

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

This notice is posted pursuant to the Texas Open Meetings Act. Notice hereby given that the City Council of the CoSP, Texas will conduct a Budget Workshop on Wednesday, June 9, 2021 at 5:00 p.m. at 900 Saddletree Court, Shavano Park City Council Chambers for the purpose of considering the following agenda:

1. CALL MEETING TO ORDER

2. 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)

3. 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

REGULAR AGENDA ITEMS

- 3.1. Presentation / discussion - Budget Development Assumptions - Finance Director**
- 3.2. Presentation / discussion – City Council Goals, Objectives and City Council guidance for FY 2021-22 budget - Council**
- 3.3. Presentation / discussion - Staff Goals, Objectives and City Council guidance for FY 2021-22 budget - City Manager / Directors**
- 3.4. Presentation / discussion - Review of Budget Calendar - Finance Director**

4. 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 210-581-1116 or TDD 1-800-735-2989.

CERTIFICATION:

I, the undersigned authority, do hereby certify that the above Notice of Meeting was posted at Shavano Park City Hall, 900 Saddletree Court, at a place convenient and readily accessible to the general public at all times, and said Notice was posted on the 2nd day of June 2021 at 4:42 pm.

Trish Nichols
City Secretary

CITY COUNCIL STAFF SUMMARY

Meeting Date: June 9, 2021

Agenda item: 4.1

Prepared by: Brenda Morey

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Discussion / action - Budget Development Assumptions - Finance Director

Attachments for Reference:

1) Initial Budget Development Assumptions

BACKGROUND / HISTORY:

City Staff has prepared a number of initial budget assumptions for Council review and guidance.

DISCUSSION:

Assumptions developed early on assist staff in developing the proposed budget. For example, an assumption may be that employee compensation may increase by 3% or that employee insurance premiums may increase by 10%. The actual rates may not be determined until after the City Manager proposes the initial budget. Should Council want to lower the tax rate, then the development of an assumed amount (target) may be helpful. The ability to do this would ultimately come down to balancing resource requirements with projected revenues. The budget assumptions on the power point are those used in the development of the FY2022 budget and are a starting point for Council discussions.

The Finance Director will review assumptions briefly. Over the next month, several assumptions will be identified and the implications on the proposed budget will then be reflected (e.g., health care costs and payroll raise, etc.)

COURSES OF ACTION: 1) Review assumptions and provide consensus and guidance as to revisions.

FINANCIAL IMPACT: N/A

MOTION REQUESTED: N/A; consensus on assumptions is desired.

5.1 BUDGET ASSUMPTIONS



- Quality of City services will remain at existing levels with incremental improvements
- The City will efficiently use and protect Fiscal Resources
- The overall tax rate will not increase. (Other options: not to exceed requirements of a reduced tax rate, the current tax rate, the No-New-Revenue tax rate, or the Voter-Approval tax rates?)
- Excess Debt Service Fund fund-balance will continue to pay down debt over the next year
- Franchise Fee Revenues will slightly decrease
- The City will maintain a reserve of approximately 43% in the GF (~\$2.4 M / FY 2020-21)
- Unassigned fund balance should be used for emergencies or one-time expenditures

5.1 BUDGET ASSUMPTIONS



- Staffing will not exceed existing levels (51)
- Current expenditures will not exceed current revenues (balanced budget)
 - Health Care costs are not expected to increase. The City contribution is expected to remain at \$606 per 48 employees.
 - Compensation increase (~ 8% - TBD'ed after study in August)
 - The City's TMRS contribution will equal or exceed the full rate, currently contributing 13.95% (actual CY2021 rate 13.91%)
- Compensation adjustments will be prioritized over new initiatives that can be deferred
- The scheduled yearly contribution to the Capital Replacement Fund used for future capital purchases will be fully funded (or funded to targeted amount - not to exceed requirements of a reduced tax rate, the current tax rate, the No-New-Revenue tax rate, or the Voter-Approval tax rates?)

CITY COUNCIL STAFF SUMMARY

Meeting Date: June 9, 2021

Agenda item: 4.2 / 4.3

Prepared by: Bill Hill

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

4.2 Presentation / discussion - Council Goals, Objectives and City Council guidance for FY 2020-21 budget - Council

4.3 Presentation / discussion – Staff Goals, Objectives and City Council guidance for FY 2020-21 budget - City Manager / Directors

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Attachments for Reference:

1) Staff Draft FY 2021-22 Goals and Objectives

2) Council Draft FY 2022-22 Goals and Objectives

BACKGROUND / HISTORY: During the budget development process in the past six years, City Council has prepared Goals and Objectives that inform and shape the budget. For the past few years, City Council used the eight strategic goals as developed and included in the Town Plan and assigned various objectives to each goal. This approved list was included in the annual budget as well as staff developed Departmental Goals and Objectives.

