

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

This notice is posted pursuant to the Texas Open Meetings Act. Notice hereby given that the City Council of the CoSP, Texas will conduct Workshop Meeting on Wednesday, July 15, 2019 scheduled at 4:00 p.m. at 900 Saddletree Court, Shavano Park City Council Chambers for the purpose of considering the following agenda:

SUPPLEMENTAL NOTICE OF MEETING BY LIVESTREAM / TELEPHONE CONFERENCE:

THIS MEETING WILL BE CLOSED TO IN-PERSON ATTENDANCE BY THE PUBLIC IN ORDER TO MAINTAIN SOCIAL DISTANCING

In accordance with Order of the Office of the Governor issued March 16th, 2020, the governor has suspended various provisions of the Open Meetings Act pursuant to his state disaster authority, which now authorize the participation of a meeting by live-video stream or telephone. The City of Shavano Park will conduct the Workshop Meeting on Monday, July 15, 2020 at 4:00 p.m. at 900 Saddletree Court, Shavano Park Council Chambers in part by Livestream / telephone conference in order to advance the public health goal of limiting face-to-face meetings (also called “social distancing”) and slow down the spread of the Coronavirus (COVID-19).

Livestream Participation. The livestream available via Youtube from your computer, tablet or smartphone at: <https://youtu.be/ipZKAKUuMpM>

Telephone Participation. The public toll-free dial-in number to participate in the telephonic meeting is **1-866-899-4679** and requires access code **118-085-965**. The Livestream / telephone conference will be available to join at 3:30 p.m. (30 minutes prior to the meeting). If you have issues accessing Telephone Participation or Livestream, please call City Secretary Zina Tedford at 210-787-0366.

The public will be permitted to offer comments telephonically as provided by the agenda during Citizen’s to be Heard. Citizens who want to speak during this period, should sign up to speak prior to the beginning of the meeting by stating their intent and providing Name, Address, and Topic to be addressed. Follow the guidelines under agenda item 3. If unable to participate in the meeting, you may submit public comments by email to ztedford@shavanopark.org.

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

A recording of the telephonic meeting will be made, and will be available to the public in accordance with the Open Meetings Act upon written request.

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.**

- Pursuant to Resolution No. 04-11 citizens are given three minutes (3:00) to speak during “Citizens to be Heard.”
- Only citizens may speak.
- Each citizen may only speak once, and no citizen may pass his/her time allotment to another person.
- 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. (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. REGULAR AGENDA ITEMS

- 5.1. Presentation / discussion - Review / Staff analysis of Council Objectives - City Manager**
- 5.2. Presentation / discussion - Capital Replacement Funds - City Manager / Finance Director**
- 5.3. Presentation / discussion - Capital and Significant Expense Estimates - City Manager / Directors**
- 5.4. Presentation / discussion – Staff compensation considerations – Compensation Subcommittee / Finance Director**
- 5.5. Presentation / discussion - Water Utility Fund - City Manager / Public Works Director / Finance Director**
- 5.6. Discussion - FY 2020-21 Budget Calendar Development - City Manager**

6. 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.

Attendance by Other Elected or Appointed Officials:

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 210-493-3478 x240 or TDD 1-800-735-2989.

CERTIFICATION:

I, the undersigned authority, do hereby certify that the above Notice of Meeting was posted at Shavano City Hall, 900 Saddletree Court, a place convenient and readily accessible to the general public at all times, and said Notice was posted on the 8th day of July 10:35 a.m.

Zina Tedford
City Secretary

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

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 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
- Enforce ordinances / policies consistently
- Engage residents to participate in municipal planning
- Review Contracts / Professional Services and request RFQs as appropriate
- Fully fund Capital Replacement requirements as scheduled
- Resource and conduct compensation study to ensure City pay scale is within current market range, estimated at \$12,000 to \$15,000

2. Protect and provide a city-wide safe and secure environment

- Effectively conduct “Community Policing” to keep Shavano Park citizens safe
- Actively respond to citizen concerns
- Proactively enforce city ordinances, criminal statutes and Texas Transportation Code provisions
- 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
- Effectively communicate to citizens police security efforts in crime control measures and trends
- ~~Fully implement the standard procedures for the new Fire Engine 139 and ensure safe access across the City (Completed)~~
- 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

3. Preserve City property values, protect fiscal resources and maintain financial discipline

- Investigate bonding options (funds available and costs)
- Investigate revenue enhancement options
- Continue growth of the Oak Wilt Fund
- Strive to earn the Texas Comptroller Transparency Star Award
- Earn Government Finance Officers Association Budget Award
- Maintain Reserves in accordance with our Fund Balance Policy

4. Maintain excellent infrastructure (buildings, streets and utilities)

- Complete a city-wide street assessment, maintenance, and replacement schedule with options for repair with focus on the streets that are in most need of repair (for the east side of NW Military Highway)
- Continue to implement asphalt preservation applications east west side of NW Military from DeZavala to Mossy Cup West Cliffside Rd; applications include crack seal and seal coat to assist in maintaining pavement conditions
- Plan / Implement environmentally friendly parking options in partnership with TxDOT and otherwise promote natural parking south of City Hall.
- Maintain essential public water infrastructure to include a capital replacement program.
 - 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 resolved
- Complete assessment of Continuously assess city requirements for NW Military MPO project scheduled for 2020 2021, and plan and implement as required
- Complete planning with TxDOT for relocation and improvements to portions of the water mains on NW Military prior/ job bid for MPO project (Completed)
- Assess Execute and fund via joint bid with TxDOT the City's requirements for relocation and improvements to portions of the water mains on NW Military and to determine funding sources to resource
- Investigate alternatives to increase productivity and life expectancy of the Trinity Well pump, motor, and ground storage tank (Complete)
- Complete the plan to remodel the City Hall public bathrooms. (Complete)
- Widen rear driveway to allow for better access of ladder truck to rear of truck bays (Complete)
- Complete installation of an Emergency Generator for City Hall and plan for Fire / PW.
- Assess secure parking options for Staff personally owned vehicles

5. Enhance and support commercial business activities and opportunities

- 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

6. Enhance the City Image while maintaining a rural atmosphere

- Emphasize friendly customer service and make opportunities to engage with public

- Continue to coordinate with Bitterblue and TxDOT for completion of sidewalk / trail north from Lockhill Selma north paralleling Loop 1604 easterly to link up with the Salado Creek Greenway Trail
- ~~Continue to study and monitor Cliffside trail while improving trail safety.~~
- Improve the Cliffside trail accessibility and safety for pedestrians and cyclists
- Consider a City/Community partnership in securing a City pavilion / playscape (Complete)

6. Enhance the City Image while maintaining a rural atmosphere (continued)

- ~~Implement recommendations concerning access from Cliffside to the San Antonio Linear Park and trail system~~
- 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
- Develop a plan and implement a second rain garden at City Hall and consider plans for other locations (may complete this over the summer? TBD'ed)
- ~~Develop and implement a~~ Continue to support the landscaping plan for the City Monument at City Hall and other city properties
- Improve and maintain the nature trail adjacent to City Hall

7. Promote effective communications and outreach with citizens

- Maintain and continue to improve the City Communications Plan
- Conduct up to seven five City sponsored events (City-wide Garage Sale, Picnic in the Park, Arbor / Earth Day, Independence Day, National Night Out, Trunk or Treat, December Celebration Holiday Event)
- Support the City of Shavano Park celebration of Fiesta in coordination with Arbor / Earth Day with Fiesta Metals 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
- ~~Survey residents concerning the value of the Community Directory and~~ Consider options for publishing a Community Directory in 2021
- Decide and consider options for comprehensive Town Plan for 2018
- Improve outreach in order to grow the Neighborhood Watch Program

8. Mitigate storm water runoff

- Support the mitigation of stormwater problems throughout the City
- Complete Drainage plan culverts at Chimney Rock, Windmill and Bent Oak
- ~~Initiate a Preliminary Engineering Report to determine the options and a more refined cost estimate for remaining drainage areas as presented in the KFW Engineering Drainage Study (Complete)~~

- Assess the implementation of the previously approved prioritized plan to address City drainage issues; revise the plan and implement as it is feasible
- Continue drainage improvements
- Provide maintenance of our storm water system, including inlets and channels, ensuring proper drainage into our watersheds to include brush clearing projects
- ~~Examine~~ Lockhill Selma pooling of water – Consider installation of an inlet screen to capture debris, to help receive water faster



City of Shavano Park

Together We Can!



FY 2020-21 Budget Workshop July 15, 2020

5.2 Review / discussion – **Capital Replacement Fund and Schedules** – City Manager/Finance Director

Capital Replacement Fund



- **Used to account for the acquisition/replacement of large capital items and projects, such as fire equipment, street reconstruction and drainage projects.**
- **There are no restrictions. Council may use the dollars in any manner deemed appropriate.**
- **There are no written guidelines/policies/requirements as to funding.**
- **Funding is from the General Fund, either through current revenues or unassigned fund balance transfers.**
- **The equipment replacement schedule**
 - **Uses an estimated purchase price for the replacement cost**
 - **Anticipated scheduled year to replace is an estimate (Equipment may need to be replaced sooner or could have a longer life)**



- **2010/2011 Adopted Budget:** the capital improvement fund began with a zero fund balance.
 - Funds were set aside for new/future projects.
 - Document and establish reserves in greater detail for equipment.
- **2012/2013 and 2013/2014 Budget** included continued funding, but no expenditures.
- **2014/2015 Adopted Budget (City Manager's first budget process)** continued funding with a small expenditure.



- **2015/2016 Adopted Budget continued funding and increased with an amendment**
 - **February 22, 2016 amendment approved transfer from Unreserved General Fund Balance \$1,623,749 for:**
 - **Drainage \$1,020,445,**
 - **Sidewalk Pathways (Hike and Bike) \$10,000,**
 - **Fire Equipment \$593,304.**
- **2016/2017 Adopted Budget continued funding and resourced \$323,000 in expenditures.**
- **2017/2018 Adopted Budget fully funded Capital Replacement Fund of \$324,596.**
- **2017/2018 Budget Amendment authorized a transfer from Unreserved General Fund fund balance of \$250,599.**

Background History cont'd



- **2018-2019 Adopted Budget funded capital replacement of \$235,756 and included \$1,052,690 of expenditures.**
- **2018-2019 Budget Amendment authorized a transfer from General Fund unencumbered fund balance of \$42,000**
- **2019-2020 Adopted Budget funded capital replacement of \$297,582 and included \$839,500 of expenditures.**
- **2019-2020 Budget Amendment authorized additional expenditures of \$351,718**



Est. FY 2019-20 Beg. Balances



Together We Can!

