBLIC WORKS	<u>529,400.00</u>	<u>134,881.00</u>	<u>394,703.45</u>	<u>134,696.55</u>	<u>74.56</u>
TOTAL EXPENDITURES	<u>712,493.00</u>	<u>134,881.00</u>	<u>577,796.76</u>	<u>134,696.24</u>	<u>81.10</u>
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	9,464,308.00	(115,544.68)	9,638,860.95	(174,552.95)	101.84

60 -STREET PROJECTS FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON-DEPARTMENTAL</u>					
<u>TRANSFERS IN</u>					
60-599-8001 PROCEEDS OF BOND ISSUANCE	10,176,801.00	0.00	10,176,801.31 (0.31)	100.00
60-599-8010 INTEREST INCOME	<u>0.00</u>	<u>19,336.32</u>	<u>39,856.40</u> (<u>39,856.40)</u>	<u>0.00</u>
TOTAL TRANSFERS IN	10,176,801.00	19,336.32	10,216,657.71 (39,856.71)	100.39
<hr/>					
TOTAL NON-DEPARTMENTAL	10,176,801.00	19,336.32	10,216,657.71 (39,856.71)	100.39
<hr/>					
TOTAL REVENUES	10,176,801.00	19,336.32	10,216,657.71 (39,856.71)	100.39
	=====	=====	=====	=====	=====

60 -STREET PROJECTS FUND
ADMINISTRATION

% OF YEAR COMPLETED: 100.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>SERVICES</u>					
60-601-3055 BOND ISSUE COSTS	<u>176,801.00</u>	<u>0.00</u>	<u>176,801.31</u> (<u>0.31</u>)	<u>100.00</u>
TOTAL SERVICES	176,801.00	0.00	176,801.31 (0.31)	100.00
<u>INTERFUND TRANSFERS</u>					
60-601-9010 TRANSF TO GENERAL FUND	<u>6,292.00</u>	<u>0.00</u>	<u>6,292.00</u>	<u>0.00</u>	<u>100.00</u>
TOTAL INTERFUND TRANSFERS	6,292.00	0.00	6,292.00	0.00	100.00
<hr/>					
TOTAL ADMINISTRATION	183,093.00	0.00	183,093.31 (0.31)	100.00

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2022

60 -STREET PROJECTS FUND
PUBLIC WORKS

% OF YEAR COMPLETED: 100.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>SERVICES</u>					
60-603-3012 ENGINEERING - PHASE I	459,400.00	125,403.50	363,777.20	95,622.80	79.19
60-603-3013 ENGINEERING - DEZAVALA	<u>70,000.00</u>	<u>9,477.50</u>	<u>30,926.25</u>	<u>39,073.75</u>	<u>44.18</u>
TOTAL SERVICES	529,400.00	134,881.00	394,703.45	134,696.55	74.56
<u>CAPITAL OUTLAY</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>					
TOTAL PUBLIC WORKS	529,400.00	134,881.00	394,703.45	134,696.55	74.56
<hr/>					
TOTAL EXPENDITURES	712,493.00 =====	134,881.00 =====	577,796.76 =====	134,696.24 =====	81.10 =====
REVENUES OVER/ (UNDER) EXPENDITURES	9,464,308.00 =====	(115,544.68) =====	9,638,860.95 =====	(174,552.95) =====	101.84 =====

70 -CAPITAL REPLACEMENT FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
OTHER SOURCES	<u>197,840.00</u>	<u>1,418.64</u>	<u>199,685.82</u>	(<u>1,845.82</u>)	<u>100.93</u>
TOTAL REVENUES	<u>197,840.00</u>	<u>1,418.64</u>	<u>199,685.82</u>	(<u>1,845.82</u>)	<u>100.93</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
ADMIN	16,170.00	0.00	16,170.00	0.00	100.00
FIRE	<u>94,950.00</u>	<u>0.00</u>	<u>91,995.40</u>	<u>2,954.60</u>	<u>96.89</u>
TOTAL EXPENDITURES	<u>111,120.00</u>	<u>0.00</u>	<u>108,165.40</u>	<u>2,954.60</u>	<u>97.34</u>
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	86,720.00	1,418.64	91,520.42	(4,800.42)	105.54

70 -CAPITAL REPLACEMENT FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>OTHER SOURCES</u>					
<u>MISC./GRANTS/INTEREST</u>					
<hr/>					
<u>TRANSFERS IN</u>					
70-599-8010 INTEREST INCOME	500.00	1,418.64	2,345.82 (1,845.82)	469.16
70-599-8020 TRF IN - GENERAL FUND	<u>197,340.00</u>	<u>0.00</u>	<u>197,340.00</u>	<u>0.00</u>	<u>100.00</u>
TOTAL TRANSFERS IN	197,840.00	1,418.64	199,685.82 (1,845.82)	100.93
<hr/>					
TOTAL OTHER SOURCES	197,840.00	1,418.64	199,685.82 (1,845.82)	100.93
<hr/>					
TOTAL REVENUES	197,840.00	1,418.64	199,685.82 (1,845.82)	100.93
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2022

70 -CAPITAL REPLACEMENT FUND
COUNCIL

% OF YEAR COMPLETED: 100.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CONTRACTUAL</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>CAPITAL OUTLAY</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>					

70 -CAPITAL REPLACEMENT FUND
ADMIN

% OF YEAR COMPLETED: 100.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
70-601-8081 CAPITAL - BUILDING	<u>16,170.00</u>	<u>0.00</u>	<u>16,170.00</u>	<u>0.00</u>	<u>100.00</u>
TOTAL CAPITAL OUTLAY	16,170.00	0.00	16,170.00	0.00	100.00
<hr/>					
<u>INTERFUND TRANSFERS</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<hr/>					
TOTAL ADMIN	16,170.00	0.00	16,170.00	0.00	100.00

70 -CAPITAL REPLACEMENT FUND
PUBLIC WORKS

% OF YEAR COMPLETED: 100.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>CAPITAL OUTLAY</u>					
<u>INTERFUND TRANSFERS</u>					

70 -CAPITAL REPLACEMENT FUND
FIRE

% OF YEAR COMPLETED: 100.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
70-604-8060 EQUIPMENT	94,950.00	0.00	91,995.40	2,954.60	96.89
TOTAL CAPITAL OUTLAY	94,950.00	0.00	91,995.40	2,954.60	96.89
<u>INTERFUND TRANSFERS</u>					
<hr/>					
TOTAL FIRE	94,950.00	0.00	91,995.40	2,954.60	96.89
<hr/>					
TOTAL EXPENDITURES	111,120.00	0.00	108,165.40	2,954.60	97.34
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	86,720.00	1,418.64	91,520.42 (4,800.42)	105.54
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2022

72 -WATER CAPITAL REPLACEMENT
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>66,925.00</u>	<u>0.00</u>	<u>66,925.00</u>	<u>0.00</u>	<u>100.00</u>
TOTAL REVENUES	<u>66,925.00</u>	<u>0.00</u>	<u>66,925.00</u>	<u>0.00</u>	<u>100.00</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
WATER DEPARTMENT	<u>143,132.00</u>	<u>51,594.72</u>	<u>56,833.72</u>	<u>86,298.28</u>	<u>39.71</u>
TOTAL EXPENDITURES	<u>143,132.00</u>	<u>51,594.72</u>	<u>56,833.72</u>	<u>86,298.28</u>	<u>39.71</u>
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	(76,207.00)	(51,594.72)	10,091.28	(86,298.28)	13.24-

72 -WATER CAPITAL REPLACEMENT
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON-DEPARTMENTAL</u>					
<u>MISC./GRANTS/INTEREST</u>					
<hr/>					
<u>TRANSFERS IN</u>					
72-599-8020 TRANSFER FROM WATER FUND	<u>66,925.00</u>	<u>0.00</u>	<u>66,925.00</u>	<u>0.00</u>	<u>100.00</u>
TOTAL TRANSFERS IN	66,925.00	0.00	66,925.00	0.00	100.00
<hr/>					
TOTAL NON-DEPARTMENTAL	66,925.00	0.00	66,925.00	0.00	100.00
<hr/>					
TOTAL REVENUES	66,925.00	0.00	66,925.00	0.00	100.00
	=====	=====	=====	=====	=====

72 -WATER CAPITAL REPLACEMENT
WATER DEPARTMENT

% OF YEAR COMPLETED: 100.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
72-606-8080 WATER SYSTEM IMPROVEMENTS	<u>110,000.00</u>	<u>23,701.72</u>	<u>23,701.72</u>	<u>86,298.28</u>	<u>21.55</u>
TOTAL CAPITAL OUTLAY	110,000.00	23,701.72	23,701.72	86,298.28	21.55
<u>INTERFUND TRANSFERS</u>					
72-606-9020 TRANSFER TO WATER UTILITY	<u>33,132.00</u>	<u>27,893.00</u>	<u>33,132.00</u>	<u>0.00</u>	<u>100.00</u>
TOTAL INTERFUND TRANSFERS	33,132.00	27,893.00	33,132.00	0.00	100.00
<hr/>					
TOTAL WATER DEPARTMENT	143,132.00	51,594.72	56,833.72	86,298.28	39.71

72 -WATER CAPITAL REPLACEMENT
DEBT SERVICE

% OF YEAR COMPLETED: 100.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>					
TOTAL EXPENDITURES	143,132.00 =====	51,594.72 =====	56,833.72 =====	86,298.28 =====	39.71 =====
REVENUES OVER/ (UNDER) EXPENDITURES	(76,207.00) =====	(51,594.72) =====	10,091.28 =====	(86,298.28) =====	13.24- =====

75 -PET DOC & RESCUE FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
ADMINISTRATION	<u>477.00</u>	<u>0.00</u>	<u>0.00</u>	<u>477.00</u>	<u>0.00</u>
TOTAL REVENUES	<u>477.00</u>	<u>0.00</u>	<u>0.00</u>	<u>477.00</u>	<u>0.00</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
ADMINISTRATION	<u>477.00</u>	<u>0.00</u>	<u>477.21</u>	(<u>0.21</u>)	<u>100.04</u>
TOTAL EXPENDITURES	<u>477.00</u>	<u>0.00</u>	<u>477.21</u>	(<u>0.21</u>)	<u>100.04</u>
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	0.00	(477.21)	477.21	0.00

75 -PET DOC & RESCUE FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>ADMINISTRATION</u>					
<u>MISC./GRANTS/INTEREST</u>					
<hr/>					
<u>TRANSFERS IN</u>					
75-599-8099 FUND BALANCE RESERVE	<u>477.00</u>	<u>0.00</u>	<u>0.00</u>	<u>477.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	477.00	0.00	0.00	477.00	0.00
<hr/>					
TOTAL ADMINISTRATION	477.00	0.00	0.00	477.00	0.00
<hr/>					
TOTAL REVENUES	477.00	0.00	0.00	477.00	0.00
	=====	=====	=====	=====	=====

75 -PET DOC & RESCUE FUND
ADMINISTRATION

% OF YEAR COMPLETED: 100.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>PERSONNEL</u>					
75-607-1010 EXPENSES	<u>477.00</u>	<u>0.00</u>	<u>477.21</u> (<u>0.21)</u>	<u>100.04</u>
TOTAL PERSONNEL	477.00	0.00	477.21 (0.21)	100.04
<hr/>					
TOTAL ADMINISTRATION	477.00	0.00	477.21 (0.21)	100.04
<hr/>					
TOTAL EXPENDITURES	477.00	0.00	477.21 (0.21)	100.04
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	0.00	(477.21)	477.21	0.00
	=====	=====	=====	=====	=====

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
9/02/22	ACH****TX CSDU	CASE ID # 0013595137	GENERAL FUND	NON-DEPARTMENTAL	233.07
9/02/22	ACH****TX CSDU	CASE ID# 0014090289	GENERAL FUND	NON-DEPARTMENTAL	603.31
9/02/22	ACH****TX CSDU	CASE ID# 0011608980	GENERAL FUND	NON-DEPARTMENTAL	275.54
9/02/22	ACH****MISSION SQUARE RETIREMENT	ICMA-FLAT AMOUNTS	GENERAL FUND	NON-DEPARTMENTAL	1,455.06
9/02/22	FROST BANK	FEDERAL WITHHOLDING	GENERAL FUND	NON-DEPARTMENTAL	13,734.14
9/02/22	FROST BANK	MEDICARE TAXES	GENERAL FUND	NON-DEPARTMENTAL	1,784.03
9/02/22	CITY OF SHAVANO PARK GF/PAYROLL	GENERAL FUND DUE TO PAYROL	GENERAL FUND	NON-DEPARTMENTAL	94,857.65
9/02/22	FROST BANK	MEDICARE TAXES	GENERAL FUND	CITY ADMINISTRATION	266.49
9/02/22	FROST BANK	MEDICARE TAXES	GENERAL FUND	MUNICIPAL COURT	31.53
9/02/22	ACH****US BANK VOYAGER FLEET SYSTEM	FUEL - WATER DEPT	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	631.06
9/02/22	FROST BANK	MEDICARE TAXES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	127.71
9/02/22	ACH****US BANK VOYAGER FLEET SYSTEM	FUEL - FIRE DEPT	GENERAL FUND	FIRE DEPARTMENT	1,529.11
9/02/22	ACH****BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	295.98
9/02/22	ACH****BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	2,613.77
9/02/22	ACH****BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	194.50
9/02/22	FROST BANK	MEDICARE TAXES	GENERAL FUND	FIRE DEPARTMENT	638.42
9/02/22	ACH****US BANK VOYAGER FLEET SYSTEM	FUEL - POLICE DEPT	GENERAL FUND	POLICE DEPARTMENT	4,957.65
9/02/22	ACH****SUN COAST RESOURCES, INC	FUEL - POLICE	GENERAL FUND	POLICE DEPARTMENT	902.47
9/02/22	FROST BANK	MEDICARE TAXES	GENERAL FUND	POLICE DEPARTMENT	719.88
9/02/22	ACH****MISSION SQUARE RETIREMENT	ICMA-FLAT AMOUNTS	WATER FUND	NON-DEPARTMENTAL	64.94
9/02/22	FROST BANK	FEDERAL WITHHOLDING	WATER FUND	NON-DEPARTMENTAL	795.90
9/02/22	FROST BANK	MEDICARE TAXES	WATER FUND	NON-DEPARTMENTAL	128.79
9/02/22	CITY OF SHAVANO PARK GF/PAYROLL	WATER FUND DUE TO PAYROLL	WATER FUND	NON-DEPARTMENTAL	7,064.87
9/02/22	ACH****TYLER TECHNOLOGIES	UTILITY BILLING-06-22 TO 0	WATER FUND	WATER DEPARTMENT	512.00
9/02/22	FROST BANK	MEDICARE TAXES	WATER FUND	WATER DEPARTMENT	128.79
9/02/22	ACH****KFW ENGINEERS	STREET PROJECTS, PHASE I E	STREET PROJECTS FU	PUBLIC WORKS	100,247.81
9/08/22	ACH****USPS	UTILITY BILLING	WATER FUND	WATER DEPARTMENT	280.28
9/12/22	DOCUMATION OF SAN ANTONIO LLC	MAP PRINTS COUNCIL CONF RO	GENERAL FUND	CITY COUNCIL	24.00
9/12/22	ACH****AMAZON.COM SERVICES INC	HEADPHONE OPTIONS - MPT	GENERAL FUND	CITY COUNCIL	19.98
9/12/22	ACH****SAN ANTONIO EXPRESS NEWS	PUBLIC HEARING NOTICE 8.03	GENERAL FUND	CITY ADMINISTRATION	142.00
9/12/22	ACH****SAN ANTONIO EXPRESS NEWS	BUDGET NOTICE & AFFIDAVIT	GENERAL FUND	CITY ADMINISTRATION	2,570.00
9/12/22	ACH****SAN ANTONIO EXPRESS NEWS	TAX RATE NOTICE & AFFIDAVI	GENERAL FUND	CITY ADMINISTRATION	2,570.00
9/12/22	ACH****SAN ANTONIO EXPRESS NEWS	O-2022-009 ORDINANCE NOTIC	GENERAL FUND	CITY ADMINISTRATION	57.50
9/12/22	DEX IMAGING LLC	AUG COPY/PRINTING OVERAGE	GENERAL FUND	CITY ADMINISTRATION	26.63
9/12/22	INTRUDER ALERT SYSTEMS	ALARM MONITORING	GENERAL FUND	CITY ADMINISTRATION	35.95
9/12/22	ACH****KFW ENGINEERS	GENERAL ENGINEERING	GENERAL FUND	CITY ADMINISTRATION	85.00
9/12/22	ACH****KFW ENGINEERS	15400 NW MIL GEOLOGICAL AS	GENERAL FUND	CITY ADMINISTRATION	1,800.00
9/12/22	ACH****AMAZON.COM SERVICES INC	FILE FOLDERS	GENERAL FUND	CITY ADMINISTRATION	25.39
9/12/22	ACH****AMAZON.COM SERVICES INC	SPEAKER STANDS - CITY EVEN	GENERAL FUND	CITY ADMINISTRATION	104.47
9/12/22	ACH****AMAZON.COM SERVICES INC	PA SYSTEM - CITY EVENTS	GENERAL FUND	CITY ADMINISTRATION	1,049.99
9/12/22	SERVICE UNIFORM	CITY HALL FLOOR MATS	GENERAL FUND	CITY ADMINISTRATION	59.10
9/12/22	SERVICE UNIFORM	FLOOR MATS FOR CITY HALL &	GENERAL FUND	CITY ADMINISTRATION	47.28
9/12/22	SERVICE UNIFORM	FLOOR MATS FOR CITY HALL &	GENERAL FUND	CITY ADMINISTRATION	59.10
9/12/22	SERVICE UNIFORM	FLOOR MATS FOR CITY HALL	GENERAL FUND	CITY ADMINISTRATION	40.52
9/12/22	SERVICE UNIFORM	FLOOR MATS FOR CITY HALL	GENERAL FUND	CITY ADMINISTRATION	40.52
9/12/22	SERVICE UNIFORM	DUPLICATE INVOICE	GENERAL FUND	CITY ADMINISTRATION	59.10-
9/12/22	SERVICE UNIFORM	FLOOR MATS FOR CITY HALL &	GENERAL FUND	CITY ADMINISTRATION	59.10
9/12/22	SORCERERS APPRINTICE	PERSONNEL ACTION FORMS	GENERAL FUND	CITY ADMINISTRATION	175.00
9/12/22	ACH****ORKIN, INC.	PEST CONTROL SERVICE	GENERAL FUND	CITY ADMINISTRATION	143.00
9/12/22	DARRELL S. DULLNIG	SEPTEMBER COURT	GENERAL FUND	MUNICIPAL COURT	650.00
9/12/22	GERALD S. REAMEY	SEPTEMBER COURT	GENERAL FUND	MUNICIPAL COURT	650.00
9/12/22	AT&T MOBILITY	PW/WDEPARTMENT	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	90.00
9/12/22	HANK STORBECK GARAGE, INC.	DUMP TRUCK INSPECT, OIL CH	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	308.40
9/12/22	INTRUDER ALERT SYSTEMS	ALARM MONITORING	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	49.95
9/12/22	CRAFCO INC	ASPHALT SEALANT	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	5,670.00
9/12/22	ASCO	BACKHOE PM	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	636.05