Some of these objectives are **service** related and some are **resource** related. Approved objectives will be planned by staff to be funded in the budget. In a number of cases, the funding of objectives (requirements) in the budget will be based upon the staff's ability to operate within the projected revenues. Thus, planned objectives may be deferred to future years and as the budget evolves, initial objectives that are not be funded will be dropped.

DISCUSSION:

4.2 Council Goals and Objectives. Using last year's approved list of Council goals and objectives, staff updated the list by striking though those objectives that have been or will be completed and making minor revisions as a starting point in the process (see Attachment 1).

Staff recommends that Council first review the **Goals** and revise / add to the list. Once goals are established, Council will establish supporting objectives. Written input produced prior to the meeting or at the meeting by individual Aldermen / Mayor which can be distributed to the entire Council is most helpful in facilitating the discussion (staff can make copies in advance for distribution to each Council member).

The City Manager will provide an overview of the process. Directors are prepared to review changes in the proposed goals and objectives. Finally, Council should continue discussion on the proposed overall City Goals and Objectives.

4.3 Staff Goals and Objectives. Staff has worked a draft listing of FY 2021-22 departmental goals and objectives by department (Attachment 2). Council should review these listings of goals and objectives as a starting point for adopting some of the Staff objectives as Council objectives. Also included in the packet is a summary matrix outlining the Winter Storm AAR recommendations and status.

NOTE: Within the draft staff objectives, Directors submitted a number of objectives which may need supporting justification and several may not end up being funded during the proposed budget year. As we work through the budget, purchase and replacement of Capital items will be prioritized and a final proposal will be worked.

COURSES OF ACTION: Revise and add to the draft FY 2021-22 goals and objectives as appropriate.

FINANCIAL IMPACT: Varies depending on costs associated with approved Objectives.

MOTION REQUESTED: N/A; provide guidance on goals and objectives and reach consensus on updates.

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
- **Consistently** 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~~ **Implement** compensation study **recommendations** to ensure City pay scale is within current market range

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
- 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 Winter Storm Uri safety recommendations**
- **Consider joining the Bexar County-wide Emergency Action Plan**

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

- Investigate revenue enhancement options
- Continue growth of the Oak Wilt Fund
- ~~• Strive to earn the Texas Comptroller Transparency Star Award~~
- [Maintain the City's online financial transparency webpage \(https://shavanopark.org/finances\)](https://shavanopark.org/finances)
- Earn Government Finance Officers Association Budget Award
- Maintain Reserves in accordance with our Fund Balance Policy
- Investigate bonding options (funds available and costs)
- [Coordinate with Bexar County for funding support of NW Military Hwy water line relocation](#)

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~~
- [Consider options for using the American Rescue Plan Act Funds](#)
- [Consider options for street repairs / restoration based upon the 2021 street assessment.](#)
- [Complete installation of an Emergency Generator for Fire / PW.](#)
- [Implement Winter Storm Uri infrastructure recommendations as appropriate](#)
- Continue to implement asphalt preservation applications on the west side of NW Military from DeZavala to Mossy Cup West; applications include crack seal to assist in maintaining pavement conditions
- ~~Plan /~~ [Implement Research options for environmentally friendly parking 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
- ~~Continuously assess~~ [Coordinate with TxDOT city requirements for NW Military Hwy improvement MPO project scheduled for 2021-23](#)
- ~~Execute and fund via joint bid~~ [Provide oversight and quality control with TxDOT over the contractor responsible for the City's requirements for relocation and improvements to portions of the water mains on NW Military](#)
- ~~• 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 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 DeZavala and Huebner
- Improve the Cliffside trail accessibility and safety for pedestrians and cyclists
- 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~~ (Completed)
- Continue to support the landscaping plan for the City Monument at City Hall and other city properties
- [Develop and implement a plan to maintain the Lockhill Selma median](#)
- Improve and maintain the nature trail adjacent to City Hall
- ~~Emplace several wildlife / pet water basins within the municipal trail area~~ (Completed)

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 NW Military Highway construction and traffic control
- Conduct up to seven City sponsored events (City-wide Garage Sale, Picnic in the Park, Arbor / Earth Day, Independence Day, National Night Out, Trunk or Treat, Holiday Event)
- 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 options for~~ [Complete the publishing of](#) a Community Directory in 2021

- ~~Decide and~~ Consider **further implementation** options for the 2018 comprehensive Town Plan
- 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~~
- ~~Assess the implementation of the previously approved prioritized plan to address City drainage issues; revise the plan and implement as it is feasible~~
- **Assess the previously approved Drainage Study for implementation opportunities**
- Investigate funding options for the DeZavala culvert drainage project
- 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
- ~~Lockhill Selma pooling of water Consider installation of an inlet screen to capture debris, to help receive water faster~~

Administration Department – 601

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
- Upgrade City IT infrastructure in coordination with IT contractor

Objectives:

Effectively communicate with residents, businesses, visitors and other stakeholders

- Maintain an informative, effective, and user-friendly website
- Survey Shavano Park businesses concerning City services; Update Business Directory
- Continue implementation of the City Communications Plan
- [Improve quality of staff Roadrunner articles](#)
- Post select Roadrunner articles on social media

Provide exceptional customer service and effective administration of services

- Hire and maintain an exceptionally talented team based upon the resources available
- Provide excellent Human Resources services to staff
- 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
- ~~• Implement an emergency power supply (generators) for City Hall~~
- Implement a plan to harden the windows and the walls of the Court Office Area.

