

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

**This notice is posted pursuant to the Texas Open Meetings Act. Notice hereby given that the City Council of the CoSP, Texas will conduct a Regular Meeting on Monday, July 22, 2019 at 6:30 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. PRESENTATIONS, COMMENDATIONS AND ANNOUNCEMENTS**

### **5.1. Proclamation - National Payroll Week - Mayor**

## **6. REGULAR AGENDA ITEMS**

- 6.1. Discussion / action - Ordinance O-2019-008 proposed amendments to Sec. 36-39 regarding covered parking regulations in O-1, B-1, and B-2 zoning districts (first reading) - City Manager**
- 6.2. Discussion / action - Proposed improvements and conditions for access to the Salado Creek Greenway from Cliffside Drive as directed by City Council - City Manager**
- 6.3. Discussion / action - Use of City Hall for voting - Mayor Pro Tem Ross**
- 6.4. Discussion / action - Ordinance No. O-2019-007 amending the City of Shavano Park Code of Ordinances Chapter 6 - Buildings and Building Regulations, Sec. 6-165 and Chapter 34 - Utilities, Article II. - Water to update Backflow Prevention Assembly requirements (first reading) - City Manager**
- 6.5. Discussion / action - FY 2019-20 Budget Calendar Development - City Manager**
- 6.6. Discussion / action - Deliberate the appointment of public officer or employee (City Attorney). Possible Executive Session pursuant to Texas Government Code §551.074, Personnel Matters - City Council**

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

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

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

## **8. CONSENT AGENDA**

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

**8.1. Approval - City Council Workshop Minutes, June 24, 2019**

**8.2. Approval - City Council Meeting Minutes, June 24, 2019**

**8.3. Approval - City Council Special Meeting, June 26, 2019**

**8.4. Approval - City Council Special Meeting, June 27, 2019**

**8.5. Approval - Ordinance No. O-2019-006 providing for the voluntary extension of the Shavano Park, Texas city limits by the annexation of a tract of land being out of Lot 1814 of the Shavano Park Unit 16A-1 subdivision that contains an area of approximately 1.838 acres, as depicted herein as the annexation area, located as more particularly described in the attached exhibit "A"; and amending the official city limits map of the City of Shavano Park to reflect the voluntary annexation of the area described herein (final reading)**

**8.6. Approval - Fiscal Year 2019 Surplus List No. 2**

**8.7. Accept - Quarterly Investment Report, ending June 30, 2019**

## **9. ADJOURNMENT**

Executive Sessions Authorized: This agenda has been reviewed and approved by the City's legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of TEX. GOV'T CODE CHAPTER 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy TEX. GOV'T CODE §551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

### **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.

**CERTIFICATE:**

I hereby certify that the above Notice of Meeting was posted on the City Hall bulletin board on the 15th day of July 2019 at 4:00 p.m. at a place convenient and readily accessible to the general public at all times, and to the City's website, [www.shavanopark.org](http://www.shavanopark.org), in compliance with Chapter 551, Texas Government Code

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Zina Tedford  
City Secretary



## **POTENTIAL FUTURE AGENDA ITEMS**

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

- a. Various requirements resulting from the Texas Legislative Session – TBD’ed
- b. Ordinance O-2018-013 prohibiting the use of a portable electronic device while operating a motor vehicles and creating an offense (first reading) - Ald. Heintzelman (postponed until after July 2019)
- c. Resolution R-2018-011 adopting City Policy No. 14 - City Publications - Open
- d. Adopt the National Neighborhood Watch Program as a city sponsored / managed program. Appoint management of the program to the Police Department with the Police Chief designated as the POC - Open
- e. Update from Republic Services on Fees and Recycle - Annual August
- f. City Council adoption of organizational chart - Annual August
- g. Shavano Park Commercial and Residential Development Semi-annual Presentation - Bitterblue, Inc. / Denton Communities – February / August
- h. Annual Report on Republic Service Recycling and CPI Fee adjustments - Annual September
- i. Resolution adopting the Crime Control and Prevention Budget of the City of Shavano Park Crime Control & Prevention for FY - Annual September
- j. Ordinance approving and adopting a budget for the City of Shavano Park, Texas for the fiscal year beginning October 1, 2018 and ending September 30, 2019a - Annual September
- k. Resolution adopting the City of Shavano Park Effective Tax Rate (Record Vote) - Annual September
- l. Record vote to ratify the property tax rate reflected in the FY 2016-17 Budget (Record Vote) - Annual September
- m. Selection - Boards, Commissions, and Committees - Annual September
- n. Disposal of City Equipment / Furniture - Annual October
- o. Designation of City of Shavano Park Official Paper - Annual October
- p. Adoption of Official City Holiday Schedule - Annual November

- q. Setting the dates for the City sponsored events (Arbor / Earth Day / Independence Day / National Night Out / Holiday) - Annual November
- r. Approval of the yearly tax roll - Annual November
- s. Consideration for transfer portions of Fund Balance to Capital Replacement / Improvement Fund - Annual January
- t. Records Retention Policy - Annual January
- u. Schedule the Annual City-Wide Garage Sale – Annual January
- v. Appointment of Council Appointed Positions - Annual January
- w. Crime Control Prevention District funding placed on ballot - January 2019
- x. Street Maintenance Fund funding placed on the ballot - January 2022
- y. Revisions to Employee Handbook - Annual February
- z. Shavano Park Police Department 2017 Racial Profiling Report - Annual February
- aa. City of Shavano Park Investment Policy - Annual February
- bb. Shavano Park Commercial and Residential Development Semi-annual Presentation - Bitterblue, Inc. / Denton Communities – February / August
- cc. FY 2019 - 20 Budget Amendment (Annual February or March)
- dd. Set City Manager Annual Performance and Salary Review for April – Annual March
- ee. City Manager Annual Review / Salary for April - Annual April
- ff. Annual Budget Calendar - Annual May
- gg. Approval of Financial Account Signatures - Annual June
- hh. Annual Compensation Review - Annual June Workshop

## **National Payroll Week Proclamation**

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

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

**Whereas**, payroll departments collectively spend more than \$2.4 trillion annually complying with myriad federal and state wage and tax laws; and Whereas payroll professionals play an increasingly important role ensuring the economic security of American families by helping to identify noncustodial parents and making sure they comply with their child support mandates; and

**Whereas**, payroll professionals have become increasingly proactive in educating both the business community and the public at large about the payroll tax withholding systems; and

**Whereas**, payroll professionals meet regularly with federal and state tax officials to discuss both improving compliance with government procedures and how compliance can be achieved at less cost to both government and businesses; and

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

**IN WITNESS WHERE**, I have hereunto set my hand this 22nd day of July 2019.

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Robert Werner  
Mayor  
Shavano Park, Texas

## CITY COUNCIL STAFF SUMMARY

Meeting Date: July 22, 2019

Agenda item: 6.1

Prepared by: Bill Hill

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:**

6.1 Discussion/ action – Ordinance O-2019-008 proposed amendments to Sec. 36-39 regarding covered parking regulations in O-1, B-1, and B-2 zoning districts (first reading) – City Manager Hill.

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#### **Attachments for Reference:**

- 1) 6.1a Track Changes section Sec. 36-39
- 2) 6.1b Ordinance O-2019-008

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**BACKGROUND / HISTORY:** In March the City received two separate requests to build carports on two new commercial properties. According to the requesters, both of these requests are intended to provide a contemporary design which more closely resembles the high end office building designs of both projects. The both requests were ultimately approved by City Council at the May 13, 2019 meeting.

These requests triggered the Planning & Zoning, at the May 8, 2019 meeting, to address possible amendments to the Business district carport regulations. At this meeting discussion was tabled by the commission with no action. At the June 5, 2019 Commission meeting the Commission voted to recommend amendments presented in attachment 8a.

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**DISCUSSION:** The proposed amendments strike out the masonry end wall requirement, the requirement that carport roofs be constructed of standing seam metal rated at (20) gauge or higher, and the requirement for a minimum roof pitch of three (3) to twelve (12). These amendments would allow the installation of modern fabric slim profile carports as seen in the recent carport requests. In addition to the removal of these regulations, the proposed amendments add additional requirements to ensure the loosened regulations do not result in poorly installed and maintained carports (in blue and underlined):

- 4. *Covered parking.* Covered parking shall only be permitted in a fully enclosed garage or in a carport meeting the criteria listed below. In no event shall this section be construed as to allow carports in single-family residential areas.
  - a) Carports shall be set back from the front building wall at a distance of not less than twenty-five (25) percent of the length of the side building wall. See illustration below;
  - b) The carport shall be of solid neutral color; meaning colors low in saturation, examples include beige, cream, ivory, white, grey, and brown;

- ~~e) Carports visible from public right of ways shall have a solid masonry end wall on the portion of the carport facing the public right of way. The end wall shall be constructed with masonry that matches that of the primary structure.~~
- ~~d) Carports shall have support columns constructed of steel and roofs constructed of standing seam metal rated at twenty (20) gauge or higher. Roofs shall be constructed at a minimum pitch ratio of three (3) to twelve (12);~~
- e) Except for lettering necessary to designate a reserved parking space, the carport shall display no lettering or symbols of any kind;
- f) The carport shall be designed and constructed with the intent to have a minimal impact of the character of the development as well as the character of any surrounding developments;
- g) The carport shall be maintained in good condition and neither be allowed to fall into a state of disrepair nor into a state of unsafe construction; and
- h) The City Code Compliance Officer (or such other individual or classification of individuals as may be appointed by the City Council) may issue a citation requiring the removal, relocation, reconstruction or repair of any carport which does not meet the requirements of this Chapter.
- i) Carports shall only be permitted in the shaded areas as noted in the illustration below:

For full track changes of the amendments, view attachment 6.2a.

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**COURSES OF ACTION:** Approve Ordinance O-2019-008 (first reading), or decline and provide staff further guidance.

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**FINANCIAL IMPACT:** N/A

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**MOTION REQUESTED:** Approve Ordinance O-2019-008 proposed amendments to Sec. 36-39 regarding covered parking regulations in O-1, B-1, and B-2 zoning districts (first reading)

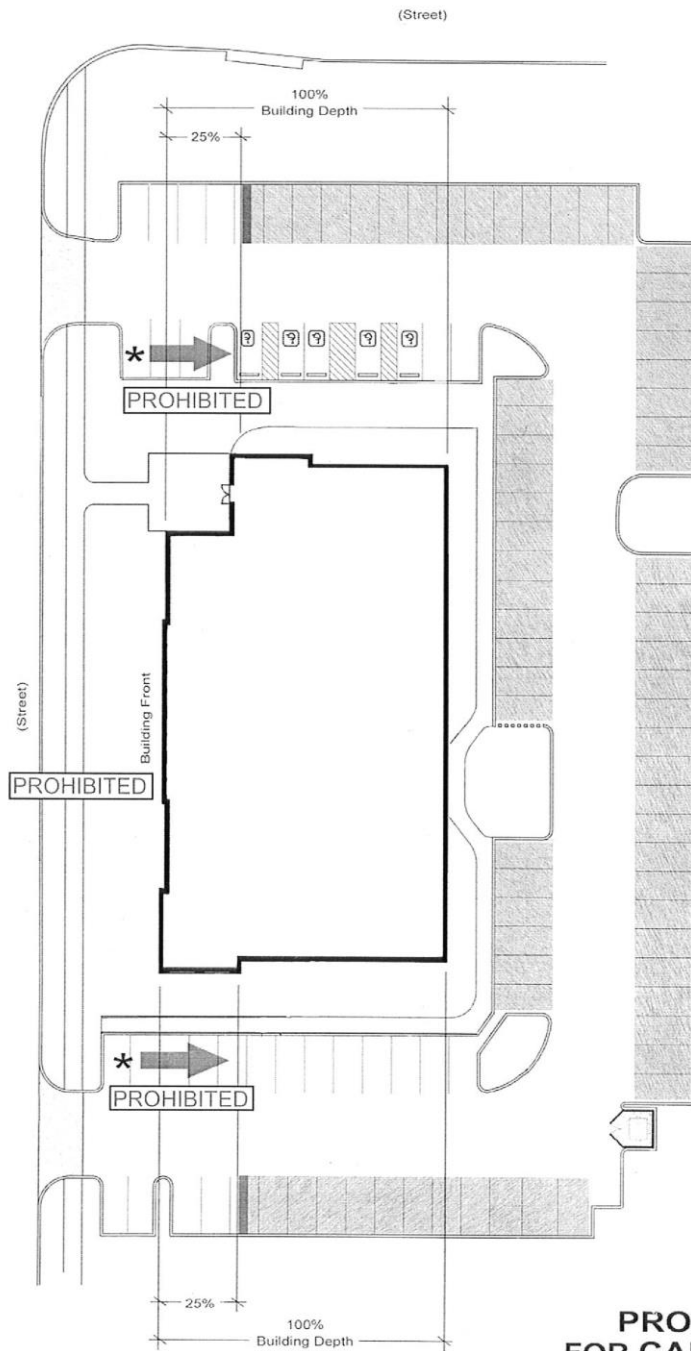
## Sec. 36-39. - Business and Office Districts.

All business and office districts shall be governed by the following regulations.


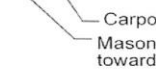
- (1) *General requirements.* The following regulations shall apply to all property within the O-1, B-1 and B-2 zoning districts:

a. *Parking.*

1. *Composition.* Off street parking facilities graded for drainage and surfaced of concrete, asphaltic concrete or asphalt shall be located on the lot on which the user is located.
2. *Ingress/egress and lane width.*
  - a i) Ingress/egress shall be provided for each parking space. All circulation shall be internal with a minimum of 24-foot-wide lanes for maneuvering areas.
  - b ii) Ratio to building area. Parking stalls shall be provided so as to maintain a ratio of at least one space (stall) per the number of square feet of gross building area specified in Table No. 6.
3. *Landscaping buffer.* A landscaped buffer shall be maintained in accordance with Table No. 6. In addition to any other landscape buffer requirement, a container grown tree having a trunk diameter of at least three inches and a minimum height of ten feet with 100 square feet of planting shall be present for each ten parking spaces. All such trees shall be within planting areas having a width of at least five feet.
4. *Covered parking.* Covered parking shall only be permitted in a fully enclosed garage or in a carport meeting the criteria listed below. In no event shall this section be construed as to allow carports in single-family residential areas.
  - a) Carports shall be set back from the front building wall at a distance of not less than twenty-five (25) percent of the length of the side building wall. See illustration below;
  - b) The carport shall be of solid neutral color; meaning colors low in saturation, examples include beige, cream, ivory, white, grey, and brown;
  - ~~c) Carports visible from public right of ways shall have a solid masonry end wall on the portion of the carport facing the public right of way. The end wall shall be constructed with masonry that matches that of the primary structure.~~
  - ~~d) Carports shall have support columns constructed of steel and roofs constructed of standing seam metal rated at twenty (20) gauge or higher. Roofs shall be constructed at a minimum pitch ratio of three (3) to twelve (12);~~
  - e) Except for lettering necessary to designate a reserved parking space, the carport shall display no lettering or symbols of any kind;
  - f) The carport shall be designed and constructed with the intent to have a minimal impact of the character of the development as well as the character of any surrounding developments;
  - g) The carport shall be maintained in good condition and neither be allowed to fall into a state of disrepair nor into a state of unsafe construction; and
  - h) The City Code Compliance Officer (or such other individual or classification of individuals as may be appointed by the City Council) may issue a citation requiring the removal, relocation, reconstruction or repair of any carport which does not meet the requirements of this Chapter.
  - i) Carports shall only be permitted in the shaded areas as noted in the illustration below:



# **LEGEND:**

  
 Carport footprint, typical  
  
 Masonry end wall towards street

**NOTE:** Carports to begin no closer than 25% of building depth into lot.

\*   
**PROHIBITED** No Carports adjacent to sides immediately adjacent to building unless required by a governmental agency.

## **PROTOTYPE SITE PLAN FOR CARPORT LOCATIONS**

**ORDINANCE NO. O-2019-008**

**AN ORDINANCE AMENDING SECTION 36-39. OF THE CITY'S CODE OF ORDINANCES TO REMOVE CERTAIN COVERED PARKING CONSTRUCTION REQUIREMENTS; PROVIDING A CUMULATIVE & CONFLICTS CLAUSE, PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.**

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**WHEREAS**, the City Council of the City of Shavano Park desires to allow greater flexibility in covered parking designs within the City's Business and Office zoning districts by removing certain masonry and steel construction requirements; and

**WHEREAS**, the City Council desires to ensure that new covered parking designs allowed by this Ordinance are maintained in good condition; and

**WHEREAS**, the City Council desires to ensure that new covered parking designs allowed by this Ordinance have minimal impact on the character of surrounding developments;

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

**I**

**CODE AMENDMENT**

Section 36-39. – Business and Office Districts, subsection (1)(a) of the City of Shavano Park Code of Ordinances is hereby amended to read as follows:

Sec. 36-39. - Business and Office Districts.

All business and office districts shall be governed by the following regulations.

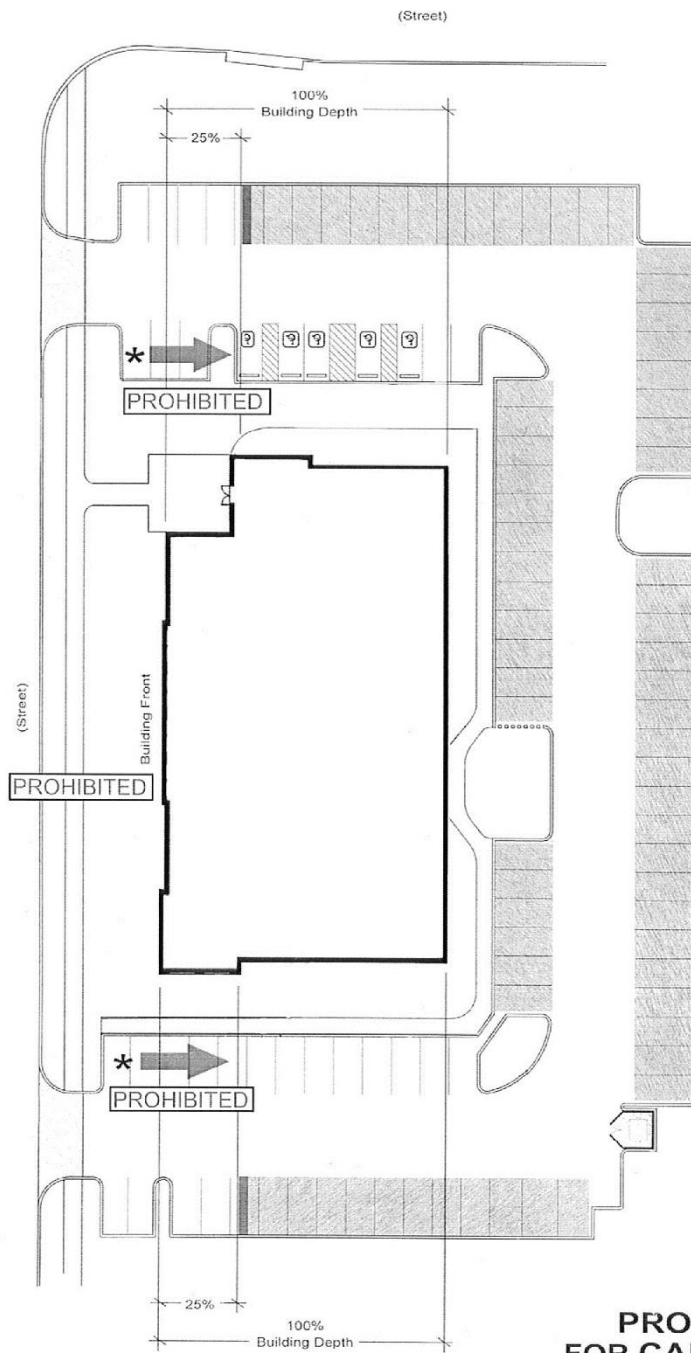
(1) *General requirements.* The following regulations shall apply to all property within the O-1, B-1 and B-2 zoning districts:

a. *Parking.*


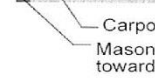
1. *Composition.* Off street parking facilities graded for drainage and surfaced of concrete, asphaltic concrete or asphalt shall be located on the lot on which the user is located.
2. *Ingress/egress and lane width.*




- a) Ingress/egress shall be provided for each parking space. All circulation shall be internal with a minimum of 24-foot-wide lanes for maneuvering areas.
  - b) Ratio to building area. Parking stalls shall be provided so as to maintain a ratio of at least one space (stall) per the number of square feet of gross building area specified in Table No. 6.
3. *Landscaping buffer.* A landscaped buffer shall be maintained in accordance with Table No. 6. In addition to any other landscape buffer requirement, a container grown tree having a trunk diameter of at least three inches and a minimum height of ten feet with 100 square feet of planting shall be present for each ten parking spaces. All such trees shall be within planting areas having a width of at least five feet.
4. *Covered parking.* Covered parking shall only be permitted in a fully enclosed garage or in a carport meeting the criteria listed below. In no event shall this section be construed as to allow carports in single-family residential areas.
- a) Carports shall be set back from the front building wall at a distance of not less than twenty-five (25) percent of the length of the side building wall. See illustration below;
  - b) The carport shall be of solid neutral color; meaning colors low in saturation, examples include beige, cream, ivory, white, grey, and brown;
  - c) Except for lettering necessary to designate a reserved parking space, the carport shall display no lettering or symbols of any kind;
  - d) The carport shall be designed and constructed with the intent to have a minimal impact of the character of the development as well as the character of any surrounding developments;
  - e) The carport shall be maintained in good condition and neither be allowed to fall into a state of disrepair nor into a state of unsafe construction; and
  - f) The City Code Compliance Officer (or such other individual or classification of individuals as may be appointed by the City Council) may issue a citation requiring the removal, relocation, reconstruction or repair of any carport which does not meet the requirements of this Chapter.
  - g) Carports shall only be permitted in the shaded areas on the illustration below.



# **LEGEND:**

 Carport footprint, typical  
 Masonry end wall towards street

**NOTE:** Carports to begin no closer than 25% of building depth into lot.

 No Carports adjacent to sides immediately adjacent to building unless required by a governmental agency.  
**PROHIBITED**

## **PROTOTYPE SITE PLAN FOR CARPORT LOCATIONS**

## **II CUMULATIVE CLAUSE**

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

## **III SEVERABILITY**

That it is hereby declared to be the intention of the City Council of the City of Shavano Park that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance should be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of the Ordinances, since the same would have been enacted by the City Council without incorporation in this ordinance of any such unconstitutional phrases, clause, sentence, paragraph or section.

## **IV PROPER NOTICE AND MEETING**

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

## **V EFFECTIVE DATE**

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

**PASSED AND APPROVED** on the first reading by the City Council of the City of Shavano Park this the 22nd day of July, 2019.

**PASSED AND APPROVED** on the second reading by the City Council of the City of Shavano Park this the \_\_\_\_ day of \_\_\_\_\_, 2019.

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**ROBERT WERNER**, MAYOR

Attest:

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**ZINA TEDFORD**, CITY SECRETARY

Approved as to Form:

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**CHARLES E. ZECH**, CITY ATTORNEY

## CITY COUNCIL STAFF SUMMARY

Meeting Date: July 22, 2019

Agenda item: 6.2

Prepared by: Bill Hill

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:**

Discussion / action – Proposed improvements and conditions for access to the Salado Creek Greenway from Cliffside Drive as directed by City Council - City Manager

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#### **Attachments for Reference:**

- 1) 6.2a CM Email to Cliffside Residents
- 2) 6.2b P&Z / Staff Analysis

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**BACKGROUND / HISTORY:** At the March 25, 2019 City Council meeting, Council directed the Planning & Zoning Commission to plan for potential City trail heads to San Antonio's Salado Creek Greenway Trail on Cliffside and near Blattman Elementary. At the April 3, 2019 Planning & Zoning meeting, the Chairman prepared items to consider regarding the Cliffside access trail as well as additional discussion where no action was taken. At the May 8, 2019 Planning and Zoning meeting, the commission came to a consensus on minimal actions that can be taken to improve the trail.

During May and June, a significant number of residents along Cliffside voiced support and concern regarding the various options being considered. The City Manager provided an email (see attachment 6.3a) that outlined the basic consensus reached by the Planning and Zoning Commission and provided clarifying notes. The City Manager invited residents to the June P&Z Public Hearing. Finally, a resident of Cliffside Road hosted a meeting with concerned residents on Friday, May 31st, which the City Manager attended.

At the June 5, 2019 Planning & Zoning Meeting the Commission held a public hearing where a numbers of residents addressed their concerns and regarding the trail head to include parking, increase in traffic to the area, safety, and to have the city closely monitor these concerns. Afterwards the Commission approved the Cliffside Salado Creek Access Trail plan as presented below.

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**DISCUSSION:** The following is the consensus plan approved by the Planning & Zoning Commission:

- No parking allowed on Cliffside at the vicinity of the access path. Install an appropriate sign along the street most affected by the trailhead and consider signs such as "No Parking" and "No Parking Except with Residential Permit."

- Leave trail surface natural (no concrete).
- Use natural colored crushed granite in the small areas where footing is difficult (as long as storm water is not a factor).
- Remove or reduce rocks to help create a safe walking surface.
- Security Gate. The City in the future may want to consider a security gate with FOB access. The City should first monitor the use of the trail and based upon information gathered make a future decision. However such a gate may prove inadequate since access is easily made in areas other than the gate.
- Trim trees and other plants to make the trail safe from low hanging limbs and branches.
- Do not add any signage on Cliffside or significant improvements adjoining the San Antonio trail that will call attention to the entrance of the trail.
- Our goal for access to the Salado Creek Trail is to initially spend a minimum amount of money on the trailhead until such a time as we can gauge the actual usage of the trailhead by our residents.
- There are currently two trail options, one north and one south. We prefer to use the trail initially heading north, since it is shorter and also directs users away from nearby resident homes.

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**COURSES OF ACTION:** Provide further guidance to P&Z consensus and direct staff to implement Cliffside Salado Creek Trail access in Fiscal Year 2019 – 2020 Budget; alternatively decline and provide further guidance.

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**FINANCIAL IMPACT:** Minimal - \$1,000 or less in staff time costs and materials.

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**MOTION REQUESTED:** Direct staff to implement Cliffside Salado Creek Trail access in Fiscal Year 2019 – 2020 Budget in accordance with P&Z consensus.

## Bill Hill

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**From:** Bill Hill

**Sent:** Friday, May 17, 2019 10:04 AM

**To:**

**Cc:**

**Subject:** FW: update on issue affecting people living along Cliffside Dr

Hello to all on Cliffside,

I want to thank several of you who have forwarded this email to me and several other emails concerning the Salado Creek trail near Cliffside Road. I have also talked with or met with a number of you and its clear to me that it would be helpful to provide you all with an update on the situation with as much information as I have. If this doesn't answer your questions feel free to call me personally to discuss and clarify.

As all of you know. There already are several trails and paths that have been used by our residents for over 50 years to access the Salado Creek. Within the Salado Creek greenbelt there are several paths that are used for bikers and hikers. San Antonio has recently created a large concrete trail that connects to the existing trail at vicinity of Huebner Road and now goes all the way up to Loop 1604. In 2014, Shavano Park did a City limits boundary change with the City of San Antonio near Loop 1604 that allowed San Antonio to build a large trail head and parking area on Loop 1604 access road. That is currently being constructed and will no doubt be the primary location that people will access the trail.

1. In February, City Council tasked the Planning and Zoning Commission to investigate options and make a recommendation for the existing trails from Shavano Park to Salado Creek trail.
2. Huntington is working with the Developer to create an access point to their community. Given that and the Loop 1604 access point, the Planning and Zoning focus has been on the existing trails vicinity the bend at Cliffside Road.
3. The Planning and Zoning Commission has been gathering input and considering options for two months.
4. Input has included the range of options from do nothing to build a sidewalk.
5. While nothing has been acted upon, the Planning and Zoning Commission has reached an initial consensus to take a "minimal actions" approach (my words).
6. However, the Planning and Zoning will hold a public hearing at their next meeting on June 5<sup>th</sup> at 6:30 pm to gain resident input. You are welcome to attend and input.
7. In the future, Planning and Zoning will approve recommendations to forward to City Council for their consideration.
8. Below is the DRAFT general consensus points discussed by P&Z so far and will be discussed again at the June 5<sup>th</sup> meeting.

- No parking allowed on Cliffside at the vicinity of the access path. Install an appropriate sign along the street most affected by the trailhead and consider signs such as "No Parking" and "No Parking Except with Residential Permit"
- Leave trail surface natural (no concrete)
- Use natural colored crushed granite in the small areas where footing is difficult (as long as storm water is not a factor).
- Remove or reduce rocks to help create a safe walking surface.
- Security Gate. The City in the future may want to consider a security gate with FOB access. The City should first monitor the use of the trail and based upon information gathered make a future decision. However such a gate may prove inadequate since access is easily made in areas other than the gate.
- ~~Trim trees and other plants to make the trail safe from low hanging limbs and branches.~~



- Do not add any signage on Cliffside or significant improvements adjoining the San Antonio trail that will call attention to the entrance of the trail.

Again, feel free to email me at [citymanager@shavanopark.org](mailto:citymanager@shavanopark.org) or call me at (210) 493-3478

*Here to Serve!*

Bill Hill  
City Manager

[www.shavanopark.org](http://www.shavanopark.org)



Attention Public Officials: Please be reminded that a "Reply to All" could lead to violations of the Texas Open Meetings Act. Please reply only to the sender.

**From:** Joy Girouard <[joy.girouard@att.net](mailto:joy.girouard@att.net)>

**Date:** May 15, 2019 at 4:44:57 PM CDT

**To:** 'Louise Chumley' <[dellchum300@yahoo.com](mailto:dellchum300@yahoo.com)>, Jan Kusch <[jakusch@sbcglobal.net](mailto:jakusch@sbcglobal.net)>

**Cc:** 'Lettie Pina' <[slrpina@hotmail.com](mailto:slrpina@hotmail.com)>, 'Sheryl Eck' <[sheryleck99@gmail.com](mailto:sheryleck99@gmail.com)>, 'Susan Willing' <[swilling78@gmail.com](mailto:swilling78@gmail.com)>, 'Jackie Van De Walle-Dreher' <[jvdw@prodigy.net](mailto:jvdw@prodigy.net)>, 'Linda Razloznik' <[lindarazloznik@petsbarn.com](mailto:lindarazloznik@petsbarn.com)>, 'Maureen Mimari' <[mdianam@aol.com](mailto:mdianam@aol.com)>, 'Abigale Kline' <[abigalek@icloud.com](mailto:abigalek@icloud.com)>, 'Loree Cameron' <[icameron110@hotmail.com](mailto:icameron110@hotmail.com)>, 'Angie Cobb' <[angie@egsw.us](mailto:angie@egsw.us)>, 'Christine Schmidt' <[chrissy@instant.net](mailto:chrissy@instant.net)>, 'Dawn Gorman' <[dawn@thegormans.com](mailto:dawn@thegormans.com)>, 'Nancy Gonzalez' <[nanjogon@gmail.com](mailto:nanjogon@gmail.com)>, 'JoAnne Culpepper' <[joanneculpepper@yahoo.com](mailto:joanneculpepper@yahoo.com)>, 'Alicia Trevino' <[a.trevino@dhrarchitects.com](mailto:a.trevino@dhrarchitects.com)>, 'Jeanne Tousley' <[jyt30@hotmail.com](mailto:jyt30@hotmail.com)>, 'Bonnie Shields' <[bonshields@hotmail.com](mailto:bonshields@hotmail.com)>, 'Janet Smith' <[honeybear1066@gmail.com](mailto:honeybear1066@gmail.com)>, 'Madeline Walthall' <[madelinesatx@gmail.com](mailto:madelinesatx@gmail.com)>, 'Annyce Kuykendall' <[annycekuykendall@gmail.com](mailto:annycekuykendall@gmail.com)>, 'Tammy Miller' <[tmaggie95@yahoo.com](mailto:tmaggie95@yahoo.com)>, 'Lauren Kalmbach' <[laurenkalmbach@me.com](mailto:laurenkalmbach@me.com)>, 'tonigelfer@yahoo.com', 'Linda Griffin' <[mimi@icloud.com](mailto:mimi@icloud.com)>, 'Amanda Taylor' <[ajtaylornd@icloud.com](mailto:ajtaylornd@icloud.com)>, 'Katie Walker' <[katiesvineyard@mac.com](mailto:katiesvineyard@mac.com)>, 'Carrie Fraser' <[carrie.fraser@me.com](mailto:carrie.fraser@me.com)>

**Subject:** Re: update on issue affecting people living along Cliffside Dr

Janet,

Thank you so much for going the Council meeting. Did they show any drawings/renderings of what this would look like? I just can't picture what they're trying to do. At what location would there be a gate with the fob access?

Joy  
204 Cliffside

On Monday, May 13, 2019, 7:34:28 PM CDT, Jan Kusch <[jakusch@sbcglobal.net](mailto:jakusch@sbcglobal.net)> wrote:

Hello fellow Cliffside residents,

I attended the City Council meeting tonight and signed up to speak regarding proposed Salado Creek Bike trail. I am against this due to my concerns for safety, privacy and potential for trash on our street. Unfortunately, it seems my opinion fell on deaf ears. Four Shavano Park residents were there and spoke in favor of this project. This seems like history repeating



itself. When the apartments went up on Huebner ( that my property backs into), the concerns were the same, safety, privacy and litter. At that time I was promised this awesome privacy fence, etc. Well, nothing like what was proposed to me was built by the apartment people as promised. Tonight it was suggested there be fobs that people purchase to have access in and out of the bikeway onto Cliffside. Again, nothing in writing to insure this. Anyway, wanted you to know. I truly feel this is a done deal.

Best regards,

Janet Kusch

100 Cliffside Dr.

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**From:** Louise Chumley [<mailto:dellchum300@yahoo.com>]

**Sent:** Saturday, May 11, 2019 2:23 PM

**To:** Joy Girouard

**Cc:** Lettie Pina; Sheryl Eck; Susan Willing; Jackie Van De Walle-Dreher; Linda Razloznik; Maureen Mimari; Abigale Kline; Loree Cameron; Angie Cobb; Christine Schmidt; Dawn Gorman; Nancy Gonzalez; Jan Kusch; JoAnne Culpepper; Alicia Trevino; Jeanne Tousley; Bonnie Shields; Janet Smith; Madeline Walthall; Annyce Kuykendall; Tammy Miller; Lauren Kalmbach; [tonigelfer@yahoo.com](mailto:tonigelfer@yahoo.com); Linda Griffin; Amanda Taylor; Katie Walker; Carrie Fraser

**Subject:** update on issue affecting people living along Cliffside Dr

Hi. I just received information from a resident that lives on Fawn and goes to the Planning and zoning meetings and they are again proposing to open up the Salado Creek bike and hike trail to Cliffside by providing at a minimum - paving the area from the 100 block of Cliffside down to the Salado Creek - making it a public trailhead and further - possibly providing parking near the entrance to the trailhead. It is a scary thing to think our properties will now be exposed on a daily basis to the general public as an advertised trailhead. We could see large numbers of non residents on a daily basis hanging out along the cliff. He said you can see the item from the Planning and Zoning committee from May 8th - item 9 if you want to see the discussed points according to my source. There is a council meeting this Monday at 6:30 if anyone wants to sign up to speak. You can also go the City of Shavano Park website and I believe there is an area that you can click onto to email your mayor, council and Bill Hill the City Manager.

Hope we can avoid this proposed change for all of our sakes.

Louise Chumley

<CLIFFSIDE LADIES LUNCHEON LIST.docx>

## Items to Consider for Trailheads – 4-3-19

### Staff Analysis – 4-22-19

#### Cliffside Trailhead

1. Should we hold a Public Hearing to hear citizen input, especially those living on and near the trailhead? It seems like most comments from the 2018 Town Plan survey favored the plan, as long as parking was not involved.

Staff: Staff agree a public hearing is needed to gather resident input on the project. A public hearing is scheduled for June Planning & Zoning.

2. Do we legally prohibit parking along Cliffside to insure that the trailhead is only available to our citizens? This would have to be done so that we do not also prohibit our citizens from parking in front of their property for events or parties they may be holding at their houses.

Staff: City Council can establish a “Resident Parking Only Zone” by Ordinance. Staff researched and found these type of ordinances in Fort Worth and University Park. Both Ordinances zoned certain blocks and/or streets to restrict parking to residents only, establish a parking permit and provided enforcement & penalty provisions. Both ordinances also provide for temporary visitor permits for the guests or contractors. Neither Ordinance is a zoning ordinance but appears to be derived from the Transportation Code Sec. 545.302.



Source: City of Austin.

3. Should we limit signage for the trailhead to discourage non-citizen knowledge and thus access to the trail?

Staff: Staff does not believe any identification signage is needed for the trail.

4. How do we inform citizens of the project?
  - a. Mail notices to selected addresses? A notice of the Public Hearing(s) can be mailed to residents near the proposed access point.
  - b. Electronic messages? City Facebook, Twitter, Nextdoor accounts.
  - c. City Manager section of the Roadrunner? Yes.
  - d. Include on City's signage? Digital marquee can be utilized for public hearing(s).
  - e. Other? Staff will coordinate all these efforts as a public awareness campaign in late June / early July in support of the July Public Hearing. Can coordinate similar efforts in support of Planning & Zoning Commission as required.
5. Construction and design of walkway to allow for easy walking and bike access.
  - a. Concrete, asphalt or crushed granite? Each type of materials offer advantages and disadvantages and vary in cost and ability to weather large storm events. Certain sections may be built using various materials. These construction materials offer the advantages of being erosion-resistant and provide better pedestrian & bicycle accessibility.
  - b. Width? If bicycles are contemplated, the width needs to be sufficient for both bikes and walkers on the same path. Width requirements for accessibility under US Forest Service Guidelines are 36 inches, or may be reduced to 32 inches minimum.
  - c. If we call it a trail rather than a sidewalk would the walkway have to be ADA compliant? Do we have enough property to allow for a gradual grade for ADA compliance? During the staff's discussion with the lead planner for the CoSA trail system, staff learned CoSA's accessibility standards for their trail design. CoSA's process is as follows:

Outdoor Recreation is not a part of Texas Accessibility Standards (TAS) due to the challenging nature of building accessible pathways in a natural environment. CoSA first requests a variance from the Texas Department of Licensing and Regulation (TDLR) to allow them to build a project following the US Forest Service Guidelines (FSTAG) instead of TAS. CoSA staff says that TDLR will defer judgment on the variance rather than approve or deny because outdoor recreation is not under TAS. FSTAG allows for some flexibility in accessibility standards in order to maintain the natural setting. For example, FSTAG allows for grades up to 12 percent and width requirements of 36 inches (with reductions to 32 inches). The City needs to determine the grade of the proposed trail path and determine if meeting FSTAG guidelines is feasible, and the City should verify independently to ensure CoSA's staff action steps are applicable to Shavano Park.

6. Do we have a survey of the property and can we have the property flagged so we know its exact location and topography?

Staff: Yes, a survey of the land was completed in prep for the 2014 land swap between the City and CoSA. Staff has not, at this time, ID'ed or marked the exact area, but understand this is a needed requirement.

7. Can we legally "tie into" San Antonio's walking trail or do we need to get their permission? Will they require us to match their sidewalk design and construction?

Staff: Staff contacted the CoSA trail system lead planner and he was anticipating some connector from Shavano Park as planned in 2014. Staff do not anticipate any legal complications connecting our access path to City of San Antonio (CoSA) trail. CoSA will likely require the City acquire a temporary construction easement. CoSA has not authority over the City's trail design, but may stipulate construction requirements when connecting with their path.

8. Just a note, but the access to Inwood is really beautiful and is not secured. It's also a pretty steep grade and I can't tell if it's ADA compliant or not. They do have signage that says no trespassing and private property.

Staff: The Inwood access point was built by CoSA on Inwood HOA land. ADA compliance is unknown at this time. The pathway is likely a "best effort" for accessibility using US Forest Service Guidelines under a variance request to Texas Department of Licensing and Regulation (TDLR). CoSA employs Accessibility Standards professionals to review their plans for compliance.

9. I have met SA Park Rangers during my walks. Should SPPD also patrol our portion of the trailhead?

Staff: Police Chief recommends that a visible jurisdictional line marker on or next to the trail be installed to help officers avoid jurisdictional confusion with CoSA when responding to calls on the trail. Police Chief also states that Police Department does not currently have the equipment to properly patrol the trail but will provide emergency aid on foot from Cliffside road to the access path.

Fire Chief states that it is unlikely the department's brush truck could access the Cliffside trail. Although this is not ideal, Chief reports that the Fire Department will provide emergency aid on foot from Cliffside road to the access path. Vehicle access from the 1604 CoSA trailhead is likely.

10. We need to develop a plan to provide for the upkeep and maintenance of the trailhead.

Staff: The construction materials used for the trail will greatly determine trail upkeep and maintenance requirements. Once Planning & Zoning provides further guidance to staff, staff can prepare maintenance estimates.

11. There is a home directly adjacent to the proposed entrance to the Salado Creek Trail. Should the City consider some reasonable accommodations to provide for his privacy and security?

Staff: Staff approach to this concern was to not improve or locate the trail adjacent to this property, but to locate the trail approximately 50 – 75 yards from the property line. At this time staff is planning efforts to protect the privacy and security of all residents in the vicinity of the access path.

12. Should we also consider costs, or do we let the City Council and City Staff worry about this?

Staff: Staff recommends costs always be considered. Staff can prepare cost estimates for the Commission as Planning & Zoning continues their work.

#### Trailhead at Loop 1604

1. The City of SA is constructing a trailhead with access and parking off Loop 1604. The trailhead is not yet complete and I access the walking trail through Napier Park.
2. It looks like SA is providing parking for about 70 cars, which to me appears to be adequate.
3. Denton has already constructed a sidewalk adjacent to Loop 1604 which will ultimately provide access from Military Drive to the trailhead.
4. If the SA parking proves inadequate, there will probably be some users of the Greenway Trail who will park in one of the office building parking lots fronting on Loop 1604 and then walk to the trailhead. This will have to be monitored to make certain that it does not become a problem in the future.
5. Should the City consider landscaping of the current City owned sidewalk along Loop 1604 to make the walk is more aesthetically pleasant?
6. There is really no property available for Shavano Park to construct its own trailhead for citizens to access to the trails.
7. We need to remember that the trail will be continuing north to the Rim, so parking could become a concern in the future.
8. I don't see any security or privacy issues for the Loop 1604 trailhead.

Staff: Staff see no issue with San Antonio's development of the trailhead at this time. Once complete and open to the public the City will make the trailhead's availability known to residents on social media, website & roadrunner newsletter.

## CITY COUNCIL STAFF SUMMARY

Meeting Date: July 22, 2019

Agenda item: 6.3

Prepared by: Mayor Pro Tem Ross

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:**

Discussion / action - Use of City Hall for voting - Mayor Pro Tem Ross



**Attachments for Reference:** 1)

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**BACKGROUND / HISTORY:** Prior to 2006, since 1956 (50 years), Shavano Park Elections were held at City Hall and monitored by the City. Other elections for state and national candidates were conducted on DeZavala at a local church.

Since 2006, the City of Shavano Park has contracted with the Bexar County Elections Administrator for all Shavano Park election services (early and election day). At the time, council and residents were advised by staff (none of the current staff), that Shavano Park would be PAID for the use of City Hall as an early voting election site; and that our City Hall would be open to any Bexar County voters, not just Shavano Park voters. Prior to this, a church on De Zavala hosted early voting for Bexar County voters. At the time, the incentive of having Bexar County administer our own City elections for free was enticing. Unfortunately, this was never true. The City has been paying for administration.

In addition to paying for the service, Shavano Park has had issues with parking, sign clutter, complaints regarding people hawking for candidates, litter, congestion in the lobby making it difficult for residents or businesses to get into to conduct their business. Additional maintenance of our facilities, including bathrooms and our septic system cannot handle the traffic, causing issues for both City Hall and Bexar 911 employees. Staff, PD and Public Works are diverted to handle situations. The last presidential election exceeded our City's capacity for parking and bathroom usage. The problems increase even more during regularly scheduled events held at City Hall like, City Council, P&Z & Court.

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**DISCUSSION:** Concerns regarding the use of city hall for Non-Shavano Park Elections due to the increased number of voters, inconvenience to PD and staff, shortage of parking and septic issues have been brought to our attention.

A new process will begin with the November 2019 Election. Bexar County will introduce "vote centers" - places where any registered voters can cast a ballot **away from their designated**



**polling site on Election Day.** Currently, there are 305 polling places. When the new system is launched, that number will reduce to 260 polling places. That is 45 sites less.

If we continue to allow the use of city hall for all Elections, we will be a “vote center” and there will be a significant increase in number of voters during Early Voting and Election Day.

If the Council determines that the City is to opt out of elections other than May elections, there is the consideration of where will Shavano Park residents vote.

The change to “vote centers” will impact city elections regardless, there will be an increase in voters during Early Voting and Election Day.

What is opt out deadline?

What are the options for Shavano Park? (Staff to provide details at meeting)

- 1) Opt out of Bexar Elections administering our election and City Secretary handle for Shavano Park
  - a. how much do we pay to Bexar Elections currently, on average because it is based on all who use the service?
  - b. what would it take staff time and financially to conduct our own election?
  - c. of the nearly 30 municipalities who hold elections, how many do it themselves? And how do they do it?
- 2) Opt out of hosting elections other than May elections and have Bexar Elections administer, possible locations would include Blattman or a prior location on Dezavala. (the major voter turnout is in November)
- 3) Continue as before and budget additional resources and funds to cover costs. Shavano Park has not but by law may, charge (Ballpark resources and funds?)

**NOTE:** Jacque Callanen, Bexar County Elections Administrator, addressed a number of questions from City Council regarding Early Voting / Election Day turnout at City Hall and upcoming changes to polling places to “vote centers” at the June 24<sup>th</sup> Regular City Council Meeting. No action was taken at this meeting.

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#### **COURSES OF ACTION:**

- 1) Opt out of Bexar Elections administering our election and City Secretary handle for Shavano Park
- 2) Opt out of hosting elections other than May elections and have Bexar Elections administer (the major voter turnout is in November)



- 3) Continue as before but budget additional resources and funds to cover costs to include reimbursement from Bexar Elections. (Ballpark resources and funds?)

Texas Election Code

**Sec 43.033** CONSIDERATION FOR USE OF PUBLIC BUILDING AS POLLING PLACE.

(a) No charge, including a charge for personnel, utilities, or other expenses incurred before or after regular business hours, may be made for the use of a public building for a polling place if the day of the election is a day on which the building is normally open for business. If the day of the election is a day on which the building is not normally open for business, a charge may be made only for reimbursement for the actual expenses resulting from use of the building in the election.

(b) The reimbursing authority is entitled to an itemized statement of expenses before making remittance.

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**FINANCIAL IMPACT:** To be provided by staff current costs and manpower and potential under above options.

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**MOTION REQUESTED:** Need to have additional facts from staff for decision.

## CITY COUNCIL STAFF SUMMARY

Meeting Date: July 22, 2019

Agenda item: 6.4

Prepared by: Bill Hill

Reviewed by: Bill Hill

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**AGENDA ITEM DESCRIPTION:** Discussion / action - Ordinance No. O-2019-007 amending the City of Shavano Park Code of Ordinances Chapter 6 - Buildings and Building Regulations, Sec. 6-165 and Chapter 34 - Utilities, Article II. - Water to update Backflow Prevention Assembly requirements (first reading) - City Manager

X

**Attachments for Reference:**

- 1) Draft Backflow Amendments v2
- 2) Draft Backflow Amendments v1
- 3) Attorney Memo \* Attorney Client
- 4) TCEQ Backflow Inquiry Response
- 5) Texas Admin Code (extracts)
- 6) Cross Connection Control RG-478

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**BACKGROUND / HISTORY:** Discussion on requirements for water supply backflow prevention requirements were initiated in the Water Advisory Committee in the fall of 2018. In February 2019, the City Manager asked both City Attorney and TCEQ Attorney for clarifying information.

On March 7, 2019 the City received a memo from City Attorney answering question from the City Manager regarding Backflow Prevention Assembly where an on-site sewage facility exists (Attachment 3 – Note: Memo is Attorney-Client Privilege).

On March 9, 2019 the City received a memo from Texas Commission on Environmental Quality Office of Compliance and Enforcement in response to the City's inquiries regarding backflow prevention requirements where an on-site sewage facility exists (attachment 4).

Staff briefed the WAC on Backflow Prevention Assembly requirements in March and April and have concluded that Shavano Park's backflow ordinance is outdated and needs revision to be in compliance with TCEQ and the Texas Administrative Code (TAC).

In April, staff drafted amendments v1 (attachment 1) to comply with State regulations regarding backflow prevention requirement using definitions from the 2015 International Plumbing Code combined with language from TCEQ regulations and the ordinances of Fair Oaks Ranch and Universal City. Since April's WAC meeting staff reviewed the draft amendments and have made minor changes to the v1 amendments.

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**DISCUSSION:** At the June 24, 2019 City Council meeting, staff presented the topic and discussion was held but no action taken. On June 28, 2019 staff removed all mentions of a "Water

Utility Director” and replaced it with “Public Works Director” as consistent with other parts of the City Code of Ordinances.

At the May WAC meeting, the Committee considered the v1 draft ordinance and took no action.

After the May meeting, staff was provided comments and analysis that challenged the assumption that an OSSF is a health hazard and therefore does not require annual inspections of backflow devices.

Staff then presented to WAC two versions of draft amendments to the ordinance. Version 1 (v1) is the same version presented to the WAC at the May meeting (attachment 1). In this version, OSSF is explicitly listed as a health hazard and annual inspections of reduced pressure backflow devices are required.

Version 2 (v2) (attachment 2) preserves most all the new draft language but removes some of the requirements.

- v2 still requires properties with OSSF to have a reduced pressure backflow device
- v2 does not classify an OSSF as a health hazard
- v2 does not require annual inspections of backflow devices

Staff in consultation with attorney reviewed the additional comments and analysis provided. According to the City Attorney there is nothing explicitly stated in the administrative code denoting an on-site sewage disposal system (OSSF) is a health hazards. It is also clear that the specific conditions provided for in 30 TAC 344.51(d) is controlling on properties that have an irrigation system with an on-site OSSF (and these conditions do not classify as an OSSF).

Additionally, the City Attorney noted that TCEQ staff are not the rule making authority for TCEQ. However, TCEQ is the administering agency and it is the “staff” that is authorized to make reasonable interpretations of the regulations. In its publication of RG-478, TCEQ has signaled how it intends to interpret the rules, which is to designate irrigation systems with on-site OSSF as a health hazard.

After reviewing the additional comments, the City Attorney’s opinion which was based on analysis of the 30 TAC 344.51(d), RG-478 and other relevant provisions our opinion remains the same as originally provided.

Ultimately, the City is a point where it must make a policy decision on implementation of the program. If cited by TCEQ for a violation, the City would be in a position to challenge TCEQ, which can be a time consuming and expensive course of action, or amend its ordinance for compliance as directed by TCEQ.

At the June WAC meeting, the Committee considered the v1 and v2 draft ordinance and approved an action recommending City Council approve v2 of the ordinance.

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**COURSES OF ACTION:** Approve v1 or v2 amendments as presented or provide recommendations or guidance

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**FINANCIAL IMPACT:** These requirements from TCEQ will impact those residents that have an irrigation system on property that is serviced by an OSSF. There may be an annual inspection requirement and eventually residents will need to replace their backflow device with an RPBA device.

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**MOTION REQUESTED:** To approve Ordinance No. O-2019-007 version \_\_\_\_ amending the City of Shavano Park Code of Ordinances Chapter 6 - Buildings and Building Regulations, Sec. 6-165 and Chapter 34 - Utilities, Article II. - Water to update Backflow Prevention Assembly requirements

**ORDINANCE NO. O-2019-007**

**AN ORDINANCE AMENDING SECTION 6-165. – WATER SERVICE AND CHAPTER 34- UTILITIES, ARTICLE II. – WATER, DIVISION 1 OF THE CITY OF SHAVANO PARK CODE OF ORDINANCES TO PROVIDE FOR DEFINITIONS, BACKFLOW PREVENTION DEVICE INSTALLATION, TESTING AND MAINTENANCE, DESIGNATION OF A PROGRAM COORDINATOR AND ENFORCEMENT; PROVIDING A CUMULATIVE & CONFLICTS CLAUSE, PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.**

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**WHEREAS**, the Texas Commission on Environmental Quality has determined that a property with both an on-site sewage disposal systems and an irrigation system constitute a health hazard; and

**WHEREAS**, the City Council desires to ensure the water service of the City's water system remains safe and free of contamination; and

**WHEREAS**, the City Council desires to ensure all cross connections to the City's water system are protected in accordance with the Texas Administrative Code Title 30, Chapter 290 and the International Plumbing Code, as adopted; and

**WHEREAS**, the City Council desires to have the backflow prevention regulations of the City's water system be clear and understandable;

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

**I**

**CODE AMENDMENT**

Chapter 6 - BUILDINGS AND BUILDING REGULATIONS, Article VI. – UTILITY SERVICES, Section 6-165. – Water service, of the City of Shavano Park Code of Ordinances is hereby amended to read as follows:

Sec. 6-165. - Water service.

For City of Shavano Park Water Utility system regulations see Chapter 34 – UTILITIES of the City of Shavano Park Code of Ordinances.

## II CODE AMENDMENT

Chapter 34 - UTILITIES, Article II. – WATER, Division 1 of the City of Shavano Park Code of Ordinances is hereby amended to read as follows:

### DIVISION 1. - IN GENERAL.

#### Sec. 34-19. - Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Backflow* means the backflow of potentially contaminated or polluted water into the potable water system as a result of the pressure in the potable water system falling below atmospheric pressure of the plumbing fixtures, pools, tanks or vats connected to the potable water distribution piping.

*Backflow prevention assembly* means any assembly used to prevent backflow into a potable water system. The type of assembly used is based on the existing or potential degree of health hazard and backflow condition.

- (1) *Double check valve assembly*: The approved double check valve assembly consists of two internally loaded check valves, either spring loaded or internally weighted, installed as a unit between two tightly closing resilient-seated shut-off valves and fittings with properly located resilient-seated tests cocks. This assembly shall only be used to protect against a nonhealth hazard (that is, a pollutant).
- (2) *Reduced-pressure backflow prevention assembly*: The approved reduced-pressure principle backflow-prevention assembly consists of two (2) independently acting approved check valves together with a hydraulically operating, mechanically independent pressure differential relief valve located between the check valves and below the first check valve. These units are located between two tightly closing resilient-seated shutoff valves as an assembly and equipped with properly located resilient-seated test cocks. This assembly must be used to protect against health hazards (that is, a contamination).

*Contamination* means an impairment of the quality of the potable water that creates an actual hazard to the public health through poisoning or the spread of disease by

## VERSION 1

sewage, industrial fluids or waste. Contaminates are considered a health hazard.

*Cross connection* means any physical connection or arrangement between two otherwise separate piping systems, one of which contains potable water and the other either water of unknown or questionable safety.

*Health Hazards* means cross-connection, potential contamination hazard, or other situation involving any substance that can cause death, illness, spread of disease, or has a high probability of causing such effects if introduced into the potable drinking water supply. Reference Texas Administrative Code Title 30, Section 290.38(35). This definition includes on-site sewage facilities (OSSF) located on the same property as an irrigation system with a cross- connection to the City of Shavano Park Water Utility system.

*On-Site Sewage Facility (OSSF)* means an on-site sewage disposal system. This includes systems typically referred to as septic systems. An OSSF is considered a health hazard in reference to backflow prevention for irrigation systems by the Texas Commission on Environmental Quality.

Sec. 34-20. - Rebate program established.

For users of the City water system, the City hereby establishes a rebate program for persons purchasing and installing certain low water use household appliances and fixtures for retrofitting existing single-family structures. The City authorizes the Public Works Director or his designee to prepare a list on an annual basis of appliances and fixtures for which rebates shall be given, and shall be further authorized to establish administrative procedures for implementing the rebate program. Rebates shall be:

- (1) Upon installation of low flush toilet, \$50.00 credit on water bill.
  - a. Limit two credits per residential unit.
  - b. Requires proof of purchase and inspection by City official.
  - c. Residents will be responsible for disposal of toilet.
  - d. Qualifying low flush toilet shall be in accordance with the San Antonio Water Systems standard.
- (2) Upon installation of high-efficiency washing machine, \$100.00 credit on water bill.
  - a. Limit one per residential unit.
  - b. Qualifying high-efficiency washing machine shall be in accordance with the San Antonio Water Systems standard.
  - c. Requires proof of purchase and inspection by City official.

## VERSION 1

The Water Conservation Rebate Program will be available for fixtures and machines installed after the effective date of the ordinance from which this section is derived. Residents that installed fixtures and machines prior to the approval of the ordinance from which this section is derived do not qualify for the rebate program.

### Sec. 34-21. – Water Service.

- (a) Upon application and payment of the established connection fee and water meter deposit, the City will provide water to any platted lot within the City's area as defined by the certificate of convenience and necessity (CCN).
- (b) The connection fee will cover installation of a three-fourths-inch connection to the water main, a three-fourths-inch service pipe and a five-eighths-inch meter and meter box. Where a pavement cut is required, the cost of such cut will be borne by the owner, contractor or other person responsible for the construction.
- (c) The service line from the meter to the house shall be installed by the owner or contractor and shall be a minimum one-inch inside diameter of schedule 40 PVC or one-inch copper tubing meeting ASTM specifications type L soft. The one-inch tubing shall be connected to the water meter through a substantial three-fourths-inch or one-inch brass cutoff ball valve.
- (d) Attachment of a temporary water faucet will not be permitted without an installed meter and hose bib vacuum breaker device installed on temporary water faucet with a customer-installed control ball valve. Violation of this provision will constitute a \$200.00 fine.

### Sec. 34-22. – Backflow Prevention.

#### *a) General.*

- 1) No water service connection shall be made to any property where an actual or potential health hazard exists unless the City of Shavano Park Water Utility system is protected in accordance with the Texas Administrative Code Title 30, Chapter 290 and the International Plumbing Code, as adopted.
- 2) The Texas Administrative Code referred to herein shall mean those in effect at the effective date of this ordinance and any other subsequent approved amendments, or those made effective by any successor regulatory agency of the state.

#### *b) Backflow prevention assembly installation, testing, and maintenance.*

- 1) All cross-connections to the City of Shavano Park Water Utility system must have, at a minimum, an approved double check valve assembly installed by a licensed plumber or licensed irrigator.
- 2) If an irrigation system is installed on a property that is served by an on-site sewage



VERSION 1

facility it constitutes a potential health hazard. All cross-connections to the property's water system must install an approved reduced-pressure backflow prevention assembly by a licensed plumber or licensed irrigator.

- 3) Reduced pressure principle backflow prevention assemblies shall be tested by a recognized backflow prevention assembly tester at the time of installation, immediately after repairs or relocation, and annually by a recognized backflow prevention assembly tester in accordance with Texas Administrative Code Chapter 344. A copy of all test records must be submitted to the City of Shavano Park upon completion.
- 4) All presently installed backflow prevention assemblies that do not meet the standards of this section but were approved assemblies for the purpose described herein at the time of installation and that have been properly maintained, shall, except for the inspection and maintenance requirements, be excluded from the requirements of these rules so long as the Public Works Director is assured that they will satisfactorily protect the utility system. Whenever the existing assembly is moved from the present location, requires more than minimum maintenance, or when the Public Works Director finds that the existing device constitutes a hazard to health, the unit shall be replaced by an approved backflow prevention assembly meeting the requirements of this section.
  - i) If an existing double check valve assembly fails inspection the property owner shall upgrade to a reduced pressure principle backflow prevention assembly within 30 calendar days of the failed inspection.
  - ii) Testing and maintenance reports of backflow prevention assemblies shall be submitted to the City of Shavano Park Water Utility within 30 calendar days of completion.
- 2) *Designation of program coordinator.* The program coordinator shall be the Public Works Director of the City of Shavano Park Water Utility system.
- 3) *Enforcement.*
  - 1) Any person, firm or corporation violating any provisions of this article shall be deemed guilty of a misdemeanor and upon conviction, shall be fined in a sum not to exceed one thousand dollars (\$1,000.00) for each violation and each day being a separate violation.
  - 2) The Public Works Director may discontinue water service to a property where such violations occur to protect the public health and safety. Services discontinued under such circumstances shall be restored only upon compliance.

**VERSION 1**

**II  
CUMULATIVE CLAUSE**

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

**III  
SEVERABILITY**

That it is hereby declared to be the intention of the City Council of the City of Shavano Park that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance should be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of the Ordinances, since the same would have been enacted by the City Council without incorporation in this ordinance of any such unconstitutional phrases, clause, sentence, paragraph or section.

**IV  
PROPER NOTICE AND MEETING**

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

**V  
EFFECTIVE DATE**

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

**PASSED AND APPROVED** on the first reading by the City Council of the City of Shavano Park this the 22nd day of July, 2019.

**PASSED AND APPROVED** on the second reading by the City Council of the City of Shavano Park this the \_\_\_\_ day of \_\_\_\_\_, 2019.

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**ROBERT WERNER**, MAYOR

Attest:

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**ZINA TEDFORD**, CITY SECRETARY

Approved as to Form:

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**CHARLES E. ZECH**, CITY ATTORNEY

**ORDINANCE NO. O-2019-007**

**AN ORDINANCE AMENDING SECTION 6-165. – WATER SERVICE AND CHAPTER 34- UTILITIES, ARTICLE II. – WATER, DIVISION 1 OF THE CITY OF SHAVANO PARK CODE OF ORDINANCES TO PROVIDE FOR DEFINITIONS, BACKFLOW PREVENTION DEVICE INSTALLATION, TESTING AND MAINTENANCE, DESIGNATION OF A PROGRAM COORDINATOR AND ENFORCEMENT; PROVIDING A CUMULATIVE & CONFLICTS CLAUSE, PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.**

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**WHEREAS**, the City Council desires to ensure the water service of the City's water system remains safe and free of contamination; and

**WHEREAS**, the City Council desires to ensure all cross connections to the City's water system are protected in accordance with the Texas Administrative Code Title 30, Chapter 290 and the International Plumbing Code, as adopted; and

**WHEREAS**, the City Council desires to have the backflow prevention regulations of the City's water system be clear and understandable;

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

**I**

**CODE AMENDMENT**

Chapter 6 - BUILDINGS AND BUILDING REGULATIONS, Article VI. – UTILITY SERVICES, Section 6-165. – Water service, of the City of Shavano Park Code of Ordinances is hereby amended to read as follows:

Sec. 6-165. - Water service.

For City of Shavano Park Water Utility system regulations see Chapter 34 – UTILITIES of the City of Shavano Park Code of Ordinances.

**II**

**CODE AMENDMENT**

Chapter 34 - UTILITIES, Article II. – WATER, Division 1 of the City of Shavano Park Code of Ordinances is hereby amended to read as follows:

DIVISION 1. - IN GENERAL.

Sec. 34-19. - Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Backflow* means the backflow of potentially contaminated or polluted water into the potable water system as a result of the pressure in the potable water system falling below atmospheric pressure of the plumbing fixtures, pools, tanks or vats connected to the potable water distribution piping.

*Backflow prevention assembly* means any assembly used to prevent backflow into a potable water system. The type of assembly used is based on the existing or potential degree of health hazard and backflow condition.

- (1) *Double check valve assembly*: The approved double check valve assembly consists of two internally loaded check valves, either spring loaded or internally weighted, installed as a unit between two tightly closing resilient-seated shut-off valves and fittings with properly located resilient-seated tests cocks. This assembly shall only be used to protect against a nonhealth hazard (that is, a pollutant).
- (2) *Reduced-pressure backflow prevention assembly*: The approved reduced-pressure principle backflow-prevention assembly consists of two (2) independently acting approved check valves together with a hydraulically operating, mechanically independent pressure differential relief valve located between the check valves and below the first check valve. These units are located between two tightly closing resilient-seated shutoff valves as an assembly and equipped with properly located resilient-seated test cocks. This assembly must be used to protect against health hazards (that is, a contamination).

*Contamination* means an impairment of the quality of the potable water that creates an actual hazard to the public health through poisoning or the spread of disease by sewage, industrial fluids or waste. Contaminates are considered a health hazard.

*Cross connection* means any physical connection or arrangement between two otherwise separate piping systems, one of which contains potable water and the other either water of unknown or questionable safety.

## VERSION 2

*Health Hazards* means cross-connection, potential contamination hazard, or other situation involving any substance that can cause death, illness, spread of disease, or has a high probability of causing such effects if introduced into the potable drinking water supply.

*On-Site Sewage Facility (OSSF)* means an on-site sewage disposal system. This includes systems typically referred to as septic systems.

Sec. 34-20. - Rebate program established.

For users of the City water system, the City hereby establishes a rebate program for persons purchasing and installing certain low water use household appliances and fixtures for retrofitting existing single-family structures. The City authorizes the Public Works Director or his designee to prepare a list on an annual basis of appliances and fixtures for which rebates shall be given, and shall be further authorized to establish administrative procedures for implementing the rebate program. Rebates shall be:

- (1) Upon installation of low flush toilet, \$50.00 credit on water bill.
  - a. Limit two credits per residential unit.
  - b. Requires proof of purchase and inspection by City official.
  - c. Residents will be responsible for disposal of toilet.
  - d. Qualifying low flush toilet shall be in accordance with the San Antonio Water Systems standard.
- (2) Upon installation of high-efficiency washing machine, \$100.00 credit on water bill.
  - a. Limit one per residential unit.
  - b. Qualifying high-efficiency washing machine shall be in accordance with the San Antonio Water Systems standard.
  - c. Requires proof of purchase and inspection by City official.

The Water Conservation Rebate Program will be available for fixtures and machines installed after the effective date of the ordinance from which this section is derived. Residents that installed fixtures and machines prior to the approval of the ordinance from which this section is derived do not qualify for the rebate program.

Sec. 34-21. – Water Service.

