

**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 City of Shavano Park, Texas will conduct a Regular Meeting on Monday, September 16, 2024 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](http://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 - National Payroll Week**

## **6. 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.

### **6.1. Approval - Regular City Council Minutes, August 26, 2024**

### **6.2. Approval - Special City Council Minutes, September 9, 2024**

### **6.3. Accept - Planning and Zoning Commission Minutes, August 7, 2024**

### **6.4. Approval - Resolution R-2024-016 annual authorization to increase the micro-purchase threshold for purchases of goods and services using federal funding subject to the procurement standards in 2 C.F.R. Part 200, Subpart D**

## **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**

## **8. REGULAR AGENDA ITEMS**

- ### **8.1. Public Hearing - The purpose of the public hearing is to receive comments from members of the public on proposed rezoning of a 22-acre lot on Loop 1604 Frontage Road in the City of Shavano Park legally described as CB 4782 P-36 (21.7293 AC), CB 4783, P-2 (1.0093 AC), from B-2 Business and Office District**

**zoning to Mixed-Used District (MXD) zoning of mixed commercial and density single-family residential uses**

- 8.2. Discussion /action - Ordinance O-2024-010 rezoning a 22-acre lot on Loop 1604 Frontage Road in the City of Shavano Park legally described as CB 4782 P-36 (21.7293 AC), CB 4783, P-2 (1.0093 AC), from B-2 Business and Office District zoning to Mixed-Used District (MXD) zoning of mixed commercial and density single-family residential uses (first reading) - Assistant City Manager / Bitterblue**
- 8.3. Public Hearing - Public hearing concerning the creation of the Shavano Park 1604 Public Improvement District, pursuant to the provisions of Chapter 372 of the Texas Local Government Code**
- 8.4. Discussion / action - Consideration and approval of Resolution R-2024-013 of the City Council of the City of Shavano Park, Texas authorizing and creating Shavano Park 1604 Public Improvement District within the corporate limits of the City of Shavano Park, Texas in accordance with Chapter 372 of the Texas Local Government Code; Authorizing a dissolution agreement; Resolving other matters incident and related thereto; and providing an effective date – City Manager / Bitterblue**
- 8.5. Discussion / action - Consideration and approval of Resolution R-2024-014 of the City Council of the City of Shavano Park, Texas; Approving and authorizing the execution of a professional services agreement between the city and the developer of the Shavano Park 1604 Public Improvement District; and resolving other matters related thereto – City Manager / Bitterblue**
- 8.6. Selection - Boards, Commissions, and Committees - City Council**
  - 8.6.1. Planning & Zoning Commission – Four (4) appointments for two-year terms and One (1) appointment for a one-year term**
  - 8.6.2. Water Advisory Committee - Three (3) appointments for two-year terms**
  - 8.6.3. Board of Adjustment - Two (2) appointments, Three (3) Alternate two-year terms**
  - 8.6.4. Investment Committee - One (1) appointment for two-year term**
  - 8.6.5. Citizen’s Tree Committee - Four (4) appointments for two-year terms**
- 8.7. Public Hearing - Crime Control & Prevention District Budget of the City of Shavano Park Crime Control and Prevention District for FY 2024-25**
- 8.8. Discussion / action - Resolution R-2024-015 adopting the Crime Control and Prevention Budget of the City of Shavano Park Crime Control & Prevention for FY 2024-25 - City Council**
- 8.9. Public Hearing - Proposed Annual Operating and Capital Budget - FY 2024-25**
- 8.10. Discussion / action - Ordinance No. O-2024-009 approving and adopting a budget for the City of Shavano Park, Texas for the fiscal year beginning October 1, 2024**

**and ending September 30, 2025; 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 (final reading) - City Manager**

**8.11. Public Hearing - Proposed FY 2024-25 Tax Rate**

**8.12. Discussion / action - Resolution R-2024-012 adopting the City of Shavano Park Effective Tax Rate (Record Vote) - City Council**

**8.13. Discussion / action - Record vote to ratify the property tax increase reflected in the FY 2024-25 budget (Record Vote) - City Council**

## **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).

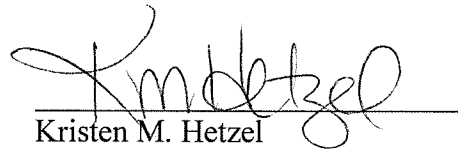
### **Attendance by Other Elected or Appointed Officials – NOTICE OF POTENTIAL QUORUM:**

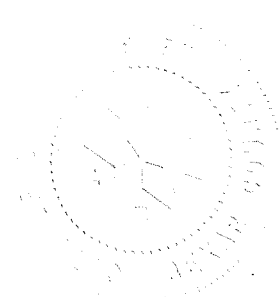
It is anticipated that members of City Council or other city board, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the other city boards, commissions and/or committees. Notice is hereby given that the meeting, to the extent required by law, is also noticed 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 9th day of September 2024 at 5:00 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](http://www.shavanopark.org), in compliance with Chapter 551, Texas Government Code.

  
\_\_\_\_\_  
Kristen M. Hetzel  
City Secretary



# Proclamation



*WHEREAS*, the Payroll Org and its more than 20,000 members have launched a nationwide public awareness campaign that pays tribute to the nearly 150 million people who work in the United States and the payroll professionals who support the American system by paying wages, reporting worker earnings and withholding federal employment taxes; and,

*WHEREAS*, payroll professionals in the City of Shavano Park, Texas play a key role in maintaining the economic health of the City of Shavano Park, carrying out such diverse tasks as paying into the unemployment insurance system, providing information for child support enforcement, and carrying out tax withholding, reporting and depositing; and

*WHEREAS*, payroll departments collectively spend more than \$2.4 trillion annually complying with myriad federal and state wage and tax laws; and payroll professionals have become increasingly proactive in educating both the business community and the public at large about the payroll tax withholding systems; and

*WHEREAS*, the week in which Labor Day falls has been proclaimed National Payroll Week, I hereby given additional support to the efforts of the people who work in the City of Shavano Park and of the payroll profession by proclaiming the first full week of September Payroll Week for this the City of Shavano Park, Texas.

*NOW THEREFORE*, I, Robert Werner, Mayor of the City of Shavano Park, on behalf of the entire City Council and citizenry, hereby proclaim September 2-6, 2024 as National Payroll Week in the City of Shavano Park, Texas.

## *“National Payroll Week”*

*IN WITNESS WHEREOF*, I have hereunto set my hand and caused the seal of the City of Shavano Park to be affixed on this 16<sup>th</sup> day of September 2024.

**CITY OF SHAVANO PARK**

\_\_\_\_\_  
Robert Werner, Mayor

**1. CALL MEETING TO ORDER**

Mayor Werner called the meeting to order at 6:40 p.m.

**2. PLEDGE OF ALLEGIANCE AND INVOCATION**

Alderman Kautz led the Pledge of Allegiance.

Alderman Aleman gave the Invocation.

**3. CITIZENS TO BE HEARD**

Shawn Fitzpatrick reserved his comments to the Public Hearing (agenda item 8.2).

**4. CITY COUNCIL COMMENTS**

Council welcomed the audience members and wished the UTSA Roadrunners a great new school year and sports season.

**5. PRESENTATIONS, COMMENDATIONS AND ANNOUNCEMENTS**

**5.1. Proclamation – Birds Up Day for UTSA**

Mayor Werner, Council, and Staff recognized the UTSA Athletic Department. Lisa Campos Ed.D., UTSA's Vice President for Intercollegiate Athletics, accepted the proclamation on behalf of UTSA.

**6. CONSENT AGENDA**

**6.1. Approval - Budget Workshop Minutes, July 22, 2024**

**6.2. Approval - Regular City Council Minutes, July 22, 2024**

**6.3. Approval – Planning and Zoning Commission Minutes, June 5, 2024**

**6.4. Approval - Special City Council Minutes, August 14, 2024**

**6.5. Approval - Budget Workshop Minutes, August 14, 2024**

**6.6. Approval - Ordinance O-2024-004 amending Chapter 36 – Zoning to update the criteria for granting of variances, to allow certain variations to ordinance standards without approval by the Board of Adjustments and to allow possible additional special exceptions (final reading) - Assistant City Manager**

**6.7. Approval - Resolution R-2024-010 possible amendments to City Policy #18 to updating the guidance to the Board of Adjustments for variance and special exception hearings - Assistant City Manager**

**6.8. Approval - City Council adoption of Fiscal Year 2025 organizational chart**

Alderman Powers made a motion to accept the consent agenda (6.1-6.8) as provided.

Alderman Miller seconded the motion.

The motion carried with a unanimous vote.

## **7. CITY MANAGER'S REPORT**

- 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. Financial Activity Report**

No action was taken on this item.

## **8. REGULAR AGENDA ITEMS**

- 8.1. Discussion / action - Consideration and approval of Resolution R-2024-011 of the City Council of the City of Shavano Park accepting for filing a landowner petition requesting the creation of the Shavano Park 1604 Public Improvement District; finding the petition to be compliant with applicable laws; calling a public hearing to consider the creation of the public improvement district; authorizing and directing that notice of the public hearing be given as required by law; providing for an immediate effective date; and resolving other matters in connection therewith.**

City Manager Hill introduced David Wright of Bitterblue, Caroline McDonald of Brown and McDonald, and Patrick Bourne of Sundance Analytics. Assistant City Manager Leeth discussed the petition, schedule, and \$6 million maximum.

Alderman Aleman made a motion to City Council approve Resolution R-2024-011 accepting for filing a landowner petition requesting the creation of the Shavano Park 1604 Public Improvement District; finding the petition to be compliant with applicable laws; calling a public hearing on September 16, 2024 to consider the creation of the public improvement district; authorizing and directing that notice of the public hearing be given as required by law.

Alderman Kautz seconded the motion.

The motion carried with a unanimous vote.

- 8.2. Public Hearing - The purpose of the public hearing is to receive comments from members of the public on proposed amendments to the Loop 1604 Urban**



**Corridor Sign Plan to allow limited digital billboard signage and setting forth terms and conditions relating to said signage.**

Mayor Werner opened the public hearing at 7:01 p.m.

Assistant City Manager Leeth discussed the proposed amendment.

Mr. Shawn Fitzpatrick of 108 Elm Springs Ln spoke against the amendments.

The public hearing was closed at 7:15 p.m.

**8.3. Discussion / action – Update to potential digital billboard signage actions and consideration of Ordinance O-2024-007 amending the Loop 1604 Urban Corridor Sign Plan to allow limited digital billboard signage and setting forth terms and conditions relating to said signage (first reading)**

City Manager Hill discussed Ordinance O-2024-007 regarding billboards with a projected second reading in October 2024.

Mayor Pro Tem Kuykendall made a motion to approve Ordinance O-2024-007 amending the Loop 1604 Urban Corridor Sign Plan to allow limited digital billboard signage and setting forth terms and conditions relating to said signage (first reading) with the planned second reading on October 28, 2024 after the RFP bids are received and further evaluation by City Council is completed.

Alderman Kautz seconded the motion.

The motion carried with a unanimous vote.

**8.4. Discussion / Action - Approval of parking options in the vicinity of City Hall to include along De Zavala**

City Manager Hill discussed the proposed parking options including option 1 (current lot), option 2 (134 spots), and option 3 (173 spots). Discussion occurred.

Council directed City Staff to return with “option 2.1” where legacy trees are saved in the middle and entry area with about 148 spots.

**8.5. Discussion / Action - Approve expanding the scope of the N.W. Military Beautification Committee to include not only N.W. Military Highway but also both Lockhill Selma and De Zavala roads**

Alderman Miller discussed the N.W. Military Hwy’s beautification committee that was set up in 2021 and the need for other areas to be reviewed.

Alderman Miller made a motion to expand the scope of the N.W. Military Beautification Committee to include both Lockhill Selma and De Zavala Roads.

Alderman Powers seconded the motion.

Discussion occurred. Alderman Kautz is the permanent committee member.

Alderman Miller amended his original motion to expand the scope of the N.W. Military Beautification Committee to include both Lockhill Selma and De Zavala Roads and to add additional members to the committee as the Permanent Member sees fit.

Alderman Powers agreed with this amendment.

The motion carried with a unanimous vote.

**8.6. Discussion / action – Ordinance O-2024-008 amending the 2023-24 Budget (first reading)**

City Manager Hill discussed the presented Ordinance and the need due to higher than usual fees, unforeseen maintenance and repair costs, etc.

Alderman Miller made a motion to approve Ordinance O-2024-008 amending the City of Shavano Park FY 2023-24 Budget as proposed in Exhibit “A” and stating this is an administrative ordinance with only one reading.

Mayor Pro Tem Kuykendall seconded the motion.

The motion carried with a unanimous vote.

**9. ADJOURNMENT**

Alderman Kautz made a motion to adjourn the meeting.

Alderman Powers seconded the motion.

The motion carried with a unanimous vote.

The meeting ended at 8:18 p.m.

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Robert Werner, Mayor

ATTEST: \_\_\_\_\_  
Kristen M. Hetzel, City Secretary

**1. CALL MEETING TO ORDER**

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

**2. PLEDGE OF ALLEGIANCE AND INVOCATION**

With the agreement of the council, the Pledge of Allegiance and Invocation was skipped.

**3. CITIZENS TO BE HEARD**

There were no citizens signed up to speak.

**4. CITY COUNCIL COMMENTS**

With the agreement of the council, Council Comments was skipped.

**5. AGENDA ITEMS**

**5.1. Public Hearing - Proposed Annual Operating and Capital Budget - FY 2024-25**

Mayor Werner opened the public hearing at 6:30 p.m.

City Manager Hill summarized the changes to the proposed budget including a new water tank, the drone program, and some transferring of ARPA projects.

No citizens signed up to speak.

The hearing was closed at 6:34 p.m.

**5.2. Discussion / action - Ordinance No. O-2024-009 approving and adopting a budget for the City of Shavano Park, Texas for the fiscal year beginning October 1, 2024 and ending September 30, 2025; 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 Hill summarized the changes to the budget document including the City Manager letter and the addition of graphics.

Mayor Pro Tem Kuykendall made a motion to approve Ordinance No. O-2024-009 approving and adopting a budget for the City of Shavano Park, Texas for the fiscal year beginning October 1, 2024 and ending September 30, 2025; 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 Kautz seconded the motion.

The motion carried with a unanimous vote.

**5.3. Public Hearing - Proposed FY 2024-25 Tax Rate**

Mayor Werner opened the public hearing at 6:36 p.m.

City Manager Hill summarized the proposed tax rates and highlighted some comparisons to other entities.

No citizens signed up to speak.

The hearing was closed at 6:37 p.m.

**5.4. Discussion - Proposed FY 2024-25 Tax Rate, announce meeting to adopt FY 2024-25 tax rate**

Director Morey confirmed the public notices were published regarding the tax rate.

No action was taken on this item.

**5.5. Discussion / action - Update on Street Phase 1 Street Reconstruction Projects**

Assistant City Manager Leeth updated the council on street projects including recommendations on curbs in the cul-de-sacs.

Alderman Miller made a motion to approve reconstruction of approximately 3 feet approach to residential driveways in cul-de-sacs.

Alderman Aleman seconded the motion.

The motion carried with a unanimous vote.

**6. ADJOURNMENT**

Alderman Powers made a motion to adjourn the meeting.

Alderman Kautz seconded the motion.

The motion carried with a unanimous vote.

The meeting ended at 6:42 p.m.

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Robert Werner, Mayor

City Council Special Meeting Minutes September 9, 2024

ATTEST: \_\_\_\_\_  
Kristen M. Hetzel, City Secretary

**1. Call to order**

Chairman Laws called the meeting to order at 6:30 p.m.

**PRESENT:**  
Christa Trippy  
Diane Struve  
Donna Beladi  
Marc Miller  
Shawn Fitzpatrick  
Song Tan  
Vicky Maisel  
William Stipek  
Chairman Carla Laws

**ABSENT:**  
None

- 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 Miller and a second made by Commissioner Maisel the Planning & Zoning Commission voted to approve the agenda as it was provided to the Planning & Zoning Commission. The motion carried unanimously.

**3. Citizens to be Heard**

No one in the public signed up to address the Planning and Zoning Commission.

**4. Consent Agenda:**

**A. Approval - Planning & Zoning Commission minutes, June 5, 2024**

Upon a motion made by Commissioner Stipek and a second made by Commissioner Fitzpatrick the Planning & Zoning Commission voted to approve the consent agenda. The motion carried unanimously.

- 5. Public Hearing - The purpose of the public hearing is to receive comments from members of the public on proposed amendments to the Loop 1604 Urban Corridor Sign Plan to allow limited digital billboard signage and setting forth terms and conditions relating to said signage.**

Chairman Laws opened the public hearing at 6:32 p.m. Assistant City Manager provided information on the proposed amendments to the Corridor Sign Plan. No citizens signed up to speak. The hearing closed at 6:40 p.m.

- 6. Discussion / action – Proposed amendments to the Loop 1604 Urban Corridor Sign Plan to allow limited digital billboard signage and setting forth terms and conditions relating to said signage.**

City Manager Hill reviewed the sign plan. Discussion occurred.

Commissioner Miller made a motion to approve the amendments to the Loop 1604 Urban Corridor Sign Plan to allow limited digital billboard signage and setting forth terms and conditions relating to said signage.

Commissioner Stipek seconded the motion. Discussion occurred.

Commissioner Maisel made an amending motion to recommend approval of amendments to the Loop 1604 Urban Corridor Sign Plan to allow limited digital billboard signage and setting form terms and conditions relating to said signage and to only allow one (1) billboard sign if two (2) existing billboard signs are removed.

Commissioner Trippy seconded the amending motion.

The amending motion failed (3 yays, 4 nays, 1 abstain).

Commissioner Stipek proposed a “friendly amending” to Commissioner Miller’s original motion. Commissioner Stipek recommends approval of amendments to the Loop 1604 Urban Corridor Sign Plan to allow limited digital billboard signage and setting forth terms and conditions relating to said signage with careful consideration of content controls. Commissioner Miller agreed to the friendly amendment.

The motion failed (4 yays, 4 nays, Chairman Laws broke the tie with a nay vote).

Commissioner Fitzpatrick made a motion to disapprove the amendments to the Loop 1604 Urban Corridor Sign Plan to allow limited digital billboard signage and setting forth terms and conditions relating to said signage.

Commissioner Maisel seconded the motion.

The motion carries (4 yays, 4 nays, Chairman Laws broke the tie with a yay vote).

**7. Report / update - City Council items considered at previous City Council meetings and discussion concerning the same**

City Manager Hill provided an update. Discussion and review occurred. No action was taken.

**8. Chairman Announcements:**

**A. Advise members to contact City staff to add new or old agenda items.**


**B. Advise members of pending agenda items.**

Discussion and review occurred. No action was taken.

**9. Adjournment**

Upon a motion made by Commissioner Maisel and a second made by Commissioner Fitzpatrick, the Planning & Zoning Commission to adjourn the meeting. The motion carried unanimously.

The meeting ended at 8:14 p.m.

  
Kristen M. Hetzel, City Secretary

  
Carla Laws, Chairman

## CITY COUNCIL STAFF SUMMARY

Meeting Date: September 16, 2024

Agenda item: 6.4

Prepared by: Bill Hill

Reviewed by: Bill Hill

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**AGENDA ITEM DESCRIPTION:** Approval – Resolution R-2024-0XX annual authorization to increase the micro-purchase threshold for purchases of goods and services using federal funding subject to the procurement standards in 2 C.F.R. Part 200, Subpart D

X

**Attachments for Reference:**

1) 6.6a Resolution R-2024-016

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**BACKGROUND / HISTORY:** In the City staff’s drive to reach an agreement with Bexar County audit and legal departments on the water system’s \$750,000 ARPA funding request, a significant discussion topic was Federal procurement law. One such item is the *micro-purchase threshold*.

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**DISCUSSION:** Micro-purchases under Federal Law have a maximum limit of \$10,000. This is the procurement method to obtain goods or services *without* federal competitive pricing or rate quotations, if the purchasing entity considers the price reasonable. Bexar County currently utilizes the \$10,000 threshold. This threshold may be increased to \$50,000 if the City self-certifies. Without self-certifying the City will have to follow Federal procurement law for all purchases above \$10,000 (Bexar County’s threshold).

By Self-certifying up to \$50,000, the City will be able to report more purchases of materials and supplies for in-house water projects as eligible expenditures. City staff and City Attorney agree that the City is eligible to self-certify up to \$50,000. Bexar County had no issue with City self-certification.

City Council first approved the increase in maximum limit of Micro-purchases in March 2023. This is an annual requirement. Approval of this Resolution extend the City’s authority to purchase under these Federal Guidelines.

Although, staff does not anticipate a requirement for micro-purchasing, the annual requirement should be continued to provide the City flexibility should the need arise.

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**COURSES OF ACTION:** Approved Resolution R-2024-016; or decline entirely and provide further guidance to staff.

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**FINANCIAL IMPACT:** N/A

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**MOTION REQUESTED:** Motion to approve Resolution R-2024-016 authorizing increase in micro-purchase threshold for purchases of goods and services using federal funding subject to the procurement standards in 2 C.F.R. Part 200, Subpart D

## RESOLUTION NO. R-2024-016

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHAVANO PARK, TEXAS, AUTHORIZING INCREASE IN MICRO-PURCHASE THRESHOLD FOR PURCHASES OF GOODS AND SERVICES USING FEDERAL FUNDING SUBJECT TO THE PROCUREMENT STANDARDS IN 2 C.F.R. PART 200, SUBPART D, IN FISCAL YEAR 2024-2025 FOR THE CITY OF SHAVANO PARK**

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**WHEREAS**, from time to time, the City of Shavano Park purchases goods and services using federal funding subject to the procurement standards in 2 C.F.R. Part 200, Subpart D; and

**WHEREAS**, the City's procurement of such goods and services is subject to Sec. 2-180 of City of Shavano Park's Code of Ordinances; and

**WHEREAS**, the City is a non-Federal entity under the definition set forth in 2 C.F.R. § 200.1; and

**WHEREAS**, pursuant to 2 C.F.R. 200.320(a)(1)(ii), a non-Federal entity may award micro-purchases without soliciting competitive price or rate quotations if the non-Federal entity considers the price to be reasonable based on research, experience, purchase history or other information and documents that the non-Federal entity files accordingly; and

**WHEREAS**, pursuant to 2 C.F.R. 200.320(a)(1)(iii), a non-Federal entity is responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of risk, and its documented procurement procedures; and

**WHEREAS**, pursuant to 2 C.F.R. § 200.320(a)(1)(iv), a non-Federal entity may self-certify on an annual basis a micro-purchase threshold not to exceed \$50,000 and maintain documentation to be made available to a Federal awarding agency and auditors in accordance with 2 C.F.R. § 200.334; and

**WHEREAS**, pursuant to 2 C.F.R. § 200.320(a)(1)(iv), such self-certification must include (1) a justification for the threshold, (2) a clear identification of the threshold, and (3) supporting documentation, which, for public institutions, may be a "higher threshold consistent with State law"; and

**WHEREAS**, Texas Local Government Code, Chapter 252, subchapter A, does not require a Texas municipality to competitively bid for purchase of goods or services under \$50,000 other than the general exemptions as specified in the subchapter; and

**WHEREAS**, pursuant to 2 C.F.R. 200.320(a)(1)(iv), the City Council of the City of Shavano Park now desires to adopt higher micro-purchase thresholds than those identified in 48 C.F.R. § 2.101.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHAVANO PARK, TEXAS THAT:**

1. In accordance with 2 C.F.R. § 200.320(a)(1)(iv) and the applicable provisions of Texas statute, the City of Shavano Park hereby self-certifies the following micro-purchase thresholds, each of which is a "higher threshold consistent with State law" under 2 C.F.R. § 200.320(a)(1)(iv)(C) for the reasons set forth in the recitals to this resolution:
  - \$50,000, for the purchase of goods and services not subject to competitive bidding under Texas Local Government Code, Chapter 252, subchapter A; and
2. The self-certification made herein shall be effective as of the start of Fiscal Year 2024-2025 (October 1, 2024) and shall be applicable until the end of Fiscal Year 2024-2025 (September 30, 2025) of the City of Shavano Park.
3. In the event that the City of Shavano Park receives funding from a federal grantor agency that adopts a threshold more restrictive than those contained herein, the Unit shall comply with the more restrictive threshold when expending such funds.
4. The City of Shavano Park shall maintain documentation to be made available to a Federal awarding agency, any pass-through entity, and auditors in accordance with 2 C.F.R. § 200.334.
5. The City Manager of the City of Shavano Park is hereby authorized to take all such actions to carry into effect the purpose and intent of the foregoing resolution.

**PASSED AND APPROVED** by the City Council of the City of Shavano Park at its Regular meeting held on this the 16<sup>h</sup> day of September, 2024.

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**Robert Werner**  
**MAYOR**

Attest: \_\_\_\_\_

**Kristen M. Hetzel**  
**CITY SECRETARY**

# Council Monthly Summary Report for period between 08/01/2024 and 08/31/2024 **City of Shavano Park**

Description	[Designated period: 8/1/2024 to 8/31/2024]			[Prior period: 8/1/2023 to 8/31/2023]		
	Prms	Valuation	Fee Paid	Prms	Valuation	Fee Paid
<b>Commercial:</b>						
Electric (C)	1	0.00	1400.00	2	0.00	2015.00
Fence (C) New	1	5125.00	280.00	0	0.00	0.00
Finish Out Tenant Finish Out	0	0.00	0.00	3	1579434.00	14222.98
Plumbing (C)	1	0.00	1200.00	0	0.00	0.00
Tree Trimming (C)	39	0.00	1365.00	43	0.00	1505.00
Tree Trimming (R)	0	0.00	0.00	1	0.00	35.00
<i>Development Services Fees:</i>						
Credit Card Fee			106.58			444.94
Technology Fee			10.00			45.00
Totals For Permits Shown Above	42	5125.00	4361.58	49	1579434.00	18267.92
<b>Other:</b>						
Driveway Permit Driveway	1	0.00	300.00	0	0.00	0.00
Fire Alarm Permit Other	0	0.00	0.00	1	13797.00	560.00
Fire Sprinkler Permit Fire Sprinkler/Alarm	0	0.00	0.00	1	5000.00	560.00
Sign Permit Other (please explain below)	1	0.00	100.00	1	0.00	100.00
Sign Permit Other	3	18500.00	300.00	1	8255.00	200.00
Swimming Pool Pool/ Spa	1	0.00	750.00	1	0.00	700.00
<i>Development Services Fees:</i>						
Credit Card Fee			36.90			53.65
Technology Fee			25.00			25.00
Totals For Permits Shown Above	6	18500.00	1511.90	5	27052.00	2198.65

# Council Monthly Summary Report for period between 08/01/2024 and 08/31/2024 **City of Shavano Park**

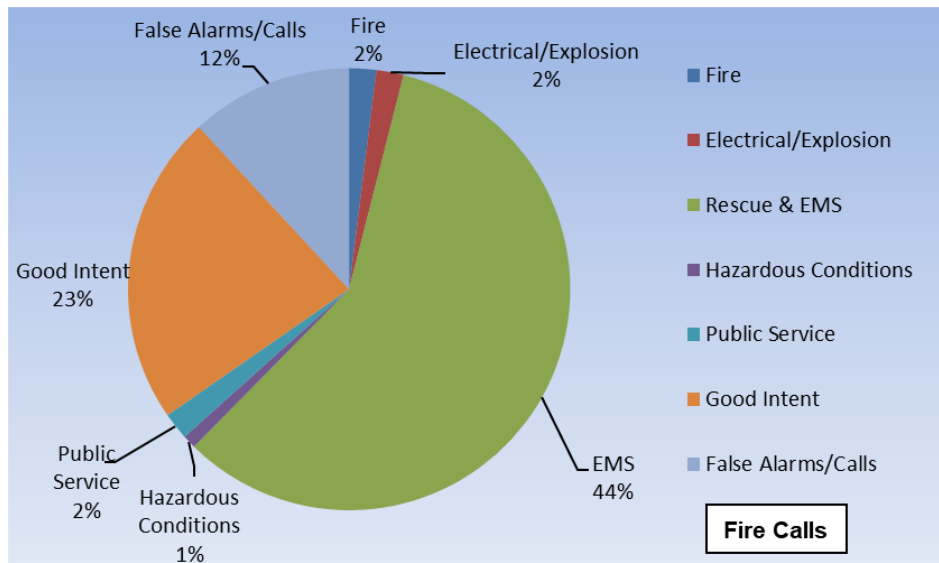
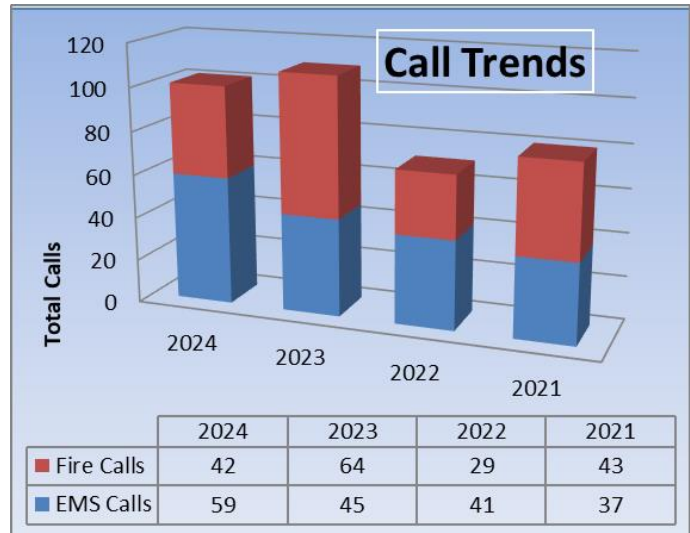
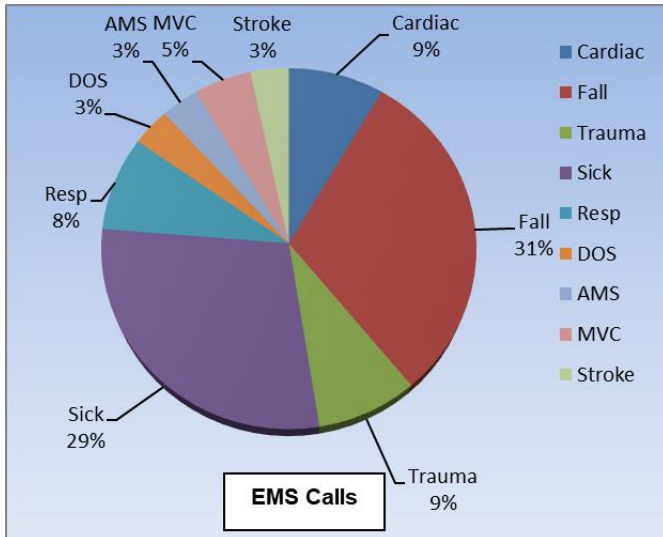
Description	[Designated period: 8/1/2024 to 8/31/2024]			[Prior period: 8/1/2023 to 8/31/2023]		
	Prms	Valuation	Fee Paid	Prms	Valuation	Fee Paid
<b>Residential:</b>						
Additions Addition*	0	0.00	0.00	1	0.00	328.78
Building (R) New Residence*	1	0.00	11530.82	0	0.00	0.00
Electric (R)	7	0.00	1555.00	4	0.00	1050.00
Fence (R) Fence	2	0.00	600.00	1	0.00	100.00
Fence (R) Masonry Wall	1	0.00	350.00	0	0.00	0.00
Fence (R) Other (please explain below)	0	0.00	0.00	1	0.00	300.00
Gas (R)	1	0.00	100.00	1	0.00	200.00
HVAC (R)	5	0.00	1200.00	9	0.00	1600.00
Irrigation (R) Other (please explain below)	0	0.00	0.00	1	0.00	200.00
Plumbing (R)	5	0.00	1150.00	11	0.00	3155.00
Remodel (R) Accessory Building*	0	0.00	0.00	1	0.00	147.74
Remodel (R) Improvements/Remodels**	1	0.00	269.19	1	0.00	100.00
Roof (R) Roof (or re-roof)	1	0.00	150.00	0	0.00	0.00
Septic (R)	0	0.00	0.00	1	0.00	420.00
Tree Trimming (R)	8	0.00	280.00	8	0.00	280.00
<i>Development Services Fees:</i>						
Credit Card Fee			432.65			191.48
Technology Fee			115.00			185.00
Totals For Permits Shown Above	32	0.00	17732.66	40	0.00	8258.00
<b>Total For All Permits In The Period</b>	<b>80</b>	<b>23625.00</b>	<b>23606.14</b>	<b>94</b>	<b>1606486.00</b>	<b>28724.57</b>

# Shavano Park Fire Department



## Summary of Events for August 2024

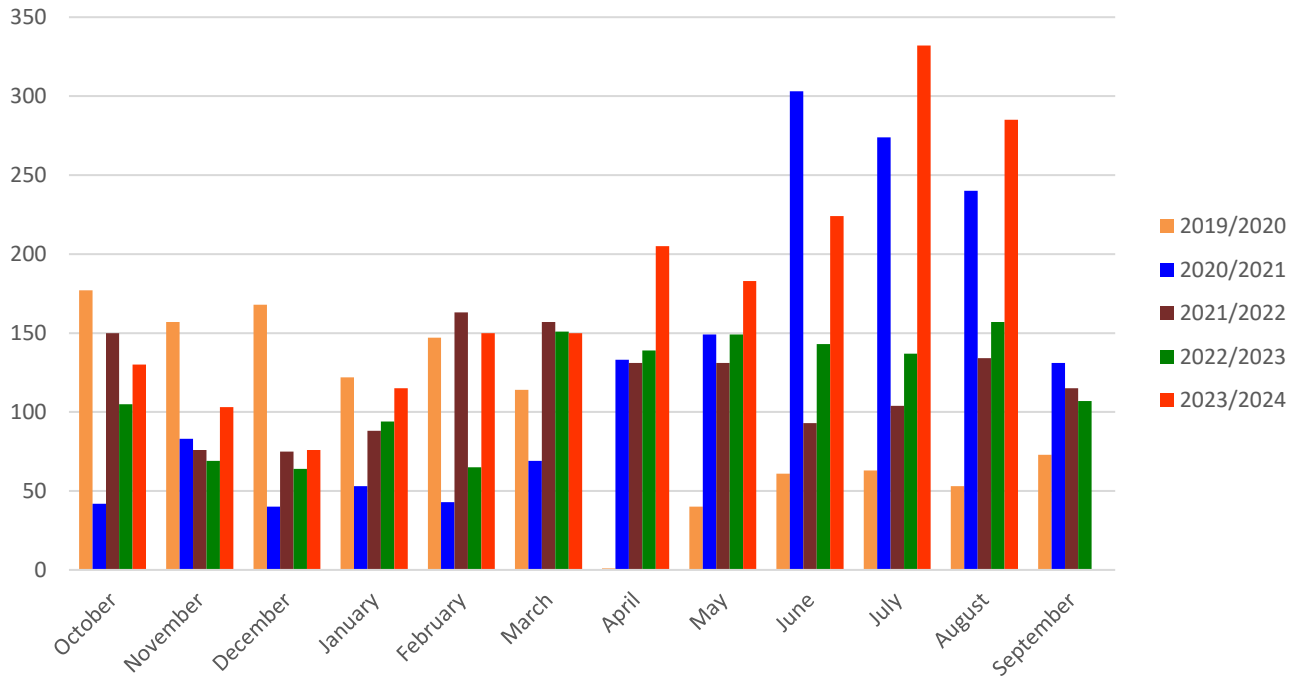
- Shavano Park FD responded to **101** requests for service in **August**.
- This is a **7% decrease** from the previous **August**.
- Shavano Park FD responded to **8** automatic aid requests from Leon Springs FD, Bexar-Bulverde, and Hollywood Park FD.
- Shavano Park FD received **4** automatic aid responses for Castle Hills FD and Bexar County ESD 8.
- Shavano Park FD Responded/stood-by for **23** mutual aid requests from other departments.
- The average response time for calls within Shavano Park is **4 minutes 41 seconds** this month.
- Fire Fighters completed a total of **147 hours of fire** and **109 hours of EMS** training in the month of **August**.
- Certified Fire Inspector inspected **6** commercial buildings.
- Fire crews performed **4** pre-incident fire plan reviews
- Certified Plans Examiners reviewed **2** sets of commercial building/renovation plans/changes to previously submitted plans
- ALS care (Paramedics) Accounted for **77%** of EMS responses for August



# City of Shavano Park

## Municipal Court Activity August 2024

### Cases Filed Per Month

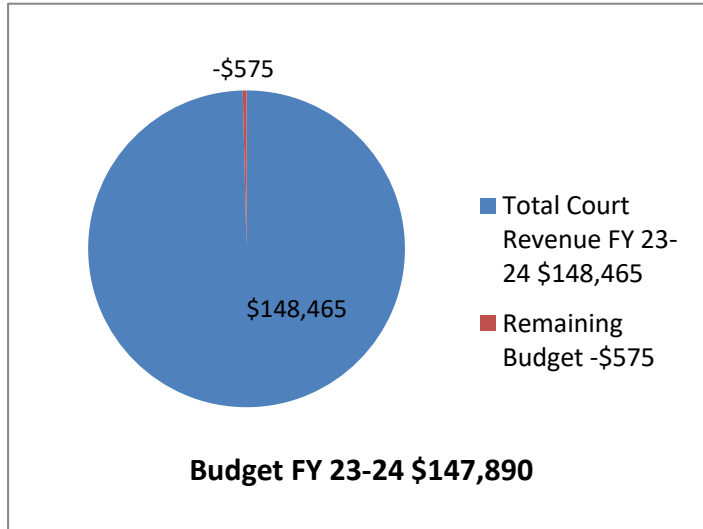


Cases Resolved	Current Month	Prior Year
Fine	64	31
Not Guilty By Judge	1	0
Guilty	36	20
Dismissed	1	10
Compliance Dismissal	50	20
Defensive Driving	24	9
Deferred Disposition	20	23
Proof of Insurance	3	4
<b>TOTAL</b>	<b>199</b>	<b>117</b>

**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 23/24	Prior 22/23
October	\$ 13,931	\$ 9,566
November	9,210	11,489
December	8,436	6,109
January	8,186	9,163
February	12,751	10,196
March	14,695	12,761
April	13,370	10,905
May	15,665	14,770
June	15,396	12,847
July	16,426	12,061
August	20,399	10,981
September	-	13,322
<b>TOTAL</b>	<b>\$ 148,465</b>	<b>\$ 134,169</b>





**Monthly Activity Report**  
**City of Shavano Park Police Department**  
**August 2024**

**Activity Report: 17 criminal offenses out of 13 incidents were handled by the Police Department for the month of August.**  
**122 total Criminal Offenses were handled by the Department for CY 2024.**

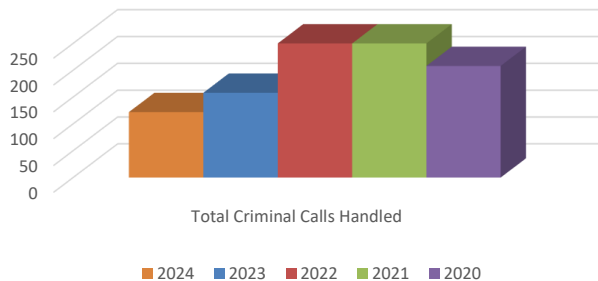
Criminal Incidents	Aug	Calendar Year				
		2024	2023	2022	2021	2020
Alcohol Beverage Code Violations	1	3	0	5	0	0
Arrest of Wanted Persons (Outside Agency)	2	9	12	26	27	10
Assault / Assault Family Violence / Assault on P.O.	1	8	7	7	11	9
Burglary Building	0	5	4	5	6	5
Burglary of Habitation	0	0	0	0	2	0
Burglary Vehicle	1	10	25	35	23	10
Criminal Mischief / Reckless Damage	0	4	2	9	17	9
Criminal Mischief Mail Box	0	0	0	1	3	0
Criminal Trespass	0	0	0	0	6	3
Cruelty to Animals	0	0	0	0	1	0
Disorderly Conduct	0	1	1	0	3	0
Deadly Conduct	0	0	1	2	1	0
Duty on Striking Fixture/Landscaping	0	0	2	1	4	0
Driving Under the Influence - Minor	0	2	0	2	1	0
Driving While Intoxicated	0	13	20	20	28	15
Driving while License Suspended / Invalid (ENHANCED)	0	0	0	0	1	1
Endangerment of Child	0	0	0	0	0	0
Engaging in Organized Crime	0	0	0	0	1	0
Evading Arrest/Escape Custody	1	5	12	10	9	5
Exploitation Child/Elderly/Disabled	0	0	0	0	1	0
Failure to Identify	0	1	1	1	0	1
Fraud / Forgery / False Reports / Tamper w/Govt. Record	0	5	14	15	12	8
Graffiti	0	0	0	0	0	1
Harassment / Retaliation / Terroristic Threat / Viol. Protect. Order	0	2	2	9	3	4
Illegal Dumping	0	1	0	0	6	0
Injury to Child/Elderly/Disabled	0	1	0	3	1	0
Kidnapping / Unlawful Restraint	0	1	0	0	0	0
Leaving Scene of Accident / Property Damage	1	2	0	3	7	1
Minor In Possession Alcohol/Tobacco	0	0	4	4	3	13
Murder	1	1	0	0	1	0
Narcotics Violation (class B and up)	0	2	5	18	7	31
Narcotics Violation (class C)	1	17	16	23	17	24
Unlawful Possession/Carry Weapon	0	2	2	11	4	7
Public Intoxication	0	1	1	0	0	1
Reckless Driving	2	3	0	0	2	0
Resisting Arrest/Interference/Hindering	2	3	0	2	2	2
Robbery	0	1	0	1	2	2
Sexual Offense	0	1	0	1	0	1
Solicitation of a Minor / Indecency with a Minor	0	0	0	1	0	0
Stalking	0	0	0	0	2	0
Suicide	1	2	0	1	1	1
Tampering with Evidence	0	0	1	0	1	2
Theft	2	10	20	21	25	29
Theft of Mail	0	2	3	6	3	7
Theft of Motor Vehicle	1	4	2	3	5	2
Unauthorized Use of Motor Vehicle	0	0	1	4	1	4
<b>Total Criminal Calls Handled</b>	<b>17</b>	<b>122</b>	<b>158</b>	<b>250</b>	<b>250</b>	<b>208</b>

**Monthly Activity Report  
City of Shavano Park Police Department  
August 2024**

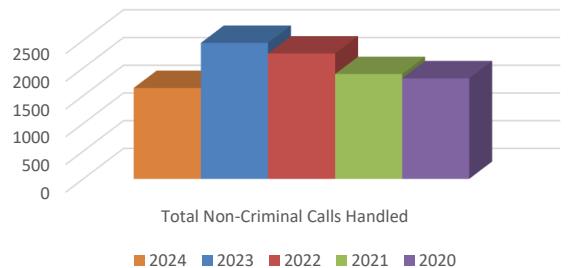
**Non-Criminal Incidents**

	Aug	Calendar Year				
		2024	2023	2022	2021	2020
Accidents Major (With Injuries)	0	2	4	5	6	2
Accidents Minor (Non-Injury)	9	59	60	68	78	36
Alarm Call	32	220	423	419	417	401
Animal Calls / Complaints	9	61	30	129	97	107
Assist Fire Department / EMS	6	39	473	404	372	373
Assist Other Law Enforcement Agencies	4	38	67	82	32	59
Assist the Public	5	20	72	78	37	80
City Ordinance Violations	25	188	251	42	47	57
Animal Nuisance 4 Rubbish 5 Tree 1 Vegetation 14 RV 1						
Civil Standby	0	3				
Criminal Trespass Warning	0	0	1	2	10	11
Deceased Person / Natural / Unattended	0	7	32	20	17	23
Disturbance / Keep the Peace	7	15	55	72	63	71
Emergency Detention	1	9	8	8	12	12
Impounded Vehicles	31	127	102	94	0	0
Injured / Sick Person	45	290				
Investigation/ Information	42	233	278	271	131	127
Missing Person / Runaway	1	4	2	2	0	3
Motorist Assist	1	17				
Recovered Property / Found Property	0	15	20	19	18	11
Suspicious Activity, Circumstances, Persons, Vehicles	7	105	173	186	164	154
Traffic Hazard	2	14	24	46	30	21
Welfare Concern	5	46	83	88	69	48
911 Hang-up Calls	27	127	294	225	290	217
<b>Total Non-Criminal Calls Handled</b>	<b>259</b>	<b>1639</b>	<b>2452</b>	<b>2260</b>	<b>1890</b>	<b>1813</b>
<b>Officer Initiated Contacts</b>		<b>Calendar Year</b>				
	<b>Aug</b>	<b>2024</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>
Community Policing Contacts / Crime Prevention					2754	899
Out of Town / Patrol-By Requests	16	153	291	285	196	211
House Checks	444	2676	4350	5504		
Business Checks	525	5235	7720	4151		
Citizen Policing Contacts	781	6901	7492	4408		
Crime Prevention Activities	9	78	857	384		
Field Interview Contacts	2	14	18	585		
<b>Total Officer Initiated Contacts</b>	<b>1777</b>	<b>15057</b>	<b>20728</b>	<b>15317</b>	<b>2950</b>	<b>1110</b>

**Criminal Calls**



**Non Criminal Calls**



## City of Shavano Park Police Department August 2024 Breakdown

### Alcohol Beverage Code Viol

1. 17600 blk. N.W. Military Hwy.

### Arrest of Wanted Person

1. 16000 blk. N.W. Military Hwy.  
2. 3800 blk. De Zavala Road

### Assault

1. 3600 blk. Paesanos Pkwy..

### Burglary of Vehicle

1. 300 blk. Berkeley Oak

### Duty on Striking Vehicle

1. 4100 blk. Pond Hill Road

### Evading Arrest

1. 3800 blk. De Zavala Road

### Murder

1. 100 blk. Cinnamon Oak

### Narcotic Violation

1. 13900 blk. N.W. Military Hwy.

### Reckless Driving

1. 16000 blk. N.W. Military Hwy.  
2. 3800 blk. De Zavala Road

### Resisting Arrest/Interference/Hindering

1. 16700 blk. N.W. Military Hwy.  
2. 16000 blk. N.W. Military Hwy.

### Suicide

1. 100 blk. Cinnamon Oak

### Theft

1. 100 blk. Lacey Oak Drive  
2. 3600 blk. Paesanos Pkwy.  
3. 900 blk. Saddletree Court

### August 2024

Officer	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	Total A
Warnings	21	46	25	18	8	18	32	51	0	15	52	12	6	0	0	304
Citations	2	9	122	17	0	7	20	71	0	6	42	13	3	0	0	312
Cases	7	37	43	18	20	6	21	28	3	7	23	18	32	1	1	265
Activity Totals	30	92	190	53	28	31	73	150	3	28	117	43	41	1	1	881
Vehicles Stopped	22	51	96	27	7	22	47	94	0	18	78	18	8	0	0	488

Cantu    De Anda    Escorza    Espinoza    Flores    Garza    Gutierrez    Nakazono    Page    Quintanilla    Schumacher    Villanueva    Wallace    Fox    Kelley

Officer	P	Q	R	S	T	U	V	W	X	Y	Z	Total B
Warnings												0
Citations												0
Cases												0
Activity Totals	0	0	0	0	0	0	0	0	0	0	0	0
Vehicles Stopped												0

Grand Total
304
312
265
881
488

# PUBLIC WORKS DEPARTMENT

## Monthly Report August 2024

### WATER UTILITY

- PW staff has GPS 100% of valve locations. We are currently working on identifying infrastructure, e.g., the type of water main, the size of the water main, where it is located, and the depth of the pipe. to allow us to input into our GIS software.
- PW staff was able to address some conflicting Water Services in the Cul-De-Sacs and also updated 40 feet of A/C water main to brand new 6-in PVC on Turkey Creek.
- PW staff reset a tripped breaker at well site 6. A low power surge faulted the well site the water well was out for one hour

### FACILITIES

- PW staff addressed some septic tank issues at City Hall. The air diffuser broke inside the septic tank. The air diffuser has now been replaced, and the tank is operating correctly.

### STREETS

- PW staff replaced a new digital speed limit sign on north bound Lockhill Selma north of DeZavala.
- PW staff mowed NW Military Hwy from Huebner to Pond Hill both directions. All staff members participated with this activity. Duration of time to complete 1 ½ days.
- PW staff removed a dead tree on DeZavala near the Blackjack Oak intersection. The tree was very rotted, and parts of it had already fallen into the roadway.
- Trimmed overgrown trees near the crosswalk at Pond Hills / NW Military to improve the visibility of pedestrians to oncoming Northbound traffic.

Water Utility					AUGUST		FY	
# of Gallons Pumped					26,560,710		172,860,036	
# of Gallons Sold					24,297,006		161,212,043	
Water Losted in gallons					2,263,704		12,866,640	
Flushing					9,500		100,500	
% of Loss					9%		7%	
Water Revenue					\$ 99,418.20		\$ 610,724	
EAA Fees Collected					\$ 12,171.50		\$ 80,672	
Water Service Fees					\$ 5,728.16		\$ 62,605	
Debt Service Collected					\$ 18,083.52		\$ 185,576	
Late Fees					\$ 966.01		\$ 12,867	
Cellular Access Fee					\$ 8.90		\$ 98	
Water Used by City					74,000		1,486,000	
Water Cost Used by City					\$ 783.54		\$ 13,816	
# of Water Complaints					2		12	
# of Bill Adjustments					1		35	
# of locate tickets					43		587	

**PUBLIC WORKS DEPARTMENT**  
**Monthly Report August 2024**

<b>CITY OF SHAVANO PARK</b>					
<b>MONTHLY COMPARISON TO LAST YEAR</b>					
<b># OF WATER ACCOUNTS IN EACH TIER</b>					
Tiers	Breakdown of Tiers in Thousands of Gallons	# of Units In Tier	Rate per 1,000 Gallons	<b>AUGUST 2023</b>	<b>AUGUST 2024</b>
Tier 1	0-5,000	5	\$3.07	64	105
Tier 2	5,001 - 30,000	25	\$3.40	208	296
Tier 3	30,001 - 50,000	20	\$3.83	158	146
Tier 4	50,001 - 70,000	20	\$4.58	110	77
Tier 5	70,001 - 100,000	30	\$6.29	111	51
Tier 6	Over 100,001		\$11.94	60	37
				711	712
	Other Fees			<b>AUGUST 2023</b>	<b>AUGUST 2024</b>
	EAA Fee @ \$.50/ 1,000 Gallons			\$17,290.00	\$12,171.50
	Debt Service Fee @ \$ 22.58			\$15,783.42	\$18,083.52
	Water Svc Fee	5/8	\$5.10	\$107.10	\$0.00
		3/4	\$7.34	\$4,763.66	\$4,925.14
		1	\$13.06	\$248.14	\$261.20
		1 1/2	\$29.38	\$176.28	\$176.28
		2	\$52.22	\$313.32	\$65.54
	<b>Water Sales Only</b>			<b>\$159,965.36</b>	<b>\$100,384.21</b>

## CITY COUNCIL STAFF SUMMARY

Meeting Date: September 16, 2024

Agenda item: 8.1/8.2

Prepared by: Curtis Leeth

Reviewed by: Bill Hill

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### AGENDA ITEM DESCRIPTION:

8.1. Public Hearing - The purpose of the public hearing is to receive comments from members of the public on proposed rezoning of a 22-acre lot on Loop 1604 Frontage Road in the City of Shavano Park legally described as CB 4782 P-36 (21.7293 AC), CB 4783, P-2 (1.0093 AC), from B-2 Business and Office District zoning to Mixed-Used District (MXD) zoning of mixed commercial and density single-family residential uses

8.2. Discussion /action - Ordinance O-2024-010 rezoning a 22-acre lot on Loop 1604 Frontage Road in the City of Shavano Park legally described as CB 4782 P-36 (21.7293 AC), CB 4783, P-2 (1.0093 AC), from B-2 Business and Office District zoning to Mixed-Used District (MXD) zoning of mixed commercial and density single-family residential uses (first reading) - Assistant City Manager / Bitterblue

X

#### Attachments for Reference:

- 1) 8.2a Ord O-2024-010
- 2) 8.2b 22-acres MXD Rezoning Ltr
- 3) 8.2c Existing Unit 15D MXD Site Plan
- 4) 8.2d Sec. 36-41 – MXD of City Code

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**BACKGROUND / HISTORY:** On August 19, 2024 the City received a rezoning request to rezone the 22-acre lot north of Huntington along Loop 1604 from B-2 Business and Office District to Mixed-Use (MXD) zoning of mixed commercial and density single-family residential uses (attachment 8.2b). On August 21, City staff mailed out public notices to all property owners within 500 feet and paper notice for the public hearing as required by City Ordinances.

Mixed-Use Districts are a zoning district that allows a combination of residential, office, and commercial uses, which may or may not be in the same building, and flexibility in the planning and construction of the development in accordance with an approved site plan that allows for a broad range of mixed uses. City staff attached the governing regulations for MXDs – Sec. 36-41 as attachment 8.2d. In addition, the existing MXD zoning district site plan for Pond Hill Garden Villas Unit 1 / 2 along with the businesses fronting Loop 1604 around Pond Hill West (Unit 15D) is attached as attachment 8.2c for reference.

At the September 4, 2024 Planning & Zoning Meeting the Commission, after a public hearing, the Commission unanimously recommended approval of the MXD rezoning request.

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**DISCUSSION:** The proposed rezoning would allow a mixture of density single-family residences (townhomes) along, retail and hospital uses, and an open recreational space with trails and landscaping. A 45-foot to 75-foot-wide greenbelt buffer will be maintained to the adjacent Huntington HOA and a planned trail is planned within this buffer to connect Kinan Way/Pond Hill to the Salado Creek Greenway.

Bitterblue provided additional explanation of the planned developments:

Please note for this proposed plan:

1. Additional buffer areas and open space (2.46 acres) will be added adjacent to the existing Huntington buffer area – the overall area of the buffers are addressed on the campus plan.
2. The townhomes will be for sale homes priced at around \$1M, similar to the Quarry Heights Townhomes near the Alamo Quarry Market – pictures are attached for your reference. The townhomes will be 2 story. The architecture will not be Mediterranean (like Quarry Heights) but would be in the more traditional Shavano Park architectural palette.
3. The townhome area will have private streets with secured access (gated) and a secured community perimeter – fenced or walled.
4. The hospitality tract is planned for a possible future Shavano Park small-scale boutique hotel.
5. The street to be built connecting Pond Hill Rd. to Loop 1604 will be a public street.
6. The trails and trail connections will be constructed in conjunction with the overall campus development.

City staff believe the current site plan provides sufficient detail to meet the requirements of Sec. 36-41. MXDs are designed to be flexible for developers and there is mechanism to “fine-tune” the site plan as development progresses with MXD Site Plan amendments. See Sec. 36-41(f) in attachment 8.2d.

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**COURSES OF ACTION:** Recommend approval of rezoning request; or alternatively recommend disapproval and provide guidance to staff.

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**FINANCIAL IMPACT:** \$750 rezoning fee received.

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**MOTION REQUESTED:** Motion to recommend approval of the rezoning request from Bitterblue, Inc. to rezone a 22-acre lot on Loop 1604 Frontage Road in the City of Shavano Park legally described as CB 4782 P-36 (21.7293 AC), CB 4783, P-2 (1.0093 AC), from B-2 Business and Office District zoning to Mixed-Used District (MXD) zoning of mixed commercial and density single-family residential uses (first reading).

**ORDINANCE NO. O-2024-010**

**AN ORDINANCE REZONING A 22-ACRE LOT ON LOOP 1604 FRONTAGE ROAD IN THE CITY OF SHAVANO PARK LEGALLY DESCRIBED AS CB 4782 P-36 (21.7293 AC), CB 4783, P-2 (1.0093 AC), FROM B-2 BUSINESS AND OFFICE DISTRICT ZONING TO MIXED-USED DISTRICT (MXD) ZONING OF MIXED COMMERCIAL AND DENSITY SINGLE-FAMILY RESIDENTIAL USES; FINDING THIS ORDINANCE TO HAVE BEEN CONSIDERED PURSUANT TO THE LAWS GOVERNING OPEN MEETINGS; PROVIDING A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.**

---

**WHEREAS**, Chapter 211 of Texas Local Government Code empowers the City Council of the City of Shavano Park to enact zoning regulations and provides for their administration, enforcement and amendment; and

**WHEREAS**, the City of Shavano Park has complied with all notice of public hearing as required by the Code of Ordinances of the City of Shavano Park and Chapter 211 of Texas Local Government Code; and

**WHEREAS**, in keeping with the spirit and objectives of the Zoning Code, the City Council has given due consideration to all components of said proposed zoning change and the recommendations of the Planning and Zoning Commission; and

**WHEREAS**, it is the intent of the City Council to provide harmony between existing zoning districts and proposed land uses; and

**WHEREAS**, the Mixed-Use District Site Plan ("**Exhibit A**") proposes a combination of residential, office, and commercial uses, which may or may not be in the same building, and flexibility in the planning and construction of the development in accordance with Sec. 36-41 of the City of Shavano Park Code of Ordinances; and

**WHEREAS**, the City Council desires to amend the Zoning Map by rezoning a 22-acre lot on Loop 1604 Frontage Road in the City of Shavano Park legally described as CB 4782 P-36 (21.7293 AC), CB 4783, P-2 (1.0093 AC), from B-2 Business and Office District zoning to Mixed-Used District (MXD); and

**WHEREAS**, the City Council specifically finds that the requirements specified herein are rationally related to protecting the public purposes of lessening congestion in the streets, securing the safety of its citizens from fire, panic, and other dangers, promoting the health and the general welfare of its citizens, preventing the overcrowding of land, and avoiding undue concentration of population.

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



**I  
SECTION**

**THAT** the Zoning Map of the City of Shavano Park is hereby amended by rezoning a 22-acre lot on Loop 1604 Frontage Road in the City of Shavano Park legally described as CB 4782 P-36 (21.7293 AC), CB 4783, P-2 (1.0093 AC), from B-2 Business and Office District zoning to Mixed-Used District (MXD).

**II  
SECTION**

**THAT** the site plan for the proposed Mixed-Use District, attached and included therein as "**Exhibit A**", is hereby the approved MXD Site Plan for the development of the 22-acre lot on Loop 1604 Frontage Road in the City of Shavano Park legally described as CB 4782 P-36 (21.7293 AC), CB 4783, P-2 (1.0093 AC).

**III  
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.

**IV  
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.

**V  
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

**VI  
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 16th day of September, 2024.

**PASSED AND APPROVED** on the second reading by the City Council of the City of Shavano Park this the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

---

**ROBERT WERNER, MAYOR**

Attest:

---

**KRISTEN M. HETZEL, CITY SECRETARY**

# Proposed Campus Development Plan for City of Shavano Park 22 Acre Public Improvement District



"Maximum building heights, commercial intensities, and parking ratios will comply with Zoning District B-2, unless otherwise amended. The residential density will not exceed 39 town homes as provided hereon."

### Townhome Development Summary:

- 16 ~ 30' x 80' Units
- 23 ~ 30' x 100' Units
- 39 total**

### Site design elements include:

- 52 Off-street parking spaces
- Dog Park
- Tandem Pickleball Courts
- Three Trailheads

NOTE: This plan is conceptual and subject to change.  
All acreages, lot configurations, street geometry, and pathway alignments are approximate.



## BROWN & MCDONALD

ATTORNEYS AT LAW

August 19, 2024

Mr. Bill Hill  
City Manager  
900 Saddletree Court  
Shavano Park, TX 78231

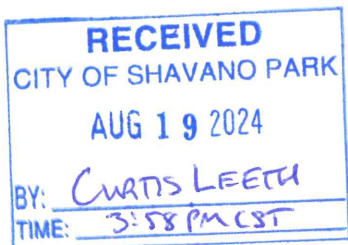
Re: Rezoning Request for a +/- 22.458-Acre Tract of Land Located at Collins Circle, Formally Described as CB 4782 P-36 (21.7293 AC), CB 4783 P-2 (1.0093 AC), in the City of Shavano Park, Bexar County, Texas (the “**Subject Property**”; see **Exhibit “A”**); *Our File Number 1000.027.*

Dear Mr. Hill,

The purpose of this correspondence is to respectfully request the City of Shavano Park to consider and approve the rezoning the Subject Property from Business District (“**B-2**”) to Mixed Use District (“**MXD**”), on behalf of Rogers Shavano Park UT 18/19, LTD (the “**Property Owner**”; see **Exhibit “B**”). This rezoning effort is part of a larger effort to establish a Public Improvement District to allow for a mixed use development.

The Property Owner seeks to develop the Subject Property into a mixed-use project encompassing a hotel, retail spaces, and townhomes (the “**Project**”; see **Exhibit “C**”). The current B-2 classification is not compatible with all proposed uses within the Project. Therefore, we respectfully request the City consider and recommend approval for the rezoning of the Subject Property to MXD.

Kindly, please schedule the rezoning request for the September 4, 2024 Planning and Zoning Commission meeting, followed by City Council as soon as possible thereafter. If you have any questions or require further information, please feel free to contact me using the details provided below.



Sincerely,

*Caroline McDonald*

Caroline McDonald

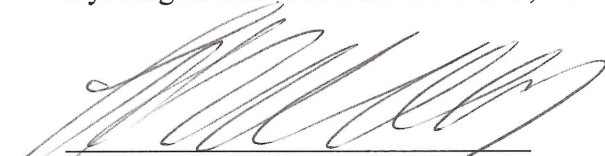
Mr. Bill Hill  
City Manager  
900 Saddletree Court  
Shavano Park, Texas 78231

RE: Representation in Connection with the Rezoning of a +/- 22.458-Acre Tract of Land  
Located at Collins Circle, Formally Described as CB 4782 P-36 (21.7293 AC), CB 4783  
P-2 (1.0093 AC), in the City of Shavano Park, Bexar County, Texas

To Mr. Hill

This letter hereby Authorizes Brown & McDonald PLLC, to represent, Rogers Shavano  
Park UT 18/19, LTD , the property owner, to represent before the City of Shavano Park, for any  
and all matters pertaining to the rezoning of the Subject Property.

By: Rogers Shavano Park UT 18/19, LTD

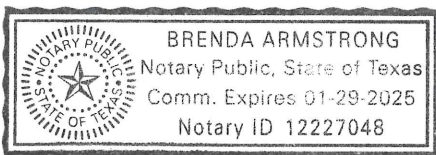
  
\_\_\_\_\_  
Signature  
Name: Lloyd A Denton  
Title: *Manager*

State of Texas §  
County of Bexar §

Before me, the undersigned authority, a notary public for the State of Texas, on this day personally  
appeared Lloyd A. Denton, known to me to be the person whose name is  
subscribed to the foregoing instrument and acknowledge to me that he executed the same for the  
purpose and consideration therein expressed.

Given under my hand and seal office, this the 13 day of August, 2024.

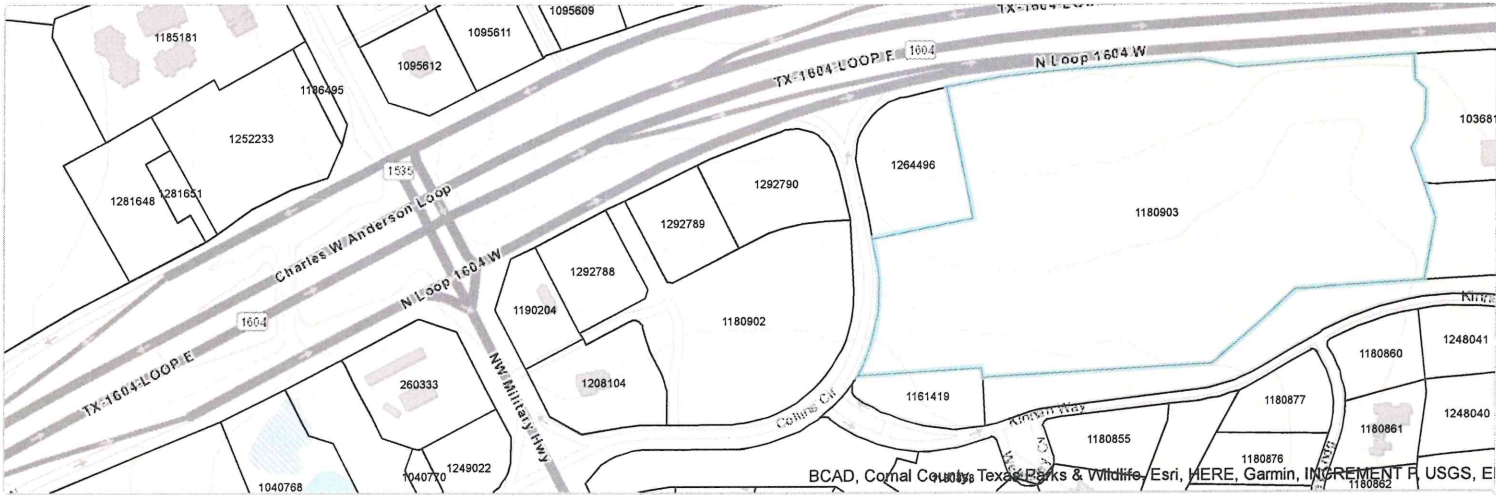
(SEAL)





# Exhibit "A"

<b>Property Identification #:</b> 1180903	<b>Property Information:</b> 2024	<b>Owner Identification #:</b> 440004
<b>Geo ID:</b> 04782-000-0365 <b>Situs Address:</b> COLLINS CIR SAN ANTONIO, TX 78231 <b>Property Type:</b> Real <b>State Code:</b> D1	<b>Legal Description:</b> CB 4782 P-36 (21.7293 AC), CB 4783 P-2 (1.0093 AC) <b>Abstract:</b> S15011 <b>Neighborhood:</b> NBHD code14060 <b>Appraised Value:</b> \$230,379.00 <b>Jurisdictions:</b> 56, 10, CAD, 36, 11, 08, 06, 09	<b>Name:</b> ROGERS SHAVANO PARK UT 18/19 LTD <b>Exemptions:</b> <b>DBA:</b> Null



Bexar CAD Map Search

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

# Bexar CAD

Property Search > 1180903 ROGERS SHAVANO PARK  
 UT 18/19 LTD for Year 2024

Tax Year: 2024

## Property

### Account

Property ID:	1180903	Legal Description:	CB 4782 P-36 (21.7293 AC), CB 4783 P-2 (1.0093 AC)
Geographic ID:	04782-000-0365	Zoning:	OCL
Type:	Real	Agent Code:	60001
Property Use Code:	099		
Property Use Description:	VACANT LAND		

### Protest

Protest Status:  
 Informal Date:  
 Formal Date:

### Location

Address:	COLLINS CIR SAN ANTONIO, TX 78231	Mapsco:	515C4
Neighborhood:	NBHD code14060	Map ID:	
Neighborhood CD:	14060	E-File Eligible	

### Owner

Name:	ROGERS SHAVANO PARK UT 18/19 LTD	Owner ID:	440004
Mailing Address:	11 LYNN BATTS LN STE 100 SAN ANTONIO, TX 78218-3077	% Ownership:	100.0000000000%
		Exemptions:	

## Values

(+) Improvement Homesite Value:	+	\$0	
(+) Improvement Non-Homesite Value:	+	\$0	
(+) Land Homesite Value:	+	\$0	
(+) Land Non-Homesite Value:	+	\$227,979	Ag / Timber Use Value
(+) Agricultural Market Valuation:	+	\$8,208,963	\$2,400
(+) Timber Market Valuation:	+	\$0	\$0
-----			
(=) Market Value:	=	\$8,436,942	
(-) Ag or Timber Use Value Reduction:	-	\$8,206,563	
-----			
(=) Appraised Value:	=	\$230,379	
(-) HS Cap:	-	\$0	
-----			

(=) Assessed Value: = \$230,379

**Taxing Jurisdiction**

Owner: ROGERS SHAVANO PARK UT 18/19 LTD  
 % Ownership: 100.000000000000%  
 Total Value: \$8,436,942

Entity	Description	Tax Rate	Appraised Value	Taxable Value	Estimated Tax
06	BEXAR CO RD & FLOOD	0.023668	\$230,379	\$230,379	\$54.52
08	SA RIVER AUTH	0.018000	\$230,379	\$230,379	\$41.47
09	ALAMO COM COLLEGE	0.149150	\$230,379	\$230,379	\$343.61
10	UNIVERSITY HEALTH	0.276235	\$230,379	\$230,379	\$636.39
11	BEXAR COUNTY	0.276331	\$230,379	\$230,379	\$636.61
36	CITY OF SHAVANO PARK	0.307742	\$230,379	\$230,379	\$708.97
56	NORTHSIDE ISD	1.011700	\$230,379	\$230,379	\$2,330.74
CAD	BEXAR APPRAISAL DISTRICT	0.000000	\$230,379	\$230,379	\$0.00
Total Tax Rate:		2.062826			
Taxes w/Current Exemptions:					\$4,752.31
Taxes w/o Exemptions:					\$4,752.31

**Improvement / Building**

No improvements exist for this property.

**Land**

#	Type	Description	Acres	Sqft	Eff Front	Eff Depth	Market Value	Prod. Value
1	CSS	Commercial Store Site	0.4850	21126.60	0.00	0.00	\$227,979	\$0
2	RES	R/1 Family not Farm Single	1.0000	43560.00	0.00	0.00	\$75,276	\$110
3	FLP	Flood Plain	4.0000	174240.00	0.00	0.00	\$23,526	\$430
4	CSS	Commercial Store Site	17.2536	751566.82	0.00	0.00	\$8,110,161	\$1,860

**Roll Value History**

Year	Improvements	Land Market	Ag Valuation	Appraised	HS Cap	Assessed
2024	\$0	\$8,436,942	2,400	230,379	\$0	\$230,379
2023	\$0	\$8,113,900	2,240	221,471	\$0	\$221,471
2022	\$0	\$6,834,590	1,910	186,466	\$0	\$186,466
2021	\$0	\$6,142,640	1,910	167,683	\$0	\$167,683
2020	\$0	\$6,142,640	1,910	174,940	\$0	\$174,940

**Deed History - (Last 3 Deed Transactions)**

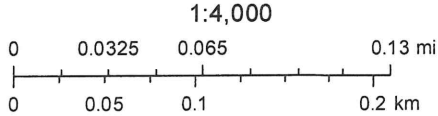
#	Deed Date	Type	Description	Grantor	Grantee	Volume	Page	Deed Number
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**Protest status and date information current as of Aug 7 2024 2:27AM.**





September 18, 2023

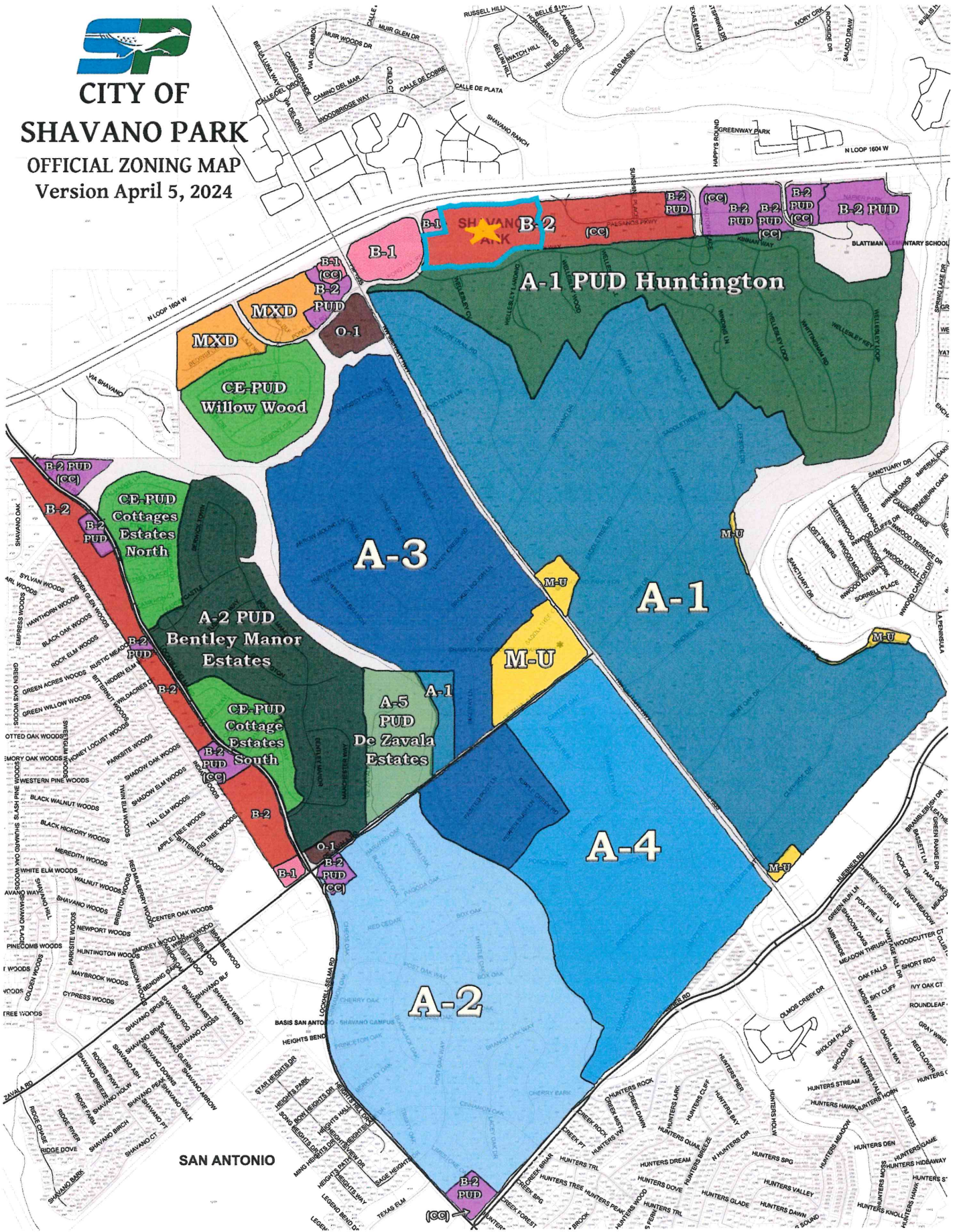




# CITY OF SHAVANO PARK

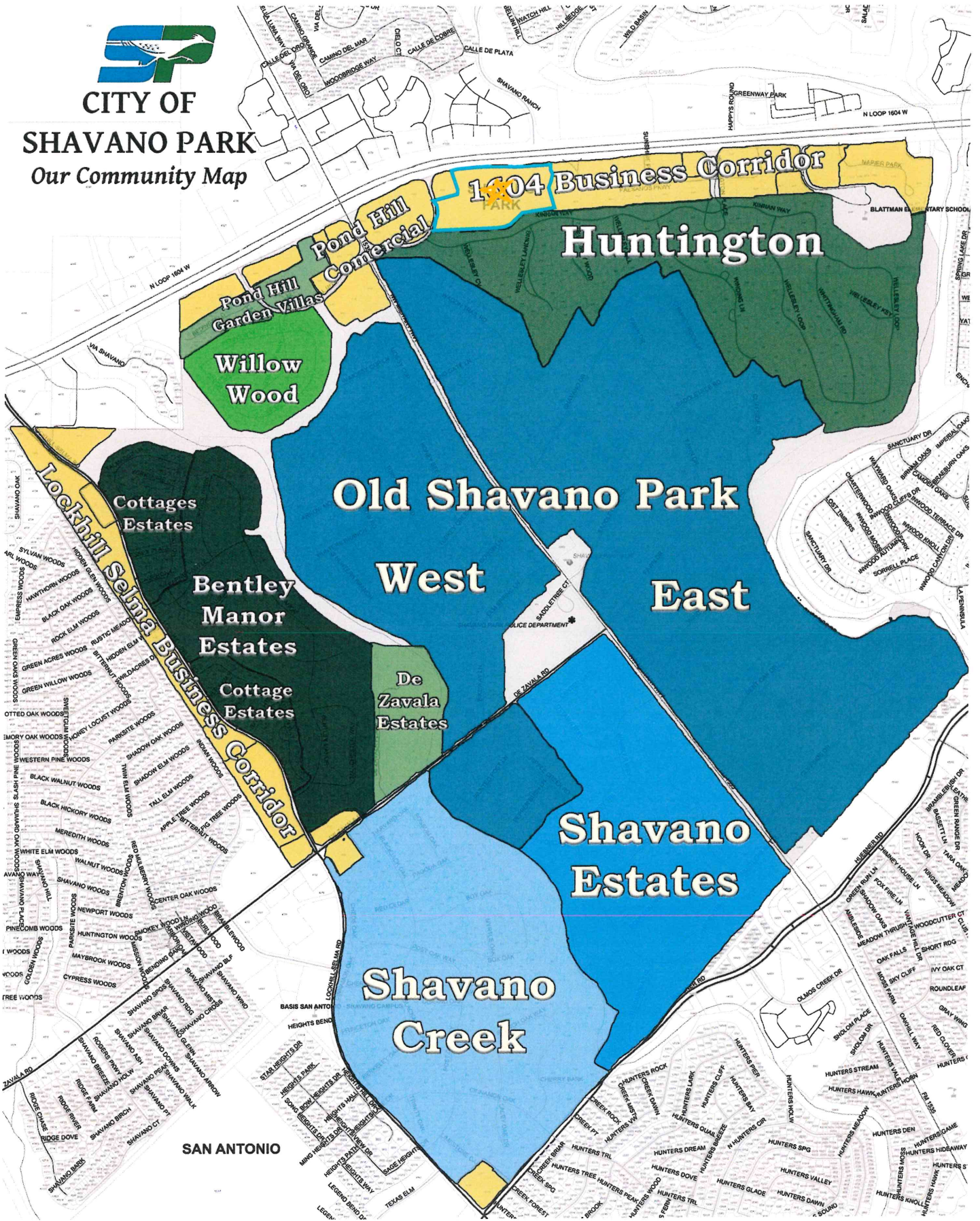
## OFFICIAL ZONING MAP

Version April 5, 2024





**CITY OF SHAVANO PARK**  
*Our Community Map*



SCANNED

Doc# 20030144924

**SPECIAL WARRANTY DEED  
WITH VENDOR'S LIEN**

**DATE:** Effective as of June 5, 2003

**GRANTOR:** THE ROGERS SHAVANO RANCH, LTD., a Texas limited partnership

**GRANTOR'S MAILING ADDRESS (including county):** 4040 Broadway, Suite 605, San Antonio, Bexar County, Texas 78209

**GRANTEE:** ROGERS SHAVANO PARK UNIT 18/19, LTD., a Texas limited partnership

**GRANTEE'S MAILING ADDRESS (including county):** 11 Lynn Batts Lane, Suite 100, San Antonio, Bexar County, Texas 78218

**CONSIDERATION:** Ten and No/100 Dollars (\$10.00) and the following notes of even date herewith, executed by Grantee and payable to the order of Grantor:

1. Note in the original principal amount of Four Million Seven Hundred Seventy-Two Thousand Five Hundred Ninety and No/100 Dollars (\$4,772,590.00), secured by a vendor's lien retained in this deed and by a deed of trust of even date herewith from Grantee to Richard B. Moore, Trustee, against a portion of the property comprising 345.89 acres, more or less, being more particularly described as Tracts 1 and 2 in Exhibit A attached hereto and incorporated herein.

2. Note in the original principal amount of Three Million Three Hundred Forty-Seven Thousand and No/100 Dollars (\$3,347,000.00), secured by a vendor's lien retained in this deed and by a deed of trust of even date herewith from Grantee to Richard B. Moore, Trustee, against a portion of the property comprising 133.88 acres, more or less, being more particularly described as Tracts 3 and 4 in Exhibit A attached hereto.

**PROPERTY (including any improvements):** The real property comprising 479.77 acres of land, more or less, in Bexar County, Texas, more particularly described as Tracts 1-4 in Exhibit A attached hereto and incorporated herein.

**RESERVATIONS FROM AND EXCEPTIONS TO CONVEYANCE AND WARRANTY:**

1. Easements, rights-of-way, and prescriptive rights, whether of record or not; all presently recorded instruments, other than liens and conveyances, that affect the Property; and taxes for the current year, and subsequent assessments for the current and prior years due to change in land usage, ownership or both, the payment of which Grantee assumes.

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2. By acceptance of this Special Warranty Deed, Grantee takes the Property in "AS IS" condition, except for the warranties of title as provided and limited herein. Grantor has not made and does not make any representations as to the physical condition, layout, footage, expenses, zoning, operation or any other matter affecting or related to the Property, and by acceptance hereof, Grantee expressly acknowledges that no such representations have been made. Grantor makes no other warranties, express or implied, of merchantability, fitness or suitability for a particular purpose or otherwise, except as set forth and limited herein. Any implied warranties are expressly disclaimed and excluded.

Grantor, for the Consideration and subject to the Reservations From and Exceptions to Conveyance and Warranty, grants, sells, and conveys to Grantee the Property, together with all and singular the rights and appurtenances thereto in any wise belonging, to have and hold it to Grantee, Grantee's successors or assigns forever. Grantor hereby binds Grantor and Grantor's successors to warrant and forever defend all and singular the property to Grantee and Grantee's successors and assigns, against every person whomsoever lawfully claiming or to claim the same or any part thereof, when the claim is made by, through and under Grantor, but not otherwise, except as to the Reservations From and Exceptions to Conveyance and Warranty.

The vendor's lien and superior title to the Property are retained until the notes described herein are fully paid according to their terms, at which time this deed shall become absolute.

When the context requires, singular nouns and pronouns include the plural.

**THE ROGERS SHAVANO RANCH, LTD., a  
Texas limited partnership**

By Its General Partners:

W.R. FAMILY GROUP, L.C., a Texas limited  
liability company

By:   
Wallace Rogers, III, Manager

W0110075Pg1610

STATE OF TEXAS       §  
                                  §  
COUNTY OF BEXAR   §

This instrument was acknowledged before me on June 4<sup>th</sup>, 2003, by Wallace Rogers, III, Manager of the W.R. Family Group, L.C., a Texas limited liability company, as a General Partner of The Rogers Shavano Ranch, Ltd., a Texas limited partnership, on behalf of said limited liability company and limited partnership



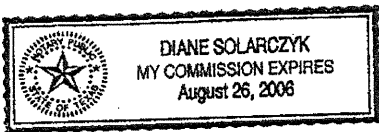
Diane Solarczyk  
Notary Public, State of Texas

THE N.R. FAMILY GROUP, INC., a Texas corporation

By: Jean Rogers Winchell  
Jean Rogers Winchell  
President

STATE OF TEXAS       §  
                                  §  
COUNTY OF BEXAR   §

This instrument was acknowledged before me on June 10<sup>th</sup>, 2003, by Jean Rogers Winchell, President of the N.R. Family Group, Inc., a Texas corporation, as a General Partner of The Rogers Shavano Ranch, Ltd., a Texas limited partnership, on behalf of said corporation and limited partnership.



Diane Solarczyk  
Notary Public, State of Texas

**Exhibits:**

Exhibit A – Property Description

AFTER RECORDING, RETURN TO:

Ms. Jamie M. Wilson  
Kerr, Wilson & Negrón, P.C.  
750 E. Mulberry, Suite 510  
San Antonio, Texas 78212

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**EXHIBIT A**

**PROPERTY DESCRIPTION**

479.77 acres of land, more or less, in Bexar County, Texas, described as follows:

**Residential Tracts:**

Tract 1: 55.99 acres of land, more or less, in Bexar County, Texas, more particularly described in **Exhibit A-1** attached hereto and incorporated herein.

Tract 2: 289.90 acres of land, more or less, in Bexar County, Texas, more particularly described in **Exhibit A-2** attached hereto and incorporated herein.

**Commercial Tracts:**

Tract 3: 46.94 acres of land, more or less, in Bexar County, Texas, more particularly described in **Exhibit A-3** attached hereto and incorporated.

Tract 4: 86.94 acres of land, more or less, in Bexar County, Texas, more particularly described in **Exhibit A-4** attached hereto and incorporated.

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Shavano Park Unit-18  
55.99 Acres

**EXHIBIT A-1**

**55.99 ACRE TRACT**



FIELD NOTES  
FOR  
(SHAVANO PARK 18 - RESIDENTIAL)

A 55.99 acre, or 2,438,900 square feet, tract of land out of a 406.8124 acre tract of land as described in instrument recorded in Volume 5553, Pages 103-130 of the Official Public Record of Real Property of Bexar County, Texas, in the City of Shavano Park, Bexar County, Texas, out of the Collin C. McCrae Survey No. 391, Abstract 482, County Block 4782 and out of the William Hotchkiss Survey No. 77, Abstract 336, County Block 4783. Said 55.99 acres being further described by metes and bounds as follows:

COMMENCING: At a point being at the westernmost corner of Lot 1809, Block 21 described as Shavano Park Subdivision, Unit-18A, as recorded in Volume 9552, Page 147 of the Deed and Plat Records of Bexar County, Texas, said point also being the northwestern corner of said 55.99 acre tract

THENCE: S 30°27'19" E, a distance of 1337.84 feet to the POINT OF BEGINNING;

THENCE: In a southwesterly and southerly direction along the northwestern then western line of said Shavano Park Unit 12-A, the following courses and distances:

S 47°34'52" W, a distance of 243.22 feet to a point;

N 84°46'50" W, a distance of 90.25 feet to a point;

S 31°25'02" W, a distance of 112.42 feet to a point;

S 06°15'27" W, a distance of 87.98 feet to a point;

S 06°16'49" W, a distance of 60.00 feet to a point;

S 33°00'03" W, a distance of 118.64 feet to a point;

S 12°08'56" W, a distance of 362.09 feet to a point;

S 34°19'14" W, a distance of 380.58 feet to a point;

S 57°07'14" W, a distance of 160.70 feet to a point;

S 13°47'25" W, a distance of 103.46 feet to a point;

N 76°12'35" W, a distance of 97.34 feet to a point;

S 57°03'05" W, a distance of 149.35 feet to a point;

**PAPE-DAWSON ENGINEERS, INC.**

555 East Ramsey | San Antonio, Texas 78216 | Phone: 210.375.9000 | Fax: 210.375.9010 | [info@pape-dawson.com](mailto:info@pape-dawson.com)

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S 75°15'16" W, a distance of 226.45 feet to a point, said point being the southernmost corner of this tract;

THENCE: N 61°22'46" W, a distance of 1,318.47 feet to a point;

THENCE: N 00°10'13" W, a distance of 707.61 feet to a point in the south right of way line of Loop 1604, and said point also being the westernmost corner of this tract;

THENCE: N 62°35'16"E, a distance of 403.63 feet to a point;

THENCE: S 46°37'10"E, a distance of 83.65 feet to a point;

THENCE: S 67°37'43"E, a distance of 114.23 feet to a point;

THENCE: S 75°58'10"E, a distance of 119.55 feet to a point;

THENCE: S 89°16'30"E, a distance of 163.64 feet to a point;

THENCE: N 80°55'54"E, a distance of 232.63 feet to a point;

THENCE: N 76°32'25"E, a distance of 170.62 feet to a point;

THENCE: S 90°00'00"E, a distance of 158.93 feet to a point;

THENCE: N 89°57'50"E, a distance of 1098.60 feet to the POINT OF BEGINNING and containing 55.99 acres of land in the City of Shavano Park, Bexar County, Texas. Said tract being described is based on record information and does not reflect an on the ground survey.

Prepared by: Pape-Dawson Engineers, Inc.  
Job No: 4523-01  
Date: May 29, 2003  
Doc Id: 4523\01\Word\FN030529a1 - Residential

VOL 10075 PG 1614

EXHIBIT A-2

289.90 ACRE TRACT



FIELD NOTES  
FOR  
(SHAVANO PARK - RESIDENTIAL)

A 289.9 acre (12,629,257 square feet more or less) of land being out of that 409.0636 acre tract described in instrument recorded Volume 8553, Pages 103-130 of the Official Public Records of Real Property of Bexar County, Texas, said 289.9 acre tract being more fully described as follows:

- COMMENCING: At a TxDOT monument at the east end of the cutback line for the intersection of the east right-of-way line of Northwest Military Drive (FM 1535, a 120-foot right-of-way), with the south right-of-way line of Charles Anderson Loop (FM 1604, right-of-way varies);
- THENCE: S 55°43'06" 3, a distance of 1,228.46 feet to the POINT OF BEGINNING;
- THENCE: N 33°35'56"E, a distance of 223.31 feet to a point;
- THENCE: N 23°18'49" E, a distance of 54.66 feet to a point;
- THENCE: N 03°50'13" E, a distance of 138.55 feet to a point;
- THENCE: N 86°23'18" E, a distance of 720.80 feet to a point;
- THENCE: N 49°03'23" E, a distance of 301.18 feet to a point
- THENCE: N 85°48'50" E a distance of 2,503.73 feet to a point;
- THENCE: N 86°03'17" E, a distance of 1,154.38 feet to a point;
- THENCE: Along a curve to the left, said curve having a radius of 272.50 feet, a central angle of 08°15'22", a chord bearing and distance of S76°30'04" E, 39.23 feet, and an arc length of 39.27 feet to a point;
- THENCE: S 80°37'45"E, a distance of 164.36 feet to a point;
- THENCE: S 04°04'24"E, a distance of 380.43 feet to a point;
- THENCE: S 57°17'51"E, a distance of 550.43 feet to a point;
- THENCE: N 79°51'26"E, a distance of 438.03 feet to a point;
- THENCE: Northeast, with a curve to the left, said curve having a radius of 160.00 feet, a central angle of 70°23'25", a chord bearing and distance of N 44°39'43" E, 184.44 feet, and an arc length of 196.57 feet to a point;

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Vol 10075 Pg 1615

- THENCE: N 09°28'00"E, a distance of 51.13 feet to a point;
- THENCE: Northwest, with a curve to the left, said curve having a radius of 350.00 feet, a central angle of 44°49'52", a chord bearing and distance of N 12°56'56" W, 266.92 feet, and an arc length of 273.86 feet to a point;
- THENCE: N 35°21'51"W, a distance of 347.09 feet to a point;
- THENCE: S 85°49'21"W, a distance of 139.30 feet to a point;
- THENCE: N 73°01'17"W, a distance of 138.54 feet to a point;
- THENCE: S 85°49'21"W, a distance of 631.67 feet to a point;
- THENCE: Northwest, with a curve to the right, said curve having a radius of 189.50 feet, a central angle of 90°06'40", a chord bearing and distance of N 49°07'19" W, 268.25 feet, and an arc length of 298.03 feet to a point;
- THENCE: N 04°04'00"W, a distance of 272.53 feet to a point;
- THENCE: N 43°35'27"E, a distance of 72.02 feet to a point;
- THENCE: S 88°44'42"E, a distance of 273.28 feet departing the common line between said 17.6 acre tract and 289.9 acre tract and along said south right-of-way to a point;
- THENCE: N 86°01'24"E, a distance of 1020.35 feet to a point;
- THENCE: S 03°58'17"E, a distance of 146.87 feet to a point;
- THENCE: N 86°01'43"E, a distance of 143.83 feet to a point;
- THENCE: N 03°58'17"W, a distance of 146.88 feet to a point;
- THENCE: N 86°01'24"E, a distance of 378.92 feet to a point;
- THENCE: S 00°08'11"E, departing said south right-of-way line, a distance of 212.97 feet to a point;
- THENCE: S 14°28'24"E, a distance of 249.81 feet to a point;
- THENCE: S 08°04'49"W, a distance of 936.72 feet to a point;
- THENCE: S 04°07'07"W, a distance of 622.31 feet to a point;

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THENCE: S 06°34'01"W, a distance of 581.08 feet to a point;  
THENCE: S 25°20'01"W, a distance of 501.07 feet to a point;  
THENCE: S 01°03'05"W, a distance of 608.50 feet to a point;  
THENCE: S 42°26'22"W, a distance of 240.00 feet to a point;  
THENCE: S 86°19'52"W, a distance of 448.30 feet to a point;  
THENCE: S 66°10'21"W, a distance of 1011.55 feet to a point;  
THENCE: S 25°06'56"W, a distance of 961.54 feet to a point;  
THENCE: N 21°10'29"W, a distance of 281.53 feet to a point;  
THENCE: N 13°53'17"W, a distance of 376.28 feet to a point;  
THENCE: N 01°06'42"E, a distance of 142.47 feet to a point;  
THENCE: N 14°45'00"E, a distance of 196.52 feet to a point;  
THENCE: N 20°46'44"E, a distance of 50.94 feet to a point;  
THENCE: N 49°51'44"E, a distance of 271.30 feet to a point;  
THENCE: N 31°58'46"W, a distance of 123.84 feet to a point;  
THENCE: N 00°02'04"E, a distance of 38.83 feet to a point;  
THENCE: N 79°44'44"E, a distance of 194.58 feet to a point;  
THENCE: N 84°56'49"E, a distance of 189.76 feet to a point;  
THENCE: N 67°10'49"E, a distance of 106.54 feet to a point;  
THENCE: N 23°36'41"W, a distance of 407.67 feet to a point;  
THENCE: N 70°24'31"E, a distance of 188.66 feet to a point;  
THENCE: N 16°21'49"W, a distance of 231.51 feet to a point;  
THENCE: N 05°37'49"W, a distance of 30.09 feet to a point;

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THENCE: S 63°02'51"W, a distance of 243.76 feet to a point;

THENCE: N 24°22'02"W, a distance of 179.94 feet to a point;

THENCE: S 60°41'14"W, a distance of 75.18 feet to a point;

THENCE: N 47°12'10"W, a distance of 314.64 feet to a point;

THENCE: N 75°12'55"W, a distance of 50.01 feet to a point;

THENCE: S 14°47'06"W, a distance of 69.94 feet to a point;

THENCE: Southwest, with a curve to the right, said curve having a radius of 81.73 feet, a central angle of 33°54'30", a chord bearing and distance of S 31°44'21" W, 47.67 feet, and an arc length of 48.37 feet to a point;

THENCE: S 48°41'36"W, a distance of 151.90 feet to a point;

THENCE: Southwest, with a curve to the right, said curve having a radius of 105.03 feet, a central angle of 26°59'48", a chord bearing and distance of S 62°11'30" W, 49.03 feet, and an arc length of 49.49 feet to a point;

THENCE: N 27°09'57"W, a distance of 1485.83 feet to a point;

THENCE: N 27°09'57"W, a distance of 57.15 feet to a point;

THENCE: S 62°49'55"W, a distance of 280.05 feet to a point;

THENCE: N 12°21'15"W, a distance of 168.32 feet to a point;

THENCE: N 27°10'05"W, a distance of 32.59 feet to a point;

THENCE: N 50°54'58"W, a distance of 37.89 feet to a point;

THENCE: S 62°49'55"W, a distance of 520.71 feet to a point;

THENCE: S 29°33'55"W, a distance of 252.68 feet to a point;

THENCE: S 49°46'44"E, a distance of 231.06 feet to a point;

THENCE: S 29°33'55"W, a distance of 50.88 feet to a point;

THENCE: N 49°46'44"W, a distance of 217.04 feet to a point;

THENCE: S 29°23'39"W, a distance of 347.96 feet to a point;

2011 00 75 Pg 1618

THENCE: N 32°53'53"W, a distance of 304.42 feet to a point;

THENCE: S 29°35'07"W, a distance of 892.02 feet to a point;

THENCE: N 22°01'07"W, a distance of 696.11 feet to a point;

THENCE: N 22°01'07"W, a distance of 27.32 feet to the POINT OF BEGINNING and containing 289.92 acres in the City of San Antonio, Bexar County, Texas. Said tract being described is based on record information and does not reflect an on the ground survey.

Prepared by: Pape-Dawson Engineers, Inc.  
Job No.: 4523-02  
Date: May 28, 2003  
Doc. Id.: m:\4523\02\word\field notes\030528a1.doc



**EXHIBIT A-3**

**46.94 ACRE TRACT**

FIELD NOTES  
FOR  
(SHAVANO PARK 18 – COMMERCIAL)

A 46.94 acre, or 2,044,900 square feet, tract of land out of a 406.8124 acre tract of land as described in instrument recorded in Volume 5553, Pages 103-130 of the Official Public Record of Real Property of Bexar County, Texas, in the City of Shavano Park, Bexar County, Texas, out of the Collin C. McCrae Survey No. 391, Abstract 482, County Block 4782 and out of the William Hotchkiss Survey No. 77, Abstract 336, County Block 4783. Said 46.94 acres being further described by metes and bounds as follows:

**BEGINNING:** At a point being at the westernmost corner of Lot 1809, Block 21 described as Shavano Park Subdivision, Unit-18A, as recorded in Volume 9552, Page 147 of the Deed and Plat Records of Bexar County, Texas, said point also being the northwestern corner of said 46.94 acre tract

**THENCE:** S 27°54'16" E, a distance of 233.84 feet along the common line between Lot 1809, Block 21 and the 46.94 acre tract of land to a point;

**THENCE:** S 72°28'21" E, a distance of 104.02 feet along the said common line between Lot 1809, Block 21 and the 46.94 acre tract of land to a point;

**THENCE:** N 62°03'23" E, a distance of 232.0 feet along the common line between Lot 1809, Block 21 and the 46.94 acre tract to a point;

**THENCE:** S 27°54'16" E, a distance of 1178.87 feet departing said common line and along the west line of said FM 1535 to an angle point, said point being the northeast corner of Lot 1143, Shavano Park, Unit 12-A as recorded in Volume 6400, Page 83 of the Deed and Plat Records of Bexar County, Texas;

**THENCE:** In a southwesterly and southerly direction along the northwestern then western line of said Shavano Park Unit 12-A, the following courses and distances:

N 86°26'57" W, a distance of 287.74 feet to a point;

**THENCE:** S 89°57'50"W, a distance of 1098.60 feet to a point;

**THENCE:** N 90°00'00"W, a distance of 158.93 feet to a point;

**THENCE:** S 76°32'25"W, a distance of 170.62 feet to a point;

**THENCE:** S 80°55'54"W, a distance of 232.63 feet to a point;

**PAPE-DAWSON ENGINEERS, INC.**

- THENCE: N 89°16'30"W, a distance of 163.64 feet to a point;
- THENCE: N 75°58'10"W, a distance of 119.55 feet to a point;
- THENCE: N 67°37'43"W, a distance of 114.23 feet to a point;
- THENCE: N 46°37'10"W, a distance of 83.65 feet to a point;
- THENCE: S 62°35'16"W, a distance of 403.63 feet to a point;
- THENCE: N 00°10'13" W, a distance of 431.43 feet to a point in the south right of way line of Loop 1604, and said point also being the westernmost corner of this tract;
- THENCE: N 62°05'45" E, a distance of 192.59 feet along the south right of way line of said Loop 1604 to an angle point;
- THENCE: N 67°45'51" E, a distance of 100.49 feet continuing along the south right of way line of said Loop 1604 to an angle point;
- THENCE: N 62°05'12" E, a distance of 585.92 feet continuing along the south right of way line of said Loop 1604 to an angle point;
- THENCE: N 67°00'59" E, a distance of 523.78 feet continuing along the south right of way line of said Loop 1604 to an angle point;
- THENCE: N 67°33'44" E, a distance of 264.80 feet continuing along the south right of way line of said Loop 1604 to an angle point;
- THENCE: N 62°03'25" E, a distance of 308.78 feet to the POINT OF BEGINNING and containing 46.94 acres of land in the City of Shavano Park, Bexar County, Texas. Said tract being described is based on record information and does not reflect an on the ground survey.