Efficiently use and protect fiscal resources through sound financial practices

- Provide City Council and Staff with timely, accurate financial information
- ~~• Earn the Texas Comptroller Transparency Award for Traditional Finances~~
- [Maintain the City's online financial transparency webpage \(https://shavanopark.org/finances\)](https://shavanopark.org/finances)
- Earn Government Finance Officers Association Distinguished Budget Presentation Award
- Complete the City's FY201 annual financial audit with no audit adjustments
- [Implement Winter Storm Uri infrastructure recommendations as appropriate](#)

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 2018 Comprehensive Plan (Town Plan)
- ~~Complete~~ Assist Council to develop funding options for the City's requirements for the 2021 NW Military Highway MPO water line relocation project.
- ~~Complete three low water crossing improvement projects at Chimney Rock, Bent Oak and Windmill.~~
- Review and update the City Emergency Management Plan with experience from Winter Storm event
- Consider adopting an Emergency Management Policy to guide staffing emergency responses
- Assess required FEMA mandated NIMS certifications; develop a training plan for certain staff positions
- Consider City entering into additional Fuel Agreements to provide multiple fuel resources during emergency
- Conduct an annual Emergency Operations Center training & familiarization drill

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 2024~~2~~ ChildSafe Cardboard Kids program to promote child abuse awareness in Bexar County.
- ~~Update to 2018 Building Codes~~

Maintain City IT infrastructure in coordination with IT contractor

- Improve the accessibility of City communications by growing digital presence
- Continue City participation in Multi-State Information Sharing & Analysis Center (MS-ISAC) (annual)
- Renew cloud email security service licenses (annual)
- Renew firewall licenses (annual)
- Complete Cybersecurity Awareness Training (annual)
- Renew web traffic security licenses (SSLs) (annual)

- ~~Continue to assess primary office printer~~ Replace Administration & Police Departments primary office printers
- ~~Implement digital web-based permitting process with a technology fee~~
- ~~Instead of PC replacement of 6-year-old machines, minor hardware upgrade on oldest PCs to save money and extend useful life~~
- Upgrade primary server (apps / files / DNS / DHCP / AD / DC)
- Upgrade City Phone service from legacy Toshiba to an on-premise Avaya Voice-over-IP system
- Upgrade worst performing 2014 purchased PCs
ADMIN (2 - ASSTCITYMANAGER, CITYMANAGER)
POLICE (5 - PATROL 1 / 2 / 3, SPPDCPL, SGT-PC)
FIRE (1 - FDADMINCPT)
PW / W (1 – PWBLDG-OFFICE)
- Implement the replacement of Adobe cloud products with alternative permanent license PDF software to save City money on annual licensing costs
- Upgrade Building City Hall video camera system
- Initiate 2-year migration of the City’s Official Website and other domains to a .GOV top-level domain administered by the Centers for Internet Security (e.g. www[.]shavanopark[.]gov)
- Improve Security Information and Event Management
- Create “Cyber Guardian” award for employees for outstanding cybersecurity actions taken during normal work duties
- [PW / W] Provide FirstNet cellphone for on-duty water crew leader
- [FIRE] Purchase 2 Tablet replacements for oldest Laptops
- [POLICE] Migrate in-car camera system and body camera system to a new provider

-----Below the Line-----

- Purchase Texting Service to allow residents to text the City for information, request services, and expand City digital communications with text notification signups

ADMINISTRATION PERFORMANCE MEASURES:				
Description:	Actual FY18-19	Actual FY19-20	Projected FY20-21	Target FY21-22
Number of Public Meetings Held	52	44	42	45
Number of New Employees On-boarded	4	9	6	3
City Maintenance & Operation Budget:				
Per Capita (Census Bureau)	\$1,308.67	\$1,351.02	\$1,345.42	\$1,325.00
Per Property (BCAD)	\$2,490.34	\$2,560.73	\$2,607.92	\$2,580.00
Tax Rate (per \$100 valuation)	\$0.287742	\$0.287742	\$0.287742	\$0.287742
% of General Fund Fund Balance	51.80%	42.14%	42.14%	43.00%

The Administration Department includes the functions of the City Manager, City Secretary/Human Resources and Finance Director.