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
9/12/22	ASCO	UTV PM	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	581.88
9/12/22	ACH***AMAZON.COM SERVICES INC	BOOTS-JESSE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	119.99
9/12/22	ACH***AMAZON.COM SERVICES INC	BLADE ADAPTER	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	23.88
9/12/22	CLEAN SCAPES, LP	MONTHLY LANDSCAPE - SEPT	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	607.84
9/12/22	SERVICE UNIFORM	PW UNIFORMS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	58.10
9/12/22	SERVICE UNIFORM	UNIFORMS - PUBLIC WORKS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	64.20
9/12/22	SERVICE UNIFORM	UNIFORMS - PUBLIC WORKS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	58.10
9/12/22	SERVICE UNIFORM	UNIFORMS - PUBLIC WORKS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	64.20
9/12/22	SERVICE UNIFORM	FLOOR MATS FOR POLICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	6.75
9/12/22	SERVICE UNIFORM	UNIFORMS - PUBLIC WORKS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	64.20
9/12/22	SERVICE UNIFORM	FLOOR MATS FOR POLICE DEPT	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	6.75
9/12/22	SERVICE UNIFORM	DUPLICATE INVOICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	58.10-
9/12/22	SERVICE UNIFORM	PUBLIC WORK UNIFORMS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	58.10
9/12/22	AMERICAN SIGNAL EQUIPMENT COMPANY	CONES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	2,650.00
9/12/22	AT&T MOBILITY	FIRE DEPARTMENT	GENERAL FUND	FIRE DEPARTMENT	371.01
9/12/22	O'REILLY AUTO PARTS	REPLACEMENT WIPER BLADES	GENERAL FUND	FIRE DEPARTMENT	62.34
9/12/22	SOUTHWEST PUBLIC SAFETY	POWER CORD TO FIX PIONNER	GENERAL FUND	FIRE DEPARTMENT	126.28
9/12/22	SOUTHWEST PUBLIC SAFETY	REPLACEMENT INFLATABLE BLA	GENERAL FUND	FIRE DEPARTMENT	90.72
9/12/22	HANK STORBECK GARAGE, INC.	ALTERNATOR REPL CH139	GENERAL FUND	FIRE DEPARTMENT	540.80
9/12/22	WELDERS SUPPLY COMPANY	MEDICAL OXYGEN	GENERAL FUND	FIRE DEPARTMENT	45.50
9/12/22	RALPH N. TERPOLILLI	MEDICAL DIRECTION - SEPTEM	GENERAL FUND	FIRE DEPARTMENT	450.00
9/12/22	ACH***AMAZON.COM SERVICES INC	SUPPLIES-TIMER FOR LAWN MA	GENERAL FUND	FIRE DEPARTMENT	54.99
9/12/22	BATTERY MART	RPLC BATTERIES FOR EQUIPME	GENERAL FUND	FIRE DEPARTMENT	219.81
9/12/22	BATTERY MART	OVERPAYMENT	GENERAL FUND	FIRE DEPARTMENT	10.00-
9/12/22	RESCUEGEAR	REPLACEMENT WATER FLOATATI	GENERAL FUND	FIRE DEPARTMENT	655.00
9/12/22	SORCERERS APPRINTICE	COMP TIME SLIPS	GENERAL FUND	FIRE DEPARTMENT	122.00
9/12/22	NORTHERN TOOL AND EQUIPMENT CO.	REPLACEMENT JUMP STARTES	GENERAL FUND	FIRE DEPARTMENT	799.85
9/12/22	METRO FIRE APARATUS SPECIALISTS INC.	STRUCTURAL FIRE FIGHTING G	GENERAL FUND	FIRE DEPARTMENT	3,003.00
9/12/22	LYNDA'S TIRE AND AUTO SVC	E139 VALVE STEM REPL	GENERAL FUND	FIRE DEPARTMENT	91.00
9/12/22	AT&T MOBILITY	POLICE DEPARTMENT 5 PHONES	GENERAL FUND	POLICE DEPARTMENT	196.65
9/12/22	AT&T MOBILITY	POLICE DEPARTMENT	GENERAL FUND	POLICE DEPARTMENT	660.00
9/12/22	AT&T MOBILITY	PENNY SUSPEND MISTAKE ACTI	GENERAL FUND	POLICE DEPARTMENT	5.06
9/12/22	FOREMOST PROMOTIONS	STRESS DONUTS & POLICE CAP	GENERAL FUND	POLICE DEPARTMENT	54.10
9/12/22	ACH***AMAZON.COM SERVICES INC	DOOR STOPPERS	GENERAL FUND	POLICE DEPARTMENT	32.84
9/12/22	ACH***AMAZON.COM SERVICES INC	FINGERPRINTING SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	31.98
9/12/22	ACH***AMAZON.COM SERVICES INC	FILE ORGANIZER & CARD HOLD	GENERAL FUND	POLICE DEPARTMENT	40.88
9/12/22	ACH***AMAZON.COM SERVICES INC	FINGERPRINTING SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	351.82
9/12/22	MV FIRE RESCUE TX, LLC	5X BREACHING TOOLS	GENERAL FUND	POLICE DEPARTMENT	2,775.00
9/12/22	OFFICE DEPOT	THUMB DRIVE	GENERAL FUND	POLICE DEPARTMENT	64.39
9/12/22	ACH***LEXISNEXIS RISK SOLUTIONS	INVESTIGATION TOOL - AUGUS	GENERAL FUND	POLICE DEPARTMENT	38.00
9/12/22	COWBOY CLEANERS	DRY CLEANING - SEPT	GENERAL FUND	POLICE DEPARTMENT	326.70
9/12/22	ACH*****MICHAEL D. HARRISON	ACH*****MICHAEL D. HARRIS	GENERAL FUND	POLICE DEPARTMENT	1,000.00
9/12/22	AT&T MOBILITY	PW/WDEPARTMENT	WATER FUND	WATER DEPARTMENT	90.00
9/12/22	ACH***TYLER TECHNOLOGIES	INCORRECT BILLING	WATER FUND	WATER DEPARTMENT	701.97
9/12/22	ACH***TYLER TECHNOLOGIES	BILLED IN ERROR	WATER FUND	WATER DEPARTMENT	701.97-
9/12/22	DPC INDUSTRIES	CHLORINE - 2 TANKS	WATER FUND	WATER DEPARTMENT	454.31
9/12/22	DPC INDUSTRIES	CHLORINE - 1 TANK	WATER FUND	WATER DEPARTMENT	227.16
9/12/22	DPC INDUSTRIES	CHLORINE - 2 TANKS	WATER FUND	WATER DEPARTMENT	454.31
9/12/22	DPC INDUSTRIES	CHLORINE - 2 TANKS	WATER FUND	WATER DEPARTMENT	454.31
9/12/22	EDD LEIGH A/C, HEATING, & PLUMBING	REPAIR A/C AT HUEBNER PUMP	WATER FUND	WATER DEPARTMENT	250.00
9/12/22	ACH***AMAZON.COM SERVICES INC	HARDWARE	WATER FUND	WATER DEPARTMENT	198.80
9/12/22	ACH***AMAZON.COM SERVICES INC	SHIPPING	WATER FUND	WATER DEPARTMENT	3.15-
9/12/22	ACH***AMAZON.COM SERVICES INC	SHIPPING	WATER FUND	WATER DEPARTMENT	1.91-
9/12/22	ACH***AMAZON.COM SERVICES INC	SHIPPING	WATER FUND	WATER DEPARTMENT	1.11-
9/12/22	ACH***AMAZON.COM SERVICES INC	SHIPPING	WATER FUND	WATER DEPARTMENT	5.73-
9/12/22	ACH***AMAZON.COM SERVICES INC	WADERS	WATER FUND	WATER DEPARTMENT	219.94

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
9/12/22	ACH***AMAZON.COM SERVICES INC	SHIPPING	WATER FUND	WATER DEPARTMENT	1.17-
9/12/22	ACH***AMAZON.COM SERVICES INC	SHIPPING	WATER FUND	WATER DEPARTMENT	2.10-
9/12/22	DITCH WITCH	REPAIRS: VACTRON	WATER FUND	WATER DEPARTMENT	19.84
9/12/22	SERVICE UNIFORM	WATER DEPT UNIFORMS	WATER FUND	WATER DEPARTMENT	58.47
9/12/22	SERVICE UNIFORM	UNIFORMS - WATER DEPT	WATER FUND	WATER DEPARTMENT	64.19
9/12/22	SERVICE UNIFORM	UNIFORMS - WATER DEPT.	WATER FUND	WATER DEPARTMENT	58.47
9/12/22	SERVICE UNIFORM	UNIFORMS - WATER DEPT	WATER FUND	WATER DEPARTMENT	64.20
9/12/22	SERVICE UNIFORM	UNIFORMS - WATER DEPT	WATER FUND	WATER DEPARTMENT	64.20
9/12/22	SERVICE UNIFORM	DUPLICATE INVOICE	WATER FUND	WATER DEPARTMENT	58.47-
9/12/22	SERVICE UNIFORM	WATER DEPT UNIFORMS	WATER FUND	WATER DEPARTMENT	58.47
9/12/22	JCH CONSTRUCTION, INC.	ROCKSAW & OPERATOR RENTAL	WATER FUND	WATER DEPARTMENT	2,250.00
9/12/22	ROCKY HILL EQUIPMENT RENTAL	VACTRON RENTAL STREET PROJ	WATER FUND	WATER DEPARTMENT	1,517.76
9/12/22	ROCKY HILL EQUIPMENT RENTAL	VACTRON RENTAL STREET PROJ	WATER FUND	WATER DEPARTMENT	1,517.76
9/12/22	FERGUSON WATERWORKS # 1106	HARDWARE	WATER FUND	WATER DEPARTMENT	129.10
9/12/22	FERGUSON WATERWORKS # 1106	GRANULAR CHLORINE	WATER FUND	WATER DEPARTMENT	428.58
9/12/22	ACH***BADGER METER, INC.	MLB HOSTING AUGUST	WATER FUND	WATER DEPARTMENT	518.05
9/12/22	CITY ELECTRIC SUPPLY	WIRE/CONDUIT	WATER FUND	WATER DEPARTMENT	951.94
9/12/22	CITY ELECTRIC SUPPLY	WIRE/CONDUIT	WATER FUND	WATER DEPARTMENT	190.25
9/12/22	FOREMOST PROMOTIONS	STRESS DONUTS & POLICE CAP	CRIME CONTROL DIST	POLICE DEPARTMENT	794.02
9/12/22	CITY PUBLIC SERVICE	ELECTRIC LINE RELOC GENERA	AMER RESCUE PLAN A	PUBLIC WORKS/GOV. BLDG	2,329.30
9/12/22	CITY PUBLIC SERVICE	GAS LINE RELOC GENERATOR	AMER RESCUE PLAN A	PUBLIC WORKS/GOV. BLDG	9,217.82
9/12/22	POWERHOUSE ENERGY RENTALS LLC	GENERATOR ATS	AMER RESCUE PLAN A	PUBLIC WORKS/GOV. BLDG	3,825.88
9/12/22	A to Z Rentals	CONCRETE SLAB - GENERATOR	AMER RESCUE PLAN A	PUBLIC WORKS/GOV. BLDG	269.70
9/12/22	CITY ELECTRIC SUPPLY	GENERATOR SUPPLIES	AMER RESCUE PLAN A	PUBLIC WORKS/GOV. BLDG	456.07
9/12/22	CITY ELECTRIC SUPPLY	GENERATOR ELECTRIC HOOK UP	AMER RESCUE PLAN A	PUBLIC WORKS/GOV. BLDG	252.99
9/12/22	ACH***KFW ENGINEERS	DEZAVALA RD JUNE SERVICES	STREET PROJECTS FU	PUBLIC WORKS	4,113.75
9/12/22	ACH***KFW ENGINEERS	DEZAVALA RD JULY SERVICES	STREET PROJECTS FU	PUBLIC WORKS	2,070.00
9/12/22	ACH***KFW ENGINEERS	BOND SURVEY EXPOSED UTILIT	STREET PROJECTS FU	PUBLIC WORKS	3,855.00
9/12/22	ACH***KFW ENGINEERS	DEZAVALA RD PROJECT AUG SE	STREET PROJECTS FU	PUBLIC WORKS	8,680.00
9/13/22	ACH***ELEVON INC	PERMIT CC FEES	GENERAL FUND	CITY ADMINISTRATION	9.12
9/13/22	ACH***ELEVON INC	PERMIT - MPN ONLINE	GENERAL FUND	CITY ADMINISTRATION	401.04
9/13/22	ACH***ELEVON INC	COURT CC FEES	GENERAL FUND	MUNICIPAL COURT	132.53
9/13/22	AMERICA EXPRESS	AMEX CC FEES	GENERAL FUND	MUNICIPAL COURT	8.73
9/13/22	TEXAS COMMISSION OF FIRE PROTECTION	TESTING-THORPE/SALINAS-AER	GENERAL FUND	FIRE DEPARTMENT	110.00
9/13/22	TEXAS COMMISSION OF FIRE PROTECTION	CERT FEE-THORPE/SALINAS-AE	GENERAL FUND	FIRE DEPARTMENT	170.00
9/13/22	ACH***ELEVON INC	CC FEES - 5424 (OFFICE)	WATER FUND	WATER DEPARTMENT	90.20
9/13/22	ACH***ELEVON INC	CC FEES - 5425 (ONLINE)	WATER FUND	WATER DEPARTMENT	1,296.70
9/15/22	ACH*****TX CSDU	CASE ID # 0013595137	GENERAL FUND	NON-DEPARTMENTAL	233.07
9/15/22	ACH*****TX CSDU	CASE ID# 0014090289	GENERAL FUND	NON-DEPARTMENTAL	603.31
9/15/22	ACH*****TX CSDU	CASE ID# 0011608980	GENERAL FUND	NON-DEPARTMENTAL	275.54
9/15/22	ACH***MISSION SQUARE RETIREMENT	ICMA-FLAT AMOUNTS	GENERAL FUND	NON-DEPARTMENTAL	1,455.06
9/15/22	ACH***MISSION SQUARE RETIREMENT	ICMA-FLAT AMOUNTS	WATER FUND	NON-DEPARTMENTAL	64.94
9/16/22	FROST BANK	FEDERAL WITHHOLDING	GENERAL FUND	NON-DEPARTMENTAL	13,296.93
9/16/22	FROST BANK	MEDICARE TAXES	GENERAL FUND	NON-DEPARTMENTAL	1,755.70
9/16/22	CITY OF SHAVANO PARK GF/PAYROLL	GENERAL FUND DUE TO PAYROL	GENERAL FUND	NON-DEPARTMENTAL	93,569.27
9/16/22	FROST BANK	MEDICARE TAXES	GENERAL FUND	CITY ADMINISTRATION	286.73
9/16/22	FROST BANK	MEDICARE TAXES	GENERAL FUND	MUNICIPAL COURT	31.53
9/16/22	FROST BANK	MEDICARE TAXES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	127.50
9/16/22	FROST BANK	MEDICARE TAXES	GENERAL FUND	FIRE DEPARTMENT	585.82
9/16/22	FROST BANK	MEDICARE TAXES	GENERAL FUND	POLICE DEPARTMENT	724.12
9/16/22	FROST BANK	FEDERAL WITHHOLDING	WATER FUND	NON-DEPARTMENTAL	823.48
9/16/22	FROST BANK	MEDICARE TAXES	WATER FUND	NON-DEPARTMENTAL	131.17
9/16/22	CITY OF SHAVANO PARK GF/PAYROLL	WATER FUND DUE TO PAYROLL	WATER FUND	NON-DEPARTMENTAL	7,184.25
9/16/22	FROST BANK	MEDICARE TAXES	WATER FUND	WATER DEPARTMENT	131.17
9/19/22	SHAVANO PARK, PETTY CASH	DECORATIONS FOR 4TH OF JUL	GENERAL FUND	CITY COUNCIL	22.00
9/19/22	DENTON, NAVARRO, ROCHA, BERNAL, HYDE &	LEGAL SERVICES - AUGUST	GENERAL FUND	CITY ADMINISTRATION	2,582.19

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
9/19/22	BEXAR APPRAISAL DISTRICT	4TH QTR FY2022 APPRAISAL S	GENERAL FUND	CITY ADMINISTRATION	4,441.00
9/19/22	ACH***NEIGHBORHOOD NEWS	ROADRUNNER - OCTOBER	GENERAL FUND	CITY ADMINISTRATION	899.53
9/19/22	GREAT AMERICA FINANCIAL SERVICES CORP.	LEASE AGREEMENT - SEPTEMBE	GENERAL FUND	CITY ADMINISTRATION	160.00
9/19/22	JANI KING OF SAN ANTONIO	MONTHLY CLEANING - SEPTEMB	GENERAL FUND	CITY ADMINISTRATION	709.10
9/19/22	OFFICE DEPOT	DELVIERY FEE ON FILING CAB	GENERAL FUND	CITY ADMINISTRATION	29.99
9/19/22	HDR ENGINEERING, INC.	HVAC STUDY	GENERAL FUND	CITY ADMINISTRATION	4,200.00
9/19/22	ACH***SAFESITE, INC.	DOC STORAGE - SEPTEMBER	GENERAL FUND	CITY ADMINISTRATION	242.50
9/19/22	TEXTMYGOV	ENTERED IN WROND FISCAL YE	GENERAL FUND	CITY ADMINISTRATION	2,500.00-
9/19/22	TEXTMYGOV	OCTOBER 2022 - SEPTEMBER 2	GENERAL FUND	CITY ADMINISTRATION	2,500.00
9/19/22	CITY PUBLIC SERVICE	CTY BLDG & SHAVANO CREEK L	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	1,075.59
9/19/22	CITY PUBLIC SERVICE	CTY BLDG & SHAVANO CREEK L	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	11.13
9/19/22	CITY PUBLIC SERVICE	CTY BLDG & SHAVANO CREEK L	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	2,133.05
9/19/22	CITY PUBLIC SERVICE	CTY BLDG & SHAVANO CREEK L	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	600.70
9/19/22	CITY PUBLIC SERVICE	CTY BLDG & SHAVANO CREEK L	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	17.05
9/19/22	CITY PUBLIC SERVICE	CTY BLDG & SHAVANO CREEK L	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	9.64
9/19/22	CITY PUBLIC SERVICE	CTY BLDG & SHAVANO CREEK L	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	228.13
9/19/22	CITY PUBLIC SERVICE	CTY BLDG & SHAVANO CREEK L	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	9.10
9/19/22	CITY PUBLIC SERVICE	CTY BLDG & SHAVANO CREEK L	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	11.08
9/19/22	CITY PUBLIC SERVICE	CTY BLDG & SHAVANO CREEK L	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	17.14
9/19/22	CITY PUBLIC SERVICE	CTY BLDG & SHAVANO CREEK L	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	9.10
9/19/22	CITY PUBLIC SERVICE	CTY BLDG & SHAVANO CREEK L	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	10.71
9/19/22	CITY PUBLIC SERVICE	CTY BLDG & SHAVANO CREEK L	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	22.35
9/19/22	CITY PUBLIC SERVICE	CTY BLDG & SHAVANO CREEK L	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	16.65
9/19/22	CITY PUBLIC SERVICE	CTY BLDG & SHAVANO CREEK L	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	11.70
9/19/22	CITY PUBLIC SERVICE	3004307404	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	31.01
9/19/22	CITY PUBLIC SERVICE	3000593453	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	213.94
9/19/22	CITY PUBLIC SERVICE	3001293578	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	2,580.63
9/19/22	CITY PUBLIC SERVICE	3004307404	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	9.59
9/19/22	CITY PUBLIC SERVICE	3005137797	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	9.95
9/19/22	SHAVANO PARK, PETTY CASH	SUPPLIES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	15.41
9/19/22	HOME DEPOT CREDIT SERVICE	QUICKCRETE CONCRETE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	380.80
9/19/22	HOME DEPOT CREDIT SERVICE	TOOL / ACCESSORIES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	25.47
9/19/22	HOME DEPOT CREDIT SERVICE	TUBING CUTTERS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	56.97
9/19/22	TEXAS MED CLINIC	SCREENING	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	58.00
9/19/22	CLASSIC COLLISION BOERNE	DEPOSIT (50%) FOR REPAIRS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	2,136.40
9/19/22	BUCKHORN SOIL & STONE LLC	TOPSOIL	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	1,120.00
9/19/22	ACH***AMAZON.COM SERVICES INC	STANCHIONS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	1,105.67
9/19/22	CLEAN SCAPES, LP	MONTHLY LANDSCAPE -SEPTEMB	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	607.84
9/19/22	BLADES GROUP LLC	ROCK ASPHALT	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	1,984.00
9/19/22	RDZ PAVING	TOPSOIL, ROCK, SAND	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	1,450.00
9/19/22	FERGUSON WATERWORKS # 1106	BOOTS: JUAN	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	248.00
9/19/22	CITY OF SHAVANO PARK WATER DEPT.	AUGUST WATER USE - PW	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	62.15
9/19/22	CITY OF SHAVANO PARK WATER DEPT.	AUGUST WATER USE - ADMIN	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	1,801.03
9/19/22	HOME DEPOT CREDIT SERVICE	LAWN MAINTENANCE EQUIP	GENERAL FUND	FIRE DEPARTMENT	102.94
9/19/22	HOME DEPOT CREDIT SERVICE	CH139 - RPLC JUMP STARTER	GENERAL FUND	FIRE DEPARTMENT	159.00
9/19/22	HOME DEPOT CREDIT SERVICE	HYDRANT PAINT SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	38.88
9/19/22	TOP BRASS	UNIFORMS	GENERAL FUND	FIRE DEPARTMENT	149.99
9/19/22	ALAMO TEES & ADVERTISING	UNIFORMS	GENERAL FUND	FIRE DEPARTMENT	680.00
9/19/22	ACH***AMAZON.COM SERVICES INC	PROTECTIVE CASE JUMP START	GENERAL FUND	FIRE DEPARTMENT	88.99
9/19/22	ACH***AMAZON.COM SERVICES INC	BOOTS: GROSE	GENERAL FUND	FIRE DEPARTMENT	144.95
9/19/22	10 WEST TACTICAL	UNIFORMS	GENERAL FUND	FIRE DEPARTMENT	909.30
9/19/22	RESCUEGEAR	RESCUE EQUIP-HIGH & LOW AN	GENERAL FUND	FIRE DEPARTMENT	2,387.00
9/19/22	ZOLL MEDICAL CORPORATION	MEDICAL SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	310.50
9/19/22	SHAVANO PARK FIRE, PETTY CASH	EMS FINGERPRINTING - DOVER	GENERAL FUND	FIRE DEPARTMENT	39.05
9/19/22	SHAVANO PARK FIRE, PETTY CASH	EMS FINGERPRINTING - SWOBO	GENERAL FUND	FIRE DEPARTMENT	39.05
9/19/22	CITY OF SHAVANO PARK WATER DEPT.	AUGUST WATER USE	GENERAL FUND	FIRE DEPARTMENT	206.92