CAPITAL REPLACEMENT FUND (70)		
FY 2020-21 Estimated Beginning Fund Balance		
		<u>Amount</u>
FUND BALANCE DETAIL:		
Equipment Replacement Fund		
Administration - Equipment		\$ 123,175
Public Works - Equipment		170,534
Fire Department - Equipment		736,333
Street Reconstruction		250,000
Drainage Projects		896,172
Town Plan Items		
N.W. Military Hwy Expansion		25,000
Municipal Tract Development		2,955
Hike & Bike Trails/Paths		11,000
Unallocated(Interest earned on account balances)		<u>14,439</u>
ESTIMATED BEGINNING FUND BALANCE		<u>\$ 2,229,608</u>

Department Summary



GENERAL FUND EQUIPMENT REPLACEMENT SCHEDULE SUMMARY BY DEPARTMENT

	Total Estimated Replacement Cost	Committed Balance Thru 09/30/2020	Projected Additional Funding - Future Years
<u>Administrative</u>	\$ 399,500	\$ 123,175	\$ 276,325
<u>Fire Department</u>	\$ 3,664,486	\$ 736,333	\$ 2,928,153
<u>Public Works</u>	\$ 543,050	\$ 170,534	\$ 372,516
Total	\$ 4,607,036	\$ 1,030,042	\$ 3,576,994

CITY OF SHAVANO PARK
FY 2020 - 21 CITY PROPOSED GENERAL FUND EQUIPMENT REPLACEMENT SCHEDULE

	Year Model	Estimated Replacement Cost	Estimated Year To Replace	Total Life (yrs)	Committed Balance At 9/30/2019	Adopted Funding FY2020	Transfers/ Utilization	Committed Balance At 9/30/2020	Proposed Funding 9/30/2021	Additional Future Yrs Funding	Total Committed Balance
Administrative											
Upgrade - Incode to Invision	Future	\$ 60,000	2026	5	\$ 14,500	\$ 6,500	\$ -	\$ 21,000	\$ 6,500	\$ 32,500	\$ 60,000
City Hall Septic Tank Enlargement/Replacement (w/ Bexar 911)	Future		2020	20	37,888	12,112	(50,000)			-	-
City Hall Septic Tank Replacement (w/ Bexar 911)	2020	60,000	2050	30	-	-	4,494	4,494	1,850	53,656	60,000
Application Server	2012	13,000	2023	7	8,832	1,042	-	9,874	1,042	2,084	13,000
Email Server	2015	13,000	2023	7	4,666	2,083	-	6,749	2,083	4,168	13,000
Firewall Server	2017	7,000	2023	7	7,000	-	-	7,000	-	-	7,000
Windows 7 - end of life											
Hardware upgrade - 3 devices @ \$1,500 each	Various		2020	5	7,650	(1,650)	(6,000)			-	-
Telephone system, from landline to VOIP	Future	31,000	2024	7	-	6,200	-	6,200	6,200	18,600	31,000
A/C Units - City Hall (8)	Various	70,000	Varies	15	43,466	800	(8,898)	35,368	3,000	31,632	70,000
City Hall Roof	2019	100,000	2039	20	-	5,000	-	5,000	5,000	90,000	100,000
City Hall Sprinkler System & Emergency Lighting (Lighting FY 2017-18)		8,000	TBD		-	750	-	750	750	6,500	8,000
Backup Power Supply/Auxiliary Power Unit (CH w/Crime Control)		37,500	2021		16,000	9,000	1,740	26,740	10,760	-	37,500
Sub Totals		\$ 399,500			\$ 140,002	\$ 41,837	\$ (58,664)	\$ 123,175	\$ 37,185	\$ 239,140	\$ 399,500
Public Works											
Ford F150 Pickup (2454) (Replace in FY 2018-19)	1996		2019		\$ -	\$ -			\$ -	\$ -	\$ -
Ford F250 Crew Cab	2018	\$ 45,000	2034	15	\$ 514	\$ 2,765	\$ -	\$ 3,279	\$ 2,765	\$ 38,956	\$ 45,000
Ford F350 Small Dump/Tilt Bed (3492) (\$60,000 - 50/50)	2001	30,000	2022	15	23,700	715	-	24,415	2,142	3,443	30,000
Ford XL F350 Pickup/Lift Gate (0612)	2008	36,000	2023	15	29,390	1,403	-	30,793	1,403	2,804	36,000
Chevrolet Silverado HD3500 (2283) (\$45,000 - 50/50)	2013	22,500	2028	15	22,500	-	-	22,500	-	-	22,500
Hotsy 225 Gallon Tank/Washer/Trailer (0193)	2009	10,000	2023	10	4,000	1,000	-	5,000	1,333	3,667	10,000
Bobcat Skid-Steer Loader (\$50,000 - 50/50)	1999		2019	15	-	-	-	-	-	-	-
Case Bobcat skid loader(two thirds/one third)	2019	40,000	2038	20	-	2,000	-	2,000	2,000	36,000	40,000
Morbark 2070 XL Brush Chipper (0134)	2001		2020	20	17,100	1,000	(18,100)			-	-
Beaver Chipper, 4"	2012		2027	15	2,111	6,789	(8,900)			-	-
Vermeer 8" Chipper	2019	37,500	2035	15	-	-	1,487	1,487	2,400	33,613	37,500
Roller (ASCO)	2016	27,000	2034	18	3,600	1,200	-	4,800	1,300	20,900	27,000
Trailer (Magnum) for roller	2016	9,000	2024	8	2,250	1,000	-	3,250	1,437	4,313	9,000
Gravelly Mower Rapid XZ	2012		2020	8	-	12,500	(12,500)			-	-
Grasshopper MaxTorque Model 325D mower, rear discharge	2019	12,500	2028	8	-	-	119	119	1,548	10,833	12,500
Case Backhoe (\$66,100 - 50/50)	2017	33,050	2042	25	1,222	1,000	-	2,222	1,336	29,492	33,050
Crack Seal Machine - Trailer Mounted - CL200 Cimline	2017	50,000	2033	15	3,119	3,000	-	6,119	3,333	40,548	50,000
Grasshopper MaxTorque Model 325D mower, side discharge	2017	12,000	2025	8	2,300	1,600	-	3,900	1,600	6,500	12,000
Mini-excavator (50/50)	2018	20,000	2039	20	-	1,000	-	1,000	1,000	18,000	20,000
Trailer mounted Ingersoll Rand Air Compressor(50/50)	2006	4,000	TBD	20	-	-	-	-	1,000	3,000	4,000
Public Works Director Truck (\$40,000 - 50/50)	Future	20,000	2022	15	10,000	1,000	-	11,000	4,500	4,500	20,000
Equipment Trailer	2009	7,000	TBD	20	-	-	-	-	-	-	7,000
5 yd International Dump Truck (\$80,000, 50/50)	2006	40,000	2031	25	30,000	900	-	30,900	-	9,100	40,000
Dump truck 50/50 (Grant funded)	2020	45,000	2040	20	-	-	-	-	-	-	45,000
Landscape Trailer	2018	5,000	2038	20	-	250	-	250	250	4,500	5,000
Backup Power Supply/Auxiliary Power Unit	Future	37,500	2022	TBD	12,500	5,000	-	17,500	10,000	10,000	37,500
Sub Totals		\$ 543,050			\$ 164,306	\$ 44,122	\$ (37,894)	\$ 170,534	\$ 39,347	\$ 280,169	\$ 543,050

CITY OF SHAVANO PARK
FY 2020 - 21 CITY PROPOSED GENERAL FUND EQUIPMENT REPLACEMENT SCHEDULE

	Year Model	Estimated Replacement Cost	Estimated Year To Replace	Total Life (yrs)	Committed Balance At 9/30/2019	Adopted Funding FY2020	Transfers/ Utilization	Committed Balance At 9/30/2020	Proposed Funding 9/30/2021	Additional Future Yrs Funding	Total Committed Balance
Fire Department											
Hallmark Trailer-Wells Cargo (1086)	2004	\$ 8,000	2032	10	\$ 8,000	\$ -	\$ -	\$ 8,000	\$ -	\$ -	\$ 8,000
Ambulance (4617)	2017	180,000	2028	10	18,000	18,000	-	36,000	18,000	126,000	180,000
Ambulance (1796) remount box on new cab/chassis	2018	140,000	2029	10	-	14,000	-	14,000	14,000	112,000	140,000
Hall-Mark Fire Apparatus E-One Typhon Pumper (7377)	2012	700,000	2033	20	211,830	34,769	-	246,599	34,769	418,632	700,000
Pierce 2017 Platform Apparatus (purchased 2019)	2017	1,750,000	2039	20	-	60,000	-	60,000	60,000	1,630,000	1,750,000
Ford F350 Pickup (5691)	2010	50,000	2022	12	16,000	6,000	-	22,000	6,500	21,500	50,000
Ford F550 Fire Brush Truck (5797)	2010	86,000	2026	15	22,678	9,000	-	31,678	9,054	45,268	86,000
Chevy Tahoe LS - Command 1752	2014	60,000	2025	10	14,000	3,000	-	17,000	3,600	39,400	60,000
Max Air Trailer Mounted Breathing Air System Complete	2005/17	20,000	2037	20	(0)	250	-	250	500	19,250	20,000
Communication System (hand held/mobile mounted radios)	2012	138,486	2021	10	94,748	18,000	-	112,748	25,738	-	138,486
Cardiac Monitor-Defibrillator	2012	35,000	2022	10	22,300	4,233	-	26,533	4,233	4,234	35,000
Cardiac Monitor-Defibrillator	2012	35,000	2022	10	22,300	4,233	-	26,533	4,233	4,234	35,000
Stryker - Stretcher	2017	18,000	2028	10	3,600	1,800	-	5,400	1,800	10,800	18,000
Stryker - Stretcher	2018	18,000	2029	10	1,800	1,800	-	3,600	1,800	12,600	18,000
Roof on Living Quarters (metal)	2016	20,000	2056	40	-	500	-	500	500	19,000	20,000
SCBA units (12)	2018	125,000	2034	15	-	8,000	-	8,000	8,357	108,643	125,000
Thermal Imaging Cameras	2017	10,000	2025	8	2,856	1,100	-	3,956	1,191	4,853	10,000
Thermal Imaging Cameras	2017	10,000	2025	8	2,856	1,100	-	3,956	1,191	4,853	10,000
Mobile Computers (13)	Various	39,000	Various	7	7,800	4,000	-	11,800	4,000	23,200	39,000
A/C systems (Bays 1 5-ton split unit)	2010	10,000	2022	12	10,000	-	-	10,000	-	-	10,000
A/C systems (Living Quarters 2 5-ton units)	2000	10,000	TBD	10	10,000	-	-	10,000	-	-	10,000
Zoll Auto Pulse (1)	2012	18,000	2022	10	18,000	-	-	18,000	-	-	18,000
Zoll Auto Pulse (1)	2012	18,000	2022	10	9,000	3,000	-	12,000	3,000	3,000	18,000
Generac Emergency Generator 25KW (Gas)(Bay Doors & Radios)	2015	25,000	2035	20	3,750	1,250	-	5,000	1,250	18,750	25,000
Amkus Rescue Tool Complete	2006	38,000	2021	15	17,750	2,125	-	19,875	5,125	13,000	38,000
Skyline 40LB Extractor	2004	-	2020	15	4,287	3,713	(8,000)	-	-	-	-
Skyline 40LB Extractor	2020	8,000	2035	15	-	-	530	530	498	6,972	8,000
StairPro Stair Master (1)	2006	4,500	2026	15	3,375	500	-	3,875	104	521	4,500
StairPro Stair Master (1)	2006	4,500	2026	15	2,250	750	-	3,000	250	1,250	4,500
Communication System (Radio Repeater Complete) VHF	1990	48,500	Various	30	-	500	-	500	1,000	47,000	48,500
Backup Power Supply/Auxiliary Power Unit	Future	37,500	2022	TBD	10,000	5,000	-	15,000	22,500	-	37,500
Sub Totals		\$ 3,664,486			\$ 537,180	\$ 206,623	\$ (7,470)	\$ 736,333	\$ 233,193	\$ 2,694,960	\$ 3,664,486
Total Capital Replacement Funds		\$ 4,607,036			\$ 841,488	\$ 292,582	\$ (104,028)	\$ 1,030,042	\$ 309,725	\$ 3,214,269	\$ 4,607,036



City of Shavano Park



Together We Can!