Prepared by: Pape-Dawson Engineers, Inc.  
Job No.: 4523-01  
Date: May 29, 2003  
Doc. Id.: 4523\01\Word\FIN\030529a2 - Commercial

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EXHIBIT A-4

86.94 ACRE TRACT

FIELD NOTES

FOR

(Shavano Park 19 – Commercial)



A 86.94 acre or 3,787,018 square feet more or less, tract of land being out of that 409.0636 acre tract described in instrument recorded Volume 8553, Pages 103-130 of the Official Public Records of Real Property of Bexar County, Texas, said 86.94 acre tract being more fully described as follows:

- BEGINNING: At a TxDOT monument at the east end of the cutback line for the intersection of the east right-of-way line of Northwest Military Drive (FM 1535, a 120-foot right-of-way), with the south right-of-way line of Charles Anderson Loop (FM 1604, right-of-way varies);
- THENCE: N 62°05'44"E, a distance of 372.64 feet to a point;
- THENCE: Northwest, with a curve to the right, said curve having a radius of 2,827.02 feet, a central angle of 21°34'04", a chord bearing and distance of N 72°52'46" E, 1057.90 feet, and an arc length of 1064.17 feet to a point;
- THENCE: N 83°39'48"E, a distance of 16.66 feet to a point;
- THENCE: Northeast, with a curve to the right, said curve having a radius of 3,700.01 feet, a central angle of 02°22'18", a chord bearing and distance of N 84°50'58" E, 153.15 feet, and an arc length of 153.16 feet to a point;
- THENCE: N 86°02'06"E, a distance of 339.04 feet to a point;
- THENCE: S 82°42'21"E, a distance of 101.78 feet to a point;
- THENCE: N 86°03'17"E, a distance of 210.00 feet to a point;
- THENCE: N 86°03'17"E, a distance of 489.96 feet to a point;
- THENCE: N 74°09'53"E, a distance of 30.70 feet to a point;
- THENCE: N 86°01'22"E, a distance of 554.14 feet to a point;
- THENCE: N 78°03'10"E, a distance of 100.98 feet to a point;
- THENCE: N 86°01'22"E, a distance of 1415.10 feet to a point;
- THENCE: S 82°39'56"E, a distance of 102.01 feet to a point;
- THENCE: N 86°01'46"E, a distance of 628.66 feet to a point;

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VOL 10075 PG 1622

- THENCE: S 51°43'26"E, a distance of 35.00 feet to a point along a common line between a 17.6 acre tract of land described as NISD Shavano Park Elementary School Subdivision recorded in Volume 9554, Page 52 of the Deed and Plat Records of Bexar County, Texas, and said 386.9 acre tract to a point;
- THENCE: S 00°00'00"W, departing said south right-of-way, a distance of 45.00 feet to a point;
- THENCE: N 90°00'00"E, a distance of 42.08 feet to a point;
- THENCE: S 04°04'00"E, a distance of 262.66 feet to a point;
- THENCE: Southeast, with a curve to the left, said curve having a radius of 272.50 feet, a central angle of 68°18'23", a chord bearing and distance of S 38 13'11" E, 305.97 feet, and an arc length of 324.87 feet to a point;
- THENCE: S 86°03'17" W, a distance of 1,154.38 feet to a point;
- THENCE: S 85°48'50" W, a distance of 2,503.73 feet to a point;
- THENCE: S 49°03'23" W, a distance of 301.18 feet to a point;
- THENCE: S 86°23'18" W, a distance of 720.80 feet to a point;
- THENCE: S 03°50'13" E, a distance of 138.55 feet to a point;
- THENCE: S 23°18'49" W, a distance of 54.66 feet to a point;
- THENCE: S 33°35'56" W, a distance of 223.31 feet to a point;
- THENCE: N 57°58'17" W, a distance of 174.04 feet to a point;
- THENCE: S 89°59'10" W, a distance of 443.03 feet to a point;
- THENCE: S 79°58'53" W, a distance of 203.32 feet to a point;
- THENCE: N 27°59'55" W, a distance of 566.19 feet to a point;
- THENCE: N 17°05'55" E, a distance of 141.44 feet to the POINT OF BEGINNING and containing 86.94 acres in the City of San Antonio, Bexar County, Texas. Said tract being described is based on record information and does not reflect an on the ground survey.

Prepared by: Pape-Dawson Engineers, Inc.  
Job No.: 4523-02  
Date: May 28, 2003  
Doc. Id.: m:\4523\02\word\field notes\030528a2.doc

VOL 10075 PG 1623

Any provision herein which purports to give or bestow real property because of race is invalid and unenforceable under Federal law.  
STATE OF TEXAS, COUNTY OF BEXAR  
I hereby certify that this instrument was FILED in File Number Sequence on the date and at the time stamped hereon by me and was duly RECORDED in the Official Public Record of Real Property of Bexar County, Texas on:

JUN 11 2003



*Gerry Rickhoff*  
COUNTY CLERK BEXAR COUNTY, TEXAS

Doc# 20030144924  
# Pages 16  
06/11/2003 09:56:13 AM  
Filed & Recorded in  
Official Records of  
BEXAR COUNTY  
GERRY RICKHOFF  
COUNTY CLERK  
Fees \$37.00

VOL 10075 PG 16 24

METES AND BOUNDS DESCRIPTION  
FOR A PROPERTY IMPROVEMENT DISTRICT

A 22.458 acre, or 978,279. square feet more or less, tract of land being the remaining portion of that 86.94 acre tract conveyed to Rogers Shavano Park Unit 18/19, Ltd. by deed recorded in Volume 10075, Page 1069 of the Official Public Records of Bexar County, Texas, out of the Collin McCrae Survey No. 391, Abstract 482 and the William Hutchkiss Survey No. 77, Abstract 336, in County Block 4782, in the City of Shavano Park, Bexar County, Texas. Said 22.458 acre tract being more fully described as follows, with bearings based on the Texas Coordinate System established for the South Central Zone from the North American Datum of 1983 NAD 83 (NA2011) epoch 2010.00:

**BEGINNING:** At a found ½" iron rod with a yellow cap stamped "Pape-Dawson" at the northeast corner of Lot 2311, Block 44, Shavano Park, Frost Bank recorded in Volume 9713, Page 66 of the Deed and Plat Records of Bexar County, Texas, same being the northwest corner of the remaining portion of said 86.94 acre tract, on the south right-of-way line of F.M. Loop 1604, a variable width public right-of-way;

**THENCE:** Along and with the south right-of-way line of said F.M. Loop 1604, same being the north line of the remaining portion of said 86.94 are tract, the following bearings and distances:

Northeasterly, along a non-tangent curve to the right, said curve having a radius of 2827.02 feet, a central angle of 03°37'09", a chord bearing and distance of N 81°50'47" E, 178.54 feet, for an arc length of 178.57 feet to a found TxDOT Right-of-Way Monument (Type II);

N 83°39'22" E, a distance of 16.66 feet to a found TxDOT Right-of-Way Monument (Type II);

Northeasterly, along a tangent curve to the right, said curve having a radius of 3700.01 feet, a central angle of 02°22'18", a chord bearing and distance of N 84°50'31" E, 153.14 feet, for an arc length of 153.16 feet to a found TxDOT Right-of-Way Monument (Type II);

N 86°01'40" E, a distance of 339.15 feet to a found TxDOT Right-of-Way Monument (Type II);

S 82°39'44" E, a distance of 101.98 feet to a found TxDOT Right-of-Way Monument (Type II);

N 86°01'40" E, a distance of 463.69 feet to a calculated point at the northeast corner of the remaining portion of said 86.94 acre tract, same being the northwest corner of Shavano Park Unit 19-B, Phase I, Commercial recorded in Volume 9565, Pages 6-8 of the Deed and Plat Records of Bexar County, Texas;

THENCE: Departing the south right-of-way line of said F.M. Loop 1604, along and with the east line of the remaining portion of said 86.94 acre tract, the west line of said Shavano Park Unit 19-B, Phase I, Commercial, the following bearings and distances:

S 03°34'23" E, a distance of 67.19 feet to a calculated point;

S 47°46'07" E, a distance of 40.33 feet to a calculated point;

S 00°18'11" W, a distance of 83.34 feet to a calculated point;

S 26°54'47" W, a distance of 83.14 feet to a calculated point;

S 20°20'39" E, at a distance of 98.22 feet passing a found ½" iron rod with a yellow cap stamped "Pape-Dawson" at the southwest corner of said Shavano Park Unit 19-B, Phase I, Commercial, same being the northwest corner of Shavano Park Unit 19-B, Phase II, Commercial recorded in Volume 9566, Pages 105-106 of the Deed and Plat Records of Bexar County, Texas, and continuing along and with the west line of said Shavano Park Unit 19-B, Phase II, Commercial for a total distance of 196.72 feet to a calculated point;

THENCE: S 11°12'47" W, continuing along and with the east line of the remaining portion of said 86.94 acre tract, the west line of said Shavano Park Unit 19-B, Phase II, Commercial, a distance of 160.67 feet to a calculated point on the north line of Shavano Park Unit 19-C, Phase II recorded in Volume 9645, Pages 172-177 of the Deed and Plat Records of Bexar County, Texas;

THENCE: Along and with the north line of said Shavano Park Unit 19-C, Phase II, same being the south line of the remaining portion of said 86.94 acre tract, the following bearings and distances:

S 85°48'50" W, a distance of 348.06 feet to a found ½" iron rod with a yellow cap stamped "Pape-Dawson";

S 49°03'23" W, a distance of 301.18 feet to a calculated point;

S 86°23'18" W, a distance of 613.96 feet to a calculated point at the northwest corner of said Shavano Park Unit 19-C, Phase II, on the east line of Lot 2311, Block 44, Shavano Park Unit 19-A, Phase I, Commercial recorded in Volume 9621, Pages 191-192 of the Deed and Plat Records of Bexar County, Texas;

THENCE: N 03°54'20" W, along and with the east line of said Lot 2311, Shavano Park Unit 19-A, Phase I, Commercial, a west line of the remaining portion of said 86.94 acre tract, a distance of 27.90 feet to a calculated point at the northeast corner of said Lot 2311;

THENCE: S 86°05'40" W, along and with a north line of said Lot 2311, Shavano Park Unit 19-A, Phase I, Commercial, same being a south line of the remaining portion of said 86.94 acre tract, a distance of 330.44 feet to a calculated point at the northwest corner of said Lot 2311, Shavano Park Unit 19-A, Phase I, Commercial, the southwest corner of the remaining portion of said 86.94 acre tract, on the east right-of-way line of Pond Hill Road, a variable width public right-of-way dedicated in Volume 9706, Page 85 of the Deed and Plat Records of Bexar County, Texas;

THENCE: Along and with the east right-of-way line of said Pond Hill Road, same being the west line of the remaining portion of said 86.94 acre tract, the following bearings and distances:

Northeasterly, along a non-tangent curve to the left, said curve having a radius of 414.00 feet, a central angle of 32°42'22", a chord bearing and distance of N 15°33'02" E, 233.13 feet, for an arc length of 236.32 feet to a calculated point;

Northwesterly, along a compound curve to the left, said curve having a radius of 510.00 feet, a central angle of 10°25'40", a chord bearing and distance of N 06°00'59" W, 92.69 feet, for an arc length of 92.82 feet to a calculated point;

N 11°13'49" W, a distance of 48.26 feet to a calculated point at the southwest corner of said Lot 2311, Block 44, Shavano Park, Frost Bank;

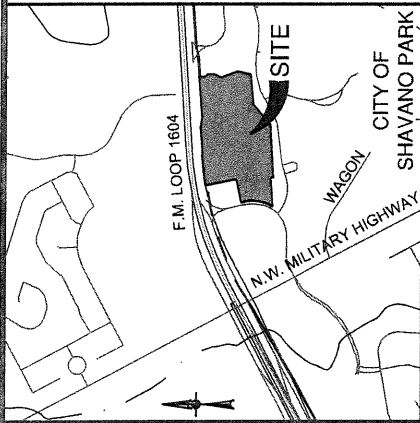
THENCE: N 78°46'11" E, departing the east right-of-way line of said Pond Hill Road, along and with the south line of said Lot 2311, Block 44, Shavano Park, Frost Bank, a distance of 273.88 feet to a calculated point at the southeast corner of said Lot 2311, Block 44, Shavano Park, Frost Bank, from which a found 3/4" iron rod bears S 37°07'06" W, a distance of 0.37 feet;

THENCE: N 11°59'24" W, along and with the east line of said Lot 2311, Block 44, Shavano Park, Frost Bank, same being a west line of the remaining portion of said 86.94 acre tract, a distance of 356.62 feet to the POINT OF BEGINNING and containing 22.458 acres in the City of Shavano Park, Bexar County, Texas. Said tract being described in conjunction with a survey made on the ground and a survey map prepared under job number 9120-24 by Pape-Dawson Engineers.

PREPARED BY: Pape-Dawson Engineers  
Texas Registered Survey Firm # 10028800  
DATE: August 9, 2024  
JOB NO. 9120-24  
DOC. ID. N:\Survey24\24-9100\9120-24\Word\9120-24 FN 22.458 AC.docx

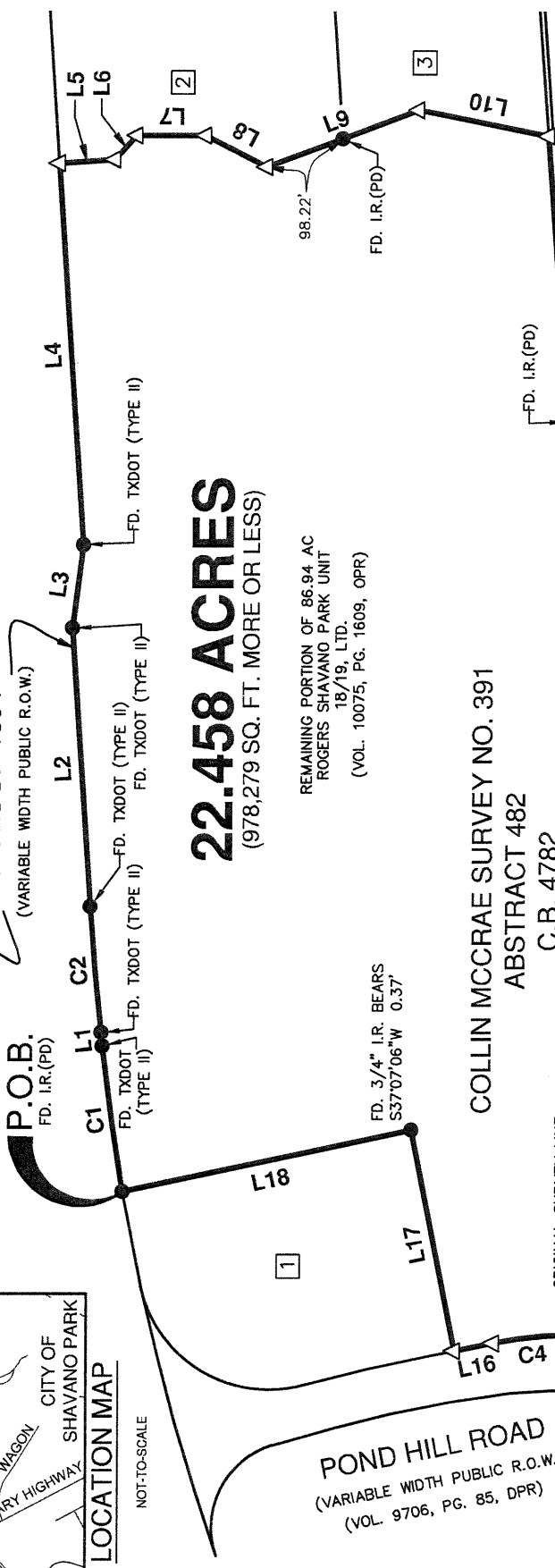


*G. E. Buchanan*



SEE SHEET 2 OF 2 FOR NOTES AND LINE/CURVE TABLES

F.M. LOOP 1604  
(VARIABLE WIDTH PUBLIC R.O.W.)



**22.458 ACRES**  
(978,279 SQ. FT. MORE OR LESS)

REMAINING PORTION OF 86.94 AC  
ROGERS SHAVANO PARK UNIT  
18/19, LTD.  
(VOL. 10075, PG. 1609, OPR)

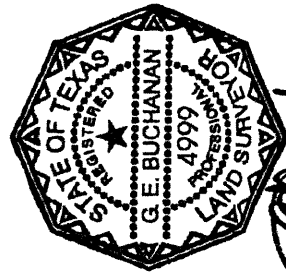
FD. 3/4" I.R. BEARS  
537°07'06"W 0.37'

COLLIN MCCRAE SURVEY NO. 391  
ABSTRACT 482  
C.B. 4782

WILLIAM HUTCHKISS SURVEY NO. 77  
ABSTRACT 336  
C.B. 4782

ORIGINAL SURVEY LINE  
(NOT FIELD LOCATED)

POND HILL ROAD  
(VARIABLE WIDTH PUBLIC R.O.W.)  
(VOL. 9706, PG. 85, DPR)



*G.E. Buchanan*

**PAPE-DAWSON ENGINEERS**

2000 NW LOOP 410 | SAN ANTONIO, TX 78213 | 210.375.9000  
TEXAS ENGINEERING FIRM #470 | TEXAS SURVEYING FIRM #1028800

EXHIBIT FOR A  
PROPERTY IMPROVEMENT DISTRICT  
AUGUST 09, 2024

SHEET 1 OF 2  
JOB No.: 9120-24

CURVE TABLE				
CURVE	RADIUS	DELTA	CHORD BEARING	CHORD LENGTH
C1	2827.02'	3°37'09"	N81°50'47"E	178.54'
C2	3700.01'	2°22'18"	N84°50'31"E	153.14'
C3	414.00'	32°42'22"	N15°33'02"E	233.13'
C4	510.00'	10°25'40"	N06°00'59"W	92.69'

**LEGEND:**  
 OPR OFFICIAL PUBLIC RECORDS OF BEXAR COUNTY, TEXAS  
 DPR DEED AND PLAT RECORDS OF BEXAR COUNTY, TEXAS  
 FD. FOUND  
 IR 1/2" IRON ROD  
 (PD) PAPE-DAWSON CAP  
 TxDOT TEXAS DEPARTMENT OF TRANSPORTATION  
 FOUND  
 CALCULATED POINT

LINE TABLE		
LINE	BEARING	LENGTH
L1	N83°39'22"E	16.66'
L2	N86°01'40"E	339.15'
L3	S82°39'44"E	101.98'
L4	N86°01'40"E	463.69'
L5	S03°34'23"E	67.19'
L6	S47°46'07"E	40.33'
L7	S00°18'11"W	83.34'
L8	S26°54'47"W	83.14'
L9	S20°20'39"E	196.72'
L10	S11°12'47"W	160.67'
L11	S85°48'50"W	348.06'
L12	S49°03'23"W	301.18'
L13	S86°23'18"W	613.96'
L14	N03°54'20"W	27.90'
L15	S86°05'40"W	330.44'
L16	N11°13'49"W	48.26'
L17	N78°46'11"E	273.88'
L18	N11°59'24"W	356.62'

- 1 LOT 2311, BLOCK 44  
SHAVANO PARK, FROST BANK  
(VOL. 9713, PG. 66, DPR)
- 2 SHAVANO PARK UNIT-19B,  
PHASE I, COMMERCIAL  
(VOL. 9565, PGS. 6-8, DPR)
- 3 SHAVANO PARK UNIT-19B,  
PHASE II, COMMERCIAL  
(VOL. 9566, PGS. 105-106, DPR)
- 4 SHAVANO PARK UNIT-19C,  
PHASE II  
(VOL. 9645, PGS. 172-177, DPR)
- 5 LOT 2311, BLOCK 44  
SHAVANO PARK UNIT-19A,  
PHASE I, COMMERCIAL  
(VOL. 9621, PGS. 191-192, DPR)

**NOTES:**  
 1. THIS EXHIBIT IS ISSUED IN CONJUNCTION WITH A METES AND BOUNDS DESCRIPTION PREPARED UNDER JOB NO. 9120-24 BY PAPE-DAWSON ENGINEERS. THE BEARINGS ARE BASED ON THE TEXAS COORDINATE SYSTEM ESTABLISHED FOR THE SOUTH CENTRAL ZONE FROM THE NORTH AMERICAN DATUM OF 1983 NAD 83 (NA2011) EPOCH 2010.00.



2000 HW LOOP 410 | SAN ANTONIO, TX 78213 | 210.375.9000  
 TEXAS ENGINEERING FIRM #470 | TEXAS SURVEYING FIRM #10028800

AUGUST 09, 2024

SHEET 2 OF 2  
 JOB No.: 9120-24



**Land Use Code:**

- Residential
- Commercial
- Private Open Space

**Land Use Summary:**

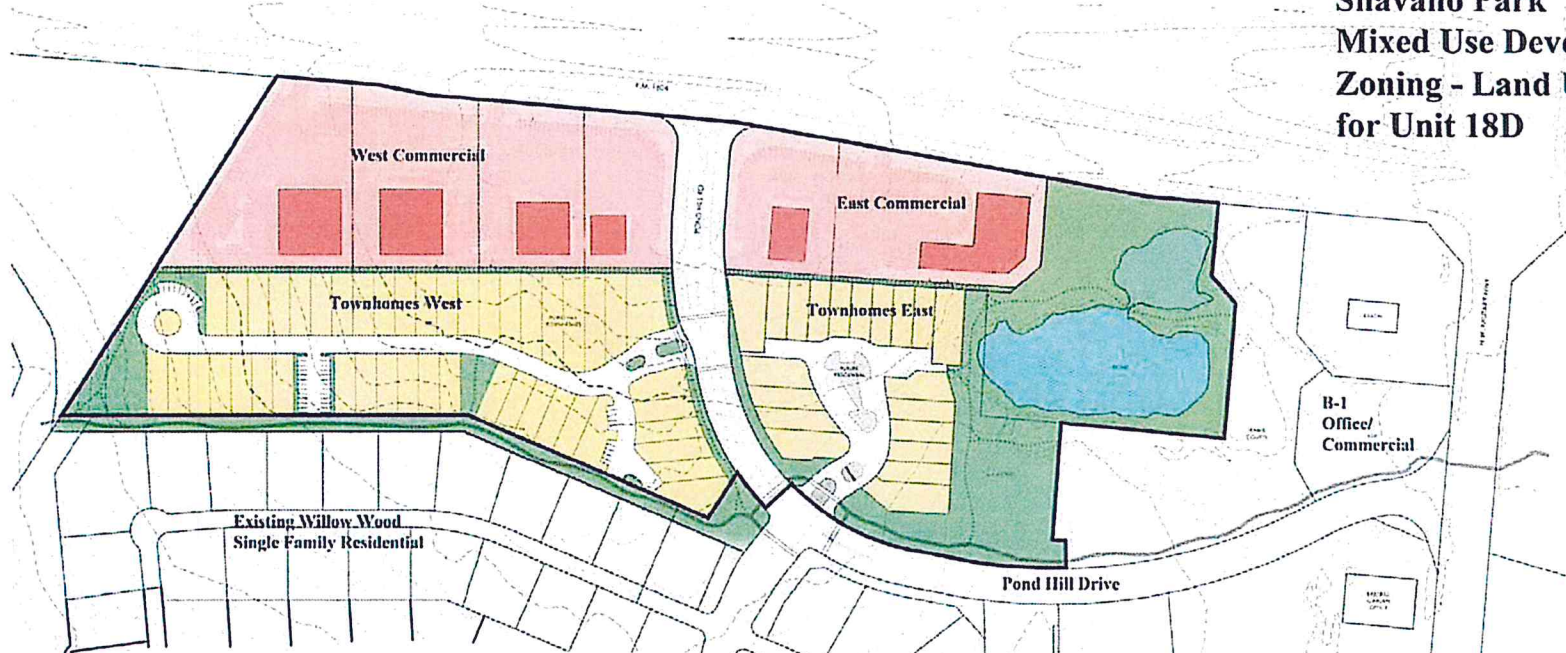
<b>Residential</b>			
Townhomes, East	20 d.u.'s	on	6.4 acres
Townhomes, West	46 d.u.'s	on	8.1 acres
<b>Commercial</b>			
East	(+/-) 27,000sf	on (+/-) 3.5 acres	
West	(+/-) 45,000sf	on (+/-) 6.8 acres	

**Legend:**

- MXD Zoning Boundary
- 6' Multi-Use Pathway
- Potential Lot Lines



**Shavano Park  
Mixed Use Development  
Zoning - Land Use Plan  
for Unit 18D**



03-07-14

**REVISED MXD PLAN**

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## Sec. 36-41. MXD—Mixed-Use District.

(a) Definitions:

As used herein the term "Density Single-Family Residential" shall refer to such uses as townhomes, condominiums, and garden homes, which are generally defined as, but not limited to, buildings containing one-family dwelling units erected as a single building or multiple buildings on a single lot. It may include horizontally-stacked dwelling units but shall in no event include apartments, which are generally defined as multi-family dwelling units at a density greater than 25 units per acre.

(b) *Use regulations:*

- (1) This district allows a combination of residential, office, and commercial uses, which may or may not be in the same building, and flexibility in the planning and construction of the development in accordance with an approved site plan that allows for a broad range of mixed uses.
- (2) All uses permitted in Tables 3, 4 and 5 shall be permitted in the MXD District, except that uses requiring City Council approval ("CC" uses) shall be permitted by right pursuant to an approved MXD site plan. Additionally, Density Single-Family residential uses shall be permitted pursuant to an approved MXD site plan.

(c) *Area regulations:* A MXD District shall only be permitted on tracts fronting on Texas State Highway Loop 1604 and which consist of a minimum of three acres in area.

(d) *Height, density, setbacks and other limitations:* A MXD District shall not be subject to the use, height, density, commercial intensity, setbacks, parking and other regulations of the City zoning regulations, currently codified as chapter 36 of the Code of Ordinances. The height, density, commercial intensity, setbacks, parking and other requirements shall be established pursuant to an approved MXD site plan, provided, however, the following regulations shall apply:

- (1) A ten-foot minimum building setback shall be required where a non-single-family residential use within the MXD District abuts a single-family use or single-family zoning district.
- (2) A 20-foot minimum front setback shall be required for front-load residential garages and a ten-foot minimum front setback shall be required for side-load residential garages.
- (3) A ten-foot minimum building setback shall be required where any residential or nonresidential use abuts a public or private street.
- (4) Exterior fences and walls shall be permitted along the property line of any residential use.
- (5) All streets within a MXD District may be publicly accessible and may be located adjacent to the property line of any developed or undeveloped land, provided a minimum 30-foot buffer is installed when such street is adjacent to any residential rear property line. If streets are privately owned and maintained they may be gated.
- (6) Parking on public streets shall only be permitted on one side of the street and shall not be permitted between the hours of 2:00 a.m. and 5:00 a.m., except that on-street cut-out parking shall be allowed at any time pursuant to an approved MXD site plan. Public streets are defined, for the purpose of this section, as that portion of the roadway and shoulder from the property line on one side of the street to the property line on the opposite side of the street.
- (7) The height of any commercial or residential structure shall not exceed 45 feet unless authorized by an approved MXD site plan and serviceable by the Fire Department.
- (8) Where residential areas are developed with private common areas and/or privately shared open space, a mandatory homeowner's association shall be created. The homeowner's association shall be

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responsible for maintenance and upkeep of all private common and shared areas within the boundaries of the residential development. Board composition, dues, and other procedural aspects of the homeowner's association shall be determined by the developer of the residential area.

- (9) A minimum two-car garage shall be required for each density single-family residence and may be rear, side, or front loaded.
- (e) *MXD site plan*: A MXD site plan shall be approved by City Council as part of a rezoning to the MXD District and shall include:
- (1) Legal description and exhibit of the property on a scaled map sufficient to determine detail showing the area to be zoned MXD.
  - (2) The general location of all land use categories. Multiple categories may be designated where a lot or building is sited to include two or more categories of uses.
  - (3) The general location of all existing and proposed streets.
  - (4) The proposed maximum heights, densities, commercial intensities, and parking ratios.
  - (5) The following existing conditions, where applicable:
    - a. Topographic contours of ten feet or less.
    - b. Existing 100-year floodplain, floodway and major drainage ways.
    - c. Utilities, including water, wastewater and electric lines.
- (f) *Amendments to approved MXD site plan*:
- (1) *Classification*: Amendments to a previously approved MXD site plan shall be classified as a minor or major amendment. Minor amendments may be administratively accepted. Within 20 working days after the filing of the proposed amendments, the City Manager or his/her designee shall provide a written response to the applicant indicating whether or not the revised MXD site plan has been approved as a minor amendment. All revisions to an approved MXD site plan not considered a major amendment shall be considered a minor amendment. Major amendments shall require a new application for rezoning and shall be processed in the same manner as the initial MXD site plan.
  - (2) *Major amendments—Applicability*: Increasing the area or intensity of nonresidential uses shall be considered a major amendment.

(Ord. No. 100-06-11, § II, 5-17-2011; Ord. No. 0-2015-016 , § 1, 8-27-2015; Ord. No. O-2021-008 , § II, 11-22-2021)

## CITY COUNCIL STAFF SUMMARY

Meeting Date: September 16, 2024

Agenda item: 8.3 / 8.4

Prepared by: Curtis Leeth

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:**

8.3. Public Hearing – Public hearing concerning the creation of the Shavano Park 1604 Public Improvement District, pursuant to the provisions of Chapter 372 of the Texas Local Government Code

8.4. Discussion / action – Consideration and approval of Resolution R-2024-013 of the City Council of the City of Shavano Park, Texas authorizing and creating Shavano Park 1604 Public Improvement District within the corporate limits of the City of Shavano Park, Texas in accordance with Chapter 372 of the Texas Local Government Code; Authorizing a dissolution agreement; Resolving other matters incident and related thereto; and providing an effective date – City Manager / Bitterblue

X

**Attachments for Reference:**

- a) 8.4a Resolution R-2024-013 PID Creation
- b) 8.4b Exhibit A – Landowner Petition
- d) 8.4c City Policy #25 – Economic Development

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**BACKGROUND / HISTORY:** City Policy #25 to addresses two powers granted by State Law: (1) Public Improvement Districts established under Chapter 372 of Texas Local Government Code (known as “PIDs”) and (2) Agreements established under Chapter 380 of Texas Local Government Code (known as “Chapter 380 Agreements”)

**Chapter 372 (PIDs).** PIDs are petitioned by property owner(s) who wish to create a special district with taxing authority. PIDs are tightly controlled by Chapter 372 of State Law. The creation of a PID enables the levying of an additional ad valorem tax on the properties within the PID and the issuance of bonds paid for by PID tax assessments. PIDs in no way place additional taxes on other properties throughout the City and do not require the expenditure of City funds. The purpose of a PID is to help fund the developer’s development of the PID (such as roads, utilities, landscaping, drainage). The businesses created within the PID would pay the additional tax to the developer for the upfront development costs.

On August 6, 2024 City staff met with Bitterblue to discuss the possible PID and coordinate the submittal of a PID petition to City Council.

On August 14, 2024 Special City Council Meeting Patrick Bourne of Sundance Analytics, a PID consultant hired by Bitterblue, presented PID background and orientation to City Council.

On August 19, 2024 the PID petition from Rogers Shavano Park 18/19 LTD. was received by City.

On August 26, 2024 the City Council accepted the PID Petition and called for a public hearing on September 16, 2024. Required paper notice and mailed notice to landowner was accomplished on August 28, 2024.

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**DISCUSSION:** Petition proposes creating a *Bonded PID* for development of the 22-acres with up to \$6M in public infrastructure investment. With a *Bonded PID* the City issues a special assessment revenue bond for the construction of improvements and/or reimbursement to the developer and such bonds are repaid from assessments collected annually. Developer intends to issue a bond AFTER the majority of public infrastructure is constructed.

Development plans for a mixture of density single family town homes with retail and hospitality developments along with a trail and open recreational area. Bitterblue will provide a presentation at the meeting.

The Development plans and concepts supported by this PID supports the 2023 Town Plan. The PID itself represents no direct financial risk to the City of Shavano Park. NOTE 1: Subject matter experts and representatives from Bitterblue will be present to discuss implications and planned infrastructure construction and development.

NOTE 2: Resolution includes both a resolution for the creation of the PID, but also a dissolution agreement for dissolving the PID.

NOTE 3: Next agenda item is a Professional Service Agreement to compensate City for any all costs associated with the PID creation.

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**COURSES OF ACTION:** Approve PID Creation; approve PID creation with additional conditions or decline PID creation and give guidance to City staff and petitioner.

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**FINANCIAL IMPACT:** \$2,000 PID Petition Fee received; PID analysis shows \$75M in taxable property value is created in the PID generating possibly \$230,000 annual ad valorem taxes for the City. Possible additional revenues from sales tax generated by the commercial developments.

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**MOTION REQUESTED:** I move to that the City Council approve Resolution R-2024-013 authorizing and creating the Shavano Park 1604 Public Improvement District and authorizing a Dissolution Agreement and authorize City Manager to negotiate final terms of said agreements in consultation with legal counsel.

**RESOLUTION NO. 2024-013**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHAVANO PARK, TEXAS AUTHORIZING AND CREATING SHAVANO PARK 1604 PUBLIC IMPROVEMENT DISTRICT WITHIN THE CORPORATE LIMITS OF THE CITY OF SHAVANO PARK, TEXAS IN ACCORDANCE WITH CHAPTER 372 OF THE TEXAS LOCAL GOVERNMENT CODE; AUTHORIZING A DISSOLUTION AGREEMENT; RESOLVING OTHER MATTERS INCIDENT AND RELATED THERETO; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Shavano Park, Texas (the “City”) is authorized by Chapter 372, Texas Local Government Code, as amended (the “Act”) to create a public improvement district within its corporate limits and to levy special assessments against property within the district to pay the costs of public improvement projects that confer a special benefit on property within the district; and

**WHEREAS**, on June 25, 2024, Rogers Shavano Park UT 18/19 LTD, a Texas limited liability company (the “Petitioner”), submitted and filed with the City Secretary of the City (the “City Secretary”) pursuant to the Act a “Petition for the Creation of a Public Improvement District within the City of Shavano Park, Texas, for the Shavano Park 1604 Public Improvement District” (the “Petition”) requesting the establishment of a public improvement district within the corporate limits of the City, covering approximately 22.458 acres described in the Petition, and is more particularly described by metes and bounds in Exhibit “A” and depicted in Exhibit “B” (the “Property”) each attached hereto and incorporated herein for all purposes, to be known as Shavano Park 1604 Public Improvement District (the “District”); and

**WHEREAS**, Petitioner represents they constitute (i) the owners of taxable real property representing more than fifty percent (50%) of the appraised value of taxable real property liable for assessment under the proposal, as determined by the current roll of the appraisal district in which the property is located and (ii) the record owners of real property liable for assessment under the proposal who (a) constitute fifty percent (50%) of all record owners of property that are liable for assessment under the proposal in the Petition and (b) owns taxable real property that constitutes more than fifty percent (50%) of the area of all taxable real property that is liable for assessment under the proposal; and

**WHEREAS**, the Act states that a Petition to create a public improvement district is sufficient if signed by owners of more than fifty percent (50%) of the taxable real property, according to appraised value, and either of the following: more than fifty percent (50%) of the area of all taxable real property liable for assessment under the proposal, or more than fifty percent (50%) of all record owners of property liable for assessment; and

**WHEREAS**, Petitioner estimates the cost of the proposed public improvements is \$6,000,000.00 (including issuance and other financing costs) and that said cost will be recovered through an assessment against property in the District which will result in each

parcel paying its fair share of the costs of public improvements based on the special benefits received by the property; and

**WHEREAS**, the City Council of Shavano Park, Texas (the “City Council”), City staff and the consultants of the City have investigated and determined that the facts contained in the Petition are true and correct; and

**WHEREAS**, after publishing notice in an official newspaper of general circulation in the City and mailing notice of the hearing, all as required by and in conformity with the Act, on September 16, 2024, the City Council opened a public hearing on the advisability of the improvements and services and, after all persons having an interest in the creation of the District were given the opportunity to be heard, the City Council closed the public hearing; and

**WHEREAS**, the Petition, has been examined, verified, and found to meet the requirements of Section 372.005(b) of the Act and to be sufficient for consideration by the City Council; and

**WHEREAS**, the City Council has determined that the approval of this Resolution is in the best interests of the City and its residents.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHAVANO PARK, TEXAS THAT:**

**SECTION 1.** The City Council hereby approves the recitals contained in the preamble of this Resolution and finds that all the recitals are true and correct and incorporate the same in the body of this Resolution as findings of fact.

**SECTION 2.** The Petition submitted to the City by the Petitioner was filed with the City Secretary and complies with Section 372.005 of the Act.

**SECTION 3.** Pursuant to the requirements of the Act, including, without limitation, Sections 372.006, 372.009(a), 372.009(b), and 372.010, the City Council, after considering the Petition and the evidence and testimony presented at the public hearing, hereby finds and declares:

- (a) Advisability of the Authorized Improvements. It is advisable to create the District to provide the Authorized Improvements (as defined below) described in the Petition and this Resolution. The Authorized Improvements will promote the interests of the City and will confer a special benefit on the District.
- (b) General Nature of the Authorized Improvements. The purposes of the District include the design, acquisition, construction, and improvement of public improvement projects authorized by the Act. The general nature of the proposed public improvements to be provided by the District that are necessary for the development of the Property within the District, in phases, may include, without limitation: (i) street and roadway improvements, including related sidewalks, drainage, utility relocation, signalization, landscaping, streetscape, lighting,

signage, a retaining wall, off-street parking and right-of-way; (ii) establishment or improvement of parks and open space, together with the design, construction and maintenance of any ancillary structures, features or amenities such as trails, playgrounds, walkways, lighting and any similar items located therein; (iii) sidewalks and landscaping, including entry monuments and features, fountains, lighting and signage; (iv) acquisition, construction, and improvement of water, wastewater and drainage improvements and facilities; (v) projects similar to those listed in subsections (i) – (iv) above authorized by the Act, including similar off-site projects that provide a benefit to the property within the District; (vi) special supplemental services for improvement and promotion of the District; (vii) payment of costs associated with operating and maintaining the public improvements listed in subparagraphs (i) - (v) above; and (viii) payment of costs associated with developing and financing the public improvements listed in subparagraphs (i) - (v) above, and costs of establishing, administering and operating the District, as well as the interest, costs of issuance, reserve funds, or credit enhancement of bonds issued for the purposes described in (i) through (viii) above (the “Authorized Improvements”). These Authorized Improvements shall promote the interests of the City and confer a special benefit upon the Property within the District.

- (c) Estimated Cost of the Authorized Improvements. The estimated cost to design, acquire and construct the Authorized Improvements is \$6,000,000.00 (including bond issuance and other financing costs). The City will determine what amount or portion of the costs will be paid by assessment of the property owners within the District. Unless otherwise agreed upon by the City, the City will not be obligated to provide any funds to finance the proposed Authorized Improvements, other than from assessments levied on real property within the District. The developer of the Property (the “Developer”) may be obligated for the costs of certain specified Authorized Improvements within the District. The City and the Developer may be reimbursed for the costs of certain specified Authorized Improvements from assessments levied within the District. The Developer may also pay certain costs of the Authorized Improvements from other funds available to the Developer.
- (d) District Boundaries. The District is proposed to include approximately 22.458 acres of land in the corporate limits of the City generally located as depicted on the map attached as Exhibit B hereto.
- (e) Proposed Method of Assessment. The City shall levy an assessment on each parcel within the District to pay the cost of the Authorized Improvements in a manner that results in imposing equal shares of the cost on property similarly benefited. Each assessment may be paid whole or in part at any time (including interest and principal) and certain assessments may be paid in annual installments (including interest and principal). If allowed to be paid in installments, then the installments must be paid in amounts necessary to meet annual costs for the Authorized Improvements financed by the assessment and must continue for a period necessary to retire the indebtedness incurred to pay the costs of those Authorized Improvements (including interest).



The assessment methodology will result in each parcel paying its fair share of the costs of the Authorized Improvements provided with the assessments based on the special benefits received by the property from the Authorized Improvements and property equally situated paying equal shares of the costs of the Authorized Improvements.

- (f) Proposed Apportionment of Cost between the District and the City. Authorization and creation of the District will not obligate the City to provide any funds to finance the Authorized Improvements. No City property in the District shall be assessed and the City will pay none of the costs of the Authorized Improvements. All of the costs of the Authorized Improvements will be paid from assessments levied on the property within the District and from other funds, if any, available to the District and the Developer. The Developer may also pay certain costs of the Authorized Improvements from other funds available to the Developer.
- (g) Management of the District. The District shall be managed by the City. The City may contract with a consultant or third-party administrator, who shall carry out all or part of the responsibilities of managing the District, including the day-to-day management and administration of the District.
- (h) Advisory Body. The District shall be managed without the creation of an advisory body. The City Council reserves the right to appoint an advisory body in the future.

**SECTION 4.** Shavano Park 1604 Public Improvement District is hereby authorized and created as a public improvement district under the Act in accordance with the findings as to the advisability of the Authorized Improvements contained in this Resolution, which authorization shall take effect on the date of adoption of this Resolution. The District shall be subject to the terms, conditions, limitations, and reservations contained in the findings of Section 3 of this Resolution. The Authorized Improvements described in the Petition and Section 3 of this Resolution are authorized to be made in accordance with the service and assessment plan for Shavano Park 1604 Public Improvement District to be approved by City Council at a future meeting.

**SECTION 5.** The District can be terminated as provided by law or as provided in that certain “Agreement Regarding the Dissolution of the Shavano Park 1604 Public Improvement District” dated September 16, 2024 (the “Dissolution Agreement”) attached as Exhibit “C” hereto. The Dissolution Agreement is hereby authorized and approved in substantially the form attached hereto, which is incorporated herein as part hereof for all purposes and the Mayor or Mayor Pro-tem is authorized and directed to execute and deliver the Dissolution Agreement with such changes as may be required to carry out the purpose of this Resolution and as approved by the Mayor or Mayor Pro-tem, such approval to be evidenced by the execution thereof. Subject to the last sentence of this Section 5, the power of the City to continue to levy and collect assessments within the District pursuant to the Act will cease and the District will be dissolved following the date that a petition requesting dissolution is filed with the City Secretary of the City of Shavano Park and the petition contains signatures of at least the number of property owners in the District to make the petition sufficient for creation of a public improvement district as provided in Section

372.005(b) of the Act, and a public hearing has been held by the City Council as described in Section 372.011 of the Act, and as provided in the Dissolution Agreement. If the District is dissolved, the District shall remain in effect for the purpose of meeting obligations of indebtedness for the Authorized Improvements.

**SECTION 6.** This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

**SECTION 7.** If any section, article, paragraph, sentence, clause, phrase or word in this Resolution or application thereof to any persons or circumstances is held invalid or unconstitutional by a court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this Resolution; and the City Council hereby declares it would have passed such remaining portions of the Resolution despite such invalidity, which remaining portions shall remain in full force and effect.

**SECTION 8.** The City Secretary is directed to give notice of the authorization for the establishment of the District by recording this Resolution in the Official Public Records of Bexar County, Texas on or before the seventh day after the passage of this Resolution.

**SECTION 9.** It is officially found, determined and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, as amended, Texas Government Code.

**SECTION 10.** This Resolution shall be in full force and effect from and after its passage, and it is accordingly so resolved.

[Signature page follows]

**PASSED AND ADOPTED** by the City Council of Shavano Park, Texas, at a regular meeting on the 16<sup>th</sup> day of September, 2024, at which a quorum was present, and for which due notice was given pursuant to Government Code, Chapter 551.

\_\_\_\_\_  
Mayor

**ATTEST:**

\_\_\_\_\_  
City Secretary

[CITY SEAL]

**EXHIBIT "A"**  
**METES AND BOUNDS DESCRIPTION OF THE PROPERTY**

METES AND BOUNDS DESCRIPTION  
FOR A PROPERTY IMPROVEMENT DISTRICT

A 22.458 acre, or 978,279. square feet more or less, tract of land being the remaining portion of that 86.94 acre tract conveyed to Rogers Shavano Park Unit 18/19, Ltd. by deed recorded in Volume 10075, Page 1069 of the Official Public Records of Bexar County, Texas, out of the Collin McCrae Survey No. 391, Abstract 482 and the William Hutchkiss Survey No. 77, Abstract 336, in County Block 4782, in the City of Shavano Park, Bexar County, Texas. Said 22.458 acre tract being more fully described as follows, with bearings based on the Texas Coordinate System established for the South Central Zone from the North American Datum of 1983 NAD 83 (NA2011) epoch 2010.00:

**BEGINNING:** At a found ½" iron rod with a yellow cap stamped "Pape-Dawson" at the northeast corner of Lot 2311, Block 44, Shavano Park, Frost Bank recorded in Volume 9713, Page 66 of the Deed and Plat Records of Bexar County, Texas, same being the northwest corner of the remaining portion of said 86.94 acre tract, on the south right-of-way line of F.M. Loop 1604, a variable width public right-of-way;

**THENCE:** Along and with the south right-of-way line of said F.M. Loop 1604, same being the north line of the remaining portion of said 86.94 are tract, the following bearings and distances:

Northeasterly, along a non-tangent curve to the right, said curve having a radius of 2827.02 feet, a central angle of 03°37'09", a chord bearing and distance of N 81°50'47" E, 178.54 feet, for an arc length of 178.57 feet to a found TxDOT Right-of-Way Monument (Type II);

N 83°39'22" E, a distance of 16.66 feet to a found TxDOT Right-of-Way Monument (Type II);

Northeasterly, along a tangent curve to the right, said curve having a radius of 3700.01 feet, a central angle of 02°22'18", a chord bearing and distance of N 84°50'31" E, 153.14 feet, for an arc length of 153.16 feet to a found TxDOT Right-of-Way Monument (Type II);

N 86°01'40" E, a distance of 339.15 feet to a found TxDOT Right-of-Way Monument (Type II);

S 82°39'44" E, a distance of 101.98 feet to a found TxDOT Right-of-Way Monument (Type II);

N 86°01'40" E, a distance of 463.69 feet to a calculated point at the northeast corner of the remaining portion of said 86.94 acre tract, same being the northwest corner of Shavano Park Unit 19-B, Phase I, Commercial recorded in Volume 9565, Pages 6-8 of the Deed and Plat Records of Bexar County, Texas;

THENCE: Departing the south right-of-way line of said F.M. Loop 1604, along and with the east line of the remaining portion of said 86.94 acre tract, the west line of said Shavano Park Unit 19-B, Phase I, Commercial, the following bearings and distances:

S 03°34'23" E, a distance of 67.19 feet to a calculated point;

S 47°46'07" E, a distance of 40.33 feet to a calculated point;

S 00°18'11" W, a distance of 83.34 feet to a calculated point;

S 26°54'47" W, a distance of 83.14 feet to a calculated point;

S 20°20'39" E, at a distance of 98.22 feet passing a found ½" iron rod with a yellow cap stamped "Pape-Dawson" at the southwest corner of said Shavano Park Unit 19-B, Phase I, Commercial, same being the northwest corner of Shavano Park Unit 19-B, Phase II, Commercial recorded in Volume 9566, Pages 105-106 of the Deed and Plat Records of Bexar County, Texas, and continuing along and with the west line of said Shavano Park Unit 19-B, Phase II, Commercial for a total distance of 196.72 feet to a calculated point;

THENCE: S 11°12'47" W, continuing along and with the east line of the remaining portion of said 86.94 acre tract, the west line of said Shavano Park Unit 19-B, Phase II, Commercial, a distance of 160.67 feet to a calculated point on the north line of Shavano Park Unit 19-C, Phase II recorded in Volume 9645, Pages 172-177 of the Deed and Plat Records of Bexar County, Texas;

THENCE: Along and with the north line of said Shavano Park Unit 19-C, Phase II, same being the south line of the remaining portion of said 86.94 acre tract, the following bearings and distances:

S 85°48'50" W, a distance of 348.06 feet to a found ½" iron rod with a yellow cap stamped "Pape-Dawson";

S 49°03'23" W, a distance of 301.18 feet to a calculated point;

S 86°23'18" W, a distance of 613.96 feet to a calculated point at the northwest corner of said Shavano Park Unit 19-C, Phase II, on the east line of Lot 2311, Block 44, Shavano Park Unit 19-A, Phase I, Commercial recorded in Volume 9621, Pages 191-192 of the Deed and Plat Records of Bexar County, Texas;

THENCE: N 03°54'20" W, along and with the east line of said Lot 2311, Shavano Park Unit 19-A, Phase I, Commercial, a west line of the remaining portion of said 86.94 acre tract, a distance of 27.90 feet to a calculated point at the northeast corner of said Lot 2311;

THENCE: S 86°05'40" W, along and with a north line of said Lot 2311, Shavano Park Unit 19-A, Phase I, Commercial, same being a south line of the remaining portion of said 86.94 acre tract, a distance of 330.44 feet to a calculated point at the northwest corner of said Lot 2311, Shavano Park Unit 19-A, Phase I, Commercial, the southwest corner of the remaining portion of said 86.94 acre tract, on the east right-of-way line of Pond Hill Road, a variable width public right-of-way dedicated in Volume 9706, Page 85 of the Deed and Plat Records of Bexar County, Texas;

THENCE: Along and with the east right-of-way line of said Pond Hill Road, same being the west line of the remaining portion of said 86.94 acre tract, the following bearings and distances:

Northeasterly, along a non-tangent curve to the left, said curve having a radius of 414.00 feet, a central angle of 32°42'22", a chord bearing and distance of N 15°33'02" E, 233.13 feet, for an arc length of 236.32 feet to a calculated point;

Northwesterly, along a compound curve to the left, said curve having a radius of 510.00 feet, a central angle of 10°25'40", a chord bearing and distance of N 06°00'59" W, 92.69 feet, for an arc length of 92.82 feet to a calculated point;

N 11°13'49" W, a distance of 48.26 feet to a calculated point at the southwest corner of said Lot 2311, Block 44, Shavano Park, Frost Bank;

THENCE: N 78°46'11" E, departing the east right-of-way line of said Pond Hill Road, along and with the south line of said Lot 2311, Block 44, Shavano Park, Frost Bank, a distance of 273.88 feet to a calculated point at the southeast corner of said Lot 2311, Block 44, Shavano Park, Frost Bank, from which a found  $\frac{3}{4}$ " iron rod bears S 37°07'06" W, a distance of 0.37 feet;

THENCE: N 11°59'24" W, along and with the east line of said Lot 2311, Block 44, Shavano Park, Frost Bank, same being a west line of the remaining portion of said 86.94 acre tract, a distance of 356.62 feet to the POINT OF BEGINNING and containing 22.458 acres in the City of Shavano Park, Bexar County, Texas. Said tract being described in conjunction with a survey made on the ground and a survey map prepared under job number 9120-24 by Pape-Dawson Engineers.

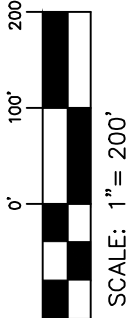
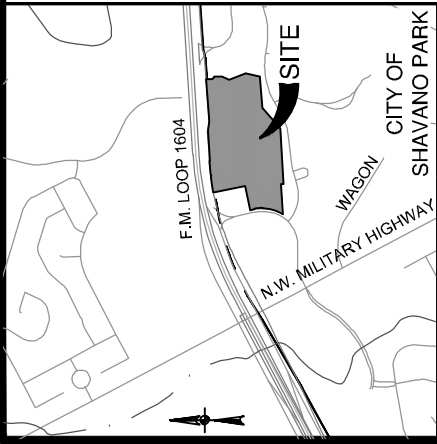
PREPARED BY: Pape-Dawson Engineers  
Texas Registered Survey Firm # 10028800  
DATE: August 9, 2024  
JOB NO. 9120-24  
DOC. ID. N:\Survey24\24-9100\9120-24\Word\9120-24 FN 22.458 AC.docx



A handwritten signature in black ink that reads "G. E. Buchanan". The signature is written in a cursive style with a large, looping initial "G".

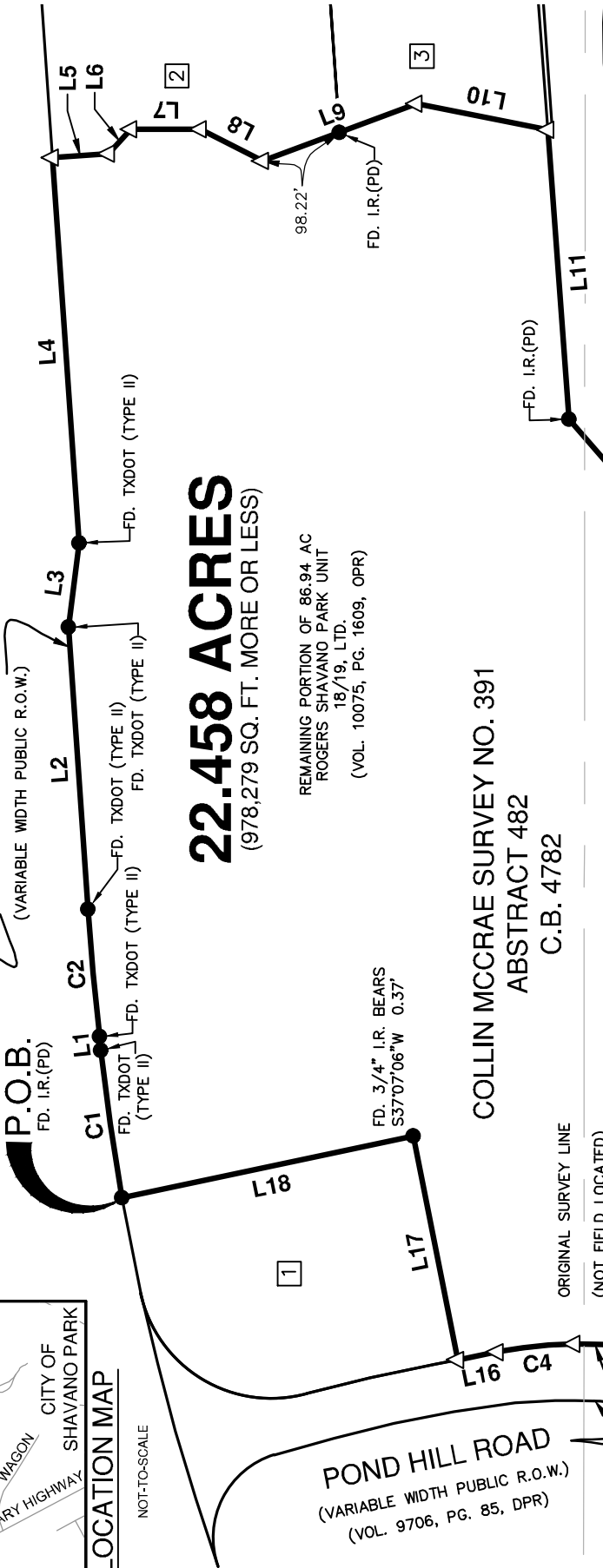
**EXHIBIT "B"**  
**PROPERTY DEPICTION**





SEE SHEET 2 OF 2 FOR NOTES AND LINE/CURVE TABLES

F.M. LOOP 1604  
(VARIABLE WIDTH PUBLIC R.O.W.)



# 22.458 ACRES

(978,279 SQ. FT. MORE OR LESS)

REMAINING PORTION OF 86.94 AC  
ROGERS SHAVANO PARK UNIT  
18/19, L.T.D.  
(VOL. 10075, PG. 1609, OPR)

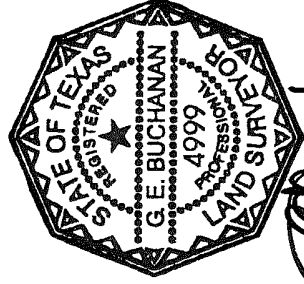
FD. 3/4" I.R. BEARS  
S37°07'06"W 0.37'

COLLIN MCCRAE SURVEY NO. 391  
ABSTRACT 482  
C.B. 4782

WILLIAM HUTCHKISS SURVEY NO. 77  
ABSTRACT 336  
C.B. 4782

ORIGINAL SURVEY LINE  
(NOT FIELD LOCATED)

POND HILL ROAD  
(VARIABLE WIDTH PUBLIC R.O.W.)  
(VOL. 9706, PG. 85, DPR)





*G. E. Buchanan*  
SHEET 1 OF 2  
JOB No.: 9120-24

**PAPE-DAWSON ENGINEERS**

EXHIBIT FOR A  
PROPERTY IMPROVEMENT DISTRICT  
AUGUST 09, 2024

2000 NW LOOP 410 | SAN ANTONIO, TX 78213 | 210.375.9000  
TEXAS ENGINEERING FIRM #470 | TEXAS SURVEYING FIRM #10028800

CURVE TABLE				
CURVE	RADIUS	DELTA	CHORD BEARING	CHORD LENGTH
C1	2827.02'	3°37'09"	N81°50'47"E	178.54'
C2	3700.01'	2°22'18"	N84°50'31"E	153.16'
C3	414.00'	32°42'22"	N15°33'02"E	233.13'
C4	510.00'	10°25'40"	N06°00'59"W	92.69'

**LEGEND:**  
 OPR OFFICIAL PUBLIC RECORDS OF BEXAR COUNTY, TEXAS  
 DPR DEED AND PLAT RECORDS OF BEXAR COUNTY, TEXAS  
 FD. FOUND  
 IR 1/2" IRON ROD  
 (PD) PAPE-DAWSON CAP  
 TxDOT TEXAS DEPARTMENT OF TRANSPORTATION  
 FOUND  
 CALCULATED POINT

LINE TABLE		
LINE	BEARING	LENGTH
L1	N83°39'22"E	16.66'
L2	N86°01'40"E	339.15'
L3	S82°39'44"E	101.98'
L4	N86°01'40"E	463.69'
L5	S03°34'23"E	67.19'
L6	S47°46'07"E	40.33'
L7	S00°18'11"W	83.34'
L8	S26°54'47"W	83.14'
L9	S20°20'39"E	196.72'
L10	S11°12'47"W	160.67'
L11	S85°48'50"W	348.06'
L12	S49°03'23"W	301.18'
L13	S86°23'18"W	613.96'
L14	N03°54'20"W	27.90'
L15	S86°05'40"W	330.44'
L16	N11°13'49"W	48.26'
L17	N78°46'11"E	273.88'
L18	N11°59'24"W	356.62'

- 1 LOT 2311, BLOCK 44  
SHAVANO PARK, FROST BANK  
(VOL. 9713, PG. 66, DPR)
- 2 SHAVANO PARK UNIT-19B,  
PHASE I, COMMERCIAL  
(VOL. 9565, PGS. 6-8, DPR)
- 3 SHAVANO PARK UNIT-19B,  
PHASE II, COMMERCIAL  
(VOL. 9566, PGS. 105-106, DPR)
- 4 SHAVANO PARK UNIT-19C,  
PHASE II  
(VOL. 9645, PGS. 172-177, DPR)
- 5 LOT 2311, BLOCK 44  
SHAVANO PARK UNIT-19A,  
PHASE I, COMMERCIAL  
(VOL. 9621, PGS. 191-192, DPR)

**NOTES:**  
 1. THIS EXHIBIT IS ISSUED IN CONJUNCTION WITH A METES AND BOUNDS DESCRIPTION PREPARED UNDER JOB NO. 9120-24 BY PAPE-DAWSON ENGINEERS.  
 2. THE BEARINGS ARE BASED ON THE TEXAS COORDINATE SYSTEM ESTABLISHED FOR THE SOUTH CENTRAL ZONE FROM THE NORTH AMERICAN DATUM OF 1983 NAD 83 (NA2011) EPOCH 2010.00.



2000 NW LOOP 410 | SAN ANTONIO, TX 78213 | 210.375.9000  
 TEXAS ENGINEERING FIRM #470 | TEXAS SURVEYING FIRM #10028800

AUGUST 09, 2024

SHEET 2 OF 2  
 JOB No.: 9120-24

**EXHIBIT "C"**  
**DISSOLUTION AGREEMENT**

**AGREEMENT REGARDING THE DISSOLUTION OF  
THE SHAVANO PARK 1604  
PUBLIC IMPROVEMENT DISTRICT**

This Agreement Regarding the Dissolution of the Shavano Park 1604 Public Improvement District (the “Agreement”) is entered into on this 16th day of September, 2024 by Rogers Shavano Park 18/19 Ltd., a Texas limited partnership (the “Petitioner”), and the City of Shavano Park, a Texas general law municipality (the “City”), hereinafter sometimes referred to collectively as the “Parties.” Capitalized terms herein not otherwise defined shall have the meanings set forth in the Petition (as defined below).

**RECITALS**

**Whereas**, the Petitioner requested the City establish the Shavano Park 1604 Public Improvement District (the “District”) in that certain Petition for the Creation of a Public Improvement District within the City of Shavano Park, Texas for the Shavano Park 1604 Public Improvement District located within the corporate limits of the City of Shavano Park, Texas, submitted by the Petitioner to the City on August 26, 2024, including any subsequent amendments thereto (the “Petition”); and

**Whereas**, the Developer and the City are expected to enter into that certain “Shavano Park 1604 Development Agreement,” providing for the development of the Property in the District; and

**Whereas**, on the same date that the parties entered into this Agreement, the City approved the formation of the District encompassing the Property described in **Exhibit A**, attached hereto and incorporated herein for all purposes, by Resolution No. \_\_\_\_\_, as it may be amended from time to time (the “Resolution”); and

**Whereas**, the Parties desire to provide for the dissolution of the District if 1) construction of any of the Authorized Improvements has not commenced within two (2) years of the effective date of the creation of the District, or 2) the first issuance of PID bonds or levy of assessments does not occur within five (5) years of the effective date of the creation of the District; and

**Whereas**, as determined by the current tax roll of the Bexar Appraisal District, the Petitioner constitutes (i) the owner of taxable real property representing more than 50% of the appraised value of taxable real property liable for assessment under the proposal and (ii) the record owner of real property liable for assessment under the proposal who (a) constitutes more than fifty percent (50%) of all record owners of property that is liable for assessment under the proposal, and (b) owns taxable real property that constitutes more than fifty percent (50%) of the area of all taxable real property that is liable for assessment under the proposal, as evidenced by the current tax roll with the signatures of the Petitioners registering support of the Petition next to the account for the respective Petitioner’s property on the tax rolls is attached hereto as **Exhibit B** and incorporated herein for all purposes.

**AGREEMENT**

**NOW, THEREFORE**, for and in consideration of the above recitals and the terms, conditions and agreements stated in this Agreement, the parties agree as follows:

1. The recitals set forth above are incorporated herein and made a part of this Agreement for all purposes.
2. The Petitioner agrees that this Agreement constitutes the Petitioner’s petition to dissolve the District under Section 372.011, Texas Local Government Code, as amended.

3. The City agrees that it shall call a public hearing and take any action required by law to dissolve the District, if 1) construction of any of the Authorized Improvements has not commenced within two (2) years of the effective date of the creation of the District, or 2) the first issuance of PID bonds or levy of assessments does not occur within five (5) years of the effective date of the creation of the District (the "Authorization"). The Petitioner and the Developer will not oppose the City's dissolution of the District undertaken in accordance with this Agreement and will cooperate with the City to cause the District to be dissolved.
4. The Authorization shall terminate and expire upon the first issuance of PID bonds or levy of assessments.
5. This Agreement shall be a covenant running with the land and shall be binding upon future owners of the Property or portions thereof and shall further be binding upon and inure to the benefit of the parties, and their successors and assigns. Petitioner shall cause any person or entity to whom Petitioner transfers the Property or any portion thereof (the "Subsequent Owner") to execute a document containing language substantially similar to that set forth in paragraphs 2 and 3 granting the City the authorization to dissolve the District as provided in paragraph 3. Petitioner shall provide the City with a copy of said document within three (3) business days of signing.
6. This Agreement may be amended only by a written instrument executed by all the parties. Upon satisfaction of one of the conditions set forth in paragraph 3, the City will execute an instrument confirming the termination and expiration of this Agreement so that it can be recorded in the Official Public Records of Bexar County, Texas.
7. If the conditions set forth in paragraph 3 are met, but substantial progress has been made towards the first issuance of PID bonds or levy of assessments, then the City, in its sole and absolute discretion, may choose to set the Authorization aside and permit the District to remain in existence for a period of up to six (6) months (an "Extension Period") to allow the first issuance of PID bonds or levy of assessments to occur. If, after the expiration of an Extension Period, additional progress has been made towards the issuance of PID bonds or levy of assessments, then the City may choose to permit one or more additional Extension Periods. If substantial progress has not been made at the expiration of an Extension Period, then the City may choose to take up the Authorization and dissolve the District, in its sole and absolute discretion.
8. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas, without regard to its conflict of laws provisions, and venue shall lie in Bexar County, Texas.
9. No public official, employee or City Consultant shall be personally responsible for any liability arising under or growing out of this Agreement. Any obligation or liability of the Developer whatsoever that may arise at any time under this Agreement or obligation or liability which may be incurred by the Developer pursuant to this Agreement shall be satisfied out of the assets of the Developer only, and the City shall have no liability.
10. **DEVELOPER COVENANTS AND AGREES TO FULLY INDEMNIFY AND HOLD HARMLESS CITY (AND ITS ELECTED OFFICIALS, EMPLOYEES, OFFICERS, ATTORNEYS, OUTSIDE CONSULTANTS, DIRECTORS, AND REPRESENTATIVES), INDIVIDUALLY AND COLLECTIVELY, FROM AND AGAINST ANY AND ALL COSTS, CLAIMS, LIENS, DAMAGES, LOSSES, EXPENSES, FEES, FINES, PENALTIES, PROCEEDINGS, ACTIONS, DEMANDS, CAUSES OF ACTION, LIABILITY AND SUITS OF ANY KIND**

**AND NATURE BROUGHT BY ANY THIRD-PARTY AND RELATING TO DEVELOPER'S ACTIONS ON THE PROJECT INCLUDING, BUT NOT LIMITED TO PERSONAL INJURY OR DEATH AND PROPERTY DAMAGE, MADE UPON CITY OR DIRECTLY OR INDIRECTLY ARISING OUT OF, RESULTING FROM OR RELATED TO DEVELOPER OR DEVELOPER'S AGENTS' OR REPRESENTATIVES' NEGLIGENCE, WILLFUL MISCONDUCT OR CRIMINAL CONDUCT IN ITS ACTIVITIES UNDER THIS AGREEMENT, INCLUDING ANY SUCH ACTS OR OMISSIONS OF DEVELOPER OR DEVELOPER'S AGENTS OR REPRESENTATIVES, AND ANY AGENT, OFFICER, DIRECTOR, REPRESENTATIVE, EMPLOYEE, CONSULTANTS OR SUBCONSULTANT OF DEVELOPER OR DEVELOPER'S AGENTS OR REPRESENTATIVES, AND THEIR RESPECTIVE OFFICERS, AGENTS, EMPLOYEES, DIRECTORS AND REPRESENTATIVES WHILE IN THE EXERCISE OR PERFORMANCE OF THE RIGHTS OR DUTIES UNDER THIS AGREEMENT, ALL WITHOUT, HOWEVER WAIVING ANY GOVERNMENTAL IMMUNITY AVAILABLE TO CITY, UNDER STATE LAW AND WITHOUT WAIVING ANY DEFENSES OF THE PARTIES UNDER STATE LAW. THE PROVISIONS OF THIS INDEMNIFICATION ARE SOLELY FOR THE BENEFIT OF THE CITY AND ARE NOT INTENDED TO CREATE OR GRANT ANY RIGHTS, CONTRACTUAL OR OTHERWISE, TO ANY OTHER PERSON OR ENTITY. DEVELOPER SHALL PROMPTLY ADVISE CITY IN WRITING OF ANY CLAIM OR DEMAND AGAINST THE CITY, RELATED TO OR ARISING OUT OF DEVELOPER OR DEVELOPER'S AGENTS' OR REPRESENTATIVES' ACTIVITIES UNDER THIS AGREEMENT AND SHALL SEE TO THE INVESTIGATION AND DEFENSE OF SUCH CLAIM OR DEMAND AT THE DEVELOPER'S COST TO THE EXTENT REQUIRED UNDER THE INDEMNITY IN THIS PARAGRAPH CITY SHALL HAVE THE RIGHT, AT ITS OPTION AND AT ITS OWN EXPENSE, TO PARTICIPATE IN SUCH A DEFENSE WITHOUT RELIEVING DEVELOPER OF ANY OF ITS OBLIGATIONS UNDER THIS PARAGRAPH.**

**IT IS THE EXPRESS INTENT OF THIS SECTION THAT THE INDEMNITY PROVIDED TO THE CITY SHALL SURVIVE THE TERMINATION AND OR EXPIRATION OF ANY AGREEMENT TO WHICH THE DEVELOPER OR ITS AGENTS OR REPRESENTATIVES ARE A PARTY RELATED TO THE PID AND SHALL BE BROADLY INTERPRETED AT ALL TIMES TO PROVIDE THE MAXIMUM INDEMNIFICATION OF THE CITY AND / OR THEIR OFFICERS, ATTORNEYS, EMPLOYEES AND ELECTED OFFICIALS PERMITTED BY LAW.**

11. It is acknowledged and agreed by the parties that time is of the essence in the performance of this Agreement.

[SIGNATURE PAGE TO FOLLOW]

**IN WITNESS WHEREOF**, the parties have executed this Agreement and this Agreement is effective as of the first date indicated above.

**CITY:**

**City of Shavano Park, Texas**  
a Texas general law municipal corporation

Attest:

By: \_\_\_\_\_  
Name: Kristen Hetzel  
Title: City Secretary

By: \_\_\_\_\_  
Name: Bob Werner  
Title: Mayor

THE STATE OF TEXAS                    §  
COUNTY OF BEXAR                    §

This instrument was acknowledged before me on this \_\_\_\_ day of \_\_\_\_\_, 2024, by Kristen Hetzel and Bob Werner, City Secretary and Mayor, respectively, of the City of Shavano Park, Texas, a Texas general law municipal corporation, on behalf of said corporation.

(SEAL)

\_\_\_\_\_  
Notary Public, State of Texas

**Rogers Shavano Park 18/19 Ltd.,**  
a Texas limited liability company

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

STATE OF TEXAS           §  
COUNTY OF \_\_\_\_\_ §

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, 2024, by  
Lloyd Denton, Manager of Rogers Shavano Park 18/19 Ltd., a Texas limited liability company, on behalf of  
said entities.

\_\_\_\_\_  
Notary Public, State of Texas

**AFTER RECORDING RETURN TO:**

City of Shavano Park, Texas  
Attn: City Secretary  
900 Saddletree Court,  
Shavano Park, Texas 78231



**Exhibit A**  
(Creation Resolution)

□

**Exhibit B**  
(Evidence of Standing)



**BROWN & MCDONALD**  
ATTORNEYS AT LAW

August 19, 2024

Ms. Kristen Hetzel  
City Secretary  
City of Shavano Park  
900 Saddletree Court  
Shavano Park, Texas, 78231

**VIA HAND DELIVERY**

Mr. Bill Hill  
City Manager  
City of Shavano Park  
900 Saddletree Court  
Shavano Park, Texas, 78231

**VIA HAND DELIVERY**

RE: Petition for Consent to the Creation of the Shavano Park 1604 Public Improvement District, in accordance with Chapter 372 of the Texas Local Government Code and The City of Shavano Park's Economic Development Policy, for Property Generally Located at the Southeast Corner of Collins Circle and Loop 1604 in the City of Shavano Park, Bexar County, Texas (the "Subject Property"); *Our File No. 1000.027*

Dear Ms. Hetzel and Mr. Hill:

On behalf of the Petitioner, Rogers Shavano Park 18/19 Ltd., we respectfully submit the enclosed Petition to the City of Shavano Park and request the creation of the Shavano Park 1604 Public Improvement District and the inclusion of the Subject Property therein, all as further described in the attached Petition. Please find enclosed:

1. A signed Petition submitted to the City of Shavano Park for the Creation of the Shavano Park 1604 Public Improvement District (**Exhibit "1"**);
2. Shavano Park 1604 Public Improvement District Layout of the Subject Property (**Exhibit "2"**);
3. Deed for Subject Property (**Exhibit "3"**);
3. Shavano Park 1604 Public Improvement District Timeline (**Exhibit "4"**); and
4. Shavano Park 1604 Public Improvement District Financial Projections (**Exhibit "5"**).

Please do not hesitate to contact our office should you have any questions or need any additional information in connection with this Petition.

Thank you,

**BROWN & MCDONALD, PLLC**

BY: Caroline McDonald  
Caroline McDonald

Enclosures: As Stated

CC: Curtis Leeth, Asst. City Manager, City of Shavano Park

**EXHIBIT 1**

**PETITION TO THE CITY OF SHAVANO PARK FOR THE CREATION OF THE  
SHAVANO PARK 1604 PUBLIC IMPROVEMENT DISTRICT**

PETITION FOR THE CREATION OF A PUBLIC IMPROVEMENT DISTRICT  
WITHIN THE CITY OF SHAVANO PARK, TEXAS FOR THE SHAVANO  
PARK 1604 PUBLIC IMPROVEMENT DISTRICT

This petition ("Petition") is submitted and filed with the City Secretary of the City of Shavano Park, Texas, by Rogers Shavano Park UT 18/19 LTD, owner of a majority of the real property (the "Petitioner") located within the proposed boundaries of the District, as hereinafter defined. Acting pursuant to the provisions of Chapter 372, Texas Local Government Code, as amended (the "Act"), the Petitioner requests that the City create a public improvement district (the "District"), to include property located within the City limits of the City (the "Property"), more particularly described by a metes and bounds description in Exhibit A and depicted in Exhibit B. In support of this Petition, the Petitioner would present the following:

Section 1. General Nature of the Authorized Improvements. The general nature of the proposed public improvements (collectively, the "Authorized Improvements") may include: (i) street and roadway improvements, including related sidewalks, drainage, utility relocation, signalization, landscaping, streetscape, lighting, signage, a retaining wall, off-street parking and right-of-way; (ii) establishment or improvement of parks and open space, together with the design, construction and maintenance of any ancillary structures, features or amenities such as trails, playgrounds, walkways, lighting and any similar items located therein; (iii) sidewalks and landscaping, including entry monuments and features, fountains, lighting and signage; (iv) acquisition, construction, and improvement of water, wastewater and drainage improvements and facilities; (v) projects similar to those listed in subsections (i) - (iv) above authorized by the Act, including similar off-site projects that provide a benefit to the property within the District; (vi) special supplemental services for improvement and promotion of the District; (vii) payment of costs associated with operating and maintaining the public improvements listed in subparagraphs (i) - (v) above; and (viii) payment of costs associated with developing and financing the public improvements listed in subparagraphs (i) - (v) above, and costs of establishing, administering and operating the District. These Authorized Improvements shall promote the interest of the City and confer a special benefit upon the Property.

Section 2. Estimated Cost of the Authorized Improvements. The estimated cost to design, acquire, and construct the Authorized Improvements, together with bond issuance costs, eligible legal and financial fees, eligible credit enhancement costs and eligible costs incurred in the establishment, administration, and operation of the District is Six Million (\$6,000,000.00) and No/100 Dollars. The City will pay none of the costs of the proposed improvements from funds other than the PID assessments. The remaining costs of the proposed improvements will be paid from sources other than the City or assessments of property owners.

Section 3. Boundaries of the Proposed District. The District is proposed to include the Property as shown in Exhibit A.

Section 4. Proposed Method of Assessment. The City shall levy assessments on each parcel within the District in a manner that results in imposing equal shares of the costs on property similarly benefited, in compliance with the Act. All assessments may be paid in full at any time (including interest and principal), and certain assessments may be paid in annual installments

{including interest and principal). If an assessment is allowed to be paid in installments, then the installments must be paid in amounts necessary to meet annual costs for those Authorized Improvements financed by the assessment and must continue for a period necessary to retire the indebtedness of those Authorized Improvements (including interest).

Section 5. Proposed Apportionment of Costs between the District and the City. The City will not be obligated to provide any funds to finance the Authorized Improvements, other than from assessments levied on the District. No municipal property in the public improvement district shall be assessed. The Petitioner may also pay certain costs of the improvements from other funds available to the Petitioner.

Section 6. Management of the District. The Petitioner proposes that the District be managed by the City, with the assistance of a consultant, who shall, from time to time advise the City regarding certain operations of the District.

Section 7. The Petitioner Requests Establishment of the District. The person signing this Petition requests the establishment of the District, is duly authorized, and has the corporate authority to execute and deliver the Petition.

Section 8. Advisory Board. The Petitioner proposes that the District be established and managed without the creation of an advisory board. If an advisory board is created, the Petitioner requests that a representative of the Petitioner be appointed to the advisory board.

Section 9. Landowner(s). This Petition has been signed by (1) the owners of taxable real property representing more than 50 percent of the appraised value of taxable real property liable for assessment under the proposal, as determined by the current roll of the appraisal district in which the property is located; and (2) record owners of real property liable for assessment under the proposal who: (A) constitute more than 50 percent of all record owners of property that is liable for assessment under the proposal; or (B) own taxable real property that constitutes more than 50 percent of the area of all taxable real property that is liable for assessment under the proposal.

This Petition is hereby filed with the City Secretary of the City of Shavano Park, or other officer performing the functions of the City Secretary, in support of the creation of the District by the City Council of the City of Shavano Park as herein provided. The undersigned request that the City Council of the City of Shavano Park call a public hearing on the advisability of the Authorized Improvements, give notice thereof as provided by law and grant all matters requested in this Petition.

*Signatures on the Following Page*

RESPECTFULLY SUBMITTED, on this 13<sup>th</sup> day of August, 2024.

**Rogers Shavano Park Unit 18/19, LTD**  
A Texas Limited Partnership,

By: [Signature]  
Printed Name: Alwage Lloyd Denton  
Title: Manager

Address of Property in PID: Generally Located at Collis Circle and N Loop 1604 W, Shavano Park, TX  
78231 BCAD Parcel #: 1161419, 1180903  
Property Description: Currently Vacant Land

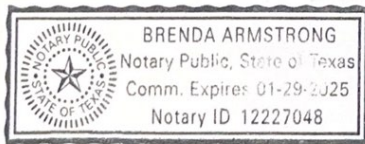
Date of Acquired Property: 06/05/03, Appraised Value: \_\_\_\_\_, Acres: 22.458

THE STATE OF TEXAS

COUNTY OF Bexar

BEFORE ME, the undersigned authority, on this day personally appeared Lloyd Denton, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for purposes and considerations therein expressed and in his capacity as Manager of Rogers Shavano Park Unit 18/19, Ltd.  
NA, on behalf of said NA.

Given under my hand and seal of office this the 13 day of August, 2024.



[Signature]  
Notary Public in and for the State of TX  
My Commission Expires: 01.29.25



**EXHIBIT 2**

**SHAVANO PARK 1604 PUBLIC IMPROVEMENT DISTRICT PROPERTY LAYOUT**

METES AND BOUNDS DESCRIPTION  
FOR A PROPERTY IMPROVEMENT DISTRICT

A 22.458 acre, or 978,279. square feet more or less, tract of land being the remaining portion of that 86.94 acre tract conveyed to Rogers Shavano Park Unit 18/19, Ltd. by deed recorded in Volume 10075, Page 1069 of the Official Public Records of Bexar County, Texas, out of the Collin McCrae Survey No. 391, Abstract 482 and the William Hutchkiss Survey No. 77, Abstract 336, in County Block 4782, in the City of Shavano Park, Bexar County, Texas. Said 22.458 acre tract being more fully described as follows, with bearings based on the Texas Coordinate System established for the South Central Zone from the North American Datum of 1983 NAD 83 (NA2011) epoch 2010.00:

**BEGINNING:** At a found ½" iron rod with a yellow cap stamped "Pape-Dawson" at the northeast corner of Lot 2311, Block 44, Shavano Park, Frost Bank recorded in Volume 9713, Page 66 of the Deed and Plat Records of Bexar County, Texas, same being the northwest corner of the remaining portion of said 86.94 acre tract, on the south right-of-way line of F.M. Loop 1604, a variable width public right-of-way;

**THENCE:** Along and with the south right-of-way line of said F.M. Loop 1604, same being the north line of the remaining portion of said 86.94 are tract, the following bearings and distances:

Northeasterly, along a non-tangent curve to the right, said curve having a radius of 2827.02 feet, a central angle of 03°37'09", a chord bearing and distance of N 81°50'47" E, 178.54 feet, for an arc length of 178.57 feet to a found TxDOT Right-of-Way Monument (Type II);

N 83°39'22" E, a distance of 16.66 feet to a found TxDOT Right-of-Way Monument (Type II);

Northeasterly, along a tangent curve to the right, said curve having a radius of 3700.01 feet, a central angle of 02°22'18", a chord bearing and distance of N 84°50'31" E, 153.14 feet, for an arc length of 153.16 feet to a found TxDOT Right-of-Way Monument (Type II);

N 86°01'40" E, a distance of 339.15 feet to a found TxDOT Right-of-Way Monument (Type II);

S 82°39'44" E, a distance of 101.98 feet to a found TxDOT Right-of-Way Monument (Type II);

N 86°01'40" E, a distance of 463.69 feet to a calculated point at the northeast corner of the remaining portion of said 86.94 acre tract, same being the northwest corner of Shavano Park Unit 19-B, Phase I, Commercial recorded in Volume 9565, Pages 6-8 of the Deed and Plat Records of Bexar County, Texas;

THENCE: Departing the south right-of-way line of said F.M. Loop 1604, along and with the east line of the remaining portion of said 86.94 acre tract, the west line of said Shavano Park Unit 19-B, Phase I, Commercial, the following bearings and distances:

S 03°34'23" E, a distance of 67.19 feet to a calculated point;

S 47°46'07" E, a distance of 40.33 feet to a calculated point;

S 00°18'11" W, a distance of 83.34 feet to a calculated point;

S 26°54'47" W, a distance of 83.14 feet to a calculated point;

S 20°20'39" E, at a distance of 98.22 feet passing a found ½" iron rod with a yellow cap stamped "Pape-Dawson" at the southwest corner of said Shavano Park Unit 19-B, Phase I, Commercial, same being the northwest corner of Shavano Park Unit 19-B, Phase II, Commercial recorded in Volume 9566, Pages 105-106 of the Deed and Plat Records of Bexar County, Texas, and continuing along and with the west line of said Shavano Park Unit 19-B, Phase II, Commercial for a total distance of 196.72 feet to a calculated point;

THENCE: S 11°12'47" W, continuing along and with the east line of the remaining portion of said 86.94 acre tract, the west line of said Shavano Park Unit 19-B, Phase II, Commercial, a distance of 160.67 feet to a calculated point on the north line of Shavano Park Unit 19-C, Phase II recorded in Volume 9645, Pages 172-177 of the Deed and Plat Records of Bexar County, Texas;

THENCE: Along and with the north line of said Shavano Park Unit 19-C, Phase II, same being the south line of the remaining portion of said 86.94 acre tract, the following bearings and distances:

S 85°48'50" W, a distance of 348.06 feet to a found ½" iron rod with a yellow cap stamped "Pape-Dawson";

S 49°03'23" W, a distance of 301.18 feet to a calculated point;

S 86°23'18" W, a distance of 613.96 feet to a calculated point at the northwest corner of said Shavano Park Unit 19-C, Phase II, on the east line of Lot 2311, Block 44, Shavano Park Unit 19-A, Phase I, Commercial recorded in Volume 9621, Pages 191-192 of the Deed and Plat Records of Bexar County, Texas;

THENCE: N 03°54'20" W, along and with the east line of said Lot 2311, Shavano Park Unit 19-A, Phase I, Commercial, a west line of the remaining portion of said 86.94 acre tract, a distance of 27.90 feet to a calculated point at the northeast corner of said Lot 2311;

THENCE: S 86°05'40" W, along and with a north line of said Lot 2311, Shavano Park Unit 19-A, Phase I, Commercial, same being a south line of the remaining portion of said 86.94 acre tract, a distance of 330.44 feet to a calculated point at the northwest corner of said Lot 2311, Shavano Park Unit 19-A, Phase I, Commercial, the southwest corner of the remaining portion of said 86.94 acre tract, on the east right-of-way line of Pond Hill Road, a variable width public right-of-way dedicated in Volume 9706, Page 85 of the Deed and Plat Records of Bexar County, Texas;

THENCE: Along and with the east right-of-way line of said Pond Hill Road, same being the west line of the remaining portion of said 86.94 acre tract, the following bearings and distances:

Northeasterly, along a non-tangent curve to the left, said curve having a radius of 414.00 feet, a central angle of 32°42'22", a chord bearing and distance of N 15°33'02" E, 233.13 feet, for an arc length of 236.32 feet to a calculated point;

Northwesterly, along a compound curve to the left, said curve having a radius of 510.00 feet, a central angle of 10°25'40", a chord bearing and distance of N 06°00'59" W, 92.69 feet, for an arc length of 92.82 feet to a calculated point;

N 11°13'49" W, a distance of 48.26 feet to a calculated point at the southwest corner of said Lot 2311, Block 44, Shavano Park, Frost Bank;

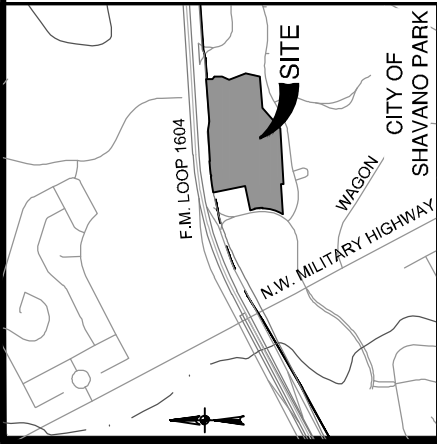
THENCE: N 78°46'11" E, departing the east right-of-way line of said Pond Hill Road, along and with the south line of said Lot 2311, Block 44, Shavano Park, Frost Bank, a distance of 273.88 feet to a calculated point at the southeast corner of said Lot 2311, Block 44, Shavano Park, Frost Bank, from which a found  $\frac{3}{4}$ " iron rod bears S 37°07'06" W, a distance of 0.37 feet;

THENCE: N 11°59'24" W, along and with the east line of said Lot 2311, Block 44, Shavano Park, Frost Bank, same being a west line of the remaining portion of said 86.94 acre tract, a distance of 356.62 feet to the POINT OF BEGINNING and containing 22.458 acres in the City of Shavano Park, Bexar County, Texas. Said tract being described in conjunction with a survey made on the ground and a survey map prepared under job number 9120-24 by Pape-Dawson Engineers.

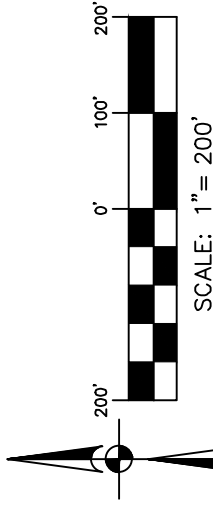
PREPARED BY: Pape-Dawson Engineers  
Texas Registered Survey Firm # 10028800  
DATE: August 9, 2024  
JOB NO. 9120-24  
DOC. ID. N:\Survey24\24-9100\9120-24\Word\9120-24 FN 22.458 AC.docx



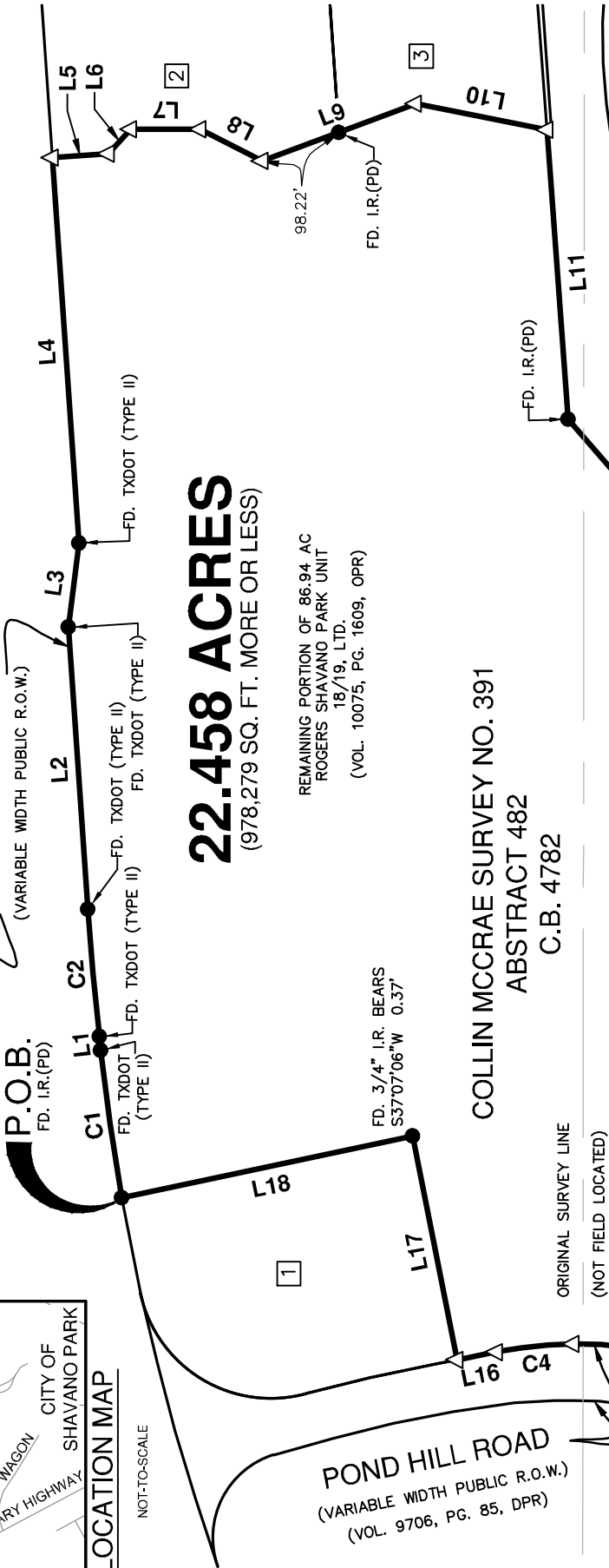
A handwritten signature in black ink that reads "G. E. Buchanan".



SEE SHEET 2 OF 2 FOR NOTES AND LINE/CURVE TABLES



F.M. LOOP 1604  
(VARIABLE WIDTH PUBLIC R.O.W.)



# 22.458 ACRES

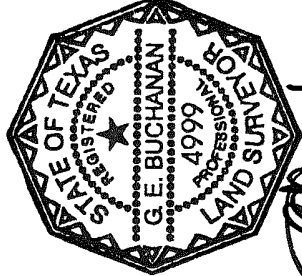
(978,279 SQ. FT. MORE OR LESS)

REMAINING PORTION OF 86.94 AC  
ROGERS SHAVANO PARK UNIT  
18/19, L.T.D.  
(VOL. 10075, PG. 1609, OPR)

COLLIN MCCRAE SURVEY NO. 391  
ABSTRACT 482  
C.B. 4782

WILLIAM HUTCHKISS SURVEY NO. 77  
ABSTRACT 336  
C.B. 4782

POND HILL ROAD  
(VARIABLE WIDTH PUBLIC R.O.W.)  
(VOL. 9706, PG. 85, DPR)



*Buchanan*





2000 NW LOOP 410 | SAN ANTONIO, TX 78213 | 210.375.9000  
TEXAS ENGINEERING FIRM #470 | TEXAS SURVEYING FIRM #10028800

EXHIBIT FOR A  
PROPERTY IMPROVEMENT DISTRICT  
AUGUST 09, 2024

SHEET 1 OF 2  
JOB No.: 9120-24

CURVE TABLE				
CURVE	RADIUS	DELTA	CHORD BEARING	CHORD LENGTH
C1	2827.02'	3°37'09"	N81°50'47"E	178.54'
C2	3700.01'	2°22'18"	N84°50'31"E	153.16'
C3	414.00'	32°42'22"	N15°33'02"E	233.13'
C4	510.00'	10°25'40"	N06°00'59"W	92.69'

**LEGEND:**  
 OPR OFFICIAL PUBLIC RECORDS OF BEXAR COUNTY, TEXAS  
 DPR DEED AND PLAT RECORDS OF BEXAR COUNTY, TEXAS  
 FD. FOUND  
 IR 1/2" IRON ROD  
 (PD) PAPE-DAWSON CAP  
 TXDOT TEXAS DEPARTMENT OF TRANSPORTATION  
 FOUND  
 CALCULATED POINT

LINE TABLE		
LINE	BEARING	LENGTH
L1	N83°39'22"E	16.66'
L2	N86°01'40"E	339.15'
L3	S82°39'44"E	101.98'
L4	N86°01'40"E	463.69'
L5	S03°34'23"E	67.19'
L6	S47°46'07"E	40.33'
L7	S00°18'11"W	83.34'
L8	S26°54'47"W	83.14'
L9	S20°20'39"E	196.72'
L10	S11°12'47"W	160.67'
L11	S85°48'50"W	348.06'
L12	S49°03'23"W	301.18'
L13	S86°23'18"W	613.96'
L14	N03°54'20"W	27.90'
L15	S86°05'40"W	330.44'
L16	N11°13'49"W	48.26'
L17	N78°46'11"E	273.88'
L18	N11°59'24"W	356.62'

- 1 LOT 2311, BLOCK 44  
SHAVANO PARK, FROST BANK  
(VOL. 9713, PG. 66, DPR)
- 2 SHAVANO PARK UNIT-19B,  
PHASE I, COMMERCIAL  
(VOL. 9565, PGS. 6-8, DPR)
- 3 SHAVANO PARK UNIT-19B,  
PHASE II, COMMERCIAL  
(VOL. 9566, PGS. 105-106, DPR)
- 4 SHAVANO PARK UNIT-19C,  
PHASE II  
(VOL. 9645, PGS. 172-177, DPR)
- 5 LOT 2311, BLOCK 44  
SHAVANO PARK UNIT-19A,  
PHASE I, COMMERCIAL  
(VOL. 9621, PGS. 191-192, DPR)

**NOTES:**  
 1. THIS EXHIBIT IS ISSUED IN CONJUNCTION WITH A METES AND BOUNDS DESCRIPTION PREPARED UNDER JOB NO. 9120-24 BY PAPE-DAWSON ENGINEERS.  
 2. THE BEARINGS ARE BASED ON THE TEXAS COORDINATE SYSTEM ESTABLISHED FOR THE SOUTH CENTRAL ZONE FROM THE NORTH AMERICAN DATUM OF 1983 NAD 83 (NA2011) EPOCH 2010.00.



2000 NW LOOP 410 | SAN ANTONIO, TX 78213 | 210.375.9000  
 TEXAS ENGINEERING FIRM #470 | TEXAS SURVEYING FIRM #10028800

AUGUST 09, 2024

SHEET 2 OF 2  
 JOB No.: 9120-24

# Proposed Campus Development Plan for City of Shavano Park 22 Acre Public Improvement District



### Townhome Development Summary:

- 16 ~ 30' x 80' Units
- 23 ~ 30' x 100' Units
- 39 total**

### Site design elements include:

- 52 Off-street parking spaces
- Dog Park
- Tandem Pickleball Courts
- Three Trailheads

NOTE: This plan is conceptual and subject to change.  
All acreages, lot configurations, street geometry, and pathway alignments are approximate.

**EXHIBIT 3**  
**DEED FOR SUBJECT PROPERTY**



SCANNED

Doc# 20030144924

**SPECIAL WARRANTY DEED  
WITH VENDOR'S LIEN**

**DATE:** Effective as of June 5, 2003

**GRANTOR:** THE ROGERS SHAVANO RANCH, LTD., a Texas limited partnership

**GRANTOR'S MAILING ADDRESS (including county):** 4040 Broadway, Suite 605, San Antonio, Bexar County, Texas 78209

**GRANTEE:** ROGERS SHAVANO PARK UNIT 18/19, LTD., a Texas limited partnership

**GRANTEE'S MAILING ADDRESS (including county):** 11 Lynn Batts Lane, Suite 100, San Antonio, Bexar County, Texas 78218

**CONSIDERATION:** Ten and No/100 Dollars (\$10.00) and the following notes of even date herewith, executed by Grantee and payable to the order of Grantor:

1. Note in the original principal amount of Four Million Seven Hundred Seventy-Two Thousand Five Hundred Ninety and No/100 Dollars (\$4,772,590.00), secured by a vendor's lien retained in this deed and by a deed of trust of even date herewith from Grantee to Richard B. Moore, Trustee, against a portion of the property comprising 345.89 acres, more or less, being more particularly described as Tracts 1 and 2 in Exhibit A attached hereto and incorporated herein.

2. Note in the original principal amount of Three Million Three Hundred Forty-Seven Thousand and No/100 Dollars (\$3,347,000.00), secured by a vendor's lien retained in this deed and by a deed of trust of even date herewith from Grantee to Richard B. Moore, Trustee, against a portion of the property comprising 133.88 acres, more or less, being more particularly described as Tracts 3 and 4 in Exhibit A attached hereto.

**PROPERTY (including any improvements):** The real property comprising 479.77 acres of land, more or less, in Bexar County, Texas, more particularly described as Tracts 1-4 in Exhibit A attached hereto and incorporated herein.

**RESERVATIONS FROM AND EXCEPTIONS TO CONVEYANCE AND WARRANTY:**

1. Easements, rights-of-way, and prescriptive rights, whether of record or not; all presently recorded instruments, other than liens and conveyances, that affect the Property; and taxes for the current year, and subsequent assessments for the current and prior years due to change in land usage, ownership or both, the payment of which Grantee assumes.

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2. By acceptance of this Special Warranty Deed, Grantee takes the Property in "AS IS" condition, except for the warranties of title as provided and limited herein. Grantor has not made and does not make any representations as to the physical condition, layout, footage, expenses, zoning, operation or any other matter affecting or related to the Property, and by acceptance hereof, Grantee expressly acknowledges that no such representations have been made. Grantor makes no other warranties, express or implied, of merchantability, fitness or suitability for a particular purpose or otherwise, except as set forth and limited herein. Any implied warranties are expressly disclaimed and excluded.

Grantor, for the Consideration and subject to the Reservations From and Exceptions to Conveyance and Warranty, grants, sells, and conveys to Grantee the Property, together with all and singular the rights and appurtenances thereto in any wise belonging, to have and hold it to Grantee, Grantee's successors or assigns forever. Grantor hereby binds Grantor and Grantor's successors to warrant and forever defend all and singular the property to Grantee and Grantee's successors and assigns, against every person whomsoever lawfully claiming or to claim the same or any part thereof, when the claim is made by, through and under Grantor, but not otherwise, except as to the Reservations From and Exceptions to Conveyance and Warranty.

The vendor's lien and superior title to the Property are retained until the notes described herein are fully paid according to their terms, at which time this deed shall become absolute.

When the context requires, singular nouns and pronouns include the plural.

**THE ROGERS SHAVANO RANCH, LTD., a**  
Texas limited partnership

By Its General Partners:

W.R. FAMILY GROUP, L.C., a Texas limited  
liability company

By:   
Wallace Rogers, III, Manager

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STATE OF TEXAS       §  
                                  §  
COUNTY OF BEXAR   §

This instrument was acknowledged before me on June 4<sup>th</sup>, 2003, by Wallace Rogers, III, Manager of the W.R. Family Group, L.C., a Texas limited liability company, as a General Partner of The Rogers Shavano Ranch, Ltd., a Texas limited partnership, on behalf of said limited liability company and limited partnership



Diane Solarczyk  
Notary Public, State of Texas

THE N.R. FAMILY GROUP, INC., a Texas corporation

By: Jean Rogers Winchell  
Jean Rogers Winchell  
President

STATE OF TEXAS       §  
                                  §  
COUNTY OF BEXAR   §

This instrument was acknowledged before me on June 10<sup>th</sup>, 2003, by Jean Rogers Winchell, President of the N.R. Family Group, Inc., a Texas corporation, as a General Partner of The Rogers Shavano Ranch, Ltd., a Texas limited partnership, on behalf of said corporation and limited partnership.