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
9/19/22	HOME DEPOT CREDIT SERVICE	RPLC TOILET SEATS	GENERAL FUND	POLICE DEPARTMENT	59.92
9/19/22	AUTOZONE	#522 & 523-BLADES, #524-CL	GENERAL FUND	POLICE DEPARTMENT	174.96
9/19/22	BEXAR COUNTY CLERK, ATTN: CRIME LAB I	QUALITATIVE ANALYSIS	GENERAL FUND	POLICE DEPARTMENT	59.00
9/19/22	TRI-TECH FORENSICS	GOBAG SUPPLIES MEDICAL EQU	GENERAL FUND	POLICE DEPARTMENT	3,021.98
9/19/22	TRI-TECH FORENSICS	(22) TOURNIQUETS W/MOUNTS	GENERAL FUND	POLICE DEPARTMENT	1,405.98
9/19/22	A & I TIRE AND AUTO	# 519 - TIRE REPAIR	GENERAL FUND	POLICE DEPARTMENT	15.00
9/19/22	GREAT AMERICA FINANCIAL SERVICES CORP.	LEASE AGREEMENT - SEPTEMBE	GENERAL FUND	POLICE DEPARTMENT	132.00
9/19/22	SAN ANTONIO CODE BLUE POLICE SUPPLY	2X SHIRTS/PANTS - PHELPS	GENERAL FUND	POLICE DEPARTMENT	224.00
9/19/22	SAN ANTONIO CODE BLUE POLICE SUPPLY	3X SHIRTS/PANTS - FLORES	GENERAL FUND	POLICE DEPARTMENT	372.00
9/19/22	ACH***AMAZON.COM SERVICES INC	ROLLING TV CARTS	GENERAL FUND	POLICE DEPARTMENT	196.00
9/19/22	ACH***AMAZON.COM SERVICES INC	USB C TO HDMI ADAPTERS	GENERAL FUND	POLICE DEPARTMENT	39.56
9/19/22	SHAVANO PARK, PETTY CASH	PARKING DA'S OFFICE	GENERAL FUND	POLICE DEPARTMENT	5.00
9/19/22	SHAVANO PARK, PETTY CASH	CERTIFICATE FRAMES	GENERAL FUND	POLICE DEPARTMENT	22.75
9/19/22	SHAVANO PARK, PETTY CASH	TAPBIT MEMBERSHIP	GENERAL FUND	POLICE DEPARTMENT	25.00
9/19/22	SHAVANO PARK, PETTY CASH	PARKING DA'S OFFICE	GENERAL FUND	POLICE DEPARTMENT	5.00
9/19/22	SHAVANO PARK, PETTY CASH	PARKING DA'S OFFICE	GENERAL FUND	POLICE DEPARTMENT	5.00
9/19/22	VALVOLINE	# 524 (EXPEDITION)- OIL CH	GENERAL FUND	POLICE DEPARTMENT	73.78
9/19/22	VALVOLINE	# 519 (EXPLORER) - OIL CHA	GENERAL FUND	POLICE DEPARTMENT	73.78
9/19/22	ACH****BB INSPECTIONS	128 INSPECTIONS	GENERAL FUND	DEVELOPMENT SERVICES	6,400.00
9/19/22	ACH****BB INSPECTIONS	16 PLAN REVIEWS	GENERAL FUND	DEVELOPMENT SERVICES	800.00
9/19/22	CITY PUBLIC SERVICE	3000593442	WATER FUND	WATER DEPARTMENT	2,187.83
9/19/22	CITY PUBLIC SERVICE	3000593443	WATER FUND	WATER DEPARTMENT	23.21
9/19/22	CITY PUBLIC SERVICE	3003644154	WATER FUND	WATER DEPARTMENT	421.04
9/19/22	CITY PUBLIC SERVICE	3000593446	WATER FUND	WATER DEPARTMENT	2,826.65
9/19/22	CITY PUBLIC SERVICE	3000593449	WATER FUND	WATER DEPARTMENT	2,714.14
9/19/22	CITY PUBLIC SERVICE	3000593450	WATER FUND	WATER DEPARTMENT	2,104.12
9/19/22	CITY PUBLIC SERVICE	3004513312	WATER FUND	WATER DEPARTMENT	11.70
9/19/22	CITY PUBLIC SERVICE	3002617278	WATER FUND	WATER DEPARTMENT	9.10
9/19/22	CITY PUBLIC SERVICE	3002618145	WATER FUND	WATER DEPARTMENT	669.55
9/19/22	EDWARDS AQUIFER AUTHORITY	2022 PROGRAM FEES	WATER FUND	WATER DEPARTMENT	2,327.41
9/19/22	EDWARDS AQUIFER AUTHORITY	2022 PROGRAM FEES	WATER FUND	WATER DEPARTMENT	3,979.12
9/19/22	SHAVANO PARK, PETTY CASH	WADERS FOR FRANK	WATER FUND	WATER DEPARTMENT	250.00
9/19/22	HOME DEPOT CREDIT SERVICE	SUPPLIES	WATER FUND	WATER DEPARTMENT	183.88
9/19/22	HOME DEPOT CREDIT SERVICE	PIPE WRENCH	WATER FUND	WATER DEPARTMENT	48.56
9/19/22	HOME DEPOT CREDIT SERVICE	PVC PIPE - STREET PROJECT	WATER FUND	WATER DEPARTMENT	140.94
9/19/22	HOME DEPOT CREDIT SERVICE	CASTER WHEELS	WATER FUND	WATER DEPARTMENT	60.00
9/19/22	HOME DEPOT CREDIT SERVICE	HARD HAT	WATER FUND	WATER DEPARTMENT	52.41
9/19/22	JESSICA CHINSKI	WATER BILLS TO POST OFFICE	WATER FUND	WATER DEPARTMENT	41.25
9/19/22	DPC INDUSTRIES	CHLORINE	WATER FUND	WATER DEPARTMENT	210.00
9/19/22	POWERHOUSE ENERGY RENTALS LLC	HUEBNER PLANT GEN RENTAL	WATER FUND	WATER DEPARTMENT	1,826.50
9/19/22	FERGUSON WATERWORKS # 1106	CLAMPS	WATER FUND	WATER DEPARTMENT	2,651.20
9/19/22	FERGUSON WATERWORKS # 1106	SPACERS	WATER FUND	WATER DEPARTMENT	1,855.00
9/19/22	FERGUSON WATERWORKS # 1106	HARDWARE	WATER FUND	WATER DEPARTMENT	86.46
9/19/22	FERGUSON WATERWORKS # 1106	DRILL BITS	WATER FUND	WATER DEPARTMENT	521.32
9/19/22	FERGUSON WATERWORKS # 1106	HARDWARE	WATER FUND	WATER DEPARTMENT	66.40
9/19/22	CITY OF SHAVANO PARK WATER DEPT.	AUGUST WATER USE	WATER FUND	WATER DEPARTMENT	62.15
9/19/22	SHAVANO PARK, PETTY CASH	CHARGERS FOR MCGRUFF	CRIME CONTROL DIST	POLICE DEPARTMENT	169.00
9/19/22	BUCKHORN SOIL & STONE LLC	LIMESTONE	AMER RESCUE PLAN A	PUBLIC WORKS/GOV. BLDG	294.00
9/19/22	FERGUSON WATERWORKS # 1106	METER CURB STOPS	AMER RESCUE PLAN A	WATER DEPARTMENT	11,487.10
9/20/22	TEXAS COMMISSION OF FIRE PROTECTION	ANNUAL RENEWAL (14 FF X \$6	GENERAL FUND	FIRE DEPARTMENT	840.00
9/26/22	MENCHACA, JUAN LEOBARD	Bond Refund:155903F -01	GENERAL FUND	NON-DEPARTMENTAL	149.60
9/26/22	BORN 2 BOUNCE EVENT RENTALS	OBSTACLE COURSE RENTAL	GENERAL FUND	CITY COUNCIL	272.16
9/26/22	MONARCH TROPHY STUDIO	ASSISTANT CM NAME PLATE	GENERAL FUND	CITY COUNCIL	13.00
9/26/22	AT&T	FIRE ALARMS @ CITY HALL	GENERAL FUND	CITY ADMINISTRATION	205.64
9/26/22	AT&T	FIRE ALARMS @ CITY HALL	GENERAL FUND	CITY ADMINISTRATION	205.64
9/26/22	PITNEY BOWES GLOBAL FINANCIAL SVCS LLC	QRTY LEASE	GENERAL FUND	CITY ADMINISTRATION	176.70

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
9/26/22	INTRUDER ALERT SYSTEMS	ALARM MONITORING	GENERAL FUND	CITY ADMINISTRATION	35.95
9/26/22	OFFICE DEPOT	CLEAR COVERS-BUDGET BOOKS	GENERAL FUND	CITY ADMINISTRATION	20.79
9/26/22	OFFICE DEPOT	TONER	GENERAL FUND	CITY ADMINISTRATION	142.72
9/26/22	OFFICE DEPOT	BACK COVERS - BUDGET BOOK	GENERAL FUND	CITY ADMINISTRATION	16.23
9/26/22	OFFICE DEPOT	GLOSSY PAPER - BUDGET BOOK	GENERAL FUND	CITY ADMINISTRATION	9.99
9/26/22	AT&T	COURT LINE	GENERAL FUND	MUNICIPAL COURT	229.36
9/26/22	AT&T	COURT LINE	GENERAL FUND	MUNICIPAL COURT	229.36
9/26/22	A & I TIRE AND AUTO	F350 OIL CHANGE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	120.10
9/26/22	INTRUDER ALERT SYSTEMS	ALARM MONITORING	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	49.95
9/26/22	SAN ANTONIO WATER SYSTEM	001497316-0145332	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	59.28
9/26/22	SAN ANTONIO WATER SYSTEM	001497313-0145573	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	64.93
9/26/22	SAN ANTONIO WATER SYSTEM	001497317-0145575	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	13.86
9/26/22	SAN ANTONIO WATER SYSTEM	001497321-0156129	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	13.86
9/26/22	SAN ANTONIO WATER SYSTEM	001497510-0156128	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	36.42
9/26/22	SAN ANTONIO WATER SYSTEM	001497512-0156127	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	70.28
9/26/22	SAN ANTONIO WATER SYSTEM	001497516-0156126	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	30.79
9/26/22	SAN ANTONIO WATER SYSTEM	001497518-0156125	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	19.50
9/26/22	SAN ANTONIO WATER SYSTEM	001497521-0156124	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	59.00
9/26/22	SAN ANTONIO WATER SYSTEM	001497522-0156123	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	19.50
9/26/22	VM-3 SERVICES INC.	JANITORIAL SUPPLIES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	1,243.29
9/26/22	FERGUSON WATERWORKS # 1106	SAFETY GLASSES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	479.28
9/26/22	AT&T	FAX PAGER - FIRE DEPT	GENERAL FUND	FIRE DEPARTMENT	229.36
9/26/22	AT&T	FAX & PAGER FOR FIRE DEPT	GENERAL FUND	FIRE DEPARTMENT	229.36
9/26/22	SOUTHWEST PUBLIC SAFETY	FLASHLIGHT REPAIRS	GENERAL FUND	FIRE DEPARTMENT	40.00
9/26/22	DOOLEY TACKABERRY	RPLC FIREFIGHTING HELMETS	GENERAL FUND	FIRE DEPARTMENT	2,070.00
9/26/22	DOOLEY TACKABERRY	RPLC HANDHELD FLASHLIGHTS	GENERAL FUND	FIRE DEPARTMENT	2,358.20
9/26/22	DOOLEY TACKABERRY	RPLC BOX TRUCK LIGHTS	GENERAL FUND	FIRE DEPARTMENT	769.05
9/26/22	WITMER PUBLIC SAFETY GRP	SAFETY VEST	GENERAL FUND	FIRE DEPARTMENT	494.89
9/26/22	WITMER PUBLIC SAFETY GRP	SAFETY VEST	GENERAL FUND	FIRE DEPARTMENT	245.07
9/26/22	VM-3 SERVICES INC.	JANITORIAL SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	685.65
9/26/22	METRO FIRE APARATUS SPECIALISTS INC.	1/4 TURN HYDRANT VALVE FOR	GENERAL FUND	FIRE DEPARTMENT	505.00
9/26/22	METRO FIRE APARATUS SPECIALISTS INC.	HOSE SPANNER WRENCH(S)	GENERAL FUND	FIRE DEPARTMENT	254.00
9/26/22	METRO FIRE APARATUS SPECIALISTS INC.	WILDLAND FIREFIGHTING NOZZ	GENERAL FUND	FIRE DEPARTMENT	842.00
9/26/22	METRO FIRE APARATUS SPECIALISTS INC.	STRUCTURAL FIREFIGHTING GL	GENERAL FUND	FIRE DEPARTMENT	2,230.00
9/26/22	METRO FIRE APARATUS SPECIALISTS INC.	RPLC WILDLAND EQUIP	GENERAL FUND	FIRE DEPARTMENT	868.00
9/26/22	NATIONAL FIRE PROTECTION ASSOCIATION	RENEWAL MEMBERSHIP FEE	GENERAL FUND	FIRE DEPARTMENT	175.00
9/26/22	AT&T	POLICE DEPT DISPATCH LINE	GENERAL FUND	POLICE DEPARTMENT	144.88
9/26/22	AT&T	POLICE DEPT DISPATCH LINE	GENERAL FUND	POLICE DEPARTMENT	144.88
9/26/22	SOUTHWEST PUBLIC SAFETY	3 X FLASHLIGHTS	GENERAL FUND	POLICE DEPARTMENT	246.78
9/26/22	INTRUDER ALERT SYSTEMS	INSTALL 4 DURESS STROBES I	GENERAL FUND	POLICE DEPARTMENT	1,177.69
9/26/22	VALVOLINE	# 523 - OIL CHANGE	GENERAL FUND	POLICE DEPARTMENT	88.16
9/26/22	DENNIS KELLEY	PRECINCT 7 - 3RD QTR TRAIN	GENERAL FUND	POLICE DEPARTMENT	794.90
9/26/22	DENNIS KELLEY	PRECINCT 7 - 3RD QTR TRAIN	GENERAL FUND	POLICE DEPARTMENT	379.50
9/26/22	DENNIS KELLEY	PRECINCT 7 - 3RD QTR TRAIN	GENERAL FUND	POLICE DEPARTMENT	265.00
9/26/22	FLETCHER, RANDY & PA	1-0068-01	WATER FUND	NON-DEPARTMENTAL	250.00
9/26/22	WARRILOW, MATTHEW &	1-0356-01	WATER FUND	NON-DEPARTMENTAL	250.00
9/26/22	DEAR, JAMESON	1-0392-01	WATER FUND	NON-DEPARTMENTAL	250.00
9/26/22	MARTEL, MICHAEL & EV	1-0465-05	WATER FUND	NON-DEPARTMENTAL	250.00
9/26/22	POLLARDWATER	HYDRANT METER	WATER FUND	WATER DEPARTMENT	1,253.44
9/26/22	JCH CONSTRUCTION, INC.	ROCKSAW & OPERATOR RENTAL	WATER FUND	WATER DEPARTMENT	4,500.00
9/26/22	FERGUSON WATERWORKS # 1106	BOOTS: FRANK	WATER FUND	WATER DEPARTMENT	149.35
9/26/22	POLLUTION CONTROL SERVICES	WATER TESTING	WATER FUND	WATER DEPARTMENT	62.00
9/26/22	MONARCH TROPHY STUDIO	POSTER CONTEST SIGNS	CRIME CONTROL DIST	POLICE DEPARTMENT	24.00
9/26/22	TCOLE	ADV INSTRUCTOR PROF CERT	CRIME CONTROL DIST	POLICE DEPARTMENT	35.00
9/26/22	ACCURATE UTILITY SUPPLY LLC	WATER METER ENDPOINTS	AMER RESCUE PLAN A	WATER DEPARTMENT	1,518.52
9/26/22	PRESIDIO TITLE LLC	15400 NW MILITARY HWY	CAPITAL REPLACEMEN	NON-DEPARTMENTAL	100.00

