

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, February 24, 2020 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. R-2019-011 citizens are given three minutes to speak during “Citizens to be Heard.”
- Members of the public may only speak once and cannot pass the individual’s time allotment to someone else
- Direct your comments to the entire Council, not to an individual member
- Show the Council members the same respect and courtesy that you expect to be shown to you

The Mayor will rule any disruptive behavior, including shouting or derogatory statements or comments, out of order. Continuation of this type of behavior could result in a request by the Mayor that the individual leave the meeting, and if refused, an order of removal. In compliance with the Texas Open Meetings Act, no member of City Council may deliberate on citizen comments for items not on the agenda. (Attorney General Opinion – JC 0169)

4. CITY COUNCIL COMMENTS

Pursuant to TEX. GOV’T CODE §551.0415(b), the Mayor and each City Council member may announce city events/community interests and request that items be placed on future City Council agendas. “Items of Community Interest” include:

- expressions of thanks, congratulations, or condolences;
- information regarding holiday schedules;
- an honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in status of a person’s public office or public employment is not honorary or salutary recognition for purposes of this subdivision;
- a reminder about an upcoming event organized or sponsored by the governing body;
- information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality or county; and
- announcements involving an imminent threat to the public health and safety of people in the municipality or county that has arisen after posting of the agenda.

5. PRESENTATIONS, COMMENDATIONS AND ANNOUNCEMENTS

5.1. Proclamation - BRAVE Day

6. REGULAR AGENDA ITEMS

- 6.1. Presentation - Shavano Park Commercial and Residential Development Semi-annual Presentation - Bitterblue, Inc. / Denton Communities**
- 6.2. Public Hearing - The purpose of the public hearing is to receive comments from members of the public regarding proposed amendments to the City of Shavano Park Code of Ordinances, including changes to Chapter 24 to update and clarify changes within Sign Ordinance**
- 6.3. Discussion /Action - Ordinance O-2020-002 amending the City of Shavano Park Code of Ordinances, Chapter 24: Signs to clarify requirements within Sign Ordinance. Possible Executive Session pursuant to Texas Government Code, § 551.071, Consultation with Attorney (first reading) - City Manager**
- 6.4. Discussion /Action - Resolution R-2020-004 amending City Policy No. 11 - Signs on City Property to be consistent with Ordinance O-2020-002 - City Manager**
- 6.5. Discussion /Action - Recommended Improvements to the Municipal Tract - Citizen's Amenities Committee**
- 6.6. Discussion /Action - Ordinance O-2020-003 amending the City of Shavano Park Code of Ordinances, Records Management (Administrative) - City Secretary**
- 6.7. Discussion / Action – Resolution R-2020-007 cancelling the City of Shavano Park General Election scheduled to be held on May 2, 2020 and declaring the unopposed candidates elected – City Secretary**

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 Minutes, January 27, 2019

8.2. Accept - Planning & Zoning Commission Meeting Minutes, January 8, 2019

8.3. Approve - Shavano Park Police Department 2019 Racial Profiling Report

8.4. Approve - Resolution R-2020-006 City of Shavano Park Investment Policy

8.5. Accept - Quarterly Investment Report, quarter ending December 31, 2019

8.6. Approve - Ordinance O-2020-004 amending the City of Shavano Park Code of Ordinances, Fee Schedule to update Fees (Administrative)

8.7. Approve - Ordinance O-2020-005 amending Sec. 2-179 Fund balance policy (Administrative)

8.8. Approve - Fiscal Year 2020 City Surplus List

9. ADJOURNMENT

Executive Sessions Authorized: This agenda has been reviewed and approved by the City's legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of TEX. GOV'T CODE CHAPTER 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy TEX. GOV'T CODE §551.144(c) and the meeting is conducted by all participants in reliance on this opinion. The Council may vote and/or act upon each of the items set out in this agenda. In addition, the City Council for the City of Shavano Park has the right to adjourn into executive session at any time during the course of this meeting to discuss any matter authorized by Texas Government Code Sections 551.071 (Consultation with Attorney); 551.072 (Deliberations related to Real Property); and Section 551.074 (Personnel Matters).

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

It is anticipated that members of City Council or other city board, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the other city boards, commissions and/or committees. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of the other boards, commissions and/or committees of the City,

whose members may be in attendance. The members of the boards, commissions and/or committees may participate in discussions on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that board, commission or committee subject to the Texas Open Meetings Act.

The facility is wheelchair accessible and accessible parking spaces are also available in the front and sides of the building. The entry ramp is located in the front of the building. Sign interpretative services for meetings must be made 48 hours in advance of the meeting. Call the City Secretary at 210-493-3478 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 21st day of February 2020 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, in compliance with Chapter 551, Texas Government Code

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. FY 2019 - 20 Budget Amendment (March)**
- b. Selection of qualified contractor for Project #2020-002 Municipal Court Security Project RFP (March)**
- c. Use of Accessory Buildings as a Dwelling (March / April)**
- d. Revisions to Employee Handbook – (March)**
- e. Resolution adopting City Policy - City Publications - Open**
- f. 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**
- g. Set City Manager Annual Performance and Salary Review for April – Annual March**
- h. City Manager Annual Review / Salary for April - Annual April**
- i. Annual Budget Calendar - Annual May**
- j. Annual appointment of members to the Higher Education Facilities Corporation Board - Annual May**
- k. Annual update on bond revenue opportunities by Bond Counsel – Annual May**
- l. Approval of Financial Account Signatures - Annual June**
- m. Annual Compensation Review - Annual June Workshop**
- n. Shavano Park Commercial and Residential Development Semi-annual Presentation - Bitterblue, Inc. / Denton Communities – February / August**
- o. City Council adoption of organizational chart - Annual August**
- p. Annual Report on Republic Service Recycling and CPI Fee adjustments - Annual September**
- q. Resolution adopting the Crime Control and Prevention Budget of the City of Shavano Park Crime Control & Prevention for FY - Annual September**

- r. 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
- s. Resolution adopting the City of Shavano Park Effective Tax Rate (Record Vote) - Annual September
- t. Record vote to ratify the property tax rate reflected in the FY 2016-17 Budget (Record Vote) - Annual September
- u. Selection - Boards, Commissions, and Committees - Annual September
- v. Setting the dates for the City sponsored events (City-wide Garage Sale / Arbor / Earth Day / Independence Day / National Night Out / Holiday / Picnic in the Park) - Annual September
- w. Disposal of City Equipment / Furniture - Annual October
- x. Designation of City of Shavano Park Official Paper - Annual October
- y. Adoption of Official City Holiday Schedule - Annual November
- z. Approval of the yearly tax roll - Annual November
- aa. Consideration for transfer portions of Fund Balance to Capital Replacement / Improvement Fund - Annual January / February
- bb. Records Retention Policy - Annual January
- cc. Schedule the Annual City-Wide Garage Sale – Annual January
- dd. Appointment of Council Appointed Positions - Annual January
- ee. Annual Crime Report – Annual January
- ff. Crime Control Prevention District funding placed on ballot - January 2024
- gg. Street Maintenance Fund funding placed on the ballot - January 2022
- hh. Revisions to Employee Handbook - Annual February
- ii. Shavano Park Police Department 20XX Racial Profiling Report - Annual February
- jj. City of Shavano Park Investment Policy - Annual February
- kk. Shavano Park Commercial and Residential Development Semi-annual Presentation - Bitterblue, Inc. / Denton Communities – February / August

II. Budget Amendment (Annual February or March if required)

CITY OF SHAVANO PARK

PROCLAMATION

WHEREAS; the Breast Restoration Advocacy and Education (BRAVE) Coalition Foundation is recognizing their 7th annual “BRAVE Day” locally and nationally across the United States on March 21, 2020; and

WHEREAS; the BRAVE Foundation was founded in 2013 by Christine Grogan and Marie Czenko to promote education and awareness of available resources for breast cancer survivors regarding breast reconstruction options; and

WHEREAS; one in eight women will be diagnosed with breast cancer with less than 30% of women knowing about restoration options; and

WHEREAS; BRAVE Coalition is committed to changing these numbers by empowering women through educating of their rights after diagnosis; and

WHEREAS; the BRAVE Coalition’s mission statement is to give every breast cancer survivor the choice and opportunity to experience life beyond cancer as her whole self, however she defines it; and

WHEREAS, March 21, 2020 the BRAVE Coalition Foundation Reception will host their educational and fundraising event to support and honor San Antonio women battling breast cancer, who need to be made aware of their rights to reconstruction;

NOW THEREFORE BE IT PROCLAIMED, I, Mayor Werner, of the City of Shavano Park, Texas, hereby proclaim March 21, 2020 as Breast Restoration Advocacy and Education (BRAVE) Coalition Day in the City of Shavano Park, Texas.

Robert Werner
Mayor

CITY COUNCIL STAFF SUMMARY

Meeting Date: February 24, 2020

Agenda item: 6.1

Prepared by: Curtis Leeth

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

**Presentation - Shavano Park Commercial and Residential Development Semi-annual
Presentation - Bitterblue, Inc. / Denton Communities**

X

Attachments for Reference:

1) February 2020 Semi-Annual Presentation

BACKGROUND / HISTORY:

Bitterblue / Denton traditionally present a semi-annual update of Residential and Commercial Development.

Bitterblue / Denton presented the semi-annual update to the Planning & Zoning Commission at the February 5, 2020 meeting.

DISCUSSION: Presentation will be made by Mr. Lange and Mr. Denton.

COURSES OF ACTION: N/A

FINANCIAL IMPACT: N/A

MOTION REQUESTED: None

Regular Agenda Items

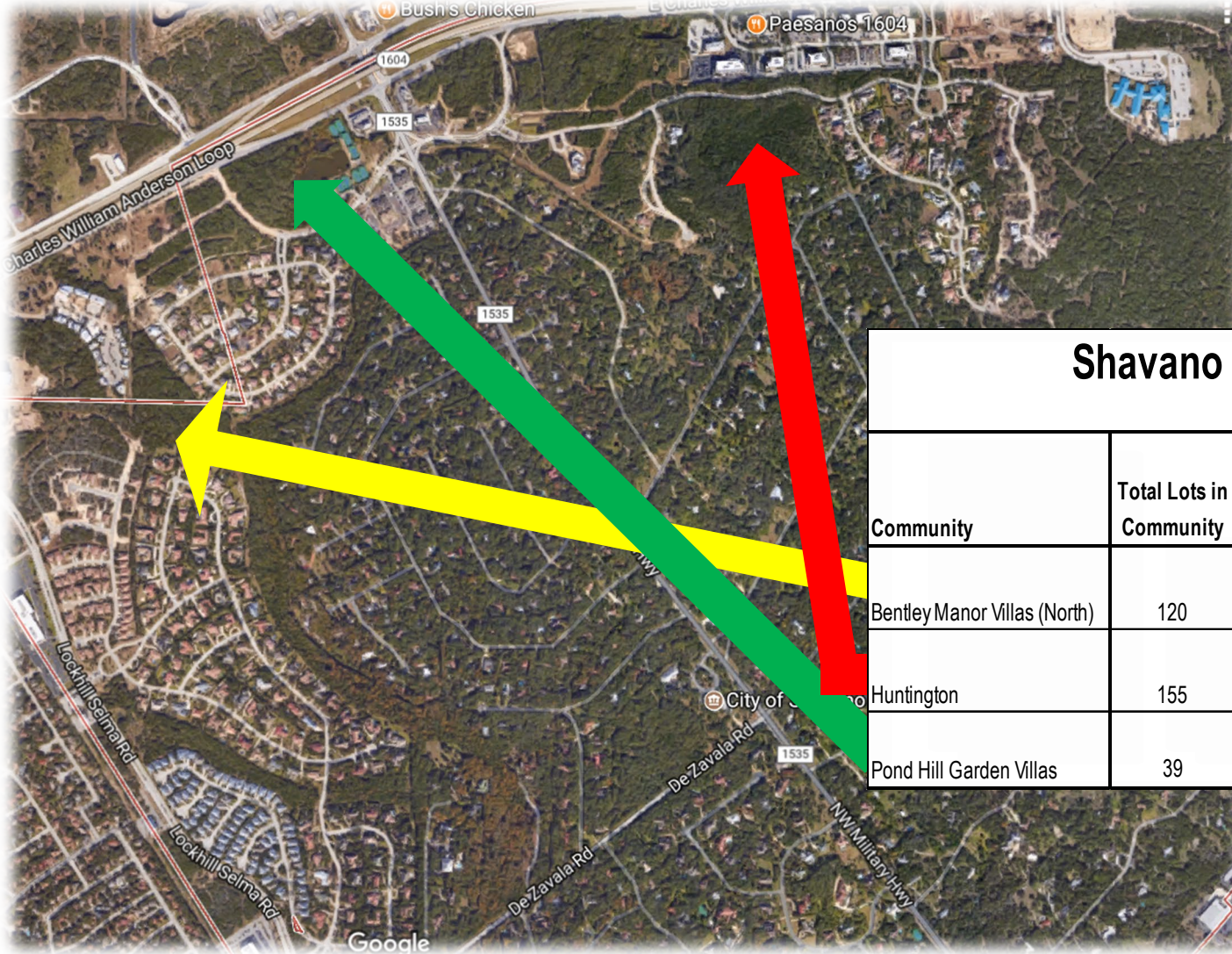


Together We Can!

Presentations – Semi-annual update Shavano Park Commercial and Residential Development - Bitterblue, Inc. / Denton Communities

Development Presentation

Together We Can!



Shavano Park Residential Lots Report

Community	Total Lots in Community	Lots Developed	Lots Closed 2018	Total Lots Closed 2019	Builder Owned Vacant Lots	Developer Owned Vacant Lots	Total Lots in Next Unit
Bentley Manor Villas (North)	120	120	8	3	0	2 - all under contract	0
Huntington	155	128	9	7	10	21	27 future
Pond Hill Garden Villas	39	39	8	4	0	27 - all under contract	21 future

The Garden Villas at Bentley Manor

Together We Can!



The Garden Villas at Bentley Manor

Together We Can!



Huntington at Shavano Park

Together We Can!



Huntington at Shavano Park

Together We Can!



Pond Hill Garden Villas



Together We Can!



Pond Hill Garden Villas

Together We Can!





SHAVANO

COMMERCIAL

Shavano1604 Corridor
Lockhill-Selma Corridor

Lockhill / DeZavala – Shavano Ridge



Together We Can!



Earl Cobb Dance Studio – Under Construction

Together We Can!



BASIS – Construction Complete

Together We Can!



Pond Hill Road West

Together We Can!



LYND HQ – Construction Complete

Together We Can!



Pond Hill Road West

Together We Can!



Pond Hill East

Together We Can!



22-Acre Commercial Tract 1604

Together We Can!







Napier Park

Together We Can!



Napier Park



Together We Can!

Aerial

LOOP
1604

VPD: 121,680

NAPIER PARK

Napier Park



Together We Can!



Rogers Ranch - Ridgeline

Together We Can!



Rogers Ranch - Ridgeline

Together We Can!



Rogers Ranch - Ridgeline

Together We Can!



North of Loop 1604 & NW Military

Together We Can!





**THANK YOU FOR YOUR
CONTINUED SUPPORT**

PLANNING AND ZONING STAFF SUMMARY

Meeting Date: February 24, 2020

Agenda item: 6.2 / 6.3

Prepared by: Curtis Leeth

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

6.2. Public Hearing - The purpose of the public hearing is to receive comments from members of the public regarding proposed amendments to the City of Shavano Park Code of Ordinances, including changes to Chapter 24 to update and clarify changes within Sign Ordinance

6.3. Discussion /Action - Ordinance O-2020-002 amending the City of Shavano Park Code of Ordinances, Chapter 24: Signs to clarify requirements within Sign Ordinance. Possible Executive Session pursuant to Texas Government Code, § 551.071, Consultation with Attorney (first reading) - City Manager

X

Attachments for Reference:

- 1) 6.2a Sign Amendments (Track Changes)
- 2) 6.2c Sign Table
- 3) 6.2b Ordinance O-2020-002

BACKGROUND / HISTORY: **Updates in Yellow.** In 2016, the City made major revisions to the City's sign code and created a sign policy for City property in light of 2015 Supreme Court *Reed v. Town of Gilbert* decision. In 2017, the City made further amendments to the sign policy with regard to signs during voting periods.

Staff proposes new amendments to further update the City's sign code in coordination with the City's Attorney. In addition, these amendments propose slightly more lenient signage in commercial zoning districts after feedback from business community since 2016 implementation of the revised sign code.

At the October 2, 2019 Planning & Zoning Commission meeting, staff presented possible amendments and no action was taken.

At the November 6, 2019 Planning & Zoning Commission meeting, staff presented possible amendments and discussion occurred with no action taken. On November 25, 2019 City staff received the attorney's update sign amendments, on November 26 City staff met with Planning & Zoning Chairman Aleman to further review the proposed amendments.

At the December 4, 2019 Planning & Zoning Commission meeting, staff presented possible amendments. Detailed discussion occurred and guidance provided, but no action was taken.

In addition, staff after consultation with Attorney recommend updating City Policy # 11 – Signs on Public Property to match the edits in the Sign Ordinance (next agenda item).

At the January 8, 2020 Planning & Zoning meeting, staff presented revisions and possible amendments. Detailed discussion occurred and guidance provided, but no action was taken. Staff and attorney made further revisions after guidance from the Commission.

At the January 27, 2020 City Council meeting, staff presented the possible sign ordinance amendments. City Council convened an Executive Session for consultation with attorney. No action was taken.

At the February 5, 2020 Planning & Zoning Commission meeting, the Commission recommended approval of the Sign Amendments, as presented in attachment 6.2a.

Attached track changes ordinances show all updates.

DISCUSSION: All possible amendments are presented in red within the attachments. A brief list of proposed changes:

General

- Attorney and staff drafted new Appendix for summary table of design standards for ease of use by sign applicants
- Numerous grammatical and syntax edits from former Chairman Janssen
- Sec. 24-2 – added definitions for *Banner Sign*, *Commercial Sign*, *Dilapidation*, *Feather banner*, *Flag*, *Flag - Non-Commercial*, *Government sign*, *Install*, *Non-Commercial Sign*, *Nonconforming Sign*, *Off-premises Sign*, *Pennant Sign*, *Premises*, *Responsible Party*, and *Right-of-Way*
- Sec. 24-2 – deleted definitions for *Political Sign*, *Park or Municipal Property*, and *Fireproof structure* as duplicative or in accordance with case law
- Sec. 24-2 – updated definition for banner signs to differentiate it from flags, pennants, and feather banners. Added definitions for those displays to further clarify code.
- Sec. 24-2 – moved prohibition against signs protruding above the building structure from definition to body of the commercial sign regulations
- Clarified “Responsible Party” in definitions and throughout the code to make all individuals involved in installing signs responsible for following the code
- Removed language referencing the City’s ETJ
- Added Sec 24-10 for miscellaneous authorized signs that do not require permits: traffic control devices, government notes, signs on vehicles, vending machine signs, memorial signs, signs wholly within confines of a building
- Added Sec. 24-10(10) regulations for flags in business and residential zoning districts

- Added Sec. 24-11 regulations on handling destroyed nonconforming signs
- Added Sec. 24-12 regulations on handling abandoned signs
- Sec. 24-13 – added subsection establishing City Manager responsible with enforcement
- Edits from the attorney to clarify Sign area vs Sign face confusion – removed remaining “sign face” mentions
- Changed all words for sign placed / erected / displayed to consistent use of install / installed
- Added how sign area is measured for each subsection
- Sec. 24-3: Deleted redundant “animated” and “flashing” signs under prohibited signs

Commercial Districts

- Sec. 24-5(1) – added 3 allowable signs totaling 128 ft² during construction
- Sec. 24-5(2) – deleted confusing phrase regarding 30 days from Certificate of Occupancy (C of O)
- Sec. 24-5(4) – Revised regulation of signs during building for sale/lease, increased allowable sign area from 40 to 64 ft², added clause for lot facing 2 streets
- Sec. 24-5(5)(b) – Increased allowable sign areas to 150 ft² for multi-tenant buildings with interior access to individual businesses; 250 ft² for buildings greater than 30,000 ft².
- Sec. 24-5(8) – Added new category of allowable directional & safety signs, removed any limit on number
- Sec. 24-5(9) – Added reference for appealing permit decisions made by an appointed city official to Board of Adjustment
- Sec. 24-5(10) – added noncommercial content allowed on signs in business districts as required by case law

Residential Districts

- Sec. 24-6(3) – Removed the “in encouragement” of student achievement language
- Sec. 24-7(5) – Signs in voting period size increased to aggregate 44 square feet, with 36 square feet per sign
- Sec. 24-6(10) – Added storage of removed signs language

Banner Signs

- Sec. 24-7 – Deleted Banner Sign regulations – making banner signs prohibited across all zoning districts.

Flag Regulations

- Added Sec. 24-9(10) – Flag regulations: 4 flags, 3 flagpoles, flag size limit of 60 square feet, flagpole height limit of 40 feet. Allow commercial messages in appropriate zoning districts, but no off-premises commercial messages.

- Added Sec. 24-9(11) – Flag regulations broken out for residential areas: 4 non-commercial flags on 3 flag poles, flag size limit of 40 square feet, flagpole height limit of 25 foot.

Monument Signs

- Sec. 24-10 – deleted monument sign section and moved language to Commercial and Residential zoning districts as appropriate.
- Complete re-write of Business Zoning District monument sign regulations to improve clarity and readability. Most regulations in new proposed language match current regulations.
- Sec. 24-6(6) Added authorization for Neighborhood monument signs
- Sec. 24-6(7) Added authorization for Street Monument Signs upon City Council approval (like the monuments on NW Military Hwy).
- Sec. 24-5(3)(c)(3) – clarified the base of the monument sign is included in the height of the sign.