Diane Solarczyk  
Notary Public, State of Texas

**Exhibits:**  
Exhibit A – Property Description

AFTER RECORDING, RETURN TO:  
Ms. Jamie M. Wilson  
Kerr, Wilson & Negrón, P.C.  
750 E. Mulberry, Suite 510  
San Antonio, Texas 78212  
M:\data\jmw\denton\shavano\park\unit 18-19\partnership\swdwwl.doc

10010075PG1611

**EXHIBIT A**

**PROPERTY DESCRIPTION**

479.77 acres of land, more or less, in Bexar County, Texas, described as follows:

**Residential Tracts:**

Tract 1: 55.99 acres of land, more or less, in Bexar County, Texas, more particularly described in **Exhibit A-1** attached hereto and incorporated herein.

Tract 2: 289.90 acres of land, more or less, in Bexar County, Texas, more particularly described in **Exhibit A-2** attached hereto and incorporated herein.

**Commercial Tracts:**

Tract 3: 46.94 acres of land, more or less, in Bexar County, Texas, more particularly described in **Exhibit A-3** attached hereto and incorporated.

Tract 4: 86.94 acres of land, more or less, in Bexar County, Texas, more particularly described in **Exhibit A-4** attached hereto and incorporated.

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**EXHIBIT A-1**

**55.99 ACRE TRACT**



FIELD NOTES  
FOR  
(SHAVANO PARK 18 - RESIDENTIAL)

A 55.99 acre, or 2,438,900 square feet, tract of land out of a 406.8124 acre tract of land as described in instrument recorded in Volume 5553, Pages 103-130 of the Official Public Record of Real Property of Bexar County, Texas, in the City of Shavano Park, Bexar County, Texas, out of the Collin C. McCrae Survey No. 391, Abstract 482, County Block 4782 and out of the William Hotchkiss Survey No. 77, Abstract 336, County Block 4783. Said 55.99 acres being further described by metes and bounds as follows:

COMMENCING: At a point being at the westernmost corner of Lot 1809, Block 21 described as Shavano Park Subdivision, Unit-18A, as recorded in Volume 9552, Page 147 of the Deed and Plat Records of Bexar County, Texas, said point also being the northwestern corner of said 55.99 acre tract

THENCE: S 30°27'19" E, a distance of 1337.84 feet to the POINT OF BEGINNING;

THENCE: In a southwesterly and southerly direction along the northwestern then western line of said Shavano Park Unit 12-A, the following courses and distances:

S 47°34'52" W, a distance of 243.22 feet to a point;

N 84°46'50" W, a distance of 90.25 feet to a point;

S 31°25'02" W, a distance of 112.42 feet to a point;

S 06°15'27" W, a distance of 87.98 feet to a point;

S 06°16'49" W, a distance of 60.00 feet to a point;

S 33°00'03" W, a distance of 118.64 feet to a point;

S 12°08'56" W, a distance of 362.09 feet to a point;

S 34°19'14" W, a distance of 380.58 feet to a point;

S 57°07'14" W, a distance of 160.70 feet to a point;

S 13°47'25" W, a distance of 103.46 feet to a point;

N 76°12'35" W, a distance of 97.34 feet to a point;

S 57°03'05" W, a distance of 149.35 feet to a point;

**PAPE-DAWSON ENGINEERS, INC.**

S 75°15'16" W, a distance of 226.45 feet to a point, said point being the southernmost corner of this tract;

THENCE: N 61°22'46" W, a distance of 1,318.47 feet to a point;

THENCE: N 00°10'13" W, a distance of 707.61 feet to a point in the south right of way line of Loop 1604, and said point also being the westernmost corner of this tract;

THENCE: N 62°35'16"E, a distance of 403.63 feet to a point;

THENCE: S 46°37'10"E, a distance of 83.65 feet to a point;

THENCE: S 67°37'43"E, a distance of 114.23 feet to a point;

THENCE: S 75°58'10"E, a distance of 119.55 feet to a point;

THENCE: S 89°16'30"E, a distance of 163.64 feet to a point;

THENCE: N 80°55'54"E, a distance of 232.63 feet to a point;

THENCE: N 76°32'25"E, a distance of 170.62 feet to a point;

THENCE: S 90°00'00"E, a distance of 158.93 feet to a point;

THENCE: N 89°57'50"E, a distance of 1098.60 feet to the POINT OF BEGINNING and containing 55.99 acres of land in the City of Shavano Park, Bexar County, Texas. Said tract being described is based on record information and does not reflect an on the ground survey.

Prepared by: Pape-Dawson Engineers, Inc.  
Job No: 4523-01  
Date: May 29, 2003  
Doc Id: 4523\01\Word\FN030529a1 - Residential

V01100715PG1614

EXHIBIT A-2

289.90 ACRE TRACT



FIELD NOTES  
FOR  
(SHAVANO PARK - RESIDENTIAL)

A 289.9 acre (12,629,257 square feet more or less) of land being out of that 409.0636 acre tract described in instrument recorded Volume 8553, Pages 103-130 of the Official Public Records of Real Property of Bexar County, Texas, said 289.9 acre tract being more fully described as follows:

- COMMENCING: At a TxDOT monument at the east end of the cutback line for the intersection of the east right-of-way line of Northwest Military Drive (FM 1535, a 120-foot right-of-way), with the south right-of-way line of Charles Anderson Loop (FM 1604, right-of-way varies);
- THENCE: S 55°43'06" 3, a distance of 1,228.46 feet to the POINT OF BEGINNING;
- THENCE: N 33°35'56"E, a distance of 223.31 feet to a point;
- THENCE: N 23°18'49" E, a distance of 54.66 feet to a point;
- THENCE: N 03°50'13" E, a distance of 138.55 feet to a point;
- THENCE: N 86°23'18" E, a distance of 720.80 feet to a point;
- THENCE: N 49°03'23" E, a distance of 301.18 feet to a point
- THENCE: N 85°48'50" E a distance of 2,503.73 feet to a point;
- THENCE: N 86°03'17" E, a distance of 1,154.38 feet to a point;
- THENCE: Along a curve to the left, said curve having a radius of 272.50 feet, a central angle of 08°15'22", a chord bearing and distance of S76°30'04" E, 39.23 feet, and an arc length of 39.27 feet to a point;
- THENCE: S 80°37'45"E, a distance of 164.36 feet to a point;
- THENCE: S 04°04'24"E, a distance of 380.43 feet to a point;
- THENCE: S 57°17'51"E, a distance of 550.43 feet to a point;
- THENCE: N 79°51'26"E, a distance of 438.03 feet to a point;
- THENCE: Northeast, with a curve to the left, said curve having a radius of 160.00 feet, a central angle of 70°23'25", a chord bearing and distance of N 44°39'43" E, 184.44 feet, and an arc length of 196.57 feet to a point;

**PAPE-DAWSON ENGINEERS, INC.**

555 East Ramsey | San Antonio, Texas 78216 | Phone: 210.375.9000 | Fax: 210.375.9010 | info@pape-dawson.com

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- THENCE: N 09°28'00"E, a distance of 51.13 feet to a point;
- THENCE: Northwest, with a curve to the left, said curve having a radius of 350.00 feet, a central angle of 44°49'52", a chord bearing and distance of N 12°56'56" W, 266.92 feet, and an arc length of 273.86 feet to a point;
- THENCE: N 35°21'51"W, a distance of 347.09 feet to a point;
- THENCE: S 85°49'21"W, a distance of 139.30 feet to a point;
- THENCE: N 73°01'17"W, a distance of 138.54 feet to a point;
- THENCE: S 85°49'21"W, a distance of 631.67 feet to a point;
- THENCE: Northwest, with a curve to the right, said curve having a radius of 189.50 feet, a central angle of 90°06'40", a chord bearing and distance of N 49°07'19" W, 268.25 feet, and an arc length of 298.03 feet to a point;
- THENCE: N 04°04'00"W, a distance of 272.53 feet to a point;
- THENCE: N 43°35'27"E, a distance of 72.02 feet to a point;
- THENCE: S 88°44'42"E, a distance of 273.28 feet departing the common line between said 17.6 acre tract and 289.9 acre tract and along said south right-of-way to a point;
- THENCE: N 86°01'24"E, a distance of 1020.35 feet to a point;
- THENCE: S 03°58'17"E, a distance of 146.87 feet to a point;
- THENCE: N 86°01'43"E, a distance of 143.83 feet to a point;
- THENCE: N 03°58'17"W, a distance of 146.88 feet to a point;
- THENCE: N 86°01'24"E, a distance of 378.92 feet to a point;
- THENCE: S 00°08'11"E, departing said south right-of-way line, a distance of 212.97 feet to a point;
- THENCE: S 14°28'24"E, a distance of 249.81 feet to a point;
- THENCE: S 08°04'49"W, a distance of 936.72 feet to a point;
- THENCE: S 04°07'07"W, a distance of 622.31 feet to a point;

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THENCE: S 06°34'01"W, a distance of 581.08 feet to a point;  
THENCE: S 25°20'01"W, a distance of 501.07 feet to a point;  
THENCE: S 01°03'05"W, a distance of 608.50 feet to a point;  
THENCE: S 42°26'22"W, a distance of 240.00 feet to a point;  
THENCE: S 86°19'52"W, a distance of 448.30 feet to a point;  
THENCE: S 66°10'21"W, a distance of 1011.55 feet to a point;  
THENCE: S 25°06'56"W, a distance of 961.54 feet to a point;  
THENCE: N 21°10'29"W, a distance of 281.53 feet to a point;  
THENCE: N 13°53'17"W, a distance of 376.28 feet to a point;  
THENCE: N 01°06'42"E, a distance of 142.47 feet to a point;  
THENCE: N 14°45'00"E, a distance of 196.52 feet to a point;  
THENCE: N 20°46'44"E, a distance of 50.94 feet to a point;  
THENCE: N 49°51'44"E, a distance of 271.30 feet to a point;  
THENCE: N 31°58'46"W, a distance of 123.84 feet to a point;  
THENCE: N 00°02'04"E, a distance of 38.83 feet to a point;  
THENCE: N 79°44'44"E, a distance of 194.58 feet to a point;  
THENCE: N 84°56'49"E, a distance of 189.76 feet to a point;  
THENCE: N 67°10'49"E, a distance of 106.54 feet to a point;  
THENCE: N 23°36'41"W, a distance of 407.67 feet to a point;  
THENCE: N 70°24'31"E, a distance of 188.66 feet to a point;  
THENCE: N 16°21'49"W, a distance of 231.51 feet to a point;  
THENCE: N 05°37'49"W, a distance of 30.09 feet to a point;

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THENCE: S 63°02'51"W, a distance of 243.76 feet to a point;

THENCE: N 24°22'02"W, a distance of 179.94 feet to a point;

THENCE: S 60°41'14"W, a distance of 75.18 feet to a point;

THENCE: N 47°12'10"W, a distance of 314.64 feet to a point;

THENCE: N 75°12'55"W, a distance of 50.01 feet to a point;

THENCE: S 14°47'06"W, a distance of 69.94 feet to a point;

THENCE: Southwest, with a curve to the right, said curve having a radius of 81.73 feet, a central angle of 33°54'30", a chord bearing and distance of S 31°44'21" W, 47.67 feet, and an arc length of 48.37 feet to a point;

THENCE: S 48°41'36"W, a distance of 151.90 feet to a point;

THENCE: Southwest, with a curve to the right, said curve having a radius of 105.03 feet, a central angle of 26°59'48", a chord bearing and distance of S 62°11'30" W, 49.03 feet, and an arc length of 49.49 feet to a point;

THENCE: N 27°09'57"W, a distance of 1485.83 feet to a point;

THENCE: N 27°09'57"W, a distance of 57.15 feet to a point;

THENCE: S 62°49'55"W, a distance of 280.05 feet to a point;

THENCE: N 12°21'15"W, a distance of 168.32 feet to a point;

THENCE: N 27°10'05"W, a distance of 32.59 feet to a point;

THENCE: N 50°54'58"W, a distance of 37.89 feet to a point;

THENCE: S 62°49'55"W, a distance of 520.71 feet to a point;

THENCE: S 29°33'55"W, a distance of 252.68 feet to a point;

THENCE: S 49°46'44"E, a distance of 231.06 feet to a point;

THENCE: S 29°33'55"W, a distance of 50.88 feet to a point;

THENCE: N 49°46'44"W, a distance of 217.04 feet to a point;

THENCE: S 29°23'39"W, a distance of 347.96 feet to a point;

THENCE: N 32°53'53"W, a distance of 304.42 feet to a point;

THENCE: S 29°35'07"W, a distance of 892.02 feet to a point;

THENCE: N 22°01'07"W, a distance of 696.11 feet to a point;

THENCE: N 22°01'07"W, a distance of 27.32 feet to the POINT OF BEGINNING and containing 289.92 acres in the City of San Antonio, Bexar County, Texas. Said tract being described is based on record information and does not reflect an on the ground survey.

Prepared by: Pape-Dawson Engineers, Inc.  
Job No.: 4523-02  
Date: May 28, 2003  
Doc. Id.: m:\4523\02\word\field notes\030528a1.doc



**EXHIBIT A-3**

**46.94 ACRE TRACT**

FIELD NOTES  
FOR  
(SHAVANO PARK 18 – COMMERCIAL)

A 46.94 acre, or 2,044,900 square feet, tract of land out of a 406.8124 acre tract of land as described in instrument recorded in Volume 5553, Pages 103-130 of the Official Public Record of Real Property of Bexar County, Texas, in the City of Shavano Park, Bexar County, Texas, out of the Collin C. McCrae Survey No. 391, Abstract 482, County Block 4782 and out of the William Hotchkiss Survey No. 77, Abstract 336, County Block 4783. Said 46.94 acres being further described by metes and bounds as follows:

**BEGINNING:** At a point being at the westernmost corner of Lot 1809, Block 21 described as Shavano Park Subdivision, Unit-18A, as recorded in Volume 9552, Page 147 of the Deed and Plat Records of Bexar County, Texas, said point also being the northwestern corner of said 46.94 acre tract

**THENCE:** S 27°54'16" E, a distance of 233.84 feet along the common line between Lot 1809, Block 21 and the 46.94 acre tract of land to a point;

**THENCE:** S 72°28'21" E, a distance of 104.02 feet along the said common line between Lot 1809, Block 21 and the 46.94 acre tract of land to a point;

**THENCE:** N 62°03'23" E, a distance of 232.0 feet along the common line between Lot 1809, Block 21 and the 46.94 acre tract to a point;

**THENCE:** S 27°54'16" E, a distance of 1178.87 feet departing said common line and along the west line of said FM 1535 to an angle point, said point being the northeast corner of Lot 1143, Shavano Park, Unit 12-A as recorded in Volume 6400, Page 83 of the Deed and Plat Records of Bexar County, Texas;

**THENCE:** In a southwesterly and southerly direction along the northwestern then western line of said Shavano Park Unit 12-A, the following courses and distances:

N 86°26'57" W, a distance of 287.74 feet to a point;

**THENCE:** S 89°57'50"W, a distance of 1098.60 feet to a point;

**THENCE:** N 90°00'00"W, a distance of 158.93 feet to a point;

**THENCE:** S 76°32'25"W, a distance of 170.62 feet to a point;

**THENCE:** S 80°55'54"W, a distance of 232.63 feet to a point;

**PAPE-DAWSON ENGINEERS, INC.**

- THENCE: N 89°16'30"W, a distance of 163.64 feet to a point;
- THENCE: N 75°58'10"W, a distance of 119.55 feet to a point;
- THENCE: N 67°37'43"W, a distance of 114.23 feet to a point;
- THENCE: N 46°37'10"W, a distance of 83.65 feet to a point;
- THENCE: S 62°35'16"W, a distance of 403.63 feet to a point;
- THENCE: N 00°10'13" W, a distance of 431.43 feet to a point in the south right of way line of Loop 1604, and said point also being the westernmost corner of this tract;
- THENCE: N 62°05'45" E, a distance of 192.59 feet along the south right of way line of said Loop 1604 to an angle point;
- THENCE: N 67°45'51" E, a distance of 100.49 feet continuing along the south right of way line of said Loop 1604 to an angle point;
- THENCE: N 62°05'12" E, a distance of 585.92 feet continuing along the south right of way line of said Loop 1604 to an angle point;
- THENCE: N 67°00'59" E, a distance of 523.78 feet continuing along the south right of way line of said Loop 1604 to an angle point;
- THENCE: N 67°33'44" E, a distance of 264.80 feet continuing along the south right of way line of said Loop 1604 to an angle point;
- THENCE: N 62°03'25" E, a distance of 308.78 feet to the POINT OF BEGINNING and containing 46.94 acres of land in the City of Shavano Park, Bexar County, Texas. Said tract being described is based on record information and does not reflect an on the ground survey.

Prepared by: Pape-Dawson Engineers, Inc.  
Job No.: 4523-01  
Date: May 29, 2003  
Doc. Id.: 4523\01\Word\FN\030529a2 - Commercial

WML10075PG1621

EXHIBIT A-4



**86.94 ACRE TRACT**

FIELD NOTES

FOR

(Shavano Park 19 – Commercial)

A 86.94 acre or 3,787,018 square feet more or less, tract of land being out of that 409.0636 acre tract described in instrument recorded Volume 8553, Pages 103-130 of the Official Public Records of Real Property of Bexar County, Texas, said 86.94 acre tract being more fully described as follows:

- BEGINNING: At a TxDOT monument at the east end of the cutback line for the intersection of the east right-of-way line of Northwest Military Drive (FM 1535, a 120-foot right-of-way), with the south right-of-way line of Charles Anderson Loop (FM 1604, right-of-way varies);
- THENCE: N 62°05'44"E, a distance of 372.64 feet to a point;
- THENCE: Northwest, with a curve to the right, said curve having a radius of 2,827.02 feet, a central angle of 21°34'04", a chord bearing and distance of N 72°52'46" E, 1057.90 feet, and an arc length of 1064.17 feet to a point;
- THENCE: N 83°39'48"E, a distance of 16.66 feet to a point;
- THENCE: Northeast, with a curve to the right, said curve having a radius of 3,700.01 feet, a central angle of 02°22'18", a chord bearing and distance of N 84°50'58" E, 153.15 feet, and an arc length of 153.16 feet to a point;
- THENCE: N 86°02'06"E, a distance of 339.04 feet to a point;
- THENCE: S 82°42'21"E, a distance of 101.78 feet to a point;
- THENCE: N 86°03'17"E, a distance of 210.00 feet to a point;
- THENCE: N 86°03'17"E, a distance of 489.96 feet to a point;
- THENCE: N 74°09'53"E, a distance of 30.70 feet to a point;
- THENCE: N 86°01'22"E, a distance of 554.14 feet to a point;
- THENCE: N 78°03'10"E, a distance of 100.98 feet to a point;
- THENCE: N 86°01'22"E, a distance of 1415.10 feet to a point;
- THENCE: S 82°39'56"E, a distance of 102.01 feet to a point;
- THENCE: N 86°01'46"E, a distance of 628.66 feet to a point;

**PAPE-DAWSON ENGINEERS, INC.**

555 East Ramsey | San Antonio, Texas 78216 | Phone: 210.375.9000 | Fax: 210.375.9010 | info@pape-dawson.com

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- THENCE: S 51°43'26"E, a distance of 35.00 feet to a point along a common line between a 17.6 acre tract of land described as NISD Shavano Park Elementary School Subdivision recorded in Volume 9554, Page 52 of the Deed and Plat Records of Bexar County, Texas, and said 386.9 acre tract to a point;
- THENCE: S 00°00'00"W, departing said south right-of-way, a distance of 45.00 feet to a point;
- THENCE: N 90°00'00"E, a distance of 42.08 feet to a point;
- THENCE: S 04°04'00"E, a distance of 262.66 feet to a point;
- THENCE: Southeast, with a curve to the left, said curve having a radius of 272.50 feet, a central angle of 68°18'23", a chord bearing and distance of S 38 13'11" E, 305.97 feet, and an arc length of 324.87 feet to a point;
- THENCE: S 86°03'17" W, a distance of 1,154.38 feet to a point;
- THENCE: S 85°48'50" W, a distance of 2,503.73 feet to a point;
- THENCE: S 49°03'23" W, a distance of 301.18 feet to a point;
- THENCE: S 86°23'18" W, a distance of 720.80 feet to a point;
- THENCE: S 03°50'13" E, a distance of 138.55 feet to a point;
- THENCE: S 23°18'49" W, a distance of 54.66 feet to a point;
- THENCE: S 33°35'56" W, a distance of 223.31 feet to a point;
- THENCE: N 57°58'17" W, a distance of 174.04 feet to a point;
- THENCE: S 89°59'10" W, a distance of 443.03 feet to a point;
- THENCE: S 79°58'53" W, a distance of 203.32 feet to a point;
- THENCE: N 27°59'55" W, a distance of 566.19 feet to a point;
- THENCE: N 17°05'55" E, a distance of 141.44 feet to the POINT OF BEGINNING and containing 86.94 acres in the City of San Antonio, Bexar County, Texas. Said tract being described is based on record information and does not reflect an on the ground survey.

Prepared by: Pape-Dawson Engineers, Inc.  
Job No.: 4523-02  
Date: May 28, 2003  
Doc. Id.: m:\4523\02\word\field notes\030528a2.doc

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VOL 10075 PG 1624

ALL RIGHTS RESERVED  
PROPERTY BECAUSE OF RACE IS INVALID AND UNENFORCEABLE UNDER FEDERAL LAW  
STATE OF TEXAS, COUNTY OF BEXAR  
I hereby certify that this instrument was FILED in File Number Sequence on  
the date and at the time stamped hereon by me and was duly RECORDED  
in the Official Public Record of Real Property of Bexar County, Texas on:

JUN 11 2003



*Gerry Rickhoff*  
COUNTY CLERK BEXAR COUNTY, TEXAS

Doc# 20030144924  
# Pages 16  
06/11/2003 09:56:13 AM  
Filed & Recorded in  
Official Records of  
BEXAR COUNTY  
GERRY RICKHOFF  
COUNTY CLERK  
Fees \$37.00



**EXHIBIT 4**

**SHAVANO PARK 1604 PUBLIC IMPROVEMENT DISTRICT TIMELINE**



**BROWN & MCDONALD**  
ATTORNEYS AT LAW

<i>Shavano Park PID Rezoning and PID Process Timeline</i>	
<b>Council Briefing on PID – Patrick only</b>	August 14, 2024
<b>Submit PID Petition &amp; Professional Services Agreement Staff Agenda for August 26<sup>th</sup> Meeting Prepared</b>	August 19, 2024
<b>Submit MXD Zoning Case City Mails Notices for MXD for P&amp;Z</b>	August 21, 2024
<b>City Council Meeting:</b> City Council Adopts Resolution Calling Public Hearing for the Creation of PID Petition and Professional Services Agreement	August 26, 2024
<b>Written Notification: *</b> Written notice must be mailed out to property owners who fall under the proposed public improvement for September 16 <sup>th</sup> City Council Meeting.  <b>Publication: **</b> Notice of hearing must be given in newspaper of general circulation in the municipality or county for September 16 <sup>th</sup> City Council Meeting.	August 28, 2024
<b>Agenda Posted: ***</b> City Staff Posts Agenda for P&Z Meeting for September 4th Meeting	September 2, 2024
<b>Planning &amp; Zoning Meeting:</b> Consideration for Rezoning to MXD	September 4, 2024
<b>Agenda Posted: ***</b> City Staff Posts City Council Agenda for Creation of PID for September 16th Meeting	September 9, 2024
<b>City Council Meeting:</b> City Council adopts resolution for the Creation of PID and Professional Services Agreement City Council considers MXD Zoning	September 16, 2024
<b>Negotiate Development Agreement and Reimbursement Agreement</b> <ul style="list-style-type: none"><li>• City Council Consideration of Development Agreement and Reimbursement Agreement</li></ul>	October – December 2024

**Key:**

\* **PID Notification Rule:** Written notice must be mailed before the 15th day before the date of the hearing. The notice must be addressed to "Property Owner" and mailed to the current address of the owner, as reflected on tax rolls, of

property subject to assessment under the proposed public improvement district. *Texas Local Government Code Sec. 372.009*

**\*\* PID Publication Rule:** Notice of the hearing must be given in a newspaper of general circulation in the municipality or county. The final publication of notice must be made before the 15th day before the date of the hearing. *Texas Local Government Code Sec. 372.009*

**\*\*\* Agenda Posted Date:** City posts Agendas the Monday before the hearing.

**\*\*\*\*Planning and Zoning Commission Notification Rule:** Notice of all public hearings on proposed changes in the zoning classification or boundary shall be provided to the owners of real property lying within 500 feet of the property for which the change in classification or boundary is proposed. Such notice shall be served by depositing the notice, properly addressed and postage paid, in a City post office not less than 11 days prior to the scheduled date of the public hearing to all such owners as indicated on the last approved City tax roll. *Shavano Park Code of Ordinances Sec.37-71(a)(5)a.*

**\*\*\*\*\* Zoning Publication Rule:** After the recommendation of the Planning and Zoning Commission is submitted to the City Council as provided above, the City Council shall consider a change of zoning district boundaries (including changes in zoning classification) or any change of the zoning regulations after a public hearing at which parties in interest and citizens shall have an opportunity to be heard. Before the 15<sup>th</sup> day prior to the date of the hearing, notice of the time and place of the hearing shall be published in an official newspaper or a newspaper of general circulation in the City. *Shavano Park Code of Ordinances Sec.37-71(b)(1).*

**EXHIBIT 5**  
**SHAVANO PARK 1604 PUBLIC IMPROVEMENT DISTRICT FINANCIAL**  
**PROJECTIONS**

**Shavano Park  
Preliminary PID Costs and Values  
07.07.24**

**Commercial Development**

	<u>06.24.24</u>	<u>06.26.24</u>	Public Cost Revised <u>07.07.24</u>
Development Cost	\$1,149,000	\$1,344,417	\$1,234,417
Engineering & Fees	250,000	250,000	250,000
Soft Cost	<u>150,000</u>	<u>\$ 150,000</u>	<u>\$ 150,000</u>
 Total	 \$1,549,000	 \$1,439,000	 \$1,634,417
 Streetscape	 200,000	 200,000	 200,000
Signage	100,000	100,000	100,000
Extra Retaining Wall	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>
 Total	 \$1,949,000	 \$1,839,000	 \$2,034,417
 Park and Trail	 <u>250,000</u>	 <u>300,000</u>	 <u>400,000</u>
 <b>TOTAL:</b>	 <b>\$2,199,000</b>	 <b>\$2,139,000</b>	 <b>\$2,434,417</b>

**Townhomes (32 lots, 5.55 acres gross, 4.91 acres net)**

Development Cost	\$ 831,264	\$ 891,462	\$ 591,280 *1
Engineering & Fees	200,000	200,000	200,000
Soft Cost	<u>135,000</u>	<u>135,000</u>	<u>135,000</u>
 Total	 \$1,166,264	 \$1,226,462	 \$ 926,280
 Streetscape	 200,000	 200,000	 200,000
Signage	<u>50,000</u>	<u>50,000</u>	<u>0</u> *2
 Total	 \$1,416,264	 \$1,476,462	 \$1,126,280
 Park and Trail	 <u>100,000</u>	 <u>100,000</u>	 <u>100,000</u>
 <b>TOTAL:</b>	 <b>\$1,516,264</b>	 <b>\$1576,264</b>	 <b>\$1,226,280</b>

**Total Revised Cost 07.07.24:** **\$3,660,691**

Note \*1: Removed street and alleys (private), raised contingency \$100,000

Note \*2: removed private residential signage

### Commercial Revenue

		<b>LAND</b>	<b>BUILDING</b>	<b>TOTAL VALUE</b>
Tract 1	3.96 ac @ \$24 psf	\$4,139,942	80,000 sf - \$16M	\$20.2M
Tract 2	8.08 ac @ \$10 psf	\$3,519,648	80,000 sf - \$16M	\$20M
Tract 3	1.08 ac @ \$14 psf	\$658,627	10,000 sf - \$2M	\$2.7M
<b>Total</b>		<b>\$8,318,217</b>	<b>\$34M</b>	<b>\$42.9M</b>

### Townhouse Revenue

32 lots at \$110,000/lot	\$3,520 pad
Market value 32 townhomes at \$1M	\$32,000,000
<b>Total Value:</b>	<b>\$74.9M</b>

**Shavano Park 1604**  
**Table of Contents**  
**7/23/2024**

<b>Exhibit</b>	<b>Description</b>	<b>Page</b>
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B	Land Use and PID Assessment Summary	3
C	Cost Allocation	4
D	Sources and Uses of Funds	5
E	Taxing Jurisdictions and Ad Valorem Rates	6
F	Detailed Bond Sizing Analysis	7

**Shavano Park 1604**  
**Exhibit B**  
**PID Financing Summary**  
**7/23/2024**

<b>Preliminary PID Bond Financing Capacity</b>		
<b>A. Bond Sources and Uses:<sup>[a]</sup></b>		
<b>Sources:</b>		
Par Bond/Assessment Amount	\$	4,500,000
<b>Uses:</b>		
<b>Improvement Fund</b>	<b>\$</b>	<b>3,730,100</b>
Capitalized Interest	\$	-
Reserve Fund	\$	329,900
Underwriter Discount	\$	135,000
Cost of Issuance (6.0%)	\$	270,000
First Year Collection Costs	\$	35,000
Total Uses	\$	4,500,000
<i>Bond Issue Date<sup>[a]</sup></i>		<i>9/1/2025</i>
<i>Interest Rate<sup>[a]</sup></i>		<i>6.00%</i>
<i>Estimated Value to Lien<sup>[b]</sup></i>		<i>2.4 to 1</i>
<b>B. PID Equivalent Tax Rate:</b>		
Avg. Annual Installment	\$	389,231
PID Equivalent Tax Rate:	\$	0.52
Existing Tax Rate <sup>[c]</sup>	\$	2.06
Total Equivalent Tax Rate with PID	\$	2.58

## Footnotes:

[a] Amounts, dates and rates represent estimates only and are subject to change based on market conditions.

[b] City Policy No. 25 allows a minimum VTL of 2:1.

[c] Represents 2023 tax rates per Bexar CAD.



**Shavano Park 1604  
Exhibit B  
Land Use and PID Assessment Summary  
7/23/2024**

I. Assessment Allocation Methodology - Assessed Value							B. Total PID Assessments, Installments, and Equivalent Tax Rates						
A. Land Use and Estimated Values													
Description <sup>[a]</sup>	Units/ SqFt <sup>[a]</sup>	Acres <sup>[a]</sup>	Estimated Appraised Value <sup>[b]</sup>		Estimated Buildout Value		PID Assessment			Annual Installment			Avg. PID Equiv.
			Per Unit/ SqFt		Per Unit/ SqFt		Total	Per Unit/ SqFt	Per Acre	Total	Per Unit/ SqFt		Tax Rate
			Total	Total <sup>[c]</sup>	SqFt	Per Acre					SqFt	Per Acre	
Townhomes	32	5.55	\$ 99,000	\$ 3,168,000	\$ 1,000,000	\$ 32,000,000	\$ 1,922,563	\$ 60,080	N/A	\$ 166,294	\$ 5,197	N/A	\$ 0.52
Commercial Tract 1	80,000	3.96	\$ 21.60	\$ 3,725,948	\$ 252.50	\$ 20,200,000	\$ 1,213,618	\$ 15.17	N/A	\$ 104,973	\$ 1.31	N/A	\$ 0.52
Commercial Tract 2	80,000	8.08	\$ 9.00	\$ 3,167,683	\$ 250.00	\$ 20,000,000	\$ 1,201,602	\$ 15.02	N/A	\$ 103,934	\$ 1.30	N/A	\$ 0.52
Commercial Tract 3	10,000	1.08	\$ 12.60	\$ 592,764	\$ 270.00	\$ 2,700,000	\$ 162,216	\$ 16.22	N/A	\$ 14,031	\$ 1.40	N/A	\$ 0.52
<b>Total / Wtd Avg</b>		<b>18.67</b>		<b>\$ 10,654,396</b>		<b>\$ 74,900,000</b>	<b>\$ 4,500,000</b>			<b>\$ 389,231</b>			<b>\$ 0.52</b>

II. Assessment Allocation Methodology - Acreage							B. Total PID Assessments, Installments, and Equivalent Tax Rates						
A. Land Use and Estimated Values													
Description <sup>[a]</sup>	Units/ SqFt <sup>[a]</sup>	Acres <sup>[a]</sup>	Estimated Appraised Value <sup>[b]</sup>		Estimated Buildout Value		PID Assessment			Annual Installment			Avg. PID Equiv.
			Per Unit/ SqFt		Per Unit/ SqFt		Total	Per Unit/ SqFt	Per Acre	Total	Per Unit/ SqFt		Tax Rate
			Total	Total <sup>[c]</sup>	SqFt	Per Acre					SqFt	Per Acre	
Townhomes	32	5.55	\$ 99,000	\$ 3,168,000	\$ 1,000,000	\$ 32,000,000	\$ 1,337,708	\$ 41,803	\$ 241,028	\$ 115,706	\$ 3,616	\$ 20,848	\$ 0.36
Commercial Tract 1	80,000	3.96	\$ 21.60	\$ 3,725,948	\$ 252.50	\$ 20,200,000	\$ 954,472	\$ 11.93	\$ 241,028	\$ 82,558	\$ 1.03	\$ 20,848	\$ 0.41
Commercial Tract 2	80,000	8.08	\$ 9.00	\$ 3,167,683	\$ 250.00	\$ 20,000,000	\$ 1,947,509	\$ 24.34	\$ 241,028	\$ 168,451	\$ 2.11	\$ 20,848	\$ 0.84
Commercial Tract 3	10,000	1.08	\$ 12.60	\$ 592,764	\$ 270.00	\$ 2,700,000	\$ 260,311	\$ 26.03	\$ 241,028	\$ 22,516	\$ 2.25	\$ 20,848	\$ 0.83
<b>Total / Wtd Avg</b>		<b>18.67</b>		<b>\$ 10,654,396</b>		<b>\$ 74,900,000</b>	<b>\$ 4,500,000</b>		<b>\$ 241,028</b>	<b>\$ 389,231</b>		<b>\$ 20,848</b>	<b>\$ 0.52</b>

Footnotes:

- [a] Information provided by Developer.
- [b] For illustration purposes, assumes 10% appraisal discount.
- [c] Estimate per information provided by developer.

**Shavano Park 1604**  
**Exhibit C**  
**Cost Allocation**  
**7/23/2024**

Description	Total Costs <sup>[a]</sup>
<b>A. Project Costs<sup>[a]</sup></b>	
Roadway <sup>[b]</sup>	\$ 1,434,113
Water	\$ 386,573
Wastewater	\$ 211,749
Retaining Walls <sup>[c]</sup>	\$ 100,000
Parks / Landscaping <sup>[d]</sup>	\$ 500,000
Subtotal	\$ 2,632,435
Soft Costs <sup>[e]</sup>	\$ 885,000
Contingency (10.0%)[f]	\$ 351,744
Construction Management (4.0%)	\$ 105,297
Subtotal	\$ 3,974,476
<b>Total PID Improvements</b>	<b>\$ 3,974,476</b>

Footnotes:

[a] Per the developer budget dated 07/07/2024. Cost estimates pending the engineer's detailed budget.

[b] Includes streetscape, retaining wall and signage for commercial property.  
Assumes Townhome driveway improvements and signage are private and not PID eligible.

[c] Confirm with developer if retaining walls will be in the public ROW.

[d] Assumes improvements are dedicated to the City and maintained by the POA.

[e] Includes engineering, PID district formation expenses and other soft costs.

[f] Calculated as 10% of hard and soft costs.

**Shavano Park 1604**  
**Exhibit D**  
**Sources and Uses of Funds**  
**7/23/2024**

Initial Owner Contribution		\$ 244,376
<b>I. Sources and Uses of Funds<sup>[a]</sup></b>		
Description	Total <sup>[a]</sup>	
<b>A. Sources of Funds:</b>		
Improvement Area Bond Par - Series A	\$	4,500,000
Owner Contribution		244,376
<b>Total Sources</b>	<b>\$</b>	<b>4,744,376</b>
<b>B. Uses of Funds:</b>		
Improvement Area Improvements		3,974,476
Total Improvements	\$	3,974,476
<u>Improvement Area Bond Cost - Series A</u>		
Capitalized Interest	\$	-
Debt Service Reserve Fund		329,900
Underwriter Discount		135,000
Cost of Issuance		270,000
First Year Collection Costs		35,000
Subtotal	\$	769,900
<b>Total Uses</b>	<b>\$</b>	<b>4,744,376</b>

## Footnotes:

[a] Amounts represent estimates only. Actual amounts to be determined at time assessments are levied and PID bonds are issued.

**Shavano Park 1604**  
**Exhibit E**  
**Taxing Jurisdictions and Ad Valorem Rates**  
**7/23/2024**

<b>Description</b>	<b>Tax Rate<sup>[a]</sup></b>	<b>Estimated Ad Valorem Revenues at Buildout</b>
Estimated Taxable Property Value		\$ 74,900,000
Taxing Jurisdiction:		
City of Shavano Park	\$ 0.30774	\$ 230,499
Bexar Co Rd & Flood	0.02367	17,727
Bexar County	0.27633	206,972
Alamo Comm College	0.14915	111,713
University Health	0.27624	206,900
SA River Auth	0.01800	13,482
Northside ISD	1.01170	757,763
Total	\$ 2.06283	\$ 1,545,057

Footnotes:

[a] Tax rate per \$100 AV. Assumes 2023 tax rates.

**Shavano Park 1604**  
**Exhibit F**  
**Detailed Bond Sizing Analysis**  
**7/23/2024**

Bond Issue Date <sup>[a]</sup> 9/1/2025

	Year Ending	Principal	Interest Rate [a]	Annual Interest	Principal & Interest	Admin Expense <sup>[a]</sup>	0.50% Additional Interest	Subtotal	Capitalized Interest	Annual PID Installment
1	2026	\$ 55,000	6.00%	\$ 270,000	\$ 325,000	\$ 35,000	\$ 22,500	\$ 382,500	\$ -	\$ 382,500
2	2027	\$ 60,000	6.00%	\$ 266,700	\$ 326,700	\$ 35,700	\$ 22,225	\$ 384,625	\$ -	\$ 384,625
3	2028	\$ 65,000	6.00%	\$ 263,100	\$ 328,100	\$ 36,414	\$ 21,925	\$ 386,439	\$ -	\$ 386,439
4	2029	\$ 70,000	6.00%	\$ 259,200	\$ 329,200	\$ 37,142	\$ 21,600	\$ 387,942	\$ -	\$ 387,942
5	2030	\$ 70,000	6.00%	\$ 255,000	\$ 325,000	\$ 37,885	\$ 21,250	\$ 384,135	\$ -	\$ 384,135
6	2031	\$ 75,000	6.00%	\$ 250,800	\$ 325,800	\$ 38,643	\$ 20,900	\$ 385,343	\$ -	\$ 385,343
7	2032	\$ 80,000	6.00%	\$ 246,300	\$ 326,300	\$ 39,416	\$ 20,525	\$ 386,241	\$ -	\$ 386,241
8	2033	\$ 85,000	6.00%	\$ 241,500	\$ 326,500	\$ 40,204	\$ 20,125	\$ 386,829	\$ -	\$ 386,829
9	2034	\$ 90,000	6.00%	\$ 236,400	\$ 326,400	\$ 41,008	\$ 19,700	\$ 387,108	\$ -	\$ 387,108
10	2035	\$ 95,000	6.00%	\$ 231,000	\$ 326,000	\$ 41,828	\$ 19,250	\$ 387,078	\$ -	\$ 387,078
11	2036	\$ 100,000	6.00%	\$ 225,300	\$ 325,300	\$ 42,665	\$ 18,775	\$ 386,740	\$ -	\$ 386,740
12	2037	\$ 110,000	6.00%	\$ 219,300	\$ 329,300	\$ 43,518	\$ 18,275	\$ 391,093	\$ -	\$ 391,093
13	2038	\$ 115,000	6.00%	\$ 212,700	\$ 327,700	\$ 44,388	\$ 17,725	\$ 389,813	\$ -	\$ 389,813
14	2039	\$ 120,000	6.00%	\$ 205,800	\$ 325,800	\$ 45,276	\$ 17,150	\$ 388,226	\$ -	\$ 388,226
15	2040	\$ 130,000	6.00%	\$ 198,600	\$ 328,600	\$ 46,182	\$ 16,550	\$ 391,332	\$ -	\$ 391,332
16	2041	\$ 135,000	6.00%	\$ 190,800	\$ 325,800	\$ 47,105	\$ 15,900	\$ 388,805	\$ -	\$ 388,805
17	2042	\$ 145,000	6.00%	\$ 182,700	\$ 327,700	\$ 48,047	\$ 15,225	\$ 390,972	\$ -	\$ 390,972
18	2043	\$ 155,000	6.00%	\$ 174,000	\$ 329,000	\$ 49,008	\$ 14,500	\$ 392,508	\$ -	\$ 392,508
19	2044	\$ 160,000	6.00%	\$ 164,700	\$ 324,700	\$ 49,989	\$ 13,725	\$ 388,414	\$ -	\$ 388,414
20	2045	\$ 170,000	6.00%	\$ 155,100	\$ 325,100	\$ 50,988	\$ 12,925	\$ 389,013	\$ -	\$ 389,013
21	2046	\$ 185,000	6.00%	\$ 144,900	\$ 329,900	\$ 52,008	\$ 12,075	\$ 393,983	\$ -	\$ 393,983
22	2047	\$ 195,000	6.00%	\$ 133,800	\$ 328,800	\$ 53,048	\$ 11,150	\$ 392,998	\$ -	\$ 392,998
23	2048	\$ 205,000	6.00%	\$ 122,100	\$ 327,100	\$ 54,109	\$ 10,175	\$ 391,384	\$ -	\$ 391,384
24	2049	\$ 220,000	6.00%	\$ 109,800	\$ 329,800	\$ 55,191	\$ 9,150	\$ 394,141	\$ -	\$ 394,141
25	2050	\$ 230,000	6.00%	\$ 96,600	\$ 326,600	\$ 56,295	\$ 8,050	\$ 390,945	\$ -	\$ 390,945
26	2051	\$ 245,000	6.00%	\$ 82,800	\$ 327,800	\$ 57,421	\$ 6,900	\$ 392,121	\$ -	\$ 392,121
27	2052	\$ 260,000	6.00%	\$ 68,100	\$ 328,100	\$ 58,570	\$ 5,675	\$ 392,345	\$ -	\$ 392,345
28	2053	\$ 275,000	6.00%	\$ 52,500	\$ 327,500	\$ 59,741	\$ 4,375	\$ 391,616	\$ -	\$ 391,616
29	2054	\$ 290,000	6.00%	\$ 36,000	\$ 326,000	\$ 60,936	\$ 3,000	\$ 389,936	\$ -	\$ 389,936
30	2055	\$ 310,000	6.00%	\$ 18,600	\$ 328,600	\$ 62,155	\$ 1,550	\$ 392,305	\$ -	\$ 392,305
		\$ -	6.00%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>		\$ 4,500,000	6.00%	\$ 5,314,200	\$ 9,814,200	\$ 1,419,883	\$ 442,850	\$ 11,676,933	\$ -	\$ 11,676,933

Footnotes:

[a] For illustration purposes only. Actual date and rate to be determined.



**CITY OF SHAVANO PARK**  
**900 Saddletree Court Shavano Park, TX 78231**

## **CITY POLICY NO. 25**

SUBJECT: Economic Development Policy

March 25, 2024

### **1. References.**

- a. Chapter 372 of the Texas Local Government Code
- b. Chapter 380 of the Texas Local Government Code
- c. Resolution R-2024-006

### **2. Purpose.** The purpose of this policy is to outline conditions that must be satisfied by a developer seeking to establish a public improvement district (“PID”) or create an economic incentives agreement under Chapter 380 of Texas Local Government Code (“Chapter 380 Agreement”).

The intent of this policy is to provide parameters for establishment and use of PIDs and Chapter 380 agreements within the City and to outline the issues to be addressed before the City Council can support the establishment of a PID or Chapter 380 Agreement. The City Council supports the use of these economic incentive tools to create sustainable developments with a higher level of public improvements (and maintenance of those improvements) than exists in a development that meets the City’s minimum standards. These projects should be self-supporting, should not place administrative burdens on the City nor involve management or oversight by the City for their daily activities. This policy shall serve to supplement all other applicable City rules, regulations, and policies. Even if all conditions of this policy are satisfied, the City Council, in its sole discretion, may choose to approve, modify or deny a Petition’s proposed PID or an application for a Chapter 380 Agreement.

Developers may propose PIDs and Chapter 380 Agreements for the same property(ies) but both petition and application must be submitted separately. City Council may consider and approve a petition for a PID and an application for a Chapter 380 Agreement submitted for the same property(ies) together or separately at their discretion.

### **3. Staff Point-of-Contact.** The staff point of contact for this policy is the Assistant City Manager at 210.477.0950 or [acm@shavanopark.org](mailto:acm@shavanopark.org).

### **4. Background.**

- a. PIDs are economic development financing tools authorized pursuant to Chapter 372 of the Texas Local Government Code (the “PID Act”) that allow for financing costs of certain qualified public improvements that confer a special benefit on the property within the PID. A City, through a PID may provide a means to fund certain public improvements that meet or exceed community needs and that might not otherwise be constructed as quickly, or at all, by levying assessments on properties that directly benefit from the eligible public improvements.

- b. Chapter 380 of the Texas Local Government Code (“Chapter 380 Agreements”) allows Texas

municipalities to provide a grant or a loan of city funds or services to promote economic development. These development incentives typically take the form of property tax abatements, loans or grants, commitments for infrastructure, or payments of portions of the incremental sales tax generated by the project. Negotiations on these incentives between the local jurisdiction and the developer occur on a case-by-case basis. This policy establishes guidelines for these negotiations.

## **5. Definitions.**

- a. "Petitioner" and "Developer" may be used interchangeably and shall refer to any person(s) or entity(ies) which is responsible for requesting the PIDs creation or for managing the development of the property within the limits of the PID.
- b. "City" is defined as meaning the City of Shavano Park, Texas.
- c. "PID Act" is defined as meaning Chapter 372 of the Texas Local Government Code.
- d. "Chapter 380 agreement" is defined as meaning an economic incentives agreement under Chapter 380 of the Texas Local Government Code.

## **6. Attachments.**

The following documents are included as attachments to this policy and incorporated by reference.

- a. Attachment A – PID Process Outline
- b. Attachment B – Petition Template
- c. Attachment C – Chapter 380 Agreement Application

## **7. Organization.**

This policy is divided into two sections: the Section I. is for Public Improvement Districts and the Section II. is for Chapter 380 Agreements. At the end of both sections are the above attachments.

## **8. Miscellaneous Provision**

The following provisions shall be included in all PID and Chapter 380 Agreements:

- a. **Severance.** If any section, subsection, sentence, clause, phrase, or word of this Policy is declared unconstitutional or invalid for any purpose, the remainder of this Policy shall not be affected.
- b. **Waivers.** Waivers to or deviations from this policy may only be approved by the City unless otherwise stated herein.
- c. **No Personal Liability of Public Officials.** No public official, employee or City consultant shall be personally responsible for any liability arising under or growing out of any approved or disapproved PID or Chapter 380 Agreement. Any obligation or liability of the Petitioner or Developer whatsoever that may arise at any time under the approved PID or Chapter 380 Agreement or obligation or liability which may be incurred by the Petitioner or Developer pursuant to any other instrument transaction or undertaking as a result of the PID or Chapter 380 Agreement shall be satisfied out of the assets of the Petitioner or Developer only, and the City shall have no liability.
- d. **Indemnification.** All PID and Chapter 380 Agreement agreements shall include

Indemnification language as follows:

***“Indemnification. DEVELOPER COVENANTS AND AGREES TO FULLY INDEMNIFY AND HOLD HARMLESS CITY (AND ITS ELECTED OFFICIALS, EMPLOYEES, OFFICERS, ATTORNEYS, OUTSIDE CONSULTANTS, DIRECTORS, AND REPRESENTATIVES), INDIVIDUALLY AND COLLECTIVELY, FROM AND AGAINST ANY AND ALL COSTS, CLAIMS, LIENS, DAMAGES, LOSSES, EXPENSES, FEES, FINES, PENALTIES, PRECEEDINGS, ACTIONS, DEMANDS, CAUSES OF ACTION, LIABILITY AND SUITS OF ANY KIND AND NATURE BROUGHT BY ANY THIRD-PARTY AND RELATING TO DEVELOPER’S ACTIONS ON THE PROJECT INCLUDING, BUT NOT LIMITED TO PERSONAL INJURY OR DEATH AND PROPERTY DAMAGE, MADE UPON CITY OR DIRECTLY OR INDIRECTLY ARISING OUT OF, RESULTING FROM OR RELATED TO DEVELOPER OR DEVELOPER’S AGENTS’ OR REPRESENTATIVES’ NEGLIGENCE, WILLFUL MISCONDUCT OR CRIMINAL CONDUCT IN ITS ACTIVITIES UNDER THIS AGREEMENT, INCLUDING ANY SUCH ACTS OR OMISSIONS OF DEVELOPER OR DEVELOPER’S AGENTS OR REPRESENTATIVES, AND ANY AGENT, OFFICER, DIRECTOR, REPRESENTATIVE, EMPLOYEE, CONSULTANTS OR SUBCONSULTANT OF DEVELOPER OR DEVELOPER’S AGENTS OR REPRESENTATIVES, AND THEIR RESPECTIVE OFFICERS, AGENTS, EMPLOYEES, DIRECTORS AND REPRESENTATIVES WHILE IN THE EXERCISE OR PERFORMANCE OF THE RIGHTS OR DUTIES UNDER THIS AGREEMENT, ALL WITHOUT, HOWEVER WAIVING ANY GOVERNMENTAL IMMUNITY AVAILABLE TO CITY, UNDER STATE LAW AND WITHOUT WAIVING ANY DEFENSES OF THE PARTIES UNDER STATE LAW. THE PROVISIONS OF THIS INDEMNIFICATION ARE SOLELY FOR THE BENEFIT OF THE CITY AND ARE NOT INTENDED TO CREATE OR GRANT ANY RIGHTS, CONTRACTUAL OR OTHERWISE, TO ANY OTHER PERSON OR ENTITY. DEVELOPER SHALL PROMPTLY ADVISE CITY IN WRITING OF ANY CLAIM OR DEMAND AGAINST THE CITY, RELATED TO OR ARISING OUT OF DEVELOPER OR DEVELOPER’S AGENTS’ OR REPRESENTATIVES’ ACTIVITIES UNDER THIS AGREEMENT AND SHALL SEE TO THE INVESTIGATION AND DEFENSE OF SUCH CLAIM OR DEMAND AT THE DEVELOPER’S COST TO THE EXTENT REQUIRED UNDER THE INDEMNITY IN THIS PARAGRAPH CITY SHALL HAVE THE RIGHT, AT ITS OPTION AND AT ITS OWN EXPENSE, TO PARTICIPATE IN SUCH A DEFENSE WITHOUT RELIEVING DEVELOPER OF ANY OF ITS OBLIGATIONS UNDER THIS PARAGRAPH.*”**

***IT IS THE EXPRESS INTENT OF THIS SECTION THAT THE INDEMNITY PROVIDED TO THE CITY SHALL SERVE THE TERMINATION AND OR EXPIRATION OF ANY AGREEMENT TO WHICH THE DEVELOPER OR ITS AGENTS OR REPRESENTATIVES ARE A PARTY RELATED TO THE PID AND SHALL BE BROADLY INTERPRETED AT ALL TIMES TO PROVIDE THE MAXIMUM INDEMNIFICATION OF THE CITY AND / OR THEIR OFFICERS, ATTORNEYS, EMPLOYEES AND ELECTED OFFICIALS PERMITTED BY LAW.”***



## Section I. PUBLIC IMPROVEMENT DISTRICTS

### 1. Types of PIDs.

- a. **Capital PIDs** are those that are established to construct infrastructure within a development. There are two types of Capital PIDs:
  - i. *Reimbursement PID*: The developer pays for the infrastructure up front and is reimbursed from assessments collected over time.
  - ii. *Bonded PID*: The City issues special assessment revenue bonds for the construction of improvements and/or reimbursement to the Developer and such bonds are repaid from assessments collected annually

**PID BONDS THAT MAY BE ISSUED BY THE CITY SHALL NEVER CONSTITUTE AN INDEBTEDNESS OR GENERAL OBLIGATION OF THE CITY, THE STATE OR ANY OTHER POLITICAL SUBDIVISION OF THE STATE, WITHIN THE MEANING OF ANY CONSTITUTIONAL PROVISION OR STATUTORY LIMITATION WHATSOEVER. BUT THE PID BONDS WILL BE LIMITED AND SPECIAL OBLIGATIONS OF THE CITY PAYABLE SOLELY FROM THE PID SPECIAL ASSESSMENTS TO BE COLLECTED. NEITHER THE FAITH AND CREDIT NOR THE TAXING POWER OF THE CITY, THE STATE OR ANY OTHER POLITICAL SUBDIVISION OF THE STATE WILL BE PLEDGED TO THE PAYMENT OF ANY PID BONDS.**

Capital PIDs shall only be created for a commercial development or a mixed use development with significant non-residential component.

Capital PIDs will have a termination date of either the maturity of the bonds for Bonded PIDs, or full repayment of the reimbursement obligation for Reimbursement PIDs.

The maximum term for PID special assessments to be levied for a single-phase development shall not exceed 30 years. The maximum term for PID special assessments to be levied for a multiple-phase development shall not exceed 30 years for each phase of development requiring a separate PID assessment levy.

- b. **Operation and Maintenance PIDs** (“O&M PIDs”) are used to fund ongoing required or enhanced operation and maintenance for public improvements such as parks, public open space, trails and other public improvements.
  - (i) There may be no termination date with an O&M PID until City Council decides otherwise.
  - (ii) The assessment is determined annually based on a budget to maintain and operate the PID.
  - (iii) Payment of the assessment is on an annual basis, and no pre-payment can occur since there is no principal amount.
  - (iv) The City may create advisory boards for Maintenance PIDs.
  - (v) Development projects may include both Capital PIDs and Maintenance PIDs.

### 2. General.

A PID may be created and utilized to construct qualified public improvements and/or reimburse a portion of the Developer’s actual and documented costs required for public improvements to serve

the development. Such incremental costs shall be associated with the construction of qualified public improvements.

**PIDS MUST BE SELF-SUFFICIENT AND NOT REQUIRE THE CITY TO INCUR ANY COSTS ASSOCIATED WITH THE FORMATION OF THE PID. BOND ISSUANCE COSTS, PID ADMINISTRATION OR THE CONSTRUCTION OF PID IMPROVEMENTS.**

PID petition signatures will reflect that a reasonable attempt was made to obtain the full support of the PID by all the property owners, who will be responsible for the payment of the special assessments, located within the proposed PID. Priority will be given to PIDs with the support of 100% of the landowners, who will be responsible for the payment of the special assessments, within a PID.

A PID petition will be more likely to be approved if the development project includes one or more aspects of the following types of improvements which:

- a. Generate economic development benefits to the City consistent with the City's Town Plan and other city initiatives;
- b. Provide for improvements in the public right-of-way that are consistent with the City's Town Plan, and create new or enhanced public roads and streets (e.g., entryways, gateways, landscaping, street trees, fountains, specialty lighting, art, decorative and landscaped streets and sidewalks, bike lanes, multi-use trails, signage, terminating vistas, decorative pedestrian lighting, pedestrian safety elements, ADA accessibility, underground utilities, street lighting, etc.);
- c. Meet community needs (e.g., sales-tax generating developments, commercial development compatible with nearby residential communities, enhanced drainage improvements, pedestrian and trail connectivity)
- d. Exceed development requirements of the City; in particular enhanced architectural standards, enhanced landscaping, low impact development features, impervious cover limitations, parking lot shading, and which provide for a superior design of lots or buildings;
- e. Provide for increased recreation and open space opportunities for public use as well as protect and preserve natural amenities and environmental assets such as the lakes, trees, creeks, ponds, floodplains, slopes, hills, viewscapes, and wildlife habitats;
- f. Protect and preserve the rural and community amenities or features that further the look and feel of the hill country or would otherwise be of special benefit to the property users or community; or which establish a unified architectural or design theme throughout the development that complements the community's character and heritage.

Any requested adjustments or deviations from the terms of this PID Policy for a proposed PID shall be clearly requested and explained (including a detailed description of the basis for such a

request under the PID Act) prior to submitting the PID petition. Any adjustments or deviations granted are at the sole discretion of the City Council.

Property owned by the City or that is intended to be conveyed or dedicated to the City and located within the boundaries of the PID shall not be subject to any assessment by the PID.

No PIDs will be allowed to be created that overlap the boundaries of another PID.

### **3. Petition Requirements**

In accordance with Texas Local Government Code §372.005(a), all petitions requesting establishment of a PID shall include at a minimum the following additional requirements, the satisfaction of which shall be determined in the sole discretion of the City Council:

- a. The appraised value of taxable real property liable for assessment in the district.
- b. The cost of the improvements within the district.
- c. Description of all City-owned and City-maintained land within the PID as well as any project costs for which the City is expected to be responsible.

### **4. Required Fees, Additional Documents and Information**

The following must be provided or addressed before the City Council will consider a petition:

- a. A non-refundable application fee of **\$2,000** will be required with the filing of a petition to create a PID. This fee is regulatory in character and approximates the City staff costs of evaluating the PID petition. In addition to the application fee, any other related City-required cost, limited to actual costs as are documented by the City, is the responsibility of the Petitioner.

Additionally, if the City Council determines it is in its best interest to establish a PID, a Professional Services Agreement (“PSA”) will be entered into with the Petitioner. The PSA will require the Petitioner to initially deposit funds to pay for the City's third-party consultants including, but not limited to, Bond Counsel, Financial Advisor, PID Administrator, Appraiser, and Market Study Analysis. Additional deposits will be required when the deposit balance meets a minimum threshold as described below. Funds that have been expended for payment to the City’s consultants are non-refundable except for potential reimbursements from bond proceeds or special assessments. Unused balances will be refunded to Petitioner. **For Capital PIDs, the initial amount is \$30,000 with additional \$10,000 increments when deposit balance reaches \$5,000.**

- b. Current tax roll, or other acceptable evidence of ownership, with notations indicating the owners registering support for the petition.
- c. A copy of the Preliminary PID Finance Plan shall be submitted with the petition. This Finance Plan shall include at a minimum:
  - (i) Description and estimated costs of the proposed public improvements to be financed;

- (ii) Description of the proposed development;
  - (iii) Proposed timetable of the development including anticipated construction timelines;
  - (iv) Detailed development financing plan showing breakdown of proposed private (loan and equity) and public financing structure;
  - (v) Targeted gross assessment amount;
  - (vi) Estimated ad valorem tax revenue generated by the proposed development;
  - (vii) Estimated number of bond issuances;
  - (viii) Proposed maturity dates for assessments; and
  - (ix) Any other such supporting information related to the success of the PID.
- d. A copy of a Project Feasibility Report which demonstrates the economic feasibility of the proposed development project and includes the following information:
- (i) An assessment revenue pro forma for the proposed development project;
  - (ii) A financial review of the development projections and schedule;
  - (iii) Analysis of above describing the timing and amount of assessment revenue which will be generated based upon varying levels of assessments; and
  - (iv) Comparison of the development project with other similar projects in the area that will not have an assessment.
- e. A preliminary appraisal within any proposed Capital PID showing the estimated appraised value of the property ‘as-is’ and ‘as improved’ with the proposed public improvements. Appraisal should include rationale supporting the ‘as improved’ valuation.
- f. A preliminary market study for any proposed Capital PID.

## **5. Additional Submission Requirements for Bonded PIDs**

If it is proposed that debt obligations secured by and payable from assessments (“PID Bonds”) are to be issued to reimburse for authorized improvements that a developer would ordinarily fund at its own costs, the petition must demonstrate how creation of the PID and financing of the public infrastructure provides a special benefit to the property that, but for the PID, would not occur. Examples of “special benefits” under which the City is willing to consider a PID include, but are not limited to, the following: accelerated development of neighborhood amenities, high quality development (i.e. amenities, sustainability, etc.) or furtherance of a major City Town Plan objective.

The following requirements must be met in connection with a PID Bond issuance:

- a. Value-to-lien ratio of 2:1 based on third party appraisals approved by the City. The City will evaluate the value-to-lien ratio requirements on a case-by-case basis and may increase or reduce the required value-to-lien ratio for the issuance of PID Bonds based on proposed project profile, developer profile, proposed public and private financing structure of the development, prevailing market and industry trends and other relevant factors.
- b. To the extent feasible, preliminary design and engineering work for public improvements to be funded with PID Bonds shall be completed prior to the levy of assessment.

- c. Petitioner is required to provide evidence of financing of the non-public improvements which may include closed loan(s) from a bank or a financial institution, or an acceptable letter of credit, in an amount necessary to fund the Private Improvements for the applicable PID Phase for which PID Bonds are being sold. Any loan agreement for such Private Improvements shall have no conditions to funding other than those customarily included in similar financings and such loan must meet the approval of the City's financial advisor and the City.
- d. Petitioner is required to demonstrate committed capital (acceptable to the City) in the form of cash deposit, proof of bank financing and/or equity capital, or letter of credit, which represents the difference between budgeted costs to complete the public improvements assumed to be complete in the appraisal and the net proceeds of the PID Bonds. The form of acceptable committed capital (cash deposit or letter of credit) will be determined by the City (in consultation with its financial advisors, consultants and participating underwriters) on a case-by-case basis. Terms of any letter of credit used to satisfy the requirements of this paragraph will include:
  - (i) an irrevocable and unconditional letter of credit issued by one or more banks satisfactory to the City and on terms and conditions satisfactory to the City to provide a funding source for the agreed upon cost of infrastructure improvements that will be constructed with funds other than bond proceeds;
  - (ii) the City being named as the beneficiary;
  - (iii) provisions that would enable the City, upon presentment of a properly executed draft request to the provider of the letter of credit, to draw upon the letter of credit to fund any obligation of the Developer, including funding to pay for a portion of the costs to the public infrastructure improvements that are not being funded with the proceeds of any bonds issued by the City; and
  - (iv) a commitment by an acceptable letter of credit provider with a long-term rating by a nationally recognized ratings service of at least an A or better.
- e. In the event that issuance of PID Bonds in a calendar year causes other City debt issuances not to qualify as "qualified tax-exempt obligations" under section 265(b)(3) of the Internal Revenue Code of 1986, as amended, the Petitioner will be required to pay the additional costs of the City incurred as a result thereof.

## **6. Maximum Assessment**

The initial maximum assessment per \$100 valuation at the time of assessment levy, when added to the total (City, County, School, etc.) tax rate, may not exceed \$3.00 per \$100 valuation. Any PID with a total tax rate above the \$3.00 maximum requires approval by City Council.

## **7. PID Administration**

The City will contract with a qualified third-party company to manage and administer the PID, subject to approval by City Council. The PID Administrator shall have authority and responsibility to:

- a. Prepare and submit a budget and five-year service and assessment plan to the City Council for consideration and adoption. The budget shall provide for sufficient funding to pay for all costs above and beyond the City's ordinary costs, including additional administrative

and/or operational costs as well as additional maintenance costs resulting from the PID.

- b. Provide for the calculation of the assessment and allocation to the respective parcels in the PID and shall provide for the billing of the assessments to the property owners or provide information to the appropriate County tax office. The PID Administrator and Developer will coordinate to ensure that the billing/assessment information provided to the tax office includes all pertinent properties.
- c. Prepare annual updates and reports for the Service and Assessment Plan as required by the PID Act and submit an annual Service and Assessment Plan in a form appropriate for consideration and adoption by the City Council each year and assist the City Council and staff in adopting the annual Service and Assessment Plan updates. The PID Administrator will coordinate with City staff to ensure timely filing of annual Service and Assessment Plan updates with County as required by the PID Act. Prepare annual reports reflecting the expenditure of Bond Proceeds or the reimbursement of Developer expenditures as appropriate.
- d. Prepare annual reports reflecting the imposition and collection of the assessments and the balances in the various accounts related to the PID to be provided on a monthly or other periodic basis as may be required by the City.
- e. Design and implement a property buyer disclosure program consistent with the PID Act and this policy.
- f. Prepare, provide or undertake any other reports, information or tasks required by the City or the development project under the PID Act, the governing documents or the applicable contract for PID administration

The costs for a PID Administrator shall be paid for with PID funds. A contract with a PID Administrator to manage the PID shall not preclude the City from entering into a contract with another taxing unit for the collection of the assessments levied for the PID.

Provision for the costs associated with providing administrative services, whether the services are by third parties or the City, shall be included in any budget proposed by the Developer.

The PID Administrator may be required to submit reports of all activities and expenditures to the City until the project is built out at the frequency to be determined and adjusted from time to time by the City. The City may request, at the cost of the PID, an independent audit by a qualified public account at any time.

## **8. Disclosure to Property Buyers**

To satisfy disclosure to property buyers within a PID, the City will require the petitioner to comply with the following:

- a. A landowner's agreement must be recorded in the official public records of Bexar County which, among other things, will notify any prospective owner of the existence or proposal of assessments on the property. All closing statements and sales contracts for lots must specify who is responsible for payment of any existing assessment or a pro rata share thereof until such

time as the PID assessment is paid in full.

- b. Signage and information flyers for use at sales offices and model homes as approved by the City and provided by the PID Administrator.
- c. PID disclosure documents in accordance with Section 5.014 of the Texas Property Code to be signed both at contract signing and at closing with such agreements maintained on file and available for inspection by the City.
- d. Requirement to provide notice of the PID to builders in addendum to contracts and to disclose the PID on any listing.
- e. Comply with any property buyer disclosure program designed and implemented by the City or the PID Administrator.

## **Section II. CHAPTER 380 AGREEMENTS**

### **1. Requirements for Consideration**

All proposed developments shall be considered on a case-by-case basis by City Council of the City of Shavano Park. However, eligible projects that satisfy the requirements of policy shall be preferred projects for an agreement under Chapter 380 of the Texas Local Government Code (“Chapter 380 Agreement”). All proposed projects must comply with the letter and intent of Chapter 380 of the Texas Local Government Code by promoting local economic development and stimulating business and commercial activity within the City of Shavano Park.

- a. All applications for consideration as a Chapter 380 Agreement must be submitted to the City Secretary of the City of Shavano Park on the form provided in Attachment C of this policy. No other applications for a Chapter 380 Agreement shall be considered.
- b. Proposed projects should:
  - (i) Be mixed-used or commercial developments in areas of the City zoned for mixed-use or commercial development.
  - (ii) Make a unique or unequaled contribution to the development efforts within the City limits due to its financial magnitude, significance to the community or superior functional or visual characteristics (e.g., architecture, landscape, land use, parking, signage, streetscapes).
  - (iii) Enhance the City’s fiscal ability to provide high quality municipal services for the safety, comfort and enjoyment of Shavano Park residents.
  - (iv) Enhance the City’s public infrastructure by including the improvement and/or construction of items such as sidewalks, trails, gateways, drainage, parking, streets, or decorative features.
- c. Preference is given to projects that bring new wealth to the community by attracting new business and development or by expanding existing developments.
- d. Incentives will be provided only to the extent that additional revenues are realized by the City. Furthermore, the public benefit or the amount of revenue realized by the City and attributable directly to the program must be commensurate with the value of any incentives granted under this program. No applicants proposing upfront contributions from City funds shall be considered.
- e. The City Council retains sole discretion to determine whether the standards set forth in this Policy and/or executed agreements have been or will be met.

### **2. Required Agreement Terms**

An agreement established under Chapter 380 shall at a minimum include:

- a. A description and location of the proposed development and any subprojects included in the development.
- b. A timetable and list of the kind of improvements or development that the program will



include.

- c. Details on the kind and amount of revenues, incomes or other public benefits the proposed development will provide.
- d. A proposed duration and/or specified dollar amount sought for the agreement.
- e. A provision identifying the method for calculating the source of funding for any grant, loan, refund, in-kind or other incentive provided in the agreement.
- f. A provision providing benchmarks or other tangible means for measuring whether the applicant and other responsible parties have met their obligations under the agreement.
- g. A provision providing access to and authorizing inspection of the property and the applicant's pertinent business records by municipal employees in order to determine compliance with the agreement.
- h. A provision for the cancellation of the agreement and/or nonpayment of incentives if the program is determined to not be in compliance with the agreement.
- i. A provision for recapturing City funds granted or loaned, or for recapturing the value of other public assets granted or loaned, if the applicant does not meet their duties and obligations under the terms of the agreement.
- j. A provision that allows assignment of the agreement with prior written approval of the City Council and at sole discretion of the City Council provided that:
  - (i) all the duties, liabilities, obligations and rights under the agreement are assigned from the assignor to the assignee; and
  - (ii) the assignment document is in a form and contains content acceptable to the City Attorney of the City of Shavano Park.
- k. Provision relating to administration, delinquent taxes and reporting requirements are included.
- l. A provision that the agreement may be amended by the parties to the agreement by using the same procedure for approval as is required for entering into the agreement.
- m. A provision providing for auditing of the program, including authorizing City auditors access to both non-privileged and/or confidential documents for the purpose of conducting the audit.
- n. Other provisions as the City Council shall deem appropriate.

**ATTACHMENT A**  
**PUBLIC IMPROVEMENT DISTRICT (PID) PROCESS OUTLINE**

**Party Abbreviations used in outline:**

AP – Appraiser  
 BC – Bond Counsel  
 CA – City Attorney  
 CC – City Council  
 CE – City Engineer  
 CS – City Staff  
 DC – Developer’s Counsel  
 DEV – Developer’s team  
 FA – City’s Financial Advisor

MSC – Market Study Consultant  
 PA – PID Administrator (can be third party  
 or city staff)  
 UW – Underwriter  
 UWC – Underwriter Counsel

Note - Team implies City Staff along with contracted legal and financial professionals together with the Developer.

TASK	PARTY RESPONSIBLE
<b>PRELIMINARY PHASE</b>	
Developer to meet with city staff to discuss proposed development and potential PID elements	CS / DEV
City staff undergoes internal review to determine PID feasibility	CS / CA / FA
Developer executes Professional Services Agreement for third party consultants (possible PID administrator appointment)	CS / DEV
Developer pays initial PID Administration costs to the City	DEV
<b>PHASE 1 – PLAN OF FINANCE</b>	
<b>Preparation of PID bond projections and feasibility analysis:</b>	
Prepare and distribute draft PID projections	PA / DEV
Conference call to discuss projections	CS / PA / FA / DEV
Prepare and distribute updated PID projections	PA / DEV
Conference call to discuss updated projections	CS / PA / FA / DEV
Revise and distribute final PID projections	PA / DEV
<b>Preparation of Preliminary Service and Assessment Plan (SAP):</b>	
Draft assessment methodology	PA / DEV
Conference call to discuss assessment methodology	CS / PA / DEV
Revise assessment methodology and prepare assessment roll	PA / DEV
Conference call to finalize content of Preliminary SAP	CS / PA / DEV
<b>PHASE 2 – GOVERNMENT APPROVAL</b>	
Draft Development Agreement	CS / CA / DEV
Conference call to discuss Development Agreement	CS / CA / DEV
Finalize Development Agreement	CS / CA / DEV
Adopt Development Agreement	CC
Draft PID creation petition	DEV
File PID creation petition	DEV
Hold public hearing on PID Creation	CC

Draft PID creation resolution	CS / DEV
Adopt resolution creating PID	CC
Generate Opinion of Probable Costs	CE / DEV
Draft Service and Assessment Plan (SAP) & prepare assessment roll	CS / PA / CA / DEV
Public hearing on resolution determining opinion of probable costs with Preliminary SAP & sets of levy and assessments hearing date	CC
Filing of proposed Assessment Roll	CS
Public notice of Levy and Assessment Hearing in newspaper	CS
Mail notice of Levy and Assessment Hearing to all property owners in the proposed PID	CS
Public Hearing on proposed Levy and Assessment	CC
Prepare Agreements and Ordinances for Council	CS / BC / CA / FA
Discussion on, and adopting of, the Construction, Funding and Acquisition Agreements	CC / BC / CA / FA
Discussion of, and adoption of, Bond Ordinances and Final Offering Statements	CC / BC / CA / FA
Posting of Final Official Statements	UW

### PHASE 3 – ISSUANCE OF BONDS

Prepare first draft of market study	DEV
Conference call to discuss market study	CS / DEV
Prepare second draft of market study	DEV
Conference call to discuss second draft of market study	CS / DEV
Prepare final market study	DEV
Prepare Opinion of Probable Cost	DEV
<b>Appraisal</b>	
Select appraiser	CS / DEV / UW
Send letter of instructions to appraiser	UW
Prepare first draft of appraisal	AP
Meeting to discuss appraisal	AP / CS / PA / BC / DEV
Prepare second draft of appraisal	AP
Conference call to discuss second draft of appraisal	AP / CS / PA / BC / DEV
Prepare final appraisal	AP
<b>Market Study</b>	
Select Market Study Consultant	CS / DEV / UW
Send letter of instructions to Market Study Consultant	UW
Prepare first draft of market study	MSC
Meeting to discuss market study	MSC / CS / PA / BC / DEV
Prepare second draft of market study	MSC
Conference call to discuss second draft of market study	MSC / CS / PA / BC / DEV
Prepare final market study	MSC

**Preparation of bond documents**

Prepare first draft of trust indenture	BC
Conference call to review trust indenture	Team
Prepare second draft of trust indenture	BC
Prepare first draft of construction, acquisition, & funding agreement	BC / CA / DC
Meeting to review documents	Team
Select trustee	CS / FA / BC / UW
Prepare third draft of trust indenture & second draft of funding agreement	Team
Conference call to review documents	Team
Receive comments from trustee on trust indenture	BC / DC
Prepare fourth draft of trust indenture & third draft of funding agreement	BC / DC
Prepare form of legal opinions & other documents (including bond ordinance and assessment ordinance)	BC / CA / UWC / DC
Conference call to review documents	Team
Final revisions to documents	BC / DC / UWC
<b>Marketing and closing of bond issue</b>	
Prepare first draft of preliminary offering statement (POS)	UWC
Conference call to review first draft of POS	Team
Prepare second draft of POS and first draft of bond purchase agreement (BPA)	UWC
Conference call to review second draft of POS and BPA	Team
Send term sheet to potential investors and prepare short list of target investors	UW
Preparation of final POS and BPA	UWC
Print POS	UW
Mail POS to potential investors	UW
Site visit with potential investors	Team / Investors
Price bonds	UW
Levy Assessment	CC
Prepare final offering statement	Team
Bond closing	Team

**ATTACHMENT B**  
**PETITION TEMPLATE**

PETITION FOR THE CREATION OF A PUBLIC IMPROVEMENT DISTRICT WITHIN  
THE CITY OF SHAVANO PARK, TEXAS FOR THE

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DISTRICT PUBLIC IMPROVEMENT

This petition ("Petition") is submitted and filed with the City Secretary of the City of Shavano Park, Texas, by \_\_\_\_\_, a \_\_\_\_\_ owner of a majority of the real property (the "Petitioner") located within the proposed boundaries of the District, as hereinafter defined. Acting pursuant to the provisions of Chapter 372, Texas Local Government Code, as amended (the "Act"), the Petitioner requests that the City create a public improvement district (the "District"), to include property located within the City limits of the City (the "Property"), more particularly described by a metes and bounds description in Exhibit A and depicted in Exhibit B. In support of this Petition, the Petitioner would present the following:

Section 1. General Nature of the Authorized Improvements. The general nature of the proposed public improvements (collectively, the "Authorized Improvements") may include: (i) street and roadway improvements, including related sidewalks, drainage, utility relocation, signalization, landscaping, lighting, signage, off-street parking and right-of-way; (ii) establishment or improvement of parks and open space, together with the design, construction and maintenance of any ancillary structures, features or amenities such as trails, playgrounds, walkways, lighting and any similar items located therein; (iii) sidewalks and landscaping, including entry monuments and features, fountains, lighting and signage; (iv) acquisition, construction, and improvement of water, wastewater and drainage improvements and facilities; (v) projects similar to those listed in subsections (i) - (iv) above authorized by the Act, including similar off-site projects that provide a benefit to the property within the District; (vi) special supplemental services for improvement and promotion of the District; (vii) payment of costs associated with operating and maintaining the public improvements listed in subparagraphs (i) - (v) above; and (viii) payment of costs associated with developing and financing the public improvements listed in subparagraphs (i) - (v) above, and costs of establishing, administering and operating the District. These Authorized Improvements shall promote the interest of the City and confer a special benefit upon the Property.

Section 2. Estimated Cost of the Authorized Improvements. The estimated cost to design, acquire, and construct the Authorized Improvements, together with bond issuance costs, eligible legal and financial fees, eligible credit enhancement costs and eligible costs incurred in the establishment, administration, and operation of the District is \$\_\_\_\_\_.00. The City will pay none of the costs of the proposed improvements from funds other than the PID assessments. The remaining costs of the proposed improvements will be paid from sources other than the City or assessments of property owners.

Section 3. Boundaries of the Proposed District. The District is proposed to include the Property as shown in Exhibit A.

Section 4. Proposed Method of Assessment. The City shall levy assessments on each parcel within the District in a manner that results in imposing equal shares of the costs on property similarly benefited, in compliance with the Act. All assessments may be paid in full at any time (including interest and principal), and certain assessments may be paid in annual installments {including interest and principal). If an assessment is allowed to be paid in installments, then the installments must be paid in amounts necessary to meet annual costs for those Authorized Improvements financed by the assessment and must continue for a period necessary to retire the indebtedness of those Authorized Improvements (including interest).

Section 5. Proposed Apportionment of Costs between the District and the City. The City will not be obligated to provide any funds to finance the Authorized Improvements, other than from assessments levied on the District. No municipal property in the public improvement district shall be assessed. The Petitioner may also pay certain costs of the improvements from other funds available to the Petitioner.

Section 6. Management of the District. The Petitioner proposes that the District be managed by the City, with the assistance of a consultant, who shall, from time to time advise the City regarding certain operations of the District.

Section 7. The Petitioner Requests Establishment of the District. The person signing this Petition requests the establishment of the District, is duly authorized, and has the corporate authority to execute and deliver the Petition.

Section 8. Advisory Board. The Petitioner proposes that the District be established and managed without the creation of an advisory board. If an advisory board is created, the Petitioner requests that a representative of the Petitioner be appointed to the advisory board.

Section 9. Landowner(s). This Petition has been signed by (1) the owners of taxable real property representing more than 50 percent of the appraised value of taxable real property liable for assessment under the proposal, as determined by the current roll of the appraisal district in which the property is located; and (2) record owners of real property liable for assessment under the proposal who: (A) constitute more than 50 percent of all record owners of property that is liable for assessment under the proposal; or (B) own taxable real property that constitutes more than 50 percent of the area of all taxable real property that is liable for assessment under the proposal.

This Petition is hereby filed with the City Secretary of the City of Shavano Park, or other officer performing the functions of the City Secretary, in support of the creation of the District by the City Council of the City of Shavano Park as herein provided. The undersigned request that the City Council of the City of Shavano Park call a public hearing on the advisability of the Authorized Improvements, give notice thereof as provided by law and grant all matters requested in this Petition.

RESPECTFULLY SUBMITTED, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

1	<p>Printed Name: _____, Signature: _____  Address of Property in PID: _____, Shavano Park, TX 78____  BCAD Parcel #: _____  Property Description: _____  Date of Acquired Property: ___ / ___ / ___, Appraised Value: _____, Acres: _____  <b>State of Texas</b> §  <b>County of Bexar</b> §</p> <p>Before me, the undersigned notary public for the State of Texas, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purpose and consideration therein expressed.</p> <p>SUBSCRIBED AND SWORN this the _____ day of _____, 20____.</p> <p>_____  Notary Public in and for the State of Texas</p>
2	<p>Printed Name: _____, Signature: _____  Address of Property in PID: _____, Shavano Park, TX 78____  BCAD Parcel #: _____  Property Description: _____  Date of Acquired Property: ___ / ___ / ___, Appraised Value: _____, Acres: _____  <b>State of Texas</b> §  <b>County of Bexar</b> §</p> <p>Before me, the undersigned notary public for the State of Texas, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purpose and consideration therein expressed.</p> <p>SUBSCRIBED AND SWORN this the _____ day of _____, 20____.</p> <p>_____  Notary Public in and for the State of Texas</p>
3	<p>Printed Name: _____, Signature: _____  Address of Property in PID: _____, Shavano Park, TX 78____  BCAD Parcel #: _____  Property Description: _____  Date of Acquired Property: ___ / ___ / ___, Appraised Value: _____, Acres: _____  <b>State of Texas</b> §  <b>County of Bexar</b> §</p> <p>Before me, the undersigned notary public for the State of Texas, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purpose and consideration therein expressed.</p> <p>SUBSCRIBED AND SWORN this the _____ day of _____, 20____.</p> <p>_____  Notary Public in and for the State of Texas</p>

**EXHIBIT A**  
**Metes and Bounds**



**EXHIBIT B**  
**Property Description**

**ATTACHMENT C**  
**CHAPTER 380 AGREEMENT APPLICATION**



This application is to request the City of Shavano Park consider a Chapter 380 Agreement. The application will become a part of any Chapter 380 Agreement with the City of Shavano Park. Knowingly providing false information will result in voiding the application and termination of any Chapter 380 Agreement.

Date of application (MM/DD/YY): \_\_\_\_/\_\_\_\_/\_\_\_\_

**SECTION I – APPLICANT INFORMATION AND BUSINESS DESCRIPTION**

Company name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Principal contact name: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: (     ) \_\_\_\_\_ E-mail address: \_\_\_\_\_

Indicate ownership of applicant company: Private  Public

**1.1** Indicate applicant's North American Industrial Classification System (NAICS) code for the operations at the project location: \_\_\_\_\_

**1.2** Indicate applicant's type of business entity, i.e., proprietorship, partnership, joint venture, or corporation: \_\_\_\_\_

**1.3** Identify applicant's state of registration or incorporation, if applicable: \_\_\_\_\_

**1.4** Identify business headquarters location (city, state): \_\_\_\_\_

Does/will the applicant own or lease the project land and/or facility: Own  Lease

If leased, indicate lease term: \_\_\_\_\_ Years Expiration date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**1.5** Indicate applicant's existing Bexar Appraisal District tax account numbers:

Real property: \_\_\_\_\_

Personal property: \_\_\_\_\_

Inventory and supplies: \_\_\_\_\_

1.6 Identify the owner or owners of the real and/or personal property if applicant is not the owner:

\_\_\_\_\_

1.7 Is the company delinquent in the payment of ad valorem taxes to the City of Shavano Park:

Yes  No  If yes, please explain: \_\_\_\_\_

**SECTION II – PROJECT DESCRIPTION**

2.1 Type of project (check):

New construction  Expansion or modernization  Lease development or improvements

2.2 Fully describe the proposed project, including capital improvements (real and personal property) to be undertaken, the facility’s use, and the product or service to be produced (attach additional pages as necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2.3 Indicate any other incentives sought in connection with the proposed project:

\_\_\_\_\_  
\_\_\_\_\_

2.4 List other communities that are being considered for the proposed project:

\_\_\_\_\_

2.5 Indicate project street (or county) address: \_\_\_\_\_

2.6 Identify the jurisdictions where the proposed project will be located: \_\_\_\_\_

**SECTION III – PROJECT VALUATIONS**

3.1 As provided by the Bexar County Appraisal District, indicate the appraised values of the following:

Land (excluding acquisition costs)	Value: \$ _____	Date	/ /
Existing real property	Value: \$ _____	Date	/ /
Existing personal property	Value: \$ _____	Date	/ /

3.2 Are any of the appraised values described above currently being contested:

Yes  No  If yes, please explain: \_\_\_\_\_

3.3 Indicate the estimated project improvement values:

Real property: \$ \_\_\_\_\_ Personal property: \$ \_\_\_\_\_ Inventory/supplies: \$ \_\_\_\_\_



CERTIFICATION

I certify that I am authorized to sign this application and that the information provided in this application is true and correct. I understand that the information provided will become a part of the Chapter 380 Agreement with the City of Shavano Park. I furthermore understand that the City of Shavano Park may request additional information during their consideration of this application.

Signature: \_\_\_\_\_ Date (MM/DD/YY):   /   /

Printed Name:

Title:

Company Name:

Submit one copy of this application and all attachments to: City Secretary, at 900 Saddletree Court, City of Shavano Park, TX 78231.

## CITY COUNCIL STAFF SUMMARY

Meeting Date: September 16, 2024

Agenda item: 8.5

Prepared by: Curtis Leeth

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:**

Discussion / action – Consideration and approval of Resolution R-2024-014 of the City Council of the City of Shavano Park, Texas; Approving and authorizing the execution of a professional services agreement between the city and the developer of the Shavano Park 1604 Public Improvement District; and resolving other matters related thereto – City Manager / Bitterblue

X

**Attachments for Reference:**

a) 8.5a Resolution R-2024-014 PID PSA

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**BACKGROUND / HISTORY:** Proposed Professional Service Agreement compensates the City for any all costs associated with the creation and administration of the Shavano Park 1604 PID.

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**DISCUSSION:** Agreement requires the developer to deposit \$30,000 in a new City fund from which all PID consultation and legal fees along with public notice costs will be expensed from. Once the fund reaches \$5,000 minimum threshold an additional \$10,000 is required from developer. Preliminary budget to cover all City costs is \$57,800 within the agreement.

#### CITY CONSULTANTS

<b>PID Application Expenses <sup>(1)</sup></b>	<b>Cost Estimate</b>
<b>Budget item</b>	
(PID Administrator)	\$20,000
City of Shavano Park	5,000
Frost Bank (Financial Advisor)	15,000
Norton Rose Fulbright (Bond Counsel)	15,000
Denton Navarro Rodriguez Bernal	2,000
Santee & Zech (City Attorney)	
Colliers Engineering & Design (City Engineer)	800
Total	\$57,800

This new fund will not be in the FY 2024-2025 Budget document being considered but will be included in the City's regular FY 2024 Audit.

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**COURSES OF ACTION:** Approve Professional Services Agreement; or decline and provide guidance to City staff and petitioner.

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**FINANCIAL IMPACT:** Professional Service Agreement compensates the City for any all costs associated with the creation and administration of the Shavano Park 1604 PID.

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**MOTION REQUESTED:** I move to approve Resolution R-2024-014 approving and authorizing the execution of a professional services agreement between the city and the developer of the Shavano Park 1604 Public Improvement District and authorize City Manager to negotiate final terms of said agreements in consultation with legal counsel.

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHAVANO PARK, TEXAS; APPROVING AND AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY AND THE DEVELOPER OF THE SHAVANO PARK 1604 PUBLIC IMPROVEMENT DISTRICT; AND RESOLVING OTHER MATTERS RELATED THERETO**

**WHEREAS**, on August 26, 2024, the City Council (the "City Council") of the City of Shavano Park, Texas (the "City") adopted a resolution accepting a petition for the creation of the Shavano Park 1604 Public Improvement District (the "District") and calling a public hearing to consider the creation of the District, in accordance with Chapter 372, Texas Local Government Code, as amended (the "Act"); and

**WHEREAS**, the City desires to approve the "City of Shavano Park, Texas Professional Services Reimbursement Agreement" (the "Professional Services Agreement") between the City and Rogers Shavano Park UT 18/19 LTD, a Texas limited liability company (the "Developer"); and

**WHEREAS**, the Professional Services Agreement defines the terms and conditions under which moneys may be advanced by the Developer of property within the District for the purposes of reimbursing certain expenses incurred by the City relating to the levy of assessments and potential issuance of bonds by the City which are secured by assessments levied against certain property within the District.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHAVANO PARK, TEXAS, THAT:**

**SECTION 1.** THAT the findings and premises contained in the recitals above are hereby deemed to be true and correct and incorporated as a part of this Resolution for all purposes.

**SECTION 2.** THAT a Professional Agreement substantially in the form attached hereto as **Exhibit A**, is approved and the Mayor, City Administrator, or designee is authorized to execute such Professional Services Agreement on behalf of the City.

**SECTION 3.** THAT this Resolution shall become effective from and after its date of passage in accordance with law.

*[Remainder of Page Intentionally Left Blank]*



**ADOPTED, PASSED, AND APPROVED** on this the 16<sup>th</sup> day of September, 2024.

CITY OF SHAVANO PARK, TEXAS

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Secretary

(CITY SEAL)

**Exhibit A**

Professional Services Agreement

**PROFESSIONAL SERVICES  
REIMBURSEMENT AGREEMENT**

This Professional Services Reimbursement Agreement (this “Agreement”), effective as of September 16, 2024, (the “Effective Date”), is made and entered into by and between the City of Shavano Park, Texas (“City”) and Rogers Shavano Park Unit 18/19, LTD, a Texas limited partnership (“Developer”), herein collectively referred to as (“Party” or “Parties”).

**WHEREAS**, the Developer owns approximately 22.458 acres of land in the City, as reflected in that certain “Petition for Creation of a Public Improvement District within the City of Shavano Park, Texas for the Shavano Park 1604 Public Improvement District” dated as of August 13, 2024, submitted by the Developer and on file with the City, that the Developer desires to develop, which land is further depicted in **Exhibit A** hereto (the “Property”); and

**WHEREAS**, the Parties have determined that the financing of a portion of the costs of the public improvements necessary for the development of the Property, can be achieved by means of Chapter 372, Texas Local Government Code, as amended, entitled the Public Improvement District Assessment Act (“PID Act”); and

**WHEREAS**, the Developer desires to develop the Property and has caused a petition to be filed with the City to create the Shavano Park 1604 Public Improvement District (“PID”) over the Developer’s property under the PID Act; and

**WHEREAS**, the Parties hereto recognize that the City will continue to incur expenses through the entire PID review process until final completion of the development including, but not limited to: professional services, legal publications, appraisals, notices, reproduction of materials, public hearing expenses, recording of documents, engineering fees, attorney fees, special consultant fees, and fees for the administrative time of the City staff (“City PID Expenses”); and

**WHEREAS**, as a part of the City PID Expenses, the Developer hereby agrees to pay for reasonable and necessary professional services provided by the consultants listed on **Exhibit B**, and by additional consultants approved in writing by the Developer (collectively, the “City Consultants”); and

**NOW, THEREFORE**, in consideration of the mutual benefits and promises contained herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. **Payment for Professional Services.** At the time the City creates the PID, pursuant to the PID Act, the Developer shall deposit with the City \$30,000.00 (the “Initial Deposit”) for payment of City PID Expenses necessary to reimburse the City and its additional consultants for the review and creation of the PID and other expenses incurred prior to any bond issuance:

- (a) City agrees to hold all Developer’s deposits in a separate fund maintained by the City, which may only be used for City PID Expenses related to the

PID.

- (b) The City will pay City PID Expenses out of the amount deposited with the City and keep accounting of all charges for City PID Expenses incurred for the PID and any unused deposits shall be returned to the Developer within thirty (30) days of the City's payment of the final invoice.
- (c) Upon request, the City will submit copies of all monthly invoices to the Developer with a summary showing amounts paid for City PID Expenses for any City Consultant fees that are consistent with **Exhibit B**. The City may redact any information covered by attorney/client privilege, work product doctrine, or other information allowed to be kept confidential under the Texas Public Information Act.
- (d) After any monthly invoice for City Consultant fees have been paid, the City Consultants shall not be paid for the same services through any additional invoices or through PID bond proceeds.
- (e) Notwithstanding anything to the contrary, City PID Expenses invoiced and due within thirty (30) days prior to the closing of PID bonds may be paid to City Consultants, at Developer's option, through PID bond proceeds upon the closing of PID bonds.
- (f) The Developer may be reimbursed from the PID bond proceeds for City Consultant fees paid in accordance with this Agreement and the PID Act.
- (g) Developer agrees that in the event the fund described in Section 1(a) for City PID Expenses balance falls below \$5,000 and upon written notice from the City, then Developer shall remit an additional amount of not less than \$10,000 within five (5) business days of receipt of such notice.
- (h) In the instance that deposits of additional funds are not timely made, the City has no obligation to incur any additional City PID Expenses in connection with the PID.
- (i) In the instance that deposits of additional funds are not made within six (6) months of the notice provided by the City in subsection (g) hereof, then the City may unilaterally terminate this Agreement with prior written notice to the Developer.

2. No Obligation to Establish PID. The Developer acknowledges that the City has no obligation to establish the PID or to issue any bonds or other indebtedness with respect thereto, and nothing contained within this Agreement shall create any such obligation. The Developer's obligation to pay the City PID Expenses shall exist and continue independent of whether the PID or bonds or other indebtedness are approved. The payment(s) made by the Developer under this Agreement are not contingent upon any outcome of the negotiations between the City and the Developer. Further, this Agreement shall provide no assurances, promises, or covenants to

approve any development in the Property.

3. Termination. The Developer's obligation pay for City PID Expenses under this Agreement shall expire upon the first to occur of: (i) issuance of PID bonds or (ii) City denial of the PID Petition or refusal to create the PID, (iii) Developer's withdrawal of the PID Petition (which shall be at the Developer's sole discretion), or (iv) termination of the PID pursuant to that certain "Agreement Regarding the Dissolution of the Shavano Park 1604 Public Improvement District," at which time the City will provide the Developer with a final statement of account and will refund to the Developer any funds deposited by the Developer that were not expended by the City, except where the Parties expressly agree to the contrary.

4. Entire Agreement. This Agreement contains the entire agreement between the Parties with respect to the transactions contemplated herein.

5. Amendment. This Agreement, and any exhibit hereto, may only be amended, altered or revoked by written instrument executed by the Parties.

6. Successors and Assigns. Neither the City nor the Developer may assign or transfer their interest in the Agreement without prior written consent of the other Party. However, the Developer may assign this Agreement to an affiliate or other third-party without the consent of, but with written notice to, the City so long the assignee expressly assumes the obligations under this Agreement and the Developer provides written notice of such assignment to the City.

7. Notice. Any notice and/or statement required and permitted to be delivered shall be deemed delivered by depositing same in the United States Mail, Certified, with Return Receipt Requested, postage prepaid, addressed to the appropriate party at the following addresses, or at such other addresses provided by the parties in writing:

To the City:                   Attn: City Manager  
  City of Shavano Park  
  900 Saddletree Court  
  Shavano Park, TX 78231  
  [citymanager@shavanopark.org](mailto:citymanager@shavanopark.org)

With a copy to:               Attn: Bond Counsel  
  Stephanie Leibe  
  Norton Rose Fulbright US LLP  
  98 San Jacinto Boulevard, Suite 1100  
  Austin, Texas 78701  
  [Stephanie.leibe@nortonrosefulbright.com](mailto:Stephanie.leibe@nortonrosefulbright.com)

To the Developer:            Attn: Lloyd Denton  
  Rogers Shavano Park Unit 18/19, LTD

[Laddiedenton@bitterblue.com](mailto:Laddiedenton@bitterblue.com)

With a copy to: Attn: Caroline McDonald  
100 NE Loop 410 STE 1385  
San Antonio, TX 78216  
caroline@brownmcdonaldlaw.com

8. Interpretation. Regardless of the actual drafter of this Agreement, this Agreement shall, in the event of any dispute over its meaning or application, be interpreted fairly and reasonably and neither more strongly for nor against either party.

9. Applicable Law. This Agreement is made and shall be construed in accordance with the laws of the State of Texas and venue shall lie in Bexar County, Texas.

10. Severability. In the event any portion or provision of this Agreement is illegal, invalid, or unenforceable under present or future law, then and in that event, it is the intention of the parties hereto that the remainder of this Agreement shall not be affected thereby, and it is also the intention of the parties to this Agreement that in lieu of each clause or provision that is found to be illegal, invalid or unenforceable, a provision be added to this Agreement which is legal, valid and enforceable and is as similar in terms as possible to the provision found to be illegal, invalid or unenforceable.

11. No Personal Liability of Public Officials. No public official, employee or City Consultant shall be personally responsible for any liability arising under or growing out of this Agreement. Any obligation or liability of the Developer whatsoever that may arise at any time under this Agreement or obligation or liability which may be incurred by the Developer pursuant to this Agreement shall be satisfied out of the assets of the Developer only, and the City shall have no liability.

12. Indemnification. **DEVELOPER COVENANTS AND AGREES TO FULLY INDEMNIFY AND HOLD HARMLESS CITY (AND ITS ELECTED OFFICIALS, EMPLOYEES, OFFICERS, ATTORNEYS, OUTSIDE CONSULTANTS, DIRECTORS, AND REPRESENTATIVES), INDIVIDUALLY AND COLLECTIVELY, FROM AND AGAINST ANY AND ALL COSTS, CLAIMS, LIENS, DAMAGES, LOSSES, EXPENSES, FEES, FINES, PENALTIES, PROCEEDINGS, ACTIONS, DEMANDS, CAUSES OF ACTION, LIABILITY AND SUITS OF ANY KIND AND NATURE BROUGHT BY ANY THIRD-PARTY AND RELATING TO DEVELOPER'S ACTIONS ON THE PROJECT INCLUDING, BUT NOT LIMITED TO PERSONAL INJURY OR DEATH AND PROPERTY DAMAGE, MADE UPON CITY OR DIRECTLY OR INDIRECTLY ARISING OUT OF, RESULTING FROM OR RELATED TO DEVELOPER OR DEVELOPER'S AGENTS' OR REPRESENTATIVES' NEGLIGENCE, WILLFUL MISCONDUCT OR CRIMINAL CONDUCT IN ITS ACTIVITIES UNDER THIS AGREEMENT, INCLUDING ANY SUCH ACTS OR OMISSIONS OF DEVELOPER OR DEVELOPER'S AGENTS OR REPRESENTATIVES, AND ANY AGENT, OFFICER, DIRECTOR,**

**REPRESENTATIVE, EMPLOYEE, CONSULTANTS OR SUBCONSULTANT OF DEVELOPER OR DEVELOPER'S AGENTS OR REPRESENTATIVES, AND THEIR RESPECTIVE OFFICERS, AGENTS, EMPLOYEES, DIRECTORS AND REPRESENTATIVES WHILE IN THE EXERCISE OR PERFORMANCE OF THE RIGHTS OR DUTIES UNDER THIS AGREEMENT, ALL WITHOUT, HOWEVER WAIVING ANY GOVERNMENTAL IMMUNITY AVAILABLE TO CITY, UNDER STATE LAW AND WITHOUT WAIVING ANY DEFENSES OF THE PARTIES UNDER STATE LAW. THE PROVISIONS OF THIS INDEMNIFICATION ARE SOLELY FOR THE BENEFIT OF THE CITY AND ARE NOT INTENDED TO CREATE OR GRANT ANY RIGHTS, CONTRACTUAL OR OTHERWISE, TO ANY OTHER PERSON OR ENTITY. DEVELOPER SHALL PROMPTLY ADVISE CITY IN WRITING OF ANY CLAIM OR DEMAND AGAINST THE CITY, RELATED TO OR ARISING OUT OF DEVELOPER OR DEVELOPER'S AGENTS' OR REPRESENTATIVES' ACTIVITIES UNDER THIS AGREEMENT AND SHALL SEE TO THE INVESTIGATION AND DEFENSE OF SUCH CLAIM OR DEMAND AT THE DEVELOPER'S COST TO THE EXTENT REQUIRED UNDER THE INDEMNITY IN THIS PARAGRAPH CITY SHALL HAVE THE RIGHT, AT ITS OPTION AND AT ITS OWN EXPENSE, TO PARTICIPATE IN SUCH A DEFENSE WITHOUT RELIEVING DEVELOPER OF ANY OF ITS OBLIGATIONS UNDER THIS PARAGRAPH.**

**IT IS THE EXPRESS INTENT OF THIS SECTION THAT THE INDEMNITY PROVIDED TO THE CITY SHALL SURVIVE THE TERMINATION AND OR EXPIRATION OF ANY AGREEMENT TO WHICH THE DEVELOPER OR ITS AGENTS OR REPRESENTATIVES ARE A PARTY RELATED TO THE PID AND SHALL BE BROADLY INTERPRETED AT ALL TIMES TO PROVIDE THE MAXIMUM INDEMNIFICATION OF THE CITY AND / OR THEIR OFFICERS, ATTORNEYS, EMPLOYEES AND ELECTED OFFICIALS PERMITTED BY LAW.**

13. Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be considered an original, but all of which shall constitute one instrument.