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
9/27/22	ACH***MISSION SQUARE RETIREMENT	ICMA-FLAT AMOUNTS	GENERAL FUND	NON-DEPARTMENTAL	1,455.06
9/27/22	ACH***CHARTER COMMUNICATIONS	CABLE TV - SEPT	GENERAL FUND	CITY ADMINISTRATION	1.56
9/27/22	ACH***MISSION SQUARE RETIREMENT	ICMA-FLAT AMOUNTS	WATER FUND	NON-DEPARTMENTAL	64.94
9/28/22	ACH***COLONIAL SUPPLEMENTAL INS	COLONIAL-AFTER TAX	GENERAL FUND	NON-DEPARTMENTAL	393.03
9/28/22	ACH***COLONIAL SUPPLEMENTAL INS	COLONIAL-AFTER TAX	GENERAL FUND	NON-DEPARTMENTAL	393.03
9/28/22	ACH***COLONIAL SUPPLEMENTAL INS	COLONIAL-PRE-TAX	GENERAL FUND	NON-DEPARTMENTAL	500.14
9/28/22	ACH***COLONIAL SUPPLEMENTAL INS	COLONIAL-PRE-TAX	GENERAL FUND	NON-DEPARTMENTAL	500.14
9/28/22	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	NON-DEPARTMENTAL	8,567.29
9/28/22	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	NON-DEPARTMENTAL	8,373.78
9/28/22	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	NON-DEPARTMENTAL	9,120.12
9/28/22	ACH***AFLAC	AFLAC - AFTER TAX	GENERAL FUND	NON-DEPARTMENTAL	121.85
9/28/22	ACH***AFLAC	AFLAC - AFTER TAX	GENERAL FUND	NON-DEPARTMENTAL	121.85
9/28/22	ACH***AFLAC	AFLAC - PRE-TAX	GENERAL FUND	NON-DEPARTMENTAL	192.77
9/28/22	ACH***AFLAC	AFLAC - PRE-TAX	GENERAL FUND	NON-DEPARTMENTAL	192.77
9/28/22	LEGALSHIELD	ADJUSTMENT TO SEPTEMBER	GENERAL FUND	NON-DEPARTMENTAL	0.02-
9/28/22	LEGALSHIELD	PREPAID LEGAL SERVICES	GENERAL FUND	NON-DEPARTMENTAL	133.83
9/28/22	LEGALSHIELD	PREPAID LEGAL SERVICES	GENERAL FUND	NON-DEPARTMENTAL	133.83
9/28/22	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	CITY ADMINISTRATION	2,684.51
9/28/22	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	CITY ADMINISTRATION	2,882.19
9/28/22	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	CITY ADMINISTRATION	2,908.85
9/28/22	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	MUNICIPAL COURT	307.86
9/28/22	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	MUNICIPAL COURT	307.86
9/28/22	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	MUNICIPAL COURT	307.86
9/28/22	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	1,297.63
9/28/22	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	1,295.64
9/28/22	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	1,262.39
9/28/22	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	FIRE DEPARTMENT	5,855.55
9/28/22	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	FIRE DEPARTMENT	5,227.00
9/28/22	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	FIRE DEPARTMENT	6,776.92
9/28/22	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	POLICE DEPARTMENT	7,184.87
9/28/22	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	POLICE DEPARTMENT	7,226.23
9/28/22	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	POLICE DEPARTMENT	7,192.64
9/28/22	ACH***COLONIAL SUPPLEMENTAL INS	COLONIAL-AFTER TAX	WATER FUND	NON-DEPARTMENTAL	43.83
9/28/22	ACH***COLONIAL SUPPLEMENTAL INS	COLONIAL-AFTER TAX	WATER FUND	NON-DEPARTMENTAL	43.83
9/28/22	ACH***COLONIAL SUPPLEMENTAL INS	COLONIAL-PRE-TAX	WATER FUND	NON-DEPARTMENTAL	64.01
9/28/22	ACH***COLONIAL SUPPLEMENTAL INS	COLONIAL-PRE-TAX	WATER FUND	NON-DEPARTMENTAL	64.01
9/28/22	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	WATER FUND	NON-DEPARTMENTAL	644.73
9/28/22	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	WATER FUND	NON-DEPARTMENTAL	656.22
9/28/22	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	WATER FUND	NON-DEPARTMENTAL	665.33
9/28/22	ACH***AFLAC	AFLAC - AFTER TAX	WATER FUND	NON-DEPARTMENTAL	17.00
9/28/22	ACH***AFLAC	AFLAC - AFTER TAX	WATER FUND	NON-DEPARTMENTAL	17.00
9/28/22	LEGALSHIELD	PREPAID LEGAL SERVICES	WATER FUND	NON-DEPARTMENTAL	4.68
9/28/22	LEGALSHIELD	PREPAID LEGAL SERVICES	WATER FUND	NON-DEPARTMENTAL	4.68
9/28/22	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	WATER FUND	WATER DEPARTMENT	1,304.18
9/28/22	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	WATER FUND	WATER DEPARTMENT	1,327.45
9/28/22	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	WATER FUND	WATER DEPARTMENT	1,345.86
9/30/22	ACH***TX CSDU	CASE ID # 0013595137	GENERAL FUND	NON-DEPARTMENTAL	233.07
9/30/22	ACH***TX CSDU	CASE ID# 0011608980	GENERAL FUND	NON-DEPARTMENTAL	275.54
9/30/22	ACH***TML MULTISTATE IEBP	COPAY 1K-3K CHILD BUY DOWN	GENERAL FUND	NON-DEPARTMENTAL	135.39
9/30/22	ACH***TML MULTISTATE IEBP	COPAY 1K-3K CHILD BUY DOWN	GENERAL FUND	NON-DEPARTMENTAL	135.39
9/30/22	ACH***TML MULTISTATE IEBP	COPAY 1K-3K FAMILY BUY DOW	GENERAL FUND	NON-DEPARTMENTAL	455.10
9/30/22	ACH***TML MULTISTATE IEBP	COPAY 1K-3K FAMILY BUY DOW	GENERAL FUND	NON-DEPARTMENTAL	455.10
9/30/22	ACH***TML MULTISTATE IEBP	COPAY 1K-3K SPOUSE BUY DOW	GENERAL FUND	NON-DEPARTMENTAL	415.86
9/30/22	ACH***TML MULTISTATE IEBP	COPAY 1K-3K SPOUSE BUY DOW	GENERAL FUND	NON-DEPARTMENTAL	415.86
9/30/22	ACH***TML MULTISTATE IEBP	COPAY 3K-6K CHILD BUY DOWN	GENERAL FUND	NON-DEPARTMENTAL	98.70
9/30/22	ACH***TML MULTISTATE IEBP	COPAY 3K-6K CHILD BUY DOWN	GENERAL FUND	NON-DEPARTMENTAL	98.70

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
9/30/22	ACH****TML MULTISTATE IEBP	COPAY 3K-6K FAMILY BUY DOW	GENERAL FUND	NON-DEPARTMENTAL	283.32
9/30/22	ACH****TML MULTISTATE IEBP	COPAY 3K-6K FAMILY BUY DOW	GENERAL FUND	NON-DEPARTMENTAL	283.32-
9/30/22	ACH****TML MULTISTATE IEBP	COPAY 3K-6K SPOUSE BUY DOW	GENERAL FUND	NON-DEPARTMENTAL	133.37
9/30/22	ACH****TML MULTISTATE IEBP	COPAY 3K-6K SPOUSE BUY DOW	GENERAL FUND	NON-DEPARTMENTAL	133.37
9/30/22	ACH****TML MULTISTATE IEBP	HSA 3K CHILD BUY DOWN	GENERAL FUND	NON-DEPARTMENTAL	63.52
9/30/22	ACH****TML MULTISTATE IEBP	HSA 3K CHILD BUY DOWN	GENERAL FUND	NON-DEPARTMENTAL	63.52
9/30/22	ACH****TML MULTISTATE IEBP	HSA 3K FAMILY BUY DOWN	GENERAL FUND	NON-DEPARTMENTAL	506.46
9/30/22	ACH****TML MULTISTATE IEBP	HSA 3K FAMILY BUY DOWN	GENERAL FUND	NON-DEPARTMENTAL	506.46
9/30/22	ACH****TML MULTISTATE IEBP	HSA 3K SPOUSE BUY DOWN	GENERAL FUND	NON-DEPARTMENTAL	125.03
9/30/22	ACH****TML MULTISTATE IEBP	HSA 3K SPOUSE BUY DOWN	GENERAL FUND	NON-DEPARTMENTAL	125.03
9/30/22	ACH****TML MULTISTATE IEBP	HSA 4K-6K FAMILY BUY DOWN	GENERAL FUND	NON-DEPARTMENTAL	419.22
9/30/22	ACH****TML MULTISTATE IEBP	HSA 4K-6K FAMILY BUY DOWN	GENERAL FUND	NON-DEPARTMENTAL	419.22
9/30/22	ACH****TML MULTISTATE IEBP	HSA 4K-6K SPOUSE BUY DOWN	GENERAL FUND	NON-DEPARTMENTAL	38.98
9/30/22	ACH****TML MULTISTATE IEBP	HSA 4K-6K SPOUSE BUY DOWN	GENERAL FUND	NON-DEPARTMENTAL	38.98
9/30/22	ACH****TML MULTISTATE IEBP	DENTAL-EMPLOYEE CHILD	GENERAL FUND	NON-DEPARTMENTAL	36.75
9/30/22	ACH****TML MULTISTATE IEBP	DENTAL-EMPLOYEE CHILD	GENERAL FUND	NON-DEPARTMENTAL	36.75
9/30/22	ACH****TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	NON-DEPARTMENTAL	181.34
9/30/22	ACH****TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	NON-DEPARTMENTAL	138.74
9/30/22	ACH****TML MULTISTATE IEBP	DENTAL-EMPLOYEE SPOUSE	GENERAL FUND	NON-DEPARTMENTAL	93.41
9/30/22	ACH****TML MULTISTATE IEBP	DENTAL-EMPLOYEE SPOUSE	GENERAL FUND	NON-DEPARTMENTAL	93.41
9/30/22	ACH****TML MULTISTATE IEBP	HSA Contribution	GENERAL FUND	NON-DEPARTMENTAL	586.70
9/30/22	ACH****TML MULTISTATE IEBP	HSA Contribution	GENERAL FUND	NON-DEPARTMENTAL	586.70
9/30/22	ACH****TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	NON-DEPARTMENTAL	9.21
9/30/22	ACH****TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	NON-DEPARTMENTAL	7.61
9/30/22	ACH****TML MULTISTATE IEBP	LIFE-VOLUNTARY	GENERAL FUND	NON-DEPARTMENTAL	287.74
9/30/22	ACH****TML MULTISTATE IEBP	LIFE-VOLUNTARY	GENERAL FUND	NON-DEPARTMENTAL	287.74
9/30/22	ACH****TML MULTISTATE IEBP	VISION - EMPLOYEE & CHILDR	GENERAL FUND	NON-DEPARTMENTAL	4.62
9/30/22	ACH****TML MULTISTATE IEBP	VISION - EMPLOYEE & CHILDR	GENERAL FUND	NON-DEPARTMENTAL	4.62
9/30/22	ACH****TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	NON-DEPARTMENTAL	26.90
9/30/22	ACH****TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	NON-DEPARTMENTAL	26.90
9/30/22	ACH****TML MULTISTATE IEBP	VISION-EMPLOYEE & SPOUSE	GENERAL FUND	NON-DEPARTMENTAL	13.56
9/30/22	ACH****TML MULTISTATE IEBP	VISION-EMPLOYEE & SPOUSE	GENERAL FUND	NON-DEPARTMENTAL	13.56
9/30/22	TEXAS COMPTROLLER OF PUBLIC ACCOUNTS	Q3-2022	GENERAL FUND	NON-DEPARTMENTAL	13,354.15
9/30/22	FROST BANK	FEDERAL WITHHOLDING	GENERAL FUND	NON-DEPARTMENTAL	14,815.47
9/30/22	FROST BANK	MEDICARE TAXES	GENERAL FUND	NON-DEPARTMENTAL	1,932.89
9/30/22	CITY OF SHAVANO PARK GF/PAYROLL	GENERAL FUND DUE TO PAYROL	GENERAL FUND	NON-DEPARTMENTAL	104,868.85
9/30/22	FROST - VISA DEBIT CARD	COUNCIL SHIRTS	GENERAL FUND	CITY COUNCIL	162.32-
9/30/22	FROST - VISA DEBIT CARD	COUNCIL SHIRTS	GENERAL FUND	CITY COUNCIL	134.95
9/30/22	FROST - VISA DEBIT CARD	COUNCIL SHIRTS	GENERAL FUND	CITY COUNCIL	29.99-
9/30/22	FROST - VISA DEBIT CARD	COUNCIL SHIRTS	GENERAL FUND	CITY COUNCIL	162.32
9/30/22	FROST - VISA DEBIT CARD	COUNCIL SHIRTS	GENERAL FUND	CITY COUNCIL	64.93
9/30/22	FROST - VISA DEBIT CARD	COUNCIL SHIRTS	GENERAL FUND	CITY COUNCIL	104.97-
9/30/22	FROST - VISA DEBIT CARD	COUNCIL SHIRTS	GENERAL FUND	CITY COUNCIL	29.99-
9/30/22	FROST - VISA DEBIT CARD	COUNCIL SHIRTS	GENERAL FUND	CITY COUNCIL	29.99
9/30/22	FROST - VISA DEBIT CARD	COUNCIL SHIRTS	GENERAL FUND	CITY COUNCIL	49.98-
9/30/22	FROST - VISA DEBIT CARD	COUNCIL SHIRTS	GENERAL FUND	CITY COUNCIL	29.99-
9/30/22	FROST - VISA DEBIT CARD	COUNCIL SHIRTS	GENERAL FUND	CITY COUNCIL	29.99
9/30/22	FROST - VISA DEBIT CARD	COUNCIL SHIRTS	GENERAL FUND	CITY COUNCIL	59.98
9/30/22	FROST - VISA DEBIT CARD	COUNCIL SHIRTS	GENERAL FUND	CITY COUNCIL	109.96
9/30/22	ACH***AMAZON.COM SERVICES INC	CITY COUNCIL FRAMES	GENERAL FUND	CITY COUNCIL	48.48
9/30/22	ACH***CHARTER COMMUNICATIONS	CABLE TV - SEPT	GENERAL FUND	CITY ADMINISTRATION	95.41
9/30/22	ACH***PITNEY BOWES - PURCHASE POWER	POSTAGE REFILL	GENERAL FUND	CITY ADMINISTRATION	402.50
9/30/22	FROST - VISA DEBIT CARD	BRISKET FOR STAFF EMPLOYEE	GENERAL FUND	CITY ADMINISTRATION	186.90
9/30/22	FROST - VISA DEBIT CARD	BILL & TRISH SHIRTS	GENERAL FUND	CITY ADMINISTRATION	59.98
9/30/22	FROST - VISA DEBIT CARD	ZOOM ANNUAL SUBSCRIPTION	GENERAL FUND	CITY ADMINISTRATION	149.90
9/30/22	FROST - VISA DEBIT CARD	TX CONFERENCE - TRISH NICH	GENERAL FUND	CITY ADMINISTRATION	175.00

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
9/30/22	ACH****TML MULTISTATE IEBP	COPAY 1K-3K EE	GENERAL FUND	CITY ADMINISTRATION	268.69
9/30/22	ACH****TML MULTISTATE IEBP	COPAY 1K-3K EE	GENERAL FUND	CITY ADMINISTRATION	268.69
9/30/22	ACH****TML MULTISTATE IEBP	COPAY 1K-3K EE HRA	GENERAL FUND	CITY ADMINISTRATION	68.81
9/30/22	ACH****TML MULTISTATE IEBP	COPAY 1K-3K EE HRA	GENERAL FUND	CITY ADMINISTRATION	68.81
9/30/22	ACH****TML MULTISTATE IEBP	COPAY 1K-3K SPOUSE BUY DOW	GENERAL FUND	CITY ADMINISTRATION	675.00
9/30/22	ACH****TML MULTISTATE IEBP	COPAY 1K-3K SPOUSE BUY DOW	GENERAL FUND	CITY ADMINISTRATION	675.00
9/30/22	ACH****TML MULTISTATE IEBP	HSA 4K-6K CHILD BUY DOWN	GENERAL FUND	CITY ADMINISTRATION	326.41
9/30/22	ACH****TML MULTISTATE IEBP	HSA 4K-6K CHILD BUY DOWN	GENERAL FUND	CITY ADMINISTRATION	326.41
9/30/22	ACH****TML MULTISTATE IEBP	HSA 4K-6K EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	2.25
9/30/22	ACH****TML MULTISTATE IEBP	HSA 4K-6K EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	2.25
9/30/22	ACH****TML MULTISTATE IEBP	HSA 4K-6K CHILD HSA	GENERAL FUND	CITY ADMINISTRATION	11.09
9/30/22	ACH****TML MULTISTATE IEBP	HSA 4K-6K CHILD HSA	GENERAL FUND	CITY ADMINISTRATION	11.09
9/30/22	ACH****TML MULTISTATE IEBP	HSA 4K-6K HSA FUNDS	GENERAL FUND	CITY ADMINISTRATION	1.84
9/30/22	ACH****TML MULTISTATE IEBP	HSA 4K-6K HSA FUNDS	GENERAL FUND	CITY ADMINISTRATION	1.84
9/30/22	ACH****TML MULTISTATE IEBP	HSA 4K-6K SPOUSE BUY DOWN	GENERAL FUND	CITY ADMINISTRATION	337.50
9/30/22	ACH****TML MULTISTATE IEBP	HSA 4K-6K SPOUSE BUY DOWN	GENERAL FUND	CITY ADMINISTRATION	337.50
9/30/22	ACH****TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	14.39
9/30/22	ACH****TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	14.39
9/30/22	ACH****TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	CITY ADMINISTRATION	21.32
9/30/22	ACH****TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	CITY ADMINISTRATION	21.32
9/30/22	ACH****TML MULTISTATE IEBP	DENTAL-EMPLOYEE SPOUSE	GENERAL FUND	CITY ADMINISTRATION	76.04
9/30/22	ACH****TML MULTISTATE IEBP	DENTAL-EMPLOYEE SPOUSE	GENERAL FUND	CITY ADMINISTRATION	76.04
9/30/22	ACH****TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	CITY ADMINISTRATION	5.57
9/30/22	ACH****TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	CITY ADMINISTRATION	5.57
9/30/22	ACH****TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	23.47
9/30/22	ACH****TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	23.47
9/30/22	ACH****TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	CITY ADMINISTRATION	11.70
9/30/22	ACH****TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	CITY ADMINISTRATION	11.70
9/30/22	ACH****TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	6.20
9/30/22	ACH****TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	6.20
9/30/22	ACH****TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	CITY ADMINISTRATION	4.28
9/30/22	ACH****TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	CITY ADMINISTRATION	4.28
9/30/22	ACH****TML MULTISTATE IEBP	VISION-EMPLOYEE & SPOUSE	GENERAL FUND	CITY ADMINISTRATION	7.52
9/30/22	ACH****TML MULTISTATE IEBP	VISION-EMPLOYEE & SPOUSE	GENERAL FUND	CITY ADMINISTRATION	7.52
9/30/22	FROST BANK	MEDICARE TAXES	GENERAL FUND	CITY ADMINISTRATION	297.87
9/30/22	ACH****TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	MUNICIPAL COURT	5.85
9/30/22	ACH****TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	MUNICIPAL COURT	5.85
9/30/22	FROST BANK	MEDICARE TAXES	GENERAL FUND	MUNICIPAL COURT	31.53
9/30/22	FROST - VISA DEBIT CARD	PUBLIC WORKS LUNCHEON	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	140.29
9/30/22	FROST - VISA DEBIT CARD	CHIPPER REGISTRATION	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	2.00
9/30/22	FROST - VISA DEBIT CARD	PUBLIC WORKS LUNCHEON	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	74.52
9/30/22	FROST - VISA DEBIT CARD	DUMP TRUCK REGISTRATION	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	9.50
9/30/22	ACH****TML MULTISTATE IEBP	COPAY 3K-6K EE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	101.38
9/30/22	ACH****TML MULTISTATE IEBP	COPAY 3K-6K EE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	101.38
9/30/22	ACH****TML MULTISTATE IEBP	COPAY 3K-6K EE HRA	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	61.20
9/30/22	ACH****TML MULTISTATE IEBP	COPAY 3K-6K EE HRA	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	61.20
9/30/22	ACH****TML MULTISTATE IEBP	COPAY 3K-6K SPOUSE BUY DOW	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	164.21
9/30/22	ACH****TML MULTISTATE IEBP	COPAY 3K-6K SPOUSE BUY DOW	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	164.21
9/30/22	ACH****TML MULTISTATE IEBP	HSA 3K CHILD BUY DOWN	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	337.50
9/30/22	ACH****TML MULTISTATE IEBP	HSA 3K CHILD BUY DOWN	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	337.50
9/30/22	ACH****TML MULTISTATE IEBP	HSA 3K FAMILY BUY DOWN	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	173.30
9/30/22	ACH****TML MULTISTATE IEBP	HSA 3K FAMILY BUY DOWN	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	173.30
9/30/22	ACH****TML MULTISTATE IEBP	HSA 4K-6K EMPLOYEE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	277.07
9/30/22	ACH****TML MULTISTATE IEBP	HSA 4K-6K EMPLOYEE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	277.07
9/30/22	ACH****TML MULTISTATE IEBP	HSA 4K-6K HSA FUNDS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	227.14
9/30/22	ACH****TML MULTISTATE IEBP	HSA 4K-6K HSA FUNDS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	227.14