Municipal Court – 602



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) and Level I Court Clerk Certification (back up Court Clerk).
- Update Standard Operating Process Manual
- Provide new Judge and Alternative Judge with the required 16 hours of judicial education within one year of taking office
- Develop a formal Municipal Court security plan, in conjunction with Shavano Park Police Department, for consistent use and application during official Court proceedings.
- Under guidance of newly appointed Judge, research and consider options for virtual official Court proceedings
- Reevaluate the plan to harden the windows and walls to increase security in the Court Clerk's office to maximize the available funding. (Brandon needs specs from Curtis)

MUNICIPAL COURT PERFORMANCE MEASURES:

Description:	Actual FY16-17	Actual FY17-18	Actual FY18-19	Actual FY19-20	Projected FY20-21	Target FY21-22
Citations Resolved	1,717	1,565	1,424	1,128		1,400
Warrants Issued	714	601	433	269		400
Warrants Cleared	717	637	494	657		550
Warrant Fines & Fees Collected	\$ 130,658	\$ 114,582	\$ 105,266	\$ 97,176		\$ 110,000
Total Revenue Received	\$ 199,693	\$ 175,798	\$ 163,297	\$ 138,415		\$ 156,300
Total Expenditures	\$ 79,517	\$ 92,617	\$ 89,633	\$ 95,890		\$ 149,738

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 March – May, July – December 2020 and January – February 2021.

Public Works Department – 603

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 excellent transportation infrastructure (street repairs and transportation maintenance)
- Maintain excellent building facilities and work for energy efficiency
- Improve employee proficiency to include educational training and development opportunities
- Mitigate storm water runoff (improve drainage culverts and infrastructure)
- Maintain strategic 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 requirements

Objectives:

Maintain all facilities grounds and public Right of Way (R.O.W.)/Easements

- Implement a **the annual** tree maintenance program around City Hall (Municipal Tract)
- Continue to provide ground maintenance for the City Hall building, ~~municipal tract~~ walking trails, pavilion, playgrounds, garden areas and islands throughout Shavano Park as well as maintain the integrity of the monuments throughout the City.
- Maintain current aesthetics for landscaping around the NW Military Highway, **Lockhill Selma** and DeZavala monuments
- Provide ground maintenance for trails within the City (Muni Tract, Lockhill Selma to Willow Wood, Loop 1604 access rd to Salado Trailhead, Cliffside to Salado Creek)
- ~~Plan / Implement environmentally friendly parking options in partnership with TxDOT and otherwise promote natural parking south of City Hall.~~
- **Maintain or contract services to provide landscape maintenance of the Lockhill Selma medians**

Maintain excellent transportation infrastructure (street repairs and transportation maintenance)

- Continue to implement asphalt preservation applications west side of NW Military from DeZavala to **S. Warbler (Estates)**; application includes crack seal to assist in maintaining pavement conditions
- ~~Restripe DeZavala and Lockhill Selma~~
- ~~Provide Complete street evaluations for the streets with cul-de-sacs (northwest quadrant)., propose a 5 to 10 year street maintenance program and consider future improvements.~~
- **Consider options for street repairs based upon the 2021 street assessment and begin engineer and funding planning as needed.**
- Continue to partner with TxDOT to provide a clean right of way (ROW) along NW Military Hwy, an improved State highway and safer traffic flow
- Encourage the use of the new online form, a pothole repair program, create a form to be available and submitted online (**Work in progress**)

Maintain excellent transportation infrastructure (street repairs and transportation maintenance) (cont'd)

- Initiate additional online forms for street and transportation maintenance (i.e. street signs, and speed bumps)
- Support TxDOT and Contractor with the widening of NW Military Hwy MPO project ~~scheduled for February 2021~~
- Complete the relocation and improvements to portions of the water mains on NW Military for MPO project
- ~~Assist TxDOT in achieving City requirements for relocation and improvements to portions of the water mains on NW Military~~

Maintain excellent building facilities and work for energy efficiency

- Continue to investigate energy efficient ideas to help ensure City facilities are energy efficient
- Clean City Hall floor surfaces yearly
- ~~Professionally clean all chairs in City Hall chambers~~
- Replace additional HVAC units for City Hall as required
- Routinely clean and maintain City pavilion, playgrounds, and walking trails

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, ~~initiate lost accident tally board.~~
- Continue the preventative maintenance program for Public Works vehicles to include daily, weekly and monthly checks
- Continue preventative maintenance program with Case Equipment for all heavy equipment.
- Improve work order communication and efficiency with field staff

Mitigate storm water runoff (improve drainage culverts and infrastructure)

- ~~Coordinate with City Engineer on drainage projects from KFW's study (2017)~~
- Conduct brush clearing projects as needed and within capability to improve storm water drainage
- Storm Drainage – ~~Develop a plan and initiate~~ 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 KFW with design for the next phase of ~~Turkey Creek, Elm Spring, and the~~ Municipal Tract / Ripple Creek / DeZavala drainage project
- ~~Develop a plan and implement a second rain garden at City Hall and consider plans for other locations~~
- Provide maintenance of our storm water system, including inlets and channels, ensuring proper drainage into our watersheds to include brush clearing projects
- ~~Lockhill Selma pooling of water – Consider installation of an inlet screen to capture debris, to help receive water faster~~
- 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

