

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, June 13, 2018 scheduled 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. 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 - Budget Development Assumptions – City Manager**
- 5.2. Presentation / discussion – Staff Goals, Objectives and City Council guidance for FY 2018-19 budget - City Manager**
- 5.3. Presentation / discussion – Council Goals, Objectives and City Council guidance for FY 2018-19 budget - City Manager**
- 5.4. Presentation / discussion – Review of Budget Calendar - 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 6th day of June 2018 at 3:30 p.m.

Zina Tedford
City Secretary

CITY COUNCIL STAFF SUMMARY

Meeting Date: June 13, 2018

Agenda item: 5.1

Prepared by: Bill Hill

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Discussion / action - Budget Development Assumptions - City Manager Hill

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Attachments for Reference:

1) Draft Budget Development Assumptions

BACKGROUND / HISTORY:

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

DISCUSSION:

Council assumptions developed early on assist staff in posturing and developing the proposed budget. For example, an assumption may be that employee compensation wages may increase by 3 % or that Medical costs 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 City Manager 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 any guidance or revisions

FINANCIAL IMPACT: N/A

MOTION REQUESTED: N/A

5.1 BUDGET ASSUMPTIONS

Together We Can!



- Quality of City services will remain at existing levels with incremental improvements
 - Staffing will not exceed existing levels (51)
 - Current expenses will not exceed current revenues (balanced budget)
 - Health Care costs to increase approximately 3% (3% = Approx. \$9,400)
 - Compensation increase at X% (Salary)
 - The City will efficiently use and protect Fiscal Resources
 - The City will maintain a reserve of approx. 50% in the GF (~\$2.8 M / FY 2017-18)
 - Unassigned fund balance should be used for emergencies, one-time expenditures
 - Excess Debt fund balance will continue to be used to pay down debt over the next (four) years
 - 2017 additional Police hires (2x) and the (84 hour vs 80 hour) pay difference will be funded from the (CCPD Fund or the General Fund ?)
-
- 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 effective tax rate, or the rollback rates?)
 - The overall tax rate will not increase? (not to exceed requirements of a reduced tax rate, the current tax rate, the effective tax rate, or the rollback rates?)

CITY COUNCIL STAFF SUMMARY

Meeting Date: 6-13-18

Agenda item: 5.2 / 5.3

Prepared by: Bill Hill

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Presentation / Discussion – Goals, Objectives and City Council Guidance for FY 2017-18 – City Manager

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Attachments for Reference:

1) Staff Draft FY 2018-19 Goals and Objectives

2) Council Draft FY 2018-19 Goals and Objectives

BACKGROUND / HISTORY: During the budget development process in the past four years, City Council has prepared Goals and Objectives that inform and shape the budget. Last year, City Council selected eight strategic goals and assigned various objectives to each goal. This approved list was included in the annual budget as well as staff developed Department 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: Staff has worked a draft listing of FY 2018-19 Department goals and objectives by department (Attachment 1). Council should review this list as a starting point for adopting some of the Staff objectives as Council 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 2). 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 usually helpful in facilitating the discussion (staff can make copies in advance for distribution to each Council member).

NOTE: Within the draft staff objectives, Directors submitted a number of objectives which still 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.

The City Manager will lead the initial discussion and turn it over to Council.

COURSES OF ACTION: Revise draft FY 2018-19 goals and objectives as required

FINANCIAL IMPACT: Based on Approved Objectives.