FY 2020-21 Budget Workshop July 15, 2020

**Capital / Major Purchases – Department Requirements
– City Manager/ Department Directors**

- Council**
- Admin**
- Police Department**
- Fire Department**
- Public Works**
- Water**



Priority	Description	Cost	Funded In Capital Replacement / CCPD	Additional Required	Included in CM 20/21 Budget
1	Fund Capital Replacement (Fully) - FY 2019-20 funded \$206,623	\$ 308,725	N/A	\$ 308,725	Yes/TBD
2	Up to 7x City Sponsored Events	\$ 29,000	\$ 5,000	\$ 24,000	Yes
3	Complete drainage plan low water crossings at Chimney Rock, Windmill and Bent Oak	TBD	Yes	None	Yes
4	Execute/fund NW Military water main improvement/relocation – via SIB loan	TBD	No	TBD	Yes
5	Resource/conduct compensation study to ensure City pay scale is in current market range	TBD	No	TBD	Yes
6	City wide street assessment, maintenance, replacement schedule	TBD	No	TBD	TBD
7	Implement access recommendations at Cliffside to the San Antonio Linear Park and Trail system	TBD	No	TBD	TBD
8	Improve outreach/communications for Neighborhood Watch program	TBD	Yes	TBD	Yes
9	Investigate bonding options	TBD	No	None	TBD
10	Consider inlet screen installation to address Lockhill Selma pooling of water	TBD	TBD	TBD	TBD



Priority	Description	Cost	Funded In Capital Replacement/CCPD	Additional Required	Included in CM 20/21 Budget
1	Complete drainage plan low water crossings at Chimney Rock, Bent Oak and Windmill	TBD	Yes	None	Yes
2	Implement an emergency power supply for City Hall (cost shared with CCPD)	TBD	\$ 42,500	TBD	Yes
3	Implement a plan to harden the windows and walls of the Court Clerk Office area	TBD	Court Security	TBD	TBD
4	Assess/implement digital, web-based permitting process with a technology fee	TBD	No	TBD	TBD
5	Execute/fund NW Military water main improvement/relocation – via SIB loan	TBD	No	TBD	Yes
6	Work with CoSA to complete sidewalks from Huebner Rd north along Lockhill Selma	TBD	TBD	TBD	TBD
7	Assess primary office printer	TBD	No	TBD	TBD



Fire Department

Together We Can!



Priority	Description	Cost	Funded In Capital Replacement	Additional Required	Included in CM 20/21 Budget
1	Update 18 hand held radios for P25 compliance	\$ 138,486	\$ 112,748	\$ 25,738	Yes
2	Emergency Power Supply for the Station Truck Bays (Emergency Operation Center)	TBD	\$ 15,000	TBD	TBD
3	Fire personal protective equipment, second set, head to toe – NFPA 1851 & 1852 requirement (15FFs at \$4,300 = \$64,500)	TBD	No	TBD	Yes, \$ TBD
4	Investigate long-term cancer screening plan	TBD	No	TBD	TBD

Police Department

Together We Can!



Priority	Description	Cost	Funded In CCPD	Additional Required	Included in CM 20/21 Budget
1	Replace 24 hand held radios for P25 compliance	\$ 162,412	Yes	No	Yes
2	Purchase one replacement Criminal Investigation vehicle	\$ 46,000	Yes	No	TBD
3	Purchase two replacement patrol vehicles**	\$ 152,000	Yes	No	TBD
4	Purchase duty issue patrol rifles**	\$ 22,000	Yes	No	TBD
5	Exterior body armor carrier system all sworn staff**	\$ 20,000	Yes	No	TBD
6	Emergency Power Supply for City Hall – shared cost between City and CCPD	TBD	\$ 25,000	TBD	TBD

**Chief would defer these items for another year and apply the funding toward compensation adjustments for his licensed staff for FY 2020-21



Priority	Description	Cost	Funded In Capital Replacement	Additional Required	Included in CM 20/21 Budget
1	Continue Tree Maintenance Program	\$ 10,000	No	\$ 10,000	Yes
2	Continue Ground Maintenance Program	\$ 10,000	No	\$ 10,000	Yes
3	Replace the existing 12ft bumper pull with a more resourceful trailer	\$ 8,000	No	\$ 8,000	Yes
4	ATV Ground Maintenance	\$ 14,000	No	\$ 14,000	TBD
5	Plan, Surveying, and Engineer Design - For NW Military widening (Utilities)	TBD	\$ 25,000	TBD	TBD
6	Emergency Generator for the PW/W (PW/W Office and Shop) combine services - 25KW Generator costs approx. \$50,000	\$ 50,000	\$ 17,500	\$ 32,500	TBD
7	Additional staff members to help maintain additional city growth	TBD	No	TBD	TBD
8	Director Truck (Crew Cab) (Future – shared with Water Utility)	\$ 40,000	\$ 18,000	\$ 22,000	TBD

Water Prioritized List



Together We Can!

Priority	Description	Cost	Funded In Capital Replacement	Additional Required	Included in CM 20/21 Budget
1	Replace 100 water meters	\$ 29,000	Yes	\$ -	Yes
2	Replace dead ends in cul-de-sac and repave (1x)	\$ 15,000	No	\$ 15,000	Yes
3	Raise/install valves - fire hydrants x 5	\$ 10,000	No	\$ 10,000	Yes
4	Determine viability – Well #1	\$ 7,400	No	\$ 7,400	Yes
5	Inspect all valves along NW Military for functionality prior to start of TxDOT Project	TBD	No	TBD	Yes
6	Replace Well site #7 pump, motor, water column, drive shaft (entire system)	\$ 60,000	\$44,857 current + \$9,000 proposed	TBD	TBD
7	VFDs on Well #5	\$ 25,000	Partial	TBD	TBD
8	Build shade structures over the drive shaft motors to preserve and extend life of the motors	\$ 6,500	No	\$ 6,500	TBD
9	Installation of emergency power supply (generators at well sites)	TBD	No	TBD	No

Water Prioritized List pg 2



Together We Can!

Priority	Description	Cost	Funded In Capital Replacement	Additional Required	Included in CM 19/20 Budget
10	Prepare drainage culvert to install boxes for crossing the creek to Well site #8	TBD	No	TBD	TBD
11	GPS valves and meters across system	\$ 22,500	No	\$ 22,500	TBD
12	Repaint the Huebner ground storage tank roof	\$ 20,000	Yes	TBD	TBD
13	Shavano ground storage tank capacity	\$ 75,000	No	\$ 75,000	No
14	Outsourcing water bills printing	TBD	No	TBD	TBD



Take Aways

- **Funding Decisions based upon priority and available revenue**
- **Capital Replacement Fund Updated – directors reviewed estimated replacement cost and useful lives**
- **Any additional comments or suggestions?**

CITY COUNCIL STAFF SUMMARY

Meeting Date: July 15, 2020

Agenda item: 5.4

Prepared by: Brenda Morey

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Presentation / discussion – Staff Compensation Considerations – Compensation Subcommittee, City Manager and Finance Director

Attachments for Reference:

- a) Calculation of SPPD pay grade increment
- b) Calculation of City staff raise increment

BACKGROUND / HISTORY:

Updates highlighted yellow.

In Fall 2016, the City adopted the current base compensation plan prepared by Werling & Associates. The plan included a revised pay structure, market and internal based pay grade assignments, and an Individual Pay Model to compute the compensation base for each employee. The plan included a process to conduct annual updates.

Past compensation increases approved by Council since the plan was adopted:

- FY2018 - 3.10%
- FY2019 – 3.50%
- FY2020 – 3.25%

Pay grade increases, to align specific positions within the market:

- FY2018:
 - Director of Public Works – 1 (32 to 33)
 - PW/Water Superintendent – 4 (19 to 23)
 - Water Crew leader – 4 (16 to 20)
 - AP/HR Asst. – 2 (16 to 18)
 - Public Works and Water Serviceman – 2 (13 to 15)
- FY2019:
 - Fire Chief and Police Chief – 1 (34 to 35)
 - Director of Public Works – 1 (33 to 34)
 - Finance Director – 2 (32 to 34)
 - PW/Water Superintendent – 2 (23 to 25)
 - Permits Clerk – 1 (16 to 17)
- FY2020:
 - City Secretary/HR Director – 1 (29 to 30)
 - PW/Water Superintendent – 1 (25 to 26)

- Court Clerk – 2 (20 to 22)
- Water Crew Leader – 3 (20 to 23)
- HR/Finance Clerk and PW Office Manager – 2 (18 to 20)
- Police Office Manager – 3 (17 to 20)
- Permit Clerk/Receptionist – 2 (17 to 19)
- PW and Water Serviceman – 3 (15 to 18)

At the May 18, 2020, Regular meeting, it was the consensus of City Council not to use the services of a compensation consultant this year.

DISCUSSION:

The following information is provided for Council consideration and will be discussed at the July 15th workshop. At that meeting, City Staff will be able to provide a better assessment of revenues, having an additional month of collections to determine the impact the virus has had on operations, and its significance.

City Staff attended a webinar hosted by the San Antonio Compensation Association, where Dr. Steve Werling presented summary findings of his 2020 San Antonio Area Wage & Benefit Survey. While the responses were pre-virus, points are still valid. He divided the labor market into primary and secondary groupings.