- Continue to provide assistance to CPS / AT&T during the utility pole replacement during 2020~~1~~/2021~~2~~ (Work in progress)
- Provide locates in a timely manner to ensure less risk of utilities being damaged
- 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 prompt manner to earn the trust of residents
- Implement Winter Storm Uri infrastructure recommendations as appropriate
- Consider Purchase of Sand Spreader
- Research and Consider Purchase/Lease of Medium Gasoline Fuel Tank
- Refine and improve the capital equipment schedule
- Assess Public Works requirements vs. resources for consideration of organizational structure / personnel change/ contracting arrangements for presentation to City Manager / Council
- ~~Assess utilization and fund a Utility Task Vehicle (UTV) for maintenance of trails and parks and at City sponsored events.~~
- ~~Replace existing, undersized 12-foot bumper pull trailer with a more versatile trailer capable of hauling individual pieces of equipment.~~
- Assess the covered parking need for equipment and the available room within the yard

PUBLIC WORKS PERFORMANCE MEASURES:				
Description:	Actual FY17-18	Actual FY18-19	Projected FY19-20	Target FY20-21
Street Repairs (tons of hot mix asphalt):				
In-house	60	36	36	40
Contracted	100	200	0	100
Miles of Streets Crack Sealed	7	7	3	9
Pot Holes Repaired (bags of cold mix used)	12	18	25	25
Number of Signs Replaced	58	33	82	40
Number of Storm Drain Inlets/Channels Cleared	8	26	12	26

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.

Fire Department - 604



Mission Statement

The City of Shavano Park Fire Department continuously works to prevent and suppresses fires, educates and rescues citizens, provides 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
- Seek to maintain / improve our current ISO rating of 2
- [Implement Winter Storm Uri infrastructure recommendations as appropriate](#)
- Cultivate and strengthen relationships with stakeholders, governing bodies, and our customers
- Foster a culture that emphasizes and enhances employee health and safety
- Promote a highly motivated and well-trained workforce
- Strive to complete the Texas 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
- Reorganize the rank structure to include Battalion Chiefs for improved ISO credit
- Develop a plan to house female firefighter for future hiring possibilities
- Continue compliance and code enforcement of tree ordinance
- Purchase backup generator to power FD Offices and ~~repair/replace backup generator for truck bays~~
- Develop/implement commendation program for fire personnel
- ~~Federally mandated P25 Radio Standard compliance upgrade~~
- ~~Develop/Implement a fee schedule for fire inspection and plan review~~
- [Purchase two cardiac monitors/defibrillator to replace devices on both medic units, and add a backup monitor to the engine, this is to replace monitors/defibrillators that have reached the end of their service life](#)
- [Purchase Autopulse CPR device to replace devices on both medic units, and add a backup device to engine, this is to replace the Autopulse devices that have reached the end of their service life](#)
- [Purchase Amkus rescue tools \(jaws of life\), this is to replace the complete set of tools that have reached the](#)

end of their service life

- Add additional electrical service to fire bays to power air trailer
- Develop a plan to begin replacing fitness equipment purchased by employees
- Purchase additional bunker gear (8 sets) to complete outfitting every firefighter with a second set of bunker gear.
- Pursue becoming a Medicaid approved provider creating additional funding for EMS responses.

FIRE & EMS PERFORMANCE MEASURES:				
DESCRIPTION:	Actual FY19-20	Actual FY20-21	To date FY20-21	Target FY21-22
Overall Average Response Time (Minutes)	4:17	4:48	4:36	4:00
Total Number of EMS Responses	503	429	157	500
Number of EMS Transports	130	213	90	275
Number of Fire Calls for Service	377	383	240	500
Total Number of Responses	880	812	397	1000

Police Department - 605



Mission Statement

The City of Shavano Park Police Department provides for the safety and security of the citizens and visitors of Shavano Park through the implementation of 24-hour proactive and customer-based policing across the City of Shavano Park jurisdiction in order that citizens, business owners and visitors may enjoy the peace and tranquility that the City offers.