COURSES OF ACTION:

- (1) Approve Ordinance O-2020-002 (first reading) as presented;
- (2) Propose additional amendments and then approve Ord O-2020-002 (first reading) or
- (3) Decline approval and provide further guidance to staff.

FINANCIAL IMPACT: N/A

MOTION REQUESTED: Approve Ordinance O-2020-002 amending the City of Shavano Park Code of Ordinances, Chapter 24: Signs to clarify requirements within Sign Ordinance (first reading).

ARTICLE I. - IN GENERAL

Sec. 24-1. — Purpose and Scope.

These regulations shall apply in the City Limits. These regulations set forth by the City of Shavano Park, pursuant to its authority to regulate structures under Texas Local Government Code ~~ch~~Chapter 211 and any authority it may have under Texas Local Government Code ~~ch~~Chapter 216, combine the need to protect the public safety and welfare, the need to encourage pedestrian movement, the need for a well maintained and attractive community, and the need to adequately convey ideas, provide communication, and identify features within the community. The provisions do not ensure or provide for every property or business owner's desired level of visibility for signs. The sign standards are intended to allow signs to have adequate visibility from streets and rights-of-way that abut a site, but not for visibility from streets and rights-of-way farther away. The regulations for signs and awnings have the following specific objectives:

1. To ensure that signs and awnings are designed, constructed, installed and maintained according to standards to safeguard life, health, property, and public welfare, and to eliminate excessive and/or confusing sign displays that create potential hazards to motorists, pedestrians, and to property;
2. To allow and promote positive conditions for sign communication while at the same time restrict signs which create continuous visual clutter and hazards at public right-of-way intersections;
3. To reflect and support the desired character and development patterns of the various zoning districts in order to plan and promote an attractive environment;
4. To allow for adequate and effective signs in business and office districts, while preventing signs from dominating the appearance of the area, thereby encouraging a positive business atmosphere;
5. To establish a sign application and sign permit review process that effectively regulates issues pertaining to the location, placement, and physical characteristics of signs in an effort to ensure compatibility with adjoining land uses, architecture, and landscape; and
6. To provide for consistent, fair, and content neutral application and enforcement of regulations pertaining to signs and to ensure that the constitutionally guaranteed right of free speech is protected.

Sec. 24-2. - Definitions.

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

Advertising bench means any bench providing seating to the general public without charge, which may bear advertising.

Animated or moving sign means any sign, or part of a sign, which changes physical position or appearance by any movement or rotation or which gives the visual impression of such movement or rotation.

Awning, canopy, or marquee sign means a sign that is mounted, painted on, or attached to a building or, an awning, canopy, or marquee that is otherwise permitted by this chapter.

Banner sign means a sign made of fabric or any non-rigid material with no enclosing framework but does not include a flag, pennant, or feather banner.

Back-to-back sign means a structure containing two parallel signs whose faces are oriented in opposite directions and are spaced no more than 10ten feet apart.

Bandit signs ~~shall~~ means any sign installerected without the written permission of the land owner which is tacked, nailed, posted, pasted, glued, or otherwise attached to trees, utility poles, street signs, street furniture, stakes, or fences or other objects or installed in the right-of-way, and any temporary sign which is attached to another sign. No sign owned or installplaced by the City, the State, or a public utility shall be considered a bandit sign. A bandit sign is considered trash and may be discarded in accordance with section-Sec. 24-1413.

Billboard means any outdoor, off-premises sign, display, device, figure, painting, drawing, message, placed, poster, structure, or thing that is designed, intended, or used to advertise or inform.

Billboard operator means any personresponsible party who installs, erects, services, maintains, alters, repairs, or demolishes billboards.

Bill posters means advertising poster or handbill.

Chief of Police means the City's duly appointed Chief of Police.

City means the City of Shavano Park, Texas.

City Code Compliance Officer means one or more individuals duly appointed by the City to enforce City Code violations.

Commercial sign means any sign which directs the attention of the general public to a place of business that sells, rents, or leases goods, services, or property, or advertises a location that sells, rents, or leases goods, services, or property.

Dilapidation means any sign where elements of the sign area or background have portions of the finished material missing, broken, or illegible; where the structural support is visibly bent, broken, dented, rusted, corroded, or loose; or where the sign or its elements are not in compliance with the adopted electrical code and/or the building code.

Early voting period means that period as prescribed by Tex. Elections Code § 85.001, as amended.

Electric sign means:

- (1) Any sign on which letters, figures, designs, or messages are formed or outlined by electric illumination, or by a transparent or translucent medium which is electrically illuminated, whether the illuminating device is contained within or on the sign, including digital signs illuminated by LCD, LED, plasma displays, projected images, or any other illumination format;
- (2) Any outside building outlining;
- (3) Any interim decorative displays; and
- (4) Any gas tube window outlining.

Any portable sign that has electrical components attached, connected to, or part of the sign, or support, whether electrified or not, shall be considered an electric sign and all provisions of this chapter pertaining to electric signs shall apply to such signs.

Embellishments means any feature such as a cutout, neon, or plastic letters, clock, electric device, or space extension, which is added to an outdoor advertising structure. All embellishments shall be included when measuring the sign area.

Feather banner means any sign that is constructed of lightweight material (such as cloth, canvas, or vinyl) affixed to a pole or building which is similar to a flag, except that it is longer than it is wide. A feather banner resembles a feather, in that it is tall and narrow, having more surface area vertically than horizontally when fully extended.

~~Fireproof structure means a sign constructed entirely of steel members including structural support for the sign face. The sign face and its support members shall be constructed of metal panels, and all electric signs on commercial property shall have a fireproof structure.~~

Flag, commercial, means any fabric, banner, or bunting containing distinctive colors, patterns, or symbols used for the purpose of advertising or drawing attention to a business. Does not include non-commercial flags, which are separate and distinct by definition and treatment in this Code.

Flag, non-commercial means any flag that is not a commercial flag and is not used for the purpose of advertising or attention to a business, including any Flag that has a non-commercial message including, but not limited to, a Flag of the United States, the state, the Ceity, or foreign nations having diplomatic relations with the United States, and any other flag adopted or sanctioned by an elected legislative body of competent jurisdiction.

Flashing sign means any directly or indirectly illuminated sign that exhibits changing natural or artificial light or color effects by any means whatsoever.

Government sign means any sign that is installed or maintained by the federal, state, or local government. -Local Government includes any political subdivision including the county, the Ceity, the school district, the water district, or an emergency services district.

Install means to construct, erect, place, affix, display, or attach.

Loop 1604 frontage means and shall include all Loop 1604 frontage and access roads.

Monument sign means any sign that is a ground-mounted structure of masonry, rock, brick, stone, or stucco. Monument signs shall ~~be made of at least~~ have a minimum of 90 percent masonry materials such as rock, brick, stone, or stucco. Concrete and cinder blocks may be used structurally if faced with rock, brick, or stucco in accordance with the International Building Code.

Neighborhood means a distinct segment of the community, usually consisting of essentially similar housing stock, whose boundaries are defined by physical barriers such as major arterial streets and/or natural features such as creeks and rivers.

Non-commercial sign ~~means:~~ any sign which does not advertise the sale, rent, or lease of goods, services, or property or a location that sells, rents, or leases goods, services, or property.

Non-conforming sign ~~means any sign lawfully in existence on the date the provisions of this chapter are adopted that do not conform to the provisions of this chapter, but which were in compliance with the applicable regulations at the time they were installed or maintained.~~

Off-premises sign ~~m.~~ means any commercial sign that advertises a business, responsible party, person, activity, goods, products, real property, or services not located on the property where the sign is installed, or that directs persons to a location other than the property where the sign is located.

On-premise sign means ~~any freestanding commercial~~ sign identifying or advertising a business, ~~person~~ responsible party, person, or activity, and installed and maintained on the same premises as the business, ~~person~~ responsible party, or activity.

~~*On-site sign* means a monument or pole/pylon sign that is located along the street frontage.~~

~~*Park or municipal property* means property classified as Park Area District, Municipal and Utility District and any other properties owned by the City. Except for signs permitted under subsection 24-4(3) and signs authorized in advance by the City Council, no signs of any kind may shall be posted in a on park or municipal property.~~

Pennant sign means any sign of lightweight material suspended from a rope, wire, or string and displayed in a series with or without a message, designed to move in the wind.

Pole sign means any sign:

- (1) Supported by poles, uprights, or braces which are not concealed in an enclosed base but are permanently ~~placed~~ installed on or in the ground and wholly independent of any building for support, either single- or double-faced; or

- (2) Whose only structural support consists of exposed poles, posts, beams, or other devices mounted in the ground.

~~*Political sign* means any sign which is designated to influence the action of voters for the passage or defeat of a measure or candidate appearing on the ballot in connection with any national, state or local election.~~

Portable sign means any sign that is readily capable of being moved or removed, whether attached or affixed to the ground or any structure that is typically intended for temporary display. Portable signs include, but are not limited to:

- (1) Signs designed and constructed with a chassis or support with or without wheels;
- (2) Menu and "sandwich" board signs;
- (3) "A" and "T" frame signs;
- (4) Posters, flags, or banners affixed to windows, fences, railings, overhangs, trees, hedges, or other structures or vegetation, except for pole-mounted community event banners;
- ~~(5) Signs mounted upon vehicles parked and visible from the public right of way, except signs identifying the related business when the vehicle is being used in the normal day-to-day operation of the business, and except for signs advertising for sale the vehicle upon which the sign is mounted;~~
- ~~(6)~~(5) Searchlights; and
- ~~(7)~~(6) Inflatables.

For the purposes of this definition, no sign owned or ~~placed~~ installed by the City, the State, or a public utility shall be considered a portable sign.

Premises means any site on which a sign is requested, required, or ~~placed~~ installed including any lot, area, facility, or building which the responsible party owns, leases, or has a right to use ~~on the site~~.

Private property means all property other than public property, as defined herein.

Prohibited neon means any use of neon lighting other than for lettering or logos. For the purposes of this chapter, all uses of neon lighting shall be considered a sign.

Public property means property owned by, or dedicated to the City, or owned by, or dedicated to other governmental entities. Signs located on public property shall be governed by a separate City policy.

Pylon sign means any freestanding sign with visible support structures or with a support structure with a pole cover or pylon cover.

~~*Responsible party*~~ means the owner/operator of the business being identified on the sign; the owner of the property upon which the sign or sign structure is located; the

owner of the sign or sign structure; the person who installs a sign or sign structure, contracts with or directs a person to accomplish the installation; and/or the person who retrieves a sign from the impound.

Right-of-way means the area on, below, or above a public road, highway, street, public sidewalk, alley, waterway, or utility easement in which a governmental entity has an interest.

Safety signs means any signs on an office or business property which point or direct a person or vehicle to a specific place or along a specific course in order to ensure the safe and orderly passage of vehicles and persons around the premises of a building, such as "entrance", "exit", "handicap access", "employee access only" or "patient drop off" owned, placed, or required by any governmental entity.

Setback means the line within a lot defining the minimum horizontal distance between a building and the property line. Building setback lines include front, rear, and side setbacks that are measured from the front, rear, and side property lines. means the area from property lines back to buildings. Signs posted installed within building setbacks, when authorized, should not be an obstruction to traffic vision.

Sign means an outdoor structure, sign, display, light device, figure, painting, drawing, message, plaque, poster, billboard, or other thing that is designed, intended, or used to advertise or inform.

Sign area means the area of a sign that is used to determine the maximum area of a sign including the entire advertising or communicative area of a sign. excluding the framing, trim, molding, and supporting structure. Unless otherwise addressed, sign area shall be is measured from the highest, lowest, and widest points in a rectangular or square format. Sign area size restrictions shall apply to each respective side of the sign structure.

Sign face means that portion of the sign dedicated to the message, logo, name, etc., and the sign face may be of a different material than the monument it is on. If mounted or located on a building structure, the sign face and its framing, trim molding and/or supporting structure shall not protrude above the premises and shall not be of such a character as to violate any other provisions of this chapter. Other than a monument sign, no sign face shall be deeper than two feet.

Site means a parcel of land developed for commercial or residential use. A site may be a single platted lot, or may be a group of lots with a common or shared frontage.

Voting period means the period beginning with the first day of the early voting period and ending when the polls close on the designated Election Day or the last voter has voted, whichever is later. The voting period corresponds only with elections administered by Bexar County.

Wall sign shall means any sign installed, attached to, or erected against on the wall of a building or structure, with the exposed face of the sign parallel to the surface of the wall of the building.

Sec. 24-3. - Prohibited signs.

Except as otherwise provided for in this chapter, it ~~shall be unlawful~~ is an offense for a responsible party to erect, display, maintain ~~install or maintain~~, or cause to be ~~installed or maintained~~ erected, displayed, or maintained, on private property located in the City, any advertising bench, animated, or moving sign, awning, canopy, or marquee sign, back-to-back sign, bandit sign, billboard, bill poster, electric sign, embellishment, ~~flashing~~ sign, monument sign, on-premise sign, prohibited neon, blinking, rotating, ~~animated~~, moving, ~~flashing~~ or intermittently illuminated sign, pole sign, portable sign, pylon sign, any sign protruding above the building roof line or parapet line, painted or Day-Glo colored sign, banner sign, valance or display constructed of cloth, canvas, light fabric, paper, pliable vinyl, plastic, or other light material, feather banner, pennant, wall sign, any sign ~~install~~ placed in exchange for a monetary or bartered benefit, any sign, displaying any matter in which the dominant theme of the material taken as a whole appeals to the prurient interest in sex, or is patently offensive because it affronts contemporary community standards relating the description or representation of sexual matters, and is utterly without redeeming social value. Such action is hereby declared to be a public nuisance. Any sign not specifically listed as being allowed in this chapter is expressly prohibited. A responsible party shall not install a sign in the right-of-way or on property owned or controlled by the City without specific written permission of the City Council. All signs placed installed without the permission of the property owner of the land upon which the signs is installed is considered a prohibited sign.

Sec. 24-4. - Grandfather provisions.

This chapter is not intended to require the relocation, reconstruction, or removal of a sign which is already in place at the time of the adoption of the ordinance from which this chapter is derived and which was ~~erect~~ installed in compliance with local ordinances, laws and regulations applicable at the time of its ~~installati~~ erection, to the extent that Texas. Local Government Code ~~ch.Chapter~~ 216 preempts the application of this chapter to those signs or to any signs otherwise approved pursuant to Ordinance [No.] 100-03-99, as amended from time to time, or by City Council approval, provided that all such signs are constructed in accordance with such approval. ~~Nor shall this chapter apply to on-premise signs in the extraterritorial jurisdiction of the City, which are located in a county, which is exempt from regulation under Texas. Local Government Code ch.Chapter 216.~~

Sec. 24-5. - Non-nuisance signs in business and office districts.

The following signs are not deemed to be a public nuisance and may only be ~~erected~~ installed within the City limits in accordance with the following terms and conditions:

- (1)—Construction Development: Upon final approval of a construction permit, three signs may be installed temporarily on the property of the approved plat or development, provided however, that such signs shall not exceed a total of 128 square feet in sign area and that no one sign exceeds 64 square feet in

sign area. Sign area for construction development shall include, including its framing, trim and molding. The signs shall be installed so as not to interfere with the occupancy or use of any neighboring lots. Such signs shall only be installed during the time of active and ongoing building construction and shall be removed upon the issuance of the certificate of occupancy for the development. A responsible party shall not install any sign in the right-of-way.

(2) Post-Certificate of Occupancy: Beginning at the time of the issuance of the certificate of occupancy, a single sign may be ~~installed~~^{installed/erected} temporarily on each approved plat or development, provided, however, that such sign shall not exceed 640 square feet in sign area. Sign area for post-certificate of occupancy signs shall include, including its framing, trim and molding, but shall not include the pole or pylon of the sign. The signs, and shall be installed~~installed~~^{placed} so as not to interfere with the occupancy or use of the business or office development. All such signs shall ~~only be displayed~~^{installed} for a maximum of one continuous 90-day period ~~beginning from the issuance of the certificate of occupancy no earlier than 30 days from the date of the issuance of the certificate of occupancy.~~ A responsible party shall not install any sign in the right-of-way.

(3) Monument Signs. Monument signs shall be permitted subject to the following specifications:

a. In General. In business and office districts each property fronting a public or private street shall be allowed one monument sign. Properties fronting two public or private streets shall be allowed one monument sign on each street, for a total of two monument signs. Monument signs may have a sign inserted into the structure provided the sign area of the insert shall not exceed 75 percent of the average height and/or 90 percent of the average width of the structure. The sign insert may be backlit or externally illuminated.

b. Monument signs fronting Loop 1604 frontage.

1. Monument signs fronting Loop 1604 frontage shall not exceed 25 feet in height from the top of the sign to the ground, except as expressly provided in section 24-5(3)(b)(2).

—For properties where the site elevation is below the adjacent driving lanes of Loop 1604, monument signs shall not exceed 25 feet in height as measured from the top of the sign to the adjacent elevation of the Loop 1604 driving lanes, nor shall such monument signs exceed 48 feet in height as measured from the top of the sign to the ground.

2.

3. Each monument sign located along Loop 1604 frontage shall not exceed an average of 25 feet in width at the base and not exceed an average of 20 feet in width above the base. The base shall not be less than 75 percent of the average width of the sign. The base of the monument sign can include the name and/or address for commercial center.
4. The sign area insert of a monument sign shall not exceed 150 square feet of sign area per side.

c. Monument signs fronting N.W. Military Highway.

Monument signs front NW Military Highway shall not exceed 12 feet in height as measured from the top of the sign to the ground.

1. Monument signs fronting NW Military Highway shall not exceed 12 feet in height as measured from the top of the sign to the ground.
2. Monument signs located on N.W. Military Highway shall not exceed an average of 15 feet in width at the base and not exceed an average of ~~10~~ten feet in width above the base. Monument signs on N.W. Military Highway do not require that a base be constructed. If a base is constructed on the monument sign, the base can include signage for name and/or address of the commercial center.
3. The sign area of the ~~sign face or~~ insert of a monument sign shall not exceed 55 square feet of sign area per side excluding the trim and base of the monument sign, if any. The base of the sign shall be considered when determining the height of the sign.

d. Monument signs fronting any other road.

1. Lots with street frontage greater than 250 feet. Monument signs fronting any road other than Loop 1604 frontage or NW Military Highway shall not exceed 10 feet in height as measured from the top of the sign to the ground.
2. Lots with street frontage less than 250 feet. Monument signs fronting any road other than Loop 1604 frontage or NW Military Highway shall not exceed six feet in height as measured from the top of the sign to the ground.
3. The sign area of the insert of a monument sign shall not exceed 50 square feet excluding the trim and the base of the sign, if any.

a.e. Convenience stores. Each convenience store, as defined by Sec. 36-1 of the City of Shavano Park Code of Ordinances, may install one monument sign with electric display that conforms with this section. Convenience stores fronting on two streets shall be allowed one monument sign with electric display facing each street. The electric

sign shall not be neon, blinking, rotating, animated, moving, flashing or intermittently illuminated. The monument sign shall meet all other requirements in this code.

~~No monument sign shall be placed in such a manner that the total distance from the top of the sign to the ground exceeds the following specifications:~~

- ~~a. Signs fronting on any road other than Loop 1604 frontage roads and any part of Loop 1604 within 150 feet of any other City street shall not exceed ten feet from the top of the sign to the ground for lots with street frontage greater than 250 feet, and shall not exceed six feet in height for lots with a street frontage less than or equal to 250 feet.~~
- ~~b. Signs fronting on Loop 1604 frontage roads more than 150 feet from N.W. Military Drive shall have a minimum spacing of 150 feet and shall not exceed 25 feet from the top of the sign to the ground, except as expressly provided in section 24-11.~~
- ~~c. Signs fronting on Loop 1604 frontage roads that are more than 150 feet but less than 500 feet from N.W. Military Drive where the site elevation is below the adjacent driving lanes of Loop 1604 frontage roads, shall not exceed 25 feet in height as measured from the top of the sign to the adjacent elevation of the Loop 1604 driving lanes, nor shall it exceed 48 feet in height as measured from the top of the sign to the ground.~~

~~(2)(4)3~~During the period that a property is for sale, rent or lease ~~a~~A single on-premise sign of not more than ~~6440~~ square feet ~~pertaining to the sale, rental, or lease of property zoned O-1, B-1, B-2, or MXD~~ is permitted, provided such sign is located entirely within the property to which the sign ~~appears~~pertains, is not illuminated, and is removed within ~~10~~ ten days after the sale, rental or lease has been consummated. Commercial lots fronting on two streets shall be allowed one sign of not more than 64 square feet facing each street. Sign area for a sign under this section shall include framing, trim and molding.

~~(3)(5)4~~Multi-tenant buildings.