14. Execution. The City Manager is hereby authorized to execute and deliver this Agreement in substantially the form presented to the City Council with such changes as they may deem appropriate.

[SIGNATURE PAGES TO FOLLOW]

**CITY OF SHAVANO PARK, TEXAS**

By: \_\_\_\_\_  
Bill Hill, City Manager

Date: \_\_\_\_\_

**DEVELOPER:**

**Rogers Shavano Park Unit 18/19, LTD**  
a Texas limited liability company

By: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_



EXHIBIT A

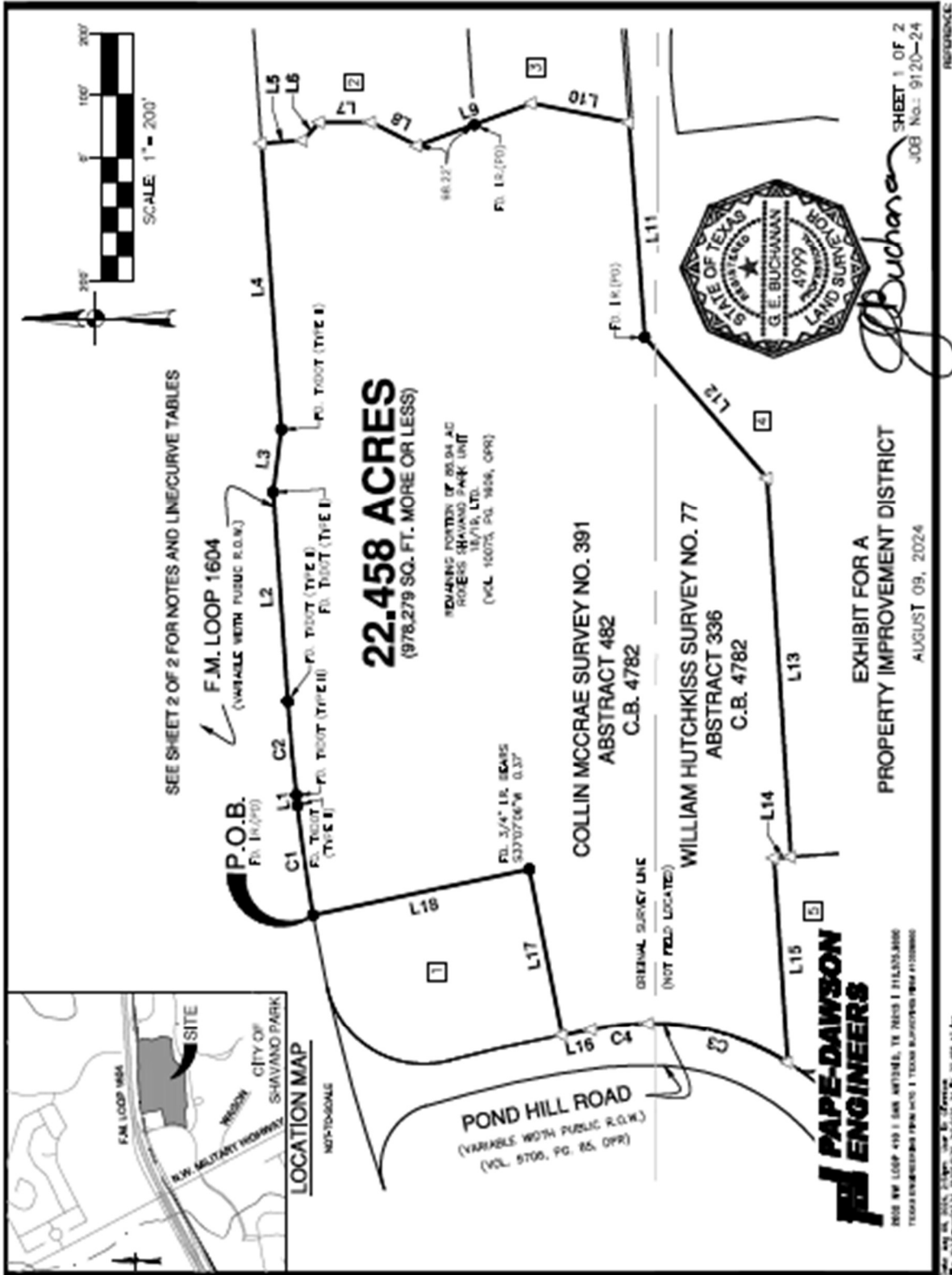


Exhibit A

**EXHIBIT B**

**CITY CONSULTANTS**

<b>PID Application Expenses <sup>(1)</sup></b>	
<b>Budget item</b>	<b>Cost Estimate</b>
_____ (PID Administrator)	\$20,000
City of Shavano Park	5,000
Frost Bank (Financial Advisor)	15,000
Norton Rose Fulbright (Bond Counsel)	15,000
Denton Navarro Rodriguez Bernal	2,000
Santee & Zech (City Attorney)	
Colliers Engineering & Design (City Engineer)	800
Total	\$57,800

<sup>(1)</sup> Estimated, subject to change for purposes of PID creation and the levy of assessments for the PID. Does not include additional costs associated with the issuance of bonds, which would be paid from a separate budget for bond issuance costs and reimbursed from bond proceeds.

## CITY COUNCIL STAFF SUMMARY

Meeting Date: September 16, 2024

Agenda item: 8.2

Prepared by: Kristen Hetzel

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION: Discussion / Action -**

X

**Attachments for Reference:** 1) Boards and Commissions scoring matrix (TBP'ed)

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### **BACKGROUND / HISTORY:**

The City of Shavano Park solicited for volunteers to serve on various Boards/ Commissions / Committees as per the City of Shavano Park Code of Ordinances, Section 2.87(a) Applications.

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### **DISCUSSION:**

The deadline for accepting applications for the following vacancies was August 25, 2024:

#### **Planning & Zoning Commission**

Five (5) appointments

#### **Investment Committee**

One (1) appointment

#### **Water Advisory Committee**

Three (3) appointments

#### **Tree Committee**

Four (4) appointments

#### **Board of Adjustment**

Two (2) appointments

Three (3) Alternate appointments

Each Alderman shall nominate the same number of applicants as vacancies for each committee, in ranked order and submitted to the City Secretary by the 2nd Monday of September (September 9, 2024).

At the next regularly scheduled City Council meeting, September 16, 2024, the City Secretary shall present the information provided by each Council member.

The City Council will then consider the information and shall appoint to each vacancy a qualified applicant to serve on the appropriate Board Commission or committee.

The Mayor shall only vote in the event of a tie.

Each Alderman completed a nomination form and returned it to the City Secretary. The results were compiled and the ranked results are provided below:

Candidate	Body	Total
Bakke, Sam		
Beladi, Donna		
Bettac, Robert		
Closner, Bennett		
Enssle, Terrin		
Fleming, Steven		
Freeman, James		
Friedrichs, Eric		
Horlen, Kyle		
Ireland, Michael		
Lynch, Marcia		
Maisel, Vicky		
Matecko, Lee		
Obst, Lawrence		
Peyton, Thomas		
Pierce, David		
Sewell, Megan		
Thorpe, William		
Young-Davis, Mary		
Zeh, David		

Please note: Compilation of council nominations will be provided during council.

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**COURSES OF ACTION:** Given the input from each Alderman, Council will make a motion to select various applicants and conduct a vote approving the appointments to the Commissions / Committees / Boards as appropriate.

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**FINANCIAL IMPACT:** N/A

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**MOTION REQUESTED:** To approve the following appointments to the P&Z Commission and other committees:

- P&Z: \_\_\_\_\_
- WAC: \_\_\_\_\_
- BOA: \_\_\_\_\_
- Investment: \_\_\_\_\_
- Tree: \_\_\_\_\_

## CITY COUNCIL STAFF SUMMARY

Meeting Date: September 16, 2024

Agenda item: 8.7 / 8.8

Prepared by: Brenda Morey

Reviewed by: Bill Hill

---

### **AGENDA ITEM DESCRIPTION:**

**8.7 Public Hearing - Crime Control and Prevention District Budget of the City of Shavano Park Crime Control & Prevention District for FY 2024-25**

**8.8 Discussion / action – Resolution R-2024-0015 adopting the Crime Control and Prevention District Budget of the City of Shavano Park Crime Control & Prevention District for FY 2024-2025 - City Manager**

**Attachments for Reference:**

a) Proposed Resolution R-2024-015

b) Proposed Crime Control and Prevention Budget

---

**BACKGROUND / HISTORY:** The City Manager submitted a proposed FY 2024-25 Budget to Council on August 14, 2024. City Council has met on multiple occasions to discuss, analyze and modify the proposed budget. The first reading of the budget was held at a special Council meeting on September 9, 2024.

---

**DISCUSSION:** Based on the City Manager Proposed Budget on August 14, 2024 as well as input from Council, Staff and Citizens, the proposed FY 2024-25 Crime Control and Prevention District Fund budget is attached.

The projected FY 2023-24 ending total restricted fund balance is \$381,855 with \$269,292 committed for the Shavano Park Police Department vehicles and equipment replacement.

The FY 2024 - 25 proposed budgeted revenues total \$199,500 with planned utilization of fund balance of \$9,140.

Proposed FY 2024 – 25 expenditures total \$208,640. Listed below are the larger items planned in the budget. A full listing of expenditures can be located on pages 4 - 5 of the attached proposed budget document.

1. Purchase and equip two patrol vehicles, estimated cost of \$150,000.
2. Fourth year lease payment (of five) on vehicle and body worn camera system \$29,490
3. UAS system – drone purchase and initial set up \$10,500
4. Training for licensed peace officers, \$8,150
5. National Night Out, \$7,000
6. Purchase body armor for two Fire Marshals

In addition, the resolution includes committing an additional \$176,529 of the Fund Balance based on future police vehicle and equipment replacement costs as noted on the schedule located on page 2 of the attached proposed budget document.

With the above commitments of Fund Balance, the projected ending FY 2024 - 25 restricted amount is \$372,715 with \$295,821 of this amount Committed for planned equipment replacement.

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**COURSES OF ACTION:** Approve Resolution No. **R-2024-015** approving the Crime Control & Prevention Budget of the Shavano Park Crime Control and Prevention District for Fiscal Year beginning October 1, 2024 and ending September 30, 2025.

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**FINANCIAL IMPACT:** Varies

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**STAFF RECOMMENDATION:** Approve Resolution No. **R-2024-015** adopting the Crime Control and Prevention Budget of the City of Shavano Park Crime Control & Prevention District for FY 2024 – 25.

**RESOLUTION No. R-2024-015**

**A RESOLUTION APPROVING THE CRIME CONTROL & PREVENTION BUDGET OF THE SHAVANO PARK CRIME CONTROL & PREVENTION DISTRICT FOR THE FISCAL YEAR BEGINNING OCTOBER 01, 2024 AND ENDING SEPTEMBER 30, 2025.**

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**WHEREAS**, the budget for the fiscal year beginning October 1, 2024 and ending September 30, 2025 was duly presented to the Crime Control & Prevention District Board of Directors on September 16, 2024; and

**WHEREAS**, the Crime Control & Prevention District is a component unit of the City of Shavano Park, Texas, with oversight by City Council of the City of Shavano Park, Texas; therefore

**BE IT RESOLVED BY CITY COUNCIL OF THE CITY OF SHAVANO PARK, TEXAS, THAT:**

The budget for the City of Shavano Park, Texas for the fiscal year beginning October 1, 2024, be approved to include its Crime Control & Prevention budget attached hereto as Exhibit "A", with total budgeted revenues of \$199,500, transfers in from fund balance of \$9,140, and total appropriations of \$208,640 in addition to committing \$176,529 of Restricted Fund Balance for future police vehicle and equipment replacement costs as provided on the equipment replacement schedule.

**PASSED AND APPROVED** by the City Council of the City of Shavano Park at its meeting held on this the 16th day of September, 2024.

\_\_\_\_\_  
Robert Werner  
Mayor

Attest: \_\_\_\_\_  
Kristen M. Hetzel  
City Secretary

## 40 -CRIME CONTROL AND PREVENTION DISTRICT FUND

	<u>FY 2023-24 AMENDED BUDGET</u>	<u>FY 2024-25 CITY COUNCIL PROPOSED</u>	<u>DIFFERENCE</u>
<b>BEGINNING FUND BALANCE</b>	\$ 377,495	\$ 381,855	
<b>REVENUE AND OTHER SOURCES</b>	\$ 198,000	\$ 199,500 *	\$ 1,500
<b>EXPENDITURES AND OTHER USES</b>	<u>193,640</u>	<u>208,640</u>	<u>15,000</u>
<b>TOTAL REVENUES AND OTHER SOURCES OVER /(LESS) THAN EXPENDITURES AND OTHER USES</b>	<u>\$ 4,360</u>	<u>\$ (9,140)</u>	<u>\$ (13,500)</u>
<b>ENDING FUND BALANCE, PROJECTED</b>	<u>\$ 381,855</u>	<u>\$ 372,715</u>	

Included in above ending fund balance amount:		
Planned Equipment Replacement	<u>\$ 269,292</u>	<u>\$ 295,821</u>

\* Does not include budgeted use of \$9,140 of fund balance to cover expenditures.

Capital and non-capital purchases are budgeted for the Police Department. Larger items include replacing two patrol vehicles for \$150,000, \$29,490 for the annual lease payment on the vehicle and body worn camera system and \$10,500 for the UAS (Drone) program. \$ 189,990

Proposed operating expenditures are included for training, National Night Out and Neighborhood Watch supplies. \$ 18,650



## CITY OF SHAVANO PARK

### FY 2024 - 25 PROPOSED CRIME CONTROL & PREVENTION DISTRICT - POLICE DEPARTMENT EQUIPMENT REPLACEMENT SCHEDULE

Fleet Number	Description	Year Model	Estimated Replacement Cost	Scheduled Year To Replace	Total Life (yrs)	Committed Balance at 9/30/2024	Projected Funding 9/30/2025	Additional Funding Future Yrs	Total Funding
509	Chevy Tahoe - Chief	2013	***			\$ -	\$ -	\$ -	\$ -
514	Chevy 1500 Silverado - Code Compliance	2015	50,000	2029	10	42,428	1,514	6,058	50,000
522	Chevrolet Tahoe	2020	75,000	2025	5	41,833	33,167	-	75,000
523	Chevrolet Tahoe	2020	75,000	2025	5	41,833	33,167	-	75,000
524	Ford Expedition - CID	2020	50,000	2029	8	17,917	6,417	25,666	50,000
525	Ford Explorer	2022	75,000	2027	5	28,500	15,500	31,000	75,000
526	Ford Explorer	2022	75,000	2027	5	28,500	15,500	31,000	75,000
527	Ford Explorer	2023	75,000	2028	5	16,474	14,632	43,894	75,000
528	Ford Explorer	2023	75,000	2028	5	16,474	14,632	43,894	75,000
529	Ford Explorer	2023	75,000	2029	5	-	15,000	60,000	75,000
530	Ford Explorer	2023	75,000	2029	5	-	15,000	60,000	75,000
	Back up Power Supply/Auxiliary Power Unit - CH	2021	20,000	2051	30	1,334	667	17,999	20,000
	Communication System (mobile radios)	2021	170,000	2036	15	33,999	11,333	124,668	170,000
<b>Total</b>			<b>\$ 890,000</b>			<b>\$ 269,292</b>	<b>\$ 176,529</b>	<b>\$ 444,179</b>	<b>\$ 890,000</b>

\*\*\* The City does not currently plan to purchase a new vehicle for the Police Chief but will re-allocate from the patrol fleet as the units are replaced.

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

40 -CRIME CONTROL DISTRICT

REVENUES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)		(----- 2024-2025 -----)		
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
NON-DEPARTMENTAL								
=====								
TAXES								
40-599-1050 SALES - CRIME CONTROL DIST	149,456	165,122	164,035	186,000	147,888	180,000	187,500	
TOTAL TAXES	149,456	165,122	164,035	186,000	147,888	180,000	187,500	
MISC./GRANTS/INTEREST								
40-599-7085 POLICE DEPT - DONATIONS	0	0	500	0	0	0	0	
TOTAL MISC./GRANTS/INTEREST	0	0	500	0	0	0	0	
TRANSFERS IN								
40-599-8005 INTEREST INCOME	32	30	13,301	12,000	14,360	17,400	12,000	
40-599-8070 TRF IN - CAPITAL FUND	0	0	0	0	0	0	0	
40-599-8090 PRIOR PERIOD ADJUSTMENT	0	0	0	0	0	0	0	
40-599-8099 FUND BALANCE RESERVE	0	0	0	0	0	0	9,140	
TOTAL TRANSFERS IN	32	30	13,301	12,000	14,360	17,400	21,140	
TOTAL NON-DEPARTMENTAL								
	149,488	165,152	177,836	198,000	162,248	197,400	208,640	
TOTAL REVENUES								
	149,488	165,152	177,836	198,000	162,248	197,400	208,640	
	=====	=====	=====	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

40 -CRIME CONTROL DISTRICT  
 FIRE DEPARTMENT

EXPENDITURES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)			(----- 2024-2025 -----)	
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>SUPPLIES</u>								
604-2080 UNIFORMS	0	0	0	0	0	0	3,000	
FIRE MARSHALS BODY ARMO	0	0.00						3,000
TOTAL SUPPLIES	0	0	0	0	0	0	3,000	
<u>SERVICES</u>								
604-3030 TRAINING/EDUCATION	25	0	0	750	135	135	750	
TOTAL SERVICES	25	0	0	750	135	135	750	
<u>CAPITAL OUTLAY</u>								
604-8010 ELECTRONIC EQUIPMENT	0	0	0	0	0	0	0	
604-8012 NON-CAPITAL - FIREARMS/TASE	624	624	0	0	0	0	0	
TOTAL CAPITAL OUTLAY	624	624	0	0	0	0	0	
<u>INTERFUND TRANSFERS</u>								
604-9011 TRANSFER OUT - GENERAL FUND	0	0	0	0	0	0	0	
TOTAL INTERFUND TRANSFERS	0	0	0	0	0	0	0	
TOTAL FIRE DEPARTMENT	649	624	0	750	135	135	3,750	

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

40 -CRIME CONTROL DISTRICT  
 POLICE DEPARTMENT

EXPENDITURES	2020-2021	2021-2022	2022-2023	2023-2024			2024-2025	
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>SERVICES</u>								
605-3030 TRAINING/EDUCATION	5,014	6,289	6,399	6,400	6,400	6,400	7,400	
TAPEIT 0	0.00							1,500
VARIOUS CLASSES 15	300.00							4,500
CHIEF LEADERSHIP TRAINI 0	0.00							1,400
605-3087 CITIZENS COMMUNICATION/EDUC	3,844	7,370	4,469	7,000	6,922	7,500	7,500	
NATIONAL NIGHT OUT - SU 0	0.00							7,000
NEIGHBORHOOD WATCH - SI 0	0.00							500
TOTAL SERVICES	8,857	13,659	10,868	13,400	13,322	13,900	14,900	
<u>CONTRACTUAL</u>								
605-4075 COMPUTER SOFTWARE	0	0	0	0	0	0	0	
TOTAL CONTRACTUAL	0	0	0	0	0	0	0	
<u>CAPITAL OUTLAY</u>								
605-8010 ELECTRONIC EQUIPMENT PURCHA	0	0	0	0	0	0	0	
605-8012 NON CAPITAL - FIRE ARMS/TAS	8,640	0	0	0	0	0	0	
605-8015 NON-CAPITAL - COMPUTER EQUI	0	0	0	0	0	0	0	
605-8018 NON-CAPITAL BUILDING	0	0	0	0	0	0	0	
605-8025 NON-CAPITAL - OFFICE FURNIT	0	0	0	0	0	0	0	
605-8030 POLICE EQUIPMENT PURCHASE	203,981	0	29,490	29,490	29,490	29,490	39,990	
VEHICLE/BODY WORN CAMER 0	0.00							29,490
UAS (DRONE) PROGRAM STA 0	0.00							10,500
605-8042 CAPITAL - FIREARMS	0	0	0	0	0	0	0	
605-8045 CAPITAL - COMPUTER EQUIPMEN	2,629	2,218	0	0	0	0	0	
605-8050 CAPITAL - VEHICLES	192,755	119,772	127,052	150,000	137,167	150,000	150,000	
PATROL VEHICLES 2	75,000.00							150,000
605-8081 CAPITAL - BUILDING	37,500	0	0	0	0	0	0	
TOTAL CAPITAL OUTLAY	445,505	121,990	156,542	179,490	166,657	179,490	189,990	
<u>INTERFUND TRANSFERS</u>								
605-9011 TRANSFER TO - GENERAL FUND	0	0	0	0	0	0	0	
TOTAL INTERFUND TRANSFERS	0	0	0	0	0	0	0	
<hr/>								
TOTAL POLICE DEPARTMENT	454,363	135,649	167,410	192,890	179,978	193,390	204,890	
<hr/>								
TOTAL EXPENDITURES	455,012	136,273	167,410	193,640	180,113	193,525	208,640	
<hr/>								
REVENUE OVER/(UNDER) EXPENDITURES	( 305,524)	28,879	10,426	4,360	( 17,866)	3,875	0	

## CITY COUNCIL STAFF SUMMARY

Meeting Date: September 16, 2024

Agenda item: 8.9 / 8.10

Prepared by: Brenda Morey

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:**

#### **8.9 Public Hearing - Proposed Annual Operating and Capital Budget - FY 2024-25**

**8.10 Discussion / action - Ordinance No. O-2024-009 approving and adopting a budget for the City of Shavano Park, Texas for the fiscal year beginning October 1, 2024 and ending September 30, 2025; 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 on such Sinking Fund obligations; repealing conflicting ordinances; providing a savings and severability clause; and declaring an effective date (final reading) - City Manager**

**Attachments for Reference:**

a) Proposed Ordinance O-2024-009

b) Council Proposed FY 2024-25 Budget

---

### **BACKGROUND / HISTORY:**

The City Manager presented the proposed budget to City Council on August 14<sup>th</sup> with a tax rate of \$ 0.312742 per \$100 valuation, which is a one-half cent increase from the prior year. At a special August Council meeting on August 14, 2024, the City Council voted to propose a tax rate of \$0.312742 per \$100.

**At the September 9, 2024 City Council Special Meeting, after a public hearing, the Budget Ordinance was approved (first reading).**

---

**DISCUSSION:** Council directed a couple of changes which have been incorporated into this final draft budget. Staff has updated the proposed budget document (attachment #b) with the changes directed in the budget meetings. Changes included:

- Added an updated Long-term Financial Planning section, incorporating schedules and graphs
- Added revenue bar chart for General Fund
- Added expenditure bar charts for General Fund by department and natural category
- Added Combined Fund Summary and Budget Summary by Fund schedules
- Updated Department Goals and Objectives to reflect final budget resourcing
- Updated the Department recap pages
- Modified proposed budget amounts for selected revenue and expenditure accounts

- Updated projections based on current activity.

This version of the budget has a few differences from the City Manager’s proposed budget:

- General Fund, no change in total revenues or expenditures, however individual line items have been adjusted minor amounts to reflect updated information
- Water Utility – updated repair/replacement cost of Shavano Dr ground storage tank from \$75,000 to \$160,000, reduced estimated cost of Well #7 VFD system from \$100,000 to \$80,000, offset by an increase in fund balance reserves of \$65,000
- Crime Control & Prevention District – increased expenditures to include the purchase of the larger drone \$10,500. To balance the budget, a \$9,140 use of fund balance is needed.
- Tree Protection & Beautification Fund – added the Cliffside monument for \$5,000 (from ARPA Fund). No change in total expenditures.
- American Rescue Plan Act (ARPA) Fund – moved Cliffside monument to Tree Fund, now including the additional security camera views around City Hall/pavilion, artificial intelligence and two factor authentication software and the International Building Codes publications.
- Court Restricted Fund – while City Staff was hopeful the project to harden the windows would be completed by fiscal year end, it is apparent that will not happen. The FY2025 budget includes a \$57,000 expenditure for this project and this objective has been added to the Court Department’s Goals & Objectives for the fiscal year.

The final version of the FY2025 budget book will change the ‘proposed’ reference to ‘adopted’, reflect each Council member’s vote for both the budget and tax rate ratification on the required budget/tax/debt statement, will include the signed FY2025 budget ordinance and ad valorem tax rate resolution, and will incorporate two additional schedules – Summary of Financial Sources and Uses and Summary of Changes – City Manager’s Proposed Budget to Adopted Budget.

The Bexar Appraisal District has issued its September 2024 supplement, which updated the valuation amounts for properties that have their protest settled. City staff evaluated the results and determined no adjustments to the budget are warranted.

---

**COURSES OF ACTION:** Provide guidance to staff as appropriate and approve the budget with the proposed additions (**final** reading).

---

**FINANCIAL IMPACT:** Provides the Budget Policy, Guidance, and Authorizations for annual revenues and expenditures for the next Fiscal Year.

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**MOTION REQUESTED:** Approve Ordinance No. O-2024-009 approving and adopting a budget for the City of Shavano Park, Texas for the fiscal year beginning October 1, 2024 and ending September 30, 2025; 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 (final reading).

**ORDINANCE No. O-2024-009**

**AN ORDINANCE APPROVING AND ADOPTING A BUDGET FOR THE CITY OF SHAVANO PARK, TEXAS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024, AND ENDING SEPTEMBER 30, 2025; 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 ON SUCH SINKING FUND OBLIGATIONS; REPEALING CONFLICTING ORDINANCES; PROVIDING A SAVINGS AND SEVERABILITY CLAUSE; AND DECLARING AN EFFECTIVE DATE**

**WHEREAS**, Section 102.002 of the Texas Local Government Code requires the City of Shavano Park, Texas (the “City”) to prepare an annual budget;

**WHEREAS**, the City Manager of the City has submitted, in accordance with state law, such budget for the City for the fiscal year beginning October 1, 2024, and ending September 30, 2025;

**WHEREAS**, said budget has been filed with the City Secretary and has been available for inspection by any taxpayer at the City Secretary’s office and on the City’s website;

**WHEREAS**, proper and timely notice that public hearings on such proposed budget, stating the date, time, place, and subject matter of said public hearings was given and made in accordance with the law and within the time limits set forth by law; and

**WHEREAS**, said public hearings were held in accordance with such notice.

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

**Section 1.** The City hereby approves and adopts the budget, attached as Exhibit A, in all respects as the City’s annual budget for the fiscal year beginning October 1, 2024, and ending September 30, 2025.

**Section 2.** The City Secretary is directed to maintain a certified copy of this Ordinance with a true copy of the attached budget.

**Section 3.** The City Secretary is also directed to post the adopted budget and the budget cover page on the City’s website.

**Section 4.** The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Ordinance for all purposes and are adopted as a part of the judgment and findings of the Council.



**Section 5.** All ordinances, or parts thereof, which are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters resolved herein.

**Section 6.** This Ordinance shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

**Section 7.** If any provision of this Ordinance or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Ordinance and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City hereby declares that this Ordinance would have been enacted without such invalid provision.

**Section 8.** It is officially found, determined, and declared that the meeting at which this Ordinance is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Ordinance, was given, all as required by Chapter 551, as amended, Texas Government Code.

**Section 9.** This Ordinance shall be effective upon passage and publication as required by State and local law.

**PASSED AND APPROVED** this the 9<sup>th</sup> day of September 2024 for the first reading.

**PASSED AND APPROVED** this the 16<sup>th</sup> day of September 2024 for the second reading.

\_\_\_\_\_  
Robert Werner  
Mayor

ATTEST: \_\_\_\_\_  
Kristen M. Hetzel  
City Secretary



# 2025

## City of Shavano Park

### Proposed Budget

*City Living with Country Charm*





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Shavano Park  
Texas**

For the Fiscal Year Beginning

**October 01, 2023**

*Christopher P. Morill*

**Executive Director**

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the **City of Shavano Park, Texas**, for its Annual Budget for the fiscal year beginning **October 1, 2023**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to the GFOA to determine its eligibility for another award.



**This budget will raise more revenue from property taxes than last year's budget by an amount of \$243,344 which is a 4.97% increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$79,566.**

**Record Vote on:                      Budget:                      Tax Rate Ratify:**

**Mayor**

**Robert Werner**

**(Votes only in event of a tie)**

**Council Members**

**Konrad Kuykendall (Pro Tem)**

**Albert Aleman**

**Maggi Kautz**

**Pete Miller**

**Lee Powers**

**Property Tax Rate Comparison:**

	<b><u>FY 2024</u></b>	<b><u>FY 2025</u></b>
<b>Adopted/Proposed Total Tax Rate</b>	<b>0.307742</b>	<b>0.312742</b>
<b>No-New-Revenue Total Tax Rate</b>	<b>0.284157</b>	<b>0.308956</b>
<b>No-New-Revenue Maintenance &amp; Operations</b>	<b>0.251757</b>	<b>0.271820</b>
<b>Adopted/Proposed Maintenance &amp; Operations</b>	<b>0.275342</b>	<b>0.275606</b>
<b>Voter-Approval Total Tax Rate</b>	<b>0.335232</b>	<b>0.338145</b>
<b>Debt Tax Rate (I&amp;S)</b>	<b>0.032400</b>	<b>0.037136</b>
<b>De Minimis Tax Rate</b>	<b>0.338939</b>	<b>0.355588</b>

**Total debt obligation for the City of Shavano Park secured by property taxes:  
\$11,565,711\***

**\*While debt obligations are secured by property taxes where appropriate and statutorily allowed, other funding sources are pledged to support a portion of that obligation.**



**COUNCIL OF THE CITY OF SHAVANO PARK**

**ROBERT WERNER**

**MAYOR**

**KONRAD KUYKENDALL**

**MAYOR PRO TEM**

**ALBERT ALEMAN**

**ALDERMAN**

**MAGGI KAUTZ**

**ALDERMAN**

**PETE MILLER**

**ALDERMAN**

**LEE POWERS**

**ALDERMAN**

**BILL HILL**

**CITY MANAGER**

**CURTIS LEETH**

**ASSISTANT CITY MANAGER**

**KRISTEN HETZEL**

**CITY SECRETARY**

**BRENDA MOREY**

**FINANCE DIRECTOR**



## **VISION**

Shavano Park strives to be the premier community in Bexar County, preserving and celebrating its natural setting and small town traditions amid the surrounding area's urban growth.

## **MISSION**

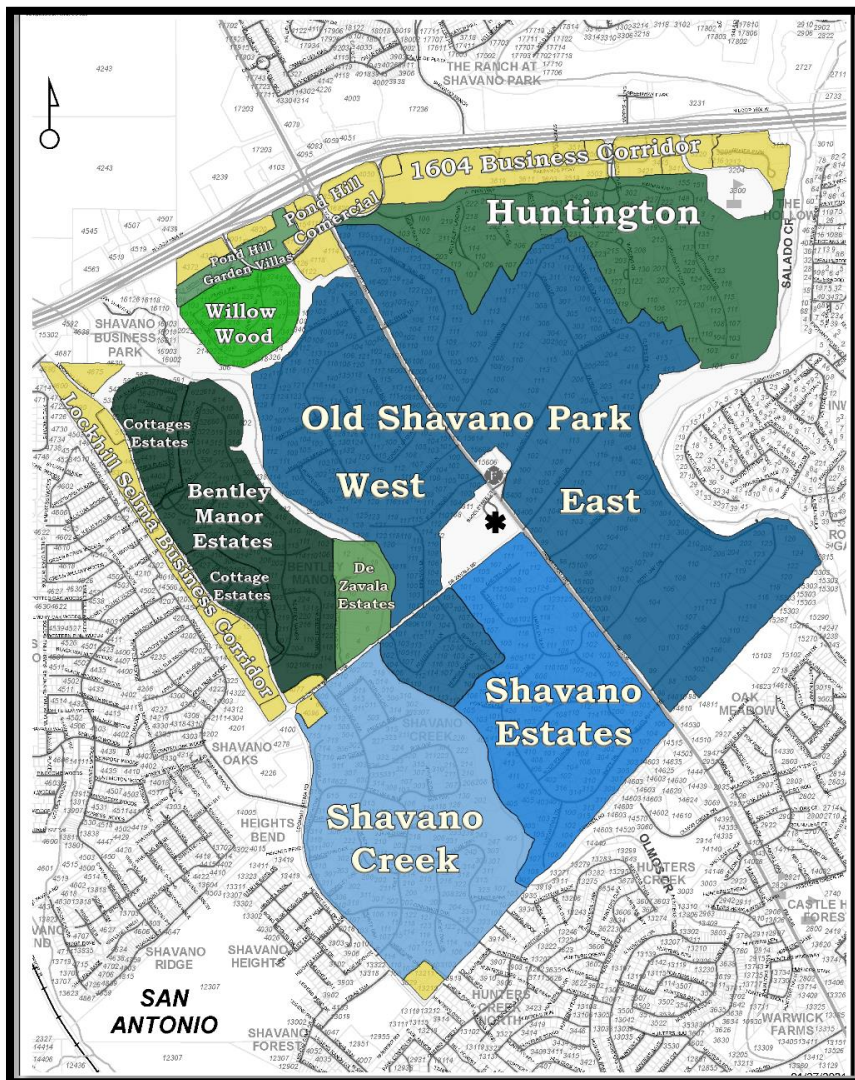
The City of Shavano Park provides exceptional leadership and delivers exemplary municipal services in a professional, cost-effective and efficient manner to citizens, business owners and visitors to facilitate economic growth and enable an exceptional quality of life and workplace consistent with our small town values and character.

# COMMUNITY PROFILE

The City of Shavano Park is located in northwest Bexar County at the edge of the Texas Hill Country, approximately twelve miles north of downtown San Antonio, and along the Olmos and Salado Creeks.

The City of Shavano Park is a Type A General Law City operating under a Council/City Manager form of government consisting of five council members and a Mayor. It offers Police, Fire, EMS, Public Works, and Administrative services and operates a Water Utility that services roughly one-half of the City's residences.

The City of Shavano Park is surrounded by the City of San Antonio. The City's boundaries are generally Loop 1604 to the north, Huebner Road to the south, Lockhill Selma to the west and Salado Creek to the east. The City encompasses approximately 3.3 square miles of land and currently has an estimated 3,524 residents. Learn more about the City's history at the Bexar County Bibliotech Digital Library: <https://library.biblioboard.com/anthology/4cd51bfb-976d-4d7d-b977-e16dd4c3c523>



## **Demographic Analysis**

Residents are the most important aspect of our community. Demographic and other information regarding our City's residents provides a fundamental understanding of the nature of our community.

## **Population Growth**

Shavano Park's population increased 16% between the years of 2010 and 2020, due to the implementation of our annexation program adopted in 1999 and development of new neighborhoods. These new neighborhoods are nearly built out and the City is dedicated to sustaining existing lots with single family homes, therefore the City's population is expected to remain stable in the future. In addition, the City's zoning ordinances prohibit multi-family re-developments that could increase population density.

### **Population, 1970-2024**

<b>Year</b>	<b>Population</b>	<b>Change</b>	<b>% Change</b>
1970	881		
1980	1,448	567	64%
1990	1,708	260	18%
2000	1,754	46	3%
2010	3,035	1,281	73%
2020	3,524	489	16%
2024	3,784	260	7%

Source: United States Census Bureau

**Growth factors** include the City's location in the majestic and beautiful foothills of the Hill Country in northern Bexar County, proximity to three major highways (Loop 1604, IH 10, and Wurzbach Parkway), the prestigious Northside Independent School District, easy commutes to employment centers and the airport, and plentiful shopping nearby.



*Chimney Rock Road in Old Shavano Park*



## Demographic Characteristics

Shavano Park is a wealthy highly educated community.

<i>Social Characteristics</i>	Shavano Park	Bexar County
Population	3,784	2,115,167
Median Age	50.4	34.6
Bachelor's degree or higher	61.23%	32.06%
Median household income (in U.S. dollars)	\$187,750	\$65,854

Almost double the Bexar County percentage.

Triple the Bexar County median.

Source: United States Census Bureau, American Community Survey 2022 Estimates

Shavano Park is comprised of strong residential neighborhoods. Because the community has large lots, is safe, secure, and enjoys outstanding municipal services, residential property values are high.

<i>Housing Characteristics</i>	Shavano Park	Bexar County
Total single-family homes	1,478	578,837
Average Market value	\$1,039,335	\$339,692

Triple the Bexar County market average.

Source: The Bexar County Appraisal District, Certified Totals from 2024, report dated July 20, 2024

As a primarily residential community, Shavano Park occupies a prime location with easy access to nearby businesses, parks, the highway system of the greater San Antonio metropolitan area, highly rated schools, and availability of high-speed internet in most neighborhoods.

<i>Economic Characteristics</i>	Shavano Park	Bexar County
Number of Businesses	186	38,060

Source: United States Census Bureau, 2021 Economic Surveys



*Bentley Manor HOA subdivision in Shavano Park*

**CITY OF SHAVANO PARK**

**FISCAL YEAR 2024-2025 CITY COUNCIL PROPOSED BUDGET**

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# CITY OF SHAVANO PARK



September 16, 2024

Honorable Mayor, City Council, and Citizens:

This memorandum summarizes the City of Shavano Park's Fiscal Year (FY) 2024-25 operating budget and highlights key points that are important to the community. This budget is defined and developed based upon a clear set of goals established in the Town Plan and supporting objectives that are updated annually by City Council. The budget is balanced as required by law. This budget is consistent with the mission, vision, and strategic goals of the City of Shavano Park and reflects our commitment to provide excellent municipal services to citizens, businesses and visitors while maintaining stringent fiscal controls.

This budget levies a tax rate of \$0.312742 per \$100 of valuation. This rate is a one-half cent increase from prior year's tax rate to pay debt costs associated with the voter-approved \$10M Bond from the May 7, 2022 Bond Election. Based upon the assumed level of revenue, the budget allocates resources to meet target expenditures for operations, capital improvements, equipment replacement, and debt service. While meeting funding requirements during this period of inflation, the budget accounts for an 2.8% compensation cost of living increase, several new and capital replacement requirements. The budgeted General Fund expenditures are approximately \$6.86M while the total expenditures of all funds are approximately \$17M (which includes Street Reconstruction Funding).

## **BUDGET OVERVIEW**

- Budget trends and challenges: increased taxable property values; increased number of properties qualifying for the over 65 tax freeze; increased sales tax and interest revenues; decreasing permit revenues; higher franchise fees revenues; and increased health care and inflation-driven costs
- Maintains or incrementally improves excellent service levels across Departments
- This is a requirement-based budget (prioritized based upon essential needs and objectives)
- Requires Directors justify their budget requests to the City Manager
- Includes line-item detail and definitions for each line item
- Properly maintains required and separate funds for accountability and transparency
- Includes a Street Project Fund to account for Phase I street restoration projects
- Fully funds the Capital Improvement Replacement Fund based upon the replacement schedule
- Budgets for the remaining American Rescue Plan Act Funds

**STRATEGIC GOALS:** Council established eight Strategic Goals with supporting objectives that account for current and future requirements. These objectives are accounted for within the budget.

1. Provide excellent municipal services while anticipating future requirements
2. Protect and provide a city-wide safe and secure environment
3. Preserve City property values, protect fiscal resources and maintain financial discipline
4. Maintain overall excellent infrastructure (buildings, streets and utilities)
5. Enhance and support commercial business activities and opportunities
6. Enhance the City image and maintain a rural atmosphere
7. Promote effective communications and outreach with citizens
8. Mitigate storm water runoff

## MAJOR REVENUES

**Taxable Assessed Value / New Improvements:** The total taxable assessed value of property including property in tax freeze is \$1,868,908,568 and represents a \$90,566,896 or 5.1% increase. Of that amount, the total taxable value of new improvements and personal property was \$25,441,560. “New” means the item was not on the 2023 appraisal roll. The average Taxable Homestead Value is \$1,002,591 up \$65,063 from last year (about 7% increase). The City’s portion of tax on average taxable homestead value is approximately \$3,136/year (\$251 increase).

**Ad Valorem Taxes (Property Taxes):** In this budget, City Council adopts a FY 2024-25 budget tax rate of \$0.312742 / \$100 of valuation, which is a one-half cent increase from prior year’s tax rate and this increment will be used to pay debt costs associated with the voter-approved \$10M Bond from the May 7, 2022 Bond Election. Total revenue collected from property taxes will be approximately \$5,135,700 or 4.97% more than last year. Additional revenue available for the General Fund is approximately \$144,100 or 3.28%.

**Freeze Taxable Value:** The total freeze taxable value (homeowners age 65 or older or disabled) for 2024 tax values amounted to \$620,450,048, which is an increase of 12.67% over the 2023 freeze adjusted taxable value of \$550,653,163 and 33.2% of the net taxable values. There are 1,478 residential properties in Shavano Park and of those 723 (48.9%) qualify for the Over 65 Tax Freeze (Increase of 24).

**“No-New-Revenue Tax” Rate:** The No-New-Revenue Tax rate is the rate that will generate the same amount of property taxes as the previous year based only on the properties that are on the tax roll both years. This is the comparison used in the Truth-in-Taxation calculations to determine if there is an actual tax rate increase. The tax rate of \$0.312742 / \$100 is higher than the 2024 NNR Tax Rate of \$0.308956 / \$100 needed to generate the same amount of taxes from the same properties that were on last year’s tax roll. The increase can be attributed to the one-half cent increase to pay bond debt.

**“Voter-Approval Tax” Rate:** The Voter Approval Tax rate provides about the same amount of tax revenue as the previous year for day-to-day operations, plus an extra 3.5% increase for operations, and sufficient funds to pay debt in the coming year. The tax rate of \$0.312742 / \$100 is well below the “Voter Approval Tax Rate” of \$0.338145 / \$100.

**Sales Tax:** There are a small number of retail sale companies operating in Shavano Park. This budget assumes sales tax revenues for the General Fund of \$750,000, which is slightly higher than FY2024’s budgeted revenues (\$744,000) based upon relatively flat FY 2024 receipts.

### **Other Revenues:**

- Permit and License Fees: For FY2024-25, we anticipate a continued decrease of residential and new commercial development. This budget projects about \$353,500 revenue from permits and licenses.
- Franchise revenues are expected to increase slightly over last year, based upon new developments and provider rate increases
- EMS Fees. This budget projects a slightly higher revenue stream for this source.
- Other revenues are expected to remain level.
- Charts illustrating the breakout in revenues can be found on pages 51 and 52.

## MAJOR EXPENDITURES

**Personnel:** This budget includes no market-driven salary increases, but does propose a 2.8% cost of living increase with 2.5% step increase for City employees. The budget proposes an 10.2% increase in the City's contribution for our employee health benefits and a 25% contribution to dependent health plans (maintains coverage with the same health insurance provider). This budget proposes that the City continues to fund the Texas Municipal Retirement System at the full funding rate.

**General Fund:** General Fund expenditures increase in personnel salaries / benefits but remain constant in other day to day operations across all departments. Below is a brief review of requirements and highlighted changes for departments. Additional detail on changes can be located in front of each of the department's budget comparison report or in the budget for line-item comparison.

**Council:** Council's budgeted general operating expenses are projected to decrease slightly, but increase overall in order to fund payment for the purchase of the lot across Northwest Military Highway from City Hall.

**Administration:** The Administration Department budget requirements are projected to increase slightly primarily due to personnel cost. This budget includes the replacement of one HVAC unit (purchased only if needed) out of the Capital Replacement Fund. This budget includes funding for several IT security and storage capabilities as well as a records management software program using funding from the American Rescue Act Fund.

**Public Works:** The Public Works Department operating expenses are projected to decrease slightly. The Budget includes funds for increased salaries and benefits, the street maintenance program, professional tree maintenance on municipal property and continued landscaping and maintenance of City Hall.

**Fire:** The Fire Department operating expenses are projected to increase slightly due to increased compensation and inflation driven costs, but are offset by decreased transfer to the Capital Replacement Fund. This budget includes funding of battery powered smoke / exhaust system fans and a water hose manifold using funding from the American Rescue Act Fund.

**Police:** The Police Department operating expenses are projected to increase to reflect compensation increases for staff. The budget also includes the replacement of two patrol vehicles (\$150,000) funded from the Crime Control Prevention District Fund. This budget includes funding from the American Rescue Act Fund to purchase a small and medium size drone to support police operations.

**Capital Improvement/Replacement Fund:** The budget includes \$392,459 from General Fund revenues and reallocation of Capital funds to fund the future purchases of Capital Improvements and Equipment in accordance with the Capital Replacement Schedule. This year's allocation in support of the Departments as follows: Council (\$39,600); Administrative (\$31,240); Fire (\$297,100); and Public Works (\$24,519).

**Water Fund:** The Water Fund Budget includes a small increase in water consumption revenues and a small decrease in operating expenditures. Using fund balance and capital replacement funds, this budget includes \$160,000 to replace the Shavano Ground Storage Tank, \$75,000 to repaint the Huebner Ground Storage Tanks, and \$80,000 to install a Variable Frequency Drive system at the Heubner Ground Storage Tank (GST) to allow the GST to be taken off line and to improve the operation of the water system. The budget includes transferring \$97,665 to the Water Capital Replacement Fund for future infrastructure, vehicles, and equipment replacement.

**Crime Control and Prevention District Fund.** Revenues are budgeted to be \$199,500, coming primarily from sales tax, and the projected expenditures are expected to be \$208,640. Expenses include two patrol vehicles, the fourth-year lease payment for vehicle and body worn camera system, a medium drone, training, National Night Out, and Neighborhood Watch supplies.

**Street Projects Fund:** On June 25, 2022, the City of Shavano Park issued a May 7, 2022 voter-approved \$10M bond for the Phase I Street Reconstruction Plan and these funds were placed in and expended from the Street Projects Fund. In 2024, the City estimates that approximately \$6M of the \$10M will be spent prior to the start of this budget year. Additionally, the City was awarded a \$4M grant for drainage and road improvement as part of Phase I Street Reconstruction. Budgeted expenditures for the FY 2024-25 allocate the remaining bond funds and the federal grant funds for the completion of Phase I Streets of \$7,110,000.

**Street Maintenance Fund:** For FY2023-24, the City expects to receive sales tax revenues of approximately \$180,000 and projects \$187,500 in revenues during the FY 2024-25 budget year. There are \$50,000 of expenditures allocated toward street maintenance and \$150,000 transfers to debt service budget to supplement the street bond principal and interest payments.

**Court Restricted Fund:** The budget includes \$5,200 to fund police security during the monthly court sessions and \$3,820 for annual software costs.

**Debt:** On June 25, 2022, the City of Shavano Park issued a May 7, 2022 voter-approved \$10M bond for the Phase I Street Reconstruction Plan. The City’s total debt obligation (principal) is \$11,565,711 with \$1,992,248 of this supported by water revenue.

### **CHANGES IN PRIORITIES AND SERVICE LEVELS**

The overall budget priorities are driven by the City’s Strategic Goals as established by City Council and their corresponding Objectives (updated annually) found on pages 52-56. Major budgetary changes include continued emphasis on staff compensation to account for inflation, stormwater drainage improvements and the reconstruction of De Zavala Road, reconstruction of approximately one mile of residential roads, and application of street preservation materials throughout the entire Shavano Creek Subdivision. There are no planned reductions in service levels nor increases in fees. Incremental improvements in service levels include: upgraded information technology capabilities; and facility improvements.

**Conclusion.** I wish to extend my appreciation to City Council for their contributions put forth by attending budget workshops, reviewing budget documents, and providing guidance in developing the proposed budget. I also want to express my appreciation to City Staff for their input and hard work in striving to maintain high levels of service to our residents.

*“Here to Serve!”*



Bill Hill  
City Manager



# CITY OF SHAVANO PARK

## PROPOSED BUDGET CALENDAR FOR FY 2024-25

### 2024

#### \*\*\*\*\*Planning\*\*\*\*\*

- |               |  |
|---------------|--|
| 22 - 30 April | Receive Preliminary Property Tax Valuation Report; pass to Council   |
| 1 – 17 May    | Individual Department Budget Meetings with City Manager & Directors - FY 2024 -25 Goals, Objectives, Unfunded Requirements |

#### \*\*\*\*\*Preparation\*\*\*\*\*

- |                          |  |
|--------------------------|--|
| <b>Monday 20 May</b>     | Water Advisory Committee FY 2024-25 Goals and Objectives, Revenues   |
| <b>Wednesday 29 May</b>  | <b>Budget Workshop #1: 12:00 noon – Set Initial Goals, Objectives, and Budget Guidance, review annual risk assessment – all departments</b>  |
| <b>Monday 3 June</b>     | <b>Citizen Advisory meeting regarding 2023 Town Plan prioritization, 11:00am</b>   |
| <b>Monday 10 June</b>    | Water Advisory Committee Meeting / Budget Workshop (Expenses, G&O)   |
| 17-28 June               | Prepare Revenues for Preliminary Budget  |
| <b>Wednesday 19 June</b> | <b>Budget Workshop #2: 12:00 noon – Budget Basics, Staff Analysis of Council Objectives, Benefits Update, Long Term Financing Considerations</b>   |
| <b>Monday 8 July</b>     | Water Advisory Committee Meeting - Recommendation of initial Water Utility Fund Budget   |
| <b>Tuesday 9 July</b>    | <b>Budget Workshop #3: 5:30pm – Capital Replacement, Expense Estimates</b>   |
| <b>Monday 22 July</b>    | <b>Budget Workshop #4: 5:00pm – Compensation and Benefits (before regular City Council meeting)</b>  |
| 25 July                  | Bexar County Appraisal District Provides Certified Tax Roll; pass to Council   |
| ~ July 25 - August 7     | Bexar County Tax Assessor Collector Calculates & Provides No-New-Revenue, Voter-Approval and Deminimis Tax Rates   |
| <b>Thursday 8 August</b> | <b>Special Council Meeting 5:30pm -</b><br><ul style="list-style-type: none"> <li>- City Manager Submits Proposed FY 2024-25 Budget (No anticipated Council action)</li> <li>- Receive No-New-Revenue, Voter-Approval and Deminimis Tax Rate Calculations</li> </ul> |

#### \*\*\*\*\*Review\*\*\*\*\*

- |                            |  |
|----------------------------|--|
| <b>Wednesday 14 August</b> | <b>Special Council Meeting 6:30pm -</b><br><ul style="list-style-type: none"> <li>- Discuss tax rate; if proposed tax rate will exceed the No-New-Revenue Rate, take record vote and schedule Public Hearing.</li> </ul> |
| Wednesday 21 August        | Publication - Notice of Budget Hearings  |

Wednesday, 28 August      Publication - Notice of 2024 Tax Year Proposed Tax Rate and Public Hearing (No-New-Revenue, Voter- Approval, Deminimis)

**\*\*\*\*\*Public Adoption\*\*\*\*\***

**Monday 9 September      Special Council Meeting 6:30pm –**  
- 1<sup>st</sup> Reading of Budget/Public Hearing  
- Public hearing regarding tax rate  
- Announce meeting to adopt tax rate.

**Monday 16 September      Regular Council Meeting –**  
- 2<sup>nd</sup> Reading of Budget/Public Hearing  
- Adopt Budget by Ordinance  
- Levy Tax Rate by Resolution and take record vote

# Budget Basics

## Budget Process

The budget process is the key to the development of the City of Shavano Park's strategic plan, allowing City Council and the departments the opportunity to reassess goals and objectives and the means to accomplish them. While the budget is reviewed and approved by the City Council in September of each year, its preparation begins much earlier. Each spring, City staff begin by projecting revenues, reserves and expenditures for the current and future years, developing goals and objectives and allocating the resources required to achieve them. A series of City Council workshops refine the budget, providing feedback and guidance to staff. In August of each year, the City Manager formally presents the initial Proposed Budget. After accepting this budget, City Council makes final edits to create the Adopted Budget which is approved in September.

## Public Engagement in the Budget Process

Public involvement is critical to the City's budget process. All budget deliberations take place during public meetings where resident participation is encouraged. All agendas and the entire Council meeting packets are posted on the City website, generally one week in advance of the meeting, to give the public plenty of notice. Finally, Texas statutes require public hearings for budget discussion. Shavano Park holds two such hearings, one for each reading of the Budget by City Council. Residents may attend these public hearings in person, but are also able to watch City Council deliberations livestreamed on the YouTube app/website.

All City Finances, including budget books, audit reports, check registers, as well as contact information for the City Council members, is available on the City website at <https://www.shavanopark.org/finances>.

## What is the City Budget?

The City Budget is one of the key policy documents in any city and is the legal authority to obligate public funds. The budget provides City Council policy direction to the staff and the community regarding the role of the City, its services and programs. It estimates expected revenue and expenditures needed from each fund to meet the City Council's policy objectives relating to the type, quantity and quality of services provided to the community.

According to the Government Finance Officers Association (GFOA), a municipal budget should serve as a policy document, a financial plan, an operations guide, and a communications device. The budget is designed to serve the following purposes:

### **A Policy Document**

The budget functions as a policy document in that the decisions made within the budget will reflect the general principles or plans that guide actions taken for the future. As a policy document, the budget makes specific attempts to link desired goals and policy direction to the actual day-to-day activities of the city staff.

City Council adopts a variety of policy statements that are all woven into a budget. These include, but are not limited to, budget development policy guidance in a budget message, the financial policies, goals and priorities, and mission statements.

### **An Operations Guide**

The final budget should provide a clear presentation of each department's goals and objectives and articulate how those goals relate to the City's overall goals, objectives, and priorities. Each department's budget should also describe the level of service or activity necessary to meet the community's needs.

### **A Communications Tool**

The budget should include presentations that allow the reader to quickly grasp major issues, trends and choices. It should include an overview of significant budgetary trends, issues and resource choices that result in the allocation of funds to meet service needs and accomplish the City's highest priority goals.

### **A Financial Plan**

The budget is a Texas State law requirement of all cities. The budget must be adopted as a balanced budget and must be in place prior to the expenditure of any City funds. It is considered the legal authority to expend public monies, and controls those expenditures by limiting the amount of appropriation at the fund or departmental level. The budget must also provide an explanation of major revenue sources, the assumptions used in forecasting, and a discussion used for revenue trends affecting the City.

## **Basis of Accounting and Budgeting**

The budgetary and accounting policies contained in the budget document conform to generally accepted accounting principles (GAAP) as established by the Governmental Accounting Standards Board (GASB). The accounting and financial reporting treatment that applies to a fund is determined by its measurement focus: Modified Accrual Basis or Accrual Basis.

### **Governmental Funds**

Governmental fund types use the modified accrual basis of accounting. Under this basis of accounting, revenues are budgeted when they are measurable and available and expenditures are budgeted in the period in which the liability is incurred, which is in accordance with GAAP. “Measurable” means the amount of the transaction that can be determined and “available” means the collectible period. The City considers the majority of its major revenues available when collected. Expenditures are recorded when the related fund liability is incurred. Principal and interest on general long-term debt are recorded as liabilities when due.

Those revenues susceptible to accrual under the modified accrual method are property and other taxes, intergovernmental revenue, franchise fees, and interest revenue. Licenses and permits, including fines and forfeiture revenues, are not susceptible to accrual because generally they are not measurable until received.

The fund balance approach of governmental funds or working capital approach can be identified as current assets less current liabilities. Governmental funds budget capital outlays as expenditures, but do not budget for non-cash expenditures such as accruals for sick and vacation liabilities and depreciation.

### **Proprietary Funds**

Proprietary funds use the accrual basis of accounting. Under this basis of accounting, revenues are recognized in the period in which they are earned and expenses are recognized when incurred. Proprietary funds also record depreciation and amortization of debt. For the purposes of this budget presentation, depreciation is not displayed and capital purchases and bond principal payments are included as expenses.

### **Budget Principles**

Budget principles vary from organization to organization, depending upon the local needs and concerns of citizens. Other factors also affect budget principles, such as the state of the local economy, the needs of the organization, the demands of the public for increased services, unfunded mandates, and requirements of federal and state regulatory agencies. The budget prepared by the City takes a conservative perspective regarding both revenues and expenditures. Although historical comparisons and trends are useful, current data trends will sometimes take precedence over prior year trends. Revenues

are often anticipated either at or slightly above prior levels, unless there are other known factors that will significantly affect anticipated revenues either up or down. In addition, day-to-day expenditures are handled in the same manner. Additional budget assumptions are being considered as follows:

- Current expenditures will not exceed current revenues (balanced budget)
- Efficiently use and protect fiscal resources
- The quality of service will remain at existing levels with incremental improvements
- Staffing will not exceed existing levels (51)
- Any increase in the ad valorem tax rate will be applied to the Interest & Sinking rate for debt service on the Series 2022 General Obligation bonds is proposed.
- General Fund targets a fund balance at approximately 50% (~\$3.4M)
- Unassigned fund balance should be used for emergencies, one-time expenditures
- The scheduled yearly contribution to the Capital Replacement Fund used for future capital purchases will be fully funded

### **Budget Adjustments**

The City budget may be adjusted under Section 2-180 of the City of Shavano Park Code of Ordinances. Under Section 2-180, the City Manager has the authority to transfer balances within departments and programs. A Department Director may request a budget adjustment between line items, or categories of items, through the Finance Director and City Manager. The City Council must authorize all budget adjustments over \$10,000. In addition, the City Council may authorize three types of adjustments:

*Supplemental Appropriations.* If the City Manager certifies that revenues are available in excess of those estimated in the budget, an amendment ordinance may be prepared for City Council approval. Budget amendment ordinances are usually considered administrative and only require one reading. In general, the supplemental appropriations are evaluated using the following criteria:

- Why was the item not budgeted in the normal budget process?
- Why can't an adjustment be done within the Department to remedy the condition?

*Emergency Appropriations.* To meet public emergencies affecting life, health, property or the public peace.

*Reduction of Appropriations.* If at any time during the fiscal year it appears probable that expected revenues will be insufficient to finance expenditures for which appropriations have been authorized, the City Council may adopt an ordinance to reduce appropriations.

All budget adjustments require approval as outlined in the table that follows this paragraph. All budget adjustments will be included in the Finance Director's monthly financial report to City Council.

Category	Amount	Authority to Approve			
		Department Head	Finance Director	City Manager	Council
Within Budget Category	< \$5,000	X	X		
	\$5,000-\$10,000		X	X	
Between Budget Categories within Department	\$1,000-\$5,000		X		
	\$5,000-\$10,000			X	
	Over \$10,000				X (Ordinance)
Between Departments	ALL			X	X (Ordinance)
Supplemental Appropriations*	ALL				X (Ordinance)
Emergency Appropriations	ALL			X	X (Ordinance)

\*City staff must identify revenue to cover any increase in expenditures.

# Financial Management Policy

The Financial Management Policy compiles all the City's financial policies into one document. These statements are the tools used to ensure that the City is financially able to meet its current and future service needs. These policy statements safeguard the fiscal stability required to achieve the City's objectives and ensure long-term financial health.

## Financial Objectives

### Revenues

The City shall strive to maintain a balanced and diversified revenue system to protect the City from fluctuations in any one source due to changes in economic conditions, which adversely impact that source. One time or unpredictable revenue sources should not be utilized for ongoing expenses/expenditures.

### Primary Sources of Revenue:

**Ad Valorem Property Taxes** - The City shall endeavor to reduce its reliance on property tax revenues by revenue diversification, continued use of user fees, and economic development. The City shall also strive to stabilize its tax rate and minimize tax rate increases.

**Sales Taxes** - the City's portion of sales taxes percentage generated within the City limits is 2%, of which .5% goes directly to VIA Metropolitan Transit System. The breakdown of the remaining 1.5% is 1.0% General Fund, 0.25% Crime Control District, and 0.25% for Street Maintenance Tax.

**User Fees** - specific charges established by the City for the purpose of covering City's operational and construction costs. Fees include but are not limited to: franchise, licenses, permits, EMS services, court fines, water, and development impact fees.

**Grants** - seek, apply for, and effectively administer federal, state, and local grants, which support the City's current priorities and policy objectives. The potential for incurring ongoing costs will be considered prior to applying for a grant.

**Investments** - Invest and manage the City's cash to ensure its safety, provide necessary liquidity needs of the City and to achieve the highest possible yield.

### Expenditures

The City shall identify the priority of must-fund services, establish, and define appropriate service levels and administer the expenditure of available resources to ensure fiscal stability and the effective and efficient delivery of those services.



## **Fund Balance**

Fund balance, as defined in GASB Statement 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, is reported in the governmental fund financial statements according to five classifications that comprise a hierarchy based on the extent to which the City is bound to honor certain constraints on the use of financial resources with the governmental funds. The City approved a Fund Balance policy by ordinance #400-03-11 on October 6, 2011 following the Statement 54 guidelines. The ordinance is as follows:

Purpose – To provide a stable financial environment for the City of Shavano Park’s operations that allows the City to provide quality services to its residents in a fiscally responsible manner designated to keep services and taxes as consistent as possible over time. This fund balance policy is meant to serve as the framework upon which consistent operations may be built and sustained.

### Definitions and policies -

- (1) Non-spendable fund balance includes amounts not in spendable form, such as inventory, or amounts required to be maintained intact legally or contractually.
  - At the end of each fiscal year, the City will report the portion of the fund balance that is not in spendable form as Non-Spendable Fund Balance on the financial statements.
- (2) Restricted fund balance includes amounts constrained for a specific purpose by external parties (e.g., Debt Service Fund, Crime Control District Fund, Court Restricted Fund, Street Maintenance Fund, PEG Fund, State and Federal grant funds).
  - At the end of each fiscal year, the City will report “restricted” fund balance for amounts that have applicable legal restrictions per GASB Statement 54.
- (3) Committed fund balance includes amounts constrained for a specific purpose by a government using its highest level of decision-making authority.
  - The amount designated for Tree Preservation & Beautification shall be classified as a Committed Fund Balance.
  - The amount designated for future capital items in the Capital Improvement/Replacement Fund shall be classified as Committed Fund Balance.
  - The amount designated for the street projects in the Street Projects Capital Improvement Fund shall be classified as Committed Fund Balance.
- (4) Assigned fund balance includes General Fund amounts constrained for a specific purpose by a governing body or by an official that has been delegated authority to assign amounts.
  - In accordance with GASB Statement 54, funds that are intended to be used for a specific purpose but have not received the formal approval action at the governing body level may be recorded as Assigned Fund Balance. Likewise, redeploying assigned resources to an alternative use does not require formal action by the governing body. GASB Statement 54 states that resources can be assigned by the governing body or by another internal body or person whom the governing body gives authority to do so.

Therefore, it is the policy of the City that the City Manager will have the authority to assign fund balance of this organization based on intentions for use of fund balance communicated by the City Council.

(5) Unassigned fund balance. This is the residual classification for the government's General Fund and includes all spendable amounts not contained in the other classifications, therefore, not subject to any constraints. Unassigned amounts are available for any purpose. These are the current resources available for which there are no government self-imposed limitations or set spending plan. Unassigned fund balance can be used for emergency expenditures not previously considered. In addition, the resources classified as Unassigned can be used to cover expenditures for revenues not yet received.

- At the end of each fiscal year, the City will report as Unassigned Fund Balance for the General Fund the amount in excess of any funds that are otherwise legally restricted and the Committed Fund Balance. This amount is to be used for accumulating funding for capital projects, equipment replacement, and/or for budgetary shortfalls and unexpected expenditures. Appropriation from the Unassigned General Fund balance shall require the approval of the City Council.

It is the goal of the City to achieve and maintain an unassigned General Fund balance equal to 25 percent to 50 percent of budgeted expenditures. The City considers a balance of less than 20 percent to be a cause for concern, barring unusual or deliberate circumstances, and a balance of more than 50 percent as excessive. An amount in excess of 50 percent is to be considered for reservation to accumulate funding for capital projects and equipment, and/or to reduce the tax levy requirements, and shall be determined in conjunction with the annual budget process. If the unassigned General Fund balance is less than the policy anticipates, the City shall plan to adjust budget resources in the subsequent fiscal years to restore the balance.

Appropriations from unassigned General Fund balance shall require the approval of the City Council and shall be only for one-time expenditures, such as capital purchases, and not for ongoing expenditures unless a viable plan designated to sustain the expenditures is simultaneously adopted.

(6) Spending order. The City Council will utilize funds in the following spending order:

- Restricted
- Committed
- Assigned
- Unassigned

### **Capital Expenditures and Improvements**

The City's current fund balance policy includes the funding mechanism for capital replacement. Council annually reviews and monitors the condition of the City's capital equipment and

infrastructure, setting priorities for its replacement and renovation based on needs, funding alternatives and availability of resources within the budget process.

## **Debt Management**

The City established guidelines for debt financing to provide needed capital equipment and infrastructure improvements, while minimizing the impact of debt payments on current and future annual operating budgets. The Council has the power, except as prohibited by law, to borrow money by whatever method it may deem to be in the public interest.

It is the objective of the Council to limit the debt issue to 1%-3% of valuations when possible.

The City will pay cash for capital improvements within the financial affordability of each fund versus issuing debt when funding capital expenditures and capital improvements. Sources of this cash shall include, but not be limited to, sales tax, utility system revenues, developer fees, inter-local agreements, and state and federal grants. Debt will not be used to fund current operating expenditures.

### **Types of Debt Sales:**

**Competitive Sales-** choose the bid that results in the lowest effective interest cost for the issuer.

**Negotiated Sales-** interest rates and underwriting spread are determined through negotiation with the underwriter, who has been previously selected to market the bonds.

**Private Placements-** a limited distribution to one or several investors.

### **Types of Debt Instruments:**

**General Obligation Bonds (GOs)** - Require voter approval and are secured by a promise to levy taxes in an amount necessary to pay annual debt services. The bonds must be issued for projects that are in accordance with the wording in the bond propositions.

**Certificates of Obligation (COs)** - Usually require no voter authorization (petition provision in State law). A notice of intent to issue is required. They can be secured solely by ad valorem taxes, issued for limited purposes such as land acquisition, judgment funding or purchase of heavy equipment or secured by an ad valorem tax and a revenue pledge, issued for any lawful purpose just as GOs.

**Contractual Obligations** - Require no authorization process and are used solely for the acquisition of personal property and are secured by ad valorem taxes or other pledge able revenue.

**Tax Notes** - Require authorization by an ordinance and adoption by City Council and have a maximum maturity of 7 years, issued to fund public improvements; purchase of materials,

supplies, equipment, machinery, buildings, and land; contractual obligations incurred for professional services; pay operating or current expenses; and cash flow shortfall.

**Revenue Bonds** - Require authorization by an ordinance and adoption by City Council and are generally payable from a designated source of revenue. Typically issued for revenue producing operating systems/projects, water utility systems, parks improvements, and special projects.

### **Economic Development**

Initiate, encourage, and participate in economic development efforts to create job opportunities and strengthen the local economy and tax base.

### **Fiscal Monitoring**

Analyze financial data and prepare reports that reflect the City's financial performance and economic condition.

### **Accounting, Auditing and Financial Reporting**

Comply with prevailing federal, state, and local statutes and regulations. Conform to generally accepted accounting principles as promulgated by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants (AICPA). Follow the guidance of the Governmental Finance Officers Association (GFOA), and the Texas Comptroller of Public Accounts' Transparency Stars Program. Contract for, and undergo, an annual financial statement audit performed by an independent public accounting firm experienced in providing municipal auditing services.

### **Internal Control**

Maintain an environment to provide management with reasonable assurance that assets are safeguarded against loss from unauthorized use or disposition.

### **Risk Management**

Prevent and/or reduce financial impact of claims and losses to the City through prevention/education and transfer of liability/insurance.

### **Budget**

Develop and maintain a balanced budget (defined as a term signifying budgeted expenditures being offset by budgeted revenues), which presents a clear understanding of goals, service levels and performance standards. The document shall, to the extent possible, be "user-friendly" for citizens.

# Long-Term Financial Planning

## Thinking Long-Term as a Basis of Good Financial Governance

The City’s history of fiscal conservatism means the City, in 2024, offers excellent municipal services while having one of the lowest property tax rates in Bexar County and a manageable debt burden. These conditions have stimulated the development of quality neighborhoods and businesses and a rise in property values over the last decade. The City faces challenges in maintaining this trend in the coming decade. Shavano Park will become built-out, causing a slow but steady reduction in year-over-year property tax base growth and construction permit revenues. Meanwhile, repairing the City’s deteriorating streets requires debt financing while the annual cost of maintaining a professional City staff and providing excellent municipal services will rise. In addition, the City’s known drainage problems will require multi-million-dollar grant funding or debt financing to correct. Long-term financing will be key to anticipating major expenses, saving for the coming bills, and ensuring property tax rates stay manageable

In 2023-2024, inflation, rising healthcare costs and wage competition continues to impact the City budget along with ongoing debt burden associated with the \$10 million voter-approved bonds for street projects in 2022. In response, the City Council has voted to increase the ad valorem tax rate by \$0.01 per \$100 valuation in both FY2023 and FY2024 and by \$.005 for FY2025. While these fiscal headwinds are challenging, the City’s strong ad valorem tax base, manageable debt, robust financial capital and ample fund balance and capital reserves positions the City well to navigate. Analysis will be broken into Revenue and Expenditure forecasting. This forecasting includes the General, Debt Service, Crime Control & Prevention District, Street Maintenance, Capital Replacement and American Rescue Plan Act Funds as these funds represent the City’s core operations – public safety (fire and police), public works (excluding the Water Utility), administration, and municipal court.

### Revenue Forecasting

		Budgeted	Budgeted	Forecasted				
		<b>FY2024</b>	<b>FY2025</b>	<b>FY2026</b>	<b>FY2027</b>	<b>FY2028</b>	<b>FY2029</b>	<b>FY2030</b>
Revenues:								
	Ad Valorem Taxes	4,770,199	4,993,000	5,225,000	5,487,000	5,707,000	5,904,000	\$ 6,142,000
	Sales Taxes	1,080,000	1,125,000	1,182,000	1,241,000	1,296,000	1,355,000	1,416,000
	Permit revenue	381,000	353,500	341,128	329,188	317,666	306,548	295,819
	Franchise Fees	536,000	520,500	525,700	531,000	536,300	541,700	547,100
	Grant revenue	318,900	8,500	8,000	8,000	8,000	8,000	8,000
	Other revenues	822,475	793,524	714,970	708,370	716,970	715,670	724,470
	<b>Total Revenues</b>	<b>\$ 7,908,574</b>	<b>\$ 7,794,024</b>	<b>\$ 7,996,798</b>	<b>\$ 8,304,558</b>	<b>\$ 8,581,936</b>	<b>\$ 8,830,918</b>	<b>\$ 9,133,389</b>
	<b>Change from prior year</b>		<b>\$ (114,550)</b>	<b>\$ 202,774</b>	<b>\$ 307,761</b>	<b>\$ 277,378</b>	<b>\$ 248,982</b>	<b>\$ 302,471</b>

- **Ad Valorem (Property) Taxes.** Assumed growth rate is 5% annually in property tax revenue through 2027 and 4% thereafter (note – this is the valuation growth, not from raising tax rates). In 2027, no new residential builds will be added to tax rolls. This starting growth rate is a conservative figure based on the 6% annual growth in taxable value between 2020 and 2024 for properties not subject to the over age 65 tax freeze. Assumes no tax rate increase beyond current FY2025 rate.
- **Sales Taxes.** Assumed growth rate is 5% annually in sales tax revenue through 2026 and dropping to 4.5% thereafter. The growth rate moderates in 2026 because all vacant land zoned for commercial use should be developed by year end. The starting growth rate is based on the City’s sales tax growth rates in 2022 and 2023.
- **Permit Revenue.** Projected a steady 3.5% decline in permit revenues after 2025 due to the City reaching build out.
- **Franchise Fees.** Approximately 70% of franchise fees is based on electrical service, and therefore large fluctuations due to weather. City projected a conservative 1% increase per year based on previous growth rates.
- **Grant Revenues.** Projected return to low levels of grant funding beginning with FY2026 with the required obligation of Federal American Rescue Plan Act funding by December 2024 and utilization of the City’s final ‘lost revenues’ allocation.
- **Other Revenues.** This is a collection of many smaller revenue groupings. Some of the major movers in this are: EMS Fees (2.5% annual increase); Court Fees (1% increase projected); Investment income (major decrease in from FY2024 with steady decline thereafter as reserves are applied in support of debt service and lower rates on investments).

### Expenditure Forecasting

		Budgeted	Budgeted	Forecasted				
		FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
Expenditures:								
Personnel		5,196,047	5,453,493	5,761,032	6,032,032	6,286,032	6,551,032	6,827,032
Debt Service		960,282	958,696	914,100	757,565	758,390	759,890	760,390
Capital replacement:								
Purchases		624,861	220,990	236,490	168,000	493,000	502,000	500,000
Other Operating		1,423,933	1,266,782	1,205,700	1,229,800	1,254,400	1,279,300	1,304,900
Total Expenditures		\$ 8,205,123	\$ 7,899,961	\$ 8,117,322	\$ 8,187,397	\$ 8,791,822	\$ 9,092,222	\$ 9,392,322
Change from prior year			\$ (305,162)	\$ 217,361	\$ 70,075	\$ 604,425	\$ 300,400	\$ 300,100

- **Personnel.** Assumes a return to historically more ‘normal’ labor conditions. 5.2% total payroll increase in FY2025 Budget from FY24 budgeted amounts, with 5.6%, 4.7%, and 4.2% increases in the out years. Texas Municipal Retirement System and cost of employee health insurance also contribute to the increasing amounts.

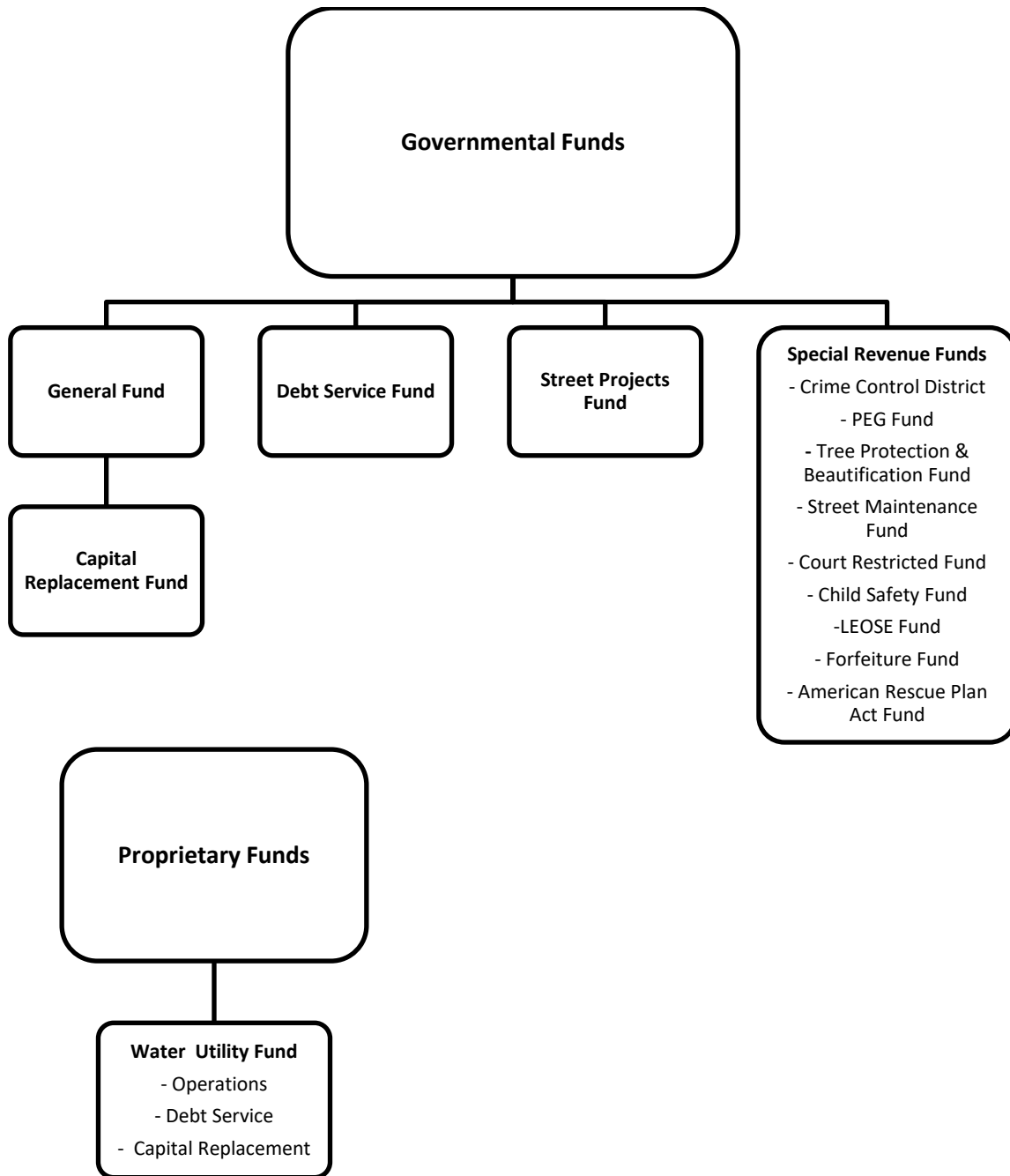
- **Debt Service.** Figures are taken directly from the City’s debt payment schedules. Note the drop off in debt service payments in 2027 due to the City’s final payment on the 2018 debt issue in FY2026.
- **Capital replacement.** Numbers from the City’s current capital replacement schedule.
- **Other Operating.** This category includes supplies, services, contractual, maintenance, utilities, and unscheduled capital outlays. This forecast averages the increase in these categories between FY2019 – FY2023 and then applied a 2.5% annual increase thereafter to account for inflation.

### Net Revenues & Expenditure Forecasts

	Budgeted	Budgeted	Forecasted				
	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
Net Revenues over (under)							
Expenditures	\$ (296,549)	\$ (105,937)	\$ (120,525)	\$ 117,161	\$ (209,886)	\$ (261,304)	\$ (258,933)
Capital replacement							
Funding (savings)**	319,831	171,859	343,496	355,160	355,163	370,832	341,372
Net Revenues over (under)							
Expenditures after Capital							
Replacement Funding	\$ (616,380)	\$ (277,796)	\$ (464,021)	\$ (237,999)	\$ (565,049)	\$ (632,136)	\$ (600,305)
Notes:	<p><b>Interfund transfers between the listed funds are excluded from this analysis.</b></p> <p>Forecasts are on a budgetary basis of accounting.</p> <p>For FY24, the City is projecting use of \$270,000 of Street Maintenance Fund fund balance to support the Series 2022 bond issue debt service and \$76,000 of Debt Service Fund fund balance from prior year excess collections</p> <p>For FY25, the City is projecting the use of \$150,000 of Street Maintenance Fund fund balance to support the Series 2022 bond issue debt service and \$113,460 of Debt Service Fund fund balance from prior year excess collections</p> <p>** Funding for future capital replacement (savings) is not a true expenditure but is shown to reflect the commitment of moneys and therefore not available for operating purposes</p>						

**The City is predicted, once street maintenance funds are exhausted in support of the Series 2022 General Obligation Bonds debt service, to have enough revenues to cover operating expenses and debt but may be unable able to meet capital replacement fund saving schedule without an increase in revenues.** Note that capital replacement funding is not a true expenditure, but it is broken out separately as an expense to reflect the commitment of moneys and therefore not available for operating purposes. Hence the two sets of colored net revenues over (under). The top-colored row is without capital replacement fund scheduled savings and the bottom-colored row is after fully saving to the capital replacement fund schedule.

# City of Shavano Park Fund Structure Flow Chart





## Fund Structure

The City accounts for revenues and expenditures based on the fund, an accounting system used by nonprofit organizations and agencies, particularly governments. The main purpose of the fund system is to ensure monies are received and expended in compliance with legal requirements. Funds are also established to ensure accountability and proper tracking of revenues and expenditures for designated purposes. All funds described are governed by annual appropriations approved by the City Council and recorded as such. The budgetary accounting for City of Shavano Park financial activities is reflected within 16 separate funds of the following fund types: Governmental Funds and Proprietary Funds.

### Governmental Funds

Governmental funds are used to account for general government operations and include the following funds:

#### Major Funds

The City currently has four funds that are classified as Major: General Fund, Debt Service Fund, Street Projects Fund, and the Capital Replacement Fund.

#### 10 - General Fund

Accounts for all financial resources except those required to be accounted for in another fund. The General Fund is usually referred to as the operating fund and is used to finance the day-to-day operations of the City. It is typically the largest part of the City's financial operation and is always considered a major fund. Revenues are obtained from taxes, franchise fees, licenses, permits, charges for services, intergovernmental revenues, fines, and interest.

#### 30 – Debt Service Fund

The City's Debt Service Fund accounts for the accumulation of ad valorem tax - Interest and Sinking (I&S), intergovernmental revenue for the payment of long-term debt principal, interest, and related costs. Classified as a major fund due to the expenditures recognized in the fund.

#### 60 – Street Projects Fund

Funding provided by the proceeds of voter-approved \$9,410,000 general obligation bond issuance as well as federal assistance from the United States Department of Housing and Urban Development reflected in this capital projects fund. Expenditures to recondition/reconstruct specified existing streets and cul-de-sacs that are nearing failure, including engineering, storm water drainage and other related costs. Classified as a major fund due to the amount of assets it holds and the expenditures recognized in the fund.

## **70 – Capital Replacement Fund**

This fund is used to account for the acquisition and/or replacement of larger capital items and projects, such as fire apparatus and equipment, public works vehicles and equipment, and significant information technology equipment. Funds are set aside from either current revenues or from unassigned fund balance per the fund balance policy and are designated during the budget process for future use. It is classified as a major fund due to the amount of assets it holds.

## **Non-Major Funds (Special Revenue)**

The City has several Special Revenue Funds which account for the proceeds of specific revenue sources (other than expendable trusts and major capital projects) that are legally restricted to expenditures for specified purposes either by federal, state, or local action.

### **40 - Crime Control District**

Sales tax revenues of one-fourth of one percent are used to finance the costs of crime control and crime prevention programs, including the costs for personnel, administration, expansion, enhancement, and capital expenditures. This tax expires every five years after it takes effect; voters must vote to continue in an election held for that purpose.

### **42 – Public Education and Governmental Programming (PEG) Fund**

Fees paid to the City by state-issued cable/video franchises under Chapter 66 of the Texas Utilities Code. These fees are to be used only for the purchase of capital items such as buildings, equipment and cameras related to PEGs. No operating costs may be paid from this fund.

### **45 – Tree Protection & Beautification Fund**

Revenues from tree trimming permits and fines collected for noncompliance are designated by ordinance to be placed in a separate fund to assist City residents in defraying costs to prevent the spread of oak wilt, if such event should occur.

### **48 – Street Maintenance Fund**

Sales tax revenues of one-fourth of one percent are used to maintain and repair municipal streets that existed on the date of the election to adopt the tax in this special revenue fund. It may not be used to build new streets. This tax expires every four years after it takes effect. Voters must vote to continue with this sales tax in an election held for that purpose.

### **50 – Court Restricted Fund**

Court Technology Fund is allowed by state statute, through a municipal ordinance, to collect a court fee used to finance the purchase and maintenance of Court technology.

Court Security Fund is also allowed by state statute, through a municipal ordinance, to collect a security fee used for security personnel, services and items related to buildings that house the operations of Municipal Court.

This fund also includes revenues collected under state statute for Truancy Prevention & Diversion and Municipal Jury programs, effective January 1, 2020.

#### **52 – Child Safety Fund**

Funds are collected at the county level through a fee on vehicle registration and allocated, after certain expenses, amongst municipalities based on population. The funds are to be used to support programs designed to enhance child safety, health, or nutrition, including child abuse prevention and intervention and drug and alcohol abuse prevention.

#### **53 – Law Enforcement Officers Standards Education (LEOSE) Fund**

Funds received from the Texas Comptroller to be utilized for continuing education for full time law enforcement officers.

#### **54 – Forfeiture Fund**

Under Code of Criminal Procedure Chapter 59, forfeiture of contraband allows for any proceeds forfeited to be utilized for purchases related to law enforcement.

#### **58 – American Rescue Plan Act Fund**

Coronavirus State and Local Fiscal Recovery Funds received from the United States Treasury via the state of Texas under the American Rescue Plan Act are reflected in this special revenue fund. Eligible expenditures must be obligated by December 31, 2024 and paid by December 31, 2026 in accordance with requirements specified in the Act.

### **Proprietary Funds**

Proprietary funds are used to account for the City's activities that are similar to commercial enterprise operations.

#### **Business-Type Activities**

##### **20 – Water Utility Fund**

The Utility Fund consists of the operating budgets for Water operations in the City and generates revenues from the water services. Water rates must be sufficiently set to pay the total operations, maintenance, debt, and depreciation of the fund.

**72 – Capital Replacement Fund**

This fund accounts for the acquisition and/or replacement of larger capital items and projects related to water operations and infrastructure. Funds are set aside from either current revenues or from unrestricted net assets. This fund was created October 2016 to assist in tracking for accounting and budgeting purposes.

The following illustrates the relationships between the Funds and the Departments:

FUND:	DEPARTMENT:							
	City		Muni.	Public	Fire	Police	Water	Dev. Serv.
	Council	Admin.	Court	Works				
600	601	602	603	604	605	606	607	
GENERAL (10)	█	█	█	█	█	█		█
WATER (20)							█	
CRIME CONTROL (40)					█	█		
PEG (42)		█						
TREE PRESERV & BEAUT (45)	█	█						█
STREET MAINT. (48)				█				
COURT TECH & SEC. (50)			█					
CHILD SAFETY (52)					█	█		
LEOSE (53)						█		
POLICE FORFEITURE (54)						█		
AMER RESCUE PLAN (58)		█			█	█		█
STREET PROJECTS (60)				█				
CAPITAL REPLACE. (70)		█		█	█			
WATER CAP. REPL (72)							█	

## Chart of Accounts & Account Classification System

All account numbers begin with two digits indicating the fund. (See previous Fund Structure section)

Assets have a five-digit object code beginning with “1” and following in ascending order by liquidity. Liabilities have an object code beginning with “2”, and fund balance accounts have an object code beginning with “3”.

<u>Assets</u>		<u>Liabilities &amp; Fund Balances</u>		
<u>Fund</u>	<u>Object Code</u>	<u>Fund</u>	-	<u>Object Code</u>
XX	- 1XXXX	XX	-	2XXXX
		XX	-	3XXXX

Revenue accounts follow the fund number with a seven-digit object code starting with “599-“ then four digits which indicates the revenue category and source.

<u>Revenues</u>		
<u>Fund</u>	<u>Object Code</u>	<u>Category</u>
XX-	599-1XXX	Taxes
XX-	599-2XXX	Franchise Fees
XX-	599-3XXX	Permits & Licenses
XX-	599-4XXX	Court Fees
XX-	599-5XXX	Water Sales
XX-	599-6XXX	Police/Fire
XX-	599-7XXX	Misc./Grants/Interest
XX-	599-8XXX	Transfers In

Expenditures/expenses follow the fund number with a three-digit department code, followed by a 4-digit code beginning with “1” through “9” delineating the categories.

**Expenditures/Expenses**

<u>Fund</u>	<u>Department</u>	<u>Object Code</u>	<u>Category</u>
XX-	XXX-	1XXX	Personnel
XX-	XXX-	2XXX	General Supplies/Materials
XX-	XXX-	3XXX	Services
XX-	XXX-	4XXX	Contractual
XX-	XXX-	5XXX	Equipment/Building Maintenance
XX-	XXX-	6XXX	Department Specific Materials
XX-	XXX-	7XXX	Utilities
XX-	XXX-	8XXX	Capital Outlay/Debt Service
XX-	XXX-	9XXX	Grant Funded and Transfers Out

## Object Code Classification Definitions for Expenditures

### **1010 SALARIES**

Salaries and wages paid to full, part-time, seasonal, and temporary employees filling Council approved positions based on approved compensation pay scales.

### **1015 OVERTIME**

Pay received by employees for hours exceeding their regular hour work period in accordance with federal wage and hour laws.

### **1017 INCENTIVE AGREEMENTS**

Expenditures under employment incentive agreements for qualifying new employees.

### **1020 MEDICARE**

City's portion of mandatory contributions into the Federal Social Security System at the rate of 1.45% of employee compensation for Medicare insurance.

### **1025 TWC UNEMPLOYMENT**

The City's unemployment tax, assessed by the Texas Workforce Commission, is based on an employee's first \$9,000 of compensation per calendar year and is computed in accordance with Chapter 204, Subgroup F of the Texas Unemployment Compensation Act.

### **1030 HEALTH INSURANCE**

Includes the City's portion of health insurance premiums paid for full-time employees and the portion paid towards dependents. The City contributes a set amount per employee, with any difference between the premium and defined contribution amount applied to dependent coverage, or deposited to Health Reimbursement Account (HRA) or Health Savings Account (HSA). The City also provides 25% of the dependent health insurance premium.

### **1033 DENTAL**

The City covers an employee's dental insurance premium and provides 50% towards dependent dental insurance.

### **1035 VISION**

The City covers an employee's vision insurance premium and provides 50% towards dependent vision insurance.

**1036 LIFE/ADD INSURANCE**

Includes City's portion of Life/Accidental Death & Dismemberment coverage for employees under the group term life insurance program.

**1037 WORKER'S COMP**

Premiums paid to Texas Municipal League Intergovernmental Risk Pool (TML-IRP) for insurance coverage relating to on-the-job injuries.

**1040 TMRS**

The City participates in the Texas Municipal Retirement System (TMRS) for all positions performing 1,000 plus hours of service per calendar year. The City's contribution rate changes in January of each year, is based on the participating employee's compensation and is approximately 14.0%, depending upon the actuarially determined results of the plan.

**1070 CERTIFICATE PAY/SPECIAL ALLOWANCES**

A fixed amount set by the City for approved certifications held by full-time employees. May also include a mileage and cell phone allowance for certain departments.

**2020 OFFICE SUPPLIES**

Disposable supplies for general office use such as paper, pads, pens, pencils, ink cartridges, etc. and computer related items costing less than \$250 such as keyboards, mouse, travel drives.

**2025 BENEFITS CITYWIDE**

Expenditures related to tuition reimbursement for approved coursework, subject to a maximum annual reimbursement per class, per employee.

**2030 POSTAGE/METER RENTAL**

All material related to postage and delivery for city business, i.e., postage, courier services, express mail, bulk mail permit, and certain invoiced shipping charges as well as the City's monthly newsletter.

**2035 COUNCIL/EMPLOYEE APPRECIATION**

Includes costs to promote Council/employee relations, functions, picnics, awards, proclamations, etc.

**2037 CITY SPONSORED EVENTS**

Records expenditures related to the following City Events: Arbor/Earth Day, July 4<sup>th</sup> Celebration, Winter Holiday, Trunk-or-Treat, and City-wide garage sale

**2040 MEETING EXPENSE**

Materials, supplies, food, drinks, and other items for official council, city, and training meetings.



**2050 PRINTING/COPYING**

Costs associated with printing of cardstock, door-hangers, forms, business cards, utility bills, warrant notices, etc.

**2060 MEDICAL EXAMS/EMPLOYEE DRUG SCREENING/BACKGROUND CHECKS/TESTING**

Costs directly related for pre-employment drug screens, physicals, on-the-job accidents, drug screens, background and driver license checks, written testing, and immunizations for needed positions.

**2070 JANITORIAL/BUILDING SUPPLIES**

Items related to general building operations such as toilet paper, soaps, paper towels, light bulbs and cleaning products.

**2075 BANK/CREDIT CARD FEES**

Fees charged for banking services performed by the City depository and those associated with accepting credit card payments on Water Utility accounts.

**2080 UNIFORMS AND CLOTHING**

Costs to maintain/replace uniforms, badges, belts, boots, hats, etc., required to be worn in the course of specific employee's job.

**2090 SMALL TOOLS**

Articles normally of small unit value costing less than \$500, which includes items such as testers, chain saw blades, shovels, weed eater heads, small hand tools, pocket chlorometers, and batteries.

**2091 SAFETY SUPPLIES/EQUIPMENT**

Equipment and supplies necessary for safety such as; gloves, safety vests & glasses, first-aid kits, dehydration drinks, hard hats, and rain slickers.

**3010 ADVERTISING (LEGAL NOTICES)**

Cost for publication such as legal advertising, public notices, and recruiting.

**3012 ENGINEERING AND CONSULTING**

Fees paid for professional engineering services for various miscellaneous requirements not related to debt service projects. Also, fees paid for professional plan review services.

**3013 PROFESSIONAL SERVICES**

Includes services performed for architectural, financial, and contracts not relating to other specified categories approved by the City.

**3014 PROFESSIONAL SERVICES – CITY HALL AND MONUMENTS**

Includes services performed for at City Hall and the City’s monument locations for landscaping, lighting, and related activities.

**3015 PROFESSIONAL – LEGAL SERVICES/JUDGE/ PROSECUTOR/BUILDING INSPECTION**

Costs of legal services provided by attorneys for City day-to-day operations. Monthly fees paid to Municipal Court Judge and Prosecutor for services performed in Municipal Court. Monthly fees paid to independent firm for inspections of new homes/commercial properties, remodeling and various repair projects.

**3016 CODIFICATION/HEALTH INSPECTION SERVICES**

Fees paid to update the code of ordinances books and online when new ordinances/codes are passed by City Council. Monthly fees paid to independent party to perform annual health inspections.

**3017 PROFESSIONAL – SANITARY INSPECTION**

Fees paid to independent contractor to perform sanitary system inspections.

**3018 CITY WIDE CLEAN UP**

Records the expenditures related to shredding, electronics disposal, and household hazardous waste collection events.

**3020 ASSOCIATION DUES/SUBSCRIPTIONS/PUBLICATIONS**

Costs for subscriptions, professional publications and reference books, annual memberships, dues, and licenses with professional organizations and associations.

**3030 TRAINING/EDUCATION**

Costs associated with tuition and registration of all professional meetings, seminars including education reimbursement, continuing education, and class “C” & “D” water licenses.

**3040 TRAVEL/MILEAGE/LODGING**

Travel costs, lodging and meals while attending outside training and educational functions.

**3050 & 3070 GENERAL LIABILITY AND PROPERTY INSURANCE**

Premiums paid to Texas Municipal League - Intergovernmental Risk Pool for general comprehensive liability, real and personal property, automobile/automobile physical damage liability, law enforcement liability, errors and omissions and cyber security insurance coverage.

**3060 UNIFORM SERVICE**

Costs to maintain/supply uniforms required to be worn in the course of specific employee’s job.

**3072 ANIMAL CONTROL OPERATING SUPPLIES/SERVICES**

Includes supplies needed for animal control duties such as traps, snake poles/tubes, protective handling gloves costing less than \$250 per item. Services provided by veterinarian for confinement and medical needs.

**3075 BANK SERVICE FEES (GENERAL FUND)  
CONSERVATION EDUCATION/REBATES (WATER UTILITY FUND)**

General Fund - Fees charged for banking services performed by the City depository and fees associated with accepting credit card payments.

Water Utility Fund - Supplies to educate the public on water conservation. Allowed rebate to any water utility customer in accordance with the City adopted ordinance.

**3080 SPECIAL SERVICES**

General Fund – Fees paid for EMS billing and collection services by the Shavano Park Fire Department.

Water Utility Fund - Costs associated with hazardous permits obtained from the City of San Antonio for Well Sites #7 & #8, and Texas 811 Locating service.

**3082 WATER ANALYSIS FEES**

Expenses for monthly water testing for compliance, TCEQ annual tests via 3<sup>rd</sup> party, Department of State Health Services testing, and Chlorine Tier II reporting to TCEQ.

**3085 WEBSITE TECHNOLOGY**

Costs associated with maintaining City web site, hosting, programming and posting; in addition to additional professional services for upgrades.

**3087 CITIZENS COMMUNICATION/EDUCATION**

Costs related to publications either electronically or paper for citizens communications such as directory, e-newsletter, online survey services, special mailers, and Fiesta medals. Costs associated with supplies for citizen functions such as National Night Out, Town Hall meetings.

**3090 COMMUNICATION EQUIPMENT**

All materials and services required for the proper maintenance and repair of communication equipment such as hand-held radios including the purchase of new equipment costing less than \$500.

**4045 CONTRACT - RADIO FEES**

Fees paid to City of San Antonio for radio frequency tower use.

**4050 DOCUMENT STORAGE/ARCHIVES**

Records the monthly fees for off-site, climate-controlled records storage and the annual costs of archiving services and shredding.

**4060 IT SERVICES**

Includes fees paid to the City's information technology contractor as well as warranties, licenses and other contractual items needed to maintain the City's information technology network.

**4075 COMPUTER SOFTWARE/MAINTENANCE**

Includes supplies and software as well as yearly license fees for the operation of computers, finance software, police software and printers thru various vendors such as; Adobe, INCODE, Microsoft, Brazos Technology, and Badger.

**4083 AUDIT SERVICES**

Fees paid for the annual audit of the City's financial records as performed by a certified public accounting firm.

**4084 TAX APPRAISAL FEES**

Professional fees paid to Bexar County Appraisal District for the legally mandated appraisal services necessary to value property for ad valorem tax purposes.

**4085 TAX COLLECTOR (General Fund)  
EAA – WATER MANAGEMENT FEES (Water Utility Fund)**

General Fund - Professional fees paid to Bexar County Tax Assessor Collector for the collection and processing of statements for ad valorem taxes for the City. The charge is per account on the tax roll, as approved by Bexar County Commissioners Court.

Water Utility Fund - amounts paid to the Edwards Aquifer Authority for monthly water management fees.

**4086 CONTRACT LABOR**

Amounts paid to outside parties for non-employee related services, typically on a short-term, interim basis.

**4088 ELECTION EXPENSE**

All costs related to City elections as invoiced by the Bexar County Election Department.

**4099 WATER RIGHTS/LEASE PAYMENTS**

Amounts paid by the Water Utility under signed water lease or purchase agreements.

**5005 EQUIPMENT LEASES**

Leasing of minor equipment for normal operations and routine maintenance requirements both permanent and temporary. i.e., copiers, lifts, power/air tools, skid steers, excavators, etc.

**5010 EQUIPMENT MAINTENANCE & REPAIR**

Includes parts and supplies used in normal operation and routine maintenance of all equipment.

**5015 ELECTRONIC EQUIPMENT MAINTENANCE**

Electronic office equipment needing repair costing less than \$200 in the normal daily routine, i.e., access points, switches and computer replacement parts.

**5020 VEHICLE MAINTENANCE**

Includes supplies used in normal operation and routine maintenance of motor vehicles, i.e., oil change, inspections, radiator flush, wiper blades, and tire repair/replacement.

**5030 BUILDING AND GROUNDS MAINTENANCE**

Accounts for general maintenance and repair of buildings and structures including supplies, HVAC, plumbing, and electrical, fire extinguisher recharge, and repairs performed by others.

**5060 VEHICLE & EQUIPMENT FUELS**

Fuel i.e., gasoline, diesel, off-road diesel, butane, natural gas for vehicles, machinery, and equipment.