Goals:

- Effectively conduct Community-Oriented Policing ~~to provide safety and security of the citizens and visitors of Shavano Park~~ by maintaining positive interaction with the public and a high degree of visibility within the community
- ~~Provide proactive enforcement of traffic code, criminal statutes, and city ordinances~~
- 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 ~~through technology and training~~ by developing and improving internal systems which assure high quality service to our community while increasing the department's efficiency
- Reduce potential legal liabilities for City and employees by retaining and recruiting a diverse, highly skilled and motivated law enforcement workforce ~~by having a trained and prepared police force~~
- ~~Publish and execute an annual training plan to increase professional development of employees, improve job performance, and mitigate safety hazards~~
- Provide a rewarding work environment and invest in the personal and professional development of our employees

Objectives:

- ~~Maintain~~ Minimize crime rates across the City
- Maintain average police response times to less than ~~4 minutes~~ 3 minutes
- Continue to assess staffing ~~manning~~ needs for within the Police Department
- Effectively provide the staff with quality in-service and ~~outside~~ external training opportunities
- Implement Winter Storm Uri infrastructure recommendations as appropriate
- Continue to seek positive methods for enhancing Community Policing
- Improve citizen/officer interaction through increasing public contact by use of various social media and web opportunities
- Assess emerging technology for officer safety and efficiency
- Publish monthly crime update
- Update 5-year historical crime assessment
- Continue to pursue grant opportunities
- Obtain re-accreditation with Texas Best Practices Program
- Upgrade Building City Hall video camera system
- Upgrade worst performing 2014 purchased PCs (5 - PATROL 1 / 2 / 3, SPPDCPL, SGT-PC)

- Purchase new, more efficient and dependable patrol car and body camera system from new provider (Crime Control)
- Purchase 20 patrol rifles and associated gear for all sworn staff (Crime Control)
- Purchase of 5 BolaWrap Remote Restraint Devices (Crime Control)
- Purchase of two replacement patrol vehicles (Crime Control)
- ~~Purchase two replacement patrol vehicles (Crime Control) (Complete)~~
- ~~Purchase one replacement Criminal Investigation vehicle (Crime Control) (Complete)~~
- ~~Purchase exterior body armor carrier system for all sworn staff (Crime Control) (Complete)~~
- ~~Purchase mobile field force protective gear for all sworn staff (Crime Control) (Complete)~~
- Replace 24 portable radios, upgrade 12 mobile radios for P-25 compliance (Crime Control) (Partially complete, mobile radio upgrade to be pushed back outside current and upcoming budget year)

POLICE DEPARTMENT PERFORMANCE MEASURES:				
Description:	Calendar Year 2018	Calendar Year 2019	Calendar Year 2020	Target 2021
Calls for Service	2,645	2,263	1,950	2,200
Response Time	not measured	3.5 minutes	3.5 minutes	< 3 minutes
Citations Written	1,114	1,208	793	1,200
Warnings Issued	1,986	2,066	1,708	2,100
# of Offense Reports Generated	98	88	137	200
Number of patrol officers per 1,000 population	3.69	3.69	3.69	3.69

Water Utility Department - 606

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 employee proficiency to include educational training and development opportunities
- Improve water system functions 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 [and investigate and research requirements to obtain an Outstanding Water System rating](#)
- Ensure State requirements are met by having a minimum of ~~2~~ [3](#) Class C groundwater operators and 2 Class D water operators within the Water Department
- Educate the public while implementing the backflow prevention program approved by Council in accordance with an appropriate strategy
- ~~• Monitor all backflow devices within the water system for compliance with City ordinance and TCEQ requirements~~
- [Maintain accurate 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](#)
- ~~• Pass TCEQ Audit in 2021; inspections are every 3 years, last inspection was May 2018~~

Resource and maintain appropriate equipment and assets

- Maintain enough money in reserve to handle emergencies, and cushion for low water consumption years (approx. \$500K)
- Annually re-evaluate adequacy of Edwards water rights and ~~Trinity~~ resources
- [Implement Winter Storm Uri infrastructure recommendations as appropriate](#)
- [Complete Assessment of Water Infrastructure for Emergencies](#)
- Continue to replace ~~old~~ meters [with new cellular meter](#) ~~that have registered approximately 2 million gallons~~

- Option 1 – Fund the replacement of all the meters remaining to be converted to cellular
- Option 2 – Fund all the in-op meters and 50% of the remaining
- Option 3 – Fund only the in-op meters (217 meters)
- Actively apply for grants/funding for other equipment that would make crews more efficient
- Continue working with KFW (City Engineer) to initiate a geographic information system (GIS) program to include utilities, streets, and drainage information
- Continue preparing a schedule based on needs to replace all undersized water mains within the system
- Based on power supply needs, initiate applying for grants to pay a portion of or all costs for installation of emergency power supply (generators) for City water facilities
- Assess all wooden well houses (chorine buildings), develop a plan to incrementally rebuild, to enclose (weatherize) all well pumps and chemical feeds
- 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, develop a plan to incrementally replace as need with 8ft chain link

Improve employee quality to include educational training and development opportunities.