- a. Each multi-tenant building that has exterior access to ~~each~~ individual businesses es may attach one wall sign, and one awning sign for each window and/or exterior door, as set forth in this subsection. This sign shall be compatible with the character of the premises upon which it is ~~placed~~installed. Each sign shall require a permit, which may be obtained separately or within a building permit. Such signs shall not exceed an aggregate of 50 square feet of sign area per wall per business on up to two walls. ~~Signage for rear delivery identification shall not exceed five square feet per business.~~

- b. Each multi-tenant building that has interior access to individual businesses or office suites shall be permitted either:

- ~~1.—One wall sign not to exceed 120 square feet in sign area; or~~
- ~~2.1.~~ Up to three wall signs may be placed installed on one side of a building, and said signs shall not collectively exceed 150120 square feet in sign area with no one sign exceeding 120 square feet; or
2. For a building over 30,000 square feet in area, up to five wall signs may be installplaced on one side of a building on the building, and said signs shall not ~~to~~ collectively exceed 250200 square feet in sign area ~~and no one sign may exceed 120 square feet in sign area~~ with no one sign exceeding 120 square feet.
3. Sign area for a wall sign under this section shall include all area of the sign including the trim. The sign's framing, trim molding and/or supporting structure shall not protrude above the premisesbuilding roof line or parapet line.

- c. ~~(A) All lit-illuminated~~ signs directed toward residential areas shall comply with ~~section~~ Sec. 24-78.

- ~~(6) 5~~ Single-tenant buildings. Each single-tenant building ~~in the~~ may have one wall sign, and in addition one awning sign for each window and/or exterior door, subject to the limitations of this section. Such signs shall not exceed an aggregate of 50 square feet of sign area per wall on up to three walls. Sign area for a wall sign under this section shall include all area of the sign including the trim. The sign's framing, trim molding and/or supporting structure shall not protrude above the building roof line or parapet line the premises.

- ~~(4)(7)~~ If any sign is installed on a building structure, the sign ~~face~~ and its framing, trim molding and/or supporting structure shall not protrude above the building roof line or parapet line. ~~6~~ Convenience stores. Each convenience store, as defined by section Sec. 36-1 of the City of Shavano Park Code of Ordinances, may erect one monument sign with electric display that conforms with section Sec. 24-10 24-5(3). Convenience stores fronting on two streets shall be allowed one monument sign with electric display facing each street. The electric sign shall not be neon, blinking, rotating, animated, moving, flashing or intermittently illuminated.

(8) Safety & Directional Signs. Signs on office or business property which point or direct a person or vehicle to a specific place-location or along a specific course in order to ensure the safe and orderly passage of vehicles and persons around the premises of a building, such as "entrance", "exit", "handicap access", "employee access only" or "patient drop off" are allowable provided they are no larger than six square feet in sign area. Sign area for a sign under this section shall include trim, molding, and framing, but shall not include the pole or pylon of the sign, if any.

~~(5)(9)~~ 7Permits.

- a. No non-nuisance signs in business or office districts shall be ~~erect~~installed within the City unless a building permit for such sign has first been issued by the City's building official. The permit application shall be accompanied by engineered drawings and a site plan showing the proposed sign location.
- b. An electrical permit shall be required for any sign requiring the use of electricity in the operation of such sign.
- c. ~~Before any permit is granted and before any work is begun, the person responsible party making such~~must make application for ~~such a~~ sign permit, shall pay ~~to the City~~ a fee in the amount as specified in the schedule of fees, as approved by the City Council, and secure the permit before beginning work.
- d. If the ~~City Manager building official~~ or his the City Manager's -designee finds that the proposed sign conforms in all respects to this chapter, ~~he the City Manager official~~ shall issue the permit; otherwise ~~he the City Manager official~~ shall deny it.
- e. Any permit that does not comply with the provisions of the chapter or which is issued in violation of any provision hereof, shall be void, and no right or privilege whatsoever shall accrue thereunder.
- f. ~~The city manager~~City Manager shall ~~have-instruct~~ the building official to immediately inspect all permitted signs upon completion to determine compliance with the permit.
- ~~f.g.~~An applicant or sign owner~~responsible party may appeal any denial of a permit or determination that a sign has not been built in compliance with a permit to the Board of Adjustment as described in Section 24-15.~~
- h. No ~~person~~responsible party may ~~reinstall~~construct, move, alter, modify, or relocate any sign which requires a permit without first obtaining a sign permit from the City. However, merely changing the price of advertised goods or services is not deemed to be altering the sign, and shall not require an additional permit.

(10) Any sign allowed under this section as a commercial sign may also be a non-commercial sign.

Sec. 24-6. - Non-nuisance signs in residential zoning districts.

In A-1, A-2, A-3, A-4, A-5 PUD, MXD and CE zoning districts the following signs are hereby not deemed to be a public nuisance and do not require a permit unless specifically required below:

- (1) Subdivision sign: Upon final plat approval, a single sign may be erected installed temporarily on each approved plat or development property, provided, however, that such sign shall not exceed ~~sixty (640)~~ square feet in sign area. Sign area for a subdivision sign shall, including its framing, trim and molding, and shall be ~~placed-installed~~ so as not to interfere with the occupancy or use of any lots in the subdivision. All such signs shall be removed upon completion of the sale of 95 percent of the lots in the subdivision. Such sign shall not be more than ten (10) feet in height.
- (2) Temporary non-commercial sign-6 square feet: Each residential property may erect one temporary sign non-commercial sign on the property that conforms to the following requirements:
 - a. ~~a. The sign cannot be displayed~~ A responsible party cannot display may install a sign in such a manner that it ~~is visible~~ may be viewed ~~can be visibly viewed~~ from the public right-of-way for ~~no more up to than~~ 60 days per calendar year;
 - b. The gross sign area shall not exceed six square feet in sign area. Sign area for a temporary non-commercial sign under this section shall include including framing, trim and molding;
 - c. The sign shall not be higher than six feet above grade;
 - ~~d. The sign shall not be placed on public property including a public easement or right-of-way; and~~
 - e.d. The sign cannot be ~~an~~ illuminated or backlit.
- (3) ~~(3) In encouragement of the practice of recognizing achievements and student activities,~~ Temporary Residential signs-4 square feet: Each residential property may erect two signs with non-commercial messages that conform to the following requirements:
 - a. ~~One of the two allowed signs may display a commercial message. If a second sign is erected, as allowed by the subsection, it must display a non-commercial message. Both signs may display a non-commercial message~~ No more than one of the two signs may be a commercial sign.

- a-b. ~~The signs~~ Each sign cannot exceed four square feet in sign area. Sign area for a temporary sign under this section shall include, including framing, trim and molding;
- b-c. Signs shall be ~~install~~placed within ~~-10 ten~~ feet of the front facing of the primary residence;
- e-d. Signs shall not be higher than ~~4 four~~ feet above grade;
- d.e. The signs ~~cannot may~~shall not be ~~an~~ illuminated or backlit.
- (4) During the period the residential property is listed for sale or lease, a sign may be ~~installed erected~~ on the property, subject to the restrictions noted in ~~section Sec. 24-6(2)(b) (de)~~. Residential lots fronting on two streets shall be allowed one sign facing each street.
- (5) Voting Period Signs ~~during voting periods~~. During voting periods as defined in Sec. 24-2, each Each residential property may ~~erect install non-commercial~~ signs in addition to those described in ~~section Sec. 24-6(2) and section Sec. 24-6(3) during voting periods, as defined in section 24-2~~, subject to the following restrictions:
- No sign ~~may shall~~ be ~~erect~~installed more than 60 days prior to the start of the voting period;
 - All signs ~~must- shall~~ be removed by 11:59 p.m. the day following the ~~end of the~~ voting period;
 - The total sign area of all voting period signs ~~must shall~~ be no more than ~~36 44~~ square feet, and no one sign shall be larger than ~~24 36~~ square feet;
 - ~~A No voting period non-commercial~~ sign ~~may shall not~~ be higher than ~~6 six~~ feet above grade including its pole or pylon; and
 - The signs ~~cannot shall not~~ be illuminated or backlit.
 - Sign area for signs under this section shall include all including trim, molding, and framing of the sign. The pole or pylon of the sign shall be considered for height above grade, but shall not be considered part of the sign area.

~~Signs erected in violation of these regulations are considered a nuisance and may be removed by the City Manager or his/her designee.~~

- Neighborhood monument signs. Neighborhood monument signs may be ~~installed install~~erected on property owned by a property owner's association and shall be a maximum of ~~10 ten~~ feet in height and shall not exceed an average of six feet in width above the base, regardless of location. The base shall be included in measuring the maximum height of the sign. This sign requires a permit. This sign shall not be installed in the right-of-way without approval of the City Council.

(6)

(7) Street monument signs. Street monument signs may be installed subject to approval of the City Council.

— Each residential property shall prominently display its address as to be easily legible from the adjacent street. Addresses and monuments displaying the address shall not constitute a sign in terms of limiting or eliminating the rights to a sign as allowed in other sections of this chapter.

~~(6)~~(8)

— No sign shall be ~~placed~~installed on public property including a public easement or right-of-way unless otherwise specified in this chapter.

~~(7)~~(9)

~~(8)~~ Signs ~~installed~~installed~~erected~~ in violation of these regulations are considered a nuisance and may be removed by the City Manager or ~~his/her~~the City Manager's designee. A sign so removed under the provisions of this section which has more than minimal value as determined by the City Manager shall be kept in storage for a period of ~~ten~~ (10) days, and if it is not claimed by the responsible party within said period, it may be disposed of in a lawful manner ~~by the city~~. The City Manager may send notice to the sign owner within three business days of removing the sign if the sign owner's contact information is reasonably discernible from the sign itself.

~~(9)~~(10)

~~Sec. 24-7. Banner signs.~~

~~Banner signs in residential zoning districts are allowed subject to the following requirements:~~

~~(1) Banner signs may be erected by property owners' associations as defined by the Texas Residential Property Owners Protection Act.~~

~~(2) Each property owner's association may erect one banner sign at each entrance per calendar year.~~

~~(3) Each residential property owner may erect one banner sign.~~

~~(4) No banner sign may be erected more than seven days prior to the first Tuesday in October.~~

~~(5) Banner signs must be removed by 11:59 p.m. the day following the first Tuesday in October.~~

~~— Banner signs on public property shall be governed by a separate City policy and no banner sign shall be placed on public property without the written permission of the owner of the property; and.~~

~~(3) Banners must be securely attached to a permanently installed building, fence, or wall and they must be kept in good repair throughout the time of their display. Pipes, poles, posts or other materials may not be used solely to erect banners.~~

Sec. 24-~~78~~. - Exterior lighting and hours for business and building wall signs.

Exterior lighting of the building and building wall signs shall not exceed the maximum height of the building or wall sign. Lighting for signs fronting on any street other than streets adjacent to or abutting commercial property shall be turned off not later than 11:00 p.m. or one-half hour after the business is no longer open to the public, if ~~earlier~~later. All signs shall be compliant with the Outdoor Lighting requirements of Chapter 14 as well as all requirements of this ordinance.

Sec. 24-~~89~~. - Displayed address of commercial property.

Each commercial establishment shall prominently display its address as to be easily legible from the adjacent street. Addresses and monuments displaying the address shall not constitute a sign in terms of limiting or eliminating the rights to a sign as allowed in other sections of this chapter.

Sec. 24-9 Authorized Signs.

The following signs under this section are authorized in every zoning district or property without a permit, unless specifically required below:

(1) Government signs

~~(1)~~—Traffic-control devices that are installed and maintained to comply with the Texas Manual on Uniform Traffic-Control Devices.

(2)

~~(2)~~—Signs required by this chapter.

(3)

~~(3)~~—Signs required by other law, including federal, state, or local law, including a sign that a property owner is required to post on the owner's property to warn of a danger or to prohibit access to the property either generally or specifically; the owner must comply with the federal, state, or local law to post a sign on the property.

(4)

(4)

~~(5)~~—Official governmental notices and notices ~~posted~~installed by governmental officers in the performance of their duties for regulatory purposes such as neighborhood crime watch areas, to identify streets, or to warn of danger including those installed by the city, county, water district, or other governmental entity.

(5)

~~(6)~~—Signs displayed on trucks, buses, trailers, mobile food vendors, or other vehicles that ~~are~~have a sign area, including the entire communicative area of the vehicle, which is less than ~~thirty-two~~(32) square feet and are being operated as motor vehicles, provided that the primary purpose of the vehicles is not for display of signs and provided that they are parked in areas appropriate to their use as vehicles as regulated by Chapter 36 of the Code of Ordinances, are in

operable condition, and carry a current and valid license plate and state inspection tag. Vehicle signs shall conform to the following restrictions:

- (A) Vehicular signs shall contain no flashing or moving elements;
- (B) Vehicular signs shall not be attached to a vehicle so that the driver's vision is obstructed from any angle;
- (C) Signs, lights and signals used by authorized emergency vehicles shall not be restricted;

(6) Vending machine signs where the sign face is not larger than the normal dimensions of the machine to which the sign is attached.

(7)

(7) Memorial signs or tablets when cut into any masonry surface or attached to a building when constructed of bronze or other metal up to six square feet as part of a building.

(8)

(8) Any sign wholly within the confines of a building, and oriented to be out of view from outside the building.

(9)

(10) Flags in a business or office zoning district: Each business property is allowed to install up to four flags on up to three flagpoles. No more than one of the four flags may be a commercial flag, all other flags must be non-commercial. No business is allowed to install a commercial flag that is an off-premises sign. Each flag may be no larger than 60 square feet in area. Flagpoles shall be no taller than 40 feet in height nor higher than the highest point of the nearest principal building's roof on the premises.

(9)(11) Flags in a residential zoning district: Each residential property is allowed to install up to four non-commercial flags on up to three flagpoles. Each flag may be no larger than 40 square feet in area. Flagpoles shall be no taller than 25 feet in height nor higher than the highest point of the nearest principal building's roof on the premises.

Sec. 24-10 Destroyed nonconforming signs.

An existing nonconforming sign in the City may shall not be repaired or rebuilt in the case of obsolescence, dilapidation, or destruction by fire or other causes. In case of partial destruction by fire or other causes, where the cost of repairing the sign is less than sixty (60) percent of the cost of installing a new sign of the same type at the same location, the City Manager or the City Manager's designee may issue a "no fee" permit for the necessary repairs to be made to the sign. If the necessary repairs are not completed within sixty (60) days of the receipt of written notification to the responsible party by the City Manager or the City Manager's designee, then the sign shall be removed either by the responsible party or by the City at the responsible party's expense. Criminal or civil penalties may also be initiated against the responsible party as provided for in this article. If the cost of rebuilding or repair of an existing nonconforming sign exceeds sixty (60)

percent of the cost of installing a new sign of the same type at the same location, the sign shall be removed at the responsible party's expense. If the sign is not removed within ~~thirty (30)~~ days of written notification to the responsible party, then it shall be removed by the ~~Ceity~~ or its designated agent(s) at the responsible party's expense. A sign so removed under the provisions of this section shall be kept in storage for a period of ~~sixty (60)~~ days, and if it is not claimed within said period, it may be disposed of in a lawful manner by the ~~Ceity~~.

Sec. 24-11 Abandoned or discontinued signs.

An abandoned or discontinued sign is a sign that advertises a business or project that has ceased operations for more than one year, unless the property is leased, in which case the sign shall be removed after two years. The responsible party shall remove any sign and/or sign structure that has not been used for advertising or promoting a going concern for at least one year. For the purposes of this section, a business or project has ceased to operate when it is no longer engaged in the sale of products or services in the normal course of business. A violation of this section is an offense.

~~Sec. 24-10.—Monument signs:~~

~~A monument sign may have a "sign face" inserted into the structure provided the insert shall not exceed 75 percent of the average height and/or 90 percent of the average width of the structure.~~

~~(1)—Each monument sign located along Loop 1604 frontage shall not exceed an average of 25 feet in width at the base and not exceed an average of 20 feet in width above the base. The base shall not be less than 75 percent of the average width of the sign. The base of the monument sign can include signage for commercial center identification. No canister within the Loop 1604 frontage monument sign shall exceed 150 square feet in area. The sign face insert may be backlit or externally lit.~~

~~(2)—Monument signs are allowed on the east and west side of N.W. Military Highway within 500 feet of the south right-of-way limits of Loop 1604. Only one monument sign will be allowed on each side of N.W. Military Highway. Monument signs located on N.W. Military Highway shall not exceed an average of 15 feet in width at the base and not exceed an average of ten feet in width above the base. Monument signs on N.W. Military Highway do not require that a base be constructed. If a base is constructed on the monument sign, the base can include signage for commercial center identification. The height of a monument sign on N.W. Military Highway shall not exceed 12 feet. No canister within the N.W. Military Highway monument shall exceed 55 square feet. The sign face insert may be backlit or externally lit.~~

~~(3)—Each nonresidential lot fronting on a public or private street shall be allowed one multi-tenant on-premise monument sign, in addition to the wall signs referred to in section 24-4(4). Each nonresidential lot fronting on two public or private streets shall be allowed one monument sign on each street.~~

~~(4)—The sign face or insert of a monument sign shall not exceed 50 square feet of sign area per side, except on (a) Loop 1604 frontage and (b) N.W. Military Highway frontage within 500 feet of the south right-of-way limits of Loop 1604.~~

~~(5) Neighborhood monument signs shall be a maximum of ten feet in height and not exceed an average of six feet in width above the base, regardless of location.~~

Sec. 24-~~11~~12. - City council sign approval.

(a) On Loop 1604 frontage only ~~and~~ more than 150 feet from N.W. Military Drive Highway, the City Council may, at its sole discretion, approve pole/pylon signs within the following parameters: one sign per site with a maximum height of 48 feet from the top of the sign to the site grade, but not to exceed 25 feet above the adjacent driving lane of Loop 1604. This sign ~~area shall may~~ not exceed 150 square feet per side (two sides maximum) and may be allowed in place of, or in addition to, any signs allowed by other provisions of this chapter. On a corner lot that qualifies for two monument signs the total ~~sign area for sign face~~ allowance may be adjusted up to 70/30 for the major artery. (i.e. A total of 100 square feet of sign ~~face area~~ may be allocated 70 square feet on Lockhill Selma Road and 30 square feet on DeZavala Road.) Such reallocation shall be at the sole discretion of the City Council.

(b) The City Council reserves the right to establish policies governing signage on City property.

Sec. 24-~~12~~13. - Authority to Enforce the Ordinance; ~~Issue~~ citation.

~~(a) The City Manager is appointed authorized by City Council with the authority to enforce this ordinance. The City Manager or the City Manager's designee shall review sign regulations, permit applications, nonconforming uses and destruction, and other requests under the ordinance unless otherwise defined by this section. Any final decision made by the City Manager may be appealed to the Board of Adjustment by the responsible party.~~

~~(b) In this chapter the term "City Manager" also includes any person designated by the City Manager to act on behalf of the City Manager to carry out the enforcement of this ordinance.~~

~~(a)(c)~~ (c) The City Code Compliance Officer (or such other individual or classification of individuals as may be ~~designated by the City Manager appointed by the City Council~~) may issue a citation requiring the removal, relocation, or reconstruction of any sign which does not meet the spacing, height, and size ~~and setback~~ requirements of this chapter and other City ordinances for which the ~~erection installation or construction installation was~~ began on or after the effective date of the ordinance from which this chapter is derived. All safety signs shall be approved by the City Code Compliance Officer.

Sec. 24-~~13~~14. - Removal of prohibited bandit signs.

Bandit signs may be removed and discarded without notice notwithstanding any conflicting regulation or requirement within this section. These signs will not be stored by the City but will be discarded.

Sec. 24-~~14~~15. - Variances.

- (a) *Purpose.* Any ~~person~~responsible party, business, or other organization desiring to ~~install~~construct, continue to ~~construct~~install, re~~install~~construct, ~~place~~install, relocate, alter, or use any sign which does not conform to the provisions of this chapter may make application to the Board of Adjustment for a variance to the provisions of this chapter.
- (b) *Application.* Application for a variance from the provisions of this chapter shall be made upon a form provided by the City Code Compliance Officer. The variance application shall include the application for a sign permit and shall also state the applicant's reasons for requesting the variance in accordance with the criteria set forth in this chapter.
- (c) *Fees.*
- (1) The applicant shall pay the fee as prescribed in the most recent adopted fee schedule passed and approved by the City Council. The fee shall be nonrefundable. If work requiring a variance is begun/completed before obtaining approval for such variance, the owner of the property and/or the ~~person~~responsible party/~~entity~~responsible for the commencement of such work shall request approval of an "after-the-fact" variance and pay triple the established, nonrefundable fee. Payment of such fee does not relieve the applicant from liability under the penalty provisions of this chapter.
 - (2) Acceptance of the increased fee by the City does not constitute any commitment or warranty to approve the variance requested, nor does it relieve any ~~person~~responsible party/~~entity~~ from fully complying with the requirements of this chapter. A stop work order shall be in effect until a decision on approval/denial is taken. Fees shall not be refunded if the request for variance is disapproved.
- (d) *Hearing.* Upon receipt of a variance application, the City Secretary shall set a date for hearing before the Board of Adjustment within 45 days of receipt of an administratively complete variance request.
- (e) *Standards for variances.* The Board of Adjustment may approve a variance only ~~if~~it makes affirmative findings, reflected in the minutes of the Board of Adjustment's proceedings, as to all of the following:
- (1) The variance will not authorize a type of sign which is specifically prohibited by the chapter;
 - (2) The variance is not contrary to the goals and objectives outlined by the City;
 - (3) The variance is not contrary to the public interest;
 - (4) Due to special conditions applying to the land, buildings, topography, vegetation, sign structures, or other unique matters on adjacent lots or within the adjacent right-of-way, a literal enforcement of this chapter would

result in unnecessary hardship. Ordinarily, hardship that is self-induced or that is common to other similarly classified properties will not satisfy this requirement. Financial or economic hardship alone will not satisfy this requirement;

(5) The spirit and purpose of this chapter will be observed and substantial justice done; and

(6) The applicant has not sought a variance from the City Council within the past 12 months.