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
9/30/22	ACH****TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	42.31
9/30/22	ACH****TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	42.31
9/30/22	ACH****TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	10.94
9/30/22	ACH****TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	10.94
9/30/22	ACH****TML MULTISTATE IEBP	DENTAL-EMPLOYEE SPOUSE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	9.25
9/30/22	ACH****TML MULTISTATE IEBP	DENTAL-EMPLOYEE SPOUSE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	9.25
9/30/22	ACH****TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	7.35
9/30/22	ACH****TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	7.35
9/30/22	ACH****TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	20.25
9/30/22	ACH****TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	20.25
9/30/22	ACH****TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	3.00
9/30/22	ACH****TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	3.00
9/30/22	ACH****TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	9.17
9/30/22	ACH****TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	9.17
9/30/22	ACH****TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	2.20
9/30/22	ACH****TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	2.20
9/30/22	ACH****TML MULTISTATE IEBP	VISION-EMPLOYEE & SPOUSE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	1.83
9/30/22	ACH****TML MULTISTATE IEBP	VISION-EMPLOYEE & SPOUSE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	1.83
9/30/22	FROST BANK	MEDICARE TAXES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	129.26
9/30/22	FROST - VISA DEBIT CARD	WILSON	GENERAL FUND	FIRE DEPARTMENT	65.00
9/30/22	FROST - VISA DEBIT CARD	TESTING FEE = SALINAS	GENERAL FUND	FIRE DEPARTMENT	25.00
9/30/22	FROST - VISA DEBIT CARD	MALDANADO	GENERAL FUND	FIRE DEPARTMENT	65.00
9/30/22	FROST - VISA DEBIT CARD	TESTING FEE - THORPE	GENERAL FUND	FIRE DEPARTMENT	25.00
9/30/22	FROST - VISA DEBIT CARD	M139 VEHICLE REGISTRATION	GENERAL FUND	FIRE DEPARTMENT	9.50
9/30/22	FROST - VISA DEBIT CARD	MEAT MARKET - EMPLOYEE APP	GENERAL FUND	FIRE DEPARTMENT	373.12
9/30/22	ACH****TML MULTISTATE IEBP	COPAY 1K-3K FAMILY BUY DOW	GENERAL FUND	FIRE DEPARTMENT	337.50
9/30/22	ACH****TML MULTISTATE IEBP	COPAY 1K-3K FAMILY BUY DOW	GENERAL FUND	FIRE DEPARTMENT	337.50
9/30/22	ACH****TML MULTISTATE IEBP	COPAY 3K-6K FAMILY BUY DOW	GENERAL FUND	FIRE DEPARTMENT	337.50
9/30/22	ACH****TML MULTISTATE IEBP	COPAY 3K-6K FAMILY BUY DOW	GENERAL FUND	FIRE DEPARTMENT	337.50
9/30/22	ACH****TML MULTISTATE IEBP	HSA 3K EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	1,367.10
9/30/22	ACH****TML MULTISTATE IEBP	HSA 3K EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	1,367.10
9/30/22	ACH****TML MULTISTATE IEBP	HSA 3K FAMILY BUY DOWN	GENERAL FUND	FIRE DEPARTMENT	337.50
9/30/22	ACH****TML MULTISTATE IEBP	HSA 3K FAMILY BUY DOWN	GENERAL FUND	FIRE DEPARTMENT	337.50
9/30/22	ACH****TML MULTISTATE IEBP	HSA 3K HSA FUNDS	GENERAL FUND	FIRE DEPARTMENT	657.90
9/30/22	ACH****TML MULTISTATE IEBP	HSA 3K HSA FUNDS	GENERAL FUND	FIRE DEPARTMENT	657.90
9/30/22	ACH****TML MULTISTATE IEBP	HSA 4K-6K EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	745.64
9/30/22	ACH****TML MULTISTATE IEBP	HSA 4K-6K EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	741.84
9/30/22	ACH****TML MULTISTATE IEBP	HSA 4K-6K FAMILY BUY DOWN	GENERAL FUND	FIRE DEPARTMENT	337.50
9/30/22	ACH****TML MULTISTATE IEBP	HSA 4K-6K FAMILY BUY DOWN	GENERAL FUND	FIRE DEPARTMENT	337.50
9/30/22	ACH****TML MULTISTATE IEBP	HSA 4K-6K HSA FUNDS	GENERAL FUND	FIRE DEPARTMENT	611.27
9/30/22	ACH****TML MULTISTATE IEBP	HSA 4K-6K HSA FUNDS	GENERAL FUND	FIRE DEPARTMENT	608.16
9/30/22	ACH****TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	142.49
9/30/22	ACH****TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	142.20
9/30/22	ACH****TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	FIRE DEPARTMENT	85.28
9/30/22	ACH****TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	FIRE DEPARTMENT	85.28
9/30/22	ACH****TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	FIRE DEPARTMENT	20.39
9/30/22	ACH****TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	FIRE DEPARTMENT	20.35
9/30/22	ACH****TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	58.62
9/30/22	ACH****TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	58.50
9/30/22	ACH****TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	FIRE DEPARTMENT	23.40
9/30/22	ACH****TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	FIRE DEPARTMENT	23.40
9/30/22	ACH****TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	30.86
9/30/22	ACH****TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	30.80
9/30/22	ACH****TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	FIRE DEPARTMENT	12.84
9/30/22	ACH****TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	FIRE DEPARTMENT	12.84
9/30/22	ACH****TML MULTISTATE IEBP	VISION-EMPLOYEE & SPOUSE	GENERAL FUND	FIRE DEPARTMENT	3.76

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
9/30/22	ACH***TML MULTISTATE IEBP	VISION-EMPLOYEE & SPOUSE	GENERAL FUND	FIRE DEPARTMENT	3.76
9/30/22	TEXAS WORKFORCE COMMISSION	3RD QTR SUTA	GENERAL FUND	FIRE DEPARTMENT	21.01
9/30/22	FROST BANK	MEDICARE TAXES	GENERAL FUND	FIRE DEPARTMENT	737.69
9/30/22	FROST - VISA DEBIT CARD	IACP MEMBERSHIP - KELLEY	GENERAL FUND	POLICE DEPARTMENT	190.00
9/30/22	FROST - VISA DEBIT CARD	REID TECHNIQUE - RAMSEY	GENERAL FUND	POLICE DEPARTMENT	770.00
9/30/22	FROST - VISA DEBIT CARD	EMPLOYEE APPRECIATION LUNC	GENERAL FUND	POLICE DEPARTMENT	855.00
9/30/22	ACH***TML MULTISTATE IEBP	COPAY 1K-3K CHILD BUY DOWN	GENERAL FUND	POLICE DEPARTMENT	337.50
9/30/22	ACH***TML MULTISTATE IEBP	COPAY 1K-3K CHILD BUY DOWN	GENERAL FUND	POLICE DEPARTMENT	337.50
9/30/22	ACH***TML MULTISTATE IEBP	COPAY 1K-3K EE	GENERAL FUND	POLICE DEPARTMENT	1,074.76
9/30/22	ACH***TML MULTISTATE IEBP	COPAY 1K-3K EE	GENERAL FUND	POLICE DEPARTMENT	1,074.76
9/30/22	ACH***TML MULTISTATE IEBP	COPAY 1K-3K EE HRA	GENERAL FUND	POLICE DEPARTMENT	275.24
9/30/22	ACH***TML MULTISTATE IEBP	COPAY 1K-3K EE HRA	GENERAL FUND	POLICE DEPARTMENT	275.24
9/30/22	ACH***TML MULTISTATE IEBP	COPAY 3K-6K CHILD BUY DOWN	GENERAL FUND	POLICE DEPARTMENT	1,012.50
9/30/22	ACH***TML MULTISTATE IEBP	COPAY 3K-6K CHILD BUY DOWN	GENERAL FUND	POLICE DEPARTMENT	1,012.50
9/30/22	ACH***TML MULTISTATE IEBP	COPAY 3K-6K EE	GENERAL FUND	POLICE DEPARTMENT	210.46
9/30/22	ACH***TML MULTISTATE IEBP	COPAY 3K-6K EE	GENERAL FUND	POLICE DEPARTMENT	210.46
9/30/22	ACH***TML MULTISTATE IEBP	COPAY 3K-6K EE HRA	GENERAL FUND	POLICE DEPARTMENT	127.04
9/30/22	ACH***TML MULTISTATE IEBP	COPAY 3K-6K EE HRA	GENERAL FUND	POLICE DEPARTMENT	127.04
9/30/22	ACH***TML MULTISTATE IEBP	COPAY 3K-6K SPOUSE BUY DOW	GENERAL FUND	POLICE DEPARTMENT	337.50
9/30/22	ACH***TML MULTISTATE IEBP	COPAY 3K-6K SPOUSE BUY DOW	GENERAL FUND	POLICE DEPARTMENT	337.50
9/30/22	ACH***TML MULTISTATE IEBP	HSA 3K EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	227.85
9/30/22	ACH***TML MULTISTATE IEBP	HSA 3K EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	227.85
9/30/22	ACH***TML MULTISTATE IEBP	HSA 3K HSA FUNDS	GENERAL FUND	POLICE DEPARTMENT	109.65
9/30/22	ACH***TML MULTISTATE IEBP	HSA 3K HSA FUNDS	GENERAL FUND	POLICE DEPARTMENT	109.65
9/30/22	ACH***TML MULTISTATE IEBP	HSA 3K SPOUSE BUY DOWN	GENERAL FUND	POLICE DEPARTMENT	337.50
9/30/22	ACH***TML MULTISTATE IEBP	HSA 3K SPOUSE BUY DOWN	GENERAL FUND	POLICE DEPARTMENT	337.50
9/30/22	ACH***TML MULTISTATE IEBP	HSA 4K-6K CHILD BUY DOWN	GENERAL FUND	POLICE DEPARTMENT	326.41
9/30/22	ACH***TML MULTISTATE IEBP	HSA 4K-6K CHILD BUY DOWN	GENERAL FUND	POLICE DEPARTMENT	326.41
9/30/22	ACH***TML MULTISTATE IEBP	HSA 4K-6K EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	738.04
9/30/22	ACH***TML MULTISTATE IEBP	HSA 4K-6K EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	741.84
9/30/22	ACH***TML MULTISTATE IEBP	HSA 4K-6K FAMILY BUY DOWN	GENERAL FUND	POLICE DEPARTMENT	337.50
9/30/22	ACH***TML MULTISTATE IEBP	HSA 4K-6K FAMILY BUY DOWN	GENERAL FUND	POLICE DEPARTMENT	337.50
9/30/22	ACH***TML MULTISTATE IEBP	HSA 4K-6K CHILD HSA	GENERAL FUND	POLICE DEPARTMENT	11.09
9/30/22	ACH***TML MULTISTATE IEBP	HSA 4K-6K CHILD HSA	GENERAL FUND	POLICE DEPARTMENT	11.09
9/30/22	ACH***TML MULTISTATE IEBP	HSA 4K-6K HSA FUNDS	GENERAL FUND	POLICE DEPARTMENT	605.05
9/30/22	ACH***TML MULTISTATE IEBP	HSA 4K-6K HSA FUNDS	GENERAL FUND	POLICE DEPARTMENT	608.16
9/30/22	ACH***TML MULTISTATE IEBP	DENTAL-EMPLOYEE CHILD	GENERAL FUND	POLICE DEPARTMENT	54.90
9/30/22	ACH***TML MULTISTATE IEBP	DENTAL-EMPLOYEE CHILD	GENERAL FUND	POLICE DEPARTMENT	54.90
9/30/22	ACH***TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	141.91
9/30/22	ACH***TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	142.20
9/30/22	ACH***TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	POLICE DEPARTMENT	63.96
9/30/22	ACH***TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	POLICE DEPARTMENT	63.96
9/30/22	ACH***TML MULTISTATE IEBP	DENTAL-EMPLOYEE SPOUSE	GENERAL FUND	POLICE DEPARTMENT	38.02
9/30/22	ACH***TML MULTISTATE IEBP	DENTAL-EMPLOYEE SPOUSE	GENERAL FUND	POLICE DEPARTMENT	38.02
9/30/22	ACH***TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	POLICE DEPARTMENT	27.71
9/30/22	ACH***TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	POLICE DEPARTMENT	27.75
9/30/22	ACH***TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	81.78
9/30/22	ACH***TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	81.90
9/30/22	ACH***TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	POLICE DEPARTMENT	29.25
9/30/22	ACH***TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	POLICE DEPARTMENT	29.25
9/30/22	ACH***TML MULTISTATE IEBP	VISION - EMPLOYEE & CHILDR	GENERAL FUND	POLICE DEPARTMENT	7.70
9/30/22	ACH***TML MULTISTATE IEBP	VISION - EMPLOYEE & CHILDR	GENERAL FUND	POLICE DEPARTMENT	7.70
9/30/22	ACH***TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	30.74
9/30/22	ACH***TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	30.80
9/30/22	ACH***TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	POLICE DEPARTMENT	12.84
9/30/22	ACH***TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	POLICE DEPARTMENT	12.84

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
9/30/22	ACH****TML MULTISTATE IEBP	VISION-EMPLOYEE & SPOUSE	GENERAL FUND	POLICE DEPARTMENT	11.28
9/30/22	ACH****TML MULTISTATE IEBP	VISION-EMPLOYEE & SPOUSE	GENERAL FUND	POLICE DEPARTMENT	11.28
9/30/22	ACH****SUN COAST RESOURCES, INC	FUEL - POLICE DEPT	GENERAL FUND	POLICE DEPARTMENT	979.32
9/30/22	TEXAS WORKFORCE COMMISSION	3RD QTR SUTA	GENERAL FUND	POLICE DEPARTMENT	18.00
9/30/22	FROST BANK	MEDICARE TAXES	GENERAL FUND	POLICE DEPARTMENT	736.54
9/30/22	ACH****TML MULTISTATE IEBP	COPAY 3K-6K CHILD BUY DOWN	WATER FUND	NON-DEPARTMENTAL	32.90
9/30/22	ACH****TML MULTISTATE IEBP	COPAY 3K-6K CHILD BUY DOWN	WATER FUND	NON-DEPARTMENTAL	32.90
9/30/22	ACH****TML MULTISTATE IEBP	COPAY 3K-6K SPOUSE BUY DOW	WATER FUND	NON-DEPARTMENTAL	46.07
9/30/22	ACH****TML MULTISTATE IEBP	COPAY 3K-6K SPOUSE BUY DOW	WATER FUND	NON-DEPARTMENTAL	46.07
9/30/22	ACH****TML MULTISTATE IEBP	HSA 3K FAMILY BUY DOWN	WATER FUND	NON-DEPARTMENTAL	162.80
9/30/22	ACH****TML MULTISTATE IEBP	HSA 3K FAMILY BUY DOWN	WATER FUND	NON-DEPARTMENTAL	162.80
9/30/22	ACH****TML MULTISTATE IEBP	ADJUSTMENT TO SEPTEMBER	WATER FUND	NON-DEPARTMENTAL	228.22-
9/30/22	ACH****TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	WATER FUND	NON-DEPARTMENTAL	10.36
9/30/22	ACH****TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	WATER FUND	NON-DEPARTMENTAL	10.36
9/30/22	ACH****TML MULTISTATE IEBP	DENTAL-EMPLOYEE SPOUSE	WATER FUND	NON-DEPARTMENTAL	7.39
9/30/22	ACH****TML MULTISTATE IEBP	DENTAL-EMPLOYEE SPOUSE	WATER FUND	NON-DEPARTMENTAL	7.39
9/30/22	ACH****TML MULTISTATE IEBP	HSA Contribution	WATER FUND	NON-DEPARTMENTAL	97.30
9/30/22	ACH****TML MULTISTATE IEBP	HSA Contribution	WATER FUND	NON-DEPARTMENTAL	97.30
9/30/22	ACH****TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	WATER FUND	NON-DEPARTMENTAL	1.99
9/30/22	ACH****TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	WATER FUND	NON-DEPARTMENTAL	1.99
9/30/22	ACH****TML MULTISTATE IEBP	LIFE-VOLUNTARY	WATER FUND	NON-DEPARTMENTAL	10.88
9/30/22	ACH****TML MULTISTATE IEBP	LIFE-VOLUNTARY	WATER FUND	NON-DEPARTMENTAL	10.88
9/30/22	ACH****TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	WATER FUND	NON-DEPARTMENTAL	1.74
9/30/22	ACH****TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	WATER FUND	NON-DEPARTMENTAL	1.74
9/30/22	ACH****TML MULTISTATE IEBP	VISION-EMPLOYEE & SPOUSE	WATER FUND	NON-DEPARTMENTAL	3.16
9/30/22	ACH****TML MULTISTATE IEBP	VISION-EMPLOYEE & SPOUSE	WATER FUND	NON-DEPARTMENTAL	3.16
9/30/22	FROST BANK	FEDERAL WITHHOLDING	WATER FUND	NON-DEPARTMENTAL	864.87
9/30/22	FROST BANK	MEDICARE TAXES	WATER FUND	NON-DEPARTMENTAL	137.81
9/30/22	CITY OF SHAVANO PARK GF/PAYROLL	WATER FUND DUE TO PAYROLL	WATER FUND	NON-DEPARTMENTAL	7,770.60
9/30/22	FROST - VISA DEBIT CARD	EAA FEES TO CAP WELL #1	WATER FUND	WATER DEPARTMENT	128.06
9/30/22	FROST - VISA DEBIT CARD	REFUND OF TEEX CLASS-FRANK	WATER FUND	WATER DEPARTMENT	13.50-
9/30/22	ACH****TML MULTISTATE IEBP	COPAY 1K-3K EE	WATER FUND	WATER DEPARTMENT	268.69
9/30/22	ACH****TML MULTISTATE IEBP	COPAY 1K-3K EE	WATER FUND	WATER DEPARTMENT	268.69
9/30/22	ACH****TML MULTISTATE IEBP	COPAY 1K-3K EE HRA	WATER FUND	WATER DEPARTMENT	68.81
9/30/22	ACH****TML MULTISTATE IEBP	COPAY 1K-3K EE HRA	WATER FUND	WATER DEPARTMENT	68.81
9/30/22	ACH****TML MULTISTATE IEBP	COPAY 3K-6K CHILD BUY DOWN	WATER FUND	WATER DEPARTMENT	337.50
9/30/22	ACH****TML MULTISTATE IEBP	COPAY 3K-6K CHILD BUY DOWN	WATER FUND	WATER DEPARTMENT	337.50
9/30/22	ACH****TML MULTISTATE IEBP	COPAY 3K-6K EE	WATER FUND	WATER DEPARTMENT	109.08
9/30/22	ACH****TML MULTISTATE IEBP	COPAY 3K-6K EE	WATER FUND	WATER DEPARTMENT	109.08
9/30/22	ACH****TML MULTISTATE IEBP	COPAY 3K-6K EE HRA	WATER FUND	WATER DEPARTMENT	65.84
9/30/22	ACH****TML MULTISTATE IEBP	COPAY 3K-6K EE HRA	WATER FUND	WATER DEPARTMENT	65.84
9/30/22	ACH****TML MULTISTATE IEBP	COPAY 3K-6K SPOUSE BUY DOW	WATER FUND	WATER DEPARTMENT	173.29
9/30/22	ACH****TML MULTISTATE IEBP	COPAY 3K-6K SPOUSE BUY DOW	WATER FUND	WATER DEPARTMENT	173.29
9/30/22	ACH****TML MULTISTATE IEBP	HSA 3K FAMILY BUY DOWN	WATER FUND	WATER DEPARTMENT	164.20
9/30/22	ACH****TML MULTISTATE IEBP	HSA 3K FAMILY BUY DOWN	WATER FUND	WATER DEPARTMENT	164.20
9/30/22	ACH****TML MULTISTATE IEBP	HSA 4K-6K EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	91.60
9/30/22	ACH****TML MULTISTATE IEBP	HSA 4K-6K EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	91.60
9/30/22	ACH****TML MULTISTATE IEBP	HSA 4K-6K HSA FUNDS	WATER FUND	WATER DEPARTMENT	75.10
9/30/22	ACH****TML MULTISTATE IEBP	HSA 4K-6K HSA FUNDS	WATER FUND	WATER DEPARTMENT	75.10
9/30/22	ACH****TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	42.84
9/30/22	ACH****TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	42.84
9/30/22	ACH****TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	WATER FUND	WATER DEPARTMENT	10.38
9/30/22	ACH****TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	WATER FUND	WATER DEPARTMENT	10.38
9/30/22	ACH****TML MULTISTATE IEBP	DENTAL-EMPLOYEE SPOUSE	WATER FUND	WATER DEPARTMENT	9.76
9/30/22	ACH****TML MULTISTATE IEBP	DENTAL-EMPLOYEE SPOUSE	WATER FUND	WATER DEPARTMENT	9.76
9/30/22	ACH****TML MULTISTATE IEBP	HRA/HSA FEE	WATER FUND	WATER DEPARTMENT	5.58