MOTION REQUESTED: N/A

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
- Maintain City IT infrastructure in coordination with IT contractor

Objectives:

Effectively communicate with [residents, businesses](#), visitors and [other stakeholders](#)

- Maintain an informative and ~~useful~~ [user-friendly](#) website
- Survey Shavano Park businesses concerning City [services](#); Update Business Directory
- [Continue implementation of](#) the City Communications Plan
- [Develop a publications policy for Council approval](#)
- [Post select Roadrunner articles on social media](#)

Provide exceptional customer service [and effective administration of services](#)

- Hire and maintain ~~the best~~ [an exceptionally talented](#) team ~~possible~~ based upon the resources available
- Provide excellent Human Resources services to staff
- Conduct a review and update the Employee Handbook as needed
- Assess and consider options for H/R responsibilities
- [Provide training and professional development opportunities to staff](#)

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](#)
- Earn Government Finance Officers Association [Distinguished Budget Presentation](#) Award
- [Complete the City's FY18 annual financial audit with no audit adjustments.](#)

Conduct effective master planning to posture the City now and for the future

- Engage residents to participate in municipal planning
- ~~Support the effort to adopt a~~ [Assist Council in considering options for implementing the proposed 2018](#) comprehensive plan (Town Plan) for ~~2017 and future years~~
- Complete assessment of city requirements for 2020 NW Military Highway MPO project

Provide planning, [research, and](#) support to City Staff and Council

- Continue to provide quality City presentations
- Enforce ordinances / policies consistently
- [Continue](#) work to complete the Hike and Bike trail north from Lockhill Selma to Salado Creek
- 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 four City Sponsored events](#)
- [Participate in 2019 ChildSafe Cardboard Kids program to promote child abuse awareness in Bexar County](#)

Maintain City IT infrastructure in coordination with IT contractor

- Improve the accessibility of City communications by growing digital presence
- ~~Upgrade Firewall to NSA 2600~~
- [Re-compete City IT Services contract with a new Request for Proposals](#)
- [Implement improved backup system utilizing network backups, cloud backups and offline backups](#)
- [Analyze City endpoint security software and implement improved solutions](#)
- [Conduct Phishing Campaign Assessment through Department of Homeland Security](#)
- [Consider performing a Cyber Resilience Review through Department of Homeland Security](#)
- [Assistant to the City Manager and Public Works Director join FBI InfraGard](#)
- [Continue City participation in Multi-State Information Sharing & Analysis Center \(MS-ISAC\)](#)
- [Increase City internet bandwidth from 50MB to 100MB](#)
- [Engineer plans for replacement of City Fiber conduit under NW Military](#)

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.
- 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 giving 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
- Incorporate certification pay into the Court Clerk's compensation package for advanced training incentive and retention purposes
- Update Standard Operating Process Manual

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.)
- Maintain excellent transportation infrastructure (streets 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.)

- Implement a tree maintenance program around the ~~Fire Station, Public Works and the triangle, islands (zero scape and trim trees), and 200 – 400 blk of Cliffside~~ properties.
- Continue to provide ground maintenance for the City Hall building, municipal tract, garden areas and islands throughout Shavano Park as well as maintain the integrity of the monuments throughout the City.
- ~~Provide landscaping around the south monument.~~
- Provide ground maintenance for trails within the City.

Maintain excellent transportation infrastructure (streets repairs and transportation maintenance)

- Implement asphalt preservation applications beginning on the ~~east side of NW Military from Loop 1604 to De Zavala (including DeZavala)~~. Applications include crack seal and fog seal to assist in maintaining pavement conditions within the City.
- Provide a full street evaluation and propose a 5 to 10 year street maintenance program and consider future improvements.
- Partner with TxDOT to provide a clean right of way (ROW) along NW Military Hwy, an improved State highway and safer traffic flow.
- Initiate a Pothole repair program

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
- Replace additional HVAC units for City Hall as required – (Original Equipment 2001)
- Reconfigure Public Works/Water yard ~~and investigate options~~ install for motorized gate and security fence, construction material bins for stockpile areas, and pavement of access area into

Public Works/Water yard

- ~~Improve existing building for decorations and facility items storage.~~
- Extend building in yard for new equipment/trucks
- Purchase a fuel tank to maintain emergency fuel capacity
- Consider installation of a larger septic tank at City Hall

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.
- Improve the preventative maintenance program for Public Works equipment to include daily, weekly and monthly checks.
- Improve work order communication and efficiency with field staff.
- ~~Purchase training chairs & TV monitor for staff training at PW building.~~