- (a) Upon application and payment of the established connection fee and water meter deposit, the City will provide water to any platted lot within the City's area as defined by the certificate of convenience and necessity (CCN).
- (b) The connection fee will cover installation of a three-fourths-inch connection to the

## VERSION 2

water main, a three-fourths-inch service pipe and a five-eighths-inch meter and meter box. Where a pavement cut is required, the cost of such cut will be borne by the owner, contractor or other person responsible for the construction.

- (c) The service line from the meter to the house shall be installed by the owner or contractor and shall be a minimum one-inch inside diameter of schedule 40 PVC or one-inch copper tubing meeting ASTM specifications type L soft. The one-inch tubing shall be connected to the water meter through a substantial three-fourths-inch or one-inch brass cutoff ball valve.
- (d) Attachment of a temporary water faucet will not be permitted without an installed meter and hose bib vacuum breaker device installed on temporary water faucet with a customer-installed control ball valve. Violation of this provision will constitute a \$200.00 fine.

### Sec. 34-22. – Backflow Prevention.

#### *a) General.*

- 1) No water service connection shall be made to any property where an actual or potential health hazard exists unless the City of Shavano Park Water Utility system is protected in accordance with the Texas Administrative Code Title 30, Chapter 290 and the International Plumbing Code, as adopted.
- 2) The Texas Administrative Code referred to herein shall mean those in effect at the effective date of this ordinance and any other subsequent approved amendments, or those made effective by any successor regulatory agency of the state.

#### *b) Backflow prevention assembly installation, testing, and maintenance.*

- 1) All cross-connections to the City of Shavano Park Water Utility system must have, at a minimum, an approved double check valve assembly installed by a licensed plumber or licensed irrigator.
- 2) An irrigation system that is installed on a property that is served by an on-site sewage facility shall ensure all cross-connections to the property's water system have an approved reduced-pressure backflow prevention assembly by a licensed plumber or licensed irrigator.
- 3) Reduced pressure principle backflow prevention assemblies shall be tested by a recognized backflow prevention assembly tester at the time of installation and immediately after repairs or relocation by a recognized backflow prevention assembly tester in accordance with Texas Administrative Code Chapter 344. A copy of all test records must be submitted to the City of Shavano Park upon completion.
- 4) All presently installed backflow prevention assemblies that do not meet the

## VERSION 2

standards of this section but were approved assemblies for the purpose described herein at the time of installation and that have been properly maintained, shall, except for the inspection and maintenance requirements, be excluded from the requirements of these rules so long as the Public Works Director is assured that they will satisfactorily protect the utility system. Whenever the existing assembly is moved from the present location, requires more than minimum maintenance, or when the Public Works Director finds that the existing device constitutes a hazard to health, the unit shall be replaced by an approved backflow prevention assembly meeting the requirements of this section.

- i) If an existing double check valve assembly fails inspection the property owner shall upgrade to a reduced pressure principle backflow prevention assembly within 30 calendar days of the failed inspection.
  - ii) Testing and maintenance reports of backflow prevention assemblies shall be submitted to the City of Shavano Park Water Utility within 30 calendar days of completion.
- 2) *Designation of program coordinator.* The program coordinator shall be the Public Works Director of the City of Shavano Park Water Utility system.
- 3) *Enforcement.*
  - 1) Any person, firm or corporation violating any provisions of this article shall be deemed guilty of a misdemeanor and upon conviction, shall be fined in a sum not to exceed one thousand dollars (\$1,000.00) for each violation and each day being a separate violation.
  - 2) The Public Works Director may discontinue water service to a property where such violations occur to protect the public health and safety. Services discontinued under such circumstances shall be restored only upon compliance.

Secs. 34-23—34-42. - Reserved.

## **II CUMULATIVE CLAUSE**

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

## **III**



## **SEVERABILITY**

That it is hereby declared to be the intention of the City Council of the City of Shavano Park that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance should be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of the Ordinances, since the same would have been enacted by the City Council without incorporation in this ordinance of any such unconstitutional phrases, clause, sentence, paragraph or section.

## **IV PROPER NOTICE AND MEETING**

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

## **V EFFECTIVE DATE**

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

**PASSED AND APPROVED** on the first reading by the City Council of the City of Shavano Park this the 22nd day of July, 2019.

**PASSED AND APPROVED** on the second reading by the City Council of the City of Shavano Park this the \_\_\_\_ day of \_\_\_\_\_, 2019.

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**ROBERT WERNER, MAYOR**

Attest:

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**ZINA TEDFORD**, CITY SECRETARY

Approved as to Form:

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**CHARLES E. ZECH**, CITY ATTORNEY

## Chapter 6 - BUILDINGS AND BUILDING REGULATIONS

. . .

### ARTICLE VI. - UTILITY SERVICES

#### Sec. 6-165. - Water service.

For City of Shavano Park Water Utility system regulations see Chapter 34 – UTILITIES of the City of Shavano Park Code of Ordinances.

- ~~(a) Upon application and payment of the established connection fee and water meter deposit, the City will provide water to any platted lot within the City's area as defined by the certificate of convenience and necessity (CCN).~~
- ~~(b) The connection fee will cover installation of a three-fourths inch connection to the water main, a three-fourths inch service pipe and a five-eighths inch meter and meter box. Where a pavement cut is required, the cost of such cut will be borne by the owner, contractor or other person responsible for the construction.~~
- ~~(c) The service line from the meter to the house shall be installed by the owner or contractor and shall be a minimum one-inch inside diameter of schedule 40 PVC or one-inch copper tubing meeting ASTM specifications type L soft. The one-inch tubing shall be connected to the water meter through a substantial three-fourths inch or one-inch brass cutoff ball valve.~~
- ~~(d) Attachment of a temporary water faucet will not be permitted without an installed meter and hose bib vacuum breaker device installed on temporary water faucet with a customer-installed control ball valve. Violation of this provision will constitute a \$200.00 fine.~~
- ~~(e) All lawn sprinklers must have a control valve and an approved double-check backflow prevention device to protect the City's water system from bacterial contamination. The valve must be separate from the house water system. Both house service and sprinkler service must have an individual control valve.~~
- ~~(f) The backflow prevention device test and maintenance report must be submitted to the Building Official as a component of the final inspection. The report must be signed by a State certified tester.~~

#### Sec. 6-166. - Electrical and gas connections.

- (a) *Electrical connection.* It shall be unlawful for City Public Service to make final power connection to any residence or building within the City until such time as a final inspection has been completed and such connection has been authorized by the Building Official.
- (b) *Gas supply.* It shall be unlawful for any person, firm or business to connect a flammable gas supply to any residence or building within the City until pressure and leak tests have been completed, final inspections made, and connection authorized by the Building Official.

## Chapter 34 - UTILITIES

### ARTICLE I. - IN GENERAL

Secs. 34-1—34-18. - Reserved.

## ARTICLE II. - WATER

### DIVISION 1. - ~~GENERALLY~~ IN GENERAL.

#### Sec. 34-19. - Reserved. Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Backflow* means the backflow of potentially contaminated or polluted water into the potable water system as a result of the pressure in the potable water system falling below atmospheric pressure of the plumbing fixtures, pools, tanks or vats connected to the potable water distribution piping.

*Backflow prevention assembly* means any assembly used to prevent backflow into a potable water system. The type of assembly used is based on the existing or potential degree of health hazard and backflow condition.

- (1) *Double check valve assembly*: The approved double check valve assembly consists of two internally loaded check valves, either spring loaded or internally weighted, installed as a unit between two tightly closing resilient-seated shut-off valves and fittings with properly located resilient-seated test cocks. This assembly shall only be used to protect against a nonhealth hazard (that is, a pollutant).
- (2) *Reduced-pressure backflow prevention assembly*: The approved reduced-pressure principle backflow-prevention assembly consists of two (2) independently acting approved check valves together with a hydraulically operating, mechanically independent pressure differential relief valve located between the check valves and below the first check valve. These units are located between two tightly closing resilient-seated shutoff valves as an assembly and equipped with properly located resilient-seated test cocks. This assembly must be used to protect against health hazards (that is, a contamination).

*Contamination* means an impairment of the quality of the potable water that creates an actual hazard to the public health through poisoning or the spread of disease by sewage, industrial fluids or waste. Contaminates are considered a health hazard.

*Cross connection* means any physical connection or arrangement between two otherwise separate piping systems, one of which contains potable water and the other either water of unknown or questionable safety.

*Health Hazards* means cross-connection, potential contamination hazard, or other situation involving any substance that can cause death, illness, spread of disease, or has a high probability of causing such effects if introduced into the potable drinking water supply.

Reference Texas Administrative Code Title 30, Section 290.38(35). This definition includes on-site sewage facilities (OSSF) located on the same property as an irrigation system with a cross-connection to the City of Shavano Park Water Utility system.

*On-Site Sewage Facility (OSSF)* means an on-site sewage disposal system. This includes systems typically referred to as septic systems. An OSSF is considered a health hazard in reference to backflow prevention for irrigation systems by the Texas Commission on Environmental Quality.

Sec. 34-20. - Rebate program established.

For users of the City water system, the City hereby establishes a rebate program for persons purchasing and installing certain low water use household appliances and fixtures for retrofitting existing single-family structures. The City authorizes the Public Works Director or his designee to prepare a list on an annual basis of appliances and fixtures for which rebates shall be given, and shall be further authorized to establish administrative procedures for implementing the rebate program. Rebates shall be:

- (1) Upon installation of low flush toilet, \$50.00 credit on water bill.
  - a. Limit two credits per residential unit.
  - b. Requires proof of purchase and inspection by City official.
  - c. Residents will be responsible for disposal of toilet.
  - d. Qualifying low flush toilet shall be in accordance with the San Antonio Water Systems standard.
- (2) Upon installation of high-efficiency washing machine, \$100.00 credit on water bill.
  - a. Limit one per residential unit.
  - b. Qualifying high-efficiency washing machine shall be in accordance with the San Antonio Water Systems standard.
  - c. Requires proof of purchase and inspection by City official.

The Water Conservation Rebate Program will be available for fixtures and machines installed after the effective date of the ordinance from which this section is derived. Residents that installed fixtures and machines prior to the approval of the ordinance from which this section is derived do not qualify for the rebate program.

Sec. 34-21. – Water Service.

- (a) Upon application and payment of the established connection fee and water meter deposit, the City will provide water to any platted lot within the City's area as defined by the certificate of convenience and necessity (CCN).
- (b) The connection fee will cover installation of a three-fourths-inch connection to the water main, a three-fourths-inch service pipe and a five-eighths-inch meter and meter box. Where a pavement cut is required, the cost of such cut will be borne by the owner, contractor or other person responsible for the construction.
- (c) The service line from the meter to the house shall be installed by the owner or contractor and shall be a minimum one-inch inside diameter of schedule 40 PVC or one-inch copper tubing meeting ASTMA specifications type L soft. The one-inch tubing shall be connected to the water meter through a substantial three-fourths-inch or one-inch brass cutoff ball valve.
- (d) Attachment of a temporary water faucet will not be permitted without an installed meter and hose bib vacuum breaker device installed on temporary water faucet with a customer-installed control ball valve. Violation of this provision will constitute a \$200.00 fine.

Sec. 34-22. – Backflow Prevention.

(a) General.

- (1) No water service connection shall be made to any property where an actual or potential health hazard exists unless the City of Shavano Park Water Utility system is protected in accordance with the Texas Administrative Code Title 30, Chapter 290 and the International Plumbing Code, as adopted.
- (2) The Texas Administrative Code referred to herein shall mean those in effect at the effective date of this ordinance and any other subsequent approved amendments, or those made effective by any successor regulatory agency of the state.

(b) Backflow prevention assembly installation, testing, and maintenance.

- (1) All cross-connections to the City of Shavano Park Water Utility system must have, at a minimum, an approved double check valve assembly installed by a licensed plumber or licensed irrigator.
- (2) ~~If an~~ An irrigation system that is installed on a property that is served by an on-site sewage facility shall ensure ~~it constitutes a potential health hazard.~~ all cross-connections to the property's water system must have install an approved reduced-pressure backflow prevention assembly installed by a licensed plumber or licensed irrigator.
- (3) Reduced pressure principle backflow prevention assemblies shall be tested by a recognized backflow prevention assembly tester at the time of installation, immediately after repairs or relocation, ~~and annually~~ by a recognized backflow prevention assembly tester in accordance with Texas Administrative Code Chapter 344. A copy of all test records must be submitted to the City of Shavano Park upon completion.
- (4) All presently installed backflow prevention assemblies that do not meet the standards of this section but were approved assemblies for the purpose described herein at the time of installation and that have been properly maintained, shall, except for the inspection and maintenance requirements, be excluded from the requirements of these rules so long as the Public Works Director is assured that they will satisfactorily protect the utility system. Whenever the existing assembly is moved from the present location, requires more than minimum maintenance, or when the Public Works Director finds that the existing device constitutes a hazard to health, the unit shall be replaced by an approved backflow prevention assembly meeting the requirements of this section.
  - i. If an existing double check valve assembly fails inspection the property owner shall upgrade to a reduced pressure principle backflow prevention assembly within 30 calendar days of the failed inspection.
- (5) Testing and maintenance reports of backflow prevention assemblies shall be submitted to the City of Shavano Park Water Utility within 30 calendar days of completion.

(c) Designation of program coordinator. The program coordinator shall be the Public Works Director of the City of Shavano Park Water Utility system.

(d) Enforcement.

- (1) Any person, firm or corporation violating any provisions of this article shall be deemed guilty of a misdemeanor and upon conviction, shall be fined in a sum not to exceed one thousand dollars (\$1,000.00) for each violation and each day being a separate violation.

- (2) The Public Works Director may discontinue water service to a property where such violations occur to protect the public health and safety. Services discontinued under such circumstances shall be restored only upon compliance.

Secs. 34-21~~23~~—34-42. - Reserved.

## DIVISION 2. - PUBLIC WATER SUPPLY WELL

Sec. 34-43. - Purpose.

- (a) This division sets forth uniform requirements for the users and the construction of facilities in or on land within 150 feet of the wells in order to promote sanitary conditions in and around such wells, to secure all such land from pollution hazards, and to enable the City to comply with all applicable State and local regulations.
- (b) The objective of this division is to prevent certain uses and the construction of facilities in or on land surrounding the wells that might create a danger of pollution to the water produced from such wells.

Sec. 34-44. - Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Person* means any individual, partnership, co-partnership, firm, company, corporation, association, joint stock company, trust estate, governmental entity, or any other legal entity, or its legal representatives, agents, successors, or assigns.

*Public Works Director* means the head of the City Department of Public Works.

*Wells* means the water wells owned and operated by the City.

Sec. 34-45. - State regulation.

For the purposes of this division, improperly constructed water wells are those wells that do not meet the surface and subsurface construction standards adopted by the State Commission on Environmental Quality for a public water supply well.

Sec. 34-46. - Prohibited activities.

The following activities are prohibited within the designated areas of land surrounding the wells:

- (1) Construction and/or operation of any underground petroleum and/or chemical storage tank, liquid transmission pipeline, stock, pen, feedlot, dump grounds, privy, cesspool, septic tank, sewage treatment plant, sewage wet well, sewage pumping station, drainage ditch that contains industrial waste discharges or the wastes from sewage treatment systems, solid waste disposal site, land on which sewage plant or septic tank sludge is applied, land irrigated by sewage plant effluent, septic tank perforated drain field, absorption bed, evapotranspiration bed, area irrigated by low dosage, low angle spray on-site sewage facility, military petrochemical production, storage and/or transmission facility, Class 1, 2, 3, and/or 4 injection well, pesticide storage and/or mixing facility, abandoned well, inoperative well, improperly constructed water well of any depth, and all other construction or operation that could create an unsanitary

condition is prohibited within, upon, or across all areas of land within a 150-foot radius of the wells.

- (2) Construction and/or operation of tile or concrete sanitary sewers, sewer appurtenances, septic tanks, storm sewers, and cemeteries is specifically prohibited within, upon, or across any area of land within a 50-foot radius of the wells.
- (3) Construction of homes or buildings upon any area of land within a 150-foot radius of the wells is permitted, provided the restrictions described in subsections (1) and (2) of this section are met.
- (4) Except for non-commercial farming, farming and ranching operations are prohibited in all cases, and livestock shall not be allowed within a 150-foot radius of the wells.

Sec. 34-47. - Right of entry.

In order to protect the health, safety, and welfare of our citizens and water supply, City employees, or authorized representatives of the City, bearing proper credentials and identification shall be permitted to immediately enter upon any premises located within a 150-foot radius of any well to conduct any inspection or observation necessary to enforce this division.

Sec. 34-48. - Required removal.

Any person who shall violate any provision of this division shall be required to remove the prohibited construction or potential source of contamination within seven days after notification that they are in violation of this division.

Sec. 34-49. - Superceding regulation or statute.

Whenever any applicable statute, regulation, or permit of any state, federal, or other agency having jurisdiction over the subject matter of this division is in conflict herewith, the stricter requirement shall apply, unless mandated otherwise.

Secs. 34-50—34-73. - Reserved.

DIVISION 3. - WATER SERVICE CHARGES

Sec. 34-74. - Billing; calculation of charges.

- (a) Charges for water service shall be calculated on monthly consumption, in amounts as established from time to time by the City Council.
- (b) There shall be a minimum bill in an amount as established from time to time by the City Council.
- (c) ) The net charge for water service to each customer shall be the total amount calculated as stated in subsections (a) and (b) of this section and is due upon receipt. The gross charge will be due the last day of the month of billing.
- (d) The gross amount (net plus ten percent) will be due on all bills not paid by the listed due date. Unpaid balances carried to the next billing period will become part of the new net due and therefore subject to the ten percent late penalty.



- (e) All new customers to the water system or any customers disconnected for nonpayment shall be charged a fee as a connection deposit. In addition, a fee shall be charged to reconnect service disconnected for any reason. Such fees shall be established by the City Council from time to time. The meter installation fee shall be per lot and shall be established by the City Council from time to time.
- (f) The City Health Officer will be notified when water service is discontinued and will take appropriate action necessary as a result of termination of service.
- (g) The owner of a property whether resident, lessor or developer, shall be liable for water service charges incurred by the occupants. If such bills remain unpaid, the City Council shall have the option after due process to assess such charges and costs incident to the collection as a lien against the property and to file such lien in the County records.
- (h) The Public Works Director or his designee will review all outstanding accounts at the end of the second month of each quarter and take appropriate action for collection of delinquent, problem or uncollectable accounts.
- (i) To avoid unnecessary charge and penalties, residents who plan to be away over a billing period are encouraged to place an advance deposit, which will be carried on the account as a credit balance, with the Public Works Director or his designee in an amount sufficient to cover an anticipated quarterly billing.

Secs. 34-75—34-91. - Reserved.

#### DIVISION 4. - WATER UTILITY FUND

##### Sec. 34-92. - Rate structure.

The water utility fund rate structure shall be as established from time to time by ordinance.

##### Sec. 34-93. - Water utility fund.

- (a) There shall be transferred from the water utility fund of the City to the general fund of the City such rate of gross receipts as set by City Council, at least annually.
- (b) Payments hereunder shall be calculated on the basis of gross receipts from the sale of water within the corporate limits of the City during the calendar quarters ending March 31, June 30, September 30 or December 31 next preceding that during which payment is made and shall be payable on or before April 15, July 15, October 15 and January 15 for the preceding quarter.

Secs. 34-94—34-114. - Reserved.

## Chapter 6 - BUILDINGS AND BUILDING REGULATIONS

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### ARTICLE VI. - UTILITY SERVICES

#### Sec. 6-165. - Water service.

For City of Shavano Park Water Utility system regulations see Chapter 34 – UTILITIES of the City of Shavano Park Code of Ordinances.

- ~~(a) Upon application and payment of the established connection fee and water meter deposit, the City will provide water to any platted lot within the City's area as defined by the certificate of convenience and necessity (CCN).~~
- ~~(b) The connection fee will cover installation of a three-fourths inch connection to the water main, a three-fourths inch service pipe and a five-eighths inch meter and meter box. Where a pavement cut is required, the cost of such cut will be borne by the owner, contractor or other person responsible for the construction.~~
- ~~(c) The service line from the meter to the house shall be installed by the owner or contractor and shall be a minimum one-inch inside diameter of schedule 40 PVC or one-inch copper tubing meeting ASTM specifications type L soft. The one-inch tubing shall be connected to the water meter through a substantial three-fourths inch or one-inch brass cutoff ball valve.~~
- ~~(d) Attachment of a temporary water faucet will not be permitted without an installed meter and hose bib vacuum breaker device installed on temporary water faucet with a customer-installed control ball valve. Violation of this provision will constitute a \$200.00 fine.~~
- ~~(e) All lawn sprinklers must have a control valve and an approved double check backflow prevention device to protect the City's water system from bacterial contamination. The valve must be separate from the house water system. Both house service and sprinkler service must have an individual control valve.~~
- ~~(f) The backflow prevention device test and maintenance report must be submitted to the Building Official as a component of the final inspection. The report must be signed by a State certified tester.~~

#### Sec. 6-166. - Electrical and gas connections.

- (a) *Electrical connection.* It shall be unlawful for City Public Service to make final power connection to any residence or building within the City until such time as a final inspection has been completed and such connection has been authorized by the Building Official.
- (b) *Gas supply.* It shall be unlawful for any person, firm or business to connect a flammable gas supply to any residence or building within the City until pressure and leak tests have been completed, final inspections made, and connection authorized by the Building Official.

## Chapter 34 - UTILITIES

### ARTICLE I. - IN GENERAL

Secs. 34-1—34-18. - Reserved.

## ARTICLE II. - WATER

### DIVISION 1. - ~~GENERALLY~~ IN GENERAL.

Sec. 34-19. - Reserved. Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Backflow* means the backflow of potentially contaminated or polluted water into the potable water system as a result of the pressure in the potable water system falling below atmospheric pressure of the plumbing fixtures, pools, tanks or vats connected to the potable water distribution piping.

*Backflow prevention assembly* means any assembly used to prevent backflow into a potable water system. The type of assembly used is based on the existing or potential degree of health hazard and backflow condition.

- (1) *Double check valve assembly*: The approved double check valve assembly consists of two internally loaded check valves, either spring loaded or internally weighted, installed as a unit between two tightly closing resilient-seated shut-off valves and fittings with properly located resilient-seated test cocks. This assembly shall only be used to protect against a nonhealth hazard (that is, a pollutant).
- (2) *Reduced-pressure backflow prevention assembly*: The approved reduced-pressure principle backflow-prevention assembly consists of two (2) independently acting approved check valves together with a hydraulically operating, mechanically independent pressure differential relief valve located between the check valves and below the first check valve. These units are located between two tightly closing resilient-seated shutoff valves as an assembly and equipped with properly located resilient-seated test cocks. This assembly must be used to protect against health hazards (that is, a contamination).

*Contamination* means an impairment of the quality of the potable water that creates an actual hazard to the public health through poisoning or the spread of disease by sewage, industrial fluids or waste. Contaminates are considered a health hazard.

*Cross connection* means any physical connection or arrangement between two otherwise separate piping systems, one of which contains potable water and the other either water of unknown or questionable safety.

*Health Hazards* means cross-connection, potential contamination hazard, or other situation involving any substance that can cause death, illness, spread of disease, or has a high probability of causing such effects if introduced into the potable drinking water supply. Reference Texas Administrative Code Title 30, Section 290.38(35). This definition includes on-site sewage facilities (OSSF) located on the same property as an irrigation system with a cross-connection to the City of Shavano Park Water Utility system.

*On-Site Sewage Facility (OSSF)* means an on-site sewage disposal system. This includes systems typically referred to as septic systems. An OSSF is considered a health hazard in reference to backflow prevention for irrigation systems by the Texas Commission on Environmental Quality.

Sec. 34-20. - Rebate program established.

For users of the City water system, the City hereby establishes a rebate program for persons purchasing and installing certain low water use household appliances and fixtures for retrofitting existing single-family structures. The City authorizes the Public Works Director or his designee to prepare a list on an annual basis of appliances and fixtures for which rebates shall be given, and shall be further authorized to establish administrative procedures for implementing the rebate program. Rebates shall be:

- (1) Upon installation of low flush toilet, \$50.00 credit on water bill.
  - a. Limit two credits per residential unit.
  - b. Requires proof of purchase and inspection by City official.
  - c. Residents will be responsible for disposal of toilet.
  - d. Qualifying low flush toilet shall be in accordance with the San Antonio Water Systems standard.
- (2) Upon installation of high-efficiency washing machine, \$100.00 credit on water bill.
  - a. Limit one per residential unit.
  - b. Qualifying high-efficiency washing machine shall be in accordance with the San Antonio Water Systems standard.
  - c. Requires proof of purchase and inspection by City official.

The Water Conservation Rebate Program will be available for fixtures and machines installed after the effective date of the ordinance from which this section is derived. Residents that installed fixtures and machines prior to the approval of the ordinance from which this section is derived do not qualify for the rebate program.

Sec. 34-21. – Water Service.

- (a) Upon application and payment of the established connection fee and water meter deposit, the City will provide water to any platted lot within the City's area as defined by the certificate of convenience and necessity (CCN).
- (b) The connection fee will cover installation of a three-fourths-inch connection to the water main, a three-fourths-inch service pipe and a five-eighths-inch meter and meter box. Where a pavement cut is required, the cost of such cut will be borne by the owner, contractor or other person responsible for the construction.
- (c) The service line from the meter to the house shall be installed by the owner or contractor and shall be a minimum one-inch inside diameter of schedule 40 PVC or one-inch copper tubing meeting ASTMA specifications type L soft. The one-inch tubing shall be connected to the water meter through a substantial three-fourths-inch or one-inch brass cutoff ball valve.
- (d) Attachment of a temporary water faucet will not be permitted without an installed meter and hose bib vacuum breaker device installed on temporary water faucet with a customer-installed control ball valve. Violation of this provision will constitute a \$200.00 fine.

Sec. 34-22. – Backflow Prevention.

(a) General.

- (1) No water service connection shall be made to any property where an actual or potential health hazard exists unless the City of Shavano Park Water Utility system is protected in accordance with the Texas Administrative Code Title 30, Chapter 290 and the International Plumbing Code, as adopted.
- (2) The Texas Administrative Code referred to herein shall mean those in effect at the effective date of this ordinance and any other subsequent approved amendments, or those made effective by any successor regulatory agency of the state.

(b) Backflow prevention assembly installation, testing, and maintenance.

- (1) All cross-connections to the City of Shavano Park Water Utility system must have, at a minimum, an approved double check valve assembly installed by a licensed plumber or licensed irrigator.
- (2) If an irrigation system is installed on a property that is served by an on-site sewage facility it constitutes a potential health hazard. All cross-connections to the property's water system must install an approved reduced-pressure backflow prevention assembly by a licensed plumber or licensed irrigator.
- (3) Reduced pressure principle backflow prevention assemblies shall be tested by a recognized backflow prevention assembly tester at the time of installation, immediately after repairs or relocation, and annually by a recognized backflow prevention assembly tester in accordance with Texas Administrative Code Chapter 344. A copy of all test records must be submitted to the City of Shavano Park upon completion.
- (4) All presently installed backflow prevention assemblies that do not meet the standards of this section but were approved assemblies for the purpose described herein at the time of installation and that have been properly maintained, shall, except for the inspection and maintenance requirements, be excluded from the requirements of these rules so long as the Public Works Director is assured that they will satisfactorily protect the utility system. Whenever the existing assembly is moved from the present location, requires more than minimum maintenance, or when the Public Works Director finds that the existing device constitutes a hazard to health, the unit shall be replaced by an approved backflow prevention assembly meeting the requirements of this section.
  - i. If an existing double check valve assembly fails inspection the property owner shall upgrade to a reduced pressure principle backflow prevention assembly within 30 calendar days of the failed inspection.
- (5) Testing and maintenance reports of backflow prevention assemblies shall be submitted to the City of Shavano Park Water Utility within 30 calendar days of completion.

(c) Designation of program coordinator. The program coordinator shall be the Public Works Director of the City of Shavano Park Water Utility system.

(d) Enforcement.

- (1) Any person, firm or corporation violating any provisions of this article shall be deemed guilty of a misdemeanor and upon conviction, shall be fined in a sum not to exceed one thousand dollars (\$1,000.00) for each violation and each day being a separate violation.

- (2) The Public Works Director may discontinue water service to a property where such violations occur to protect the public health and safety. Services discontinued under such circumstances shall be restored only upon compliance.

Secs. 34-21~~23~~—34-42. - Reserved.

## DIVISION 2. - PUBLIC WATER SUPPLY WELL

Sec. 34-43. - Purpose.

- (a) This division sets forth uniform requirements for the users and the construction of facilities in or on land within 150 feet of the wells in order to promote sanitary conditions in and around such wells, to secure all such land from pollution hazards, and to enable the City to comply with all applicable State and local regulations.
- (b) The objective of this division is to prevent certain uses and the construction of facilities in or on land surrounding the wells that might create a danger of pollution to the water produced from such wells.

Sec. 34-44. - Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Person* means any individual, partnership, co-partnership, firm, company, corporation, association, joint stock company, trust estate, governmental entity, or any other legal entity, or its legal representatives, agents, successors, or assigns.

*Public Works Director* means the head of the City Department of Public Works.

*Wells* means the water wells owned and operated by the City.

Sec. 34-45. - State regulation.

For the purposes of this division, improperly constructed water wells are those wells that do not meet the surface and subsurface construction standards adopted by the State Commission on Environmental Quality for a public water supply well.

Sec. 34-46. - Prohibited activities.

The following activities are prohibited within the designated areas of land surrounding the wells:

- (1) Construction and/or operation of any underground petroleum and/or chemical storage tank, liquid transmission pipeline, stock, pen, feedlot, dump grounds, privy, cesspool, septic tank, sewage treatment plant, sewage wet well, sewage pumping station, drainage ditch that contains industrial waste discharges or the wastes from sewage treatment systems, solid waste disposal site, land on which sewage plant or septic tank sludge is applied, land irrigated by sewage plant effluent, septic tank perforated drain field, absorption bed, evapotranspiration bed, area irrigated by low dosage, low angle spray on-site sewage facility, military petrochemical production, storage and/or transmission facility, Class 1, 2, 3, and/or 4 injection well, pesticide storage and/or mixing facility, abandoned well, inoperative well, improperly constructed water well of any depth, and all other construction or operation that could create an unsanitary

condition is prohibited within, upon, or across all areas of land within a 150-foot radius of the wells.

- (2) Construction and/or operation of tile or concrete sanitary sewers, sewer appurtenances, septic tanks, storm sewers, and cemeteries is specifically prohibited within, upon, or across any area of land within a 50-foot radius of the wells.
- (3) Construction of homes or buildings upon any area of land within a 150-foot radius of the wells is permitted, provided the restrictions described in subsections (1) and (2) of this section are met.
- (4) Except for non-commercial farming, farming and ranching operations are prohibited in all cases, and livestock shall not be allowed within a 150-foot radius of the wells.

Sec. 34-47. - Right of entry.

In order to protect the health, safety, and welfare of our citizens and water supply, City employees, or authorized representatives of the City, bearing proper credentials and identification shall be permitted to immediately enter upon any premises located within a 150-foot radius of any well to conduct any inspection or observation necessary to enforce this division.

Sec. 34-48. - Required removal.

Any person who shall violate any provision of this division shall be required to remove the prohibited construction or potential source of contamination within seven days after notification that they are in violation of this division.

Sec. 34-49. - Superceding regulation or statute.

Whenever any applicable statute, regulation, or permit of any state, federal, or other agency having jurisdiction over the subject matter of this division is in conflict herewith, the stricter requirement shall apply, unless mandated otherwise.

Secs. 34-50—34-73. - Reserved.

DIVISION 3. - WATER SERVICE CHARGES

Sec. 34-74. - Billing; calculation of charges.

- (a) Charges for water service shall be calculated on monthly consumption, in amounts as established from time to time by the City Council.
- (b) There shall be a minimum bill in an amount as established from time to time by the City Council.
- (c) ) The net charge for water service to each customer shall be the total amount calculated as stated in subsections (a) and (b) of this section and is due upon receipt. The gross charge will be due the last day of the month of billing.
- (d) The gross amount (net plus ten percent) will be due on all bills not paid by the listed due date. Unpaid balances carried to the next billing period will become part of the new net due and therefore subject to the ten percent late penalty.

- (e) All new customers to the water system or any customers disconnected for nonpayment shall be charged a fee as a connection deposit. In addition, a fee shall be charged to reconnect service disconnected for any reason. Such fees shall be established by the City Council from time to time. The meter installation fee shall be per lot and shall be established by the City Council from time to time.
- (f) The City Health Officer will be notified when water service is discontinued and will take appropriate action necessary as a result of termination of service.
- (g) The owner of a property whether resident, lessor or developer, shall be liable for water service charges incurred by the occupants. If such bills remain unpaid, the City Council shall have the option after due process to assess such charges and costs incident to the collection as a lien against the property and to file such lien in the County records.
- (h) The Public Works Director or his designee will review all outstanding accounts at the end of the second month of each quarter and take appropriate action for collection of delinquent, problem or uncollectable accounts.
- (i) To avoid unnecessary charge and penalties, residents who plan to be away over a billing period are encouraged to place an advance deposit, which will be carried on the account as a credit balance, with the Public Works Director or his designee in an amount sufficient to cover an anticipated quarterly billing.

Secs. 34-75—34-91. - Reserved.

#### DIVISION 4. - WATER UTILITY FUND

##### Sec. 34-92. - Rate structure.

The water utility fund rate structure shall be as established from time to time by ordinance.

##### Sec. 34-93. - Water utility fund.

- (a) There shall be transferred from the water utility fund of the City to the general fund of the City such rate of gross receipts as set by City Council, at least annually.
- (b) Payments hereunder shall be calculated on the basis of gross receipts from the sale of water within the corporate limits of the City during the calendar quarters ending March 31, June 30, September 30 or December 31 next preceding that during which payment is made and shall be payable on or before April 15, July 15, October 15 and January 15 for the preceding quarter.

Secs. 34-94—34-114. - Reserved.



Mr. Hill,

Thank you for your email. Each of your questions is addressed separately below. Please note that the information contained in this response is provided as general information with respect to the questions you asked and may not be a comprehensive list. The information provided in this response is not a substitute for professional advice you would get from an attorney or professional engineer. The information provided does not constitute legal advice or a legal opinion.

Q1) What is your legal interpretation of whether 344.51 specifically requires a reduced pressure principal backflow prevention assembly (or air gap, which is not common practice in residential properties) be installed on an irrigation system installed on a property that is served by an on-site sewage facility (septic).

A1) 30 Texas Administrative Code (TAC) Section (§) 344.51(d)(2) provides:

*(d) If an irrigation system is designed or installed on a property that is served by an on-site sewage facility, as defined in Chapter 285 of this title (relating to On-Site Sewage Facilities), then:*

*(2) any connections using a private or public potable water source must be connected to the water source through a reduced pressure principle backflow prevention assembly as defined in §344.50 of this title (relating to Backflow Prevention Methods); and*

The regulation is clear, a Reduced Pressure Principal Backflow Prevention Assembly (RP) is required on an irrigation system installed on a site served by an on-site sewage facility (OSSF).

Q2) You do not pose a specific question but, discuss the health hazard designation of OSSFs and testing requirements.

A2) An OSSF is considered a health hazard in reference to backflow prevention for irrigation systems. Backflow from a cross-connection to an OSSF could cause death, illness, or the spread of disease per the definition of “health hazard” in our rules. The definition of “health hazard” is:

*30 TAC § 290.38(35) Health hazard--A cross-connection, potential contamination hazard, or other situation involving any substance that can cause death, illness, spread of disease, or has a high probability of causing such effects if introduced into the potable drinking water supply.*

Just because OSSFs are not on the list in 30 TAC § 290.47(f) does not mean that they are not considered health hazards. As the introduction to Appendix F notes, the list is not an all-inclusive list of the hazards which may be found connected to public water systems. There are many other connections, plumbing systems, types of equipment that use water which are not listed in 30 TAC § 290.47(f) but must be protected against backflowing into the potable water supply. Hypothetically speaking, chemical mixing tanks are often supplied with water. If adequate backflow prevention is not provided, the potable water supply will be contaminated with the contents of the tank if a backflow event were to occur. Chemical mixing tanks are not listed in 30 TAC § 290.47(f), yet this scenario would be a health hazard.

The annual testing requirement for backflow prevention assemblies installed to protect the potable water supply from health hazards is specified in:

*30 TAC § 344.50(c). Backflow prevention devices used in applications designated as health hazards must be tested upon installation and annually thereafter.*

Because an OSSF is a health hazard, any irrigation system connected to a potable water system on property served by an OSSF requires annual testing of the backflow prevention assembly.

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## Texas Administrative Code

<u>TITLE 30</u>	ENVIRONMENTAL QUALITY
<u>PART 1</u>	TEXAS COMMISSION ON ENVIRONMENTAL QUALITY
<u>CHAPTER 285</u>	ON-SITE SEWAGE FACILITIES
<u>SUBCHAPTER A</u>	GENERAL PROVISIONS
<u>RULE §285.2</u>	Definitions

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The following words and terms in this section are in addition to the definitions in Chapter 3 and Chapter 30 of this title (relating to Definitions and Occupational Licenses and Registrations). The words and terms in this section, when used in this chapter, have the following meanings.

- (1) Aerobic digestion--The bacterial decomposition and stabilization of sewage in the presence of free oxygen.
- (2) Alter--To change an on-site sewage facility resulting in:
  - (A) an increase in the volume of permitted flow;
  - (B) a change in the nature of permitted influent;
  - (C) a change from the planning materials approved by the permitting authority;
  - (D) a change in construction; or
  - (E) an increase, lengthening, or expansion of the treatment or disposal system.
- (3) Anaerobic digestion--The bacterial decomposition and stabilization of sewage in the absence of free oxygen.
- (4) Apprentice--An individual who has been properly registered with the executive director according to Chapter 30 of this title (relating to Occupational Licenses and Registrations), and is undertaking a training program under the direct supervision of a licensed installer.
- (5) Authorization to construct--Written permission from the permitting authority to construct an on-site sewage facility showing the date the permission was granted. The authorization to construct is the first part of the permit.
- (6) Authorized agent--A local governmental entity that has been delegated the authority by the executive director to implement and enforce the rules adopted under Texas Health and Safety Code, Chapter 366.
- (7) Borehole--A drilled hole four feet or greater in depth and one to three feet in diameter.
- (8) Certified professional soil scientist--An individual who has met the certification requirements of the American Society of Agronomy to engage in the practice of soil science.

**285.2 Definitions**

(42) Notice of approval--Written permission from the permitting authority to operate an on-site sewage facility. The notice of approval is the final part of the permit.

(43) Nuisance--

(A) sewage, human excreta, or other organic waste discharged or exposed in a manner that makes it a potential instrument or medium in the transmission of disease to or between persons;

(B) an overflow from a septic tank or similar device, including surface discharge from or groundwater contamination by a component of an on-site sewage facility; or

(C) a blatant discharge from an OSSF.

(44) On-site sewage disposal system--One or more systems that:

(A) do not treat or dispose of more than 5,000 gallons of sewage each day; and

(B) are used only for disposal of sewage produced on a site where any part of the system is located.

**(45) On-site sewage facility (OSSF)--An on-site sewage disposal system.**

(46) On-site waste disposal order--An order, ordinance, or resolution adopted by a local governmental entity and approved by the executive director.

(47) Operate--To use an on-site sewage facility.

(48) Owner--A person who owns property served by an on-site sewage facility (OSSF), or a person who owns an OSSF. This includes any person who holds legal possession or ownership of a total or partial interest in the structure or property served by an OSSF.

(49) Owner's agent--An installer, professional sanitarian, or professional engineer who is authorized to submit the permit application and the planning materials to the permitting authority on behalf of the owner.

(50) Permit--An authorization, issued by the permitting authority, to construct or operate an on-site sewage facility. The permit consists of the authorization to construct (including the approved planning materials) and the notice of approval.



**SUBCHAPTER D: RULES AND REGULATIONS  
FOR PUBLIC WATER SYSTEMS  
§§290.38 - 290.47  
Effective January 3, 2019**

**§290.38. Definitions.**

The following words and terms, when used in this chapter shall have the following meanings, unless the context clearly indicates otherwise. If a word or term used in this chapter is not contained in the following list, its definition shall be as shown in 40 Code of Federal Regulations (CFR) §141.2. Other technical terms used shall have the meanings or definitions listed in the latest edition of *The Water Dictionary: A Comprehensive Reference of Water Terminology*, prepared by the American Water Works Association.

(1) Affected utility--A retail public utility (§291.3 of this title (relating to Definitions of Terms)), exempt utility (§291.103 of this title (relating to Certificates Not Required)), or provider or conveyor of potable or raw water service that furnishes water service to more than one customer:

(A) in a county with a population of 3.3 million or more; or

(B) in a county with a population of 550,000 or more adjacent to a county with a population of 3.3 million or more.

(2) Air gap--The unobstructed vertical distance through the free atmosphere between the lowest opening from any pipe or faucet conveying water to a tank, fixture, receptor, sink, or other assembly and the flood level rim of the receptacle. The vertical, physical separation must be at least twice the diameter of the water supply outlet, but never less than 1.0 inch.

(3) American National Standards Institute (ANSI) standards--The standards of the American National Standards Institute, Inc.

(4) American Society of Mechanical Engineers (ASME) standards--The standards of the ASME.

(5) American Water Works Association (AWWA) standards--The latest edition of the applicable standards as approved and published by the AWWA.

(6) Approved laboratory--A laboratory approved by the executive director to analyze water samples to determine their compliance with certain maximum or minimum allowable constituent levels.

(31) Grantee--For purposes of this chapter, any person receiving an ownership interest in a public water system, whether by sale, transfer, descent, probate, or otherwise.

(32) Grantor--For purposes of this chapter, any person who conveys an ownership interest in a public water system, whether by sale, transfer, descent, probate, or otherwise.

(33) Groundwater--Any water that is located beneath the surface of the ground and is not under the direct influence of surface water.

(34) Groundwater under the direct influence of surface water--Any water beneath the surface of the ground with:

(A) significant occurrence of insects or other macroorganisms, algae, or large-diameter pathogens such as *Giardia lamblia* or *Cryptosporidium*;

(B) significant and relatively rapid shifts in water characteristics such as turbidity, temperature, conductivity, or pH which closely correlate to climatological or surface water conditions; or

(C) site-specific characteristics including measurements of water quality parameters, well construction details, existing geological attributes, and other features that are similar to groundwater sources that have been identified by the executive director as being under the direct influence of surface water.

(35) Health hazard--A cross-connection, potential contamination hazard, or other situation involving any substance that can cause death, illness, spread of disease, or has a high probability of causing such effects if introduced into the potable drinking water supply.

(36) Human consumption--Uses by humans in which water can be ingested into or absorbed by the human body. Examples of these uses include, but are not limited to drinking, cooking, brushing teeth, bathing, washing hands, washing dishes, and preparing foods.

(37) Indirect integrity monitoring--The monitoring of some aspect of filtrate water quality, such as turbidity, that is indicative of the removal of particulate matter.

(38) Innovative/alternate treatment--Any treatment process that does not have specific design requirements in §290.42(a) - (f) of this title (relating to Water Treatment).



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# Texas Administrative Code

TITLE 30

ENVIRONMENTAL QUALITY

PART 1

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

CHAPTER 290

PUBLIC DRINKING WATER

SUBCHAPTER D

RULES AND REGULATIONS FOR PUBLIC WATER SYSTEMS

RULE §290.44

Water Distribution

City

(iii) When a new waterline crosses under a wastewater main or lateral, the waterline shall be encased as described for wastewater mains or laterals in clause (ii) of this subparagraph or constructed of ductile iron or steel pipe with mechanical or welded joints as appropriate. An absolute minimum separation distance of one foot between the waterline and the wastewater main or lateral shall be provided. When a new waterline crosses under a wastewater main, the procedures in §217.53 (d) of this title (relating to Pipe Design) must be followed.

(iv) Where a new potable waterline crosses a new, pressure rated wastewater main or lateral, one segment of the waterline pipe shall be centered over and shall be perpendicular to the wastewater line such that the joints of the waterline pipe are equidistant and at least nine feet horizontally from the center line of the wastewater main or lateral. The potable waterline shall be at least six inches above the wastewater main or lateral. Whenever possible, the crossing shall be centered between the joints of the wastewater main or lateral. The wastewater pipe shall have a minimum pressure rating of at least 150 psi. The wastewater main or lateral shall be embedded in cement stabilized sand (see clause (v) of this subparagraph) for the total length of one pipe segment plus 12 inches beyond the joint on each end.

(v) Where cement stabilized sand bedding is required, the cement stabilized sand shall have a minimum of 10% cement per cubic yard of cement stabilized sand mixture, based on loose dry weight volume (at least 2.5 bags of cement per cubic yard of mixture). The cement stabilized sand bedding shall be a minimum of six inches above and four inches below the wastewater main or lateral. The use of brown coloring in cement stabilized sand for wastewater main or lateral bedding is recommended for the identification of pressure rated wastewater mains during future construction.

(5) Waterline and wastewater main manhole or lateral manhole or cleanout separation. The separation distance from a potable waterline to a wastewater main manhole or lateral manhole or cleanout shall be a minimum of nine feet. Where the nine-foot separation distance cannot be achieved, the potable waterline shall be encased in a joint of at least 150 psi pressure class pipe at least 18 feet long and two nominal sizes larger than the new conveyance. The space around the carrier pipe shall be supported at five-foot intervals with spacers or be filled to the springline with washed sand. The encasement pipe shall be centered on the crossing and both ends sealed with cement grout or manufactured sealant.

(6) Location of fire hydrants. Fire hydrants shall not be installed within nine feet vertically or horizontally of any wastewater main, wastewater lateral, or wastewater service line regardless of construction.



(7) Location of potable or raw water supply or suction lines. Suction mains to pumping equipment shall not cross wastewater mains, wastewater laterals, or wastewater service lines. Raw water supply lines shall not be installed within five feet of any tile or concrete wastewater main, wastewater lateral, or wastewater service line.

(8) Proximity of septic tank drainfields. Waterlines shall not be installed closer than ten feet to septic tank drainfields.

(f) Sanitary precautions and disinfection. Sanitary precautions, flushing, disinfection procedures, and microbiological sampling as prescribed in AWWA standards for disinfecting water mains shall be followed in laying waterlines.

(1) Pipe shall not be laid in water or placed where it can be flooded with water or sewage during its storage or installation.

(2) Special precautions must be taken when waterlines are laid under any flowing or intermittent stream or semipermanent body of water such as marsh, bay, or estuary. In these cases, the water main shall be installed in a separate watertight pipe encasement and valves must be provided on each side of the crossing with facilities to allow the underwater portion of the system to be isolated and tested to determine that there are no leaks in the underwater line. Alternately, and with the permission of the executive director, the watertight pipe encasement may be omitted.

(3) New mains shall be thoroughly disinfected in accordance with AWWA Standard C651 and then flushed and sampled before being placed in service. Samples shall be collected for microbiological analysis to check the effectiveness of the disinfection procedure. Sampling shall be repeated if contamination persists. A minimum of one sample for each 1,000 feet of completed waterline will be required or at the next available sampling point beyond 1,000 feet as designated by the design engineer.

(g) Interconnections.

(1) Each proposal for a direct connection between public drinking water systems under separate administrative authority will be considered on an individual basis.

(A) Documents covering the responsibility for sanitary control shall accompany the submitted planning material.

(B) Each water supply shall be of a safe, potable quality.

(2) Where an interconnection between systems is proposed to provide a second source of supply for one or both systems, the system being utilized as a second source of supply must be capable of supplying a minimum of 0.35 gallons per minute per connection for the total number of connections in the combined distribution systems.

(h) Backflow, siphonage.

(1) No water connection from any public drinking water supply system shall be allowed to any residence or establishment where an actual or potential contamination hazard exists unless the public water facilities are protected from contamination.



(A) At any residence or establishment where an actual or potential contamination hazard exists, additional protection shall be required at the meter in the form of an air gap or backflow prevention assembly. The type of backflow prevention assembly required shall be determined by the specific potential hazard identified in §290.47(f) of this title (relating to Appendices). See App F

(B) At any residence or establishment where an actual or potential contamination hazard exists and an adequate internal cross-connection control program is in effect, backflow protection at the water service entrance or meter is not required.

(i) An adequate internal cross-connection control program shall include an annual inspection and testing by a licensed backflow prevention assembly tester on all backflow prevention assemblies used for health hazard protection.

(ii) Copies of all such inspection and test reports must be obtained and kept on file by the water purveyor.

(iii) It will be the responsibility of the water purveyor to ensure that these requirements are met.

(2) No water connection from any public drinking water supply system shall be connected to any condensing, cooling, or industrial process or any other system of nonpotable usage over which the public water supply system officials do not have sanitary control, unless the said connection is made in accordance with the requirements of paragraph (1) of this subsection. Water from such systems cannot be returned to the potable water supply.

(3) Overhead bulk water dispensing stations must be provided with an air gap between the filling outlet hose and the receiving tank to protect against back siphonage and cross-contamination.

(4) All backflow prevention assemblies that are required according to this section and associated table located in §290.47(f) of this title shall be tested upon installation by a licensed backflow prevention assembly tester and certified to be operating within specifications. Backflow prevention assemblies which are installed to provide protection against health hazards must also be tested and certified to be operating within specifications at least annually by a licensed backflow prevention assembly tester. ★

(A) Backflow prevention assembly testers shall have completed an executive director-approved course on cross-connection control and backflow prevention assembly testing, pass an examination administered by the executive director, and hold a current license as a backflow prevention assembly tester.

(i) Backflow prevention assembly testers are qualified to test and repair assemblies on any domestic, commercial, industrial, or irrigation service.

(ii) Backflow prevention assembly testers may test and repair assemblies on firelines only if they are permanently employed by an Approved Fireline Contractor. The Texas Department of Insurance's State Fire Marshal's Office requires that any person performing maintenance on firelines must be employed by an Approved Fireline Contractor.

(B) Gauges used in the testing of backflow prevention assemblies shall be tested for accuracy annually in accordance with the University of Southern California's Manual of Cross-Connection Control or the AWWA's Recommended Practice for Backflow Prevention and Cross-Connection Control (AWWA Manual M14). Public water systems shall require testers to include test gauge serial



numbers on the Backflow Prevention Assembly Test and Maintenance Report (commission Form 20700), and ensure testers have gauges tested for accuracy.

(C) A test report must be completed by the recognized backflow prevention assembly tester for each assembly tested. The signed and dated original must be submitted to the public water supplier for recordkeeping purposes. Any form which varies from the format specified in commission Form 20700 must be approved by the executive director prior to being placed in use.

(5) The use of a backflow prevention assembly at the service connection shall be considered as additional backflow protection and shall not negate the use of backflow protection on internal hazards as outlined and enforced by local plumbing codes.

(6) At any residence or establishment where there is no actual or potential contamination hazard, a backflow prevention assembly is not required.

(i) Water hauling. When drinking water is distributed by tank truck or trailer, it must be accomplished in the following manner.

(1) Water shall be obtained from an approved source.

(2) The equipment used to haul the water must be approved by the executive director and must be constructed as follows.

(A) The tank truck or trailer shall be used for transporting drinking water only and shall be labeled "Drinking Water." Tanks which have been used previously for purposes other than transporting potable liquids shall not be used for hauling drinking water.

(B) The tank shall be watertight and of an approved material which is impervious and easily cleaned and disinfected. Any paint or coating and any plastic or fiberglass materials used as contact surfaces must be approved by the United States Environmental Protection Agency, the United States Food and Drug Administration, or the NSF. Effective January 1, 1993, any newly installed surfaces shall conform to ANSI/NSF Standard 61 and must be certified by an organization accredited by ANSI.

(C) The tank shall have a manhole and a manhole cover which overlaps the raised manhole opening by a minimum of two inches and terminates in a downward direction. The cover shall fit firmly on the manhole opening and shall be kept locked.

(D) The tank shall have a vent which is faced downward and located to minimize the possibility of drawing contaminants into the stored water. The vent must be screened with 16-mesh or finer corrosion-resistant material.

(E) Connections for filling and emptying the tank shall be properly protected to prevent the possible entrance of contamination. These openings must be provided with caps and keeper chains.

(F) A drain shall be provided which will completely empty the tank for cleaning or repairs.

(G) When a pump is used to transfer the water from the tank, the pump shall be permanently mounted with a permanent connection to the tank. The discharge side of the pump shall be properly protected between uses by a protective cap and keeper chain.

(H) Hoses used for the transfer of drinking water to and from the tank shall be used only for that purpose and labeled for drinking water only. The hoses shall conform to ANSI/NSF Standard 61 and must be certified by an entity recognized by the commission. Hoses and related appurtenances must be cleaned and disinfected on a regular basis during prolonged use or before start-up during intermittent use. Hoses must be properly stored between uses and must be provided with caps and keeper chains or have the ends connected together.

(I) The tank shall be disinfected monthly and at any time that contamination is suspected.

(J) At least one sample per month from each tank shall be collected and submitted for microbiological analysis to one of the commission's approved laboratories for each month of operation.

(K) A minimum free chlorine residual of 0.5 milligrams per liter (mg/L) or, if chloramines are used as the primary disinfectant, a chloramine residual of 1.0 mg/L (measured as total chlorine) shall be maintained in the water being hauled. Chlorine or chlorine containing compounds may be added on a "batch" basis to maintain the required residual.

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*Appendix F: Assessment of Hazards and Selection of Assemblies*

The following table lists many common hazards. It is not an all-inclusive list of the hazards which may be found connected to public water systems.

Premises Isolation: Description of Premises	Assessment of Hazard	Required Assembly
Aircraft and missile plants	Health	RPBA or AG
Animal feedlots	Health	RPBA or AG
Automotive plants	Health	RPBA or AG
Breweries	Health	RPBA or AG
Canneries, packing houses and rendering plants	Health	RPBA or AG
Commercial car wash facilities	Health	RPBA or AG
Commercial laundries	Health	RPBA or AG
Cold storage facilities	Health	RPBA or AG
Connection to sewer pipe	Health	RPBA or AG
Dairies	Health	RPBA or AG
Docks and dockside facilities	Health	RPBA or AG
Dye works	Health	RPBA or AG
Food and beverage processing plants	Health	RPBA or AG
Hospitals, morgues, mortuaries, medical clinics, dental clinics, veterinary clinics, autopsy facilities, sanitariums, and medical labs	Health	RPBA or AG
Metal manufacturing, cleaning, processing, and fabrication plants	Health	RPBA or AG
Microchip fabrication facilities	Health	RPBA or AG
Paper and paper products plants	Health	RPBA or AG
Petroleum processing or storage facilities	Health	RPBA or AG
Photo and film processing labs	Health	RPBA or AG

Plants using radioactive material	Health	RPBA or AG
Plating or chemical plants	Health	RPBA or AG
Pleasure-boat marinas	Health	RPBA or AG
Private/Individual/Unmonitored wells	Health	RPBA or AG
Rainwater harvesting system	Health	RPBA or AG
Reclaimed water systems	Health	RPBA or AG
Restricted, classified or other closed facilities	Health	RPBA or AG
Rubber plants	Health	RPBA or AG
Sewage lift stations	Health	RPBA or AG
Sewage treatment plants	Health	RPBA or AG
Slaughter houses	Health	RPBA or AG
Steam plants	Health	RPBA or AG
Tall buildings or elevation differences where the highest outlet is 80 feet or more above the meter	Nonhealth	DCVA

Internal Protection - Description of Cross-Connection	Assessment of Hazard	Required Assembly
Aspirators	Nonhealth <sup>†</sup>	AVB
Aspirator (medical)	Health	AVB or PVB
Autoclaves	Health	RPBA
Autopsy and mortuary equipment	Health	AVB or PVB
Bedpan washers	Health	AVB or PVB
Connection to industrial fluid systems	Health	RPBA
Connection to plating tanks	Health	RPBA
Connection to salt-water cooling systems	Health	RPBA
Connection to sewer pipe	Health	AG

Cooling towers with chemical additives	Health	AG
Cuspidors	Health	AVB or PVB
Degreasing equipment	Nonhealth†	DCVA
Domestic space-heating boiler	Nonhealth†	RPBA
Dye vats or machines	Health	RPBA
Fire-fighting system (toxic liquid foam concentrates)	Health	RPBA
Flexible shower heads	Nonhealth†	AVB or PVB
Heating equipment		
Commercial	Nonhealth†	RPBA
Domestic	Nonhealth†	DCVA
Hose bibs	Nonhealth†	AVB
Irrigation systems		
with chemical additives	Health	RPBA
without chemical additives	Nonhealth†	DCVA, AVB, or PVB
Kitchen equipment - Commercial	Nonhealth†	AVB
Lab bench equipment	Health or Nonhealth†	AVB or PVB
Ornamental fountains	Health	AVB or PVB
Swimming pools		
Private	Nonhealth†	PVB or AG
Public	Nonhealth†	RPBA or AG
Sewage pump	Health	AG
Sewage ejectors	Health	AG
Shampoo basins	Nonhealth†	AVB
Specimen tanks	Health	AVB or PVB
Steam generators	Nonhealth†	RPBA
Steam tables	Nonhealth†	AVB
Sterilizers	Health	RPBA
Tank vats or other vessels containing toxic substances	Health	RPBA



Trap primers	Health	AG
Vending machines	Nonhealth†	RPBA or PVB
Watering troughs	Health	AG or PVB

NOTE: AG = air gap; AVB = atmospheric vacuum breaker; DCVA = double check valve backflow prevention assembly; PVB = pressure vacuum breaker; RPBA = reduced-pressure principle backflow prevention assembly.

\*AVBs and PVBs may be used to isolate health hazards under certain conditions, that is, back siphonage situations. Additional area of premises isolation may be required.

†Where a greater hazard exists (due to toxicity or other potential health impact) additional area protection with RPBA is required.

(g) Appendix G. Emergency Preparedness Plan Template.

Figure: 30 TAC §290.47(g)

### **Appendix G: Emergency Preparedness Plan Template**

This appendix contains information to assist an affected utility in preparing an emergency preparedness plan. A comprehensive guide and shell form, TCEQ Form No. 20536, for preparing a plan is available from the executive director upon request. A cover letter containing the name of the affected utility; the affected utility representative's name, title, and contact telephone number; and, if applicable, the public water system's identification number (PWS ID) and district number must be included with the plan submittal.

**Information provided by an affected utility relating to its emergency preparedness plan is confidential and is not subject to disclosure under Texas Government Code, Chapter 552.**

**Rules.** All of 30 TAC Chapter 291, Subchapter L applies to affected utilities that are not public water systems. The following commission rules apply to affected utilities that are public water systems:

**Definitions:** §290.38

**General Provisions:** §290.39(c)(4)(A) - (E) and (o)(1) - (5)

**Water Distribution:** §290.44(d)

**Minimum Water System Capacity Requirements:** §290.45(a)(7), (b)(3), (c)(3), (d)(4), (e)(4), (g)(5)(A)(iv), (g)(5)(B), and (h).

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## Texas Administrative Code

TITLE 30

ENVIRONMENTAL QUALITY

PART 1

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

CHAPTER 344LANDSCAPE IRRIGATIONSUBCHAPTER E

BACKFLOW PREVENTION AND CROSS-CONNECTIONS

RULE §344.50

Backflow Prevention Methods

*Resident*

(a) Any irrigation system that is connected to a public or private potable water supply must be connected through a commission-approved backflow prevention method. The backflow prevention device must be approved by the American Society of Sanitary Engineers; or the Foundation for Cross-Connection Control and Hydraulic Research, University of Southern California; or the Uniform Plumbing Code; or any other laboratory that has equivalent capabilities for both the laboratory and field evaluation of backflow prevention assemblies. The backflow prevention device must be installed in accordance with the laboratory approval standards or if the approval does not include specific installation information, the manufacturer's current published recommendations.

(b) If conditions that present a health hazard exist, one of the following methods must be used to prevent backflow;

*N/A* (1) An air gap may be used if:

(A) there is an unobstructed physical separation; and

(B) the distance from the lowest point of the water supply outlet to the flood rim of the fixture or assembly into which the outlet discharges is at least one inch or twice the diameter of the water supply outlet, whichever is greater.

*★ ★ ★* (2) Reduced pressure principle backflow prevention assemblies may be used if:

(A) the device is installed at a minimum of 12 inches above ground in a location that will ensure that the assembly will not be submerged; and

(B) drainage is provided for any water that may be discharged through the assembly relief valve.

*N/A* (3) Pressure vacuum breakers may be used if:

(A) no back-pressure condition will occur; and

(B) the device is installed at a minimum of 12 inches above any downstream piping and the highest downstream opening. Pop-up sprinklers are measured from the retracted position from the top of the sprinkler.

*N/A* (4) Atmospheric vacuum breakers may be used if:

(A) no back-pressure will be present;



(B) there are no shutoff valves downstream from the atmospheric vacuum breaker;

(C) the device is installed at a minimum of six inches above any downstream piping and the highest downstream opening. Pop-up sprinklers are measured from the retracted position from the top of the sprinkler;

(D) there is no continuous pressure on the supply side of the atmospheric vacuum breaker for more than 12 hours in any 24-hour period; and

(E) a separate atmospheric vacuum breaker is installed on the discharge side of each irrigation control valve, between the valve and all the emission devices that the valve controls.

(c) Backflow prevention devices used in applications designated as health hazards must be tested upon installation and annually thereafter.

(d) If there are no conditions that present a health hazard double check valve backflow prevention assemblies may be used to prevent backflow if the device is tested upon installation and:

(1) a local regulatory authority does not prohibit the use of a double check valve;

(2) backpressure caused by an elevation of pressure in the discharge piping by pump or elevation of piping above the supply pressure which could cause a reversal of the normal flow of water or back-siphonage conditions caused by a reduced or negative pressure in the irrigation system exist; and

(3) test cocks are used for testing only.

(e) If a double check valve is installed below ground:

(1) test cocks must be plugged, except when the double check valve is being tested;

(2) test cock plugs must be threaded, water-tight, and made of non-ferrous material;

(3) a y-type strainer is installed on the inlet side of the double check valve;

(4) there must be a clearance between any fill material and the bottom of the double check valve to allow space for testing and repair; and

(5) there must be space on the side of the double check valve to test and repair the double check valve.

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**Source Note:** The provisions of this §344.50 adopted to be effective January 1, 2009, 33 TexReg 5713

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<a href="#">RULE §344.51</a>	Specific Conditions and Cross-Connection Control

*Resident*

(a) Before any chemical is added to an irrigation system connected to any potable water supply, the irrigation system must be connected through a reduced pressure principle backflow prevention assembly or air gap.

(b) Connection of more than one water source to an irrigation system presents the potential for contamination of the potable water supply if backflow occurs. Therefore, connection of any additional water source to an irrigation system that is connected to the potable water supply can only be done if the irrigation system is connected to the potable water supply through a reduced-pressure principle backflow prevention assembly or an air gap.

(c) Irrigation system components with chemical additives induced by aspiration, injection, or emission system connected to any potable water supply must be connected through a reduced pressure principle backflow device.

(d) If an irrigation system is designed or installed on a property that is served by an on-site sewage facility, as defined in Chapter 285 of this title (relating to On-Site Sewage Facilities), then:

(1) all irrigation piping and valves must meet the separation distances from the On-Site Sewage Facilities system as required for a private water line in §285.91(10) of this title (relating to Minimum Required Separation Distances for On-Site Sewage Facilities);

(2) any connections using a private or public potable water source must be connected to the water source through a reduced pressure principle backflow prevention assembly as defined in §344.50 of this title (relating to Backflow Prevention Methods); and

(3) any water from the irrigation system that is applied to the surface of the area utilized by the On-Site Sewage Facility system must be controlled on a separate irrigation zone or zones so as to allow complete control of any irrigation to that area so that there will not be excess water that would prevent the On-Site Sewage Facilities system from operating effectively.

**Source Note:** The provisions of this §344.51 adopted to be effective January 1, 2009, 33 TexReg 5713

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<a href="#">RULE §344.52</a>	Installation of Backflow Prevention Device

(a) If an irrigation system is connected to a potable water supply and requires major maintenance, alteration, repair, or service, the system must be connected to the potable water supply through an approved, properly installed backflow prevention method as defined in this title before any major maintenance, alteration, repair, or service is performed.

(b) If an irrigation system is connected to a potable water supply through a double check valve, pressure vacuum breaker, or reduced pressure principle backflow assembly and includes an automatic master valve on the system, the automatic master valve must be installed on the discharge side of the backflow prevention assembly.

(c) The irrigator shall ensure the backflow prevention device is tested prior to being placed in service and the test results provided to the local water purveyor and the irrigation system's owner or owner's representative within ten business days of testing of the backflow prevention device.