**6011 CHEMICALS**

Items routinely needed for disinfection of water system and maintenance of the grounds such as, but not limited to, chlorine, salt, insecticides, fertilizer, ant killer, mosquito dunks, bleach, propane, lime and any other items that would be required as needed.

**6030 INVESTIGATIVE SUPPLIES/PROCESSING**

Items routinely purchased related to performing criminal investigations and evidence processing. Items such as finger print powder, tape, testing equipment, evidence bags.

**6032 POLICE PERSONAL PROTECTIVE EQUIPMENT (PPE) SUPPLIES/MAINTENANCE**

Basic supplies and replacement of PPE utilized by police officers such as Self Aid Buddy Aid kits, traffic cones, helmets, gas masks, ballistic shields, gloves, equipment, helmets, boots costing less than \$500.

**6035 FIREARMS EQUIPMENT**

Ammunition and firearm supplies used for training/carried by public safety personnel, including supplies for cleaning and protection of equipment.

**6037 OTHER EQUIPMENT**

Police and first responder equipment not meeting the definition to be recorded in other specific equipment accounts.

**6040 EMS SUPPLIES**

General medical supplies related to operating ambulance services such as bandages, medicines, latex gloves, splints, syringes, disposal of biohazards etc.

**6045 FIRE FIGHTING/EQUIPMENT SUPPLIES**

Basic supplies related to maintenance and replacement for the firefighting equipment not considered an asset replacement such as hoses, nozzles, fittings, small hand tools, foam, etc.

**6050 WATER METERS & BOXES**

Includes the purchase of new meters and meter boxes for day-to-day operations, general maintenance, and new service.

**6055 FIRE HYDRANTS AND VALVES**

Includes the purchase of fire hydrants, valves, and or parts for new, replacement, and/or repairs.

**6060 HUEBNER STORAGE TANK (Water Utility)  
FIRE PPE SUPPLIES/MAINTENANCE (General Fund)**

Water Utility - 500,000-gallon water storage tank maintenance to include, but not limited to, supplies such as pipes, fittings, valves, meters, registers, chemical pumps, electrical parts for the variable frequency devices or electric panel, water measuring devices, etc. for maintenance, repair and/or replacement of items within the tank as well as required yearly tank inspections. Maintenance of the emergency drive shaft motor, building facility or equipment shelters. Repairs and/or replacement of security fence.

General Fund - basic supplies and replacement of Personal Protective Equipment utilized by fire fighters such as SCBAs, air testing equipment, repair to bunker pants, helmets, boots, etc.

**6061 WELL SITE #1 – ELEVATED/GROUND STORAGE TANKS**

A well site at Shavano Drive with a 150,000-gallon water storage tower, a 110,000-gallon ground storage tank for water blending, a MIOX/Sand Filter treatment facility which treats the Trinity Aquifer water prior to blending in the ground storage tank. Includes, but not limited to, supplies such as pipes, meters, registers, fittings, valves, chemical pumps, electrical parts, water measuring devices, salt and filters etc. for maintenance, repair and/or replacement of items within the tanks as well as the required yearly tank

inspections. Includes maintenance of building facilities, Well #1 and all equipment needed for day-to-day operations.

**6062 WELL SITE #2 – EAA MONITORED**

Monitoring site of the Edwards Aquifer located at Fawn Drive. The site is used by the Edwards Aquifer Authority and United States Geological Survey (USGS) to monitor water levels and for possible contaminants within the aquifer. The City only maintains the area for this well.

**6063 WELL SITE #3**

Site located at Cliffside Drive, well dismantled and plugged fiscal year 2022.

**6064 WELL SITE #4**

Site located at Cliffside Drive, well dismantled and plugged fiscal year 2022.

**6065 WELL SITE #5 - EDWARDS BLENDING**

Edwards Aquifer Supply Well located at Broken Bough which blends with Trinity Aquifer at well site 1. To include maintenance and/or repair, replacement of water pipes, pumps, meter, registers, valves, fittings, clamps, electrical parts and other items necessary for daily maintenance.

**6066 WELL SITE #6 – MUNICIPAL TRACT**

A water resource from the Edwards Aquifer located at Bike Way Lane. To include maintenance and/or repair, replacement of water pipes, pumps, meter, registers, valves, fittings, clamps, electrical parts and other items necessary for maintenance. Also maintain driveway access route to well site.

**6067 WELL SITE #7**

A water resource from the Edwards Aquifer located at Hunters Stream Street in San Antonio, Texas. To include maintenance and/or repair, replacement of water pipes, pumps, meter, registers, valves, fittings, clamps, electrical parts and other items necessary for maintenance.

**6068 WELL SITE #8**

A water resource from the Edwards Aquifer located at Hunters Stream Street in San Antonio, Texas. To include maintenance and/or repair, replacement of water pipes, pumps, meter, registers, valves, fittings, clamps, electrical parts and other items necessary for maintenance.

**6069 WELL SITE #9 – TRINITY AQUIFER**

A Trinity Aquifer water resource located at Wagon Trail Road. To include maintenance and/or repair, replacement of water pipes, pumps, meter, valves, fittings, clamps, electrical parts, landscaping, and other items necessary for daily maintenance. Well #9 is currently not operating and in a reserve status.

**6070 SCADA SYSTEM/MAINTENANCE**

Designed to allow for 24-hour continuous operation of the water system. Includes maintenance and repairs made to the electronics that monitor the system to include, CPU's, PLC's, level indicators, transmitters, circuit boards, computers, and monitoring devices.

**6071 SHAVANO DRIVE PUMP STATION**

Maintenance and repair of pumps, variable frequency drives, and water distribution system.

**6072 WATER SYSTEM MAINTENANCE**

Maintenance and repair of water distribution system lines and service lines. To include supplies such as pipe, clamps, fittings, valves, and other items necessary for repairs.

**6080 STREET MAINTENANCE**

Maintenance of City dedicated streets, roadways, and sidewalks, including hot mix asphalt, gravel, rock, rebar, crack seal, concrete, form boards, crushed limestone base, top soil, and cold mix. Expenses associated to general repairs due to age, maintenance, and water line repairs.

**6081 SIGN MAINTENANCE**

Includes all materials/services used in replacement/addition/maintenance of signs, signals, and street markings, barricades, traffic/safety cones.

**6083 DRAINAGE MAINTENANCE**

Includes materials/services used in maintaining storm water drainage system.

**6084 PAVILION, PLAYGROUND, PATH MAINTENANCE**

Includes general maintenance for the pavilion, playgrounds (including restroom building) and municipal tract walking path.

**6085 STRIPING**

Materials/services used to restripe new or improved surfaces.

**7040 ELECTRIC**

Costs for electricity for City facilities.

**7041 NATURAL GAS**

Costs for natural gas for City facilities.



**7042 PHONE/CELL**

Costs related to telephone service, city cell phones and other communications services via land, VOIP, and wireless.

**7044 WATER**

Costs for water service at all City facilities.

**7045 STREET LIGHTS**

Costs for electricity for City street lights.

**7046 SAWS**

Costs for water service to the Lockhill Selma Road medians.

**NON-CAPITAL OUTLAY** - An expenditure that is an acquisition or an improvement (as distinguished from a repair) that is less than \$4,999 that will have a life of more than a year but will not be capitalized per purposes of financial statements. Items to be detailed and approved by Council.

**8005 & 8025 NON-CAPITAL - OFFICE FURNITURE AND EQUIPMENT**

Includes items such as office furniture, file cabinets, computers, refrigerators, microwave approved by the City Council and with values of less than \$4,999.

**8010 NON-CAPITAL - ELECTRONIC EQUIPMENT**

Includes items such as vehicle/equipment radios, radars, mobile data terminals (MDT) and printers and various electronic equipment not related to office equipment approved by the City Council and with values of less than \$4,999.

**8015 NON-CAPITAL - OFFICE COMPUTER EQUIPMENT**

Includes items such as computers, printers, fax machines, monitors approved by the City Council and with values of less than \$4,999

**8020 NON-CAPITAL - MAINTENANCE EQUIPMENT**

Items such as weed eaters, chain saws, water pumps, generators, push mowers approved by the City Council and with values of less than \$4,999.

**CAPITAL OUTLAY** - An expenditure that is an acquisition or an improvement (as distinguished from a repair) of \$5,000 or more that will have a life of more than a year that will be capitalized. Items to be detailed and approved by Council.

**8030 CAPITAL - ELECTRONIC EQUIPMENT**

Includes items such as vehicle/equipment radios, radars, mobile data terminals (MDT) and printers and various electronic equipment not related to office equipment approved by the City Council and with values of more than \$5,000

**8045 CAPITAL - COMPUTER EQUIPMENT**

Includes items such as servers, firewalls, printers, and copy/fax machines approved by the City Council with values of more than \$5,000.

**8050 CAPITAL - VEHICLES**

Expenditure towards acquisition of a motor vehicle of \$5,000 or more that will have a life of more than a year that will be capitalized and is approved by Council.

**8060 CAPITAL - EQUIPMENT**

Expenditure towards acquisition of equipment such as backhoe, trencher, skid loader of \$5,000 or more that will have a life of more than a year that will be capitalized and is approved by Council.

**8070 CAPITAL – LAND**

Expenditure for purchase of unimproved land for City purposes.

**8080 CAPITAL – IMPROVEMENT PROJECTS**

Expenditure towards major repair/reconstruction/relocation/new projects not otherwise included in existing category for more than \$5,000.

**8081 CAPITAL - BUILDINGS**

Expenditure towards acquisition of buildings of \$5,000 or more that will have a life of more than a year that will be capitalized and is approved by Council.

**8085 CAPITAL – STREETS**

Expenditure towards major repair or reconstruction of existing streets beyond just general maintenance approved by Council costing more than \$5,000.

**8087 WATER METER REPLACEMENT**

Expense towards replacing failing Water Utility meters in the field, used to measure consumption at each service location. Generally, a large, group purchase of similar sized meters.

**8090 CAPITAL – HUEBNER PLANT**

Expense towards replacement and improvements at the Huebner Road ground storage tank facility in excess of \$5,000.

**8091 CAPITAL – WELL #1**

Expenses towards replacement and improvements at the Well #1 facility in excess of \$5,000.

**8095 CAPITAL – WELL #5**

Expenses towards replacement and improvements at the Well #5 facility in excess of \$5,000.

**8096 CAPITAL – WELL #6**

Expenses towards replacement and improvements at the Well #6 facility in excess of \$5,000.

**8097 CAPITAL – WELL #7**

Expenses towards replacement and improvements at the Well #7 facility in excess of \$5,000.

**8098 CAPITAL – WELL #8**

Expenses towards replacement and improvements at the Well #8 facility in excess of \$5,000.

**OTHER LINE ITEMS**

**9000 GRANT EXPENDITURES**

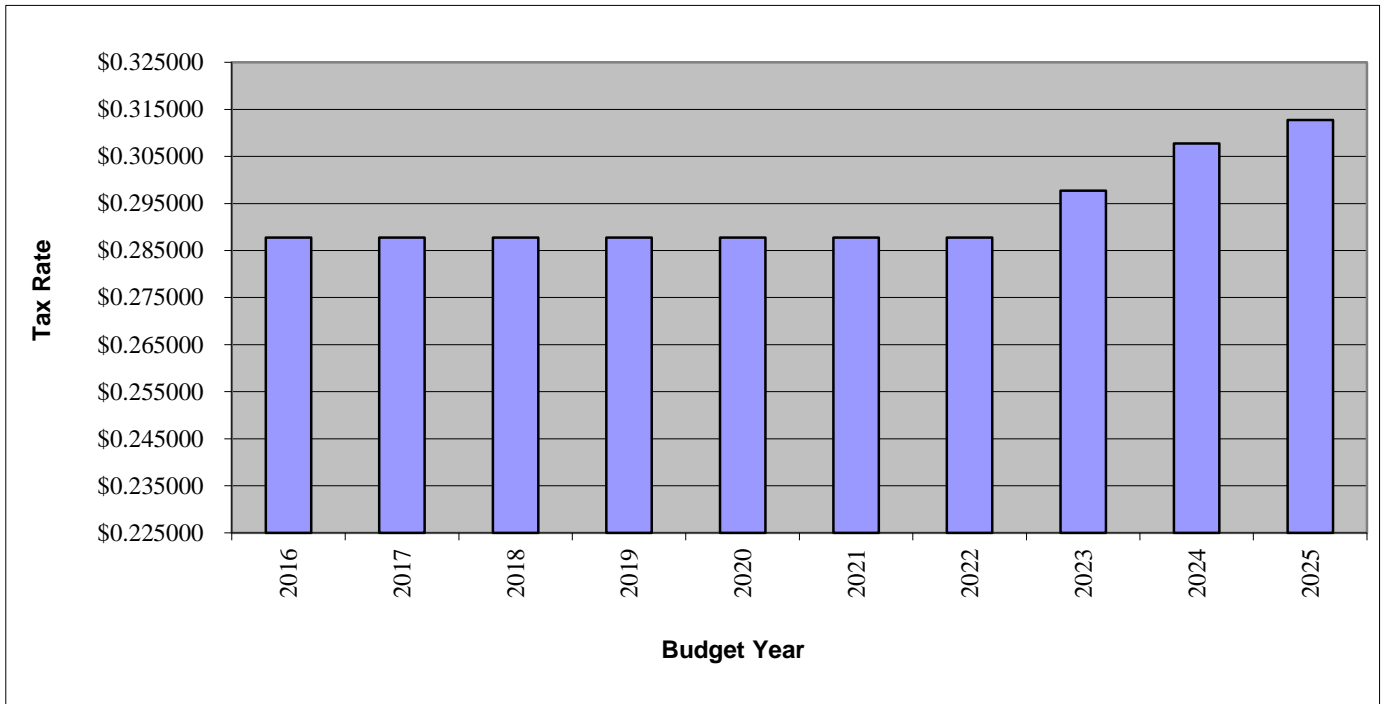
Expenditures financed via grants are separated from normal operations and maintenance items.

**90XX TRANSFER TO OTHER FUNDS**

Reallocation of City assets from one fund to another, generally for a specific, defined purpose.

## City of Shavano Park Historical Ad Valorem Tax Rates

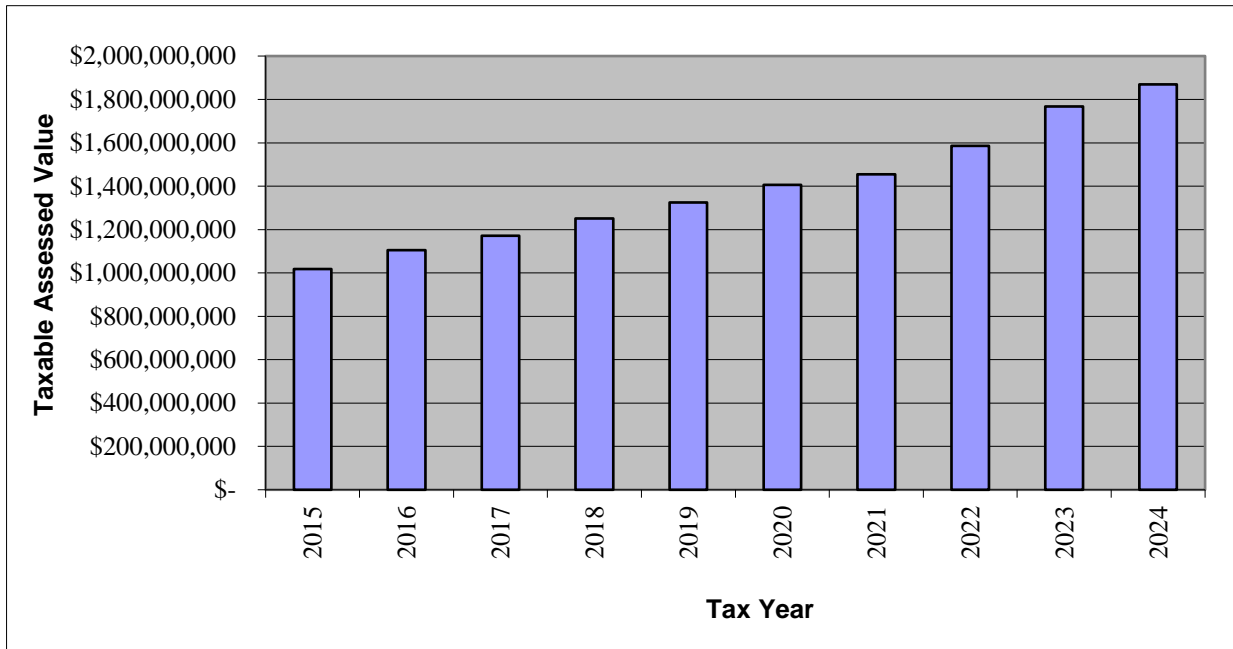
Budget Year	Tax Year	M&O	I&S	Total Tax Rate	Change	%	Taxes on \$1,002,591 Home Valuation	Change
2016	2015	\$ 0.264066	\$ 0.023676	\$ <b>0.287742</b>	(0.0219)	-7.07%	\$ <b>2,885</b>	\$ <b>(18)</b>
2017	2016	\$ 0.272352	\$ 0.015390	\$ <b>0.287742</b>	0.0000	0.00%	\$ <b>2,885</b>	\$ -
2018	2017	\$ 0.274870	\$ 0.012872	\$ <b>0.287742</b>	0.0000	0.00%	\$ <b>2,885</b>	\$ -
2019	2018	\$ 0.273279	\$ 0.014463	\$ <b>0.287742</b>	0.0000	0.00%	\$ <b>2,885</b>	\$ -
2020	2019	\$ 0.274995	\$ 0.012747	\$ <b>0.287742</b>	0.0000	0.00%	\$ <b>2,885</b>	\$ -
2021	2020	\$ 0.274639	\$ 0.013103	\$ <b>0.287742</b>	0.0000	0.00%	\$ <b>2,885</b>	\$ -
2022	2021	\$ 0.275479	\$ 0.012263	\$ <b>0.287742</b>	0.0000	0.00%	\$ <b>2,885</b>	\$ -
2023	2022	\$ 0.275069	\$ 0.022673	\$ <b>0.297742</b>	0.0100	3.48%	\$ <b>2,985</b>	\$ <b>100</b>
2024	2023	\$ 0.275342	\$ 0.032400	\$ <b>0.307742</b>	0.0100	3.36%	\$ <b>3,085</b>	\$ <b>100</b>
2025	2024	Proposed \$ 0.275606	\$ 0.037136	\$ <b>0.312742</b>	0.0050	1.62%	\$ <b>3,136</b>	\$ <b>50</b>



Notes: The above tax rates are per \$100 of taxable value.  
Average taxable home value per Bexar Appraisal District, as of August 9, 2024.

## City of Shavano Park Historical Taxable Assessed Value

Budget Year Ending	Tax Year	Net Taxable Assessed Value Including Freeze	Change from Prior Valuation	%
2016	2015	\$ 1,017,973,298	\$ 123,452,358	13.80%
2017	2016	\$ 1,104,407,608	\$ 86,434,310	8.49%
2018	2017	\$ 1,170,636,184	\$ 66,228,576	6.00%
2019	2018	\$ 1,250,999,383	\$ 80,363,199	6.86%
2020	2019	\$ 1,324,452,185	\$ 73,452,802	5.87%
2021	2020	\$ 1,405,594,925	\$ 81,142,740	6.13%
2022	2021	\$ 1,454,617,733	\$ 49,022,808	3.49%
2023	2022	\$ 1,585,267,917	\$ 130,650,184	8.98%
2024	2023	\$ 1,767,730,687	\$ 182,462,770	11.51%
2025	2024	\$ 1,868,908,568 **	\$ 101,177,881	5.72%



\*\* Certified grand total reported from Bexar Appraisal District as of August 9, 2024. Includes all freeze taxable values as well as properties under protest.

**City of Shavano Park**  
**Analysis of Tax Rates - FY 2023-24 vs. FY 2024-25**

	Budgeted FY 2023-24 Assessment	FY 2024-25 Current Rate	FY 2024-25 Voter-Approval Tax Rate	FY 2024-25 No-New-Revenue Tax Rate	FY 2024-25 Proposed Tax Rate
Total Taxable Assessed Value (Freeze not Included)	\$ 1,217,966,437	\$ 1,244,743,601	\$ 1,244,743,601	\$ 1,244,743,601	\$ 1,244,743,601
Total Tax Rate (Per \$100)	0.307742	0.307742	0.338145	0.308956	0.312742
Levy on Properties not subject to Ceiling Limit	\$ 3,748,194	\$ 3,830,599	\$ 4,209,038	\$ 3,845,710	\$ 3,892,836
Add Back: Actual Tax on Properties under Ceiling Limit	1,144,194	1,242,896	1,242,896	1,242,896	1,242,896
<b>Total City Tax Levy</b>	<b>\$ 4,892,388</b>	<b>\$ 5,073,495</b>	<b>\$ 5,451,934</b>	<b>\$ 5,088,606</b>	<b>\$ 5,135,732</b>
Less: Debt Service Portion (I&S) Collection	(385,600)	(403,297)	(457,735)	(457,735)	(457,735)
Less: Debt Service from Properties under Ceiling Limit	(120,465)	(130,856)	(136,498)	(149,394)	(147,586)
<b>Tax Levy Available to General Fund (M&amp;O) @ 100% *</b>	<b>\$ 4,386,323</b>	<b>\$ 4,539,342</b>	<b>\$ 4,857,701</b>	<b>\$ 4,481,477</b>	<b>\$ 4,530,411</b>
<b>Revenue Difference from FY 2023-24 for General Fund</b>		<b>\$ 153,019</b>	<b>\$ 471,378</b>	<b>\$ 95,154</b>	<b>\$ 144,088</b>
Tax Rate Comparison FY 2023-24 vs. FY 2024-25		\$ -	\$ 0.030403	\$ 0.001214	\$ 0.005000

\* Council guidance to utilize 100% collection rate for budget purposes in FY 2024-25.

	Budgeted FY 2023-24 Assessment	FY 2024-25 Current Rate	FY 2024-25 Voter-Approval Tax Rate	FY 2024-25 No-New-Revenue Tax Rate	FY 2024-25 Proposed Tax Rate
Rate Effects on Average Taxable Homestead Value (for a home not subject to tax freeze)	\$ 937,528	\$ 1,002,591	\$ 1,002,591	\$ 1,002,591	\$ 1,002,591
Total Tax Rate (Per \$100)	0.307742	0.307742	0.338145	0.308956	0.312742
Total City Tax Levy	\$ 2,885	\$ 3,085	\$ 3,390	\$ 3,098	\$ 3,136
Difference In City Tax Paid FY 2023-24 vs. FY 2024-25 **		\$ 200	\$ 505	\$ 213	\$ 251

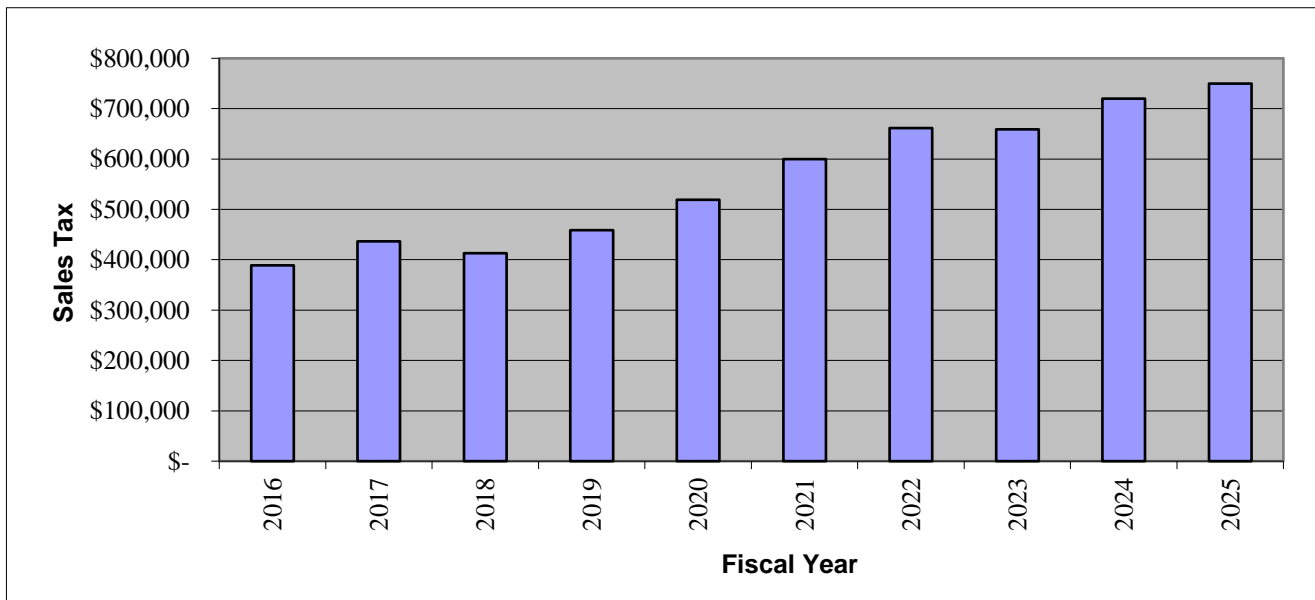
\*\* Difference for individual tax payers may be more or less depending on the specific appraised property values.

## City of Shavano Park Historical Sales Tax Rates

	<b>Total</b>	<b>8.25%</b>
	<b>State</b>	6.25%
	<b>General Fund</b>	1.00%
	<b>Street Maintenance Fund</b>	0.25%
	<b>Crime Control District</b>	0.25%
	<b>VIA</b>	0.50%

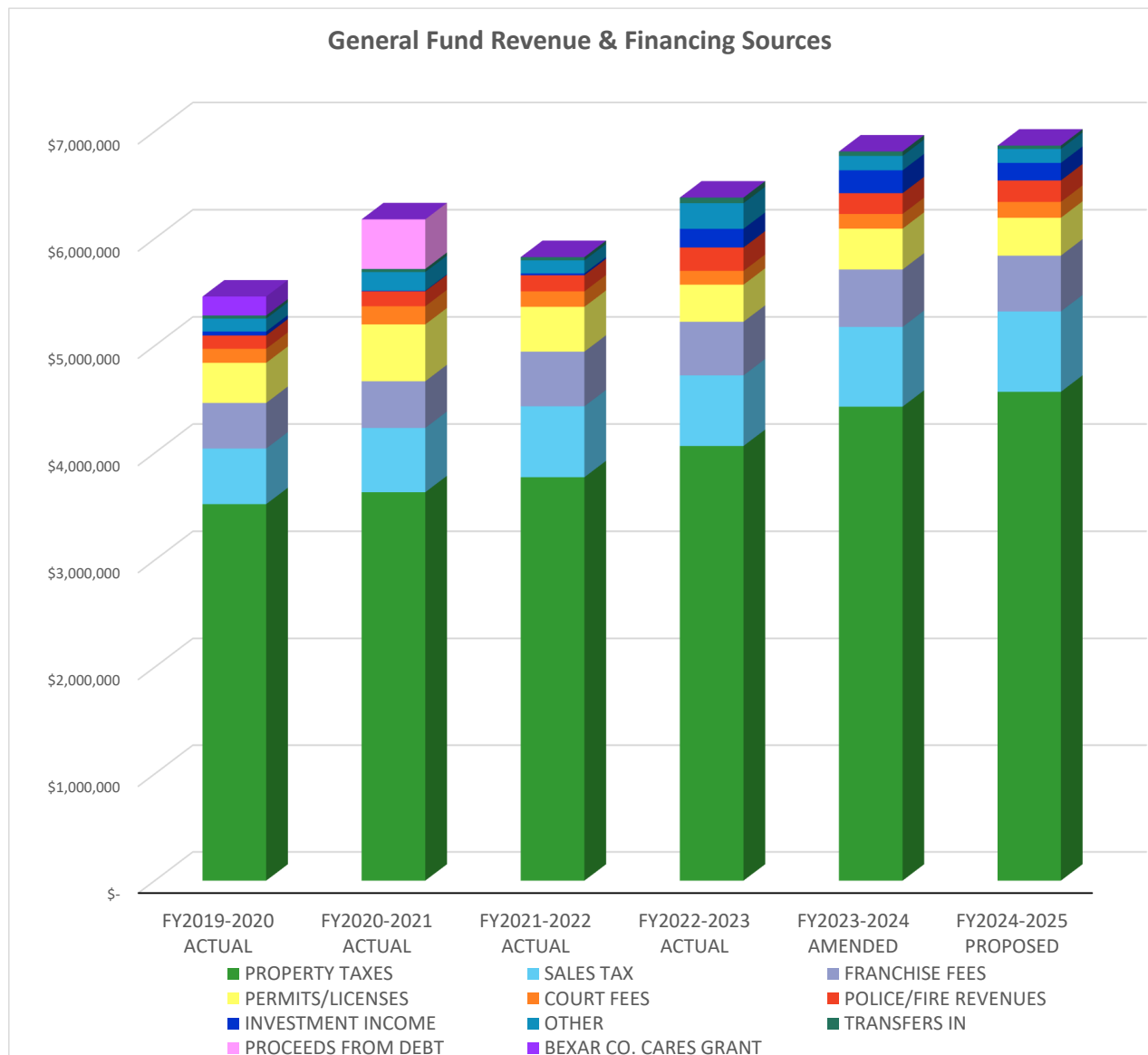
### General Fund Sales Tax Collections Only

Budget Year	Sales Tax Collected	Change from Prior Year	%
2016	\$ 388,949	\$ 9,178	2.417%
2017	\$ 436,447	\$ 47,498	12.212%
2018	\$ 413,230	\$ (23,217)	-5.320%
2019	\$ 458,638	\$ 45,408	10.989%
2020	\$ 518,987	\$ 60,349	13.158%
2021	\$ 599,823	\$ 80,836	15.576%
2022	\$ 661,768	\$ 61,945	10.327%
2023	\$ 658,811	\$ (2,957)	-0.447%
2024 Estimated	\$ 720,000	\$ 61,189	9.288%
2025 Proposed	\$ 750,000	\$ 30,000	4.167%



**CITY OF SHAVANO PARK**  
**Historical General Fund Revenue & Financing Sources**

	FY2019-2020	FY2020-2021	FY2021-2022	FY2022-2023	FY2023-2024	FY2024-2025
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	AMENDED	PROPOSED
PROPERTY TAXES	\$ 3,521,722	\$ 3,633,103	\$ 3,772,995	\$ 4,064,502	\$ 4,431,300	\$ 4,570,000
SALES TAX	518,987	599,823	661,768	658,811	744,000	750,000
FRANCHISE FEES	425,455	435,810	509,888	500,351	536,000	520,500
PERMITS/LICENSES	374,072	530,246	417,962	345,935	381,000	353,500
COURT FEES	131,205	169,439	144,537	128,880	137,200	147,700
POLICE/FIRE REVENUES	123,987	140,086	150,456	217,805	193,700	200,000
INVESTMENT INCOME	36,770	5,219	17,328	174,515	213,505	164,054
OTHER	120,969	174,054	121,678	239,402	134,560	130,200
TRANSFERS IN	28,700	28,800	30,550	52,211	41,070	31,070
PROCEEDS FROM DEBT	-	462,500	-	-	-	-
BEXAR CO. CARES GRANT	177,051	-	-	-	-	-
<b>Total Revenues &amp; Sources</b>	<b>\$ 5,458,918</b>	<b>\$ 6,179,080</b>	<b>\$ 5,827,162</b>	<b>\$ 6,382,412</b>	<b>\$ 6,812,335</b>	<b>\$ 6,867,024</b>

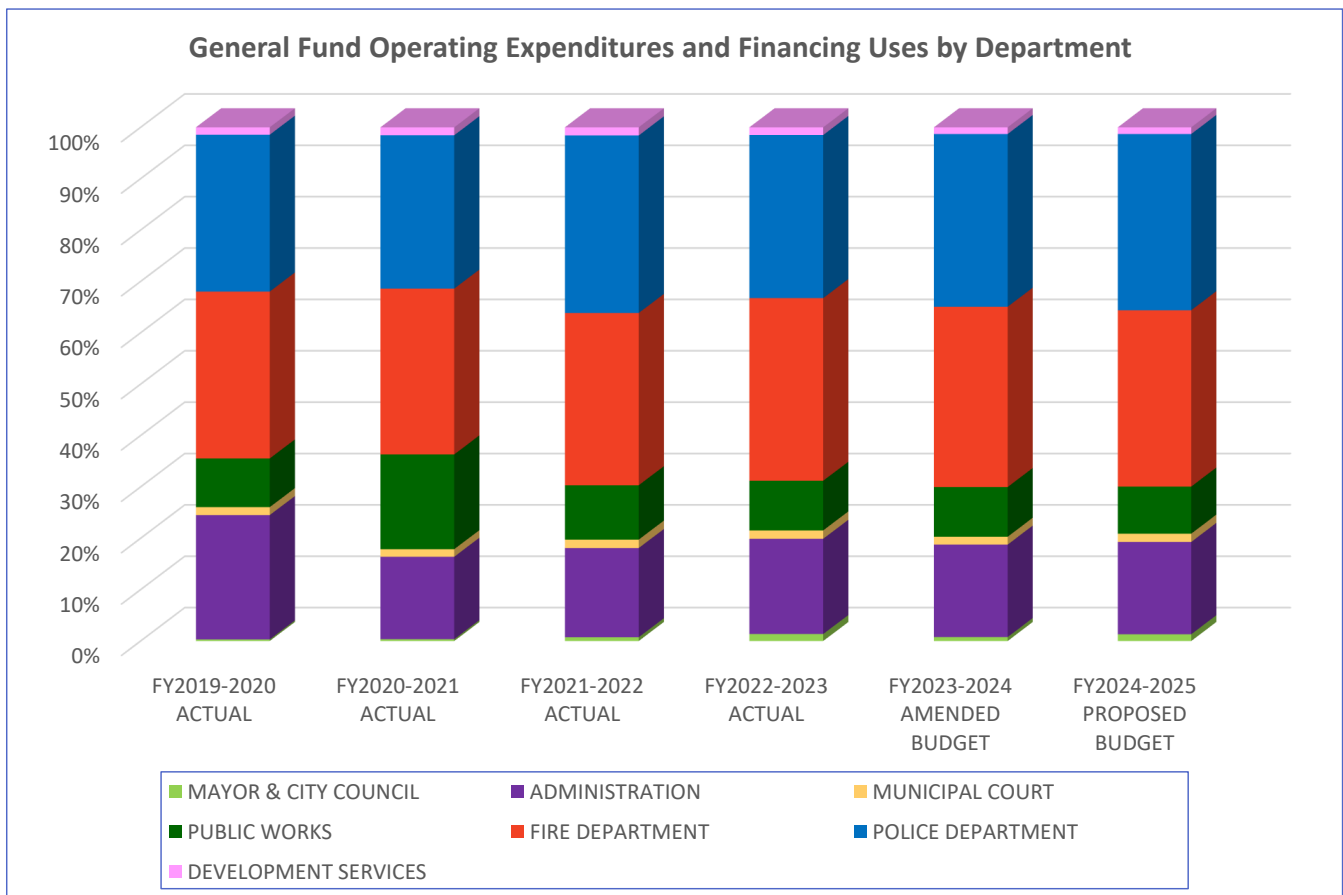




## CITY OF SHAVANO PARK

### Historical General Fund Operating Expenditures and Financing Uses by Department

	FY2019-2020 ACTUAL	FY2020-2021 ACTUAL	FY2021-2022 ACTUAL	FY2022-2023 ACTUAL	FY2023-2024 AMENDED BUDGET	FY2024-2025 PROPOSED BUDGET
MAYOR & CITY COUNCIL	\$ 17,835	\$ 21,614	\$ 41,874	\$ 82,137	\$ 52,198	\$ 90,547
ADMINISTRATION	1,398,312	978,666	996,078	1,122,367	1,227,699	1,233,803
MUNICIPAL COURT	89,240	89,955	93,900	98,550	103,710	110,649
PUBLIC WORKS	547,423	1,125,037	606,996	585,060	660,553	629,655
FIRE DEPARTMENT	1,877,008	1,968,285	1,923,469	2,151,637	2,393,514	2,357,104
POLICE DEPARTMENT	1,763,571	1,820,929	1,982,022	1,921,759	2,292,936	2,356,111
DEVELOPMENT SERVICES	83,287	93,968	90,724	90,366	88,725	89,155
<b>Total Expenditures &amp; Uses</b>	<b>\$ 5,776,676</b>	<b>\$ 6,098,454</b>	<b>\$ 5,735,063</b>	<b>\$ 6,051,876</b>	<b>\$ 6,819,335</b>	<b>\$ 6,867,024</b>

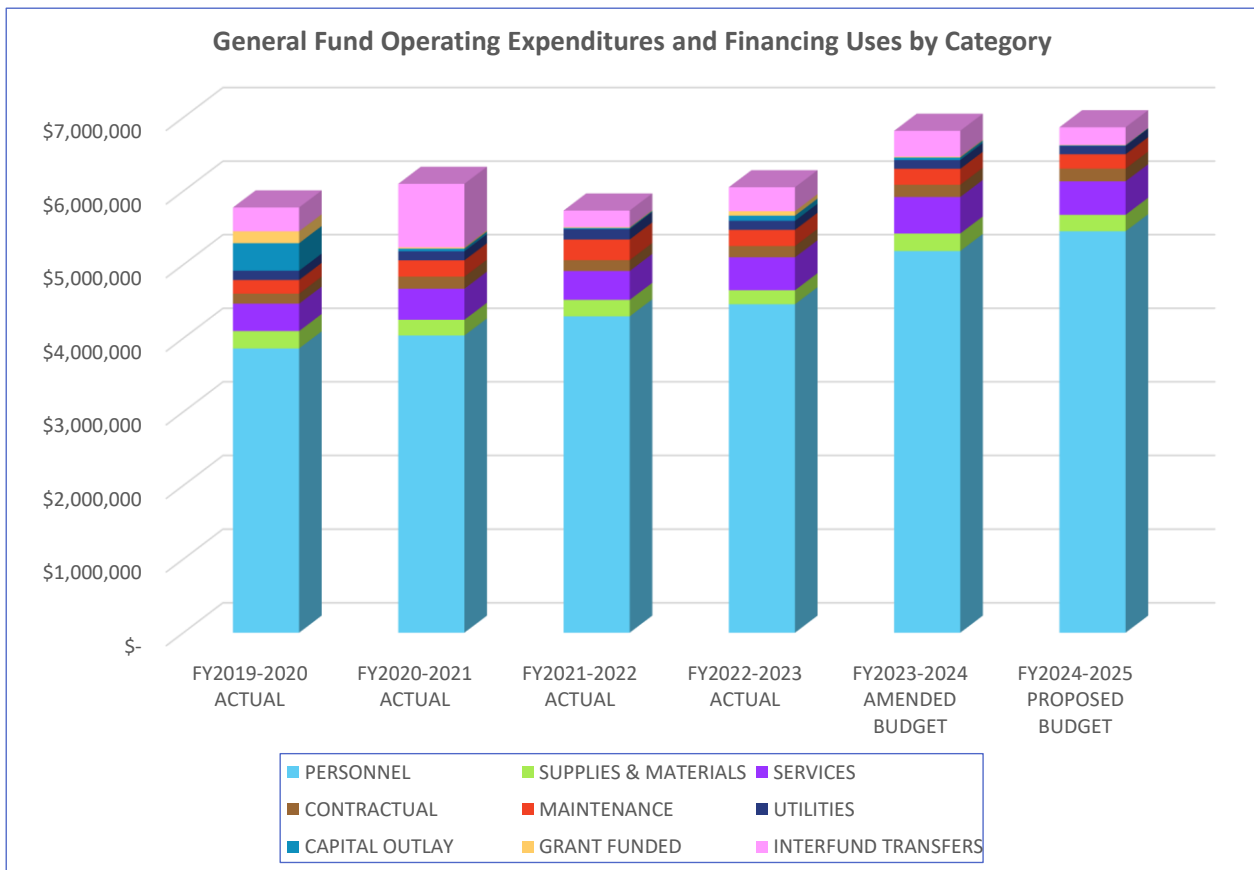


## CITY OF SHAVANO PARK

### Historical General Fund Operating Expenditures and Financing Uses by Category

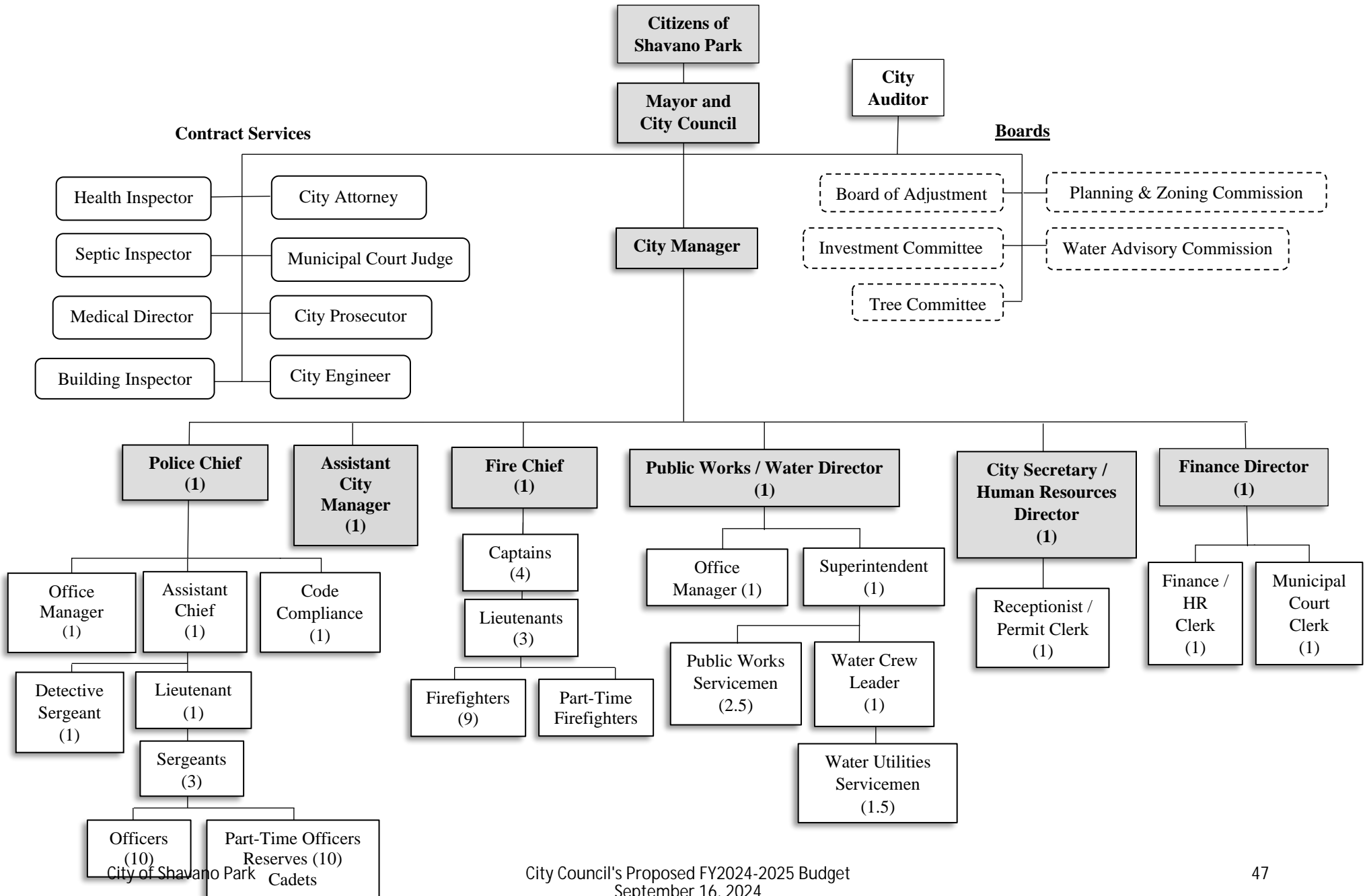
(All City Departments, excluding Water Utility)

	FY2019-2020 ACTUAL	FY2020-2021 ACTUAL	FY2021-2022 ACTUAL	FY2022-2023 ACTUAL	FY2023-2024 AMENDED BUDGET	FY2024-2025 PROPOSED BUDGET
PERSONNEL	\$ 3,860,965	\$ 4,036,833	\$ 4,296,775	\$ 4,461,557	\$ 5,185,197	\$ 5,453,493
SUPPLIES & MATERIALS	236,076	213,348	224,304	190,422	237,960	223,465
SERVICES	371,893	422,255	392,239	447,235	496,005	455,380
CONTRACTUAL	136,574	163,763	148,036	153,970	165,899	172,627
MAINTENANCE	185,858	222,317	280,716	219,752	217,210	195,090
UTILITIES	126,493	123,343	141,223	122,662	119,370	114,720
CAPITAL OUTLAY	374,097	35,697	14,767	69,843	34,050	6,850
GRANT FUNDED	160,925	16,783	10,723	60,254	11,560	5,000
INTERFUND TRANSFERS	323,796	864,115	226,280	326,181	352,084	240,399
<b>Total Expenditures &amp; Uses</b>	<b>\$ 5,776,677</b>	<b>\$ 6,098,454</b>	<b>\$ 5,735,063</b>	<b>\$ 6,051,876</b>	<b>\$ 6,819,335</b>	<b>\$ 6,867,024</b>



# ORGANIZATIONAL FLOWCHART

Approved by Council on August 26, 2024.



## HISTORICAL STAFFING LEVELS

**CITY  
COUNCIL  
PROPOSED  
BUDGET  
FY 2024-25**

### 10-General Fund

#### GENERAL ADMINISTRATION - 601

	<u>FY 2019-20</u>	<u>FY 2020-21</u>	<u>FY2021-22</u>	<u>FY2022-23</u>	<u>FY2023-2024</u>	<u>FY 2024-25</u>
City Manager	1	1	1	1	1	1
Assistant City Manager	0	0	0	1	1	1
City Secretary	1	1	1	1	1	1
Finance Director	1	1	1	1	1	1
HR/Finance Clerk	1	1	1	1	1	1
Permit Clerk	1	1	1	1	1	1
Assistant to the City Manager	1	1	1	0	0	0
Department Total	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>

#### MUNICIPAL COURT - 602

Court Clerk	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
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#### PUBLIC WORKS - 603

Director of Public Works 50/50	0.5	0.5	0.5	0.5	0.5	0.5
Public Works/Water Office Manager 50/50	0.5	0.5	0.5	0.5	0.5	0.5
Public Works/Water Superintendent 50/50	0.5	0.5	0.5	0.5	0.5	0.5
Public Works Servicemen	2.5	2.5	2.5	2.5	2.5	2.5
Department Total	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>

#### FIRE DEPARTMENT - 604

Fire Chief	1	1	1	1	1	1
Fire Admin/Lieutenant	0	0	0	0	0	0
Fire Captain	4	4	4	4	4	4
Fire Lieutenant	3	3	3	3	3	3
Fire Fighter	9	9	9	9	9	9
Department Total	<u>17</u>	<u>17</u>	<u>17</u>	<u>17</u>	<u>17</u>	<u>17</u>

Paramedic Certification	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>
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Note: Paramedic certification positions are not additional personnel, but are included within the above Fire Department staff categories.

## HISTORICAL STAFFING LEVELS

**CITY  
COUNCIL  
PROPOSED  
BUDGET  
FY 2024-25**

FY 2019-20   FY 2020-21   FY2021-22   FY2022-23   FY2023-2024   FY 2024-25

### 10-General Fund (continued)

POLICE 605

Police Chief	1	1	1	1	1	1
Assistant Police Chief	0	0	0	0	0	1
Police Office Manager	1	1	1	1	1	1
Police Captain	1	1	1	1	1	0
Police Lieutenant	0	0	0	0	0	1
Police Detective/Sergeant	1	1	1	1	1	1
Police Sergeant	4	4	4	4	4	3
Police Corporal	4	4	4	4	4	0
Police Officer	6	6	6	6	6	10
Police Officer/Code Enforcement	1	1	1	1	1	1
Department Total	19	19	19	19	19	19
General Fund Total	47	47	47	47	47	47

### 20 - Water Fund

WATER - 606

Director of Public Works 50/50	0.5	0.5	0.5	0.5	0.5	0.5
Public Works/Water Office Manager 50/50	0.5	0.5	0.5	0.5	0.5	0.5
Public Works/Water Superintendent 50/50	0.5	0.5	0.5	0.5	0.5	0.5
Water Crew Leader	1	1	1	1	1	1
Water Servicemen	1.5	1.5	1.5	1.5	1.5	1.5
Water Fund Total	4	4	4	4	4	4
<b>CITY - WIDE TOTAL</b>	51	51	51	51	51	51

Note: All listed positions are full time equivalent (FTE).

**CITY OF SHAVANO PARK  
COMBINED FUND SUMMARY**

	FY 2020-21 ACTUAL	FY 2021-2022 ACTUAL	FY 2022-23 ACTUAL	FY 2023-24 ADOPTED	FY 2023-24 AMENDED	FY 2024 - 25 PROPOSED
<b>REVENUES &amp; OTHER FINANCING SOURCES</b>						
GENERAL FUND	\$ 6,179,080	\$ 5,827,164	\$ 6,382,414	\$ 6,724,775	\$ 6,812,335	\$ 6,867,024
WATER UTILITY FUND	1,598,791	1,431,555	1,846,255	1,515,715	1,547,365	1,229,378
CRIME CONTROL FUND	149,488	165,152	177,836	198,000	198,000	199,500
PEG FUND	16,228	16,339	22,154	20,800	20,800	17,600
TREE PROTECTION & BEAUTIFICATION FUND	12,390	10,395	10,500	12,250	12,250	12,250
STREET MAINTENANCE FUND	149,956	165,441	164,703	186,000	186,000	187,500
COURT RESTRICTED FUND	13,841	11,896	10,784	10,690	10,690	10,690
CHILD SAFETY FUND	3,975	4,039	4,374	4,000	4,000	4,000
LEOSE FUND	1,480	1,282	1,281	1,300	1,300	1,500
POLICE FORFEITURE FUND	-	-	-	-	-	-
AMERICAN RESCUE PLAN ACT FUND	5	560,695	248,198	235,461	314,340	41,000
STREET PROJECTS FUND	-	10,216,658	400,681	-	350,362	4,000,000
GENERAL CAPITAL IMPROVEMENT/REPLACEMENT FUND	401,751	199,685	377,755	383,144	383,144	291,459
PET DOCUMENTATION & RESCUE FUND	-	-	-	-	-	-
DEBT SERVICE FUND	173,481	205,971	986,722	884,831	884,831	845,738
<b>TOTAL REVENUES &amp; OTHER FINANCING SOURCES</b>	<b>\$ 8,700,466</b>	<b>\$ 18,816,272</b>	<b>\$ 10,633,657</b>	<b>\$ 10,176,966</b>	<b>\$ 10,725,417</b>	<b>\$ 13,707,639</b>
LESS INTERFUND TRANSFERS	(892,915)	(385,892)	(995,830)	(863,445)	(863,445)	(625,532)
<b>NET REVENUES</b>	<b>\$ 7,807,551</b>	<b>\$ 18,430,380</b>	<b>\$ 9,637,827</b>	<b>\$ 9,313,521</b>	<b>\$ 9,861,972</b>	<b>\$ 13,082,107</b>
<b>EXPENDITURES &amp; OTHER FINANCING USES</b>						
GENERAL FUND	\$ 6,098,454	\$ 5,735,063	\$ 6,051,877	\$ 6,731,775	\$ 6,819,335	\$ 6,867,024
WATER UTILITY FUND	981,411	1,055,525	1,055,557	1,484,938	1,530,979	1,371,713
CRIME CONTROL FUND	455,013	136,273	167,410	193,640	193,640	208,640
PEG FUND	927	5,334	6,888	20,800	20,800	20,800
TREE PROTECTION & BEAUTIFICATION FUND	4,758	212	2,645	25,000	25,000	25,000
STREET MAINTENANCE FUND	46,500	-	617,438	520,291	520,291	200,000
COURT RESTRICTED FUND	6,750	8,500	8,262	64,020	9,020	66,020
CHILD SAFETY FUND	3,431	4,375	5,004	5,000	5,000	5,000
LEOSE FUND	1,636	1,310	1,281	1,300	1,300	1,500
POLICE FORFEITURE FUND	-	-	-	-	-	-
AMERICAN RESCUE PLAN ACT FUND	-	560,693	248,198	235,461	314,340	41,000
STREET PROJECTS FUND	-	703,859	1,521,839	4,845,000	5,630,362	7,110,000
GENERAL CAPITAL IMPROVEMENT/REPLACEMENT FUND	703,459	108,165	-	54,889	261,629	219,063
PET DOCUMENTATION & RESCUE FUND	-	477	-	-	-	-
DEBT SERVICE FUND	197,265	229,302	957,932	960,782	960,782	959,198
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING USES</b>	<b>\$ 8,499,604</b>	<b>\$ 8,549,088</b>	<b>\$ 10,644,331</b>	<b>\$ 15,142,896</b>	<b>\$ 16,292,478</b>	<b>\$ 17,094,958</b>
LESS INTERFUND TRANSFERS	(892,915)	(385,892)	(995,830)	(863,445)	(863,445)	(625,532)
<b>NET EXPENDITURES</b>	<b>\$ 7,606,689</b>	<b>\$ 8,163,196</b>	<b>\$ 9,648,501</b>	<b>\$ 14,279,451</b>	<b>\$ 15,429,033</b>	<b>\$ 16,469,426</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$ 200,862</b>	<b>\$ 10,267,184</b>	<b>\$ (10,674)</b>	<b>\$ (4,965,930)</b>	<b>\$ (5,567,061)</b>	<b>\$ (3,387,319)</b>
<b>BEGINNING COMBINED FUND BALANCE</b>	<b>9,480,396</b>	<b>9,681,258</b>	<b>19,948,442</b>	<b>19,937,768</b>	<b>19,937,768</b>	<b>14,370,707</b>
<b>ENDING COMBINED FUND BALANCE</b>	<b>\$ 9,681,258</b>	<b>\$ 19,948,442</b>	<b>\$ 19,937,768</b>	<b>\$ 14,971,838</b>	<b>\$ 14,370,707</b>	<b>\$ 10,983,388</b>

**CITY OF SHAVANO PARK**  
**PROPOSED BUDGET SUMMARY BY FUND**  
**FY 2024 - 2025**

	GENERAL	WATER	CRIME CONTROL	GENERAL CAPITAL IMPROVEMENT/ REPLACEMENT	PEG FUND	TREE PROTECT. & BEAUT.	STREET MAINTENANCE	COURT RESTRICTED	CHILD SAFETY	LEOSE	POLICE FORFEITURE	AMER. RESCUE PLAN ACT	STREET PROJECTS	DEBT SERVICE	TOTAL
<b>REVENUES &amp; OTHER FINANCING SOURCES:</b>															
PROPERTY TAX	\$ 4,570,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 457,735	\$ 5,027,735
SALES TAX	750,000	-	187,500	-	-	-	187,500	-	-	-	-	-	-	-	1,125,000
OTHER TAXES	27,000	-	-	-	-	-	-	-	-	-	-	-	-	-	27,000
FRANCHISE FEES	520,500	-	-	-	-	-	-	-	-	-	-	-	-	-	520,500
CHARGES FOR SERVICES	-	1,131,900	-	-	-	-	-	-	4,000	-	-	-	-	-	1,135,900
PERMITS/LICENSES	353,500	-	-	-	15,500	12,250	-	-	-	-	-	-	-	-	381,250
COURT FEES	147,700	-	-	-	-	-	-	10,690	-	-	-	-	-	-	158,390
POLICE/FIRE REVENUE	200,000	-	-	-	-	-	-	-	-	-	-	-	-	-	200,000
INTEREST	164,054	52,358	12,000	80,000	2,100	-	-	-	-	-	-	-	-	5,000	315,512
MISCELLANEOUS/GRANTS	103,200	45,120	-	-	-	-	-	-	-	1,500	-	41,000	4,000,000	-	4,190,820
INTERFUND TRANSFERS	31,070	-	-	211,459	-	-	-	-	-	-	-	-	-	383,003	625,532
<b>TOTAL REVENUES &amp; SOURCES</b>	<b>\$ 6,867,024</b>	<b>\$ 1,229,378</b>	<b>\$ 199,500</b>	<b>\$ 291,459</b>	<b>\$ 17,600</b>	<b>\$ 12,250</b>	<b>\$ 187,500</b>	<b>\$ 10,690</b>	<b>\$ 4,000</b>	<b>\$ 1,500</b>	<b>\$ -</b>	<b>\$ 41,000</b>	<b>\$ 4,000,000</b>	<b>\$ 845,738</b>	<b>\$ 13,707,639</b>
<b>EXPENDITURES &amp; OTHER FINANCING USES:</b>															
GENERAL GOVERNMENT	\$ 1,413,505	\$ -	\$ -	\$ 15,000	\$ 20,800	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,100	\$ 5,000	\$ -	\$ 1,501,405
JUDICIAL	110,649	-	-	-	-	-	-	66,020	-	-	-	-	-	-	176,669
PUBLIC WORKS	629,655	1,157,171	-	204,063	-	-	200,000	-	-	-	-	-	7,105,000	-	9,295,889
PUBLIC SAFETY	4,713,215	-	208,640	-	-	-	-	-	5,000	1,500	-	18,900	-	-	4,947,255
DEBT SERVICE	-	214,542	-	-	-	-	-	-	-	-	-	-	-	959,198	1,173,740
<b>TOTAL EXPENDITURES &amp; USES</b>	<b>\$ 6,867,024</b>	<b>\$ 1,371,713</b>	<b>\$ 208,640</b>	<b>\$ 219,063</b>	<b>\$ 20,800</b>	<b>\$ 25,000</b>	<b>\$ 200,000</b>	<b>\$ 66,020</b>	<b>\$ 5,000</b>	<b>\$ 1,500</b>	<b>\$ -</b>	<b>\$ 41,000</b>	<b>\$ 7,110,000</b>	<b>\$ 959,198</b>	<b>\$ 17,094,958</b>
<b>(UNDER) EXPENDITURES &amp; USES</b>	<b>\$ -</b>	<b>\$ (142,335)</b>	<b>\$ (9,140)</b>	<b>\$ 72,396</b>	<b>\$ (3,200)</b>	<b>\$ (12,750)</b>	<b>\$ (12,500)</b>	<b>\$ (55,330)</b>	<b>\$ (1,000)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (3,110,000)</b>	<b>\$ (113,460)</b>	<b>\$ (3,387,319)</b>
<b>BEGINNING FUND BALANCE</b>	<b>2,857,494</b>	<b>5,327,998</b>	<b>381,855</b>	<b>2,214,020</b>	<b>151,302</b>	<b>104,882</b>	<b>80,879</b>	<b>71,496</b>	<b>1,220</b>	<b>-</b>	<b>-</b>	<b>6</b>	<b>3,111,641</b>	<b>67,914</b>	<b>14,370,707</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 2,857,494</b>	<b>\$ 5,185,663</b>	<b>\$ 372,715</b>	<b>\$ 2,286,416</b>	<b>\$ 148,102</b>	<b>\$ 92,132</b>	<b>\$ 68,379</b>	<b>\$ 16,166</b>	<b>\$ 220</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6</b>	<b>\$ 1,641</b>	<b>\$ (45,546)</b>	<b>\$ 10,983,388</b>

# **Strategic Goals and Objectives**

## **Strategic Vision**

Shavano Park strives to be the premier community in Bexar County, preserving and celebrating its natural setting and small town traditions amid the surrounding area's urban growth.

## **Mission**

The City of Shavano Park provides exceptional leadership and delivers exemplary municipal services in a professional, cost-effective and efficient manner to citizens, business owners and visitors to facilitate economic growth and enable an exceptional quality of life and workplace consistent with our small town values and character.

## **Values**

- Honesty
- Integrity
- Accountability
- Excellence
- Professionalism
- Innovation
- Inclusiveness
- Open, clear, proactive and transparent communications and Government
- Responsiveness and Customer Service

## **Essential Task List**

- Provide, Efficiently Use, and Protect Fiscal Resources
- Maintain Effective Staffing Resources
- Provide and Maintain Infrastructure
- Maintain a Superior Water System
- Provide Police Services
- Provide Fire / EMS Services
- Conduct Municipal Planning
- Enforce Ordinances / Standards consistently
- Provide Outstanding Customer Service to citizens and visitors
- Identify and Manage Risk



## Strategic Goals

1. Provide excellent municipal services while anticipating future requirements
2. Protect and provide a city-wide safe and secure environment
3. Preserve City property values, protect fiscal resources and maintain financial discipline
4. Maintain overall excellent infrastructure (buildings, streets and utilities)
5. Enhance and support commercial business activities and opportunities
6. Enhance the City image and maintain a rural atmosphere
7. Promote effective communications and outreach with citizens
8. Mitigate storm water runoff

## Objectives

### 1. Provide excellent municipal services while anticipating future requirements

- Provide exceptional customer service to citizens and visitors
- Consistently enforce ordinances / policies
- Engage residents to participate in municipal planning
- Review Contracts / Professional Services and request RFQs as appropriate
- Fully fund Capital Replacement requirements as scheduled
- Resource compensation study recommendations adopted by City Council to ensure City pay scale is within current market range
- Assess and implement permanent, aesthetically-pleasing, supplemental parking considerations near City Hall

### 2. Protect and provide a city-wide safe and secure environment

- During major road construction, ensure traffic control plan is safely implemented
- Effectively conduct “Community Policing” to keep Shavano Park citizens safe
- Actively respond to citizen concerns
- Proactively pursue reduction of neighborhood crime across the city
- Consistently maintain average police and fire response times to 3-4 minutes
- Routinely emphasize friendly “customer service” and image of City while patrolling
- Proactively enforce city ordinances, criminal statutes and Texas Transportation Code provisions
- Proactively identify visible Code of Ordinance violations, improve internal staff reporting, and effectively engage residents in order to achieve compliance of the Code of Ordinance
- Continue to assess security implications of the Huntington path / gate to the San Antonio linear park

- Effectively communicate to citizens police security efforts in crime control measures and trends
- Continue fire safety measures / improvements by reducing the risk of a forest fire for all municipal areas in coordination with the Texas A&M Forest Service
- Implement additional security camera views at City Hall and Pavilion
- Annually reevaluate risk assessments for all departments

### 3. Preserve City property values, protect fiscal resources and maintain financial discipline

- Investigate revenue enhancement opportunities
- Continue growth of the Tree Preservation & Beautification Fund
- Maintain the City's online financial transparency webpage (<https://shavanopark.org/finances>)
- Earn Government Finance Officers Association Distinguished Budget Presentation Award
- Maintain Reserves in accordance with our Fund Balance Policy
- Ensure detailed accounting and records for Street Bond funds and HUD Grant
- Monitor and revise the City's current ladder investment strategy to react to market movement to capture available income, for both City's general investments and invested bond proceeds.

### 4. Maintain excellent infrastructure (buildings, streets and utilities)

- Implement 2023 Town Plan initiatives as appropriate
- Continue reconstruction of streets identified in Phase IA; identify and initiate repaving of additional Phase IA streets using 2022 Bond Funds
- Implement De Zavala Road and Shavano Creek federally-funded improvements
- Ensure the City IT infrastructure facilitates efficient work and communications and is hardened to cyber threats
- Pursue high speed internet opportunities for residential neighborhoods
- Consider options for all Phases of the 25-30 year street restoration program, including analysis of core samples, pavement condition indices, etc., to develop typical pavement sections for a 'spec-based bid'
- Continue to implement asphalt preservation applications within Shavano Creek and major arterials; applications include crack seal to assist in maintaining pavement conditions
- Maintain essential public water infrastructure to include a capital replacement program.
  - Continue to evaluate water system isolation valves and develop recommendations
- Upon completion of Phase I GIS mapping of the water system, consider Phases II and III of a comprehensive water model to anticipate future water system capital requirements. Funding authorized under Bexar County Interlocal Agreement.
- Submit hazard mitigation grant funding application to Texas Department of Emergency Management (TDEM) for emergency power supply at well sites
- Consider replacing existing window treatments with plantation shutters in Council Chambers conference room.
- Assess Municipal buildings for improvements to prepare for future needs

#### 5. Enhance and support commercial business activities and opportunities

- Actively participate with City developers to shape and influence commercial activities that posture the City of Shavano Park for future success
- Continue to survey Shavano Park businesses concerning city support
- Continue to maintain an updated business directory supplement and include in the Shavano Park resident directory
- Assess and negotiate for removal of certain use restrictions on municipal tract property

#### 6. Enhance the City Image while maintaining a rural atmosphere

- Emphasize friendly customer service and make opportunities to engage with public
- Continue Tree City USA recognition
- Continue and promote Firewise recognition; investigate additional muni-tract Firewise projects
- Maintain and promote National Wildlife Federation recognition as a Community Wildlife Habitat
- Continue to support the landscaping plan for the City Monument at City Hall and other city properties. Discuss and consider options for City Hall marquee enhancement or replacement to improve visibility from Northwest Military Highway.
- Support Northwest Military Highway Landscaping Committee's development of recommendations to improve natural aesthetics after reconstruction completion commensurate with the City's status as a 'Scenic City' and the related funding requirements for foliage replacement on NWM Highway
- Maintain the Lockhill Selma median
- Consider municipal tract enhancements to improve usability and resident enjoyment
- Continue to coordinate with Bitterblue, Inc. and TxDOT for completion of sidewalk / trail from NW Military Highway to link up with the Salado Creek Greenway Trail
- Support the City of San Antonio completion of sidewalks on the east side of Lockhill-Selma between De Zavala and Huebner
- Assess and consider options for long term planned improvements to the Cliffside trail accessibility and safety for pedestrians and cyclists; reduce rock obstacles at vicinity of the north-west trail turn

#### 7. Promote effective communications and outreach with citizens

- Maintain and continue to improve the City Communications Plan
- Ensure timely communication to citizens and businesses on the progress of Phase IA and IB Street program construction and traffic control
- Conduct up to six City sponsored events (City-wide Garage Sale, Arbor / Earth Day, Independence Day, National Night Out, Trunk or Treat, Holiday Event)

- Incorporate audio-visual capabilities into City Council’s rear executive conference room to support City Public Access Channel planning
- Expand the public announcement system from Pavilion to City Hall to support City Public Access Channel planning
- Support the City of Shavano Park celebration of Fiesta in coordination with Arbor / Earth Day with Fiesta Medals
- Maintain City website and evaluate additional website applications
- Conduct written engagements with Citizens (Water System, Town Plan, RR Stickers, Key Numbers, i-INFO)
- Continue to conduct website surveys
- Consider further implementation options for the 2023 Comprehensive Town Plan
- Improve outreach in order to grow the Neighborhood Watch Program

#### 8. Mitigate storm water runoff

- Construct the De Zavala culvert and storm water drainage project with federal funding
- Support the mitigation of stormwater problems throughout the City
- Continue to assess the previously approved Drainage Study for implementation opportunities
- Provide maintenance of our storm water system, including inlets and channels, ensuring proper drainage into our watersheds to include brush clearing projects
- Continue engagement as an active participant with the Texas Water Development Board (TWDB) Region 12 San Antonio Regional Flood Planning Group
- Assess the City’s two remaining drainage projects and determine the feasibility of their inclusion in the Region 12 Regional Flood Plan.
- Consider obtaining easements from current property owners for possible future drainage projects.

## 10 - GENERAL FUND

	<b>FY 2023-24 AMENDED BUDGET</b>	<b>FY 2024-25 CITY COUNCIL PROPOSED</b>	<b>DIFFERENCE</b>
<b>BEGINNING FUND BALANCE</b>	\$ 2,864,494	\$ 2,857,494	
<b>TOTAL REVENUES AND OTHER SOURCES</b>	\$ 6,812,335	\$ 6,867,024	\$ 54,689
<b>DEPARTMENT EXPENDITURES AND OTHER USES:</b>			
CITY COUNCIL	\$ 52,198	\$ 90,547	\$ 38,349
ADMINISTRATION	1,227,699	1,233,803	6,104
COURT	103,710	110,649	6,939
PUBLIC WORKS	660,553	629,655	(30,898)
FIRE DEPARTMENT	2,393,514	2,357,104	(36,410)
POLICE DEPARTMENT	2,292,936	2,356,111	63,175
DEVELOPMENT SERVICES	88,725	89,155	430
<b>TOTAL EXPENDITURES AND OTHER USES</b>	<b>\$ 6,819,335</b>	<b>\$ 6,867,024</b>	<b>\$ 47,689</b>
<b>TOTAL REVENUES AND OTHER SOURCES OVER (LESS) THAN EXPENDITURES AND OTHER USES</b>	<b>\$ (7,000)</b>	<b>\$ -</b>	<b>\$ 7,000</b>
<b>ENDING FUND BALANCE, PROJECTED</b>	<b>\$ 2,857,494</b>	<b>\$ 2,857,494</b>	

### OTHER REQUIRED STATUTORY DISCLOSURES:

The City of Shavano Park does not incur expenditures to directly or indirectly influence or attempt to influence the outcome of legislation or administrative action. Therefore, there have been no amounts budgeted for that purpose for FY 2024 -25, nor are any such expenditures reflected within the City's financial records.

Expenditures pertaining to publication of legally required notices in a newspaper -

Actual expenditures for FY 2024, to date	\$ 2,720
Amount budgeted for FY 2025	\$ 8,000

## General Fund - Fund Balance Funding %

	<b>FY 2024-25 CITY COUNCIL PROPOSED</b>	<b>PROJECTED 9-30-2024 FUND BALANCE (UNAUDITED)</b>	<b>EXCESS(DEFICIT) UNASSIGNED FUND BALANCE AS A % OF BUDGET</b>
Expenditures	\$ 6,867,024	\$ 2,857,494	

### Fund Balance % of Budget

20%	\$ 1,373,405		\$ 1,484,089
25%	\$ 1,716,756		\$ 1,140,738
30%	\$ 2,060,107		\$ 797,387
40%	\$ 2,746,810		\$ 110,684
<b>42%</b>	<b>\$ 2,857,494</b>		
45%	\$ 3,090,161		\$ (232,667)
50%	\$ 3,433,512		\$ (576,018)
75%	\$ 5,150,268		\$ (2,292,774)
80%	\$ 5,493,619		\$ (2,636,125)
85%	\$ 5,836,970		\$ (2,979,476)
95%	\$ 6,523,673		\$ (3,666,179)
100%	\$ 6,867,024		\$ (4,009,530)

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

10 -GENERAL FUND

REVENUES	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024		2024-2025		PROPOSED BUDGET
				CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	
<b>NON-DEPARTMENTAL</b>								
=====								
<b>TAXES</b>								
10-599-1010 CURRENT ADVALOREM TAXES	3,621,257	3,750,778	4,011,765	4,386,300	4,354,943	4,364,500	4,530,000	
10-599-1020 DELINQUENT ADVALOREM TAXES	811	8,838	36,801	25,000	5,372	12,000	20,000	
10-599-1030 PENALTY & INTEREST REVENUE	11,034	13,379	15,936	20,000	16,827	19,000	20,000	
10-599-1040 MUNICIPAL SALES TAX	599,823	661,768	658,811	744,000	594,818	720,000	750,000	
10-599-1060 MIXED BEVERAGE TAX	24,449	27,638	28,629	30,500	20,930	26,000	27,000	
TOTAL TAXES	4,257,375	4,462,401	4,751,942	5,205,800	4,992,890	5,141,500	5,347,000	
<b>FRANCHISE REVENUES</b>								
10-599-2020 FRANCHISE FEES - ELECTRIC	292,755	354,780	335,556	365,000	235,514	335,000	355,000	
10-599-2022 FRANCHISE FEES - GAS	31,824	45,287	47,228	49,000	30,951	36,500	45,000	
10-599-2024 FRANCHISE FEES - CABLE	66,019	68,173	71,696	73,000	51,972	69,000	68,000	
10-599-2026 FRANCHISE FEES - PHONE	11,355	9,958	9,256	9,000	6,700	8,800	8,500	
10-599-2027 FRANCHISE FEES - SAWS	0	0	0	0	0	0	0	
10-599-2028 FRANCHISE FEES - REFUSE	33,859	31,689	36,615	40,000	40,114	40,114	44,000	
TOTAL FRANCHISE REVENUES	435,810	509,888	500,351	536,000	365,252	489,414	520,500	
<b>PERMITS &amp; LICENSES</b>								
10-599-3010 BUILDING PERMITS	376,524	356,363	276,443	320,000	251,060	295,000	287,500	
10-599-3012 PLAN REVIEW FEES	16,057	25,674	29,758	23,000	38,018	42,000	30,000	
10-599-3018 CERT OF OCCUPANCY PERMITS	3,200	2,700	3,800	3,500	2,100	3,200	3,000	
10-599-3020 PLATTING FEES	6,465	2,400	2,400	2,500	2,650	2,650	2,500	
10-599-3025 VARIANCE/RE-ZONE FEES	0	1,050	1,050	1,000	0	0	1,000	
10-599-3040 CONTRACTORS' LICENSES	8,670	9,850	8,790	9,500	8,295	9,000	8,500	
10-599-3045 INSPECTION FEES	11,215	13,315	15,355	13,500	12,725	14,500	13,000	
10-599-3048 COMMERCIAL SIGN PERMITS	800	2,150	2,550	2,000	2,600	2,700	2,000	
10-599-3050 GARAGE SALE & OTHER PERMITS	2,290	1,960	1,740	2,000	1,570	1,800	2,000	
10-599-3055 HEALTH INSPECTIONS	5,000	2,500	4,050	4,000	1,800	4,000	4,000	
10-599-3060 DEVELOPMENT FEES	100,025	0	0	0	0	0	0	
TOTAL PERMITS & LICENSES	530,246	417,962	345,935	381,000	320,817	374,850	353,500	
<b>COURT FEES</b>								
10-599-4010 MUNICIPAL COURT FINES	140,927	120,327	107,604	115,000	103,624	125,000	125,000	
10-599-4021 ARREST FEES	4,993	4,111	3,671	4,000	3,659	4,750	4,000	
10-599-4028 STATE COURT COST ALLOCATION	7,944	6,459	5,817	6,000	0	6,500	6,500	
10-599-4030 WARRANT FEES	15,396	13,541	11,717	12,000	9,936	12,000	12,000	
10-599-4036 JUDICIAL FEE - CITY	179	99	71	200	46	100	200	
TOTAL COURT FEES	169,439	144,537	128,880	137,200	117,265	148,350	147,700	

10 -GENERAL FUND

REVENUES	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024			2024-2025	
				CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<b>POLICE/FIRE REVENUES</b>								
10-599-6010 POLICE REPORT REVENUE	83	183	105	200	0	0	0	
10-599-6020 POLICE DEPT - UNCLAIMED FUN	924	666	0	0	0	0	0	
10-599-6030 POLICE DEPT. REVENUE	1,103	521	0	0	0	0	0	
10-599-6040 TOWING CONTRACT	0	1,550	8,100	8,500	8,400	10,500	10,000	
10-599-6060 EMS FEES	137,358	147,536	209,600	185,000	166,289	198,000	190,000	
10-599-6065 CARES ACT PROVIDER RELIEF	619	0	0	0	0	0	0	
TOTAL POLICE/FIRE REVENUES	140,086	150,456	217,805	193,700	174,689	208,500	200,000	
<b>MISC./GRANTS/INTEREST</b>								
10-599-7000 INTEREST INCOME	5,219	17,328	177,682	213,505	185,448	215,000	164,054	
10-599-7001 UNREAL G/L ON INVESTMENTS	0	0	( 3,167)	0	3,036	3,167	0	
10-599-7005 INTEREST - LEASE RECEIVABLE	0	2,868	2,100	0	0	0	0	
10-599-7021 GRANTS	20,149	0	57,360	0	0	0	0	
10-599-7023 BEXAR COUNTY ILA - CRF	0	0	0	0	0	0	0	
10-599-7024 BEXAR COUNTY	0	0	0	0	0	0	0	
10-599-7025 US DOJ VEST GRANT	4,163	2,193	3,690	3,000	0	3,000	3,000	
REIMBURSED 50% EA VEST 6	500.00							3,000
10-599-7027 OPIOID ABATEMENT	0	0	998	0	194	194	0	
10-599-7030 FORESTRY SERVICE GRANT	2,250	1,250	19,663	5,000	0	1,250	5,000	
10-599-7036 TEXAS COMM. ON FIRE PROTECT	0	0	0	0	0	0	0	
10-599-7037 STRAC	17,813	9,210	6,449	6,560	6,559	6,559	0	
10-599-7040 PUBLIC RECORDS REVENUE	0	322	206	500	15	50	500	
10-599-7050 ADMINISTRATIVE INCOME	20,691	5,408	7,176	10,500	9,875	9,950	10,500	
VARIOUS MISC COLLECTION	0	0.00						2,500
LOCKHILL SELMA COA	0	0.00						8,000
10-599-7055 BEXAR COUNTY ELECTION	9,076	1,065	1,290	1,000	394	400	4,000	
10-599-7060 CC SERVICE FEES	7,942	7,891	8,281	8,000	7,345	8,750	8,500	
10-599-7070 RECYCLING REVENUE	2,573	0	0	0	0	0	0	
10-599-7072 PAVILION & CH GROUNDS RENT	1,965	4,777	6,371	7,500	7,591	8,500	8,500	
10-599-7075 SITE LEASE/LICENSE FEES	28,139	30,447	32,179	32,000	27,446	33,000	33,900	
CCATT-AT&T	0	0.00						30,300
SUBLEASE	0	0.00						3,600
10-599-7076 SITE LEASE REV - CONTRA	0	( 27,747)	( 28,579)	0	0	0	0	
10-599-7077 AMORT - DEF INFLOW - LEASES	0	27,280	27,280	0	0	0	0	
10-599-7082 DONATIONS - PUBLIC WORKS	0	0	0	0	0	0	2,800	
BREAK ROOM FURNITURE	0	0.00						2,800
10-599-7084 DONATIONS- FIRE DEPARTMENT	0	0	3,000	0	0	0	0	
10-599-7085 DONATIONS- POLICE DEPT	0	50	0	0	0	675	0	
10-599-7086 DONATIONS- ADMINISTRATION	2,598	14,501	10,310	4,000	5,151	5,301	5,000	
10-599-7087 DONATIONS - BEAUTIFICATION	0	0	0	0	0	0	0	
10-599-7090 SALE OF CITY ASSETS	26,050	2,879	23,675	21,500	5,669	12,000	21,500	
2 PATROL VEHICLES	2	7,000.00						14,000
OTHER MISC EQUIPMENT	1	7,500.00						7,500
10-599-7097 INSURANCE PROCEEDS	6,198	11,646	444	4,500	4,504	4,504	0	
10-599-7098 OTHER FIN SOURCE - SBITA	0	0	28,878	0	0	0	0	
10-599-7099 PROCEEDS OF DEBT ISSUANCE	462,500	0	0	0	0	0	0	
TOTAL MISC./GRANTS/INTEREST	617,325	111,366	385,287	317,565	263,227	312,300	267,254	



CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

10 -GENERAL FUND

REVENUES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)	(----- 2024-2025 -----)			
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>TRANSFERS IN</u>								
10-599-8020 TRF IN -WATER FUND	22,050	22,050	22,050	22,050	0	22,050	22,050	
10-599-8040 TRF IN -CRIME CONTROL	0	0	0	0	0	0	0	
10-599-8050 TRF IN -COURT RESTRICTED	6,750	8,500	8,262	9,020	0	9,020	9,020	
INCODE - COURT	0							3,820
COURT SECURITY - SPPD	0.00							5,200
10-599-8054 TRF IN -FORFEITURE FUNDS	0	0	0	0	0	0	0	
10-599-8058 TRF IN - ARPA FUND INTEREST	0	0	21,900	10,000	7,094	7,800	0	
10-599-8060 TRF IN - STREET PROJECTS FU	0	0	0	0	0	0	0	
10-599-8070 TRF IN -CAPITAL REPLACEMENT	0	0	0	0	0	0	0	
10-599-8090 PRIOR PERIOD ADJUSTMENT	0	0	0	0	0	0	0	
10-599-8099 FUND BALANCE RESERVE	0	0	0	7,000	0	0	0	
TOTAL TRANSFERS IN	28,800	30,550	52,211	48,070	7,094	38,870	31,070	
TOTAL NON-DEPARTMENTAL	6,179,081	5,827,162	6,382,412	6,819,335	6,241,234	6,713,784	6,867,024	
TOTAL REVENUES	6,179,081	5,827,162	6,382,412	6,819,335	6,241,234	6,713,784	6,867,024	

## Council - 600

### Major Budget Changes:

<b>Supplies:</b>	<u>\$ 32,500</u>
-3018 City Wide Clean up - adding a fall shred event @ \$600	
-2037 City Sponsored Events accounts for \$30,950 of this amount Up to 5 City sponsored events are funded from this account	
<b>Services:</b>	<u>\$ 13,197</u>
-3020 Dues & Publications - Discontinued Greater SA membership	
-3030 Training - fewer from Council attending TML conference	
<b>Contractual:</b>	<u>\$ 4,250</u>
-4088 Election Services - contracted with Bexar County	
<b>Capital Outlay:</b>	<u>\$ 1,000</u>
-8015 Non-Capital - Computer Equipment, laptop replacement \$1,000	
<b>Interfund Transfers:</b>	<u>\$ 39,600</u>
-9010 Interfund Transfers - to Capital Replacement Fund for purchase of 15400 Northwest Military Highway	

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

10 -GENERAL FUND  
 CITY COUNCIL

EXPENDITURES	2020-2021	2021-2022	2022-2023	2023-2024			2024-2025	
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>SUPPLIES</u>								
600-2020 GENERAL OFFICE SUPPLIES	81	235	382	200	78	200	200	
600-2035 COUNCIL/EMPLOYEE APPREC.	340	728	313	650	362	500	650	
600-2037 CITY SPONSORED EVENTS	12,570	22,217	24,396	28,500	25,517	28,500	30,950	
EVENTS (3) ARBOR, JULY,	3	9,750.00						29,250
EVENTS (2) GARAGE SALE,	2	850.00						1,700
600-2040 MEETING SUPPLIES	576	384	527	700	1,654	1,950	700	
COUNCIL MEETINGS	6	70.00						420
GENERAL SUPPLIES	0	0.00						280
600-2080 UNIFORMS	0	353	0	0	60	60	0	
TOTAL SUPPLIES	13,567	23,918	25,617	30,050	27,671	31,210	32,500	
<u>SERVICES</u>								
600-3001 COUNCIL DISCRETIONARY	0	0	0	0	0	0	0	
600-3018 CITY WIDE CLEAN UP	1,400	860	26,688	1,400	1,220	1,815	1,850	
SHRED	2	600.00						1,200
E WASTE COLLECTION	1	650.00						650
600-3020 ASSOCIATION DUES & PUBS	1,743	1,153	1,833	6,848	4,519	4,519	2,597	
TML -MEMBERSHIP	0	0.00						1,233
AACOG	0	0.00						600
ARBOR DAY FOUNDATION	0	0.00						15
SCENIC TEXAS	0	0.00						749
600-3030 TRAINING/EDUCATION	1,515	2,670	2,040	4,300	1,860	1,860	3,300	
TML CONFERENCE	6	500.00						3,000
OTHER TRAININGS	1	300.00						300
600-3040 TRAVEL/LODGING/MEALS	40	4,048	669	4,350	4,616	4,616	5,450	
2024 TML CONF - MILES/P	0	0.00						1,500
2024 TML CONF - MEALS	0	0.00						750
2024 TML CONF - LODGING	4	800.00						3,200
600-3090 COMMUNICATIONS SERVICES	0	50	0	0	0	0	0	
TOTAL SERVICES	4,698	8,781	31,229	16,898	12,215	12,810	13,197	
<u>CONTRACTUAL</u>								
600-4088 ELECTION SERVICES	3,327	9,175	0	4,250	3,249	3,249	4,250	
TOTAL CONTRACTUAL	3,327	9,175	0	4,250	3,249	3,249	4,250	
<u>CAPITAL OUTLAY</u>								
600-8005 NON CAPITAL - OFFICE FURNIT	0	0	1,403	0	0	0	0	
600-8010 NON-CAP-ELECTRONIC EQUIPMEN	0	0	0	0	0	0	0	
600-8015 NON-CAPITAL-COMPUTER EQUIPM	23	0	0	1,000	0	0	1,000	
LAPTOP REPLACEMENT (if	0	0.00						1,000
600-8080 CAPITAL - IMPROVEMENT PROJE	0	0	23,888	0	0	0	0	
TOTAL CAPITAL OUTLAY	23	0	25,290	1,000	0	0	1,000	

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

10 -GENERAL FUND  
 CITY COUNCIL

EXPENDITURES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)			(----- 2024-2025 -----)	
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>INTERFUND TRANSFERS</u>								
600-9010 TRANSFER TO CAP REPL FUND	0	0	0	0	0	0	39,600	
TRANSFER - LAND PURCHAS 0	0.00			0	0	0		39,600
TOTAL INTERFUND TRANSFERS	0	0	0	0	0	0	39,600	
<hr/>								
TOTAL CITY COUNCIL	21,615	41,874	82,137	52,198	43,134	47,269	90,547	

# Administration Department – 601

## Color Code Purple

### Goals:

- Effectively communicate with residents, businesses, visitors, and other stakeholders
- Provide exceptional customer service and effective administration of services
- Efficiently use and protect fiscal resources through sound financial practices
- Conduct effective master planning to posture the City now and for the future
- Provide planning, research, and support to City Staff and Council
- Ensure the City IT infrastructure facilitates efficient work and communications and is hardened to cyber threats

### Objectives:

#### Effectively communicate with residents, businesses, visitors, and other stakeholders

- Maintain an informative, effective, and user-friendly website
- Transition resident input forms on city website to improved online platform
- Survey Shavano Park businesses concerning City services; update business directory
- Update and continue implementation of the City Communications Plan
- Strive to produce a timely Roadrunner newsletter with interesting, informative, and relevant articles
- Timely convey to impacted residents information regarding street reconstruction status
- Incorporate audio-visual capabilities into City Council's rear executive conference room to support City Public Access Channel planning
- Expand the public announcement system from Pavilion to City Hall to support City Public Access Channel planning
- Improve convenience and transparency of public information documents
- Refresh the City website to improve usability and interactability

#### Provide exceptional customer service and effective administration of services

- Hire and maintain an exceptionally talented team based upon the resources available
- Provide effective human resources for a positive employee experience
- Review and update the employee handbook as needed
- Provide training and professional development opportunities to staff
- Effectively administer municipal elections
- Maintain excellent records management program
- Consider options to harden the windows and the walls of the Court office area
- Transition plat submissions and staff review to automated digital process

### Efficiently use and protect fiscal resources through sound financial practices

- Provide City Council and Staff with timely, accurate financial information
- Maintain the City's online financial transparency webpage (<https://shavanopark.org/finances>)
- Earn Government Finance Officers Association Distinguished Budget Presentation Award
- Complete the City's FY24 annual financial audit with no audit adjustments

### Conduct effective master planning to posture the City now and for the future

- Engage residents to participate in municipal planning
- Assist Council in considering options for implementing additional objectives from the 2023 Comprehensive Plan (Town Plan)
- Review and update the City Emergency Management Plan
- Assess required FEMA mandated NIMS certifications; develop a training plan for certain staff positions
- Conduct an annual Emergency Operations Center training & familiarization drill
- Submit hazard mitigation grant funding application to Texas Department of Emergency Management (TDEM) for emergency power supply at well sites
- Support Council in development of permanent supplemental parking considerations near City Hall
- Adopt an Artificial Intelligence (AI) Use Policy for staff and implement selected AI tools to assist with grant and policy writing among other possible uses

### Provide planning, research, and support to City Staff and Council

- Continue to provide quality City presentations
- Consistently enforce ordinances and policies
- Coordinate with San Antonio to complete the sidewalks (Hike and Bike trail) from Huebner Road north along Lockhill Selma to connect with N. Loop 1604 as well as options to connect to the Salado Creek Trail System
- Review contracts /professional services and request RFQs/RFPs as appropriate
- Maintain Tree City USA recognition
- Maintain Scenic City recognition
- Provide effective Staff planning and support to the City Sponsored events
- Participate in 2025 ChildSafe Cardboard Kids program to promote child abuse awareness in Bexar County
- Update City Building Codes by reviewing and adopting the 2021 Building Codes and 2020 National Electric Code

### Ensure IT infrastructure facilitates efficient work and communications and is hardened to cyber threats

- Improve the accessibility of City communications by growing digital presence
- Maintain Cybersecurity Incident Response Plan in a ready state
- Conduct semi-annual phishing email campaigns against city staff

- Continue City participation in Multi-State Information Sharing & Analysis Center (MS-ISAC)
- Renew cloud email security service licenses
- Renew firewall licenses
- Complete Cybersecurity Awareness Training with 100% compliance
- Renew web traffic security licenses
- Expand server data storage
- Implement additional security camera views at City Hall and Pavilion
- Implement a Mobile Device Management (MDM) software for City mobile devices
- Implement a two-factor authentication software

**ADMINISTRATION PERFORMANCE MEASURES:**

Description:	Actual FY21-22	Actual FY22-23	Projected FY23-24	Target FY24-25
<i>Strategic Goal - Provide excellent municipal services while anticipating future requirements.</i>				
<i>Department Goal - Conduct effective master planning to posture the City now and for the future.</i>				
<b># of Public Meetings Held</b>	<b>53</b>	<b>50</b>	<b>49</b>	<b>48</b>
<i>Strategic Goal - Promote effective communications and outreach with citizens.</i>				
<i>Department Goal - Effectively communicate with residents, businesses, visitors and others.</i>				
<b>Average # of Monthly Unique City Website Visitors</b>	<b>2,185 per month</b>	<b>2,125 per month</b>	<b>2,111 per month</b>	<b>2,250 per month</b>
<i>Department Goal - Provide exceptional customer service and effective administration of services.</i>				
<b># New Full Time Employees Onboarded</b>	<b>6</b>	<b>10</b>	<b>5</b>	<b>5</b>
<b># Full Time Employees Offboarded</b>	<b>8</b>	<b>10</b>	<b>2</b>	<b>5</b>
<i>Strategic Goal - Preserve City property values, protect fiscal resources and maintain fiscal discipline.</i>				
<i>Department Goal - Efficiently use &amp; protect fiscal resources through sound financial practices.</i>				
<b>City Maintenance &amp; Operation Budget:</b>				
<b>Per Capita (Census Bureau)</b>	<b>\$1,571.51</b>	<b>\$1,595.90</b>	<b>\$1,712.84</b>	<b>\$1,700.00</b>
<b>Per Property (BCAD)</b>	<b>\$2,707.75</b>	<b>\$2,780.65</b>	<b>\$3,053.54</b>	<b>\$3,000.00</b>
<b>Tax Rate (per \$100 valuation)</b>	<b>\$0.297742</b>	<b>\$0.307742</b>	<b>\$0.307742</b>	<b>\$0.312742</b>
<b>% of General Fund Fund Balance</b>	<b>40.79%</b>	<b>42.23%</b>	<b>42.23%</b>	<b>43.00%</b>
<i>Strategic Goal - Maintain excellent infrastructure (buildings, streets and utilities)</i>				
<i>Department Goal - Ensure the City IT infrastructure facilitates efficient work and communications and is hardened to cyber threats</i>				
<b>Cybersecurity Awareness Training compliance</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

The Administration Department includes the functions of the City Manager, City Secretary/Human Resources Director, Finance Director, and Information Technology.

## Administration - 601

**Major Budget Changes:**

<b>Personnel Salary/Benefits:</b>	<u>\$ 884,804</u>
<p>Compensation adjustment reflects a 2.8% cost of living increase plus a 2.5% step increase. The actuarial valuation of the City's retirement plan increased the annual contribution rate from 14.33% for calendar year 2024 to 16.37% for calendar year 2025. City Council authorized an increase in the City's monthly health insurance contribution per employee from \$745 to \$820 and will continue to pay 25% of dependent's health insurance premium.</p>	
<b>Supplies:</b>	<u>\$ 33,225</u>
<p>\$1,500 increase in Postage (2030) as pricing on mailing City newsletter has sharply increased as well as general postage costs.</p>	
<b>Services:</b>	<u>\$ 115,085</u>
<p>-3012 Prof Services - Engineers - \$10,000 decrease due to City Hall area supplemental parking task order completed in FY24, no similar projects planned for FY25</p> <p>-3015 Professional Services - Legal - code compliance and personnel issues in FY24, \$28,000 decrease</p>	
<b>Contractual:</b>	<u>\$ 122,079</u>
<p>- 4084 Bexar County Appraisal District - increased \$5,483, mainly personnel driven</p>	
<b>Capital Outlay:</b>	<u>\$ 850</u>
<p>-8080 Capital Improvements - walking trail improvements funding by donations received in FY23 completed in FY24. No similar project for FY25</p>	
<b>Interfund Transfers</b>	<u>\$ 28,940</u>
<p>Transfer to Debt Service Fund in support of State Infrastructure Bank debt service, shared with Water Utility - \$28,940.</p>	



CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

10 -GENERAL FUND  
 ADMINISTRATION

EXPENDITURES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)		(----- 2024-2025 -----)		
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<b>PERSONNEL</b>								
601-1010 SALARIES	467,847	526,370	580,733	667,450	538,767	667,450	704,240	
601-1015 OVERTIME	1,802	0	0	0	0	0	0	
601-1020 MEDICARE	6,577	7,498	8,364	9,795	7,772	9,700	10,375	
601-1025 TWC (SUI)	1,512	54	63	540	702	702	540	
601-1030 HEALTH INSURANCE	34,544	36,360	40,500	46,900	40,274	48,325	53,400	
601-1031 HSA	118	93	152	0	0	0	0	
601-1033 DENTAL INSURANCE	2,707	2,820	2,678	3,310	2,758	3,310	3,295	
601-1035 VISION CARE INSURANCE	466	444	431	495	411	493	492	
601-1036 LIFE INSURANCE	404	421	842	650	435	522	522	
601-1037 WORKERS' COMP INSURANCE	1,052	1,263	1,246	1,440	988	1,320	1,520	
601-1040 TMRS RETIREMENT	66,476	75,442	85,247	97,250	78,740	97,425	102,545	
601-1070 SPECIAL ALLOWANCES	6,871	8,144	7,841	7,875	6,142	7,575	7,875	
TOTAL PERSONNEL	590,376	658,908	728,097	835,705	676,988	836,822	884,804	
<b>SUPPLIES</b>								
601-2020 GENERAL OFFICE SUPPLIES	7,058	6,750	5,493	7,000	5,886	7,000	6,500	
601-2025 BENEFITS CITYWIDE	1,500	0	1,200	1,800	1,200	1,200	1,800	
TUITION REIMBURSEMENT	0.00							1,800
601-2030 POSTAGE/METER RENTAL	12,915	14,034	15,102	17,500	14,790	18,000	19,000	
ROADRUNNER POSTAGE	12	1,175.00						14,100
POSTAGE METER LEASE	4	176.00						704
METER REFILLS	0	0.00						4,196
601-2035 EMPLOYEE APPRECIATION	1,247	1,345	1,322	2,500	1,115	2,250	2,675	
EMPLOYEE ENGAGEMENT	0	0.00						750
ADMIN PROF DAY	0	0.00						175
ALL-STAFF LUNCHEONS	0	0.00						1,300
ADMIN ONLY LUNCH	0	0.00						300
OTHER - FUNERAL FLOWERS	0	0.00						150
601-2050 PRINTING & COPYING	1,453	645	414	750	737	775	750	
601-2060 MED EXAMS/SCREENING/TESTING	1,700	0	146	200	0	0	200	
DRUG SCREENS/PHYS/BACK	0	0.00						200
601-2070 JANITORIAL SUPPLIES	731	1,733	4,692	2,000	2,178	2,500	2,000	
601-2080 UNIFORMS	18	60	0	0	58	58	300	
STAFF SHIRTS	6	50.00						300
601-2091 SAFETY SUPPLIES	0	0	0	0	0	0	0	
TOTAL SUPPLIES	26,621	24,567	28,370	31,750	25,964	31,783	33,225	

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

10 -GENERAL FUND  
 ADMINISTRATION

EXPENDITURES	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024			2024-2025	
				CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<b>SERVICES</b>								
601-3010 ADVERTISING EXPENSE	4,992	8,652	8,339	10,000	2,720	8,500	8,000	
601-3012 PROF. SERVICES-ENGINEERS GENERAL	0	3,954	21	11,000	11,291	11,300	1,000	1,000
601-3013 PROFESSIONAL SERVICES	39,199	4,745	5,960	2,100	540	2,040	2,100	
CONTINUING DISCLOSURE -	0	0.00						1,500
SA AREA WAGE SURVEY	0	0.00						600
COMPENSATION UPDATE	0	0.00						0
601-3015 PROF. SERVICES-LEGAL	49,222	28,729	48,200	78,000	75,305	85,000	50,000	
601-3016 CODIFICATION EXPENSE	3,970	4,605	7,050	5,000	5,356	5,400	5,400	
601-3020 ASSOCIATION DUES & PUBL.	4,209	3,237	3,101	2,724	1,708	2,800	2,723	
TMCA - CS	0	0.00						125
TCMA - CM	0	0.00						594
GFOAT - FD	0	0.00						100
GFOA - BUDGET	0	0.00						350
GFOA - FD	0	0.00						160
SHRM	0	0.00						244
TMHRA	0	0.00						100
PSHRA	0	0.00						175
ALAMO CHAPTER	0	0.00						50
TML	0	0.00						75
OTHER DUES/PUBLICATIONS	0	0.00						750
601-3030 TRAINING/EDUCATION	2,914	1,510	3,493	5,300	4,736	5,300	4,300	
TML CONFERENCE - 2	0	0.00						4,300
GFOAT FALL/SPRING CONF.	0	0.00						0
PFIA - CM/FD	0	0.00						0
TMCA CONFERENCE	0	0.00						0
HR/PAYROLL	0	0.00						0
ELECTIONS	0	0.00						0
VARIOUS DAY SEMINARS	0	0.00						0
601-3040 TRAVEL/MILEAGE/LODGING/PERD	2,179	4,022	2,191	4,000	6,675	7,800	5,200	
601-3050 LIABILITY INSURANCE	10,298	14,842	13,912	15,000	12,255	12,255	15,000	
601-3070 PROPERTY INSURANCE	1,238	1,593	1,795	2,100	1,716	1,716	2,100	
601-3075 BANK/CREDIT CARD FEES	7,593	8,405	10,415	8,000	10,026	12,100	8,500	
601-3080 SPECIAL SERVICES	0	2,000	1,000	2,000	1,000	1,000	0	
INTERN STIPEND	0	0.00						0
601-3085 WEBSITE TECHNOLOGY	2,500	2,500	2,500	2,500	2,200	2,200	2,940	
ANNUAL MAINTENANCE - RE	0	0.00						2,640
WEB PHOTOGRAPHY	0	0.00						300
601-3087 CITIZENS COMMUNICATION/EDUC	1,684	6,339	8,691	6,600	10,752	10,900	7,822	
VARIOUS PUBLIC MAILINGS	0	0.00						1,000
SURVEY MONKEY	0	0.00						370
FIESTA MEDALS	0	0.00						2,000
I INFO	0	0.00						200
TEXTING SERVICE	0	0.00						3,100
SMARTSHEET	12	96.00						1,152

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

10 -GENERAL FUND  
 ADMINISTRATION

EXPENDITURES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)			(----- 2024-2025 -----)	
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
601-3090 COMMUNICATIONS SERVICES	0	0	0	0	0	0	0	
TOTAL SERVICES	129,998	95,133	116,668	154,324	146,280	168,311	115,085	
<u>CONTRACTUAL</u>								
601-4050 DOCUMENT STORAGE/ARCHIVES	3,677	3,370	3,975	4,100	2,645	3,300	3,500	
MONTHLY STORAGE	12 250.00							3,000
SHREDDING SERVICES	0 0.00							500
601-4060 IT SERVICES	43,442	51,971	56,597	56,700	52,230	56,400	56,000	
IT CONTRACT	1 26,000.00							26,000
BACKUPS SERVICES	0 0.00							21,000
VARIOUS NON-CONTRACT	0 0.00							2,500
EMAIL SECURITY	0 0.00							2,600
FIREWALL LICENSE	0 0.00							0
SSL CERTIFICATES	0 0.00							700
CYBER TRAINING/AWARD	0 0.00							1,300
PASSWORD MONITORING	0 0.00							1,900
601-4075 COMPUTER SOFTWARE/INCODE	11,972	11,377	11,136	11,583	11,705	11,705	12,084	
INCODE - GL	0 0.00							2,415
INCODE - GL IMPORT	0 0.00							245
INCODE - AP	0 0.00							1,735
INCODE - PAYROLL	0 0.00							2,923
INCODE - CASH RECEIPTS	0 0.00							1,382
INCODE - ACUSERV	0 0.00							552
INCODE - BASIC NETWORK	0 0.00							1,655
INCODE - POSITIVE PAY	0 0.00							628
TYLER ONLINE	0 0.00							1,902
LESS ALLOCATED TO COURT	0 0.00						(	1,478)
PHOTOSHOP	0 0.00							125
601-4083 AUDIT SERVICES	14,805	14,110	14,250	18,800	18,800	18,800	19,400	
601-4084 BEXAR COUNTY APPRAISAL DIST	16,140	17,552	20,696	22,647	19,371	25,828	28,130	
601-4085 BEXAR COUNTY TAX ASSESSOR	3,638	3,701	3,772	3,500	3,418	3,418	2,965	
601-4086 CONTRACT LABOR	18,431	0	0	0	0	0	0	
601-4090 CARES EXPENDITURES	0	0	0	0	0	0	0	
TOTAL CONTRACTUAL	112,104	102,081	110,426	117,330	108,169	119,451	122,079	
<u>MAINTENANCE</u>								
601-5005 EQUIPMENT LEASES	4,154	3,491	2,882	2,920	2,984	3,100	3,120	
MONTHLY COPIER LEASE	12 160.00							1,920
PRINT/COPY	0 0.00							1,200
601-5010 EQUIPMENT MAINT & REPAIR	0	0	0	300	0	0	100	
601-5015 ELECTRONIC EQPT MAINT	0	40	0	300	370	370	100	
601-5030 BUILDING MAINTENANCE	47,814	62,083	26,749	31,490	29,938	33,500	30,710	
CH JANITORIAL SERVICES	12 770.00							9,240
CH CARPET/TILE CLEANING	0 0.00							2,500
SECURITY SYSTEM	12 60.00							720
PEST CONTROL	12 175.00							2,100
FIRE EXTINGUISHERS	0 0.00							500
SEPTIC MAINTENANCE	0 0.00							3,000

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

10 -GENERAL FUND  
 ADMINISTRATION

EXPENDITURES	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 ACTUAL	(----- 2023-2024 -----)			(----- 2024-2025 -----)	
				CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
FLOOR MATS	0	0.00						2,000
VARIOUS REPAIRS	0	0.00						5,500
AC FILTERS/MAINTENANCE	0	0.00						3,000
SUPPLIES	0	0.00						2,150
TOTAL MAINTENANCE	51,969	65,613	29,631	35,010	33,292	36,970	34,030	
<u>UTILITIES</u>								
601-7042 UTILITIES - PHONE/CELL/VOIP	18,491	18,844	19,131	14,790	10,580	12,900	14,790	
ISP CONTRACT	0	0.00						14,250
FIRE ALARMS	1	540.00						540
TOTAL UTILITIES	18,491	18,844	19,131	14,790	10,580	12,900	14,790	
<u>CAPITAL OUTLAY</u>								
601-8005 OFFICE FURNITURE	0	0	0	1,500	1,929	2,000	0	
601-8010 NON-CAPITAL-ELECTRONIC EQUI	0	0	0	0	0	0	0	
601-8015 NON-CAPITAL-COMPUTER	3,558	915	639	600	266	500	600	
COMPUTER/MONITOR	0	0.00						600
601-8025 NON-CAPITAL-OFFICE FURN.	110	160	0	0	0	0	0	
601-8026 NON-CAPITAL - FURNITURE	193	917	0	750	0	0	250	
PAVILION REPLACE TABLES	0	0.00						250
601-8045 CAPITAL - COMPUTER EQPT.	0	0	0	0	0	0	0	
601-8080 CAPITAL - IMPROVEMENTS	7,320	0	11,279	7,000	7,661	7,661	0	
601-8095 SBITA EXPENDITURES	0	0	28,878	0	0	0	0	
TOTAL CAPITAL OUTLAY	11,181	1,992	40,796	9,850	9,856	10,161	850	
<u>INTERFUND TRANSFERS</u>								
601-9010 TRANSFERS/CAP. REPLACE.	37,925	0	20,308	0	0	0	0	
EQUIPMENT REPLACEMENT	0	0.00						0
601-9021 TRANSFER TO WATER (NWM)	0	0	0	0	0	0	0	
601-9030 TRANSFER TO DEBT SERVICE FU	0	28,940	28,940	28,940	0	28,940	28,940	
TOTAL INTERFUND TRANSFERS	37,925	28,940	49,248	28,940	0	28,940	28,940	
TOTAL ADMINISTRATION	978,666	996,077	1,122,367	1,227,699	1,011,130	1,245,338	1,233,803	

## Municipal Court – 602

Color Code Gold



### **Mission Statement**

The City of Shavano Park Municipal Court provides an independent forum for the fair and impartial administration of justice during the application and enforcement of the rules and laws of the United States, the State of Texas, and the City of Shavano Park, in order to preserve the rule of law and to protect the rights and liberties guaranteed by the Constitution and laws of the United States and this State.