Mitigate storm water runoff (improve drainage culverts and infrastructure)

- ~~Initiate engineer study of Elm Springs to provide drainage solution to go along with TxDOT MPO improvements to NW Military.~~
- 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 the cleaning of existing culverts and bridge crossings
- Complete Drainage plan culverts at Fawn Drive and Chimney Rock.
- Assess, make recommendations on phase II Drainage plan culverts and complete improvements based upon assessment for 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

Maintain strategic partnerships with governmental agencies, and consulting organizations to leverage resources essential to improving quality of service, and efficiency

- Provide assistance to CPS / AT&T during the utility pole replacement during 20178/20189
- Provide locates in a timely manner to ensure less risk of utilities being damaged
- Coordinate with TxDOT the utilities that will need relocated along NW Military prior to the MPO project start (Fall 201920)
- Coordinate as required with other service providers (City Public Service, San Antonio Water System, Bexar County, Cable providers, etc.)
- Continue to coordinate with AT&T and other providers on fiber / cable installation

Provide excellent municipal services while anticipating future requirements

- Respond in a prompt manner to earn the trust of residents
- Refine and improve the capital equipment schedule
- ~~Purchase a more efficient crack seal machine for efficient street maintenance operations.~~
- ~~Purchase new mower to replace the 2007 Gravelly mower (100% Public Works)~~
- Assess Public Works requirements vs. resources for consideration of organizational structure / manning change or increased contracting arrangements for presentation to City Manager / Council
- Purchase new skid steer
- Purchase a mini-excavator using excess funds and other from skid steer

- Purchase a crew cab truck
- Purchase a landscape trailer

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
- 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
- [Begin the planning for the replacement of Engine 139B](#)
- [Purchase new self-contained breathing apparatus to replace expiring existing units](#)
- [Investigate options for a long-term cancer screening plan for fire fighters](#)
- [Increase minimum staff to include two Paramedics on-duty at all times](#)
- [Initiate a training program to certify all existing fire fighters as aerial apparatus operators](#)
- [Increase the minimum training requirements for shift fire officers](#)
- [Reorganize the rank structure to include Battalion Chiefs for improved ISO credit](#)
- [Develop a plan to house female firefighter for future hiring possibilities](#)

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
- Provide proactive enforcement of traffic code, criminal statutes, and city ordinances
- Increase safety of citizens and officers through technology and training
- Reduce potential legal liabilities for City and employees 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

Objectives:

- Reduce crime rates across the City
- Maintain average police response times to less than 4 minutes
- [Continue](#) to assess manning needs for Police Department
- [Purchase one replacement computer for Chief office](#)
- [Replace MDTs in units 509, 511, 512 and 514](#)
- [Replace one vehicle RADAR unit in fleet vehicles, bringing equipment in line with new fleet standards](#)
- [Replace damaged patrol vehicle](#)
- [Replace issued duty handguns through upgrade program](#)
- [Add one night vision vehicle unit to current fleet](#)
- [Add one hand held night vision unit](#)
- Continue providing staff quality in-service and outside training opportunities
- 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

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 initiate steps to achieve Outstanding rating](#)
- Ensure State requirements are met by having all employees of the Water Department certified and licensed in groundwater operations

Resource and maintain appropriate equipment and assets

- Maintain enough money in reserve to handle emergencies, and cushion for low water consumption years (approx. \$500K)
- [Purchase 14 acre feet of water as per the long range plan to own 1000 acre feet](#)
- [Annually re-evaluate adequacy of Edwards water rights and Trinity resources](#)
- Continue to replace meters that have registered [approximately 2 million gallons](#)
- Look into 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, ~~fire hydrants~~, streets, and drainage information
- [Purchase a GIS License](#)
- [Contract out scanning of all as-builts of the water system to apply to the GIS work with KFW](#)
- Continue preparing a schedule based on needs to replace all undersized water mains within the system
- [Determine surplus](#) availability and cost of emergency power supply (generators) for City buildings and water system
- ~~Purchase line locating equipment.~~
- ~~Consider~~ [Actively support](#) a water rate study to be implemented before end of Fiscal Year 2019