**Source Note:** The provisions of this §344.52 adopted to be effective January 1, 2009, 33 TexReg 5713

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Figure: 30 TAC §285.91(10)

**Table X. Minimum Required Separation Distances for On-Site Sewage Facilities.**

	TO					
FROM	Tanks	Soil Absorption Systems, & Unlined ET Beds	Lined Evapotranspiration Beds	Sewer Pipe With Watertight Joints	Surface Application (Edge of Spray Area)	Drip Irrigation
Public Water Wells <sup>2</sup>	50	150	150	50	150	150
Public Water Supply Lines <sup>2</sup>	10	10	10	10	10	10
Wells and Underground Cisterns	50	100	50	20	100	100
Private Water Line	10	10	5	10 <sup>5</sup> except at connection to structure	No separation distances	10
Wells Completed in accordance with 16 TAC §76.1000(a)(1)	50	50	50	20	50	50
Streams, Ponds, Lakes, Rivers, Creeks (Measured From Normal Pool Elevation and Water Level); Salt Water Bodies	50	75  LPD with secondary treatment & disinfection - 50	50	20	50	25 when $R_a < 0.1$ 75 when $R_a > 0.1$ (With Secondary Treatment & Disinfection - 50)

(High Tide Only); Retention Ponds/Basin (Spillway elevation)						
Foundations, Buildings, Surface Improvements, Property Lines, Swimming Pools, and Other Structures	5	5	5	5  Pipe may run beneath driveways and sidewalks or up to surface improvements if it is Schedule 80 pipe or sleeved in Schedule 40 pipe  Pipe containing secondary effluent has no setbacks from building foundations	No Separation Distances Except: Property lines - 20 <sup>6</sup> Swimming Pools - 25	No Separation Distances Except <sup>4</sup> : Property Lines - 5
Underground Easements	1	1	1	1	May spray to edge of easement, but not into. Sprinkler heads must be 1 feet from easement edge	1
Overhead Easements	1  No setbacks if permission is granted by easement holder	1  No setbacks if permission is granted by easement holder	1  No setbacks if permission is granted by easement holder	1  No setbacks if permission is granted by easement holder	1  No setbacks if permission is granted by easement holder	1  No setbacks if permission is granted by easement holder

Slopes Where Seeps may Occur and detention ponds	5	25	5	10	10	10 when $R_a < 0.1$ 25 when $R_a > 0.1$
Edwards Aquifer Recharge Features (See Chapter 213 of this title relating to Edwards Aquifer) <sup>3</sup>	50	150	50	50	150	100 when $R_a < 0.1$ 150 when $R_a > 0.1$

1. All distances measured in feet, unless otherwise indicated.
2. For additional information or revisions to these separation distances, see Chapter 290 of this title (relating to Public Drinking Water).
3. No on-site sewage facility may be installed closer than 75 feet from the banks of the Nueces, Dry Frio, Frio, or Sabinal Rivers downstream from the northern Uvalde County line to the recharge zone.
4. Drip irrigation lines may not be placed under foundations.
5. Private water line/wastewater line crossings should be treated as public water line crossings, see Chapter 290 of this title.
6. Separation distance may be reduced to 10 feet when sprinkler operation is controlled by commercial timer. See §285.33(d)(2)(G)(i) of this title (relating to Criteria for Effluent Disposal Systems).



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# **Establishing and Managing an Effective Cross-Connection Control Program**

# **Establishing and Managing an Effective Cross-Connection Control Program**

**RG-478  
Revised August 2016**

**Prepared by  
Water Supply Division, MC 154  
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# Introduction

## *Who Should Read This Guide?*

This guide is intended to help public water system (PWS) managers, operators, and program administrators implement their cross-connection control programs. The audience for this guide is Texas PWSs—for example, a water district, a water-supply corporation, or a city-owned or investor-owned PWS.

Members of the general public—customers of water systems—will also find answers in this guide to many questions they may have about cross-connection control programs. For more information, PWSs and their customers can also contact the TCEQ at 512-239-0028 to request the brochure *A Consumer's Guide to Backflow Prevention in Texas* (TCEQ publication GI-411). The brochure is also downloadable from the TCEQ's website at:

[<www.tceq.texas.gov/publications/gi/gi-411.html>](http://www.tceq.texas.gov/publications/gi/gi-411.html)

In the text of this document, “you” refers to the PWS and its staff members; “program” is short for ‘cross-connection control program’; and “we” refers to the TCEQ or its staff.

This publication is for general guidance only and is not a substitute for the rules or regulations governing cross-connection control and backflow prevention.

## *Texas Rules*

Title 30 of the Texas Administrative Code (30 TAC), Chapter 290, prohibits PWSs from connecting to an actual or potential contamination hazard without first protecting the potable-water supply. The TCEQ rules require PWSs to:

- adopt a plumbing ordinance, regulations, or service agreements
- require customer-service inspections
- require backflow protection using appropriate backflow prevention assemblies
- require those assemblies to be tested to ensure that they are working correctly

This document refers to the Texas rules in the applicable sections throughout. Implementing these rules constitutes a cross-connection control program.

TCEQ rules place the responsibility for recognizing and evaluating hazards within the PWS's distribution system on the PWS. When a hazard is identified, you must ensure that your consumers are protected from contamination by that hazard. The PWS may terminate water service to any connection where an unprotected health hazard is found and only restore service when the health hazard no longer exists or after it has been properly isolated using a backflow prevention assembly.

Any hazard must be isolated from the drinking-water supply regardless of when the hazard was first created or the site was built. Because the effects of a backflow event can be so significant, there are no grandfather clauses that apply to cross-connection control and backflow prevention in the TCEQ's regulations on backflow and siphonage. However, the landscape-irrigation regulations do contain some provisions for existing irrigation systems. This is covered in section 8 of this document.

A backflow incident qualifies as an accident that has a negative impact on the delivery of safe and adequate drinking water and must be reported to the TCEQ [30 TAC 290.46(w)(5)]. The TCEQ maintains a 24-hour toll-free number for reporting backflow

incidents and other emergencies: 888-777-3186. Additionally, you should submit a detailed summary of any backflow incident to:

Coordinator, Cross-Connection Control Program  
Technical Review and Oversight Team, MC 159  
Texas Commission on Environmental Quality  
PO Box 13087  
Austin TX 78711-3087

## 1. Plumbing Ordinance, Regulations, or Service Agreements [30 TAC 290.46(i)]

Every PWS is required to adopt either:

- a plumbing ordinance,
- plumbing regulations, or
- service agreements.

These give the local public water supplier the authority to implement a cross-connection control program. Whichever is adopted, it must have provisions for proper enforcement in order to prohibit cross-connections and other unacceptable plumbing practices.

PWSs serve a wide variety of customers throughout Texas. The potential cross-connections found in a rural area can be very different from those found in an urban setting. Each PWS should carefully consider the types of hazards that may be present in its distribution system before adopting a plumbing ordinance, regulations, or service agreement. This will allow the PWS to tailor the adopted rules to better protect the potable-water supply against a category of specific potential hazards in the PWS's local area. *Important:* the adopted ordinance, regulations, or service agreements may be more stringent than the TCEQ regulations, but cannot be less stringent.

For example, if you supply water to residential customers who have irrigation systems and also have animals on their lot, run a business from their house, or have an auxiliary water supply—which increases the contamination hazard—you may require more rigorous testing of the backflow preventers for those customers. While TCEQ rules address the hazards posed to the potable water supply, specific requirements adopted in the local ordinance, regulations, or service agreement will strengthen your enforcement of these requirements—increasing awareness of the rules and reducing the number of questions.

Note that an investor-owned utility has only limited authority to adopt more stringent requirements than the TCEQ rules [30 TAC 291.93(5)].

### ***Plumbing Ordinance or Regulations***

An ordinance is a formal enactment by a local government, adopted by the governing body of that government (for example, a city council). Typically, a plumbing ordinance will contain the requirements for cross-connection control and backflow prevention that comply with state regulations and also meet the local, specific needs for protecting the potable-water distribution system. A sample plumbing ordinance appears in Appendix H of this guide.

Depending on the local municipality, plumbing regulations that contain requirements for cross-connection control and backflow prevention could be contained within a

plumbing ordinance that encompasses the cross-connection control program and all its specific requirements.

## ***Service Agreements***

Some public water systems do not have the regulatory or governmental structure to adopt ordinances or regulations. These must use customer-service agreements, which are agreements between the public water systems and their customers, that have provisions for protection against backflow, and cross-connections, and provide for enforcement.

A sample service agreement appears in Appendix B. If the service agreement used by your PWS has been in existence for a long time, it is likely outdated. We recommend that you review and update it, if needed, to include current requirements such as the lead levels allowable by the U.S. Environmental Protection Agency that went into effect on January 4, 2014.

You may use the sample service agreement in the TCEQ's rules or create your own. If you wish to develop your own, it must include all of the required elements.

A few critical elements of an effective service agreement include:

- **Right of entry:** The agreement must give your personnel, particularly customer-service inspectors, the authority to enter facilities in order to evaluate cross-connections, backflow risks, plumbing materials, and internal backflow prevention programs (where present).
- **Lead ban:** The agreement must have provisions for prohibiting lead in excess of the federal standards in the plumbing materials, as demonstrated by the lead test or the labeling of the plumbing.
- **Enforcement:** The agreement must give you the authority to enforce the requirements for cross-connection control and backflow prevention.

## ***Plumbing Codes***

The Plumbing License Law in Title 8, Texas Occupations Code, Chapter 1301, requires all municipalities with a population of 5,000 or greater to adopt a plumbing code; smaller municipalities and other types of PWSs may voluntarily adopt a plumbing code.

The two plumbing codes that are authorized to be adopted in the state of Texas by the Texas State Board of Plumbing Examiners are the International Plumbing Code and the Uniform Plumbing Code. These codes are revised every three years. Depending on the particular code and year of revision, the requirements related to cross-connection control and backflow prevention in the code may differ from TCEQ rules.

This very important area of cross-connection control and backflow prevention can become confusing. TCEQ regulations require that a public water supplier adopt a plumbing ordinance, regulations, or service agreements as described in this section. The Plumbing License Law requires the adoption of a plumbing code by municipalities with a population over 5,000; however, adopting a plumbing code does **not** mean that a PWS is in compliance with the TCEQ's plumbing-ordinance regulation. This distinction is critical, because the plumbing code generally governs all plumbing on the customer's side of the meter.

While the Plumbing Codes contain some very important cross-connection control and backflow prevention requirements, they do not address the authority of a cross-connection control program and are not specific to a local municipality. The plumbing ordinance

regulation allows the public water supplier to develop requirements for cross-connection control and backflow prevention specific to its distribution system and gives authority to the cross-connection control program.

## 2. Customer-Service Inspections

Customer-service inspections (CSIs) are the keystone of a successful cross-connection control program. After you have established an authority, a CSI is the next step in implementing such a program.

The customer service inspector is trained and licensed to examine private water-distribution facilities in order to determine the presence of cross-connections, potential contamination hazards, and illegal materials containing lead and copper, but is **not** permitted to perform plumbing inspections. A CSI can be conducted by a TCEQ-licensed customer-service inspector, a plumbing inspector, or a licensed plumber with a “water supply protection specialist” endorsement (the last two are licensed by the Texas State Board of Plumbing Examiners).

A CSI is required at all new service connections, existing service connections where the PWS has reason to believe that cross-connections or other potential contamination hazards exist, and existing service connections where a material improvement, correction, or addition has been made to the private water-distribution facilities [30 TAC 290.46(j)].

Sometimes, there is some confusion regarding the need for backflow prevention at a site. For example, Appendix F lists dental clinics as posing a health hazard requiring a reduced pressure principle backflow prevention assembly (RP) or an air gap at the meter. Modern dental chairs can be self-contained, with their own water source, and not connected to the potable-water supply. Also, taking x-rays digitally can eliminate the need for potable water to develop them. Thus, a modernized dental clinic may not pose a health hazard. If it can be documented in a CSI that the use of potable water in a dental clinic does not constitute a health hazard then, even though these clinics are named in Appendix F, backflow prevention is not required.

When necessary, the inspector has the option of using more than one CSI certificate to document the inspection results. For example, if the CSI is at a site that is very large and has several different structures, then more than one certificate should be issued to document the locations that were inspected, hazards encountered at each site, and the need for backflow prevention at each site.

The results of the customer-service inspection will identify any cross-connections or actual or potential contamination hazards and determine if backflow prevention is required at the site. More detailed information concerning CSIs will appear in the forthcoming TCEQ publication *Customer-Service Inspections: A Guide for Public Water Systems* (RG-206), which is expected to be available in 2017 at:

[<www.tceq.texas.gov/publications/rg/rg-206.html>](http://www.tceq.texas.gov/publications/rg/rg-206.html)

Information on acquiring a CSI license may be obtained by contacting the TCEQ’s Occupational Licensing Section at:

[<www.tceq.texas.gov/goto/cust\\_serv\\_lic>](http://www.tceq.texas.gov/goto/cust_serv_lic)

### ***Fees and Payment for the CSI***

A PWS that requires a customer-service inspection by its own employees, or provides this service as part of its business, may either:

- charge a fee established by the PWS and approved by its governing body or established by the Public Utility Commission (PUC) in the case of an investor-owned utility, or
- provide the service at no initial cost and then recoup the expenses through rates.

A PWS that requires a customer to arrange for a CSI must:

- ensure that the CSI is conducted by a qualified professional
- ensure that it obtains the original or a copy of the CSI certificate

Payment for the CSI is directly between the customer and the customer-service inspector.

### 3. Backflow Prevention Assemblies

An effective cross-connection control program must include appropriate means to prevent backflow. This is, typically accomplished by installing backflow prevention assemblies at cross-connections. Whenever possible, the backflow preventer should be located at the point closest to the actual or potential contamination hazard. This will limit the amount of water exposed to backflow, should it occur, and will also make it less likely for someone to tap the water-supply line downstream of the backflow prevention assembly, which would make the downstream connection vulnerable to the contamination hazard.

#### *Selection of Assemblies*

TCEQ rules distinguish between health and non-health hazards. A health hazard (or contaminant) involves any substance that can cause death, illness, or the spread of disease: for example, a potable-water connection to a heating system that uses a toxic corrosion-control fluid. A non-health hazard (or pollutant) involves any substance that constitutes a nuisance, or would be aesthetically objectionable if introduced into the public water supply—for example, a potable-water connection to fermentation tanks at a winery.

For protection from a health hazard, the following types of backflow prevention assemblies may be used, provided they are installed per the manufacturer's and plumbing-code requirements:

- RP, RPZ, or RPBA: reduced pressure principle backflow prevention assembly—will function under both back pressure and back siphonage.
- PVB: pressure-vacuum breaker—will function under back siphonage only; it is allowable to have a control valve downstream.
- SVB: spill-resistant vacuum breaker—will function under back siphonage only; it is allowable to have a control valve downstream.
- AVB: atmospheric vacuum breaker—non-testable, will function under back siphonage only, and cannot have a control or shutoff valve downstream.
- AG: air gap—if this method is used, it must meet the definition of an air gap:  
The unobstructed vertical distance through the free atmosphere between the lowest opening from any pipe or faucet conveying water to a tank, fixture, receptor, sink, or other assembly and the flood level rim of the receptacle. The vertical, physical separation must be at least twice the diameter of the water supply outlet, but never less than 1.0 inch. [30TAC 290.38(2)]

Note that, at a customer connection, once the water flows through an air gap, you no longer retain sanitary control of the water and the supply pressure is lost. In addition, both you and the customer must consider that the air gap exposes the water and the container to the environment, allowing for the direct entry of pathogens and debris.



## Testing versus inspection

RPs, PVBs, and SVBs are testable assemblies, whereas AVBs are not testable. Thus, RPs, PVBs, and SVBs are the most suitable assemblies for preventing backflow from a health hazard and are preferable to AVBs in almost every situation. If AVBs and air gaps are installed to protect against health hazards, then the authority having jurisdiction should ensure that they are annually inspected for proper installation and operation, and to confirm that they have not been compromised.

Although there are no procedures for testing an air gap or AVB it is possible to determine whether one is working correctly by inspecting it. An air gap or AVB can be inspected by:

- determining if it is installed correctly, in accordance with the recommendations from the manufacturer and requirements in the plumbing code;
- checking any moving parts for free movement; and
- looking for any evidence of modification.

## Check valves

Single-check valves are not backflow prevention assemblies and they cannot be tested. The valve seats may become degraded or fouled, which can allow contaminants to backflow through them.

For protection from a non-health hazard, any of the previously mentioned assemblies may be used, as well as a double-check-valve backflow prevention assembly (DCVA), which will function under a back pressure or back siphonage.

## *Location of Backflow Prevention Assemblies*

The TCEQ **does not recommend** the installation of backflow-prevention assemblies at **all** service connections. A typical residential building that has no special water using equipment or processes **does not need** containment backflow prevention. However residences and other buildings or facilities that:

- Use an auxiliary water supply, such as a private well, a rainwater-harvesting system, or a pump in a lake, must install an RP at the meter connection or provide an air gap at the meter. If it can be documented in a CSI that the plumbing system of the auxiliary water supply and the plumbing system of the potable water supply are physically separated and not cross-connected then this separation distance may serve as an air gap. Periodic CSIs will be required to make sure that the two separate systems have not been cross-connected.
- Have an actual or potential contamination hazard on-site must use an appropriate backflow prevention assembly. Appendix E has a partial list of facilities where health hazards are commonly found [30 TAC 290.47(f)].

Typical residences only require minimal backflow prevention such as vacuum breakers on the hose bibbs, an air gap for their water-softener drain line, and a backflow prevention assembly on their irrigation system. Even this minimal backflow prevention is critical because, if backflow occurs, the contaminant will first enter the residential plumbing and those people living there will be the first exposed.

## ***Purchase and Installation of Backflow Prevention Assemblies***

A PWS with qualified personnel may install the backflow prevention assembly, charge for its installation, and charge an installation fee established by the PWS and approved by its governing body—or established by the TCEQ, in the case of an investor-owned utility.

Also, a PWS may instead require the customer to purchase the backflow-prevention assembly and have it installed, in which case the PWS must ensure that the correct assembly is installed and a qualified individual installed it.

Regardless of who installs a backflow prevention assembly, it must be tested upon installation. Experience has shown that a brand-new assembly often will fail the test right out of the box and will need a modification or repair.

The regulations of the Texas State Board of Plumbing Examiners determine which qualified individuals can install such assemblies. Licensed plumbers can install backflow prevention assemblies, but exemptions in the Plumbing License Law allow other individuals to install assemblies in specific cases. For example, a homeowner who has obtained the appropriate permit (if required) may install a backflow prevention assembly on her irrigation system or a water operator may install an assembly on his own distribution system. The flowchart in Appendix A can help you determine who is authorized to install backflow prevention assemblies.

## **4. Containment Programs and Internal Cross-Connection Control Programs**

A **containment program**, also called “premises isolation,” has backflow prevention at the main water connection to the facility (at the meter). For example, one backflow prevention assembly could be installed at the main water-supply line to a manufacturing facility so that all the actual or potential hazards located at that site are contained within that facility without danger of them backflowing into the public water supply. One benefit is that the public water supply is protected with only one backflow prevention assembly. However, the people within the facility are vulnerable to backflow. **Protection from internal cross-connections to health hazards is critically important, as they can be found in many facilities with relatively large populations—hospitals, schools, large business facilities, manufacturing facilities, etc.** When requiring containment backflow prevention, the PWS should alert the site to the hazards of thermal expansion and the need to turn the water off to the entire site in order to test the backflow preventer. Some sites with containment backflow prevention will install two backflow preventers in parallel, so that water service will not be interrupted. While one backflow preventer is being tested, the other can continue to supply water to the site. If, in a parallel installation, water flows through only one backflow preventer and the second is only there to be used during testing, then the second should at least be pressurized to close the relief valve and prevent entry of any contaminants.

An **internal cross-connection control program** is one that is located within a facility that has actual or potential contamination hazards connected to the internal potable-water distribution system and should not be confused with the cross-connection control program administered by the PWS. These internal hazards and cross-connections are identified when the customer-service inspection is conducted. An internal cross-connection control program consists of backflow prevention at specific locations within a facility where hazards are located. For example, backflow prevention assemblies could be

installed on the water supply lines to water-using equipment in a manufacturing facility. A very important benefit of an internal cross-connection control program is that not only the public water supply, but also the people within the facility, are protected from backflow. A challenge is the possible need to install more than one backflow prevention assembly.

Internal cross-connection control programs are supported by the following:

- **30 TAC 290.44(h)(1)(B)** At any residence or establishment where an actual or potential contamination hazard exists and an adequate internal cross-connection control program is in effect, backflow protection at the water service entrance or meter is not required.
  - **(i)** An adequate internal cross-connection control program shall include an annual inspection and testing by a licensed backflow prevention assembly tester on all backflow prevention assemblies used for health hazard protection.
  - **(ii)** Copies of all such inspection and test reports must be obtained and kept on file by the water purveyor.
  - **(iii)** It will be the responsibility of the water purveyor to ensure that these requirements are met.
- **30 TAC 290.44(h)(5)** The use of a backflow prevention assembly at the service connection shall be considered as additional backflow protection and shall not negate the use of backflow protection on internal hazards as outlined and enforced by local plumbing codes.

These programs pose a challenge because—being internal—they can be compromised without your knowledge.

As stated above, internal cross-connection control programs are required to be “adequate” in order for the PWS to not also require a backflow preventer at the meter. When a PWS is relying **solely** on an internal cross-connection control program, then adequacy of the internal program must be determined by requiring CSIs. The TCEQ recommends periodic CSIs at those sites with an internal cross-connection control program and no backflow prevention at the meter. This will ensure that any **new** cross-connections have the appropriate backflow prevention and existing backflow prevention is still in place. The PWS must retain the original or copies of the inspection reports.

As specified in 30 TAC 290.46(j), whenever a PWS “has reason to believe that cross-connections or other potential contaminant hazards exist,” it can conduct or require a customer-service inspection. The fact that internal cross-connection control programs can change without the PWS being aware of the change and the potential location of internal cross-connection control programs at sites with large populations, suffices as “reason to believe” and supports the periodic inspections of internal cross-connection control programs. These CSIs will ensure that unprotected cross-connections have not been created since the initial inspection and will confirm that the backflow prevention assemblies are still in their appropriate locations and have not been modified. Periodic CSIs for internal cross-connection control programs should also be reflected in the local ordinance or other local authority.

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#### *Example*

A manufacturing facility had several cross-connections on-site. It did not have a containment program, but instead had an internal program in which a backflow preventer was installed at each cross-connection. During the routine testing of the backflow preventer, the BPAT noticed that the backflow preventer was the same type as the one he had tested several weeks ago. This seemed suspicious, so he compared the serial number, as well as the make and model, with test reports from previous tests. He was able to confirm that the manufacturer was actually removing the backflow preventer,

reforming the cross-connection by replacing it with a pipe, and re-installing the backflow preventer at the next cross-connection which was due to have its backflow preventer tested. He had been testing the same backflow preventer at different locations! He immediately informed the PWS, which used this as reason to believe that cross-connections or other potential contaminant hazards existed, and conducted a customer service inspection. After the CSI showed the unprotected cross-connections, the manufacturer installed individual backflow preventers at each one.

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## 5. Coordination, Communication, and Cooperation

A successful backflow prevention and cross-connection control program will include the three Cs: communication, coordination, and cooperation. Some of the personnel to be included in a cross-connection control program may be:

- city, utility, or district management
- a plumbing inspector
- a building official
- employees in environmental services
- water-department management and personnel
- the fire marshal's office
- industry professionals (irrigators, plumbers, testers, inspectors)

When a PWS supplies water to customers inside incorporated areas where a plumbing code has been adopted, PWSs frequently coordinate cross-connection control with a building- or plumbing-inspection department. The cross-connection control program should reside between the water utility and the building- or plumbing-inspection departments and be composed of staff from both. The building- or plumbing-inspection department administers the plumbing code, which has its own requirements for backflow prevention and cross-connection control; the water utility administers the TCEQ's requirements for backflow prevention and cross-connection control, so their responsibilities naturally overlap.

One of the challenges faced by PWSs is how to protect the people within a site when the system's authority ends at the meter. A common misconception is that a PWS that requires backflow prevention at the metered connection to a site does not have to require backflow protection within the site. One key benefit of a cross-connection control program is that it allows for the protection of the potable-water supply not only in the main distribution system, but also within a site. The point where the PWS's authority generally ends, at the meter, is where the authority of other jurisdictions takes over and continues to prevent backflow.

"The use of a backflow prevention assembly at the service connection shall be considered as additional backflow protection and shall not negate the use of backflow protection on internal hazards as outlined and enforced by local plumbing codes" [30 TAC 290.44(h)(5)]. Thus, according to this regulation, backflow protection at the meter is "considered as additional backflow protection." In other words: in addition to backflow prevention required by other authorities—plumbing codes, the fire marshal's office, etc.—backflow protection may also be required at the meter, allowing for protection of customers from backflow within the site.

Because of the shared responsibility for cross-connection control, it is important that everyone involved develop written protocols for sharing information, storing records, and delineating where one department's jurisdiction ends and another department's

jurisdiction begins. Open lines of communication and good working relationships are essential.

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*Example (Coordination, Communication, and Cooperation)*

The administrator of a cross-connection control program was having trouble getting a local backflow prevention assembly tester to submit the original test forms in a reasonable amount of time. Often, this tester would wait months before turning in the test reports. This delay made it difficult for the program administrator to track where new assemblies had been installed and when they were due for testing. The program administrator coordinated with the building- and plumbing-inspection staff so that approval of the plumbing installation and issuance of a certificate of occupancy for those locations where a test was conducted depended on all necessary documentation, such as the Backflow Prevention Assembly Test and Maintenance Report, to first be submitted to the city. This coordination and cooperation between the administrator and department solved the problem. Relevant to this example is the landscape-irrigation regulation [30 TAC 344.52(c), Appendix H], which requires submission of a test report to the water purveyor within 10 business days of testing. Another option for the administrator was to inform the tester that only those registered with the city could test, and those registered testers must submit timely reports.

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Outside incorporated areas, PWS personnel usually do not have the support of a plumbing or inspection department. In those cases, the PWS does not have the benefit of plumbing-code rules and so the responsibility for the cross-connection control program rests solely on the PWS. It then becomes essential that the PWS ensures that its service agreement meets TCEQ standards, that each customer signs the service agreement, and that the PWS is able to follow up on hazards identified through periodic CSIs or the required backflow prevention assembly testing.

## 6. Testing, Inspection, Certification

Assemblies used for protection from health hazards, whether installed at the meter or part of an internal program, must be tested upon installation and once a year thereafter by a licensed backflow prevention assembly tester and the records must be retained by the PWS for at least three years.

### *Testing Backflow Prevention Assemblies*

Like all mechanical devices, backflow prevention assemblies are subject to failure over time and must be tested to ensure that they are operating properly and are protecting the potable-water supply. As noted above, TCEQ rules require that all backflow prevention assemblies be tested upon installation, and that assemblies installed to protect against health hazards must be tested annually [30 TAC 290.44(h)(4)].

In addition to recording the test results, the Test and Maintenance Report (T&M) form in Appendix C, which a licensed backflow-prevention-assembly tester must fill out and sign, requires that the licensed BPAT certify whether the installation of the assembly complies with manufacturer recommendations and local codes. The BPAT then forwards the **signed original** to the PWS, which is required to retain it. If the BPAT submits a form to the PWS indicating improper installation of a backflow prevention assembly, even though it passed the test, the PWS must arrange for the reinstallation of the assembly in accordance with manufacturer recommendations and local codes.

Licensed BPATs are qualified to test and repair assemblies on any domestic, commercial, industrial, or irrigation service.

There is an additional requirement for BPATs who test and repair assemblies on fire-suppression systems or fire lines. BPATs may test an assembly on these systems **only** if they are permanently employed by an approved fire-line contractor. This is due to the additional alerting apparatus and wiring that is located on the backflow prevention assembly. It is critical that the BPAT be properly trained to leave the assembly in proper functioning order after the test. A mistake could risk lives and property.

Under Texas Insurance Code Section 6003.002 (Fire Sprinkler Rules) there are certain authorities and individuals to which the rules do not apply, like owners or lessees. If the Fire Sprinkler Rules do not apply, then permanent employment of the BPAT by a fire-line contractor may not be necessary; however, the requirement to obtain a backflow prevention assembly license will remain. More information on backflow prevention on fire suppression systems appears in *Backflow Protection on Water-Based Fire Protection Systems* (TCEQ publication RG-345), available at:

<[www.tceq.texas.gov/publications/rg/rg-345.html](http://www.tceq.texas.gov/publications/rg/rg-345.html)>

If, during a routine test of a backflow prevention assembly, the BPAT determines that the assembly will not pass the test and needs repair, then the assembly must be repaired and retested after repair. Otherwise, it cannot be said that the backflow prevention assembly passed the test. This is documented by the BPAT in the official T&M form located in Appendix C of this guide.

To promote consistency across the state and provide for a common, fundamental knowledge base on testing backflow prevention assemblies, the TCEQ requires approved training providers to teach the testing procedures that appear in the latest edition of the *Manual of Cross-Connection Control* from the University of Southern California's Foundation for Cross-Connection Control and Hydraulic Research. This manual may be obtained from the USC website at <[www.usc.edu/dept/fccchr/](http://www.usc.edu/dept/fccchr/)>.

For maximal protection of the public health, these procedures are designed to fail an assembly **before** it will allow backflow and contaminate the potable-water supply. An individual who wishes to obtain a license to test backflow prevention assemblies must pass a written and practical test based on the USC field-test procedures.

The gauges that BPATs use to test backflow prevention assemblies are very sensitive and accurate in measuring pressure differentials. If these gauges are not working properly, there is a risk that a backflow prevention assembly could pass a test but not be functioning correctly. Therefore, licensed BPATs must have their test gauges tested for accuracy at least once per year [30 TAC 290.44(h)(4)(B)]. The BPAT must then document the date when the gauges were tested for accuracy on each T&M report. More information on testing gauges may be found in *Accuracy Testing of Gauges Used for Testing Backflow-Prevention Assemblies* (RG-493).

Many smaller PWSs do not have licensed BPATs on staff. Instead, they may notify customers when the backflow prevention assembly installed at their site is due for testing and require those customers to have the assembly tested. This letter should notify the customer that the water will have to be temporarily turned off, allowing the customer to make any necessary accommodations.

For convenience, these notifications may include a list of local licensed BPATs that the customer can choose from. The PWS should be aware of any restrictions for recommending private companies before providing a list. Depending on the type of ownership, it may be necessary for you to include a disclaimer establishing that the list of BPATs does not constitute an endorsement by the PWS. Another option is to generate a list of BPATs by conducting a search of the TCEQ online operator-licensing database at:

<[www.tceq.texas.gov/goto/lic\\_reg\\_search](http://www.tceq.texas.gov/goto/lic_reg_search)>

The TCEQ's Occupational Licensing Section has information available regarding the BPAT license. You can telephone the section at 512-239-6133 or visit its Web page at:

<[www.tceq.texas.gov/licensing](http://www.tceq.texas.gov/licensing)>

Some PWSs require BPATs testing assemblies in their service area to register with them. This gives the PWS an advantage because it allows the system to determine that the BPAT's license is current, that the BPAT's test gauge has been tested for accuracy within the last year, and that the testers are using the correct test report or a TCEQ-approved alternate.

## ***Fees and Payment for Backflow Prevention Assembly Testing***

Payment for testing a backflow prevention assembly usually takes one of three routes:

- A PWS with one or more appropriately licensed employees may have them conduct tests of backflow prevention assemblies in its service area and charge the customer a fee established by the PWS and approved by its governing body—or established by the PUC in the case of an investor-owned utility.
- A PWS may require its customers to have the backflow prevention assembly tested. In this case, the customer usually hires a private BPAT and pays for the test, and the BPAT submits the test report to the water utility.
- A PWS may give its customers the option of having the backflow prevention assembly tested by a private company or having the water-utility staff come out and conduct the test.

A PWS that requires the customer to have an assembly tested must ensure that a TCEQ-licensed BPAT tested the backflow prevention assembly and that the test results were recorded on the correct form (TCEQ-20700, Backflow Prevention Assembly Test and Maintenance Report).

Exercise caution if you have licensed individuals on the PWS staff and those individuals choose to use their license to generate income on their own time. For example, it would not be appropriate for your staff, as part of doing their job with the PWS, to require the installation or testing of a backflow preventer and then offer to install or test the backflow preventer for a fee payable to the tester, as opposed to a fee included in the monthly water bill payable to the local jurisdiction.

## ***Certification and Approval of Backflow Prevention Assemblies***

The TCEQ rules (30 TAC 290) do not currently require certification or approval of backflow-prevention assemblies. If a PWS would like to adopt a requirement or restriction identifying the specific backflow-prevention assemblies that can be installed in its service area, it should clearly state the requirement or restriction in its ordinance, regulations, or service agreement.

For any restrictions a PWS places on which backflow-prevention assemblies it approves, valid reasons are critical. Aesthetics such as color or appearance will not suffice as valid reasons to exclude or not approve a backflow prevention assembly. It is best to rely on approval or certification by an organization that specifically lists or approves backflow prevention assemblies. Field testing by these organizations is a crucial aspect of the

approval process. Several U.S. organizations maintain standards for testing and certification of backflow prevention assemblies, including:

- the University of Southern California Foundation for Cross-Connection Control and Hydraulic Research
- the American Society of Sanitary Engineers
- the International Association of Plumbing and Mechanical Officials

The TCEQ regulations on landscape irrigation **do require** approval of backflow prevention assemblies before use on irrigation systems [30 TAC 344.50(a)].

## 7. Records and Record Retention

The goal of good record keeping is to maintain accurate, well documented records and to be able to supply records to appropriate persons when needed. People who need the information may be administrators, staff, members of the public, and regulators. This goal can only be accomplished by records management—that is, the application of proven management techniques to the creation, use, maintenance, retention, preservation, and disposal of records. An effective records-management program should allow for the systematic control of records throughout their life cycle—from creation or receipt, through use and maintenance, to final disposition.

The records kept by a PWS show that the system is taking actions to administer an effective cross-connection control program and is protecting the public water supply. For example, if there is a backflow incident in its service area, the PWS can show that a CSI has been conducted, that all appropriate backflow prevention assemblies are present, and that each was working properly at the time of testing.

### ***Backflow Prevention Assembly Test and Maintenance Reports (T&M Forms)***

T&M forms are primarily used to record the results of testing a backflow prevention assembly, along with other pertinent information. A sample T&M form appears in Appendix C. Sometimes, a proactive PWS wishes to capture other information from the testing of a backflow prevention assembly that is not listed in the official T&M Form. The TCEQ allows for alternate forms to be developed and used; however, those alternate forms must receive approval from the TCEQ before their being placed in use. Frequently, a PWS will develop its own form, receive approval for its use, and require any BPAT who wishes to test in its service area to use only its approved form. The TCEQ requires that the PWS retain signed, hard-copy original T&M Forms for three years.

At a minimum, before accepting a test report, a PWS should verify that:

- The assembly passed the test.
- The assembly was installed correctly.
- The gauges used were tested for accuracy.
- The date when the assembly was tested is within a year of the date when the test gauge was tested for accuracy.
- The tester's license is current.
- The assembly is not a new installation needing to be added to the tracking program.

PWSs should develop a procedure to address cases in which they receive a report indicating a failed test. Some possible considerations would be to determine the risk



posed by that connection, the cause of the failure, the time needed to correct the failing backflow preventer, and the date for a follow-up test, and monitoring the status of the backflow preventer.

## ***The Customer Service Inspection Certificate***

The CSI Certificate is used to record the results of the CSI. As with the T&M Form, you are to use the TCEQ's official CSI Certificate. A sample of that form appears in Appendix D. However, a PWS may develop its own form or make changes to the official form, as long as the alternate form has received TCEQ approval. CSI certificates must be retained for at least 10 years or kept as a permanent record of the PWS.

Experience has shown that distributing records in the following order has proven beneficial to PWSs:

1. The PWS retains the original.
2. The customer receives a copy.
3. The BPAT or CSI inspector keeps a copy.

## ***Electronic Record Keeping***

With changes in technology, PWSs are trending toward generating, using, and maintaining electronic versions of records. The TCEQ requires the PWS to retain signed hard-copy original records, or copies in the case of a CSI certificate. For this reason, an electronic form is considered an alternate form and must receive approval. Case by case, a PWS may receive approval to use the internet or another technological medium to comply with the TCEQ's record-keeping requirements. The use of unique user names and passwords in large part serves the same purpose as signing a hard-copy original. Some of the key questions which should be answered when requesting approval are:

1. What are the deviations from the official TCEQ forms?
2. What precautions have you taken to prevent data loss?
3. What precautions have you taken to ensure data integrity (fraud prevention, consistency with USC test procedures)?
4. How will the software comply with record-retention requirements (BPAT retention: three years; CSI retention: 10 years or indefinitely)?
5. Will the PWS be able to produce a hard copy of the records when requested during a comprehensive compliance inspection by the TCEQ regional investigators?
6. Will training be available to the PWS to ensure that its staff knows enough to be able to supply required information during a comprehensive compliance inspection?
7. Will the software identify when values that are out of acceptable parameters are entered?
8. Will the software alert the tester that a backflow preventer has failed a test?
9. Will the software record that a backflow preventer failed a test, was repaired, and passed the test after repair?
10. What precautions are taken when the tester has successfully tested a backflow preventer and, for some reason, the software is not available (malfunction, user error, etc.)?
11. Where an unscrupulous person is misusing the software, can it confirm that the tester actually went on-site to conduct the test?

Keeping track of the locations and test due dates of all the backflow prevention assemblies installed within a PWS's service area can be complicated. Software that has been created

specifically to help PWS personnel with this task is available for purchase. An online search for this software will give you an idea of the options available. An alternative is for you to develop your own electronic tracking system—for example, using a spreadsheet program.

## 8. Landscape Irrigation

Rules for landscape irrigation in 30 TAC 344 may have an impact on a PWS's cross-connection control program because they have requirements for backflow prevention as well as detailed installation requirements for backflow prevention assemblies. Typically, irrigation systems are a direct cross-connection to the potable-water supply, which requires backflow prevention. Some typical hazards posed by an irrigation system are:

- Organisms (parasites, insect larvae, pathogens) living in the water of the irrigation system.
- Exposure of the sprinkler heads to fertilizers, herbicides, or pesticides in the yard.
- Exposure of the sprinkler heads to fecal material from animals living on the site (dogs, cats, rodents, farm animals).
- Direct connection of chemical additives to the irrigation system.
- Connection of alternative water sources (creeks, rainwater harvesting systems, lakes, private wells, stock tanks, etc.).

Backflow will introduce these elements into the potable-water supply at the site and possibly into the water main. Backflow is especially problematic when pathogenic organisms are introduced into the potable-water supply and may propagate to produce waterborne illness.

The backflow requirements for irrigation systems make it logical that the landscape-irrigation rules and the rules on cross-connection control and backflow prevention are interrelated. PWSs that have not considered the impact of these rules may need to take action to learn about them and implement additional protective measures within their cross-connection control program.

To assist public water suppliers, the TCEQ has published *Landscape Irrigator's Rule Compilation* (RG-470), available online at <[www.tceq.texas.gov/publications/rg/rg-470.html](http://www.tceq.texas.gov/publications/rg/rg-470.html)>.

You can telephone the TCEQ Landscape Irrigation Program at 512-239-5296 or visit its Web page at <[www.tceq.texas.gov/goto/lawn](http://www.tceq.texas.gov/goto/lawn)>

In order to conserve water, many irrigation systems are supplied with reclaimed water. RG-470 addresses the use of reclaimed water for irrigation systems. It describes requirements for backflow prevention, color coding, and necessary signs. "Reclaimed water" is defined in 30 TAC 210. It refers to wastewater that is discharged under a TCEQ "210 Permit" for beneficial use. If the beneficial use involves human contact, the water is considered Type 1 reclaimed water; if not, the water is called Type 2 reclaimed water.

Many irrigation systems are installed on sites that have an on-site sewage facility (such as a septic tank). The existence of the OSSF elevates the classification of the irrigation system to a health hazard requiring the installation of an RP. Before 2009, a Double-Check Valve Assembly was allowed on irrigation systems installed on sites that also had an OSSF. As a result, there are currently installed irrigation systems that do not have the correct backflow prevention assembly. To address this, the current version of the landscape-irrigation rules states:

If an irrigation system is connected to a potable water supply and requires major maintenance, alteration, repair, or service, the system must be connected to the potable water supply through an approved, properly installed backflow prevention method as defined in this title before any major maintenance, alteration, repair, or service is performed. [30 TAC 344.52(a)]

Historically, this regulation was taken to mean that systems that were installed before 2009 were essentially grandfathered until they required “major maintenance, alteration, repair, or service.” When the backflow preventer can no longer be repaired in line and must be replaced, it must be upgraded to the required RP.

Since 2009, those installing irrigation systems on sites that also have an OSSF must be aware of the change in the required backflow prevention and install the RP.

Licensed irrigators may install backflow prevention assemblies on irrigation systems. The irrigator must use the correct type of assembly taking into account:

- the hydraulic conditions (back pressure)
- hazard analysis
- testing requirements
- installation requirements

Though a licensed irrigator may install the device, it must be tested by a licensed BPAT upon installation.

## 9. Education and Training

PWS staff education is important to every aspect of a program. Training, a specific kind of education, is even more critical. Training gives an individual the critical information needed to carry out specific tasks. Specific personnel will require specific training, but backflow, what a cross-connection is, and how contaminated water from a customer's premises can get into the potable water supply, are important concepts **all** personnel need to comprehend. Contamination involving backflow is usually discovered through water quality complaints, and understanding the details of cross-connection control measures is a necessity. Following are two examples emphasizing the importance of trained water-system staff:

---

### *Example 1*

Personnel at a particular PWS receive basic training on some concepts of cross-connection control. The meter readers, repair personnel, and anyone having a field job are requested to inform the program coordinator of any potential hazards they notice—such as auxiliary water sources or extensive plumbing work.

A meter reader observes that large pieces of equipment are being brought into a facility. The coordinator makes inquiries and determines that the facility has totally changed the type of work it conducts, and will now be using water using equipment that has contaminants under pressure for various processes. It will now need an RP installed at the meter. Without the knowledge and actions of the field personnel, the potable-water supply would have been vulnerable to the contamination hazards at that facility.

### *Example 2*

A water-quality inspector receives a complaint of tiny bubbles in the water at a restaurant. Upon investigating, the inspector finds what appears to be air in the water and tells the restaurant personnel to flush their internal piping system and the PWS will open the fire hydrants to flush any air out of the water main. This doesn't solve the problem. Many times what appears to be air in the water at restaurants is actually carbon

dioxide associated with the carbonated beverage dispensing unit. These dispensers have CO<sub>2</sub> canisters that have from 150 to 400 psi of pressure and can backflow the CO<sub>2</sub> gas into the potable water system if the backflow preventer fails. When the CO<sub>2</sub>-water mixture comes in contact with copper, it leaches out copper due to the acidity of the mixture. The leached copper then ends up in drinks, making people sick. The water-quality inspector missed the problem because he did not understand cross-connection control and backflow prevention.

**Customer education** is also a critical public-relations tool. Whenever a customer is required to spend money on anything, even if it is to protect public health, good customer education helps the process go smoothly. Educating customers about the hazards of cross-connections and backflow will help them recognize the benefits of protecting their potable water supply by reducing their risk from health hazards, reducing their liability, and increasing their willingness to help the PWS protect the potable-water system. Customers who understand cross-connection control can become allies in preventing further cross-connections at their facilities and in educating other customers.

The TCEQ central office has personnel available to answer questions about establishing a program or interpreting state rules and regulations. Contact the Water Supply Division at 512-239-4691 and ask to speak to someone about backflow prevention and cross-connection control.

## 10. Where to Find More Information

### *From the TCEQ*

#### **Licensing for Backflow Prevention Assembly Testers and Customer-Service Inspectors**

Personnel from the TCEQ's Occupational Licensing Section can answer routine inquiries about BPAT and CSI licenses. The office is located on the first floor in Building D of the TCEQ complex, located at 12100 Park 35 Circle in Austin. The office hours are 8 a.m. to 5 p.m. Monday through Friday (excluding holidays). You can contact them by phone at 512-239-6133—press 1 for new applications or exams, or press 2 for renewals. You can reach the Occupational Licensing Section by fax at 512-239-6272 or by e-mail at <licenses@tceq.texas.gov>. The mailing address is:

Backflow Prevention Assembly Tester Licensing Program, MC 178  
or  
Customer Service Inspection Licensing Program, MC 178  
TCEQ  
PO Box 13087  
Austin TX 78711-3087

Helpful phone numbers include:

Plans and Technical Review Section	512-239-4691
Public Drinking Water Section	512-239-4691
Districts Section	512-239-4691
Publications	512-239-0028

**By mail:**

Plan and Technical Review Section, MC 159  
TCEQ  
PO Box 13087  
Austin TX 78711-3087

**On the Web:**

To view the rules that govern public water suppliers, go to <[www.tceq.state.tx.us](http://www.tceq.state.tx.us)>. For *Rules and Regulations for Public Water Systems* (RG-195), go to <[www.tceq.texas.gov/publications/rg/rg-195.html](http://www.tceq.texas.gov/publications/rg/rg-195.html)>.

Also available from the TCEQ: *A Consumer's Guide to Backflow Prevention in Texas* (GI-411, available in English and Spanish), available at <[www.tceq.texas.gov/publications/gi/gi-411.html](http://www.tceq.texas.gov/publications/gi/gi-411.html)> (English) or <[www.tceq.texas.gov/publications/gi/gi-411esp.html](http://www.tceq.texas.gov/publications/gi/gi-411esp.html)> (Spanish). Information about the TCEQ's Cross-Connection Control Program is available at <[www.tceq.texas.gov/goto/ccs/](http://www.tceq.texas.gov/goto/ccs/)>.

***Texas State Board of Plumbing Examiners***

**By phone:** 800-845-6584

**On the Web:** <[www.tsbpe.state.tx.us](http://www.tsbpe.state.tx.us)>

***Purchase a Copy of a State-Approved Plumbing Code*****International Plumbing Code**

International Code Council Store  
11711 West 85th Street  
Lenexa KS 66214  
800-786-4452  
<[www.iccsafe.org](http://www.iccsafe.org)>

**Uniform Plumbing Code**

IAPMO Order Desk  
5001 East Philadelphia Street  
Ontario CA 91761  
800-854-2766  
<[www.iapmostore.org](http://www.iapmostore.org)>

***Other Sources of Information about Cross-Connection Control*****American Society of Sanitary Engineering**

ASSE International Office  
901 Canterbury, Suite A  
Westlake OH 44145  
440-835-3040

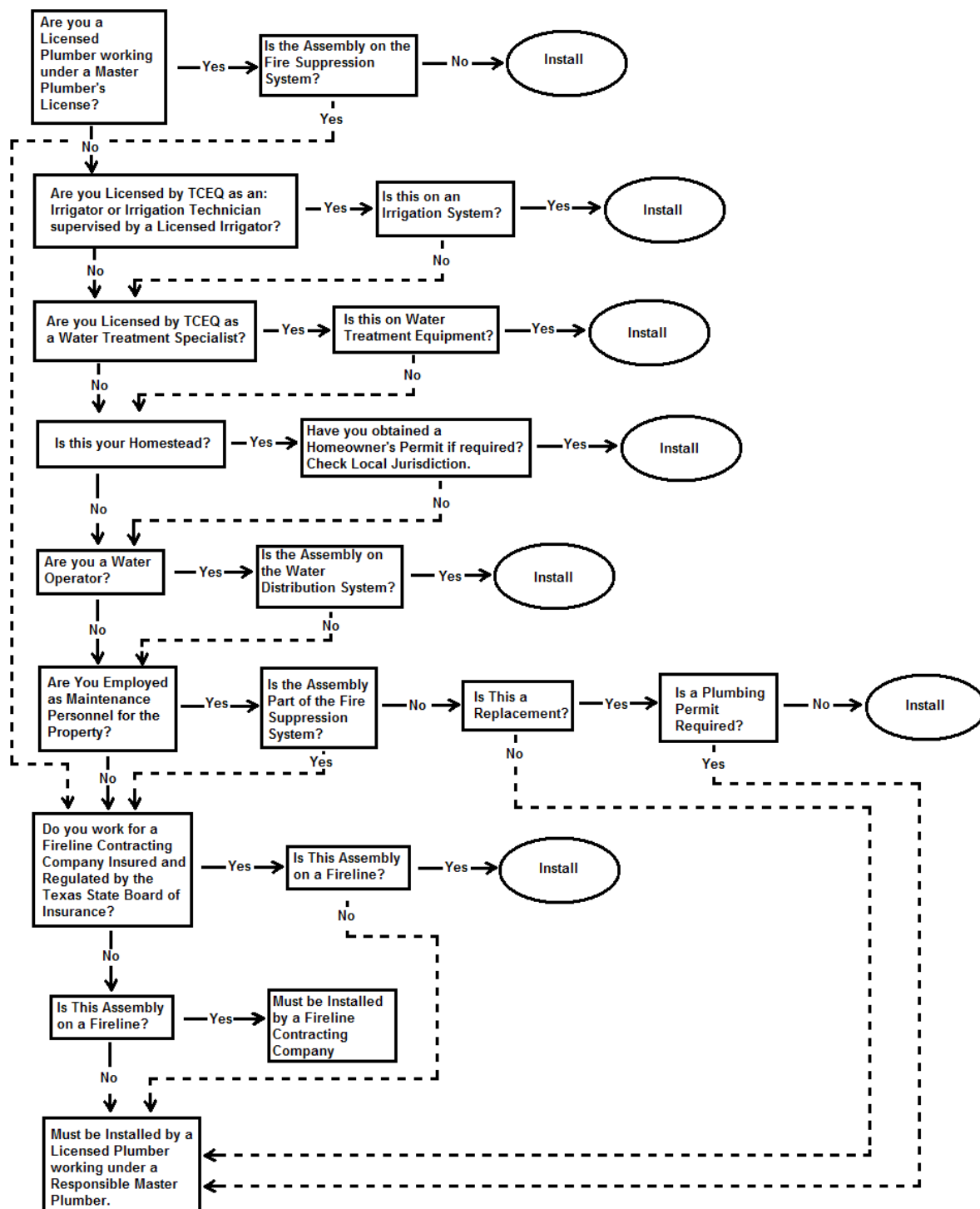
## **American Water Works Association**

6666 West Quincy Ave.  
Denver CO 80235-3098  
800-366-0107

## **Foundation for Cross-Connection Control and Hydraulic Research**

University of Southern California  
KAP-200 University Park MC-2531  
Los Angeles CA 90089-2531  
866-545-6340

## Appendix A: Can I Install a Backflow-Prevention Assembly?



**Note:** All backflow prevention assemblies must be tested by a licensed BPAT upon installation.

An accessible version of this chart is available at [www.tceq.texas.gov/goto/alt/rg478](http://www.tceq.texas.gov/goto/alt/rg478).

## **Appendix B: Sample Service Agreement [from 30 TAC 290.47(b)]**

- I. **PURPOSE.** The NAME OF WATER SYSTEM is responsible for protecting the drinking water supply from contamination or pollution which could result from improper system construction or configuration on the retail connection owner's side of the meter. The purpose of this service agreement is to notify each customer of the restrictions which are in place to provide this protection. The public water system enforces these restrictions to ensure the public health and welfare. Each retail customer must sign this agreement before the NAME OF WATER SYSTEM will begin service. In addition, when service to an existing retail connection has been suspended or terminated, the water system will not re-establish service unless it has a signed copy of this agreement.
- II. **RESTRICTIONS.** The following unacceptable practices are prohibited by State regulations.
  - A. No direct connection between the public drinking water supply and a potential source of contamination is permitted. Potential sources of contamination shall be isolated from the public water system by an air-gap or an appropriate backflow prevention device.
  - B. No cross-connection between the public drinking water supply and a private water system is permitted. These potential threats to the public drinking water supply shall be eliminated at the service connection by the installation of an air-gap or a reduced pressure-zone backflow prevention device.
  - C. No connection which allows water to be returned to the public drinking water supply is permitted.
  - D. No pipe or pipe fitting which contains more than 8.0% lead may be used for the installation or repair of plumbing at any connection which provides water for human use.
  - E. No solder or flux which contains more than 0.2 percent lead can be used for the installation or repair of plumbing at any connection which provides water for human use.
- III. **SERVICE AGREEMENT.** The following are the terms of the service agreement between the NAME OF WATER SYSTEM (the Water System) and NAME OF CUSTOMER (the Customer).
  - A. The Water System will maintain a copy of this agreement as long as the Customer and/or the premises is connected to the Water System.



- B. The Customer shall allow his property to be inspected for possible cross-connections and other potential contamination hazards. These inspections shall be conducted by the Water System or its designated agent prior to initiating new water service; when there is reason to believe that cross-connections or other potential contamination hazards exist; or after any major changes to the private water distribution facilities. The inspections shall be conducted during the Water System's normal business hours.
  - C. The Water System shall notify the Customer in writing of any cross-connection or other potential contamination hazard which has been identified during the initial inspection or the periodic reinspection.
  - D. The Customer shall immediately remove or adequately isolate any potential cross-connections or other potential contamination hazards on his premises.
  - E. The Customer shall, at his expense, properly install, test, and maintain any backflow prevention device required by the Water System. Copies of all testing and maintenance records shall be provided to the Water System.
- IV. **ENFORCEMENT.** If the Customer fails to comply with the terms of the Service Agreement, the Water System shall, at its option, either terminate service or properly install, test, and maintain an appropriate backflow prevention device at the service connection. Any expenses associated with the enforcement of this agreement shall be billed to the Customer.

CUSTOMER'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## Appendix C: Backflow Prevention Assembly Test and Maintenance Report (Form TCEQ-20700)

This is a sample only. For the official form please go to <[www.tceq.texas.gov/goto/cc](http://www.tceq.texas.gov/goto/cc)>.

Texas Commission on Environmental Quality

### BACKFLOW PREVENTION ASSEMBLY TEST AND MAINTENANCE REPORT

The following form must be completed for each assembly tested. A signed and dated original must be submitted to the public water supplier for recordkeeping \*purposes:

NAME OF PWS:	
PWS ID#:	
MAILING ADDRESS:	
CONTACT PERSON:	
LOCATION OF SERVICE:	

The backflow prevention assembly detailed below has been tested and maintained as required by commission regulations and is certified to be operating within acceptable parameters.

**TYPE OF ASSEMBLY:** ☐ Reduced Pressure Principle ☐ Reduced Pressure Principle-Detector  
☐ Double Check Valve ☐ Double Check-Detector  
☐ Pressure Vacuum Breaker ☐ Spill-Resistant Pressure Vacuum

Breaker

Manufacturer:		Size:	
Model Number:		Located At:	
Serial Number:			

Is the assembly installed in accordance with manufacturer recommendations and/or local codes? ☐ Yes

☐ No

	Reduced Pressure Principle Assembly		Relief Valve	Pressure Vacuum Breaker		
	Double Check Valve Assembly			Air Inlet	Check Valve	
	1 <sup>st</sup> Check	2 <sup>nd</sup> Check				
Initial Test	Held at ____ psid Closed Tight <input type="checkbox"/> Leaked <input type="checkbox"/>	Held at ____ psid Closed Tight <input type="checkbox"/> Leaked <input type="checkbox"/>	Opened at ____ psid Did not open <input type="checkbox"/>	Opened at ____ psid Did not open <input type="checkbox"/>	Held at ____ psid Leaked <input type="checkbox"/>	
Repairs and Materials Used**						
Test After Repair	Held at ____ psid Closed Tight <input type="checkbox"/>	Held at ____ psid Closed Tight <input type="checkbox"/>	Opened at ____ psid	Opened at ____ psid	Held at ____ psid	

Test gauge used:

Make/Model:		SN:		Date tested for accuracy:	
Remarks:					

**The above is certified to be true at the time of testing.**

Firm Name:		Certified Tester Name (Print/Type):	
------------	--	-------------------------------------	--

Firm Address:		Certified Tester Name (Signature):			
Firm Phone #:		Cert. Tester No.:		Date of Test:	

\* TEST RECORDS MUST BE KEPT FOR AT LEAST THREE YEARS

\*\* USE ONLY MANUFACTURER'S REPLACEMENT PARTS

SAMPLE

## Appendix D: Customer Service Inspection Certificate (Form TCEQ-20699)

This is a sample only. For the official form please go to <[www.tceq.texas.gov/goto/cc](http://www.tceq.texas.gov/goto/cc)>.

### Texas Commission on Environmental Quality Customer Service Inspection Certificate

Name of PWS:	
PWS ID #:	
Location of Service:	

Reason for Inspection:      New construction ..... ☐ +  
    Existing service where contaminant hazards are suspected ..... ☐ +  
    Major renovation or expansion of distribution facilities ..... ☐ +

I, \_\_\_\_\_, upon inspection of the private water distribution facilities connected to the aforementioned public water supply do hereby certify that, to the best of my knowledge:

Compliance	Non-Compliance	
<input type="checkbox"/>	<input type="checkbox"/>	(1) No direct connection between the public drinking water supply and a potential source of contamination exists. Potential sources of contamination are isolated from the public water system by an air gap or an appropriate backflow prevention assembly in accordance with Commission regulations.
+ <input type="checkbox"/>	<input type="checkbox"/>	(2) No cross-connection between the public drinking water supply and a private water system exists. Where an actual air gap is not maintained between the public water supply and a private water supply, an approved reduced pressure principle backflow prevention assembly is properly installed and a service agreement exists for annual inspection and testing by a certified backflow prevention assembly tester.
+ <input type="checkbox"/>	<input type="checkbox"/>	(3) No connection exists which would allow the return of water used for condensing, cooling or industrial processes back to the public water supply.
<input type="checkbox"/>	<input type="checkbox"/>	(4) No pipe or pipe fitting which contains more than 8.0% lead exists in private water distribution facilities installed on or after July 1, 1988 and prior to January 4, 2014.
<input type="checkbox"/>	<input type="checkbox"/>	(5) Plumbing installed after January 4, 2014 bears the expected labeling indicating ≤0.25% lead content. If not properly labeled, please provide written comment.
<input type="checkbox"/>	<input type="checkbox"/>	(6) No solder or flux which contains more than 0.2% lead exists in private water distribution facilities installed on or after July 1, 1988.

I further certify that the following materials were used in the installation of the private water distribution facilities:

Service lines;      Lead ☐      Copper ☐      PVC ☐      Other ☐  
 Solder;      Lead ☐      Lead Free ☐      Solvent Weld ☐      Other ☐

I recognize that this document shall become a permanent record of the aforementioned Public Water System and that I am legally responsible for the validity of the information I have provided.

Remarks:	

Signature of Inspector:		Registration Number:	
Title:		Type of Registration:	
Date:			

## Appendix E: Rules Related to Cross-Connection Control and Backflow Prevention

The following rules have been extracted from the TAC and reformatted for ease of use. In the case of any discrepancy between this guide and the rules published at the Texas Secretary of State's website <[www.sos.state.tx.us](http://www.sos.state.tx.us)>, the SOS site shall apply.

### ***§290.38. Definitions***

The following words and terms, when used in this chapter shall have the following meanings, unless the context clearly indicates otherwise. If a word or term used in this chapter is not contained in the following list, its definition shall be as shown in Title 40 Code of Federal Regulations (CFR) §141.2. Other technical terms used shall have the meanings or definitions listed in the latest edition of The Drinking Water Dictionary, prepared by the American Water Works Association.

**§290.38(2) Air gap**—The unobstructed vertical distance through the free atmosphere between the lowest opening from any pipe or faucet conveying water to a tank, fixture, receptor, sink, or other assembly and the flood level rim of the receptacle. The vertical, physical separation must be at least twice the diameter of the water supply outlet, but never less than 1.0 inch.

...

**§290.38(16) Contamination**—The presence of any foreign substance (organic, inorganic, radiological or biological) in water which tends to degrade its quality so as to constitute a health hazard or impair the usefulness of the water.

**§290.38(17) Cross-connection**—A physical connection between a public water system and either another supply of unknown or questionable quality, any source which may contain contaminating or polluting substances, or any source of water treated to a lesser degree in the treatment process.

...

**§290.38(20) Disinfection**—A process which inactivates pathogenic organisms in the water by chemical oxidants or equivalent agents.

**§290.38(21) Distribution system**—A system of pipes that conveys potable water from a treatment plant to the consumers. The term includes pump stations, ground and elevated storage tanks, potable water mains, and potable water service lines and all associated valves, fittings, and meters, but excludes potable water customer service lines.

**§290.38(22) Drinking water**—All water distributed by any agency or individual, public or private, for the purpose of human consumption or which may be used in the preparation of foods or beverages or for the cleaning of any utensil or article used in the course of preparation or consumption of food or beverages for human beings. The term "Drinking Water" shall also include

all water supplied for human consumption or used by any institution catering to the public.

**§290.38(23) Drinking water standards**—The commission rules covering drinking water standards in Subchapter F of this chapter (relating to Drinking Water Standards Governing Drinking Water Quality and Reporting Requirements for Public Water Systems).

...

**§290.38(31) Health hazard**—A cross-connection, potential contamination hazard, or other situation involving any substance that can cause death, illness, spread of disease, or has a high probability of causing such effects if introduced into the potable drinking water supply.

**§290.38(32) Human consumption**—Uses by humans in which water can be ingested into or absorbed by the human body. Examples of these uses include, but are not limited to drinking, cooking, brushing teeth, bathing, washing hands, washing dishes, and preparing foods.

...

**§290.38(53) Nonhealth hazard**—A cross-connection, potential contamination hazard, or other situation involving any substance that generally will not be a health hazard, but will constitute a nuisance, or be aesthetically objectionable, if introduced into the public water supply.

...

**§290.38(57) Plumbing inspector**—Any person employed by a political subdivision for the purpose of inspecting plumbing work and installations in connection with health and safety laws and ordinances, who has no financial or advisory interest in any plumbing company, and who has successfully fulfilled the examinations and requirements of the Texas State Board of Plumbing Examiners.

**§290.38(58) Plumbing ordinance**—A set of rules governing plumbing practices which is at least as stringent and comprehensive as one of the following nationally recognized codes:

**§290.38(58)(A)** the International Plumbing Code; or

**§290.38(58)(B)** the Uniform Plumbing Code.

**§290.38(59) Potable water customer service line**—The sections of potable water pipe between the customer's meter and the customer's point of use.

**§290.38(60) Potable water service line**—The section of pipe between the potable water main to the customer's side of the water meter. In cases where no customer water meter exists, it is the section of pipe that is under the ownership and control of the public water system.

**§290.38(61) Potable water main**—A pipe or enclosed constructed conveyance operated by a public water system which is used for the transmission or distribution of drinking water to a potable water service line.

**§290.38(62) Potential contamination hazard**—A condition which, by its location, piping or configuration, has a reasonable probability of being used incorrectly, through carelessness, ignorance, or negligence, to create or cause to be created a backflow condition by which contamination can be introduced into the water supply. Examples of potential contamination hazards are:

**§290.38(62)(A)** bypass arrangements;

**§290.38(62)(B)** jumper connections;

**§290.38(62)(C)** removable sections or spools; and

**§290.38(62)(D)** swivel or changeover assemblies.

...

**§290.38(73) Service line**—A pipe connecting the utility service provider's main and the water meter, or for wastewater, connecting the main and the point at which the customer's service line is connected, generally at the customer's property line.

## **§290.42. Water Treatment**

**§290.42(d)(2)** All plant piping shall be constructed so as to be thoroughly tight against leakage. No cross-connection or interconnection shall be permitted to exist in a filtration plant between a conduit carrying filtered or post-chlorinated water and another conduit carrying raw water or water in any prior stage of treatment.

**§290.42(d)(2)(A)** Vacuum breakers must be provided on each hose bibb within the plant facility.

**§290.42(d)(2)(B)** No conduit or basin containing raw water or any water in a prior stage of treatment shall be located directly above, or be permitted to have a single common partition wall with another conduit or basin containing finished water.

**§290.42(d)(2)(C)** Make-up water supply lines to chemical feeder solution mixing chambers shall be provided with an air gap or other acceptable backflow prevention device.

**§290.42(d)(2)(D)** Filters shall be located so that common walls will not exist between them and aerators, mixing and sedimentation basins or clearwells. This rule is not strictly applicable, however, to partitions open to view and readily accessible for inspection and repair.



**§290.42(d)(2)(E)** Filter-to-waste connections, if included, shall be provided with an air gap connection to waste.

**§290.42(d)(2)(F)** Air release devices on treated waterlines shall be installed in such a manner as to preclude the possibility of submergence or possible entrance of contaminants. In this respect, all openings to the atmosphere shall be covered with 16-mesh or finer corrosion-resistant screening material or an equivalent acceptable to the executive director.

**§290.42(d)(11)(F)(vi)** When used, surface filter wash systems shall be installed with an atmospheric vacuum breaker or a reduced pressure principle backflow assembly in the supply line. If an atmospheric vacuum breaker is used it shall be installed in a section of the supply line through which all the water passes and which is located above the overflow level of the filter.

**§290.42(d)(13)(A)** A plant that is built or repainted after October 1, 2000 must use the following color code. The color code to be used in labeling pipes is as follows:

Letters	Color of Pipe
Potable Water	Light Blue
Compressed Air	Light Green
Instrument Air	Light Green with Dark Green Bands
Chlorine (gas, liquid, or vent)	Yellow
Chlorine (solution)	Yellow with Red Bands
Liquid Alum	Yellow with Orange Bands
Alum (solution)	Yellow with Green Bands
Ammonia	Yellow with Brown Bands
Chlorine Dioxide (solution)	Yellow with Blue Bands
Ferric chloride	Brown with Red Bands
Ferric sulfate	Brown with Yellow Bands
Polymers	White with Green Bands
Liquid caustic	White with Red Bands
Caustic (solution)	White with Orange Bands
Fluoride	White with Yellow Bands
Ozone	Stainless Steel with White Bands
Settled Water	Green
Filter Effluent	Light Blue
Backwash Supply	Light Blue
Backwash Waste	Dark Gray
Drain	Dark Gray
Raw Water	Tan

**§290.42(d)(13)(B)** A plant that was repainted before October 1, 2000 may use an alternate color code. The alternate color code must provide clear visual distinction between process streams.

**§290.42(d)(13)(C)** The system must maintain clear, current documentation of its color code in a location easily accessed by all personnel.

### ***§290.43. Water Storage.***

**§290.43(c)(7)** Each clearwell or potable water storage tank shall be provided with a means of removing accumulated silt and deposits at all low points in the bottom of the tank. Drains shall not be connected to any waste or sewage disposal system and shall be constructed so that they are not a potential agent in the contamination of the stored water.

**§290.43(c)(9)** No tanks or containers shall be used to store potable water that have previously been used for any non-potable purpose. Where a used tank is proposed for use, a letter from the previous owner or owners must be submitted to the Commission which states the use of the tank.

### ***§290.44. Water Distribution.***

**§290.44(b) Lead ban.** The following provisions apply to the use of lead in plumbing.

**§290.44(b)(1)** The use of pipes and pipe fittings that contain more than 0.25% lead or solders and flux that contains more than 0.2% lead is prohibited in the following circumstances:

**§290.44(b)(1)(A)** for installation or repair of any public water supply; and

**§290.44(b)(1)(B)** for installation or repair of any plumbing in a residential or nonresidential facility providing water for human consumption and connected to a public drinking water supply system.