- The Primary Labor Market includes employees who are high skilled and earn high wages. They generally have higher than COLA wage inflation and this area will see the same shortages as 2019 – clinical, highly skilled, IT and trades. This group is seeing more retirements and there is a higher cost to replace. Dr. Werling indicated these employees must be retained.
- The Secondary Labor Market includes the low skilled, low paid. This group will have flat wages and employers can use the opportunity to hire good employees from the larger pool of available candidates.

Dr. Werling indicated that there are critical issues regarding retention. For the employer, there can be savings from turnover, but this savings must be balanced with the loss of key employees and institutional knowledge as well as the high cost of replacement.

City Staff sent email requests to six municipalities in the area, to gauge how they are preparing to address compensation increases in the upcoming budget. The responses ran from no increase to keeping the normal planned step and COLA adjustments. All the responding cities are at the beginning of the budget process.

Shavano Park is currently fully staffed. However, there has been turnover in key positions in the last three years – the Fire Chief, the Finance Director, the Police Captain and the PW/Water Superintendent. In total, there have been 14 separations since January 1, 2018.

For a point of reference, the Social Security Administration provided a COLA of 1.6% for 2020.

City staff has proposed Council include in the goals and objectives for FY2021 completion of a compensation analysis.

The Compensation Subcommittee, consisting of Mayor Werner and Alderman Colemere, met on July 8 with the City Manager and the Finance Director. The Subcommittee had been provided materials that documented the current pay grades and amount range for each of the City's job positions, summaries of the TML wage survey, the 2020 San Antonio Area Wage survey as conducted by Werling & Associates as well as the results of the SPPD survey of the compensation paid by 15 area police departments. City staff had also provided calculations of the financial impact if a compensation increase of 1.6%, 2.0% or 3.0% was awarded.

The first consideration of the subcommittee was the SPPD. The survey results and materials indicate the City's sworn staff is not compensated at a level comparable to those members in similar positions at surrounding (ie competing) departments. However, the current pandemic situation and its economic affect must also be taken into account.

The Subcommittee was provided with supporting calculations for three scenarios – 1) a one pay grade increase for all sworn staff (at additional expenditure of \$55,200 compensation and benefits) 2) a two pay grade increase for the officers, corporals, sergeants and detective and a one pay grade increase for the captain and chief (at additional expenditure of \$106,500 compensation and benefits) and 3) various pay grade increases - two (sergeants/detective and captain), three (officers) and four (corporals and chief) at a cost of \$173,400 (compensation and benefits). Chief Lacy indicated the deferral of the purchase of the two replacement patrol vehicles, the duty issue rifles and body armor carriers from the Crime Control & Prevention District could be a funding source for option 3.

After much discussion and consideration, the Subcommittee is recommending a one pay grade increase for all licensed members of the police department. This pay grade increase will cost approximately \$55,200 (\$46,800 in compensation and \$8,400 in benefits – TMRS, Workers Comp and Medicare).

The Subcommittee then discussed COLA/merit raises for all City staff. Their agreement was the City is fortunate to have a good team of staff members and they deserve an increase in their compensation as they are more valuable to the City this year versus last. Again, the current pandemic situation and its economic affect was also considered. The Subcommittee is recommending an 2.5% increase, which is 1.5% COLA and 1.0% merit, for all City staff. No other pay grade changes were proposed for any positions. The 2.5% raise will cost \$91,400 (\$77,600 for compensation and \$13,800 for benefits). Total increase in expenditures of \$146,600, compensation and benefits, for pay grade changes in SPPD and raises for all City staff. Prior year increase in compensation only for raises was approx. \$131,500.

COURSES OF ACTION: 1) Confirm the recommendation of the Compensation Subcommittee and provide guidance for FY21 budget preparation of one pay grade increases for sworn staff in SPPD and 2.5% compensation increases for all City employees.

2) Provide guidance for FY21 budget preparation of other than the Compensation Subcommittee recommendation.

3) Request City Staff to provide additional analysis and defer FY21 guidance to a later workshop.

FINANCIAL IMPACT: Varies – based on the course of action selected.

MOTION REQUESTED: No motion is necessary. City staff is requesting guidance consensus for FY21 budget preparation purposes

**FY 2021
SALARY BUDGET WORKSHEET - SPPD - ONE PAY GRADE INCREASE ALL LICENSED STAFF**

POSITION	Current	1 PAY GRADE INCREASE	CERT/ALLOW/SHIFT DIFF	TOTAL PAY	TOTAL BENEFITS	TOTAL SALARY & BENEFITS
	POLICE OFFICER	\$ 43,022.20	\$ 45,172.88	\$ -	\$ 45,172.88	\$ 16,061.75
POLICE OFFICER	49,760.89	52,018.68	-	52,018.68	17,285.15	69,303.83
POLICE CORPORAL	61,247.40	62,287.29	1,300.00	63,587.29	19,352.56	82,939.85
POLICE SERGEANT	68,115.67	71,207.10	1,300.00	72,507.10	20,946.60	93,453.70
POLICE CAPTAIN	73,887.31	77,581.50	1,800.00	79,381.50	22,175.11	101,556.61
POLICE OFFICE MANAGER	53,092.00	53,092.00	-	53,092.00	16,288.81	69,380.81
POLICE OFFICER	46,699.86	48,818.96	-	48,818.96	16,851.70	65,670.66
POLICE OFFICER	45,733.34	47,504.97	775.00	48,279.97	16,617.02	64,896.99
POLICE CHIEF	84,554.31	88,531.57	1,800.00	90,331.57	24,131.97	114,463.54
POLICE OFFICER/CODE ENF	52,346.07	54,721.15	1,675.00	56,396.15	18,067.44	74,463.59
POLICE SERGEANT	74,316.34	77,689.20	1,800.00	79,489.20	22,364.64	101,853.83
POLICE SERGEANT	71,580.62	74,829.31	1,300.00	76,129.31	21,804.76	97,934.07
POLICE OFFICER	43,816.94	46,007.36	-	46,007.36	16,308.68	62,316.04
POLICE OFFICER	57,526.60	59,912.81	1,300.00	61,212.81	19,066.58	80,279.39
POLICE CORPORAL	51,768.17	54,128.22	775.00	54,903.22	18,011.49	72,914.71
POLICE OFFICER	54,029.44	56,424.59	775.00	57,199.59	18,349.38	75,548.97
POLICE CORPORAL	54,557.96	57,033.61	-	57,033.61	18,181.36	75,214.97
POLICE CORPORAL	64,501.64	67,462.03	1,300.00	68,762.03	20,277.32	89,039.35
INVESTIGATOR	65,408.14	68,365.70	1,800.00	70,165.70	20,739.01	90,904.71
SHIFT DIFF			16,575.00	16,575.00	2,962.09	19,537.09
POLICE TOTAL	\$ 1,115,964.90	\$ 1,162,788.92	\$ 34,275.00	\$ 1,197,063.92	\$ 365,843.42	\$ 1,562,907.35
FY20 Base		1,115,964.91	34,275.00	1,150,239.91	357,475.60	1,507,715.50
Increment		\$ 46,824.02	\$ -	\$ 46,824.02	\$ 8,367.83	\$ 55,191.84
NO PAY GRADE INCREASE PROPOSED						

DEPARTMENT	Current	Total 2.5 % INCREASE Pay	GF NEW PAY	WATER NEW PAY	CERT/ALLOW/ SHIFT DIFF	PHONE ALLOW	CAR ALLOW	TOTAL PAY	TOTAL BENEFITS	TOTAL SALARY & BENEFITS
ADMINISTRATION TOTAL	\$ 452,800.10	\$ 464,120.10	\$ 464,120.10	\$ -	\$ 600.00	\$ 1,875.00	\$ 4,500.00	\$ 471,095.10	\$ 114,972.17	\$ 586,067.27
						total admin allow	\$ 6,975.00			
COURT	\$ 51,819.19	\$ 53,114.67	\$ 53,114.67		\$ 1,200.00			\$ 54,314.67	\$ 8,741.15	\$ 63,055.82
PUBLIC WORKS TOTAL	\$ 225,249.35	\$ 230,880.58	\$ 162,170.71	\$ 68,709.87	\$ 1,800.00	\$ 2,700.00	\$ 4,500.00	\$ 239,880.58	\$ 74,261.73	\$ 314,142.31
WATER TOTAL	\$ 191,726.74	\$ 196,519.91	\$ 52,936.55	\$ 143,583.36	\$ 2,400.00	\$ 3,600.00	\$ -	\$ 202,519.91	\$ 68,487.57	\$ 271,007.48
POLICE TOTAL	\$ 1,117,856.36	\$ 1,145,802.77	\$ 1,191,858.65		\$ 34,275.00	\$ -	\$ -	\$ 1,226,133.65	\$ 371,008.71	\$ 1,597,142.36
(after 1 pay grade increase for sworn officers)										
FIRE TOTAL	\$ 1,089,517.41	\$ 1,104,150.60	\$ 1,128,350.60	\$ -	\$ 12,100.00	\$ 2,820.00	\$ -	\$ 1,129,370.60	\$ 342,562.05	\$ 1,471,932.65
Columnar total	\$ 3,128,969.15	\$ 3,194,588.63	\$ 3,052,551.28	\$ 212,293.23	\$ 52,375.00	\$ 10,995.00	\$ 9,000.00	\$ 3,323,314.51	\$ 980,033.38	\$ 4,303,347.89
vs FY20 base	\$ 3,128,969.15	\$ 3,118,069.15	\$ 2,980,086.37	\$ 207,115.35	\$ 52,375.00	\$ 10,995.00	\$ 9,000.00	\$ 3,245,671.71	\$ 966,199.75	\$ 4,211,871.46
Increment	\$ -	\$ 76,519.49	\$ 72,464.92	\$ 5,177.88	\$ -	\$ -	\$ -	\$ 77,642.80	\$ 13,833.63	\$ 91,476.43

CITY COUNCIL STAFF SUMMARY

Meeting Date: July 15, 2020

Agenda item: 5.5.

Prepared by: Brandon Peterson/Brenda Morey

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Discussion – FY 2020-21 Proposed Budget Revenue & Expenses

X

Attachments for Reference:

- a) Draft FY 2020-21 Proposed Budget Worksheet
- b) Draft FY 2020-21 Water Capital Replacement
- c) Water Cash & Investments – May 31, 2020

BACKGROUND / HISTORY: This is the first draft of the Proposed FY 2020-21 Water Utility Budget.

DISCUSSION: Attached is a first draft of the FY 2020-21 Water Utility budget. The “Proposed Budget Worksheet” (1) includes all revenue and expense lines for the Water Utility Fund. The first column is the line item number and the description. The next three columns are the three previous fiscal years, amounts after audit. The “Current Budget” column is the Original budget plus the one amendment that has been approved to date. The “Y-T-D Actual” column is all revenues and expenses posted as of June 30, 2020 (preliminary only - June is not yet finalized). The “Projected Year End” column represents the PW Director and Finance Director estimates for the full fiscal year amounts. The “Requested Budget” column is the draft proposed FY 2020-21 amounts.