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
9/30/22	ACH***TML MULTISTATE IEBP	HRA/HSA FEE	WATER FUND	WATER DEPARTMENT	5.58
9/30/22	ACH***TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	8.93
9/30/22	ACH***TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	8.93
9/30/22	ACH***TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	WATER FUND	WATER DEPARTMENT	14.55
9/30/22	ACH***TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	WATER FUND	WATER DEPARTMENT	14.55
9/30/22	ACH***TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	6.19
9/30/22	ACH***TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	6.19
9/30/22	ACH***TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	WATER FUND	WATER DEPARTMENT	2.08
9/30/22	ACH***TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	WATER FUND	WATER DEPARTMENT	2.08
9/30/22	ACH***TML MULTISTATE IEBP	VISION-EMPLOYEE & SPOUSE	WATER FUND	WATER DEPARTMENT	5.69
9/30/22	ACH***TML MULTISTATE IEBP	VISION-EMPLOYEE & SPOUSE	WATER FUND	WATER DEPARTMENT	5.69
9/30/22	FROST BANK	MEDICARE TAXES	WATER FUND	WATER DEPARTMENT	137.81
9/30/22	FROST - VISA DEBIT CARD	PD - ANNUAL DROPBOX PRO	CRIME CONTROL DIST	POLICE DEPARTMENT	199.00
9/30/22	FROST - VISA DEBIT CARD	MR. SOFTEE - NNO	CRIME CONTROL DIST	POLICE DEPARTMENT	645.00
9/30/22	FROST - VISA DEBIT CARD	SSL EMAIL & POLICE SERVER	AMER RESCUE PLAN A	CITY ADMINISTRATION	499.98
9/30/22	ACH***BARCOM TECHNOLOGY	INSTALL NEW PHONE EXT IN A	AMER RESCUE PLAN A	CITY ADMINISTRATION	331.27
9/30/22	ACH***BARCOM TECHNOLOGY	SAFE EXCHANGE PTZ CAMERA	AMER RESCUE PLAN A	CITY ADMINISTRATION	4,460.22
9/30/22	ACH***AMAZON.COM SERVICES INC	STORAGE DRIVE FOR CID FILE	AMER RESCUE PLAN A	POLICE DEPARTMENT	122.98
9/30/22	ACH***KFW ENGINEERS	STREET PROJECTS PHASE 1	STREET PROJECTS FU	PUBLIC WORKS	87,261.00
TOTAL:					928,677.84

===== FUND TOTALS =====

10	GENERAL FUND	605,525.17
20	WATER FUND	79,893.26
40	CRIME CONTROL DISTRICT	1,866.02
58	AMER RESCUE PLAN ACT FUND	35,065.83
60	STREET PROJECTS FUND	206,227.56
70	CAPITAL REPLACEMENT FUND	100.00

GRAND TOTAL: 928,677.84

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-CITY OF SHAVANO PARK
VENDOR: All
CLASSIFICATION: All
BANK CODE: All
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 9/01/2022 THRU 9/30/2022

PAYROLL SELECTION

PAYROLL EXPENSES: NO
EXPENSE TYPE: N/A
CHECK DATE: 0/00/0000 THRU 99/99/9999

PRINT OPTIONS

PRINT DATE: Check Date
SEQUENCE: By Date
DESCRIPTION: Distribution
GL ACCTS: YES
REPORT TITLE: C O U N C I L A / P R E P O R T
SIGNATURE LINES: 0

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

1. CALL MEETING TO ORDER

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

PRESENT:

ABSENT: None

Alderman Aleman

Mayor Pro Tem Kautz

Alderman Kuykendall

Alderman Miller

Alderman Powers

Mayor Werner

2. PLEDGE OF ALLEGIANCE AND INVOCATION

At this time, Mayor Werner with the consensus of City Council dispensed with the Pledge of Allegiance and the Invocation

3. CITIZENS TO BE HEARD

No one signed up to address City Council at this time.

4. CITY COUNCIL COMMENTS

Mayor Werner with the consensus of City Council dispensed with comments.

5. AGENDA ITEMS

5.1. Public Hearing - Proposed Annual Operating and Capital Budget - FY 2022-23

Public hearing opened at 6:30 p.m.

City Manager Hill presented an overview of the proposed Annual Operating and Capital Budget - FY 2022-23

Public Hearing closed at 6:42 p.m.

At this time, with the consent of City Council, Mayor Werner deviated to Agenda Item 5.5

5.2. Discussion / action - Ordinance No. O-2022-010 approving and adopting a budget for the City of Shavano Park, Texas for the fiscal year beginning October 1, 2022 and ending September 30, 2023; making appropriations for each fund and department; establishing a Sinking Fund for existing city financial obligations; providing for the levying and collection of a sufficient tax to pay the interest and on such Sinking Fund obligations; repealing conflicting ordinances; providing a savings and severability clause; and declaring an effective date (first reading) - City Manager.

Alderman Aleman made a motion to approve Ordinance No. O-2022-010 approving and adopting a budget for the City of Shavano Park, Texas for the fiscal year beginning October 1, 2022 and ending September 30, 2023; making appropriations for each fund and department; establishing a Sinking Fund for existing city financial obligations; providing for the levying and collection of a sufficient tax to pay the interest and on such Sinking Fund obligations; repealing conflicting ordinances; providing a savings and severability clause; and declaring an effective date (first reading).

Alderman Powers seconded the motion.

The motion to approve Ordinance No. O-2022-010 approving and adopting a budget for the City of Shavano Park, Texas for the fiscal year beginning October 1, 2022 and ending September 30, 2023; making appropriations for each fund and department; establishing a Sinking Fund for existing city financial obligations; providing for the levying and collection of a sufficient tax to pay the interest and on such Sinking Fund obligations; repealing conflicting ordinances; providing a savings and severability clause; and declaring an effective date (first reading) carried with a unanimous vote.

AYES: 5; NAYES: 0

5.3. Approval - Resolution R-2022-015 Authorizing the submittal of an application for the Bullet-Resistant Shield Program for inclusion in FY 2022-2023 Budget - City Manager - Chief Gene Fox.

Alderman Miller made a motion to approve Resolution R-2022-015 authorizing the submittal of an application for the Bullet-Resistant Shield Program for inclusion in FY 2022-2023 Budget.

Mayor Pro Tem Kautz seconded the motion.

The motion to approve Resolution R-2022-015 authorizing the submittal of an application for the Bullet-Resistant Shield Program for inclusion in FY 2022-2023 Budget carried with a unanimous vote.

AYES: 5; NAYES: 0

5.4. Discussion / action - Consideration to establish an advisory board with up to three members to assist in the effective management of the street reconstruction project.

Alderman Miller made a motion to establish a 3-person advisory board that works with the City Manager to assist in the effective management of the street reconstruction project.

Alderman Kuykendall seconded the motion.

The motion to establish a 3-person advisory board that works with the City Manager to assist in the effective management of the street reconstruction project carried with a unanimous vote.

AYES: 5; NAYES: 0

5.5. Discussion / action - City Council adoption of the FY 2023 organizational chart - Alderman Miller / Mayor Pro Tem Kautz

Alderman Miller made a motion to approve and adopting the FY 2023 organizational chart with changes to the title of the Assistant to the City Manager to Assistant City Manager with the updated job description.

Mayor Pro Tem Kautz seconded the motion.

The motion to approve and adopt the FY 2023 organizational chart with changes to the title of the Assistant to the City Manager to Assistant City Manager with the updated job description carried with a unanimous vote.

AYES: 5; NAYES: 0

6. ADJOURNMENT

Alderman Powers made a motion to adjourn the meeting.

Mayor Pro Tem Kautz seconded the motion.

The motion to adjourn the meeting carried with a unanimous vote.

The meeting ended at 7:22 p.m.

Robert Werner
Mayor

Trish Nichols
City Secretary

1. CALL MEETING TO ORDER

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

PRESENT:	ABSENT: None
Alderman Aleman	
Mayor Pro Tem Kautz	
Alderman Kuykendall	
Alderman Miller	
Alderman Powers	
Mayor Werner	

2. PLEDGE OF ALLEGIANCE AND INVOCATION

Alderman Kuykendall led the Pledge of Allegiance to the Flag.

Alderman Miller led the Invocation.

3. CITIZENS TO BE HEARD

Citizen Maisel addressed City Council regarding agenda item 8.4 Property Maintenance.

4. CITY COUNCIL COMMENTS

City Council welcomed everyone to the meeting.

Alderman Miller recognized Shavano Park Water Crew Leader Frank Urbaneck and presented him with an excellence award.

Alderman Miller recognized Firefighter/EMT David Sandoval and presented him with an excellence award.

5. PRESENTATIONS, COMMENDATIONS AND ANNOUNCEMENTS

5.1. Proclamation - National Night Out - October 4, 2022

Mayor Werner invited all to participate in the City of Shavano Park National Night Out.

5.2. Proclamation - Honoring Her Majesty Queen Elizabeth II of the United Kingdom of Great Britain and Northern Ireland

Mayor Werner read the proclamation Honoring Her Majesty Queen Elizabeth II of the United Kingdom of Great Britain and Northern Ireland.

6. REGULAR AGENDA ITEMS

6.1. Selection - Boards, Commissions, and Committees – City Council

6.1.1. Planning & Zoning Commissions – Four (4) appointments, two-year terms

6.1.2. Water Advisory Committee - Three (3) appointments, two-year term; One (1) appointment, one-year term (Water System Users only)

6.1.3. Board of Adjustments - Two (2) appointments, Three (3) Alternates, two-year terms

6.1.4. Investment Committee - One (1) appointment for two-year term

6.1.5. Tree Committee – Three (3) appointments, two-year

Alderman Miller made a motion to appoint Carla Laws, Bill Stipek, Vicky Maisel and Marc Miller to the Planning & Zoning Commission.

Mayor Pro Tem Kautz seconded the motion.

Alderman Kuykendall made a substitute motion to appoint Donna Beladi for Marc Miller to the Planning & Zoning Commission.

Alderman Powers seconded the motion.

The substitute motion to appoint Donna Beladi for Marc Miller carried with the following vote

AYES: 3; NAYES: 2 Alderman Miller, Mayor Pro Tem Kautz.

The motion to appoint Carla Laws, Bill Stipek, Vicky Maisel and Donna Beladi carried with a unanimous vote.

AYES: 5; NAYES: 0

Mayor Pro Tem Kautz made a motion to appoint Bennett Closner, David Pierce, Mary Young to the Tree Committee.

Alderman Powers seconded the motion.

The motion to appoint Bennett Closner, David Pierce, Mary Young to the Tree Committee carried with a unanimous vote.

AYES: 5; NAYES: 0

Alderman Miller made a motion to appoint Robert Bettac, C. Michael Ireland and Alternates David Zeh, Tomas Palmer and William Thorpe to the Board of Adjustment

Alderman Kuykendall seconded the motion.

The motion to appoint Robert Bettac, C. Michael Ireland and Alternates David Zeh, Tomas Palmer and William Thorpe to the Board of Adjustment carried with a unanimous vote.

AYES: 5; NAYES: 0

Alderman Powers made a motion to appoint Lee Matecko to the Investment Committee

Alderman Aleman seconded the motion.

The motion to appoint Lee Matecko to the Investment Committee carried with a unanimous vote.

AYES: 5; NAYES: 0

Alderman Powers made a motion to appoint Steven W. Fleming, Thomas Peyton, Sam Bakke 2-year terms and Jason Beck 1-year term to the Water Advisory Committee.

Mayor Pro Tem Kautz seconded the motion.

Alderman Miller made a motion to substitute Jason Beck for Tomas Palmer.

Alderman Kuykendall seconded the motion.

The motion to substitute Jason Beck for Tomas Palmer carried with the following vote

AYES: 3; NAYES: 2 Alderman Powers, Mayor Pro Tem Kautz.

Alderman Miller made a motion to appoint Steve Fleming, Tomas Payton, Sam Bakke for 2-year terms and Jason Beck for 1 – year term to the Water Advisory Board

Mayor Pro Tem Kautz seconded the motion.

The motion to appoint Steven W. Fleming, Thomas Peyton, Sam Bakke 2-year terms and Jason Beck 1-year term to the Water Advisory Committee carried with a unanimous vote.

AYES: 5; NAYES: 0

The appointments for boards and commissions are listed below:

Planning & Zoning Commission:

Carla Laws

William Stipek

Vicky Maisel

Donna Beladi

Tree Committee

Bennett Closner 2-year term
David Pierce 2-year term
Mary Young 2-year term

Board of Adjustment

Robert Bettac
C. Michael Ireland

Alternate

David Zeh
Tomas Palmer
William Thorpe

Investment Committee

Lee Matecko

Water Advisory Committee

Steven W. Fleming 2-year term
Thomas Peyton 2-year term
Sam Bakke 2-year term
Jason Beck 1-year term

6.2. Public Hearing - Crime Control & Prevention District Budget of the City of Shavano Park Crime Control and Prevention District for FY 2022-23

Public hearing opened at 7:01 p.m.

City Manager Hill presented an overview of the Crime Control & Prevention District Budget of the City of Shavano Park Crime Control and Prevention District for FY 2022-23.

Public Hearing closed at 7:04 p.m.

6.3. Discussion / action - Resolution R-2022-001 adopting the Crime Control and Prevention Budget of the City of Shavano Park Crime Control & Prevention for FY 2022-23 - City Council

Alderman Kuykendall made a motion to approve Resolution R-2022-001 adopting the Crime Control and Prevention Budget of the City of Shavano Park Crime Control & Prevention District for FY 2022-23.

Alderman Powers seconded the motion.

The motion to approve Resolution R-2022-001 adopting the Crime Control and Prevention Budget of the City of Shavano Park Crime Control & Prevention District for FY 2022-23 carried with a unanimous vote.

6.4. Public Hearing - Proposed FY 2022-23 Annual Operating and Capital Budget

Public hearing opened at 7:05 p.m.

City Manager Hill presented an overview of the proposed annual Operating and Capital Budget - FY 2022-23.

Public hearing closed at 7:18 p.m.

6.5. Discussion / action - Ordinance No. O-2022-010 approving and adopting a budget for the City of Shavano Park, Texas for the fiscal year beginning October 1, 2022 and ending September 30, 2023; making appropriations for each fund and department; establishing a Sinking Fund for existing city financial obligations; providing for the levying and collection of a sufficient tax to pay the interest and on such Sinking Fund obligations; repealing conflicting ordinances; providing a savings and severability clause; and declaring an effective date (Record Vote) (final reading) - City Manager / Finance Director

Alderman Powers made a motion to approve Ordinance No. O-2022-010 approving and adopting a budget for the City of Shavano Park, Texas for the fiscal year beginning October 1, 2022 and ending September 30, 2023; making appropriations for each fund and department; establishing a Sinking Fund for existing city financial obligations; providing for the levying and collection of a sufficient tax to pay the interest and on such Sinking Fund obligations; repealing conflicting ordinances; providing a savings and severability clause; and declaring an effective date. (Record Vote) (final reading)

Alderman Kuykendall seconded the motion.

The motion to approve Ordinance No. O-2022-010 approving and adopting a budget for the City of Shavano Park, Texas for the fiscal year beginning October 1, 2022 and ending September 30, 2023; making appropriations for each fund and department; establishing a Sinking Fund for existing city financial obligations; providing for the levying and collection of a sufficient tax to pay the interest and on such Sinking Fund obligations; repealing conflicting ordinances; providing a savings and severability clause; and declaring an effective date. (Record Vote) (final reading) carried with the following vote:

Alderman Miller - AYE
Alderman Aleman - AYE
Alderman Powers - AYE
Mayor Pro Tem Kautz - AYE
Alderman Kuykendall - AYE

AYES: 5; NAYES: 0

6.6. Discussion / action - Resolution R-2022-016 adopting the City of Shavano Park Effective Tax Rate (Record Vote) - City Council

Alderman Kuykendall made a motion to adopt Resolution R-2022-016 setting the City of Shavano Park 2022 total Tax Rate of \$0.297742 with the Maintenance & Operation rate being \$0.275069 and the Interest & Sinking rate being \$0.022673 (Record Vote).