**§290.44(b)(2)** This requirement will be waived for lead joints that are necessary for repairs to cast iron pipe.

...

#### **§290.44(h) Backflow, siphonage.**

**§290.44(h)(1)** No water connection from any public drinking water supply system shall be allowed to any residence or establishment where an actual or potential contamination hazard exists unless the public water facilities are protected from contamination.

**§290.44(h)(1)(A)** At any residence or establishment where an actual or potential contamination hazard exists, additional protection shall be required at the meter in the form of an air gap or backflow prevention assembly. The type of backflow prevention assembly required shall be determined by the specific potential hazard identified in §290.47(i) of this title (relating to Appendices).

**§290.44(h)(1)(B)** At any residence or establishment where an actual or potential contamination hazard exists and an adequate internal cross-connection control program is in effect, backflow protection at the water service entrance or meter is not required.

**§290.44(h)(1)(B)(i)** An adequate internal cross-connection control program shall include an annual inspection and testing by a certified backflow prevention assembly tester on all backflow prevention assemblies used for health hazard protection.

**§290.44(h)(1)(B)(ii)** Copies of all such inspection and test reports must be obtained and kept on file by the water purveyor.

**§290.44(h)(1)(B)(iii)** It will be the responsibility of the water purveyor to ensure that these requirements are met.

**§290.44(h)(2)** No water connection from any public drinking water supply system shall be connected to any condensing, cooling, or industrial process or any other system of nonpotable usage over which the public water supply system officials do not have sanitary control, unless the said connection is made in accordance with the requirements of paragraph (1) of this subsection. Water from such systems cannot be returned to the potable water supply.

**§290.44(h)(3)** Overhead bulk water dispensing stations must be provided with an air gap between the filling outlet hose and the receiving tank to protect against back siphonage and cross-contamination.

**§290.44(h)(4)** All backflow prevention assemblies that are required according to this section and associated table located in §290.47(i) of this title shall be tested upon installation by a recognized backflow prevention assembly tester and certified to be operating within specifications. Backflow prevention assemblies which are installed to provide protection against health hazards must also be tested and certified to be operating within specifications at least annually by a recognized backflow prevention assembly tester.

**§290.44(h)(4)(A)** Recognized backflow prevention assembly testers shall have completed an executive director approved course on cross-connection control and backflow prevention assembly testing, pass an examination administered by the executive director, and hold a current license as a backflow prevention assembly tester.

**§290.44(h)(4)(A)(i)** Backflow prevention assembly testers are qualified to test and repair assemblies on any domestic, commercial, industrial, or irrigation service.

**§290.44(h)(4)(A)(ii)** Backflow prevention assembly testers may test and repair assemblies on firelines only if they are permanently employed by an Approved Fireline Contractor. The State Fire Marshal's office requires that any person performing maintenance on firelines must be employed by an Approved Fireline Contractor.

**§290.44(h)(4)(B)** Gauges used in the testing of backflow prevention assemblies shall be tested for accuracy annually in accordance with the University of Southern California's Manual of Cross-Connection Control or the American Water Works Association Recommended Practice for Backflow

Prevention and Cross-Connection Control (Manual M14). Public water systems shall require testers to include test gauge serial numbers on “Test and Maintenance” report forms and ensure testers have gauges tested for accuracy.

**§290.44(h)(4)(C)** A test report must be completed by the recognized backflow prevention assembly tester for each assembly tested. The signed and dated original must be submitted to the public water supplier for recordkeeping purposes. Any form which varies from the format specified in commission Form No. 20700 must be approved by the executive director prior to being placed in use.

**§290.44(h)(5)** The use of a backflow prevention assembly at the service connection shall be considered as additional backflow protection and shall not negate the use of backflow protection on internal hazards as outlined and enforced by local plumbing codes.

**§290.44(h)(6)** At any residence or establishment where there is no actual or potential contamination hazard, a backflow prevention assembly is not required.

...

**§290.44(i) Water hauling.** When drinking water is distributed by tank truck or trailer, it must be accomplished in the following manner.

...

**§290.44(i)(2)(E)** Connections for filling and emptying the tank shall be properly protected to prevent the possible entrance of contamination. These openings must be provided with caps and keeper chains.

...

**§290.44(j)** If a structure is connected to a public water supply system and has a rainwater harvesting system, the structure must have appropriate cross-connection safeguards in accordance with subsection (h)(1) of this section.

**§290.44(j)(1)** A privately owned rainwater harvesting system with a capacity of more than 500 gallons that is connected to a public water system for a back-up supply shall have a backflow prevention assembly or an air gap installed at the storage facility for the harvested rainwater to ensure physical separation between the rainwater harvesting system and the public water system.

**§290.44(j)(2)** At each residence or facility where water from a rainwater harvesting system is used for potable purposes and there is a connection to a public water system, the public water system shall ensure that the rainwater harvesting system is installed and maintained by a master plumber or journeyman plumber licensed by the Texas State Board of Plumbing Examiners and who holds an endorsement issued by the Texas State Board of Plumbing Examiners as a Water Supply Protection Specialist.

**§290.44(j)(3)** A person who intends to connect a rainwater harvesting system to a public water system must give written notice of that intention to the municipality or the owner or operator of the public water system in which the rainwater harvesting system is located.

**§290.44(j)(4)** The public water system used as a back-up supply for the rainwater harvesting system may be connected only to the water storage tank and may not be connected to the plumbing of a structure.

### ***§290.46. Minimum Acceptable Operating Practices for Public Drinking Water Systems***

**§290.46(f)(3)** All public water systems shall maintain a record of operations.

...

**§290.46(f)(3)(B)** The following records shall be retained for at least three years: ...

**§290.46(f)(3)(B)(v)** the records of backflow prevention device programs; ...

**§290.46(f)(3)(E)** The following records shall be retained for at least ten years: ...

**§290.46(f)(3)(E)(iv)** copies of the Customer Service Inspection reports required by subsection (j) of this section; ...

[CSI Certificate retention: The CSI Certificate requires that it be retained permanently, whereas the rule references 10 years; therefore, a discrepancy exists. The TCEQ recommends that CSI Reports be retained permanently, as long as the inspected facility is in existence.]

...

**§290.46(i) Plumbing ordinance.** Public water systems must adopt an adequate plumbing ordinance, regulations, or service agreement with provisions for proper enforcement to insure that neither cross-connections nor other unacceptable plumbing practices are permitted (See §290.47(b) of this title (relating to Appendices)). Should sanitary control of the distribution system not reside with the purveyor, the entity retaining sanitary control shall be responsible for establishing and enforcing adequate regulations in this regard. The use of pipes and pipe fittings that contain more than 0.25% lead or solders and flux that contain more than 0.2% lead is prohibited for installation or repair of any public water supply and for installation or repair of any plumbing in a residential or nonresidential facility providing water for human consumption and connected to a public drinking water supply system. This requirement may be waived for lead joints that are necessary for repairs to cast iron pipe.

**§290.46(j) Customer service inspections.** A customer service inspection certificate shall be completed prior to providing continuous water service to new construction, on any existing service either when the water purveyor has reason to believe that cross-connections

or other potential contaminant hazards exist, or after any material improvement, correction, or addition to the private water distribution facilities. Any customer service inspection certificate form which varies from the format found in commission Form No. 20699 must be approved by the executive director prior to being placed in use.

**§290.46(j)(1)** Individuals with the following credentials shall be recognized as capable of conducting a customer service inspection certification.

**§290.46(j)(1)(A)** Plumbing Inspectors and Water Supply Protection Specialists licensed by the Texas State Board of Plumbing Examiners (TSBPE).

**§290.46(j)(1)(B)** Customer service inspectors who have completed a commission-approved course, passed an examination administered by the executive director, and hold current professional license as a customer service inspector.

**§290.46(j)(2)** As potential contaminant hazards are discovered, they shall be promptly eliminated to prevent possible contamination of the water supplied by the public water system. The existence of a health hazard, as identified in §290.47(i) of this title, shall be considered sufficient grounds for immediate termination of water service. Service can be restored only when the health hazard no longer exists, or until the health hazard has been isolated from the public water system in accordance with §290.44(h) of this title (relating to Water Distribution).

**§290.46(j)(3)** These customer service inspection requirements are not considered acceptable substitutes for and shall not apply to the sanitary control requirements stated in §290.102(a)(5) of this title (relating to General Applicability).

**§290.46(k) Interconnection.** No physical connection between the distribution system of a public drinking water supply and that of any other water supply shall be permitted unless the other water supply is of a safe, sanitary quality and the interconnection is approved by the executive director.

## Appendix F: Assessment of Hazard and Selection of Assemblies [from 30 TAC 290.47(f)]

The following table lists many common hazards. It is not an all-inclusive list of the hazards that may be found connected to public water systems.

<b>Premises Isolation: Description of Premises</b>	<b>Assessment of Hazard</b>	<b>Required Assembly</b>
Aircraft and missile plants	Health	RPBA or AG
Animal feedlots	Health	RPBA or AG
Automotive plants	Health	RPBA or AG
Breweries	Health	RPBA or AG
Canneries, packing houses and rendering plants	Health	RPBA or AG
Commercial car wash facilities	Health	RPBA or AG
Commercial laundries	Health	RPBA or AG
Cold storage facilities	Health	RPBA or AG
Connection to sewer pipe	Health	AG
Dairies	Health	RPBA or AG
Docks and dockside facilities	Health	RPBA or AG
Dye works	Health	RPBA or AG
Food and beverage processing plants	Health	RPBA or AG
Hospitals, morgues, mortuaries, medical clinics, dental clinics, veterinary clinics, autopsy facilities, sanitariums, and medical labs	Health	RPBA or AG
Metal manufacturing, cleaning, processing, and fabrication plants	Health	RPBA or AG
Microchip fabrication facilities	Health	RPBA or AG
Paper and paper products plants	Health	RPBA or AG
Petroleum processing or storage facilities	Health	RPBA or AG
Photo and film processing labs	Health	RPBA or AG
Plants using radioactive material	Health	RPBA or AG
Plating or chemical plants	Health	RPBA or AG
Pleasure-boat marinas	Health	RPBA or AG
Private/Individual/Unmonitored Wells	Health	RPBA or AG
Reclaimed water systems	Health	RPBA or AG
Restricted, classified or other closed facilities	Health	RPBA or AG
Rubber plants	Health	RPBA or AG
Sewage lift stations	Health	RPBA or AG
Sewage treatment plants	Health	RPBA or AG
Slaughter houses	Health	RPBA or AG
Steam plants	Health	RPBA or AG
Tall buildings or elevation differences where the highest outlet is 80 feet or more above the meter	Nonhealth	DCVA



<b>Internal Protection: Description of Cross Connection</b>	<b>Assessment of Hazard</b>	<b>Required Assembly</b>
Aspirators	Nonhealth†	AVB
Aspirator (medical)	Health	AVB or PVB
Autoclaves	Health	RPBA
Autopsy and mortuary equipment	Health	AVB or PVB
Bedpan washers	Health	AVB or PVB
Connection to industrial fluid systems	Health	RPBA
Connection to plating tanks	Health	RPBA
Connection to salt-water cooling systems	Health	RPBA
Connection to sewer pipe	Health	AG
Cooling towers with chemical additives	Health	AG
Cuspidors	Health	AVB or PVB
Degreasing equipment	Nonhealth†	DCVA
Domestic space-heating boiler	Nonhealth†	RPBA
Dye vats or machines	Health	RPBA
Fire-fighting system (toxic liquid foam concentrates)	Health	RPBA
Flexible shower heads	Nonhealth†	AVB or PVB
Heating equipment		
Commercial	Nonhealth†	RPBA
Domestic	Nonhealth†	DCVA
Hose bibbs	Nonhealth†	AVB
Irrigation systems		
with chemical additives	Health	RPBA
without chemical additives	Nonhealth†	DCVA, AVB, or PVB
Kitchen equipment—Commercial	Nonhealth†	AVB
Lab bench equipment	Health or Nonhealth†	AVB or PVB
Ornamental fountains	Health	AVB or PVB
Swimming pools		
Private	Nonhealth†	PVB or AG
Public	Nonhealth†	RPBA or AG
Sewage pump	Health	AG
Sewage ejectors	Health	AG
Shampoo basins	Nonhealth†	AVB
Specimen tanks	Health	AVB or PVB
Steam generators	Nonhealth†	RPBA
Steam tables	Nonhealth†	AVB
Sterilizers	Health	RPBA
Tank vats or other vessels containing toxic substances	Health	RPBA
Trap primers	Health	AG
Vending machines	Nonhealth†	RPBA or PVB
Watering troughs	Health	AG or PVB

NOTE: AG = air gap; AVB = atmospheric vacuum breaker; DCVA = double check valve backflow prevention assembly; PVB = pressure vacuum breaker; RPBA = reduced-pressure principle backflow prevention assembly

AVBs and PVBs may be used to isolate health hazards under certain conditions, that is, back-siphonage situations. Additional area of premises isolation may be required.

†Where a greater hazard exists (due to toxicity or other potential health impact) additional area protection with RPBA is required.

## Appendix G: Rules for Licensing CSI Inspectors, BPATs, and Landscape Irrigators

The following rules have been extracted from the TAC and reformatted for ease of use. In the case of any discrepancy between this guide and the rules published at the Texas Secretary of State's website <[www.sos.state.tx.us](http://www.sos.state.tx.us)>, the SOS site shall apply.

### ***Licensing Requirements for Backflow Prevention Assembly Testers (from 30 TAC Chapter 30, Subchapter B)***

#### **§30.51 Purpose and Applicability**

**§30.51(a)** The purpose of this subchapter is to establish qualifications for issuing and renewing licenses to an individual who tests and repairs backflow prevention assemblies.

**§30.51(b)** An individual who tests and repairs backflow prevention assemblies must meet the qualifications of this subchapter and be licensed according to Subchapter A of this chapter (relating to Administration of Occupational Licenses and Registrations).

#### **§30.57 Definitions**

The following word and term, when used in this subchapter, shall have the following meaning, unless the context clearly indicates otherwise.

**Backflow prevention assembly tester (BPAT)**—An individual who tests and repairs backflow prevention assemblies.

#### **§30.60 Qualifications for Initial License**

To obtain a license, an individual must have:

**§30.60(1)** met the requirements in Subchapter A of this chapter (relating to Administration of Occupational Licenses and Registrations);

**§30.60(2)** passed an examination;

**§30.60(3)** received a high school diploma or equivalent certificate;

**§30.60(4)** completed an approved 40-hour backflow prevention assembly testing training course; and

**§30.60(5)** worked at least two years in an approved area which includes, but is not limited to:

**§30.60(5)(A)** operating or maintaining a public drinking water system;

**§30.60(5)(B)** installing or repairing residential, commercial, or industrial drinking water treatment equipment;

**§30.60(5)(C)** installing or repairing lawn irrigation systems;

**§30.60(5)(D)** performing activities requiring a master or journeyman plumbing license;

**§30.60(5)(E)** installing or servicing fire suppression sprinkler systems and lines;

**§30.60(5)(F)** operating or maintaining a domestic wastewater treatment facility;

**§30.60(5)(G)** performing health inspections that requires a registered sanitarian; or

**§30.60(5)(H)** performing other duties approved by the executive director.

**§30.60(6)** An individual may substitute one year of the required experience with:

**§30.60(6)(A)** one year of college credit (32 semester hours); or

**§30.60(6)(B)** 20 hours of approved training in addition to the required 40-hour backflow prevention assembly testing training course.

## **§30.62 Qualifications for License Renewal**

To renew a license, an individual must have:

**§30.62(1)** met the requirements in Subchapter A of this chapter (relating to Administration of Occupational Licenses and Registrations); and

**§30.62(2)** completed 24 hours of approved continuing education which includes eight hours of approved practical skills training.

## ***Licensing Requirements for Customer-Service Inspectors (from 30 TAC Chapter 30, Subchapter C)***

### **§30.81 Purpose and Applicability**

**§30.81(a)** The purpose of this subchapter is to establish qualifications for issuing and renewing licenses to individuals who conduct and certify customer service inspections.

**§30.81(b)** An individual who performs customer service inspections must meet the qualifications of this subchapter and be licensed according to Subchapter A of this chapter (relating to Administration of Occupational Licenses and Registrations).

**§30.81(c)** An endorsement for customer service inspections shall expire when an individual renews a water operator's license or the license expires. To obtain a customer service inspector license, an individual holding an endorsement must submit a new application with the appropriate fee.

**§30.81(d)** A licensed customer service inspector shall not perform plumbing inspections required under Plumbing Licensing Law 15(a) (Texas Civil Statutes, Volume 17-1/2, Article 6243-101).

## **§30.87 Definitions**

The following words and terms, when used in this subchapter, shall have the following meanings, unless the context clearly indicates otherwise.

**§30.87(1) Cross-connection**—A physical connection between a public water system and either another supply of unknown or questionable quality, any source which may contain contaminating or polluting substances, or any source of water treated to a lesser degree in the treatment process.

**§30.87(2) Customer service inspection**—An examination of the private water distribution facility for the purpose of providing or denying water service. The inspection is limited to the identification and prevention of cross-connections, potential contaminant hazards, and illegal lead materials. Customer service inspections are completed before providing continuous water service to new construction, on any existing service where there is reason to believe that cross-connections or other potential contaminant hazards exist, or after any material improvement, correction, or addition to private water distribution facilities (see §290.46(j) of this title (relating to Minimum Acceptable Operating Practices for Public Drinking Water Systems)).

**§30.87(3) Customer service inspector**—The person who is licensed by the executive director to perform customer service inspections.

## **§30.90 Qualifications for Initial License**

**§30.90(a)** To obtain a license, an individual must have:

**§30.90(a)(1)** met the requirements in Subchapter A of this chapter (relating to Administration of Occupational Licenses and Registrations);

**§30.90(a)(2)** received a high school diploma or equivalent certificate;

**§30.90(a)(3)** completed an approved customer service inspector training course;

**§30.90(a)(4)** worked at least two years in an approved area which includes, but is not limited to:

**§30.90(a)(4)(A)** operation or maintenance of a public drinking water treatment or distribution system;

**§30.90(a)(4)(B)** performing activities requiring a master or journeyman plumbing license;

**§30.90(a)(4)(C)** conducting building or construction inspections; or

**§30.90(a)(4)(D)** performing duties related to this profession approved by the executive director.

**§30.90(b)** One year of college (32 semester hours) or an additional 20 hours of training credits may be substituted for one year of the experience requirement.

### **§30.92 Qualifications for License Renewal**

To renew a license, an individual must have:

**§30.92(1)** met the requirements in Subchapter A of this chapter (relating to Administration of Occupational Licenses and Registrations); and

**§30.92(2)** completed 16 hours of approved continuing education.

### **§30.95 Exemptions**

Plumbing inspectors and water supply protection specialists licensed by the State Board of Plumbing Examiners are exempt from these requirements.

## ***Licensing Requirements for Landscape Irrigators, Installers, Irrigation Technicians, and Irrigation Inspectors (from 30 TAC Chapter 30, Subchapter D)***

### **§30.111 Purpose and Applicability**

**§30.111(a)** The purpose of this subchapter is to establish qualifications for issuing and renewing licenses to individuals who:

**§30.111(a)(1)** sell, design, install, maintain, alter, repair, or service an irrigation system;

**§30.111(a)(2)** provide consulting services relating to an irrigation system;

**§30.111(a)(3)** connect an irrigation system to any water supply; or

**§30.111(a)(4)** inspect irrigation systems and perform other enforcement duties as an employee or as a contractor.

**§30.111(b)** An individual who performs any of the tasks listed in subsection (a) of this section must meet the qualifications of this subchapter and be licensed according to Subchapter A of this chapter (relating to Administration of Occupational Licenses and Registrations), unless they are exempt under §30.129 of this title (relating to Exemptions); and must comply with the requirements in Chapter 344 of this title (relating to Landscape Irrigation).

### **§30.117 Definitions**

The following words and terms, when used in this subchapter, shall have the following meanings, unless the context clearly indicates otherwise.

**§30.117(1) Installer**—An individual who connects irrigation systems to any water supply.

**§30.117(2) Irrigator**—An individual who sells, designs, installs, maintains, alters, repairs, or services an irrigation system; provides consulting services relating to an irrigation system; or connects an irrigation system to any water supply.

### **§30.120 Qualifications for Initial License**

**§30.120(a)** To obtain an installer license prior to January 1, 2009, an individual must:

**§30.120(a)(1)** meet the requirements in Subchapter A of this chapter (relating to Administration of Occupational Licenses and Registrations); and

**§30.120(a)(2)** pass the applicable examination.

**§30.120(b)** Effective January 1, 2010, the installer license will no longer be valid and will be replaced by an irrigation technician license. No new installer license applications will be accepted after June 1, 2009. New installer licenses issued after the effective date of these rules will remain valid through December 31, 2009. The fee for initial installer licenses issued after the effective date of these rules will be prorated to reflect the validity period.

**§30.120(c)** To obtain an irrigator license, an individual must:

**§30.120(c)(1)** meet the requirements in Subchapter A of this chapter (relating to Administration of Occupational Licenses and Registrations);

**§30.120(c)(2)** complete and pass the basic irrigator training course; and

**§30.120(c)(3)** pass all sections of the applicable examination.

**§30.120(d)** To obtain an irrigation technician license, an individual must:

**§30.120(d)(1)** meet the requirements in Subchapter A of this chapter;

**§30.120(d)(2)** complete the basic irrigation technician course; and

**§30.120(d)(3)** pass the applicable examination.

**§30.120(e)** To obtain an irrigation inspector license, an individual must:

**§30.120(e)(1)** meet the requirements in Subchapter A of this chapter.

**§30.120(e)(2)** successfully complete:

**§30.120(e)(2)(A)** the basic irrigator training course;

**§30.120(e)(2)(B)** an approved backflow prevention assembly testing training course; and

**§30.120(e)(2)(C)** an approved water conservation or water audit course; or

**§30.120(e)(2)(D)** an approved landscape irrigation inspection course.

**§30.120(e)(3)** pass the applicable examination.

**§30.120(f)** An individual is ineligible to obtain an irrigation inspector license if the individual engages in or has financial or advisory interest in an entity that:

**§30.120(f)(1)** sells, designs, installs, maintains, alters, repairs, or services an irrigation system;

**§30.120(f)(2)** provides consulting services relating to an irrigation system; or

**§30.120(f)(3)** connects an irrigation system to any water supply.

### **§30.122 Qualifications for License Renewal**

**§30.122(a)** To renew an installer license that expires prior to June 1, 2009, an individual must meet the requirements in Subchapter A of this chapter (relating to Administration of Occupational Licenses and Registrations).

**§30.122(b)** Effective January 1, 2010, the installer license will no longer be valid and will be replaced by an irrigation technician license. No installer license renewal applications will be accepted after December 31, 2008.

**§30.122(c)** Installer licenses renewed after the effective date of these rules, but prior to June 1, 2009, will remain valid until December 31, 2009. The fee for installer licenses renewed after the effective date of these rules will be prorated to reflect the validity period.

**§30.122(d)** To renew an irrigator license, an individual must:

**§30.122(d)(1)** meet the requirements in Subchapter A of this chapter; and

**§30.122(d)(2)** complete 24 hours of approved training credits.

**§30.122(e)** To renew an irrigation technician license, an individual must:

**§30.122(e)(1)** meet the requirements in Subchapter A of this chapter; and

**§30.122(e)(2)** complete 16 hours of approved training credits.

**§30.122(f)** To renew an irrigation inspector license, an individual must:

**§30.122(f)(1)** meet the requirements in Subchapter A of this chapter; and

**§30.122(f)(2)** complete 24 hours of approved training credits.

### **§30.129 Exemptions**

**§30.129(a)** The licensing requirements of this chapter do not apply to a person who:

**§30.129(a)(1)** is licensed by the Texas State Board of Plumbing Examiners and is working within the scope provided by the plumbing laws;

**§30.129(a)(2)** is registered or licensed as a professional engineer or architect or landscape architect if the work is related to the pursuit of the profession;



**§30.129(a)(3)** is under the direct supervision of a licensed irrigator and assists in the installation, maintenance, alteration, repair, or service of an irrigation system; or

**§30.129(a)(4)** is an owner of a business that employs a licensed irrigator to supervise the business' sale, design, consultation, installation, maintenance, alteration, repair, and service of irrigation systems. For the purpose of this subchapter, employs means steadily, uniformly, or habitually working in an employer-employee relationship with the intent to earn a livelihood, as opposed to working casually or occasionally.

**§30.129(b)** The licensing requirements of this chapter do not apply to:

**§30.129(b)(1)** irrigation or yard sprinkler work that is performed by a property owner in a building or on premises owned or occupied by the owner as the owner's home;

**§30.129(b)(2)** irrigation or yard sprinkler repair work, other than extension of an existing irrigation or yard sprinkler system or installation of a replacement system that is:

**§30.129(b)(2)(A)** performed by a maintenance person who does not act as an irrigator or engage in yard sprinkler construction or maintenance for the public; and

**§30.129(b)(2)(B)** incidental to and on premises owned by the business in which the person is regularly employed or engaged;

**§30.129(b)(3)** irrigation or yard sprinkler work that is performed:

**§30.129(b)(3)(A)** by a regular employee of a railroad who does not act as an irrigator or engage in yard sprinkler construction or maintenance for the public; and

**§30.129(b)(3)(B)** on the premises or equipment of the railroad;

**§30.129(b)(4)** irrigation and yard sprinkler work that is performed on public property by a person who is regularly employed by a county, city, town, special district, or political subdivision of the state;

**§30.129(b)(5)** irrigation or yard sprinkler work that is performed by a person using a garden hose, hose sprinkler, hose-end product, including soaker hose, or agricultural irrigation system;

**§30.129(b)(6)** an activity that includes a commercial agricultural irrigation system;

**§30.129(b)(7)** irrigation or yard sprinkler work that is performed by an agriculturist, agronomist, horticulturist, forester, gardener, contract gardener, garden or lawn caretaker, nurseryman, or grader or cultivator of land on land owned by the individual performing the work;

**§30.129(b)(8)** irrigation or yard sprinkler work that is performed by a member of a property owners' association as defined by Property Code, §202.001, on real property owned by the association or in common by the members of the association if the irrigation or yard sprinkler system water real property that is less than 1/2 acre in size and is used for aesthetic or recreational purposes.

**§30.129(c)** A person who is exempt from the license requirements of this subchapter shall comply with the standards established by Chapter 344 of this title (relating to Landscape Irrigation). The term irrigation system does not include a system used on or by an agricultural operation as defined in Texas Agriculture Code, §251.002.

## Appendix H: Landscape-Irrigation Program Rules Related to Cross-Connection Control Programs

The following rules have been extracted from the TAC and reformatted for ease of use. In the case of any discrepancy between this guide and the rules published at the Texas Secretary of State's website <[www.sos.state.tx.us](http://www.sos.state.tx.us)>, the SOS site shall apply.

### ***§344.1. Definitions.***

The following words and terms, when used in this chapter, have the following meanings, unless the context clearly indicates otherwise.

**§344.1(1) Air gap**—A complete physical separation between the free flowing discharge end of a potable water supply pipeline and an open or non-pressure receiving vessel.

**§344.1(2) Atmospheric Vacuum Breaker**—An assembly containing an air inlet valve, a check seat, and an air inlet port. The flow of water into the body causes the air inlet valve to close the air inlet port. When the flow of water stops the air inlet valve falls and forms a check against back-siphonage. At the same time it opens the air inlet port allowing air to enter and satisfy the vacuum. Also known as an Atmospheric Vacuum Breaker Back-siphonage Prevention Assembly.

**§344.1(3) Backflow prevention**—The mechanical prevention of reverse flow, or back siphonage, of nonpotable water from an irrigation system into the potable water source.

**§344.1(4) Backflow prevention assembly**—Any assembly used to prevent backflow into a potable water system. The type of assembly used is based on the existing or potential degree of health hazard and backflow condition.

**§344.1(5) Completion of irrigation system installation**—When the landscape irrigation system has been installed, all minimum standards met, all tests performed, and the irrigator is satisfied that the system is operating correctly.

...

**§344.1(7) Cross-connection**—An actual or potential connection between a potable water source and an irrigation system that may contain contaminants or pollutants or any source of water that has been treated to a lesser degree in the treatment process.

...

**§344.1(10) Double Check Valve**—An assembly that is composed of two independently acting, approved check valves, including tightly closed resilient seated shutoff valves attached at each end of the assembly and fitted with properly

located resilient seated test cocks. Also known as a Double Check Valve Backflow Prevention Assembly.

...

**§344.1(14) Health hazard**—A cross-connection or potential cross-connection with an irrigation system that involves any substance that may, if introduced into the potable water supply, cause death or illness, spread disease, or have a high probability of causing such effects.

...

**§344.1(16) Inspector**—A licensed plumbing inspector, water district operator, other governmental entity, or irrigation inspector who inspects irrigation systems and performs other enforcement duties for a municipality or water district as an employee or as a contractor.

...

**§344.1(18) Irrigation inspector**—A person who inspects irrigation systems and performs other enforcement duties for a municipality or water district as an employee or as a contractor and is required to be licensed under Chapter 30 of this title (relating to Occupational Licenses and Registrations).

...

**§344.1(30) Major maintenance, alteration, repair, or service**—Any activity that involves opening to the atmosphere the irrigation main line at any point prior to the discharge side of any irrigation zone control valve. This includes, but is not limited to, repairing or connecting into a main supply pipe, replacing a zone control valve, or repairing a zone control valve in a manner that opens the system to the atmosphere.

...

**§344.1(34) Non-health hazard**—A cross-connection or potential cross connection from a landscape irrigation system that involves any substance that generally would not be a health hazard but would constitute a nuisance or be aesthetically objectionable if introduced into the potable water supply.

**§344.1(35) Non-potable water**—Water that is not suitable for human consumption. Non-potable water sources include, but are not limited to, irrigation systems, lakes, ponds, streams, gray water that is discharged from washing machines, dishwashers or other appliances, water vapor condensate from cooling towers, reclaimed water, and harvested rainwater.

...

**§344.1(37) Potable water**—Water that is suitable for human consumption.

**§344.1(38) Pressure Vacuum Breaker**—An assembly containing an independently operating internally loaded check valve and an independently operating loaded air inlet valve located on the discharge side of the

check valve. Also known as a Pressure Vacuum Breaker Back-siphonage Prevention Assembly.

**§344.1(39) Reclaimed water**—Domestic or municipal wastewater which has been treated to a quality suitable for beneficial use, such as landscape irrigation.

...

**§344.1(41) Reduced Pressure Principle Backflow Prevention Assembly**—An assembly containing two independently acting approved check valves together with a hydraulically operating mechanically independent pressure differential relief valve located between the two check valves and below the first check valve.

### ***§344.24. Local Regulation and Inspection.***

**§344.24(b)** Any city, town, county, other political subdivision of the state, or public water supplier that is not required to adopt rules or ordinances regulating landscape irrigation may adopt a landscape irrigation program by ordinance or rule and may be responsible for inspection of connections to its public water supply system up to and including the backflow prevention device.

### ***§344.36. Duties and Responsibilities of Installers and Irrigation Technicians.***

**§344.36(a)** A licensed installer may connect an irrigation system to a water supply through December 31, 2009. This includes installing an approved backflow prevention method pursuant to §344.50 of this title (relating to Backflow Prevention Methods) when connecting an irrigation system to a potable water supply. Beginning January 1, 2009, a licensed irrigation technician may connect an irrigation system to a water supply, including installing an approved backflow prevention method pursuant to §344.50 of this title and may maintain, alter, repair, service, or direct the installation of irrigation systems under the supervision of an irrigator.

**§344.36(b)** If an installer or irrigation technician connects an irrigation system to a potable water supply, the connection and installation of the backflow prevention method must be as indicated on the site irrigation plan or as directed by the licensed irrigator and documented on the site irrigation plan.

**§344.36(c)** Through December 31, 2009, an installer is responsible for the connection of an irrigation system to a water supply under the supervision of a licensed irrigator.

**§344.36(d)** Beginning January 1, 2009, an irrigation technician, under the supervision of a licensed irrigator, is responsible for:

**§344.36(d)(1)** connecting an irrigation system to a water supply; and

**§344.36(d)(2)** providing on-site supervision of the installation, maintenance, alteration, repair, service of an irrigation system including the final walk through

with the irrigation system owner or owner's representative to explain the maintenance and operation of the irrigation system.

### ***§344.50. Backflow Prevention Methods.***

**§344.50(a)** Any irrigation system that is connected to a public or private potable water supply must be connected through a commission-approved backflow prevention method. The backflow prevention device must be approved by the American Society of Sanitary Engineers; or the Foundation for Cross-Connection Control and Hydraulic Research, University of Southern California; or the Uniform Plumbing Code; or any other laboratory that has equivalent capabilities for both the laboratory and field evaluation of backflow prevention assemblies. The backflow prevention device must be installed in accordance with the laboratory approval standards or if the approval does not include specific installation information, the manufacturer's current published recommendations.

**§344.50(b)** If conditions that present a health hazard exist, one of the following methods must be used to prevent backflow;

**§344.50(b)(1)** An air gap may be used if:

**§344.50(b)(1)(A)** there is an unobstructed physical separation; and

**§344.50(b)(1)(B)** the distance from the lowest point of the water supply outlet to the flood rim of the fixture or assembly into which the outlet discharges is at least one inch or twice the diameter of the water supply outlet, whichever is greater.

**§344.50(b)(2)** Reduced pressure principle backflow prevention assemblies may be used if:

**§344.50(b)(2)(A)** the device is installed at a minimum of 12 inches above ground in a location that will ensure that the assembly will not be submerged; and

**§344.50(b)(2)(B)** drainage is provided for any water that may be discharged through the assembly relief valve.

**§344.50(b)(3)** Pressure vacuum breakers may be used if:

**§344.50(b)(3)(A)** no back-pressure condition will occur; and

**§344.50(b)(3)(B)** the device is installed at a minimum of 12 inches above any downstream piping and the highest downstream opening. Pop-up sprinklers are measured from the retracted position from the top of the sprinkler.

**§344.50(b)(4)** Atmospheric vacuum breakers may be used if:

**§344.50(b)(4)(A)** no back-pressure will be present;

**§344.50(b)(4)(B)** there are no shutoff valves downstream from the atmospheric vacuum breaker;

**§344.50(b)(4)(C)** the device is installed at a minimum of six inches above any downstream piping and the highest downstream opening. Pop-up sprinklers are measured from the retracted position from the top of the sprinkler;

**§344.50(b)(4)(D)** there is no continuous pressure on the supply side of the atmospheric vacuum breaker for more than 12 hours in any 24-hour period; and

**§344.50(b)(4)(E)** a separate atmospheric vacuum breaker is installed on the discharge side of each irrigation control valve, between the valve and all the emission devices that the valve controls.

**§344.50(c)** Backflow prevention devices used in applications designated as health hazards must be tested upon installation and annually thereafter.

**§344.50(d)** If there are no conditions that present a health hazard double check valve backflow prevention assemblies may be used to prevent backflow if the device is tested upon installation and:

**§344.50(d)(1)** a local regulatory authority does not prohibit the use of a double check valve;

**§344.50(d)(2)** backpressure caused by an elevation of pressure in the discharge piping by pump or elevation of piping above the supply pressure which could cause a reversal of the normal flow of water or back-siphonage conditions caused by a reduced or negative pressure in the irrigation system exist; and

**§344.50(d)(3)** test cocks are used for testing only.

**§344.50(e)** If a double check valve is installed below ground:

**§344.50(e)(1)** test cocks must be plugged, except when the double check valve is being tested;

**§344.50(e)(2)** test cock plugs must be threaded, water-tight, and made of non-ferrous material;

**§344.50(e)(3)** a y-type strainer is installed on the inlet side of the double check valve;

**§344.50(e)(4)** there must be a clearance between any fill material and the bottom of the double check valve to allow space for testing and repair; and

**§344.50(e)(5)** there must be space on the side of the double check valve to test and repair the double check valve.



### ***§344.51. Specific Conditions and Cross-Connection Control.***

**§344.51(a)** Before any chemical is added to an irrigation system connected to any potable water supply, the irrigation system must be connected through a reduced pressure principle backflow prevention assembly or air gap.

**§344.51(b)** Connection of more than one water source to an irrigation system presents the potential for contamination of the potable water supply if backflow occurs. Therefore, connection of any additional water source to an irrigation system that is connected to the potable water supply can only be done if the irrigation system is connected to the potable water supply through a reduced-pressure principle backflow prevention assembly or an air gap.

**§344.51(c)** Irrigation system components with chemical additives induced by aspiration, injection, or emission system connected to any potable water supply must be connected through a reduced pressure principle backflow device.

**§344.51(d)** If an irrigation system is designed or installed on a property that is served by an on-site sewage facility, as defined in Chapter 285 of this title (relating to On-Site Sewage Facilities), then:

**§344.51(d)(1)** all irrigation piping and valves must meet the separation distances from the On-Site Sewage Facilities system as required for a private water line in §285.91(10) of this title (relating to Minimum Required Separation Distances for On-Site Sewage Facilities);

**§344.51(d)(2)** any connections using a private or public potable water source must be connected to the water source through a reduced pressure principle backflow prevention assembly as defined in §344.50 of this title (relating to Backflow Prevention Methods); and

**§344.51(d)(3)** any water from the irrigation system that is applied to the surface of the area utilized by the On-Site Sewage Facility system must be controlled on a separate irrigation zone or zones so as to allow complete control of any irrigation to that area so that there will not be excess water that would prevent the On-Site Sewage Facilities system from operating effectively.

### ***§344.52. Installation of Backflow Prevention Device.***

**§344.52(a)** If an irrigation system is connected to a potable water supply and requires major maintenance, alteration, repair, or service, the system must be connected to the potable water supply through an approved, properly installed backflow prevention method as defined in this title before any major maintenance, alteration, repair, or service is performed.

**§344.52(b)** If an irrigation system is connected to a potable water supply through a double check valve, pressure vacuum breaker, or reduced pressure principle backflow assembly and includes an automatic master valve on the system, the automatic master valve must be installed on the discharge side of the backflow prevention assembly.

**§344.52(c)** The irrigator shall ensure the backflow prevention device is tested prior to being placed in service and the test results provided to the local water purveyor and the irrigation system's owner or owner's representative within 10 business days of testing of the backflow prevention device.

### ***§344.61. Minimum Standards for the Design of the Irrigation Plan.***

**§344.61(c)** All irrigation plans used for construction must be drawn to scale. The plan must include, at a minimum, the following information:

...

**§344.61(c)(7)** location, type, and size of each:

...

**§344.61(c)(7)(B)** backflow prevention device;

...

### ***§344.62. Minimum Design and Installation Requirements.***

**§344.62(k) Isolation valve.** All new irrigation systems must include an isolation valve between the water meter and the backflow prevention device.

**§344.62(n)** Water contained within the piping of an irrigation system is deemed to be non-potable. ...

### ***§344.65. Reclaimed Water.***

Reclaimed water may be utilized in landscape irrigation systems if:

**§344.65(4)** the domestic potable water line is connected using an air gap or a reduced pressure principle backflow prevention device, in accordance with §290.47(i) of this title (relating to Appendices);

**§344.65(6)** backflow prevention on the reclaimed water supply line shall be in accordance with the regulations of the water purveyor.

## Appendix I: Sample Plumbing Ordinance

Please note that this is a **sample** ordinance and should not be modified or adopted without review by the public water system's legal counsel.

This ordinance adds a new section to the City's Code of Ordinances.

### ORDINANCE NO. \_\_\_\_\_

An ordinance of the city council of the City of \_\_\_\_\_, Texas, amending Chapter \_\_\_\_ of the Code of Ordinances of \_\_\_\_\_, Texas, by adding a new section \_\_\_\_\_ to be entitled "Cross-Connection Control Program," providing a repeal clause and a severability clause, establishing penalties for the violation of these restrictions and provisions for their enforcement, and finding and determining that the meeting at which this ordinance is passed is open to the public as required by law.

### BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF \_\_\_\_\_, TEXAS:

**SECTION 1**—That Chapter \_\_\_\_ of the Code of Ordinances of the City of \_\_\_\_\_, Texas, be amended to add a new section \_\_\_\_\_, such section to read as follows:

#### Section \_\_\_\_\_: Cross-Connection Control Program

##### a. **Definitions**

- (1) **Manual M14:** The American Water Works Association's *Recommended Practice for Backflow Prevention and Cross-Connection Control*, current edition.
- (2) **TCEQ:** The Texas Commission on Environmental Quality.
- (3) **290 Rules:** The TCEQ's rules and regulations for public water systems, which appear in Title 30, Texas Administrative Code, Chapter 290.

##### b. **General**

- (1) No water-service connection shall be made to any establishment where a potential or actual contamination hazard exists unless the water supply is protected in accordance with the 290 Rules and this ordinance. The water purveyor shall discontinue water service if a required air gap or backflow prevention assembly is not installed, maintained, and tested in accordance with the 290 Rules and this ordinance.
- (2) No backflow protection at the water service meter is required where an adequate internal cross-connection control program is in place.

##### c. **Installation, Testing, and Maintenance of Backflow Prevention Assemblies**

- (1) All backflow prevention assemblies must be tested upon installation by a licensed backflow prevention assembly tester and certified to be operating within specifications. Backflow prevention assemblies that are installed to protect against health hazards must also be tested and certified to be operating within specifications at least annually by a recognized backflow prevention assembly tester.
- (2) Backflow prevention assemblies installed on fire suppression systems must be tested by a backflow prevention assembly tester permanently employed by an approved fireline contractor.
- (3) Gauges used for backflow prevention assembly testing must be tested for accuracy at least annually in accordance with the AWWA's Manual M14 or the current edition

of the University of Southern California's *Manual of Cross-Connection Control*. A copy of the gauge accuracy test report must be submitted to the City of \_\_\_\_\_ to demonstrate the gauge has been tested for accuracy.

(3) A recognized backflow prevention assembly tester must hold a current license issued from the TCEQ.

**c. Customer Service Inspections**

(1) A customer service inspection must be completed before the provision of continuous water service to all new construction, on any existing service when the water purveyor has reason to believe that cross-connections or other contaminant hazards exist, or after any material improvement, correction, or addition to the private water-distribution facilities.

(2) Only individuals with the following credentials shall be recognized as capable of conducting a customer service inspection:

(A) Plumbing inspectors and water-supply-protection specialists that have been licensed by the Texas State Board of Plumbing Examiners.

(B) Customer service inspectors that have been licensed by the TCEQ.

(3) The customer service inspection must certify that:

(A) No direct connection between the public drinking water supply and a potential source of contamination exists. Potential sources of contamination must be isolated from the public water system by a properly installed air gap or an appropriate backflow prevention assembly.

(B) No cross-connection between the public water supply and a private water source exists. Where an actual, properly installed air gap is not maintained between the public water supply and a private water supply, an approved reduced-pressure-zone backflow prevention assembly is properly installed and a service agreement exists for annual inspection and testing by a recognized backflow prevention assembly tester.

(C) No connection exists that allows water to be returned to the public drinking water supply.

(D) No pipe or pipe fitting that contains more than 0.25 percent lead is used for the installation or repair of plumbing at any connection that supplies water for human use.

(E) No solder or flux that contains more than 0.2 percent lead is used for the installation or repair of plumbing at any connection that provides water for human use.

**Irrigation Systems**

(1) Any irrigation system that is connected to a public or private potable water supply must be connected through a backflow prevention assembly approved by the Texas Commission on Environmental Quality.

(2) Backflow prevention assemblies installed on irrigation systems that are classified as health hazards must be tested at least annually.

## **SECTION 2—REPEAL**

All ordinances that are in conflict with the provisions of this ordinance are hereby repealed, and all other ordinances of the City not in conflict with the provisions of this ordinance shall remain in full force and effect.

## **SECTION 3—SEVERABILITY**

The phrases, clauses, sentences, paragraphs, and sections of this ordinance are severable and, if any phrase, clause, sentence, paragraph, or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of this ordinance.

## **SECTION 4—ENFORCEMENT**

A violation of this ordinance is a misdemeanor and, upon conviction, any person who violates this ordinance shall be punished by a fine of not less than \_\_\_\_\_ and not more than \_\_\_\_\_. Each day that one or more of the provisions in this ordinance is violated shall constitute a separate offense. If a person is convicted of \_\_\_\_\_ or more distinct violations of this ordinance, the \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ shall, upon due notice to the customer, be authorized to discontinue water service to the premises where such violations occur. Services discontinued under such circumstances shall be restored only upon payment of a reconnection charge, hereby established at \$ \_\_\_\_\_, and any other costs incurred by the City of \_\_\_\_\_ in discontinuing service. In addition, suitable assurance must be given to the \_\_\_\_\_, \_\_\_\_\_, or \_\_\_\_\_ that the same action shall not be repeated while the ordinance is in effect. Compliance with this ordinance may also be sought through injunctive relief in district court.

### ***Optional Provisions for the Section “Installation, Testing and Maintenance of Backflow Prevention Assemblies”:***

All backflow prevention assemblies must be installed and tested in accordance with the manufacturer’s instructions, Manual M14, or the University of Southern California’s *Manual of Cross-Connection Control*.

Assemblies must be repaired, overhauled, or replaced whenever the assemblies are found to be defective. Original forms recording testing, repairs, and overhaul must be kept and submitted to the City of \_\_\_\_\_ within five working days of the test, repair or overhaul of each backflow prevention assembly.

No backflow prevention assembly or device may be removed from use, or relocated, or other assembly or device substituted for it, without the approval of the City of \_\_\_\_\_.

### ***Optional Provision for the Section “Irrigation Systems”:***

Backflow prevention assemblies installed on irrigation systems that are not classified as health hazards must be tested every \_\_\_\_\_ years or as required by the adopted plumbing code.

***Optional Section:*****Fire-Hydrant Protection**

An approved reduced-pressure principle backflow prevention assembly (RPBA) is be the minimum protection for fire-hydrant water meters that are being used for a temporary water supply during any construction or other uses which would pose a potential hazard to the public water supply.

- (A) An RPBA must be installed if any solution other than potable water can be introduced into the system.
- (B) It is the responsibility of all persons engaging in the use and rental of a fire-hydrant water meter to abide by the conditions of this article. All fire-hydrant meter rentals shall meet the current requirements of the City.

## CITY COUNCIL STAFF SUMMARY

Meeting Date: July 22, 2019

Agenda item: 6.5

Prepared by: Brenda Morey

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:**

Discussion / action - FY 2019-20 Budget Calendar - Finance Director

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#### **Attachments for Reference:**

1) Proposed FY2020 Budget Calendar

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**BACKGROUND / HISTORY:** Staff drafted the FY2020 Budget Calendar to allow Council/Staff to arrange their schedules for the required meetings over the next several months.

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**DISCUSSION:** Attached is a copy of the Proposed FY2020 Budget Calendar. Updates highlighted yellow.

At the May 13<sup>th</sup> meeting, Council considered the proposed budget calendar meeting schedule and approved the dates for the first two budget workshops (June 12 at 5 pm and June 24<sup>th</sup> at 4:30 pm before the normal City Council meeting).

At the June 12<sup>th</sup> workshop, Council provided consensus to meet on Tuesday, July 9 at 4:00pm for the budget workshop addressing capital replacement funds and expenditure estimates. Consensus was also provided for the Thursday, August 8 special meeting at 5:30pm for the City Manager to present the FY 2019-20 Budget and the Wednesday, August 14 special meeting at 5:30pm for the record tax rate vote.

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 vary significantly, 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.

Note: Staff intends to present the budget as early as possible. Considering that the certified tax rolls are not provided to the City until a/o 25 July and that Effective and Rollback tax rates are not provided until after that – providing the record City Manager budget is not scheduled until August 8<sup>th</sup>.

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**COURSES OF ACTION:** 1) Review the remainder of the proposed dates and highlight any dates with possible conflicts. Confirm August 20 and August 26 workshops, and September 16<sup>th</sup> special council meeting.  
2) Accept the Budget Calendar as submitted or provide further guidance

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**FINANCIAL IMPACT:** N/A

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**MOTION REQUESTED:** Accept the FY 2019-20 Budget Calendar as submitted.



# PROPOSED BUDGET CALENDAR FOR FY 2019-20

## 2019

15-30 April	Receive Preliminary Property Tax Report; pass to Council
4 April – 9 May	Budget Kick Off with Departments - FY 2019 -20 Goals, Objectives, Unfunded Requirements
14-24 May	Department Budget Meetings - FY 2019-20 Goals, Objectives, Unfunded Requirements
<b>Monday 6 May</b>	Brief Water Advisory Committee FY 2019-20 Goals and Objectives
<b>Monday 10 June</b>	Water Advisory Committee Meeting / Budget Workshop (Revenues, G&O)
<b>Wednesday 12 June</b>	Council Workshop 5:00pm – Set Initial Goals, Objectives, and Budget Guidance
3-14 June	Prepare Revenues for Preliminary Budget
<b>Monday 24 June</b>	Council Workshop - Budget Basics and Staff Analysis of Council Objectives / Salary Study Presentation 4:30pm (before regular City Council meeting)
<b>Monday 8 July</b>	Water Advisory Committee Meeting - Budget Workshop - Water Fund Expenses
<b>Tuesday 9 July</b>	Budget Work Shop 4:00pm – Capital Replacement Funds; Expense Estimates
25 July	Bexar County Appraisal District Provides Certified Tax Roll; pass to Council
~ July 25 - 2 August	Bexar County Tax Assessor Collector Calculates & Provides Effective and Roll Back Rates
<b>Tuesday 30 July (T)</b>	Water Advisory Committee Meeting - Approve Initial Water Fund Budget
<b>Thursday 8 August</b>	Special Council Meeting 5:30pm - <ul style="list-style-type: none"> <li>- City Manager Submits Proposed FY 2019-20 Budget (No anticipated Council action)</li> <li>- Receive Effective and Rollback Calculation</li> </ul>
<b>Wednesday 14 August</b>	Special Council Meeting / Workshop 5:30pm <ul style="list-style-type: none"> <li>- 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.</li> </ul>
<b>Tuesday 20 August</b>	Special Council Budget Workshop 5:30pm
Wednesday 21 August	Publish Notice of 2019 Tax Year Proposed Tax Rate (Effective & Rollback) (Dates of Public Hearings Published in News Paper)
<b>Monday 26 August</b>	Budget Work Shop 5:30pm / Regular Council Meeting
Wednesday 28 August	Publication Notice of 1 <sup>st</sup> and 2 <sup>nd</sup> Budget Reading
<b>Monday 16 September</b>	Special Council Meeting 6:30pm – <ul style="list-style-type: none"> <li>- 1<sup>st</sup> Reading of Budget/Public Hearing</li> <li>- Schedule and announce meeting to adopt tax rate 3-14 days from this date.</li> </ul>
<b>Monday 23 September</b>	Regular Council Meeting – <ul style="list-style-type: none"> <li>- 2<sup>nd</sup> Reading of Budget/Public Hearing</li> <li>- Adopt Budget by Ordinance</li> <li>- Levy Tax Rate by Resolution and take record vote</li> </ul>

## CITY COUNCIL STAFF SUMMARY

Meeting Date: July 22, 2019

Agenda item: 6.6

Prepared by: Zina Tedford

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:**

Discussion / action - Deliberate the appointment of public officer or employee (City Attorney).

Possible Executive Session pursuant to Texas Government Code §551.074, Personnel Matters - City Council



**Attachments for Reference:** 1) N/A

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### **BACKGROUND / HISTORY:**

At the January 28, 2019 City Council meeting, the Council directed staff to issue a Request for Qualifications (RFQ) for City Attorney.

At the March 25<sup>th</sup> City Council meeting, Alderman Colemere made a motion that a subcommittee which will consist of Mayor Pro Tem Ross and Alderman Kautz meet with staff and review the applicants for City Attorney. The pool will be narrowed down to three candidates which will be interviewed by City Council.

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### **DISCUSSION:**

Subcommittee met Tuesday, June 18<sup>th</sup> to review the applicants and narrow down the candidates to 4 for the City Council to interview. City Council interviewed four firms for consideration for City Attorney on June 26<sup>th</sup> and 27<sup>th</sup>.

Council may go into Executive Session to discuss selection of City Attorney.

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**COURSES OF ACTION:** Appoint one of the four firms or provide further guidance.

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**FINANCIAL IMPACT:** N/A

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**MOTION REQUESTED:** To Approve the appointment of \_\_\_\_\_ as the City Attorney and authorize the City Manager to enter into a contract for service.

City of Shavano Park  
PERIODIC REPORT OF ISSUED PERMITS (GROUPED BY REPORT CODE)

Page 1

Printed: 07-01-2019

Printed: 07-01-2019

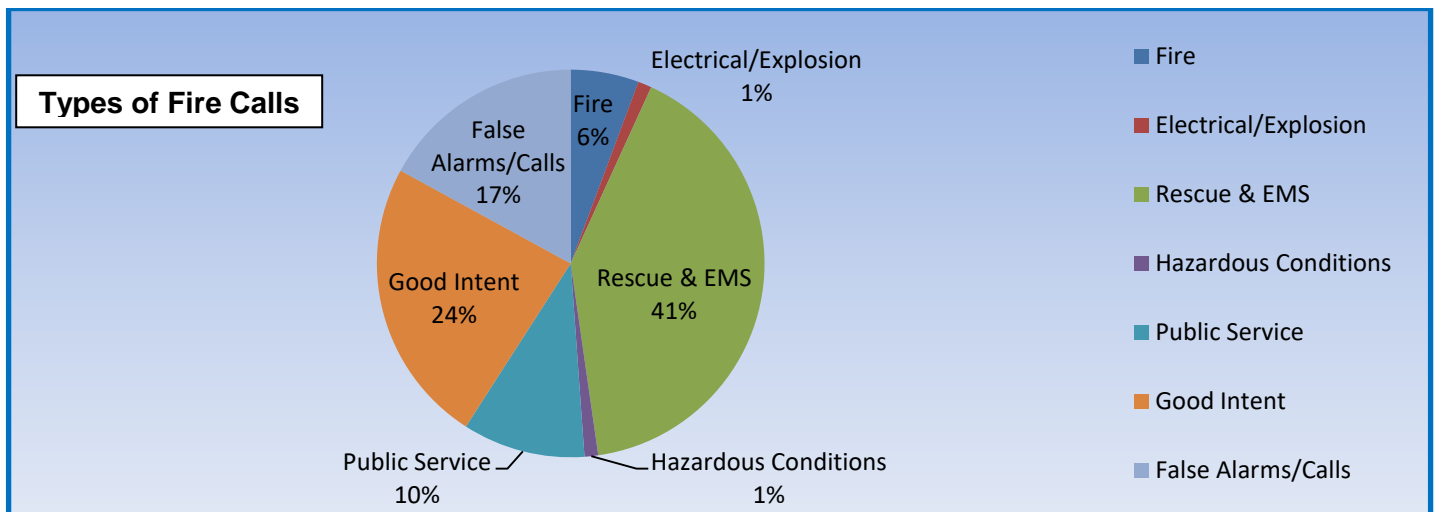
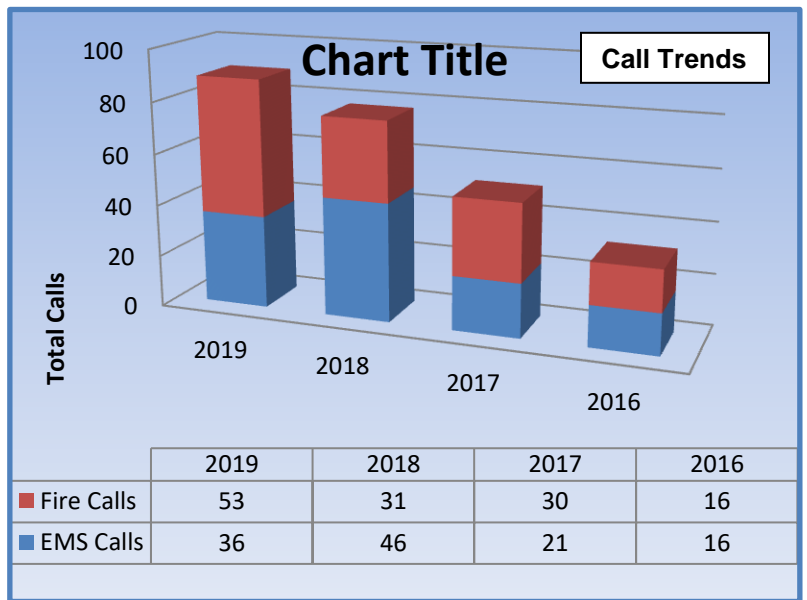
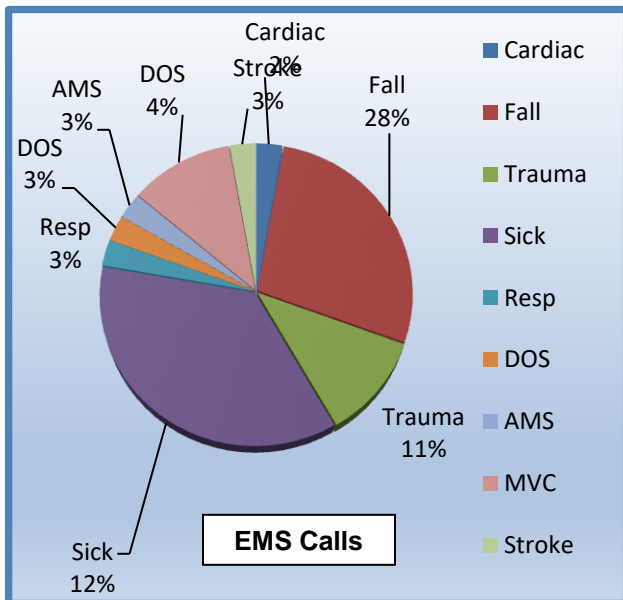
	[Designated period: 06/01/19 to 06/30/19]					[Prior period: 06/01/18 to 06/30/18]				
	Code	Prms	Valuation	Fees Paid	Units	Prms	Valuation	Fees Paid	Units	
NEW RESIDENTIAL HOUSEKEEPING BLDGS:										
SINGLE FAMILY HOUSES DETACHED	101	2	1,149,139.00	9,002.25	2	2	1,084,248.00	8,503.56	2	
SINGLE FAMILY HOUSES ATTACHED	102		.00	.00	0	0	.00	.00	0	
IF - IMPROVEMENTS	105	1	300,034.00	2,125.60	1	2	188,192.00	1,748.00	1	
RESIDENTIAL NON-HOUSEKEEPING BLDGS:										
HOTELS, MOTELS & TOURIST CABINS	213		.00	.00	0	0	.00	.00	0	
OTHER NON-HOUSEKEEPING SHELTER	214	2	6,692.00	100.00	2	9	46,159.00	1,450.00	9	
NEW NON-RESIDENTIAL BUILDINGS:										
AMUSEMENT, SOCIAL & RECREATIONAL	318		.00	.00	0	0	.00	.00	0	
SERVICE STATIONS & REPAIR GARAGES	322		.00	.00	0	0	.00	.00	0	
OFFICES, BANKS, & PROFESSIONAL	324		.00	.00	0	1	604,500.00	5,248.25	1	
PUBLIC WORKS & UTILITIES	325		.00	.00	0	0	.00	.00	0	
STORES & CUSTOMER SERVICE	327		.00	.00	0	0	.00	.00	0	
OTHER NON-RESIDENTIAL BLDGS	328		.00	.00	0	0	.00	.00	0	
STRUCTURES OTHER THAN BUILDINGS	329		.00	.00	0	0	.00	.00	0	
ADDITIONS, ALTERATIONS, & CONVERSION										
RESIDENTIAL	434		.00	.00	0	0	.00	.00	0	
NON-RESIDENTIAL & NON-HOUSEKEEPING	437		.00	.00	0	5	164,647.43	2,114.20	5	
ADDS OF RESID. GARAGES (ATCH/DETC)	438		.00	.00	0	0	.00	.00	0	
Solar Panels Install	439		.00	.00	0	1	233,000.00	150.00	1	
DEMOLITION AND RAZING OF BUILDINGS										
SINGLE FAMILY HOUSES (ATCH/DETACH)	645	2	24,793.62	100.00	2	0	.00	.00	0	
ALL OTHER BUILDINGS & STRUCTURES	649		.00	.00	0	1	22,000.00	500.00	1	
FENCE	650	4	118,669.14	300.00	3	2	15,864.00	500.00	2	
FIRE ALARM & SPRINKLERS	675	2	3,200.00	210.00	2	6	14,098.00	810.20	6	
PLUMBING	701	8	46,251.00	1,800.00	8	10	140,107.06	3,200.00	8	
GAS	702		.00	.00	0	0	.00	.00	0	
ELECTRICAL	705	5	40,102.00	1,100.00	5	11	225,162.14	3,914.00	10	
HVAC	710	11	115,396.00	3,200.00	13	17	245,873.95	5,600.00	15	
IRRIGATION	715	2	25,646.61	600.00	2	7	47,889.92	1,450.00	6	
POOL	720	1	35,000.00	750.00	1	0	.00	.00	0	
ROOF	725	1	22,525.00	150.00	1	0	.00	.00	0	
SEPTIC SYSTEM	730		.00	.00	0	2	18,210.00	720.00	0	
WATER SOFTENER	735		.00	.00	0	0	.00	.00	0	
CONTRACTORS	800	1	10.00	10.00	1	1	10.00	10.00	1	
TREE PERMIT	801	1	35.00	35.00	1	0	.00	.00	0	
TOTALS FOR PERMITS SHOWN ABOVE										
Totals of other permits in the period	43		1,887,493.37	19,482.85	44	77	3,049,961.50	35,918.21	68	
	1		29,225.00	750.00	1	4	46,628.05	1,700.00	3	
TOTAL FOR ALL PERMITS IN THE PERIOD										
	44		1,916,718.37	20,232.85	45	81	3,096,589.55	37,618.21	71	

# Shavano Park Fire Department



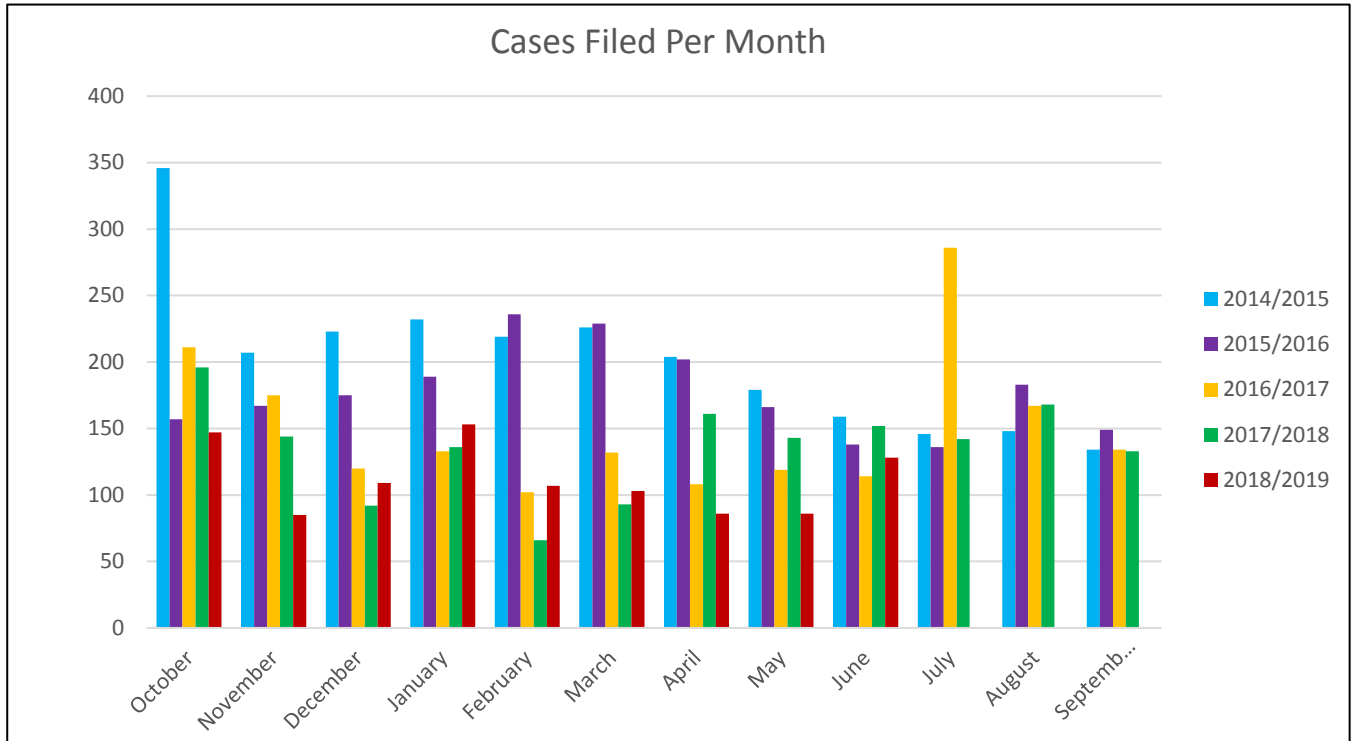
## Summary of Events for June 2019

- Shavano Park FD responded to **89** requests for service in June.
- This is a **12.5% increase** from the previous **June**.
- Shavano Park FD responded to 15 automatic aid requests from Leon Springs FD, Castle Hills FD, and Hollywood Park FD.
- Shavano Park FD received **4** automatic aid responses for Castle Hills FD and Hollywood Park FD.
- Shavano Park FD Responded/stood-by for **15** mutual aid requests from other departments.
- The average response time for calls within Shavano Park is **4 minutes 40 seconds** this month.
- Fire Fighters completed a total of **314 hours of fire** and **127 hours of EMS** training in the month of May.
- Certified Fire Inspector inspected **16** commercial buildings.
- Fire crews performed **8** pre-incident fire plan reviews
- Certified Plans Examiners reviewed **9** sets of commercial building/renovation plans/changes to previously submitted plans



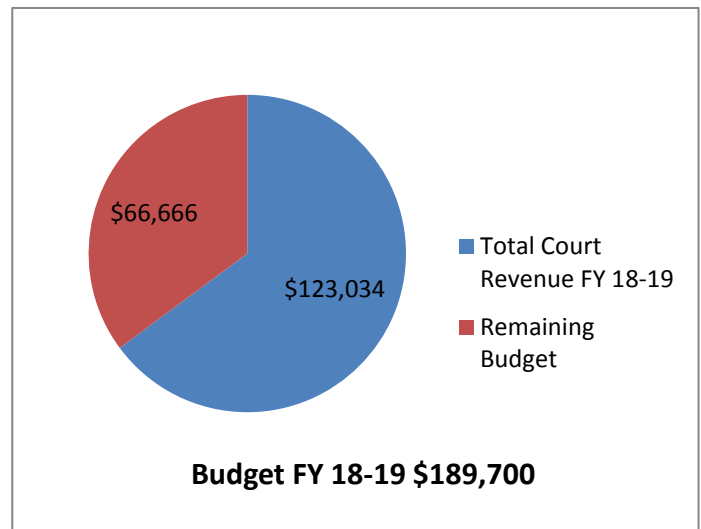
# City of Shavano Park

## Municipal Court Activity June 2018



Cases Resolved	Current Month	Prior Year
Fine	37	47
Not Guilty By Judge	0	3
Guilty	17	16
Dismissed	0	2
Compliance Dismissal	10	9
Defensive Driving	16	13
Deferred Disposition	28	28
Proof of Insurance	6	4
<b>TOTAL</b>	<b>114</b>	<b>122</b>

Court Revenue	Current 18/19	Prior 17/18
October	\$ 13,774	\$ 10,597
November	9,036	16,677
December	10,296	10,926
January	13,940	11,992
February	17,093	16,171
March	17,252	16,604
April	17,824	15,136
May	9,646	12,236
June	14,172	15,187
July	-	15,632
August	-	11,798
September	-	16,523
	<b>\$ 123,034</b>	<b>\$ 169,477</b>



**Monthly Activity Report**  
**City of Shavano Park Police Department**  
**June 2019**

**Activity Report: 202 incidents were responded to by the Police Department.**  
**1071 total incidents were responded to by the Department for 2019.**

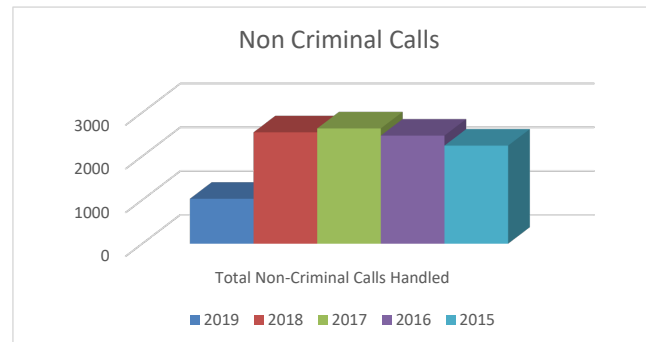
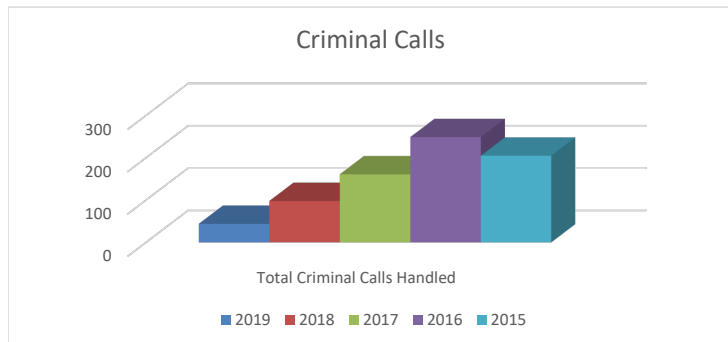
Criminal Calls	Calendar Year					
	June	2019	2018	2017	2016	2015
Alcohol Beverage Code Violations	0	0	1	0	0	0
Arrest of Wanted Persons (Outside Agency)	1	7	19	21	31	39
Assault	0	0	3	1	3	2
Burglary Building	0	5	1	3	17	15
Burglary of Habitation	0	0	5	4		
Burglary Vehicle	1	2	8	13	50	29
Criminal Mischief / Reckless Damage	1	3	5	15	19	11
Criminal Mischief Mail Box	0	0	0	2	5	
Cruelty to Animals	0	0	0	0	0	0
Deadly Conduct	0	0	0	0	1	0
D.U.I. - Minor	0	0	0	1	0	0
D.W.I. / D.U.I.	1	3	6	4	6	2
Driving while License Suspended / Invalid	0	2	4	0	2	2
Endangerment of Child	0	0	0	1	0	0
Evading Arrest	0	0	3	0	3	2
Failure to Identify	0	0	0	1	0	1
Family Violence	0	1	1	3	2	2
Fraud / Forgery / False Reports / Tamper w/ Govt. Record	0	0	2	0	4	6
Harassment / Retaliation / Terroristic Threat	0	0	0	2	1	0
M.I.P. Alcohol / Tobacco	0	0	0	0	1	0
Murder	0	0	0	0	0	0
Narcotics Violation (class B and up)	0	11	10	16	30	16
Narcotics Violation (class C)	1	4	18	43	42	27
Possession of Prohibited Weapon / Unlawful Carry	0	0	0	1	3	1
Public Intoxication	0	1	0	3	4	3
Resisting Arrest	0	0	0	1	0	0
Robbery	0	0	0	1	0	2
Sexual Assault	0	0	0	0	1	1
Solicitation of a Minor / Indecency with a Minor	0	0	1	0	1	0
Suicide	0	0	0	0	0	0
Theft	1	5	11	22	17	40
Theft of Mail	0	0	0	1	4	
Theft of Motor Vehicle / Unauthorized Use of Motor Veh.	0	0	0	2	2	3
<b>Total Criminal Calls Handled</b>	<b>6</b>	<b>44</b>	<b>98</b>	<b>161</b>	<b>249</b>	<b>204</b>

**Monthly Activity Report**  
**City of Shavano Park Police Department**  
**June 2019**

**Non-Criminal Calls**

	June	Calendar Year				
		2019	2018	2017	2016	2015
Accidents Major (With Injuries)	1	3	7	10	7	11
Accidents Minor (Non-Injury)	7	36	69	50	62	47
Alarm Call	64	247	498	557	536	528
Animal Calls / Complaints	16	88	171	143	148	143
Assist Fire Department / EMS	29	204	444	388	339	276
Assist Other Law Enforcement Agencies	9	48	94	81	59	69
Assist the Public	9	61	77	106	93	87
City Ordinance Violations	2	17	374	420	386	343
solicitor 1    illegal dumping 1						
Criminal Trespass Warning	1	4	5	7	0	1
Deceased Person / Natural / Unattended	1	5	20	17	22	8
Disturbance / Keep the Peace	3	20	59	56	81	86
Emergency Detention	0	2	4	10	13	26
Health & Safety Violations	0	0	0	0	0	0
Information Reports	10	52	213	195	176	137
Missing Person / Runaway	1	2	0	1	2	1
Recovered Property / Found Property	1	6	8	21	28	19
Suspicious Activity, Circumstances, Persons, Vehicles	12	90	214	285	288	260
Traffic Hazard	4	24	47	49	62	55
Welfare Concern	7	30	58	52	38	38
911 Hang-up Calls	19	88	185	188	132	109
<b>Total Non-Criminal Calls Handled</b>	<b>196</b>	<b>1027</b>	<b>2547</b>	<b>2636</b>	<b>2472</b>	<b>2244</b>
<b>Officer Initiated Contacts</b>						
Community Policing Contacts / Crime Prevention	163	1041	2620	2630	3817	3817
Out of Town / Patrol-By Reports	34	178	410	480	551	568
<b>Total Officer Initiated Contacts</b>	<b>197</b>	<b>1219</b>	<b>3030</b>	<b>3110</b>	<b>4368</b>	<b>4385</b>

There was no reported gang activity for June 2019. For 2019 there have been no reported gang activity.