Revenue

Proposed revenues from water sales and miscellaneous/interest are \$1,073,500, as detailed below, based on assumptions discussed at the June 8, 2020 WAC meeting and includes a capital replacement transfer in of \$52,500.

Water Consumption (5015) \$623,000 based on prior 4-year average of actual revenues.

Debt Service (5018) \$189,900 based on 701 active meters with the current flat fee of \$22.58 a month.

Water Service Fee (5019) \$58,800 based on the average monthly fees collected the last three fiscal years. This revenue is a flat/monthly fee based on the size of the meter.

EAA Pass Thru Charge (5036) \$82,700 proposed based on the prior 4-year average of actual gallons sold as determined for the Water Consumption (5015) revenues.

Interest Income (20-599-7000) - Interest paid on City investment accounts have sharply declined. While the City continues to explore investment opportunities, proposing budget of \$2,000 for this line item.

Lease of Water Rights (20-599-7012) – The Utility has a lease for 50-acre feet of water to a laundry. The laundry has expressed interest in continuing to lease, with a possibility of increasing the number of acre feet. Proposing 100-acre feet under lease at \$150AF.

Credit Card Service Fees (20-599-7060) – Historically, the Utility had not placed a credit card service fee on the automatic draft accounts, as an incentive to enroll in this service which provides cash flow earlier in the month after the bills are prepared. This budget proposes removing that incentive as the fees assessed by the credit card processor to the Utility have increased since ETS was acquired by Elavon in 2019.

Site/Tower Lease (20-599-7075) \$38,600 proposed revenue. Small scheduled increases in each of the lease terms from T-Mobile and Sprint.

Capital Replacement Transfer-in (20-599-8072) is proposed at \$52,500, which includes 100 meter replacements at \$290 each for \$29,000 and, if the testing proves its feasibility, Well #1 start-up costs of \$23,500.

Expenses

Total proposed expenses are \$1,073,500 and are summarized by category below.

The **Personnel (1000's)**: Proposed budget increase of \$16,717. The budget proposes a 2.50% raise for all Water Utility staff, with no pay grade modifications. Council guidance provided a 6.0% increase for the defined contribution amount for employee medical insurance, with no changes in the dental, vision or life insurance premium contribution amounts. TML-IRP reported a 10% decrease for worker's compensation insurance. Total proposed expenses of \$310,437.

The **Supplies (2000's)** category reflects an overall increase of \$4,080 mainly in the credit card fee account (2075) as the fees charged on the three accounts used for processing has increased since Elavon acquired ETS in 2019. Small increases in other accounts. The proposed budget in total for the category is \$19,250.

The **Services (3000's)** category has been increased by \$1,540. Training (3030) increase of \$1,050, to fulfill the goal of the system having a minimum number of licensed operators. Small increases and decreases in other accounts. The overall proposed total for the category is \$35,615.

The **Contractual (4000's)** category shows an increase of \$399, with total for the category of \$93,549.

The **Maintenance (5000's)** category is unchanged at \$16,500.

The **Department Materials-Services (6000's)** category includes a decrease of \$4,000 over prior year's budget. Proposed expenses reflect a decrease in Chemicals (6011) of \$6,500 due to vendor change, additional \$3,000 for fire hydrants/valves (6055), a reduction of \$4,000 for SCADA computer updates that was done in FY20, assessment and implementation of Well #1's return to service. The proposed total for this category is \$108,650.

The **Utilities (7000's)** category reflects \$2,375 decrease, mainly in the electricity account (7040), which is the average expense for the three most recently completed fiscal years. The proposed total for this category is \$73,750.

The **Capital Outlay (8000's)** proposed requests total \$86,020, and includes \$28,700 for replacing spider water lines in cul de sacs/projects, 100 meter replacements totaling \$29,000, \$23,500 toward putting Well #1 in service, if so assessed, and maintenance equipment. Of the above capital requests, the amount to come from the Water Capital Replacement Fund (72) is initially projected at \$52,500 for the meter replacement program and placing Well #1 in service.

The **Interfund Transfers (9000's)** Staff has maintained the transfer to the General Fund at \$22,050 and estimated a transfer to the Capital Replacement Fund at \$121,255 for a category total of \$143,305.

The **Debt Service Department (607)** has a decrease of \$1,610 for the principal/interest payment on the 2017 General Obligation Refunding (2009 CO) and 2018 General Obligation Refunding. The total proposed expense is \$186,424. Debt service is fully funded by the debt service fee on the water bills. Budgeting for a payment on the SIB loan for the water line relocation related to the NW Military expansion project was considered. However, at this time staff is unable to determine if a payment will be required in FY21 as the project has been delayed.

COURSES OF ACTION: Informational at this time. Water Advisory Committee will finalize the budget at their July 28, 2020 meeting.

FINANCIAL IMPACT: Varies

STAFF RECOMMENDATION: Informational at this time. Water Advisory Committee will finalize the budget at their July 28, 2020 meeting.

CITY OF SHAVANO PARK
 PROPOSED BUDGET WORKSHEET
 AS OF: JUNE 30TH, 2020

20 -WATER FUND

REVENUES	(------ 2019-2020 -----) (------ 2020-2021 -----)							
	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
NON-DEPARTMENTAL								
=====								
WATER SALES								
20-599-5015 WATER CONSUMPTION	658,287	661,864	586,511	627,000	431,011	635,000	623,000	_____
20-599-5016 LATE CHARGES	4,412	6,010	7,401	6,000	2,467	2,467	6,000	_____
20-599-5018 DEBT SERVICE	53,555	53,530	87,465	188,317	141,870	189,000	189,900	_____
20-599-5019 WATER SERVICE FEE	58,605	58,646	59,270	58,092	44,066	58,700	58,800	_____
20-599-5036 EAA PASS THRU CHARGE	87,732	89,139	76,975	83,681	57,925	86,400	82,700	_____
20-599-5037 CONNECTION/DISCONNECT FEE	2,800	0	0	0	0	0	0	_____
20-599-5040 TAPPING FEES	750	0	1,800	0	0	0	0	_____
TOTAL WATER SALES	866,141	869,190	819,421	963,090	677,339	971,567	960,400	=====
MISC. /GRANTS/INTEREST								
20-599-7000 INTEREST INCOME	6,852	11,822	15,964	12,000	7,361	8,250	2,000	_____
20-599-7011 OTHER INCOME	40	49	1,181	0	57	80	0	_____
20-599-7012 LEASE OF WATER RIGHTS	7,000	10,000	10,000	10,000	7,500	7,500	15,000	_____
20-599-7028 TCEQ GRANT	0	0	0	46,718	0	46,718	0	_____
20-599-7060 CC SERVICE FEES	337	788	1,404	1,200	1,339	1,500	5,000	_____
20-599-7075 SITE/TOWER LEASE REVENUE	14,749	15,491	15,647	37,200	27,844	37,200	38,600	_____
SPRINT	0	0.00					16,500	_____
T-MOBILE (FROM GF)	0	0.00					22,100	_____
20-599-7090 SALE OF FIXED ASSETS	(18,787)	4,705	641	0	622	622	0	_____
20-599-7097 INSURANCE PROCEEDS	45,707	9,838	0	0	0	0	0	_____
TOTAL MISC./GRANTS/INTEREST	55,897	52,693	44,837	107,118	44,722	101,870	60,600	=====
TRANSFERS IN								
20-599-8072 TRF IN-CAPITAL REPLACEMENT	0	37,048	58,645	53,650	6,964	53,650	52,500	_____
WATER METER REPLACEMENT 100	290.00						29,000	_____
WELL #1	0	0.00					23,500	_____
20-599-8090 PRIOR PERIOD ADJUSTMENT	0	(4,839)	0	0	0	0	0	_____
20-599-8099 TRF IN - RESERVES	0	0	0	0	0	0	0	_____
TOTAL TRANSFERS IN	0	32,209	58,645	53,650	6,964	53,650	52,500	=====
TOTAL NON-DEPARTMENTAL	922,038	954,092	922,903	1,123,858	729,025	1,127,087	1,073,500	=====
TOTAL REVENUES	922,038	954,092	922,903	1,123,858	729,025	1,127,087	1,073,500	=====

CITY OF SHAVANO PARK
 PROPOSED BUDGET WORKSHEET
 AS OF: JUNE 30TH, 2020

20 -WATER FUND
 WATER DEPARTMENT

EXPENDITURES	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020			2020-2021	
				CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
TRWA - TX RURAL WATER A	0	0.00						325
WATER LICENSE RENEWALS	5	111.00						555
TX MUNI UTILITIES ASSN	0	0.00						75
606-3030 TRAINING/EDUCATION		2,859	2,583	2,251	2,700	2,420	2,500	3,750
606-3040 TRAVEL/MILEAGE/LODGING/PERD		1,387	1,779	1,557	1,500	1,571	1,571	1,000
606-3050 INSURANCE - LIABILITY		3,022	6,183	3,870	4,075	3,798	3,798	3,900
606-3060 UNIFORM SERVICES		1,533	1,556	1,728	2,500	1,900	2,500	3,000
606-3070 INSURANCE - PROPERTY		1,503	1,832	1,887	1,985	1,850	1,850	1,900
606-3075 CONSERV. ED./REBATES		0	0	0	100	0	0	100
606-3080 SPECIAL SERVICES		0	138	248	500	528	575	750
SA HAZARDOUS MAT'L PERM	0	0.00						300
ONE CALL LOCATES	0	0.00						450
606-3082 WATER ANALYSIS FEES		7,421	5,074	4,741	6,500	5,390	6,800	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
TOTAL SERVICES		24,620	20,332	21,974	34,075	26,906	35,094	35,615
CONTRACTUAL								
606-4075 COMPUTER SOFTWARE/INCODE		7,597	6,083	7,086	9,066	6,477	6,950	9,465
INCODE-UTILITYSOFTWARE	0	0.00						3,100
INCODE-METER READER INT	0	0.00						669
INCODE-BILLPAY WEB HOST	0	0.00						1,200
INCODE-BILL PAY ONLINE	0	0.00						340
INCODE - HAND HELD METE	0	0.00						636
BEACON SERVICE AGREEMEN	0	0.00						900
BEACON MOBILE READER	2	360.00						720
BEACON METER SOFTWARE	0	0.00						525
SCADA ANTIVIRUS - 2 COM	0	0.00						75
GIS LICENSE	0	0.00						500
PS TRAX	0	0.00						800
606-4085 EAA -WATER MANAGEMENT FEES		75,726	69,765	79,878	84,084	60,539	80,300	84,084
MONTHLY EAA FEES	1,001	40.00						40,040
MONTHLY HABITAT FEE	1,001	44.00						44,044
606-4086 CONTRACT LABOR		100	0	0	0	0	0	0
606-4099 WATER RIGHTS/LEASE PAYMENTS		33,292	78,227	12,282	0	0	0	0
PURCHASE 13 AC/FT	5,000	0.00						0
TOTAL CONTRACTUAL		116,715	154,074	99,245	93,150	67,016	87,250	93,549