Alderman Powers seconded the motion.

The motion to approve adopt Resolution R-2022-016 setting the City of Shavano Park 2022 total Tax Rate of \$0.297742 with the Maintenance & Operation rate being \$0.275069 and the Interest & Sinking rate being \$0.022673 carried with the following vote:

Alderman Aleman - AYE
Alderman Miller - AYE
Alderman Powers - AYE
Mayor Pro Tem Kautz - AYE
Alderman Kuykendall - AYE

AYES: 5; NAYES: 0

6.7. Discussion / action - Record vote to ratify the property tax increase reflected in the FY 2022-23 budget (Record Vote) – City Council

Mayor Pro Tem Kautz made a motion to conduct a record vote to ratify the property tax increase reflected in the FY 2022-23 budget.

Alderman Powers second the motion.

The motion to conduct a record vote, to ratify the property tax increase reflected in the FY 2022-23 budget carried with the following vote:

Mayor Pro Tem Kautz - AYE
Alderman Aleman - AYE
Alderman Powers - AYE
Alderman Miller - AYE
Alderman Kuykendall - AYE

AYES: 5; NAYES: 0

6.8. Presentation / action - Phase 1 Street Improvement Plan and DeZavala project planning status update - KFW Engineering

City Engineers, Chris Otto and Bobby Torres, KFW Engineering provided an update and discussion occurred regarding the Phase I Road Reconstruction Program.

6.9. Presentation / discussion - High-Speed Internet Service Update – Alderman Miller / Assistant City Manager Leeth

Alderman Miller and Assistant City Manager Leeth presented an update on high-speed internet service.

6.10. Presentation / discussion - EMS Fee Overview - City Manager

City Manager Hill presented an overview of the EMS Fees.

At this time, with the consent of City Council, Mayor Werner deviated to Agenda Item 8 Consent Agenda to pull item 8.4. for discussion.

Alderman Miller made a motion to approve Ordinance O-2022-008 amending, the City of Shavano Park to establish property maintenance requirements in commercial and residential zoning districts.

Alderman Kuykendall seconded the motion.

The motion to approve Ordinance O-2022-008 amending, the City of Shavano Park to establish property maintenance requirements in commercial and residential zoning districts. carried with the following vote

AYES: 4; NAYES: 1 (Alderman Powers)

6.11. Discussion / action - Real Property - Possible Executive Session pursuant to Texas Government Code §551.072, Deliberation regarding Real Property - City Council / City Attorney

Mayor Pro Tem Kautz made a motion to adjourn into executive session.

Alderman Miller seconded the motion.

The motion to adjourn into executive session carried with a unanimous vote.

City Council adjourned into executive session at 9:04 p.m.

City Council reconvened the regular session at 9:51 p.m.

No action was taken on this agenda item.

7. CITY MANAGER'S REPORT

All matters listed under this item are considered routine by the City Council and will only be considered at the request of one or more Aldermen. Coincident with each listed item, discussion will generally occur.

- 7.1. Building Permit Activity Report**
- 7.2. Fire Department Activity Report**
- 7.3. Municipal Court Activity Report**
- 7.4. Police Department Activity Report**
- 7.5. Public Works Activity Report**
- 7.6. Finance Report**

8. CONSENT AGENDA

All matters listed under this item are considered routine by the City Council and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired by any Alderman on any item, that item will be removed from the consent agenda and will be considered separately.

- 8.1. Approval - City Council Meeting Minutes, August 22, 2022**
- 8.2. Approval - City Council Meeting Minutes, September 12, 2022**
- 8.3. Accept - Planning and Zoning Commission Minutes, August 3, 2022**
- 8.4. Approval - Ordinance O-2022-008 amending City Ordinances to establish property maintenance requirements in Commercial and Residential zoning districts (final reading) - City Manager**
- 8.5. Approval - Ordinance O-2022-007 amending Chapter 6 – BUILDING AND BUILDING REGULATIONS and Chapter 36 - ZONING to allow generators within building setbacks lines and require screening for certain propane tanks (final reading) - City Manager**
- 8.6. Approval – Surplus List III for Fiscal Year 2022**

Mayor Pro Tem Kautz made a motion to approve & accept Consent Agenda Items 8.1 – 8.3, 8.5, 8.6 as presented.

Alderman Powers seconded the motion.

The motion to approve Consent Agenda Items 8.1 – 8.3, 8.5, 8.6 carried with unanimous vote.

9. ADJOURNMENT

Alderman Powers made a motion to adjourn the meeting.

Mayor Pro Tem Kautz seconded the motion.

The motion to adjourn the meeting carried with a unanimous vote.

The meeting ended at 9:52 p.m.

Robert Werner
Mayor

Trish Nichols
City Secretary

1. Call to order

Chairman Laws called the meeting to order at 6:30 p.m.

PRESENT:

Carla Laws
Lori Fanning
Shawn Fitzpatrick (late 6:35pm)
Vickey Maisel
Bill Simmons
William Stipek
Song Tan
Cindy Teske

ABSENT:

2. Vote under Section 36-69 of the Shavano Park City Code (“Code”) concerning a finding that each of the items following item 2 on the agenda are “planning issues” or otherwise prescribed Planning & Zoning Commission duties under 36-69(l) of the Code or the severance of one or more of such items for an individual vote on such item or items.

Upon a motion made by Commissioner Fanning, and a second made by Commissioner Tan, the Planning & Zoning Commission voted six (6) for and none (0) opposed to approve the agenda as it was provided as Planning & Zoning Commission issues. The motion carried.

3. Citizens to be Heard.

No one in the public signed up to speak at Citizens to be Heard.

4. Consent Agenda:

Approval - Planning & Zoning Commission minutes, August 3, 2022.

Upon a motion made by Commissioner Teske and a second made by Commissioner Fanning, the Planning & Zoning Commission voted six (6) for and none (0) opposed to approve the Planning & Zoning Commission minutes of August 3, 2022 as presented. The motion carried.

5. Public Hearing - The purpose of the public hearing is to receive comments from members of the public regarding the City’s Vision, Goals, and Strengths, Weaknesses, Opportunities and Threats analysis in the Town Plan

The Public Hearing opened at 6:35 p.m.

City Manager Hill presented a brief overview of the Town Plan.

The Public Hearing closed at 6:37 p.m.

- 6. Discussion / action – Update to the City’s 2018 Town Plan as the City Comprehensive Plan for 2023 and future years – City Manager**
 - 6.a. Review and discussion - Vision and Goals**
 - 6.b. Review and discussion - SWOT Round 2 input and consensus**
 - 6.c. Review and discussion - Focus Area input and consensus**
 - 6.d. Discussion/action - Schedule the focus area topic for the October 5, 2022 meeting.**

Assistant to the City Manager Leeth presented the Vision / Goals / SWOT Round 2 input and consensus / Focus Area input and consensus for the City Town plan to the Commission.

The Commission reviewed and discussed the SWOT input to the City Comprehensive Town Plan for 2023 and future years. The Commission also gave guidance to staff to schedule the Commercial Development focus area for the October 5, 2022 Planning & Zoning Meeting.

- 7. Report / update - City Council items considered at previous City Council meetings and discussion concerning the same - City Manager.**

City Manager Hill provided an overview of items considered at the previous City Council meeting.

- 8. Chairman Announcements:**
 - A. Advise members to contact City staff to add new or old agenda items.
 - B. Advise members of pending agenda items:
 - i. October: Focus Area 1 Intro (Topic TBD’ed)
 - ii. November: Focus Area 1 Public Hearing (Topic TBD’ed)
 - iii. Ordinance to fix the mistaken 2017 B-2 PUD re-zoning of Lots 1701 & 1702 in Block 21, CB 4782E (Lynd Building / Pond Hill Restaurant) by formally re-zoning the lots back to MXD

9. Adjournment

Upon a motion made by Commissioner Stipek, and a second made by Commissioner Fanning, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to adjourn the meeting at 8:03 p.m. The motion carried.

Carla Laws,
Chairman

Trish Nichols,

City Secretary

CITY COUNCIL STAFF SUMMARY

Meeting Date: October 24, 2022

Agenda item: 8.4

Prepared by: Trish Nichols

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION: Approval – Resolution R-2022-017 designating the San Antonio Express News as the City of Shavano Park’s official newspaper for posting of public and legal notices

☒

Attachments for Reference:

1) 8.4a Resolution R-2022-017

BACKGROUND / HISTORY: Texas Local Government Code Section 52.011 requires a Type A General-Law Municipality to establish an official newspaper for posting of public and legal notices for the City as may be required by law.

It is an annual requirement that Council designate an official paper in the October meeting of each year.

DISCUSSION: This resolution designates the San Antonio Express News as the official newspaper for the City.

COURSES OF ACTION: Approve Resolution R-2022-017 designating the San Antonio Express News as the City of Shavano Park’s official newspaper for posting of public and legal notices; or alternatively decline and provide further guidance to staff.

FINANCIAL IMPACT: N/A

MOTION REQUESTED: Approve Resolution R-2022-017 designating the San Antonio Express News as the City of Shavano Park’s official newspaper for posting of public and legal notices.

RESOLUTION R-2022-017

**A RESOLUTION OF THE CITY OF SHAVANO PARK CITY COUNCIL
DESIGNATING THE SAN ANTONIO EXPRESS NEWS AS THE CITY OF SHAVANO
PARK'S OFFICIAL NEWSPAPER FOR POSTING OF PUBLIC AND LEGAL
NOTICES.**

WHEREAS, The City Council of the City of Shavano Park is required to select an official newspaper for the posting of public and legal notices; and

WHEREAS, the San Antonio Express News covers all of Shavano Park including zip codes 78230, 78231 and 78249 within Shavano Park;

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED BY THE CITY COUNCIL
OF THE CITY OF SHAVANO PARK, TEXAS:**

The San Antonio Express News is hereby designated as the official newspaper of the City of Shavano Park for posting of public and legal notices for the City as may be required by law.

PASSED AND APPROVED by the City Council of the City of Shavano Park this the 24th day of October, 2022.

Robert Werner
MAYOR

Attest: _____
Trish Nichols
City Secretary

CITY COUNCIL STAFF SUMMARY

Meeting Date: October 24, 2022

Agenda item: 8.5

Prepared by: Curtis Leeth

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Approval – Resolution R-2022-019 approving a City Public Service Board of San Antonio utility easement and right-of-way agreement within the Fire / Public Works driveway to allow electrical and gas to be supplied to the facilities

X

Attachments for Reference:

- 1) 8.5b Resolution R-2022-019
- 2) 8.5c CPS Easement Deed

BACKGROUND / HISTORY: City Council in FY2022 Budget approved the installation of a backup power generator to service Public Works and Fire Department.

DISCUSSION: CPS Energy requires an easement running thru the driveway of public works and fire barracks (99 Saddletree) to supply electricity to the backup power generator. The electrical service provides an increased service size to supply all three buildings (Fire and PW) and to the backup generator on a single meter to the generator. The CPS easement deed requires approval of a right-of-way agreement

COURSES OF ACTION: Approve Resolution R-2022-019 approving the CPS Energy electric easement and right-of-way agreement for 99 Saddletree (Fire Barracks / Public Works Building); or decline and provide further guidance.

FINANCIAL IMPACT: N/A

MOTION REQUESTED: Approve Resolution R-2022-019 approving the granting of an Electric Line Right-of-Way agreement on 99 Saddletree for \$1.00 to City Public Service Board of San Antonio.

RESOLUTION R-2022-019

A RESOLUTION APPROVING THE GRANT OF AN ELECTRIC LINE RIGHT-OF-WAY AGREEMENT TO CITY PUBLIC SERVICE BOARD OF SAN ANTONIO FOR ONE DOLLAR (\$1.00) ON CITY PROPERTY OF 99 SADDLETREE

WHEREAS, the City Council of the City of Shavano Park previously approved a backup power generator for Fire and Public Works; and

WHEREAS, the backup power generator for Fire and Public Works requires new gas and electrical services to be put into operation;

WHEREAS, CPS Energy requires authorization of an Electric Line Right-of-Way Agreement to bring said services to the backup power generator on City property of 99 Saddletree;

WHEREAS, the City Council of the City of Shavano Park believes the granting of this Electric Line Right-of-Way is in the best interest of the City and the citizens of Shavano Park;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHAVANO PARK, TEXAS:

1. That the Electric Line Right-of-Way Agreement as described in Attachment A is hereby authorized for signature by the City Manager.

PASSED AND APPROVED on by the City Council of the City of Shavano Park this the 24th day of October, 2022.

BOB WERNER, MAYOR

Attest:

TRISH NICHOLS, City Secretary

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM ANY INSTRUMENT THAT TRANSFERS ANY INTEREST IN REAL PROPERTY BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

ELECTRIC LINE RIGHT-OF-WAY AGREEMENT

STATE OF TEXAS §
 § KNOW ALL MEN BY THESE PRESENTS:
COUNTY OF BEXAR §

That, TOWN OF SHAVANO PARK ("Grantor"), acting by and through its duly authorized officers, for and in consideration of One Dollar (\$1.00) and other good and valuable consideration in hand paid by the CITY PUBLIC SERVICE BOARD OF SAN ANTONIO, a Municipal Board of the CITY OF SAN ANTONIO, in Bexar County, Texas, created pursuant to the authority contained in § 1502.070 of the Texas Government Code, and its predecessor statute; the receipt and sufficiency of which is hereby acknowledged and confessed, has granted, sold and conveyed and by these presents does grant, sell and convey unto the CITY OF SAN ANTONIO, as a part of its electric and gas system, ("Grantee"), whose mailing address is P. O. Box 1771, San Antonio, Texas 78296, an easement and right-of-way for overhead and underground electric transmission and distribution lines consisting of variable numbers of wires and cables, conduits, and all necessary or desirable appurtenances at or near the location, and along the general course now located and staked out by Grantee, across, under and upon the following described land located in Bexar County, Texas, to-wit:

Being a 0.047 acre tract of land, out of Lot 376A, Shavano Park Unit 4 Subdivision, according to plat thereof recorded in Volume 7600, Page 1, Deed and Plat Records of Bexar County, Texas. Said Lot 376A, being out of Tract no. Three Hundred Seventy-Six (376), Shavano Park, Unit No. 4, according to map or plat thereof duly recorded in Volume 4900, Page 120, Map and Plat Records of Bexar County, Texas, as described in deed recorded in Volume 7279, Page 326, Official Public Record of Bexar County, Texas.

Said easement and right-of-way being more particularly described and shown by field notes and drawing marked Exhibits "A", "B", and "C" attached hereto and made a part hereof.

Together with the right of ingress and egress over its adjacent lands and along said right-of-way for the purpose of constructing, reconstructing, inspecting, patrolling, installing underground cables, conduits, erecting poles, hanging wires on, maintaining and removing said lines and appurtenances; the right to remove from said lands by standard industry practices employed in vegetation management, all trees, and parts thereof, any vegetation or obstructions which endanger or may interfere with the efficiency of said lines or appurtenances thereto, and Grantor agrees that no building or structure of any kind will hereafter be erected or placed by Grantor, its successors and assigns, on said easement and right-of-way herein granted, so long as this easement remains in effect; and the right of exercising all other rights hereby granted.

TO HAVE AND TO HOLD the above described easement and rights unto Grantee, its successors and assigns, until the use of said easement by Grantee shall be permanently abandoned.

And Grantor does hereby bind itself, its successors and assigns, to warrant and forever defend all and singular the above described easement and rights unto Grantee, its successors and assigns, against every person whomsoever lawfully claiming or to claim the same or any part thereof.

SIGNED TO BE EFFECTIVE this _____ day of _____, 2022.

TOWN OF SHAVANO PARK

BY: _____

NAME: _____

TITLE: _____

STATE OF _____ §

§

COUNTY OF _____ §

This instrument was acknowledged before me on this _____ day of _____, 2022, by _____ (Name), _____ (Title) on behalf of TOWN OF SHAVANO PARK.

Notary Public, State of _____



0.047 ACRE
ELECTRIC EASEMENT

Description of a tract of land being a 0.047-acre Tract of land out of Lot 376 A, Shavano Park Unit 4 Subdivision of record in Volume 7600, Page 1 of the Deed and Plat Records, Bexar County, Texas, and being out of those certain tracts of land conveyed to Town of Shavano Park of record in Volume 7279, Page 326 and Volume 7279, Page 329, of the Deed Records of Bexar County, Texas and being more particularly described by metes and bounds as follows:

(All bearings are based on the Texas State Plane Coordinate System, South Central Zone, North American Datum of 1983. All distances are on surface.)

BEGINNING at a ½ inch iron rod with a 5520 cap set in the Northwest line of Saddletree Drive, for the East corner of Lot 376 A, same being the South corner of Lot 116, Shavano Park Subdivision of record in Volume 2222, Page 337 of the Deed and Plat records of Bexar County, Texas, Sendero Ranch Unit 4C of record in Volume 9567, Page 49 of the Deed and Plat Records of Bexar County, Texas, having a North coordinate of 13761410.67, and an East Coordinate of 2110297.92;

THENCE S29°44'39"W, along the Northwest line of Saddletree Drive, same being the Southeast line of said Lot 376 A, a distance of 6.80 feet to a ½ inch iron rod found for an angle point hereof;

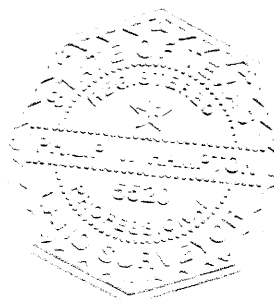
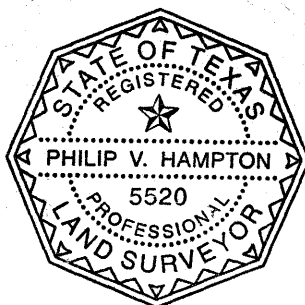
THENCE leaving the Northwest line of Saddletree Drive, over and across said Lot 376 A, the following Six courses and distances:

- 1) N89°42'56"W, a distance of 75.64 feet to a ½ inch iron rod with a 5520 cap set for an angle point;
- 2) N59°10'46"W, a distance of 88.90 feet to a ½ inch iron rod with a 5520 cap set for an angle point;
- 3) N39°01'22"W, a distance of 43.29 feet to a ½ inch iron rod with a 5520 cap set for an angle point;
- 4) N52°04'18"E, a distance of 27.04 feet to a ½ inch iron rod with a 5520 cap set for an angle point;
- 5) S59°10'46"E, a distance of 168.06 feet to a ½ inch iron rod with a 5520 cap set for an angle point;
- 6) S89°42'56"E, a distance of 13.45 feet to a ½ inch iron rod with a 5520 cap set in the Southwest line of that certain 2.380 acre tract of land described in Volume 16931, Page 1034 of the Official Public Records of Bexar County, Texas, same being the Northeast line of said Lot 376 A;

THENCE S40°28'01"E, along the Northeast line of said Lot 376 A, same being the Southwest line of said 2.380 acre tract, a distance of 5.39 feet to the **Point of Beginning** containing a calculate area of 0.142 acres.

I, Philip V. Hampton RPLS 5520, certify that this description was performed in the field and a sketch title "Electric Easement" accompanies this description.