- Purchase a mini excavator in order to work in tight areas where a backhoe cannot reach.
- Purchase a skid steer to replace with the old skid steer (50/50 split)
- Purchase and install warehouse style shelving to organize water parts
- Purchase and install a pipe storage rack
- Improve the material staging area by building bins to separate and keep material dry
- Build shade structures over the drive shaft motors to preserve and extend the life of the motors
- Install fall protection in all three water storage tanks to meet TCEQ requirements
- Install an intruder protection to prevent roof access, per TCEQ requirements
- Repaint the Huebner ground storage tank roof, to prevent rust
- ~~Investigate the reliability of the water system and consistency mechanisms (i.e. lightening protection)~~

Improve employee quality to include educational training and development opportunities.

- Provide additional quality educational opportunities ~~when available~~ 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
- 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

- Investigate alternatives to increase productivity and life expectancy of the Trinity Well pump, motor, and ground storage tank
- Continue to take corrective action on dead end main issues to lessen flushing and reduce loss ratio rate
- Work with TxDOT on preliminary reports for relocating portions of the water mains on NW Military prior to job bid for MPO project
- ~~Replace/remove 2" water main on Cliffside Dr.~~
- Identify cul-de-sac dead end mains, including gross cost estimate for each and prioritization for addressing. Complete at 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 5 fire hydrants to proper height for Fire Department access
- Prepare drainage culvert to install pipe for crossing the creek to Well site # 8
- Consider outsourcing printing water utility bills
- Research Flowatch Software for more efficient water reporting

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
- In conjunction with the Water Advisory Committee, conduct water system customer satisfaction survey

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

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
- **Begin the planning for the replacement of Engine 139B (Fire)**
- ~~• Review staffing and resources to produce effective police protection~~
- ~~• Purchase replacement ambulance~~
- ~~• Improve fire safety by reducing the risk of a forest fire on the Municipal Tract through implementing a Shaded Fuel Break with the Texas A&M Forest Service.~~

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
- Earn Government Finance Officers Association Budget Award
- Maintain Reserves IAW our Fund Balance Policy

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

- Complete a city-wide street assessment, maintenance, and replacement schedule
- Continue to implement asphalt preservation applications [east side of NW Military from Loop 1604 to De Zavala \(including DeZavala\)](#). ~~and Shavano Creek~~; applications include crack seal and seal coat to assist in maintaining pavement conditions
- ~~• Implement environmentally friendly parking options (City Hall South)~~
- Maintain essential public water infrastructure to include a capital replacement program
 - Continue to take corrective action on dead end main issues to lessen flushing and reduce loss ratio rate.
- ~~• Assess existing street lights for cost savings and down lighting~~
- Complete assessment of city requirements for NW Military MPO project scheduled for 2020
- ~~Initiate~~ [Complete](#) planning with TxDOT for relocation portions of the water mains on NW Military prior/ job bid for MPO project
- ~~• Complete an engineer study of Elm Springs to provide drainage solution to go along with TxDOT MPO improvements to NW Mil~~
- [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](#)
- ~~• Consider increase to the Shavano Ground Storage Tank capacity.~~
- [Investigate alternatives to increase productivity and life expectancy of the Trinity Well pump, motor, and ground storage tank](#)

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 for completion of sidewalk trail north from Lockhill Selma to Salado Creek
- Consider solicitation of donation of a pavilion to the City
- Maintain Tree City USA recognition
- Consider permanent green space on the municipal tract

- Maintain Firewise recognition
- Support securing National Wildlife Conservation Society recognition