20 -WATER FUND
 WATER DEPARTMENT

EXPENDITURES	(----- 2019-2020 -----) (----- 2020-2021 -----)							
	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
MAINTENANCE								
606-5005 EQUIPMENT LEASES	1,883	1,954	600	1,500	150	750	1,500	_____
606-5010 EQUIPMENT MAINT & REPAIR	8,937	3,492	1,042	5,000	4,193	4,800	5,000	_____
606-5015 ELECTRONIC EQPT MAINTENANCE	89	0	150	500	177	350	500	_____
606-5020 VEHICLE MAINTENANCE	1,914	4,039	5,117	3,000	2,956	3,100	3,000	_____
606-5030 BUILDING MAINTENANCE	2,962	2,170	1,265	2,500	897	1,500	2,500	_____
GENERAL 0	0.00							2,500
606-5060 VEHICLE & EQPT FUELS	<u>4,282</u>	<u>3,340</u>	<u>4,712</u>	<u>4,000</u>	<u>2,657</u>	<u>3,400</u>	<u>4,000</u>	_____
TOTAL MAINTENANCE	20,067	14,995	12,887	16,500	11,030	13,900	16,500	_____
DEPT MATERIALS-SERVICES								
606-6011 CHEMICALS	17,163	19,295	15,439	16,500	8,553	12,500	10,000	_____
606-6050 WATER METERS & BOXES	2,193	5,224	4,693	4,500	2,644	4,500	4,500	_____
MAINTENANCE-METER/BOX R 0	0.00							4,500
606-6055 FIRE HYDRANTS & VALVES	1,691	3,367	11,951	7,000	8,941	8,941	10,000	_____
HYDRANTS AND VALVES 0	0.00							10,000
606-6060 HUEBNER STORAGE TANK	20,988	15,232	3,060	5,000	11,013	11,500	5,000	_____
GENERAL 0	0.00							5,000
606-6061 WELL SITE #1	11,598	3,286	4,641	4,750	874	2,500	8,750	_____
WELL SITE 0	0.00							6,750
ELEVATED STORAGE TANK 0	0.00							2,000
606-6062 WELL SITE #2-EAA MONITORED	75	0	0	1,300	0	100	1,300	_____
606-6063 WELL SITE #3-NOT OPERATION	0	0	0	1,800	0	0	1,800	_____
606-6064 WELL SITE #4-NOT OPERATION	0	0	0	1,300	910	1,100	1,300	_____
606-6065 WELL SITE #5-EDWARDS BLENDI	4,214	26,282	627	1,000	6,016	6,500	1,000	_____
606-6066 WELL SITE #6-MUNI TRACT	9,299	8,887	3,720	4,000	19,080	20,000	4,000	_____
606-6067 WELL SITE #7	6,873	5,907	3,802	4,000	4,605	5,000	4,000	_____
GENERAL 0	0.00							4,000
606-6068 WELL SITE #8	9,092	2,132	2,544	4,000	223	1,000	4,000	_____
GENERAL 0	0.00							4,000
606-6069 WELL SITE #9-TRINITY	182,801	2,408	279	4,000	7,775	8,000	1,000	_____
606-6070 SCADA SYSTEM MAINTENANCE	1,233	4,967	2,339	7,000	6,185	17,000	3,000	_____
ANNUAL MAINTENANCE CONT 0	0.00							3,000
606-6071 SHAVANO DRIVE PUMP STATION	21,239	33,710	22,257	22,500	10,164	15,000	15,000	_____
606-6072 WATER SYSTEM MAINTENANCE	20,101	(34,398)	34,720	22,500	12,419	15,000	30,000	_____
606-6080 STREET MAINT SUPPLIES	<u>3,294</u>	<u>1,099</u>	<u>254</u>	<u>1,500</u>	<u>3,256</u>	<u>3,256</u>	<u>4,000</u>	_____
TOTAL DEPT MATERIALS-SERVICES	311,854	97,398	110,325	112,650	102,658	131,897	108,650	_____
UTILITIES								
606-7040 UTILITIES - ELECTRIC	79,063	78,782	59,353	75,000	35,926	65,000	72,000	_____
606-7042 UTILITIES - PHONE/CELL	814	810	696	825	999	1,300	1,350	_____
606-7044 UTILITIES - WATER	<u>348</u>	<u>254</u>	<u>255</u>	<u>300</u>	<u>300</u>	<u>450</u>	<u>400</u>	_____
TOTAL UTILITIES	80,225	79,847	60,303	76,125	37,225	66,750	73,750	_____

CITY OF SHAVANO PARK
 PROPOSED BUDGET WORKSHEET
 AS OF: JUNE 30TH, 2020

20 -WATER FUND
 WATER DEPARTMENT

EXPENDITURES	2016-2017			2019-2020			2020-2021	
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
CAPITAL OUTLAY								
606-8010 NON-CAP ELECTRONIC EQUIPMEN	6,091	0	0	0	0	0	0	
606-8015 NON-CAPITAL - COMPUTERS	0	0	0	750	724	724	0	
606-8020 NON-CAPITAL MAINTENANCE EQU	2,408	6,210	0	1,000	1,078	1,078	4,820	
RESPIRATORS (MASK-CARTR	1	320.00						320
QUICKY SAW	1	2,500.00						2,500
GENERATOR	1	2,000.00						2,000
606-8045 CAPITAL-COMPUTER EQUIPMENT	11,000	0	0	0	0	0	0	
606-8050 CAPITAL - VEHICLES	0	0	0	46,718	0	46,718	0	
606-8060 CAPITAL- EQUIPMENT	30,000	4,906	31,175	0	0	0	0	
606-8080 WATER SYSTEM IMPROVEMENTS	253,149	44,674	52,760	28,700	0	0	28,700	
REPL SPIDERS IN CUL DE	0	0.00						12,000
PROJECTS	0	0.00						16,700
606-8081 CAPITAL - BUILDING	15,237	0	0	0	0	0	0	
606-8085 CAPITAL-WATER TOWER/STORAGE	11,976	0	0	0	0	0	0	
606-8087 WATER METER REPLACEMENT	2,575	5,748	3,185	30,150	7,482	30,150	29,000	
METERS	100	290.00						29,000
606-8091 CAPITAL - WELL #1	0	0	0	23,500	23,857	23,857	23,500	
606-8095 CAPITAL - WELL #5	0	0	0	17,686	17,157	17,157	0	
TOTAL CAPITAL OUTLAY	332,434	61,537	87,120	148,504	50,298	119,684	86,020	
INTERFUND TRANSFERS								
606-9000 EOY ASSET RECLASS	(316,938)	(138,963)	(77,914)	0	0	0	0	
606-9010 TRF TO GENERAL FUND	79,312	22,050	22,050	22,050	0	22,050	22,050	
606-9020 TRF TO CAPITAL REP. FUND 72	0	109,487	71,946	124,020	0	124,020	121,255	
INFRASTRUCTURE	0	0.00						62,765
VEHICLES/EQUIPMENT	0	0.00						33,490
METER REPLACEMENT	0	0.00						10,000
WATER LINE RELOCATION	0	0.00						15,000
606-9050 BAD DEBT EXPENSE	0	0	0	0	860	860	0	
606-9090 DEPRECIATION EXPENSE	203,800	190,805	205,401	0	0	0	0	
606-9095 PENSION EXPENSE	6,066	2,883	14,100	0	0	0	0	
TOTAL INTERFUND TRANSFERS	(27,760)	186,262	235,583	146,070	860	146,930	143,305	
TOTAL WATER DEPARTMENT	1,087,891	875,177	900,047	935,824	519,575	896,227	887,076	

CITY OF SHAVANO PARK
 PROPOSED BUDGET WORKSHEET
 AS OF: JUNE 30TH, 2020

20 -WATER FUND
 DEBT SERVICE

EXPENDITURES	2016-2017			2019-2020			2020-2021	
	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	(120,963)	(101,990)	(110,210)	0	0	0	0	
607-8011 ACCRUED BOND INTEREST	(3,571)	(427)	(954)	0	0	0	0	
607-8012 2009 CO - PRINCIPAL	55,000	0	0	0	0	0	0	
607-8013 2009 CO - INTEREST	72,883	0	0	0	0	0	0	
607-8014 2009 GO REFUND - PRINCIPAL	35,963	36,990	40,073	40,073	40,073	40,073	0	
607-8015 2009 GO REFUND - INTEREST	16,556	15,279	4,432	801	801	801	0	
607-8016 2017 GO REFUNDING (2009) PR	30,000	65,000	65,000	70,000	70,000	70,000	70,000	
607-8017 2017 GO REFUNDING (2009) IN	10,215	70,288	68,163	66,400	33,550	66,400	65,000	
607-8020 BOND UNAMORTIZED LOSS	2,027	(1,702)	1,730	0	0	0	0	
607-8030 BOND AGENT FEES	150	200	400	200	200	400	400	
607-8035 BOND ISSUANCE COSTS	76,349	0	7,470	0	0	0	0	
607-8056 2018 GO REFUNDING (2009) PR	0	0	5,138	3,083	3,083	3,083	44,183	
607-8057 2018 GO REFUNDING (2009) IN	<u>0</u>	<u>0</u>	<u>5,567</u>	<u>7,477</u>	<u>3,759</u>	<u>7,477</u>	<u>6,841</u>	
TOTAL CAPITAL OUTLAY	174,609	83,637	86,807	188,034	151,465	188,234	186,424	
TOTAL DEBT SERVICE	174,609	83,637	86,807	188,034	151,465	188,234	186,424	
TOTAL EXPENDITURES	<u>1,262,499</u>	<u>958,814</u>	<u>986,854</u>	<u>1,123,858</u>	<u>671,041</u>	<u>1,084,461</u>	<u>1,073,500</u>	<u>=====</u>
REVENUE OVER/(UNDER) EXPENDITURES	(340,462)	(4,722)	(63,951)	0	57,984	42,626	0	<u>=====</u>

CITY OF SHAVANO PARK
 PROPOSED BUDGET WORKSHEET
 AS OF: JUNE 30TH, 2020

72 -WATER CAPITAL REPLACEMENT

REVENUES	2016-2017	2017-2018	2018-2019	2019-2020		2020-2021		
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
NON-DEPARTMENTAL								
=====								
<u>TRANSFERS IN</u>								
72-599-8010 INTEREST INCOME	0	0	0	0	0	0	0	_____
72-599-8020 TRANSFER FROM WATER FUND	0	109,487	71,946	124,020	0	124,020	121,255	_____
72-599-8099 FUND BALANCE RESERVE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>_____</u>
TOTAL TRANSFERS IN	0	109,487	71,946	124,020	0	124,020	121,255	=====