- Provide additional quality educational opportunities and send crews to classes to earn credits to upgrade and improve knowledge of water systems
- Continue to have a safe working environment and maintain the safety and training program on all equipment and water system functions
- Maintain a safe working environment and a zero (0) lost time accident rate, ~~initiate lost accident tally board.~~
- Improve the preventative maintenance program by establishing a tracking schedule for each piece of equipment/vehicle and when they should be replaced

Improve water system functions to achieve an efficient operation level and meet State requirements

- Continue to take corrective action on dead end main issues to lessen flushing and reduce loss ratio rate
- ~~Work with TxDOT to prepare relocating portions of the water mains on NW Military during MPO project construction starting in February.~~ Work with TxDOT during construction of NW Military to avoid any additional issues or concerns with the water system infrastructure
- 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
- 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
- ~~Raise / install 5~~ Provide adequate maintenance for all fire hydrants with to include installation of a valves if necessary and/or raise to proper height for Fire Department access. ~~per year~~
- ~~Prepare drainage culvert to install boxes for crossing the creek to Well site # 8~~
- Consider outsourcing printing water utility bills

- Televisе and investigate options of some or all wells not in production, evaluate possibilities to place back in production or plug. (Wells #1, #2, #3, and #4)
- Assess and maintain all Inactive Wells to prevent Freezing
- ~~Inspect all valves along NW Military prior to start of construction, repair/replace/install valves where needed to reduce number of residents that will be impacted during water line replacement.~~
- Implement a plan to reduce impact of any water main breaks along NW Military during construction
- 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.

- 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 quality of new SCADA system and entire water system as changes and repairs are accomplished

WATER UTILITY FUND PERFORMANCE MEASURES:				
Description:	Actual FY17-18	Actual FY18-19	Projected FY19-20	Target FY20-21
Number of Water Meters Installed	39	76	150	200
Number of Fire Hydrants Maintained or Repaired	5	10	8	5
Number of Dead End Mains Flushed	17	15	15	15
Number of Taste and Odor Complaints	31	26	7	0
Lost Water Ratio	4.46%	6.62%	4.03%	5.00%

The Shavano Park Water Utility has approximately 713 customers and provides water service only, no sanitary sewer.

Item	Observation / Recommendation	Priority	CC	CM	Department	Notes	Status / Recommend
PLANNING							
1a	Update the CoSP EMP within the next year	11			All	Fire Lead	
1b	Hard copies of the EMP to: Fire; Police; PW; and Admin	12			F		
1c	Periodic EOC training and familiarization at the EOC	B			All	Fire Lead	
1d1	Participate in the Bexar County Hazard Mitigation Plan	14			F	Fire Lead	
1d2	Join the Bexar County Emergency Action Plan	15	X		F	Fire Lead	
1e	Update Employee Job Descriptions	B		X	All	City Secretary Lead	
2	Draft Emergency Management Policy	13	X			City Manager Lead	
3	Fully Fund the Fire / PW Backup Power Generator	4	X				
4	Assess Other Backup Power Generation Requirements	16			PW		
5	Asses Other Remote Access Needs / Plan / Resource	B			PW/F/P	Asst to CM Lead	
7a	Test Keys for Admin Wing / Ensure Emergency Access	B			Admin		
7b	Recommend City Hall Generator Project moves forward	1	X				Ongoing Construction
7c	Review Police Parking Gate Exit Options (New South Exit)	B		X	P		

PREPARATION							
1a	Drive Shaft Training, Maintenance, Exercise Monthly	3			PW		
1b	Repair Emergency Interconnect with SAWS / Exercise Annual	2			PW		Completed
1c	Develop a Generator Maintenance Plan	17			PW		
2	Assess and Maintain backup VHF Communications PW	21			PW		
3	Increase Mobile Hotspots or FirstNet Capability	18			PW	Asst to CM Lead	
4	Identify Multi Means of Communications; Place in SOPS	22			PW/F/P		
5a	Departments list of supplies to be maintained				PW/F/P		
5b	Fire storage of Bottled Water and rotation of	B			F		
5c	Maintain Supply of MREs	B			F		
5d	Policy to Address Individual 7 days Supply Meds and Items	B		X	CM		
6	PW list of Emergency Materials and Parts to be Maintained	B			PW		
7a	Assess / Complete FEMA and NIMS Training Requirements	B			All	Fire lead	
7b	Research Emergency Management Performance Grants	B			F		

EXECUTION							
1a	Consider Allowing Directors to post i-INFO / Social Media	B		X	CS / Asst		
1b	Consider Additional City Issued Hotspot Modems	19			Asst to CM		
2a	Fire / PW consider purchase of Tire Chains	B			PW / F		
2b	PW Consider Purchase of Sand Spreader	23			PW		
2c	Police / Fire Assess to Salt to assist during Ice Event	B			F / P	PW Lead	
2d	Plan to Preposition Barricades to Allow Police Assist	B			PW		
3a	Anticipated Emergency Events; Top Off 500 gal Diesel Tank	20			PW		
3b	PW Consider Purchase of Medium Gasoline Fuel Tank	10	X		PW		
3c	Resolve Single Use Fuel Card Issue	25			P		
3d	Consider multiple Fuel Agreements	24		X	PW		
4a	Winterize Well #6 / Account for Summer Heat	7			PW		
4b	Assess and Maintain all Inactive Wells to prevent Freezing	8			PW		
4c	Complete Assessment of Water Infrastructure for Emergencies	5			PW		
5	Evaluate Cost of placing Well #1 into Operation	6	X		PW		Ongoing
6	Consider additional Debt Cards for PW / Fire	B		X	Finance		
7	Jail Holding Cell Water Cutoff Checklist and Key Access	B			P		
8	Stock Paper Payroll Checks / Finance Director Emer Signature	B			Finance		
9	Alternative Administrators Trained Social Media / i-INFO	B		X	CS / Asst		
10	Develop Pre-Scripted Public Info Messages	9		X	All		