### **Goals:**

- Preserve the rule of law and protect the rights and liberties guaranteed by the Constitution and laws of the United States and this State
- Provide excellent municipal services while anticipating future requirements
- A smoothly run Municipal Court, efficiently processing the Judge's standing orders in a timely manner
- Prompt and accurate processing of Class C misdemeanor charges and collections of fines
- Assist defendants during normal daily business hours by following the Judge's standing orders and supplying correct information when requested
- Encourage and support Municipal Court staff with their professional advancement

### **Objectives:**

- Accurately process payments
- Attend 12 hours of continuing education to maintain Level II Court Clerk Certification (Court Clerk)
- Update Standard Operating Process Manual
- Continue to provide Judge and Alternative Judge with the required annual 16 hours of judicial education
- Attend biennial legislative update training to ensure timely compliance with recently enacted legislation.
- Support new Public Works/Water Utility Office Manager in attaining Level I Court Clerk Certification
- Reevaluate the plan to harden the windows and wall to increase security in the Court Clerk's office, to maximize the available funding

**MUNICIPAL COURT PERFORMANCE MEASURES:**

<b>Description:</b>	<b>Actual FY20-21</b>	<b>Actual FY21-22</b>	<b>Actual FY22-23</b>	<b>Projected FY23-24</b>	<b>Target FY24-25</b>
<i>Strategic Goal - Provide excellent municipal services while anticipating future requirements.</i>					
<i>Strategic Goal - Protect &amp; provide a city-wide, safe and secure environment.</i>					
<i>Department Goal - Prompt &amp; accurate processing of Class C misdemeanor charges &amp; fine collections.</i>					
<b>Cases Filed</b>	<b>1,560</b>	<b>1,417</b>	<b>1,380</b>	<b>1,500</b>	<b>1,600</b>
<b>Citations Resolved</b>	<b>1,321</b>	<b>1,445</b>	<b>1,161</b>	<b>1,300</b>	<b>1,500</b>
<b>Warrants Issued</b>	<b>302</b>	<b>562</b>	<b>459</b>	<b>450</b>	<b>500</b>
<b>Warrants Cleared</b>	<b>407</b>	<b>627</b>	<b>382</b>	<b>575</b>	<b>600</b>
<b>Warrant Fines &amp; Fees</b>					
<b>Collected</b>	<b>\$ 97,396</b>	<b>\$ 90,273</b>	<b>\$ 74,915</b>	<b>\$ 80,000</b>	<b>\$ 85,000</b>
<b>Total Revenue Received</b>	<b>\$ 175,361</b>	<b>\$ 149,594</b>	<b>\$ 139,664</b>	<b>\$ 162,365</b>	<b>\$ 158,390</b>
<b>Total Expenditures</b>	<b>\$ 95,990</b>	<b>\$ 102,400</b>	<b>\$ 106,812</b>	<b>\$ 110,900</b>	<b>\$ 176,670</b>

The City of Shavano Park Municipal Court meets one afternoon a month and employs one full time Court Clerk.

Due to the pandemic, there were no official Court proceedings October – December 2020 and January – February 2021.

## Court - 602

### Major Budget Changes:

**Personnel Salary/Benefits:** \$ 79,489

Compensation adjustment reflects a 2.8% cost of living increase plus a 2.5% step increase. The actuarial valuation of the City's retirement plan increased the annual contribution rate from 14.33% for calendar year 2024 to 16.37% for calendar year 2025.

**Services:** \$ 23,860

- 3015 Judge/Prosecutor - increased demands on judge and prosecutor time with becoming a court of record, slight increase in monthly contract amount

No significant changes in department operations.

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

10 -GENERAL FUND  
 COURT

EXPENDITURES	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024			2024-2025	
				CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>PERSONNEL</u>								
602-1010 SALARIES	53,280	55,504	59,398	63,680	51,458	63,680	67,132	
602-1015 OVERTIME	0	0	0	0	0	0	0	
602-1020 MEDICARE	790	823	879	940	762	940	995	
602-1025 TWC (SUI)	252	9	9	90	117	117	90	
602-1036 LIFE INSURANCE	70	70	140	110	73	87	87	
602-1037 WORKERS' COMP INSURANCE	121	135	129	140	96	128	145	
602-1040 TMRS RETIREMENT	7,600	8,010	8,776	9,345	7,563	9,350	9,840	
602-1070 SPECIAL ALLOWANCES	1,200	1,246	1,200	1,200	969	1,200	1,200	
TOTAL PERSONNEL	63,313	65,797	70,530	75,505	61,037	75,502	79,489	
<u>SUPPLIES</u>								
602-2020 OFFICE SUPPLIES	317	525	490	750	477	625	750	
602-2050 PRINTING & COPYING	802	915	296	500	304	500	600	
602-2091 SAFETY SUPPLIES	0	0	0	0	0	0	0	
TOTAL SUPPLIES	1,119	1,441	786	1,250	781	1,125	1,350	
<u>SERVICES</u>								
602-3015 JUDGE/PROSECUTOR	16,900	15,600	15,600	15,600	13,000	15,600	18,000	
JUDGE 12	750.00							9,000
PROSECUTOR 12	750.00							9,000
602-3020 ASSOCIATION DUES & PUBS	225	250	75	150	75	75	150	
T.M.C.A. 0	0.00							150
602-3030 TRAINING/EDUCATION	250	700	950	1,500	650	650	1,500	
0	0.00							1,100
TMCEC 0	0.00							0
LEGISLATIVE UPDATE 0	0.00							0
COURT CASE MANAGMENT 0	0.00							0
REGIONAL CLERKS SEMINAR 0	0.00							0
ANNUAL JUDGES 2	200.00							400
602-3040 TRAVEL/MILEAGE/LODGING	0	754	664	2,000	540	540	2,000	
602-3050 LIABILITY INSURANCE	113	129	121	140	114	114	130	
602-3070 PROPERTY INSURANCE	57	62	70	85	69	69	80	
602-3075 BANK/CREDIT CARD FEES	1,313	1,702	1,970	1,800	2,091	2,750	2,000	
TOTAL SERVICES	18,859	19,197	19,450	21,275	16,540	19,798	23,860	
<u>CONTRACTUAL</u>								
602-4075 COMPUTER SOFTWARE/INCODE	4,644	4,865	5,098	5,500	5,502	5,502	5,770	
INCODE COURT CASE MGMT 0	0.00							2,760
INCODE TICKET INTERFACE 0	0.00							1,532
INCODE - GL/CASH 0	0.00							1,478
TOTAL CONTRACTUAL	4,644	4,865	5,098	5,500	5,502	5,502	5,770	



CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

10 -GENERAL FUND  
 COURT

EXPENDITURES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)		(----- 2024-2025 -----)		
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>UTILITIES</u>								
602-7042 UTILITIES - PHONE/CELL/VOIP	2,021	2,600	2,685	180	0	0	180	
SECURITY MONITORING	0							180
TOTAL UTILITIES	2,021	2,600	2,685	180	0	0	180	
<u>CAPITAL OUTLAY</u>								
602-8010 NON CAPITAL-ELECT. EQPT.	0	0	0	0	0	0	0	
602-8015 NON-CAPITAL-COMPUTER	0	0	0	0	0	0	0	
602-8025 NON-CAPITAL - OFFICE FURN.	0	0	0	0	0	0	0	
TOTAL CAPITAL OUTLAY	0	0	0	0	0	0	0	
TOTAL COURT	89,955	93,900	98,550	103,710	83,859	101,927	110,649	

# Public Works Department – 603

Color Code Dark Green

## Mission Statement

The Shavano Park Public Works Department conducts master planning and continuously provides essential public infrastructure services in a prompt, courteous, safe, efficient, and cost-effective manner to the citizens and business owners of Shavano Park in order to meet current and long-term infrastructure services.

## Goals:

- Maintain all facilities grounds and public Right of Way (R.O.W.)/Easements
- Maintain a safe transportation corridor (street repairs and transportation maintenance)
- Maintain excellent building facilities and work towards more energy efficient concepts
- Improving employee proficiency to include educational training and development opportunities
- Mitigate storm water runoff (improve drainage culverts and infrastructure)
- Maintain strategic and logistical partnerships with governmental agencies, and consulting organizations to leverage resources essential to improving quality of service, and efficiency
- Provide excellent municipal services while anticipating future growth requirements

## Objectives:

### Maintain all facilities grounds and public Right of Way (R.O.W.)/Easements

- Continue the annual tree maintenance program for city grounds
- Continue to provide ground maintenance activities for the City Hall building, walking trails, pavilion, playgrounds, and islands throughout Shavano Park
- Maintain current aesthetics for landscaping around the NW Military Highway, Lockhill Selma and De Zavala monuments
- Maintain or contract services to provide landscape maintenance of city hall garden areas and the Lockhill Selma medians

### Maintain excellent transportation infrastructure (street repairs and transportation maintenance)

- Complete engineer planning for DeZavala Drainage and Road Improvement Project, compete contract, initiate construction, and monitor reconstruction progress of streets identified in Phase I
- During major road construction, ensure traffic control plan is safely implemented
- Continue to implement asphalt preservation applications west side of NW Military from De Zavala to S. Warbler (Shavano Creek and major arterials); application includes crack seal to assist in maintaining pavement conditions
- Complete street evaluations for the streets (northwest quadrant)
- Continue communications with and support of TxDOT and Contractor as NW Military project progresses
- Continue to promote the use of the new online form, a pothole repair program, create a form to be available and submitted online

- Initiate additional online forms for street and transportation maintenance (i.e., street signs, and speed bumps)

Maintain excellent building facilities and strive for energy efficiency

- Clean City Hall floor surfaces annually
- Continue replacing aging HVAC units at City Hall as required, including monitoring of humidity issues

Improve employee proficiency to include educational training and development opportunities.

- Provide effective safety and occupational training opportunities to prevent lost time
- Maintain a zero (0) lost time accident rate by executing an effective safety training program and enforce disciplined operations.
- Maintain the preventative maintenance program for all heavy equipment. Continue to enhance the Public Works vehicle preventative maintenance program to include daily, weekly, and monthly checks.
- Develop and implement a heat safety program to include first aid training for all staff and incorporating heat mitigating equipment

Mitigate storm water runoff (improve drainage culverts and infrastructure)

- Conduct brush clearing projects as needed and within capability to improve storm water drainage
- Storm Drainage – continue the cleaning of existing culverts and bridge crossings
- Assess the implementation of the previously approved prioritized plan to address City drainage issues; revise the plan and implement as it is feasible
- Assist City Engineers with design for the next phase of the Municipal Tract / Ripple Creek / De Zavala drainage project
- Assess/Implement any TxDOT off-system bridge inspection recommendations provided from engineer inspection – Inspection services provided by TxDOT

Maintain strategic partnerships with governmental agencies, and consulting organizations to leverage resources essential to improving quality of service, and efficiency

- Support Google Fiber’s communication and integration Efforts.
- Coordinate as required with other service providers (City Public Service, San Antonio Water System, Bexar County, Cable providers, etc.)

Provide excellent municipal services while anticipating future requirements

- Respond in a timely manner to earn the trust of residents
- Assess Public Works requirements vs. resources for consideration of organizational structure / personnel change/ contracting arrangements for presentation to City Manager / Council
- Resource break room furniture to replace the worn set currently in use
- Continue the street sign replacement program

<b>PUBLIC WORKS PERFORMANCE MEASURES:</b>				
<b>Description:</b>	<b>Actual FY21-22</b>	<b>Actual FY22-23</b>	<b>Projected FY23-24</b>	<b>Target FY24-25</b>
<i>Strategic and Departmental Goal - Maintain excellent infrastructure.</i>				
<b>Street Repairs (tons of hot mix asphalt):</b>				
<b>In-house</b>	<b>30</b>	<b>23</b>	<b>36</b>	<b>30</b>
<b>Contracted</b>	<b>350</b>	<b>Street Bond</b>	<b>Street Bond</b>	<b>Street Bond</b>
<b>Miles of Streets Crack Sealed</b>	<b>5</b>	<b>5</b>	<b>9</b>	<b>5</b>
<b>Pot Holes Repaired (bags of cold mix used)</b>	<b>54</b>	<b>100</b>	<b>40</b>	<b>35</b>
<b>Number of Signs:</b>				
<b>Inspected</b>	<b>20</b>	<b>30</b>	<b>30</b>	<b>30</b>
<b>Replaced</b>	<b>20</b>	<b>15</b>	<b>25</b>	<b>15</b>
<i>Strategic and Departmental Goal - Mitigate storm water runoff.</i>				
<b>Number of Storm Drains Cleared:</b>				
<b>Subsurface Systems (inlets)</b>	<b>7</b>	<b>10</b>	<b>15</b>	<b>15</b>
<b>Earthen Channels</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>2</b>

Street repairs encompass large areas, generally over 3ft by 3ft section. Pot holes are those repairs smaller than the 3ft by 3ft section.

One ton of hot mix asphalt will fill an area of nine square yards at two inches deep.

A pot hole that is 3ft by 3ft and two inches deep will need four bags of cold mix to fill/repair it.

## Public Works - 603

### Major Budget Changes

**Personnel Salary/Benefits:** \$ 396,113

Compensation adjustment reflects a 2.8% cost of living increase plus a 2.5% step increase. The actuarial valuation of the City's retirement plan increased the annual contribution rate from 14.33% for calendar year 2024 to 16.37% for calendar year 2025. City Council authorized an increase in the City's monthly health insurance contribution per employee from \$745 to \$820 and will continue to pay 25% of dependent's health insurance premium.

**Services:** \$ 46,480

\$2,500 decrease in City Hall & Monument landscaping/lighting (3014) as planned projects funded by other sources

**Maintenance:** \$ 34,460

Decrease of \$5,000 in Equipment Maintenance & Equipment as significant repairs on crack seal machine in FY24, Minor decreases planned in Equipment Leases (5005) and Building Maintenance (5030)

**Dept. Materials - Services :** \$ 24,050

\$7,000 decrease in Street Maintenance (6080) due to Phase I reconstruction

**Utilities:** \$ 95,300

Decreased \$3,000 in water use related accounts - conservation efforts

**Capital Outlay:** \$ 4,200

Donation of funding for break room furniture, \$2,800

**Interfund Transfers:** \$ 19,602

Funds included in this line item are set aside for future capital replacement including equipment. Additional information is located in the Capital Replacement Fund portion of the budget. Decrease budgeted as investment income in the Capital Replacement Fund has been allocated to the individual departments.

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

10 -GENERAL FUND  
 PUBLIC WORKS

EXPENDITURES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)		(----- 2024-2025 -----)		
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>PERSONNEL</u>								
603-1010 SALARIES	215,018	221,321	237,651	268,885	216,293	268,000	278,425	
603-1015 OVERTIME	7,956	5,654	5,294	10,000	2,087	4,000	10,000	
603-1020 MEDICARE	3,265	3,320	3,532	4,010	3,244	3,900	4,300	
603-1025 TWC (SUI)	1,764	54	56	360	527	527	360	
603-1030 HEALTH INSURANCE	27,876	29,088	31,050	36,680	29,875	36,000	39,880	
603-1031 HSA	170	170	167	0	0	0	0	
603-1033 DENTAL INSURANCE	1,546	1,503	1,430	1,140	1,219	1,450	1,430	
603-1035 VISION CARE INSURANCE	352	318	302	315	257	320	305	
603-1036 LIFE INSURANCE	264	281	538	432	286	345	348	
603-1037 WORKERS' COMP INSURANCE	4,855	5,511	5,156	5,870	4,057	5,600	6,240	
603-1040 TMRS RETIREMENT	32,225	33,296	35,513	39,778	32,445	40,000	47,025	
603-1070 SPECIAL ALLOWANCES	7,529	7,944	7,160	7,800	6,542	7,800	7,800	
TOTAL PERSONNEL	302,819	308,461	327,849	375,270	296,834	367,942	396,113	
<u>SUPPLIES</u>								
603-2020 OFFICE SUPPLIES	1,048	834	547	750	1,141	1,200	750	
603-2035 EMPLOYEE APPRECIATION	591	265	400	400	57	400	400	
PW/W EMPLOYEES 8	50.00						400	
603-2050 PRINTING & COPYING	249	312	210	200	0	225	200	
603-2060 MEDICAL EXAMS/SCREENINGS	175	58	340	200	115	115	200	
603-2070 JANITORIAL SUPPLIES	3,568	3,249	585	2,000	1,611	2,250	1,000	
603-2080 UNIFORMS	819	1,474	1,101	2,400	876	1,500	2,400	
603-2090 SMALL TOOLS	3,128	3,286	2,430	3,000	482	2,500	3,000	
603-2091 SAFETY GEAR	3,732	2,893	3,137	1,500	1,456	1,800	1,500	
603-2092 GENERAL SUPPLIES	0	0	0	0	0	0	0	
TOTAL SUPPLIES	13,311	12,372	8,749	10,450	5,737	9,990	9,450	
<u>SERVICES</u>								
603-3012 PROFESSIONAL - ENGINEERING	0	405	0	4,000	190	1,000	4,000	
GENERAL	0.00						4,000	
603-3013 PROFESSIONAL SERVICES	12,531	13,244	21,253	26,800	21,752	24,400	26,080	
TREE SERVICE/MUNICIPAL P	0	0.00					10,000	
LANDSCAPE MAINT @ CITY	12	669.00					8,028	
LOCKHILL SELMA MEDIAN	12	671.00					8,052	
603-3014 PROF SERV - CH & MONUMENTS	15,337	4,282	5,969	7,500	1,576	5,500	5,000	
LANDSCAPING/LIGHTING	0	0.00					5,000	
603-3015 PROF SERV - LHS MEDIANS	0	0	0	0	0	0	0	
603-3020 ASSOCIATION DUES & PUBS	0	205	200	300	150	250	300	
MS4	0	0.00					100	
GENERAL	0	0.00					200	
603-3030 TRAINING/EDUCATION	709	680	1,078	600	298	1,200	600	
603-3040 TRAVEL/MILEAGE/LODGING/PERD	146	393	22	250	241	250	250	
603-3050 LIABILITY INSURANCE	4,107	4,656	4,398	4,650	3,799	3,799	4,650	
603-3060 UNIFORM SERVICE	3,166	3,237	3,458	2,800	2,946	3,500	2,800	
603-3070 PROPERTY INSURANCE	1,965	2,212	2,423	2,800	2,288	2,288	2,800	
TOTAL SERVICES	37,960	29,314	38,801	49,700	33,240	42,187	46,480	

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

10 -GENERAL FUND  
 PUBLIC WORKS

EXPENDITURES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)		(----- 2024-2025 -----)		
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>CONTRACTUAL</u>								
603-4075 COMPUTER SOFTWARE	904	650	650	700	0	0	0	
603-4086 CONTRACT LABOR	0	0	0	0	888	888	0	
TOTAL CONTRACTUAL	904	650	650	700	888	888	0	
<u>MAINTENANCE</u>								
603-5005 EQUIPMENT LEASES	1,516	466	0	2,500	0	1,200	1,500	
603-5010 EQUIPMENT MAINT & REPAIR	15,625	11,071	11,521	17,000	17,562	18,000	12,000	
603-5015 ELECTRONIC EQPT MAINT	0	0	0	0	0	0	0	
603-5020 VEHICLE MAINTENANCE	2,480	6,186	6,761	6,600	2,282	5,200	5,600	
603-5030 BUILDING MAINTENANCE	7,460	7,729	5,918	6,300	4,422	6,200	5,360	
SECURITY SYSTEM 50	12.00							600
VARIOUS 0	0.00							2,000
CLEANING, 2X MONTH 12	230.00							2,760
603-5060 VEHICLE & EQPT FUELS	5,780	18,008	14,669	10,000	8,205	9,800	10,000	
TOTAL MAINTENANCE	32,861	43,460	38,868	42,400	32,470	40,400	34,460	
<u>DEPT MATERIALS-SERVICES</u>								
603-6011 CHEMICALS	695	299	562	500	178	500	500	
603-6055 FIRE HYDRANTS	0	0	0	0	0	0	0	
603-6080 STREET MAINTENANCE	30,437	34,432	15,046	25,000	3,132	15,000	18,000	
MAINTENANCE 0	0.00							18,000
603-6081 SIGN MAINTENANCE	4,584	2,593	934	3,000	1,935	2,900	3,000	
GENERAL SIGN MAINTENANC 0	0.00							1,000
OLD SHAVANO SIGN REPLAC 0	0.00							2,000
603-6083 DRAINAGE MAINT	0	0	0	300	0	300	300	
603-6084 PAVILION/PLAY/PATH MAINT	1,936	4,809	1,185	2,000	888	1,750	1,500	
GENERAL MAINTENANCE 0	0.00							1,500
603-6085 STRIPING	0	0	0	0	0	0	0	
603-6086 EAGLE SCOUT PROJECTS	0	1,007	770	950	0	500	750	
TOTAL DEPT MATERIALS-SERVICES	37,651	43,138	18,496	31,750	6,133	20,950	24,050	
<u>UTILITIES</u>								
603-7040 UTILITIES - ELECTRIC	39,864	45,108	42,223	42,000	30,937	45,000	42,000	
603-7041 UTILITIES - GAS	314	391	332	300	336	400	300	
603-7042 UTILITIES - PHONE	444	999	762	1,000	641	750	1,000	
603-7044 UTILITIES - WATER	26,166	35,487	20,130	20,000	8,901	12,000	18,000	
603-7045 STREET LIGHTS	30,168	26,496	27,480	29,000	25,819	31,000	29,000	
603-7046 UTILITIES - SAWS	0	5,158	3,431	6,000	2,541	4,500	5,000	
TOTAL UTILITIES	96,956	113,638	94,359	98,300	69,174	93,650	95,300	

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

10 -GENERAL FUND  
 PUBLIC WORKS

EXPENDITURES	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 ACTUAL	(----- 2023-2024 -----)		(----- 2024-2025 -----)		
				CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>CAPITAL OUTLAY</u>								
603-8005 OFFICE FURNITURE	55	1,573	0	0	0	0	2,800	
BREAK ROOM (DONATION)	0	0.00						2,800
603-8010 NON-CAPITAL-ELECTRONIC EQUI	0	0	0	0	0	0	0	
603-8015 NON-CAPITAL-COMPUTER	648	275	429	400	382	382	400	
COMPUTER/MONITOR	1	400.00						400
603-8020 NON-CAPITAL-MAINT EQPT	0	3,939	0	1,000	0	750	1,000	
REPLACEMENT WEED EATERS	0	0.00						1,000
603-8060 CAPITAL - EQUIPMENT	0	0	0	0	0	0	0	
603-8080 CAPITAL IMPROVEMENT PROJECT	0	0	0	0	0	0	0	
603-8081 CAPITAL - BUILDINGS	0	0	0	0	0	0	0	
TOTAL CAPITAL OUTLAY	703	5,787	429	1,400	382	1,132	4,200	
<u>INTERFUND TRANSFERS</u>								
603-9010 TRF TO CAPITAL REPLACEMENT	139,372	50,176	56,858	50,583	0	50,583	19,602	
FUTURE EQUIPMENT REPLAC	0	0.00						19,602
603-9072 TRANSFER TO WATER CAPITAL	462,500	0	0	0	0	0	0	
TOTAL INTERFUND TRANSFERS	601,872	50,176	56,858	50,583	0	50,583	19,602	
TOTAL PUBLIC WORKS	1,125,037	606,996	585,060	660,553	444,857	627,722	629,655	



## Fire Department – 604

Color Code Red



### **Mission Statement**

The City of Shavano Park Fire Department continuously works to prevent and suppress fires, educate and rescue citizens, provide emergency medical services, promote public safety and foster community relations to the residences and businesses within Shavano Park in order to provide first-class protection to our citizens, business owners and visitors.

### **Goals:**

- Develop an organization to effectively administer and manage the resources of the Fire Department
- Develop a system for minimizing the impact of disaster and other emergencies on life and property
- Provide an effective Emergency Medical Service system
- Provide an effective Fire Suppression and Prevention Program

### **Objectives:**

- Effectively communicate the Department's mission and vision to employees, partners, and stakeholders
- Recognize and scale to changing budgetary, fiscal, and regulatory conditions
- Seek to improve operational efficiency and effectiveness by shaping, enhancing, and adapting to changing circumstances
- Cultivate and strengthen relationships with stakeholders, governing bodies, and our customers
- Foster a culture that emphasizes and enhances employee health and safety
- Develop and execute an effective annual training program
- Promote a highly motivated and well-trained workforce
- Complete the Texas Fire Chief's Best Practice program
- Strive to maintain an average response time under 4 minutes
- Investigate options for a long-term cancer screening plan for fire fighters
- Continue compliance and code enforcement of tree ordinance
- Develop/implement commendation program for fire personnel
- Develop a plan to replace fitness equipment initially purchased by employees
- Purchase Body Armor (2) for Fire Marshals (certified Peace Officers)
- Purchase 5" Large Diameter 4-Way 2 ½" hose adapter to extend hose reach on the fire ground (to be stored on the Ladder Truck)
- Purchase two Battery Powered Ventilation/Exhaust Fans used to clear smoke on structure fires for Engine and Ladder Truck

<b>FIRE &amp; EMS PERFORMANCE MEASURES:</b>				
<b>Description:</b>	<b>Actual 2022</b>	<b>Actual 2023</b>	<b>To date 2024*</b>	<b>Target FY24-25</b>
<i>Strategic Goal - Protect and provide a city-wide safe and secure environment.</i>				
<i>Department Goal - Provide an effective Emergency Medical Service system.</i>				
<i>Department Goal - Provide an effective Fire Suppression &amp; Prevention program.</i>				
<b>Overall Average Response Time (Minutes)</b>	<b>4:48</b>	<b>4:41</b>	<b>4:39</b>	<b>4:00</b>
<b>Total Number of EMS Responses</b>	<b>477</b>	<b>536</b>	<b>283</b>	<b>500</b>
<b>Number of EMS Transports</b>	<b>288</b>	<b>348</b>	<b>196</b>	<b>275</b>
<b>Number of Fire Calls for Service</b>	<b>508</b>	<b>412</b>	<b>322</b>	<b>500</b>
<b>Total Number of Responses</b>	<b>985</b>	<b>948</b>	<b>605</b>	<b>1,000</b>
* Year to date 1/1/2024 - 6/30/2024				

## FIRE DEPARTMENT - 604

### Major Budget Changes

**Personnel Salary/Benefits:** \$ 1,963,264

Compensation adjustment reflects a 2.8% cost of living increase plus a 2.5% step increase. The actuarial valuation of the City's retirement plan increased the annual contribution rate from 14.33% for calendar year 2024 to 16.37% for calendar year 2025. City Council authorized an increase in the City's monthly health insurance contribution per employee from \$745 to \$820 and continue to pay 25% of dependent's health insurance premium.

**Supplies:** \$ 14,965

Decrease of \$4,000 in Uniforms (2080) as Honor Guard uniforms were purchased in FY24

**Services:** \$ 100,428

Increase of \$4,500 includes \$2,000 additional for updated electronic patient care reporting system and incident reporting software and \$3,000 additional for EMS billing and collection service provider commission in Special Services (390) due to volume

**Maintenance:** \$ 48,250

Decrease of \$5,700 mainly in Vehicle Maintenance & Repairs (5020)

**Department Materials - Services:** \$ 64,740

Reallocation between individual line items in this category, however no overall change in budget

**Capital Outlay:** \$ 400

No change as City Council has provided consensus guidance to use a portion of the City's American Rescue Plan Act funding for Fire Department purposes. Please refer to Fund 58 for details.

**Interfund Transfers:** \$ 157,257

-9010 Capital Replacement:

Funds included in this line item are set aside for future capital replacement. Additional information is located in the Capital Replacement Fund portion of the budget. Decrease budgeted as investment income in the Capital Replacement Fund has been allocated to the individual departments.

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

10 -GENERAL FUND  
 FIRE DEPARTMENT

EXPENDITURES	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 ACTUAL	(----- 2023-2024 -----)			(----- 2024-2025 -----)	
				CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>PERSONNEL</u>								
604-1010 SALARIES	1,079,780	1,091,964	1,185,758	1,348,360	1,080,410	1,328,000	1,420,574	
604-1015 OVERTIME	51,907	88,216	91,412	44,000	34,233	42,000	44,000	
604-1017 INCENTIVE AGREEMENTS	0	0	0	3,300	0	3,300	6,600	
604-1020 MEDICARE	15,992	16,937	18,376	20,635	16,050	20,400	21,700	
604-1025 TWC (SUI)	4,536	198	206	2,070	2,133	2,300	1,890	
FULL TIME	17	90.00						1,530
PART TIME	4	90.00						360
604-1030 HEALTH INSURANCE	120,963	109,521	113,130	159,000	122,434	147,700	167,350	
604-1031 HSA	559	537	525	0	0	0	0	
604-1033 DENTAL INSURANCE	6,597	5,825	5,390	7,020	5,941	7,200	7,340	
604-1035 VISION CARE INSURANCE	1,568	1,232	1,156	1,500	1,252	1,500	1,535	
604-1036 LIFE INSURANCE	1,164	1,059	2,153	1,836	1,211	1,450	1,480	
604-1037 WORKERS' COMP INSURANCE	30,587	34,984	40,443	44,379	30,256	40,000	46,595	
604-1040 TMRS RETIREMENT	160,058	165,615	178,159	204,910	162,021	202,000	215,100	
604-1070 SPECIAL ALLOWANCES	15,684	25,696	25,315	30,600	21,799	27,000	29,100	
TOTAL PERSONNEL	1,489,395	1,541,786	1,662,023	1,867,610	1,477,740	1,822,850	1,963,264	
<u>SUPPLIES</u>								
604-2020 OFFICE SUPPLIES	1,377	1,176	1,065	1,200	897	1,200	1,200	
604-2035 EMPLOYEE APPRECIATION	0	373	767	765	0	765	765	
17 FF	17	45.00						765
604-2060 MEDICAL EXAMS/SCREENINGS	545	1,977	1,588	1,000	683	750	1,000	
DRUG TESTING	0	0.00						200
HEALTH SCREENING	0	0.00						400
IMMUNIZATIONS	0	0.00						250
FIRE FIGHTER CANDIDATE	0	0.00						150
604-2070 JANITORIAL SUPPLIES	2,799	3,926	3,178	3,000	2,211	3,200	3,000	
604-2080 UNIFORMS & ACCESSORIES	7,958	7,928	5,610	13,000	9,646	11,000	9,000	
UNIFORMS - (17) FIRE FI	0	0.00						9,000
TOTAL SUPPLIES	12,679	15,381	12,208	18,965	13,437	16,915	14,965	
<u>SERVICES</u>								
604-3017 PROFESSIONAL - MEDICAL DIRE	5,400	5,400	5,400	5,400	4,500	5,400	5,400	
MEDICAL DIRECTOR	12	400.00						4,800
OTHER PROF. SERV.	0	0.00						200
EMERGENCY MANAGEMENT PL	0	0.00						400
604-3020 ASSOCIATION DUES & PUBS	8,383	7,855	8,233	13,720	14,362	14,362	15,720	
TCFP DUES & CERT FEES	0	0.00						4,045
STRAC DUES & REPORTING	0	0.00						6,600
ICC CODE BOOK UPDATE	0	0.00						200
NATIONAL FIRE CODE UPDA	0	0.00						1,300
TX AMBULANCE ASSOC.	0	0.00						250
TDSHS RECERT FEES & CE	0	0.00						1,150
NFFA MEMBERSHIP	0	0.00						150
ALAMO AREA FIRE CHIEFS	0	0.00						25

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

10 -GENERAL FUND  
 FIRE DEPARTMENT

EXPENDITURES	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 ACTUAL	(----- 2023-2024 -----)			(----- 2024-2025 -----)	
				CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
TX FIRE CHIEFS/BEST PRA	0	0.00						500
UT/UNIV. HOSP INF CTR	0	0.00						600
TDSHS LICENSE RENEWAL	0	0.00						900
604-3030 TRAINING/EDUCATION		6,708	6,218	7,427	7,000	7,143	7,143	7,000
CE SOLUTIONS - EMS	0	0.00						2,000
CE - FIRE FIGHTERS	0	0.00						2,500
FIRERMS & EPCR TESTING	0	0.00						2,500
604-3040 TRAVEL/MILEAGE/LODGING/PERD		3,398	2,017	999	3,500	1,380	3,200	3,000
TRAVEL-MILEAGE-LODGING	0	0.00						2,500
FOOD FOR TRAINING/MEETI	0	0.00						500
604-3050 LIABILITY INSURANCE		22,714	25,857	24,683	25,900	21,161	21,161	25,900
604-3070 PROPERTY INSURANCE		13,133	14,266	15,977	18,400	15,033	15,033	18,400
604-3080 SPECIAL SERVICES		12,233	13,072	20,841	15,900	16,767	21,000	18,900
EMERGICON	12	1,450.00						17,400
DELINQUENT COLLECTIONS	0	0.00						1,500
604-3090 COMMUNICATIONS SERVICES		5,542	7,516	7,479	6,108	4,163	5,000	6,108
DATA CARDS-MDTS	12	264.00						3,168
PHONE SERVICE	0	0.00						2,700
MDT SERVICE	0	0.00						240
TOTAL SERVICES		77,511	82,200	91,039	95,928	84,509	92,299	100,428
<u>CONTRACTUAL</u>								
604-4045 RADIO ACCESS FEES - COSA		5,832	5,616	5,670	5,800	4,860	5,870	5,800
COSA/HARRIS RADIO	0	0.00						5,800
604-4075 COMPUTER SOFTWARE/MAINTENAN		307	380	1,208	0	157	250	0
604-4086 CONTRACT LABOR		0	0	0	0	0	0	0
TOTAL CONTRACTUAL		6,139	5,996	6,878	5,800	5,017	6,120	5,800
<u>MAINTENANCE</u>								
604-5010 EQUIPMENT MAINT & REPAIR		6,952	3,779	4,190	5,000	5,661	6,000	5,000
FIRE EQUIPMENT	0	0.00						3,000
EMS	0	0.00						1,000
VARIOUS EQUIPMENT	0	0.00						1,000
604-5020 VEHICLE MAINTENANCE		38,676	24,635	48,266	30,100	21,477	28,000	25,100
FIRE ENGINES	2	6,000.00						12,000
EMS UNITS	2	2,800.00						5,600
BRUSH, SUPPORT, CHIEF T	3	2,500.00						7,500
604-5030 BUILDING MAINTENANCE		9,644	4,815	6,022	5,350	8,139	8,500	4,650
FIRE STATION	0	0.00						3,650
LIVING QUARTERS	0	0.00						1,000
604-5060 VEHICLE & EQPT FUELS		10,177	19,375	12,577	13,500	10,826	12,000	13,500
TOTAL MAINTENANCE		65,449	52,605	71,055	53,950	46,103	54,500	48,250

10 -GENERAL FUND  
 FIRE DEPARTMENT

EXPENDITURES	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 ACTUAL	(----- 2023-2024 -----)			(----- 2024-2025 -----)	
				CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>DEPT MATERIALS-SERVICES</u>								
604-6015 ELECTRONIC EQPT MAINT	1,999	6,428	5,924	6,500	4,744	6,000	6,000	
STRAC TABLET EPCR USER	2	750.00						1,500
RADIO TOWER MAINTENANCE	0	0.00						300
MDT MAINTENANCE	0	0.00						1,300
ZOLL CARDIAC MONITOR CA	2	500.00						1,000
GAS MONITORING	0	0.00						300
MISC VARIOUS EQUIPMENT	0	0.00						1,600
604-6030 INVESTIGATIVE SUPPLIES/PROC	0	771	282	750	112	450	750	
604-6040 EMS SUPPLIES	26,161	26,572	23,274	29,940	19,996	28,000	29,940	
EMS OXYGEN	12	120.00						1,440
DISPOSABLE MEDICAL SUPP	0	0.00						14,000
MEDICATIONS	0	0.00						13,000
BIO HAZARD WASTE DISPOS	0	0.00						1,500
604-6045 FIRE FIGHTING EQPT SUPPLIES	9,985	10,086	5,524	9,500	3,076	7,500	8,500	
FIRE HOSE REPLACEMENT	1	3,000.00						3,000
SMALL EQUIPMENT REPLACE	1	2,000.00						2,000
FIRE NOZZLE REPLACEMENT	1	2,000.00						2,000
CLASS A & B FOAM	0	0.00						750
VARIOUS SUPPLIES	0	0.00						750
604-6060 PPE MAINTENANCE	12,954	15,098	19,976	18,050	15,179	18,000	19,550	
GEAR REPLACEMENT	5	3,700.00						18,500
AIR QUALITY TESTING	0	0.00						750
MISC. PPE	0	0.00						300
TOTAL DEPT MATERIALS-SERVICES	51,099	58,955	54,980	64,740	43,107	59,950	64,740	
<u>UTILITIES</u>								
604-7044 UTILITIES - WATER	1,934	2,064	2,286	2,000	1,687	2,300	2,000	
TOTAL UTILITIES	1,934	2,064	2,286	2,000	1,687	2,300	2,000	
<u>CAPITAL OUTLAY</u>								
604-8010 NON-CAPITAL-ELECTRONIC EQUI	0	1,733	0	0	0	0	0	
604-8012 NON-CAPITAL-FIRE ARMS/TASER	0	0	0	0	0	0	0	
604-8015 NON-CAPITAL-COMPUTER EQUIPM	22	4,862	200	400	90	400	400	
COMPUTER/MONITOR	0	0.00						400
604-8020 NON-CAPITAL MAINTENANCE EQP	0	0	0	0	0	0	0	
604-8023 NON CAPITAL - FITNESS EQPT	0	0	2,999	0	0	0	0	
604-8025 NON CAP - OFFICE FURN/EQPT	0	0	0	0	0	0	0	
604-8035 FIRE FIGHTING EQPT PURCH	0	0	0	0	0	0	0	
604-8040 CAPITAL - PPE EQUIPMENT	22,956	0	0	0	0	0	0	
604-8050 CAPITAL - VEHICLE	0	0	0	0	0	0	0	
604-8060 CAPITAL - EQUIPMENT	0	0	0	0	0	0	0	
604-8080 CAPITAL - IMPROVEMENT	0	0	0	0	0	0	0	
TOTAL CAPITAL OUTLAY	22,978	6,595	3,199	400	90	400	400	

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

10 -GENERAL FUND  
 FIRE DEPARTMENT

EXPENDITURES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)		(----- 2024-2025 -----)		
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>INTERFUND TRANSFERS</u>								
604-9000 GRANT EXPENDITURES	16,783	10,723	27,894	11,560	7,833	7,833	5,000	
TEXAS FOREST SERVICE	0	0.00						5,000
604-9010 TRF TO CAPITAL REPLACEMENT	<u>224,318</u>	<u>147,164</u>	<u>220,075</u>	<u>272,561</u>	<u>0</u>	<u>272,561</u>	<u>152,257</u>	
TOTAL INTERFUND TRANSFERS	241,101	157,887	247,969	284,121	7,833	280,394	157,257	
<hr/>								
TOTAL FIRE DEPARTMENT	1,968,284	1,923,469	2,151,637	2,393,514	1,679,524	2,335,728	2,357,104	

## Police Department – 605



### Mission Statement

The Shavano Park Police Department, in partnership with the community, provides exemplary law enforcement services to promote a safe environment, protecting life and property, while preserving the peace with honor and courage.

### Goals:

- Effectively conduct Community-Oriented Policing by maintaining positive interaction with the public and a high degree of visibility within the community.
- Proactively educate the public to the community's role and responsibility to aid in the prevention, detection, and resolution of crime.
- Increase safety of citizens and officers by developing and improving internal systems which assure high quality service to our community while increasing the department's efficiency.
- Recruit, train, and resource a diverse, highly skilled, motivated law enforcement workforce, that promotes a rewarding work environment, investing in the personal and professional development of our employees.

### Objectives:

Effectively conduct Community-Oriented Policing by maintaining positive interaction with the public and a high degree of visibility within the community.

- Minimize crime rates across the City
- Maintain average police response times to less than 3 minutes
- Continue to seek positive methods for enhancing Community Policing
- Update 5-year historical crime assessment
- Implement community outreach partnerships with local schools

Proactively educate the public to the community's role and responsibility to aid in the prevention, detection, and resolution of crime.

- Improve citizen/officer interaction through increasing public contact by use of various social media and web opportunities
- Publish monthly crime statistics in newsletter
- More proactive use of Neighborhood Crime Watch and i-Info email systems
- Publish weekly crime blotters to increase community awareness
- Continue with citizen awareness courses to help educate residents about critical incidents



Increase safety of citizens and officers by developing and improving internal systems which assure high quality service to our community while increasing the department’s efficiency.

- Assess emerging technology for officer safety and efficiency
- Implement Unmanned Aerial System (Drone) Program
- Continue to research and maximize grant funding opportunities

Recruit, train, and resource a diverse, highly skilled, motivated law enforcement workforce, that promotes a rewarding work environment, investing in the personal and professional development of our employees.

- Continue to assess staffing needs within the Police Department
- Forging a Path Forward in our Continual Strive for Excellence
  - Identify Deficiencies, Formulate Solutions, Achieve Results
- Effectively provide the staff with quality in-service and external training opportunities
- Continue to obtain FBI LEEDA Trilogy Leadership Award training to all supervisory level staff.
- Continue processes towards completion of the Texas Police Chief’s Association Law Enforcement Command Officer Program for departmental command staff and supervisory level staff.
- Purchase and outfit two replacement patrol vehicles

<b>POLICE DEPARTMENT PERFORMANCE MEASURES:</b>				
<b>Description:</b>	<b>Calendar Year 2021</b>	<b>Calendar Year 2022</b>	<b>Calendar Year 2023</b>	<b>Target Calendar Year 2024</b>
<i>Strategic Goal - Protect &amp; provide a city-wide safe and secure environment</i>				
<i>Department Goal - Effectively conduct Community-Oriented Policing by maintaining positive interaction with the public and a high degree of visibility within the community.</i>				
<b>Non-Criminal Calls</b>	<b>1,890</b>	<b>2,260</b>	<b>2,452</b>	<b>2,000</b>
<b>Response Time</b>	<b>3:05</b>	<b>3:13</b>	<b>3:36</b>	<b>&lt; 3 minutes</b>
<b>Traffic Contacts</b>	<b>3,512</b>	<b>3,632</b>	<b>3,680</b>	<b>4,000</b>
<b>Criminal Offense Cases</b>	<b>250</b>	<b>250</b>	<b>158</b>	<b>200</b>
<b>Number of patrol officers per 1,000 population</b>	<b>3.69</b>	<b>3.69</b>	<b>3.69</b>	<b>3.69</b>

## Police Department - 605

### Major Budget Changes

**Personnel Salary/Benefits:** \$ 2,129,823

Compensation adjustment reflects a 2.8% cost of living increase plus a 2.5% step increase for licensed department members. The actuarial valuation of the City's retirement plan increased the annual contribution rate from 14.33% for calendar year 2024 to 16.37% for calendar year 2025. City Council authorized an increase in the City's monthly health insurance contribution per employee from \$745 to \$820 and also pay 25% of dependent's health insurance premium. Council has approved a departmental reorganization to include new Assistant Chief and Lieutenant positions and remove the Corporal positions to be effective January 2025.

A portion of Salaries, Medicare, and TMRS are being supplemented from the Court Restricted Fund (Security) to cover the manpower needed during the monthly Municipal Court sessions.

**Supplies:** \$ 26,155

\$5,000 decrease, all in Uniforms & Accessories (2080) as Honor Guard uniforms were purchased in FY24

**Contractual:** \$ 31,353

\$2,400 category increase includes \$1,600 for scheduling software in Computer Software/Incode (4075)

**Maintenance:** \$ 78,350

Category decrease of \$7,500 includes \$6,000 decrease in Vehicle Maintenance (5020) and Vehicle & Equipment Fuels (5060) planned due to newer patrol vehicle fleet

**Capital Outlay:** \$ 400

A majority of the Police Department capital outlay expenditures are financed via the Crime Control District, those items are being budgeted in that fund.

A decrease in this category from prior year as City Council authorized the purchase of new static radar signs to be installed along Northwest Military Highway out of the operating budget.

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

10 -GENERAL FUND  
 POLICE DEPARTMENT

EXPENDITURES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)			(----- 2024-2025 -----)	
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>PERSONNEL</u>								
605-1010 SALARIES	1,166,563	1,262,922	1,216,941	1,471,200	1,147,871	1,428,000	1,536,500	
605-1015 OVERTIME	26,853	32,238	32,577	34,000	4,831	17,500	34,000	
605-1017 INCENTIVE AGREEMENTS	0	0	4,950	8,250	7,600	7,600	8,250	
605-1020 MEDICARE	17,377	19,107	18,426	22,600	16,899	21,600	23,415	
605-1025 TWC (SUI)	4,932	441	153	1,710	2,230	2,230	1,710	
605-1030 HEALTH INSURANCE	127,629	127,701	132,705	174,600	141,257	171,400	197,255	
605-1031 HSA	733	688	588	0	0	0	0	
605-1033 DENTAL INSURANCE	7,013	6,953	6,400	8,020	6,727	8,200	8,365	
605-1035 VISION CARE INSURANCE	1,663	1,458	1,359	1,660	1,422	1,725	1,740	
605-1036 LIFE INSURANCE	1,299	1,305	2,328	2,052	1,312	1,600	1,653	
605-1037 WORKERS' COMP INSURANCE	27,778	33,014	33,997	41,400	26,700	38,000	43,050	
605-1040 TMRS RETIREMENT	171,697	189,377	186,107	223,340	171,550	212,000	232,160	
605-1070 SPECIAL ALLOWANCES	37,390	46,619	36,526	42,275	31,601	39,200	41,725	
TOTAL PERSONNEL	1,590,928	1,721,824	1,673,058	2,031,107	1,560,000	1,949,055	2,129,823	
<u>SUPPLIES</u>								
605-2020 OFFICE SUPPLIES	3,052	2,553	2,088	3,000	2,498	2,750	2,500	
605-2035 EMPLOYEE APPRECIATION	671	855	916	855	33	855	855	
19 FTE	45.00							855
605-2050 PRINTING & COPYING	1,372	1,077	437	1,300	689	1,000	1,300	
FORMS, MIRANDA, LEGISLA	0.00							1,300
605-2060 MEDICAL/SCREENING/TESTING/B	40	225	775	1,000	359	500	1,000	
PSYCHOLOGICAL EVALUATIO	0.00							400
DRUG SCREEN-PHYSICALS	0.00							200
POLYGRAPS	0.00							400
605-2070 JANITORIAL/BUILDING SUPPLIE	0	498	499	500	500	500	500	
605-2080 UNIFORMS & ACCESSORIES	28,577	16,782	20,131	25,000	10,623	22,000	20,000	
UNIFORMS	0.00							12,000
8- BULLET PROOF VESTS	0.00							8,000
605-2091 SAFETY SUPPLIES	0	0	0	0	0	0	0	
TOTAL SUPPLIES	33,713	21,990	24,846	31,655	14,702	27,605	26,155	
<u>SERVICES</u>								
605-3020 ASSOCIATION DUES & PUBS	1,434	2,969	2,021	3,180	1,320	2,200	2,930	
NATIONAL ASSN. OF POLIC	0.00							60
TX POLICE CHIEF ASSN. -	0.00							50
TEXAS POLICE ASSOCIATIO	0.00							30
CRIMINAL LAW & TRAFFIC	0.00							200
TX POLICE CHIEF ASSN -	0.00							350
NOTARY PUBLIC - RENEWAL	0.00							130
TX BEST PRACTICE MBRSH	0.00							1,000
PERF	0.00							360
TPCAF ACCREDITATION	750.00							750
605-3030 TRAINING/EDUCATION	2,180	3,385	2,956	3,000	1,492	3,000	3,000	
	0.00							3,000

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

10 -GENERAL FUND  
 POLICE DEPARTMENT

EXPENDITURES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)			(----- 2024-2025 -----)	
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
FIREARMS TRAINING 22 OF	0	0.00						0
~ 20 VARIOUS TRAINING C	0	0.00						0
605-3040 TRAVEL/MILEAGE/LODGING/PERD	4,205	3,726	3,785	4,000	1,334	4,000	4,000	
605-3050 LIABILITY INSURANCE	19,753	22,489	21,183	23,300	21,537	21,537	23,300	
605-3060 UNIFORM MAINTENANCE	4,425	4,610	3,042	6,000	1,817	4,500	4,000	
21 OFFICERS	0	0.00						4,000
605-3071 PROPERTY INSURANCE	8,504	9,263	10,142	11,100	9,069	9,069	11,100	
605-3072 ANIMAL CONTROL SERVICES	12,334	12,182	12,500	12,500	10,000	12,100	12,500	
DEZAVALA SHAVANO VET CL	12	1,000.00						12,000
ANIMAL CONTROL EQUIP/TR	0	0.00						500
605-3087 CITIZENS COMMUNICATION/ED	65	500	40	600	28	600	600	
605-3090 COMMUNICATIONS SERVICES	9,387	8,087	7,848	9,400	7,851	9,500	9,400	
CONNECTIVITY - ROUTERS	0	0.00						4,700
CONNECTIVITY - TICKET W	0	0.00						3,300
MOBILE HOTSPOTS	0	0.00						1,400
TOTAL SERVICES	62,287	67,209	63,517	73,080	54,448	66,506	70,830	
<u>CONTRACTUAL</u>								
605-4045 CONTRACT/RADIO FEES COSA	7,992	7,560	7,560	8,000	6,264	7,500	7,500	
605-4075 COMPUTER SOFTWARE/INCODE	19,743	17,709	19,982	20,944	20,100	21,500	23,853	
INCODE - TDEX INTERFACE	0	0.00						0
INCODE - CALLS FOR SERV	0	0.00						922
INCODE - PUBLIC SAFETY	0	0.00						9,811
INCODE - CASE MANAGEMEN	0	0.00						1,908
INCODE - PERSONNEL	0	0.00						853
INCODE - PROPERTY ROOM	0	0.00						1,363
INCODE - BRAZOS TECHNOL	0	0.00						3,138
LEADS ONLINE	0	0.00						1,758
PRODUCTIVITY (TCLEDDS)	0	500.00						0
ACCURINT (LEXIS-NEXIS)	0	725.00						0
PNAM MGMT SOFTWARE	0	0.00						2,500
PACE (SCHEDULING SOFTWA	1	1,600.00						1,600
605-4086 CONTRACT LABOR	6,498	0	0	0	0	0	0	
TOTAL CONTRACTUAL	34,232	25,269	27,542	28,944	26,364	29,000	31,353	
<u>MAINTENANCE</u>								
605-5005 EQUIPMENT LEASES	1,748	2,575	1,827	2,000	1,500	1,800	2,000	
MONTHLY COPY FEES - PER	0	0.00						2,000
605-5010 EQUIPMENT MAINT & REPAIR	1,609	2,143	1,069	1,500	1,421	1,500	1,500	
605-5015 ELECTRONIC EQPT MAINT	1,695	2,753	1,733	2,350	1,426	2,000	2,350	
MIDWEST RADAR-CERTIFICA	0	0.00						350
DAILY WELLS - RADIO REP	0	0.00						2,000
605-5020 VEHICLE MAINTENANCE	27,560	32,391	25,545	33,000	29,164	33,000	27,000	
605-5030 BUILDING MAINTENANCE	0	7,022	2,316	3,000	2,609	2,800	2,500	
MISC BUILDING MAINTENAN	0	0.00						2,500
605-5060 VEHICLE & EQPT FUELS	39,426	72,154	47,709	44,000	38,801	45,000	43,000	
TOTAL MAINTENANCE	72,039	119,038	80,199	85,850	74,921	86,100	78,350	

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

10 -GENERAL FUND  
 POLICE DEPARTMENT

EXPENDITURES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)			(----- 2024-2025 -----)	
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>DEPT MATERIALS-SERVICES</u>								
605-6030 INVESTIGATIVE SUPPLIES	11,255	3,957	4,232	5,000	2,808	4,750	5,450	
605-6032 POLICE SAFETY SUPPLIES	2,882	2,231	2,937	3,000	414	2,500	2,500	
FLARES	0	0.00						400
SABA	0	0.00						1,400
GLOVES, TRAFFIC CONES,	0	0.00						700
605-6035 FIREARMS EQUIPMENT/SUPPLIES	8,839	8,832	8,740	8,800	7,470	8,740	8,800	
AMMUNITION	0	0.00						6,300
TARGETS/SHOOTING PADS	0	0.00						2,000
CLEANING SUPPLIES	0	0.00						500
605-6037 OTHER EQUIPMENT	0	7,203	0	0	0	0	0	
TOTAL DEPT MATERIALS-SERVICES	22,975	22,223	15,909	16,800	10,691	15,990	16,750	
<u>UTILITIES</u>								
605-7042 UTILITES- PHONE	3,942	4,077	4,200	4,100	3,029	3,800	2,450	
CELL PHONES	0	0.00						2,000
AT&T DISPATCH LINE	0	0.00						450
TOTAL UTILITIES	3,942	4,077	4,200	4,100	3,029	3,800	2,450	
<u>CAPITAL OUTLAY</u>								
605-8010 NON-CAPITAL-ELECTRONIC EQUI	0	0	0	0	0	0	0	
605-8012 NON CAPITAL-FIRE ARMS/TASER	0	0	0	0	0	0	0	
605-8015 NON-CAPITAL-COMPUTER EQUIP.	812	393	129	400	778	778	400	
COMPUTER/MONITOR & EQUI	1	400.00						400
605-8020 NON-CAPITAL MAINT. EQUIPMEN	0	0	0	0	0	0	0	
605-8025 NON-CAPITAL - OFFICE FURNIT	0	0	0	0	0	0	0	
605-8030 CAPITAL - POLICE EQUIPMENT	0	0	0	21,000	21,728	21,728	0	
605-8045 CAPITAL - COMPUTER EQUIPMEN	0	0	0	0	0	0	0	
605-8050 CAPITAL - VEHICLES	0	0	0	0	0	0	0	
605-8081 CAPITAL - BUILDING	0	0	0	0	0	0	0	
TOTAL CAPITAL OUTLAY	812	393	129	21,400	22,506	22,506	400	
<u>INTERFUND TRANSFERS</u>								
605-9000 GRANT EXPENDITURES	0	0	32,360	0	0	0	0	
TOTAL INTERFUND TRANSFERS	0	0	32,360	0	0	0	0	
TOTAL POLICE DEPARTMENT	1,820,929	1,982,023	1,921,759	2,292,936	1,766,663	2,200,562	2,356,111	

## Development Services - 607

### Major Budget Changes:

**Personnel Salary/Benefits**

\$ -

There are no personnel located within this department. Services are performed by outside, independent contractors.

**Services:**

\$ 85,500

\$700 category increase includes \$1,000 increase in building inspection and plan review services (3015) offset by a \$300 reduction in health inspection services

**Contractual:**

-4075 Computer Software/Maintenance

\$ 3,375

Allocation of on-line permitting costs for tree trimming permits to the Tree Preservation & Beautification Fund reduces the General Fund expenditure

No significant changes in the day to day operations of this department.

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

10 -GENERAL FUND  
 DEVELOPMENT SERVICES

EXPENDITURES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)			(----- 2024-2025 -----)	
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>SUPPLIES</u>								
607-2020 OFFICE SUPPLIES	253	156	185	250	151	200	100	
607-2050 PRINTING & COPYING	360	163	276	300	133	225	180	
TOTAL SUPPLIES	613	319	461	550	284	425	280	
<u>SERVICES</u>								
607-3012 PROF -ENGINEERING REVIEW	0	0	0	0	0	0	0	
607-3015 PROF -BLDG INSPECTION SERVI	82,560	85,225	79,410	78,000	67,180	79,000	79,000	
607-3016 PROF -HEALTH INSPECTOR	2,640	2,580	2,520	2,800	1,980	2,500	2,500	
607-3017 PROF -SANITARY INSPECTION S	4,690	2,600	4,600	4,000	3,200	4,500	4,000	
607-3020 ASSOCIATION DUES & PUBS	1,051	0	0	0	0	0	0	
TOTAL SERVICES	90,942	90,405	86,530	84,800	72,360	86,000	85,500	
<u>CONTRACTUAL</u>								
607-4075 COMPUTER SOFTWARE/MAINTENAN	2,413	0	3,375	3,375	3,375	3,375	3,375	
DIGITAL PERMITTING	0	0.00						6,000
LESS ALLOC TO TREE FUND 35(	7.50)						(	2,625)
TOTAL CONTRACTUAL	2,413	0	3,375	3,375	3,375	3,375	3,375	
TOTAL DEVELOPMENT SERVICES	93,968	90,724	90,366	88,725	76,019	89,800	89,155	
TOTAL EXPENDITURES	6,098,453	5,735,063	6,051,876	6,819,335	5,105,186	6,648,346	6,867,024	
REVENUE OVER/(UNDER) EXPENDITURES	80,628	92,099	330,536	0	1,136,048	65,438	0	

## 30 - DEBT SERVICE FUND

**Fund Purpose.** This fund accounts for the property taxes levied for payment of principal and interest on the City's general long-term debt.

**Fund Description.** The debt service fund accounts for the accumulation of the interest and sinking (I&S) portion of ad valorem taxes and other resources, as directed by City Council, for the payment of principal, interest and related costs.

General obligation bonds are payable out of the City's ad valorem tax revenues. City Council authorizes the levy, assessment and collection of ad valorem taxes sufficient to pay the annual debt service amounts as provided in the bond ordinance, solely for the benefit of those bonds. The bond ordinance stipulates that "said interest and sinking fund shall be kept separate and apart from all other funds and accounts of said City, and shall be used only for the paying the interest on and principal of said bonds."

As of September 30, 2024, the City's long-term debt consists of three outstanding bonds and one State Infrastructure Bank loan note:

- 1) **General Obligation Refunding Bonds, Series 2017.** Dated June 1, 2017, with an original principal amount of \$1,925,000, the bonds' current principal outstanding is \$1,520,000 with \$500,225 in interest for a total debt service of \$2,020,225. These bonds bear interest of 2.0% to 4.0%. The final principal and interest payment is due February 15, 2039.
  - 100% of the debt service is supported by water revenues.

Purpose Statement: Proceeds were used to make public improvements and for other public purposes: (1) acquire, construct, renovate, enlarge, and improve the City's water utility system, including a new water well; (2) purchase materials, supplies, equipment, machinery, land, and rights-of-way for authorized needs and purposes relating to the water utility system; and (3) payment of professional services related to the construction and financing of the aforementioned projects. These bonds were issued in 2009 and were refinanced in 2017.

- 2) **General Obligation Refunding Bonds, Series 2018.** Dated November 20, 2018, with an original principal amount of \$1,385,000, the bonds' current principal outstanding is \$435,000 with \$10,962 in interest for a total debt service of \$445,962. These bonds bear an interest rate of 2.69%. The final principal and interest payment is due February 15, 2026.
  - \$91,645 (or 20.55%) of the debt service is supported by water revenues.
  - \$354,317 (or 79.45%) of the debt service is supported by ad valorem taxes.

Purpose Statement: Proceeds were used to make public improvements and for other public purposes: (1) streets and drainage; (2) City Hall; and (3) Waterworks Improvements. The original bonds were issued in 2000, refinanced in 2009 and again in 2018.



3) **State Infrastructure Bank loan note, Series 2020.** Dated November 11, 2020 with an original principal amount of \$925,000, the loan's current principal outstanding is \$765,710 with \$160,360 in interest for a total debt service of \$926,070. This loan was non-interest bearing until November 11, 2023, after which it carries a rate of 2.33%. The final principal and interest payment is due August 15, 2040.

- \$463,035 (or 50%) of the debt service is supported by water revenues.
- \$463,035(or 50%) of the debt service is supported by ad valorem taxes.

Purpose Statement: Proceeds were used for payment of the relocation costs of water utilities necessary for the Texas Department of Transportation's NW Military Highway expansion project.

**Note regarding State Infrastructure Bank Loan.** This loan was issued by the State Infrastructure Bank of the Texas Department of Transportation (TxDOT) in Fiscal Year 2020 - 2021 to finance the relocation of City Utility water lines in conflict with the TxDOT improvement project of NW Military Highway (Farm to Market Road 1535) that bisects Shavano Park. This project incorporates bike lanes, sidewalks, and a 2-way center turn lane while improving drainage facilities and adding a traffic light at the corner of Pond Hill Road and NW Military Highway (a site of frequent accidents). It is a regional project funded by the Alamo Area Municipal Planning Organization and uses a combination of Federal and State funds.

4) **General Obligation Bonds, Series 2022.** Dated July 15, 2022 with an original principal amount of \$9,410,000, the bonds' current principal outstanding is \$8,845,000 with \$4,300,400 in interest for a total debt service of \$13,145,400. These bonds bear a stated interest rate of 5%. The final principal and interest payment is due February 15, 2042. This bonds' issuance was voter-approved in the May 7, 2022 Bond Election.

- 100% of the debt service is supported by ad valorem taxes.

Purpose Statement: Proceeds from the sale of the Bonds will be used for the purposes of (1) designing, demolishing, constructing, renovating, improving, reconstructing, restructuring, and extending streets and thoroughfares and related land and right-of-way, sidewalks, streetscapes, collectors, drainage, landscape, signage, acquiring lands and rights-of-way necessary thereto or incidental therewith, and (2) paying the costs of issuance and expenses relating to the Bonds. See page 187 for the accounting of this bond's use in the Street Projects Fund.

The Debt Service Fund supports \$13,962,752 in total debt service requirements.

The Water Debt Service Fund supports the remaining \$2,574,905 of future total debt service requirements. See page 122 for information on the Water Fund portion of the debt.

**Fund Changes.** This budget provides for \$457,735 in revenues from ad valorem taxes, \$28,940 transfer from the General Fund, \$113,460 in certified prior year excess ad valorem tax collections\*, a transfer in of \$150,000 from the Street Maintenance Fund and a transfer in of \$204,063 from the

Capital Replacement Fund. A total of \$959,198 will be expensed for debt service and related costs in fiscal year 2024 – 2025.

**City Bond Rating.** The City of Shavano Park is rated “AAA/Stable” by Standard and Poor’s as of June 8, 2022. This is the highest and best credit rating that can be issued.

**Debt Service Ratio.** The City’s fiscal year 2024 – 2025 debt service ratio is 0.126 or 12.6%. In other words, 12.6% of the City’s revenues (excluding the Water Utility and transfers from other funds) are committed to debt service. The City is utilizing the Street Maintenance Fund and the Capital Replacement Fund this Fiscal Year to support a portion the debt service, transferring \$150,000 and \$204,063, respectively, to the Debt Service Fund. See page 160 for information on the Street Maintenance Fund and page 136 for information on the Capital Replacement Fund.

The debt service ratio, a widely accepted measure of sound financial management, and a useful tool to understand the City’s fiscal integrity, is the ratio of debt service expenditures as a percent of a municipality’s own source revenue (I&S portion of ad valorem taxes in addition to General Fund revenues). The Government Finance Officers Association considers a debt service ratio exceeding 20% as a warning signal for municipalities. A ratio of 10% or less is considered acceptable.

**Legal Debt Margin Information.** The City is a Type A general law municipality and under Article XI, Section 4, of the Texas Constitution, the maximum ad valorem tax rate is limited to \$1.50 per \$100 Taxable Assessed Valuation for all City purposes. The Texas Attorney General has adopted an administrative policy that generally prohibits the issuance of debt by a municipality, such as the City, if its issuance produces debt service requirements exceeding that which can be paid from \$1.00 of the foregoing \$1.50 maximum rate calculated at 90% collection.

Per the City’s Financial Advisors using the Texas Attorney General’s guideline for general law Cities, the City’s legal debt margin is based on a tax rate of \$1.00 per \$100 of net assessed property value with projected 90% collection of the tax levy. For the fiscal year 2024 – 2025 budget, the City’s legal debt margin is \$16,820,177. This means the City could issue debt (bonds) up to an amount that generates a maximum debt service requirement of less than \$16,820,177.

The General Law Cities calculation of the legal debt margin for the City of Shavano Park is:

**Estimated Net Assessed Value:** \$ 1,868,908,568

For the Texas Constitution Legal Debt Margin – Divide the estimated net assessed value by \$100 and multiply by the Texas Attorney General general rule tax rate of \$1.00. Then subtract the maximum annual debt service requirement amount for existing General Obligation (G.O.) debt.

\$16,820,177	City of Shavano Park’s maximum legal debt service requirement (based on tax rate of \$1.00 per \$100 value and 90% collection)
\$ 1,172,836	City of Shavano Park’s maximum annual debt requirements for existing G.O. debt (will occur in fiscal year end 2025)

\$15,647,341

City of Shavano Park's FY24 Debt Margin

According to the City's Financial Advisor, a debt margin of \$15,647,341 translates into additional debt capacity of approximately \$195 million in bonds (depending on factors such as number of debt issues and the interest rate environment).

\* The City has adopted a property tax freeze for residents who are 65 years of age or older or disabled. As a result, when property tax rates are calculated for debt service (I&S) these property valuations are not included in determining the necessary tax rate to pay current year debt payments. However, the tax amounts paid on frozen properties during that year are proportioned out by the M&O and I&S ratios based on the adopted tax rate, creating excess ad valorem collections in the Debt Service Fund. This excess amount is then used to reduce the amount of ad valorem taxes to be collected when calculating the subsequent year's I&S tax rate.

## 30 - DEBT SERVICE FUND

	FY 2023-24 AMENDED BUDGET	FY 2024-25 CITY COUNCIL PROPOSED	DIFFERENCE
<b>BEGINNING FUND BALANCE</b>	\$ 143,865	\$ 67,914	
REVENUES	\$ 884,831 **	\$ 845,738 ***	\$ (39,093)
EXPENDITURES	\$ 960,782	\$ 959,198	\$ (1,584)
TOTAL REVENUES LESS THAN EXPENDITURES	\$ (75,951)	\$ (113,460)	
<b>ENDING FUND BALANCE, PROJECTED</b>	<b>\$ 67,914</b>	<b>\$ (45,546) (1)</b>	

\*\* Revenues do not include transfer of \$75,951 from prior year excess collections.

\*\*\* Revenues do not include transfer of \$113,460 from prior year excess collections.

(1) This Fund will not have a negative fund balance at the end of FY25 as excess collections are not budgeted in the year received, as they are not 'due and payable'

DEBT SERVICE *	FUNDING	TOTAL PRINCIPAL	TOTAL INTEREST
General Obligation Refunding Bonds, Series 2017 (2009 CO)	Water Supported	\$ 1,520,000	\$ 500,225
General Obligation Refunding Bonds, Series 2018	Water Supported	89,393	2,252
	Tax Supported	345,608	8,709
General Obligation Bonds, Series 2022	Tax Supported	8,845,000	4,300,400
State Infrastructure Bank Loan, issued 2020	Water Supported	382,855	80,180
	Tax Supported	382,855	80,180
		<b>\$ 11,565,711</b>	<b>\$ 4,971,946</b>

\* Refer to debt service schedules for detail of payments by year.

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

30 -DEBT SERVICE FUND

REVENUES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)		(----- 2024-2025 -----)		
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<b>NON-DEPARTMENTAL</b>								
<b>TAXES</b>								
30-599-1010 CURRENT ADVALOREM TAXES	172,770	166,967	330,676	385,600	512,454	515,000	457,735	
30-599-1020 DELINQUENT ADVALOREM TAXES	111	495	1,773	0	380	1,000	0	
30-599-1030 PENALTY & INTEREST	527	626	1,232	0	1,900	2,500	0	
TOTAL TAXES	173,409	168,088	333,681	385,600	514,734	518,500	457,735	
<b>TRANSFERS IN</b>								
30-599-8001 PROCEEDS OF LONG TERM DEBT	0	0	0	0	0	0	0	
30-599-8002 PREMIUM RECD ON BOND ISSUE	0	8,245	0	0	0	0	0	
30-599-8010 INTEREST INCOME	73	698	6,662	0	9,989	11,300	5,000	
30-599-8012 TRANSFER FROM GENERAL FUND	0	28,940	28,940	28,940	0	28,940	28,940	
30-599-8030 FUND BALANCE - TRANSFER IN CERTIFIED EXCESS COLLEC 0	0.00	0	0	75,951	0	0	113,460	113,460
30-599-8048 TRANSFER IN - STREET MAINT	0	0	617,438	470,291	273,964	450,000	150,000	
30-599-8070 TRANSFER IN - CAPITAL REPL	0	0	0	0	0	0	204,063	
TOTAL TRANSFERS IN	73	37,883	653,040	575,182	283,953	490,240	501,463	
TOTAL NON-DEPARTMENTAL	173,481	205,971	986,721	960,782	798,687	1,008,740	959,198	
TOTAL REVENUES	173,481	205,971	986,721	960,782	798,687	1,008,740	959,198	

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

30 -DEBT SERVICE FUND  
 DEBT SERVICE

EXPENDITURES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)			(----- 2024-2025 -----)	
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>CAPITAL OUTLAY</u>								
607-8050 2009 GO REFUNDING-PRINCIPAL	0	0	0	0	0	0	0	
607-8052 2009 GO REFUNDING-INTEREST	0	0	0	0	0	0	0	
607-8054 BOND AGENT FEES	0	0	219	500	200	400	500	
607-8055 BOND ISSUE COSTS	0	0	0	0	0	0	0	
607-8056 2018 GO REFUNDING (2009) PR	170,818	178,763	182,735	190,680	190,680	190,680	194,653	
607-8057 2018 GO REFUNDING (2009) IN	26,448	21,599	16,884	11,862	7,213	11,682	6,679	
607-8058 2022 GO BOND - PRINCIPAL	0	0	265,000	300,000	300,000	300,000	315,000	
607-8059 2022 GO BONDS - INTEREST	0	0	464,154	428,800	218,150	428,800	413,425	
607-8060 SIB LOAN - PRINCIPAL	0	28,940	28,940	21,765	0	21,765	20,020	
607-8061 SIB LOAN - INTEREST	0	0	0	7,175	0	7,175	8,921	
607-8090 PMT TO REFUNDING AGENT ESCR	0	0	0	0	0	0	0	
TOTAL CAPITAL OUTLAY	197,265	229,302	957,932	960,782	716,243	960,502	959,198	
TOTAL DEBT SERVICE	197,265	229,302	957,932	960,782	716,243	960,502	959,198	
TOTAL EXPENDITURES	197,265	229,302	957,932	960,782	716,243	960,502	959,198	
REVENUE OVER/(UNDER) EXPENDITURES	( 23,784)	( 23,331)	28,790	0	82,444	48,238	0	

**CITY OF SHAVANO PARK**  
 Schedule of Principal and Interest Payments by Fiscal Year - Debt Service Fund

Fiscal Year Ending:	General Obligation Refunding, Series 2018		State Infrastructure Bank Loan, Series 2020		General Obligation, Series 2022		Total Principal	Total Interest	Total All Payments
	Principal	Interest	Principal	Interest	Principal	Interest			
2025	\$ 194,653	\$ 6,679	\$ 20,019	\$ 8,921	\$ 315,000	\$ 413,425	\$ 529,672	\$ 429,025	\$ 958,697
2026	150,955	2,030	20,486	8,454	335,000	397,175	506,441	407,659	914,100
2027	-	-	20,963	7,977	345,000	383,625	365,963	391,602	757,565
2028	-	-	21,452	7,488	360,000	369,450	381,452	376,938	758,390
2029	-	-	21,952	6,988	380,000	350,950	401,952	357,938	759,890
2030	-	-	22,463	6,477	400,000	331,450	422,463	337,927	760,390
2031	-	-	22,986	5,954	420,000	310,950	442,986	316,904	759,890
2032	-	-	23,522	5,418	440,000	289,450	463,522	294,868	758,390
2033	-	-	24,070	4,870	465,000	266,825	489,070	271,695	760,765
2034	-	-	24,631	4,309	485,000	243,075	509,631	247,384	757,015
2035	-	-	25,205	3,735	510,000	218,200	535,205	221,935	757,140
2036	-	-	25,792	3,148	540,000	191,950	565,792	195,098	760,890
2037	-	-	26,393	2,547	565,000	164,325	591,393	166,872	758,265
2038	-	-	27,008	1,932	595,000	135,325	622,008	137,257	759,265
2039	-	-	27,637	1,303	625,000	104,825	652,637	106,128	758,765
2040	-	-	28,276	659	660,000	72,700	688,276	73,359	761,635
2041	-	-	-	-	690,000	42,400	690,000	42,400	732,400
2042	-	-	-	-	715,000	14,300	715,000	14,300	729,300
<b>Total</b>	<b>\$ 345,608</b>	<b>\$ 8,709</b>	<b>\$ 382,855</b>	<b>\$ 80,180</b>	<b>\$ 8,845,000</b>	<b>\$ 4,300,400</b>	<b>\$ 9,573,463</b>	<b>\$ 4,389,289</b>	<b>\$ 13,962,752</b>

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## BOND DEBT SERVICE

City of Shavano Park, Texas  
General Obligation Refunding Bonds, Series 2018

\* Payment Source: 79.45% General Fund \*

Period Ending	Principal	Interest	Debt Service	Annual Debt Service
02/15/2025	194,652.50	4,648.42	199,300.92	
08/15/2025		2,030.34	2,030.34	
09/30/2025				201,331.26
02/15/2026	150,955.00	2,030.34	152,985.34	
09/30/2026				152,985.34
	345,607.50	8,709.10	354,316.60	354,316.60



## BOND DEBT SERVICE

City of Shavano Park, Texas  
 State Infrastructure Bank Loan, Series 2020  
 \* Payment Source: 50% General Fund \*

Period Ending	Principal	Interest	Debt Service	Annual Debt Service
08/15/2025	20,019.47	8,920.53	28,940.00	
09/30/2025				28,940.00
08/15/2026	20,485.92	8,454.08	28,940.00	
09/30/2026				28,940.00
08/15/2027	20,963.25	7,976.76	28,940.01	
09/30/2027				28,940.01
08/15/2028	21,451.69	7,488.31	28,940.00	
09/30/2028				28,940.00
08/15/2029	21,951.51	6,988.49	28,940.00	
09/30/2029				28,940.00
08/15/2030	22,462.98	6,477.02	28,940.00	
09/30/2030				28,940.00
08/15/2031	22,986.37	5,953.63	28,940.00	
09/30/2031				28,940.00
08/15/2032	23,521.95	5,418.05	28,940.00	
09/30/2032				28,940.00
08/15/2033	24,070.01	4,869.99	28,940.00	
09/30/2033				28,940.00
08/15/2034	24,630.85	4,309.16	28,940.01	
09/30/2034				28,940.01
08/15/2035	25,204.74	3,735.26	28,940.00	
09/30/2035				28,940.00
08/15/2036	25,792.01	3,147.99	28,940.00	
09/30/2036				28,940.00
08/15/2037	26,392.97	2,547.03	28,940.00	
09/30/2037				28,940.00
08/15/2038	27,007.92	1,932.08	28,940.00	
09/30/2038				28,940.00
08/15/2039	27,637.21	1,302.79	28,940.00	
09/30/2039				28,940.00
08/15/2040	28,276.67	658.85	28,935.52	
09/30/2040				28,935.52
	382,855.52	80,180.02	463,035.54	463,035.54

## BOND DEBT SERVICE

City of Shavano Park, Texas  
 General Obligation Bonds, Series 2022  
 \* Payment Source: 100% General Fund \*

Period Ending	Principal	Interest	Debt Service	Annual Debt Service
02/15/2025	315,000	210,650	525,650	
08/15/2025		202,775	202,775	
09/30/2025				728,425
02/15/2026	335,000	202,775	537,775	
08/15/2026		194,400	194,400	
09/30/2026				732,175
02/15/2027	345,000	194,400	539,400	
08/15/2027		189,225	189,225	
09/30/2027				728,625
02/15/2028	360,000	189,225	549,225	
08/15/2028		180,225	180,225	
09/30/2028				729,450
02/15/2029	380,000	180,225	560,225	
08/15/2029		170,725	170,725	
09/30/2029				730,950
02/15/2030	400,000	170,725	570,725	
08/15/2030		160,725	160,725	
09/30/2030				731,450
02/15/2031	420,000	160,725	580,725	
08/15/2031		150,225	150,225	
09/30/2031				730,950
02/15/2032	440,000	150,225	590,225	
08/15/2032		139,225	139,225	
09/30/2032				729,450
02/15/2033	465,000	139,225	604,225	
08/15/2033		127,600	127,600	
09/30/2033				731,825
02/15/2034	485,000	127,600	612,600	
08/15/2034		115,475	115,475	
09/30/2034				728,075
02/15/2035	510,000	115,475	625,475	
08/15/2035		102,725	102,725	
09/30/2035				728,200
02/15/2036	540,000	102,725	642,725	
08/15/2036		89,225	89,225	
09/30/2036				731,950
02/15/2037	565,000	89,225	654,225	
08/15/2037		75,100	75,100	
09/30/2037				729,325
02/15/2038	595,000	75,100	670,100	
08/15/2038		60,225	60,225	
09/30/2038				730,325
02/15/2039	625,000	60,225	685,225	
08/15/2039		44,600	44,600	
09/30/2039				729,825
02/15/2040	660,000	44,600	704,600	
08/15/2040		28,100	28,100	
09/30/2040				732,700
02/15/2041	690,000	28,100	718,100	
08/15/2041		14,300	14,300	
09/30/2041				732,400
02/15/2042	715,000	14,300	729,300	
09/30/2042				729,300
	8,845,000	4,300,400	13,145,400	13,145,400

## 20 - WATER FUND

	FY 2023-24 AMENDED BUDGET	FY 2024-25 CITY COUNCIL PROPOSED	DIFFERENCE
<b>UNRESTRICTED</b>	\$ 1,350,238	\$ 1,335,847	
<b>COMMITTED FOR CAPITAL REPLACEMENT</b>	564,570	595,347	
<b>BEGINNING FUND BALANCE</b>	\$ 1,914,808	\$ 1,931,194	
REVENUES AND OTHER SOURCES	\$ 1,547,365	\$ 1,229,378 **	\$ (317,987)
DEPARTMENT EXPENSES AND OTHER USES:			
WATER DEPARTMENT OPERATIONS	\$ 838,435	\$ 816,071	\$ (22,364)
TRANSFER TO GENERAL FUND	22,050	22,050	-
DEBT SERVICE	217,103	214,542	(2,561)
CAPITAL PROJECTS	453,391	319,050	(134,341)
TOTAL EXPENSES	\$ 1,530,979	\$ 1,371,713	\$ (159,266)
Income/(Loss)	\$ 16,386	\$ (142,335)	
<b>ESTIMATED UNRESTRICTED</b>	\$ 1,335,847	\$ 1,170,847	
<b>COMMITTED FOR CAPITAL REPLACEMENT</b>	595,347	618,012	\$ 22,665
<b>ENDING FUND BALANCE, PROJECTED BUDGET</b>	\$ 1,931,194	\$ 1,788,859	
CAPITAL REPLACEMENT	\$ 69,777 *	\$ 97,665 *	\$ 27,888

\* Capital replacement reflects the funds set aside for future capital outlay, not a true expense.

\*\* Does not include budgeted use of \$165,000 of fund balance to cover expenses.

Fund Balance amounts do not include the Net Investment in Capital Assets of \$3,396,804 at September 30, 2023.

While the Utility uses the 72 Fund - Water Capital Replacement to assist in the tracking of amounts set aside for equipment and water plant replacement, the amounts reflected here are consolidated to include both the 20 Fund - Water Utility and the 72 Fund - Water Capital Replacement with interfund activity eliminated.

**Note 1:** The Water Utility has approximately \$6,600 of unused State Infrastructure Bank loan proceeds (held in the Water Capital Replacement Fund). If these funds are not needed for the Northwest Military Highway expansion project, they will be returned to the State Infrastructure Bank, reducing the outstanding loan amount.

**Note 2:** Large decrease in revenues as FY24 included a \$400,000 grant from Bexar County utilizing American Rescue Act Funds in support of specific water projects.

20 -WATER FUND

REVENUES	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024		2024-2025		
				CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<b>NON-DEPARTMENTAL</b>								
<b>=====</b>								
<b>WATER SALES</b>								
20-599-5015 WATER CONSUMPTION	661,861	853,178	884,637	682,950	562,628	720,000	739,000	
20-599-5016 LATE CHARGES	2,183	11,726	13,056	12,000	11,905	15,000	13,000	
20-599-5018 DEBT SERVICE	189,830	189,875	189,695	189,900	165,260	201,500	217,000	
20-599-5019 WATER SERVICE FEE	59,038	61,712	66,417	66,000	56,777	68,200	68,900	
20-599-5036 EAA PASS THRU CHARGE	88,264	106,600	108,768	92,365	74,359	94,500	94,000	
20-599-5037 CONNECTION/DISCONNECT FEE	0	0	0	0	0	0	0	
20-599-5040 TAPPING FEES	2,800	0	0	0	2,800	2,800	0	
20-599-5045 METER UPGRADE FEE	0	0	3,405	0	0	0	0	
<b>TOTAL WATER SALES</b>	<b>1,003,976</b>	<b>1,223,091</b>	<b>1,265,977</b>	<b>1,043,215</b>	<b>873,730</b>	<b>1,102,000</b>	<b>1,131,900</b>	
<b>MISC./GRANTS/INTEREST</b>								
20-599-7000 INTEREST INCOME	3,092	4,316	48,450	61,650	72,064	86,000	52,358	
20-599-7001 UNREAL G/L ON INVESTMENTS	0	0	( 509)	0	457	509	0	
20-599-7005 INTEREST - LEASE RECEIVABLE	0	6,222	5,320	0	0	0	0	
20-599-7011 OTHER INCOME	182	30,245	207	0	214	250	0	
20-599-7012 LEASE OF WATER RIGHTS	15,750	21,000	11,750	8,000	10,264	10,264	8,720	
DOCTOR'S LEASE	0	0.00						8,720
20-599-7024 BEXAR COUNTY ILA - ARPA	0	0	483,020	400,000	11,928	267,000	0	
20-599-7028 TCEQ GRANT	0	0	0	0	0	0	0	
20-599-7060 CC SERVICE FEES	5,275	9,397	9,407	9,000	7,152	9,500	9,500	
20-599-7075 SITE/TOWER LEASE REVENUE	38,784	26,134	24,457	25,500	21,283	25,650	26,900	
T-MOBILE	0	0.00						26,900
20-599-7076 SITE LEASE REVENUE - CONTRA	0	( 23,293)	( 24,457)	0	0	0	0	
20-599-7077 AMORT - DEF INFLOW - LEASES	0	22,634	22,634	0	0	0	0	
20-599-7090 SALE OF FIXED ASSETS	9,033	4,793	( 14,615)	0	6,289	6,289	0	
20-599-7097 INSURANCE PROCEEDS	60,199	0	0	0	0	0	0	
<b>TOTAL MISC./GRANTS/INTEREST</b>	<b>132,315</b>	<b>101,449</b>	<b>565,664</b>	<b>504,150</b>	<b>129,651</b>	<b>405,462</b>	<b>97,478</b>	
<b>TRANSFERS IN</b>								
20-599-8010 TRANSFER FROM GENERAL (NWM)	0	0	0	0	0	0	0	
20-599-8058 TRANSFER FROM ARPA FUND	0	129,062	0	0	0	0	0	
20-599-8072 TRF IN-CAPITAL REPLACEMENT	636,387	75,918	17,000	39,000	39,000	39,000	75,000	
GROUND STORAGE TANKS	0	0.00						75,000
20-599-8090 PRIOR PERIOD ADJUSTMENT	0	0	0	0	0	0	0	
20-599-8099 TRF IN - RESERVES	0	0	0	0	0	0	165,000	
<b>TOTAL TRANSFERS IN</b>	<b>636,387</b>	<b>204,980</b>	<b>17,000</b>	<b>39,000</b>	<b>39,000</b>	<b>39,000</b>	<b>240,000</b>	
<b>TOTAL NON-DEPARTMENTAL</b>	<b>1,772,677</b>	<b>1,529,520</b>	<b>1,848,641</b>	<b>1,586,365</b>	<b>1,042,380</b>	<b>1,546,462</b>	<b>1,469,378</b>	
<b>TOTAL REVENUES</b>	<b>1,772,677</b>	<b>1,529,520</b>	<b>1,848,641</b>	<b>1,586,365</b>	<b>1,042,380</b>	<b>1,546,462</b>	<b>1,469,378</b>	<b>=====</b>

## Water Utility Department – 606

Color Code [Light Blue](#)

### **Mission Statement**

The City of Shavano Park Water Utility Department continuously provides safe and reliable drinking water and maintains essential public water infrastructure for the service connections within Shavano Park in order to provide long-term first-class water utility support to our citizens.

### **Goals:**

- Continually provide safe and reliable drinking water through efficient treatment and delivery of water, meet, or exceed environmental and public health standards
- Resource and maintain appropriate equipment and assets
- Improve & sustain employee proficiency to include: informative practices, educational training, and development opportunities
- Continuously improve water system functions & infrastructure to achieve an efficient operation level while meeting State requirements
- Provide and maintain essential public water infrastructure services while anticipating future requirements

### **Objectives:**

Continually provide safe and reliable drinking water through efficient treatment and delivery of water, exceeding environmental and public health standards

- Maintain 100% compliance of all State and Federal regulations and laws associated with a water system
- Maintain a Superior Water System Rating
- Ensure State requirements are met by having a minimum of 2 Class C groundwater operators within the Water Department
- Continue to expand & educate the public while implementing the backflow prevention program approved by Council in accordance with an appropriate method of delivery
- Maintain & improve the accuracy of records of Reduced Pressure Backflow Prevention Device testing per residence / connection for compliance with City ordinance and TCEQ requirements
- Develop Pre-Scripted Public Info Messages and continue changes as needed

### **Resource and maintain appropriate equipment and assets**

- Maintain sufficient money in reserve to handle emergencies, and provide a cushion for low water consumption years
- Annually re-evaluate adequacy of Edwards water rights and resources

- Continue to implement Winter Storm Uri infrastructure recommendations as appropriate and as funding is available.
- Evaluate Water Infrastructure for Emergencies and create a minimum of 3 EOPs (Emergency Operating Procedures)
- Actively apply for grants/funding for additional equipment that would make crews more efficient
- Work with City Engineer to-update the geographic information system (GIS) mapping program to include utilities, streets, and drainage information
- Continue developing a schedule based on priority/classification to replace all undersized water mains within the system; and apply for grants
- Apply for grants to pay a portion of or all costs for installation of emergency power supply (generators) for critical water facilities
- Develop a plan & identify funding sources to replace all wooden well houses (chorine buildings), to enclose (weatherize) all well pumps and chemical feeds – rebuild a minimum 1 building per year
- Consider a water rate study to determine if the tiered water rates / water service fee should be restructured/increased
- Assess all 6 ft well site security fences, and incrementally replace as needed with 8ft chain link – replace at least one fence per year

Improve employee quality to include educational training and development opportunities.

- Provide additional quality educational opportunities and send crews to classes to earn credits to increase and improve knowledge of water systems
- Maintain a zero (0) lost time accident rate by executing an effective safety training program and enforce disciplined operations.
- Maintain the preventative maintenance program for all heavy equipment. Continue to enhance the Public Works vehicle preventative maintenance program to include daily, weekly, and monthly checks.
- Develop and implement a heat safety program to include first aid training for all staff and incorporating heat mitigating equipment

Improve water system functions to achieve a more efficient operation level and meet State requirements

- Continue corrective action on dead end main issues to lessen flushing and reduce loss ratio rate, as funding permits
- Identify cul-de-sac dead end mains, including gross cost estimate for each and prioritization for addressing. Complete remediation of at least one such dead end main each year until all are resolved
- Stay current on new and proposed TCEQ water system requirements
- Propose updates for Shavano Park Ordinances to meet all TCEQ and pertinent Edwards Aquifer Authority requirements
- Achieve annual water loss of less than 5%

- Respond to all water system complaints within one service day. Provide summary of complaints and resolutions to Water Advisory Committee
- Create a communication plan to provide information to residents, to lessen the number of calls (Road Runner Articles, Frequently Asked Questions on website)
- Provide adequate maintenance for all fire hydrants to include installation of valves if necessary and/or raise to proper height for Fire Department access
- Consider outsourcing printing water utility bills
- Initiate assessments of sanitary sewer easements or obtain variance for all active wells (#5, 6, 7, 8)

Provide and maintain essential public water infrastructure and services while anticipating future requirements.

- With the Water Advisory Committee, develop a five- to ten-year strategic plan
- Consider options to access private properties where the water infrastructure is located at the rear of the property and there is no or limited access due to fencing around the property.
- Consider options for incrementally purchasing more acre feet of water.
- Consider adding ten water sample stations to improve sample integrity and reduce contamination by foreign objects, possibly ruining a water sample.
- Evaluate the addition of a variable frequency drive (VFD) or a soft start system to well site #7
- Resource break room furniture to replace the worn set currently in use.
- Complete a comprehensive water model to better anticipate future capital requirements.
- Develop and execute a fiscally responsible budget that meets mission requirements
- Update the capital equipment replacement schedule. (Water system, pumps, motors, VFD's, water mains, and hydrants)
- Maintain the quality of our SCADA system and entire water system as changes and repairs are accomplished
- Continue to evaluate restoration of Well #1 to service, providing additional water supply to the ground storage tank at Shavano Drive to efficiently run both booster pumps.

**WATER UTILITY FUND PERFORMANCE MEASURES:**

Description:	Actual FY21-22	Actual FY22-23	Projected FY23-24	Target FY24-25
<i>Strategic Goal - Maintain excellent infrastructure.</i>				
<i>Department Goal - Resource and maintain appropriate equipment and assets.</i>				
<i>Department Goal - Improve water system functions to achieve an efficient operation level &amp; meet state requirements.</i>				
<b>Number of Cellular Water Meters:</b>				
<b>Installed</b>	<b>320</b>	<b>200</b>	<b>40</b>	<b>2</b>
<b>Repaired</b>	<b>12</b>	<b>12</b>	<b>10</b>	<b>&lt;10</b>
<b>Number of non-compliant Fire Hydrants repaired</b>				
	<b>3</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>Percentage of Backflow Devices in Compliance</b>				
	<b>4%</b>	<b>5%</b>	<b>5%</b>	<b>10%</b>
<b>Number of Main Valves Exercised</b>				
	<b>40</b>	<b>115</b>	<b>45</b>	<b>50</b>
<b>Lost Water Ratio</b>				
	<b>6.86%</b>	<b>5.95%</b>	<b>6.00%</b>	<b>5.00%</b>

The Shavano Park Water Utility has approximately 713 customers and provides water service only, no sanitary sewer.