7. Promote effective communications and outreach with citizens

- ~~Implement a~~ Continue implementation of the City Communications Plan
- ~~Investigate options for an electronic marquee for City Hall~~
- Develop a City Publications Policy
- Conduct four City sponsored events (Arbor Day, Independence Day, National Night Out, December Celebration)
- ~~Support Rey Feo 2018 and the San Antonio Tri-Centennial celebration~~
- Maintain City website and evaluate additional website applications
- Conduct written engagements with Citizens (Town Plan, RR Stickers, Key Numbers, i-INFO)
- Continue to conduct website surveys
- ~~Adopt a~~ Decide and consider options for comprehensive Town Plan for 2018 ~~and future years~~

8. Mitigate storm water runoff

- Complete Drainage plan culverts at Fawn Drive and Chimney Rock.
- Assess phase II Drainage plan culverts and complete improvements based upon assessment for Windmill and Bent Oak.
- ~~Approve a~~ Assess the implementation of the previously approved prioritized plan to address City drainage issues; revise the plan and implement as it is feasible
- ~~Begin~~ Continue drainage improvements
- Provide maintenance of our storm water to include inlets and channels, ensuring proper drainage into our watersheds to include brush clearing projects

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
- Maintain City IT infrastructure in coordination with IT contractor

Objectives:

Effectively communicate with [residents, businesses](#), visitors and [other stakeholders](#)

- Maintain an informative and ~~useful~~ [user-friendly](#) website
- Survey Shavano Park businesses concerning City [services](#); Update Business Directory
- [Continue implementation of](#) the City Communications Plan
- [Develop a publications policy for Council approval](#)
- [Post select Roadrunner articles on social media](#)

Provide exceptional customer service [and effective administration of services](#)

- Hire and maintain ~~the best~~ [an exceptionally talented](#) team ~~possible~~ based upon the resources available
- Provide excellent Human Resources services to staff
- Conduct a review and update the Employee Handbook as needed
- Assess and consider options for H/R responsibilities
- [Provide training and professional development opportunities to staff](#)

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](#)
- Earn Government Finance Officers Association [Distinguished Budget Presentation](#) Award
- [Complete the City's FY18 annual financial audit with no audit adjustments.](#)

Conduct effective master planning to posture the City now and for the future

- Engage residents to participate in municipal planning
- ~~Support the effort to adopt a~~ [Assist Council in considering options for implementing the proposed 2018](#) comprehensive plan (Town Plan) for ~~2017 and future years~~
- Complete assessment of city requirements for 2020 NW Military Highway MPO project

Provide planning, research, and support to City Staff and Council

- Continue to provide quality City presentations
- Enforce ordinances / policies consistently
- Continue work to complete the Hike and Bike trail north from Lockhill Selma to Salado Creek
- 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 four City Sponsored events
- Participate in 2019 ChildSafe Cardboard Kids program to promote child abuse awareness in Bexar County

Maintain City IT infrastructure in coordination with IT contractor

- Improve the accessibility of City communications by growing digital presence
- ~~Upgrade Firewall to NSA 2600~~
- Re-compete City IT Services contract with a new Request for Proposals
- Implement improved backup system utilizing network backups, cloud backups and offline backups
- Analyze City endpoint security software and implement improved solutions
- Conduct Phishing Campaign Assessment through Department of Homeland Security
- Consider performing a Cyber Resilience Review through Department of Homeland Security
- Assistant to the City Manager and Public Works Director join FBI InfraGard
- Continue City participation in Multi-State Information Sharing & Analysis Center (MS-ISAC)
- Increase City internet bandwidth from 50MB to 100MB
- Engineer plans for replacement of City Fiber conduit under NW Military

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.
- 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 giving 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
- Incorporate certification pay into the Court Clerk's compensation package for advanced training incentive and retention purposes
- Update Standard Operating Process Manual

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.)
- Maintain excellent transportation infrastructure (streets 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.)