CC = City Council Approval Required
CM = City Manager Approval Required
Department = Identify Department Requirement

A List Prioritied 1-25
B List Not Prioritized

CITY COUNCIL STAFF SUMMARY

Meeting Date: June 9, 2021

Agenda item: 4.4

Prepared by: Brenda Morey

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Discussion / action - FY 2021-22 Budget Calendar – Finance Director

Attachments for Reference:

1) Proposed FY 2021-22 Budget Calendar

BACKGROUND / HISTORY: Staff drafted the FY 2021-22 Budget Calendar to allow Council and Staff to arrange their schedules for the required meetings over the next several months.

DISCUSSION: Attached is a copy of the Proposed FY 2021-22 Budget Calendar. **Updates highlighted yellow.**

At the May 10th meeting, Council considered the proposed budget calendar meeting schedule and approved the dates for the first two budget workshops (Wednesday, June 9 at 5 pm and Monday, June 28th at 4:30 pm before the normal City Council meeting).

Prior to the first workshop, Staff will present to council each Directorate's / Department's Draft goals and objectives for the upcoming Fiscal Year. Some of these will be service related and some will be resources related. Critical objectives will be planned by staff to be fully funded in the budget. In a number of cases, the funding of other objectives (requirements) in the budget will be based upon the staff's ability to operate within the projected revenues. Thus, planned objectives may be deferred to future years.

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 approximately July 25th and that the No-New-Revenue, Voter-Approval and Deminimis tax rates are not provided until after that date (City received calculations on August 4th prior year) – presenting the record City Manager budget is not scheduled until Thursday, August 5th.

Staff anticipates the requirement to approve the budget and tax rate prior to the normally scheduled City Council meeting on September 27th to meet the timetable from the Bexar County Tax Assessor's Office for timely preparation and mailing of the tax bills on October 1. This schedule anticipates moving the September Regular City Council meeting from the 27th to the 20th, and scheduling a special City Council meeting on September 13th.

COURSES OF ACTION: 1) Review the remainder of the proposed dates and highlight any with possible conflicts. Confirm Wednesday, July 14th workshop, Thursday, August 5th and Wednesday, August 11th special council meetings.
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 2021-22 Budget Calendar as submitted.

PROPOSED BUDGET CALENDAR FOR FY 2021-22

2021

20-30 April	Receive Preliminary Property Tax Report; pass to Council
30 April – 14 May	Budget Kick Off with Departments - FY 2021 -22 Goals, Objectives, Unfunded Requirements
10-21 May	Department Budget Meetings - FY 2021-22 Goals, Objectives, Unfunded Requirements
Monday 10 May	Brief Water Advisory Committee FY 2021-22 Goals and Objectives
Wednesday 9 June	Council Workshop 5:00pm – Set Initial Goals, Objectives, and Budget Guidance
Monday 14 June	Water Advisory Committee Meeting / Budget Workshop (Revenues, G&O)
14-25 June	Prepare Revenues for Preliminary Budget
Monday 28 June	Council Workshop – Budget Basics and Staff Analysis of Council Objectives (before regular City Council meeting – 4:30pm)
Monday 12 July	Water Advisory Committee Meeting - Budget Workshop - Water Fund Expenses
Wednesday 14 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 - 6 August	Bexar County Tax Assessor Collector Calculates & Provides No-New-Revenue, Voter-Approval and Deminimis Tax Rates
Tuesday 27 July (T)	Water Advisory Committee Meeting – Recommendation of Initial Water Fund Budget
Thursday 5 August	Special Council Meeting 5:30pm - <ul style="list-style-type: none"> - City Manager Submits Proposed FY 2021-22 Budget (No anticipated Council action) - Receive No-New-Revenue, Voter-Approval and Deminimis Tax Rate Calculations
Wednesday 11 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 17 August	Special Council Budget Workshop 5:30pm
Monday 23 August	Budget Work Shop 5:30pm / Regular Council Meeting
Wednesday 25 August	Publication - Notice of 1 st and 2 nd Budget Reading, Notice of 2021 Tax Year Proposed Tax Rate (No-New-Revenue, Voter-Approval and Deminimis)
Monday 13 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 20 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

(T) tentative