## Water Department - 606

**Major Budget Changes:**

<b>Personnel Salary/Benefits:</b>	<u><u>\$ 425,163</u></u>
<p>Compensation adjustment reflects a 2.8% cost of living increase plus a 2.5% step increase for all department staff. The actuarial valuation of the City's retirement plan increased the annual contribution rate from 14.33% for calendar year 2024 to 16.37% for calendar year 2025. City Council authorized an increase in the City's monthly health insurance contribution per employee from \$745 to \$820 and also pay 25% of dependent's health insurance premium.</p>	
<b>Supplies:</b>	<u><u>\$ 22,790</u></u>
<p>Increases in postage and credit card processing fees</p>	
<b>Services:</b>	<u><u>\$ 35,315</u></u>
<p>\$14,400 decrease in category mainly due to the project to GPS the system mains, meters &amp; valves for \$15,000 completed in FY24</p>	
<b>Contractual:</b>	<u><u>\$ 133,533</u></u>
<p>As the Edwards Aquifer Authority has been in drought pumping restrictions since March 2022, the Utility has budgeted for the lease of an additional 175 acre feet of water.</p>	
<b>Maintenance:</b>	<u><u>\$ 25,500</u></u>
<p>\$1,500 category decrease, \$500 each in Equipment Leases (6005), Equipment Maintenance &amp; Repairs (5010) and Fuels (5060)</p>	
<b>Dept. Materials - Services:</b>	<u><u>\$ 88,750</u></u>
<p>\$26,435 category decrease reflects \$15,000 reduction at Well Site #6 (6066) as chlorine building was enclosed/improved in FY24 offset by \$2,000 to replace the fencing in FY25, and a shade structure was built over the drive shaft at Well #8 (6068) in FY24 reducing the budget by \$6,500, also reduced Water System Maintenance (6072) by \$8,400 to lessen inventory on hand</p>	
<b>Utilities:</b>	<u><u>\$ 79,000</u></u>
<p>Electricity rate increase projected</p>	
<b>Capital Outlay:</b>	<u><u>\$ 325,070</u></u>
<p>Major projects include repair/replace Shavano Drive ground storage tank, repaint/repair Huebner ground storage tank, install variable frequency drive system at Well Site #7</p>	
<b>Interfund Transfers:</b>	<u><u>\$ 119,715</u></u>
<p>- 9010 Transfer to General Fund              Contribution toward general City operations \$22,050</p> <p>- 9020 Transfer to Capital Replacement Fund, Fund 72              Amounts set aside for future capital repair/replacement of infrastructure, vehicles, and equipment \$97,665</p>	

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

20 -WATER FUND  
 WATER DEPARTMENT

EXPENDITURES	2020-2021	2021-2022	2022-2023	2023-2024		2024-2025		
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<b>PERSONNEL</b>								
606-1010 SALARIES	205,261	228,784	241,686	280,000	225,393	278,000	291,735	
606-1015 OVERTIME	17,155	16,036	13,263	16,000	14,873	18,000	16,000	
606-1020 MEDICARE	3,227	3,628	3,731	4,500	3,569	4,450	4,645	
606-1025 TWC (SUI)	737	18	36	360	527	527	360	
606-1030 HEALTH INSURANCE	28,482	29,088	30,421	37,600	30,006	36,100	40,125	
606-1031 HSA	174	155	126	0	0	0	0	
606-1033 DENTAL INSURANCE	1,489	1,503	1,458	1,480	1,787	2,148	2,175	
606-1035 VISION CARE INSURANCE	399	335	325	350	353	425	425	
606-1036 LIFE INSURANCE	270	281	550	435	286	345	348	
606-1037 WORKERS' COMP INSURANCE	5,314	6,069	5,650	6,800	4,552	6,000	6,790	
606-1040 TMRS RETIREMENT	31,766	36,176	41,280	44,300	35,811	44,000	50,860	
606-1070 SPECIAL ALLOWANCES	8,233	12,018	11,002	11,500	8,239	11,200	11,700	
TOTAL PERSONNEL	302,506	334,091	349,528	403,325	325,395	401,195	425,163	
<b>SUPPLIES</b>								
606-2020 OFFICE SUPPLIES	1,313	529	387	1,000	1,000	1,000	1,000	
606-2030 POSTAGE	3,070	4,150	4,096	4,195	3,836	4,500	4,640	
POSTAGE	12	360.00						4,320
ANNUAL BULK MAIL PERMIT	0	0.00						320
606-2035 EMPLOYEE APPRECIATION	39	140	366	400	57	400	450	
606-2050 PRINTING & COPYING	848	830	899	800	582	1,180	800	
606-2060 MED EXAMS/SCREENING/TESTING	0	0	0	100	0	0	100	
606-2070 JANITORIAL SUPPLIES	100	170	0	200	0	200	200	
606-2075 BANK/CREDITCARD FEES	9,107	9,858	12,232	9,000	10,815	13,000	9,500	
ELAVON - 2 ACCOUNTS	0	0.00						9,500
606-2080 UNIFORMS	1,349	1,552	1,228	1,800	818	1,300	1,700	
BOOTS - ANNUAL ALLOWANC	4	300.00						1,200
RAINWARE/ WINTER COATS/	0	0.00						500
606-2090 SMALL TOOLS	2,250	4,477	3,725	3,000	875	2,800	3,000	
606-2091 SAFETY SUPPLIES/EQUIPMENT	1,036	596	331	1,400	887	1,200	1,400	
TOTAL SUPPLIES	19,113	22,302	23,264	21,895	18,870	25,580	22,790	
<b>SERVICES</b>								
606-3012 ENGINEERING SERVICES	16,578	8,655	1,080	20,000	0	0	5,000	
BASIC MISC SERVICES	0	0.00						5,000
606-3013 PROFESSIONAL SERVICES	0	0	0	2,000	0	0	2,000	
WATER BILL PRINT-OUTSOU	0	0.00						2,000
606-3020 ASSOCIATION DUES & PUBS	2,169	1,629	1,923	2,115	180	750	2,115	
TWUA	0	0.00						360
S.A.R.A. ANNUAL FEE	0	0.00						200
S.A.R.A DUES - SEPARATE	0	0.00						200
REG WTR RES DEV (RWRD)	0	0.00						300
AWWA - AMER WTR WKS ASS	0	0.00						100
TRWA - TX RURAL WATER A	0	0.00						325
WATER LICENSE RENEWALS	5	111.00						555

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

20 -WATER FUND  
 WATER DEPARTMENT

EXPENDITURES	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 ACTUAL	(----- 2023-2024 -----)			(----- 2024-2025 -----)	
				CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
TX MUNI UTILITIES ASSN 0	0.00							75
606-3030 TRAINING/EDUCATION	4,433	2,569	( 55)	3,750	3,954	3,954	4,750	
606-3040 TRAVEL/MILEAGE/LODGING/PERD	99	1,784	448	1,000	331	750	1,000	
606-3050 INSURANCE - LIABILITY	4,198	4,785	4,578	4,800	3,922	3,922	4,400	
606-3060 UNIFORM SERVICES	3,127	3,053	2,995	3,200	2,946	3,500	3,600	
606-3070 INSURANCE - PROPERTY	2,045	2,229	2,334	2,700	2,206	2,206	2,500	
606-3075 CONSERV. ED./REBATES	0	0	0	100	0	0	100	
606-3080 SPECIAL SERVICES	293	3,084	594	2,300	656	1,200	1,800	
SA HAZARDOUS MAT'L PERM 0	0.00							300
ONE CALL LOCATES/PAINT 0	0.00							1,500
606-3082 WATER ANALYSIS FEES	5,894	5,070	7,616	7,000	5,800	7,200	7,000	
WATER ANALYSIS FEES 0	0.00							2,145
TCEQ ANNUAL WATER TESTI 0	0.00							3,000
DSHS CENTRAL LAB - TCEQ 0	0.00							1,805
TIER II REPORT FEES - A 0	0.00							50
606-3087 CITIZENS COMM/EDUCATION	0	0	0	0	0	0	300	
PROMOTIONAL ITEMS 0	0.00							300
606-3090 COMMUNICATIONS SERVICES	0	890	762	750	641	725	750	
TOTAL SERVICES	38,835	33,749	22,275	49,715	20,635	24,207	35,315	
<u>CONTRACTUAL</u>								
606-4075 COMPUTER SOFTWARE/INCODE	9,250	9,799	11,213	13,646	12,647	14,000	15,220	
INCODE-UTILITY SOFTWARE 0	0.00							3,845
INCODE-BILLPAY WEB HOST 0	0.00							1,200
INCODE-BILL PAY ONLINE 0	0.00							376
BEACON SERVICE AGREEMEN 0	0.00							900
BEACON METER FEE 12	677.00							8,124
SCADA ANTIVIRUS - 2 COM 0	0.00							75
SOFTWARE LICENSE 1	200.00							200
GIS MAPPING 0	0.00							500
606-4085 EAA -WATER MANAGEMENT FEES	76,518	88,278	102,526	97,449	71,832	91,000	94,688	
MONTHLY EAA FEES 901	88.00							79,288
ADDL LEASED WATER 175	88.00							15,400
606-4086 CONTRACT LABOR	1,301	0	0	0	888	888	0	
606-4099 WATER RIGHTS/LEASE PAYMENTS	0	18,750	37,915	26,700	9,825	26,700	23,625	
ADDL LEASED WATER 175	135.00							23,625
TOTAL CONTRACTUAL	87,069	116,828	151,654	137,795	95,192	132,588	133,533	
<u>MAINTENANCE</u>								
606-5005 EQUIPMENT LEASES	4,563	7,048	1,666	5,000	0	2,000	4,500	
606-5010 EQUIPMENT MAINT & REPAIR	4,438	11,645	6,613	7,000	3,096	5,200	6,500	
606-5015 ELECTRONIC EQPT MAINTENANCE	0	0	0	500	0	0	500	
606-5020 VEHICLE MAINTENANCE	5,841	4,385	1,511	3,500	4,235	4,500	3,500	
606-5030 BUILDING MAINTENANCE	1,913	10,718	160	3,000	644	1,750	3,000	
GENERAL 0	0.00							3,000
606-5060 VEHICLE & EQPT FUELS	5,079	9,369	9,897	8,000	4,924	7,250	7,500	
TOTAL MAINTENANCE	21,835	43,164	19,847	27,000	12,899	20,700	25,500	

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

20 -WATER FUND  
 WATER DEPARTMENT

EXPENDITURES	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 ACTUAL	(----- 2023-2024 -----)			(----- 2024-2025 -----)	
				CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>DEPT MATERIALS-SERVICES</u>								
606-6011 CHEMICALS	5,813	6,751	7,630	9,000	4,464	7,500	9,000	
606-6050 WATER METERS & BOXES	4,189	0	2,216	2,000	2,510	2,510	2,000	
METER BOX REPLACEMENT	0.00							2,000
606-6055 FIRE HYDRANTS & VALVES	1,056	10,009	10,313	10,000	4,083	7,000	8,000	
HYDRANTS AND VALVES	0.00							8,000
606-6060 HUEBNER STORAGE TANK	13,181	8,688	2,269	5,000	1,780	4,500	5,000	
GENERAL	0.00							5,000
606-6061 WELL SITE #1	1,941	28,960	1,496	8,750	13,107	15,750	8,750	
WELL SITE	0.00							6,750
ELEVATED STORAGE TANK	0.00							2,000
606-6062 WELL SITE #2-EAA MONITORED	0	0	0	500	0	0	500	
606-6063 WELL SITE #3-NOT OPERATION	3,865	18,725	0	0	0	0	0	
606-6064 WELL SITE #4-NOT OPERATION	8,262	30,868	0	1,000	4	4	5,000	
DISPOSAL - ACCUM MATERI	0.00							5,000
606-6065 WELL SITE #5-EDWARDS BLENDI	3,187	10,893	3,677	1,000	2,516	3,500	1,000	
606-6066 WELL SITE #6-MUNI TRACT	11,224	9,518	688	21,000	6,792	15,000	8,000	
OPERATIONS	0.00							6,000
FENCE REPLACEMENT (MATER	0.00							2,000
606-6067 WELL SITE #7	25,419	9,688	991	4,000	715	3,500	4,000	
GENERAL	0.00							4,000
606-6068 WELL SITE #8	23,797	9,756	1,756	10,500	1,921	5,500	4,000	
GENERAL	0.00							4,000
606-6069 WELL SITE #9-TRINITY	325	0	0	500	0	0	500	
606-6070 SCADA SYSTEM MAINTENANCE	10,155	3,936	3,642	5,000	7,438	7,438	5,500	
ANNUAL MAINTENANCE CONT	0.00							3,000
OTHER	0.00							2,500
606-6071 SHAVANO DRIVE PUMP STATION	1,273	1,927	2,070	2,000	2,302	4,500	2,000	
606-6072 WATER SYSTEM MAINTENANCE	33,026	42,896	29,347	30,935	4,066	15,000	22,500	
USUAL & CUSTOMARY	0.00							22,500
606-6080 STREET MAINT SUPPLIES	1,975	2,495	3,745	4,000	0	1,000	3,000	
TOTAL DEPT MATERIALS-SERVICES	148,688	195,111	69,839	115,185	51,698	92,702	88,750	
<u>UTILITIES</u>								
606-7040 UTILITIES - ELECTRIC	69,518	84,534	84,196	76,000	55,198	82,000	78,000	
606-7042 UTILITIES - PHONE/CELL	587	229	0	1,000	0	0	500	
606-7044 UTILITIES - WATER	491	510	520	500	414	475	500	
TOTAL UTILITIES	70,596	85,274	84,716	77,500	55,612	82,475	79,000	

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

20 -WATER FUND  
 WATER DEPARTMENT

EXPENDITURES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)			(----- 2024-2025 -----)	
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>CAPITAL OUTLAY</u>								
606-8005 FURNITURE	0	0	0	0	0	0	0	
606-8010 NON-CAP ELECTRONIC EQUIPMEN	0	0	0	0	0	0	0	
606-8015 NON-CAPITAL - COMPUTERS	589	0	544	700	1,045	1,045	700	
606-8020 NON-CAPITAL MAINTENANCE EQU	4,718	1,520	4,191	2,320	0	2,300	2,320	
RESPIRATORS (MASK-CARTR	1	320.00						320
CHLORINE GAS MONITOR	1	1,000.00						1,000
AIRPACKS	0	0.00						1,000
606-8045 CAPITAL-COMPUTER EQUIPMENT	0	0	0	0	0	0	0	
606-8050 CAPITAL - VEHICLES	0	0	0	39,000	39,000	39,000	0	
606-8060 CAPITAL- EQUIPMENT	0	0	0	0	0	0	0	
606-8080 WATER SYSTEM IMPROVEMENTS	0	47,365	270,116	400,000	91,419	175,000	319,050	
SAMPLING STATIONS	5	810.00						4,050
SHAVANO GST - REPAIR/RE	0	0.00						160,000
HUEBNER GST - REPAINT R	0	0.00						75,000
WELL #7 VFD SYSTEM	0	0.00						80,000
606-8081 CAPITAL - BUILDING	0	0	0	0	0	0	0	
606-8085 CAPITAL-WATER TOWER/STORAGE	0	0	0	0	0	0	0	
606-8087 WATER METER REPLACEMENT	62,582	0	1,020	3,000	0	2,500	3,000	
METERS/ENDPOINTS	0	0.00						3,000
606-8090 CAPITAL - HUEBNER PLANT	19,609	36,224	0	0	0	0	0	
606-8091 CAPITAL - WELL #1	14,980	0	0	0	0	0	0	
606-8093 CAPITAL - SHAV DR PUMP STA	0	0	27,843	0	0	0	0	
606-8094 WATER CROSSINGS	0	0	0	0	0	0	0	
606-8095 CAPITAL - WELL #5	0	0	0	0	0	0	0	
606-8096 CAPITAL - WELL #6	0	0	0	0	0	0	0	
606-8097 CAPITAL - WELL #7	78,394	0	0	0	0	0	0	
606-8098 CAPITAL - WELL #8	92,807	0	0	0	0	0	0	
TOTAL CAPITAL OUTLAY	273,678	85,109	303,713	445,020	131,465	219,845	325,070	
<u>INTERFUND TRANSFERS</u>								
606-9000 EOY ASSET RECLASS	( 294,172)	( 136,821)	( 296,030)	0	0	0	0	
606-9010 TRF TO GENERAL FUND	22,050	22,050	22,050	22,050	0	22,050	22,050	
606-9020 TRF TO CAPITAL REP. FUND 72	121,255	66,925	66,484	69,777	0	69,777	97,665	
INFRASTRUCTURE	0	0.00						51,000
VEHICLES/EQUIPMENT	0	0.00						36,665
METER REPLACEMENT	0	0.00						10,000
606-9050 BAD DEBT EXPENSE	0	0	5,500	0	0	0	0	
606-9090 DEPRECIATION EXPENSE	214,268	222,004	219,776	0	0	0	0	
606-9095 PENSION EXPENSE	( 1,056)	( 13,183)	0	0	0	0	0	
TOTAL INTERFUND TRANSFERS	62,345	160,975	17,780	91,827	0	91,827	119,715	
TOTAL WATER DEPARTMENT	1,024,666	1,076,602	1,042,615	1,369,262	711,765	1,091,119	1,254,836	

## 20 WATER UTILITY FUND -DEBT SERVICE - 607

As of September 30, 2024, the City's long-term debt supported by water revenues includes:

- 1) **General Obligation Refunding Bonds, Series 2017.** Dated June 1, 2017, with an original principal amount of \$1,925,000, the bonds' current principal outstanding is \$1,520,000 with \$500,225 in interest, for a total debt service of \$2,020,225. These bonds bear interest of 2.0% to 4.0%. The final principal and interest payment is due February 15, 2039.
  - 100% of the debt service is supported by water revenues.

Purpose Statement: Proceeds were used to make public improvements and for other public purposes: (1) acquire, construct, renovate, enlarge, and improve the City's water utility system, including a new water well; (2) purchase materials, supplies, equipment, machinery, land, and rights-of-way for authorized needs and purposes relating to the water utility system; and (3) payment of professional services related to the construction and financing of the aforementioned projects. These bonds were issued in 2009 and were refinanced in 2017.

- 2) **General Obligation Refunding Bonds, Series 2018.** Dated November 20, 2018, with an original principal amount of \$1,385,000, the bonds' current principal outstanding is \$435,000 with \$10,962 in interest, for a total debt service of \$445,962. These bonds bear an interest rate of 2.69%. The final principal and interest payment is due February 15, 2026.
  - \$91,645 (or 20.55%) of the debt service is supported by water revenues.
  - \$354,317 (or 79.45%) of the debt service is supported by ad valorem taxes.

Purpose Statement: Proceeds were used to make public improvements and for other public purposes: (1) streets and drainage; (2) City Hall; and (3) Waterworks Improvements. The original bonds were issued in 2000, refinanced in 2009 and again in 2018.

- 3) **State Infrastructure Bank loan note, Series 2020.** Dated November 11, 2020 with an original principal amount of \$925,000, the loan's current principal outstanding is \$765,710 with \$160,360 in interest, for a total debt service of \$926,070. This loan was non-interest bearing until November 11, 2023, after which it carries a rate of 2.33%. The final principal and interest payment is due August 15, 2040.
  - \$463,035 (or 50%) of the debt service is supported by water revenues.
  - \$463,035 (or 50%) of the debt service is supported by ad valorem taxes.

Purpose Statement: Proceeds were used for payment of the relocation costs of water utilities necessary for the Texas Department of Transportation's NW Military Highway expansion project.

The Water Utility Fund supports \$2,574,906 in total future debt service.

See the Debt Service Fund (see page 100) for details on the ad valorem supported tax debt service.

**Note regarding State Infrastructure Bank Loan.** This loan was issued by the State Infrastructure Bank of the Texas Department of Transportation (TxDOT) in Fiscal Year 2020 - 2021 to finance the relocation of City Utility water lines in conflict with the TxDOT improvement project of NW Military Highway (Farm to Market Road 1535) that bisects Shavano Park. This project incorporates bike lanes, sidewalks, and a 2-way center turn line while improving drainage facilities and adding a traffic light at the corner of Pond Hill Road and NW Military Highway (a site of frequent accidents). It is a regional project funded by the Alamo Area Municipal Planning Organization and uses a combination of Federal and State funds.

**Note regarding Water Debt Service Fee.** The Water Utility Fund's debt is funded by a Water Debt Service Fee. The Water Debt Service Fee is a monthly flat charge on all water customers to pay the debts on the water utility. In 2024 the City Council approved increasing the Water Debt Service Fee from \$22.58 per month to \$25.76 (an increase of \$3.18) per month after it was demonstrated the fee was not fully covering the annual debt service in the Water Fund. In Fiscal Year 2025, the Water Debt Service Fee revenues is anticipated to bring in \$217,000 in revenues.

**Fund Changes.** This budget expends \$214,542 for debt service. Principal payments are budgeted as an expense and are reclassified at year end to reduce the related liability for financial reporting purposes.

**Debt Service Ratio.** The City of Shavano Park's fiscal year 2024 – 2025 Water Utility Fund debt service ratio is 0.152 or 15.2%. In other words, approximately 15.2% of the Utility's revenues are spent on debt service.

Debt service ratio is a widely accepted measure of sound financial management, and a useful tool to understand the City's fiscal integrity. Debt service ratio is the ratio of debt service expenditures as a percent of a fund's own source revenue. The Government Finance Officers Association considers a debt service ratio exceeding 20% as a warning signal. A ratio of 10% or less is considered acceptable.

The Debt Service Ratio is high because water service is inherently capital-intensive. It is important to note that the Water Utility Fund is an Enterprise Fund which means it is a self-supporting government fund that sells goods and services (e.g. safe and reliable water service). Fees will be charged to customers as needed to cover the costs of providing the service.

**CITY OF SHAVANO PARK**  
Schedule of Principal and Interest Payments by Fiscal Year - Water Utility

Fiscal Year Ending:	General Obligation Refunding, Series 2017		General Obligation Refunding, Series 2018		State Infrastructure Bank Loan, Series 2020		Total Principal	Total Interest	Total All Payments
	Principal	Interest	Principal	Interest	Principal	Interest			
2025	\$ 75,000	\$ 58,125	\$ 50,348	\$ 1,727	\$ 20,019	\$ 8,921	\$ 145,367	\$ 68,773	\$ 214,140
2026	80,000	55,800	39,045	525	20,486	8,454	139,531	64,779	204,310
2027	80,000	53,000	-	-	20,963	7,977	100,963	60,977	161,940
2028	85,000	49,700	-	-	21,452	7,488	106,452	57,188	163,640
2029	90,000	46,200	-	-	21,952	6,988	111,952	53,188	165,140
2030	90,000	42,600	-	-	22,463	6,477	112,463	49,077	161,540
2031	95,000	38,900	-	-	22,986	5,954	117,986	44,854	162,840
2032	100,000	35,000	-	-	23,522	5,418	123,522	40,418	163,940
2033	100,000	31,000	-	-	24,070	4,870	124,070	35,870	159,940
2034	110,000	26,800	-	-	24,631	4,309	134,631	31,109	165,740
2035	115,000	22,300	-	-	25,205	3,735	140,205	26,035	166,240
2036	120,000	17,600	-	-	25,792	3,148	145,792	20,748	166,540
2037	120,000	12,800	-	-	26,393	2,547	146,393	15,347	161,740
2038	130,000	7,800	-	-	27,008	1,932	157,008	9,732	166,740
2039	130,000	2,600	-	-	27,637	1,303	157,637	3,903	161,540
2040	-	-	-	-	28,276	659	28,276	659	28,935
<b>Total</b>	<b>\$ 1,520,000</b>	<b>\$ 500,225</b>	<b>\$ 89,393</b>	<b>\$ 2,252</b>	<b>\$ 382,855</b>	<b>\$ 80,180</b>	<b>\$ 1,992,248</b>	<b>\$ 582,657</b>	<b>\$ 2,574,905</b>



### BOND DEBT SERVICE

City of Shavano Park, Texas  
 General Obligation Refunding Bonds, Series 2017  
 \* Payment Source: 100% Water Fund \*

Period Ending	Principal	Interest	Debt Service	Annual Debt Service
02/15/2025	75,000	29,625	104,625	
08/15/2025		28,500	28,500	
09/30/2025				133,125
02/15/2026	80,000	28,500	108,500	
08/15/2026		27,300	27,300	
09/30/2026				135,800
02/15/2027	80,000	27,300	107,300	
08/15/2027		25,700	25,700	
09/30/2027				133,000
02/15/2028	85,000	25,700	110,700	
08/15/2028		24,000	24,000	
09/30/2028				134,700
02/15/2029	90,000	24,000	114,000	
08/15/2029		22,200	22,200	
09/30/2029				136,200
02/15/2030	90,000	22,200	112,200	
08/15/2030		20,400	20,400	
09/30/2030				132,600
02/15/2031	95,000	20,400	115,400	
08/15/2031		18,500	18,500	
09/30/2031				133,900
02/15/2032	100,000	18,500	118,500	
08/15/2032		16,500	16,500	
09/30/2032				135,000
02/15/2033	100,000	16,500	116,500	
08/15/2033		14,500	14,500	
09/30/2033				131,000
02/15/2034	110,000	14,500	124,500	
08/15/2034		12,300	12,300	
09/30/2034				136,800
02/15/2035	115,000	12,300	127,300	
08/15/2035		10,000	10,000	
09/30/2035				137,300
02/15/2036	120,000	10,000	130,000	
08/15/2036		7,600	7,600	
09/30/2036				137,600
02/15/2037	120,000	7,600	127,600	
08/15/2037		5,200	5,200	
09/30/2037				132,800
02/15/2038	130,000	5,200	135,200	
08/15/2038		2,600	2,600	
09/30/2038				137,800
02/15/2039	130,000	2,600	132,600	
09/30/2039				132,600
	1,520,000	500,225	2,020,225	2,020,225

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### BOND DEBT SERVICE

City of Shavano Park, Texas  
General Obligation Refunding Bonds, Series 2018  
\* Payment Source: 20.55% Water Fund \*

Period Ending	Principal	Interest	Debt Service	Annual Debt Service
02/15/2025	50,347.50	1,202.33	51,549.83	
08/15/2025		525.16	525.16	
09/30/2025				52,074.99
02/15/2026	39,045.00	525.16	39,570.16	
09/30/2026				39,570.16
	89,392.50	2,252.65	91,645.15	91,645.15

**BOND DEBT SERVICE**

City of Shavano Park, Texas  
 State Infrastructure Bank Loan, Series 2020

\* Payment Source: 50% Water Fund \*

Period Ending	Principal	Interest	Debt Service	Annual Debt Service
08/15/2025	20,019.47	8,920.53	28,940.00	
09/30/2025				28,940.00
08/15/2026	20,485.92	8,454.08	28,940.00	
09/30/2026				28,940.00
08/15/2027	20,963.25	7,976.76	28,940.01	
09/30/2027				28,940.01
08/15/2028	21,451.69	7,488.31	28,940.00	
09/30/2028				28,940.00
08/15/2029	21,951.51	6,988.49	28,940.00	
09/30/2029				28,940.00
08/15/2030	22,462.98	6,477.02	28,940.00	
09/30/2030				28,940.00
08/15/2031	22,986.37	5,953.63	28,940.00	
09/30/2031				28,940.00
08/15/2032	23,521.95	5,418.05	28,940.00	
09/30/2032				28,940.00
08/15/2033	24,070.01	4,869.99	28,940.00	
09/30/2033				28,940.00
08/15/2034	24,630.85	4,309.16	28,940.01	
09/30/2034				28,940.01
08/15/2035	25,204.74	3,735.26	28,940.00	
09/30/2035				28,940.00
08/15/2036	25,792.01	3,147.99	28,940.00	
09/30/2036				28,940.00
08/15/2037	26,392.97	2,547.03	28,940.00	
09/30/2037				28,940.00
08/15/2038	27,007.92	1,932.08	28,940.00	
09/30/2038				28,940.00
08/15/2039	27,637.21	1,302.79	28,940.00	
09/30/2039				28,940.00
08/15/2040	28,276.67	658.85	28,935.52	
09/30/2040				28,935.52
	382,855.52	80,180.02	463,035.54	463,035.54

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

20 -WATER FUND  
 DEBT SERVICE

EXPENDITURES	2020-2021	2021-2022	2022-2023	2023-2024			2024-2025	
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>CAPITAL OUTLAY</u>								
607-8000 BOND PRINCIPAL EOY	( 114,183)	( 145,178)	( 146,205)	0	0	0	0	
607-8011 ACCRUED INTEREST EXPENSE	( 324)	( 330)	( 334)	0	0	0	0	
607-8012 2009 CO - PRINCIPAL	0	0	0	0	0	0	0	
607-8013 2009 CO - INTEREST	0	0	0	0	0	0	0	
607-8014 2009 GO REFUND - PRINCIPAL	0	0	0	0	0	0	0	
607-8015 2009 GO REFUND - INTEREST	0	0	0	0	0	0	0	
607-8016 2017 GO REFUNDING (2009) PR	70,000	70,000	70,000	75,000	75,000	75,000	75,000	
607-8017 2017 GO REFUNDING (2009) IN	65,000	63,600	62,200	60,375	30,750	60,375	58,125	
607-8020 BOND AMORT - PREM/LOSS/DIS	918	( 1,359)	( 1,822)	0	0	0	0	
607-8030 BOND AGENT FEES	400	400	400	400	200	400	400	
607-8035 BOND ISSUANCE COSTS	0	0	0	0	0	0	0	
607-8056 2018 GO REFUNDING (2009) PR	44,183	46,238	47,265	49,320	49,320	49,320	50,348	
607-8057 2018 GO REFUNDING (2009) IN	6,841	5,587	4,367	3,068	1,866	3,068	1,728	
607-8060 SIB LOAN - PRINCIPAL	0	28,940	28,940	21,765	0	21,765	20,020	
SIB LOAN, ONE HALF PMT	0	0	0	0	0	0	0	20,020
607-8061 SIB LOAN - INTEREST	0	0	0	7,175	0	7,175	8,921	
SIB LOAN, ONE HALF	0	0	0	0	0	0	0	8,921
TOTAL CAPITAL OUTLAY	70,999	67,897	64,811	217,103	157,136	217,103	214,542	
TOTAL DEBT SERVICE	70,999	67,897	64,811	217,103	157,136	217,103	214,542	
TOTAL EXPENDITURES	1,095,665	1,144,500	1,107,427	1,586,365	868,901	1,308,222	1,469,378	
REVENUE OVER/(UNDER) EXPENDITURES	677,012	385,021	741,214	0	173,479	238,240	0	

**CITY OF SHAVANO PARK**  
**FY 2024 - 25 PROPOSED WATER FUND EQUIPMENT REPLACEMENT SCHEDULE**

	Year Model	Estimated Replacement Cost	Estimated FY To Replace	Total Life (yrs)	Committed Balance at 9/30/2024	Proposed Funding FY25	Additional Future Yrs Funding	Total Committed Balance
<b><u>Meter Replacement Program</u></b>								
713 meters at \$300 per brass meter	various	\$ 213,900	various	10	\$ 57,000	\$ 10,000	\$ 146,900	\$ 213,900
<b><u>Water Distribution System</u></b>								
	various	TBD	unknown		\$ 42,000	\$ 3,000	\$ -	\$ 45,000
<b><u>Raw Water Supply System (Wells to Tanks)</u></b>								
	various	TBD	unknown		\$ 12,000	\$ 2,000	\$ -	\$ 14,000
<b><u>Water Line Relocation</u></b>								
		TBD	TBD		\$ 47,500	\$ 2,000	\$ -	\$ 49,500
<b><u>Vehicles/Equipment</u></b>								
Case Bobcat skid loader (one third-W/two thirds-PW)	2019	20,000	2038	20	\$ 4,500	\$ 1,100	\$ 14,400	\$ 20,000
Mini excavator (50/50)	2018	20,000	2038	20	4,500	1,100	14,400	20,000
Case Backhoe (\$66,100 - 50/50)	2017	33,050	2042	25	6,330	1,500	25,220	33,050
Public Works Director Truck (\$50,000 - 50/50)	Future	25,000	TBD	15	18,407	500	6,093	25,000
Vactron	2017	75,000	2029	12	13,296	10,400	51,304	75,000
F250 Ford Utility Truck #1	2014	60,000	2029	15	15,875	5,000	39,125	60,000
International CV515 Truck (\$80,000 - 50/50)	2023	40,000	2039	15	-	2,000	38,000	40,000
Chevrolet Silverado HD3500 (2283) (\$80,000 50/50)	2013	40,000	2028	15	13,239	3,112	23,649	40,000
Dump truck, 50/50 (Grant funded)	2020	45,000	2040	20	6,000	1,500	37,500	45,000
Trailer Mounted Ingersol Rand Air Compressor (50/50)	2006	4,000	2026	20	3,094	453	453	4,000
SCADA System Main	2017	235,000	2037	20	90,000	10,000	135,000	235,000
<b>Vehicle/Equipment Sub Totals</b>		<u>\$ 597,050</u>			<u>\$ 175,241</u>	<u>\$ 36,665</u>	<u>\$ 385,144</u>	<u>\$ 597,050</u>
<b><u>General Buildings</u></b>								
PW/W Shop (50/50)	UNK	\$ 75,000					\$ 75,000	\$ 75,000
Vehicle Covered Parking (50/50)	2017/2018	\$ 15,000					15,000	\$ 15,000
PW/W Administration Building (50/50)	2015	\$ 75,000					75,000	\$ 75,000
<b><u>Huebner Plant</u></b>								
Electric Panel	2013	\$ 20,000	2028	15				
500K Gallon Ground Storage Tank								
Repaint	2013	65,000	TBD	10				
New construction \$750,000	1992							
Cathodic Protection	UNK	15,000	TBD	30				
60 HP Booster Pump/motor #1	2021	18,000	2031	10				
60 HP Booster Pump/motor #2	2021	18,000	2031	10				
125 HP Booster Pump/motor (refurbished)	2018	20,000	2028	10				
VFD Yaskawa P7 #1	2013	12,000	2028	15				
VFD Yaskawa P7 #2	2013	12,000	2028	15				
VFD Yaskawa P7 #3	2013	12,000	2028	15				
AC Unit	2013	5,000	TBD	10				
Drive Shaft Motor (Detroit) - replacing w/generator	1992	50,000	TBD	25				
<b>Huebner Plant- Equipment subtotal</b>		<u>\$ 247,000</u>			<u>\$ 81,631</u>	<u>\$ 7,000</u>	<u>\$ 158,369</u>	<u>\$ 247,000</u>
VFD Building	2013	10,000	2043	30	-	-	10,000	10,000
Fence	1992	15,000	2025	30	-	-	15,000	15,000
<b>Huebner Plant- total</b>		<u>\$ 272,000</u>			<u>\$ 81,631</u>	<u>\$ 7,000</u>	<u>\$ 183,369</u>	<u>\$ 272,000</u>

**CITY OF SHAVANO PARK**  
**FY 2024 - 25 PROPOSED WATER FUND EQUIPMENT REPLACEMENT SCHEDULE**

	Year Model	Estimated Replacement Cost	Estimated FY To Replace	Total Life (yrs)	Committed Balance at 9/30/2024	Proposed Funding FY25	Additional Future Yrs Funding	Total Committed Balance
<b>Well #1</b>								
Elevated Storage Tank (150K Gallons) (new \$450,000)								
Repaint, cost saving to paint vs replace	2016	\$ 200,000	2046	30				
Cathodic Protection	2016	15,000	2046	30				
Ground Storage Tank (110K Gallons) (new \$110,000)								
Repaint, cost saving to paint vs replace	2010	50,000	2030	20				
Cathodic Protection	2017	12,000	2047	30				
20 HP Goulds booster pump/motor - #1	2022	15,000	2027	5				
20 HP Goulds booster pump/motor - #2	2022	15,000	2027	5				
VFD Yaskawa iQ1000 #1	2016	8,000	2026	10				
VFD Yaskawa iQ1000 #2	2016	8,000	2026	10				
Electric Panel	2013	15,000	2028	15				
Mioxx System:								
Filtration system	2013	45,000	2033	20				
mioxx - cells and all cabinet components	2019	80,000	2029	10				
Chlorine tank	2013	500	2028	15				
Air compressor to actuate the sand filter valves	2018	500	2028	10				
chlorine pump #1 - New	2017	5,500	2027	10				
Chlorine Pump #2 - refurbished	2017	5,500	2027	10				
Kinetico water softener	2013	3,000	TBD	10				
Chiller	2013	1,500	TBD	5				
Turbidity Meter	2013	1,500	TBD	5				
Sand Filters (piping needs repairs)	2013	100,000	2033	20				
Sand Filters - media	Empty	18,000	TBD	3				
Back Wash Filters	Empty	5,000	TBD	20				
Back Wash Tank	2013	25,000	2053	40				
Well #1 - Opening		15,000						
<b>Well #1 Equipment subtotal</b>		<b>\$ 644,000</b>			<b>\$ 71,587</b>	<b>\$ 10,000</b>	<b>\$ 562,413</b>	<b>\$ 644,000</b>
Mioxx Building	2013	\$ 20,000	2113	100			20,000	20,000
Chlorine Bulk storage building	2017	10,000	2117	100			10,000	10,000
Drying Beds	2017	8,000	2117	100			8,000	8,000
Verizon Building	1990	20,000	2090	100			20,000	20,000
Fence	2018	16,000	2048	30			16,000	16,000
<b>Well #1 total</b>		<b>\$ 718,000</b>			<b>\$ 71,587</b>	<b>\$ 10,000</b>	<b>\$ 636,413</b>	<b>\$ 718,000</b>
<b>Well #5</b>								
Electric Panel	2005	\$ 15,000	2025	20				
Pump and Motor (All components in the well)	2019	35,000	2028	10				
Chlorine Equipment								
Scales	2024	2,200	2026	2				
Regulator	2024	1,600	2026	2				
Injector	2024	500	2025	1				
Pump	2024	2,300	2027	3				
Leak Detector	2023	2,000	2028	5				
Meter (interior replaced)	2020	1,500	2030	10				
<b>Well #5 Equipment subtotal</b>		<b>\$ 60,100</b>			<b>\$ 13,499</b>	<b>\$ 4,000</b>	<b>\$ 42,601</b>	<b>\$ 60,100</b>
Chlorine Building	2022	15,000	2037	15			15,000	15,000
Fence (extended)	2016	8,000	2046	30			8,000	8,000
<b>Well #5 total</b>		<b>\$ 83,100</b>			<b>\$ 13,499</b>	<b>\$ 4,000</b>	<b>\$ 65,601</b>	<b>\$ 83,100</b>

**CITY OF SHAVANO PARK**  
**FY 2024 - 25 PROPOSED WATER FUND EQUIPMENT REPLACEMENT SCHEDULE**

	Year Model	Estimated Replacement Cost	Estimated FY To Replace	Total Life (yrs)	Committed Balance at 9/30/2024	Proposed Funding FY25	Additional Future Yrs Funding	Total Committed Balance
<b>Well #6</b>								
Electric Panel	2005	\$ 15,000	2025	20				
Pump and Motor (All components in the well)	2018	35,000	2028	10				
Chlorine Equipment								
Scales	2023	2,200	2025	2				
Regulator	2024	1,600	2026	2				
Injector	2024	500	2025	1				
Pump	2024	2,300	2027	3				
Leak Detector	2023	2,000	2028	5				
Meter	2017	1,500	2027	10				
		<b>Well #6 Equipment subtotal</b>			\$ 26,940	\$ 3,000	\$ 30,160	\$ 60,100
Chlorine Building (relocated to other side of site)	2017	15,000	2032	15			15,000	15,000
Fence (repaired and relocated gate)	2019	2,000	2049	30			2,000	2,000
		<b>Well #6 total</b>			\$ 26,940	\$ 3,000	\$ 47,160	\$ 77,100
<b>Well #7</b>								
Electric Panel	1983	\$ 15,000	TBD	20				
Pump and Motor (All components in the well)								
Pump	2021	20,000	2041	20				
250 HP Motor (refurbished)	2021	65,000	2041	20				
Misc components	2021	20,000	2041	20				
Chlorine Equipment								
Scales	2022	2,200	2027	5				
Regulator	2022	1,600	2024	2				
Injector	2023	500	2024	1				
Pump	2023	2,300	2026	3				
Leak Detector	2023	2,000	2028	5				
Meter	UNK	5,000		10				
		<b>Well #7 Equipment subtotal</b>			\$ 26,974	\$ 10,000	\$ 96,626	\$ 133,600
Well House	1983	10,000	1998	15			10,000	10,000
Chlorine Building	2007	15,000	2024	15			15,000	15,000
Fence	1983	5,000	2013	30			5,000	5,000
		<b>Well #7 total</b>			\$ 26,974	\$ 10,000	\$ 126,626	\$ 163,600

**CITY OF SHAVANO PARK**  
**FY 2024 - 25 PROPOSED WATER FUND EQUIPMENT REPLACEMENT SCHEDULE**

	Year Model	Estimated Replacement Cost	Estimated FY To Replace	Total Life (yrs)	Committed Balance at 9/30/2024	Proposed Funding FY25	Additional Future Yrs Funding	Total Committed Balance
<b>Well #8</b>								
Electric Panel	2007	\$ 15,000	2027	20				
VFD	2007	15,000	2024	15				
VFD AC unit	2019	9,500	2029	10				
Pump and Motor (All components in the well)								
Pump	2020	55,000	TBD	20				
250 HP Motor (refurbished)	2021	25,000	2041	20				
Misc Components	2020	20,000	TBD	20				
Chlorine Equipment								
Scales	2020	2,200	2025	5				
Regulator	2022	1,600	2024	2				
Injector	2022	500	2023	1				
Pump	2021	2,300	2024	3				
Leak Detector	2022	2,000	2027	5				
Meter (new interior)	2020	5,000	2030	10				
Drive Shaft Motor (John Deere) - replacing w/ generator	2010	50,000	2030	20				
<b>Well #8 Equipment subtotal</b>		<u>\$ 203,100</u>			<u>\$ 20,975</u>	<u>\$ 10,000</u>	<u>\$ 172,125</u>	<u>\$ 203,100</u>
Well House	1983	10,000	1998	15			10,000	10,000
Chlorine Building	2007	15,000	2022	15			15,000	15,000
Fence	1983	16,000	2013	30			16,000	16,000
<b>Well #8 total</b>		<u>\$ 244,100</u>			<u>\$ 20,975</u>	<u>\$ 10,000</u>	<u>\$ 213,125</u>	<u>\$ 244,100</u>
<b>Well #9</b>								
Electric Panel	2013	\$ 20,000	2033	20				
Pump and Motor (All components in the well)	2017	65,000	2027	10				
Meter	2017	3,000	2027	10				
<b>Well #9 Equipment subtotal</b>		<u>\$ 88,000</u>			<u>\$ 20,000</u>	<u>\$ -</u>	<u>\$ 68,000</u>	<u>\$ 88,000</u>
Fence	2014	20,000	2044	30			20,000	20,000
<b>Well #9 total</b>		<u>\$ 108,000</u>			<u>\$ 20,000</u>	<u>\$ -</u>	<u>\$ 88,000</u>	<u>\$ 108,000</u>
<b>TOTAL</b>		<u>\$ 2,641,850</u>			<u>\$ 595,347</u>	<u>\$ 97,665</u>	<u>\$ 2,057,338</u>	<u>\$ 2,750,350</u>



CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

72 -WATER CAPITAL REPLACEMENT

REVENUES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)	(----- 2024-2025 -----)			
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<b>NON-DEPARTMENTAL</b>								
=====								
<u>MISC./GRANTS/INTEREST</u>								
72-599-7099 PROCEEDS OF DEBT ISSUE	0	0	0	0	0	0	0	
TOTAL MISC./GRANTS/INTEREST	0	0	0	0	0	0	0	
<u>TRANSFERS IN</u>								
72-599-8015 TRANSFER FROM GENERAL FUND	462,500	0	0	0	0	0	0	
72-599-8020 TRANSFER FROM WATER FUND	121,255	66,925	66,484	69,777	0	69,777	97,665	
INFRASTRUCTURE	0	0.00						51,000
VEHICLES/EQUIPMENT	0	0.00						36,665
METER REPLACEMENT	0	0.00						10,000
72-599-8099 FUND BALANCE RESERVE	0	0	0	0	0	0	0	
TOTAL TRANSFERS IN	583,755	66,925	66,484	69,777	0	69,777	97,665	
<hr/>								
TOTAL NON-DEPARTMENTAL	583,755	66,925	66,484	69,777	0	69,777	97,665	
<hr/>								
TOTAL REVENUES	583,755	66,925	66,484	69,777	0	69,777	97,665	=====

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

72 -WATER CAPITAL REPLACEMENT  
 WATER DEPARTMENT

EXPENDITURES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)			(----- 2024-2025 -----)	
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>CAPITAL OUTLAY</u>								
606-8080 WATER SYSTEM IMPROVEMENTS	0	0	0	14,391	14,391	14,391	0	
606-8087 WATER METER REPLACEMENT	0	0	0	0	0	0	0	
TOTAL CAPITAL OUTLAY	0	0	0	14,391	14,391	14,391	0	
<u>INTERFUND TRANSFERS</u>								
606-9020 TRANSFER TO WATER UTILITY	636,387	75,918	17,000	39,000	39,000	39,000	75,000	
GROUND STORAGE TANKS 0	0.00							75,000
TOTAL INTERFUND TRANSFERS	636,387	75,918	17,000	39,000	39,000	39,000	75,000	
TOTAL WATER DEPARTMENT	636,387	75,918	17,000	53,391	53,391	53,391	75,000	

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

72 -WATER CAPITAL REPLACEMENT  
 DEBT SERVICE

EXPENDITURES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)		(----- 2024-2025 -----)		
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>CAPITAL OUTLAY</u>								
607-8055 DEBT ISSUE COSTS	7,000	0	0	0	0	0	0	
TOTAL CAPITAL OUTLAY	7,000	0	0	0	0	0	0	
TOTAL DEBT SERVICE	7,000	0	0	0	0	0	0	
TOTAL EXPENDITURES	643,387	75,918	17,000	53,391	53,391	53,391	75,000	
REVENUE OVER/(UNDER) EXPENDITURES	( 59,632)	( 8,993)	49,484	16,386	( 53,391)	16,386	22,665	

**70 - GENERAL CAPITAL IMPROVEMENT / REPLACEMENT FUND**

**Fund Purpose.** The purpose of this fund is to allocate the burdensome costs of capital items over a number of budget cycles. This allows a balanced budget from year-to-year even when large capital expenditures are required in a lower revenue year without using debt to fund the purchase or adversely impacting the City’s property tax rate.

**Fund Description.** The General Capital Improvement / Replacement Fund is used to account for the acquisition and/or replacement of larger capital items and projects, such as fire equipment and apparatus, public works equipment, street reconstruction and drainage projects. Funds are set aside from either current revenues or from unassigned fund balance per the fund balance policy and are designated during the budget process for future use. At the discretion of City Council, unassigned General Fund fund balance is considered for capital projects and equipment when the balance is more than 50 percent of the budgeted expenditures.

**How are Capital items identified?**  
 The City maintains Capital Replacement Schedules organized by City Department (see pages 140-141 for tracked equipment). Every item is given an estimated useful life (creating a replacement date) as well as an estimated replacement cost. Funds are then scheduled by cost and projected replacement date for each item. As a large capital purchase nears its projected date of replacement or purchase, funds are prioritized for the expenditure. Items on the schedule may be advanced or delayed a year depending on a Department’s experience with the operation and maintenance of that capital item. Savings in the Capital Replacement Fund gives the City flexibility to match real world demands while maintaining fiscal discipline.

See page 147 for Police Department capital items in the Crime Control and Prevention Budget.

See page 129 for Water capital items in the Water Budget.

**Fund Revenues.** This budget includes \$211,459 in transfers from the General Fund for future capital improvements and vehicle/equipment replacement. In addition, this budget anticipates \$80,000 in interest income as revenue for the fund.

**Fund Expenses.** This budget includes \$15,000 in expenditures for capital equipment replacement. In addition, \$204,063 is transferred to the Debt Service Fund in support of the 2022 General Obligation Bond principal and interest payments. A summary of each designation follows.

**Administration:** This budget expends \$15,000 for possible City Hall air conditioner replacement. A comprehensive listing of all equipment and its replacement schedule is on page 140. The long-term operating costs anticipated for the Administration capital expenditures are as follows:

FY 2025 Capital Item	Long-term Operating Costs Anticipated
City Hall air conditioner replacement	No additional operational costs. Potential cost savings as new equipment would have improved efficiency.

**Public Works:** This fund has no planned capital purchases for the Public Works Department this fiscal year. A comprehensive listing of this equipment and its replacement schedule is on page 140.

**Fire:** This fund has no planned capital purchases for the Fire Department this fiscal year. A comprehensive listing of this equipment and its replacement schedule is on page 141.

**Police:** The City customarily budgets capital purchases for the Police Department in the Crime Control & Prevention District Fund. For this fund's details and a comprehensive listing of police capital equipment and its replacement schedule see page 148.

**Street Maintenance:** This designation is for the construction or major redevelopment of the current streets in the City, including support of principal and interest payments on debt issued for street reconstruction projects. This budget includes a transfer to the Debt Service Fund of \$204,063 in support of the debt payments on the Series 2022 \$9.41 million voter-approved bond issue, which funded reconstruction of all streets identified in Phase 1 and Phase 1a of the Street Maintenance Plan. See the Street Projects Fund on page 187 for details on the Street Maintenance Plan and its financing.

In addition to monies designated for street maintenance in this fund, the City possesses a Street Maintenance Fund which receives a portion of sales tax revenues (see page 160 for fund details).

**Drainage Projects:** Monies under this designation were re-designated to streets in Fiscal Year 2023. The City, since 2017, has completed almost the entire Master Drainage Plan and projects approved by Council:

- **Area 1 - Kinnan Way berm** - Complete.
- **Area 2 - Wagon Trail depression pump** – Complete.
- **Area 3 – Turkey Creek area** – Preliminary Engineering Report Complete. Awaiting Funding.
- **Area 4.1 – Elm Spring area** – Preliminary Engineering Report Complete. Awaiting Funding.
- **Area 4.2 – De Zavala / Ripple Creek area** – Being packaged with De Zavala Road Project (see page 187 for Street Projects Fund)
- **Area 5 – Bent Oak clearing** – Complete.
- **Area 5 – Windmill culvert** – Complete.
- **Area 5 – Bent Oak culvert** – Complete.
- **Area 12 – Chimney Rock culvert** – Complete.

Preliminary Engineering Reports show that the two big remaining projects for Turkey Creek and Elm Spring are beyond current City financial resources and require debt servicing or grant funding to complete. Decision on funding these projects is yet to be reached by the City Council, and so the drainage monies were re-designated for Street Projects. In fiscal year 2025, the City

plans to engage with impacted homeowners to gauge property owner support of the project and pursue grant funding opportunities to assist in their funding.

**Town Plan Items:** These projects are special items identified in the 2018 and 2023 Town Plans: NW Military Highway Improvements and Sidewalk Pathways.

- **NW Military Highway.** Funds to offset costs associated with the expansion of NW Military Highway or beautification of the roadway after the Texas Department of Transportation project is complete. There are no planned expenditures under this category this budget year.
- **Sidewalks Pathways.** Funds are projected for use in establishing an access point to the Salado Creek trail way or other potential sidewalk projects. There are no planned expenditures under this category this budget year.

## 70 - GENERAL CAPITAL IMPROVEMENT/REPLACEMENT FUND

	FY 2023-24 AMENDED BUDGET	FY 2024-25 CITY COUNCIL PROPOSED	DIFFERENCE
<b>FUND BALANCE, BY DESIGNATION:</b>			
ADMINISTRATION	\$ 124,463	\$ 103,897	
PUBLIC WORKS	236,812	252,006	
FIRE	1,097,409	1,362,470	
STREETS	515,948	515,948	
NORTHWEST MILITARY	25,000	25,000	
SIDEWALK PATHWAYS	6,923	6,923	
COUNCIL	-	(198,174)	
UNDESIGNATED	85,950	145,950	
<b>TOTAL BEGINNING FUND BALANCE</b>	<b>\$ 2,092,505</b>	<b>\$ 2,214,020</b>	
REVENUES AND OTHER SOURCES	\$ 383,144	\$ 291,459	\$ (91,685)
EXPENDITURES AND OTHER USES	261,629	219,063	\$ (42,566)
<b>TOTAL REVENUES AND OTHER SOURCES MORE/(LESS) THAN EXPENDITURES AND OTHER USES</b>	<b>\$ 121,515</b>	<b>\$ 72,396</b>	
<b>ENDING FUND BALANCE, PROJECTED</b>	<b>\$ 2,214,020</b>	<b>\$ 2,286,416</b>	

The Undesignated Fund Balance, derived from investment Income, is allocated to Administration, Public Works and Fire Department future equipment purchases during FY2025.

**The following projects/expenditures are proposed for FY 2024-2025:**

Transfer to Debt Service in support of 2022 General Obligation	
Bond debt service	\$ 204,063
City Hall air conditioning unit replacement (if needed)	15,000
	<b>\$ 219,063</b>

**CITY OF SHAVANO PARK**  
**FY 2024 - 25 PROPOSED GENERAL FUND EQUIPMENT REPLACEMENT SCHEDULE**

	Year Model	Estimated Replacement Cost	Estimated Year To Replace	Total Life (yrs)	Committed Balance at 9/30/2024	FY2025 Allocate Investment/Other	Projected Additional Funding 9/30/2025	Additional Future Yrs Funding	Total Committed Balance
<b>Administrative</b>									
Upgrade - Incode to Invision	Future	\$ 60,000	TBD	5	\$ 43,997	\$ 2,000	\$ -	\$ 14,003	\$ 60,000
City Hall Septic Tank Replacement (w/ Bexar 911)	2020	60,000	2050	30	10,568	2,500	-	46,932	60,000
Application Server	2022	21,000	2029	7	6,500	2,700	-	11,800	21,000
Email Server	2023	24,000	2029	7	3,300	4,140	-	16,560	24,000
Firewall Server	2023	9,000	2030	7	1,905	1,183	-	5,912	9,000
Avaya Telephone System	2024	32,000	2029	15	-	1,500	-	30,500	32,000
A/C Units - City Hall (8)	Various	80,000	Varies	15	8,960	12,000	-	59,040	80,000
City Hall Roof	2019	100,000	2039	20	27,000	4,000	-	69,000	100,000
Backup Power Supply/Auxiliary Power Unit (CH w/Crime Control)	2021	20,000	2051	30	1,667	750	-	17,583	20,000
Server room AC	2023	7,000	2038	15	-	467	-	6,533	7,000
Sub Totals		\$ 413,000			\$ 103,897	\$ 31,240	\$ -	\$ 277,863	\$ 413,000
<b>Public Works</b>									
Ford F250 Crew Cab	2019	\$ 60,000	2034	15	\$ 17,341	\$ 2,500	\$ 1,766	\$ 38,393	\$ 60,000
Ford XL F350 Pickup/Lift Gate (0612)	2008	80,000	2026	15	64,698	7,000	4,151	4,151	80,000
Chevrolet Silverado HD3500 (2283) (\$80,000 - 50/50)	2013	40,000	2028	15	28,332	1,500	1,416	8,752	40,000
Hotsy 225 Gallon Tank/Washer/Trailer (0193)	2009	10,000	2026	15	10,000	-	-	-	10,000
Case Bobcat skid loader(two thirds/one third)	2019	40,000	2038	20	10,000	1,000	1,000	28,000	40,000
Vermeer 8" Chipper	2019	37,500	2035	15	11,087	1,000	1,400	24,013	37,500
Roller (ASCO)	2016	27,000	2034	18	10,000	-	1,300	15,700	27,000
Trailer (Magnum) for roller	2016	9,000	2026	8	9,000	-	-	-	9,000
Grasshopper MaxTorque Model 325D mower, rear discharge	2019	16,000	2028	8	7,477	250	1,881	6,392	16,000
Case Backhoe (\$66,100 - 50/50)	2017	33,050	2042	25	7,566	500	836	24,148	33,050
Crack Seal Machine - Trailer Mounted - CL200 Cimline	2017	50,000	2033	15	19,451	750	2,083	27,716	50,000
Grasshopper MaxTorque Model 325D mower, side discharge	2017	16,000	2026	8	13,032	830	654	1,484	16,000
Mini-excavator (50/50)	2018	20,000	2039	20	5,000	250	750	14,000	20,000
Trailer mounted Ingersoll Rand Air Compressor(50/50)	2006	4,000	TBD	20	4,000	-	-	-	4,000
Public Works Director Truck (\$50,000 - 50/50)	Future	25,000	TBD	15	22,830	(15,580)	-	17,750	25,000
Equipment Trailer	2021	6,288	2041	20	1,397	-	300	4,591	6,288
Dump truck 50/50 (Grant funded)	2020	45,000	2040	20	6,750	2,250	-	36,000	45,000
Landscape Trailer	2018	5,000	2038	20	1,250	-	250	3,500	5,000
Kubota UTV	2021	14,712	2036	15	1,960	-	980	11,772	14,712
International CV515 Truck (\$80,000 - 50/50)	2023	40,000	2039	15	-	2,667	-	37,333	40,000
Backup Power Supply/Auxiliary Power Unit	2023	25,000	2053	30	835	-	835	23,330	25,000
Sub Totals		\$ 603,550			\$ 252,006	\$ 4,917	\$ 19,602	\$ 327,025	\$ 603,550



**CITY OF SHAVANO PARK**  
**FY 2024 - 25 PROPOSED GENERAL FUND EQUIPMENT REPLACEMENT SCHEDULE**

	Year Model	Estimated Replacement Cost	Estimated Year To Replace	Total Life (yrs)	Committed Balance at 9/30/2024	FY2025 Allocate Investment/Other	Projected Additional Funding 9/30/2025	Additional Future Yrs Funding	Total Committed Balance
<b>Fire Department</b>									
Hallmark Trailer-Wells Cargo (1086)	2004	\$ 8,000	2032	10	\$ 8,000	\$ -	\$ -	\$ -	\$ 8,000
Ambulance (4617)	2017	250,000	2028	10	118,000	25,000	8,000	99,000	250,000
Ambulance (1796) remount box on new cab/chassis	2018	200,000	2029	10	75,833	20,000	4,833	99,334	200,000
Hall-Mark Fire Apparatus E-One Typhon Pumper (7377)	2012	950,000	2033	20	410,968	30,000	24,337	484,695	950,000
Pierce 2017 Platform Apparatus (purchased 2019)	2017	1,750,000	2039	20	356,400	45,000	47,900	1,300,700	1,750,000
Ford F350 Pickup (5691)	2010	75,000	2030	20	42,900	4,000	1,350	26,750	75,000
Ford F550 Fire Brush Truck (5797)	2010	225,000	2030	20	64,967	13,943	12,730	133,360	225,000
Chevy Tahoe LS - Command 1752	2014	65,000	2025	10	55,800	5,000	4,200	-	65,000
Max Air Trailer Mounted Breathing Air System Complete	2005/17	20,000	2037	20	2,250	-	1,000	16,750	20,000
Communication System (hand held/mobile mounted radios)	2021	140,000	2036	15	28,200	1,900	7,500	102,400	140,000
Cardiac Monitor-Defibrillator	2022	39,000	2032	10	8,981	-	3,752	26,267	39,000
Cardiac Monitor-Defibrillator	2022	39,000	2032	10	8,982	-	3,752	26,266	39,000
Stryker - Stretcher	2017	18,000	2028	10	12,600	-	1,350	4,050	18,000
Stryker - Stretcher	2018	18,000	2029	10	10,800	-	1,800	5,400	18,000
Roof on Living Quarters (metal)	2016	20,000	2056	40	2,500	-	500	17,000	20,000
SCBA units (12)	2018	125,000	2034	15	41,428	-	8,357	75,215	125,000
Thermal Imaging Cameras	2017	10,000	2026	8	8,764	-	618	618	10,000
Thermal Imaging Cameras	2017	10,000	2026	8	8,765	-	618	617	10,000
Mobile Computers (13)	Various	39,000	Various	7	25,800	-	2,000	11,200	39,000
A/C systems (Bays 1 5-ton split unit)	2010	10,000	2026	15	10,000	-	-	-	10,000
A/C systems (Living Quarters 2 5-ton units)	2000	10,000	TBD	10	10,000	-	-	-	10,000
Lucas Auto Pulse (1)	2022	24,000	2032	10	4,800	-	2,400	16,800	24,000
Lucas Auto Pulse (1)	2022	24,000	2032	10	4,800	-	2,400	16,800	24,000
Generac Emergency Generator 25KW (Gas)( Bay Doors & Radios)	2015	25,000	2035	20	10,000	-	1,250	13,750	25,000
Extrication tools (Jaws of Life)	2022	38,000	2032	10	7,600	-	3,800	26,600	38,000
Skyline 40LB Extractor	2020	8,000	2035	15	2,522	-	498	4,980	8,000
Stair Machine	2023	7,200	2038	15	-	-	452	6,748	7,200
Elliptical machine	2006	5,000	2028	15	4,375	-	625	-	5,000
Communication System (Radio Repeater Complete) VHF	1990	48,500	Various	30	4,500	-	1,000	43,000	48,500
Second set - bunker gear (9)	2021	23,000	2031	10	6,900	-	2,300	13,800	23,000
Second set - bunker gear (8)	2022	21,000	2032	10	4,200	-	2,100	14,700	21,000
Backup Power Supply/Auxiliary Power Unit	2023	25,000	2053	30	835	-	835	23,330	25,000
Sub Totals		\$ 4,269,700			\$ 1,362,470	\$ 144,843	\$ 152,257	\$ 2,610,130	\$ 4,269,700
Total Capital Replacement Funds		\$ 5,286,250			\$ 1,718,373	\$ 181,000	\$ 171,859	\$ 3,215,018	\$ 5,286,250

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

70 -CAPITAL REPLACEMENT FUND

REVENUES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)		(----- 2024-2025 -----)		
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
OTHER SOURCES								
=====								
<u>MISC./GRANTS/INTEREST</u>								
70-599-7028 TCEQ GRANT	0	0	0	0	0	0	0	
70-599-7090 SALE OF CITY ASSETS	0	0	0	0	0	0	0	
TOTAL MISC./GRANTS/INTEREST	0	0	0	0	0	0	0	
<u>TRANSFERS IN</u>								
70-599-8010 INTEREST INCOME	136	2,346	82,816	60,000	83,757	100,000	80,000	
70-599-8011 UNREAL G/L ON INVESTMENTS	0	0	( 2,302)	0	2,224	2,302	0	
70-599-8020 TRF IN - GENERAL FUND	401,615	197,340	297,241	323,144	0	323,144	211,459	
CITY COUNCIL	0	0.00						39,600
ADMINISTRATION	0	0.00						0
FIRE VEHICLES/EQUIPMENT	0	0.00						152,257
PUBLIC WORKS VEHICLES/E	0	0.00						19,602
70-599-8099 FUND BALANCE RESERVE	0	0	0	0	0	0	0	
TOTAL TRANSFERS IN	401,751	199,686	377,755	383,144	85,981	425,446	291,459	
TOTAL OTHER SOURCES	401,751	199,686	377,755	383,144	85,981	425,446	291,459	
=====								
TOTAL REVENUES	401,751	199,686	377,755	383,144	85,981	425,446	291,459	
=====								

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

70 -CAPITAL REPLACEMENT FUND  
 COUNCIL

EXPENDITURES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)			(----- 2024-2025 -----)	
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>CONTRACTUAL</u>								
600-4030 HIKE AND BIKE TRAILS	0	0	0	0	0	0	0	
TOTAL CONTRACTUAL	0	0	0	0	0	0	0	
<u>CAPITAL OUTLAY</u>								
600-8070 CAPITAL - LAND	0	0	0	198,174	198,174	198,174	0	
600-8080 CAPITAL IMPROVEMENTS	0	0	0	0	0	0	0	
TOTAL CAPITAL OUTLAY	0	0	0	198,174	198,174	198,174	0	
TOTAL COUNCIL	0	0	0	198,174	198,174	198,174	0	

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

70 -CAPITAL REPLACEMENT FUND  
 ADMIN

EXPENDITURES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)			(----- 2024-2025 -----)	
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>CAPITAL OUTLAY</u>								
601-8015 COMPUTER EQUIPMENT	0	0	0	0	0	0	0	
601-8080 CAPITAL IMPROVEMENTS	23,409	0	0	0	0	0	0	
601-8081 CAPITAL - BUILDING	49,516	16,170	0	20,566	20,566	20,566	15,000	
CITY HALL HVAC	1 15,000.00							15,000
TOTAL CAPITAL OUTLAY	72,925	16,170	0	20,566	20,566	20,566	15,000	
<u>INTERFUND TRANSFERS</u>								
601-9010 TRANSFER TO - GENERAL FUND	0	0	0	0	0	0	0	
TOTAL INTERFUND TRANSFERS	0	0	0	0	0	0	0	
TOTAL ADMIN	72,925	16,170	0	20,566	20,566	20,566	15,000	

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

70 -CAPITAL REPLACEMENT FUND  
 PUBLIC WORKS

EXPENDITURES	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 ACTUAL	(----- 2023-2024 -----)			(----- 2024-2025 -----)	
				CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>CAPITAL OUTLAY</u>								
603-8050 CAPITAL - VEHICLES	0	0	0	35,389	35,389	35,389	0	
603-8060 CAPITAL - EQUIPMENT	21,000	0	0	0	0	0	0	
603-8080 CAPITAL-IMPROVEMENT PROJECT	471,047	0	0	0	0	0	0	
TOTAL CAPITAL OUTLAY	492,047	0	0	35,389	35,389	35,389	0	
<u>INTERFUND TRANSFERS</u>								
603-9010 TRANSFER TO - GENERAL FUND	0	0	0	0	0	0	0	
603-9030 TRANSFER TO DEBT SERVICE	0	0	0	0	0	0	204,063	
2022 GENERAL OBLIGATION 0	0.00							204,063
TOTAL INTERFUND TRANSFERS	0	0	0	0	0	0	204,063	
TOTAL PUBLIC WORKS	492,047	0	0	35,389	35,389	35,389	204,063	

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

70 -CAPITAL REPLACEMENT FUND  
 FIRE

EXPENDITURES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)			(----- 2024-2025 -----)	
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>CAPITAL OUTLAY</u>								
604-8030 ELECTRONIC EQUIPMENT	138,486	0	0	0	0	0	0	
604-8040 CAPITAL - PPE EQUIPMENT	0	0	0	0	0	0	0	
604-8050 CAPITAL - APPARATUS	0	0	0	0	0	0	0	
604-8060 EQUIPMENT	0	91,995	0	7,500	7,077	7,077	0	
TOTAL CAPITAL OUTLAY	138,486	91,995	0	7,500	7,077	7,077	0	
<u>INTERFUND TRANSFERS</u>								
604-9010 TRANSFER TO - GENERAL FUND	0	0	0	0	0	0	0	
TOTAL INTERFUND TRANSFERS	0	0	0	0	0	0	0	
TOTAL FIRE	138,486	91,995	0	7,500	7,077	7,077	0	
TOTAL EXPENDITURES	703,458	108,165	0	261,629	261,206	261,206	219,063	
REVENUE OVER/ (UNDER) EXPENDITURES	( 301,708)	91,520	377,755	121,515	( 175,225)	164,240	72,396	

## 40 -CRIME CONTROL AND PREVENTION DISTRICT FUND

	<u>FY 2023-24 AMENDED BUDGET</u>	<u>FY 2024-25 CITY COUNCIL PROPOSED</u>	<u>DIFFERENCE</u>
<b>BEGINNING FUND BALANCE</b>	\$ 377,495	\$ 381,855	
<b>REVENUE AND OTHER SOURCES</b>	\$ 198,000	\$ 199,500 *	\$ 1,500
<b>EXPENDITURES AND OTHER USES</b>	<u>193,640</u>	<u>208,640</u>	<u>15,000</u>
<b>TOTAL REVENUES AND OTHER SOURCES OVER /(LESS) THAN EXPENDITURES AND OTHER USES</b>	<u>\$ 4,360</u>	<u>\$ (9,140)</u>	<u>\$ (13,500)</u>
<b>ENDING FUND BALANCE, PROJECTED</b>	<u>\$ 381,855</u>	<u>\$ 372,715</u>	

Included in above ending fund balance amount:

Planned Equipment Replacement	<u>\$ 269,292</u>	<u>\$ 295,821</u>
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\* Does not include budgeted use of \$9,140 of fund balance to cover expenditures.

Capital and non-capital purchases are budgeted for the Police Department. Larger items include replacing two patrol vehicles for \$150,000, \$29,490 for the annual lease payment on the vehicle and body worn camera system and \$10,500 for the UAS (Drone) program.

\$ 189,990

Proposed operating expenditures are included for training, National Night Out and Neighborhood Watch supplies.

\$ 18,650

## CITY OF SHAVANO PARK

### FY 2024 - 25 PROPOSED CRIME CONTROL & PREVENTION DISTRICT - POLICE DEPARTMENT EQUIPMENT REPLACEMENT SCHEDULE

Fleet Number	Description	Year Model	Estimated Replacement Cost	Scheduled Year To Replace	Total Life (yrs)	Committed Balance at 9/30/2024	Projected Funding 9/30/2025	Additional Funding Future Yrs	Total Funding
509	Chevy Tahoe - Chief	2013	***			\$ -	\$ -	\$ -	\$ -
514	Chevy 1500 Silverado - Code Compliance	2015	50,000	2029	10	42,428	1,514	6,058	50,000
522	Chevrolet Tahoe	2020	75,000	2025	5	41,833	33,167	-	75,000
523	Chevrolet Tahoe	2020	75,000	2025	5	41,833	33,167	-	75,000
524	Ford Expedition - CID	2020	50,000	2029	8	17,917	6,417	25,666	50,000
525	Ford Explorer	2022	75,000	2027	5	28,500	15,500	31,000	75,000
526	Ford Explorer	2022	75,000	2027	5	28,500	15,500	31,000	75,000
527	Ford Explorer	2023	75,000	2028	5	16,474	14,632	43,894	75,000
528	Ford Explorer	2023	75,000	2028	5	16,474	14,632	43,894	75,000
529	Ford Explorer	2023	75,000	2029	5	-	15,000	60,000	75,000
530	Ford Explorer	2023	75,000	2029	5	-	15,000	60,000	75,000
	Back up Power Supply/Auxiliary Power Unit - CH	2021	20,000	2051	30	1,334	667	17,999	20,000
	Communication System (mobile radios)	2021	170,000	2036	15	33,999	11,333	124,668	170,000
<b>Total</b>			<b>\$ 890,000</b>			<b>\$ 269,292</b>	<b>\$ 176,529</b>	<b>\$ 444,179</b>	<b>\$ 890,000</b>

\*\*\* The City does not currently plan to purchase a new vehicle for the Police Chief but will re-allocate from the patrol fleet as the units are replaced.



CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

40 -CRIME CONTROL DISTRICT

REVENUES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)		(----- 2024-2025 -----)		
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
NON-DEPARTMENTAL =====								
TAXES								
40-599-1050 SALES - CRIME CONTROL DIST	149,456	165,122	164,035	186,000	147,888	180,000	187,500	
TOTAL TAXES	149,456	165,122	164,035	186,000	147,888	180,000	187,500	
MISC./GRANTS/INTEREST								
40-599-7085 POLICE DEPT - DONATIONS	0	0	500	0	0	0	0	
TOTAL MISC./GRANTS/INTEREST	0	0	500	0	0	0	0	
TRANSFERS IN								
40-599-8005 INTEREST INCOME	32	30	13,301	12,000	14,360	17,400	12,000	
40-599-8070 TRF IN - CAPITAL FUND	0	0	0	0	0	0	0	
40-599-8090 PRIOR PERIOD ADJUSTMENT	0	0	0	0	0	0	0	
40-599-8099 FUND BALANCE RESERVE	0	0	0	0	0	0	9,140	
TOTAL TRANSFERS IN	32	30	13,301	12,000	14,360	17,400	21,140	
TOTAL NON-DEPARTMENTAL								
	149,488	165,152	177,836	198,000	162,248	197,400	208,640	
TOTAL REVENUES								
	149,488	165,152	177,836	198,000	162,248	197,400	208,640	
	=====	=====	=====	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

40 -CRIME CONTROL DISTRICT  
 FIRE DEPARTMENT

EXPENDITURES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)			(----- 2024-2025 -----)	
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>SUPPLIES</u>								
604-2080 UNIFORMS	0	0	0	0	0	0	3,000	
FIRE MARSHALS BODY ARMO	0	0	0	0	0	0	3,000	3,000
TOTAL SUPPLIES	0	0	0	0	0	0	3,000	
<u>SERVICES</u>								
604-3030 TRAINING/EDUCATION	25	0	0	750	135	135	750	
TOTAL SERVICES	25	0	0	750	135	135	750	
<u>CAPITAL OUTLAY</u>								
604-8010 ELECTRONIC EQUIPMENT	0	0	0	0	0	0	0	
604-8012 NON-CAPITAL - FIREARMS/TASE	624	624	0	0	0	0	0	
TOTAL CAPITAL OUTLAY	624	624	0	0	0	0	0	
<u>INTERFUND TRANSFERS</u>								
604-9011 TRANSFER OUT - GENERAL FUND	0	0	0	0	0	0	0	
TOTAL INTERFUND TRANSFERS	0	0	0	0	0	0	0	
TOTAL FIRE DEPARTMENT	649	624	0	750	135	135	3,750	

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

40 -CRIME CONTROL DISTRICT  
 POLICE DEPARTMENT

EXPENDITURES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)			(----- 2024-2025 -----)	
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>SERVICES</u>								
605-3030 TRAINING/EDUCATION	5,014	6,289	6,399	6,400	6,400	6,400	7,400	
TAPEIT 0	0.00							1,500
VARIOUS CLASSES 15	300.00							4,500
CHIEF LEADERSHIP TRAINI 0	0.00							1,400
605-3087 CITIZENS COMMUNICATION/EDUC	3,844	7,370	4,469	7,000	6,922	7,500	7,500	
NATIONAL NIGHT OUT - SU 0	0.00							7,000
NEIGHBORHOOD WATCH - SI 0	0.00							500
TOTAL SERVICES	8,857	13,659	10,868	13,400	13,322	13,900	14,900	
<u>CONTRACTUAL</u>								
605-4075 COMPUTER SOFTWARE	0	0	0	0	0	0	0	
TOTAL CONTRACTUAL	0	0	0	0	0	0	0	
<u>CAPITAL OUTLAY</u>								
605-8010 ELECTRONIC EQUIPMENT PURCHA	0	0	0	0	0	0	0	
605-8012 NON CAPITAL - FIRE ARMS/TAS	8,640	0	0	0	0	0	0	
605-8015 NON-CAPITAL - COMPUTER EQUI	0	0	0	0	0	0	0	
605-8018 NON-CAPITAL BUILDING	0	0	0	0	0	0	0	
605-8025 NON-CAPITAL - OFFICE FURNIT	0	0	0	0	0	0	0	
605-8030 POLICE EQUIPMENT PURCHASE	203,981	0	29,490	29,490	29,490	29,490	39,990	
VEHICLE/BODY WORN CAMER 0	0.00							29,490
UAS (DRONE) PROGRAM STA 0	0.00							10,500
605-8042 CAPITAL - FIREARMS	0	0	0	0	0	0	0	
605-8045 CAPITAL - COMPUTER EQUIPMEN	2,629	2,218	0	0	0	0	0	
605-8050 CAPITAL - VEHICLES	192,755	119,772	127,052	150,000	137,167	150,000	150,000	
PATROL VEHICLES 2	75,000.00							150,000
605-8081 CAPITAL - BUILDING	37,500	0	0	0	0	0	0	
TOTAL CAPITAL OUTLAY	445,505	121,990	156,542	179,490	166,657	179,490	189,990	
<u>INTERFUND TRANSFERS</u>								
605-9011 TRANSFER TO - GENERAL FUND	0	0	0	0	0	0	0	
TOTAL INTERFUND TRANSFERS	0	0	0	0	0	0	0	
<hr/>								
TOTAL POLICE DEPARTMENT	454,363	135,649	167,410	192,890	179,978	193,390	204,890	
<hr/>								
TOTAL EXPENDITURES	455,012	136,273	167,410	193,640	180,113	193,525	208,640	
<hr/>								
REVENUE OVER/(UNDER) EXPENDITURES	( 305,524)	28,879	10,426	4,360	( 17,866)	3,875	0	

## 42- PUBLIC EDUCATION AND GOVERNMENTAL PROGRAMMING FUND (PEG)

	FY 2023-24 AMENDED BUDGET	FY 2024-25 CITY COUNCIL PROPOSED	DIFFERENCE
<b>BEGINNING FUND BALANCE</b>	\$ 151,302	\$ 151,302	
REVENUES	\$ 20,800	\$ 17,600 *	\$ (3,200)
EXPENDITURES	\$ 20,800	\$ 20,800	\$ -
<b>ENDING FUND BALANCE, PROJECTED</b>	\$ 151,302	\$ 148,102	

Funds can be utilized on capital purchases within the guidelines of Texas Utilities Code Chapter 66.

\* Revenues do not include \$3,200 planned utilization of Fund Balance.

**CAPITAL OUTLAY:**

The proposed budget includes \$15,000 to expand the public address system at City Hall, \$5,000 to add audio and visual capabilities to the Council Chambers executive conference room and \$800 for replacement microphones.

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

42 -PEG FUNDS

REVENUES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)		(----- 2024-2025 -----)		
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
NON-DEPARTMENTAL								
=====								
FRANCHISE REVENUES								
42-599-2024 FRANCHISE - PEG FEES	16,218	16,327	16,663	16,000	12,552	15,900	15,500	
TOTAL FRANCHISE REVENUES	16,218	16,327	16,663	16,000	12,552	15,900	15,500	
MISC./GRANTS/INTEREST								
42-599-7000 INTEREST	10	11	5,491	4,800	2,921	3,300	2,100	
TOTAL MISC./GRANTS/INTEREST	10	11	5,491	4,800	2,921	3,300	2,100	
TRANSFERS IN								
42-599-8090 PRIOR PERIOD ADJUSTMENT	0	0	0	0	0	0	0	
42-599-8099 FUND BALANCE RESERVE	0	0	0	0	0	0	3,200	
TOTAL TRANSFERS IN	0	0	0	0	0	0	3,200	
TOTAL NON-DEPARTMENTAL	16,228	16,339	22,154	20,800	15,473	19,200	20,800	
TOTAL REVENUES	16,228	16,339	22,154	20,800	15,473	19,200	20,800	=====

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

42 -PEG FUNDS  
 ADMINISTRATION

EXPENDITURES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)		(----- 2024-2025 -----)		
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>CAPITAL OUTLAY</u>								
601-8030 CAPITAL-ELECTRONIC EQUIPMEN	927	5,334	6,888	20,800	19,052	19,100	20,800	
REPLACEMENT MICROPHONES	2	400.00						800
CITY HALL PA	0	0.00						15,000
CC CHAMBERS AV	0	0.00						5,000
TOTAL CAPITAL OUTLAY	927	5,334	6,888	20,800	19,052	19,100	20,800	
TOTAL ADMINISTRATION	927	5,334	6,888	20,800	19,052	19,100	20,800	
TOTAL EXPENDITURES	927	5,334	6,888	20,800	19,052	19,100	20,800	
REVENUE OVER/ (UNDER) EXPENDITURES	15,301	11,005	15,266	0	( 3,578)	100	0	

## 45- TREE PROTECTION & BEAUTIFICATION FUND

FORMERLY KNOWN AS THE OAK WILT FUND

	FY 2023-24 AMENDED BUDGET	FY 2024-25 CITY COUNCIL PROPOSED	DIFFERENCE
<b>BEGINNING FUND BALANCE</b>	\$ 117,632	\$ 104,882	
REVENUES	\$ 12,250 *	\$ 12,250 *	\$ -
EXPENDITURES	\$ 25,000	\$ 25,000	\$ -
<b>ENDING FUND BALANCE, PROJECTED BUDGET</b>	\$ 104,882	\$ 92,132	

\* Does not include budgeted use of \$12,750 of fund balance to cover expenditures.

This fund was created by ordinance with revenues provided by tree trimming permits, as well as any fines collected for noncompliance.

Accumulated amounts are available to fund efforts to prevent the spread of oak wilt, if such an outbreak should occur, as well as for other City Council approved tree protection or beautification efforts to enhance the area's natural beauty and the aesthetic and economic values of the community.

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

45 -TREE PROTECT & BEAUT FUND

	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)	(----- 2024-2025 -----)			
REVENUES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<b>NON-DEPARTMENTAL</b>								
=====								
<u>PERMITS &amp; LICENSES</u>								
45-599-3015 TREE TRIMMING PERMITS	12,390	10,395	10,500	12,250	7,350	11,025	12,250	
TREE TRIMMING PERMITS 350	35.00							12,250
TOTAL PERMITS & LICENSES	12,390	10,395	10,500	12,250	7,350	11,025	12,250	
<u>MISC./GRANTS/INTEREST</u>								
45-599-7030 TEXAS FORESTRY GRANT	0	0	0	0	0	0	0	
TOTAL MISC./GRANTS/INTEREST	0	0	0	0	0	0	0	
<u>TRANSFERS IN</u>								
45-599-8099 FUND BALANCE RESERVE	0	0	0	12,750	0	0	12,750	
TOTAL TRANSFERS IN	0	0	0	12,750	0	0	12,750	
<hr/>								
TOTAL NON-DEPARTMENTAL	12,390	10,395	10,500	25,000	7,350	11,025	25,000	
<hr/>								
TOTAL REVENUES	12,390	10,395	10,500	25,000	7,350	11,025	25,000	=====



CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

45 -TREE PROTECT & BEAUT FUND  
 CITY COUNCIL

EXPENDITURES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)			(----- 2024-2025 -----)	
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>CAPITAL OUTLAY</u>								
600-8080 CAPITAL - IMPROVEMENTS	0	0	0	0	0	0	5,000	
CLIFFSIDE MONUMENT           0	0.00			0	0	0		5,000
TOTAL CAPITAL OUTLAY	0	0	0	0	0	0	5,000	
TOTAL CITY COUNCIL	0	0	0	0	0	0	5,000	

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

45 -TREE PROTECT & BEAUT FUND  
 ADMINISTRATION

EXPENDITURES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)		(----- 2024-2025 -----)		
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>SERVICES</u>								
601-3012 PROFESSIONAL SERVICES	2,399	0	0	0	0	0	0	
601-3087 CITIZENS COMMUNICATION/EDUC	0	212	20	500	0	0	500	
TOTAL SERVICES	2,399	212	20	500	0	0	500	
<u>DEPT MATERIALS-SERVICES</u>								
601-6085 SUPPLIES/MATERIAL/CHEMICALS	2,359	0	0	21,875	0	0	16,875	
TOTAL DEPT MATERIALS-SERVICES	2,359	0	0	21,875	0	0	16,875	
TOTAL ADMINISTRATION	4,758	212	20	22,375	0	0	17,375	

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

45 -TREE PROTECT & BEAUT FUND  
 DEVELOPMENT SERVICES

EXPENDITURES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)		(----- 2024-2025 -----)		
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>CONTRACTUAL</u>								
607-4075 COMPUTER SOFTWARE	0	0	2,625	2,625	2,625	2,625	2,625	
ON LINE PERMITTING 350	7.50							2,625
TOTAL CONTRACTUAL	0	0	2,625	2,625	2,625	2,625	2,625	
TOTAL DEVELOPMENT SERVICES	0	0	2,625	2,625	2,625	2,625	2,625	
TOTAL EXPENDITURES	4,758	212	2,645	25,000	2,625	2,625	25,000	
REVENUE OVER/ (UNDER) EXPENDITURES	7,632	10,183	7,855	0	4,725	8,400	0	

## 48 - STREET MAINTENANCE FUND

	FY 2023-24 AMENDED BUDGET	FY 2024-25 CITY COUNCIL PROPOSED	DIFFERENCE
<b>BEGINNING FUND BALANCE</b>	\$ 415,170	\$ 80,879	
REVENUES	\$ 186,000 *	\$ 187,500 **	\$ 1,500
EXPENDITURES	\$ 520,291	\$ 200,000	\$ (320,291)
<b>ENDING FUND BALANCE, PROJECTED</b>	<u>\$ 80,879</u>	<u>\$ 68,379</u>	

\* Amount does not include \$334,291 budgeted use of fund balance to cover expenditures.

\*\* Amount does not include \$12,500 budgeted use of fund balance to cover expenditures.

Street Maintenance Fund was approved by voters in May 2014 and began receiving sales tax revenues October 1, 2014. It was re-approved by the voters in May 2018 and again in May 2022.

The voter authorization will expire on October 1, 2026 unless reapproved May 2026.

In 2021, the City completed a comprehensive street maintenance analysis and, using this data, has created a maintenance schedule to address \$11.3 million in reconstruction projects covering 10 residential streets and six cul-de-sacs.

During the May 2022 general election, Citizens approved a \$10 million bond issuance to fund the street reconstruction project. Please refer to Fund 60 - Streets Project Fund.

The City expects to utilize amounts accumulated in this fund towards the maintenance project and/or debt service on the related bonds.

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

48 -STREET MAINTENANCE FUND

REVENUES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)		(----- 2024-2025 -----)		
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
NON-DEPARTMENTAL								
=====								
TAXES								
48-599-1040 SALES - STREET MAINTENANCE	149,956	165,441	164,703	186,000	148,705	180,000	187,500	
TOTAL TAXES	149,956	165,441	164,703	186,000	148,705	180,000	187,500	
PERMITS & LICENSES								
48-599-3051 RIGHT OF WAY PERMITS	0	0	0	0	0	0	0	
TOTAL PERMITS & LICENSES	0	0	0	0	0	0	0	
TRANSFERS IN								
48-599-8012 TRANSFER FROM GENERAL FUND	0	0	0	0	0	0	0	
48-599-8099 FUND BALANCE RESERVE	0	0	0	334,291	0	0	12,500	
TOTAL TRANSFERS IN	0	0	0	334,291	0	0	12,500	
TOTAL NON-DEPARTMENTAL	149,956	165,441	164,703	520,291	148,705	180,000	200,000	
TOTAL REVENUES	149,956	165,441	164,703	520,291	148,705	180,000	200,000	=====

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

48 -STREET MAINTENANCE FUND  
 PUBLIC WORKS

EXPENDITURES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)	(----- 2024-2025 -----)			
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>DEPT MATERIALS-SERVICES</u>								
603-6080 STREET MAINTENANCE	46,500	0	0	50,000	0	0	50,000	
TOTAL DEPT MATERIALS-SERVICES	46,500	0	0	50,000	0	0	50,000	
<u>INTERFUND TRANSFERS</u>								
603-9030 TRANS TO DEBT SERVICE	0	0	617,438	470,291	273,964	450,000	150,000	
2022 GO STREET BONDS 0	0.00						150,000	
TOTAL INTERFUND TRANSFERS	0	0	617,438	470,291	273,964	450,000	150,000	
TOTAL PUBLIC WORKS	46,500	0	617,438	520,291	273,964	450,000	200,000	
TOTAL EXPENDITURES	46,500	0	617,438	520,291	273,964	450,000	200,000	
REVENUE OVER/ (UNDER) EXPENDITURES	103,456	165,441	( 452,735)	0	( 125,259)	( 270,000)	0	

## 50 - COURT RESTRICTED FUND

	FY 2023-24 AMENDED BUDGET	FY 2024-25 CITY COUNCIL PROPOSED	DIFFERENCE
<b><u>COURT TECHNOLOGY &amp; EFFICIENCY:</u></b>			
<b>BEGINNING FUND BALANCE</b>	\$ -	\$ (500)	
REVENUES	\$ 3,320	\$ 3,320	\$ -
EXPENDITURES	\$ 3,820	\$ 3,820	\$ -
<b>ENDING FUND BALANCE, PROJECTED</b>	<b><u>\$ (500)</u></b>	<b><u>\$ (1,000)</u></b> *	

The annual maintenance fees related to court software are substantially equal to revenues.

A 'Transfer In' is recorded in the General Fund which offsets the expenditures.

\* Fund will not have a negative fund balance at year end, transfer will be adjusted, if necessary

### **COURT SECURITY:**

<b>BEGINNING FUND BALANCE</b>	\$ 57,082	\$ 55,682	
REVENUES	\$ 3,800 **	\$ 3,800 **	\$ -
EXPENDITURES AND OTHER USES	\$ 60,200 ***	\$ 62,200 ***	\$ 2,000
<b>ENDING FUND BALANCE, PROJECTED</b>	<b><u>\$ 682</u></b>	<b><u>\$ (2,718)</u></b> *	

\* Fund will not have a negative fund balance at year end, transfer will be adjusted, if necessary

\*\* Does not include budgeted use of fund balance to cover expenditures

\*\*\* Includes \$55,000 and \$57,000, respectively, for the bullet resistant glass project. Due to difficulty finding vendors, the project has been re-proposed for FY2025

### **TRUANCY PREVENTION & DIVERSION:**

<b>BEGINNING FUND BALANCE</b>	\$ 12,494	\$ 15,994	
REVENUES	\$ 3,500	\$ 3,500	\$ -
EXPENDITURES AND OTHER USES	\$ -	\$ -	\$ -
<b>ENDING FUND BALANCE, PROJECTED</b>	<b><u>\$ 15,994</u></b>	<b><u>\$ 19,494</u></b>	

Use of this money is restricted to the necessary expenses to of a juvenile case manager and programs directly related to performing those duties.

### **MUNICIPAL JURY:**

<b>BEGINNING FUND BALANCE</b>	\$ 250	\$ 320	
REVENUES	\$ 70	\$ 70	\$ -
EXPENDITURES AND OTHER USES	\$ -	\$ -	\$ -
<b>ENDING FUND BALANCE, PROJECTED</b>	<b><u>\$ 320</u></b>	<b><u>\$ 390</u></b>	

Use of this money is limited to fund juror reimbursements and otherwise finance jury services.

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

50 -COURT RESTRICTED FUND

REVENUES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)		(----- 2024-2025 -----)		
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<b>NON-DEPARTMENTAL</b>								
=====								
<b>COURT FEES</b>								
50-599-4022 COURT EFFICIENCY REVENUE	84	132	109	120	90	120	120	
50-599-4023 COURT SECURITY REVENUE	4,979	4,208	3,801	3,800	3,792	4,900	3,800	
50-599-4024 TRUANCY PREVENTION FUND	4,168	3,789	3,518	3,500	3,633	4,800	3,500	
50-599-4025 COURT TECHNOLOGY REVENUE	4,527	3,691	3,285	3,200	3,215	4,100	3,200	
50-599-4026 JURY FUND	83	76	70	70	73	95	70	
TOTAL COURT FEES	13,841	11,896	10,784	10,690	10,802	14,015	10,690	
<b>TRANSFERS IN</b>								
50-599-8099 FUND BALANCE RESERVE	0	0	0	55,000	0	0	57,000	
TOTAL TRANSFERS IN	0	0	0	55,000	0	0	57,000	
<b>TOTAL NON-DEPARTMENTAL</b>	13,841	11,896	10,784	65,690	10,802	14,015	67,690	
<b>TOTAL REVENUES</b>	13,841	11,896	10,784	65,690	10,802	14,015	67,690	
	=====	=====	=====	=====	=====	=====	=====	=====



CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

50 -COURT RESTRICTED FUND  
 OPERATING EXPENSES

EXPENDITURES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)			(----- 2024-2025 -----)	
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>CAPITAL OUTLAY</u>								
602-8080 CAPITAL IMPROVEMENTS	0	0	0	55,000	0	0	57,000	
HARDEN WINDOWS 0	0.00							57,000
TOTAL CAPITAL OUTLAY	0	0	0	55,000	0	0	57,000	
<u>INTERFUND TRANSFERS</u>								
602-9010 TRANSFER TO GENERAL FUND	6,750	8,500	8,262	9,020	0	9,020	9,020	
COURT - INCODE 1	3,820.00							3,820
COURT SECURITY - SPPD 0	0.00							5,200
TOTAL INTERFUND TRANSFERS	6,750	8,500	8,262	9,020	0	9,020	9,020	
TOTAL OPERATING EXPENSES	6,750	8,500	8,262	64,020	0	9,020	66,020	
TOTAL EXPENDITURES	6,750	8,500	8,262	64,020	0	9,020	66,020	
REVENUE OVER/ (UNDER) EXPENDITURES	7,091	3,396	2,522	1,670	10,802	4,995	1,670	

## 52 - CHILD SAFETY FUND

	<u>FY 2023-24 AMENDED BUDGET</u>	<u>FY 2024-25 CITY COUNCIL PROPOSED</u>	<u>DIFFERENCE</u>
<b>BEGINNING FUND BALANCE</b>	\$ 2,220	\$ 1,220	
<b>REVENUES</b>	\$ 4,000 *	\$ 4,000 *	\$ -
<b>EXPENDITURES:</b>			
FIRE DEPARTMENT	\$ 2,000	\$ 2,000	\$ -
POLICE DEPARTMENT	3,000	3,000	\$ -
<b>TOTAL EXPENDITURES</b>	<u>\$ 5,000</u>	<u>\$ 5,000</u>	
<b>TOTAL REVENUES LESS THAN EXPENDITURES</b>	\$ (1,000)	\$ (1,000)	
<b>ENDING FUND BALANCE, PROJECTED</b>	<u><u>\$ 1,220</u></u>	<u><u>\$ 220</u></u>	

\* Does not include budgeted use of \$1,000 of fund balance to cover expenditures.

As the City has no school guard crossing expenditures, funds can only be utilized for education and materials related to child safety.

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

52 -CHILD SAFETY FUND

REVENUES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)	(----- 2024-2025 -----)			
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
NON DEPARTMENTAL								
=====								
MISC./GRANTS/INTEREST								
52-599-7010 SCHOOL CROSSING GUARD FUNDS	3,975	4,040	4,373	4,000	3,606	4,300	4,000	
TOTAL MISC./GRANTS/INTEREST	3,975	4,040	4,373	4,000	3,606	4,300	4,000	
TRANSFERS IN								
52-599-8089 FUND BALANCE RESERVE	0	0	0	1,000	0	0	1,000	
TOTAL TRANSFERS IN	0	0	0	1,000	0	0	1,000	
TOTAL NON DEPARTMENTAL	3,975	4,040	4,373	5,000	3,606	4,300	5,000	
TOTAL REVENUES	3,975	4,040	4,373	5,000	3,606	4,300	5,000	
	=====	=====	=====	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

52 -CHILD SAFETY FUND  
 FIRE DEPARTMENT

EXPENDITURES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)		(----- 2024-2025 -----)		
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>SERVICES</u>								
604-3087 CITIZENS COMMUNICATION/EDUC	1,570	1,375	2,848	2,000	1,968	2,000	2,000	
CHILD SAFETY/EDUCATION 0	0.00							2,000
TOTAL SERVICES	1,570	1,375	2,848	2,000	1,968	2,000	2,000	
TOTAL FIRE DEPARTMENT	1,570	1,375	2,848	2,000	1,968	2,000	2,000	

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

52 -CHILD SAFETY FUND  
 POLICE DEPARTMENT

EXPENDITURES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)	(----- 2024-2025 -----)			
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>SERVICES</u>								
605-3087 CITIZENS COMMUNICATION/EDUC	1,861	3,000	2,156	3,000	1,010	3,000	3,000	
CHILD SAFETY/EDUCATION 0	0.00							3,000
TOTAL SERVICES	1,861	3,000	2,156	3,000	1,010	3,000	3,000	
TOTAL POLICE DEPARTMENT	1,861	3,000	2,156	3,000	1,010	3,000	3,000	
TOTAL EXPENDITURES	3,431	4,375	5,004	5,000	2,978	5,000	5,000	
REVENUE OVER/ (UNDER) EXPENDITURES	544	( 335)	( 631)	0	628	( 700)	0	

**53 - LAW ENFORCEMENT OFFICERS STANDARDS EDUCATION (LEOSE)**

	<b>FY 2023-24 AMENDED BUDGET</b>	<b>FY 2024-25 CITY COUNCIL PROPOSED</b>	<b>DIFFERENCE</b>
<b>BEGINNING FUND BALANCE</b>	\$ -	\$ -	
REVENUES	\$ 1,300	\$ 1,500	\$ 200
EXPENDITURES	\$ 1,300	\$ 1,500	\$ 200
<b>TOTAL REVENUES MORE (LESS) THAN EXPENDITURES</b>	\$ -	\$ -	
<b>ENDING FUND BALANCE, PROJECTED</b>	\$ -	\$ -	

Training/Education and Travel/Mileage expenditures in the General Fund Police Department are supplemented with current LEOSE funds.

Theses funds can only be utilized for training expenditures for Full Time Police Officers.

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

53 -LEOSE

REVENUES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)		(----- 2024-2025 -----)		
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
NON-DEPARTMENTAL								
=====								
POLICE/FIRE REVENUES								
53-599-6020 LEOSE FUNDS	1,480	1,282	1,281	1,300	3,265	3,265	1,500	
TOTAL POLICE/FIRE REVENUES	1,480	1,282	1,281	1,300	3,265	3,265	1,500	
TRANSFERS IN								
53-599-8010 INTEREST	0	0	0	0	0	0	0	
53-599-8089 FUND BALANCE RESERVE	0	0	0	0	0	0	0	
TOTAL TRANSFERS IN	0	0	0	0	0	0	0	
TOTAL NON-DEPARTMENTAL	1,480	1,282	1,281	1,300	3,265	3,265	1,500	
TOTAL REVENUES	1,480	1,282	1,281	1,300	3,265	3,265	1,500	
	=====	=====	=====	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

53 -LEOSE  
 POLICE DEPARTMENT

EXPENDITURES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)	(----- 2024-2025 -----)			
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>SERVICES</u>								
605-3030 TRAINING/EDUCATION	1,636	1,310	1,281	1,300	3,265	3,265	1,500	
TOTAL SERVICES	1,636	1,310	1,281	1,300	3,265	3,265	1,500	
TOTAL POLICE DEPARTMENT	1,636	1,310	1,281	1,300	3,265	3,265	1,500	
TOTAL EXPENDITURES	1,636	1,310	1,281	1,300	3,265	3,265	1,500	
REVENUE OVER/(UNDER) EXPENDITURES	( 156)	( 28)	0	0	0	0	0	



## 54 - POLICE FORFEITURE FUNDS

	<b>FY 2023-24 AMENDED BUDGET</b>	<b>FY 2024-25 CITY COUNCIL PROPOSED</b>	<b>DIFFERENCE</b>
<b>BEGINNING FUND BALANCE</b>	\$ -	\$ -	
REVENUES	\$ -	\$ -	\$ -
EXPENDITURES	\$ -	\$ -	\$ -
<b>ENDING FUND BALANCE, PROJECTED</b>	<u>\$ -</u>	<u>\$ -</u>	

Funds collected can only be spent on equipment for police use.

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

54 -POLICE FORFEITURE

REVENUES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)	(----- 2024-2025 -----)			
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
NON-DEPARTMENTAL =====								
POLICE/FIRE REVENUES								
54-599-6025 POLICE FORFEITURE FUNDS	0	0	0	0	0	0	0	
TOTAL POLICE/FIRE REVENUES	0	0	0	0	0	0	0	
TRANSFERS IN								
54-599-8005 INTEREST	0	0	0	0	0	0	0	
TOTAL TRANSFERS IN	0	0	0	0	0	0	0	
TOTAL NON-DEPARTMENTAL	0	0	0	0	0	0	0	
TOTAL REVENUES	0	0	0	0	0	0	0	

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

54 -POLICE FORFEITURE  
 POLICE DEPARTMENT

EXPENDITURES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)	(----- 2024-2025 -----)			
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>CAPITAL OUTLAY</u>								
605-8025 EQUIPMENT	0	0	0	0	0	0	0	
TOTAL CAPITAL OUTLAY	0	0	0	0	0	0	0	
<u>INTERFUND TRANSFERS</u>								
605-9010 TRANSFER TO GENERAL FUND	0	0	0	0	0	0	0	
TOTAL INTERFUND TRANSFERS	0	0	0	0	0	0	0	
TOTAL POLICE DEPARTMENT	0	0	0	0	0	0	0	
TOTAL EXPENDITURES	0	0	0	0	0	0	0	
REVENUE OVER/(UNDER) EXPENDITURES	0	0	0	0	0	0	0	

## 58 – AMERICAN RESCUE PLAN ACT FUND

**Fund Purpose.** This fund accounts for Federal stimulus monies disbursed by the United States Treasury through the Texas Department of Emergency Management under the American Rescue Plan Act (ARPA). The City intends to fully expend its remaining ARPA funds this fiscal year.

**Fund Description.** The fund accounts for all transactions related to the use of the awarded amounts. ARPA was signed into law on March 11, 2021, to facilitate the United States' recovery from the economic and health effects of the COVID-19 pandemic and the ongoing recession. The Act provides for a State and Local Fiscal Recovery Fund of \$350 billion dollars of which the City has received approximately \$988,000.

The Act's funding objectives include:

- Support public health response by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare and certain public health and safety staff,
- Replace public sector revenue loss to provide government services to the extent of the reduction in revenue experienced due to the pandemic,
- Water and sewer infrastructure, making necessary investment to improve access to clean drinking water and invest in wastewater and stormwater infrastructure,
- Address negative economic impacts by responding to the economic harms to workers, families, small businesses, impacted industries and the public sector,
- Premium pay for essential workers by offering additional support to those who have and will bear the greatest health risks because of their service in critical infrastructure sectors
- Broadband infrastructure, to provide unserved or underserved locations with new or expanded broadband access.

The expenditure period began March 3, 2021 with funds obligated by December 31, 2024 and expended by December 31, 2026.

**Fund Revenues.** This budget includes \$41,000 in ARPA federal stimulus monies.

**Fund Expenses.** This budget includes \$41,000 in expenditures for capital equipment, information technology/computer software and other items. A breakdown of the expenses by Department follows.

**Administration:** This budget expends \$20,900 on items this fiscal year in the Administration Department for (1) implementing a content management software, (2) increasing server storage capacity, (3) implementing a mobile device management (MDM) software, (4) implementing a

two-factor authentication software, (5) implementing ChatGPT AI software with a corresponding AI use policy, and (6) add additional security camera views to City Hall exterior. The long-term operating costs anticipated for the Administration capital expenditures are as follows:

<b>FY2025 Capital Item</b>	<b>Long-term Operating Costs Anticipated</b>
Content Management Software	\$3,000 annual license agreement.
Increased Server Storage	No additional operational costs.
MDM Software	\$2,700 annual license agreement.
Two-Factor Authentication Software	No additional operational costs.
AI tools and policy	\$800 annual license agreement.
City Hall Security Camera expansion	No additional operational costs.

**Fire:** This budget expends \$14,400 on capital items this fiscal year in the Fire Department for (1) two battery powered ventilation fans and (2) a hose manifold. The long-term operating costs anticipated for the Fire Department capital expenditures are as follows:

<b>FY2025 Capital Item</b>	<b>Long-term Operating Costs Anticipated</b>
Battery Powered Ventilation Fans	Minor reduced operational costs due to replacing gas-powered devices.
Hose Manifold	No additional operational costs.