## June 2019 Breakdown

### Arrest of Wanted Person

1. 4000 blk. DeZavala Road - Bexar county warrants

### Burglary of Vehicle

4100 blk. Pond Hill Road - items taken

### Criminal Mischief

1. 300 blk. Pagoda Oak - door damage

### DWI

1. 14700 blk. N.W. Military Hwy. - driving while under influence

### Narcotics

1. 16400 blk. N.W. Military Hwy. - possession of drug paraphernalia

### Theft

1. 19600 blk. N.W. Military Hwy. - items taken

		Calendar Year				
Mileage	June	2019	2018	2017	2016	2015
Total Monthly / Annual Mileage	12977	78427	144563	144779	151041	140356

## June 2019

Officer	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	Total A
Warnings	20	6	7	13	21	44	0	12	7	26	29	14	2	21	21	243
Citations	2	2	2	0	37	39	1	8	6	2	25	6	0	14	6	150
Cases	13	4	3	20	20	16	7	20	2	20	15	25	14	11	12	202
Activity Totals	35	12	12	33	78	99	8	40	15	48	69	45	16	46	39	595
Vehicles Stopped	20	6	8	13	45	64	1	18	12	28	50	17	2	26	25	335
Community Policing	30	14	21	1	0	36	0	23	3	28	0	0	0	0	7	163

Officer	P	Q	R	S	T	U	V	W	X	Y	Z	Total B
Warnings	1											1
Citations	1											1
Cases	0											0
Activity Totals	2	0	0	0	0	0	0	0	0	0	0	2
Vehicles Stopped	2											2
Community Policing	0											0

Grand Total
244
151
202
597
337
163



**PUBLIC WORKS DEPARTMENT**  
**Monthly Report - APRIL 2019**

**Water Utility**

- Annual testing/inspection of all wells with TCEQ
- Crews finished the curb and placing millings at well 6 driveway
- US Underwater inspected all 3 tanks
- Intruder protection was installed on the ladder to Huebner ground storage tank
- Crews installed 40 ft of water main and fire hydrant at the cul de sac on Honey Bee. cut and patched the asphalt, replaced 10 ft of curb, and restored the residents yard.
- Water tower inspection completed from utility contractor. Minor adjustments needed prior to releasing the job.

**STREETS**

- cut and patched the asphalt, replaced 10 ft of curb, and restored the residents yard on Honey Bee
- Hired PW Serviceman

**DRAINAGE**

- Continue working on installing pump at drainage area 2 (cow pond)
- PWD and KFW attended TCEQ MS4 Permit renewal workshop

**FACILITIES**

- Installed the water fountain in the City Hall Island
- A-1 Fire extinguisher inspection completed.

**OTHER**

- PWD attended a Utility kick off meeting with TxDOT
- PWD coordinated with City of San Antonio the traffic signal and storm drain issue at Lockhill Selma and Dezavala
- Arbor Day Event

<b>Water Utility</b>	<b>APRIL</b>	<b>MO</b>	<b>FY</b>
# of Gallons Pumped		11,228,657	52,824,573
# of Gallons Pumped from Trinity		137,057	2,802,361
Total Pumped		11,365,714	55,626,934
 # of Gallons Sold		11,098,000	55,768,823
Water Losses in gallons		110,000	2,999,936
Flushing		86,900	160,781
% of Loss		1.62%	5.58%
 Water Revenue		\$40,584.74	\$184,567.96
EAA Fees Collected		\$5,549.00	\$26,519.95
Water Service Fees		\$4,932.62	\$33,622.02
Debt Service Collected		\$4,448.00	\$32,168.52
Late Fees		\$721.03	\$8,006.39
 Water Used by City		287,000	910,000
Water Cost Used by City		\$2,233.10	\$48,278.20
# of Water Complaints		5	51
# of Bill Adjustments		1	7
# of Locate calls		25	145

**PUBLIC WORKS DEPARTMENT**  
**Monthly Report - MAY 2019**

**Water Utility**

- Installed new service for 117 Wagon Trail
- Installed a new sample station for TCEQ water samples, due to the old one getting worn out.
- EAA came to take samples at wells 5, 6, and 7
- Staff had a meeting with KFW to discuss proposal and way ahead for NW Military known water line relocation.
- Miox system issues - Meet with engineer to discuss new design and options to be submitted to TCEQ for approval.
- 3 irrigation valves were replaced at City Hall and drip irrigation installed around the road runner

**STREETS**

- Ordered new skid steer and received
- Terracon cut cores for the 3 drainage culverts to determine pavement section
- Crack sealed 300 blk of Fawn

**DRAINAGE**

- PWD attended MS4 certified inspector training in Houston
- Working on completing the MS4 annual report, TCEQ returned with additional comments.
- Approved Floodplain Permit to construct the berm and remove the fill behind Bentley Manor

**FACILITIES**

- Executed the City Hall Roof Replacement Contract
- 2 A/C roof units were raised and set on a skid for the roof replacement
- Contractor is wrapping up cleaning and power washing the exterior of City Hall
- Contractor made corrections/minor adjustments to the ADA door at City Hall.

**OTHER**

- Interviewed PW/W superintendent candidates
- Ordered the new shed and prepared the area inside the yard where it will be staged, delivered and set.
- PWD/CM met with AT&T/ADB to try and resolve residents yards that were not restored correctly

<b>Water Utility</b>	<b>MAY</b>	<b>MO</b>	<b>FY</b>
# of Gallons Pumped		11,422,113	64,246,686
# of Gallons Pumped from Trinity		0	2,802,361
Total Pumped		11,422,113	67,049,047
 # of Gallons Sold		9,948,000	65,716,823
Water Lossed in gallons		1,474,113	4,474,049
Flushing		6,600	167,381
% of Loss		14.80%	6.80%
 Water Revenue		\$34,318.55	\$218,886.51
EAA Fees Collected		\$4,974.00	\$31,493.95
Water Service Fees		\$4,977.50	\$38,599.52
Debt Service Collected		\$4,448.00	\$36,616.52
Late Fees		\$699.66	\$8,706.05
 Water Used by City		165,000	1,075,000
Water Cost Used by City		\$1,008.12	\$49,286.32
# of Water Complaints		0	51
# of Bill Adjustments		0	43
# of Locates		32	163

**PUBLIC WORKS DEPARTMENT**  
**Monthly Report - JUNE 2019**

**Water Utility**

- PWD coordinated test hole locations with TxDOT for the NW military widening project.
- Completed a site safety survey for new chlorine gas vendor.
- Continued working on a collective list of meters that are not working correctly
- Third Costal (TCEQ) took distribution samples
- Completed after action report from the storms, and addressed issues
- Completed a list of procedures to hang at each site for during/after storm shut down/start up
- PWD completed capital replacement schedule for all PW/W equipment

**STREETS**

- Contractor started street repairs along Wagon Trail and Shavano Drive
- City Staff met to discuss the removal of the south portion of the "Y" at Saddletree and Military
- Coordinated with TxDOT contractor to clean up and replace damaged concrete sidewalk in front of Napier Park
- Crews removed 2 down trees during the storms this week that were blocking the roadway

**DRAINAGE**

- Drainage area 2 – cow pond complete

**FACILITIES**

- City Hall fire inspection was completed and passed, City Hall has obtained its Certificate of Occupancy
- City Hall Roof replacement, roof completed, sealing ridge cap to begin next week
- City Hall emergency lights were all installed, 1 minor repair.
- PWD collecting quotes to install a water softener at City Hall
- City crews completed the replacement of ceiling tiles within City Hall.
- PW/W shop LED lights were installed
- PWD/Super. Met with Bexar 911 to discuss the future septic tank installation.

**OTHER**

- Working with Intern to clear up tree ordinance discrepancies
- Event storage building completed, shelves completed, and electrical
- Coordinated with TxDOT to trim all the trees along NW Military from Huebner to Lp 1604

Water Utility	JUNE	MO	FY
# of Gallons Pumped		12,122,923	76,369,609
# of Gallons Pumped from Trinity		48,547	2,850,908
Total Pumped		12,171,470	79,220,517
# of Gallons Sold		10,928,200	76,645,023
Water Losses in gallons		1,256,170	5,730,219
Flushing		6,100	173,481
% of Loss		11.49%	7.47%
Water Revenue		\$38,776.38	\$257,662.89
EAA Fees Collected		\$5,464.10	\$36,958.05
Water Service Fees		\$4,454.40	\$43,053.92
Debt Service Collected		\$4,932.62	\$41,549.14
Late Fees		\$972.47	\$9,678.52
Water Used by City		82,000	1,157,000
Water Cost Used by City		\$599.30	\$49,885.62
# of Water Complaints		2	53
# of Bill Adjustments		0	43
# of Locates		18	195

## CITY COUNCIL STAFF SUMMARY

Meeting Date: July 22, 2019

Agenda item: 7.6

Prepared by: Brenda Morey

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:**

Presentation of June 2019 Monthly Reports

X

### **Attachments for Reference:**

- a) June 2019 Power Point Presentation
- b) June 2019 Revenue and Expenditure Report
- c) June 2019 Monthly Check Register

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**BACKGROUND / HISTORY:** The information provided is for the FY 2018-19 budget period, month ending June 30, 2019. The “Current Budget” column contains the original adopted budget plus one budget amendment approved to date. This summary highlights key points related to the current month’s activity for the General Fund and Water Utility Fund. Staff is also prepared to present the power point briefing at the council meeting.

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### **DISCUSSION:**

#### **10 - General Fund** (Page 1 of Revenue and Expenditure Report)

As of June 30, 2019, General Fund revenues total \$4,515,448 or 84.37% of the FY2019 amended budget. General Fund expenditures total \$3,978,342 or 74.33% of the amended budget with 9 months or 75.00% of the fiscal year complete.

#### **Revenues (GF)** (Page 2 & 3)

- Current M&O Property tax (10-599-1010) collections for the month are \$204,041. The City has received 95.52% of its annual budgeted amount to date. The City had received 96.37% of its annual budgeted amount through June 2018, so collections are slightly behind the same time frame when compared to prior year.
- Delinquent Taxes (10-599-1020) reflects a negative income of \$23,370 due to litigation settlement for 2016 and 2017 tax years for Shavano Center III and IV, reducing the taxable value of those properties and therefore the related taxes. Total taxes returned for these two years - \$24,674.
- Sales Tax revenue received this month totaled \$43,733 for April sales reported for monthly filers. This month’s collection includes prior period collections of approximately \$15,000 (for General Fund and Street Maintenance Fund combined) due to a situs correction from San Antonio to Shavano Park.
- Permits and Licenses revenues total \$19,851 for the month, with \$16,082 in building permits and \$1,980 in plan review fees. This area is behind budget as the permit office continues to be slow.
- Court fees for the month are \$13,548, below the amount recognized in June 2018 of \$14,307.

- Police/Fire revenues total \$15,441 for the month and includes \$12,788 settlement for May collections from the EMS third party billing company.
- Administrative income (7050) – includes a \$2,438 refund from the Bexar Appraisal District for FY18 expenditures (billed based on budget).

### **Expenditures (GF) (Pages 4-14)**

-The Council (600) is at 98.21% spent year to date. Main expenditures this month were for the Independence Day Celebration in City Sponsored Events (2037) – carnival rides \$4,125 being the largest individual item. Also included this month was \$1,132 for the City’s annual membership dues to TML.

-The Administration Department (601) is on target with \$109,005 spent this month or 75.31% of the amended budget utilized to date which includes the Capital Replacement Fund transfer of \$52,078. Also this month, the City paid the quarterly invoice from Bexar County Appraisal District.

-The Court Department (602) expenditures for the month are \$6,041 or 74.50% of the budget used to date, on target. There were no unusual or significant expenditures incurred this month.

-The Public Works Department (603) expenditures for the month are \$86,311 with 64.09% of the amended budget utilized to date which includes the Capital Replacement Fund transfer of \$42,572 for PW equipment. Larger, non-routine expenditures include \$2,978 in Professional – Engineering (3012) for the MS4 permit renewal, Building Maintenance (5030) includes \$1,296 for shop lights/AC in the holiday storage building and Street Maintenance (6080) includes Shavano Drive base of \$4,950.

-The Fire Department (604) is a bit above budget at \$339,971 expended this month, 76.93% total spent year to date, which includes the Capital Replacement Fund transfer of \$208,106. Overtime costs this month reflect two FLSA settlements instead of the usual one, due to how the 27 day work periods ended.

-The Police Department (605) is on budget for day-to-day expenditures with \$137,312 spent this month, 75.21% of the annual budget utilized, on track. Larger, non-routine expenditures this month includes uniform flashlights \$1,600 and duty patches \$990 in Uniforms and Accessories (2080) and dual weapon storage trays for Units 518 and 521 for \$3,062 in Vehicle Maintenance (5020).

-The Development Services Department (606) maintains the Professional Services paid for engineering, outside permit inspection, sanitary, and health inspection services with total expenditures of \$5,261 for the month or 54.98% of the annual budgeted amount utilized. No unusual expenditures occurred this month.

## **20-WATER FUND**

As of June 30, 2019, the Water Fund total revenues are \$457,855 or 50.66% of the total annual budgeted amount. Water Fund (Water department & Debt Service) expenses total \$643,916 or 71.25% of adopted budget.

### **Revenues (Water)**

- Water consumption (5015) billed in June for the month of May is \$34,145. Total consumption for the month is approximately 7,974,000 gallons less than the previous year or \$31,607 of revenue.
- The Debt Service (5018) and Water Service Fee (5019) remain on target with annual budgeted amounts as these are flat fees and are not related to volume charges recognized, at 75.18% and 76.49% respectively.
- The EAA Pass Thru (5036) fees are charged to customers based on usage, \$4,971 was recorded for the month and 43.52% of the annual budgeted amount has been recognized to date.
- Transfer in – Capital Replacement – reflects transfer of \$9,000 for approximately 75% of the sand filter media replacement.

### **Expenses (Water)**

Water department (606) expenses for the day-to-day operations are on budget with a total of \$57,311 for the month or 69.15% of the budget utilized. Larger expenses this month include addressing the check engine light on the Chevy 3500 – replaced NOX sensor \$853 and window tinting for \$210 in Vehicle Maintenance (5020), Well Site #7 (6067) includes \$1,725 for an ejector and \$1,290 for a regulator, and Shavano Drive Pump Station (6071) includes \$11,244 for the sand filter media replacement (transferred \$9,000 from capital replacement to help cover this cost).

The next debt service payments are scheduled for August, interest only.

## **PAYROLL**

The City is on a bi-weekly payroll; there have been 20 pay periods out of 26 so approximately 76.92% should be expensed in the line items directly related to personnel. Workers Comp Insurance (1037) is expensed quarterly and is at approximately 63.36% for the City as a whole. The City's policy was rated with a better than anticipated experience factor as well as having a number of position vacancies during the year. TMRS (1040) expenditures for departments is at approximately 74.18%, on track with the related compensation accounts. Health insurance related line items are at 72.36%, on track with budget, given personnel vacancies that have occurred this fiscal year to date.

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**COURSES OF ACTION:** None related to the Report.

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**FINANCIAL IMPACT:** N/A

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**STAFF RECOMMENDATION:** N/A



## **June 30, 2019 Monthly Financial Report**

**Brenda Morey,  
Finance Director**



- Cash and Investments
- General Fund Overview
- General Fund Revenues
- General Fund Expenditures
- Water Fund Overview
- Water Fund Revenues & Expenses
- Special Revenue Funds
- Capital Replacement Fund



# Total Cash & Investment Update \*

*Together We Can!*



## CASH AND INVESTMENTS BY FUND

June 30, 2019

General Fund (10)	\$ 3,236,539
Water Fund ( 20)	687,930
Debt Service Fund (30)	205,340
Crime Control District Fund (40)	564,927
PEG Funds (42)	98,243
Oak Wilt Fund ( 45)	88,112
Street Maintenance Fund (48)	418,884
Court Security/Technology (50)	62,525
Child Safety Fund ( 52)	5,034
LEOSE Fund (53)	103
GF Capital Replacement Fund (70)	3,662,152
Pet Documentation and Rescue Fund (75)	2,357
<b>Total Cash &amp; Investments **</b>	<b>\$ 9,032,146</b>

**\*Total cash and investments represents all Funds per general ledger, not cash at bank.**

**\*\* Not to be considered a reflection of the required quarterly investment report per the Public Funds Investment Act.**

# Total Cash & Investment Update \*

*Together We Can!*



SECURITY TYPE		June 30, 2019
<b>OPERATING BANK ACCOUNTS</b>		
Frost Bank		\$ 1,446,373
<b>SAVINGS &amp; BANK ACCOUNTS</b>		
Frost Bank		4,431,726
<b>POOLS</b>		
Tex Star	\$2,188,036	
Texpool	208,506	
<b>SUBTOTAL - POOLS</b>		<b>2,396,542</b>
<b>CERTIFICATES OF DEPOSIT</b>		
Security Service Credit Union	\$ 253,410	
United SA Credit Union	249,508	
Generation Credit Union	254,587	
<b>SUBTOTAL - CERTIFICATES OF DEPOSIT</b>		<b>757,505</b>
<b>Total Cash &amp; Investments **</b>		<b>\$ 9,032,146</b>

**\*Total cash and investments represents holdings in all Funds.**

**\*\* Not to be considered a reflection of the required quarterly investment report per the Public Funds Investment Act.**

# 10- General Fund Overview



*Together We Can!*

- General Fund current property tax collections through June 2019 are \$3,136,021 and are on track at 95.52% of budget.
- June 2019 Sales Tax revenue was \$43,733.  
(Collections are for April sales from monthly filers.)
- Building Permits and Licenses revenue for the month was \$19,851 with \$16,082 collected in building permit fees and \$1,980 from plan review fees.
- Major Projects/Improvements in FY 2018-19

## Renovate/update CH

public restrooms	\$	40,000	\$	-	\$	40,000	Planning
PW Fuel Tank	\$	4,000	\$	1,223	\$	2,777	Completed
PW Landscape Trailer	\$	4,723	\$	4,669	\$	54	Completed
PW Fence &							
Motorized Gate	\$	15,000	\$	14,844	\$	156	Completed
PW Covered Parking	\$	10,000	\$	-	\$	10,000	Planning
Storage Shed	\$	7,500	\$	7,500	\$	-	Completed

Unassigned General Fund fund balance at 2018 year end = \$2,648,513 (Audited)  
Unassigned General Fund fund balance at 2017 year end = \$3,072,119 (Audited)

# 10 - General Fund Revenues

*Together We Can!*



	FY 2018-19 AMENDED BUDGET	FY 2018-19 JUNE 2019	FY 2018-19 YEAR TO DATE	FY 2018-19 % BUDGET COLLECTED
CURRENT PROPERTY TAXES	\$ 3,283,152	\$ 204,041	\$ 3,136,021	95.52%
DEL. TAXES & PENALTIES	63,300	(22,183)	46,066	72.77%
SALES TAX	460,000	43,733	324,914	70.63%
MIXED BEVERAGE	22,000	-	15,769	71.68%
FRANCHISE REVENUES	476,000	-	320,590	67.35%
PERMITS & LICENSES	429,075	19,851	257,908	60.11%
COURT FEES	182,000	13,548	117,434	64.52%
POLICE/FIRE REVENUES	143,000	15,441	127,512	89.17%
MISC/INTEREST/GRANTS	207,445	15,338	169,234	81.58%
TRANSFERS IN	86,050	-	-	0.00%
<b>TOTAL REVENUES</b>	<b>\$ 5,352,022</b>	<b>\$ 289,769</b>	<b>\$ 4,515,448</b>	<b>84.37%</b>

# 10- General Fund Expenditures

*Together We Can!*



	FY 2018-19 AMENDED BUDGET	FY 2018-19 JUNE 2019	FY 2018-19 YEAR TO DATE	FY 2018-19 % BUDGET SPENT
CITY COUNCIL	\$ 35,650	\$ 8,713	\$ 35,014	98.22%
ADMINISTRATION	918,898	109,005	692,025	75.31%
COURT	84,239	6,041	62,759	74.50%
PUBLIC WORKS	594,644	86,311	381,088	64.09%
FIRE DEPARTMENT	1,880,530	339,971	1,446,780	76.93%
POLICE DEPARTMENT	1,730,561	137,312	1,301,573	75.21%
DEVELOPMENT SERVICES	107,500	5,261	59,104	54.98%
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,352,022</b>	<b>\$ 692,614</b>	<b>\$ 3,978,343</b>	<b>74.33%</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>\$ -</b>	<b>\$ (402,845)</b>	<b>\$ 537,105</b>	

Expenditures total \$3,978,342 through June 2019 or 74.33% of budget spent with 75.00% of budget complete (9 months).

# 20 - Water Fund Overview



*Together We Can!*

- Total revenues through June 2019 are \$457,855 for a total 50.66% of budget, including transfers in.
- Total June 2019 billing for May 2019 water consumption is approximately 7,974,000 gallons less than the prior year.
- Water consumption sales revenue for the month of June 2019 (actual May 2019 usage) is lower in comparison to the prior year by \$31,607.
- Water Department expenses remain on target thru the month of June 2019 at \$495,483 with a total of 69.15% of the adopted budget spent with 75.00% of year complete.
- Major Projects/Improvements in FY 2018-19:

	<u>Budget</u>	<u>Expended</u>	<u>Balance</u>	<u>Status</u>
Mini excavator (50/50)	\$ 16,820	\$ 19,386	\$ (2,566)	Completed
Skid steer (50/50)	\$ 11,789	\$ 11,789	\$ -	Completed
Replace spider water lines in one cul de sac	\$ 10,000	\$ -	\$ 10,000	** Not started
Well #8 VFD AC unit	\$ 9,500	\$ 9,459	\$ 41	Completed

\*\* funds applied toward disbuted Well #5 renovation costs, paid to avoid litigation, \$17,265

# 20 - Utility Fund Revenues & Expenses

*Together We Can!*



	FY 2018-19 AMENDED BUDGET	FY 2018-19 JUNE 2019	FY 2018-19 YEAR TO DATE	FY 2018-19 % OF BUDGET
				<u>COLLECTED</u>
WATER CONSUMPTION	\$ 621,347	\$ 34,145	\$ 250,758	40.36%
DEBT SERVICE	53,453	4,454	40,186	75.18%
WATER SERVICE FEE	58,092	4,985	44,433	76.49%
EAA PASS THRU CHARGE	83,319	4,971	36,263	43.52%
MISC/INTEREST/GRANTS	49,308	6,389	39,570	80.25%
TRANSFERS IN	38,280	9,000	46,645	121.85%
<b>TOTAL REVENUES</b>	<b>\$ 903,799</b>	<b>\$ 63,944</b>	<b>\$ 457,855</b>	<b>50.66%</b>
				<u>SPENT</u>
WATER DEPARTMENT	\$ 716,584	57,311	495,483	69.15%
DEBT SERVICE	187,215	-	148,433	79.28%
<b>TOTAL EXPENSES</b>	<b>\$ 903,799</b>	<b>\$ 57,311</b>	<b>\$ 643,916</b>	<b>71.25%</b>
<b>REVENUES OVER/(UNDER) EXPENSES</b>	<b>\$ -</b>	<b>\$ 6,633</b>	<b>\$ (186,061)</b>	

# Special Revenue Funds



*Together We Can!*

## 40- Crime Control Prevention District

	FY 2018-19 AMENDED BUDGET	FY 2018-19 JUNE 2019	FY 2018-19 YEAR TO DATE	FY 2018-19 % OF BUDGET
<b>BEGINNING FUND BALANCE</b>	<u>\$ 559,542</u>	<u>\$ 582,205</u>	<u>\$ 559,542</u>	
Crime Control Sales Tax	\$ 115,000	\$ 10,829	\$ 81,513	<b>COLLECTED</b> 70.88%
Interest/Misc.	6,000	844	7,287	121.45%
<b>TOTAL REVENUES</b>	<u><b>\$ 121,000</b></u>	<u><b>\$ 11,673</b></u>	<u><b>\$ 88,800</b></u>	<b>73.39%</b>
Fire Expenditures	\$ 625	\$ -	\$ 624	<b>SPENT</b> 99.84%
Police Expenditures	87,540	2,386	56,226	64.23%
<b>TOTAL EXPENDITURES</b>	<u><b>\$ 88,165</b></u>	<u><b>\$ 2,386</b></u>	<u><b>\$ 56,850</b></u>	<b>64.48%</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<u><b>\$ 32,835</b></u>	<u><b>\$ 9,287</b></u>	<u><b>\$ 31,950</b></u>	
<b>PROJECTED ENDING FUND BALANCE</b>	<u><u><b>\$ 592,377</b></u></u>	<u><u><b>\$ 591,492</b></u></u>	<u><u><b>\$ 591,492</b></u></u>	





## 40 – Crime Control Prevention District

- Supported by dedicated sales tax and interest income on invested balances.
- Major Projects/Improvements in FY 2018-19:

National Night Out	\$	5,000	\$	2,575	\$	2,425	Completed
Replace duty handguns	\$	25,000	\$	23,089	\$	1,911	In process
MDTs - 4 vehicles	\$	25,000	\$	19,837	\$	5,163	In process
Tasers	\$	8,640	\$	-	\$	8,640	Not started
Electronic Equipment	\$	5,000	\$	1,629	\$	3,371	In process
Computer Equipment	\$	7,200	\$	5,957	\$	1,243	In process

# Special Revenue Funds

*Together We Can!*



## 42- PEG Fund

	FY 2018-19 ADOPTED BUDGET	FY 2018-19 JUNE 2019	FY 2018-19 YEAR TO DATE	FY 2018-19 % OF BUDGET
<b>BEGINNING FUND BALANCE</b>	\$ 83,655	\$ 96,187	\$ 83,655	
Franchise Fee- PEG	\$ 15,500	\$ -	\$ 12,473	<u>COLLECTED</u> 80.47%
Misc/Interest	1,000	147	1,227	122.70%
<b>TOTAL REVENUES</b>	<b>\$ 16,500</b>	<b>\$ 147</b>	<b>\$ 13,700</b>	<b>83.03%</b>
PEG Expenditures	1,600	-	1,021	<u>SPENT</u> 63.81%
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>\$ 14,900</b>	<b>\$ 147</b>	<b>\$ 12,679</b>	
<b>PROJECTED ENDING FUND BALANCE</b>	<b>\$ 98,555</b>	<b>\$ 96,334</b>	<b>\$ 96,334</b>	

# Special Revenue Funds

*Together We Can!*



## 45- Oak Wilt Fund

	FY 2018-19 ADOPTED BUDGET	FY 2018-2019 JUNE 2019	FY 2018-19 YEAR TO DATE	FY 2018-19 % OF BUDGET
<b>BEGINNING FUND BALANCE</b>	\$ 80,332	\$ 84,847	\$ 80,332	
<b>Tree Trimming Permits Revenue</b>	\$ 10,500	\$ 350	\$ 4,865	<u>COLLECTED</u> 46.33%
<b>Oak Wilt Expenditures</b>	<u>500</u>	<u>-</u>	<u>-</u>	<u>SPENT</u> 0.00%
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	\$ 10,000	\$ 350	\$ 4,865	
<b>PROJECTED ENDING FUND BALANCE</b>	<u>\$ 90,332</u>	<u>\$ 85,197</u>	<u>\$ 85,197</u>	

# Special Revenue Funds

*Together We Can!*



## 48- Street Maintenance Fund

	FY 2018-19 AMENDED BUDGET	FY 2018-19 JUNE 2019	FY 2018-19 YEAR TO DATE	FY 2018-19 % OF BUDGET
<b>BEGINNING FUND BALANCE</b>	\$ 416,301	\$ 486,596	\$ 416,301	
Sales Tax Revenues	\$ 115,000	\$ 10,933	\$ 81,228	COLLECTED 70.63%
<b>TOTAL REVENUES</b>	<b>\$ 115,000</b>	<b>\$ 10,933</b>	<b>\$ 81,228</b>	<b>70.63%</b>
Street Maintenance	\$ 50,000	\$ 49,998	\$ 49,998	SPENT 100.00%
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>\$ 65,000</b>	<b>\$ (39,065)</b>	<b>\$ 31,230</b>	
<b>PROJECTED ENDING FUND BALANCE</b>	<b>\$ 481,301</b>	<b>\$ 447,531</b>	<b>\$ 447,531</b>	

# Governmental Fund

*Together We Can!*



## 70- Capital Replacement Fund

	FY 2018-19 AMENDED BUDGET	FY 2018-19 JUNE 2019	FY 2018-19 YEAR TO DATE	FY 2018-19 % OF BUDGET
<b>BEGINNING FUND BALANCE</b>	<u>\$ 3,553,369</u>	<u>\$ 3,290,971</u>	<u>\$ 3,553,369</u>	
Interest Income	\$ 50,000	\$ 5,110	\$ 47,475	COLLECTED 94.95%
Transfers In - General Fund	<u>307,756</u>	<u>302,756</u>	<u>302,756</u>	98.38%
<b>TOTAL REVENUES</b>	<u><b>\$ 357,756</b></u>	<u><b>\$ 307,866</b></u>	<u><b>\$ 350,231</b></u>	<b>97.90%</b>
Administration	\$ 118,330	\$ 20,475	\$ 79,378	67.08%
Public Works	83,060	-	82,200	98.96%
Drainage	729,500	1,935	49,277	6.75%
Fire	<u>1,281,284</u>	<u>-</u>	<u>116,318</u>	9.08%
<b>TOTAL EXPENDITURES</b>	<u><b>\$ 2,212,174</b></u>	<u><b>\$ 22,410</b></u>	<u><b>\$ 327,173</b></u>	<b>14.79%</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<u><b>\$ (1,854,418)</b></u>	<u><b>\$ 285,456</b></u>	<u><b>\$ 23,058</b></u>	
<b>PROJECTED ENDING FUND BALANCE</b>	<u><u>\$ 1,698,951</u></u>	<u><u>\$ 3,576,427</u></u>	<u><u>\$ 3,576,427</u></u>	



## 70 – Capital Replacement Fund Overview

- Supported via budgeted transfers from the General Fund and interest earnings on invested balances.
- Major Projects/Improvements in FY 2018-19:

	<u>Budget</u>	<u>Expended</u>	<u>Balance</u>	<u>Status</u>
City Hall roof replacement	\$ 95,000	\$ 79,378	\$ 15,622	In process
City Hall HVAC replacement	\$ 8,000	\$ -	\$ 8,000	Not started
PW Crew Truck	\$ 40,000	\$ 39,235	\$ 765	Completed
Skid steer (one third/two thirds)	\$ 23,674	\$ 23,578	\$ 96	Completed
Mini excavator (50/50)	\$ 16,820	\$ 19,386	\$ (2,566)	Completed
Drainage projects	\$ 729,500	\$ 49,277	\$ 680,223	In process
Fire - SCBAs	\$ 116,319	\$ 116,318	\$ 1	Completed
Fire - Ladder truck purchase	\$ 1,164,965	\$ -	\$ 1,164,965	In process



## Questions

CITY OF SHAVANO PARK  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JUNE 30TH, 2019

10 -GENERAL FUND

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>5,352,022.00</u>	<u>289,769.03</u>	<u>4,515,447.80</u>	<u>836,574.20</u>	<u>84.37</u>
TOTAL REVENUES	5,352,022.00	289,769.03	4,515,447.80	836,574.20	84.37
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
CITY COUNCIL	35,650.00	8,713.40	35,013.61	636.39	98.21
ADMINISTRATION	918,898.00	109,005.17	692,024.68	226,873.32	75.31
COURT	84,239.00	6,041.33	62,759.26	21,479.74	74.50
PUBLIC WORKS	594,644.00	86,310.50	381,087.63	213,556.37	64.09
FIRE DEPARTMENT	1,880,530.00	339,971.42	1,446,780.22	433,749.78	76.93
POLICE DEPARTMENT	1,730,561.00	137,311.95	1,301,572.76	428,988.24	75.21
DEVELOPMENT SERVICES	<u>107,500.00</u>	<u>5,261.00</u>	<u>59,104.30</u>	<u>48,395.70</u>	<u>54.98</u>
TOTAL EXPENDITURES	5,352,022.00	692,614.77	3,978,342.46	1,373,679.54	74.33
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	( 402,845.74)	537,105.34	( 537,105.34)	0.00



AS OF: JUNE 30TH, 2019

10 -GENERAL FUND

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>NON-DEPARTMENTAL</u>					
<u>TAXES</u>					
10-599-1010 CURRENT ADVALOREM TAXES	3,283,152.00	204,041.43	3,136,020.76	147,131.24	95.52
10-599-1020 DELINQUENT ADVALOREM TAXES	55,300.00	( 23,369.80)	34,837.44	20,462.56	63.00
10-599-1030 PENALTY & INTEREST REVENUE	8,000.00	1,186.38	11,229.05	( 3,229.05)	140.36
10-599-1040 MUNICIPAL SALES TAX	460,000.00	43,733.04	324,913.57	135,086.43	70.63
10-599-1060 MIXED BEVERAGE TAX	<u>22,000.00</u>	<u>0.00</u>	<u>15,769.44</u>	<u>6,230.56</u>	<u>71.68</u>
TOTAL TAXES	3,828,452.00	225,591.05	3,522,770.26	305,681.74	92.02

FRANCHISE REVENUES

10-599-2020 FRANCHISE FEES - ELECTRIC	295,000.00	0.00	193,253.15	101,746.85	65.51
10-599-2022 FRANCHISE FEES - GAS	30,000.00	0.00	24,715.96	5,284.04	82.39
10-599-2024 FRANCHISE FEES - CABLE	80,000.00	0.00	62,362.95	17,637.05	77.95
10-599-2026 FRANCHISE FEES - PHONE	25,000.00	0.00	17,627.72	7,372.28	70.51
10-599-2027 FRANCHISE FEES - SAWS	14,000.00	0.00	0.00	14,000.00	0.00
10-599-2028 FRANCHISE FEES - REFUSE	<u>32,000.00</u>	<u>0.00</u>	<u>22,630.44</u>	<u>9,369.56</u>	<u>70.72</u>
TOTAL FRANCHISE REVENUES	476,000.00	0.00	320,590.22	155,409.78	67.35

PERMITS & LICENSES

10-599-3010 BUILDING PERMITS	338,575.00	16,081.80	210,986.13	127,588.87	62.32
10-599-3012 PLAN REVIEW FEES	55,000.00	1,980.45	31,862.83	23,137.17	57.93
10-599-3018 CERT OF OCCUPANCY PERMITS	6,000.00	300.00	3,400.00	2,600.00	56.67
10-599-3020 PLATTING FEES	2,000.00	0.00	2,250.00	( 250.00)	112.50
10-599-3025 VARIANCE/RE-ZONE FEES	2,000.00	0.00	0.00	2,000.00	0.00
10-599-3040 CONTRACTORS' LICENSES	5,000.00	28.75	669.00	4,331.00	13.38
10-599-3045 INSPECTION FEES	10,000.00	200.00	4,030.00	5,970.00	40.30
10-599-3048 COMMERCIAL SIGN PERMITS	500.00	50.00	1,450.00	( 950.00)	290.00
10-599-3050 GARAGE SALE & OTHER PERMITS	1,000.00	810.00	1,460.00	( 460.00)	146.00
10-599-3055 HEALTH INSPECTIONS	4,000.00	400.00	1,800.00	2,200.00	45.00
10-599-3060 DEVELOPMENT FEES	<u>5,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,000.00</u>	<u>0.00</u>
TOTAL PERMITS & LICENSES	429,075.00	19,851.00	257,907.96	171,167.04	60.11

COURT FEES

10-599-4010 MUNICIPAL COURT FINES	150,000.00	11,573.24	99,404.35	50,595.65	66.27
10-599-4021 ARREST FEES	5,000.00	371.00	3,377.45	1,622.55	67.55
10-599-4028 STATE COURT COST ALLOCATION	6,000.00	0.00	0.00	6,000.00	0.00
10-599-4030 WARRANT FEES	20,000.00	1,550.00	14,180.10	5,819.90	70.90
10-599-4036 JUDICIAL FEE - CITY	<u>1,000.00</u>	<u>53.52</u>	<u>471.80</u>	<u>528.20</u>	<u>47.18</u>
TOTAL COURT FEES	182,000.00	13,547.76	117,433.70	64,566.30	64.52

POLICE/FIRE REVENUES

10-599-6010 POLICE REPORT REVENUE	400.00	30.00	316.15	83.85	79.04
10-599-6020 POLICE DEPT - UNCLAIMED FUN	0.00	76.00	76.00	( 76.00)	0.00
10-599-6030 POLICE DEPT. REVENUE	4,000.00	250.00	2,235.00	1,765.00	55.88
10-599-6060 EMS FEES	<u>138,600.00</u>	<u>15,085.09</u>	<u>124,884.70</u>	<u>13,715.30</u>	<u>90.10</u>
TOTAL POLICE/FIRE REVENUES	143,000.00	15,441.09	127,511.85	15,488.15	89.17

AS OF: JUNE 30TH, 2019

10 -GENERAL FUND

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>MISC./GRANTS/INTEREST</u>					
10-599-7000 INTEREST INCOME	65,831.00	7,982.01	65,274.09	556.91	99.15
10-599-7021 FEDERAL GRANTS	11,880.00	0.00	0.00	11,880.00	0.00
10-599-7025 US DOJ VEST GRANT	4,000.00	0.00	1,312.38	2,687.62	32.81
10-599-7030 FORESTRY SERVICE GRANT	10,000.00	0.00	7,899.18	2,100.82	78.99
10-599-7037 STRAC	7,000.00	0.00	7,797.69 (	797.69)	111.40
10-599-7040 PUBLIC RECORDS REVENUE	50.00	3.00	5.60	44.40	11.20
10-599-7050 ADMINISTRATIVE INCOME	4,000.00	2,439.91	3,214.44	785.56	80.36
10-599-7060 CC SERVICE FEES	4,000.00	291.44	2,972.99	1,027.01	74.32
10-599-7070 RECYCLING REVENUE	2,500.00	301.61	2,699.52 (	199.52)	107.98
10-599-7075 SITE LEASE/LICENSE FEES	45,084.00	3,820.16	33,942.54	11,141.46	75.29
10-599-7084 DONATIONS- FIRE DEPARTMENT	50.00	0.00	0.00	50.00	0.00
10-599-7085 DONATIONS- POLICE DEPARTMEN	50.00	0.00	50.00	0.00	100.00
10-599-7086 DONATIONS- ADMINISTRATION	8,000.00	500.00	4,301.00	3,699.00	53.76
10-599-7087 DONATIONS - BEAUTIFICATION	0.00	0.00	1,000.00 (	1,000.00)	0.00
10-599-7090 SALE OF CITY ASSETS	<u>45,000.00</u>	<u>0.00</u>	<u>38,764.38</u>	<u>6,235.62</u>	<u>86.14</u>
TOTAL MISC./GRANTS/INTEREST	207,445.00	15,338.13	169,233.81	38,211.19	81.58
<u>TRANSFERS IN</u>					
10-599-8020 TRF IN -WATER FUND	22,050.00	0.00	0.00	22,050.00	0.00
10-599-8040 TRF IN -CRIME CONTROL	3,600.00	0.00	0.00	3,600.00	0.00
10-599-8050 TRF IN -COURT RESTRICTED	8,400.00	0.00	0.00	8,400.00	0.00
10-599-8099 FUND BALANCE RESERVE	<u>52,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>52,000.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	86,050.00	0.00	0.00	86,050.00	0.00
TOTAL NON-DEPARTMENTAL	5,352,022.00	289,769.03	4,515,447.80	836,574.20	84.37
TOTAL REVENUES	5,352,022.00	289,769.03	4,515,447.80	836,574.20	84.37
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AS OF: JUNE 30TH, 2019

10 -GENERAL FUND

CITY COUNCIL

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>SUPPLIES</u>					
10-600-2020 GENERAL OFFICE SUPPLIES	300.00	0.00	48.87	251.13	16.29
10-600-2035 COUNCIL/EMPLOYEE APPRECIATI	1,000.00	0.00	329.82	670.18	32.98
10-600-2037 CITY SPONSORED EVENTS	21,000.00	6,625.86	21,846.11 (	846.11)	104.03
10-600-2040 MEETING SUPPLIES	1,000.00	255.54	692.92	307.08	69.29
10-600-2080 UNIFORMS	<u>600.00</u>	<u>0.00</u>	<u>190.00</u>	<u>410.00</u>	<u>31.67</u>
TOTAL SUPPLIES	23,900.00	6,881.40	23,107.72	792.28	96.69
<u>SERVICES</u>					
10-600-3018 CITY WIDE CLEAN UP	1,400.00	700.00	700.00	700.00	50.00
10-600-3020 ASSOCIATION DUES & PUBS	1,750.00	1,132.00	1,747.00	3.00	99.83
10-600-3030 TRAINING/EDUCATION	2,000.00	0.00	145.00	1,855.00	7.25
10-600-3040 TRAVEL/LODGING/MEALS	<u>3,500.00</u>	<u>0.00</u>	<u>4,478.85</u> (	<u>978.85)</u>	<u>127.97</u>
TOTAL SERVICES	8,650.00	1,832.00	7,070.85	1,579.15	81.74
<u>CONTRACTUAL</u>					
10-600-4088 ELECTION SERVICES	<u>2,500.00</u>	<u>0.00</u>	<u>4,835.04</u> (	<u>2,335.04)</u>	<u>193.40</u>
TOTAL CONTRACTUAL	2,500.00	0.00	4,835.04 (	2,335.04)	193.40
<u>CAPITAL OUTLAY</u>					
10-600-8015 NON-CAPITAL-COMPUTER EQUIPM	<u>600.00</u>	<u>0.00</u>	<u>0.00</u>	<u>600.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	600.00	0.00	0.00	600.00	0.00
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TOTAL CITY COUNCIL	35,650.00	8,713.40	35,013.61	636.39	98.21

AS OF: JUNE 30TH, 2019

10 -GENERAL FUND

ADMINISTRATION

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
10-601-1010 SALARIES	424,184.00	32,995.52	328,978.26	95,205.74	77.56
10-601-1015 OVERTIME	1,000.00	0.00	0.00	1,000.00	0.00
10-601-1020 MEDICARE	6,267.00	463.96	4,622.49	1,644.51	73.76
10-601-1025 TWC (SUI)	1,242.00	0.43	54.00	1,188.00	4.35
10-601-1030 HEALTH INSURANCE	33,180.00	2,765.00	24,885.00	8,295.00	75.00
10-601-1031 HSA	222.00	14.80	133.20	88.80	60.00
10-601-1033 DENTAL INSURANCE	2,716.00	231.02	2,079.18	636.82	76.55
10-601-1035 VISION CARE INSURANCE	528.00	43.94	395.46	132.54	74.90
10-601-1036 LIFE INSURANCE	477.00	39.84	358.56	118.44	75.17
10-601-1037 WORKERS' COMP INSURANCE	1,242.00	295.54	842.48	399.52	67.83
10-601-1040 TMRS RETIREMENT	60,286.00	4,677.74	46,393.35	13,892.65	76.96
10-601-1070 SPECIAL ALLOWANCES	<u>6,975.00</u>	<u>536.56</u>	<u>5,342.52</u>	<u>1,632.48</u>	<u>76.60</u>
TOTAL PERSONNEL	538,319.00	42,064.35	414,084.50	124,234.50	76.92
<u>SUPPLIES</u>					
10-601-2020 GENERAL OFFICE SUPPLIES	7,000.00	637.42	4,530.74	2,469.26	64.72
10-601-2025 BENEFITS CITYWIDE	3,000.00	78.77	2,098.27	901.73	69.94
10-601-2030 POSTAGE/METER RENTAL	12,000.00	673.63	6,267.11	5,732.89	52.23
10-601-2035 EMPLOYEE APPRECIATION	2,500.00	0.00	1,733.40	766.60	69.34
10-601-2050 PRINTING & COPYING	1,000.00	0.00	1,616.41 (	616.41)	161.64
10-601-2060 MED EXAMS/SCREENING/TESTING	<u>2,750.00</u>	<u>0.00</u>	<u>682.47</u>	<u>2,067.53</u>	<u>24.82</u>
TOTAL SUPPLIES	28,250.00	1,389.82	16,928.40	11,321.60	59.92
<u>SERVICES</u>					
10-601-3010 ADVERTISING EXPENSE	5,000.00	379.00	2,611.27	2,388.73	52.23
10-601-3012 PROF. SERVICES-ENGINEERS	10,000.00	0.00	3,402.87	6,597.13	34.03
10-601-3013 PROFESSIONAL SERVICES	7,000.00	0.00	3,262.50	3,737.50	46.61
10-601-3015 PROF. SERVICES-LEGAL	50,000.00	2,563.28	44,357.63	5,642.37	88.72
10-601-3016 CODIFICATION EXPENSE	2,500.00	0.00	1,150.00	1,350.00	46.00
10-601-3020 ASSOCIATION DUES & PUBLICAT	4,000.00	0.00	3,953.03	46.97	98.83
10-601-3030 TRAINING/EDUCATION	5,500.00	99.00	1,684.00	3,816.00	30.62
10-601-3040 TRAVEL/MILEAGE/LODGING/PERD	5,000.00 (	720.00)	3,618.03	1,381.97	72.36
10-601-3050 LIABILITY INSURANCE	9,000.00	0.00	12,440.17 (	3,440.17)	138.22
10-601-3075 BANK/CREDIT CARD FEES	5,000.00	179.54	2,081.10	2,918.90	41.62
10-601-3080 SPECIAL SERVICES	0.00	0.00	1,755.69 (	1,755.69)	0.00
10-601-3085 WEBSITE TECHNOLOGY	2,400.00	300.00	2,400.00	0.00	100.00
10-601-3087 CITIZENS COMMUNICATION/EDUC	<u>8,040.00</u>	<u>0.00</u>	<u>6,557.74</u>	<u>1,482.26</u>	<u>81.56</u>
TOTAL SERVICES	113,440.00	2,800.82	89,274.03	24,165.97	78.70
<u>CONTRACTUAL</u>					
10-601-4050 DOCUMENT STORAGE/ARCHIVES	4,000.00	249.50	3,582.72	417.28	89.57
10-601-4060 IT SERVICES	37,300.00	2,762.50	28,803.94	8,496.06	77.22
10-601-4075 COMPUTER SOFTWARE/INCODE	12,699.00	0.00	12,694.01	4.99	99.96
10-601-4083 AUDIT SERVICES	16,150.00	0.00	15,500.00	650.00	95.98
10-601-4084 BEXAR COUNTY APPRAISAL DIST	15,847.00	3,926.00	11,850.00	3,997.00	74.78
10-601-4085 BEXAR COUNTY TAX ASSESSOR	3,375.00	0.00	3,381.31 (	6.31)	100.19
10-601-4086 CONTRACT LABOR	<u>0.00</u>	<u>304.00</u>	<u>1,714.75</u> (	<u>1,714.75)</u>	<u>0.00</u>
TOTAL CONTRACTUAL	89,371.00	7,242.00	77,526.73	11,844.27	86.75

AS OF: JUNE 30TH, 2019

10 -GENERAL FUND

ADMINISTRATION % OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>MAINTENANCE</u>					
10-601-5005 EQUIPMENT LEASES	3,600.00	486.23	2,646.38	953.62	73.51
10-601-5010 EQUIPMENT MAINT & REPAIR	500.00	0.00	0.00	500.00	0.00
10-601-5015 ELECTRONIC EQPT MAINT	1,000.00	0.00	0.00	1,000.00	0.00
10-601-5030 BUILDING MAINTENANCE	<u>33,100.00</u>	<u>1,349.08</u>	<u>26,718.00</u>	<u>6,382.00</u>	<u>80.72</u>
TOTAL MAINTENANCE	38,200.00	1,835.31	29,364.38	8,835.62	76.87
<u>UTILITIES</u>					
10-601-7042 UTILITIES - PHONE/CELL/VOIP	<u>17,540.00</u>	<u>1,594.87</u>	<u>11,771.75</u>	<u>5,768.25</u>	<u>67.11</u>
TOTAL UTILITIES	17,540.00	1,594.87	11,771.75	5,768.25	67.11
<u>CAPITAL OUTLAY</u>					
10-601-8015 NON-CAPITAL-COMPUTER	1,500.00	0.00	840.90	659.10	56.06
10-601-8025 NON-CAPITAL-OFFICE FURNITUR	200.00	0.00	155.99	44.01	78.00
10-601-8080 CAPITAL - IMPROVEMENTS	<u>40,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>40,000.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	41,700.00	0.00	996.89	40,703.11	2.39
<u>INTERFUND TRANSFERS</u>					
10-601-9010 TRANSFERS/CAPITAL REPLACEME	<u>52,078.00</u>	<u>52,078.00</u>	<u>52,078.00</u>	<u>0.00</u>	<u>100.00</u>
TOTAL INTERFUND TRANSFERS	52,078.00	52,078.00	52,078.00	0.00	100.00
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TOTAL ADMINISTRATION	918,898.00	109,005.17	692,024.68	226,873.32	75.31

AS OF: JUNE 30TH, 2019

10 -GENERAL FUND

COURT

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
10-602-1010 SALARIES	45,917.00	3,532.00	35,260.34	10,656.66	76.79
10-602-1015 OVERTIME	1,000.00	0.00	0.00	1,000.00	0.00
10-602-1020 MEDICARE	698.00	52.56	524.06	173.94	75.08
10-602-1025 TWC (SUI)	207.00	0.00	9.00	198.00	4.35
10-602-1036 LIFE INSURANCE	80.00	6.64	59.76	20.24	74.70
10-602-1037 WORKERS' COMP INSURANCE	139.00	31.97	91.07	47.93	65.52
10-602-1040 TMRS RETIREMENT	6,713.00	505.58	5,014.66	1,698.34	74.70
10-602-1070 SPECIAL ALLOWANCES	<u>1,200.00</u>	<u>92.30</u>	<u>876.85</u>	<u>323.15</u>	<u>73.07</u>
TOTAL PERSONNEL	55,954.00	4,221.05	41,835.74	14,118.26	74.77
<u>SUPPLIES</u>					
10-602-2020 OFFICE SUPPLIES	600.00	151.97	322.32	277.68	53.72
10-602-2050 PRINTING & COPYING	<u>1,000.00</u>	<u>0.00</u>	<u>360.00</u>	<u>640.00</u>	<u>36.00</u>
TOTAL SUPPLIES	1,600.00	151.97	682.32	917.68	42.65
<u>SERVICES</u>					
10-602-3015 JUDGE/PROSECUTOR	16,800.00	1,300.00	11,700.00	5,100.00	69.64
10-602-3020 ASSOCIATION DUES & PUBS	200.00	0.00	150.00	50.00	75.00
10-602-3030 TRAINING/EDUCATION	1,000.00	200.00	800.00	200.00	80.00
10-602-3040 TRAVEL/MILEAGE/LODGING/PERD	1,000.00	0.00	970.68	29.32	97.07
10-602-3050 LIABILITY INSURANCE	100.00	0.00	101.98 (	1.98)	101.98
10-602-3070 PROPERTY INSURANCE	50.00	0.00	50.99 (	0.99)	101.98
10-602-3075 BANK/CREDIT CARD FEES	<u>2,000.00</u>	<u>74.47</u>	<u>1,032.05</u>	<u>967.95</u>	<u>51.60</u>
TOTAL SERVICES	21,150.00	1,574.47	14,805.70	6,344.30	70.00
<u>CONTRACTUAL</u>					
10-602-4075 COMPUTER SOFTWARE/INCODE	<u>4,325.00</u>	<u>0.00</u>	<u>4,323.69</u>	<u>1.31</u>	<u>99.97</u>
TOTAL CONTRACTUAL	4,325.00	0.00	4,323.69	1.31	99.97
<u>UTILITIES</u>					
10-602-7042 UTILITIES - PHONE/CELL/VOIP	<u>1,020.00</u>	<u>93.84</u>	<u>949.02</u>	<u>70.98</u>	<u>93.04</u>
TOTAL UTILITIES	1,020.00	93.84	949.02	70.98	93.04
<u>CAPITAL OUTLAY</u>					
10-602-8025 NON-CAPITAL - OFFICE FURNIT	<u>190.00</u>	<u>0.00</u>	<u>162.79</u>	<u>27.21</u>	<u>85.68</u>
TOTAL CAPITAL OUTLAY	190.00	0.00	162.79	27.21	85.68
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TOTAL COURT	84,239.00	6,041.33	62,759.26	21,479.74	74.50

AS OF: JUNE 30TH, 2019

10 -GENERAL FUND

PUBLIC WORKS

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
10-603-1010 SALARIES	191,706.00	11,774.80	126,879.78	64,826.22	66.18
10-603-1015 OVERTIME	4,000.00	0.00	1,524.38	2,475.62	38.11
10-603-1020 MEDICARE	3,290.00	172.53	1,883.18	1,406.82	57.24
10-603-1025 TWC (SUI)	828.00	4.12	43.35	784.65	5.24
10-603-1030 HEALTH INSURANCE	26,544.00	1,674.09	17,176.96	9,367.04	64.71
10-603-1031 HSA	178.00	9.28	97.46	80.54	54.75
10-603-1033 DENTAL INSURANCE	1,536.00	93.48	949.85	586.15	61.84
10-603-1035 VISION CARE INSURANCE	365.00	22.23	225.78	139.22	61.86
10-603-1036 LIFE INSURANCE	318.00	20.11	212.82	105.18	66.92
10-603-1037 WORKERS' COMP INSURANCE	8,240.00	1,286.61	4,045.16	4,194.84	49.09
10-603-1040 TMRS RETIREMENT	31,644.00	1,722.26	18,593.50	13,050.50	58.76
10-603-1070 SPECIAL ALLOWANCES	<u>7,200.00</u>	<u>571.19</u>	<u>5,659.97</u>	<u>1,540.03</u>	<u>78.61</u>
TOTAL PERSONNEL	275,849.00	17,350.70	177,292.19	98,556.81	64.27

SUPPLIES

10-603-2020 OFFICE SUPPLIES	1,000.00	45.86	469.05	530.95	46.91
10-603-2050 PRINTING & COPYING	150.00	0.00	116.98	33.02	77.99
10-603-2060 MEDICAL EXAMS/SCREENING/TES	175.00	0.00	1,120.73 (	945.73)	640.42
10-603-2070 JANITORIAL SUPPLIES	2,000.00	179.76	2,148.09 (	148.09)	107.40
10-603-2080 UNIFORMS	1,500.00	444.92	461.38	1,038.62	30.76
10-603-2090 SMALL TOOLS	3,000.00	252.93	3,644.57 (	644.57)	121.49
10-603-2091 SAFETY GEAR	<u>1,400.00</u>	<u>122.43</u>	<u>456.27</u>	<u>943.73</u>	<u>32.59</u>
TOTAL SUPPLIES	9,225.00	1,045.90	8,417.07	807.93	91.24

SERVICES

10-603-3012 PROFESSIONAL - ENGINEERING	10,000.00	2,977.62	8,419.60	1,580.40	84.20
10-603-3013 PROFESSIONAL SERVICES	45,500.00	2,961.29	8,157.88	37,342.12	17.93
10-603-3020 ASSOCIATION DUES & PUBS	195.00	0.00	0.00	195.00	0.00
10-603-3030 TRAINING/EDUCATION	300.00	750.00	750.00 (	450.00)	250.00
10-603-3040 TRAVEL/MILEAGE/LODGING/PERD	250.00	0.00	0.00	250.00	0.00
10-603-3050 LIABILITY INSURANCE	3,630.00	0.00	3,701.86 (	71.86)	101.98
10-603-3060 UNIFORM SERVICE	1,500.00	141.42	1,305.91	194.09	87.06
10-603-3070 PROPERTY INSURANCE	<u>1,800.00</u>	<u>0.00</u>	<u>1,835.63 (</u>	<u>35.63)</u>	<u>101.98</u>
TOTAL SERVICES	63,175.00	6,830.33	24,170.88	39,004.12	38.26

CONTRACTUAL

10-603-4086 CONTRACT LABOR	<u>0.00</u>	<u>111.17</u>	<u>2,194.31 (</u>	<u>2,194.31)</u>	<u>0.00</u>
TOTAL CONTRACTUAL	0.00	111.17	2,194.31 (	2,194.31)	0.00

MAINTENANCE

10-603-5005 EQUIPMENT LEASES	3,000.00	125.00	3,597.00 (	597.00)	119.90
10-603-5010 EQUIPMENT MAINT & REPAIR	12,000.00	1,816.29	5,541.95	6,458.05	46.18
10-603-5020 VEHICLE MAINTENANCE	8,000.00	238.18	5,762.05	2,237.95	72.03
10-603-5030 BUILDING MAINTENANCE	10,000.00	2,526.60	10,873.16 (	873.16)	108.73
10-603-5060 VEHICLE & EQPT FUELS	<u>5,000.00</u>	<u>276.00</u>	<u>3,654.44</u>	<u>1,345.56</u>	<u>73.09</u>
TOTAL MAINTENANCE	38,000.00	4,982.07	29,428.60	8,571.40	77.44

AS OF: JUNE 30TH, 2019

10 -GENERAL FUND

PUBLIC WORKS % OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>DEPT MATERIALS-SERVICES</u>					
10-603-6011 CHEMICALS	1,000.00	43.76	455.25	544.75	45.53
10-603-6080 STREET MAINTENANCE	35,000.00	5,356.73	7,901.53	27,098.47	22.58
10-603-6081 SIGN MAINTENANCE	<u>2,000.00</u>	<u>522.90</u>	<u>1,915.90</u>	<u>84.10</u>	<u>95.80</u>
TOTAL DEPT MATERIALS-SERVICES	38,000.00	5,923.39	10,272.68	27,727.32	27.03
<u>UTILITIES</u>					
10-603-7040 UTILITIES - ELECTRIC	40,000.00	3,277.68	27,352.59	12,647.41	68.38
10-603-7041 UTILITIES - GAS	1,800.00	20.28	238.40	1,561.60	13.24
10-603-7042 UTILITIES - PHONE	500.00	37.00	394.29	105.71	78.86
10-603-7044 UTILITIES - WATER	8,600.00	486.22	7,535.35	1,064.65	87.62
10-603-7045 STREET LIGHTS	<u>30,000.00</u>	<u>2,423.76</u>	<u>21,120.30</u>	<u>8,879.70</u>	<u>70.40</u>
TOTAL UTILITIES	80,900.00	6,244.94	56,640.93	24,259.07	70.01
<u>CAPITAL OUTLAY</u>					
10-603-8005 OFFICE FURNITURE	300.00	0.00	409.97 (	109.97)	136.66
10-603-8015 NON-CAPITAL-COMPUTER	400.00	0.00	0.00	400.00	0.00
10-603-8020 NON-CAPITAL-MAINTENANCE EQU	8,723.00	875.00	6,767.00	1,956.00	77.58
10-603-8080 CAPITAL IMPROVEMENT PROJECT	7,500.00	375.00	7,500.00	0.00	100.00
10-603-8081 CAPITAL - BUILDINGS	<u>25,000.00</u>	<u>0.00</u>	<u>15,422.00</u>	<u>9,578.00</u>	<u>61.69</u>
TOTAL CAPITAL OUTLAY	41,923.00	1,250.00	30,098.97	11,824.03	71.80
<u>INTERFUND TRANSFERS</u>					
10-603-9010 TRF TO CAPITAL REPLACEMENT	<u>47,572.00</u>	<u>42,572.00</u>	<u>42,572.00</u>	<u>5,000.00</u>	<u>89.49</u>
TOTAL INTERFUND TRANSFERS	47,572.00	42,572.00	42,572.00	5,000.00	89.49
TOTAL PUBLIC WORKS	594,644.00	86,310.50	381,087.63	213,556.37	64.09