Philip V. Hampton 10/13/22
Philip V. Hampton
Texas Registration No. 5520



**TOWN OF SHAVANO PARK
VOLUME 7279, PAGE 329
DEED RECORDS
BEXAR COUNTY, TEXAS**

**HOWARD GILL
2.380 ACRES
VOLUME 16931, PAGE 1034
OFFICIAL PUBLIC RECORDS
BEXAR COUNTY, TEXAS**

**SHAVANO PARK SUBDIVISION
VOLUME 2222, PAGE 387
DEED AND PLAT RECORDS
BEXAR COUNTY, TEXAS**

**TOWN OF SHAVANO PARK
VOLUME 7279, PAGE 326
DEED RECORDS
BEXAR COUNTY, TEXAS**

**SHAVANO PARK UNIT 4 SUBDIVISION
VOLUME 7600, PAGE 1
DEED AND PLAT RECORDS
BEXAR COUNTY, TEXAS**

**ELECTRIC EASEMENT SURVEY
0.142 ACRES OUT OF LOT 376 A, SHAVANO PARK UNIT 4
SUBDIVISION OF RECORD IN VOLUME 7600, PAGE 1
THE DEED AND PLAT RECORDS, BEXAR COUNTY, TEXAS**

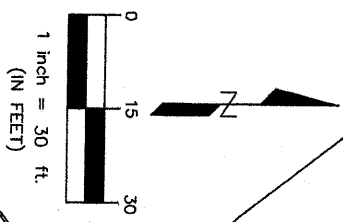
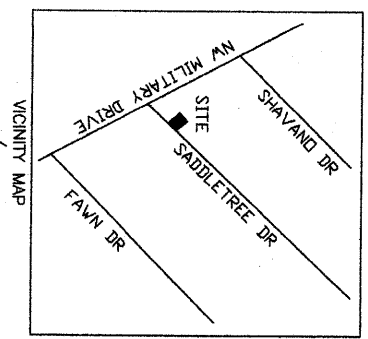
Parcel Line Table		
Line #	Direction	Length
L1	S29° 44' 39" W	6.80'
L2	N39° 01' 22" W	43.29'
L3	N52° 04' 18" E	27.04'
L4	S89° 42' 56" E	13.45'
L5	S40° 28' 01" E	5.39'

15' ACCESS AND UTILITY EASEMENT
VOLUME 7719, PAGE 1207
OFFICIAL PUBLIC RECORDS
BEXAR COUNTY, TEXAS

LOT 376 A

LOT 116

- LEGEND:**
- IRON ROD SET WITH 5520 CAP
 - ELECTRIC METER
 - POWER POLE
 - SIGN



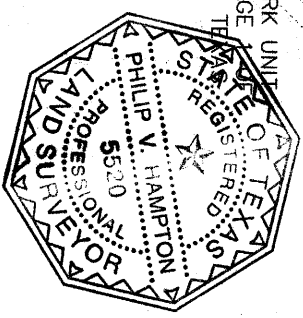
**SADDLE TREE DRIVE
(50' RIGHT OF WAY)**

Notes
1) Bearings are based on NAD 83 TEXAS COORDINATE SYSTEM SOUTH CENTRAL ZONE, US FOOT.

I HEREBY STATE: THAT THIS SURVEY WAS CREATED ACCORDING TO AN ACTUAL SURVEY MADE ON THE GROUND BY ME ON SEPTEMBER 22, 2022.

Philip V. Hampton 10/13/22

Philip V. Hampton, R.P.L.S. NO. 5520



12274 Bandera Road Ste 123
Helotes, Texas 78023
www.surgis-texas.com
210-367-5843
firm # 10193840

Job#: 120-404

CITY COUNCIL STAFF SUMMARY

Meeting Date: October 24, 2022

Agenda item: 8.5

Prepared by: Curtis Leeth

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Approval – Resolution R-2022-019 approving a City Public Service Board of San Antonio utility easement and right-of-way agreement within the Fire / Public Works driveway to allow electrical and gas to be supplied to the facilities

X

Attachments for Reference:

- 1) 8.5b Resolution R-2022-019
- 2) 8.5c CPS Easement Deed

BACKGROUND / HISTORY: City Council in FY2022 Budget approved the installation of a backup power generator to service Public Works and Fire Department.

DISCUSSION: CPS Energy requires an easement running thru the driveway of public works and fire barracks (99 Saddletree) to supply electricity to the backup power generator. The electrical service provides an increased service size to supply all three buildings (Fire and PW) and to the backup generator on a single meter to the generator. The CPS easement deed requires approval of a right-of-way agreement

COURSES OF ACTION: Approve Resolution R-2022-019 approving the CPS Energy electric easement and right-of-way agreement for 99 Saddletree (Fire Barracks / Public Works Building); or decline and provide further guidance.

FINANCIAL IMPACT: N/A

MOTION REQUESTED: Approve Resolution R-2022-019 approving the granting of an Electric Line Right-of-Way agreement on 99 Saddletree for \$1.00 to City Public Service Board of San Antonio.

RESOLUTION R-2022-019

A RESOLUTION APPROVING THE GRANT OF AN ELECTRIC LINE RIGHT-OF-WAY AGREEMENT TO CITY PUBLIC SERVICE BOARD OF SAN ANTONIO FOR ONE DOLLAR (\$1.00) ON CITY PROPERTY OF 99 SADDLETREE

WHEREAS, the City Council of the City of Shavano Park previously approved a backup power generator for Fire and Public Works; and

WHEREAS, the backup power generator for Fire and Public Works requires new gas and electrical services to be put into operation;

WHEREAS, CPS Energy requires authorization of an Electric Line Right-of-Way Agreement to bring said services to the backup power generator on City property of 99 Saddletree;

WHEREAS, the City Council of the City of Shavano Park believes the granting of this Electric Line Right-of-Way is in the best interest of the City and the citizens of Shavano Park;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHAVANO PARK, TEXAS:

1. That the Electric Line Right-of-Way Agreement as described in Attachment A is hereby authorized for signature by the City Manager.

PASSED AND APPROVED on by the City Council of the City of Shavano Park this the 24th day of October, 2022.

BOB WERNER, MAYOR

Attest:

TRISH NICHOLS, City Secretary

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM ANY INSTRUMENT THAT TRANSFERS ANY INTEREST IN REAL PROPERTY BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

ELECTRIC LINE RIGHT-OF-WAY AGREEMENT

STATE OF TEXAS §
 § KNOW ALL MEN BY THESE PRESENTS:
COUNTY OF BEXAR §

That, TOWN OF SHAVANO PARK ("Grantor"), acting by and through its duly authorized officers, for and in consideration of One Dollar (\$1.00) and other good and valuable consideration in hand paid by the CITY PUBLIC SERVICE BOARD OF SAN ANTONIO, a Municipal Board of the CITY OF SAN ANTONIO, in Bexar County, Texas, created pursuant to the authority contained in § 1502.070 of the Texas Government Code, and its predecessor statute; the receipt and sufficiency of which is hereby acknowledged and confessed, has granted, sold and conveyed and by these presents does grant, sell and convey unto the CITY OF SAN ANTONIO, as a part of its electric and gas system, ("Grantee"), whose mailing address is P. O. Box 1771, San Antonio, Texas 78296, an easement and right-of-way for overhead and underground electric transmission and distribution lines consisting of variable numbers of wires and cables, conduits, and all necessary or desirable appurtenances at or near the location, and along the general course now located and staked out by Grantee, across, under and upon the following described land located in Bexar County, Texas, to-wit:

Being a 0.047 acre tract of land, out of Lot 376A, Shavano Park Unit 4 Subdivision, according to plat thereof recorded in Volume 7600, Page 1, Deed and Plat Records of Bexar County, Texas. Said Lot 376A, being out of Tract no. Three Hundred Seventy-Six (376), Shavano Park, Unit No. 4, according to map or plat thereof duly recorded in Volume 4900, Page 120, Map and Plat Records of Bexar County, Texas, as described in deed recorded in Volume 7279, Page 326, Official Public Record of Bexar County, Texas.

Said easement and right-of-way being more particularly described and shown by field notes and drawing marked Exhibits "A", "B", and "C" attached hereto and made a part hereof.

Together with the right of ingress and egress over its adjacent lands and along said right-of-way for the purpose of constructing, reconstructing, inspecting, patrolling, installing underground cables, conduits, erecting poles, hanging wires on, maintaining and removing said lines and appurtenances; the right to remove from said lands by standard industry practices employed in vegetation management, all trees, and parts thereof, any vegetation or obstructions which endanger or may interfere with the efficiency of said lines or appurtenances thereto, and Grantor agrees that no building or structure of any kind will hereafter be erected or placed by Grantor, its successors and assigns, on said easement and right-of-way herein granted, so long as this easement remains in effect; and the right of exercising all other rights hereby granted.

TO HAVE AND TO HOLD the above described easement and rights unto Grantee, its successors and assigns, until the use of said easement by Grantee shall be permanently abandoned.

And Grantor does hereby bind itself, its successors and assigns, to warrant and forever defend all and singular the above described easement and rights unto Grantee, its successors and assigns, against every person whomsoever lawfully claiming or to claim the same or any part thereof.

SIGNED TO BE EFFECTIVE this _____ day of _____, 2022.

TOWN OF SHAVANO PARK

BY: _____

NAME: _____

TITLE: _____

STATE OF _____ §

§

COUNTY OF _____ §

This instrument was acknowledged before me on this _____ day of _____, 2022, by _____ (Name), _____ (Title) on behalf of TOWN OF SHAVANO PARK.

Notary Public, State of _____



0.047 ACRE
ELECTRIC EASEMENT

Description of a tract of land being a 0.047-acre Tract of land out of Lot 376 A, Shavano Park Unit 4 Subdivision of record in Volume 7600, Page 1 of the Deed and Plat Records, Bexar County, Texas, and being out of those certain tracts of land conveyed to Town of Shavano Park of record in Volume 7279, Page 326 and Volume 7279, Page 329, of the Deed Records of Bexar County, Texas and being more particularly described by metes and bounds as follows:

(All bearings are based on the Texas State Plane Coordinate System, South Central Zone, North American Datum of 1983. All distances are on surface.)

BEGINNING at a ½ inch iron rod with a 5520 cap set in the Northwest line of Saddletree Drive, for the East corner of Lot 376 A, same being the South corner of Lot 116, Shavano Park Subdivision of record in Volume 2222, Page 337 of the Deed and Plat records of Bexar County, Texas, Sendero Ranch Unit 4C of record in Volume 9567, Page 49 of the Deed and Plat Records of Bexar County, Texas, having a North coordinate of 13761410.67, and an East Coordinate of 2110297.92;

THENCE S29°44'39"W, along the Northwest line of Saddletree Drive, same being the Southeast line of said Lot 376 A, a distance of 6.80 feet to a ½ inch iron rod found for an angle point hereof;

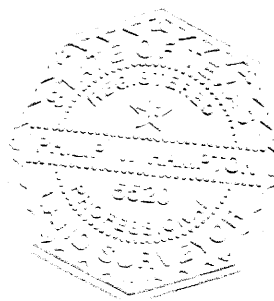
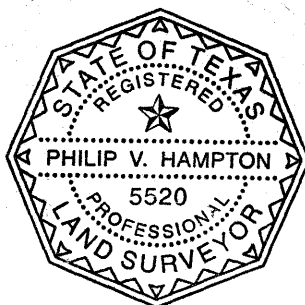
THENCE leaving the Northwest line of Saddletree Drive, over and across said Lot 376 A, the following Six courses and distances:

- 1) N89°42'56"W, a distance of 75.64 feet to a ½ inch iron rod with a 5520 cap set for an angle point;
- 2) N59°10'46"W, a distance of 88.90 feet to a ½ inch iron rod with a 5520 cap set for an angle point;
- 3) N39°01'22"W, a distance of 43.29 feet to a ½ inch iron rod with a 5520 cap set for an angle point;
- 4) N52°04'18"E, a distance of 27.04 feet to a ½ inch iron rod with a 5520 cap set for an angle point;
- 5) S59°10'46"E, a distance of 168.06 feet to a ½ inch iron rod with a 5520 cap set for an angle point;
- 6) S89°42'56"E, a distance of 13.45 feet to a ½ inch iron rod with a 5520 cap set in the Southwest line of that certain 2.380 acre tract of land described in Volume 16931, Page 1034 of the Official Public Records of Bexar County, Texas, same being the Northeast line of said Lot 376 A;

THENCE S40°28'01"E, along the Northeast line of said Lot 376 A, same being the Southwest line of said 2.380 acre tract, a distance of 5.39 feet to the **Point of Beginning** containing a calculate area of 0.142 acres.

I, Philip V. Hampton RPLS 5520, certify that this description was performed in the field and a sketch title "Electric Easement" accompanies this description.

Philip V. Hampton 10/13/22
Philip V. Hampton
Texas Registration No. 5520



**TOWN OF SHAVANO PARK
VOLUME 7279, PAGE 329
DEED RECORDS
BEXAR COUNTY, TEXAS**

**HOWARD GILL
2.380 ACRES
VOLUME 16931, PAGE 1034
OFFICIAL PUBLIC RECORDS
BEXAR COUNTY, TEXAS**

**SHAVANO PARK SUBDIVISION
VOLUME 2222, PAGE 387
DEED AND PLAT RECORDS
BEXAR COUNTY, TEXAS**

**TOWN OF SHAVANO PARK
VOLUME 7279, PAGE 326
DEED RECORDS
BEXAR COUNTY, TEXAS**

**SHAVANO PARK UNIT 4 SUBDIVISION
VOLUME 7600, PAGE 1
DEED AND PLAT RECORDS
BEXAR COUNTY, TEXAS**

**ELECTRIC EASEMENT SURVEY
0.142 ACRES OUT OF LOT 376 A, SHAVANO PARK UNIT 4
SUBDIVISION OF RECORD IN VOLUME 7600, PAGE 1
THE DEED AND PLAT RECORDS, BEXAR COUNTY, TEXAS**

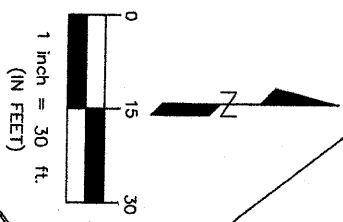
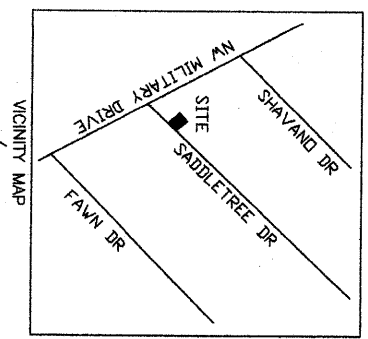
Parcel Line Table		
Line #	Direction	Length
L1	S29° 44' 39" W	6.80'
L2	N39° 01' 22" W	43.29'
L3	N52° 04' 18" E	27.04'
L4	S89° 42' 56" E	13.45'
L5	S40° 28' 01" E	5.39'

15' ACCESS AND UTILITY EASEMENT
VOLUME 7719, PAGE 1207
OFFICIAL PUBLIC RECORDS
BEXAR COUNTY, TEXAS

LOT 376 A

LOT 116

- LEGEND:**
- IRON ROD SET WITH 5520 CAP
 - ELECTRIC METER
 - POWER POLE
 - SIGN



**SADDLE TREE DRIVE
(50' RIGHT OF WAY)**

P.O.B.

L4

L5

L1

88.90'

N89° 42' 56" W

75.64'

0.142 ACRES
6,203 SQ. FT.
ELECTRIC EASEMENT

40'

S59° 10' 46" E

168.06'

109° 10' 46" W

40'

109° 10' 46" E

40'

109° 10' 46" W

40'

109° 10' 46" E

40'

109° 10' 46" W

40'

109° 10' 46" E

40'

109° 10' 46" W

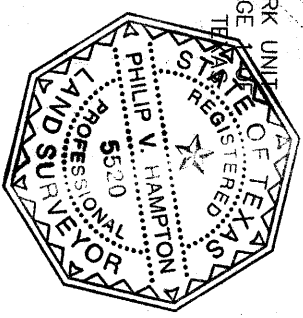
40'

109° 10' 46" E

Notes
1) Bearings are based on NAD 83 TEXAS
COORDINATE SYSTEM SOUTH CENTRAL ZONE, US
FOOT.

I HEREBY STATE: THAT THIS SURVEY WAS CREATED
ACCORDING TO AN ACTUAL SURVEY MADE ON THE
GROUND BY ME ON SEPTEMBER 22, 2022.

Philip V. Hampton, R.P.L.S. NO. 5520



12274 Bandera Road Ste 123
Helotes, Texas 78023
www.surgis-texas.com
210-367-5843
firm # 10193840

Job#: 120-404

RESOLUTION R-2022-020

A RESOLUTION APPROVING FROST BANK AS A BROKER /DEALER FOR THE CITY OF SHAVANO PARK; DESIGNATING FROST BANK AS A DEPOSITORY OF THE CITY OF SHAVANO PARK FOR THE SAFEKEEPING OF SECURITIES; AND AUTHORIZING BY NAME THE INDIVIDUALS TO ENTER INTO A SAFEKEEPING / CUSTODY SERVICES AGREEMENT WITH FROST BANK

WHEREAS, the City Investment policy allows for the approval of authorized broker / dealers; and

WHEREAS, the City Council of the City of Shavano Park intends to establish Frost Bank as a depository of the City of Shavano Park for the safekeeping of securities; and

WHEREAS, the City Council of the City of Shavano Park must designate those individuals who are authorized to enter into a safekeeping / custody services agreement with Frost Bank;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHAVANO PARK, TEXAS:

1. That the Frost Bank is approved as a broker / dealer for the City of Shavano Park; and
2. That the Frost Bank be and hereby designated a depository of the City of Shavano Park; and
3. That the following are hereby authorized by name to enter into a safekeeping / custody services agreement with Frost Bank

William V. Hill
Brenda Morey
Curtis W. Leeth

City Manager
Finance Director
Assistant City Manager

PASSED AND APPROVED on by the City Council of the City of Shavano Park this the 24th day of October, 2022. I hereby certify that the forgoing is a true copy of the resolution duly adopted by the City of Shavano Park, at which a quorum was present and voting and that the same has not been repealed or amended and remains in full force and is not in conflict with the Texas Local Government Code.

Robert WERNER, MAYOR

Attest:

TRISH NICHOLS, City Secretary

RESOLUTION R-2022-021

A RESOLUTION AUTHORIZING INDIVIDUALS TO BUY, SELL, ASSIGN AND ENDORSE FOR TRANSFER BONDS AND OTHER AUTHORIZED INVESTMENT SECURITIES

WHEREAS, the City Council of the City of Shavano Park intends to establish a broker account with Frost Bank; and

WHEREAS, the City Council of the City of Shavano Park must designate those individuals who are authorized to buy, sell, assign and endorse for transfer bonds or other investment securities as authorized by the City of Shavano Park Investment Policy;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHAVANO PARK, TEXAS:

1. That the following are hereby authorized to buy, sell, assign, and endorse for transfer bonds or other investment securities as authorized by the City of Shavano Park Investment Policy now registered or hereafter registered in the City of Shavano Park.

William V. Hill
Curtis W. Leeth

City Manager
Assistant City Manager

PASSED AND APPROVED on by the City Council of the City of Shavano Park this the 24th day of October, 2022. I hereby certify that the forgoing is a true copy of the resolution duly adopted by the City of Shavano Park, at which a quorum was present and voting and that the same has not been repealed or amended and remains in full force and is not in conflict with the Texas Local Government Code.

Robert WERNER, MAYOR

Attest:

TRISH NICHOLS, City Secretary