(f) *Conditions of variances.* The Board of Adjustment may impose such conditions or requirements in a variance as are necessary in the Board of Adjustment's judgment to achieve the fundamental purposes of this chapter. A violation of such conditions or requirements shall constitute a violation of this chapter. A variance, if granted, shall be for a specific event, use, or other applications of a business and shall not continue with the property. If a variance is granted and the sign so authorized is not substantially under construction within three months of the date of approval of the variance, the variance shall lapse and become of no force or effect.

Sec. 24-~~15~~16. - Violations to be reported as nuisances.

It is an offense for a responsible party to install a sign in violation of this ordinance.

Signs posted or ~~installed~~placed in violation hereof are hereby declared to be public nuisances and such violations shall be reported promptly to the Chief of Police or City Code Compliance Officer.

Sec. 24-~~16~~17. - Provisions cumulative.

This chapter shall be cumulative of all provisions of ordinances of the City of Shavano Park, Texas, except where the provisions of this chapter are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed. Any and all previous versions of this chapter to the extent that they are in conflict herewith are repealed.

TABLE No. 1 - CHART OF SIGN DESIGN STANDARDS

Type of Sign	Maximum Sign Area	Maximum Sign Height	Maximum Number of Signs	Permit Required?	Conditions (Section Number)	Fee?
All Districts						
Government signs	n/a	n/a	n/a	No Permit	24-9	No Fee
Vending machine	Size of machine	Size of machine	Equal to number of machines on site	No Permit	24-9(7)	No Fee
Memorial signs	6 sq ft	n/a	n/a	No Permit	24-9(8)	No Fee
Residential Districts (A-1, A-2, A-3, A-4, A-5 PUD, MXD and CE)						
Neighborhood monument sign	60 sq ft	10 ft	one	Permit Required	24-6(6)	No Fee
Flags – noncommercial	40 sq ft	Flagpole can be up to 25 ft	four (on three flagpoles)	No Permit	24-9(11)	No Fee
Residential-subdivision sign	64 sq ft	10 ft	One until completion of sale of 95 percent of lots	No Permit	24-6(1)	No Fee
Residential - 4 sq ft signs	4 sq ft	4 ft	Two signs – 1 allowed with a commercial message	No Permit	24-6(3)	No Fee
Residential-address (required)	n/a	n/a	One (required)	No Permit	24-6(8)	No Fee
Residential-temporary sign	6 sq ft	6 ft	One sign up to 60 days	No Permit	24-6(2)	No Fee

Signs during the period that a property is for sale, rent or lease	6 sq ft	6 ft	One or Two signs depending on location	No Permit	24-6(4)	No Fee
Signs during voting periods	36 sq ft (one sign); 44 sq ft (aggregate)	6 ft	Unlimited so long as aggregate is 44 sq ft or less	No Permit	24-6(5)	No Fee
Business and Office Districts						
Construction Development Sign	128 sq ft (aggregate) no one sign larger than 64 sq ft		3 (up to 128 sq ft aggregate)- only allowed until Certificate of Occupancy	Permit Required	24-5(1)	Based on sign area size
Temporary Sign-Post Certificate of Occupancy	64 sq ft		1-only allowed for 90 days after the Certificate of Occupancy	Permit Required	24-5(2)	Based on sign area size
Commercial sign (multi-tenant with exterior access)	50 sq ft (aggregate)	Building Height	One per window/exterior door	Permit Required	24-5(5)(a)	Based on sign area size
Commercial sign (multi-tenant with only interior access)	120 sq ft or 150 sq ft for up to three walls (aggregate)	Building Height	Up to 3 wall signs per wall	Permit Required	24-5(5)(b)	Based on sign area size
Commercial sign (multi-tenant with only interior access) & Building larger than 30,000 square feet.	120 sq ft or 250 sq ft for up to three walls (aggregate)	Building Height	Up to 5 wall signs total	Permit Required	24-5(5)(b)(2)	Based on sign area size
Commercial sign (single tenant)	50 sq ft (aggregate)	Building Height	One per window/exterior door	Permit Required	24-5(6)	Based on sign area size

Commercial monument signs (1604 Frontage)	150 sq ft	Varies by site elevation in relation to 1604	One or Two signs depending on location	Permit Required	24-5(3)(b)	\$200
Commercial monument signs (NW Military)	55 sq ft	12 feet	One or Two signs depending on location	Permit Required	24-5(3)(c)	\$200
Commercial monument signs (All other locations)	50 sq ft	Varies by street frontage	One or Two signs depending on location	Permit Required	24-5(3)(d)	\$200
Signs during the period that a property is for sale, rent or lease	64 sq ft		One or Two signs depending on location	Permit Required	24-6(4)	Based on sign area size
Flags – noncommercial	60 sq ft	Flagpole can be up to 40ft	Four (three if a commercial flag is installed)	No Permit	24-9(10)	No Fee
Flags – commercial (off-premises sign is prohibited)	60 sq ft	Flagpole can be up to 40 ft	one	No permit	24-9(10)	No fee

ORDINANCE NO. O-2020-002

AN ORDINANCE AMENDING CHAPTER 24 – SIGNS REGARDING ALLOWED SIGNAGE IN RESIDENTIAL AND BUSINESS ZONING DISTRICTS; PROVIDING A CUMULATIVE & CONFLICTS CLAUSE, PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Shavano Park has a substantial interest in protecting the health, safety, welfare, convenience and enjoyment of the general public from injury which may be caused by the unregulated construction of signs; and

WHEREAS the City Council of the City of Shavano Park has a substantial interest in enhancing the economic value of the landscape by avoiding visual clutter which is potentially harmful to property values and business opportunities; and

WHEREAS the City of Shavano Park is a certified Scenic City and the City Council of the City of Shavano Park desires to implement high-quality scenic standards for public roadways and public spaces; and

WHEREAS the City Council has established a dedicated interest in the aesthetics of its community and has determined that this ordinance has been drafted in order to meet the City's compelling interest in the aesthetic beauty of the City; and

WHEREAS the City Council of the City of Shavano Park has a substantial interest in promoting the safety of persons and property by providing that signs do not create a hazard due to collapse, fire, collision, weather or negligence; and

WHEREAS the City Council of the City of Shavano Park has a substantial interest in protecting the safety and efficiency of the City's transportation network by reducing the confusion or distraction to motorists and enhancing the motorists' ability to see pedestrians, obstacles, other vehicles, and traffic signs; and

WHEREAS the City Council of the City of Shavano Park has a substantial interest in protecting adjacent and nearby properties from the impact of lighting, size, height and location of signs for the health and safety of its residents as well as the protection of the aesthetic beauty of the City ; and

WHEREAS the City Council of the City of Shavano Park has a substantial interest in providing for consistent, fair, and content neutral application and enforcement of regulations pertaining to signs and to ensure that the constitutionally guaranteed right of free speech is protected; and

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

**I
CODE AMENDMENT**

Chapter 24, Article I. – IN GENERAL of the City of Shavano Park Code of Ordinances is hereby amended to read as follows:

Sec. 24-1. – Purpose and Scope.

These regulations shall apply in the City Limits. These regulations set forth by the City of Shavano Park, pursuant to its authority to regulate structures under Texas Local Government Code Chapter 211 and any authority it may have under Texas Local Government Code Chapter 216, combine the need to protect the public safety and welfare, the need to encourage pedestrian movement, the need for a well maintained and attractive community, and the need to adequately convey ideas, provide communication, and identify features within the community. The provisions do not ensure or provide for every property or business owner's desired level of visibility for signs. The sign standards are intended to allow signs to have adequate visibility from streets and rights-of-way that abut a site, but not for visibility from streets and rights-of-way farther away. The regulations for signs and awnings have the following specific objectives:

1. To ensure that signs and awnings are designed, constructed, installed and maintained according to standards to safeguard life, health, property, and public welfare, and to eliminate excessive and/or confusing sign displays that create potential hazards to motorists, pedestrians, and to property;
2. To allow and promote positive conditions for sign communication while at the same time restrict signs which create continuous visual clutter and hazards at public right-of-way intersections;
3. To reflect and support the desired character and development patterns of the various zoning districts in order to plan and promote an attractive environment;
4. To allow for adequate and effective signs in business and office districts, while preventing signs from dominating the appearance of the area, thereby encouraging a positive business atmosphere;
5. To establish a sign application and sign permit review process that effectively regulates issues pertaining to the location, placement, and physical characteristics of signs in an effort to ensure compatibility with adjoining land uses, architecture, and landscape; and
6. To provide for consistent, fair, and content neutral application and enforcement of regulations pertaining to signs and to ensure that the constitutionally guaranteed right of free speech is protected.

Sec. 24-2. - Definitions.

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

Advertising bench means any bench providing seating to the general public without charge, which may bear advertising.

Animated or moving sign means any sign, or part of a sign, which changes physical position or appearance by any movement or rotation or which gives the visual impression of such movement or rotation.

Awning, canopy, or marquee sign means a sign that is mounted, painted on, or attached to a building or an awning, canopy, or marquee that is otherwise permitted by this chapter.

Banner sign means a sign made of fabric or any non-rigid material with no enclosing framework but does not include a flag, pennant, or feather banner.

Back-to-back sign means a structure containing two parallel signs whose faces are oriented in opposite directions and are spaced no more than 10 feet apart.

Bandit sign means a sign install without the written permission of the land owner which is tacked, nailed, posted, pasted, glued, or otherwise attached to trees, utility poles, street signs, street furniture, stakes, or fences or other objects or installed in the right-of-way, and any temporary sign which is attached to another sign. No sign owned or installed by the City, the State, or a public utility shall be considered a bandit sign. A bandit sign is considered trash and may be discarded in accordance with Sec. 24-14.

Billboard means any outdoor, off-premises sign, display, device, figure, painting, drawing, message, poster, structure, or thing that is designed, intended, or used to advertise or inform.

Billboard operator means any responsible party who installs, services, maintains, alters, repairs, or demolishes billboards.

Bill posters means advertising poster or handbill.

Chief of Police means the City's duly appointed Chief of Police.

City means the City of Shavano Park, Texas.

City Code Compliance Officer means one or more individuals duly appointed by the City to enforce City Code violations.

Commercial sign means any sign which directs the attention of the general public to a place of business that sells, rents, or leases goods, services, or property, or advertises a location that sells, rents, or leases goods, services, or property.

Dilapidation means any sign where elements of the sign area or background have portions of the finished material missing, broken, or illegible; where the structural support

is visibly bent, broken, dented, rusted, corroded, or loose; or where the sign or its elements are not in compliance with the adopted electrical code and/or the building code.

Early voting period means that period as prescribed by Tex. Elections Code § 85.001, as amended.

Electric sign means:

- (1) Any sign on which letters, figures, designs, or messages are formed or outlined by electric illumination, or by a transparent or translucent medium which is electrically illuminated, whether the illuminating device is contained within or on the sign, including digital signs illuminated by LCD, LED, plasma displays, projected images, or any other illumination format;
- (2) Any outside building outlining;
- (3) Any interim decorative displays; and
- (4) Any gas tube window outlining.

Any portable sign that has electrical components attached, connected to, or part of the sign, or support, whether electrified or not, shall be considered an electric sign and all provisions of this chapter pertaining to electric signs shall apply to such signs.

Embellishments means any feature such as a cutout, neon, or plastic letters, clock, electric device, or space extension, which is added to an outdoor advertising structure. All embellishments shall be included when measuring the sign area.

Feather banner means any sign that is constructed of lightweight material (such as cloth, canvas, or vinyl) affixed to a pole or building which is similar to a flag, except that it is longer than it is wide. A feather banner resembles a feather, in that it is tall and narrow, having more surface area vertically than horizontally when fully extended.

Flag, commercial, means any fabric, banner, or bunting containing distinctive colors, patterns, or symbols used for the purpose of advertising or drawing attention to a business. Does not include non-commercial flags, which are separate and distinct by definition and treatment in this Code.

Flag, non-commercial means any flag that is not a commercial flag and is not used for the purpose of advertising or attention to a business, including any Flag that has a non-commercial message including, but not limited to, a Flag of the United States, the state, the City, or foreign nations having diplomatic relations with the United States, and any other flag adopted or sanctioned by an elected legislative body of competent jurisdiction.

Flashing sign means any directly or indirectly illuminated sign that exhibits changing natural or artificial light or color effects by any means whatsoever.

Government sign means any sign that is installed or maintained by the federal, state, or local government. Local Government includes any political subdivision including the county, the City, the school district, the water district, or an emergency services district.

Install means to construct, erect, place, affix, display, or attach.

Loop 1604 frontage means and shall include all Loop 1604 frontage and access roads.

Monument sign means any sign that is a ground-mounted structure of masonry, rock, brick, stone, or stucco. Monument signs shall have a minimum of 90 percent masonry materials such as rock, brick, stone, or stucco. Concrete and cinder blocks may be used structurally if faced with rock, brick, or stucco in accordance with the International Building Code.

Neighborhood means a distinct segment of the community, usually consisting of essentially similar housing stock, whose boundaries are defined by physical barriers such as major arterial streets and/or natural features such as creeks and rivers.

Non-commercial sign means any sign which does not advertise the sale, rent, or lease of goods, services, or property or a location that sells, rents, or leases goods, services, or property.

Non-conforming sign means any sign lawfully in existence on the date the provisions of this chapter are adopted that do not conform to the provisions of this chapter, but which were in compliance with the applicable regulations at the time they were installed or maintained.

Off-premises sign means any commercial sign that advertises a business, responsible party, person, activity, goods, products, real property, or services not located on the property where the sign is installed, or that directs persons to a location other than the property where the sign is located.

On-premise sign means any commercial sign identifying or advertising a business, responsible party, person, or activity, and installed and maintained on the same premises as the business, responsible party, or activity.

Pennant sign means any sign of lightweight material suspended from a rope, wire, or string and displayed in a series with or without a message, designed to move in the wind.

Pole sign means any sign:

- (1) Supported by poles, uprights, or braces which are not concealed in an enclosed base but are permanently installed on or in the ground and wholly independent of any building for support, either single- or double-faced; or
- (2) Whose only structural support consists of exposed poles, posts, beams, or other devices mounted in the ground.

Portable sign means any sign that is readily capable of being moved or removed, whether attached or affixed to the ground or any structure that is typically intended for temporary display. Portable signs include, but are not limited to:

- (1) Signs designed and constructed with a chassis or support with or without wheels;
- (2) Menu and "sandwich" board signs;
- (3) "A" and "T" frame signs;
- (4) Posters, flags, or banners affixed to windows, fences, railings, overhangs, trees, hedges, or other structures or vegetation, except for pole-mounted community event banners;
- (5) Searchlights; and
- (6) Inflatables.

For the purposes of this definition, no sign owned or installed by the City, the State, or a public utility shall be considered a portable sign.

Premises means any site on which a sign is requested, required, or installed including any lot, area, facility, or building which the responsible party owns, leases, or has a right to use.

Private property means all property other than public property, as defined herein.

Prohibited neon means any use of neon lighting other than for lettering or logos. For the purposes of this chapter, all uses of neon lighting shall be considered a sign.

Public property means property owned by, or dedicated to the City, or owned by, or dedicated to other governmental entities. Signs located on public property shall be governed by a separate City policy.

Pylon sign means any freestanding sign with visible support structures or with a support structure with a pole cover or pylon cover.

Responsible party means the owner/operator of the business being identified on the sign; the owner of the property upon which the sign or sign structure is located; the owner of the sign or sign structure; the person who installs a sign or sign structure, contracts with or directs a person to accomplish the installation; and/or the person who retrieves a sign from the impound.

Right-of-way means the area on, below, or above a public road, highway, street, public sidewalk, alley, waterway, or utility easement in which a governmental entity has an interest.

Safety signs means any sign on an office or business property which point or direct a person or vehicle to a specific place or along a specific course in order to ensure the safe and orderly passage of vehicles and persons around the premises of a building, such as "entrance", "exit", "handicap access", "employee access only" or "patient drop off".

Setback means the line within a lot defining the minimum horizontal distance between a building and the property line. Building setback lines include front, rear, and side

setbacks that are measured from the front, rear, and side property lines. Signs installed within building setbacks, when authorized, should not obstruct traffic vision.

Sign means an outdoor structure, sign, display, light device, figure, painting, drawing, message, plaque, poster, billboard, or other thing that is designed, intended, or used to advertise or inform.

Sign area means the area of a sign that is used to determine the maximum area of a sign including the entire advertising or communicative area of a sign. Unless otherwise addressed, sign area is measured from the highest, lowest, and widest points in a rectangular or square format. Sign area size restrictions shall apply to each respective side of the sign structure.

Site means a parcel of land developed for commercial or residential use. A site may be a single platted lot, or may be a group of lots with a common or shared frontage.

Voting period means the period beginning with the first day of the early voting period and ending when the polls close on the designated Election Day. The voting period corresponds only with elections administered by Bexar County.

Wall sign means any sign installed on the wall of a building or structure, with the exposed face of the sign parallel to the surface of the wall of the building.

Sec. 24-3. - Prohibited signs.

Except as otherwise provided for in this chapter, it is an offense for a responsible party to install or maintain, or cause to be installed or maintained, on private property located in the City, any advertising bench, animated, or moving sign, awning, canopy, or marquee sign, back-to-back sign, bandit sign, billboard, bill poster, electric sign, embellishment, flashing sign, monument sign, on-premise sign, prohibited neon, blinking, rotating, moving, or intermittently illuminated sign, pole sign, portable sign, pylon sign, any sign protruding above the building roof line or parapet line, painted or Day-Glo colored sign, banner sign, valance or display constructed of cloth, canvas, light fabric, paper, pliable vinyl, plastic, or other light material, feather banner, pennant, wall sign, any sign installed in exchange for a monetary or bartered benefit, any sign displaying any matter in which the dominant theme of the material taken as a whole appeals to the prurient interest in sex, or is patently offensive because it affronts contemporary community standards relating the description or representation of sexual matters, and is utterly without redeeming social value. Such action is hereby declared to be a public nuisance. Any sign not specifically listed as being allowed in this chapter is expressly prohibited. A responsible party shall not install a sign in the right-of-way or on property owned or controlled by the City without specific written permission of the City Council. All signs installed without the permission of the property owner of the land upon which the signs is installed is considered a prohibited sign.

Sec. 24-4. - Grandfather provisions.

This chapter is not intended to require the relocation, reconstruction, or removal of a sign which is already in place at the time of the adoption of the ordinance from which this chapter is derived and which was installed in compliance with local ordinances, laws and regulations applicable at the time of its installation, to the extent that Texas Local Government Code Chapter 216 preempts the application of this chapter to those signs or to any signs otherwise approved pursuant to Ordinance [No.] 100-03-99, as amended from time to time, or by City Council approval, provided that all such signs are constructed in accordance with such approval.

Sec. 24-5. - Non-nuisance signs in business and office districts.

The following signs are not deemed to be a public nuisance and may only be installed within the City limits in accordance with the following terms and conditions:

- (1) *Construction Development*: Upon final approval of a construction permit, three signs may be installed temporarily on the property of the approved plat or development, provided however, that such signs shall not exceed a total of 128 square feet in sign area and that no one sign exceeds 64 square feet in sign area. Sign area for construction development shall include its framing, trim and molding. The signs shall be installed so as not to interfere with the occupancy or use of any neighboring lots. Such signs shall only be installed during the time of active and ongoing building construction and shall be removed upon the issuance of the certificate of occupancy for the development. A responsible party shall not install any sign in the right-of-way.
- (2) *Post-Certificate of Occupancy*: Beginning at the time of the issuance of the certificate of occupancy, a single sign may be installed temporarily on each approved plat or development, provided, however, that such sign shall not exceed 64 square feet in sign area. Sign area for post-certificate of occupancy signs shall include its framing, trim and molding, but shall not include the pole or pylon of the sign. The signs shall be installed so as not to interfere with the occupancy or use of the business or office development. All such signs shall be installed for a maximum of one continuous 90-day period from the issuance of the certificate of occupancy. A responsible party shall not install any sign in the right-of-way.
- (3) *Monument Signs*. Monument signs shall be permitted subject to the following specifications:
 - a. In General. In business and office districts each property fronting a public or private street shall be allowed one monument sign. Properties fronting two public or private streets shall be allowed one monument sign on each street, for a total of two monument signs. Monument signs may have a sign inserted into the structure provided the sign area of the insert shall not exceed 75 percent of the average height and/or 90 percent of the average width of the structure. The sign insert may be backlit or externally illuminated.

b. Monument signs fronting Loop 1604 frontage.

1. Monument signs fronting Loop 1604 frontage shall not exceed 25 feet in height from the top of the sign to the ground, except as expressly provided in section 24-5(3)(b)(2).
2. For properties where the site elevation is below the adjacent driving lanes of Loop 1604, monument signs shall not exceed 25 feet in height as measured from the top of the sign to the adjacent elevation of the Loop 1604 driving lanes, nor shall such monument signs exceed 48 feet in height as measured from the top of the sign to the ground.
3. Each monument sign located along Loop 1604 frontage shall not exceed an average of 25 feet in width at the base and not exceed an average of 20 feet in width above the base. The base shall not be less than 75 percent of the average width of the sign. The base of the monument sign can include the name and/or address for commercial center.
4. The sign area insert of a monument sign shall not exceed 150 square feet of sign area per side.

c. Monument signs fronting N.W. Military Highway.