AS OF: JUNE 30TH, 2019

10 -GENERAL FUND

FIRE DEPARTMENT

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
10-604-1010 SALARIES	1,072,232.00	80,758.20	788,374.63	283,857.37	73.53
10-604-1015 OVERTIME	35,000.00	9,807.05	39,828.44 (	4,828.44)	113.80
10-604-1020 MEDICARE	16,297.00	1,264.46	11,744.95	4,552.05	72.07
10-604-1025 TWC (SUI)	3,519.00	0.00	153.00	3,366.00	4.35
10-604-1030 HEALTH INSURANCE	112,812.00	9,401.00	80,738.00	32,074.00	71.57
10-604-1031 HSA	755.00	48.10	434.75	320.25	57.58
10-604-1033 DENTAL INSURANCE	6,543.00	554.48	4,685.20	1,857.80	71.61
10-604-1035 VISION CARE INSURANCE	1,542.00	128.44	1,112.02	429.98	72.12
10-604-1036 LIFE INSURANCE	1,353.00	112.88	999.32	353.68	73.86
10-604-1037 WORKERS' COMP INSURANCE	25,602.00	5,987.09	16,699.37	8,902.63	65.23
10-604-1040 TMRS RETIREMENT	156,781.00	12,806.67	116,571.99	40,209.01	74.35
10-604-1070 SPECIAL ALLOWANCES	<u>14,400.00</u>	<u>1,238.80</u>	<u>11,805.59</u>	<u>2,594.41</u>	<u>81.98</u>
TOTAL PERSONNEL	1,446,836.00	122,107.17	1,073,147.26	373,688.74	74.17
<u>SUPPLIES</u>					
10-604-2020 OFFICE SUPPLIES	1,500.00	0.00	698.27	801.73	46.55
10-604-2060 MEDICAL EXAMS/SCREENING/TES	2,000.00	0.00	353.25	1,646.75	17.66
10-604-2070 JANITORIAL SUPPLIES	2,500.00	278.02	1,060.34	1,439.66	42.41
10-604-2080 UNIFORMS & ACCESSORIES	<u>7,000.00</u>	<u>1,250.30</u>	<u>4,040.60</u>	<u>2,959.40</u>	<u>57.72</u>
TOTAL SUPPLIES	13,000.00	1,528.32	6,152.46	6,847.54	47.33
<u>SERVICES</u>					
10-604-3017 PROFESSIONAL - MEDICAL DIRE	5,900.00	450.00	4,050.00	1,850.00	68.64
10-604-3020 ASSOCIATION DUES & PUBS	8,420.00	162.00	3,860.17	4,559.83	45.85
10-604-3030 TRAINING/EDUCATION	9,040.00	1,016.00	3,370.09	5,669.91	37.28
10-604-3040 TRAVEL/MILEAGE/LODGING/PERD	4,000.00	103.84	313.56	3,686.44	7.84
10-604-3050 LIABILITY INSURANCE	18,100.00	0.00	19,652.94 (	1,552.94)	108.58
10-604-3070 PROPERTY INSURANCE	9,000.00	0.00	11,309.67 (	2,309.67)	125.66
10-604-3080 SPECIAL SERVICES	12,860.00	1,040.06	9,708.89	3,151.11	75.50
10-604-3090 COMMUNICATIONS SERVICES	<u>4,668.00</u>	<u>357.44</u>	<u>3,407.91</u>	<u>1,260.09</u>	<u>73.01</u>
TOTAL SERVICES	71,988.00	3,129.34	55,673.23	16,314.77	77.34
<u>CONTRACTUAL</u>					
10-604-4045 RADIO ACCESS FEES - COSA	6,000.00	0.00	5,832.00	168.00	97.20
10-604-4075 COMPUTER SOFTWARE/MAINTENAN	500.00	0.00	0.00	500.00	0.00
10-604-4086 CONTRACT LABOR	<u>15,900.00</u>	<u>0.00</u>	<u>15,902.44 (</u>	<u>2.44)</u>	<u>100.02</u>
TOTAL CONTRACTUAL	22,400.00	0.00	21,734.44	665.56	97.03
<u>MAINTENANCE</u>					
10-604-5010 EQUIPMENT MAINT & REPAIR	4,500.00	237.08	3,143.09	1,356.91	69.85
10-604-5020 VEHICLE MAINTENANCE	20,000.00	760.98	16,738.45	3,261.55	83.69
10-604-5030 BUILDING MAINTENANCE	7,000.00	283.84	6,590.17	409.83	94.15
10-604-5060 VEHICLE & EQPT FUELS	<u>10,000.00</u>	<u>874.71</u>	<u>7,024.67</u>	<u>2,975.33</u>	<u>70.25</u>
TOTAL MAINTENANCE	41,500.00	2,156.61	33,496.38	8,003.62	80.71

AS OF: JUNE 30TH, 2019

10 -GENERAL FUND

FIRE DEPARTMENT

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>DEPT MATERIALS-SERVICES</u>					
10-604-6015 ELECTRONIC EQPT MAINT	7,000.00	1,102.88	5,404.75	1,595.25	77.21
10-604-6030 INVESTIGATIVE SUPPLIES/PROC	1,500.00	0.00	28.42	1,471.58	1.89
10-604-6040 EMS SUPPLIES	23,000.00	1,400.71	17,401.88	5,598.12	75.66
10-604-6045 FIRE FIGHTING EQPT SUPPLIES	12,000.00	342.97	3,160.46	8,839.54	26.34
10-604-6060 PPE MAINTENENCE	<u>14,100.00</u>	<u>0.00</u>	<u>7,374.31</u>	<u>6,725.69</u>	<u>52.30</u>
TOTAL DEPT MATERIALS-SERVICES	57,600.00	2,846.56	33,369.82	24,230.18	57.93
<u>UTILITIES</u>					
10-604-7044 UTILITIES - WATER	<u>1,600.00</u>	<u>97.42</u>	<u>838.89</u>	<u>761.11</u>	<u>52.43</u>
TOTAL UTILITIES	1,600.00	97.42	838.89	761.11	52.43
<u>CAPITAL OUTLAY</u>					
10-604-8015 NON-CAPITAL-COMPUTER EQUIPM	500.00	0.00	0.00	500.00	0.00
10-604-8025 NON CAPITAL-OFFICE FURN/EQU	<u>0.00</u>	<u>0.00</u>	<u>407.45</u>	<u>(407.45)</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	500.00	0.00	407.45	92.55	81.49
<u>INTERFUND TRANSFERS</u>					
10-604-9000 GRANT EXPENDITURES	17,000.00	0.00	13,854.29	3,145.71	81.50
10-604-9010 TRF TO CAPITAL REPLACEMENT	<u>208,106.00</u>	<u>208,106.00</u>	<u>208,106.00</u>	<u>0.00</u>	<u>100.00</u>
TOTAL INTERFUND TRANSFERS	225,106.00	208,106.00	221,960.29	3,145.71	98.60
<u>TOTAL FIRE DEPARTMENT</u>					
TOTAL FIRE DEPARTMENT	1,880,530.00	339,971.42	1,446,780.22	433,749.78	76.93

AS OF: JUNE 30TH, 2019

10 -GENERAL FUND

POLICE DEPARTMENT

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
10-605-1010 SALARIES	1,110,817.00	84,354.25	845,573.44	265,243.56	76.12
10-605-1015 OVERTIME	16,000.00	39.14	7,262.75	8,737.25	45.39
10-605-1020 MEDICARE	16,930.00	1,237.83	12,485.54	4,444.46	73.75
10-605-1025 TWC (SUI)	3,933.00	0.00	233.06	3,699.94	5.93
10-605-1030 HEALTH INSURANCE	126,084.00	10,507.00	93,733.50	32,350.50	74.34
10-605-1031 HSA	844.00	70.30	599.40	244.60	71.02
10-605-1033 DENTAL INSURANCE	7,289.00	621.70	5,447.20	1,841.80	74.73
10-605-1035 VISION CARE INSURANCE	1,704.00	145.34	1,274.26	429.74	74.78
10-605-1036 LIFE INSURANCE	1,512.00	126.16	1,125.48	386.52	74.44
10-605-1037 WORKERS' COMP INSURANCE	32,499.00	7,566.14	21,647.67	10,851.33	66.61
10-605-1040 TMRS RETIREMENT	162,879.00	12,149.49	122,004.02	40,874.98	74.90
10-605-1070 SPECIAL ALLOWANCES	<u>37,775.00</u>	<u>2,699.98</u>	<u>26,351.72</u>	<u>11,423.28</u>	<u>69.76</u>
TOTAL PERSONNEL	1,518,266.00	119,517.33	1,137,738.04	380,527.96	74.94
<u>SUPPLIES</u>					
10-605-2020 OFFICE SUPPLIES	3,000.00	356.47	2,502.00	498.00	83.40
10-605-2050 PRINTING & COPYING	1,300.00	463.00	1,382.95	( 82.95)	106.38
10-605-2060 MEDICAL/SCREENING/TESTING/B	1,000.00	0.00	368.00	632.00	36.80
10-605-2080 UNIFORMS & ACCESSORIES	<u>27,000.00</u>	<u>4,336.03</u>	<u>20,228.00</u>	<u>6,772.00</u>	<u>74.92</u>
TOTAL SUPPLIES	32,300.00	5,155.50	24,480.95	7,819.05	75.79
<u>SERVICES</u>					
10-605-3020 ASSOCIATION DUES & PUBS	5,870.00	249.00	1,598.00	4,272.00	27.22
10-605-3030 TRAINING/EDUCATION	3,500.00	0.00	150.07	3,349.93	4.29
10-605-3040 TRAVEL/MILEAGE/LODGING/PERD	4,000.00	0.00	4,961.77	( 961.77)	124.04
10-605-3050 LIABILITY INSURANCE	16,000.00	0.00	17,029.21	( 1,029.21)	106.43
10-605-3060 UNIFORM MAINTENANCE	6,000.00	251.70	2,526.78	3,473.22	42.11
10-605-3071 PROPERTY INSURANCE	7,300.00	0.00	7,960.00	( 660.00)	109.04
10-605-3072 ANIMAL CONTROL SERVICES	12,500.00	1,000.00	9,000.00	3,500.00	72.00
10-605-3087 CITIZENS COMMUNICATION/ED	400.00	0.00	91.13	308.87	22.78
10-605-3090 COMMUNCIATIONS SERVICES	<u>4,600.00</u>	<u>455.92</u>	<u>4,183.29</u>	<u>416.71</u>	<u>90.94</u>
TOTAL SERVICES	60,170.00	1,956.62	47,500.25	12,669.75	78.94
<u>CONTRACTUAL</u>					
10-605-4045 CONTRACT/RADIO FEES COSA	9,600.00	0.00	7,992.00	1,608.00	83.25
10-605-4075 COMPUTER SOFTWARE/INCODE	<u>13,595.00</u>	<u>0.00</u>	<u>11,203.05</u>	<u>2,391.95</u>	<u>82.41</u>
TOTAL CONTRACTUAL	23,195.00	0.00	19,195.05	3,999.95	82.76
<u>MAINTENANCE</u>					
10-605-5005 EQUIPMENT LEASES	3,100.00	228.31	1,319.58	1,780.42	42.57
10-605-5010 EQUIPMENT MAINT & REPAIR	3,000.00	0.00	0.00	3,000.00	0.00
10-605-5015 ELECTRONIC EQPT MAINT	5,350.00	0.00	595.19	4,754.81	11.13
10-605-5020 VEHICLE MAINTENANCE	23,000.00	5,704.34	20,012.13	2,987.87	87.01
10-605-5060 VEHICLE & EQPT FUELS	<u>30,000.00</u>	<u>2,794.83</u>	<u>25,207.61</u>	<u>4,792.39</u>	<u>84.03</u>
TOTAL MAINTENANCE	64,450.00	8,727.48	47,134.51	17,315.49	73.13

AS OF: JUNE 30TH, 2019

10 -GENERAL FUND

POLICE DEPARTMENT

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>DEPT MATERIALS-SERVICES</u>					
10-605-6030 INVESTIGATIVE SUPPLIES	3,000.00	827.21	2,581.88	418.12	86.06
10-605-6032 POLICE SAFETY SUPPLIES	3,400.00	183.53	2,942.78	457.22	86.55
10-605-6035 FIREARMS EQUIPMENT/SUPPLIES	<u>6,000.00</u>	<u>398.81</u>	<u>617.02</u>	<u>5,382.98</u>	<u>10.28</u>
TOTAL DEPT MATERIALS-SERVICES	12,400.00	1,409.55	6,141.68	6,258.32	49.53
<u>UTILITIES</u>					
10-605-7042 UTILITES- PHONE	<u>4,300.00</u>	<u>344.62</u>	<u>3,103.43</u>	<u>1,196.57</u>	<u>72.17</u>
TOTAL UTILITIES	4,300.00	344.62	3,103.43	1,196.57	72.17
<u>CAPITAL OUTLAY</u>					
<u>INTERFUND TRANSFERS</u>					
10-605-9000 GRANT EXPENDITURES	<u>15,480.00</u>	<u>200.85</u>	<u>16,278.85</u>	( <u>798.85</u> )	<u>105.16</u>
TOTAL INTERFUND TRANSFERS	15,480.00	200.85	16,278.85	(798.85)	105.16
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TOTAL POLICE DEPARTMENT	1,730,561.00	137,311.95	1,301,572.76	428,988.24	75.21

CITY OF SHAVANO PARK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2019

10 -GENERAL FUND

DEVELOPMENT SERVICES

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>SUPPLIES</u>					
10-607-2050 PRINTING & COPYING	<u>1,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>	<u>0.00</u>
TOTAL SUPPLIES	1,000.00	0.00	0.00	1,000.00	0.00
<u>SERVICES</u>					
10-607-3012 PROF -ENGINEERING REVIEW	5,000.00	0.00	0.00	5,000.00	0.00
10-607-3015 PROF -BLDG INSPECTION SERVI	95,000.00	5,261.00	55,014.30	39,985.70	57.91
10-607-3016 PROF -HEALTH INSPECTOR	2,000.00	0.00	1,440.00	560.00	72.00
10-607-3017 PROF -SANITARY INSPECTION S	<u>3,000.00</u>	<u>0.00</u>	<u>1,250.00</u>	<u>1,750.00</u>	<u>41.67</u>
TOTAL SERVICES	105,000.00	5,261.00	57,704.30	47,295.70	54.96
<u>CONTRACTUAL</u>					
10-607-4075 COMPUTER SOFTWARE/MAINTENAN	<u>1,500.00</u>	<u>0.00</u>	<u>1,400.00</u>	<u>100.00</u>	<u>93.33</u>
TOTAL CONTRACTUAL	1,500.00	0.00	1,400.00	100.00	93.33
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TOTAL DEVELOPMENT SERVICES	107,500.00	5,261.00	59,104.30	48,395.70	54.98

TOTAL EXPENDITURES	5,352,022.00	692,614.77	3,978,342.46	1,373,679.54	74.33
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00 ( 402,845.74)		537,105.34 ( 537,105.34)		0.00
	=====	=====	=====	=====	=====

AS OF: JUNE 30TH, 2019

20 -WATER FUND

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
REVENUE SUMMARY					
NON-DEPARTMENTAL	<u>903,799.00</u>	<u>63,943.73</u>	<u>457,855.20</u>	<u>445,943.80</u>	<u>50.66</u>
TOTAL REVENUES	903,799.00	63,943.73	457,855.20	445,943.80	50.66
	=====	=====	=====	=====	=====
 EXPENDITURE SUMMARY					
WATER DEPARTMENT	716,584.00	57,310.86	495,482.88	221,101.12	69.15
DEBT SERVICE	<u>187,215.00</u>	<u>0.00</u>	<u>148,433.12</u>	<u>38,781.88</u>	<u>79.28</u>
TOTAL EXPENDITURES	903,799.00	57,310.86	643,916.00	259,883.00	71.25
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	6,632.87 (	186,060.80)	186,060.80	0.00

AS OF: JUNE 30TH, 2019

20 -WATER FUND

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON-DEPARTMENTAL</u>					
<u>WATER SALES</u>					
20-599-5015 WATER CONSUMPTION	621,347.00	34,145.06	250,757.95	370,589.05	40.36
20-599-5016 LATE CHARGES	6,000.00	13.98	3,956.46	2,043.54	65.94
20-599-5018 DEBT SERVICE	53,453.00	4,454.40	40,185.60	13,267.40	75.18
20-599-5019 WATER SERVICE FEE	58,092.00	4,984.85	44,433.33	13,658.67	76.49
20-599-5036 EAA PASS THRU CHARGE	83,319.00	4,970.50	36,263.25	47,055.75	43.52
20-599-5040 TAPPING FEES	<u>0.00</u>	<u>0.00</u>	<u>1,800.00</u>	<u>( 1,800.00)</u>	<u>0.00</u>
TOTAL WATER SALES	822,211.00	48,568.79	377,396.59	444,814.41	45.90
 <u>MISC./GRANTS/INTEREST</u>					
20-599-7000 INTEREST INCOME	9,500.00	1,965.25	11,968.90	( 2,468.90)	125.99
20-599-7011 OTHER INCOME	0.00	500.00	1,340.82	( 1,340.82)	0.00
20-599-7012 LEASE OF WATER RIGHTS	17,108.00	2,500.00	7,500.00	9,608.00	43.84
20-599-7060 CC SERVICE FEES	1,200.00	104.92	790.66	409.34	65.89
20-599-7075 SITE/TOWER LEASE REVENUE	15,500.00	1,304.77	11,733.13	3,766.87	75.70
20-599-7090 SALE OF FIXED ASSETS	<u>0.00</u>	<u>0.00</u>	<u>480.10</u>	<u>( 480.10)</u>	<u>0.00</u>
TOTAL MISC./GRANTS/INTEREST	43,308.00	6,374.94	33,813.61	9,494.39	78.08
 <u>TRANSFERS IN</u>					
20-599-8072 TRF IN-CAPITAL REPLACEMENT	<u>38,280.00</u>	<u>9,000.00</u>	<u>46,645.00</u>	<u>( 8,365.00)</u>	<u>121.85</u>
TOTAL TRANSFERS IN	38,280.00	9,000.00	46,645.00	( 8,365.00)	121.85
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TOTAL NON-DEPARTMENTAL	903,799.00	63,943.73	457,855.20	445,943.80	50.66
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TOTAL REVENUES	903,799.00	63,943.73	457,855.20	445,943.80	50.66
	=====	=====	=====	=====	=====

AS OF: JUNE 30TH, 2019

20 -WATER FUND

WATER DEPARTMENT

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
20-606-1010 SALARIES	185,260.00	14,206.64	132,338.58	52,921.42	71.43
20-606-1015 OVERTIME	7,000.00	722.55	8,660.52 (	1,660.52)	123.72
20-606-1020 MEDICARE	2,615.00	217.86	2,080.76	534.24	79.57
20-606-1025 TWC (SUI)	828.00	0.47	27.00	801.00	3.26
20-606-1030 HEALTH INSURANCE	25,991.00	2,196.91	18,768.04	7,222.96	72.21
20-606-1031 HSA	178.00	12.92	109.74	68.26	61.65
20-606-1033 DENTAL INSURANCE	1,480.00	119.80	1,026.55	453.45	69.36
20-606-1035 VISION CARE INSURANCE	325.00	28.47	244.04	80.96	75.09
20-606-1036 LIFE INSURANCE	318.00	26.37	225.42	92.58	70.89
20-606-1037 WORKERS' COMP INSURANCE	6,551.00	1,113.17	3,733.40	2,817.60	56.99
20-606-1040 TMRS RETIREMENT	25,157.00	2,151.85	20,402.05	4,754.95	81.10
20-606-1070 SPECIAL ALLOWANCES	<u>11,400.00</u>	<u>496.18</u>	<u>6,115.72</u>	<u>5,284.28</u>	<u>53.65</u>
TOTAL PERSONNEL	267,103.00	21,293.19	193,731.82	73,371.18	72.53
<u>SUPPLIES</u>					
20-606-2020 OFFICE SUPPLIES	1,400.00	145.95	1,312.73	87.27	93.77
20-606-2030 POSTAGE	2,500.00	351.29	2,356.03	143.97	94.24
20-606-2050 PRINTING & COPYING	600.00	0.00	444.92	155.08	74.15
20-606-2060 MED EXAMS/SCREENING/TESTING	0.00	45.00	45.00 (	45.00)	0.00
20-606-2070 JANITORIAL SUPPLIES	100.00	0.00	0.00	100.00	0.00
20-606-2075 BANK/CREDITCARD FEES	5,100.00	295.78	3,770.76	1,329.24	73.94
20-606-2080 UNIFORMS	1,200.00	369.92	864.14	335.86	72.01
20-606-2090 SMALL TOOLS	2,000.00	1,840.50	2,233.42 (	233.42)	111.67
20-606-2091 SAFETY SUPPLIES/EQUIPMENT	<u>1,200.00</u>	<u>190.32</u>	<u>220.23</u>	<u>979.77</u>	<u>18.35</u>
TOTAL SUPPLIES	14,100.00	3,238.76	11,247.23	2,852.77	79.77
<u>SERVICES</u>					
20-606-3012 ENGINEERING SERVICES	0.00	0.00	4,635.00 (	4,635.00)	0.00
20-606-3020 ASSOCIATION DUES & PUBS	2,215.00	0.00	982.00	1,233.00	44.33
20-606-3030 TRAINING/EDUCATION	3,000.00	350.00	2,140.00	860.00	71.33
20-606-3040 TRAVEL/MILEAGE/LODGING/PERD	1,438.00	0.00	1,498.57 (	60.57)	104.21
20-606-3050 INSURANCE - LIABILITY	3,795.00	0.00	3,870.13 (	75.13)	101.98
20-606-3060 UNIFORM SERVICES	3,000.00	141.41	1,322.24	1,677.76	44.07
20-606-3070 INSURANCE - PROPERTY	1,850.00	0.00	1,886.62 (	36.62)	101.98
20-606-3075 WATER CONSERVATION EDUCATIO	100.00	0.00	0.00	100.00	0.00
20-606-3080 SPECIAL SERVICES	300.00	25.00	180.00	120.00	60.00
20-606-3082 WATER ANALYSIS FEES	<u>6,500.00</u>	<u>904.71</u>	<u>4,030.53</u>	<u>2,469.47</u>	<u>62.01</u>
TOTAL SERVICES	22,198.00	1,421.12	20,545.09	1,652.91	92.55
<u>CONTRACTUAL</u>					
20-606-4075 COMPUTER SOFTWARE/INCODE	10,292.00	170.60	6,572.84	3,719.16	63.86
20-606-4085 EAA -WATER MANAGEMENT FEES	84,084.00	7,006.53	58,858.70	25,225.30	70.00
20-606-4099 WATER RIGHTS/LEASE PAYMENTS	<u>10,851.00</u>	<u>0.00</u>	<u>12,281.50</u> (	<u>1,430.50)</u>	<u>113.18</u>
TOTAL CONTRACTUAL	105,227.00	7,177.13	77,713.04	27,513.96	73.85



AS OF: JUNE 30TH, 2019

20 -WATER FUND

WATER DEPARTMENT

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>MAINTENANCE</u>					
20-606-5005 EQUIPMENT LEASES	1,500.00	600.14	600.14	899.86	40.01
20-606-5010 EQUIPMENT MAINT & REPAIR	6,500.00	1,035.21	1,042.21	5,457.79	16.03
20-606-5015 ELECTRONIC EQPT MAINTENANCE	500.00	0.00	149.99	350.01	30.00
20-606-5020 VEHICLE MAINTENANCE	2,000.00	1,221.57	4,025.30 (	2,025.30)	201.27
20-606-5030 BUILDING MAINTENANCE	2,000.00	0.00	1,265.42	734.58	63.27
20-606-5060 VEHICLE & EQPT FUELS	<u>3,000.00</u>	<u>1,167.68</u>	<u>4,295.80</u> (	<u>1,295.80)</u>	<u>143.19</u>
TOTAL MAINTENANCE	15,500.00	4,024.60	11,378.86	4,121.14	73.41
<u>DEPT MATERIALS-SERVICES</u>					
20-606-6011 CHEMICALS	17,000.00	701.89	13,249.67	3,750.33	77.94
20-606-6050 WATER METERS & BOXES	4,500.00	0.00	4,692.94 (	192.94)	104.29
20-606-6055 FIRE HYDRANTS & VALVES	3,000.00	0.00	11,951.42 (	8,951.42)	398.38
20-606-6060 HUEBNER STORAGE TANK	6,000.00	211.83	1,459.15	4,540.85	24.32
20-606-6061 ELEVATED STORAGE TANK- #1 W	3,000.00	0.00	3,846.00 (	846.00)	128.20
20-606-6062 WELL SITE #2-EAA MONITORED	100.00	0.00	0.00	100.00	0.00
20-606-6065 WELL SITE #5-EDWARDS BLENDI	3,000.00	0.00	307.06	2,692.94	10.24
20-606-6066 WELL SITE #6-MUNI TRACT	1,000.00	0.00	3,399.59 (	2,399.59)	339.96
20-606-6067 WELL SITE #7	5,000.00	3,015.00	3,322.07	1,677.93	66.44
20-606-6068 WELL SITE #8	3,500.00	108.00	1,864.06	1,635.94	53.26
20-606-6069 WELL SITE #9-TRINITY	2,000.00	0.00	278.72	1,721.28	13.94
20-606-6070 SCADA SYSTEM MAINTENANCE	2,000.00	0.00	2,339.25 (	339.25)	116.96
20-606-6071 SHAVANO DRIVE PUMP STATION	7,000.00	11,375.02	20,632.38 (	13,632.38)	294.75
20-606-6072 WATER SYSTEM MAINTENANCE	13,305.00	0.00	18,805.13 (	5,500.13)	141.34
20-606-6080 STREET MAINT SUPPLIES	<u>1,500.00</u>	<u>0.00</u>	<u>57.50</u>	<u>1,442.50</u>	<u>3.83</u>
TOTAL DEPT MATERIALS-SERVICES	71,905.00	15,411.74	86,204.94 (	14,299.94)	119.89
<u>UTILITIES</u>					
20-606-7040 UTILITIES - ELECTRIC	70,000.00	4,617.66	33,104.59	36,895.41	47.29
20-606-7042 UTILITIES - PHONE/CELL	800.00	111.00	362.70	437.30	45.34
20-606-7044 UTILITIES - WATER	<u>300.00</u>	<u>15.66</u>	<u>110.60</u>	<u>189.40</u>	<u>36.87</u>
TOTAL UTILITIES	71,100.00	4,744.32	33,577.89	37,522.11	47.23
<u>CAPITAL OUTLAY</u>					
20-606-8020 NON-CAPITAL MAINTENANCE EQU	1,000.00	0.00	0.00	1,000.00	0.00
20-606-8060 CAPITAL- EQUIPMENT	31,175.00	0.00	31,175.00	0.00	100.00
20-606-8080 WATER SYSTEM IMPROVEMENTS	19,500.00	0.00	26,724.01 (	7,224.01)	137.05
20-606-8087 WATER METER REPLACEMENT	<u>3,780.00</u>	<u>0.00</u>	<u>3,185.00</u>	<u>595.00</u>	<u>84.26</u>
TOTAL CAPITAL OUTLAY	55,455.00	0.00	61,084.01 (	5,629.01)	110.15
<u>INTERFUND TRANSFERS</u>					
20-606-9010 TRF TO GENERAL FUND	22,050.00	0.00	0.00	22,050.00	0.00
20-606-9020 TRF TO CAPITAL REP. FUND 72	<u>71,946.00</u>	<u>0.00</u>	<u>0.00</u>	<u>71,946.00</u>	<u>0.00</u>
TOTAL INTERFUND TRANSFERS	93,996.00	0.00	0.00	93,996.00	0.00
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TOTAL WATER DEPARTMENT	716,584.00	57,310.86	495,482.88	221,101.12	69.15

AS OF: JUNE 30TH, 2019

20 -WATER FUND

DEBT SERVICE % OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
20-607-8014 2009 GO REFUND - PRINCIPAL	40,072.50	0.00	40,072.50	0.00	100.00
20-607-8015 2009 GO REFUND - INTEREST	13,830.00	0.00	1,602.90	12,227.10	11.59
20-607-8016 2017 GO REFUNDING (2009) PR	65,000.00	0.00	65,000.00	0.00	100.00
20-607-8017 2017 GO REFUNDING (2009) IN	68,162.50	0.00	34,612.50	33,550.00	50.78
20-607-8030 BOND AGENT FEES	150.00	0.00	200.00 (	50.00)	133.33
20-607-8056 2018 GO REFUNDING (2009) PR	0.00	0.00	5,137.50 (	5,137.50)	0.00
20-607-8057 2018 GO REFUNDING (2009) IN	<u>0.00</u>	<u>0.00</u>	<u>1,807.72 (</u>	<u>1,807.72)</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	187,215.00	0.00	148,433.12	38,781.88	79.28
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TOTAL DEBT SERVICE	187,215.00	0.00	148,433.12	38,781.88	79.28
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TOTAL EXPENDITURES	903,799.00	57,310.86	643,916.00	259,883.00	71.25
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	6,632.87 (	186,060.80)	186,060.80	0.00
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JUNE 30TH, 2019

30 -DEBT SERVICE FUND

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>1,309,280.00</u>	<u>10,104.21</u>	<u>175,319.52</u>	<u>1,133,960.48</u>	<u>13.39</u>
TOTAL REVENUES	1,309,280.00	10,104.21	175,319.52	1,133,960.48	13.39
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
DEBT SERVICE	<u>1,309,280.00</u>	<u>150.00</u>	<u>188,126.05</u>	<u>1,121,153.95</u>	<u>14.37</u>
TOTAL EXPENDITURES	1,309,280.00	150.00	188,126.05	1,121,153.95	14.37
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	9,954.21 (	12,806.53)	12,806.53	0.00

CITY OF SHAVANO PARK  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JUNE 30TH, 2019

30 -DEBT SERVICE FUND

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
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NON-DEPARTMENTAL

TAXES

30-599-1010 CURRENT ADVALOREM TAXES	132,551.00	10,798.63	165,969.92 (	33,418.92)	125.21
30-599-1020 DELINQUENT ADVALOREM TAXES	0.00 (	1,172.21)	4,254.96 (	4,254.96)	0.00
30-599-1030 PENALTY & INTEREST	<u>0.00</u>	<u>102.92</u>	<u>628.10</u> (	<u>628.10)</u>	<u>0.00</u>
TOTAL TAXES	132,551.00	9,729.34	170,852.98 (	38,301.98)	128.90

TRANSFERS IN

30-599-8001 PROCEEDS OF LONG TERM DEBT	1,100,383.00	0.00	848.75	1,099,534.25	0.08
30-599-8010 INTEREST INCOME	0.00	374.87	3,617.79 (	3,617.79)	0.00
30-599-8030 FUND BALANCE - TRANSFER IN	<u>76,346.00</u>	<u>0.00</u>	<u>0.00</u>	<u>76,346.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	1,176,729.00	374.87	4,466.54	1,172,262.46	0.38

TOTAL NON-DEPARTMENTAL	1,309,280.00	10,104.21	175,319.52	1,133,960.48	13.39
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TOTAL REVENUES	1,309,280.00	10,104.21	175,319.52	1,133,960.48	13.39
=====	=====	=====	=====	=====	=====

AS OF: JUNE 30TH, 2019

30 -DEBT SERVICE FUND

DEBT SERVICE % OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
30-607-8050 2009 GO REFUNDING-PRINCIPAL	154,927.00	0.00	154,927.50 (	0.50)	100.00
30-607-8052 2009 GO REFUNDING-INTEREST	53,470.00	0.00	6,197.10	47,272.90	11.59
30-607-8054 BOND AGENT FEES	500.00	150.00	150.00	350.00	30.00
30-607-8055 BOND ISSUE COSTS	29,556.00	0.00	0.00	29,556.00	0.00
30-607-8056 2018 GO REFUNDING (2009) PR	0.00	0.00	19,862.50 (	19,862.50)	0.00
30-607-8057 2018 GO REFUNDING (2009) IN	0.00	0.00	6,988.95 (	6,988.95)	0.00
30-607-8090 PMT TO REFUNDING AGENT ESCR	<u>1,070,827.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,070,827.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	1,309,280.00	150.00	188,126.05	1,121,153.95	14.37
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TOTAL DEBT SERVICE	1,309,280.00	150.00	188,126.05	1,121,153.95	14.37
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TOTAL EXPENDITURES	1,309,280.00	150.00	188,126.05	1,121,153.95	14.37
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	9,954.21 (	12,806.53)	12,806.53	0.00
	=====	=====	=====	=====	=====

40 -CRIME CONTROL DISTRICT

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>121,000.00</u>	<u>11,673.35</u>	<u>88,799.99</u>	<u>32,200.01</u>	<u>73.39</u>
TOTAL REVENUES	121,000.00	11,673.35	88,799.99	32,200.01	73.39
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
FIRE DEPARTMENT	625.00	0.00	624.00	1.00	99.84
POLICE DEPARTMENT	<u>87,540.00</u>	<u>2,385.73</u>	<u>56,226.10</u>	<u>31,313.90</u>	<u>64.23</u>
TOTAL EXPENDITURES	88,165.00	2,385.73	56,850.10	31,314.90	64.48
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	32,835.00	9,287.62	31,949.89	885.11	97.30

40 -CRIME CONTROL DISTRICT

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
NON-DEPARTMENTAL					
TAXES					
40-599-1050 SALES - CRIME CONTROL DIST	<u>115,000.00</u>	<u>10,828.93</u>	<u>81,513.46</u>	<u>33,486.54</u>	<u>70.88</u>
TOTAL TAXES	115,000.00	10,828.93	81,513.46	33,486.54	70.88
MISC./GRANTS/INTEREST					
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TRANSFERS IN					
40-599-8005 INTEREST INCOME	<u>6,000.00</u>	<u>844.42</u>	<u>7,286.53</u>	<u>( 1,286.53)</u>	<u>121.44</u>
TOTAL TRANSFERS IN	6,000.00	844.42	7,286.53	( 1,286.53)	121.44
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TOTAL NON-DEPARTMENTAL	121,000.00	11,673.35	88,799.99	32,200.01	73.39
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TOTAL REVENUES	121,000.00	11,673.35	88,799.99	32,200.01	73.39
	=====	=====	=====	=====	=====

40 -CRIME CONTROL DISTRICT

FIRE DEPARTMENT % OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
40-604-8012 NON-CAPITAL - FIREARMS/TASE	625.00	0.00	624.00	1.00	99.84
TOTAL CAPITAL OUTLAY	625.00	0.00	624.00	1.00	99.84
<u>INTERFUND TRANSFERS</u>					
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TOTAL FIRE DEPARTMENT	625.00	0.00	624.00	1.00	99.84



AS OF: JUNE 30TH, 2019

40 -CRIME CONTROL DISTRICT

POLICE DEPARTMENT

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>SERVICES</u>					
40-605-3030 TRAINING/EDUCATION	5,300.00	357.80	2,105.42	3,194.58	39.72
40-605-3087 CITIZENS COMMUNICATION/EDUC	<u>5,500.00</u>	<u>0.00</u>	<u>2,608.74</u>	<u>2,891.26</u>	<u>47.43</u>
TOTAL SERVICES	10,800.00	357.80	4,714.16	6,085.84	43.65
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<u>CONTRACTUAL</u>					
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<u>CAPITAL OUTLAY</u>					
40-605-8010 ELECTRONIC EQUIPMENT PURCHA	5,000.00	0.00	1,628.80	3,371.20	32.58
40-605-8012 NON CAPITAL - FIRE ARMS/TAS	8,640.00	0.00	0.00	8,640.00	0.00
40-605-8015 NON-CAPITAL - COMPUTER EQUI	7,200.00	1,027.93	5,957.43	1,242.57	82.74
40-605-8018 NON-CAPITAL BUILDING	1,300.00	0.00	0.00	1,300.00	0.00
40-605-8025 NON-CAPITAL - OFFICE FURNIT	1,000.00	1,000.00	1,000.00	0.00	100.00
40-605-8042 CAPITAL - FIREARMS	25,000.00	0.00	23,089.05	1,910.95	92.36
40-605-8045 CAPITAL - COMPUTER EQUIPMEN	<u>25,000.00</u>	<u>0.00</u>	<u>19,836.66</u>	<u>5,163.34</u>	<u>79.35</u>
TOTAL CAPITAL OUTLAY	73,140.00	2,027.93	51,511.94	21,628.06	70.43
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<u>INTERFUND TRANSFERS</u>					
40-605-9011 TRANSFER TO - GENERAL FUND	<u>3,600.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,600.00</u>	<u>0.00</u>
TOTAL INTERFUND TRANSFERS	3,600.00	0.00	0.00	3,600.00	0.00
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TOTAL POLICE DEPARTMENT	87,540.00	2,385.73	56,226.10	31,313.90	64.23
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TOTAL EXPENDITURES	88,165.00	2,385.73	56,850.10	31,314.90	64.48
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	32,835.00	9,287.62	31,949.89	885.11	97.30
	=====	=====	=====	=====	=====

42 -PEG FUNDS

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>16,500.00</u>	<u>147.30</u>	<u>13,699.59</u>	<u>2,800.41</u>	<u>83.03</u>
TOTAL REVENUES	16,500.00	147.30	13,699.59	2,800.41	83.03
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
ADMINISTRATION	<u>1,600.00</u>	<u>0.00</u>	<u>1,020.54</u>	<u>579.46</u>	<u>63.78</u>
TOTAL EXPENDITURES	1,600.00	0.00	1,020.54	579.46	63.78
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	14,900.00	147.30	12,679.05	2,220.95	85.09

42 -PEG FUNDS

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON-DEPARTMENTAL</u>					
<u>FRANCHISE REVENUES</u>					
42-599-2024 FRANCHISE - PEG FEES	<u>15,500.00</u>	<u>0.00</u>	<u>12,472.62</u>	<u>3,027.38</u>	<u>80.47</u>
TOTAL FRANCHISE REVENUES	15,500.00	0.00	12,472.62	3,027.38	80.47
<u>MISC./GRANTS/INTEREST</u>					
42-599-7000 INTEREST	<u>1,000.00</u>	<u>147.30</u>	<u>1,226.97</u>	<u>( 226.97)</u>	<u>122.70</u>
TOTAL MISC./GRANTS/INTEREST	1,000.00	147.30	1,226.97	( 226.97)	122.70
<u>TRANSFERS IN</u>					
<hr/>					
TOTAL NON-DEPARTMENTAL	16,500.00	147.30	13,699.59	2,800.41	83.03
<hr/>					
TOTAL REVENUES	16,500.00	147.30	13,699.59	2,800.41	83.03
	=====	=====	=====	=====	=====

42 -PEG FUNDS

ADMINISTRATION % OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
42-601-8030 CAPITAL-ELECTRONIC EQUIPMEN	<u>1,600.00</u>	<u>0.00</u>	<u>1,020.54</u>	<u>579.46</u>	<u>63.78</u>
TOTAL CAPITAL OUTLAY	1,600.00	0.00	1,020.54	579.46	63.78
<hr/>					
TOTAL ADMINISTRATION	1,600.00	0.00	1,020.54	579.46	63.78
<hr/>					
TOTAL EXPENDITURES	1,600.00	0.00	1,020.54	579.46	63.78
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	14,900.00	147.30	12,679.05	2,220.95	85.09
	=====	=====	=====	=====	=====

45 -OAK WILT FUND

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>10,500.00</u>	<u>350.00</u>	<u>4,865.00</u>	<u>5,635.00</u>	<u>46.33</u>
TOTAL REVENUES	10,500.00	350.00	4,865.00	5,635.00	46.33
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
ADMINISTRATION	<u>500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>500.00</u>	<u>0.00</u>
TOTAL EXPENDITURES	500.00	0.00	0.00	500.00	0.00
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	10,000.00	350.00	4,865.00	5,135.00	48.65

45 -OAK WILT FUND

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
NON-DEPARTMENTAL					
PERMITS & LICENSES					
45-599-3015 TREE TRIMMING PERMITS	<u>10,500.00</u>	<u>350.00</u>	<u>4,865.00</u>	<u>5,635.00</u>	<u>46.33</u>
TOTAL PERMITS & LICENSES	10,500.00	350.00	4,865.00	5,635.00	46.33
MISC./GRANTS/INTEREST					
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
TRANSFERS IN					
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<hr/>					
TOTAL NON-DEPARTMENTAL	10,500.00	350.00	4,865.00	5,635.00	46.33
<hr/>					
TOTAL REVENUES	10,500.00	350.00	4,865.00	5,635.00	46.33
	=====	=====	=====	=====	=====

45 -OAK WILT FUND

ADMINISTRATION % OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
SERVICES					
45-601-3087 CITIZENS COMMUNICATION/EDUC	500.00	0.00	0.00	500.00	0.00
TOTAL SERVICES	500.00	0.00	0.00	500.00	0.00
<hr/>					
DEPT MATERIALS-SERVICES					
<hr/>					
TOTAL ADMINISTRATION	500.00	0.00	0.00	500.00	0.00
<hr/>					
TOTAL EXPENDITURES	500.00	0.00	0.00	500.00	0.00
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	10,000.00	350.00	4,865.00	5,135.00	48.65
	=====	=====	=====	=====	=====

48 -STREET MAINTENANCE FUND

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>115,000.00</u>	<u>10,933.26</u>	<u>81,228.40</u>	<u>33,771.60</u>	<u>70.63</u>
TOTAL REVENUES	115,000.00	10,933.26	81,228.40	33,771.60	70.63
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
PUBLIC WORKS	<u>50,000.00</u>	<u>49,997.50</u>	<u>49,997.50</u>	<u>2.50</u>	<u>100.00</u>
TOTAL EXPENDITURES	50,000.00	49,997.50	49,997.50	2.50	100.00
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	65,000.00	( 39,064.24)	31,230.90	33,769.10	48.05



48 -STREET MAINTENANCE FUND

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
NON-DEPARTMENTAL					
TAXES					
48-599-1040 SALES - STREET MAINTENANCE	<u>115,000.00</u>	<u>10,933.26</u>	<u>81,228.40</u>	<u>33,771.60</u>	<u>70.63</u>
TOTAL TAXES	115,000.00	10,933.26	81,228.40	33,771.60	70.63
<hr/>					
TOTAL NON-DEPARTMENTAL	115,000.00	10,933.26	81,228.40	33,771.60	70.63
<hr/>					
TOTAL REVENUES	115,000.00	10,933.26	81,228.40	33,771.60	70.63
	=====	=====	=====	=====	=====

AS OF: JUNE 30TH, 2019

48 -STREET MAINTENANCE FUND

PUBLIC WORKS % OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
DEPT MATERIALS-SERVICES					
48-603-6080 STREET MAINTENANCE	<u>50,000.00</u>	<u>49,997.50</u>	<u>49,997.50</u>	<u>2.50</u>	<u>100.00</u>
TOTAL DEPT MATERIALS-SERVICES	50,000.00	49,997.50	49,997.50	2.50	100.00
<hr/>					
TOTAL PUBLIC WORKS	50,000.00	49,997.50	49,997.50	2.50	100.00
<hr/>					
TOTAL EXPENDITURES	50,000.00	49,997.50	49,997.50	2.50	100.00
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	65,000.00 (	39,064.24)	31,230.90	33,769.10	48.05
	=====	=====	=====	=====	=====

50 -COURT RESTRICTED FUND

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>28,400.00</u>	<u>624.39</u>	<u>5,601.26</u>	<u>22,798.74</u>	<u>19.72</u>
TOTAL REVENUES	28,400.00	624.39	5,601.26	22,798.74	19.72
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
OPERATING EXPENSES	<u>28,400.00</u>	<u>0.00</u>	<u>0.00</u>	<u>28,400.00</u>	<u>0.00</u>
TOTAL EXPENDITURES	28,400.00	0.00	0.00	28,400.00	0.00
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	624.39	5,601.26 (	5,601.26)	0.00

AS OF: JUNE 30TH, 2019

50 -COURT RESTRICTED FUND

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON-DEPARTMENTAL</u>					
<u>COURT FEES</u>					
50-599-4022 COURT EFFICIENCY REVENUE	100.00	0.00	61.99	38.01	61.99
50-599-4023 COURT SECURITY REVENUE	3,400.00	267.61	2,373.98	1,026.02	69.82
50-599-4025 COURT TECHNOLOGY REVENUE	<u>4,200.00</u>	<u>356.78</u>	<u>3,165.29</u>	<u>1,034.71</u>	<u>75.36</u>
TOTAL COURT FEES	7,700.00	624.39	5,601.26	2,098.74	72.74
 <u>TRANSFERS IN</u>					
50-599-8099 FUND BALANCE RESERVE	<u>20,700.00</u>	<u>0.00</u>	<u>0.00</u>	<u>20,700.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	20,700.00	0.00	0.00	20,700.00	0.00
<hr/>					
TOTAL NON-DEPARTMENTAL	28,400.00	624.39	5,601.26	22,798.74	19.72
<hr/>					
TOTAL REVENUES	28,400.00	624.39	5,601.26	22,798.74	19.72
	=====	=====	=====	=====	=====

AS OF: JUNE 30TH, 2019

50 -COURT RESTRICTED FUND

OPERATING EXPENSES

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>SERVICES</u>					
<u>MAINTENANCE</u>					
<u>CAPITAL OUTLAY</u>					
50-602-8080 CAPITAL IMPROVEMENTS	20,000.00	0.00	0.00	20,000.00	0.00
TOTAL CAPITAL OUTLAY	20,000.00	0.00	0.00	20,000.00	0.00
<u>INTERFUND TRANSFERS</u>					
50-602-9010 TRANSFER TO GENERAL FUND	8,400.00	0.00	0.00	8,400.00	0.00
TOTAL INTERFUND TRANSFERS	8,400.00	0.00	0.00	8,400.00	0.00
TOTAL OPERATING EXPENSES	28,400.00	0.00	0.00	28,400.00	0.00
TOTAL EXPENDITURES	28,400.00	0.00	0.00	28,400.00	0.00
REVENUES OVER/(UNDER) EXPENDITURES	0.00	624.39	5,601.26 (	5,601.26)	0.00

AS OF: JUNE 30TH, 2019

52 -CHILD SAFETY FUND

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON DEPARTMENTAL	<u>5,000.00</u>	<u>383.95</u>	<u>2,939.78</u>	<u>2,060.22</u>	<u>58.80</u>
TOTAL REVENUES	5,000.00	383.95	2,939.78	2,060.22	58.80
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
FIRE DEPARTMENT	2,000.00	0.00	1,683.00	317.00	84.15
POLICE DEPARTMENT	<u>3,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,000.00</u>	<u>0.00</u>
TOTAL EXPENDITURES	5,000.00	0.00	1,683.00	3,317.00	33.66
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	383.95	1,256.78 (	1,256.78)	0.00

52 -CHILD SAFETY FUND

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
NON DEPARTMENTAL					
MISC./GRANTS/INTEREST					
52-599-7010 SCHOOL CROSSING GUARD FUNDS	<u>4,200.00</u>	<u>383.95</u>	<u>2,939.78</u>	<u>1,260.22</u>	<u>69.99</u>
TOTAL MISC./GRANTS/INTEREST	4,200.00	383.95	2,939.78	1,260.22	69.99
TRANSFERS IN					
52-599-8089 FUND BALANCE RESERVE	<u>800.00</u>	<u>0.00</u>	<u>0.00</u>	<u>800.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	800.00	0.00	0.00	800.00	0.00
<hr/>					
TOTAL NON DEPARTMENTAL	5,000.00	383.95	2,939.78	2,060.22	58.80
<hr/>					
TOTAL REVENUES	5,000.00	383.95	2,939.78	2,060.22	58.80
	=====	=====	=====	=====	=====

52 -CHILD SAFETY FUND

FIRE DEPARTMENT % OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>SERVICES</u>					
52-604-3087 CITIZENS COMMUNICATION/EDUC	<u>2,000.00</u>	<u>0.00</u>	<u>1,683.00</u>	<u>317.00</u>	<u>84.15</u>
TOTAL SERVICES	2,000.00	0.00	1,683.00	317.00	84.15
<hr/>					
TOTAL FIRE DEPARTMENT	2,000.00	0.00	1,683.00	317.00	84.15



AS OF: JUNE 30TH, 2019

52 -CHILD SAFETY FUND

POLICE DEPARTMENT

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>SERVICES</u>					
52-605-3087 CITIZENS COMMUNICATION/EDUC	<u>3,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,000.00</u>	<u>0.00</u>
TOTAL SERVICES	3,000.00	0.00	0.00	3,000.00	0.00
<hr/>					
TOTAL POLICE DEPARTMENT	3,000.00	0.00	0.00	3,000.00	0.00
<hr/>					
TOTAL EXPENDITURES	5,000.00	0.00	1,683.00	3,317.00	33.66
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	383.95	1,256.78 (	1,256.78)	0.00
	=====	=====	=====	=====	=====

53 -LEOSE

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>1,550.00</u>	<u>0.00</u>	<u>1,653.38</u>	( <u>103.38</u> )	<u>106.67</u>
TOTAL REVENUES	1,550.00	0.00	1,653.38	( 103.38)	106.67
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
POLICE DEPARTMENT	<u>1,550.00</u>	<u>0.00</u>	<u>1,550.00</u>	<u>0.00</u>	<u>100.00</u>
TOTAL EXPENDITURES	1,550.00	0.00	1,550.00	0.00	100.00
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	103.38	( 103.38)	0.00

53 -LEOSE

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON-DEPARTMENTAL</u>					
<u>POLICE/FIRE REVENUES</u>					
53-599-6020 LEOSE FUNDS	<u>1,550.00</u>	<u>0.00</u>	<u>1,653.38</u>	( <u>103.38</u> )	<u>106.67</u>
TOTAL POLICE/FIRE REVENUES	1,550.00	0.00	1,653.38	( 103.38 )	106.67
 <u>TRANSFERS IN</u>					
<hr/>					
TOTAL NON-DEPARTMENTAL	1,550.00	0.00	1,653.38	( 103.38 )	106.67
<hr/>					
TOTAL REVENUES	1,550.00	0.00	1,653.38	( 103.38 )	106.67
	=====	=====	=====	=====	=====

53 -LEOSE

POLICE DEPARTMENT

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>SERVICES</u>					
53-605-3030 TRAINING/EDUCATION	<u>1,550.00</u>	<u>0.00</u>	<u>1,550.00</u>	<u>0.00</u>	<u>100.00</u>
TOTAL SERVICES	1,550.00	0.00	1,550.00	0.00	100.00
<hr/>					
TOTAL POLICE DEPARTMENT	1,550.00	0.00	1,550.00	0.00	100.00
<hr/>					
TOTAL EXPENDITURES	1,550.00	0.00	1,550.00	0.00	100.00
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	103.38 (	103.38)	0.00
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JUNE 30TH, 2019

70 -CAPITAL REPLACEMENT FUND

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
OTHER SOURCES	<u>2,212,174.00</u>	<u>307,866.44</u>	<u>350,230.74</u>	<u>1,861,943.26</u>	<u>15.83</u>
TOTAL REVENUES	2,212,174.00	307,866.44	350,230.74	1,861,943.26	15.83
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
ADMIN	118,330.00	20,475.15	79,377.63	38,952.37	67.08
PUBLIC WORKS	812,560.00	1,934.90	131,477.29	681,082.71	16.18
FIRE	<u>1,281,284.00</u>	<u>0.00</u>	<u>116,318.35</u>	<u>1,164,965.65</u>	<u>9.08</u>
TOTAL EXPENDITURES	2,212,174.00	22,410.05	327,173.27	1,885,000.73	14.79
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	285,456.39	23,057.47 (	23,057.47)	0.00

AS OF: JUNE 30TH, 2019

70 -CAPITAL REPLACEMENT FUND

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
OTHER SOURCES					
<hr/>					
TRANSFERS IN					
70-599-8010 INTEREST INCOME	50,000.00	5,110.44	47,474.74	2,525.26	94.95
70-599-8020 TRF IN - GENERAL FUND	307,756.00	302,756.00	302,756.00	5,000.00	98.38
70-599-8099 FUND BALANCE RESERVE	<u>1,854,418.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,854,418.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	2,212,174.00	307,866.44	350,230.74	1,861,943.26	15.83
<hr/>					
TOTAL OTHER SOURCES	2,212,174.00	307,866.44	350,230.74	1,861,943.26	15.83
<hr/>					
TOTAL REVENUES	2,212,174.00	307,866.44	350,230.74	1,861,943.26	15.83
	=====	=====	=====	=====	=====

70 -CAPITAL REPLACEMENT FUND

COUNCIL

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
CONTRACTUAL					

CITY OF SHAVANO PARK  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JUNE 30TH, 2019

70 -CAPITAL REPLACEMENT FUND

ADMIN

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
70-601-8080 CAPITAL IMPROVEMENTS	15,330.00	0.00	0.00	15,330.00	0.00
70-601-8081 CAPITAL - BUILDING	<u>103,000.00</u>	<u>20,475.15</u>	<u>79,377.63</u>	<u>23,622.37</u>	<u>77.07</u>
TOTAL CAPITAL OUTLAY	118,330.00	20,475.15	79,377.63	38,952.37	67.08
<u>INTERFUND TRANSFERS</u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
<hr/>					
TOTAL ADMIN	118,330.00	20,475.15	79,377.63	38,952.37	67.08



CITY OF SHAVANO PARK  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JUNE 30TH, 2019

70 -CAPITAL REPLACEMENT FUND

PUBLIC WORKS % OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
70-603-8050 CAPITAL - VEHICLES	40,000.00	0.00	39,235.60	764.40	98.09
70-603-8060 CAPITAL - EQUIPMENT	43,060.00	0.00	42,964.00	96.00	99.78
70-603-8080 CAPITAL-IMPROVEMENT PROJECT	<u>729,500.00</u>	<u>1,934.90</u>	<u>49,277.69</u>	<u>680,222.31</u>	<u>6.75</u>
TOTAL CAPITAL OUTLAY	812,560.00	1,934.90	131,477.29	681,082.71	16.18
 <u>INTERFUND TRANSFERS</u>					
<hr/>					
TOTAL PUBLIC WORKS	812,560.00	1,934.90	131,477.29	681,082.71	16.18

70 -CAPITAL REPLACEMENT FUND

FIRE % OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
70-604-8040 CAPITAL - PPE EQUIPMENT	116,319.00	0.00	116,318.35	0.65	100.00
70-604-8050 CAPITAL - APPARATUS	<u>1,164,965.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,164,965.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	1,281,284.00	0.00	116,318.35	1,164,965.65	9.08
<u>INTERFUND TRANSFERS</u>					
<hr/>					
TOTAL FIRE	1,281,284.00	0.00	116,318.35	1,164,965.65	9.08

CITY OF SHAVANO PARK  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JUNE 30TH, 2019

70 -CAPITAL REPLACEMENT FUND

POLICE % OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
CONTRACTUAL					
INTERFUND TRANSFERS					
TOTAL EXPENDITURES	2,212,174.00	22,410.05	327,173.27	1,885,000.73	14.79
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	285,456.39	23,057.47 (	23,057.47)	0.00
	=====	=====	=====	=====	=====

72 -WATER CAPITAL REPLACEMENT

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>71,946.00</u>	<u>0.00</u>	<u>0.00</u>	<u>71,946.00</u>	<u>0.00</u>
TOTAL REVENUES	71,946.00	0.00	0.00	71,946.00	0.00
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
WATER DEPARTMENT	<u>38,280.00</u>	<u>9,000.00</u>	<u>46,645.00</u>	( <u>8,365.00</u> )	<u>121.85</u>
TOTAL EXPENDITURES	38,280.00	9,000.00	46,645.00	( 8,365.00 )	121.85
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	<u>33,666.00</u>	( <u>9,000.00</u> )	( <u>46,645.00</u> )	<u>80,311.00</u>	<u>138.55-</u>
REVENUES & OTHER SOURCES OVER/ (UNDER) EXPENDITURES & OTHER (USES)	33,666.00	( 9,000.00 )	( 46,645.00 )	80,311.00	138.55-
	=====	=====	=====	=====	=====

72 -WATER CAPITAL REPLACEMENT

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
NON-DEPARTMENTAL					
TRANSFERS IN					
72-599-8020 TRANSFER FROM WATER FUND	<u>71,946.00</u>	<u>0.00</u>	<u>0.00</u>	<u>71,946.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	71,946.00	0.00	0.00	71,946.00	0.00
<hr/>					
TOTAL NON-DEPARTMENTAL	71,946.00	0.00	0.00	71,946.00	0.00
<hr/>					
TOTAL REVENUES	71,946.00	0.00	0.00	71,946.00	0.00
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JUNE 30TH, 2019

72 -WATER CAPITAL REPLACEMENT

WATER DEPARTMENT % OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
CONTRACTUAL					
CAPITAL OUTLAY					
INTERFUND TRANSFERS					
72-606-9020 TRANSFER TO WATER UTILITY	38,280.00	9,000.00	46,645.00 (	8,365.00)	121.85
TOTAL INTERFUND TRANSFERS	38,280.00	9,000.00	46,645.00 (	8,365.00)	121.85
TOTAL WATER DEPARTMENT	38,280.00	9,000.00	46,645.00 (	8,365.00)	121.85
TOTAL EXPENDITURES	38,280.00	9,000.00	46,645.00 (	8,365.00)	121.85
REVENUES OVER/(UNDER) EXPENDITURES	33,666.00 (	9,000.00)	( 46,645.00)	80,311.00	138.55-
OTHER FINANCING SOURCES					
REVENUES & OTHER SOURCES OVER/ (UNDER) EXPENDITURES & OTHER USES	33,666.00 (	9,000.00)	( 46,645.00)	80,311.00	138.55-

75 -PET DOC & RESCUE FUND

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
ADMINISTRATION	<u>0.00</u>	<u>3.53</u>	<u>31.48</u>	( <u>31.48</u> )	<u>0.00</u>
TOTAL REVENUES	0.00	3.53	31.48	( 31.48)	0.00
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
	<u>=====</u>	<u>=====</u>	<u>=====</u>	<u>=====</u>	<u>=====</u>
REVENUES OVER/(UNDER) EXPENDITURES	0.00	3.53	31.48	( 31.48)	0.00

75 -PET DOC & RESCUE FUND

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
ADMINISTRATION					
TAXES					
MISC./GRANTS/INTEREST					
75-599-7000 INTEREST INCOME	0.00	3.53	31.48	( 31.48)	0.00
TOTAL MISC./GRANTS/INTEREST	0.00	3.53	31.48	( 31.48)	0.00
<hr/>					
TOTAL ADMINISTRATION	0.00	3.53	31.48	( 31.48)	0.00
<hr/>					
TOTAL REVENUES	0.00	3.53	31.48	( 31.48)	0.00
	=====	=====	=====	=====	=====



AS OF: JUNE 30TH, 2019

75 -PET DOC & RESCUE FUND

## ADMINISTRATION

% OF YEAR COMPLETED: 75.00

	CURRENT	CURRENT	YEAR TO DATE	BUDGET	% OF
EXPENDITURES	BUDGET	PERIOD	ACTUAL	BALANCE	BUDGET
<hr/>					
PERSONNEL					
<hr/>					
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	3.53	31.48 (	31.48)	0.00
	=====	=====	=====	=====	=====

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
6/06/19	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	NON-DEPARTMENTAL	7,598.77
6/06/19	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	NON-DEPARTMENTAL	7,713.65
6/06/19	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	NON-DEPARTMENTAL	7,681.80
6/06/19	CIVIL SYSTEMS INC	05/15 THRU 05/31	GENERAL FUND	NON-DEPARTMENTAL	28.75-
6/06/19	AMANDA DIMAS	FACE PAINTING *4TH JULY	GENERAL FUND	CITY COUNCIL	300.00
6/06/19	RAY FLORES	DJ FOR 4TH JULY CELEBRATIO	GENERAL FUND	CITY COUNCIL	250.00
6/06/19	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	CITY ADMINISTRATION	2,338.87
6/06/19	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	CITY ADMINISTRATION	2,338.87
6/06/19	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	CITY ADMINISTRATION	2,338.87
6/06/19	BEXAR APPRAISAL DISTRICT	3RD QTR 2019	GENERAL FUND	CITY ADMINISTRATION	3,926.00
6/06/19	NEIGHBORHOOD NEWS	JUNE RR	GENERAL FUND	CITY ADMINISTRATION	677.80
6/06/19	ULINE SHIPPING SUPPLY SPECIALISTS	STORAGE/SHIPPING TUBES	GENERAL FUND	CITY ADMINISTRATION	145.60
6/06/19	UNIFIRST	FLOOR MATS	GENERAL FUND	CITY ADMINISTRATION	32.75
6/06/19	UNIFIRST	FLOOR MATS	GENERAL FUND	CITY ADMINISTRATION	32.75
6/06/19	UNIFIRST	FLOOR MATS	GENERAL FUND	CITY ADMINISTRATION	32.75
6/06/19	UNIFIRST	FLOOR MATS	GENERAL FUND	CITY ADMINISTRATION	32.75
6/06/19	UNIFIRST	FLOOR MATS	GENERAL FUND	CITY ADMINISTRATION	32.75
6/06/19	KFW ENGINEERS	DIRECT REIMBURSEABLES	GENERAL FUND	CITY ADMINISTRATION	30.95
6/06/19	JOSEPH GRUNWALD dba RUSTIC OUTDOORS	DRIP IRRIGATION INSTALL	GENERAL FUND	CITY ADMINISTRATION	550.00
6/06/19	JOSEPH GRUNWALD dba RUSTIC OUTDOORS	SPRINKLER REPAIR	GENERAL FUND	CITY ADMINISTRATION	725.00
6/06/19	BARCOM TECHNOLOGY	JULY CONTRACT FEES	GENERAL FUND	CITY ADMINISTRATION	1,920.00
6/06/19	BARCOM TECHNOLOGY	JULY BACK UP FEES	GENERAL FUND	CITY ADMINISTRATION	730.00
6/06/19	BARCOM TECHNOLOGY	IT TICKETS - MAY	GENERAL FUND	CITY ADMINISTRATION	112.50
6/06/19	TEXAS COMPTROLLER OF PUBLIC ACCOUNTS	PURCHASING CO OP	GENERAL FUND	CITY ADMINISTRATION	100.00
6/06/19	SWAMP MONSTER, LLC	POWERWASHING	GENERAL FUND	CITY ADMINISTRATION	2,250.00
6/06/19	SWAMP MONSTER, LLC	POWERWASHING	GENERAL FUND	CITY ADMINISTRATION	468.00
6/06/19	B. RHODES ELECTRIC, INC.	REPLACE OUTLETS	GENERAL FUND	CITY ADMINISTRATION	406.50
6/06/19	B. RHODES ELECTRIC, INC.	EXIT/ EMERGENCY LIGHT INST	GENERAL FUND	CITY ADMINISTRATION	3,000.00
6/06/19	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	CITY ADMINISTRATION	111.85
6/06/19	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	CITY ADMINISTRATION	21.39
6/06/19	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	CITY ADMINISTRATION	163.16
6/06/19	STEPHEN P. TAKAS, JR.	JUDGE JUNE COURT	GENERAL FUND	MUNICIPAL COURT	650.00
6/06/19	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	MUNICIPAL COURT	252.79
6/06/19	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	MUNICIPAL COURT	252.79
6/06/19	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	MUNICIPAL COURT	252.79
6/06/19	DARRELL S. DULLNIG	PROSECUTOR- JUNE COURT	GENERAL FUND	MUNICIPAL COURT	650.00
6/06/19	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	MUNICIPAL COURT	24.55
6/06/19	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	MUNICIPAL COURT	32.39
6/06/19	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	717.64
6/06/19	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	718.06
6/06/19	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	715.47
6/06/19	US BANK VOYAGER FLEET SYSTEM	PW	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	19.87
6/06/19	UNIFIRST	UNIFORMS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	25.74
6/06/19	UNIFIRST	UNIFORMS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	25.74
6/06/19	UNIFIRST	JANITORIAL SUPPLIES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	28.30
6/06/19	UNIFIRST	UNIFORMS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	25.74
6/06/19	UNIFIRST	JANITORIAL SVCS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	28.30
6/06/19	UNIFIRST	UNIFORMS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	25.74
6/06/19	UNIFIRST	UNIFIRST	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	25.74
6/06/19	UNIFIRST	JANITORIAL SUPPLIES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	22.26
6/06/19	SUN COAST RESOURCES, INC	PUMP FOR FLEET FUEL	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	13.00
6/06/19	SUN COAST RESOURCES, INC	FLEET FUEL	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	192.32
6/06/19	OFFICE DEPOT	PRINTER INK	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	151.65
6/06/19	CITY OF SHAVANO PARK WATER DEPT.	PW	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	12.09
6/06/19	CITY OF SHAVANO PARK WATER DEPT.	ADMIN	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	923.87
6/06/19	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	FIRE DEPARTMENT	5,653.40