TOTAL NON-DEPARTMENTAL	0	109,487	71,946	124,020	0	124,020	121,255	

TOTAL REVENUES	0	109,487	71,946	124,020	0	124,020	121,255	=====
=====								

CITY OF SHAVANO PARK
 PROPOSED BUDGET WORKSHEET
 AS OF: JUNE 30TH, 2020

72 -WATER CAPITAL REPLACEMENT
 WATER DEPARTMENT

EXPENDITURES	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020		2020-2021		PROPOSED BUDGET
				CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	
<u>CONTRACTUAL</u>								
606-4050 VEHICLE PURCHASE	0	0	0	0	0	0	0	
TOTAL CONTRACTUAL	0	0	0	0	0	0	0	
<u>CAPITAL OUTLAY</u>								
606-8060 CAPITAL - EQUIPMENT	0	0	0	0	0	0	0	
606-8087 WATER METER REPLACEMENT	0	37,048	0	0	0	0	0	
TOTAL CAPITAL OUTLAY	0	37,048	0	0	0	0	0	
<u>INTERFUND TRANSFERS</u>								
606-9020 TRANSFER TO WATER UTILITY	0	0	58,645	53,650	6,964	53,650	52,500	
WATER METER REPLACEMENT 100	290.00							29,000
WELL #1 0	0.00							23,500
TOTAL INTERFUND TRANSFERS	0	0	58,645	53,650	6,964	53,650	52,500	
TOTAL WATER DEPARTMENT	0	37,048	58,645	53,650	6,964	53,650	52,500	
TOTAL EXPENDITURES	0	37,048	58,645	53,650	6,964	53,650	52,500	
REVENUE OVER/(UNDER) EXPENDITURES	0	72,439	13,301	70,370	(6,964)	70,370	68,755	
<u>OTHER FINANCING SOURCES & USES</u>								
<u>OTHER SOURCES</u>								
72-599-9010 TRANSFER FROM GENERAL FUND	0	0	0	0	0	0	0	
TOTAL OTHER SOURCES	0	0	0	0	0	0	0	
TOTAL OTHER SOURCES & USES	0	0	0	0	0	0	0	
REVENUE & OTHER SOURCES OVER/ (UNDER) EXPENDITURES & OTHER (USES)	0	72,439	13,301	70,370	(6,964)	70,370	68,755	

CITY OF SHAVANO PARK

FY 2020 - 21 PROPOSED WATER FUND EQUIPMENT REPLACEMENT SCHEDULE

	Year Model	Estimated Replacement Cost	Estimated FY To Replace	Total Life (yrs)	Committed Balance 9/30/2019	Amended Funding 9/30/2020	Utilization/ Transfers	Committed Balance 9/30/2020	Proposed Funding 9/30/2021	Committed Additional Future Yrs Funding	Total Committed Balance
Meter Replacement Program											
713 meters at \$290 per brass meter	various	\$ 206,770	various	10	\$ 95,257	\$ 7,500	\$ (30,150)	\$ 72,607	\$ 10,000	\$ 124,163	\$ 206,770
Water Distribution System											
	various	TBD	unknown		\$ -	\$ 17,500	\$ -	\$ 17,500	\$ 15,000	\$ -	\$ 32,500
Raw Water Supply System (Wells to Tanks)											
	various	TBD	unknown		\$ -	\$ 4,000	\$ -	\$ 4,000	\$ 5,000	\$ -	\$ 9,000
Water Line Relocation											
		TBD	TBD		\$ -	\$ 25,000	\$ -	\$ 25,000	\$ 15,000	\$ -	\$ 40,000
Vehicles/Equipment											
Case Bobcat skid loader (one third-W/two thirds-PW)	2019	20,000	2034	15	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 1,250	\$ 17,750	\$ 20,000
Mini excavator (50/50)	2018	20,000	2034	15	-	1,000	-	1,000	1,250	17,750	20,000
Case Backhoe (\$66,100 - 50/50)	2017	33,050	2042	25	1,830	1,000	-	2,830	1,250	28,970	33,050
Public Works Director Truck (\$40,000 - 50/50)	Future	20,000	2022	15	8,000	4,000	-	12,000	2,500	5,500	20,000
Vactron	2017	60,000	2047	30	3,432	1,500	-	4,932	2,040	53,028	60,000
F250 Ford Utility Truck #1	2014	40,000	2029	15	4,975	3,000	-	7,975	3,400	28,625	40,000
Ford F350 Flatbed/Tilt Bed '08 (3492) (\$72,000 - 50/50)	2001	36,000	2023	15	4,129	3,000	8,706	15,835	6,700	13,465	36,000
Chevrolet Silverado HD3500 (2283) (\$45,000 50/50)	2013	22,500	2028	15	4,739	1,500	-	6,239	2,500	13,761	22,500
5-yr International Dump Truck (\$80,000, 50/50)	2006	-	2031	25	7,206	1,500	(8,706)	-	-	-	-
Dump truck, 50/50 (Grant funded)	2020	45,000	2040	20	-	-	-	-	2,500	42,500	45,000
Trailer Mounted Ingersol Rand Air Compressor (50/50)	2006	4,000	2026	20	2,289	-	-	2,289	100	1,611	4,000
SCADA System Main	2017	235,000	2037	20	38,284	10,000	-	48,284	10,000	176,716	235,000
Vehicle/Equipment Sub Totals		\$ 535,550			\$ 74,884	\$ 27,500	\$ -	\$ 102,384	\$ 33,490	\$ 399,676	\$ 535,550
General Buildings											
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
Huebner Plant											
Electric Panel	2013	\$ 20,000	2028	15							
500K Gallon Ground Storage Tank											
Repaint	2013	65,000	2023	10							
New construction \$750,000	1992										
Cathodic Protection	UNK	15,000	TBD	30							
60 HP Booster Pump/motor #1	2013	18,000	2023	10							
60 HP Booster Pump/motor #2	2013	18,000	2023	10							
125 HP Booster Pump/motor	2013	20,000	2023	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	2023	10							
Drive Shaft Motor (Detroit) - replacing w/generator	1992	50,000	TBD	25							
Huebner Plant- Equipment subtotal		\$ 247,000			\$ 129,668	\$ 3,500	\$ -	\$ 133,168	\$ 6,000	\$ 36,000	\$ 247,000
VFD Building	2013	10,000	2063	50	-	-	-	-	-	10,000	10,000
Fence	1992	15,000	2042	50	-	-	-	-	-	15,000	15,000
Huebner Plant- total		\$ 272,000			\$ 129,668	\$ 3,500	\$ -	\$ 133,168	\$ 6,000	\$ 61,000	\$ 272,000
Well #1											
Elevated Storage Tank (150K Gallons) (new \$450,000)											
Repaint, cost saving to paint vs replace	2016	\$ 200,000	2046	30							

CITY OF SHAVANO PARK

FY 2020 - 21 PROPOSED WATER FUND EQUIPMENT REPLACEMENT SCHEDULE

	Year Model	Estimated Replacement Cost	Estimated FY To Replace	Total Life (yrs)	Committed Balance 9/30/2019	Amended Funding 9/30/2020	Utilization/ Transfers	Committed Balance 9/30/2020	Proposed Funding 9/30/2021	Committed Additional Future Yrs Funding	Total Committed Balance
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	2017	6,000	2027	10							
20 HP Goulds booster pump/motor - #2	2018	6,000	2028	10							
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	2013	80,000	2023	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	2023	10							
Chiller	2013	1,500	TBD	5							
Turbidity Meter	2013	1,500	TBD	5							
Sand Filters	2013	100,000	2033	20							
Sand Filters - media	2019	12,000	2022	3							
Back Wash Filters	2013	5,000	2033	20							
Back Wash Tank	2013	25,000	2053	40							
Well #1 - Open hole		15,000									
Well #1 Equipment subtotal		\$ 620,000			\$ 116,573	\$ 13,320	\$ (23,857)	\$ 106,036	\$ 14,765	\$ 499,199	\$ 620,000
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
Well #1 total		\$ 694,000			\$ 116,573	\$ 13,320	\$ (23,857)	\$ 106,036	\$ 14,765	\$ 573,199	\$ 694,000
Well #5											
Electric Panel	2005	\$ 15,000	2025	20							
Pump and Motor (All components in the well)	2019	35,000	2028	10							
Chlorine Equipment											
Scales	2020	2,200	2025	5							
Regulator	2018	1,600	2020	2							
Injector	2018	500	2019	1							
Pump	2014	2,300	2024	10							
Leak Detector	2014	500	2024	10							
Meter	2017	1,500	2027	10							
Well #5 Equipment subtotal		\$ 58,600			\$ 6,237	\$ 2,000	\$ -	\$ 8,237	\$ 4,000	\$ 46,363	\$ 58,600
Chlorine Building	2014	5,000	2064	50						5,000	5,000
Fence	1990	3,000	2040	50						3,000	3,000
Well #5 total		\$ 66,600			\$ 6,237	\$ 2,000	\$ -	\$ 8,237	\$ 4,000	\$ 54,363	\$ 66,600
Well #6											
Electric Panel	2005	\$ 15,000	2025	20							
Pump and Motor (All components in the well)	2018	35,000	2028	10							