- Implement a tree maintenance program around the ~~Fire Station, Public Works and the triangle,~~ [islands \(zero scape and trim trees\), and 200 – 400 blk of Cliffside](#) properties.
- Continue to provide ground maintenance for the City Hall building, municipal tract, garden areas and islands throughout Shavano Park as well as maintain the integrity of the monuments throughout the City.
- ~~Provide landscaping around the south monument.~~
- [Provide ground maintenance for trails within the City.](#)

Maintain excellent transportation infrastructure (streets repairs and transportation maintenance)

- Implement asphalt preservation applications beginning on the [east side of NW Military from Loop 1604 to De Zavala \(including DeZavala\)](#). Applications include crack seal and fog seal to assist in maintaining pavement conditions within the City.
- Provide a full street evaluation and propose a 5 to 10 year street maintenance program and consider future improvements.
- Partner with TxDOT to provide a clean right of way (ROW) along NW Military Hwy, an improved State highway and safer traffic flow.
- [Initiate a Pothole repair program](#)

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
- Replace additional HVAC units for City Hall as required – (Original Equipment 2001)
- [Reconfigure Public Works/Water yard and investigate options install for motorized gate and security fence, construction material bins for stockpile areas, and pavement of access area into](#)

Public Works/Water yard

- ~~Improve existing building for decorations and facility items storage.~~
- Extend building in yard for new equipment/trucks
- Purchase a fuel tank to maintain emergency fuel capacity
- Consider installation of a larger septic tank at City Hall

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.
- Improve the preventative maintenance program for Public Works equipment to include daily, weekly and monthly checks.
- Improve work order communication and efficiency with field staff.
- ~~Purchase training chairs & TV monitor for staff training at PW building.~~

Mitigate storm water runoff (improve drainage culverts and infrastructure)

- ~~Initiate engineer study of Elm Springs to provide drainage solution to go along with TxDOT MPO improvements to NW Military.~~
- 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 the cleaning of existing culverts and bridge crossings
- Complete Drainage plan culverts at Fawn Drive and Chimney Rock.
- Assess, make recommendations on phase II Drainage plan culverts and complete improvements based upon assessment for 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

Maintain strategic partnerships with governmental agencies, and consulting organizations to leverage resources essential to improving quality of service, and efficiency

- Provide assistance to CPS / AT&T during the utility pole replacement during 20178/20189
- Provide locates in a timely manner to ensure less risk of utilities being damaged
- Coordinate with TxDOT the utilities that will need relocated along NW Military prior to the MPO project start (Fall 201920)
- Coordinate as required with other service providers (City Public Service, San Antonio Water System, Bexar County, Cable providers, etc.)
- Continue to coordinate with AT&T and other providers on fiber / cable installation

Provide excellent municipal services while anticipating future requirements

- Respond in a prompt manner to earn the trust of residents
- Refine and improve the capital equipment schedule
- ~~Purchase a more efficient crack seal machine for efficient street maintenance operations.~~
- ~~Purchase new mower to replace the 2007 Gravelly mower (100% Public Works)~~
- Assess Public Works requirements vs. resources for consideration of organizational structure / manning change or increased contracting arrangements for presentation to City Manager / Council
- Purchase new skid steer
- Purchase a mini-excavator using excess funds and other from skid steer

- Purchase a crew cab truck
- Purchase a landscape trailer

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
- 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
- [Begin the planning for the replacement of Engine 139B](#)
- [Purchase new self-contained breathing apparatus to replace expiring existing units](#)
- [Investigate options for a long-term cancer screening plan for fire fighters](#)
- [Increase minimum staff to include two Paramedics on-duty at all times](#)
- [Initiate a training program to certify all existing fire fighters as aerial apparatus operators](#)
- [Increase the minimum training requirements for shift fire officers](#)
- [Reorganize the rank structure to include Battalion Chiefs for improved ISO credit](#)
- [Develop a plan to house female firefighter for future hiring possibilities](#)

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
- Provide proactive enforcement of traffic code, criminal statutes, and city ordinances
- Increase safety of citizens and officers through technology and training
- Reduce potential legal liabilities for City and employees 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

Objectives:

- Reduce crime rates across the City
- Maintain average police response times to less than 4 minutes
- [Continue](#) to assess manning needs for Police Department
- [Purchase one replacement computer for Chief office](#)
- [Replace MDTs in units 509, 511, 512 and 514](#)
- [Replace one vehicle RADAR unit in fleet vehicles, bringing equipment in line with new fleet standards](#)
- [Replace damaged patrol vehicle](#)
- [Replace issued duty handguns through upgrade program](#)
- [Add one night vision vehicle unit to current fleet](#)
- [Add one hand held night vision unit](#)
- Continue providing staff quality in-service and outside training opportunities
- 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

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 initiate steps to achieve Outstanding rating](#)
- Ensure State requirements are met by having all employees of the Water Department certified and licensed in groundwater operations

Resource and maintain appropriate equipment and assets

- Maintain enough money in reserve to handle emergencies, and cushion for low water consumption years (approx. \$500K)
- [Purchase 14 acre feet of water as per the long range plan to own 1000 acre feet](#)
- [Annually re-evaluate adequacy of Edwards water rights and Trinity resources](#)
- Continue to replace meters that have registered [approximately 2 million gallons](#)
- Look into 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, ~~fire hydrants~~, streets, and drainage information
- [Purchase a GIS License](#)
- [Contract out scanning of all as-builts of the water system to apply to the GIS work with KFW](#)
- Continue preparing a schedule based on needs to replace all undersized water mains within the system
- [Determine surplus](#) availability and cost of emergency power supply (generators) for City buildings and water system
- ~~Purchase line locating equipment.~~
- ~~Consider~~ [Actively support](#) a water rate study to be implemented before end of Fiscal Year 2019

- Purchase a mini excavator in order to work in tight areas where a backhoe cannot reach.
- Purchase a skid steer to replace with the old skid steer (50/50 split)
- Purchase and install warehouse style shelving to organize water parts
- Purchase and install a pipe storage rack
- Improve the material staging area by building bins to separate and keep material dry
- Build shade structures over the drive shaft motors to preserve and extend the life of the motors
- Install fall protection in all three water storage tanks to meet TCEQ requirements
- Install an intruder protection to prevent roof access, per TCEQ requirements
- Repaint the Huebner ground storage tank roof, to prevent rust
- ~~Investigate the reliability of the water system and consistency mechanisms (i.e. lightening protection)~~

Improve employee quality to include educational training and development opportunities.

- Provide additional quality educational opportunities ~~when available~~ 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
- 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

- Investigate alternatives to increase productivity and life expectancy of the Trinity Well pump, motor, and ground storage tank
- Continue to take corrective action on dead end main issues to lessen flushing and reduce loss ratio rate
- Work with TxDOT on preliminary reports for relocating portions of the water mains on NW Military prior to job bid for MPO project
- ~~Replace/remove 2" water main on Cliffside Dr.~~
- Identify cul-de-sac dead end mains, including gross cost estimate for each and prioritization for addressing. Complete at 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 5 fire hydrants to proper height for Fire Department access
- Prepare drainage culvert to install pipe for crossing the creek to Well site # 8
- Consider outsourcing printing water utility bills
- Research Flowatch Software for more efficient water reporting

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
- In conjunction with the Water Advisory Committee, conduct water system customer satisfaction survey

CITY COUNCIL STAFF SUMMARY

Meeting Date: June 13, 2018

Agenda item: 5.4

Prepared by: Bill Hill

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Discussion / action - FY 2018-19 Budget Development Calendar - City Manager

X

Attachments for Reference:

1) Proposed 2018-19 Budget Calendar

BACKGROUND / HISTORY: Staff drafted the FY 2018/19 Budget Calendar in order to allow Council / Staff to arrange their schedules for the required meetings over the next several months.