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
6/06/19	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	FIRE DEPARTMENT	5,969.57
6/06/19	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	FIRE DEPARTMENT	5,887.33
6/06/19	US BANK VOYAGER FLEET SYSTEM	FD	GENERAL FUND	FIRE DEPARTMENT	463.98
6/06/19	VALVOLINE INC	OIL CHANGE C139	GENERAL FUND	FIRE DEPARTMENT	45.02
6/06/19	SUN COAST RESOURCES, INC	FLEET FUEL	GENERAL FUND	FIRE DEPARTMENT	369.20
6/06/19	LARRY FENNELL	TESTING FEE	GENERAL FUND	FIRE DEPARTMENT	56.49
6/06/19	SAMUEL MCKINNON	TESTING FEE	GENERAL FUND	FIRE DEPARTMENT	56.49
6/06/19	BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	431.13
6/06/19	BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	39.21
6/06/19	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	54.99
6/06/19	ALTEX ELECTRONICS, LTD.	KEYBOARD/MOUSE	GENERAL FUND	FIRE DEPARTMENT	55.90
6/06/19	ALTEX ELECTRONICS, LTD.	ALTEX ELECTRONICS, LTD.	GENERAL FUND	FIRE DEPARTMENT	44.95
6/06/19	GALLS	UNIFORMS * DOVER	GENERAL FUND	FIRE DEPARTMENT	52.79
6/06/19	DAILEY WELLS COMMUNICATIONS, INC.	RAIDO ANTENNAS	GENERAL FUND	FIRE DEPARTMENT	78.75
6/06/19	DAILEY WELLS COMMUNICATIONS, INC.	RADIO REPAIR	GENERAL FUND	FIRE DEPARTMENT	115.08
6/06/19	CITY OF SHAVANO PARK WATER DEPT.	FD	GENERAL FUND	FIRE DEPARTMENT	60.07
6/06/19	TexDoor, Ltd.	DOOR REPAIR	GENERAL FUND	FIRE DEPARTMENT	159.00
6/06/19	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	POLICE DEPARTMENT	6,180.57
6/06/19	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	POLICE DEPARTMENT	6,092.95
6/06/19	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	POLICE DEPARTMENT	6,114.31
6/06/19	GOODYEAR AUTO SERVICE CTR.	OIL CHANGE UNIT 518	GENERAL FUND	POLICE DEPARTMENT	61.56
6/06/19	AUTOZONE	unit 508	GENERAL FUND	POLICE DEPARTMENT	106.67
6/06/19	AUTOZONE	REPLACEMENT BULB UNIT 516	GENERAL FUND	POLICE DEPARTMENT	6.19
6/06/19	VERIZON	VERIZON	GENERAL FUND	POLICE DEPARTMENT	676.32-
6/06/19	VERIZON	MDT'S	GENERAL FUND	POLICE DEPARTMENT	676.32
6/06/19	VERIZON	PHONES	GENERAL FUND	POLICE DEPARTMENT	220.30
6/06/19	VERIZON	MDT	GENERAL FUND	POLICE DEPARTMENT	456.02
6/06/19	US BANK VOYAGER FLEET SYSTEM	PD	GENERAL FUND	POLICE DEPARTMENT	2,902.13
6/06/19	WILLIAM R LACY	TRNG IN GEORGTOWN-LACY	GENERAL FUND	POLICE DEPARTMENT	538.46
6/06/19	STEFANI BYRON-WADE	TRNG IN ELGIN - DET.WADE	GENERAL FUND	POLICE DEPARTMENT	251.44
6/06/19	DON HUME COMPANY, LLC	UNIFORMS/GEAR *CHEIF LAC	GENERAL FUND	POLICE DEPARTMENT	229.19
6/06/19	BARCOM TECHNOLOGY	INTERVIEW ROOM CAMERA	GENERAL FUND	POLICE DEPARTMENT	598.00
6/06/19	OFFICE DEPOT	PLANNER	GENERAL FUND	POLICE DEPARTMENT	26.79
6/06/19	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	28.47
6/06/19	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	132.54
6/06/19	OFFICE DEPOT	OFFICE DEPOT	GENERAL FUND	POLICE DEPARTMENT	45.54
6/06/19	OFFICE DEPOT	CD'S AND DVD'S	GENERAL FUND	POLICE DEPARTMENT	93.30
6/06/19	OFFICE DEPOT	DVD'S	GENERAL FUND	POLICE DEPARTMENT	121.47
6/06/19	OFFICE DEPOT	OFFICE DEPOT	GENERAL FUND	POLICE DEPARTMENT	45.54-
6/06/19	OFFICE DEPOT	TONER FOR CAD PRINTER	GENERAL FUND	POLICE DEPARTMENT	198.27
6/06/19	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	27.82
6/06/19	OFFICE DEPOT	USB FOR EVIDENCE	GENERAL FUND	POLICE DEPARTMENT	35.96
6/06/19	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	45.97
6/06/19	SIRCHIE FINGER PRINT LABORATORIES	FINGER PRINT ITEMS	GENERAL FUND	POLICE DEPARTMENT	331.68
6/06/19	SIRCHIE FINGER PRINT LABORATORIES	FINGER PRINT SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	25.36
6/06/19	MICHAEL D. HARRISON	ANIMAL CONTROL	GENERAL FUND	POLICE DEPARTMENT	1,000.00
6/06/19	KFW ENGINEERS	PLATTING/REVIEWS	GENERAL FUND	DEVELOPMENT SERVICES	727.50
6/06/19	CIVIL SYSTEMS INC	05/15 THRU 05/31	GENERAL FUND	DEVELOPMENT SERVICES	305.00
6/06/19	TMRS	EMPLOYEE AND EMPLOYER CONT	WATER FUND	NON-DEPARTMENTAL	486.35
6/06/19	TMRS	EMPLOYEE AND EMPLOYER CONT	WATER FUND	NON-DEPARTMENTAL	476.51
6/06/19	TMRS	EMPLOYEE AND EMPLOYER CONT	WATER FUND	NON-DEPARTMENTAL	451.93
6/06/19	PRAXAIR DISTRIBUTION INC.	MONTHLY CYLINDER RENTAL	WATER FUND	WATER DEPARTMENT	680.17
6/06/19	AT&T MOBILITY	FIRSTNET PW	WATER FUND	WATER DEPARTMENT	72.00
6/06/19	TYLER TECHNOLOGIES, INC. INCODE DIVIS	MONTHLY UTILITY BILLING	WATER FUND	WATER DEPARTMENT	128.00
6/06/19	TMRS	EMPLOYEE AND EMPLOYER CONT	WATER FUND	WATER DEPARTMENT	969.24
6/06/19	TMRS	EMPLOYEE AND EMPLOYER CONT	WATER FUND	WATER DEPARTMENT	949.65

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
6/06/19	TMRS	EMPLOYEE AND EMPLOYER CONT	WATER FUND	WATER DEPARTMENT	900.65
6/06/19	GOODYEAR AUTO SERVICE CTR.	OIL CHANGE *2013 CHEVY	WATER FUND	WATER DEPARTMENT	140.70
6/06/19	GOODYEAR AUTO SERVICE CTR.	OI CHANGE 2008 F 250	WATER FUND	WATER DEPARTMENT	67.18
6/06/19	US BANK VOYAGER FLEET SYSTEM	WATR DEPT	WATER FUND	WATER DEPARTMENT	122.56
6/06/19	UNIFIRST	UNIFORMS	WATER FUND	WATER DEPARTMENT	25.75
6/06/19	UNIFIRST	UNIFORMS	WATER FUND	WATER DEPARTMENT	25.75
6/06/19	UNIFIRST	UNIFORMS	WATER FUND	WATER DEPARTMENT	25.75
6/06/19	UNIFIRST	UNIFORMS	WATER FUND	WATER DEPARTMENT	25.75
6/06/19	UNIFIRST	UNIFIRST	WATER FUND	WATER DEPARTMENT	25.75
6/06/19	KFW ENGINEERS	VARIOUS WATER	WATER FUND	WATER DEPARTMENT	382.50
6/06/19	ASCO	SKID STEER	WATER FUND	WATER DEPARTMENT	11,789.00
6/06/19	SUN COAST RESOURCES, INC	FLEET FUEL	WATER FUND	WATER DEPARTMENT	192.32
6/06/19	PRECISION CALIBRATE METER SVCS	METER CALIBRATIONS	WATER FUND	WATER DEPARTMENT	225.00
6/06/19	PRECISION CALIBRATE METER SVCS	METER CALIBRATIONS	WATER FUND	WATER DEPARTMENT	225.00
6/06/19	PRECISION CALIBRATE METER SVCS	METER CALIBRATIONS	WATER FUND	WATER DEPARTMENT	225.00
6/06/19	PRECISION CALIBRATE METER SVCS	METER CALIBRATIONS	WATER FUND	WATER DEPARTMENT	225.00
6/06/19	PRECISION CALIBRATE METER SVCS	METER CALIBRATIONS	WATER FUND	WATER DEPARTMENT	225.00
6/06/19	B. RHODES ELECTRIC, INC.	TURN ON/OFF POWER AT WELL	WATER FUND	WATER DEPARTMENT	300.00
6/06/19	OFFICE DEPOT	OFFICE SUPPLIES	WATER FUND	WATER DEPARTMENT	26.99
6/06/19	OFFICE DEPOT	PRINTER INK	WATER FUND	WATER DEPARTMENT	151.64
6/06/19	OFFICE DEPOT	OFFICE SUPPLIES	WATER FUND	WATER DEPARTMENT	16.99
6/06/19	FERGUSON WATERWORKS	NIPPLES, BUSHINGS,COMPRESS	WATER FUND	WATER DEPARTMENT	314.84
6/06/19	FERGUSON WATERWORKS	SAMPLE STATION S	WATER FUND	WATER DEPARTMENT	491.27
6/06/19	FERGUSON WATERWORKS	STOCK MATERIALS	WATER FUND	WATER DEPARTMENT	553.74
6/06/19	FERGUSON WATERWORKS	SCREW PIN AND MISC	WATER FUND	WATER DEPARTMENT	413.28
6/06/19	Badger Meter, Inc.	MBL HOSTING	WATER FUND	WATER DEPARTMENT	42.60
6/06/19	CITY OF SHAVANO PARK WATER DEPT.	UTILITY DEPT	WATER FUND	WATER DEPARTMENT	12.09
6/06/19	Dell Marketing L.P.	COMPUTERS FOR PD	CRIME CONTROL DIST	POLICE DEPARTMENT	2,770.82
6/06/19	HOLTS MECHANICAL	HVAC REMOVAL FOR ROOF REP	CAPITAL REPLACEMEN	ADMINISTRATION	4,898.00
6/06/19	BELDON ROOFING	1RST DRAW CH ROOF REPAIRS	CAPITAL REPLACEMEN	ADMINISTRATION	49,254.48
6/06/19	ASCO	SKID STEER	CAPITAL REPLACEMEN	PUBLIC WORKS	23,578.00
6/06/19	SWAMP MONSTER, LLC	POWERWASHING OF CH	CAPITAL REPLACEMEN	PUBLIC WORKS	4,500.00
6/10/19	COLONIAL SUPPLEMENTAL INS	A.MENDOZA ADJUSTMENT POST	GENERAL FUND	NON-DEPARTMENTAL	109.64-
6/10/19	COLONIAL SUPPLEMENTAL INS	COLONIAL-AFTER TAX	GENERAL FUND	NON-DEPARTMENTAL	592.07
6/10/19	COLONIAL SUPPLEMENTAL INS	COLONIAL-AFTER TAX	GENERAL FUND	NON-DEPARTMENTAL	483.01
6/10/19	COLONIAL SUPPLEMENTAL INS	COLONIAL-PRE-TAX	GENERAL FUND	NON-DEPARTMENTAL	749.73
6/10/19	COLONIAL SUPPLEMENTAL INS	COLONIAL-PRE-TAX	GENERAL FUND	NON-DEPARTMENTAL	589.61
6/10/19	PRE-PAID LEGAL SERVICES, INC.	PREPAID LEGAL SERVICES	GENERAL FUND	NON-DEPARTMENTAL	205.76
6/10/19	PRE-PAID LEGAL SERVICES, INC.	PREPAID LEGAL SERVICES	GENERAL FUND	NON-DEPARTMENTAL	205.76
6/10/19	AMERICAN FIDELITY ASSURANCE	AMERICAN FIDELITY LIFE DUE	GENERAL FUND	NON-DEPARTMENTAL	51.00
6/10/19	AMERICAN FIDELITY ASSURANCE	AMERICAN FIDELITY LIFE DUE	GENERAL FUND	NON-DEPARTMENTAL	51.00
6/10/19	COLONIAL SUPPLEMENTAL INS	COLONIAL-AFTER TAX	WATER FUND	NON-DEPARTMENTAL	22.61
6/10/19	COLONIAL SUPPLEMENTAL INS	COLONIAL-AFTER TAX	WATER FUND	NON-DEPARTMENTAL	22.73
6/10/19	COLONIAL SUPPLEMENTAL INS	COLONIAL-PRE-TAX	WATER FUND	NON-DEPARTMENTAL	32.05
6/10/19	COLONIAL SUPPLEMENTAL INS	COLONIAL-PRE-TAX	WATER FUND	NON-DEPARTMENTAL	32.23
6/10/19	PRE-PAID LEGAL SERVICES, INC.	PREPAID LEGAL SERVICES	WATER FUND	NON-DEPARTMENTAL	12.95
6/10/19	PRE-PAID LEGAL SERVICES, INC.	PREPAID LEGAL SERVICES	WATER FUND	NON-DEPARTMENTAL	12.95
6/11/19	TX DEPARTMENT OF STATE HEALTH SERVICES	EMS INSTRUCTOR RENEW-HERNA	GENERAL FUND	FIRE DEPARTMENT	34.00
6/11/19	TX DEPARTMENT OF STATE HEALTH SERVICES	EMS LISCENSE RENEW-DOVER	GENERAL FUND	FIRE DEPARTMENT	64.00
6/11/19	TX DEPARTMENT OF STATE HEALTH SERVICES	EMS LISCENSE RENEW-HERNAND	GENERAL FUND	FIRE DEPARTMENT	126.00
6/11/19	TX DEPARTMENT OF STATE HEALTH SERVICES	EMS LISCENSE RENEW-RICHARD	GENERAL FUND	FIRE DEPARTMENT	96.00
6/11/19	TX DEPARTMENT OF STATE HEALTH SERVICES	EMS LISCENSE RENEW-RUBIO	GENERAL FUND	FIRE DEPARTMENT	64.00
6/11/19	TX DEPARTMENT OF STATE HEALTH SERVICES	EMS LISCENSE RENEW-WOODRUF	GENERAL FUND	FIRE DEPARTMENT	126.00
6/12/19	KARENS HOUSE OF FLOWERS & CREATIONS	DAN KOSSL	GENERAL FUND	CITY COUNCIL	92.00
6/12/19	J&M PRINTING INC.	POSTER BOARDS-ARBOR DAY	GENERAL FUND	CITY COUNCIL	25.00
6/12/19	J&M PRINTING INC.	FLYERS/HANDBOOKS	GENERAL FUND	CITY COUNCIL	60.00

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
6/12/19	J&M PRINTING INC.	MAPS	GENERAL FUND	CITY COUNCIL	115.00
6/12/19	SAN ANTONIO EXPRESS NEWS	LEGALS	GENERAL FUND	CITY ADMINISTRATION	111.00
6/12/19	SAN ANTONIO EXPRESS NEWS	LEGALS	GENERAL FUND	CITY ADMINISTRATION	127.25
6/12/19	SAN ANTONIO EXPRESS NEWS	LEGALS	GENERAL FUND	CITY ADMINISTRATION	130.50
6/12/19	BIZDOC, INC.	COPIER FEES	GENERAL FUND	CITY ADMINISTRATION	293.58
6/12/19	KARENS HOUSE OF FLOWERS & CREATIONS	ADMIN DAY	GENERAL FUND	CITY ADMINISTRATION	140.00
6/12/19	JASON RUBIO	TUITION REIMBURSEMENT	GENERAL FUND	CITY ADMINISTRATION	78.77
6/12/19	J&M PRINTING INC.	FLYERS/HANDBOOKS	GENERAL FUND	CITY ADMINISTRATION	315.00
6/12/19	CYNTHIA A. BOSMANS	TEMP TRNG**PERMITS	GENERAL FUND	CITY ADMINISTRATION	76.00
6/12/19	A-1 ENTERPRISE INC.	FIRE EXTING INSPECS	GENERAL FUND	CITY ADMINISTRATION	667.55
6/12/19	SAFESITE, INC.	RECORD STORAGE	GENERAL FUND	CITY ADMINISTRATION	201.50
6/12/19	SAFESITE, INC.	RECORDS DESTRUCTION	GENERAL FUND	CITY ADMINISTRATION	120.00
6/12/19	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	198.83
6/12/19	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	2,338.26
6/12/19	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	10.61
6/12/19	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	799.81
6/12/19	CITY PUBLIC SERVICE		GENERAL FUND	PUBLIC WORKS/GOV. BLDG	10.55
6/12/19	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	1,304.99
6/12/19	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	435.63
6/12/19	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	17.43
6/12/19	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	9.97
6/12/19	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	97.98
6/12/19	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	8.85
6/12/19	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	10.51
6/12/19	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	15.71
6/12/19	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	10.32
6/12/19	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	9.43
6/12/19	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	19.94
6/12/19	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	11.70
6/12/19	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	11.49
6/12/19	THE UPS STORE #4997	AIR TEST SHIPMENT	GENERAL FUND	FIRE DEPARTMENT	12.62
6/12/19	CONSOLIDATED FLEET SVCS	ANNUAL LADDER TESTING	GENERAL FUND	FIRE DEPARTMENT	182.90
6/12/19	IH-10 WEST TACTICAL FIREARMS LLC	UNIFORMS -	GENERAL FUND	FIRE DEPARTMENT	144.95
6/12/19	QUADMED INC	MEDS/EMS SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	649.11
6/12/19	QUADMED INC	EMS SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	110.25
6/12/19	METRO FIRE APARATUS SPECIALISTS INC.	METRO FIRE APARATUS SPECIA	GENERAL FUND	FIRE DEPARTMENT	4,822.00
6/12/19	METRO FIRE APARATUS SPECIALISTS INC.	INTAKE ADAPTER	GENERAL FUND	FIRE DEPARTMENT	254.00
6/12/19	GOODYEAR AUTO SERVICE CTR.	TIRES UNIT 516	GENERAL FUND	POLICE DEPARTMENT	412.17
6/12/19	GOODYEAR AUTO SERVICE CTR.	BRAKE MAINT UNIT 511	GENERAL FUND	POLICE DEPARTMENT	621.48
6/12/19	BIZDOC, INC.	COPIER FEES	GENERAL FUND	POLICE DEPARTMENT	127.98
6/12/19	LEXISNEXIS RISK SOLUTIONS	LEXISNEXIS RISK SOLUTIONS	GENERAL FUND	POLICE DEPARTMENT	33.00
6/12/19	MONTY JOE MCGUFFIN	HEALTH INSPECTIONS	GENERAL FUND	DEVELOPMENT SERVICES	300.00
6/12/19	BRUCE C. BEALOR	BRUCE C. BEALOR	GENERAL FUND	DEVELOPMENT SERVICES	5,250.00
6/12/19	BRUCE C. BEALOR	BRUCE C. BEALOR	GENERAL FUND	DEVELOPMENT SERVICES	350.00
6/12/19	BRUCE C. BEALOR	BRUCE C. BEALOR	GENERAL FUND	DEVELOPMENT SERVICES	300.00
6/12/19	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	WATER FUND	WATER DEPARTMENT	240.75
6/12/19	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	WATER FUND	WATER DEPARTMENT	196.79
6/12/19	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	WATER FUND	WATER DEPARTMENT	12.02
6/12/19	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	WATER FUND	WATER DEPARTMENT	160.75
6/12/19	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	WATER FUND	WATER DEPARTMENT	23.17
6/12/19	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	WATER FUND	WATER DEPARTMENT	184.75
6/12/19	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	WATER FUND	WATER DEPARTMENT	8.75
6/12/19	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	WATER FUND	WATER DEPARTMENT	1,310.32
6/12/19	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	WATER FUND	WATER DEPARTMENT	926.36
6/12/19	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	WATER FUND	WATER DEPARTMENT	957.49
6/12/19	'RICHARD JUAREZ',	'RICHARD JUAREZ',':',	WATER FUND	WATER DEPARTMENT	15.00

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
6/12/19	'JORGE HERNANDEZ',	'JORGE HERNANDEZ',':',	WATER FUND	WATER DEPARTMENT	15.00
6/12/19	NATIONAL METER & AUTOMATION	NEW WATER METERS	WATER FUND	WATER DEPARTMENT	3,185.00
6/12/19	NATIONAL METER & AUTOMATION	NEW WATER METERS	WATER FUND	WATER DEPARTMENT	42.74
6/12/19	THE UPS STORE #4997	RETURN OF EQUIPMENT	WATER FUND	WATER DEPARTMENT	123.09
6/12/19	Wells Fargo	AGENT FEES	DEBT SERVICE FUND	DEBT SERVICE	150.00
6/14/19	FROST NATIONAL BANK 941 TAX	FEDERAL WITHHOLDING	GENERAL FUND	NON-DEPARTMENTAL	12,311.99
6/14/19	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	NON-DEPARTMENTAL	1,574.09
6/14/19	CITY OF SHAVANO PARK GF/PAYROLL	GENERAL FUND DUE TO PAYROL	GENERAL FUND	NON-DEPARTMENTAL	82,812.76
6/14/19	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	CITY ADMINISTRATION	231.98
6/14/19	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	MUNICIPAL COURT	26.28
6/14/19	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	86.31
6/14/19	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	FIRE DEPARTMENT	615.61
6/14/19	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	POLICE DEPARTMENT	613.90
6/14/19	FROST NATIONAL BANK 941 TAX	FEDERAL WITHHOLDING	WATER FUND	NON-DEPARTMENTAL	673.03
6/14/19	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	WATER FUND	NON-DEPARTMENTAL	109.65
6/14/19	CITY OF SHAVANO PARK GF/PAYROLL	WATER FUND DUE TO PAYROLL	WATER FUND	NON-DEPARTMENTAL	5,976.40
6/14/19	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	WATER FUND	WATER DEPARTMENT	109.66
6/17/19	TX CSDU	00089527162015EM5059	GENERAL FUND	NON-DEPARTMENTAL	69.23
6/17/19	TX CSDU	0012999273 DAVIS	GENERAL FUND	NON-DEPARTMENTAL	366.86
6/17/19	ICMA - VANTAGEPOINT TRANSFER-457	ICMA-FLAT AMOUNTS	GENERAL FUND	NON-DEPARTMENTAL	2,035.00
6/17/19	ICMA - VANTAGEPOINT TRANSFER-457	ICMA-FLAT AMOUNTS	WATER FUND	NON-DEPARTMENTAL	160.00
6/21/19	AT&T	PHONE LINES AND FAX	GENERAL FUND	CITY ADMINISTRATION	66.41
6/21/19	VICTOR O. SCHINNERER & COMPANY	BRENDA MOREY	GENERAL FUND	CITY ADMINISTRATION	260.00
6/21/19	LOGIX COMMUNICATIONS	INTERNET/PHONE	GENERAL FUND	CITY ADMINISTRATION	1,443.02
6/21/19	KFW ENGINEERS	NW MILITARY	GENERAL FUND	CITY ADMINISTRATION	625.00
6/21/19	KFW ENGINEERS	VARIOUS PROJECTS	GENERAL FUND	CITY ADMINISTRATION	75.00
6/21/19	CYNTHIA A. BOSMANS	BACKUP PERMIT CLERK	GENERAL FUND	CITY ADMINISTRATION	76.00
6/21/19	CYNTHIA A. BOSMANS	BACKUP PERMIT CLERK	GENERAL FUND	CITY ADMINISTRATION	85.50
6/21/19	CYNTHIA A. BOSMANS	BACKUP PERMIT CLERK	GENERAL FUND	CITY ADMINISTRATION	66.50
6/21/19	RENE CAMPOS	PHOTOGRAPHY	GENERAL FUND	CITY ADMINISTRATION	300.00
6/21/19	AT&T	PHONE LINES AND FAX	GENERAL FUND	MUNICIPAL COURT	93.84
6/21/19	AT&T MOBILITY	FIRSTNET PHONES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	37.00
6/21/19	JANI KING OF SAN ANTONIO	APRIL JANITORIAL SVCS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	652.39
6/21/19	JANI KING OF SAN ANTONIO	JUNE JANITORIAL SVC	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	652.39
6/21/19	KFW ENGINEERS	MS4 PERMIT RENEW	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	1,493.91
6/21/19	SEAL RITE	WAGON TRAIL PROJECT	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	49,997.50
6/21/19	SEAL RITE	SHAVANO DRIVE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	4,950.00
6/21/19	AMERICAN STORMWATER INSTITUTE	MS4 STORMWATER CLASS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	750.00
6/21/19	JARED FOREY	JARED FOREY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	111.17
6/21/19	TexDoor, Ltd.	DOOR REPAIRS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	246.81
6/21/19	AT&T MOBILITY	FIRSTNET PHONES	GENERAL FUND	FIRE DEPARTMENT	259.00
6/21/19	AT&T	PHONE LINES AND FAX	GENERAL FUND	FIRE DEPARTMENT	88.84
6/21/19	A-C MASTERS	REPAIR IN THE BAY	GENERAL FUND	FIRE DEPARTMENT	140.00
6/21/19	RALPH N. TERPOLILLI	MEDICAL DIRECTION S	GENERAL FUND	FIRE DEPARTMENT	450.00
6/21/19	AMAZON.COM SERVICES INC	TRUCK WASH BRUSH HEADS	GENERAL FUND	FIRE DEPARTMENT	59.96
6/21/19	ZOLL Medical Corporation	MEDICAL SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	296.20
6/21/19	SHAVANO PARK, PETTY CASH	UNIFORM REPAIR -WOODRUFF	GENERAL FUND	FIRE DEPARTMENT	21.65
6/21/19	AT&T	PHONE LINES AND FAX	GENERAL FUND	POLICE DEPARTMENT	124.32
6/21/19	ALBERT URESTI TAX ASSESSOR COLLECTOR	VEH REGISTRATION UNIT 518	GENERAL FUND	POLICE DEPARTMENT	7.50
6/21/19	SHAVANO PARK, PETTY CASH	PARKING-GARCIA	GENERAL FUND	POLICE DEPARTMENT	15.00
6/21/19	SHAVANO PARK, PETTY CASH	FOOD FOR HOLDING CELLS	GENERAL FUND	POLICE DEPARTMENT	4.00
6/21/19	SHAVANO PARK, PETTY CASH	POSTAGQ	GENERAL FUND	POLICE DEPARTMENT	13.70
6/21/19	COWBOY CLEANERS	DRY CLEANING	GENERAL FUND	POLICE DEPARTMENT	251.70
6/21/19	Society for Human Resource Management	MEMBERSHIP DUES KAREN GARC	GENERAL FUND	POLICE DEPARTMENT	189.00
6/21/19	CIVIL SYSTEMS INC	JUNE 1 - JUNE15	GENERAL FUND	DEVELOPMENT SERVICES	406.00
6/21/19	NX UTILITIES	1-0921-00	WATER FUND	NON-DEPARTMENTAL	835.21

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
6/21/19	EDWARDS AQUIFER AUTHORITY	2019 PROGRAM FEES	WATER FUND	WATER DEPARTMENT	3,836.91
6/21/19	EDWARDS AQUIFER AUTHORITY	2019 PROGRAM FEES	WATER FUND	WATER DEPARTMENT	3,169.62
6/21/19	TEXAS MED CLINIC	C.LEAL	WATER FUND	WATER DEPARTMENT	45.00
6/21/19	KENDALL INGRAM	HUEBNER PUMP REPAIR	WATER FUND	WATER DEPARTMENT	80.00
6/21/19	KFW ENGINEERS	VARIOUS PROJECTS	WATER FUND	WATER DEPARTMENT	127.50
6/21/19	TX DEPARTMENT OF STATE HEALTH SERVICES	LABS	WATER FUND	WATER DEPARTMENT	836.71
6/21/19	POLLUTION CONTROL SERVICES	WATER TESTING	WATER FUND	WATER DEPARTMENT	58.00
6/21/19	KFW ENGINEERS	TASK 4---AREAS 1,2,12	CAPITAL REPLACEMEN	PUBLIC WORKS	3,325.00
6/21/19	KFW ENGINEERS	TASK 5--AREA 5	CAPITAL REPLACEMEN	PUBLIC WORKS	6,765.06

## \* REFUND CHECKS \*

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
6/21/19		US REFUNDS	WATER FUND	NON-DEPARTMENTAL	264.74
6/21/19		US REFUNDS	WATER FUND	NON-DEPARTMENTAL	78.86
6/21/19		US REFUNDS	WATER FUND	NON-DEPARTMENTAL	500.00
6/21/19		US REFUNDS	WATER FUND	NON-DEPARTMENTAL	250.00
6/21/19		US REFUNDS	WATER FUND	NON-DEPARTMENTAL	250.00
6/21/19		US REFUNDS	WATER FUND	NON-DEPARTMENTAL	250.00
6/21/19		US REFUNDS	WATER FUND	NON-DEPARTMENTAL	250.00
6/21/19		US REFUNDS	WATER FUND	NON-DEPARTMENTAL	250.00
6/21/19		US REFUNDS	WATER FUND	NON-DEPARTMENTAL	250.00
6/21/19		US REFUNDS	WATER FUND	NON-DEPARTMENTAL	250.00
6/21/19		US REFUNDS	WATER FUND	NON-DEPARTMENTAL	772.73
6/21/19		US REFUNDS	WATER FUND	NON-DEPARTMENTAL	532.84
6/24/19	RIVER CITY ATTRACTIONS INC	4TH JULY RIDES**BALANCE DU	GENERAL FUND	CITY COUNCIL	4,125.00
6/26/19	TX CSDU	0013403078CCL13316F- CHAD	GENERAL FUND	NON-DEPARTMENTAL	219.23
6/26/19	TX CSDU	00089527162015EM5059	GENERAL FUND	NON-DEPARTMENTAL	69.23
6/26/19	TX CSDU	0012999273 DAVIS	GENERAL FUND	NON-DEPARTMENTAL	366.86
6/26/19	ICMA - VANTAGEPOINT TRANSFER-457	ICMA-FLAT AMOUNTS	GENERAL FUND	NON-DEPARTMENTAL	2,085.00
6/26/19	TML MULTISTATE IEBP	PLAN 2 CHILD BUY DOWN	GENERAL FUND	NON-DEPARTMENTAL	133.88
6/26/19	TML MULTISTATE IEBP	PLAN 2 CHILD BUY DOWN	GENERAL FUND	NON-DEPARTMENTAL	133.88
6/26/19	TML MULTISTATE IEBP	3-P85-20-30 CHILD BUY DOWN	GENERAL FUND	NON-DEPARTMENTAL	136.89
6/26/19	TML MULTISTATE IEBP	3-P85-20-30 CHILD BUY DOWN	GENERAL FUND	NON-DEPARTMENTAL	136.89
6/26/19	TML MULTISTATE IEBP	4-P85-50-30 - FAMILY BUY	GENERAL FUND	NON-DEPARTMENTAL	542.25
6/26/19	TML MULTISTATE IEBP	4-P85-50-30 - FAMILY BUY	GENERAL FUND	NON-DEPARTMENTAL	542.25
6/26/19	TML MULTISTATE IEBP	7-P85-150-40 - CHILD BUY D	GENERAL FUND	NON-DEPARTMENTAL	23.37
6/26/19	TML MULTISTATE IEBP	7-P85-150-40 - CHILD BUY D	GENERAL FUND	NON-DEPARTMENTAL	47.13
6/26/19	TML MULTISTATE IEBP	7-P85-150-40 - FAMILY BUY	GENERAL FUND	NON-DEPARTMENTAL	803.43
6/26/19	TML MULTISTATE IEBP	7-P85-150-40 - FAMILY BUY	GENERAL FUND	NON-DEPARTMENTAL	803.43
6/26/19	TML MULTISTATE IEBP	8-P85-250-30 - CHILD HRA	GENERAL FUND	NON-DEPARTMENTAL	234.88
6/26/19	TML MULTISTATE IEBP	8-P85-250-30 - CHILD HRA	GENERAL FUND	NON-DEPARTMENTAL	234.88
6/26/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	GENERAL FUND	NON-DEPARTMENTAL	1,058.81
6/26/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	GENERAL FUND	NON-DEPARTMENTAL	457.39
6/26/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY HSA	GENERAL FUND	NON-DEPARTMENTAL	422.70
6/26/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY HSA	GENERAL FUND	NON-DEPARTMENTAL	422.70
6/26/19	TML MULTISTATE IEBP	ADJUSTMENT FOR LEETH-OVERC	GENERAL FUND	NON-DEPARTMENTAL	384.60
6/26/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE CHILD	GENERAL FUND	NON-DEPARTMENTAL	49.00
6/26/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE CHILD	GENERAL FUND	NON-DEPARTMENTAL	49.00
6/26/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	NON-DEPARTMENTAL	288.00
6/26/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	NON-DEPARTMENTAL	288.00
6/26/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE SPOUSE	GENERAL FUND	NON-DEPARTMENTAL	14.40
6/26/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE SPOUSE	GENERAL FUND	NON-DEPARTMENTAL	14.40
6/26/19	TML MULTISTATE IEBP	HSA Contribution	GENERAL FUND	NON-DEPARTMENTAL	648.53
6/26/19	TML MULTISTATE IEBP	HSA Contribution	GENERAL FUND	NON-DEPARTMENTAL	548.53
6/26/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	NON-DEPARTMENTAL	8.02
6/26/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	NON-DEPARTMENTAL	8.02
6/26/19	TML MULTISTATE IEBP	LIFE-VOLUNTARY	GENERAL FUND	NON-DEPARTMENTAL	193.43
6/26/19	TML MULTISTATE IEBP	LIFE-VOLUNTARY	GENERAL FUND	NON-DEPARTMENTAL	193.45
6/26/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	NON-DEPARTMENTAL	63.36
6/26/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	NON-DEPARTMENTAL	63.36
6/26/19	TML MULTISTATE IEBP	PLAN 2 CHILD BUY DOWN	GENERAL FUND	CITY ADMINISTRATION	276.50
6/26/19	TML MULTISTATE IEBP	PLAN 2 CHILD BUY DOWN	GENERAL FUND	CITY ADMINISTRATION	276.50
6/26/19	TML MULTISTATE IEBP	4-P85-50-30 EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	218.18
6/26/19	TML MULTISTATE IEBP	4-P85-50-30 EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	218.18
6/26/19	TML MULTISTATE IEBP	4-P85-50-30 EMP-HRA FUNDS	GENERAL FUND	CITY ADMINISTRATION	58.32
6/26/19	TML MULTISTATE IEBP	4-P85-50-30 EMP-HRA FUNDS	GENERAL FUND	CITY ADMINISTRATION	58.32
6/26/19	TML MULTISTATE IEBP	8-P85-250-30 - CHILD BUY D	GENERAL FUND	CITY ADMINISTRATION	271.95



DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
6/26/19	TML MULTISTATE IEBP	8-P85-250-30 - CHILD BUY D GENERAL FUND		CITY ADMINISTRATION	271.95
6/26/19	TML MULTISTATE IEBP	8-P85-250-30 - CHILD HRA GENERAL FUND		CITY ADMINISTRATION	154.51
6/26/19	TML MULTISTATE IEBP	8-P85-250-30 - CHILD HRA GENERAL FUND		CITY ADMINISTRATION	154.51
6/26/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY HSA GENERAL FUND		CITY ADMINISTRATION	154.51
6/26/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY HSA GENERAL FUND		CITY ADMINISTRATION	154.51
6/26/19	TML MULTISTATE IEBP	8-P85-250-30 CHILD-HSA FUN GENERAL FUND		CITY ADMINISTRATION	4.55
6/26/19	TML MULTISTATE IEBP	8-P85-250-30 CHILD-HSA FUN GENERAL FUND		CITY ADMINISTRATION	4.55
6/26/19	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND GENERAL FUND		CITY ADMINISTRATION	121.99
6/26/19	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND GENERAL FUND		CITY ADMINISTRATION	121.99
6/26/19	TML MULTISTATE IEBP	8-P85-250-30 FAMILY-HSA FU GENERAL FUND		CITY ADMINISTRATION	121.99
6/26/19	TML MULTISTATE IEBP	8-P85-250-30 FAMILY-HSA FU GENERAL FUND		CITY ADMINISTRATION	121.99
6/26/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE CHILD GENERAL FUND		CITY ADMINISTRATION	18.31
6/26/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE CHILD GENERAL FUND		CITY ADMINISTRATION	18.31
6/26/19	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY GENERAL FUND		CITY ADMINISTRATION	14.22
6/26/19	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY GENERAL FUND		CITY ADMINISTRATION	14.22
6/26/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY GENERAL FUND		CITY ADMINISTRATION	63.96
6/26/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY GENERAL FUND		CITY ADMINISTRATION	63.96
6/26/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE SPOUSE GENERAL FUND		CITY ADMINISTRATION	19.02
6/26/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE SPOUSE GENERAL FUND		CITY ADMINISTRATION	19.02
6/26/19	TML MULTISTATE IEBP	HRA/HSA FEE GENERAL FUND		CITY ADMINISTRATION	7.40
6/26/19	TML MULTISTATE IEBP	HRA/HSA FEE GENERAL FUND		CITY ADMINISTRATION	7.40
6/26/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY GENERAL FUND		CITY ADMINISTRATION	16.60
6/26/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY GENERAL FUND		CITY ADMINISTRATION	16.60
6/26/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE GENERAL FUND		CITY ADMINISTRATION	3.32
6/26/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE GENERAL FUND		CITY ADMINISTRATION	3.32
6/26/19	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY GENERAL FUND		CITY ADMINISTRATION	6.76
6/26/19	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY GENERAL FUND		CITY ADMINISTRATION	6.76
6/26/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY GENERAL FUND		CITY ADMINISTRATION	15.21
6/26/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY GENERAL FUND		CITY ADMINISTRATION	15.21
6/26/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY GENERAL FUND		MUNICIPAL COURT	3.32
6/26/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY GENERAL FUND		MUNICIPAL COURT	3.32
6/26/19	TML MULTISTATE IEBP	7-P85-150-40 - CHILD BUY D GENERAL FUND		PUBLIC WORKS/GOV. BLDG	140.56
6/26/19	TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON GENERAL FUND		PUBLIC WORKS/GOV. BLDG	256.29
6/26/19	TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON GENERAL FUND		PUBLIC WORKS/GOV. BLDG	170.38
6/26/19	TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN GENERAL FUND		PUBLIC WORKS/GOV. BLDG	159.62
6/26/19	TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN GENERAL FUND		PUBLIC WORKS/GOV. BLDG	106.12
6/26/19	TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY GENERAL FUND		PUBLIC WORKS/GOV. BLDG	154.51
6/26/19	TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY GENERAL FUND		PUBLIC WORKS/GOV. BLDG	154.51
6/26/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY GENERAL FUND		PUBLIC WORKS/GOV. BLDG	144.06
6/26/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY GENERAL FUND		PUBLIC WORKS/GOV. BLDG	144.06
6/26/19	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND GENERAL FUND		PUBLIC WORKS/GOV. BLDG	121.99
6/26/19	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND GENERAL FUND		PUBLIC WORKS/GOV. BLDG	121.99
6/26/19	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY GENERAL FUND		PUBLIC WORKS/GOV. BLDG	35.61
6/26/19	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY GENERAL FUND		PUBLIC WORKS/GOV. BLDG	35.67
6/26/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY GENERAL FUND		PUBLIC WORKS/GOV. BLDG	11.10
6/26/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY GENERAL FUND		PUBLIC WORKS/GOV. BLDG	11.10
6/26/19	TML MULTISTATE IEBP	HRA/HSA FEE GENERAL FUND		PUBLIC WORKS/GOV. BLDG	4.64
6/26/19	TML MULTISTATE IEBP	HRA/HSA FEE GENERAL FUND		PUBLIC WORKS/GOV. BLDG	4.64
6/26/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY GENERAL FUND		PUBLIC WORKS/GOV. BLDG	6.66
6/26/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY GENERAL FUND		PUBLIC WORKS/GOV. BLDG	6.67
6/26/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE GENERAL FUND		PUBLIC WORKS/GOV. BLDG	3.39
6/26/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE GENERAL FUND		PUBLIC WORKS/GOV. BLDG	3.39
6/26/19	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY GENERAL FUND		PUBLIC WORKS/GOV. BLDG	8.47
6/26/19	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY GENERAL FUND		PUBLIC WORKS/GOV. BLDG	8.48
6/26/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY GENERAL FUND		PUBLIC WORKS/GOV. BLDG	2.64
6/26/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY GENERAL FUND		PUBLIC WORKS/GOV. BLDG	2.64

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
6/26/19	TML MULTISTATE IEBP	PLAN 2 CHILD BUY DOWN	GENERAL FUND	FIRE DEPARTMENT	276.50
6/26/19	TML MULTISTATE IEBP	PLAN 2 CHILD BUY DOWN	GENERAL FUND	FIRE DEPARTMENT	276.50
6/26/19	TML MULTISTATE IEBP	4-P85-50-30 EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	218.18
6/26/19	TML MULTISTATE IEBP	4-P85-50-30 EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	218.18
6/26/19	TML MULTISTATE IEBP	4-P85-50-30 - FAMILY BUY	GENERAL FUND	FIRE DEPARTMENT	276.50
6/26/19	TML MULTISTATE IEBP	4-P85-50-30 - FAMILY BUY	GENERAL FUND	FIRE DEPARTMENT	276.50
6/26/19	TML MULTISTATE IEBP	4-P85-50-30 EMP-HRA FUNDS	GENERAL FUND	FIRE DEPARTMENT	58.32
6/26/19	TML MULTISTATE IEBP	4-P85-50-30 EMP-HRA FUNDS	GENERAL FUND	FIRE DEPARTMENT	58.32
6/26/19	TML MULTISTATE IEBP	7-P85-150-40 - CHILD BUY D	GENERAL FUND	FIRE DEPARTMENT	276.50
6/26/19	TML MULTISTATE IEBP	7-P85-150-40 - CHILD BUY D	GENERAL FUND	FIRE DEPARTMENT	276.50
6/26/19	TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	GENERAL FUND	FIRE DEPARTMENT	170.38
6/26/19	TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	GENERAL FUND	FIRE DEPARTMENT	170.38
6/26/19	TML MULTISTATE IEBP	7-P85-150-40 - FAMILY BUY	GENERAL FUND	FIRE DEPARTMENT	276.50
6/26/19	TML MULTISTATE IEBP	7-P85-150-40 - FAMILY BUY	GENERAL FUND	FIRE DEPARTMENT	276.50
6/26/19	TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	GENERAL FUND	FIRE DEPARTMENT	106.12
6/26/19	TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	GENERAL FUND	FIRE DEPARTMENT	106.12
6/26/19	TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY	GENERAL FUND	FIRE DEPARTMENT	1,545.10
6/26/19	TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY	GENERAL FUND	FIRE DEPARTMENT	1,545.10
6/26/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	GENERAL FUND	FIRE DEPARTMENT	276.50
6/26/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	GENERAL FUND	FIRE DEPARTMENT	276.50
6/26/19	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	GENERAL FUND	FIRE DEPARTMENT	1,219.90
6/26/19	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	GENERAL FUND	FIRE DEPARTMENT	1,219.90
6/26/19	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	170.64
6/26/19	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	170.64
6/26/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	FIRE DEPARTMENT	106.60
6/26/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	FIRE DEPARTMENT	106.60
6/26/19	TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	FIRE DEPARTMENT	24.05
6/26/19	TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	FIRE DEPARTMENT	24.05
6/26/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	43.16
6/26/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	43.16
6/26/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	FIRE DEPARTMENT	13.28
6/26/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	FIRE DEPARTMENT	13.28
6/26/19	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	43.94
6/26/19	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	43.94
6/26/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	FIRE DEPARTMENT	20.28
6/26/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	FIRE DEPARTMENT	20.28
6/26/19	TX DEPARTMENT OF STATE HEALTH SERVICES	EMS 2019 MCWILLIAMS	GENERAL FUND	FIRE DEPARTMENT	96.00
6/26/19	Texas Commission on Fire Protection	TESTING: GARNER , MCKINNON	GENERAL FUND	FIRE DEPARTMENT	110.00
6/26/19	TML MULTISTATE IEBP	3-P85-20-30 CHILD BUY DOWN	GENERAL FUND	POLICE DEPARTMENT	276.50
6/26/19	TML MULTISTATE IEBP	3-P85-20-30 CHILD BUY DOWN	GENERAL FUND	POLICE DEPARTMENT	276.50
6/26/19	TML MULTISTATE IEBP	3 -P85-20-30 EE ONLY	GENERAL FUND	POLICE DEPARTMENT	234.88
6/26/19	TML MULTISTATE IEBP	3 -P85-20-30 EE ONLY	GENERAL FUND	POLICE DEPARTMENT	234.88
6/26/19	TML MULTISTATE IEBP	3 P85-2-30 HRA FUNDS	GENERAL FUND	POLICE DEPARTMENT	41.62
6/26/19	TML MULTISTATE IEBP	3 P85-2-30 HRA FUNDS	GENERAL FUND	POLICE DEPARTMENT	41.62
6/26/19	TML MULTISTATE IEBP	4-P85-50-30 EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	218.18
6/26/19	TML MULTISTATE IEBP	4-P85-50-30 EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	218.18
6/26/19	TML MULTISTATE IEBP	4-P85-50-30 EMP-HRA FUNDS	GENERAL FUND	POLICE DEPARTMENT	58.32
6/26/19	TML MULTISTATE IEBP	4-P85-50-30 EMP-HRA FUNDS	GENERAL FUND	POLICE DEPARTMENT	58.32
6/26/19	TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	GENERAL FUND	POLICE DEPARTMENT	340.76
6/26/19	TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	GENERAL FUND	POLICE DEPARTMENT	340.76
6/26/19	TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	GENERAL FUND	POLICE DEPARTMENT	212.24
6/26/19	TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	GENERAL FUND	POLICE DEPARTMENT	212.24
6/26/19	TML MULTISTATE IEBP	8-P85-250-30 - CHILD BUY D	GENERAL FUND	POLICE DEPARTMENT	543.90
6/26/19	TML MULTISTATE IEBP	8-P85-250-30 - CHILD BUY D	GENERAL FUND	POLICE DEPARTMENT	543.90
6/26/19	TML MULTISTATE IEBP	8-P85-250-30 - CHILD HRA	GENERAL FUND	POLICE DEPARTMENT	154.51
6/26/19	TML MULTISTATE IEBP	8-P85-250-30 - CHILD HRA	GENERAL FUND	POLICE DEPARTMENT	154.51

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
6/26/19	TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY	GENERAL FUND	POLICE DEPARTMENT	1,390.59
6/26/19	TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY	GENERAL FUND	POLICE DEPARTMENT	1,390.59
6/26/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	GENERAL FUND	POLICE DEPARTMENT	553.00
6/26/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	GENERAL FUND	POLICE DEPARTMENT	553.00
6/26/19	TML MULTISTATE IEBP	8-P85-250-30 CHILD-HSA FUN	GENERAL FUND	POLICE DEPARTMENT	9.10
6/26/19	TML MULTISTATE IEBP	8-P85-250-30 CHILD-HSA FUN	GENERAL FUND	POLICE DEPARTMENT	9.10
6/26/19	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	GENERAL FUND	POLICE DEPARTMENT	1,219.90
6/26/19	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	GENERAL FUND	POLICE DEPARTMENT	1,219.90
6/26/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE CHILD	GENERAL FUND	POLICE DEPARTMENT	54.93
6/26/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE CHILD	GENERAL FUND	POLICE DEPARTMENT	54.93
6/26/19	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	170.64
6/26/19	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	170.64
6/26/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	POLICE DEPARTMENT	85.28
6/26/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	POLICE DEPARTMENT	85.28
6/26/19	TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	POLICE DEPARTMENT	35.15
6/26/19	TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	POLICE DEPARTMENT	35.15
6/26/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	49.80
6/26/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	49.80
6/26/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	POLICE DEPARTMENT	13.28
6/26/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	POLICE DEPARTMENT	13.28
6/26/19	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	47.32
6/26/19	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	47.32
6/26/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	POLICE DEPARTMENT	25.35
6/26/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	POLICE DEPARTMENT	25.35
6/26/19	ICMA - VANTAGEPOINT TRANSFER-457	ICMA-FLAT AMOUNTS	WATER FUND	NON-DEPARTMENTAL	160.00
6/26/19	G & S RENOVATIONS, L	1-0141-01	WATER FUND	NON-DEPARTMENTAL	250.00
6/26/19	BRADLEY, JOHN	1-0125-01	WATER FUND	NON-DEPARTMENTAL	250.00
6/26/19	TAYLOR, ZACH	1-0339-02	WATER FUND	NON-DEPARTMENTAL	250.00
6/26/19	TML MULTISTATE IEBP	7-P85-150-40 - CHILD BUY D	WATER FUND	NON-DEPARTMENTAL	22.98
6/26/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	WATER FUND	NON-DEPARTMENTAL	144.03
6/26/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	WATER FUND	NON-DEPARTMENTAL	144.03
6/26/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	WATER FUND	NON-DEPARTMENTAL	10.20
6/26/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	WATER FUND	NON-DEPARTMENTAL	10.20
6/26/19	TML MULTISTATE IEBP	HSA Contribution	WATER FUND	NON-DEPARTMENTAL	42.66
6/26/19	TML MULTISTATE IEBP	HSA Contribution	WATER FUND	NON-DEPARTMENTAL	42.66
6/26/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	WATER FUND	NON-DEPARTMENTAL	2.38
6/26/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	WATER FUND	NON-DEPARTMENTAL	2.38
6/26/19	TML MULTISTATE IEBP	LIFE-VOLUNTARY	WATER FUND	NON-DEPARTMENTAL	20.25
6/26/19	TML MULTISTATE IEBP	LIFE-VOLUNTARY	WATER FUND	NON-DEPARTMENTAL	20.23
6/26/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	WATER FUND	NON-DEPARTMENTAL	2.42
6/26/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	WATER FUND	NON-DEPARTMENTAL	2.42
6/26/19	CITY OF SHAVANO PARK GF/PAYROLL	WATER FUND DUE TO PAYROLL	WATER FUND	NON-DEPARTMENTAL	5,786.39
6/26/19	TML MULTISTATE IEBP	3 -P85-20-30 EE ONLY	WATER FUND	WATER DEPARTMENT	234.88
6/26/19	TML MULTISTATE IEBP	3 -P85-20-30 EE ONLY	WATER FUND	WATER DEPARTMENT	234.88
6/26/19	TML MULTISTATE IEBP	3-P85-20-30 SPOUSE HRA FUN	WATER FUND	WATER DEPARTMENT	41.62
6/26/19	TML MULTISTATE IEBP	3-P85-20-30 SPOUSE HRA FUN	WATER FUND	WATER DEPARTMENT	41.62
6/26/19	TML MULTISTATE IEBP	7-P85-150-40 - CHILD BUY D	WATER FUND	WATER DEPARTMENT	135.94
6/26/19	TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	WATER FUND	WATER DEPARTMENT	254.85
6/26/19	TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	WATER FUND	WATER DEPARTMENT	170.38
6/26/19	TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	WATER FUND	WATER DEPARTMENT	158.74
6/26/19	TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	WATER FUND	WATER DEPARTMENT	106.12
6/26/19	TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY	WATER FUND	WATER DEPARTMENT	154.51
6/26/19	TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY	WATER FUND	WATER DEPARTMENT	154.51
6/26/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	WATER FUND	WATER DEPARTMENT	132.44
6/26/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	WATER FUND	WATER DEPARTMENT	132.44
6/26/19	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	WATER FUND	WATER DEPARTMENT	121.99

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
6/26/19	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	WATER FUND	WATER DEPARTMENT	121.99
6/26/19	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	49.71
6/26/19	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	49.65
6/26/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	WATER FUND	WATER DEPARTMENT	10.22
6/26/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	WATER FUND	WATER DEPARTMENT	10.22
6/26/19	TML MULTISTATE IEBP	HRA/HSA FEE	WATER FUND	WATER DEPARTMENT	6.46
6/26/19	TML MULTISTATE IEBP	HRA/HSA FEE	WATER FUND	WATER DEPARTMENT	6.46
6/26/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	3.30
6/26/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	3.29
6/26/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	WATER FUND	WATER DEPARTMENT	9.89
6/26/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	WATER FUND	WATER DEPARTMENT	9.89
6/26/19	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	11.81
6/26/19	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	11.80
6/26/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	WATER FUND	WATER DEPARTMENT	2.43
6/26/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	WATER FUND	WATER DEPARTMENT	2.43
6/27/19	COLONIAL SUPPLEMENTAL INS	MENDOZA	GENERAL FUND	NON-DEPARTMENTAL	54.82
6/27/19	COLONIAL SUPPLEMENTAL INS	COLONIAL-AFTER TAX	GENERAL FUND	NON-DEPARTMENTAL	373.14
6/27/19	COLONIAL SUPPLEMENTAL INS	COLONIAL-AFTER TAX	GENERAL FUND	NON-DEPARTMENTAL	537.60
6/27/19	COLONIAL SUPPLEMENTAL INS	COLONIAL-PRE-TAX	GENERAL FUND	NON-DEPARTMENTAL	669.76
6/27/19	COLONIAL SUPPLEMENTAL INS	COLONIAL-PRE-TAX	GENERAL FUND	NON-DEPARTMENTAL	669.76
6/27/19	PRE-PAID LEGAL SERVICES, INC.	PREPAID LEGAL SERVICES	GENERAL FUND	NON-DEPARTMENTAL	205.76
6/27/19	PRE-PAID LEGAL SERVICES, INC.	PREPAID LEGAL SERVICES	GENERAL FUND	NON-DEPARTMENTAL	205.76
6/27/19	LINEBARGER, GOGGAN, BLAIR & SAMPSON, L	COURT COLLECTIONS FEES	GENERAL FUND	NON-DEPARTMENTAL	1,311.77
6/27/19	AMERICAN FIDELITY ASSURANCE	AMERICAN FIDELITY LIFE DUE	GENERAL FUND	NON-DEPARTMENTAL	51.00
6/27/19	AMERICAN FIDELITY ASSURANCE	AMERICAN FIDELITY LIFE DUE	GENERAL FUND	NON-DEPARTMENTAL	51.00
6/27/19	TEXAS MUNICIPAL LEAGUE	CITY ANNUAL MEMBERSHIP TML	GENERAL FUND	CITY COUNCIL	1,132.00
6/27/19	AMG PRINTING & MAILING	JULY 4TH - POSTCARDS	GENERAL FUND	CITY COUNCIL	457.62
6/27/19	EMBROIDERY STUDIO	JULY 4TH - HATS	GENERAL FUND	CITY COUNCIL	615.00
6/27/19	TIME WARNER CABLE	CABLE/TV	GENERAL FUND	CITY ADMINISTRATION	85.44
6/27/19	GE MONEY BANK	JANITORIAL SUPPLIES	GENERAL FUND	CITY ADMINISTRATION	88.08
6/27/19	SAN ANTONIO EXPRESS NEWS	PW SUPERVISOR AD	GENERAL FUND	CITY ADMINISTRATION	161.00
6/27/19	PITNEY BOWES - PURCHASE POWER	QTRLY LEASE PAYMENT	GENERAL FUND	CITY ADMINISTRATION	170.13
6/27/19	PITNEY BOWES - PURCHASE POWER	OFFICE METER REFILL	GENERAL FUND	CITY ADMINISTRATION	500.00
6/27/19	PITNEY BOWES - PURCHASE POWER	OVERAGE FEE FOR METER REFI	GENERAL FUND	CITY ADMINISTRATION	3.50
6/27/19	INTRUDER ALERT SYSTEMS	ALARM MONITORING	GENERAL FUND	CITY ADMINISTRATION	35.95
6/27/19	MUELLER & WILSON INC	RESTROOM REPAIRS	GENERAL FUND	CITY ADMINISTRATION	177.55
6/27/19	B. RHODES ELECTRIC, INC.	OUTLET FOR SOFTENER IN CIT	GENERAL FUND	CITY ADMINISTRATION	450.00
6/27/19	SAFESITE, INC.	RECORDS DESTRUCTION	GENERAL FUND	CITY ADMINISTRATION	48.00
6/27/19	GE MONEY BANK	JANITORIAL SUPPLIES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	62.40
6/27/19	GE MONEY BANK	31.96	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	31.96
6/27/19	GE MONEY BANK	GATORADE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	71.89
6/27/19	SAFELANE TRAFFIC SUPPLY LLC	SIGNS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	522.90
6/27/19	INTRUDER ALERT SYSTEMS	ALARM REPAIR	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	190.00
6/27/19	INTRUDER ALERT SYSTEMS	ALARM MONITORING	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	49.95
6/27/19	CRAFCO INC	CONCRETE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	334.95
6/27/19	ASCO	SKIT STEER PALET FORKS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	875.00
6/27/19	ASCO	EQUIPMENT SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	1,035.21
6/27/19	ASCO	REPAIR OF BACKHOE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	727.81
6/27/19	BUCKHORN LLC	SOIL	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	401.00
6/27/19	T MOBILE	SECURITY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	35.04
6/27/19	B. RHODES ELECTRIC, INC.	SHOP LIGHTS / AC IN SHED	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	1,671.21
6/27/19	CENTERLINE SUPPLY INC	PAINT FOR STREET STRIPING	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	71.78
6/27/19	GE MONEY BANK	GE MONEY BANK	GENERAL FUND	FIRE DEPARTMENT	226.56
6/27/19	GE MONEY BANK	GE MONEY BANK	GENERAL FUND	FIRE DEPARTMENT	51.92
6/27/19	GE MONEY BANK	CLEANING / GATORADE	GENERAL FUND	FIRE DEPARTMENT	51.46
6/27/19	GE MONEY BANK	CLEANING / GATORADE	GENERAL FUND	FIRE DEPARTMENT	51.92

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
6/27/19	AT&T MOBILITY	FD CELL PHONES	GENERAL FUND	FIRE DEPARTMENT	9.60
6/27/19	WELSCO Inc.	MEDICAL OXYGEN	GENERAL FUND	FIRE DEPARTMENT	45.50
6/27/19	WELSCO Inc.	MEDICAL OXYGEN	GENERAL FUND	FIRE DEPARTMENT	39.52
6/27/19	QUADMED INC	MEDICAL SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	47.25
6/27/19	ZUBIE OPERATING SYSTEMS INC	UNIFORMS	GENERAL FUND	FIRE DEPARTMENT	802.80
6/27/19	ORKIN, INC.	PEST CONTROL	GENERAL FUND	FIRE DEPARTMENT	115.40
6/27/19	LIND Electronics, Inc.	TABLET CHARGERS	GENERAL FUND	FIRE DEPARTMENT	325.26
6/27/19	THE PRODUCTIVITY CENTER, INC.	TCLEDDS RENEWAL	GENERAL FUND	FIRE DEPARTMENT	162.00
6/27/19	SIRCHIE FINGER PRINT LABORATORIES	FINGERPRINT SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	97.52
6/27/19	COLONIAL SUPPLEMENTAL INS	COLONIAL-AFTER TAX	WATER FUND	NON-DEPARTMENTAL	22.61
6/27/19	COLONIAL SUPPLEMENTAL INS	COLONIAL-AFTER TAX	WATER FUND	NON-DEPARTMENTAL	22.61
6/27/19	COLONIAL SUPPLEMENTAL INS	COLONIAL-PRE-TAX	WATER FUND	NON-DEPARTMENTAL	32.05
6/27/19	COLONIAL SUPPLEMENTAL INS	COLONIAL-PRE-TAX	WATER FUND	NON-DEPARTMENTAL	32.05
6/27/19	PRE-PAID LEGAL SERVICES, INC.	PREPAID LEGAL SERVICES	WATER FUND	NON-DEPARTMENTAL	12.95
6/27/19	PRE-PAID LEGAL SERVICES, INC.	PREPAID LEGAL SERVICES	WATER FUND	NON-DEPARTMENTAL	12.95
6/27/19	GE MONEY BANK	GATORADE	WATER FUND	WATER DEPARTMENT	71.89
6/27/19	PRAXAIR DISTRIBUTION INC.	CYLINDER RENTAL	WATER FUND	WATER DEPARTMENT	701.89
6/27/19	PITNEY BOWES - PURCHASE POWER	POSTAGE UTILITY BILLS MAY	WATER FUND	WATER DEPARTMENT	228.20
6/27/19	BOB J. JOHNSON & ASSOCIATES	REPLACEMENT TURBIDEX MEDIA	WATER FUND	WATER DEPARTMENT	11,244.37
6/27/19	BELL HYDROGAS, INC	PROPANE GAS FOR GENERATOR	WATER FUND	WATER DEPARTMENT	936.00
6/27/19	TEC SERVICES	GROUNDWATER PRODUCTION	WATER FUND	WATER DEPARTMENT	350.00
6/27/19	DPC INDUSTRIES	EJECTOR	WATER FUND	WATER DEPARTMENT	1,725.00
6/27/19	ASCO	EQUIPMENT SERVICE	WATER FUND	WATER DEPARTMENT	1,035.21
6/27/19	USA BLUEBOOK	SHACKLE PAD LOCKS	WATER FUND	WATER DEPARTMENT	114.71
6/27/19	ONE CALL CONCEPTS	LOCATOR TICKETS	WATER FUND	WATER DEPARTMENT	16.00
6/27/19	T MOBILE	SECURITY	WATER FUND	WATER DEPARTMENT	35.04
6/27/19	CHEMEQUIP SERVICES LLC	REGULATOR WELL 7 MAINTAIN	WATER FUND	WATER DEPARTMENT	1,290.00
6/27/19	AMAZON.COM SERVICES INC	COMPUTER MONITORS	CRIME CONTROL DIST	POLICE DEPARTMENT	833.21
6/28/19	FROST NATIONAL BANK 941 TAX	FEDERAL WITHHOLDING	GENERAL FUND	NON-DEPARTMENTAL	13,031.64
6/28/19	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	NON-DEPARTMENTAL	1,617.26
6/28/19	CITY OF SHAVANO PARK GF/PAYROLL	GENERAL FUND DUE TO PAYROL	GENERAL FUND	NON-DEPARTMENTAL	84,632.41
6/28/19	FROST - VISA DEBIT CARD	FROST - ACADEMY	GENERAL FUND	CITY COUNCIL	460.04
6/28/19	FROST - VISA DEBIT CARD	FROST - NAPLES PIZZA	GENERAL FUND	CITY COUNCIL	58.34
6/28/19	FROST - VISA DEBIT CARD	FROST - MCALLISTERS	GENERAL FUND	CITY COUNCIL	197.20
6/28/19	FROST - VISA DEBIT CARD	FROST - ACEMART	GENERAL FUND	CITY ADMINISTRATION	720.00-
6/28/19	FROST - VISA DEBIT CARD	FROST - FRED PRYOR	GENERAL FUND	CITY ADMINISTRATION	99.00
6/28/19	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	CITY ADMINISTRATION	231.98
6/28/19	FROST - VISA DEBIT CARD	FROST - TML	GENERAL FUND	MUNICIPAL COURT	100.00
6/28/19	FROST - VISA DEBIT CARD	FROST - TML	GENERAL FUND	MUNICIPAL COURT	100.00
6/28/19	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	MUNICIPAL COURT	26.28
6/28/19	FROST - VISA DEBIT CARD	FROST - ACADEMY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	344.96
6/28/19	FROST - VISA DEBIT CARD	VISA-MILBEGGER	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	239.26
6/28/19	FROST - VISA DEBIT CARD	FROST - MILBERGERS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	97.25
6/28/19	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	86.22
6/28/19	FROST - VISA DEBIT CARD	FROST - PAYPAL *TRUCKS	GENERAL FUND	FIRE DEPARTMENT	149.99
6/28/19	FROST - VISA DEBIT CARD	FROST - LONESTAR FOOLS	GENERAL FUND	FIRE DEPARTMENT	300.00
6/28/19	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	FIRE DEPARTMENT	648.85
6/28/19	FROST - VISA DEBIT CARD	FROST - ACEMART	GENERAL FUND	POLICE DEPARTMENT	11.99
6/28/19	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	POLICE DEPARTMENT	623.93
6/28/19	FROST NATIONAL BANK 941 TAX	FEDERAL WITHHOLDING	WATER FUND	NON-DEPARTMENTAL	662.10
6/28/19	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	WATER FUND	NON-DEPARTMENTAL	108.20
6/28/19	FROST - VISA DEBIT CARD	FROST - ACADEMY	WATER FUND	WATER DEPARTMENT	149.96
6/28/19	FROST - VISA DEBIT CARD	FROST - ACCO AT A GLANCE	WATER FUND	WATER DEPARTMENT	35.13
6/28/19	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	WATER FUND	WATER DEPARTMENT	108.20
6/28/19	FROST - VISA DEBIT CARD	FROST - ADOBE	CRIME CONTROL DIST	POLICE DEPARTMENT	194.72
6/28/19	FROST - VISA DEBIT CARD	FROST - ACEMART	CRIME CONTROL DIST	POLICE DEPARTMENT	1,000.00

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
6/28/19	FROST - VISA DEBIT CARD	FROST - OPC*TAPEIT	CRIME CONTROL DIST	POLICE DEPARTMENT	357.80
6/28/19	FROST - VISA DEBIT CARD	FROST - ACEMART	POLICE FORFEITURE	POLICE DEPARTMENT	427.99
				TOTAL:	624,895.20

## ===== FUND TOTALS =====

10	GENERAL FUND	449,254.99
20	WATER FUND	77,585.13
30	DEBT SERVICE FUND	150.00
40	CRIME CONTROL DISTRICT	5,156.55
54	POLICE FORFEITURE	427.99
70	CAPITAL REPLACEMENT FUND	92,320.54

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GRAND TOTAL: 624,895.20  
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## SELECTION CRITERIA

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SELECTION OPTIONS

VENDOR SET: 01-CITY OF SHAVANO PARK  
VENDOR: All  
CLASSIFICATION: All  
BANK CODE: All  
ITEM DATE: 0/00/0000 THRU 99/99/9999  
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00  
GL POST DATE: 0/00/0000 THRU 99/99/9999  
CHECK DATE: 6/01/2019 THRU 6/30/2019

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PAYROLL SELECTION

PAYROLL EXPENSES: NO  
EXPENSE TYPE: N/A  
CHECK DATE: 0/00/0000 THRU 99/99/9999

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PRINT OPTIONS

PRINT DATE: Check Date  
SEQUENCE: By Date  
DESCRIPTION: Distribution  
GL ACCTS: YES  
REPORT TITLE: C O U N C I L A / P R E P O R T  
SIGNATURE LINES: 0

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PACKET OPTIONS

INCLUDE REFUNDS: YES  
INCLUDE OPEN ITEM:NO

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## **1. MEETING TO ORDER**

Mayor Werner called the meeting to order at 4:42 p.m.