CITY OF SHAVANO PARK
FY 2020 - 21 PROPOSED WATER FUND EQUIPMENT REPLACEMENT SCHEDULE

	Year Model	Estimated Replacement Cost	Estimated FY To Replace	Total Life (yrs)	Committed Balance 9/30/2019	Amended Funding 9/30/2020	Utilization/ Transfers	Committed Balance 9/30/2020	Proposed Funding 9/30/2021	Committed Additional Future Yrs Funding	Total Committed Balance
Chlorine Equipment											
Scales	2020	2,200	2025	5							
Regulator	2014	1,600	2016	2							
Injector	2014	500	2015	1							
Pump	2014	2,300	2024	10							
Leak Detector	2014	500	2024	10							
Meter	2017	1,500	2027	10							
Well #6 Equipment subtotal		\$ 58,600			\$ 17,940	\$ 1,500	\$ -	\$ 19,440	\$ 2,500	\$ 36,660	\$ 58,600
Chlorine Building	2006	5,000	2056	50						5,000	5,000
Fence	1995	500	2045	50						500	500
Well #6 total		\$ 64,100			\$ 17,940	\$ 1,500	\$ -	\$ 19,440	\$ 2,500	\$ 42,160	\$ 64,100
Well #7											
Electric Panel	1983	\$ 15,000	TBD	20							
Pump and Motor (All components in the well)											
Pump	1999	55,000	TBD	20							
250 HP Motor	1999	25,000	TBD	20							
Misc components	1999	20,000	TBD	20							
Chlorine Equipment											
Scales	2018	2,200	2023	5							
Regulator	2017	1,600	2019	2							
Injector	2017	500	2018	1							
Pump	2018	1,800	2028	10							
Leak Detector	2013	500	2023	10							
Meter	UNK	5,000		10							
Well #7 Equipment subtotal		\$ 126,600			\$ 29,857	\$ 15,000	\$ -	\$ 44,857	\$ 9,000	\$ 72,743	\$ 126,600
Well House	1983	10,000	2033	50						10,000	10,000
Chlorine Building	2007	5,000	2057	50						5,000	5,000
Fence	1983	5,000	2033	50						5,000	5,000
Well #7 total		\$ 146,600			\$ 29,857	\$ 15,000	\$ -	\$ 44,857	\$ 9,000	\$ 92,743	\$ 146,600
Well #8											
Electric Panel	2007	\$ 15,000	2027	20							
VFD	2007	15,000	2022	15							
VFD AC unit	2019	9,500	2029	10							
Pump and Motor (All components in the well)											
Pump	1983	55,000	TBD	20							
250 HP Motor	2010	25,000	2030	20							
Misc Components	1983	20,000	TBD	20							
Chlorine Equipment											
Scales	2017	2,200	2022	5							
Regulator	2013	1,600	2015	2							
Injector	2013	500	2014	1							
Pump	2018	1,800	2028	10							
Leak Detector	2013	500	2023	10							
Meter	2017	5,000	2027	10							
Drive Shaft Motor (John Deere) - replacing w/ generator	2010	50,000	2030	20							
Well #8 Equipment subtotal		\$ 201,100			\$ 49,127	\$ 5,000	\$ -	\$ 54,127	\$ 6,500	\$ 140,473	\$ 201,100
Well House	1983	10,000	2033	50						10,000	10,000
Chlorine Building	2007	5,000	2057	50						5,000	5,000

CITY OF SHAVANO PARK

FY 2020 - 21 PROPOSED WATER FUND EQUIPMENT REPLACEMENT SCHEDULE

	Year Model	Estimated Replacement Cost	Estimated FY To Replace	Total Life (yrs)	Committed Balance 9/30/2019	Amended Funding 9/30/2020	Utilization/ Transfers	Committed Balance 9/30/2020	Proposed Funding 9/30/2021	Committed Additional Future Yrs Funding	Total Committed Balance
Fence	1983	16,000	2033	50						16,000	16,000
Well #8 total		<u>\$ 232,100</u>			<u>\$ 49,127</u>	<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ 54,127</u>	<u>\$ 6,500</u>	<u>\$ 171,473</u>	<u>\$ 232,100</u>
Well #9											
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							
Well #9 Equipment subtotal		<u>\$ 88,000</u>			<u>\$ 26,527</u>	<u>\$ 2,200</u>	<u>\$ -</u>	<u>\$ 28,727</u>	<u>\$ -</u>	<u>\$ 59,273</u>	<u>\$ 88,000</u>
Fence	2014	20,000	2064	50						20,000	20,000
Well #9 total		<u>\$ 108,000</u>			<u>\$ 26,527</u>	<u>\$ 2,200</u>	<u>\$ -</u>	<u>\$ 28,727</u>	<u>\$ -</u>	<u>\$ 79,273</u>	<u>\$ 108,000</u>
TOTAL		<u>\$ 2,490,720</u>			<u>\$ 546,070</u>	<u>\$ 124,020</u>	<u>\$ (54,007)</u>	<u>\$ 616,083</u>	<u>\$ 121,255</u>	<u>\$ 1,763,050</u>	<u>\$ 2,572,220</u>

CITY OF SHAVANO PARK
Analysis of Water Utility Cash and Investment Balances

	as of						
	<u>05/31/2020</u>	<u>12/31/2019</u>	<u>09/30/2019</u>	<u>09/30/2018</u>	<u>09/30/2017</u>	<u>09/30/2016</u>	<u>09/30/2015</u>
Cash and Investments:							
Designated - Capital	\$ 527,106.34	\$ 534,070.00	\$ 534,070.00	\$ 520,769.00	\$ 448,330.00	\$ 380,121.00	\$ 177,872.00
Undesignated	<u>326,198.36</u>	<u>394,429.73</u>	<u>327,883.26</u>	<u>395,229.82</u>	<u>501,556.00</u>	<u>953,655.00</u>	<u>1,279,121.00</u>
Total	<u>\$ 853,304.70</u>	<u>\$ 928,499.73</u>	<u>\$ 861,953.26</u>	<u>\$ 915,998.82</u>	<u>\$ 949,886.00</u>	<u>\$ 1,333,776.00</u>	<u>\$ 1,456,993.00</u>
Undesignated balance	\$ 326,198.36	\$ 394,429.73	\$ 327,883.26	\$ 395,229.82			
Less:							
Amt due to GF for operations/AP	35,562.81	52,494.29	35,555.00	10,245.31			
Next debt service payment	36,570.00	151,265.46	-	-			
FY transfers (in)/out budgeted:							
for capital purchases	(46,686.00)	(6,964.00)	-	-			
fund CY capital replace	124,020.00	138,706.00	-	-			
to GF	<u>22,050.00</u>	<u>22,050.00</u>	<u>-</u>	<u>-</u>			
Available cash	<u>\$ 154,681.55</u>	<u>\$ 36,877.98</u>	<u>\$ 292,328.26</u>	<u>\$ 384,984.51</u>			
Balances after above transactions:							
Cash and Investments:							
Designated - Capital	604,440.34	\$ 665,812.00	\$ 534,070.00	\$ 520,769.00			
Undesignated	<u>\$ 154,681.55</u>	<u>36,877.98</u>	<u>292,328.26</u>	<u>384,984.51</u>			
Total	<u>\$ 759,121.89</u>	<u>\$ 702,689.98</u>	<u>\$ 826,398.26</u>	<u>\$ 905,753.51</u>			

CITY COUNCIL STAFF SUMMARY

Meeting Date: July 15, 2020

Agenda item: 5.6

Prepared by: Brenda Morey

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Discussion / action - FY 2020-21 Budget Calendar – City Manager

Attachments for Reference:

1) Proposed FY 2020-21 Budget Calendar

BACKGROUND / HISTORY: Staff drafted the FY 2020-21 Budget Calendar to allow Council/Staff to arrange their schedules to ensure attendance at the required meetings over the next several months.

DISCUSSION: Attached is a copy of the Proposed FY 2020-21 Budget Calendar. **Updates highlighted yellow.**

At the May 18th meeting, Council considered the proposed budget calendar meeting schedule and approved the dates for the first two budget workshops (Wednesday, June 10th at 5 pm and Monday, June 22nd at 4:30 pm before the normal City Council meeting).

At the June 10th workshop, Council provided consensus to meet on Wednesday, July 15th at 4:00pm for the budget workshop addressing capital replacement funds and expenditure estimates. Consensus was also provided for the Thursday, August 6th special meeting at 5:30pm for the City Manager to present the FY 2020-21 Budget and the Wednesday, August 12th special meeting at 5:30pm for the record tax rate vote.

At the June 29th workshop, Council confirmed the July and August workshop dates as presented.

This calendar provides for the City Council to establish overarching Goals and Objectives, as you have in the past. Typically, the eight goals determined in previous years do not vary significantly, but the objectives do change as priorities and requirements evolve and other objectives are accomplished. This is an important element of guidance provided to staff for the entire year, but also those objectives that require fiscal funding must be included in the budget.

Note: Staff intends to present the budget as early as possible. Considering that the certified tax rolls are not provided to the City until a/o 25 July and that the No-New-Revenue and Voter-Approval tax rates are not provided until after that – presenting the record City Manager budget is not scheduled until Thursday, August 6th.

COURSES OF ACTION: 1) Review the remainder of the proposed dates and highlight any with possible conflicts. Confirm Monday, September 14th special council meeting. Approve rescheduling the regular September City Council meeting from Monday, September 28th to Monday, September 21st.

2) Accept the Budget Calendar as submitted or provide further guidance for remainder of the Budget Calendar

FINANCIAL IMPACT: N/A

MOTION REQUESTED: Accept the FY 2020-21 Budget Calendar as submitted.

PROPOSED BUDGET CALENDAR FOR FY 2020-21

2020

20-30 April	Receive Preliminary Property Tax Report; pass to Council
30 April – 15 May	Budget Kick Off with Departments - FY 2020 -21 Goals, Objectives, Unfunded Requirements
11-22 May	Department Budget Meetings - FY 2020-21 Goals, Objectives, Unfunded Requirements
Monday 11 May	Brief Water Advisory Committee FY 2020-21 Goals and Objectives
Monday 8 June	Water Advisory Committee Meeting / Budget Workshop (Revenues, G&O)
Wednesday 10 June	Council Workshop 5:00pm – Set Initial Goals, Objectives, and Budget Guidance
8-19 June	Prepare Revenues for Preliminary Budget
Monday 22 June	Council Workshop - Budget Basics and Staff Analysis of Council Objectives / Compensation Analysis 4:30pm (before regular City Council meeting)
Monday 13 July	Water Advisory Committee Meeting - Budget Workshop - Water Fund Expenses
Wednesday 15 July	Budget Work Shop 4:00pm – Capital Replacement Funds; Expense Estimates
25 July	Bexar County Appraisal District Provides Certified Tax Roll; pass to Council
~ July 25 - 2 August	Bexar County Tax Assessor Collector Calculates & Provides No-New-Revenue and Voter-Approval Tax Rates
Tuesday 28 July (T)	Water Advisory Committee Meeting – Recommendation of Initial Water Fund Budget
Thursday 6 August	Special Council Meeting 5:30pm - <ul style="list-style-type: none">- City Manager Submits Proposed FY 2020-21 Budget (No anticipated Council action)- Receive No-New-Revenue and Voter-Approval Tax Rate Calculations
Wednesday 12 August	Special Council Meeting / Workshop 5:30pm <ul style="list-style-type: none">- Discuss tax rate; if proposed tax rate will exceed the No-New-Revenue Rate, take record vote and schedule Public Hearing.
Tuesday 18 August	Special Council Budget Workshop 5:30pm
Wednesday 19 August	Publish Notice of 2020 Tax Year Proposed Tax Rate (No-New-Revenue & Voter-Approval) (Date of Public Hearing Published in Newspaper)
Monday 24 August	Budget Work Shop 5:30pm / Regular Council Meeting
Wednesday 26 August	Publication Notice of 1 st and 2 nd Budget Reading
Monday 14 September	Special Council Meeting 6:30pm – <ul style="list-style-type: none">- 1st Reading of Budget/Public Hearing- Schedule and announce meeting to adopt tax rate 3-14 days from this date.
Monday 21 September	Regular Council Meeting (a week early)– <ul style="list-style-type: none">- 2nd Reading of Budget/Public Hearing- Adopt Budget by Ordinance- Levy Tax Rate by Resolution and take record vote