1. Monument signs fronting NW Military Highway shall not exceed 12 feet in height as measured from the top of the sign to the ground.
2. Monument signs located on N.W. Military Highway shall not exceed an average of 15 feet in width at the base and not exceed an average of 10 feet in width above the base. Monument signs on N.W. Military Highway do not require that a base be constructed. If a base is constructed on the monument sign, the base can include signage for name and/or address of the commercial center.
3. The sign area of the insert of a monument sign shall not exceed 55 square feet of sign area per side excluding the trim and base of the monument sign, if any. The base of the sign shall be considered when determining the height of the sign.

d. Monument signs fronting any other road.

1. Lots with street frontage greater than 250 feet. Monument signs fronting any road other than Loop 1604 frontage or NW Military Highway shall not exceed 10 feet in height as measured from the top of the sign to the ground.
2. Lots with street frontage less than 250 feet. Monument signs fronting any road other than Loop 1604 frontage or NW Military Highway shall not exceed six feet in height as measured from the top of the sign to the ground.

3. The sign area of the insert of a monument sign shall not exceed 50 square feet excluding the trim and the base of the sign, if any.
 - e. Convenience stores. Each convenience store, as defined by Sec. 36-1 of the City of Shavano Park Code of Ordinances, may install one monument sign with electric display that conforms with this section. Convenience stores fronting on two streets shall be allowed one monument sign with electric display facing each street. The electric sign shall not be neon, blinking, rotating, animated, moving, flashing or intermittently illuminated. The monument sign shall meet all other requirements in this code.
- (4) During the period that a property is for sale, rent or lease a single sign of not more than 64 square feet is permitted, provided such sign is located entirely within the property to which the sign pertains, is not illuminated, and is removed within 10 days after the sale, rental or lease has been consummated. Commercial lots fronting on two streets shall be allowed one sign of not more than 64 square feet facing each street. Sign area for a sign under this section shall include framing, trim and molding.

(5) *Multi-tenant buildings.*

- a. Each multi-tenant building that has exterior access to individual businesses may attach one wall sign, and one awning sign for each window and/or exterior door, as set forth in this subsection. This sign shall be compatible with the character of the premises upon which it is installed. Each sign shall require a permit, which may be obtained separately or within a building permit. Such signs shall not exceed an aggregate of 50 square feet of sign area per wall per business on up to two walls.
- b. Each multi-tenant building that has interior access to individual businesses or office suites shall be permitted either:
 1. Up to three wall signs may be installed on one side of a building, and said signs shall not collectively exceed 150 square feet in sign area with no one sign exceeding 120 square feet; or
 2. For a building over 30,000 square feet in area, up to five wall signs may be installed on the building, and said signs shall not collectively exceed 250 square feet in sign area with no one sign exceeding 120 square feet.
 3. Sign area for a wall sign under this section shall include all area of the sign including the trim. The sign's framing, trim molding and/or supporting structure shall not protrude above the building roof line or parapet line.

- c. All illuminated signs directed toward residential areas shall comply with Sec. 24-7.

(6) *Single-tenant buildings.* Each single-tenant building may have one wall sign, and in addition one awning sign for each window and/or exterior door, subject to the limitations of this section. Such signs shall not exceed an aggregate of 50 square feet of sign area per wall on up to three walls. Sign area for a wall sign under this section shall include all area of the sign including the trim. The sign's framing, trim molding and/or supporting structure shall not protrude above the building roof line or parapet line.

(7) If any sign is installed on a building structure, the sign and its framing, trim molding and/or supporting structure shall not protrude above the building roof line or parapet line.

(8) *Safety & Directional Signs.* Signs on office or business property which point or direct a person or vehicle to a specific location or along a specific course in order to ensure the safe and orderly passage of vehicles and persons around the premises of a building, such as "entrance", "exit", "handicap access", "employee access only" or "patient drop off" are allowable provided they are no larger than six square feet in sign area. Sign area for a sign under this section shall include trim, molding, and framing, but shall not include the pole or pylon of the sign, if any.

(9) *Permits.*

- a. No non-nuisance signs in business or office districts shall be installed within the City unless a building permit for such sign has first been issued by the City's building official. The permit application shall be accompanied by engineered drawings and a site plan showing the proposed sign location.
- b. An electrical permit shall be required for any sign requiring the use of electricity in the operation of such sign.
- c. The responsible party must make application for a sign permit, shall pay a fee in the amount as specified in the schedule of fees as approved by the City Council, and secure the permit before beginning work.
- d. If the City Manager or the City Manager's designee finds that the proposed sign conforms in all respects to this chapter, the City Manager shall issue the permit; otherwise the City Manager shall deny it.
- e. Any permit that does not comply with the provisions of the chapter or which is issued in violation of any provision hereof shall be void, and no right or privilege whatsoever shall accrue thereunder.

- f. The City Manager shall instruct the building official to immediately inspect all permitted signs upon completion to determine compliance with the permit.
- g. An applicant or responsible party may appeal any denial of a permit or determination that a sign has not been built in compliance with a permit to the Board of Adjustment as described in Section 24-15.
- h. No responsible party may reinstall, move, alter, modify, or relocate any sign which requires a permit without first obtaining a sign permit from the City. However, merely changing the price of advertised goods or services is not deemed to be altering the sign and shall not require an additional permit.

(10) Any sign allowed under this section as a commercial sign may also be a non-commercial sign.

Sec. 24-6. - Non-nuisance signs in residential zoning districts.

In A-1, A-2, A-3, A-4, A-5 PUD, MXD and CE zoning districts the following signs are hereby not deemed to be a public nuisance and do not require a permit unless specifically required below:

- (1) *Subdivision sign*: Upon final plat approval, a single sign may be installed temporarily on each approved plat or development property, provided, however, that such sign shall not exceed 64 square feet in sign area. Sign area for a subdivision sign shall include its framing, trim and molding, and shall be installed so as not to interfere with the occupancy or use of any lots in the subdivision. All such signs shall be removed upon completion of the sale of 95 percent of the lots in the subdivision. Such sign shall not be more than 10 feet in height.
- (2) *Temporary non-commercial sign-6 square feet*: Each residential property may erect one temporary sign non-commercial sign on the property that conforms to the following requirements:
 - a. A responsible party may install a sign in such a manner that it may be viewed from the public right-of-way for up to 60 days per calendar year;
 - b. The gross sign area shall not exceed six square feet in sign area. Sign area for a temporary non-commercial sign under this section shall include framing, trim and molding;
 - c. The sign shall not be higher than six feet above grade;
 - d. The sign cannot be illuminated or backlit.
- (3) *Residential signs-4 square feet*: Each residential property may erect two signs that conform to the following requirements:
 - a. No more than one of the two signs may be a commercial sign.

- b. Each sign cannot exceed four square feet in sign area. Sign area for a temporary sign under this section shall include framing, trim and molding;
 - c. Signs shall be installed within 10 feet of the front facing of the primary residence;
 - d. Signs shall not be higher than 4 feet above grade;
 - e. The signs shall not be illuminated or backlit.
- (4) During the period the residential property is listed for sale or lease, a sign may be installed on the property, subject to the restrictions noted in Sec. 24-6(2) (b)—(d). Residential lots fronting on two streets shall be allowed one sign facing each street.
- (5) *Voting Period Signs.* During voting periods as defined in Sec. 24-2, each residential property may install non-commercial signs in addition to those described in Sec. 24-6(2), subject to the following restrictions:
- a. No sign shall be installed more than 60 days prior to the start of the voting period;
 - b. All signs shall be removed by 11:59 p.m. the day following the end of the voting period;
 - c. The total sign area of all voting period signs shall be no more than 44 square feet, and no one sign shall be larger than 36 square feet;
 - d. A non-commercial sign shall not be higher than 6 feet above grade including its pole or pylon; and
 - e. The signs shall not be illuminated or backlit.
 - f. Sign area for signs under this section shall include all including trim, molding, and framing of the sign. The pole or pylon of the sign shall be considered for height above grade, but shall not be considered part of the sign area.
- (6) *Neighborhood monument signs.* Neighborhood monument signs may be installed on property owned by a property owner's association and shall be a maximum of 10 feet in height and shall not exceed an average of six feet in width above the base, regardless of location. The base shall be included in measuring the maximum height of the sign. This sign requires a permit. This sign shall not be installed in the right-of-way without approval of the City Council.
- (7) *Street monument signs.* Street monument signs may be installed subject to approval of the City Council.
- (8) Each residential property shall prominently display its address as to be easily legible from the adjacent street. Addresses and monuments displaying the address shall not constitute a sign in terms of limiting or eliminating the rights to a sign as allowed in other sections of this chapter.

- (9) No sign shall be installed on public property including a public easement or right-of-way unless otherwise specified in this chapter.
- (10) Signs installed in violation of these regulations are considered a nuisance and may be removed by the City Manager or their designee. A sign so removed under the provisions of this section which has more than minimal value as determined by the City Manager shall be kept in storage for a period of 10 days, and if it is not claimed by the responsible party within said period, it may be disposed of in a lawful manner. The City Manager may send notice to the sign owner within three business days of removing the sign if the sign owner's contact information is reasonably discernible from the sign itself.

Sec. 24-7. - Exterior lighting and hours for business and building wall signs.

Exterior lighting of the building and building wall signs shall not exceed the maximum height of the building or wall sign. Lighting for signs fronting on any street other than streets adjacent to or abutting commercial property shall be turned off not later than 11:00 p.m. or one-half hour after the business is no longer open to the public, if earlier. All signs shall be compliant with the Outdoor Lighting requirements of Chapter 14 as well as all requirements of this ordinance.

Sec. 24-8. - Displayed address of commercial property.

Each commercial establishment shall prominently display its address as to be easily legible from the adjacent street. Addresses and monuments displaying the address shall not constitute a sign in terms of limiting or eliminating the rights to a sign as allowed in other sections of this chapter.

Sec. 24-9. - Authorized Signs.

The following signs under this section are authorized in every zoning district or property without a permit, unless specifically required below:

- (1) Government signs
- (2) Traffic-control devices that are installed and maintained to comply with the Texas Manual on Uniform Traffic-Control Devices.
- (3) Signs required by this chapter.
- (4) Signs required by other law, including federal, state, or local law, including a sign that a property owner is required to post on the owner's property to warn of a danger or to prohibit access to the property either generally or specifically; the owner must comply with the federal, state, or local law to post a sign on the property.
- (5) Official governmental notices and notices installed by governmental officers in the performance of their duties for regulatory purposes such as neighborhood crime watch areas, to identify streets, or to warn of danger including those installed by the city, county, water district, or other governmental entity.

- (6) Signs displayed on trucks, buses, trailers, mobile food vendors, or other vehicles that have a sign area, including the entire communicative area of the vehicle, which is less than 32 square feet and are being operated as motor vehicles, provided that the primary purpose of the vehicles is not for display of signs and provided that they are parked in areas appropriate to their use as vehicles as regulated by Chapter 36 of the Code of Ordinances, are in operable condition, and carry a current and valid license plate and state inspection tag. Vehicle signs shall conform to the following restrictions:
 - (A) Vehicular signs shall contain no flashing or moving elements;
 - (B) Vehicular signs shall not be attached to a vehicle so that the driver's vision is obstructed from any angle;
 - (C) Signs, lights and signals used by authorized emergency vehicles shall not be restricted;
- (7) Vending machine signs where the sign is not larger than the normal dimensions of the machine to which the sign is attached.
- (8) Memorial signs or tablets when cut into any masonry surface or attached to a building when constructed of bronze or other metal up to six square feet as part of a building.
- (9) Any sign wholly within the confines of a building, and oriented to be out of view from outside the building.
- (10) Flags in a business or office zoning district: Each business property is allowed to install up to four flags on up to three flagpoles. No more than one of the four flags may be a commercial flag, all other flags must be non-commercial. No business is allowed to install a commercial flag that is an off-premises sign. Each flag may be no larger than 60 square feet in area. Flagpoles shall be no taller than 40 feet in height nor higher than the highest point of the nearest principal building's roof on the premises.
- (11) Flags in a residential zoning district: Each residential property is allowed to install up to four non-commercial flags on up to three flagpoles. Each flag may be no larger than 40 square feet in area. Flagpoles shall be no taller than 25 feet in height nor higher than the highest point of the nearest principal building's roof on the premises.

Sec. 24-10. - Destroyed nonconforming signs.

An existing nonconforming sign in the City shall not be repaired or rebuilt in the case of obsolescence, dilapidation, or destruction by fire or other causes. In case of partial destruction by fire or other causes, where the cost of repairing the sign is less than 60 percent of the cost of installing a new sign of the same type at the same location, the City Manager or the City Manager's designee may issue a "no fee" permit for the necessary repairs to be made to the sign. If the necessary repairs are not completed within 60 days of the receipt of written notification to the responsible party by the City Manager or the City Manager's designee, then the sign shall be removed either by the responsible party or by the City at the responsible party's expense. Criminal or civil

penalties may also be initiated against the responsible party as provided for in this article. If the cost of rebuilding or repair of an existing nonconforming sign exceeds 60 percent of the cost of installing a new sign of the same type at the same location, the sign shall be removed at the responsible party's expense. If the sign is not removed within 30 days of written notification to the responsible party, then it shall be removed by the City or its designated agent(s) at the responsible party's expense. A sign so removed under the provisions of this section shall be kept in storage for a period of 60 days, and if it is not claimed within said period, it may be disposed of in a lawful manner by the City.

Sec. 24-11. - Abandoned or discontinued signs.

An abandoned or discontinued sign is a sign that advertises a business or project that has ceased operations for more than one year, unless the property is leased, in which case the sign shall be removed after two years. The responsible party shall remove any sign and/or sign structure that has not been used for advertising or promoting a going concern for at least one year. For the purposes of this section, a business or project has ceased to operate when it is no longer engaged in the sale of products or services in the normal course of business. A violation of this section is an offense.

Sec. 24-12. - City council sign approval.

- (a) On Loop 1604 frontage only and more than 150 feet from N.W. Military Highway, the City Council may, at its sole discretion, approve pole/pylon signs within the following parameters: one sign per site with a maximum height of 48 feet from the top of the sign to the site grade, but not to exceed 25 feet above the adjacent driving lane of Loop 1604. This sign area shall not exceed 150 square feet per side (two sides maximum) and may be allowed in place of, or in addition to, any signs allowed by other provisions of this chapter. On a corner lot that qualifies for two monument signs the total sign area allowance may be adjusted up to 70/30 for the major artery. (i.e. A total of 100 square feet of sign area may be allocated 70 square feet on Lockhill Selma Road and 30 square feet on DeZavala Road.) Such reallocation shall be at the sole discretion of the City Council.
- (b) The City Council reserves the right to establish policies governing signage on City property.

Sec. 24-13. - Authority to Enforce the Ordinance; Issue citation.

- (a) The City Manager is authorized by City Council to enforce this ordinance. The City Manager or the City Manager's designee shall review sign regulations, permit applications, nonconforming uses and destruction, and other requests under the ordinance unless otherwise defined by this section. Any final decision made by the City Manager may be appealed to the Board of Adjustment by the responsible party.
- (b) In this chapter the term "City Manager" also includes any person designated by the City Manager to act on behalf of the City Manager to carry out the enforcement of this ordinance.

- (c) The City Code Compliance Officer (or such other individual or classification of individuals as may be designated by the City Manager) may issue a citation requiring the removal, relocation, or reconstruction of any sign which does not meet the spacing, height, and size requirements of this chapter and other City ordinances for which the installation began on or after the effective date of the ordinance from which this chapter is derived. All safety signs shall be approved by the City Code Compliance Officer.

Sec. 24-14. - Removal of prohibited bandit signs.

Bandit signs may be removed and discarded without notice notwithstanding any conflicting regulation or requirement within this section. These signs will not be stored by the City but will be discarded.

Sec. 24-15. - Variances.

- (a) *Purpose.* Any responsible party, business, or other organization desiring to install, continue to install, reinstall, , relocate, alter, or use any sign which does not conform to the provisions of this chapter may make application to the Board of Adjustment for a variance to the provisions of this chapter.
- (b) *Application.* Application for a variance from the provisions of this chapter shall be made upon a form provided by the City Code Compliance Officer. The variance application shall include the application for a sign permit and shall also state the applicant's reasons for requesting the variance in accordance with the criteria set forth in this chapter.
- (c) *Fees.*
 - (1) The applicant shall pay the fee as prescribed in the most recent adopted fee schedule passed and approved by the City Council. The fee shall be nonrefundable. If work requiring a variance is begun/completed before obtaining approval for such variance, the owner of the property and/or the responsible party for the commencement of such work shall request approval of an "after-the-fact" variance and pay triple the established, nonrefundable fee. Payment of such fee does not relieve the applicant from liability under the penalty provisions of this chapter.
 - (2) Acceptance of the increased fee by the City does not constitute any commitment or warranty to approve the variance requested, nor does it relieve any responsible party from fully complying with the requirements of this chapter. A stop work order shall be in effect until a decision on approval/denial is taken. Fees shall not be refunded if the request for variance is disapproved.
- (d) *Hearing.* Upon receipt of a variance application, the City Secretary shall set a date for hearing before the Board of Adjustment within 45 days of receipt of an administratively complete variance request.

(e) *Standards for variances.* The Board of Adjustment may approve a variance only if it makes affirmative findings, reflected in the minutes of the Board of Adjustment's proceedings, as to all of the following:

- (1) The variance will not authorize a type of sign which is specifically prohibited by the chapter;
- (2) The variance is not contrary to the goals and objectives outlined by the City;
- (3) The variance is not contrary to the public interest;
- (4) Due to special conditions applying to the land, buildings, topography, vegetation, sign structures, or other unique matters on adjacent lots or within the adjacent right-of-way, a literal enforcement of this chapter would result in unnecessary hardship. Ordinarily, hardship that is self-induced or that is common to other similarly classified properties will not satisfy this requirement. Financial or economic hardship alone will not satisfy this requirement;
- (5) The spirit and purpose of this chapter will be observed and substantial justice done; and
- (6) The applicant has not sought a variance from the City Council within the past 12 months.

(f) *Conditions of variances.* The Board of Adjustment may impose such conditions or requirements in a variance as are necessary in the Board of Adjustment's judgment to achieve the fundamental purposes of this chapter. A violation of such conditions or requirements shall constitute a violation of this chapter. A variance, if granted, shall be for a specific event, use, or other applications of a business and shall not continue with the property. If a variance is granted and the sign so authorized is not substantially under construction within three months of the date of approval of the variance, the variance shall lapse and become of no force or effect.

Sec. 24-16. - Violations to be reported as nuisances.

It is an offense for a responsible party to install a sign in violation of this ordinance. Signs posted or installed in violation hereof are hereby declared to be public nuisances and such violations shall be reported promptly to the Chief of Police or City Code Compliance Officer.

Sec. 24-17. - Provisions cumulative.

This chapter shall be cumulative of all provisions of ordinances of the City of Shavano Park, Texas, except where the provisions of this chapter are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed. Any and all previous versions of this chapter to the extent that they are in conflict herewith are repealed.

II CODE AMENDMENT

Chapter 24, Article III. – TABLES of the City of Shavano Park Code of Ordinances is hereby created and reads as follows:

TABLE No. 1 - CHART OF SIGN DESIGN STANDARDS

Type of Sign	Maximum Sign Area	Maximum Sign Height	Maximum Number of Signs	Permit Required?	Conditions (Section Number)	Fee?
All Districts						
Government signs	n/a	n/a	n/a	No Permit	24-9	No Fee
Vending machine	Size of machine	Size of machine	Equal to number of machines on site	No Permit	24-9(7)	No Fee
Memorial signs	6 sq ft	n/a	n/a	No Permit	24-9(8)	No Fee
Residential Districts (A-1, A-2, A-3, A-4, A-5 PUD, MXD and CE)						
Neighborhood monument sign	60 sq ft	10 ft	one	Permit Required	24-6(6)	No Fee
Flags – noncommercial	40 sq ft	Flagpole can be up to 25 ft	four (on three flagpoles)	No Permit	24-9(11)	No Fee
Residential-subdivision sign	64 sq ft	10 ft	One until completion of sale of 95 percent of lots	No Permit	24-6(1)	No Fee
Residential - 4 sq ft signs	4 sq ft	4 ft	Two signs – 1 allowed with a commercial message	No Permit	24-6(3)	No Fee

Residential-address (required)	n/a	n/a	One (required)	No Permit	24-6(8)	No Fee
Residential-temporary sign	6 sq ft	6 ft	One sign up to 60 days	No Permit	24-6(2)	No Fee
Signs during the period that a property is for sale, rent or lease	6 sq ft	6 ft	One or Two signs depending on location	No Permit	24-6(4)	No Fee
Signs during voting periods	36 sq ft (one sign); 44 sq ft (aggregate)	6 ft	Unlimited so long as aggregate is 44 sq ft or less	No Permit	24-6(5)	No Fee
Business and Office Districts						
Construction Development Sign	128 sq ft (aggregate) no one sign larger than 64 sq ft		3 (up to 128 sq ft aggregate)-only allowed until Certificate of Occupancy	Permit Required	24-5(1)	Based on sign area size
Temporary Sign-Post Certificate of Occupancy	64 sq ft		1-only allowed for 90 days after the Certificate of Occupancy	Permit Required	24-5(2)	Based on sign area size
Commercial sign (multi-tenant with exterior access)	50 sq ft (aggregate)	Building Height	One per window/exterior door	Permit Required	24-5(5)(a)	Based on sign area size
Commercial sign (multi-tenant with only interior access)	120 sq ft or 150 sq ft for up to three walls (aggregate)	Building Height	Up to 3 wall signs per wall	Permit Required	24-5(5)(b)	Based on sign area size

Commercial sign (multi-tenant with only interior access) & Building larger than 30,000 square feet.	120 sq ft or 250 sq ft for up to three walls (aggregate)	Building Height	Up to 5 wall signs total	Permit Required	24-5(5)(b)(2)	Based on sign area size
Commercial sign (single tenant)	50 sq ft (aggregate)	Building Height	One per window/exterior door	Permit Required	24-5(6)	Based on sign area size
Commercial monument signs (1604 Frontage)	150 sq ft	Varies by site elevation in relation to 1604	One or Two signs depending on location	Permit Required	24-5(3)(b)	\$200
Commercial monument signs (NW Military)	55 sq ft	12 feet	One or Two signs depending on location	Permit Required	24-5(3)(c)	\$200
Commercial monument signs (All other locations)	50 sq ft	Varies by street frontage	One or Two signs depending on location	Permit Required	24-5(3)(d)	\$200
Signs during the period that a property is for sale, rent or lease	64 sq ft		One or Two signs depending on location	Permit Required	24-6(4)	Based on sign area size
Flags – noncommercial	60 sq ft	Flagpole can be up to 40ft	Four (three if a commercial flag is installed)	No Permit	24-9(10)	No Fee
Flags – commercial (off-premises sign is prohibited)	60 sq ft	Flagpole can be up to 40 ft	one	No permit	24-9(10)	No fee

III CUMULATIVE CLAUSE

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

IV SEVERABILITY

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

V PROPER NOTICE AND MEETING

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

VI EFFECTIVE DATE

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

PASSED AND APPROVED on the first reading by the City Council of the City of Shavano Park this the 24th day of February, 2020.