**Police:** This budget expends \$4,500 to implement an unmanned aircraft program with the purchase of a small drone. The long-term operating costs anticipated for the Police Department are as follows:

<b>FY2025 Item</b>	<b>Long-term Operating Costs Anticipated</b>
Unmanned aircraft (drone)	\$800 annual licensing and subscription costs for entire program (additional drone acquired using Crime Control & Prevention District funds).

**Development Services:** This budget expends \$1,200 to update the City’s technical codes to the 2021 International Building Codes. There are no long-term operating costs associated with this item.

## 58 - AMERICAN RESCUE PLAN ACT FUND

	FY 2023-24 AMENDED BUDGET	FY 2024-25 CITY COUNCIL PROPOSED	DIFFERENCE
<b>BEGINNING FUND BALANCE</b>	\$ 6	\$ 6	
REVENUES	\$ 314,340	\$ 41,000	\$ (273,340)
EXPENDITURES	\$ 314,340	\$ 41,000	\$ (273,340)
<b>ENDING FUND BALANCE, PROJECTED</b>	\$ 6	\$ 6	

Fund established in FY 2020-21 to separately account for the stimulus monies provided by the American Rescue Fund Act.

Significant expenditures include:

Information technology/software	\$ 20,800
Fire Department equipment	\$ 14,400
Police Department equipment	\$ 4,500

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

58 -AMER RESCUE PLAN ACT FUND

REVENUES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)	(----- 2024-2025 -----)			
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
NON DEPARTMENTAL								
=====								
MISC./GRANTS/INTEREST								
58-599-7000 INTEREST INCOME	5	1,367	21,900	10,000	7,094	8,000	0	
58-599-7021 ARPA FEDERAL FUNDING	0	413,987	226,297	304,340	260,866	307,239	41,000	
58-599-7098 OTHER FINANCING SOURCE - EQ	0	145,340	0	0	0	0	0	
TOTAL MISC./GRANTS/INTEREST	5	560,693	248,197	314,340	267,960	315,239	41,000	
TOTAL NON DEPARTMENTAL	5	560,693	248,197	314,340	267,960	315,239	41,000	
TOTAL REVENUES	5	560,693	248,197	314,340	267,960	315,239	41,000	
	=====	=====	=====	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

58 -AMER RESCUE PLAN ACT FUND  
 CITY COUNCIL

EXPENDITURES	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 ACTUAL	(----- 2023-2024 -----)			(----- 2024-2025 -----)	
				CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>CONTRACTUAL</u>								
600-4090 OTHER CONTRACTUAL	0	0	0	13,879	13,879	13,879	0	
TOTAL CONTRACTUAL	0	0	0	13,879	13,879	13,879	0	
<u>CAPITAL OUTLAY</u>								
600-8070 CAPITAL - LAND	0	0	0	130,000	130,000	130,000	0	
600-8080 CAPITAL - IMPROVEMENTS	0	0	59,024	0	0	0	0	
TOTAL CAPITAL OUTLAY	0	0	59,024	130,000	130,000	130,000	0	
TOTAL CITY COUNCIL	0	0	59,024	143,879	143,879	143,879	0	



CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

58 -AMER RESCUE PLAN ACT FUND  
 CITY ADMINISTRATION

EXPENDITURES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)			(----- 2024-2025 -----)	
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>SUPPLIES</u>								
601-2020 OFFICE SUPPLIES	0	0	0	0	0	0	100	
TOTAL SUPPLIES	0	0	0	0	0	0	100	
<u>SERVICES</u>								
601-3087 CITIZEN COMMUNICATION	0	3,400	0	0	0	0	0	
TOTAL SERVICES	0	3,400	0	0	0	0	0	
<u>CONTRACTUAL</u>								
601-4075 COMPUTER SOFTWARE/MAINTENAN	0	0	0	0	0	0	14,300	
LASERFICHE INSTALLATION	0.00							7,000
LASERFICHE ANNUAL	0	0.00						3,000
MDM SOFTWARE - MOBILE D	0	0.00						2,700
AI TOOLS	0	0.00						800
TWO FACTOR AUTHENTICATI	0	0.00						800
TOTAL CONTRACTUAL	0	0	0	0	0	0	14,300	
<u>CAPITAL OUTLAY</u>								
601-8015 NON CAPITAL - COMPUTERS	0	2,799	0	0	0	0	0	
601-8030 CAPITAL - ELECTRONIC EQUIPM	0	27,280	0	0	0	0	2,500	
ADD'L SECURITY CAMERA V	0	0.00						2,500
601-8045 CAPITAL - COMPUTER EQUIPMEN	0	20,569	32,067	43,700	43,522	43,750	4,000	
ADD'L SERVER DATA STORA	0	0.00						4,000
601-8080 CAPITAL - IMPROVEMENT PROJ	0	0	6,780	0	0	0	0	
601-8081 CAPITAL - BUILDINGS	0	0	13,449	0	0	0	0	
TOTAL CAPITAL OUTLAY	0	50,648	52,296	43,700	43,522	43,750	6,500	
<u>INTERFUND TRANSFERS</u>								
601-9010 TRF - GENERAL FUND	0	0	21,900	10,000	7,094	8,000	0	
TOTAL INTERFUND TRANSFERS	0	0	21,900	10,000	7,094	8,000	0	
TOTAL CITY ADMINISTRATION	0	54,048	74,195	53,700	50,616	51,750	20,900	

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

58 -AMER RESCUE PLAN ACT FUND  
 PUBLIC WORKS/GOV. BLDG.

EXPENDITURES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)			(----- 2024-2025 -----)	
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>MAINTENANCE</u>								
603-5030 BUILDING MAINTENANCE	0	0	4,067	2,000	1,950	1,950	0	
TOTAL MAINTENANCE	0	0	4,067	2,000	1,950	1,950	0	
<u>CAPITAL OUTLAY</u>								
603-8015 NON CAPITAL - COMPUTERS	0	604	0	0	0	0	0	
603-8050 VEHICLES	0	0	0	3,611	3,611	3,611	0	
603-8081 CAPITAL - BUILDINGS	0	45,000	43,629	0	0	0	0	
TOTAL CAPITAL OUTLAY	0	45,604	43,629	3,611	3,611	3,611	0	
TOTAL PUBLIC WORKS/GOV. BLDG.	0	45,604	47,695	5,611	5,561	5,561	0	

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

58 -AMER RESCUE PLAN ACT FUND  
 FIRE DEPARTMENT

EXPENDITURES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)			(----- 2024-2025 -----)	
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>MAINTENANCE</u>								
604-5030 BUILDING MAINTENANCE	0	0	0	0	0	0	0	
TOTAL MAINTENANCE	0	0	0	0	0	0	0	
<u>CAPITAL OUTLAY</u>								
604-8005 FURNITURE	0	0	3,050	0	0	0	0	
604-8015 NON CAPITAL - COMPUTERS	0	1,446	5,778	18,800	18,822	18,900	0	
604-8030 ELECTRONIC EQUIPMENT	0	0	5,940	12,000	11,576	11,600	0	
604-8035 OTHER CAPITAL EQUIPMENT	0	0	7,443	0	0	0	0	
604-8040 CAPITAL - FIRE EQUIPMENT	0	93,664	6,050	0	0	0	14,400	
BATTERY POWERED PPV FAN	0	0.00						11,500
HOSE MANIFOLD	0	0.00						2,900
604-8080 IMPROVEMENT PROJECTS	0	0	0	42,000	0	46,000	0	
604-8081 CAPITAL - BUILDING	0	4,699	3,157	0	0	0	0	
TOTAL CAPITAL OUTLAY	0	99,810	31,418	72,800	30,398	76,500	14,400	
TOTAL FIRE DEPARTMENT	0	99,810	31,418	72,800	30,398	76,500	14,400	

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

58 -AMER RESCUE PLAN ACT FUND  
 POLICE DEPARTMENT

EXPENDITURES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)			(----- 2024-2025 -----)	
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>CAPITAL OUTLAY</u>								
605-8015 NON CAPITAL - COMPUTERS	0	6,816	0	22,650	22,649	22,649	0	
605-8030 POLICE EQUIPMENT	0	33,621	13,400	9,300	9,300	9,300	4,500	
SMALL DRONE	0							4,500
605-8031 CAPITAL OUTLAY - FIN EQUIP	0	145,340	0	0	0	0	0	
605-8045 CAPITAL - COMPUTER EQUIPMEN	0	0	7,953	0	0	0	0	
605-8080 CAPITAL - IMPROVEMENT PROJ	0	0	14,512	0	0	0	0	
TOTAL CAPITAL OUTLAY	0	185,777	35,865	31,950	31,948	31,949	4,500	
TOTAL POLICE DEPARTMENT	0	185,777	35,865	31,950	31,948	31,949	4,500	

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

58 -AMER RESCUE PLAN ACT FUND  
 WATER DEPARTMENT

EXPENDITURES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)			(----- 2024-2025 -----)	
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>CAPITAL OUTLAY</u>								
606-8015 NON CAPITAL - COMPUTERS	0	574	0	6,400	5,558	5,600	0	
606-8087 WATER METERS	0	145,392	0	0	0	0	0	
606-8088 WATER METER - CONTRA	0	( 129,062)	0	0	0	0	0	
TOTAL CAPITAL OUTLAY	0	16,903	0	6,400	5,558	5,600	0	
<u>INTERFUND TRANSFERS</u>								
606-9020 TRANSFER TO WATER UTILITY	0	129,062	0	0	0	0	0	
TOTAL INTERFUND TRANSFERS	0	129,062	0	0	0	0	0	
TOTAL WATER DEPARTMENT	0	145,966	0	6,400	5,558	5,600	0	

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

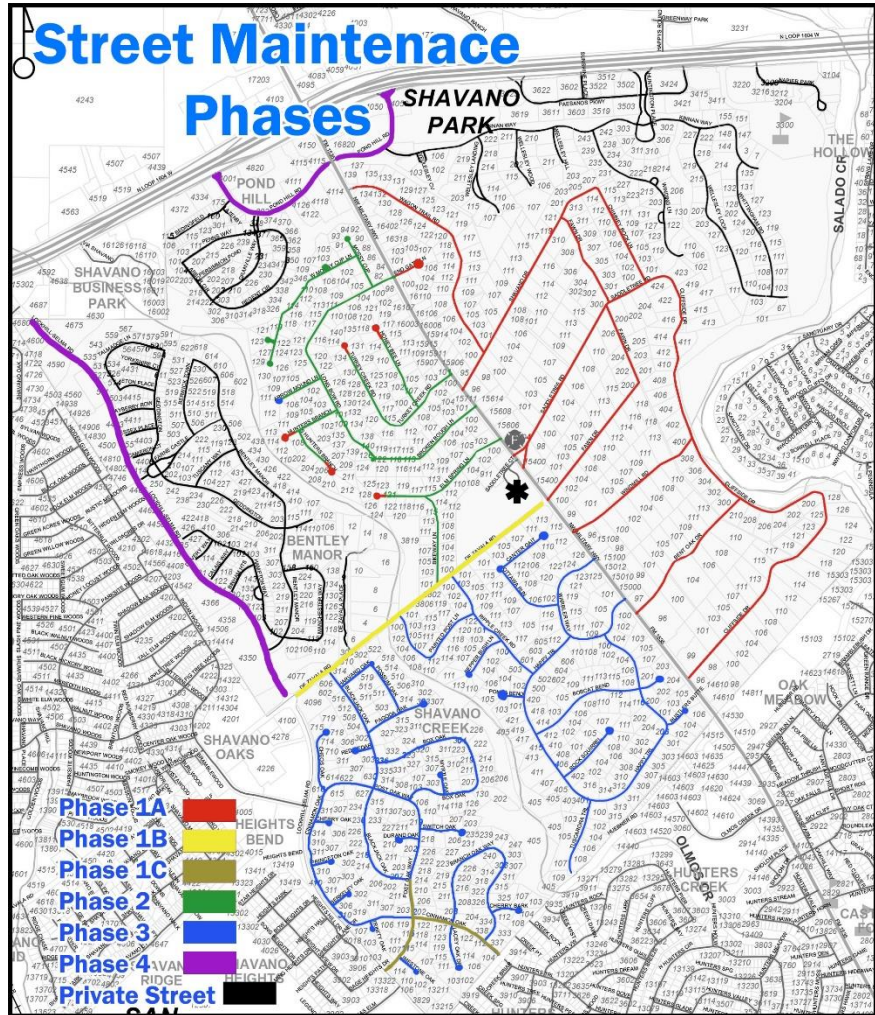
58 -AMER RESCUE PLAN ACT FUND  
 DEVELOPMENT SERVICES

EXPENDITURES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)			(----- 2024-2025 -----)	
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>SERVICES</u>								
607-3020 ASSOCIATION DUES & PUBLICAT	0	0	0	0	0	0	1,200	
IBC 2021 VERSION	0.00							1,200
TOTAL SERVICES	0	0	0	0	0	0	1,200	
<u>CAPITAL OUTLAY</u>								
607-8052 PRINCIPAL - FINANCED EQUIPM	0	28,713	0	0	0	0	0	
607-8053 INTEREST - FINANCED EQUIPME	0	777	0	0	0	0	0	
TOTAL CAPITAL OUTLAY	0	29,490	0	0	0	0	0	
TOTAL DEVELOPMENT SERVICES	0	29,490	0	0	0	0	1,200	
TOTAL EXPENDITURES	0	560,693	248,197	314,340	267,960	315,239	41,000	
REVENUE OVER/(UNDER) EXPENDITURES	5	0	0	0	0	0	0	

## 60 – STREET PROJECTS FUND

**Fund Purpose.** This fund accounts for the proceeds of the Series 2022 General Obligation Bonds and proceeds of the U.S. Department of Housing and Urban Development (HUD) Community Project Funding Grant (Phase 1B and 1C) for street reconstruction projects.

**History.** City residents approved the issuance of the \$9,410,000 Series 2022 General Obligation Bonds in the May 7, 2022 general election for the purpose of funding reconstruction of specifically identified City streets and cul-de-sacs. After paying bond issuance costs of approximately \$177,000, and including an issuance premium of \$775,000, net proceeds of \$10,000,000 were deposited in this fund, in separately identified investment accounts, on July 28, 2022 (the closing date).



*Map showing City the Street Maintenance Schedule*

In 2023 the city submitted a Community Project Funding request to Congressman Tony Gonzales (TX-23) for \$4 million of assistance to reconstruct De Zavala, install a drainage pipe and add sidewalks and public parking to De Zavala, and reconstruct some of the most deteriorated roads in Shavano Creek subdivision. The City’s grant request was congressionally approved and will be administered under B-23-CP-TX-1412 from the HUD.

**Fund Revenues.** This budget includes \$4,00,000 in projected revenues from the U.S. Department of Housing and Urban Development for Community Project Funding Grant B-23-CP-TX-1412.

**Fund Expenditures.** This budget includes \$7,110,000 in expenditures for engineering services, street inspector services and construction costs. \$4,000,000 is planned expenditures of the Federal

Community Project Funding, and \$3,110,000 is planned expenditures for the 2022 General Obligation Bonds from the fund’s balance.

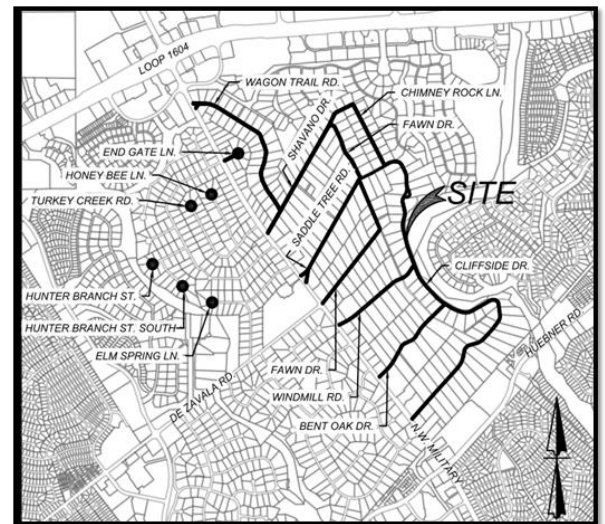
**Street Construction:** This budget expends \$3,110,000 this fiscal year for (1) engineering services, (2) street inspector services and (2) construction costs. This project is approximately 93% complete as of July 2024 and is anticipated to be fully complete before end of 2024. The City anticipates having \$2.4M of bond funds once the reconstruction of Phase 1A is complete. As the City gets closer to the completion of the primary road construction project, City staff will present additional street project options to City Council to fund using the remaining bond monies.

**Streets in Phase 1A (Bond Funding)**

These streets projects will be funded using the 2022 General Obligation Bonds. Complete reconstruction of all listed streets with addition of ribbon cut curbs where curb is lacking.

- Bent Oak Drive
- Chimney Rock Lane
- Cliffside Drive
- End Gate Lane
- Fawn Drive
- Saddletree Road
- Shavano Drive
- Wagon Trail Road
- Windmill Road
- Cud-de-sacs of Honey Bee Lane, Turkey Creek Road, Hunters Branch, Hunters Branch South, and Elm Spring Lane with approximately additional 150 linear feet of street reconstruction for each road list

**Phase 1A Project Area (Bond funded)**



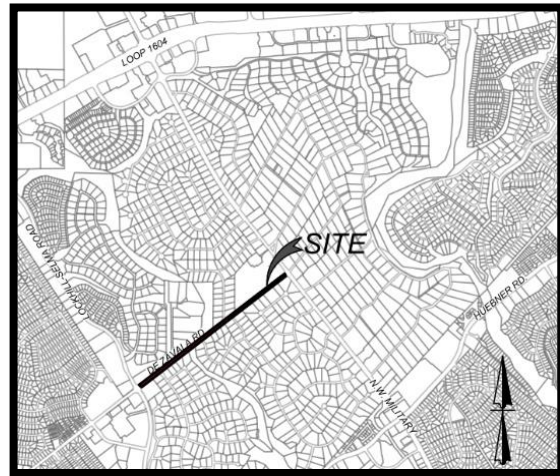
FY2025 Capital Item	Long-term Operating Costs Anticipated
Street reconstruction (Phase 1A)	Reduced street maintenance costs due to new construction; but regular scheduled maintenance still required.



**Streets in Phase 1B (Federal Funding)**

Phase 1B is the De Zavala project. Project is the mill and overlay the street, while adding dedicated bike lanes, sidewalks, and public parking and installing a 54” drainage culvert under the street to convey water from an existing culvert to the Olmos Creek. Curbs will also be added to the project. Project provides both accessibility improvements and drainage improvements. Project is to be federally funded. Project current status is at 90% engineering. No right-of-way acquisition is necessary with this project.

**Phase 1B Project Area (Federally funded)**

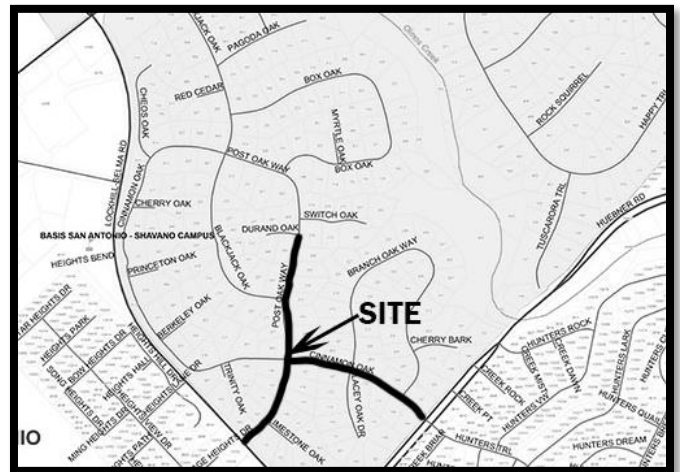


FY2025 Capital Item	Long-term Operating Costs Anticipated
Street reconstruction (Phase 1B)	Reduced street maintenance costs due to new construction; but regular scheduled maintenance still required.

**Streets in Phase 1C (Federal Funding and Bond Funding)**

Phase 1C is the reconstruction of about 9,500 liner feet of Post Oak Way and Cinnamon Oak in the Shavano Creek subdivision of the city. These sections of street have the worst pavement conditions in the subdivision due to the amount of traffic entering the subdivision from Lockhill-Selma Road and Huebner Road and the roads are frequently used by motorists to cut through to avoid heavy traffic at Huebner Road and Lockhill-Selma intersection. In addition, poor subgrade strength was discovered during recent potholing operations. Street segments will be reconstructed using the replace-in-place full-depth reconstruction approach. With this approach, the existing curb and driveways will remain, except for a few locations requiring repair. No drainage facilities will be constructed with this project. All work will take place within the street curbs and no right-of-way acquisition is required.

**Phase 1C Project Area (Federal & Bond funded)**



FY2025 Capital Item	Long-term Operating Costs Anticipated
Street reconstruction (Phase 1C)	Reduced street maintenance costs due to new construction; but regular scheduled maintenance still required.

## 60 - STREET PROJECTS FUND

	<u>FY 2023-24 AMENDED BUDGET</u>	<u>FY 2024-25 CITY COUNCIL PROPOSED</u>	<u>DIFFERENCE</u>
<b>BEGINNING FUND BALANCE</b>	\$ 8,391,641	\$ 3,111,641	
REVENUES	\$ 350,362 *	\$ 4,000,000 **	\$ 3,649,638
EXPENDITURES	\$ 5,630,362	\$ 7,110,000	\$ 1,479,638
<b>ENDING FUND BALANCE, PROJECTED</b>	<u>\$ 3,111,641</u>	<u>\$ 1,641</u>	

\* Revenues do not include \$5,280,000 budgeted use of fund balance to cover proposed expenditures

\*\* Revenues do not include \$3,110,000 budgeted use of fund balance to cover proposed expenditures

Fund established in FY 2021-22 to account for the proceeds of the issuance of voter-approved Series 2022 General Obligation Bonds for the reconstruction of City streets identified as Phase I in the street reconstruction plan.

The City will also use this fund to account for the \$4 million U.S. Department of Housing and Urban Development grant awarded for the reconstruction of De Zavala Road

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

60 -STREET PROJECTS FUND

REVENUES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)			(----- 2024-2025 -----)	
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<b>NON-DEPARTMENTAL</b>								
=====								
<u>MISC./GRANTS/INTEREST</u>								
60-599-7011 OTHER INCOME	0	0	0	25,362	25,362	25,362	0	
60-599-7021 GRANTS	0	0	0	0	0	0	4,000,000	
TOTAL MISC./GRANTS/INTEREST	0	0	0	25,362	25,362	25,362	4,000,000	
<u>TRANSFERS IN</u>								
60-599-8001 PROCEEDS OF BOND ISSUANCE	0	9,410,000	0	0	0	0	0	
60-599-8002 PREMIUM RECD ON BOND ISSUE	0	766,801	0	0	0	0	0	
60-599-8010 INTEREST INCOME	0	39,856	413,509	325,000	289,171	325,000	0	
60-599-8011 UNREAL G/L ON INVESTMENTS	0	0	( 12,828)	0	12,828	12,828	0	
60-599-8099 FUND BALANCE RESERVE	0	0	0	5,280,000	0	0	3,110,000	
TOTAL TRANSFERS IN	0	10,216,658	400,681	5,605,000	301,999	337,828	3,110,000	
<hr/>								
TOTAL NON-DEPARTMENTAL	0	10,216,658	400,681	5,630,362	327,361	363,190	7,110,000	
<hr/>								
TOTAL REVENUES	0	10,216,658	400,681	5,630,362	327,361	363,190	7,110,000	
=====								

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

60 -STREET PROJECTS FUND  
 ADMINISTRATION

EXPENDITURES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)		(----- 2024-2025 -----)		
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>SERVICES</u>								
601-3055 BOND ISSUE COSTS	0	176,801	0	0	0	0	0	0
601-3056 CONSULTING SERVICES	0	0	0	0	0	0	5,000	5,000
ARBITRAGE 0	0.00							
601-3087 CITIZEN COMMUNICATION	0	6,292	0	0	0	0	0	0
TOTAL SERVICES	0	183,093	0	0	0	0	5,000	5,000
<u>INTERFUND TRANSFERS</u>								
601-9010 TRANSF TO GENERAL FUND	0	0	0	0	0	0	0	0
TOTAL INTERFUND TRANSFERS	0	0	0	0	0	0	0	0
TOTAL ADMINISTRATION	0	183,093	0	0	0	0	5,000	5,000

CITY OF SHAVANO PARK  
 PROPOSED BUDGET WORKSHEET  
 AS OF: JULY 31ST, 2024

60 -STREET PROJECTS FUND  
 PUBLIC WORKS

EXPENDITURES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)		(----- 2024-2025 -----)		
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>SERVICES</u>								
603-3012 ENGINEERING PHASE IA	0	454,415	326,689	135,000	106,775	173,000	0	
603-3013 ENGINEERING PH 1B DEZAVALA	0	66,351	182,270	75,000	3,158	50,000	20,000	
603-3014 ENGINEERING PHASE 1C	0	0	0	10,000	9,788	10,000	25,000	
603-3015 ENGINEERING PHASE 1D	0	0	0	0	0	0	10,000	
TOTAL SERVICES	0	520,766	508,959	220,000	119,720	233,000	55,000	
<u>CAPITAL OUTLAY</u>								
603-8085 CAPITAL - STREETS PHASE 1A	0	0	1,012,880	5,410,362	4,699,811	5,575,000	50,000	
603-8090 CAPITAL - PH 1B DE ZAVALA	0	0	0	0	0	0	4,000,000	
603-8092 CAPITAL - PHASE 1C	0	0	0	0	0	0	1,000,000	
603-8095 CAPITAL - PHASE 1D	0	0	0	0	0	0	2,000,000	
TOTAL CAPITAL OUTLAY	0	0	1,012,880	5,410,362	4,699,811	5,575,000	7,050,000	
TOTAL PUBLIC WORKS	0	520,766	1,521,839	5,630,362	4,819,531	5,808,000	7,105,000	
TOTAL EXPENDITURES	0	703,859	1,521,839	5,630,362	4,819,531	5,808,000	7,110,000	
REVENUE OVER/(UNDER) EXPENDITURES	0	9,512,798	( 1,121,158)	0	( 4,492,170)	( 5,444,810)	0	

**ORDINANCE No. O-2024-009**

**AN ORDINANCE APPROVING AND ADOPTING A BUDGET FOR THE CITY OF SHAVANO PARK, TEXAS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024, AND ENDING SEPTEMBER 30, 2025; 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 ON SUCH SINKING FUND OBLIGATIONS; REPEALING CONFLICTING ORDINANCES; PROVIDING A SAVINGS AND SEVERABILITY CLAUSE; AND DECLARING AN EFFECTIVE DATE**

**WHEREAS**, Section 102.002 of the Texas Local Government Code requires the City of Shavano Park, Texas (the “City”) to prepare an annual budget;

**WHEREAS**, the City Manager of the City has submitted, in accordance with state law, such budget for the City for the fiscal year beginning October 1, 2024, and ending September 30, 2025;

**WHEREAS**, said budget has been filed with the City Secretary and has been available for inspection by any taxpayer at the City Secretary’s office and on the City’s website;

**WHEREAS**, proper and timely notice that public hearings on such proposed budget, stating the date, time, place, and subject matter of said public hearings was given and made in accordance with the law and within the time limits set forth by law; and

**WHEREAS**, said public hearings were held in accordance with such notice.

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

**Section 1.** The City hereby approves and adopts the budget, attached as Exhibit A, in all respects as the City’s annual budget for the fiscal year beginning October 1, 2024, and ending September 30, 2025.

**Section 2.** The City Secretary is directed to maintain a certified copy of this Ordinance with a true copy of the attached budget.

**Section 3.** The City Secretary is also directed to post the adopted budget and the budget cover page on the City’s website.

**Section 4.** The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Ordinance for all purposes and are adopted as a part of the judgment and findings of the Council.

**Section 5.** All ordinances, or parts thereof, which are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters resolved herein.

**Section 6.** This Ordinance shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

**Section 7.** If any provision of this Ordinance or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Ordinance and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City hereby declares that this Ordinance would have been enacted without such invalid provision.

**Section 8.** It is officially found, determined, and declared that the meeting at which this Ordinance is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Ordinance, was given, all as required by Chapter 551, as amended, Texas Government Code.

**Section 9.** This Ordinance shall be effective upon passage and publication as required by State and local law.

**PASSED AND APPROVED** this the 9<sup>th</sup> day of September 2024 for the first reading.

**PASSED AND APPROVED** this the 16<sup>th</sup> day of September 2024 for the second reading.

\_\_\_\_\_  
Robert Werner  
Mayor

ATTEST: \_\_\_\_\_  
Kristen M. Hetzel  
City Secretary

**A RESOLUTION OF THE CITY OF SHAVANO PARK, TEXAS, LEVYING AD VALOREM TAXES FOR USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT OF THE CITY FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024 AND ENDING SEPTEMBER 30, 2025 PROVIDING FOR APPORTIONING EACH LEVY FOR SPECIFIC PURPOSES; AND PROVIDING WHEN TAXES SHALL BECOME DUE AND WHEN SAME SHALL BECOME DELINQUENT IF NOT PAID**

---

**Whereas**, pursuant to Ordinance No. 2024-009, the City Council of the City of Shavano Park, Texas, approved the municipal budget for the fiscal year beginning October 1, 2024 and ending September 30, 2025; and

**Whereas**, it is necessary that a resolution be passed levying an ad valorem tax on property both real, personal, and mixed, within the corporate limits of the City of Shavano Park, Texas in accordance with such budget and the Texas Tax Code;

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

**SECTION ONE:** There is hereby levied and there shall be collected for the use and support of the municipal government of the City of Shavano Park (herein the "City") and to provide an Interest and Sinking fund for the 2024-2025 Fiscal Year, upon all property, real, personal, and mixed, within the corporate limits of said City on January 1, 2024 subject to taxation, a tax of \$0.312742 on each \$100 valuation of property, said tax being so levied and apportioned to the specific purposes here set forth:

- 1) For the maintenance and support of the general government (General Fund), \$0.275606 on each \$100 valuation of property; and
- 2) For interest and sinking fund, \$0.037136 on each \$100 valuation of property.

**SECTION TWO:** THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.

**SECTION THREE:** That taxes levied under this Resolution shall be due October 1, 2024 and if not paid before February 1, 2025 shall immediately become delinquent.

**SECTION FOUR:** All taxes shall become a lien upon property against which assessed, and the Bexar County Tax Assessor - Collector as the assessor and collector of the City is hereby authorized and empowered to enforce the collection of such taxes according to the Constitution and laws of the State of Texas and resolutions of the City, and shall, by virtue of the tax rolls, fix and establish a lien by levying upon such property, whether real or personal, for the payment of said taxes, penalty and interest, and the interest and penalty collected from such delinquent taxes shall be apportioned to the general fund of the City. All delinquent taxes shall bear interest from the date of the delinquency at the rate as prescribed by state law.

**SECTION FIVE:** That this Resolution shall take effect and be in force from and after its passage.

**SECTION SIX:** In case any section, phrase, or sentence of this Resolution shall be declared invalid for any reasons by a court of competent jurisdiction, such holding or finding shall not have the effect or result of invalidating any other section or part of this Resolution.

**SECTION SEVEN:** It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business



to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, Texas Government Code, as amended.

**PASSED AND APPROVED THIS THE 16th DAY OF SEPTEMBER, 2024** by the following motion “To approve the total tax rate of **\$0.312742**, for a breakdown of Maintenance and Operation of **\$0.275606** and Interest and Sinking of **\$0.037136** on each \$100 valuation of property”.

\_\_\_\_\_  
Robert Werner  
MAYOR

Attest: \_\_\_\_\_  
Kristen M. Hetzel  
City Secretary

# 2024 Tax Rate Calculation Worksheet

## Taxing Units Other Than School Districts or Water Districts

SHAVANO PARK, CITY OF  
 Taxing Unit Name \_\_\_\_\_ Phone (area code and number) \_\_\_\_\_

\_\_\_\_\_ Taxing Unit's Address, City, State, ZIP Code \_\_\_\_\_ Taxing Unit's Website Address \_\_\_\_\_

**GENERAL INFORMATION:** Tax Code Section 26.04(c) requires an officer or employee designated by the governing body to calculate the no-new-revenue (NNR) tax rate and voter-approval tax rate for the taxing unit. These tax rates are expressed in dollars per \$100 of taxable value calculated. The calculation process starts after the chief appraiser delivers to the taxing unit the certified appraisal roll and the estimated values of properties under protest. The designated officer or employee shall certify that the officer or employee has accurately calculated the tax rates and used values shown for the certified appraisal roll or certified estimate. The officer or employee submits the rates to the governing body by Aug. 7 or as soon thereafter as practicable.

School districts do not use this form, but instead use Comptroller Form 50-859 *Tax Rate Calculation Worksheet, School District without Chapter 313 Agreements* or Comptroller Form 50-884 *Tax Rate Calculation Worksheet, School District with Chapter 313 Agreements*.

Water districts as defined under Water Code Section 49.001(1) do not use this form, but instead use Comptroller Form 50-858 *Water District Voter-Approval Tax Rate Worksheet for Low Tax Rate and Developing Districts* or Comptroller Form 50-860 *Developed Water District Voter-Approval Tax Rate Worksheet*.

The Comptroller's office provides this worksheet to assist taxing units in determining tax rates. The information provided in this worksheet is offered as technical assistance and not legal advice. Taxing units should consult legal counsel for interpretations of law regarding tax rate preparation and adoption.

### SECTION 1: No-New-Revenue Tax Rate

The NNR tax rate enables the public to evaluate the relationship between taxes for the prior year and for the current year based on a tax rate that would produce the same amount of taxes (no new taxes) if applied to the same properties that are taxed in both years. When appraisal values increase, the NNR tax rate should decrease.

The NNR tax rate for a county is the sum of the NNR tax rates calculated for each type of tax the county levies.

While uncommon, it is possible for a taxing unit to provide an exemption for only maintenance and operations taxes. In this case, the taxing unit will need to calculate the NNR tax rate separately for the maintenance and operations tax and the debt tax, then add the two components together.

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
1.	<b>Prior year total taxable value.</b> Enter the amount of the prior year taxable value on the prior year tax roll today. Include any adjustments since last year's certification; exclude Tax Code Section 25.25(d) one-fourth and one-third over-appraisal corrections from these adjustments. Exclude any property value subject to an appeal under Chapter 42 as of July 25 (will add undisputed value in Line 6). This total includes the taxable value of homesteads with tax ceilings (will deduct in Line 2) and the captured value for tax increment financing (adjustment is made by deducting TIF taxes, as reflected in Line 17). <sup>1</sup>	\$ 1,767,146,630
2.	<b>Prior year tax ceilings.</b> Counties, cities and junior college districts. Enter the prior year total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision last year or a prior year for homeowners age 65 or older or disabled, use this step. <sup>2</sup>	\$ 552,108,489
3.	<b>Preliminary prior year adjusted taxable value.</b> Subtract Line 2 from Line 1.	\$ 1,215,038,141
4.	<b>Prior year total adopted tax rate.</b>	\$ 0.307742 /\$100
5.	<b>Prior year taxable value lost because court appeals of ARB decisions reduced the prior year's appraised value.</b>	
	A. Original prior year ARB values:..... \$ 19,899,940	
	B. Prior year values resulting from final court decisions:..... - \$ 18,535,000	
	C. Prior year value loss. Subtract B from A. <sup>3</sup>	\$ 1,364,940
6.	<b>Prior year taxable value subject to an appeal under Chapter 42, as of July 25.</b>	
	A. Prior year ARB certified value:..... \$ 48,800,000	
	B. Prior year disputed value:..... - \$ 48,800,000	
	C. Prior year undisputed value. Subtract B from A. <sup>4</sup>	\$ 0
7.	<b>Prior year Chapter 42 related adjusted values.</b> Add Line 5C and Line 6C.	\$ 1,364,940

<sup>1</sup> Tex. Tax Code §26.012(14)  
<sup>2</sup> Tex. Tax Code §26.012(14)  
<sup>3</sup> Tex. Tax Code §26.012(13)  
<sup>4</sup> Tex. Tax Code §26.012(13)

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
8.	<b>Prior year taxable value, adjusted for actual and potential court-ordered adjustments.</b> Add Line 3 and Line 7.	\$ 1,216,403,081
9.	<b>Prior year taxable value of property in territory the taxing unit deannexed after Jan. 1, 2023.</b> Enter the prior year value of property in deannexed territory. <sup>5</sup>	\$ 0
10.	<p><b>Prior year taxable value lost because property first qualified for an exemption in the current year.</b> If the taxing unit increased an original exemption, use the difference between the original exempted amount and the increased exempted amount. Do not include value lost due to freeport, goods-in-transit, temporary disaster exemptions. Note that lowering the amount or percentage of an existing exemption in the current year does not create a new exemption or reduce taxable value.</p> <p><b>A. Absolute exemptions.</b> Use prior year market value: ..... \$ 5,877,010</p> <p><b>B. Partial exemptions.</b> Current year exemption amount or current year percentage exemption times prior year value: ..... + \$ 464,399</p> <p><b>C. Value loss.</b> Add A and B. <sup>6</sup></p>	\$ 6,341,409
11.	<p><b>Prior year taxable value lost because property first qualified for agricultural appraisal (1-d or 1-d-1), timber appraisal, recreational/scenic appraisal or public access airport special appraisal in the current year.</b> Use only properties that qualified for the first time in the current year; do not use properties that qualified in the prior year.</p> <p><b>A. Prior year market value:</b> ..... \$ 0</p> <p><b>B. Current year productivity or special appraised value:</b> ..... - \$ 0</p> <p><b>C. Value loss.</b> Subtract B from A. <sup>7</sup></p>	\$ 0
12.	<b>Total adjustments for lost value.</b> Add Lines 9, 10C and 11C.	\$ 6,341,409
13.	<b>Prior year captured value of property in a TIF.</b> Enter the total value of the prior year captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the prior year taxes were deposited into the tax increment fund. <sup>8</sup> If the taxing unit has no captured appraised value in line 18D, enter 0.	\$ 0
14.	<b>Prior year total value.</b> Subtract Line 12 and Line 13 from Line 8.	\$ 1,210,061,672
15.	<b>Adjusted prior year total levy.</b> Multiply Line 4 by Line 14 and divide by \$100.	\$ 3,723,867
16.	<b>Taxes refunded for years preceding the prior tax year.</b> Enter the amount of taxes refunded by the taxing unit for tax years preceding the prior tax year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for the prior tax year. This line applies only to tax years preceding the prior tax year. <sup>9</sup>	\$ 5,218
17.	<b>Adjusted prior year levy with refunds and TIF adjustment.</b> Add Lines 15 and 16. <sup>10</sup>	\$ 3,729,085
18.	<p><b>Total current year taxable value on the current year certified appraisal roll today.</b> This value includes only certified values or certified estimate of values and includes the total taxable value of homesteads with tax ceilings (will deduct in Line 20). These homesteads include homeowners age 65 or older or disabled. <sup>11</sup></p> <p><b>A. Certified values:</b> ..... \$ 1,766,637,089</p> <p><b>B. Counties:</b> Include railroad rolling stock values certified by the Comptroller's office: ..... + \$ _____</p> <p><b>C. Pollution control and energy storage system exemption:</b> Deduct the value of property exempted for the current tax year for the first time as pollution control or energy storage system property: ..... - \$ 0</p> <p><b>D. Tax increment financing:</b> Deduct the current year captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the current year taxes will be deposited into the tax increment fund. Do not include any new property value that will be included in Line 23 below. <sup>12</sup> ..... - \$ 0</p> <p><b>E. Total current year value.</b> Add A and B, then subtract C and D.</p>	\$ 1,766,637,089

<sup>5</sup> Tex. Tax Code §26.012(15)

<sup>6</sup> Tex. Tax Code §26.012(15)

<sup>7</sup> Tex. Tax Code §26.012(15)

<sup>8</sup> Tex. Tax Code §26.03(c)

<sup>9</sup> Tex. Tax Code §26.012(13)

<sup>10</sup> Tex. Tax Code §26.012(13)

<sup>11</sup> Tex. Tax Code §26.012, 26.04(c-2)

<sup>12</sup> Tex. Tax Code §26.03(e)

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
19.	<b>Total value of properties under protest or not included on certified appraisal roll.</b> <sup>13</sup> <b>A. Current year taxable value of properties under protest.</b> The chief appraiser certifies a list of properties still under ARB protest. The list shows the appraisal district's value and the taxpayer's claimed value, if any, or an estimate of the value if the taxpayer wins. For each of the properties under protest, use the lowest of these values. Enter the total value under protest. <sup>14</sup> ..... \$ <u>86,905,251</u> <b>B. Current year value of properties not under protest or included on certified appraisal roll.</b> The chief appraiser gives taxing units a list of those taxable properties that the chief appraiser knows about but are not included in the appraisal roll certification. These properties also are not on the list of properties that are still under protest. On this list of properties, the chief appraiser includes the market value, appraised value and exemptions for the preceding year and a reasonable estimate of the market value, appraised value and exemptions for the current year. Use the lower market, appraised or taxable value (as appropriate). Enter the total value of property not on the certified roll. <sup>15</sup> ..... + \$ <u>0</u> <b>C. Total value under protest or not certified.</b> Add A and B. ..... \$ <u>86,905,251</u>	
20.	<b>Current year tax ceilings.</b> Counties, cities and junior colleges enter current year total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision in the prior year or a previous year for homeowners age 65 or older or disabled, use this step. <sup>16</sup>	\$ <u>620,958,173</u>
21.	<b>Current year total taxable value.</b> Add Lines 18E and 19C. Subtract Line 20. <sup>17</sup>	\$ <u>1,232,584,167</u>
22.	<b>Total current year taxable value of properties in territory annexed after Jan. 1, of the prior year.</b> Include both real and personal property. Enter the current year value of property in territory annexed. <sup>18</sup>	\$ <u>0</u>
23.	<b>Total current year taxable value of new improvements and new personal property located in new improvements.</b> New means the item was not on the appraisal roll in the prior year. An improvement is a building, structure, fixture or fence erected on or affixed to land. New additions to existing improvements may be included if the appraised value can be determined. New personal property in a new improvement must have been brought into the taxing unit after Jan. 1, of the prior year and be located in a new improvement. New improvements <b>do</b> include property on which a tax abatement agreement has expired for the current year. <sup>19</sup>	\$ <u>25,589,030</u>
24.	<b>Total adjustments to the current year taxable value.</b> Add Lines 22 and 23.	\$ <u>25,589,030</u>
25.	<b>Adjusted current year taxable value.</b> Subtract Line 24 from Line 21.	\$ <u>1,206,995,137</u>
26.	<b>Current year NNR tax rate.</b> Divide Line 17 by Line 25 and multiply by \$100. <sup>20</sup>	\$ <u>0.308956</u> /\$100
27.	<b>COUNTIES ONLY.</b> Add together the NNR tax rates for each type of tax the county levies. The total is the current year county NNR tax rate. <sup>21</sup>	\$ _____ /\$100

**SECTION 2: Voter-Approval Tax Rate**

The voter-approval tax rate is the highest tax rate that a taxing unit may adopt without holding an election to seek voter approval of the rate. The voter-approval tax rate is split into two separate rates:

- Maintenance and Operations (M&O) Tax Rate:** The M&O portion is the tax rate that is needed to raise the same amount of taxes that the taxing unit levied in the prior year plus the applicable percentage allowed by law. This rate accounts for such things as salaries, utilities and day-to-day operations.
- Debt Rate:** The debt rate includes the debt service necessary to pay the taxing unit's debt payments in the coming year. This rate accounts for principal and interest on bonds and other debt secured by property tax revenue.

The voter-approval tax rate for a county is the sum of the voter-approval tax rates calculated for each type of tax the county levies. In most cases the voter-approval tax rate exceeds the no-new-revenue tax rate, but occasionally decreases in a taxing unit's debt service will cause the NNR tax rate to be higher than the voter-approval tax rate.

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
28.	<b>Prior year M&amp;O tax rate.</b> Enter the prior year M&O tax rate.	\$ <u>0.275342</u> /\$100
29.	<b>Prior year taxable value, adjusted for actual and potential court-ordered adjustments.</b> Enter the amount in Line 8 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>1,216,403,081</u>

<sup>13</sup> Tex. Tax Code §26.01(c) and (d)

<sup>14</sup> Tex. Tax Code §26.01(c)

<sup>15</sup> Tex. Tax Code §26.01(d)

<sup>16</sup> Tex. Tax Code §26.012(6)(B)

<sup>17</sup> Tex. Tax Code §26.012(6)

<sup>18</sup> Tex. Tax Code §26.012(17)

<sup>19</sup> Tex. Tax Code §26.012(17)

<sup>20</sup> Tex. Tax Code §26.04(c)

<sup>21</sup> Tex. Tax Code §26.04(c)

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
30.	<b>Total prior year M&amp;O levy.</b> Multiply Line 28 by Line 29 and divide by \$100.	\$ 3,349,268
31.	<b>Adjusted prior year levy for calculating NNR M&amp;O rate.</b>	
	<b>A. M&amp;O taxes refunded for years preceding the prior tax year.</b> Enter the amount of M&O taxes refunded in the preceding year for taxes before that year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2023. This line applies only to tax years preceding the prior tax year.....	+ \$ 4,822
	<b>B. Prior year taxes in TIF.</b> Enter the amount of taxes paid into the tax increment fund for a reinvestment zone as agreed by the taxing unit. If the taxing unit has no current year captured appraised value in Line 18D, enter 0.....	- \$ 0
	<b>C. Prior year transferred function.</b> If discontinuing all of a department, function or activity and transferring it to another taxing unit by written contract, enter the amount spent by the taxing unit discontinuing the function in the 12 months preceding the month of this calculation. If the taxing unit did not operate this function for this 12-month period, use the amount spent in the last full fiscal year in which the taxing unit operated the function. The taxing unit discontinuing the function will subtract this amount in D below. The taxing unit receiving the function will add this amount in D below. Other taxing units enter 0. ....	+/- \$ 0
	<b>D. Prior year M&amp;O levy adjustments.</b> Subtract B from A. For taxing unit with C, subtract if discontinuing function and add if receiving function. ....	\$ 4,822
	<b>E. Add Line 30 to 31D.</b>	\$ 3,354,090
32.	<b>Adjusted current year taxable value.</b> Enter the amount in Line 25 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 1,206,995,137
33.	<b>Current year NNR M&amp;O rate (unadjusted).</b> Divide Line 31E by Line 32 and multiply by \$100.	\$ 0.277887 /\$100
34.	<b>Rate adjustment for state criminal justice mandate.</b> <sup>23</sup>	
	<b>A. Current year state criminal justice mandate.</b> Enter the amount spent by a county in the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose.	\$ 0
	<b>B. Prior year state criminal justice mandate.</b> Enter the amount spent by a county in the 12 months prior to the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. Enter zero if this is the first time the mandate applies. ....	- \$ 0
	<b>C. Subtract B from A and divide by Line 32 and multiply by \$100. ....</b>	\$ 0.000000 /\$100
	<b>D. Enter the rate calculated in C. If not applicable, enter 0.</b>	\$ 0.000000 /\$100
35.	<b>Rate adjustment for indigent health care expenditures.</b> <sup>24</sup>	
	<b>A. Current year indigent health care expenditures.</b> Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, of the prior tax year and ending on June 30, of the current tax year, less any state assistance received for the same purpose.....	\$ 0
	<b>B. Prior year indigent health care expenditures.</b> Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2022 and ending on June 30, 2023, less any state assistance received for the same purpose.....	- \$ 0
	<b>C. Subtract B from A and divide by Line 32 and multiply by \$100. ....</b>	\$ 0.000000 /\$100
	<b>D. Enter the rate calculated in C. If not applicable, enter 0.</b>	\$ 0.000000 /\$100

<sup>22</sup> [Reserved for expansion]

<sup>23</sup> Tex. Tax Code §26.044

<sup>24</sup> Tex. Tax Code §26.044

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
36.	<p><b>Rate adjustment for county indigent defense compensation.</b> <sup>25</sup></p> <p><b>A. Current year indigent defense compensation expenditures.</b> Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender's office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, of the prior tax year and ending on June 30, of the current tax year, less any state grants received by the county for the same purpose. . . . . \$ 0</p> <p><b>B. Prior year indigent defense compensation expenditures.</b> Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender's office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, 2022 and ending on June 30, 2023, less any state grants received by the county for the same purpose. . . . . \$ 0</p> <p><b>C.</b> Subtract B from A and divide by Line 32 and multiply by \$100. . . . . \$ 0.000000 /\$100</p> <p><b>D.</b> Multiply B by 0.05 and divide by Line 32 and multiply by \$100. . . . . \$ 0.000000 /\$100</p> <p><b>E.</b> Enter the lesser of C and D. If not applicable, enter 0.</p>	\$ 0.000000 /\$100
37.	<p><b>Rate adjustment for county hospital expenditures.</b> <sup>26</sup></p> <p><b>A. Current year eligible county hospital expenditures.</b> Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, of the prior tax year and ending on June 30, of the current tax year. . . . . \$ 0</p> <p><b>B. Prior year eligible county hospital expenditures.</b> Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2022 and ending on June 30, 2023. . . . . \$ 0</p> <p><b>C.</b> Subtract B from A and divide by Line 32 and multiply by \$100. . . . . \$ 0.000000 /\$100</p> <p><b>D.</b> Multiply B by 0.08 and divide by Line 32 and multiply by \$100. . . . . \$ 0.000000 /\$100</p> <p><b>E.</b> Enter the lesser of C and D, if applicable. If not applicable, enter 0.</p>	\$ 0.000000 /\$100
38.	<p><b>Rate adjustment for defunding municipality.</b> This adjustment only applies to a municipality that is considered to be a defunding municipality for the current tax year under Chapter 109, Local Government Code. Chapter 109, Local Government Code only applies to municipalities with a population of more than 250,000 and includes a written determination by the Office of the Governor. See Tax Code Section 26.0444 for more information.</p> <p><b>A. Amount appropriated for public safety in the prior year.</b> Enter the amount of money appropriated for public safety in the budget adopted by the municipality for the preceding fiscal year. . . . . \$ 0</p> <p><b>B. Expenditures for public safety in the prior year.</b> Enter the amount of money spent by the municipality for public safety during the preceding fiscal year . . . . . \$ 0</p> <p><b>C.</b> Subtract B from A and divide by Line 32 and multiply by \$100 . . . . . \$ 0.000000 /\$100</p> <p><b>D.</b> Enter the rate calculated in C. If not applicable, enter 0.</p>	\$ 0.000000 /\$100
39.	<p><b>Adjusted current year NNR M&amp;O rate.</b> Add Lines 33, 34D, 35D, 36E, and 37E. Subtract Line 38D.</p>	\$ 0.277887 /\$100
40.	<p><b>Adjustment for prior year sales tax specifically to reduce property taxes.</b> Cities, counties and hospital districts that collected and spent additional sales tax on M&amp;O expenses in the prior year should complete this line. These entities will deduct the sales tax gain rate for the current year in Section 3. Other taxing units, enter zero.</p> <p><b>A.</b> Enter the amount of additional sales tax collected and spent on M&amp;O expenses in the prior year, if any. Counties must exclude any amount that was spent for economic development grants from the amount of sales tax spent. . . . . \$ 0</p> <p><b>B.</b> Divide Line 40A by Line 32 and multiply by \$100 . . . . . \$ 0.000000 /\$100</p> <p><b>C.</b> Add Line 40B to Line 39.</p>	\$ 0.277887 /\$100
41.	<p><b>Current year voter-approval M&amp;O rate.</b> Enter the rate as calculated by the appropriate scenario below.</p> <p><b>Special Taxing Unit.</b> If the taxing unit qualifies as a special taxing unit, multiply Line 40C by 1.08.</p> <p>- or -</p> <p><b>Other Taxing Unit.</b> If the taxing unit does not qualify as a special taxing unit, multiply Line 40C by 1.035.</p>	\$ 0.287613 /\$100

<sup>25</sup> Tex. Tax Code §26.0442

<sup>26</sup> Tex. Tax Code §26.0444

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
D41.	<p><b>Disaster Line 41 (D41): Current year voter-approval M&amp;O rate for taxing unit affected by disaster declaration.</b> If the taxing unit is located in an area declared a disaster area and at least one person is granted an exemption under Tax Code Section 11.35 for property located in the taxing unit, the governing body may direct the person calculating the voter-approval tax rate to calculate in the manner provided for a special taxing unit. The taxing unit shall continue to calculate the voter-approval tax rate in this manner until the earlier of:</p> <p>1) the first year in which total taxable value on the certified appraisal roll exceeds the total taxable value of the tax year in which the disaster occurred; or</p> <p>2) the third tax year after the tax year in which the disaster occurred.</p> <p>If the taxing unit qualifies under this scenario, multiply Line 40C by 1.08. <sup>27</sup> If the taxing unit does not qualify, do not complete Disaster Line 41 (Line D41).</p>	\$ 0.000000 / \$100
42.	<p><b>Total current year debt to be paid with property taxes and additional sales tax revenue.</b> Debt means the interest and principal that will be paid on debts that:</p> <p>(1) are paid by property taxes;</p> <p>(2) are secured by property taxes;</p> <p>(3) are scheduled for payment over a period longer than one year; and</p> <p>(4) are not classified in the taxing unit's budget as M&amp;O expenses.</p> <p><b>A. Debt</b> also includes contractual payments to other taxing units that have incurred debts on behalf of this taxing unit, if those debts meet the four conditions above. Include only amounts that will be paid from property tax revenue. Do not include appraisal district budget payments. If the governing body of a taxing unit authorized or agreed to authorize a bond, warrant, certificate of obligation, or other evidence of indebtedness on or after Sept. 1, 2021, verify if it meets the amended definition of debt before including it here. <sup>28</sup></p> <p>Enter debt amount ..... \$ 930,157</p> <p><b>B.</b> Subtract <b>unencumbered fund amount</b> used to reduce total debt. .... - \$ 0</p> <p><b>C.</b> Subtract <b>certified amount spent from sales tax to reduce debt</b> (enter zero if none) ..... - \$ 0</p> <p><b>D.</b> Subtract <b>amount paid</b> from other resources ..... - \$ 364,500</p> <p><b>E. Adjusted debt.</b> Subtract B, C and D from A. .... \$ 565,657</p>	\$ 565,657
43.	<b>Certified prior year excess debt collections.</b> Enter the amount certified by the collector. <sup>29</sup>	\$ 113,460
44.	<b>Adjusted current year debt.</b> Subtract Line 43 from Line 42E.	\$ 452,197
45.	<p><b>Current year anticipated collection rate.</b></p> <p><b>A.</b> Enter the current year anticipated collection rate certified by the collector. <sup>30</sup> ..... 98.79 %</p> <p><b>B.</b> Enter the prior year actual collection rate ..... 98.79 %</p> <p><b>C.</b> Enter the 2022 actual collection rate ..... 99.73 %</p> <p><b>D.</b> Enter the 2021 actual collection rate ..... 99.61 %</p> <p><b>E.</b> If the anticipated collection rate in A is lower than actual collection rates in B, C and D, enter the lowest collection rate from B, C and D. If the anticipated rate in A is higher than at least one of the rates in the prior three years, enter the rate from A. Note that the rate can be greater than 100%. <sup>31</sup></p> <p style="text-align: right;">98.79 %</p>	98.79 %
46.	<b>Current year debt adjusted for collections.</b> Divide Line 44 by Line 45E.	\$ 457,735
47.	<b>Current year total taxable value.</b> Enter the amount on Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 1,232,584,167
48.	<b>Current year debt rate.</b> Divide Line 46 by Line 47 and multiply by \$100.	\$ 0.037136 / \$100
49.	<b>Current year voter-approval M&amp;O rate plus current year debt rate.</b> Add Lines 41 and 48.	\$ 0.324749 / \$100
D49.	<p><b>Disaster Line 49 (D49): Current year voter-approval tax rate for taxing unit affected by disaster declaration.</b> Complete this line if the taxing unit calculated the voter-approval tax rate in the manner provided for a special taxing unit on Line D41. Add Line D41 and 48.</p>	\$ 0.000000 / \$100

<sup>27</sup> Tex. Tax Code §26.042(a)  
<sup>28</sup> Tex. Tax Code §26.012(7)  
<sup>29</sup> Tex. Tax Code §26.012(10) and 26.04(b)  
<sup>30</sup> Tex. Tax Code §26.04(b)  
<sup>31</sup> Tex. Tax Code §26.04(h), (h-1) and (h-2)

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
50.	<b>COUNTIES ONLY.</b> Add together the voter-approval tax rates for each type of tax the county levies. The total is the current year county voter-approval tax rate.	\$ 0.000000 /\$100

**SECTION 3: NNR Tax Rate and Voter-Approval Tax Rate Adjustments for Additional Sales Tax to Reduce Property Taxes**

Cities, counties and hospital districts may levy a sales tax specifically to reduce property taxes. Local voters by election must approve imposing or abolishing the additional sales tax. If approved, the taxing unit must reduce its NNR and voter-approval tax rates to offset the expected sales tax revenue.

This section should only be completed by a county, city or hospital district that is required to adjust its NNR tax rate and/or voter-approval tax rate because it adopted the additional sales tax.

Line	Additional Sales and Use Tax Worksheet	Amount/Rate
51.	<b>Taxable Sales.</b> For taxing units that adopted the sales tax in November of the prior tax year or May of the current tax year, enter the Comptroller's estimate of taxable sales for the previous four quarters. <sup>32</sup> Estimates of taxable sales may be obtained through the Comptroller's Allocation Historical Summary webpage. Taxing units that adopted the sales tax before November of the prior year, enter 0.	\$ 0
52.	<b>Estimated sales tax revenue.</b> Counties exclude any amount that is or will be spent for economic development grants from the amount of estimated sales tax revenue. <sup>33</sup> <b>Taxing units that adopted the sales tax in November of the prior tax year or in May of the current tax year.</b> Multiply the amount on Line 51 by the sales tax rate (.01, .005 or .0025, as applicable) and multiply the result by .95. <sup>34</sup> <b>- or -</b> <b>Taxing units that adopted the sales tax before November of the prior year.</b> Enter the sales tax revenue for the previous four quarters. Do not multiply by .95.	\$ 0
53.	<b>Current year total taxable value.</b> Enter the amount from Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 1,232,584,167
54.	<b>Sales tax adjustment rate.</b> Divide Line 52 by Line 53 and multiply by \$100.	\$ 0.000000 /\$100
55.	<b>Current year NNR tax rate, unadjusted for sales tax.</b> <sup>35</sup> Enter the rate from Line 26 or 27, as applicable, on the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 0.308956 /\$100
56.	<b>Current year NNR tax rate, adjusted for sales tax.</b> <b>Taxing units that adopted the sales tax in November the prior tax year or in May of the current tax year.</b> Subtract Line 54 from Line 55. Skip to Line 57 if you adopted the additional sales tax before November of the prior tax year.	\$ 0.308956 /\$100
57.	<b>Current year voter-approval tax rate, unadjusted for sales tax.</b> <sup>36</sup> Enter the rate from Line 49, Line D49 (disaster) or Line 50 (counties) as applicable, of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$ 0.324749 /\$100
58.	<b>Current year voter-approval tax rate, adjusted for sales tax.</b> Subtract Line 54 from Line 57.	\$ 0.324749 /\$100

**SECTION 4: Voter-Approval Tax Rate Adjustment for Pollution Control**

A taxing unit may raise its rate for M&O funds used to pay for a facility, device or method for the control of air, water or land pollution. This includes any land, structure, building, installation, excavation, machinery, equipment or device that is used, constructed, acquired or installed wholly or partly to meet or exceed pollution control requirements. The taxing unit's expenses are those necessary to meet the requirements of a permit issued by the Texas Commission on Environmental Quality (TCEQ). The taxing unit must provide the tax assessor with a copy of the TCEQ letter of determination that states the portion of the cost of the installation for pollution control.

This section should only be completed by a taxing unit that uses M&O funds to pay for a facility, device or method for the control of air, water or land pollution.

Line	Voter-Approval Rate Adjustment for Pollution Control Requirements Worksheet	Amount/Rate
59.	<b>Certified expenses from the Texas Commission on Environmental Quality (TCEQ).</b> Enter the amount certified in the determination letter from TCEQ. <sup>37</sup> The taxing unit shall provide its tax assessor-collector with a copy of the letter. <sup>38</sup>	\$ 0
60.	<b>Current year total taxable value.</b> Enter the amount from Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 1,232,584,167
61.	<b>Additional rate for pollution control.</b> Divide Line 59 by Line 60 and multiply by \$100.	\$ 0.000000 /\$100

<sup>32</sup> Tex. Tax Code §26.041(d)

<sup>33</sup> Tex. Tax Code §26.041(i)

<sup>34</sup> Tex. Tax Code §26.041(d)

<sup>35</sup> Tex. Tax Code §26.04(c)

<sup>36</sup> Tex. Tax Code §26.04(c)

<sup>37</sup> Tex. Tax Code §26.045(d)

<sup>38</sup> Tex. Tax Code §26.045(i)



Line	Voter-Approval Rate Adjustment for Pollution Control Requirements Worksheet	Amount/Rate
62.	<b>Current year voter-approval tax rate, adjusted for pollution control.</b> Add Line 61 to one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties) or Line 58 (taxing units with the additional sales tax).	\$ 0.324749 /\$100

**SECTION 5: Voter-Approval Tax Rate Adjustment for Unused Increment Rate**

The unused increment rate is the rate equal to the sum of the prior 3 years Foregone Revenue Amounts divided by the current taxable value.<sup>39</sup> The Foregone Revenue Amount for each year is equal to that year's adopted tax rate subtracted from that year's voter-approval tax rate adjusted to remove the unused increment rate multiplied by that year's current total value.<sup>40</sup>

The difference between the adopted tax rate and adjusted voter-approval tax rate is considered zero in the following scenarios:

- a tax year in which a taxing unit affected by a disaster declaration calculates the tax rate under Tax Code Section 26.042;<sup>41</sup>
- a tax year in which the municipality is a defunding municipality, as defined by Tax Code Section 26.0501(a);<sup>42</sup> or
- after Jan. 1, 2022, a tax year in which the comptroller determines that the county implemented a budget reduction or reallocation described by Local Government Code Section 120.002(a) without the required voter approval.<sup>43</sup>

This section should only be completed by a taxing unit that does not meet the definition of a special taxing unit.<sup>44</sup>

Line	Unused Increment Rate Worksheet	Amount/Rate
63.	<b>Year 3 Foregone Revenue Amount. Subtract the 2023 unused increment rate and 2023 actual tax rate from the 2023 voter-approval tax rate. Multiply the result by the 2023 current total value</b> A. Voter-approval tax rate (Line 67) ..... B. Unused increment rate (Line 66) ..... C. Subtract B from A ..... D. Adopted Tax Rate ..... E. Subtract D from C ..... F. 2023 Total Taxable Value (Line 60) ..... G. Multiply E by F and divide the results by \$100. If the number is less than zero, enter zero.....	\$ 0.335232 /\$100 \$ 0.029047 /\$100 \$ 0.306185 /\$100 \$ 0.307742 /\$100 \$ -0.001557 /\$100 \$ 1,190,126,606 \$ 0
64.	<b>Year 2 Foregone Revenue Amount. Subtract the 2022 unused increment rate and 2022 actual tax rate from the 2022 voter-approval tax rate. Multiply the result by the 2022 current total value</b> A. Voter-approval tax rate (Line 67) ..... B. Unused increment rate (Line 66) ..... C. Subtract B from A ..... D. Adopted Tax Rate ..... E. Subtract D from C ..... F. 2022 Total Taxable Value (Line 60) ..... G. Multiply E by F and divide the results by \$100. If the number is less than zero, enter zero.....	\$ 0.326789 /\$100 \$ 0.022450 /\$100 \$ 0.304339 /\$100 \$ 0.297742 /\$100 \$ 0.006597 /\$100 \$ 1,080,861,226 \$ 71,304
65.	<b>Year 1 Foregone Revenue Amount. Subtract the 2021 unused increment rate and 2021 actual tax rate from the 2021 voter-approval tax rate. Multiply the result by the 2021 current total value</b> A. Voter-approval tax rate (Line 67) ..... B. Unused increment rate (Line 66) ..... C. Subtract B from A ..... D. Adopted Tax Rate ..... E. Subtract D from C ..... F. 2021 Total Taxable Value (Line 60) ..... G. Multiply E by F and divide the results by \$100. If the number is less than zero, enter zero.....	\$ 0.310192 /\$100 \$ 0.013382 /\$100 \$ 0.296810 /\$100 \$ 0.287742 /\$100 \$ 0.009068 /\$100 \$ 1,034,623,318 \$ 93,819
66.	<b>Total Foregone Revenue Amount.</b> Add Lines 63G, 64G and 65G	\$ 165,123 /\$100
67.	<b>2024 Unused Increment Rate.</b> Divide Line 66 by Line 21 of the <i>No-New-Revenue Rate Worksheet</i> . Multiply the result by 100	\$ 0.013396 /\$100
68.	<b>Total 2024 voter-approval tax rate, including the unused increment rate.</b> Add Line 67 to one of the following lines (as applicable): Line 49, Line 50 (counties), Line 58 (taxing units with additional sales tax) or Line 62 (taxing units with pollution)	\$ 0.338145 /\$100

<sup>39</sup> Tex. Tax Code §26.013(b)  
<sup>40</sup> Tex. Tax Code §26.013(a)(1-a), (1-b), and (2)  
<sup>41</sup> Tex. Tax Code §§26.04(c)(2)(A) and 26.042(a)  
<sup>42</sup> Tex. Tax Code §§26.0501(a) and (c)  
<sup>43</sup> Tex. Local Gov't Code §120.007(d)  
<sup>44</sup> Tex. Local Gov't Code §20.007(a)

**SECTION 6: De Minimis Rate**

The de minimis rate is the rate equal to the sum of the no-new-revenue maintenance and operations rate, the rate that will raise \$500,000, and the current debt rate for a taxing unit.<sup>44</sup> This section should only be completed by a taxing unit that is a municipality of less than 30,000 or a taxing unit that does not meet the definition of a special taxing unit.<sup>45</sup>

Line	De Minimis Rate Worksheet	Amount/Rate
69.	<b>Adjusted current year NNR M&amp;O tax rate.</b> Enter the rate from Line 39 of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$ 0.277887 /\$100
70.	<b>Current year total taxable value.</b> Enter the amount on Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 1,232,584,167
71.	<b>Rate necessary to impose \$500,000 in taxes.</b> Divide \$500,000 by Line 70 and multiply by \$100.	\$ 0.040565 /\$100
72.	<b>Current year debt rate.</b> Enter the rate from Line 48 of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$ 0.037136 /\$100
73.	<b>De minimis rate.</b> Add Lines 69, 71 and 72.	\$ 0.355588 /\$100

**SECTION 7: Voter-Approval Tax Rate Adjustment for Emergency Revenue Rate**

In the tax year after the end of the disaster calculation time period detailed in Tax Code Section 26.042(a), a taxing unit that calculated its voter-approval tax rate in the manner provided for a special taxing unit due to a disaster must calculate its emergency revenue rate and reduce its voter-approval tax rate for that year.<sup>46</sup>

Similarly, if a taxing unit adopted a tax rate that exceeded its voter-approval tax rate, calculated normally, without holding an election to respond to a disaster, as allowed by Tax Code Section 26.042(d), in the prior year, it must also reduce its voter-approval tax rate for the current tax year.<sup>49</sup>

This section will apply to a taxing unit other than a special taxing unit that:

- directed the designated officer or employee to calculate the voter-approval tax rate of the taxing unit in the manner provided for a special taxing unit in the prior year; and
- the current year is the first tax year in which the total taxable value of property taxable by the taxing unit as shown on the appraisal roll for the taxing unit submitted by the assessor for the taxing unit to the governing body exceeds the total taxable value of property taxable by the taxing unit on January 1 of the tax year in which the disaster occurred or the disaster occurred four years ago. This section will apply to a taxing unit in a disaster area that adopted a tax rate greater than its voter-approval tax rate without holding an election in the prior year.

Note: This section does not apply if a taxing unit is continuing to calculate its voter-approval tax rate in the manner provided for a special taxing unit because it is still within the disaster calculation time period detailed in Tax Code Section 26.042(a) because it has not met the conditions in Tax Code Section 26.042(a)(1) or (2).

Line	Emergency Revenue Rate Worksheet	Amount/Rate
74.	<b>2023 adopted tax rate.</b> Enter the rate in Line 4 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 0.307742 /\$100
75.	<b>Adjusted 2023 voter-approval tax rate.</b> Use the taxing unit's Tax Rate Calculation Worksheets from the prior year(s) to complete this line.  If a disaster occurred in 2023 and the taxing unit calculated its 2023 voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) of the 2023 worksheet due to a disaster, complete the applicable sections or lines of <i>Form 50-856-a, Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet</i> . - or - If a disaster occurred prior to 2023 for which the taxing unit continued to calculate its voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) in 2023, complete form 50-856-a, <i>Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet</i> to recalculate the voter-approval tax rate the taxing unit would have calculated in 2023 if it had generated revenue based on an adopted tax rate using a multiplier of 1.035 in the years following the disaster. <sup>50</sup> Enter the final adjusted 2023 voter-approval tax rate from the worksheet. - or - If the taxing unit adopted a tax rate above the 2023 voter-approval tax rate without calculating a disaster tax rate or holding an election due to a disaster, no recalculation is necessary. Enter the voter-approval tax rate from the prior year's worksheet.	\$ 0.000000 /\$100
76.	<b>Increase in 2023 tax rate due to disaster.</b> Subtract Line 75 from Line 74.	\$ 0.000000 /\$100
77.	<b>Adjusted 2023 taxable value.</b> Enter the amount in Line 14 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 1,210,061,672
78.	<b>Emergency revenue.</b> Multiply Line 76 by Line 77 and divide by \$100.	\$ 0
79.	<b>Adjusted 2023 taxable value.</b> Enter the amount in Line 25 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 1,206,995,137
80.	<b>Emergency revenue rate.</b> Divide Line 78 by Line 79 and multiply by \$100. <sup>51</sup>	\$ 0.000000 /\$100

<sup>45</sup> Tex. Tax Code §26.04(c)(2)(B)

<sup>46</sup> Tex. Tax Code §26.012(8-a)

<sup>47</sup> Tex. Tax Code §26.063(a)(1)

<sup>48</sup> Tex. Tax Code §26.042(b)

<sup>49</sup> Tex. Tax Code §26.042(f)

<sup>50</sup> Tex. Tax Code §26.042(c)

<sup>51</sup> Tex. Tax Code §26.042

Line	Emergency Revenue Rate Worksheet	Amount/Rate
81.	<b>Current year voter-approval tax rate, adjusted for emergency revenue.</b> Subtract Line 80 from one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (taxing units with the additional sales tax), Line 62 (taxing units with pollution control) or Line 68 (taxing units with the unused increment rate).	\$ <u>0.338145</u> /\$100

**SECTION 8: Total Tax Rate**

Indicate the applicable total tax rates as calculated above.

- No-new-revenue tax rate.** ..... \$ 0.308956 /\$100  
As applicable, enter the current year NNR tax rate from: Line 26, Line 27 (counties), or Line 56 (adjusted for sales tax).  
Indicate the line number used: 26
- Voter-approval tax rate.** ..... \$ 0.338145 /\$100  
As applicable, enter the current year voter-approval tax rate from: Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (adjusted for sales tax), Line 62 (adjusted for pollution control), Line 68 (adjusted for unused increment), or Line 81 (adjusted for emergency revenue).  
Indicate the line number used: 68
- De minimis rate.** ..... \$ 0.355588 /\$100  
If applicable, enter the current year de minimis rate from Line 73.

**SECTION 9: Taxing Unit Representative Name and Signature**

Enter the name of the person preparing the tax rate as authorized by the governing body of the taxing unit. By signing below, you certify that you are the designated officer or employee of the taxing unit and have accurately calculated the tax rates using values that are the same as the values shown in the taxing unit’s certified appraisal roll or certified estimate of taxable value, in accordance with requirements in the Tax Code.<sup>52</sup>

**print here** \_\_\_\_\_  
Printed Name of Taxing Unit Representative

**sign here** \_\_\_\_\_ Date \_\_\_\_\_

<sup>52</sup> Tex. Tax Code §§26.04(c-2) and (d-2)

## Glossary

**ACCRUAL BASIS** - The recording of the financial effects of transactions and other events and circumstances on a government that have cash consequences in the periods in which those transactions, events and circumstances occur, rather than only in the periods in which cash is received or paid by the government.

**ACTIVITY** - A specific and distinguishable service performed by one or more organizational components of a government to accomplish a function for which the government is responsible. (e.g., police is an activity within the public safety function).

**AD VALOREM TAX** - A tax based on value (e.g., a property tax).

**AGENCY FUND** - A fund normally used to account for assets held by a government as an agent for individuals, private organizations or other governments and/or other funds.

**AMORTIZATION** - Allocation of the cost of an intangible asset as an operational cost over the estimated useful life of an asset. The book value of an asset is reduced due to usage and a large expense is spread proportionately over a fixed period of time.

**APPROPRIATION** - A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation usually is limited in amount and time it may be expended.

**ASSESSED VALUATION** - A valuation set upon real estate or other property by a government as a basis for levying taxes.

**AUDIT** - A systematic examination of resource utilization. The audit is a test of management's internal accounting controls and is intended to verify financial positions and the legality of transactions; to identify improvements in accounting systems and accuracy and consistency of transactions; and to certify the stewardship of officials responsible for governmental funds.

**BALANCED BUDGET** - A term used to signify budgeted expenditures/expenses are equally offset by budgeted revenues. In some instances, reserves set aside for a specific use may be included to offset budgeted expenditures/expenses; i.e., fire equipment reserves set aside in prior fiscal years to replace outdated equipment in the current fiscal year.

**BASIS OF ACCOUNTING** - A term used to describe how revenues, expenditures, expenses, and transfers and the related assets and liabilities are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the nature of the measurement, on either the cash or the accrual method.

**BOND** - Bonds are used as long-term debt instruments to pay for capital expenditures. A bond is a written promise to pay a specified sum of money (principal) at a specified future date (maturity date), as well as periodic interest paid at a specified percentage of the principal (interest rate).

**BUDGET AMENDMENT** - A term used to refer to a change to the budget after its initial adoption. Reflects additional revenue or fund balance/retained earnings appropriations to fund expenditures/expenses not included in the original adopted budget.

**BUDGET TRANSFER** - A reallocation of appropriated funds between revenue or expenditure accounts.

**CAPITAL EXPENDITURES** - Expenditures resulting in the acquisition of or addition to the government's capital assets.

**CAPITAL IMPROVEMENT PROGRAM** - (CIP) A term used to refer to a group of related infrastructure improvements planned for the future. The program is generally either a five or a ten-year plan.

**CAPITAL PROJECTS FUND** - A fund created to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds).

**CASH BASIS** - A basis of accounting under which transactions are recognized only when cash is received or disbursed.

**DEBT SERVICE FUND** - A fund established to account for the accumulation of resources for and the payment of general long-term debt principal and interest (sometimes referred to as a Sinking Fund)

**DEBT SERVICE FUND REQUIREMENTS** - The resources which must be provided for a debt service fund so that all principal and interest payments can be made in full and on schedule.

**DEBT SERVICE REQUIREMENTS** - The amount of money required to pay interest on outstanding debt, serial maturities of principal for serial bonds and required contributions to accumulate monies for future retirement of term bonds.

**DEFERRED REVENUE** - Amounts for which asset recognition criteria have been met, but for which revenue recognition criteria have not been met. Under the modified accrual basis of accounting, amounts that are measurable but not available are an example of deferred revenue.

**DELINQUENT TAXES** - Taxes remaining unpaid on and after the date to which a penalty for nonpayment is attached. Even though the penalty may be subsequently waived and a portion of the taxes may be abated or canceled, the unpaid balances continue to be delinquent taxes until abated, canceled, paid or converted into tax liens.

**DEPRECIATION** - Allocation of the cost of a tangible fixed or capital asset as an operational cost over the projected useful life of an asset. The book value of an asset is reduced due to usage and a large expense is spread proportionately over a fixed period of time.

**ENTERPRISE FUND** - (1) A fund established to account for operations financed and operated in a manner similar to private business enterprises (e.g., water, gas and electric utilities; airports; parking garages; or transit systems). In this case, the governing body intends that costs (i.e., expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. (2) A fund established because the governing body has decided that periodic determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management control, accountability or purposes.

**EXPENDITURES** - Decreases in net financial resources. Expenditures include current operating expenses requiring the present or future use of net current assets, debt service and capital outlays, and intergovernmental grants, entitlements and shared revenues.

**EXPENSES** - Reduction in net financial resources which represents the operational cost of doing business.

**FIDUCIARY FUND** - A fund used to account for assets that are held in trust for others.

**FISCAL YEAR** - A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. The City's fiscal year is October thru September.

**FRANCHISE** - A special privilege granted by a government, permitting the continued use of public property, such as city streets, and usually involving the elements of monopoly and regulation.

**FUND** - A fiscal and accounting entity with self-balancing accounts in which cash and other financial resources, all related liabilities and residual equities, or balances, and changes therein, are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions or limitations.

**FUND BALANCE** - The difference between fund assets and fund liabilities of governmental and similar trust funds

**FUND BALANCE – ASSIGNED** - An account used to segregate a portion of fund balance that is constrained by City Council's intent to be used for specific purposes.

**FUND BALANCE – COMMITTED** - An account used to segregate a portion of fund balance that can only be used for specific purposes according to constraints imposed by the City Council.

**FUND BALANCE-RESTRICTED FOR DEBT SERVICE** - An account used to segregate a portion of fund balance for resources legally restricted to the payment of general long-term debt principal and interest maturing in future years.

**FUND BALANCE-NONSPENDABLE -FOR PREPAID ITEMS** - An account used to segregate a portion of fund balance to indicate that prepaid items do not represent expendable financial resources even though they are a component of net current assets.

**FUND TYPE** - Any one of seven categories into which all funds are classified in governmental accounting. The seven fund types are: general, special revenue, debt service, capital projects, enterprise, internal service, and trust and agency.

**GENERAL FUND (GF)** - The fund used to account for all financial resources, except those required to be accounted for in another fund.

**GENERAL LONG-TERM DEBT** - Long-term debt expected to be repaid from governmental funds.

**GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP)** - Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an entity. GAAP encompass the conventions, rules and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provide a standard by which to measure financial presentations. The primary authoritative body on the application of GAAP to state and local governments is the Governmental Accounting Standards Board (GASB).

**GOVERNMENTAL FUND TYPES** - Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities except those accounted for in proprietary

funds and fiduciary funds. In essence, the funds are an accounting segregation of financial resources. Expendable assets are assigned to the particular fund type according to the purposes for which they may or must be used. Current liabilities are assigned to the fund type from which they are to be paid. The difference between the assets and liabilities of governmental fund types is referred to as fund balance. The measurement focus in these fund types is on the determination of financial position and changes in financial position (sources, used and balances of financial resources), rather than on net income determination. The statement of revenues, expenditures and changes in fund balance is the primary governmental fund type operating statement. It may be supported or supplemented by more detailed schedules of revenues, expenditures, transfers and other changes in fund balance. Under current GAAP, there are four governmental fund types: general, special revenue, debt service and capital projects.

**INTERFUND TRANSFERS** - All inter-fund transactions except loans, quasi-external transactions and reimbursements.

**INTERGOVERNMENTAL REVENUES** - Revenues from other governments in the forms of grants, entitlements, shared revenues or payment in lieu of taxes (PILOT).

**INTERNAL SERVICE FUND** - A fund used to account for the financing of goods or services provided by one department or agency to other departments or agencies of a government, or to other governments, on a cost-reimbursement basis.

**INTEREST AND SINKING (I&S)** - The debt rate (I&S) is the component of the adopted tax rate of the taxing unit that will impose the amount of ad valorem taxes needed to fund the unit's debt service for the year.

**LEASE** - A contract that conveys control of the right to use another entity's nonfinancial asset, such as buildings, land, vehicles or equipment, as specified in the contract for a period of time in an exchange transaction. Criteria for accounting for leases is set forth in Governmental Accounting Standards Board Statement No. 87, *Leases*.

**LEVY** - (1) (Verb) to impose taxes, special assessments or service charges for the support of government activities. (2) (Noun) the total amount of taxes, special assessments or service charges imposed by a government.

**LIABILITIES** - Probable future sacrifices of economic benefits, arising from present obligations of a particular entity to transfer or provide services to other entities in the future as a result of past transactions or events.

**MAINTENANCE** - The act of keeping capital assets in a state of good repair. It includes preventative maintenance, normal periodic repairs; replacement of parts, structural components and so forth, and other activities needed to maintain the asset so that it continues to provide normal services and achieves its optimum life.

**MAINTENANCE & OPERATION (M&O)** - The component of the adopted tax rate of the taxing unit that will impose the amount of ad valorem taxes needed to fund maintenance and operation expenditures in the General Fund for the year.

**MAJOR FUND** - A governmental fund or enterprise fund reported as a separate column in the basic fund financial statements. Major funds are funds whose revenues, expenditures/expenses, assets, or liabilities (excluding extraordinary items) are at least 10% of corresponding totals for all governmental or enterprise funds and at least 5% of the aggregate amount for all governmental and enterprise funds for the same item. The General Fund is a defined major fund. Any other government or enterprise fund may be reported as a major fund if the government's officials believe that fund is particularly important to financial statement users.

**MODIFIED ACCRUAL BASIS** - The accrual basis of accounting adapted to the governmental fund-type measurement focus. Under it, revenues and other financial resources increments (e.g., bond issue proceeds) are recognized when they become susceptible to accrual that is when they become both "measurable" and "available to finance expenditures of the current." "Available" means collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recognized when the fund liability is incurred except for (1) inventories of materials and supplies that may be considered expenditure either when purchased or when used, and (2) prepaid insurance and similar items that may be considered expenditures either when paid for or when consumed. All governmental funds, expendable trust funds and agency funds are accounted for using the modified accrual basis accounting.

**NON-MAJOR FUND** - A non-major fund is a fund whose revenues, expenditures/expenses, assets, or liabilities (excluding extraordinary items) are less than 10% of corresponding totals for all governmental or enterprise funds and less than 5% of the total amount for all governmental and enterprise funds for the same item. The non-major funds are typically aggregated in one column for reporting in the basic fund financial statements.

**OBJECT** - As used in expenditure classification, applies to the article purchased or the service obtained, rather than to the purpose for which the article or service was purchased or obtained (e.g., personal services, contractual services, materials and supplies).

**ORDINANCE** - A formal legislative enactment by the governing body of a municipality. If it is not in conflict with any higher form of law, such as state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Ordinarily, the statutes will specify or imply those legislative actions that must be by ordinance and those that may be by resolution. Revenue-raising measures, such as the imposition of taxes, special assessments and service charges, universally require ordinances.

**ORGANIZATIONAL-UNIT CLASSIFICATION (ORG UNIT)** - Expenditure classification according to responsibility centers within a government's organizational structure. Classification of expenditures by organizational unit is essential to fulfilling stewardship responsibility for individual government resources.

**PROPRIETARY FUND TYPES** - Also referred to as income determination or commercial-type funds, the classification used to account for a government's ongoing organizations and activities that are similar to those often found in the private sector (i.e., enterprise and internal service funds). All assets, liabilities, equities, revenues, expenses and transfers relating to the government's business and quasi-business activities are accounted for through proprietary funds. The GAAP used are generally those applicable to similar businesses in the private sector and the measurement focus is on determination of net income,



financial position and changes in financial position. However, where the GASB has issued pronouncements applicable to those entities and activities, they should be guided by these pronouncements.

**RETAINED EARNINGS** - An equity account reflecting the accumulated earnings of an enterprise or internal service fund.

**REVENUES** - (1) Increases in the net current assets of a governmental fund type from other than expenditure refunds and residual equity transfers. Also, general long-term debt proceeds and operating transfers are classified as "other financing sources" rather than as revenues. (2) Increases in the net total assets of a proprietary fund type from other than expense refunds, capital contributions and residual equity transfers. Also, operating transfers in are classified separately from revenues.

**SPECIAL REVENUE FUND** - A fund used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditure for specified purposes. GAAP only requires the use of special revenue funds when legally mandated.

**TAX RATE** - The amount of tax (M&O and I&S combined) stated in terms of a unit of the tax base (e.g., 25 mills per dollar of assessed valuation of taxable property.) Adopted by Ordinance by the governing body.

**TAX ROLL** - The official list showing the amount of taxes levied against each taxpayer or property. Frequently, the tax roll and the assessment roll are combined, but even in these cases the two can be distinguished.

**TRUST FUNDS** - Funds used to account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and/or other funds. These include (a) expendable trust funds, (b) nonexpendable trust funds, (c) pension trust funds, and (d) agency funds.

**WORKING CAPITAL** - Operating liquidity, available to a business, organization or other entity, including governmental entities, that is calculated as Current Assets less Current Liabilities. Working capital is considered and evaluated in enterprise funds.

## CITY COUNCIL STAFF SUMMARY

Meeting Date: September 16, 2024

Agenda item: 8.9 / 8.10

Prepared by: Brenda Morey

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:**

#### **8.9 Public Hearing - Proposed Annual Operating and Capital Budget - FY 2024-25**

**8.10 Discussion / action - Ordinance No. O-2024-009 approving and adopting a budget for the City of Shavano Park, Texas for the fiscal year beginning October 1, 2024 and ending September 30, 2025; 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 on such Sinking Fund obligations; repealing conflicting ordinances; providing a savings and severability clause; and declaring an effective date (final reading) - City Manager**

**Attachments for Reference:**

a) Proposed Ordinance O-2024-009

b) Council Proposed FY 2024-25 Budget

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### **BACKGROUND / HISTORY:**

The City Manager presented the proposed budget to City Council on August 14<sup>th</sup> with a tax rate of \$ 0.312742 per \$100 valuation, which is a one-half cent increase from the prior year. At a special August Council meeting on August 14, 2024, the City Council voted to propose a tax rate of \$0.312742 per \$100.

**At the September 9, 2024 City Council Special Meeting, after a public hearing, the Budget Ordinance was approved (first reading).**

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**DISCUSSION:** Council directed a couple of changes which have been incorporated into this final draft budget. Staff has updated the proposed budget document (attachment #b) with the changes directed in the budget meetings. Changes included:

- Added an updated Long-term Financial Planning section, incorporating schedules and graphs
- Added revenue bar chart for General Fund
- Added expenditure bar charts for General Fund by department and natural category
- Added Combined Fund Summary and Budget Summary by Fund schedules
- Updated Department Goals and Objectives to reflect final budget resourcing
- Updated the Department recap pages
- Modified proposed budget amounts for selected revenue and expenditure accounts

- Updated projections based on current activity.

This version of the budget has a few differences from the City Manager’s proposed budget:

- General Fund, no change in total revenues or expenditures, however individual line items have been adjusted minor amounts to reflect updated information
- Water Utility – updated repair/replacement cost of Shavano Dr ground storage tank from \$75,000 to \$160,000, reduced estimated cost of Well #7 VFD system from \$100,000 to \$80,000, offset by an increase in fund balance reserves of \$65,000
- Crime Control & Prevention District – increased expenditures to include the purchase of the larger drone \$10,500. To balance the budget, a \$9,140 use of fund balance is needed.
- Tree Protection & Beautification Fund – added the Cliffside monument for \$5,000 (from ARPA Fund). No change in total expenditures.
- American Rescue Plan Act (ARPA) Fund – moved Cliffside monument to Tree Fund, now including the additional security camera views around City Hall/pavilion, artificial intelligence and two factor authentication software and the International Building Codes publications.

The Bexar Appraisal District has not yet issued its September 2024 supplement, which will update the valuation amounts for properties that have their protest settled, therefore impacting the City’s total ad valorem taxes. City staff will evaluate the results and determine if any adjustments to the budget are needed.

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**COURSES OF ACTION:** Provide guidance to staff as appropriate and approve the budget with the proposed additions (first reading).

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**FINANCIAL IMPACT:** Provides the Budget Policy, Guidance, and Authorizations for annual revenues and expenditures for the next Fiscal Year.

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**MOTION REQUESTED:** Approve Ordinance No. O-2024-009 approving and adopting a budget for the City of Shavano Park, Texas for the fiscal year beginning October 1, 2024 and ending September 30, 2025; 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 (final reading).

**ORDINANCE No. O-2024-009**

**AN ORDINANCE APPROVING AND ADOPTING A BUDGET FOR THE CITY OF SHAVANO PARK, TEXAS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024, AND ENDING SEPTEMBER 30, 2025; 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 ON SUCH SINKING FUND OBLIGATIONS; REPEALING CONFLICTING ORDINANCES; PROVIDING A SAVINGS AND SEVERABILITY CLAUSE; AND DECLARING AN EFFECTIVE DATE**

**WHEREAS**, Section 102.002 of the Texas Local Government Code requires the City of Shavano Park, Texas (the “City”) to prepare an annual budget;

**WHEREAS**, the City Manager of the City has submitted, in accordance with state law, such budget for the City for the fiscal year beginning October 1, 2024, and ending September 30, 2025;

**WHEREAS**, said budget has been filed with the City Secretary and has been available for inspection by any taxpayer at the City Secretary’s office and on the City’s website;

**WHEREAS**, proper and timely notice that public hearings on such proposed budget, stating the date, time, place, and subject matter of said public hearings was given and made in accordance with the law and within the time limits set forth by law; and

**WHEREAS**, said public hearings were held in accordance with such notice.

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

**Section 1.** The City hereby approves and adopts the budget, attached as Exhibit A, in all respects as the City’s annual budget for the fiscal year beginning October 1, 2024, and ending September 30, 2025.

**Section 2.** The City Secretary is directed to maintain a certified copy of this Ordinance with a true copy of the attached budget.

**Section 3.** The City Secretary is also directed to post the adopted budget and the budget cover page on the City’s website.

**Section 4.** The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Ordinance for all purposes and are adopted as a part of the judgment and findings of the Council.

**Section 5.** All ordinances, or parts thereof, which are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters resolved herein.

**Section 6.** This Ordinance shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

**Section 7.** If any provision of this Ordinance or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Ordinance and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City hereby declares that this Ordinance would have been enacted without such invalid provision.

**Section 8.** It is officially found, determined, and declared that the meeting at which this Ordinance is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Ordinance, was given, all as required by Chapter 551, as amended, Texas Government Code.

**Section 9.** This Ordinance shall be effective upon passage and publication as required by State and local law.

**PASSED AND APPROVED** this the 9<sup>th</sup> day of September 2024 for the first reading.

**PASSED AND APPROVED** this the 16<sup>th</sup> day of September 2024 for the second reading.

\_\_\_\_\_  
Robert Werner  
Mayor

ATTEST: \_\_\_\_\_  
Kristen M. Hetzel  
City Secretary

## CITY COUNCIL STAFF SUMMARY

Meeting Date: September 16, 2024

Agenda item: 8.11 / 8.12

Prepared by: Brenda Morey

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:**

#### **8.11 Public Hearing – Proposed Tax Rate – FY 2024-25**

**8.12 Discussion/Action** - Set the City of Shavano Park 2024 total Tax Rate of \$0.312742 with the Maintenance & Operation rate being \$0.275606 and the Interest & Sinking rate being \$0.037136 for FY2025- City Manager

**Attachments for Reference:**

a) Proposed Resolution R-2024-012

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**BACKGROUND / HISTORY:** Per the Tax Code, Title 1. Property Tax Code, Subtitle D. Appraisal and Assessment, Chapter 26. Assessment, 26.05 Tax Rate. (a) “The governing body of each taxing unit, before the later of September 30 or the 60<sup>th</sup> day after the date the certified appraisal roll is received by the taxing unit, shall adopt a tax rate for the current tax year and shall notify the assessor for the unit of the rate adopted. The tax rate consists of the two components, each of which must be approved separately.”

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**DISCUSSION:** The City received the No-New-Revenue and the Voter-Approval Rate Calculation on August 6, 2024 which was prepared by Bexar County Tax Assessor Collector. CoSP City Council approved a motion to propose a tax rate of \$0.312742 per \$100 valuation on August 14, 2024. The tax rate proposed did exceed the No-New-Revenue but not the Voter-Approval rate, so a subsequent tax hearing is required. The required “Notice of Public Hearing on Tax Increase” was published on August 28, 2024 in the official city paper as well as on the City’s website. The resolution and required motions reflect this tax rate.

Attached is a copy of the resolution providing for the required language within Section One with the breakdown of the M&O and I&S rate. As the total tax rate proposed is higher than the current FY2023 rate, section two of the resolution includes the required statement “THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR’S TAX RATE.”, per 26.05 (b) “the tax rate that, if applied to the total taxable value, will impose an amount of taxes to fund maintenance and operation expenditures of the taxing unit that exceeds the amount of taxes imposed for that purpose in the preceding year...”

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**COURSES OF ACTION:** Motion to adopt Resolution R-2024-012 setting a total FY2025 tax rate of \$0.312742 per \$100 with the Maintenance & Operation rate being \$0.275606 per \$100 and the Interest and Sinking rate being \$0.037136 per \$100.

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**FINANCIAL IMPACT:** various, depending on final approved tax rate.

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**STAFF RECOMMENDATION:** : The following statement must be read exactly in order to be in compliance.

“Motion to adopt Resolution R-2024-012 setting a total tax rate of \$0.312742, with the Maintenance & Operation rate being \$0.275606 and the Interest & Sinking rate being \$0.037136.”

This action is to be done by record vote.

**A RESOLUTION OF THE CITY OF SHAVANO PARK, TEXAS, LEVYING AD VALOREM TAXES FOR USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT OF THE CITY FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024 AND ENDING SEPTEMBER 30, 2025 PROVIDING FOR APPORTIONING EACH LEVY FOR SPECIFIC PURPOSES; AND PROVIDING WHEN TAXES SHALL BECOME DUE AND WHEN SAME SHALL BECOME DELINQUENT IF NOT PAID**

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**Whereas**, pursuant to Ordinance No. 2024-009, the City Council of the City of Shavano Park, Texas, approved the municipal budget for the fiscal year beginning October 1, 2024 and ending September 30, 2025; and

**Whereas**, it is necessary that a resolution be passed levying an ad valorem tax on property both real, personal, and mixed, within the corporate limits of the City of Shavano Park, Texas in accordance with such budget and the Texas Tax Code;

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

**SECTION ONE:** There is hereby levied and there shall be collected for the use and support of the municipal government of the City of Shavano Park (herein the "City") and to provide an Interest and Sinking fund for the 2024-2025 Fiscal Year, upon all property, real, personal, and mixed, within the corporate limits of said City on January 1, 2024 subject to taxation, a tax of **\$0.312742** on each \$100 valuation of property, said tax being so levied and apportioned to the specific purposes here set forth:

- 1) For the maintenance and support of the general government (General Fund), **\$0.275606** on each \$100 valuation of property; and
- 2) For interest and sinking fund, **\$0.037136** on each \$100 valuation of property.

**SECTION TWO:** THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.

**SECTION THREE:** That taxes levied under this Resolution shall be due October 1, 2024 and if not paid before February 1, 2025 shall immediately become delinquent.

**SECTION FOUR:** All taxes shall become a lien upon property against which assessed, and the Bexar County Tax Assessor - Collector as the assessor and collector of the City is hereby authorized and empowered to enforce the collection of such taxes according to the Constitution and laws of the State of Texas and resolutions of the City, and shall, by virtue of the tax rolls, fix and establish a lien by levying upon such property, whether real or personal, for the payment of said taxes, penalty and interest, and the interest and penalty collected from such delinquent taxes shall be apportioned to the general fund of the City. All delinquent taxes shall bear interest from the date of the delinquency at the rate as prescribed by state law.

**SECTION FIVE:** That this Resolution shall take effect and be in force from and after its passage.

**SECTION SIX:** In case any section, phrase, or sentence of this Resolution shall be declared invalid for any reasons by a court of competent jurisdiction, such holding or finding shall not have the effect or result of invalidating any other section or part of this Resolution.

**SECTION SEVEN:** It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business



to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, Texas Government Code, as amended.

**PASSED AND APPROVED THIS THE 16th DAY OF SEPTEMBER, 2024** by the following motion "To approve the total tax rate of \$0.312742, for a breakdown of Maintenance and Operation of \$0.275606 and Interest and Sinking of \$0.037136 on each \$100 valuation of property".

\_\_\_\_\_  
Robert Werner  
MAYOR

Attest: \_\_\_\_\_  
Kristen M. Hetzel  
City Secretary

## CITY COUNCIL STAFF SUMMARY

Meeting Date: September 16, 2024

Agenda item: 8.13

Prepared by: Brenda Morey

Reviewed by: Bill Hill

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**AGENDA ITEM DESCRIPTION:** Discussion / action - Record vote to ratify the property tax increase reflected in the FY 2024-25 budget (Record Vote) - City Council

**Attachments for Reference:**

a) FY 2024 - 2025 Cover Page

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**BACKGROUND / HISTORY:** Per the Local Government Code Title 4. Finances, Subtitle A. Municipal Finances, Chapter 102 Municipal Budgets, Section 102.007 (c) “adoption of a budget that will require raising more revenue from property taxes than in the previous year requires a separate vote of the governing body to ratify the property tax increase reflected in the budget.”

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**DISCUSSION:** The approved adopted budget cover contains the following statement that corresponds with the above vote in 18-point or larger type. Also required under 102.007 Adoption of Budget (d), (3) & (4) is the property tax comparisons and total amount of municipal debt obligations. See the attached cover page included in the FY 2024-25 Budget for all required wording and comparisons.

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**COURSES OF ACTION:** Take a Record vote to ratify the property tax increase reflected in the FY 2024–25 Adopted Budget.

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**FINANCIAL IMPACT:** Various

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**STAFF RECOMMENDATION:** Motion to “Take a Record vote to ratify the property tax increase reflected in the FY 2024-25 Adopted Budget.”



**This budget will raise more revenue from property taxes than last year’s budget by an amount of \$243,344 which is a 4.97% increase from last year’s budget. The property tax revenue to be raised from new property added to the tax roll this year is \$79,566.**

**Record Vote on:**

**Budget:**

**Tax Rate Ratify:**

**Mayor**

**Robert Werner**

**(Votes only in event of a tie)**

**Council Members**

**Konrad Kuykendall (Pro Tem)**

**Albert Aleman**

**Maggi Kautz**

**Pete Miller**

**Lee Powers**

**Property Tax Rate Comparison:**

	<b><u>FY 2024</u></b>	<b><u>FY 2025</u></b>
<b>Adopted/Proposed Total Tax Rate</b>	<b>0.307742</b>	<b>0.312742</b>
<b>No-New-Revenue Total Tax Rate</b>	<b>0.284157</b>	<b>0.308956</b>
<b>No-New-Revenue Maintenance &amp; Operations</b>	<b>0.251757</b>	<b>0.271820</b>
<b>Adopted/Proposed Maintenance &amp; Operations</b>	<b>0.275342</b>	<b>0.275606</b>
<b>Voter-Approval Total Tax Rate</b>	<b>0.335232</b>	<b>0.338145</b>
<b>Debt Tax Rate (I&amp;S)</b>	<b>0.032400</b>	<b>0.037136</b>
<b>De Minimis Tax Rate</b>	<b>0.338939</b>	<b>0.355588</b>

**Total debt obligation for the City of Shavano Park secured by property taxes: \$11,565,711\***

**\*While debt obligations are secured by property taxes where appropriate and statutorily allowed, other funding sources are pledged to support a portion of that obligation.**