PRESENT:

ABSENT:

Alderman Colemere

Alderman Kautz

Mayor Pro Tem Ross

Alderman Powers

Alderman Heintzelman (arrived at 5:45)

Mayor Werner

## **2. PLEDGE OF ALLEGIANCE AND INVOCATION**

Mayor Werner with the consensus of City Council dispensed with the Pledge of Allegiance to the Flag and the Invocation.

## **3. CITIZENS TO BE HEARD**

No citizens signed up to address City Council at this time.

## **4. CITY COUNCIL COMMENTS**

Mayor Werner with the consensus of City Council dispensed with City Council Comments.

## **5. REGULAR AGENDA ITEMS**

### **5.1. Presentation / discussion - TML-Health renewal and establishing a defined contribution - Finance Director / Victor Diaz, TML - Health**

Victor Diaz, TML-Health, discussed benefits changes and the 2019 renewal rate at 3.5%. City Council consensus is to increase the Defined Contribution by 3.5% (\$572.00) per employee.

### **5.2. Presentation / discussion - Annual update to Compensation Survey Results and City of Shavano Park 2019-2020 compensation – Finance Director / City Secretary / Steve Werling, Werling Associates**

Steve Werling, Werling Associates presented the annual update to the Compensation Survey results and City of Shavano Park 2019-20 compensation. City Council consensus to accept the paygrade adjustment as reviewed and budget for a 3.25% salary increase. City Council consensus that Werling Associates request open records for the next salary survey from the following cities: Terrell Hill, Castle Hills, Olmos Park, Fair Oaks Ranch and Leon Valley

### **5.3. Presentation / discussion - Budget Basics - Finance Director**

Finance Director Morey presented a brief overview of the Budget Basics.

### **5.4. Presentation / discussion - Review / Staff analysis of Council Objectives - City Manager**

City Manager Hill informed Council that changes to Review / Staff analysis of Council objectives is highlighted in the packet and we will place on next agenda.



**5.5. Presentation / discussion – Review of Budget Calendar - Finance Director**

The next Workshop Meeting is scheduled for July 9<sup>th</sup> at 4:00 p.m.

**ADJOURNMENT**

Mayor Pro Tem Ross made a motion to adjourn the meeting.

Alderman Kautz seconded the motion.

The meeting adjourned at 6:26 p.m.

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**Zina Tedford**  
**City Secretary**

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**Robert Werner**  
**Mayor**

## **1. CALL MEETING TO ORDER**

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

PRESENT:

ABSENT:

Alderman Colemere

Alderman Kautz

Mayor Pro Tem Ross

Alderman Powers

Alderman Heintzelman

Mayor Werner

## **2. PLEDGE OF ALLEGIANCE AND INVOCATION**

Alderman Heintzelman led the Pledge of Allegiance to the Flag. Alderman Kautz followed with the Invocation.

## **3. CITIZENS TO BE HEARD**

No citizens signed up to address City Council.

## **4. CITY COUNCIL COMMENTS**

City Council thanked everyone for attending the meeting, reminded all to come out to Independence Celebration and applauded the great turn out for the Paper Shred Event held Saturday, June 22<sup>nd</sup>.

## **5. PRESENTATIONS, COMMENDATIONS AND ANNOUNCEMENTS**

### **5.1. Recognition of CAPT Hernandez and LT Woodruff for degree completion**

City Council and Chief Dover recognized CAPT. Hernandez and LT. Woodruff for degree completion.

### **5.2. Recognition of Brandon Peterson and Public Works for actions completed the night of June 6<sup>th</sup> and on June 7 to ensure continued operations of the water system**

City Council and City Manager Hill recognized PW Director Brandon Peterson and Public Works for actions completed the night of June 6<sup>th</sup> and 7<sup>th</sup> to ensure continued operations of the water system.

## **6. REGULAR AGENDA ITEMS**

### **6.1. Discussion / action - Use of City Hall for voting - Mayor Pro Tem Ross**

Mayor Pro Tem Ross discussed the use of City Hall for voting and issues with parking, sign clutter, complaints regarding people hawking for candidates, litter, and congestion in the lobby making it difficult for residents or businesses to conduct their business.

Ms. Jacque Callanen, Bexar County Elections Administrator, discussed Early Voting / Election Day turnout Shavano Park. Ms. Callanen addressed a number of questions asked by City Council and discussed how this Legislative Session has made more changes to administration of Elections.

This item will be discussed at a future meeting to discuss the plan for future voting.

**6.2. Discussion / action - Ordinance No. O-2019-006 providing for the voluntary extension of the Shavano Park, Texas city limits by the annexation of a tract of land being out of Lot 1814 of the Shavano Park Unit 16A-1 subdivision that contains an area of approximately 1.838 acres, as depicted herein as the annexation area, located as more particularly described in the attached exhibit "A"; and amending the official city limits map of the City of Shavano Park to reflect the voluntary annexation of the area described herein (first reading) - City Manager**

Alderman Heintzelman made a motion to approve Ordinance No. O-2019-006 providing for the voluntary extension of the Shavano Park, Texas city limits by the annexation of a tract of land being out of Lot 1814 of the Shavano Park Unit 16A-1 subdivision that contains an area of approximately 1.838 acres, as depicted herein as the annexation area, located as more particularly described in the attached exhibit "A"; and amending the official city limits map of the City of Shavano Park to reflect the voluntary annexation of the area described herein (first reading).

Mayor Pro Tem Ross seconded the motion.

The motion to approve Ordinance No. O-2019-006 providing for the voluntary extension of the Shavano Park, Texas city limits by the annexation of a tract of land being out of Lot 1814 of the Shavano Park Unit 16A-1 subdivision that contains an area of approximately 1.838 acres, as depicted herein as the annexation area, located as more particularly described in the attached exhibit "A"; and amending the official city limits map of the City of Shavano Park to reflect the voluntary annexation of the area described herein (first reading) carried with a unanimous vote.

**6.3. Discussion / action - Chief Dover's six month Fire Department Assessment - Fire Chief**

Chief Dover presented his six month's Fire Department Assessment.

**6.4. Discussion / action - Ordinance No. O-2019-007 amending the City of Shavano Park Code of Ordinances Chapter 6 - Buildings and Building Regulations, Sec. 6-165 and Chapter 34 - Utilities, Article II. - Water to update Backflow Prevention Assembly requirements (first reading) - City Manager**

Mayor Pro Tem Ross made a motion to open discussion Ordinance No. O-2019-007 amending the City of Shavano Park Code of Ordinances Chapter 6 - Buildings and Building Regulations, Sec. 6-165 and Chapter 34 - Utilities, Article II. - Water to update Backflow Prevention Assembly requirements (first reading).

Alderman Heintzelman seconded the motion.

City Council held discussion.

Mayor Pro Tem Ross made a motion to postpone this item until the next Regular City Council Meeting.

Alderman Colemere seconded the motion.

The motion to postpone Ordinance No. O-2019-007 amending the City of Shavano Park Code of Ordinances Chapter 6 - Buildings and Building Regulations, Sec. 6-165 and Chapter 34 - Utilities, Article II. - Water to update Backflow Prevention Assembly requirements until the next Regular City Council Meeting carried with a unanimous vote.

**6.5. Discussion / action - Ordinance No. O-2019-008 amending Appendix A - City of Shavano Park fee residential schedule permit fees (first reading) - City Manager**

Alderman Heintzelman made a motion to approve Ordinance No. O-2019-008 amending Appendix A - City of Shavano Park fee residential schedule permit fees and waiving the second reading.

Mayor Pro Tem Ross seconded the motion.

The motion to approve Ordinance No. O-2019-008 amending Appendix A - City of Shavano Park fee residential schedule permit fees and waiving the second reading carried with a unanimous vote.

**6.6. Discussion / action - Schedule a Special Meeting to deliberate the appointment of public officer or employee (City Attorney). Possible Executive Session pursuant to Texas Government Code §551.074, Personnel Matters - City Council**

Alderman Powers made a motion to conduct the Special Meetings to deliberate the appointment of City Attorney on Wednesday, June 26<sup>th</sup> and Thursday, June 27<sup>th</sup> as posted.

Mayor Pro Tem Ross seconded the motion.

The motion to conduct the Special Meetings to deliberate the appointment of City Attorney on Wednesday, June 26<sup>th</sup> and Thursday, June 27<sup>th</sup> as posted carried with a unanimous vote.

**7. CITY MANAGER'S REPORT**

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

**7.1. Building Permit Activity Report**

**7.2. Fire Department Activity Report**

**7.3. Municipal Court Activity Report**

**7.4. Police Department Activity Report**

**7.5. Public Works Activity Report**

**7.6. Finance Report**

**8. CONSENT AGENDA**

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

**8.1. Approval - City Council Meeting Minutes, May 13, 2019**

**8.2. Approval - City Council Workshop Meeting Minutes, June 12, 2019**

**8.3. Approval - City Council Special Meeting, June 12, 2019**

**8.4. Accept - Planning and Zoning Commission Meeting Minutes, April 3, 2019**

Alderman Powers made a motion to approve Consent Agenda items 8.1 – 8.4 as presented.

Alderman Kautz seconded the motion.

The motion to approve Consent Agenda items 8.1 – 8.4 carried unanimously.

## **9. ADJOURNMENT**

Alderman Kautz made a motion to adjourn the meeting.

Alderman Heintzelman seconded the motion.

The meeting adjourned at 8:29 p.m.

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Robert Werner  
Mayor

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Zina Tedford  
City Secretary

**1. CALL MEETING TO ORDER**

Mayor Werner called the meeting to order at 2:02 p.m.

PRESENT:

ABSENT:

Alderman Colemere

Alderman Heintzelman

Alderman Kautz

Mayor Pro Tem Ross

Alderman Powers

Mayor Werner

**2. PLEDGE OF ALLEGIANCE AND INVOCATION**

Mayor Werner with the consensus of City Council dispensed with the Pledge of Allegiance to the Flag and Invocation.

**3. CITIZENS TO BE HEARD**

No one signed up to address City Council.

**4. CITY COUNCIL COMMENTS**

Mayor Werner with the consensus of City Council dispensed with City Council Comments.

**5. REGULAR AGENDA ITEMS**

**5.1. Discussion / action - Deliberate the appointment of City Attorney. Possible Executive Session pursuant to Texas Government Code §551.074, Personnel Matters - City Council**

City Council introduced themselves. Langley & Banack, Inc., Attorney and Counselors at Law introduced the members of their team, Paul Fletcher, Marc Schnall, Ruben Barrera and Erica Valladares and presented an overview of the municipal law services they could provide the City.

Alderman Colemere made a motion to adjourn into Executive Session.

Alderman Kautz seconded the motion.

The Open Meeting closed at 2:14 p.m.

The Open Meeting reconvened at 3:10 p.m.

Brief recess and reconvened at 3:27 p.m.

At this time, the Law Firm of Denton, Navarro Rocha Bernal & Zech introduced the members of their team, Charlie Zech, Dan Santee and Clarissa Rodriguez. Charlie Zech presented an overview of the services they currently provide the City.

Alderman Powers made a motion to adjourn into Executive Session.

Alderman Colemere seconded the motion.

The Open Meeting closed at 3:28 p.m.

The Open Meeting reconvened at 4:31 p.m.

No action was taken.

**6. ADJOURNMENT**

Mayor Pro Tem Ross made a motion to adjourn the meeting.

Alderman Colemere seconded the motion.

The meeting adjourned at 4:32 p.m.

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Robert Werner  
Mayor

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Zina Tedford  
City Secretary

**1. CALL MEETING TO ORDER**

Mayor Werner called the meeting to order at 2:03 p.m.

PRESENT:

ABSENT:

Alderman Colemere

Alderman Kautz

Mayor Pro Tem Ross

Alderman Powers

Alderman Heintzelman

Mayor Werner

**2. PLEDGE OF ALLEGIANCE AND INVOCATION**

Mayor Werner with the consensus of City Council dispensed with the Pledge of Allegiance to the Flag and Invocation.

**3. CITIZENS TO BE HEARD**

No one signed up to address City Council.

**4. CITY COUNCIL COMMENTS**

Mayor Werner with the consensus of City Council dispensed with City Council Comments.

**5. REGULAR AGENDA ITEMS**

**5.1. Discussion / action - Deliberate the appointment of City Attorney. Possible Executive Session pursuant to Texas Government Code §551.074, Personnel Matters - City Council**

City Council introduced themselves. Bojorquez Law Firm, PC, the members of their team, Alan Bojorquez, Tad, Cleves, Laura Mueller, and Robyn Miga and presented an overview of the municipal law services they could provide the City.

Alderman Kautz made a motion to adjourn into Executive Session.

Mayor Pro Tem Ross seconded the motion.

The Open Meeting closed at 2:25 p.m.

The Open Meeting reconvened at 3:12 p.m.

Mayor called for a 5 minute recess 3:13 p.m.

Mayor called the meeting to order at 3:18 p.m.

City Council introduced themselves and the Law Offices of Davidson Troilo Ream & Garza introduced the members of their team, Austin Beck, Richard Lindner and Sherri Kenzie. An overview of municipal services they would be able to provide to the City.

Alderman Kautz made a motion to adjourn into Executive Session.



Mayor Pro Tem Ross seconded the motion.

The Open Meeting closed at 336 p.m.

The Open Meeting reconvened at 4:14 p.m.

No action was taken.

**6. ADJOURNMENT**

Mayor Pro Tem Ross made a motion to adjourn the meeting.

Alderman Colemere seconded the motion.

The meeting adjourned at 4:16 p.m.

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Robert Werner  
Mayor

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Zina Tedford  
City Secretary

## CITY COUNCIL AGENDA FORM

Meeting Date: July 22, 2019

Agenda item: 8.5

Prepared by: Bill Hill

Reviewed by: Bill Hill

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**AGENDA ITEM DESCRIPTION:** Discussion / action - Ordinance No. O-2019-006 providing for the voluntary extension of the Shavano Park, Texas city limits by the annexation of a tract of land being out of Lot 1814 of the Shavano Park Unit 16A-1 subdivision that contains an area of approximately 1.838 acres, as depicted herein as the annexation area, located as more particularly described in the attached exhibit "A"; and amending the official city limits map of the City of Shavano Park to reflect the voluntary annexation of the area described herein (final reading) - City Manager

X

**Attachments for Reference:**

- 1) 8.5a Petition for Annexation
- 2) 8.5b Council Meeting Minutes –  
September 22, 2014
- 3) 8.3c Ordinance O-2019-006
- 4) 8.3d Exhibit A
- 5) 8.3e Exhibit B

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**BACKGROUND / HISTORY:** On August 26th, 2014, Texas Ardmor Properties, LP submitted a petition for annexation (attachment 6.3a) for County Block 5938, Lot 1814 of Shavano Park Unit 16A-1. This petition was granted by City Council at the September 22, 2014 meeting (attachment 6.3b) after a public hearing.

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**DISCUSSION:** At the June 24, 2019 City Council meeting, Ordinance O-2019-006 was approved (first reading) and gave guidance to staff to ensure the acreage in the Ordinance was consistent with acreage in the Metes and Bounds. The acreage is updated to 1.838 acres in the Ordinance for the 2<sup>nd</sup> reading.

The annexation of the property described in Exhibit A of Ordinance O-2019-006 is governed by Texas Local Government Code Chapter 43.

Sec. 43.028. AUTHORITY OF MUNICIPALITIES TO ANNEX SPARSELY OCCUPIED AREA ON PETITION OF AREA LANDOWNERS.

- (a) This section applies only to the annexation of an area:
  - (1) that is one-half mile or less in width;
  - (2) that is contiguous to the annexing municipality; and
  - (3) that is vacant and without residents or on which fewer than three qualified voters reside.
- (b) The owners of the area may petition the governing body of the municipality in writing to annex the area.

(c) The petition must describe the area by metes and bounds and must be acknowledged in the manner required for deeds by each person having an interest in the area.

(d) After the 5th day but on or before the 30th day after the date the petition is filed, the governing body shall hear the petition and the arguments for and against the annexation and shall grant or refuse the petition as the governing body considers appropriate.

(e) If the governing body grants the petition, the governing body by ordinance may annex the area. On the effective date of the ordinance, the area becomes a part of the municipality and the inhabitants of the area are entitled to the rights and privileges of other citizens of the municipality and are bound by the acts and ordinances adopted by the municipality.

(f) If the petition is granted and the ordinance is adopted, a certified copy of the ordinance together with a copy or duplicate of the petition shall be filed in the office of the county clerk of the county in which the municipality is located.

The steps under subsections (b), (c) and (d) have been already completed. Approval of Ordinance O-2019-006 will annex County Block 5938 Lot 1814 of the Shavano Park Unit 16A-1 subdivision to the City of Shavano Park.

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**COURSES OF ACTION:** Approve Ordinance No. O-2019-006 or alternatively decline and provide guidance to staff.

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**FINANCIAL IMPACT:** N/A

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**STAFF RECOMMENDATION:** Approve Ordinance No. O-2019-006 providing for the voluntary extension of the Shavano Park, Texas city limits by the annexation of a tract of land being out of Lot 1814 of the Shavano Park Unit 16A-1 subdivision that contains an area of approximately 1.838 acres, as depicted herein as the annexation area, located as more particularly described in the attached exhibit “A”; and amending the official city limits map of the City of Shavano Park to reflect the voluntary annexation of the area described herein (final reading).

**PETITION REQUESTING ANNEXATION BY AREA LANDOWNER**

TO THE MAYOR AND GOVERNING BODY OF THE CITY OF SHAVANO PARK,  
TEXAS:


Under authority of Texas Local Government Code Chapter 43 and other applicable law, the undersigned owner(s) of the hereinafter described tract of land, which is (1) one-half mile or less in width, (2) contiguous to the city limits, and (3) vacant and without residents, or on which less than three (3) qualified voters reside, hereby petition your Honorable Body to extend the present city limits so as to include as a part of the City of Shavano Park, Texas, the property described in Exhibit "A" attached hereto and made a part hereof, and shown on plat attached as Exhibit "B" attached hereto and made a part hereof.

By signing below, we hereby certify that:

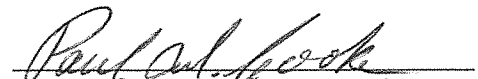
WE ARE THE TRUE AND ONLY OWNERS OF THE ABOVE DESCRIBED TRACT OF  
LAND, as conveyed to us in Deeds recorded as:

1. Volume 15801, Page 2488, Official Public Records of Bexar County, Texas, and
2. Volume 15801, Page 2490, Official Public Records of Bexar County, Texas.

Texas Ardmore Properties, LP  
by and through Texas Ardmore Management,  
LLC, its General Partner:

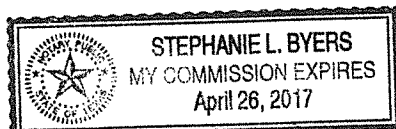
  
Paul M. Cooke, Manager of  
Ardmore Management, LLC

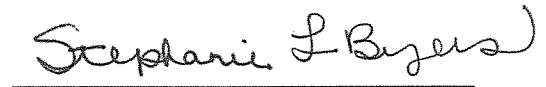
Texas Ardmore Management, LLC:

  
Paul M. Cooke, Manager of Texas  
Ardmore Management, LLC

STATE OF TEXAS           §  
COUNTY OF BEXAR       §

This instrument was acknowledged before me on Aug 26, 2014 by Paul M. Cooke, Manager, on behalf of Texas Ardmore Management, LLC, General Partner of Texas Ardmore Properties, LP.

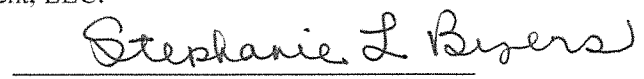


  
Notary Public, State of Texas  
My commission expires: 4/26/17

STATE OF TEXAS           §  
COUNTY OF BEXAR       §

This instrument was acknowledged before me on Aug 26, 2014 by Paul M. Cooke, Manager, on behalf of Texas Ardmore Management, LLC.



  
Notary Public, State of Texas  
My commission expires: 4/26/17

## Exhibit "A"

### FIELD NOTES

#### FOR

A 1.838 acre, or 80,050 square feet tract of land being out of Lot 1400 of the Shavano Park Unit 16A Subdivision recorded in Volume 9509, Page 209-212 of the Deed and Plat Records of Bexar County Texas, out of the McRae Survey No. 391, Abstract 482, County Block 4782 of Bexar County Texas. Said 1.838 acre tract being more fully described as follows:

COMMENCING At a found  $\frac{1}{2}$ " iron rod at the most easterly return of the intersection of the northwest right-of-way line of Huebner Road and the northeast right-of-way line of Lockhill-Selma Road, the Southeast corner of the said Lot 1400;

THENCE: N  $41^{\circ}50'46''$ E, along and with the northwest right-of-way line of said Huebner Road and the southeast line of said Lot 1400, a distance of 410.00 feet to a set  $\frac{1}{2}$ " iron rod with yellow cap marked "Pape-Dawson" at the POINT OF BEGINNING;

THENCE: N  $48^{\circ}09'14''$ W, departing the northwest right-of-way line of said Huebner Road, a distance of 204.21 feet to a set  $\frac{1}{2}$ " iron rod with yellow cap marked "Pape-Dawson" for an interior angle within said Lot 1400;

THENCE: S  $41^{\circ}50'46''$ W, a distance of 214.67 feet to a point;

THENCE: N  $48^{\circ}16'11''$ W, a distance of 260.73 feet to a point on the northwest line of said Lot 1400, being in the southeast line of Lot 1404 of the aforementioned Shavano Park Unit 16A Subdivision;

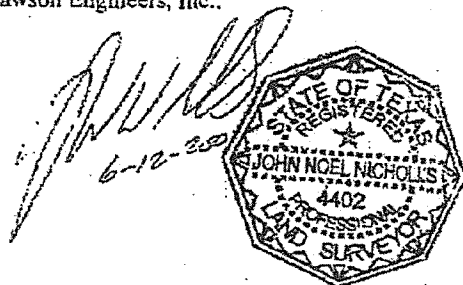
THENCE: N  $47^{\circ}42'29''$ E, along and with the northwest line of said Lot 1400 and the southeast line of said Lot 1404, at 121.73 feet passing the common corner of said Lot 1404 and Lot 1405 of the Shavano Park Unit 16A Subdivision, and a total distance of 276.64 feet to a found  $\frac{1}{2}$ " iron rod at the northernmost corner of said Lot 1400 and the easternmost corner of said Lot 1405, also being at a corner on the southwest line of Lot 1417 of said Shavano Park Unit 16A Subdivision;

THENCE: S  $48^{\circ}09'14''$ E, along and with the northeast line of said Lot 1400 and the southwest line of said Lot 1417, at 186.94 feet, passing the common corner of Lot 1417 and Lot 1418 of said Subdivision, and a total distance of 436.22 feet to a found  $\frac{1}{2}$ " iron rod on the northwest right-of-way line of the aforementioned Huebner Road;

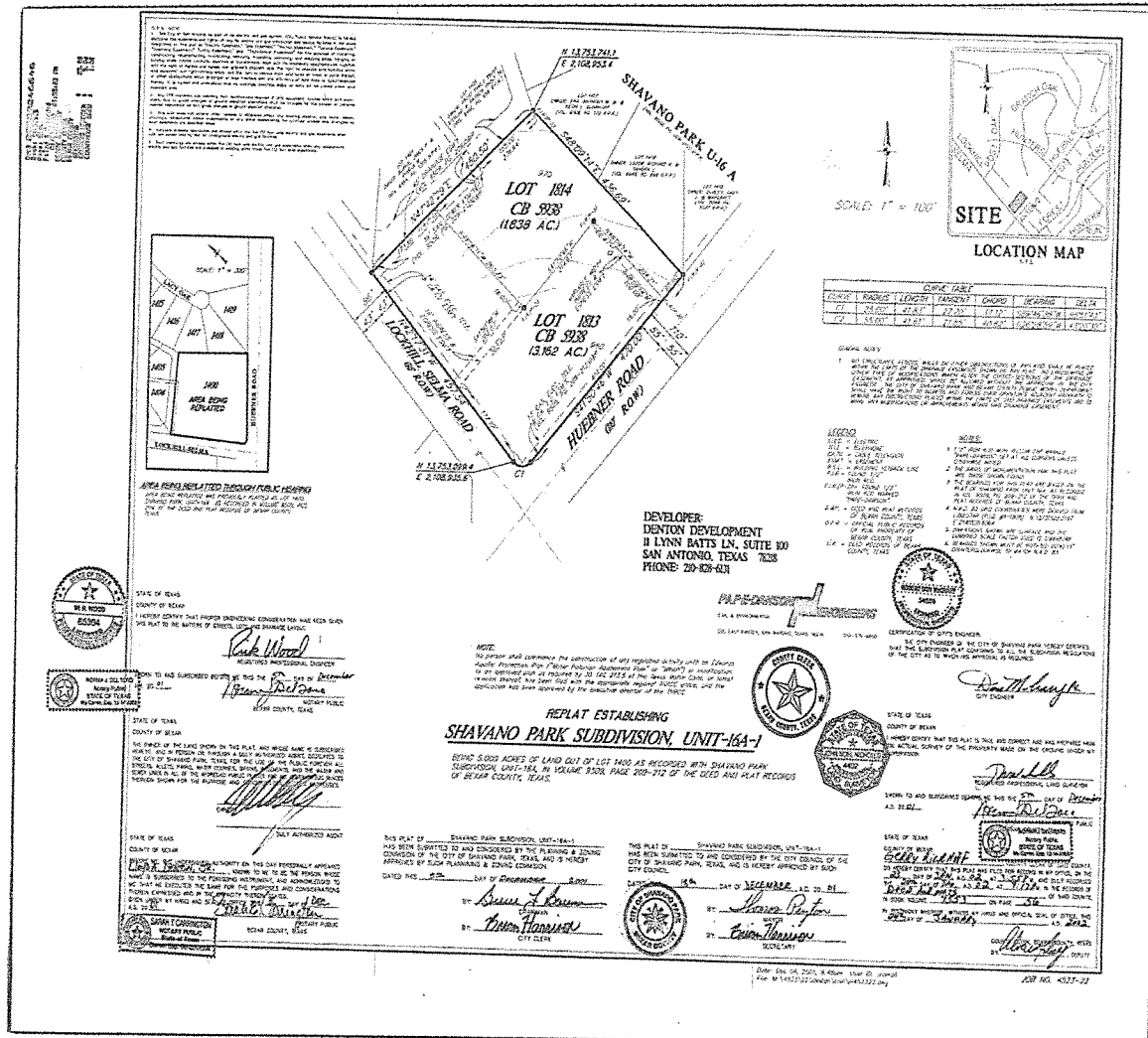
THENCE: S  $41^{\circ}50'46''$ W, along and with the northwest right-of-way line of said Huebner Road a distance of 60.00 feet to the POINT OF BEGINNING and containing 1.838 acres in Bexar County, Texas. Said tract being described in accordance with a survey made on the ground and a survey map prepared by Pape-Dawson Engineers, Inc..

PREPARED BY: Pape-Dawson Engineers, Inc.  
DATE: June 12, 2001  
JOB No.: 9556-01  
DOC.ID.: n:\survey01\1-9600\9556-01\Fnotes.doc

PAPE-DAWSON ENGINEERS, INC.



## Page 3 of 3



**MINUTES  
CITY COUNCIL OF  
SHAVANO PARK, TEXAS  
SEPTEMBER 22, 2014**

**1. CALL MEETING TO ORDER**

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

**2. PLEDGE OF ALLEGIANCE AND INVOCATION**

**2.1 Flag Ceremony and Pledge of Allegiance to the Flag – Boy Scout Troop 2010 –**

Boy Scout Troop 2010 presented the Color Guard and followed with the Pledge of Allegiance to the Flag.

**3. ROLL CALL**

PRESENT:

Alderman Berrier

Mayor Pro Tem Ross

Alderman Heintzelman

Alderman Hisel

Alderman Maisel

Mayor Marne

**4. CITIZENS TO BE HEARD**

A number of applicants for Boards and Commissions addressed City Council regarding their willingness to serve the citizens of Shavano Park.

Two citizens addressed the Council regarding smart meters and the proposed budget.

**5. CITY COUNCIL COMMENTS**

City Council welcomed everyone to the meeting.

**6. CONSENT AGENDA**

**6.1 Special City Council Meeting, August 20, 2014**

**6.2 City Council Meeting, August 27, 2014**

**6.3 Special City Council Meeting, September 9, 2014**

**6.4 Planning & Zoning Commission, August 6, 2014**

Mayor Pro Tem Ross made a motion to approve the Consent Agenda as presented. Alderman Maisel seconded the motion.

Motion carried

**7. CITY MANAGER'S REPORT – City Manager Hill**

**7.a Building Permit Activity Report**

**7.b Code Compliance Activity Report**

**7.c Fire Department Activity Report**

**7.d Municipal Court Activity Report**

**7.e Police Department Activity Report**

**7.f Public Works Activity Report**

**7.g Trinity Well**

**7.h City Monument on NW Military South City**

**7.i Finance Department Activity Report**

City Manager Hill presented the City Manager's Report. Finance Director Feagins presented the financial reports.

**Mayor Marne deviated to agenda item 9.12**

**9.12 Discussion / possible action – Ordinance No. O-2014-019 amending City of Shavano Park Code of Ordinances Chapter 36-1 Definitions (first reading) - City Manager**

Alderman Maisel made a motion to approve Ordinance No. O-2014-019 amending City of Shavano Park Code of Ordinances Chapter 36-1 Definitions (first reading).

Mayor Pro Tem Ross seconded the motion.

Motion carried.

**Mayor Marne deviated back to agenda item 8**

**8. PUBLIC HEARING**

**8.1 Public Hearing / Discussion/ possible action - Ordinance No. O-2014-018 approving and adopting a budget for the City of Shavano Park, Texas for the fiscal year beginning October 1, 2014 and ending September 30, 2015, and making appropriations for each fund and department; establishing a sinking fund for existing city financial obligations; providing for the levying and collection of a sufficient tax to pay the interest on such sinking fund obligations; repealing conflicting ordinance; providing a saving and severability clause and declaring an effective date (final reading) – City Manager**

Mayor Marne opened the Public Hearing at 7:05 p.m.

Public Hearing closed at 7:06 p.m.

Mayor Pro Tem Ross made a motion to Ordinance No. O-2014-018 approving and adopting a budget for the City of Shavano Park, Texas for the fiscal year beginning October 1, 2014 and ending September 30, 2015, and making appropriations for each fund and department; establishing a sinking fund for existing city financial obligations; providing for the levying and collection of a sufficient tax to pay the interest on such sinking fund obligations; repealing conflicting ordinance; providing a saving and severability clause and declaring an effective date (final reading).

Alderman Heintzelman seconded the motion

AYES: 3 NAYS: 1 (Alderman Maisel)

Motion carried.

**8.2 Public Hearing / possible action – Resolution No. R-2014- 008 approving the Crime Control & Prevention District budget for FY 2014-15**

Mayor Marne opened the Public Hearing at 7:14 p.m.

Public Hearing closed at 7:15 p.m.

Mayor Pro Tem Ross made the motion to approve R-2014-008.

Alderman Hisel seconded the motion



AYES: 3 NAYS: 1 (Alderman Maisel)  
Motion carried.

**8.3 Public Hearing – request for annexation from Texas Ardmor Properties, LP by and through Texas Ardmor Management LLC, its General Partner owner of 1.838 acre tract of land being out of Lot 1400 of the Shavano Park Unit 16A Subdivision (13211 Huebner Rd, San Antonio, TX 78230)**

Mayor Marne opened the Public Hearing at 7:16 p.m.

Public Hearing closed at 7:17 p.m.

**9. REGULAR AGENDA ITEMS**

**9.1 Proclamation – National Night Out 2014 – Mayor Marne**

Mayor Marne read the proclamation.

**9.2 Recognition - Mayor Pro Tem Michele Bunting Ross and Zina Tedford, City Secretary for attending the TML Leadership Academy and being recognized as Leadership Fellows – Mayor Marne**

Mayor Marne recognized Mayor Pro Tem Ross and City Secretary Tedford for their accomplishment.

**9.3 Discussion / possible action – Resolution No. R-2014-009 a resolution of the City of Shavano Park, TX levying ad valorem taxes for use and support of the municipal government of the City for the fiscal year beginning October 1, 2014 and ending September 30, 2015; providing for apportioning each levy for specific purposes; and providing when taxes shall become due and when same shall become delinquent if not paid - City Manager**

Alderman Maisel made the motion to approve R-2014-009 setting a total tax rate of \$0.309617 with the Maintenance & Operation rate being \$0.268916 and the Interest & Sinking rate being \$0.019188.

Mayor Pro Tem Ross seconded the motion.

Vote is as follows

Mayor Pro Tem Ross	-Yes
Alderman Heintzelman	-Yes
Alderman Hisel	-Yes
Alderman Maisel	-Yes
Mayor Marne	- present (only votes in event of tie)

**9.3.A. Record vote to ratify the property tax increase reflected in the FY 2014-15 budget.**

Mayor Pro Tem Ross	- Yes
Alderman Heintzelman	- Yes
Alderman Hisel	- Yes
Alderman Maisel	- Yes
Mayor Marne	- present (only votes in event of tie)

**9.4 Discussion / possible action – Resignation of Alderman Todd Braulick**

Mayor Pro Tem Ross made a point of order and asked this item be removed from the agenda.

**9.5 Discussion / possible action – Appointment and administer Oath of Office to fill vacancy due to resignation of Alderman Todd Braulick for term ending May 2015 – City Council**

Alderman Maisel made the motion to appoint Allan Berrier to fill the vacancy due to resignation of Alderman Todd Braulick for term ending May 2015.

Mayor Pro Tem Ross seconded the motion.

Motion carried.

Mayor Marne asked Mr. Berrier step to the front for the Oath of Office. Alderman Berrier joined City Council at the dais.

**9.6 Update - Situation update involving Bexar Met 9-1-1 and CoSP homeowner - Police Chief**

Chief Creed presented an update to City Council and will present additional information at a later date.

**Mayor Marne read agenda items 9.7 – 9.10**

Mayor Pro Tem Ross made a motion to approve the preliminary plats, Agenda items 9.7-9.10, as presented.

Alderman Maisel seconded the motion.

Motion carried.

**9.7 Discussion / possible action - Preliminary plat of Lot 1811, a 1.8748-acre tract of land out of a 46.94-acre tract of land as conveyed to Rogers Shavano Park Unit 18/19, LTD and described in instrument recorded in Volume 10075, page 1609-1624 of the official public records of real property of Bexar County, TX – Southside of Loop 1604 west of N.W. Military (Bexar County Medical) –City Manager**

**9.8 Discussion / possible action - Preliminary plat of Lot 2, Block 15, a 1.000-acre tract of land out of a 58.20-acre tract of land as conveyed to Rogers Shavano Park Unit 17, LTD and described in instrument recorded in Volume 8194, page 1745-1761 of the official public records of real property of Bexar County, TX – Westside of Lockhill Selma north of De Zavala – City Manager**

**9.9 Discussion / possible action - Preliminary plat of Lot 3, Block 15, a 1.000-acre tract of land out of a 58.20-acre tract of land as conveyed to Rogers Shavano Park Unit 17, LTD and described in instrument recorded in Volume 8194, page 1745-1761 of the official public records of real property of Bexar County, TX – Westside of Lockhill Selma north of De Zavala – City Manager**

**9.10 Discussion / possible action - Preliminary plat of a road to be located from the northwest corner of Pond Hill north to Loop 1604 out of a 46.94-acre tract of land as conveyed to Rogers Shavano Park Unit 18/19, LTD and described in instrument recorded in Volume 10075, page 1609-1624 of the official public records of real property of Bexar County, TX – City Manager**

**9.11 Discussion / possible action - Status of litigation regarding Texas Ardmore Properties LP ET AL vs. Lockhill Ventures LLC, Case Number 2014-CI-10796. Possible Executive Session pursuant to Texas Government Code, Chapter §551.071, Consultation with Attorney – City Manager / City Attorney**

The Open Meeting closed at 7:52 p.m.

Open Meeting reconvened at 8:27 p.m.

No action was taken on this item.

**9.13 Discussion / possible action - City Council policies and ordinances regarding appointments to Boards, Commissions, Committees, Task Forces, etc. - Mayor Pro Tem Bunting Ross**

Mayor Pro Tem Ross stated that she had requested this item be placed on the agenda for discussion. Discussion followed. No action was taken on this item.

**9.16 Discussion / possible action – Appointments to Boards and Commissions – City Council**

**Water Advisory Committee –**

Mayor Marne appointed T. Lee Powers to serve as Chairman

Alderman Hisel appointed Andrew Walters

Alderman Heintzelman appointed Margaret Kautz

**Board of Adjustments**

Appointed by the Mayor and confirmed by the City Council

Richard Miller

James McLendon

Salvador Belmares – Alternate

Charles Brame – Alternate

**Investment Committee**

Alderman Maisel made a motion to appoint George Fillis to the Investment Committee.

Mayor Pro Tem Ross seconded the motion.

Motion carried.

**Planning & Zoning Commission**

Mayor Pro –Tem Ross made a motion to appoint the following to the Planning & Zoning Commission:

Albert Aleman

Kathy Fandel

David Jauer

Konrad Kuykendall

Alderman Maisel seconded the motion.  
Motion carried.

**9.14 Discussion / possible action - Regarding the process for Citizen Review of the Municipal Tract Feasibility Study - Mayor Pro Tem Bunting Ross**

Mayor Pro Tem Ross made a motion to move this item to the next Regular City Council meeting.  
Alderman Maisel seconded the motion.  
Motion carried.

**9.15 Discussion / possible action - Use and allocation of STP-MM grant funds from VIA – City Manager**

City Manager Hill presented City Council with an update on this item.

**9.17 Discussion / possible action – Video recording of Council meetings – City Manager**

City Manager Hill presented a short briefing on this item. It was the consensus of City Council that City Manager Hill solicit proposals based on courses of action 1 and 2...

**9.18 Discussion / possible action – Acceptance or rejection of petition for annexation from Texas Ardmor Properties, LP by and through Texas Ardmor Management LLC, its General Partner owner of 1.838 acre tract of land being out of Lot 1400 of the Shavano Park Unit 16A Subdivision (13211 Huebner Rd, San Antonio, TX 78230). Possible Executive Session pursuant to Texas Government Code, Chapter §551.071, Consultation with Attorney – City Manager / City Attorney**

Alderman Maisel made a motion to accept the petition for annexation.  
Mayor Pro Tem Ross seconded the motion.  
Motion carried.

**10. ADJOURNMENT**

Mayor Pro Tem Ross made a motion to adjourn the meeting.  
Alderman Maisel seconded the motion.  
The meeting adjourned at 9:26 p.m.

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**A. David Marne, Mayor**

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**Zina Tedford**  
City Secretary

**ORDINANCE NO. O-2019-006**

**PROVIDING FOR THE VOLUNTARY EXTENSION OF THE SHAVANO PARK, TEXAS CITY LIMITS BY THE ANNEXATION OF A TRACT OF LAND THAT CONTAINS AN AREA OF APPROXIMATELY 1.838 ACRES, AS DEPICTED HEREIN AS THE ANNEXATION AREA, LOCATED AS MORE PARTICULARLY DESCRIBED IN THE ATTACHED EXHIBIT "A"; AND AMENDING THE OFFICIAL CITY LIMITS MAP OF THE CITY OF SHAVANO PARK TO REFLECT THE VOLUNTARY ANNEXATION OF THE AREA DESCRIBED HEREIN.**

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**WHEREAS**, Texas Local Government Code section 43.028 authorizes the City of Shavano Park, as general law municipality, to extend its City limit boundaries through the voluntary annexation of area adjacent to those boundaries; and

**WHEREAS**, Texas Local Government Code section 43.028 provides that if a petition, signed and duly acknowledged by each and every person having an interest in land, is filed with the City and the area proposed for annexation is contiguous and adjacent to the City of Shavano Park, Texas, and is not more than one-half mile in width, than the city may after a public hearing, grant the petition and annex said area by ordinance; and

**WHEREAS**, the owner of the property more particularly described in the attached Exhibit "A" did, of his own free will and accord, petition the City of Shavano Park to annex the approximate 1.038 acres described herein into the municipal boundaries of the City of Shavano Park; and

**WHEREAS**, in compliance with Texas Local Government Code Section 43.028, the City Council, after a public hearing, granted the petition; and

**WHEREAS**, in compliance with Texas Local Government Code Section 43.028, the City Council desires to adopt an ordinance annexing the area.

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

**SECTION 1.** The land and territory lying outside of, but adjacent to and adjoining the City of Shavano Park, Texas, more particularly described in Exhibit 'A', attached hereto and incorporated herein by reference, is hereby added and annexed to the City of Shavano Park, Texas, and said territory, as described, shall hereafter be included within the boundary limits of said City, and the present boundary limits of said City, at the

various points contiguous to the area described in Exhibits 'A' are altered and amended so as to include said areas within the corporate limits of the City of Shavano Park, Texas.

**SECTION 2.** The land and territory comprising approximately 1.838 acres; more particularly described as the annexation area on Exhibits 'A' are attached hereto and incorporated herein by reference, shall be part of the City of Shavano Park, Texas and inhabitants thereof shall be entitled to all of the rights and privileges as citizens and shall be bound by the acts, ordinances, resolutions, and regulations of the City of Shavano Park, Texas.

**SECTION 3.** The official City Limits of the City of Shavano Park shall be amended, as depicted in Exhibit "B", as attached hereto, to reflect the annexation of the subject property. Such map is attached hereto and incorporated herein as Exhibit 'B'.

**SECTION 4.** This ordinance shall be effective from and after its date passage.

**PASSED AND APPROVED** on the first reading by the City Council of the City of Shavano Park this the 24th day of June, 2019.

**PASSED AND APPROVED** on the second reading by the City Council of the City of Shavano Park this the \_\_\_\_ day of July, 2019.

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**ROBERT WERNER, MAYOR**

Attest:

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**ZINA TEDFORD, City Secretary**

Approved as to Form:

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City Attorney

## Exhibit "A"

### FIELD NOTES

#### FOR

A 1.838 acre, or 80,050 square feet tract of land being out of Lot 1400 of the Shavano Park Unit 16A Subdivision recorded in Volume 9509, Page 209-212 of the Deed and Plat Records of Bexar County Texas, out of the McRae Survey No. 391, Abstract 482, County Block 4782 of Bexar County Texas. Said 1.838 acre tract being more fully described as follows:

COMMENCING At a found  $\frac{1}{2}$ " iron rod at the most easterly return of the intersection of the northwest right-of-way line of Huebner Road and the northeast right-of-way line of Lockhill-Selma Road, the Southeast corner of the said Lot 1400;

THENCE: N  $41^{\circ}50'46''$ E, along and with the northwest right-of-way line of said Huebner Road and the southeast line of said Lot 1400, a distance of 410.00 feet to a set  $\frac{1}{2}$ " iron rod with yellow cap marked "Pape-Dawson" at the POINT OF BEGINNING;

THENCE: N  $48^{\circ}09'14''$ W, departing the northwest right-of-way line of said Huebner Road, a distance of 204.21 feet to a set  $\frac{1}{2}$ " iron rod with yellow cap marked "Pape-Dawson" for an interior angle within said Lot 1400;

THENCE: S  $41^{\circ}50'46''$ W, a distance of 214.67 feet to a point;

THENCE: N  $48^{\circ}16'11''$ W, a distance of 260.73 feet to a point on the northwest line of said Lot 1400, being in the southeast line of Lot 1404 of the aforementioned Shavano Park Unit 16A Subdivision;

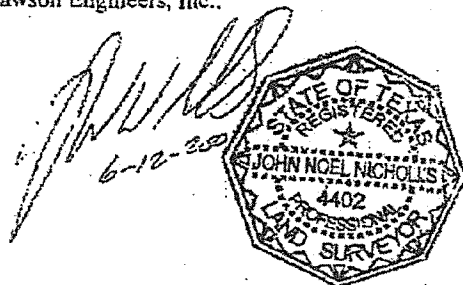
THENCE: N  $47^{\circ}42'29''$ E, along and with the northwest line of said Lot 1400 and the southeast line of said Lot 1404, at 121.73 feet passing the common corner of said Lot 1404 and Lot 1405 of the Shavano Park Unit 16A Subdivision, and a total distance of 276.64 feet to a found  $\frac{1}{2}$ " iron rod at the northernmost corner of said Lot 1400 and the easternmost corner of said Lot 1405, also being at a corner on the southwest line of Lot 1417 of said Shavano Park Unit 16A Subdivision;

THENCE: S  $48^{\circ}09'14''$ E, along and with the northeast line of said Lot 1400 and the southwest line of said Lot 1417, at 186.94 feet, passing the common corner of Lot 1417 and Lot 1418 of said Subdivision, and a total distance of 436.22 feet to a found  $\frac{1}{2}$ " iron rod on the northwest right-of-way line of the aforementioned Huebner Road;

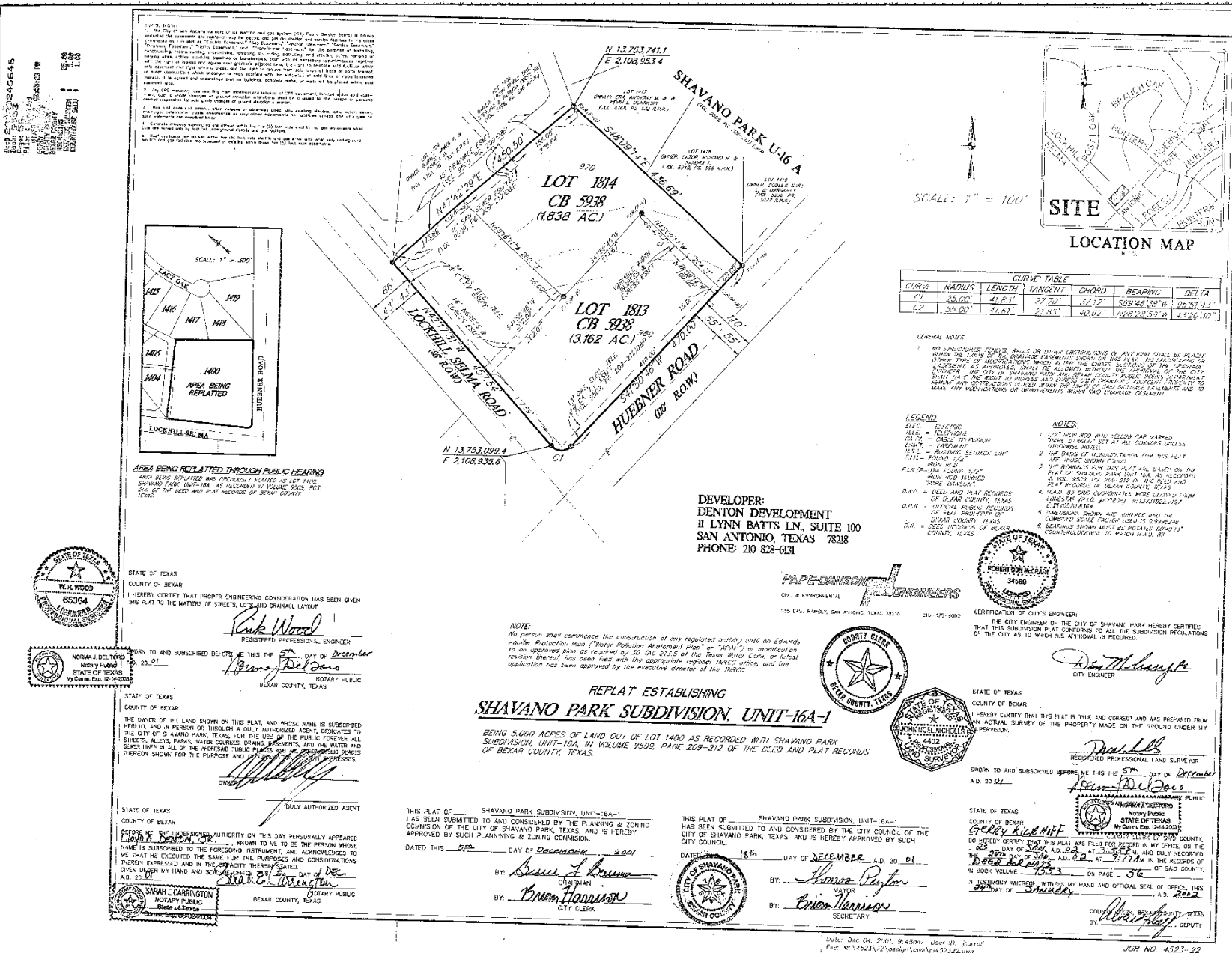
THENCE: S  $41^{\circ}50'46''$ W, along and with the northwest right-of-way line of said Huebner Road a distance of 60.00 feet to the POINT OF BEGINNING and containing 1.838 acres in Bexar County, Texas. Said tract being described in accordance with a survey made on the ground and a survey map prepared by Pape-Dawson Engineers, Inc..

PREPARED BY: Pape-Dawson Engineers, Inc.  
DATE: June 12, 2001  
JOB No.: 9556-01  
DOC.ID.: n:\survey01\1-9600\9556-01\Fnotes.doc

PAPE-DAWSON ENGINEERS, INC.



## EXHIBIT "B"





## CITY COUNCIL STAFF SUMMARY

Meeting Date: July 22, 2019

Agenda item: 8.6

Prepared by: Curtis Leeth

Reviewed by: Bill Hill

### **AGENDA ITEM DESCRIPTION:** Approval – FY19 Surplus List No. 2

X

**Attachments for Reference:** 1) 8.7a FY19 Surplus List No. 2

### **BACKGROUND / HISTORY:**

The City of Shavano Park regularly identifies surplus property eligible for surplus. This is the second surplus list in FY19; **the last surplus list was approved at the January 28, 2019 City Council Meeting.** The following items were successfully auctioned from the January approved list:

ID #	Item	Department	Fate	Revenue	
1	17 Barricade lights	PW / W	Auction	\$ 35.00	
2	Chipping hammer	PW / W	Disposed	\$ -	
3	Craftsman Combo kit	PW / W	Auction	\$ 75.00	
4	GE mini fridge	PW / W	Auction	\$ 25.00	
5	Haier Water dispenser	PW / W	Auction	\$ 20.00	
6	Shop forced fuel heater	PW / W	Disposed	\$ -	
7	Heater with propane tank	PW / W	Auction	\$ 40.00	
8	John Deere Model 1-PH5-08	PW / W	Auction	\$ 243.75	
9	SCHONSTEDT HELI FLUX	PW / W	Disposed	\$ -	
10	Halogen lights	PW / W	Auction	\$ 75.00	
11	LINCOLN 25-0175 AMP SP – 175 PLUS NA UT051104764	PW / W	Auction	\$ 214.50	
12	Sand blaster with helmet	PW / W	Auction	\$ 784.88	
13	1996 F-150 UTILITY TRUCK	PW / W	Auction	\$ 1,218.75	
14	ALT – 651 seal coat - 4 Barrels	PW / W	Disposed (No bids)	\$ -	
15	Ingersoll portable compressor	PW / W	Auction	\$ 70.00	
16 - 20	Zoll M-Series Monitors & Chargers	Fire	Auction	\$ 682.50	
21	2007 Frazier Ambulance	Fire	Auction	\$ 29,250.00	
22	MSA 4500psi Air Packs	Fire	Disposed (No bids)	\$ -	
23	Stryker Stretcher	Fire	Auction	\$ 6,337.50	
24	Panasonic Laptop	Fire	Recyled	\$ -	
				\$ 36,270.00	Fire
				\$ 2,801.88	PW/W
				\$ -	Police
				\$ -	Admin
				<b>\$ 39,071.88</b>	<b>Total</b>

**DISCUSSION:** Property declared as surplus may be sold at auction and the resulting funds will be allocated back into the city's General Fund. Please view attachment 8.7a for detailed listing of surplus items.

Staff intends to use GovDeals.com as an auction outlet to properly dispose of surplus equipment. Fire Chief intends to use a broker for the sale of the Fire Engine. The Fire Chief's experience with the sale of previous Fire Engines leads him to recommend the use of a broker.

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**COURSES OF ACTION:** Approve FY19 Surplus List; or alternatively decline and provide further guidance to staff.

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**FINANCIAL IMPACT:** Revenue gained varies; items will be auctioned to public.

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**MOTION REQUESTED:** Approve FY19 Surplus List.

ID #	Item	Description	Condition	Department
1	Lexmark T644 Ink Cartridges	Black Toner (32,000 copies)	1 Unopened, 1 minimal use	PW / W
2	Computer Monitor	17" Sony LCD Monitor	Used, Working	Fire
3	Fire Engine	1998 Ferrara Class A Pumper	Used, Working	Fire
4	275 gallon round fuel tank	275 gallon round fuel tank	Used	PW / W
5	3/4in fuel hose reel w/battery cables	Roughneck hose reel	Used / Working	PW / W
6	16in Chainsaw	Echo CS-341 Chainsaw	Used / Working	PW / W
7	18in Chainsaw	Stihl MS-290 Chainsaw	Used / Working	PW / W
8	Straight shaft weed eater	Echo SRM-28OUT Weed Eater	Used / Working	PW / W
9	Billy Goat Blower	Billy Goat Blower F1301h	Used / Working	PW / W
10	Echo Backpack blower	Echo Backpack Blower	Used / Working	PW / W
11	3/4in Hand fuel pump	Pacer Fuel Pump HPN 2A	Used / Working	PW / W
12	Drill Press	Rigid DP15501	Used / Working	PW / W
13	Air Compressor	Husky 20gal	Used / Working	PW / W
14	Aqua Scope Leak Detector w/case	Aqua Scope Leak Detector 2993768	Used / Working	PW / W
15	Metal Detector w/Case	HeliFlux Magnetic GA52LX	Used / Working	PW / W
16	1/2" air chipping hammer	Chipping Hammer MCH4 HX Large	Used / Working	PW / W
17	Reddy Heater (shop heater)	Reddy Heater 55,000btu R55c	Used / Working	PW / W
18	Battery Backup Server Mounted	APC1500	Used / Not Working	Admin

## CITY COUNCIL STAFF SUMMARY

Meeting Date: July 22, 2019

Agenda item: 8.7

Prepared by: Brenda Morey

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:**

Accept - Quarterly investment report, period ending June 30, 2019

X

### **Attachments for Reference:**

- a) Quarterly Investment Report - June 30, 2019
- b) Frost Bank Pledged Securities - June 30, 2019
- c) Cash and Investment Balance by Fund – June 30, 2019

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**BACKGROUND / HISTORY:** Per the Public Funds Investment Act (PFIA) (Chapter 2256.023) quarterly investment reports are required to be submitted to the governing body. The Act requires that all the investment officers sign the report and that it includes a statement that the City funds are maintained in compliance with the PFIA and the City's investment policy. These reports are also subject to examination by the Independent Auditor during their annual procedures.

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**DISCUSSION:** Attachment a) is the required Quarterly Investment Report ending June 30, 2019. The reported balances as of June 30, 2019 are the bank balances and do not reflect checks written not yet presented for payment or deposits in transit.

The City's investment policy requires reporting the portfolio percentage by investment type. The following is the breakdown.

<u>Investment Portfolio:</u>	<u>Balance</u>	<u>Portfolio %</u>
Pools	\$2,396,542	75.98%
CD's	\$ 757,505	24.02%

Attachment b) is the Pledged Securities report from BNY Mellon Bank as of June 28, 2019, the last business day of the quarter. Total depository funds at Frost were fully collateralized with pledged securities of \$6,010,785 and FDIC coverage of \$250,000.

<u>Depository</u>	<u>Balances</u>
Frost Accounts	\$5,930,906

Attachment c) represents the actual Cash and Investment Balances by all Funds per the general ledger as of June 30, 2019 and total \$9,032,146.

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**COURSES OF ACTION:** Accept – June 30, 2019 Quarterly Investment Report or provide guidance as appropriate.

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**FINANCIAL IMPACT:** N/A

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**STAFF RECOMMENDATION:** Accept - June 30, 2019 Quarterly Investment Report

**City of Shavano Park, Texas**  
**Quarterly Investment Report**  
 Period Ending June 30, 2019

	Portfolio Type	Beginning 04/01/2019	Total Deposits / (Withdrawals)	Interest	Ending 06/30/2019	Annualized Rate for the Period	Rate at 6/30/2019	Days To Maturity	Maturity Date
GENERAL FUND 10									
TexStar	Pool	\$ 1,980,848.75	\$ -	\$ 11,889.19	\$ 1,992,737.94	2.4027%	2.4121%	1	n/a
TexPool	Pool	103,499.02	-	621.93	104,120.95	2.4054%	2.4274%	1	n/a
Security Service Credit Union	CD	125,840.23	-	864.72	126,704.95	2.7200%	2.7200%	269	3/25/20
United Federal Credit Union	CD	125,849.11	(1,612.17)	516.83	124,753.77	1.7300%	2.4000%	694	5/24/21
Generations Credit Union	CD	253,378.41	-	1,208.95	254,587.36	1.8900%	1.8900%	44	8/13/19
Total - General Fund Investments		\$ 2,589,415.52	\$ (1,612.17)	\$ 15,101.62	\$ 2,602,904.97				
WATER FUND 20									
TexStar	Pool	\$ 117,669.78	\$ -	\$ 706.26	\$ 118,376.04	2.4027%	2.4121%	1	n/a
TexPool	Pool	370.67	-	1.85	372.52	2.4054%	2.4274%	1	n/a
Security Service Credit Union	CD	125,840.23	-	864.72	126,704.95	2.7200%	2.7200%	269	3/25/20
United Federal Credit Union	CD	125,849.11	(1,612.17)	516.83	124,753.77	1.7300%	2.4000%	694	5/24/21
Total - Water Fund Investments		\$ 369,729.79	\$ (1,612.17)	\$ 2,089.66	\$ 370,207.28				
DEBT SERVICE FUND 30									
TexStar	Pool	\$ 76,463.54	\$ -	\$ 458.95	\$ 76,922.49	2.4027%	2.4121%	1	n/a
TexPool	Pool	103,390.64	-	621.23	104,011.87	2.4054%	2.4274%	1	n/a
Total - Debt Service Fund Investments		\$ 179,854.18	\$ -	\$ 1,080.18	\$ 180,934.36				
GENERAL FUND 10	Depository	\$ 1,977,895.28	\$ (552,855.74)	\$ 7,759.63	\$ 1,432,799.17	1.9600%	1.8600%	1	n/a
WATER FUND 20	Depository	456,170.15	(34,658.50)	1,959.22	423,470.87	1.9600%	1.8600%	1	n/a
DEBT SERVICE FUND 30	Depository	7,425.66	7,344.42	56.17	14,826.25	1.9600%	1.8600%	1	n/a
GENERAL CAPITAL REPLACEMENT 70	Depository	3,468,536.70	(92,410.48)	15,769.93	3,391,896.15	1.9600%	1.8600%	1	n/a
CRIME CONTROL DISTRICT 40	Depository	541,265.15	23,509.04	2,538.98	567,313.17	1.9600%	1.8600%	1	n/a
PEG FEE 42	Depository	93,611.54	4,195.51	436.06	98,243.11	1.9600%	1.8600%	1	n/a
MISCELANEOUS SPECIAL REVENUE FUNDS	Depository	2,346.45	-	10.76	2,357.21	1.9600%	1.8600%	1	n/a
Total - Depository Accounts		\$ 6,547,250.93	\$ (644,875.75)	\$ 28,530.75	\$ 5,930,905.93				
All Funds - Investments and Depository Accounts		\$ 9,686,250.42	\$ (648,100.09)	\$ 46,802.21	\$ 9,084,952.54				

\*\*The amounts reflected hereon are the financial institution balance and will not reflect outstanding checks that have not been presented for payment or deposits in transit at June 30, 2019.\*\*

We certify that City Funds are maintained in compliance with the City's Investment policy strategies and the relevant provisions of the Public Funds Investment Act (Chapter 2256 of the Texas Government Code )

Bill Hill 7/22/19  
 Bill Hill, City Manager

Brenda Morey 7/22/2019  
 Brenda Morey, Finance Director

**Tri-Party Collateral Agreement**  
**BNY Mellon as Tri-Party Custodian**  
**Price Report for 28 Jun 2019**

FTSH22 - CITY OF SHAVANO PARK/FRS

Par Amount	Description	Source Account						Price	Market Value (USD)	Mkt Value + Intr (USD)		Collateral Value (USD)	Accr Int Factor	Price Factor
Cpn Rate	Currency	Exchange Rate	Mdy	S&P	Fitch	Security Code	Maturity	Type	Issuer	Depository	Accrued Interest	Margin	Margin %	
5,420,000.00	TEXAS ST	GO BDS					120.016000							
5.00000	USD	1.0000000000	8II	Aaa	AAA	AAA	8827234P1	01-Apr-2031	MUBD	01W20P	DTC	5,973,053.52	0.012083	1.000000
												65,491.67	597,305.35	110.00 %
29,414.00	SAN ANTONIO TEX INDPT SCH DIST						108.824000							
4.00000	USD	1.0000000000	8II	Aaa	AAA	796269WZ7	15-Aug-2041	MUBD	01COBY	DTC	32,444.16	29,494.70	0.014778	1.000000
												434.67	2,949.47	110.00 %
8,139.00	HAYS TEX CONS INDPT SCH DIST	ULTD					109.847000							
4.00000	USD	1.0000000000	8II	AAA	AAA	421110X93	15-Aug-2036	MUBD	01CM70	DTC	9,060.72	8,237.02	0.014778	1.000000
												120.28	823.70	110.00 %
Total														
5,457,553.00								6,545,817.14		6,611,863.76		6,010,785.23		
												66,046.62	601,078.52	

Account: FTSH22 Account Name: CITY OF SHAVANO PARK/FRS

Start Date: 01-Mar-2018 End Date: 28-Jun-2021  
 Repo Repricing Rate: 0.0000% Deal Currency: USD  
 Deal Amount: 6,010,784.76 Unwind Amount: 6,010,784.76  
 Deal Value -> Today: 6,010,784.76 -> Next Business Day: 6,010,784.76  
 Listed Positions: 3 Listed Securities Par 5,457,553.00

1)	Listed Securities Market Value	:	6,545,817.14
2)	+ Listed Securities Accrued Interest	:	66,046.62
3)	= Listed Securities Total Value	:	6,611,863.76
4)	+ Cash Total Pledged	:	0.00
5)	+ Unlisted, Margined Securities Value	:	0.00
6)	- Listed Securities Margin Amount	:	601,078.52
7)	- Cash Collateral Margin Amount	:	0.00
8)	= Total Securities + Cash Coll Value	:	6,010,785.23
9)	= Total Required Collateral Value	:	6,010,784.76

**Tri-Party Collateral Agreement  
BNY Mellon as Tri-Party Custodian  
Price Report for 28 Jun 2019**

Grand Totals : Number of Accounts:	1		
Deal Amount:	6,010,784.76	Unwind Amount:	6,010,784.76
Deal Value -> Today:	6,010,784.76	-> Next Business Day:	6,010,784.76
Listed Positions:	3	Listed Securities Par Value:	5,457,553.00

1)	Listed Securities Market Value	:	6,545,817.14
2)	+ Listed Securities Accrued Interest	:	66,046.62
3)	= Listed Securities Total Value	:	6,611,863.76
4)	+ Cash Total Pledged	:	0.00
5)	+ Unlisted, Margined Securities Value	:	0.00
6)	- Listed Securities Margin Amount	:	601,078.52
7)	- Cash Collateral Margin Amount	:	0.00
8)	= Total Securities + Cash Coll Value	:	6,010,785.23
9)	= Total Required Collateral Value	:	6,010,784.76

**BROKER DEALER SERVICES DIVISION  
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With respect to certain newly issued financial assets, if vendors do not provide prices, such financial assets will be valued at par or the new issue price for up to three business days. Thereafter, such financial assets will be valued at zero.

With respect to certain financial assets other than new issues, vendors may not provide prices and may not update prices previously provided on a regular basis. If vendors do not provide prices or update previously reported prices within three business days, such financial assets will be valued at zero, unless other arrangements are agreed in writing.

Notwithstanding the foregoing, certain hard-to-price, thinly traded or illiquid financial assets are valued monthly with no adjustment during the interim period (details are available upon request by contacting BDS).

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Market data, which is subject to availability, may or may not be current.

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## CITY OF SHAVANO PARK

CASH & INVESTMENT BALANCES BY FUND (fund number)	June 30, 2019
General Fund (10)	\$ 3,236,539
Water Fund ( 20)	213,806
Water Capital Replacement Fund (72)	474,124
Debt Service Fund (30)	205,340
Crime Control District Fund (40)	564,927
PEG Funds (42)	98,243
Oak Wilt Fund ( 45)	88,112
Street Maintenance Fund (48)	418,884
Court Security/Technology (50)	62,525
Child Safety Fund ( 52)	5,034
LEOSE Fund (53)	103
GF Capital Replacement Fund (70)	3,662,152
Pet Documentation and Rescue Fund (75)	2,357
<b>Total Cash &amp; Investments *</b>	<b>\$ 9,032,146</b>

\* Total cash and investments includes all amounts per the general ledger, not balances at bank. Example reconciling items includes deposits in transit and outstanding checks, not yet presented for payment.