PASSED AND APPROVED on the second reading by the City Council of the City of Shavano Park this the ____ day of _____, 2020.

ROBERT WERNER, MAYOR

Attest:

ZINA TEDFORD, City Secretary

CITY COUNCIL STAFF SUMMARY

Meeting Date: February 24, 2020

Agenda item: 6.4

Prepared by: Curtis Leeth

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Discussion /Action – Resolution R-2020-004 amending City Policy No. 11 – Signs on City Property to be consistent with Ordinance O-2020-002 – City Manager

X

Attachments for Reference:

- 1) 6.4a Track Changes – Sign Policy
- 2) 6.4b Resolution R-2020-004
- 3) 6.4c City Policy No. 11 – Signs on City Property

BACKGROUND / HISTORY: Updates in Yellow. At the July 24, 2017 City Council Meeting, City Council directed the Planning and Zoning Commission to propose amendments to the City Code of Ordinances Section 24-6 to comply with the Texas Local Government Code Sec. 216.903 - Regulation of Political signs by municipality; and directed staff to propose amendments to the City Policy 11 – Signs on Public Property.

Planning & Zoning at the October 11, 2017 meeting recommended draft amendments to the language of Section 24-6 as seen in Ordinance O-2017-021. After P&Z action, staff drafted proposed amendments to City Policy No. 11 to ensure City policy is consistent with proposed Ordinance O-2017-021. Resolution R-2017-018 was approved on October 23, 2017 by City Council.

At the February 5, 2020 City Council meeting the Planning & Zoning Commission recommended approved amendments to Chapter 24 – Signs as seen in Ordinance O-2020-002. To ensure consistency with the proposed Ordinance, staff prepared amendments to City Policy No. 11.

DISCUSSION: The section of the Local Government Code that regulates political signs by a municipality only regulates political signs on “private real property” and does not govern the City’s policy for political signs on public (City) property.

A brief list of proposed changes:

City Policy #11 – Signs on Public Property

- Changed to sign size limitation to 4 square feet instead of 2x2

- Re-worded *Voting Period* regulations.
- Added non-commercial definition; restricted signs to non-commercial messages
- Added consistent use of “install”

COURSES OF ACTION: Approve Resolution R-2020-004 amending City Policy No. 11 - Signs on City Property to be consistent with Ordinance O-2020-002; or decline and provide further guidance.

FINANCIAL IMPACT: N/A

MOTION REQUESTED: Approve Resolution R-2020-004 amending City Policy No. 11 - Signs on City Property to be consistent with Ordinance O-2020-002.



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

CITY POLICY NO. 11

SUBJECT: Signs on Public Property

February 24 October
23, 2020 17

1. **References.**

- a) Ordinance O-~~2016-010~~2020-002
- ~~b) Ordinance O-2017-021~~

2. **Purpose.** This policy regulates signs that may be placed on public property.

3. **Staff Point-of-Contact.** The point of contact for this policy is the Code Enforcement Compliance Officer, at 210.391.0412 or codeenforcementcodecompliance@shavanopark.org.

4. **Definitions.**

~~a) Non-commercial sign. Any sign which does not advertise the sale, rent, or lease of goods, services, or property or a location that sells, rents, or leases goods, services, or property.~~
a) _____

~~b) Public Property. Property owned by, or dedicated to the City, or owned by, or dedicated to other governmental entities. Signs located on public property shall be governed by a separate City Policy.~~
b) _____

~~— Voting Period. The period beginning with the first day of the early voting period and ending when the polls close on the designated Election Day. The voting period corresponds only with elections administered by Bexar County. when the polls open for voting with the early voting period and ending when the polls close or the last voter has voted, whichever is later. The voting period corresponds only with elections administered by Bexar County.~~
c) _____

5. **Policy.** Signs ~~installed~~ ~~erected~~ in violation of this policy are considered a nuisance and may be removed by the City Manager or his/her designee without notice.

a) ~~Political Signs~~ Signs during voting periods. Any person may install a non-commercial Ssigns ~~advocating for or against a measure or a particular candidate or naming a particular candidate to be voted on~~ during the Voting Period ~~may be erected~~ on public property used as a polling place subject to the following restrictions:

- 1) No sign may be ~~erected~~ ~~installed~~ prior to the beginning of 12:01 a.m. on the first day the Voting Period begins;
- 2) All signs must be removed by 11:59 p.m. the day following the Voting Period;

- 3) No sign may greater in size than ~~two~~four square feet~~feet by two feet~~;
 - 4) No sign may be higher than eight feet above grade;
 - 5) Signs may not be illuminated or have any moving elements;
 - 6) ~~Only three signs per measure or candidate may be erected;~~Each responsible party may only install three signs covered by this policy during each Voting Period. Each sign installed must have the name and contact number of the responsible party installing the sign on the sign itself.
 - 7) Signs may only be installed ~~erected~~ within the area designated by the City Manager.
- b) *Public awareness signs.* It is recognized that there is a requirement for announcing and public awareness for city sponsored events. The City Manager approval is required for all public awareness signs on public property.

RESOLUTION R-2020-004

A RESOLUTION AMENDING CITY POLICY NO. 11 – SIGNS ON CITY PROPERTY TO BE CONSISTENT WITH ORDINANCE O-2020-004.

WHEREAS, The City of Shavano Park experienced confusion during a previously election regarding the size of signs placed during the voting period; and

WHEREAS, the City Council of the City of Shavano Park previously adopted Ordinance O-2020-004 amending the City's sign ordinance; and

WHEREAS, the City Council of the City of Shavano Park desires to ensure the regulations of signs on city property are consistent with the regulations of signs on private property during the voting period;

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

1. That City Policy No. 11 – Signs on City Property is hereby amended to read as described in Attachment A.

PASSED AND APPROVED on by the City Council of the City of Shavano Park this the 24th day of February, 2020.

BOB WERNER, MAYOR

Attest:

ZINA TEDFORD, City Secretary



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

CITY POLICY NO. 11

SUBJECT: Signs on Public Property

February 24, 2020

1. References.

- a) Ordinance O-2020-002

2. Purpose. This policy regulates signs that may be placed on public property.

3. Staff Point-of-Contact. The point of contact for this policy is the Code Compliance Officer, at 210.391.0412 or codecompliance@shavanopark.org.

4. Definitions.

- a) *Non-commercial sign.* Any sign which does not advertise the sale, rent, or lease of goods, services, or property or a location that sells, rents, or leases goods, services, or property.
- b) *Public Property.* Property owned by, or dedicated to the City, or owned by, or dedicated to other governmental entities. Signs located on public property shall be governed by a separate City Policy.
- c) *Voting Period.* The period beginning with the first day of the early voting period and ending when the polls close on the designated Election Day. The voting period corresponds only with elections administered by Bexar County.

5. Policy. Signs installed in violation of this policy are considered a nuisance and may be removed by the City Manager or his/her designee without notice.

- a) *Signs during voting periods.* Any person may install a non-commercial sign during the Voting Period on public property used as a polling place subject to the following restrictions:
 - 1) No sign may be installed prior to the beginning of 12:01 a.m. on the first day the Voting Period begins;
 - 2) All signs must be removed by 11:59 p.m. the day following the Voting Period;
 - 3) No sign may greater in size than four square feet;
 - 4) No sign may be higher than eight feet above grade;
 - 5) Signs may not be illuminated or have any moving elements;
 - 6) Each responsible party may only install three signs covered by this policy during each Voting Period. Each sign installed must have the name and contact number of the responsible party installing the sign on the sign itself.
 - 7) Signs may only be installed within the area designated by the City Manager.
- b) *Public awareness signs.* It is recognized that there is a requirement for announcing and public awareness for city sponsored events. The City Manager approval is required for all public awareness signs on public property.

CITY COUNCIL STAFF SUMMARY

Meeting Date: February 24, 2020

Agenda item: 6.5

Prepared by: MPT Ross

Reviewed by: Committee

AGENDA ITEM DESCRIPTION:

Discussion /Action - Recommended Improvements to the Municipal Tract - Citizen's Amenities Committee

☒

Attachments for Reference: (

BACKGROUND / HISTORY:

The 2010 Town Plan and subsequent updated version from 2018, mentioned the community need for improvements on the muni-tract. During the 2018-2019 budget process, Shavano Park City Council agreed to move forward with potential muni tract improvements.

At the October 2018 regularly scheduled Council Meeting, the Council voted to create a committee to begin the process. On August 12 & 27, the Pavilion Committee met and developed a plan to move forward. In September, City Council changed the committee name to the Community Amenities Committee.

On Oct 28, 2019, Council voted to approve the walking trail plan and directed staff to proceed, using funds previously allocated in the Capital Improvement Fund.

The Community Amenities Committee has met approximately twice a month to further refine requirements. Committee consensus was reached to propose a 40' x 84' Pavilion, up to three play systems with different options, and a restroom/storage area.

DISCUSSION:

On January 15th, the City issued a Request for Proposal with the submission deadline on February 12th. Pre-bid meetings were held on January 28th and February 4th.

Bids were received and evaluated on February 12th selecting Playwell (bid – attachment 1). A subsequent CAC meeting also occurred on February 14th and 20th.

Note 1: In addition to the bid, funding is requested for required plumbing, electric, lighting and fans. (See attachment 2).

Note 2: The CAC requested bids on two items which were not bid (pavilion countertop with sink and restrooms/storage area).

Members of the committee will present discussion items to council.

COURSE OF ACTION: Approve or modify the pavilion and playscape recommendation.

FINANCIAL IMPACT: Varies. Base contract is \$443,398; Additional costs likely to be \$75,000 to \$100,000; see attachment 3 and 4. Recommended funding target is \$550,000

MOTION REQUESTED: To approve the proposed bid and additional funding to complete the project and to direct staff to proceed using funds allocated in the Capital Improvement Fund (or other) and to prepare an amendment to the budget as required.

CITY COUNCIL STAFF SUMMARY

Meeting Date: 2-24-2020

Agenda item: 6.7

Prepared by: Zina Tedford

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Discussion / action – Ordinance O-2020-003 amending the Code of Ordinances, Chapter 2, Article V, Records Management (Administrative)

☒

Attachments for Reference:

6.7a - Draft Ordinance O-2020-003

6.7b - SP Code Chapter 2, Article V

6.7c - City Policy 7 Records Retention

BACKGROUND / HISTORY:

City of Shavano Park Ordinance 124-1990 established initial procedures for the retention and disposition of records adopted by the City Council on June 18, 1990 and codified as Article V of the City of Shavano Park Code of Ordinances. Later, City Council as required by the provisions of the Texas Local Government Records Act, designated the City Secretary as the Records Management Officer of the City of Shavano Park with duties and responsibilities as indicated in the legislation.

The City adopted records control schedules that comply with minimum requirements established on records retention schedules issued by the Texas State Library and Archives Commission for use in the City's records management program. The City submitted records control schedules on March 7, 1996 and later amended on January 5, 1998. The Schedule was approved by the State Library and Archives Commission on April 2, 1996 and the amendment approved on January 12, 1998.

Upon review of the current ordinance, staff finds it advantageous to present the ordinance to City Council due to the need to bupdate sections of the Chapter 2, Article V. -Records Management due to organizational changes and changes in technology.

DISCUSSION:

The proposed changes are highlighted in Draft Ordinance O-2020-003. Please note the purpose of the proposed changes are due to clarify sections due to changes in structure and technology and to reflect current operating procedures. The most significant change is the amendment of the Records Management Committee by removing two Alderman from the committee (not practiced or required).

COURSES OF ACTION: Approve, disapprove or provide staff guidance

FINANCIAL IMPACT: N/A.

While there are costs associated with recording, filing, destruction, and storage, this ordinance does not affect what the City is currently doing and no additional costs are associated with this ordinance.

MOTION REQUESTED:

Approve Ordinance O-2020-003 as an Administrative Ordinance.

ORDINANCE No. O-2020-003

AN ORDINANCE AMENDING CHAPTER 2 - ADMINISTRATIVE, ARTICLE V-RECORDS MANAGEMENT OF THE CITY OF SHAVANO PARK CODE OF ORDINANCES, REPEALING SECTIONS 2-147 (b), 2-148 (a)(b), 2-149 (1)(12)(14) and (15), 2-150(3), 2-152(c)(d) and 2-154 AND ADOPTING NEW SECTIONS 2-147(b), 2-148 (a)(b), 2-149,(1)(12)(14) and (15), 2-150(3), 2-152(c)(d) AND 2-154 IN ITS ENTIRETY AND PROVIDING A SEVEABILITY CLAUSE AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Title 6, Subtitle C. Local Government Code provides that a City must establish by Ordinance an active and continuing Records Management Program to be administered by the Records Management Officer; and

WHEREAS, the City of Shavano Park adopted Ordinance No 124 on June 18, 1990 for that purpose and to prescribe policies and procedures consistent with the Local Government Records Act; and

WHEREAS, City Council finds it advantageous to update sections of the Code of Ordinances due to organizational changes and technology.

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

I

CODE AMENDMENT

Section 1. the City Council finds that the facts and matters set forth in the preamble of this ordinance are true and correct.

Section 2, Amending Chapter 2 of the City of Shavano Park Code of Ordinances Article 5, Records Management repealing Sections 2-147(b), 2-148, 2-149 (1)(12)(14) and (15), 2-150(3), 2-152(c)(d) and 2-154 and adopting new Sections 2-147 (b), 2-148(a)(b), 2-149 (1)(12)(14) and (15), 2-150(3), 2-152(c)(d) and 2-154

Repeal Section 2-147(b). The Committee shall be composed of each department head, the Records Management Officer and two Aldermen or alternates appointed by City Council.

Adopt Section 2-147(b). The Committee shall be composed of each department head and the Records Management Officer.

Repeal Section 2-148 (a) The Records Management Officer and the Records Management Committee shall develop a records management plan for the City for submission to the City Council. The plan must contain policies and procedures designed

to reduce the costs and improve the efficiency of recordkeeping, to adequately protect the essential records of the City and to properly preserve those records of the City that are of historical value. The plan must be designed to enable the Records Management Officer to carry out his duties prescribed by State law and this article effectively.

Adopt Section 2 - 148(a) The Records Management Officer and the Records Management Committee shall develop a records management **policy** for the City for submission to the City Council. The plan must contain policies and procedures designed to reduce the costs and improve the efficiency of recordkeeping, to adequately protect the essential records of the City and to properly preserve those records of the City that are of historical value. The plan must be designed to enable the Records Management Officer to carry out his duties prescribed by State law and this article effectively.

Repeal Section 2-148(b) Once approved by the City Council, the records management **plan** shall be binding on all offices, departments, divisions, programs, commissions, bureaus, boards, committees, or similar entities of the City and records shall be created, maintained, stored, **microfilmed**, or disposed in accordance with the plan.

Adopt Section 2-148(b) - Once approved by the City Council, the records management **policy** shall be binding on all offices, departments, divisions, programs, commissions, bureaus, boards, committees, or similar entities of the City and records shall be created, maintained, stored or disposed in accordance with the plan.

Repeal Section 2-149(1) **Administer the records management program and provide assistance to department heads in its implementation.**

Adopt Section 2-149 (1) Establish and maintain a Records Management Policy that provides guidance to department heads.

Repeal Section 2-149(12) Ensure that the maintenance, preservation, **microfilming**, destruction, or other disposition of City records is carried out in accordance with the policies and procedures of the records management program and the requirements of State law.

Adopt Section 2-149 (12) Ensure that the maintenance, preservation, destruction, or other disposition of City records is carried out in accordance with the policies and procedures of the records management program and the requirements of State law.

Repeal Section 2-149(14) Report annually to the **City Council** on the implementation of the records management plan in each department of the City, including summaries of the statistical and fiscal data compiled under subsection (13) of this section; and

Adopt Section 2-149(14) Report annually to the **City Manager** on the implementation of the records management plan in each department of the City, including summaries of the statistical and fiscal data compiled under subsection (13) of this section; and

Repeal Section 2-149(15) Bring to the attention of the **City Council** noncompliance by department heads or other City personnel with the policies and procedures of the records management

Adopt Section 2-149 (15) Bring to the attention of the **City Manager** noncompliance by department heads or other City personnel with the policies and procedures of the records management

Repeal Section 2-150(3) Maintain records in his care and carry out their preservation, **microfilming**, destruction, or other disposition only in accordance with the policies and procedures of the records management program of the City and the requirements of this article.

Adopt Section 2-150(3) Maintain records in his care and carry out their preservation, electronic copying, destruction, or other disposition only in accordance with the policies and procedures of the records management program of the City and the requirements of this article.

Repeal Section 2-152(c) Before its adoption of records control schedule or amended schedule for a department must be approved by the department head, the City Attorney, and the **City Treasurer**.

Adopt Section 2-152(c) Before its adoption of records control schedule or amended schedule for a department must be approved by the department head, the City Attorney, and the **Records Management Officer**.

Repeal Section 2-152(d) Before its adoption, a records control schedule must be submitted to and accepted for filing by **the Director and Librarian** as provided by State law. If a schedule is not accepted for filing, the schedule shall be appended to make it acceptable for filing. The Records Management Officer shall submit the records control schedules to **the Director and Librarian**.

Adopt Section 2-152(d) Before its adoption, a records control schedule must be submitted to and accepted for filing by the **Texas State Library and Archives Commission** as provided by State law. If a schedule is not accepted for filing, the schedule shall be appended to make it acceptable for filing. The Records Management Officer shall submit the records control schedules to the **Texas State Library and Archives Commission**.

Repeal Section 2-154 A record that has not yet been listed on an approved records schedule may be destroyed if its destruction has been approved in the same manner as a record destroyed under an approved schedule and the Records Management Officer has submitted to and received back for the Director and Librarian.

Adopt Section 2-154 A record that has not yet been listed on an approved records schedule may be destroyed if its destruction has been approved in the same manner as a record destroyed under an approved schedule and the Records Management Officer has submitted to and approved by the Texas State Library and Archives Commission.

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 SAVINGS

That all rights and privileges of the City of Shavano Park are expressly saved as to any and all violations of the provision of any Ordinances effected by this Ordinance; and any such accrual of said ordinances at the time of the effective date of this Ordinance; and, as to such accrued violation and all pending litigation, both civil and criminal, whether pending in court or not, under such Ordinances, same shall not be affected by this Ordinance but may be prosecuted until final disposition by the courts.

V PROPER NOTICE AND MEETING

It is hereby officially found and determined that the meeting at which this Ordinance was

adopted was open to the public and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government

VI
EFFECTIVE DATE

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

PASSED AND APPROVED by the City Council of the City of Shavano Park this the 24th day of February, 2020.

Robert Werner, MAYOR

Attest: _____
Zina Tedford, City Secretary

ARTICLE V. - RECORDS MANAGEMENT^[2]

Footnotes:

--- (2) ---

State Law reference— Local Government Records Act, Tex. Local Government Code § 201.001 et seq.; destruction and alienation of records, Tex. Local Government Code § 202.001 et seq.; microfilming of records, Tex. Local Government Code § 204.001 et seq.

Sec. 2-142. - Declaration of items constituting City records.

All documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, or other information recording media, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the State, created or received by the City or any of its officers or employees pursuant to law or in the transaction of public business, are hereby declared to be the records of the City and shall be created, maintained, and disposed of in accordance with the provisions of this article or procedures authorized by it and in no other manner.

(Ord. No. 124, § 1, 6-18-1990)

Sec. 2-143. - Definitions.

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

Department head means the officer who by ordinance, order, or administrative policy is in charge of an office of the City that creates or receives records.

Essential record means any record of the City necessary to the resumption or continuation of operations of the City in an emergency or disaster, to the re-creation of the legal and financial status of the City, or to the protection and fulfillment of obligations to the people of the State.

Permanent record means any record of the City for which the retention period on a records control schedule is given as permanent.

Records control schedule means a document prepared by or under the authority of the Records Management Officer listing the records maintained by the City, their retention periods, and other records disposition information that the records management program may require.

Records Liaison Officers means the persons designated under section 2-151.