DISCUSSION: Attached is a copy of the Proposed FY 2018/19 Budget Calendar. **Updates highlighted yellow.**

At the May 14th meeting, Council considered the proposed budget calendar meeting schedule and approved the dates for the first two budget workshops (June 13 at 5 pm and June 25th at 4:30 pm before the normal City Council meeting). **NOTE: Steve Werling plans to have compensation study and salary recommendations completed by late June. He will be vacationing most of the month of July and some of August and therefore we plan to have him present at the June 25th Workshop (tentatively planned to begin prior to the regular scheduled City Council meeting).**

Prior to the first workshop, staff will present to council each Directorate's / Department's Draft goals and objectives for the 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 establishing overarching Goals and Objectives as you have the past few years. Typically, the eight goals established in previous years do not change much, but the objectives do change as priorities and requirements change 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.

Council assumptions developed early on assist staff in posturing and developing the budget. For example, an assumption may be that employee compensation wages may rise by 3% or that medical insurance costs may rise 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.

Note: Staff intends to work 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 Effective and Rollback tax rates are not provided until after that – providing the record City Manager budget is not scheduled until August 2nd.

Staff anticipates the requirement to pass the budget prior to the normally scheduled meeting on September 24th to meet the requirement from the Bexar County Tax Assessor's Office. This schedule projects moving the September Regular City Council meeting from the 24th to the 17th. The other option is to meet on the 17th as a special meeting and retain the 25th as the normal City Council Meeting.

COURSES OF ACTION: 1.) Confirm the June 25th budget workshops at 4:30
2.) Review the remainder of the proposed dates and highlight any dates you have a conflict
3) 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 2018/19 Budget Calendar as submitted and approve July budget workshops as presented.

PROPOSED BUDGET CALENDAR FOR FY 2018-19

2018

16-30 April	Receive Preliminary Property Tax Report; pass to Council
5- April – 10 May	Budget Kick Off with Departments - FY 2018/19 Goals, Objectives, Unfunded Requirements
Wednesday 15-25 May	Department Budget Meetings - FY 2018/19 Goals, Objectives, Unfunded Requirements
Monday 7 May	Brief Water Advisory Committee FY 2018/19 Goals and Objectives
Monday 11 June	Water Advisory Committee Meeting / Budget Workshop (Rev/Unfunded Requirements)
Wednesday 13 June (T)	Council Workshop – Set Initial Goals, Objectives, and Budget Guidance
1-15 June	Prepare Revenues for Preliminary Budget
Monday 25 June	Council Workshop - Budget Basics and Staff Analysis of Council Objectives / I&S Fund Balance Discussion / Salary Study Presentation
Monday 9 July	Water Advisory Committee Meeting - Budget Workshop - Water Fund Expenses
Wednesday 11 July (T)	Budget Work Shop – Capital Replacement Funds; Expense Estimates
~ 25 July	Bexar County Appraisal District Provides - Certified Tax Roll; pass to Council
~ July 25 - 3 August	Bexar County Tax Assessor Collector Calculates / Provides Effective and Roll Back Rates
Monday 30 July (T)	Water Advisory Committee Meeting-Approve initial Water Fund Budget
Thursday 2 August	Special Council Meeting - <ul style="list-style-type: none"> - City Manager Submits Proposed FY 2018/19 Budget (No anticipated Council action) - Receive Effective and Rollback Calculation
Wednesday 08 August (T)	Special Council Meeting - <ul style="list-style-type: none"> - Discuss tax rate; if proposed tax rate will exceed the rollback rate or the effective rate (whichever is lower), take record vote and Schedule Public Hearings.
Wednesday 15 August	Publish Notice of 2018 Tax Year Proposed Tax Rate (Effective & Rollback) (Dates of Public Hearings Published in News Paper)
Tuesday 21 August	Special Council Budget Workshop
Monday 27 August	Budget Work Shop / Regular Council Meeting
Wednesday 29 August	Publication Notice of 1 st and 2 nd Budget Reading
Monday 10 September	Special Council Meeting – <ul style="list-style-type: none"> - 1st Reading of Budget - Schedule and announce meeting to adopt tax rate 3-14 days from this date.
Monday 17 September	Regular Council Meeting – <ul style="list-style-type: none"> - 2nd Reading of Budget - Adopt Budget by Ordinance - Levy Tax Rate by Resolution and take record vote