Records management means the application of management techniques to the creation, use, maintenance, retention, preservation, and disposal of records for the purposes of reducing the costs and improving the efficiency of recordkeeping. The term includes the development of records control schedules, the management of filing and information retrieval systems, the protection of essential and permanent records, the economical and space-effective storage of inactive records, control over the creation and distribution of forms, reports, and correspondence, and the management of micrographics and electronic and other records storage systems.

Records Management Committee means the committee established in section 2-147.

Records Management Office means the person designated under section 2-146.

Records management plan means the plan developed under section 2-148.

Retention period means the minimum time that must pass after the creation, recording, or receipt of a record, or the fulfillment of certain actions associated with a record, before it is eligible for destruction.

(Ord. No. 124, § 2, 6-18-1990)

Sec. 2-144. - City records declared public property.

All City records as defined in section 2-142 are hereby declared to be the property of the City. No municipal official or employee has, by virtue of his position, any personal or property right to such records even though he may have developed or compiled them. The unauthorized destruction, removal from files, or use of such records is prohibited.

(Ord. No. 124, § 3, 6-18-1990; Ord. No. 100-02-11, § I, 5-17-2011)

Editor's note— Section I of Ord. No. 100-02-11, adopted May 17, 2011, changed the title of § 2-144 from "City park records declared public property" to "City records declared public property."

Sec. 2-145. - Policy.

It is hereby declared to be the policy of the City to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use and disposition of all City records through a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition, consistent with the requirements of the Texas Local Government Records Act and accepted records management practice.

(Ord. No. 124, § 4, 6-18-1990)

Sec. 2-146. - Designation of Records Management Officer.

The City Secretary, and the successive holders of said office, shall serve as Records Management Officer for the City.

(Ord. No. 124, § 5, 6-18-1990; Ord. No. 124.1, § 1, 11-1-1994; Ord. No. 300-07-12, § I(2), 9-24-2012)

Sec. 2-147. - Establishment of Records Management Committee; duties.

(a) The duties of the Records Management Committee are to:

- (1) Assist the Records Management Officer in the development of policies and procedures governing the records management program;
- (2) Review the performance of the program on a regular basis and propose changes and improvements if needed;
- (3) Review and approve records control schedules submitted by the Records Management Officer;
- (4) Give final approval to the destruction of records in accordance with approved records control schedules; and
- (5) Actively support and promote the records management program throughout the City.

- (b) The Committee shall be composed of each department head, the Records Management Officer, and two Aldermen or alternates appointed by the City Council.

(Ord. No. 124, § 6, 6-18-1990)

Sec. 2-148. - Records management plan to be developed; approval of plan; authority of plan.

- (a) The Records Management Officer and the Records Management Committee shall develop a records management plan for the City for submission to the City Council. The plan must contain policies and procedures designed to reduce the costs and improve the efficiency of recordkeeping, to adequately protect the essential records of the City and to properly preserve those records of the City that are of historical value. The plan must be designed to enable the Records Management Officer to carry out his duties prescribed by State law and this article effectively.
- (b) Once approved by the City Council, the records management plan shall be binding on all offices, departments, divisions, programs, commissions, bureaus, boards, committees, or similar entities of the City and records shall be created, maintained, stored, microfilmed, or disposed of in accordance with the plan.
- (c) State law relating to the duties, other responsibilities, or recordkeeping requirements of a department head do not exempt the department head or the records in the department head's care from the application of this article and the records management plan adopted under it and may not be used by the department head as a basis for refusal to participate in the records management program of the City.

(Ord. No. 124, § 7, 6-18-1990)

Sec. 2-149. - Duties of Records Management Officer.

In addition to other duties assigned in this article, the Records Management Officer shall:

- (1) Administer the records management program and provide assistance to department heads in its implementation;
- (2) Plan, formulate, and prescribe records disposition policies, systems, standards, and procedures;
- (3) In cooperation with department heads, identify essential records and establish a disaster plan for each City office and department to ensure maximum availability of the records in order to re-establish operations quickly and with minimum disruption and expense;
- (4) Develop procedures to ensure the permanent preservation of the historically valuable records of City;
- (5) Establish standards for filing and storage equipment and for recordkeeping supplies;
- (6) Study the feasibility of and, if appropriate, establish a uniform filing system and a forms design and control system for the City;
- (7) Provide records management advice and assistance to City departments by preparation of a manual or manuals of procedure and policy and by on-site consultation;
- (8) Monitor records retention schedules and administrative rules issued by the State Library and Archives Commission to determine if records management program and the City's records control schedules are in compliance with State regulations;
- (9) Disseminate to the City Council and department heads information concerning State laws and administrative rules relating to local government records;

- (10) Instruct Records Liaison Officers and other personnel in policies and procedures of the records management plan and their duties in the records management program;
- (11) Direct Records Liaison Officers or other personnel in the conduct of records inventories in preparation for the development of records control schedules as required by State law and this article;
- (12) Ensure that the maintenance, preservation, microfilming, destruction, or other disposition of City records is carried out in accordance with the policies and procedures of the records management program and the requirements of State law;
- (13) Maintain records on the volume of records destroyed under approved records control schedules, the volume of records microfilmed or stored electronically, and the estimated cost and space savings as the result of such disposal or disposition;
- (14) Report annually to the City Council on the implementation of the records management plan in each department of the City, including summaries of the statistical and fiscal data compiled under subsection (13) of this section; and
- (15) Bring to the attention of the City Council noncompliance by department heads or other City personnel with the policies and procedures of the records management program or the Local Government Records Act.

(Ord. No. 124, § 8, 6-18-1990)

Sec. 2-150. - Duties and responsibilities of department heads.

In addition to other duties assigned in this article, department heads shall:

- (1) Cooperate with the Records Management Officer in carrying out the policies and procedures established in the City for the efficient and economical management of records and in carrying out the requirements of this article;
- (2) Adequately document the transaction of government business and the services, programs, and duties for which the department head and his staff are responsible; and
- (3) Maintain the records in his care and carry out their preservation, microfilming, destruction, or other disposition only in accordance with the policies and procedures of the records management program of the City and the requirements of this article.

(Ord. No. 124, § 9, 6-18-1990)

Sec. 2-151. - Duties and responsibilities of Records Liaison Officers.

(a) In addition to other duties assigned in this article, Records Liaison Officers shall:

- (1) Conduct or supervise the conduct of inventories of the records of the department in preparation for the development of records control schedules;
- (2) In cooperation with the Records Management Officer, coordinate and implement the policies and procedures of the records management program in their departments; and
- (3) Disseminate information to department staff concerning the records management program.

(b) City department heads may choose to act as their own Records Liaison Officer.

(Ord. No. 124, § 10, 6-18-1990)

Sec. 2-152. - Records control schedules to be developed; approval; filing with State.

- (a) The Records Management Officer, in cooperation with department heads and Records Liaison Officers, shall prepare records control schedules on a department by department basis listing all records created or received by the department and the retention period for each record. Records control schedules shall also contain other information regarding the disposition of City records as the records management plan may require.
- (b) Each records control schedule shall be monitored and amended as needed by the Records Management Officer on a regular basis to ensure that it is in compliance with records retention schedules issued by the State and that it continues to reflect the recordkeeping procedures and needs of the department and the records management program of the City.
- (c) Before its adoption a records control schedule or amended schedule for a department must be approved by the department head, the City Attorney, and the City Treasurer.
- (d) Before its adoption, a records control schedule must be submitted to and accepted for filing by the Director and Librarian as provided by State law. If a schedule is not accepted for filing, the schedule shall be appended to make it acceptable for filing. The Records Management Officer shall submit the records control schedules to the Director and Librarian.

(Ord. No. 124, § 12, 6-18-1990)

Sec. 2-153. - Implementation of records control schedules; destruction of records under schedule.

- (a) A records control schedule for a department that has been approved and adopted under section 2-148 shall be implemented by department heads and Records Liaison Officers according to the policies and procedures of the records management plan.
- (b) A record whose retention period has expired on a records control schedule shall be destroyed unless an open records request is pending on the record, the subject matter of the record is pertinent to a pending lawsuit, or the department head requests in writing to the Records Management Committee that the record be retained for an additional period.
- (c) Prior to the destruction of a record under an approved records control schedule, authorization for the destruction must be obtained by the Records Management Officer from the Records Management Committee.

(Ord. No. 124, § 13, 6-18-1990)

Sec. 2-154. - Destruction of unscheduled records.

A record that has not yet been listed on an approved records schedule may be destroyed if its destruction has been approved in the same manner as a record destroyed under an approved schedule and the Records Management Officer has submitted to and received back from the Director and Librarian an approved authorization request.

(Ord. No. 124, § 14, 6-18-1990)

Secs. 2-155—2-177. - Reserved.



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

CITY POLICY NO. 7

SUBJECT: Records Management Policy

December 21, 2015

1. References.

- a) Texas State Records Retention Schedule
<https://www.tsl.texas.gov/slr/recordspubs/rrs4.html>
- b) Texas Local Government Act
<http://www.statutes.legis.state.tx.us/SOTWDocs/LG/htm/LG.201.htm>
- c) City of Shavano Park Code (CoSP) of Ordinances Chapter 2, Article V, Records Management

2. Purpose / Scope. This policy shall provide for procedures for the organization, maintenance and disposition, and destruction consistent with the requirements of the Texas Local Government Records Act and as amended in the future. This policy shall apply to all municipal records and be followed by all City employees, elected officials and contractors.

3. Introduction. This Policy has been prepared to assist each department in preparing departmental records as part of the City of Shavano Park Records Management Program as outlined and governed by the State of Texas Local Government Records Act and City of Shavano Park Code of Ordinances Chapter 2, Article V, Records Management.

Included in this Policy are guidelines necessary for accomplishing each step of a Records Management Program for the City of Shavano Park. With the initial phase of inventory through the storage, retrieval and destruction of records, this policy will be a guide in assisting in the establishment, implementation and maintenance of Shavano Park's Records Management Program.

4. Overview. IAW CoSP Code, Sec. 2-148, the Records Management Officer and the Records Management Committee shall develop a records management plan for the City for submission to the City Council. While the City follows the Records Management Schedule, there is a need to establish procedures to reduce the costs and improve the efficiency of recordkeeping, protect the essential records of the City and to properly preserve historical records of the City.

5. Designation and duties of Records Management Officer.

City Secretary and the successive holders of said office shall be the Records Management Officer of the City of Shavano Park as per City of Shavano Park Code of Ordinances, Section 2-146 through 2-149. The point of contact for this policy is the City Secretary, at 210.493.3478 x240.

6. Records Liaison Officers. IAW Sec. 2-151, each Department will designate a Records Liaison Officer who will be responsible to:

- a) Conduct or supervise the conduct of inventories of the records of the department in preparation for the development of records control schedules;
- b) In cooperation with the Records Management Officer, coordinate and implement the policies and procedures of the records management program in their departments; and
- c) Disseminate information to department staff concerning the records management program.

7. Policy. The City of Shavano Park, as per City of Shavano Park Code of Ordinances, Section 2-146 through 2-149 is required to comply with the requirements of the Texas Local Government Records Act and accepted records management practices as well as to follow the records retention schedule established by the Texas State Library and Archives Commission. This policy establishes staff procedures for compliance.

8. Records Retention Schedules.

The Records Management Officer, or his or her designee, shall administer and enforce the State of Texas Records Retention Schedules (Texas RRS) as prepared by the Texas State Library and Archives Commission and other federal, state, and accrediting/regulating requirements, rules, and standards.

9. Procedures.

a) Paper. Twice a year (January and July), the Records Management Officer will direct the review and organization of existing files coordinating with department heads and department liaison officers. Directors and Record Liaison Officers will review and collect excess records that require storage or destruction in accordance with the mandatory retention period outlined in the records retention schedule.

Once identified and collected, the paper records will be assembled in a common area under supervision of the Records Management Officer. The City is contracted with a Records Management Company who will assist in the inventory, identification and verification of retention periods, cataloging, labeling, packaging, and inventorying. Those records that are ready to be stored are then relocated to the City's storage site (also a contracted company).

Those records identified for destruction will be removed and destroyed by the Records Management Company and a certificate of destruction provided to the Records Management Officer.

The Records Management Company maintains a library of identifying each record and scheduled retention / destruction date. When records maintained at the off-site location are required, the department's Record Liaison Officer will request to the Records Management Officer that the records be retrieved for use. The record storage site will deliver the required records to the City.

At same time, the City identifies those records located at the storage site and recalls those that are scheduled for destruction IAW the records retention schedule. Once these records are assembled,

the Records Management Company, the Records Management Officer, and the Records Liaison Officer from each department will review each record and confirm that they meet the criteria for destruction. Those confirmed as scheduled to be destroyed are identified and destroyed by the Records Management Company. A certificate of destruction is provided to the Records Management Officer for record.

b) Electronic records. Electronic records may include electronic mail (email), files, websites, electronic publications, or any other machine readable format. Each year in January, the Records Management Officer will direct the deletion of all electronic records from the fifth year and previous.

- i. Email. The Information Systems Manager will coordinate to remove all records from the City's Server and will publish the date that historic emails not required to be retained will be deleted. Emails required to be maintained or those of historic significance may be filed in an employee's personal folders. Employees will remove emails from their archives folders IAW the established date. Records Liaison Officers will assist employees as required and will verify that required records will be deleted.
- ii. Files. The Information Systems Manager will publish the date that historic files not required to be retained will be deleted. Files required to be maintained or those of historic significance may be retained in an employee's personal folders. Employees will remove all other files from their computer or server folders IAW the established date. Records Liaison Officers will assist employees as required and will verify that required records will be deleted.

c) Audio recordings means any medium on which audio (and solely audio) is recorded. Audio recordings are retained ninety (90) days after approval of minutes by governing body (audio records of open meetings for which written minutes are prepared). The Records Management Officer will delete audio recordings that fulfill the retention period during the first week of each month.

d) Visual recordings means any medium on which video is recorded. Visual recordings are retained two years after approval of minutes by governing body (visual records of open meetings for which written minutes are prepared). The Records Management Officer will delete video records that fulfill the retention period during the first week of each month.

e) Social Media applications may create public records. Any content created or received using a social media application may be considered records and retention is based on content and function. Under the direction of the Records Management Officer, the Information Systems Manager will remove social media records IAW the records retention schedule on a periodic basis.

10. Destruction of Records.

Records Management Officer shall ensure the records retention schedule requirements have been met before records are destroyed in a manner that preserves confidentiality and maintains records. Exception to the destruction of records as per the Texas Records Retention Schedule if an open records request is pending on the record, the subject matter of the record is pertinent to a pending lawsuit, or if there is a request in writing to the Records Management that the records be retained for an additional period.

Appendix 1 – Introduction to the Requirements of the Texas Local Government Code
Appendix 2 – Overview of Records Management Program

Appendix 1 – Introduction to the Requirements of the Texas Local Government Code

RECORDS MANAGEMENT

INTRODUCTION TO THE REQUIREMENTS OF THE TEXAS LOCAL GOVERNMENT CODE

STATISTICS REFLECTING THE COST OF RETENTION

A properly implemented records retention schedule resulting from an inventory of records will usually indicate that one-third of the records in your office can be destroyed immediately; another third can go to semi-active storage in a records center; and the remaining third of your truly active records will take less time to service and cost less to store in space and equipment.

30% of paperwork is useless and could be eliminated.

37% of photocopies made are unnecessary.

85% of records filed are never referred to again.

95% of references are to records less than three years old.

The cost of maintaining a cubic foot of records in a records center is about 7% of the cost of maintaining those same records in your office.

The annual cost of owning and operating a standard four-drawer filing cabinet, using one clerk per twelve four-drawer cabinets, is approximately \$822.00.

The cost of filing is about \$8.22 per inch.

Between 1% and 5% of all records are misfiled.

A typical office worker can waste up to 2 hours a day looking for misplaced paperwork. That is 62 days a year!

The average office doubles its volume of records every five years.

From Spring, 1990 edition of The Local Record

DEFINITION:

“Local Government Record” means any document, paper, letter, book, map photography, sound or video recording, microfilm, magnetic tape, electronic medium, or other information recording medium, regardless of physical form, or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by a local government or any of its officers or employees pursuant to law, including an ordinance, or in the transaction of public business.

A RECORDS MANAGEMENT PROGRAM

It is the control of records (information) from creation to disposition.

It means you know what records you have, why you have them, where they are, and how long you have to maintain them.

It provides the means for a systematic analysis of information processes.

It is implemented through records identification and records retention and disposition schedules.

WHY DO WE NEED A RECORDS MANAGEMENT PROGRAM?

Texas state law requires records management program implementation.

Texas state law prohibits the unauthorized destruction of municipal records.

Texas state law requires records control schedules filed with the Texas State Library Commission on or before 1995.

Information is an asset which should be managed as are other assets on the basis of sound business practice.

Saves time and money.

Protects a municipality in Court.

STATUTORY REQUIREMENTS RELATED TO RECORDS MANAGEMENT

Texas Open Records Act

Texas Penal Code

Texas Local Government Records Act

Records Inventory

Records Control Schedules

Microfilm

Electronic Records

FOUR STAGES OF THE LIFE CYCLE OF A RECORD

Creation of record

Use of record

Active

Inactive

Maintenance

Disposition

Disposition through destruction

Disposition archival record (means permanent preservation)

VALUE OF A RECORD

Administrative or Operational

Audit

Legal

Historical

RECORD VALUE DEFINED

Transitory

Short term

Medium term

Long term

Permanent

ELECTRONIC RECORDS INCLUDE

- Input
- Output
- Data
 - Master File
 - Processing File
- Documentation
 - Hardware
 - Software
 - Mainframe
 - Microcomputer
- Text Messages and Voice Mail (Cell Phone/Smart Phone)

ACCESSIBILITY TO ELECTRONIC RECORDS REQUIRES

- Hardware
- Software
- Documentation
- Data
- Backup
- Security
- Maintenance and Storage of Data

PENALTIES FOR UNAUTHORIZED DESTRUCTION OF LOCAL GOVERNMENT RECORDS

Class A misdemeanor (Carries a fine not to exceed \$4,000 or confinement in jail for a term not to exceed one year or both)

Texas Local Government Code, Chapters 201-205

Texas Open Records Act

Texas Penal Code

3rd Degree Felony (In some cases, destruction of records may be a felony.) (Prison for any term of not more than 10 years or less than 2 years)

Texas Penal Code

Appendix 2 – Overview of Records Management Program

OVERVIEW OF RECORDS MANAGEMENT PROGRAM

Since the formation of Shavano Park, records and information have been compiled to track its development, plan for future growth, and document its political and professional atmosphere. The very nature of the organization is to serve the citizens of Shavano Park which requires the control and maintenance of a tremendous amount of information.

City of Shavano Park Ordinance 124-1990 established initial procedures for the retention and disposition of records adopted by the City Council on June 18, 1990 and codified as Article V of the City of Shavano Park Code of Ordinances. Article V has been updated by Ordinance No. 124.1 adopted by City Council on November 1, 1994 as required by the provisions of the Texas Local Government Records Act, designating the City Secretary as the Records Management Officer of the City of Shavano Park with duties and responsibilities as indicated in the legislation.; Ordinance No. 100-02-11 1 adopted by City Council on May 17, 2011; Ordinance No. 300-07-12 adopted by City Council on September 24, 2012.

The City adopted records control schedules that comply with minimum requirements established on records retention schedules issued by the Texas State Library and Archives Commission for use in the City's records management program. The City submitted records control schedules on March 7, 1996 and later amended on January 5, 1998. The Schedule was approved by the State Library and Archives Commission on April 2, 1996 and the amendment approved on January 12, 1998.

All City departments/divisions continue to be involved in the Records Management Program through a designated records liaison officer. These individuals work with the Records Management Officer to see that record copies are retained, destroyed, and/or transferred to storage in the Records Center in accordance with the City's Records Retention Schedules and Records Management Program.

The City's Records Management Program will be continually reviewed and modified as record retention schedules mandated by the State are issued and as emerging technology provides more cost effective methods for managing and storing records.

An off-site Records Retention Center was established to receive records. Standards for files and supplies have been established, and each department is expected to comply with the standards set forth in this Policy.

STATEMENT OF GOALS

GOALS

1. To release the space and reduce the need for storage and filing equipment.
 - A. Reduce the volume of inactive records held in city offices.
 - B. Provide records management consultation to all city departments.
 - C. Establish and maintain the City of Shavano Park Records Retention Center for both inactive and dead storage of records.
 - D. Make recommendations concerning filing methods and selection of storage and standard filing equipment.

2. To develop and maintain an efficient retrieval operation for both active and inactive records.
 - A. Active Records
 1. Advise departments in establishing standard filing procedures and in organizing files.
 2. Assist in selecting standard filing equipment for most efficient retrieval of departmental records.
 3. Assist in the design and layout of filing equipment in the departments for more efficient paper flow.
 - B. Advise city personnel regarding the principles and procedures of an efficient records system.
 - C. Maintain records management control files that allow accessibility to inactive records stored in the Shavano Park Records Retention Center.
 - D. Routinely dispose of records in the Shavano Park Records Retention Center which have expired retention periods and which have been approved by department directors for destruction.

3. To maintain security over city records.
 - A.** To assist in inventory of city records and establishment of suggested schedules.
 - B.** Design and implement procedures and establish controls to enhance the safety of the city's records stored in the Shavano Park Records Retention Center.
 - C.** Provide a system to control removal of records from and replacement in the Shavano Park Records Retention Center.
 - D.** Maintain a Records Destruction Log listing records in the Shavano Park Records Retention Center that are destroyed after expiration of their retention periods.
 - E.** Establish and maintain a policy for accessibility to confidential records.
 - F.** Identify and protect vital records.
4. To communicate the need for an effective records management program.
 - A.** Keep open communication lines with all departments.
 - B.** Write occasional memos to departments promoting city-wide awareness of the Records Management Program.
 - C.** Serves as records management advisor to all departments

RECORD LIFE CYCLE

CREATION:

Whenever you create information related to public business, you are creating a public record. Public records are the heart of government operations.

These records:

- Are created for the citizens;
- The property of the citizens;
- Are protected in the interest of the citizens; and
- Are a historical record of how the government served the needs of the citizens.

ACTIVE USE:

Records in Active Use are stored in an area where you actively refer to the record, which is known as “high-cost storage.” The records are usually no older than two years.

SEMI-ACTIVE USE:

Records in this phase are needed less frequently, but need to be retained accordingly until the legal minimum retention has been met. These semi-active records are usually stored in “low-cost storage” areas that meet special storage conditions, such as a records retention center. These records are usually referred to only once a month.

FINAL DISPOSITION:

Once a record has served its purpose for the operation of the office, the record is ready for final disposition.

Some records are destroyed AFTER meeting the authorized minimum retention; and

Other records are retained indefinitely (as permanent documents) when they have historical value, or archival value with far-reaching administrative needs. Records retained indefinitely should be stored under special storage conditions.

CITY COUNCIL STAFF SUMMARY

Meeting Date: 2-24 -20

Agenda item: 6.7

Prepared by: Zina Tedford

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Discussion / action - Resolution R-2020-007 cancelling the City of Shavano Park General Election scheduled to be held on May 2, 2020 and declaring the unopposed candidates elected - City Secretary

☒

Attachments for Reference:

- 1) 6.7a Certification of Unopposed Candidates
- 2) 6.7b Resolution R-2020-007

BACKGROUND / HISTORY:

City Council ordered the General Election to be held on May 2, 2020 at the January 27th City Council Meeting to elect three Aldermen.

The filing period for an application for a place on the ballot was January 15th through February 14th at 5:00 p.m.

Applications filed in order received

Maggi Kautz

Lee Powers

Konrad Kuykendall

Robert Heintzelman

The last day for a Write-in Candidate to declare candidacy was February 18th.

Mr. Heintzelman withdrew his application on February 19th and the last date for a candidate in a General Election to withdraw and have their name omitted from the ballot was Friday, February 21st.

DISCUSSION:

Based on the following factors:

1. withdrawal of Mr. Heintzelman
2. City did not receive any write-in candidates
3. the candidates are unopposed

The City has the opportunity to cancel the 2020 General Election.

COURSES OF ACTION:

Approve Resolution R-2020-007 cancelling the City of Shavano Park General Election scheduled to be held on May 2, 2020 and declaring the unopposed candidates elected. The proposed resolution will declare the unopposed candidates elected and shall be issued the certificates of election following the time the election would have been canvassed.

FINANCIAL IMPACT: N/A

MOTION REQUESTED: To approve Resolution R-2020-007 cancelling the City of Shavano Park General Election scheduled to be held on May 2, 2020 and declaring the unopposed candidates elected.

CERTIFICATION OF UNOPPOSED CANDIDATES FOR OTHER POLITICAL SUBDIVISIONS (NOT COUNTY)

***CERTIFICACION FDE CANDIDATOS UNICOS PARA OTRAS SUBDIVISIONES POLITICAS (NO EN EL
CONDADO)***

To: Presiding Officer of Governing Body

Al: Presidente de la entidad gobernante

As the authority responsible for having the official ballot prepared, I hereby certify that the following candidates are unopposed for the election scheduled to be held on May 2, 2020.

Como autoridad a cargo de la preparación de la boleta de votación oficial, por la presente certifico que los siguientes candidatos son candidatos únicos para elección para un cargo en la elección que se llevará a cabo 2 de mayo 2020

List offices and names of candidates:

Lista de cargos y nombres de los candidatos:

Office(s) Cargo(s)

Alderman/Concejale

Alderman / Concejale

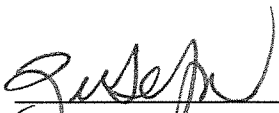
Alderman / Concejale

Candidate(s) Candidato(s)

Maggi Kautz

Lee Powers

Konrad Kuykendall



Signature (Firma)

Zina Tedford
Printed name (Nombre en letra de molde)

City Secretary
Title (Puesto)

2/21/2020
Date of signing (Fecha de firma)

(Seal) (sello)



A RESOLUTION OF THE CITY OF SHAVANO PARK, TEXAS, DECLARING UNOPPOSED CANDIDATES IN THE MAY 2, 2020 GENERAL CITY ELECTION ELECTED TO OFFICE; CANCELLING THE ELECTION; PROVIDING; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on January 27, 2020, the General City Election was called for May 2, 2020, for the purpose of electing three (3) Aldermen; and

WHEREAS, in accordance with the Texas Election Code, the City Secretary has certified in writing that no person has made a declaration of write-in candidacy, and each candidate on the ballot is unopposed for election to office; and

WHEREAS, under these circumstances, Subchapter C, Chapter 2, Election Code, authorizes the City Secretary to declare the candidates elected to office, and cancel the election; and

WHEREAS, all constitutional and statutory prerequisites for the approve of this resolution have been met, including but limited to the Open Meetings Act; and

WHEREAS, the City Council deems the adoption of this resolution to be in the best interests of the health, safety, and welfare of the public.

NOW, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHAVANO PARK:

Section 1. That all matters stated hereinabove are found to be true and correct and are incorporated herein by reference as if copies in their entirety.

Section 2. The following candidates, who are unopposed in the May 2, 2020 General City Election, are declared elected to office, and shall be issued certificates of election following the time the election would have been canvassed:

Candidate	Office Sought
Maggi Kautz	Alderman
Lee Powers	Alderman
Konrad Kuykendall	Alderman

Section 3. The May 2, 2020 General City Election is cancelled, and the City Secretary is directed to cause a copy of the Order of Cancellation to be posted during the early voting period and on election day at the designated polling place for the May 2, 2020 General Election.

Section 4. That this resolution shall be effective from and after the date of its passage.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF SHAVANO PARK, TEXAS on this the 24th day of February 2020.

Robert Werner
MAYOR

Zina Tedford
City Secretary

The City of Shavano Park hereby cancels the General election scheduled to be held on May 2, 2020.

In accordance with Section 2.053(a) of the Texas Election Code, the following candidates have been certified as unopposed and are hereby elected as follows:

El ciudad de Shavano Park por la presente cancela la elección que, de lo contrario, se hubiera celebrado el 4 de mayo 2019 de conformidad, con la Sección 2.053(a) del Código de Elecciones de Texas. Los siguientes candidatos han sido certificados como candidatos únicos y por la presente quedan elegidos como se haya indicado a continuación:

Candidate (<i>Candidato</i>)	Office Sought (<i>Cargo al que presenta candidatura</i>)
Maggi Kautz	Alderman / Concejale
Lee Powers	Alderman/ Concejale
Konrad Kuykendall	Alderman / Concejale

A copy of this order will be posted on Election Day at each polling place that would have been used in the election.

El Día de las Elecciones se exhibirá una copia de esta orden en todas las mesas electorales que se hubieran utilizado in la eleccion.

Mayor

City Secretary

(seal) (sello)

Date of adoption (Fecha de adopcion)

City of Shavano Park
PERIODIC REPORT OF ISSUED PERMITS (GROUPED BY REPORT CODE)

Page 1

Printed: 02-03-2020

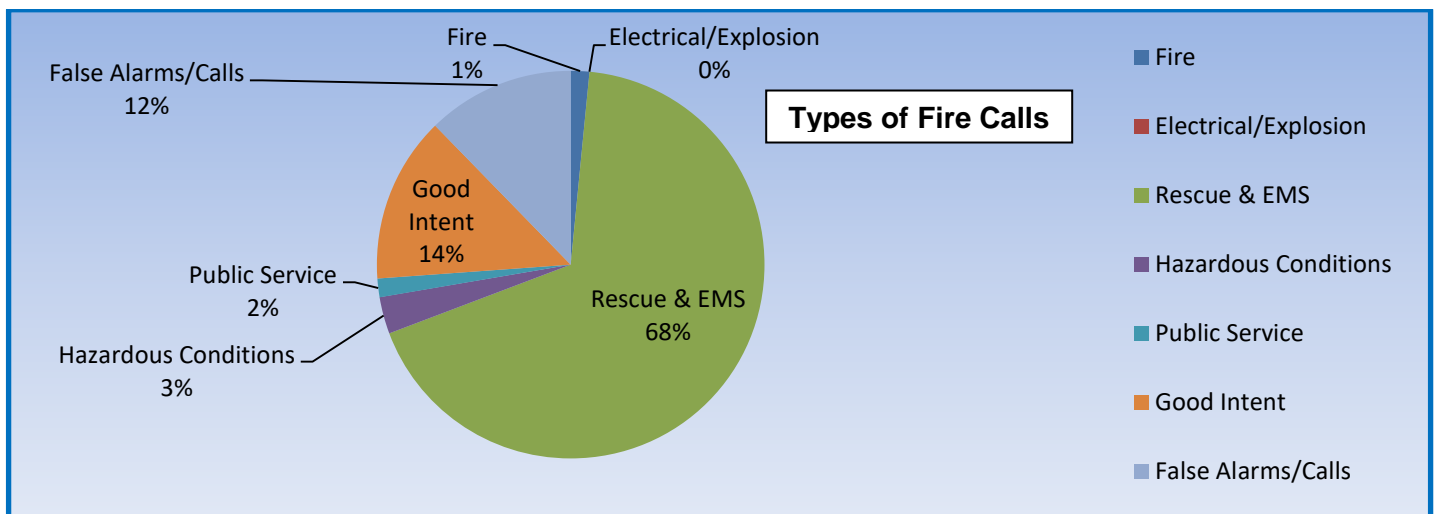
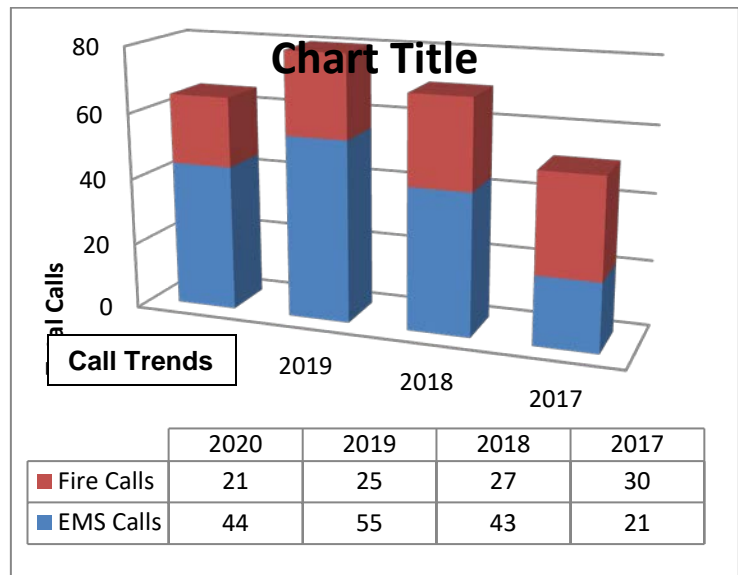
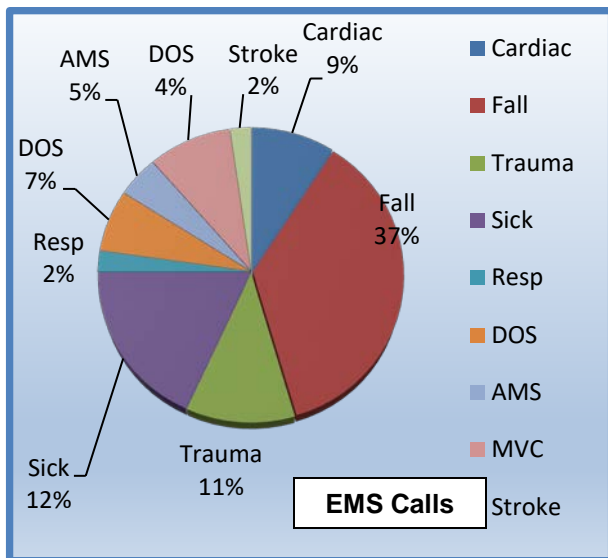
	[Designated period: 01/01/20 to 01/31/20]			[Prior period: 01/01/19 to 01/31/19]		
	Code	Prms	Valuation	Fees Paid	Units	
NEW RESIDENTIAL HOUSEKEEPING BLDGS:						
SINGLE FAMILY HOUSES DETACHED	101		.00	.00	0	1
SINGLE FAMILY HOUSES ATTACHED	102		.00	.00	0	0
IF - IMPROVEMENTS	105	1	.00	267.09	1	1
RESIDENTIAL NON-HOUSEKEEPING BLDGS:						
HOTELS, MOTELS & TOURIST CABINS	213		.00	.00	0	0
OTHER NON-HOUSEKEEPING SHELTER	214		.00	.00	0	4
NEW NON-RESIDENTIAL BUILDINGS:						
AMUSEMENT, SOCIAL & RECREATIONAL	318		.00	.00	0	0
SERVICE STATIONS & REPAIR GARAGES	322		.00	.00	0	0
OFFICES, BANKS, & PROFESSIONAL	324		.00	.00	0	0
PUBLIC WORKS & UTILITIES	325		.00	.00	0	0
STORES & CUSTOMER SERVICE	327		.00	.00	0	0
OTHER NON-RESIDENTIAL BLDGS	328		.00	.00	0	0
STRUCTURES OTHER THAN BUILDINGS	329		.00	.00	0	0
ADDITIONS, ALTERATIONS, & CONVERSION						
RESIDENTIAL	434		.00	.00	0	0
NON-RESIDENTIAL & NON-HOUSEKEEPING	437	4	996,077.26	10,142.16	4	1
ADDS OF RESID. GARAGES (ATCH/DETC)	438		.00	.00	0	0
Solar Panels Install	439		.00	.00	0	0
DEMOLITION AND RAZING OF BUILDINGS						
SINGLE FAMILY HOUSES (ATCH/DETACH)	645	1	.00	.00	1	0
ALL OTHER BUILDINGS & STRUCTURES	649	1	.00	272.20	1	0
FENCE	650	1	.00	100.00	1	4
FIRE ALARM & SPRINKLERS	675	10	219,957.14	3,629.92	10	2
PLUMBING	701	8	44,761.00	2,150.00	9	11
GAS	702		.00	.00	0	0
ELECTRICAL	705	11	234,715.00	4,280.40	11	14
HVAC	710	11	102,473.00	4,300.00	26	12
IRRIGATION	715		.00	.00	0	0
POOL	720		.00	.00	0	2
ROOF	725		.00	.00	0	2
SEPTIC SYSTEM	730	1	410.00	410.00	1	1
WATER SOFTENER	735		.00	.00	0	0
CONTRACTORS	800		.00	.00	0	0
TREE PERMIT	801		.00	.00	0	0
TOTALS FOR PERMITS SHOWN ABOVE						
Totals of other permits in the period		1	2,960.00	200.00	1	5
TOTAL FOR ALL PERMITS IN THE PERIOD						
		50	1,601,353.40	25,751.77	66	60

Shavano Park Fire Department

Summary of Events for January 2020



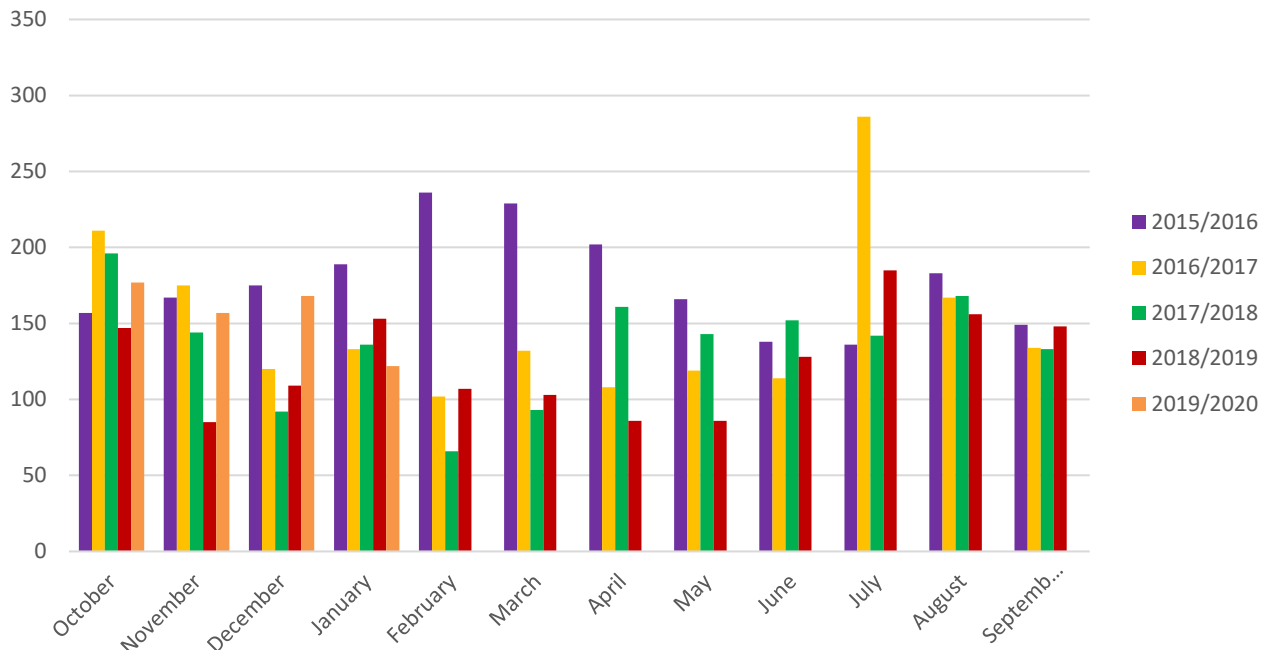
- Shavano Park FD responded to **65** requests for service in **January**.
- This is a **19% decrease** from the previous **January**.
- Shavano Park FD responded to **19** automatic aid requests from Leon Springs FD, Castle Hills FD, and Hollywood Park FD.
- Shavano Park FD received **2** automatic aid responses for Castle Hills FD and Hollywood Park FD.
- Shavano Park FD Responded/stood-by for **12** mutual aid requests from other departments.
- The average response time for calls within Shavano Park is **4 minutes 47 seconds** this month.
- Fire Fighters completed a total of **132 hours of fire** and **120 hours of EMS** training in the month of **January**.
- Certified Fire Inspector inspected **12** commercial buildings.
- Fire crews performed **5** pre-incident fire plan reviews
- Certified Plans Examiners reviewed **7** sets of commercial building/renovation plans/changes to previously submitted plans



City of Shavano Park

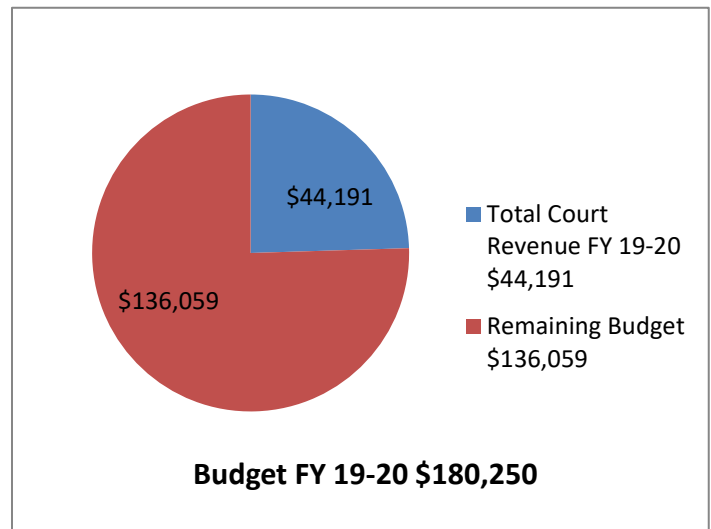
Municipal Court Activity January 2020

Cases Filed Per Month



Cases Resolved	Current Month	Prior Year
Fine	35	37
Not Guilty By Judge	0	0
Guilty	17	20
Dismissed	0	0
Compliance Dismissal	29	17
Defensive Driving	24	22
Deferred Disposition	15	24
Proof of Insurance	3	0
TOTAL	123	120

Court Revenue	Current 19/20	Prior 18/19
October	\$ 10,865	\$ 13,774
November	10,311	9,036
December	10,494	10,296
January	12,522	13,940
February	-	17,093
March	-	17,252
April	-	17,824
May	-	9,646
June	-	14,172
July	-	11,303
August	-	15,757
September	-	13,203
	\$ 44,191	\$ 163,297



Monthly Activity Report
City of Shavano Park Police Department
January 2020

Activity Report: 175 incidents were responded to by the Police Department.
175 total incidents were responded to by the Department for 2020.

Criminal Calls	Jan	Calendar Year				
		2020	2019	2018	2017	2016
Alcohol Beverage Code Violations	0	0	0	1	0	0
Arrest of Wanted Persons (Outside Agency)	0	0	15	19	21	31
Assault	1	1	0	3	1	3
Burglary Building	0	0	5	1	3	17
Burglary of Habitation	0	0	0	5	4	
Burglary Vehicle	0	0	8	8	13	50
Criminal Mischief / Reckless Damage	0	0	7	5	15	19
Criminal Mischief Mail Box	0	0	0	0	2	5
Cruelty to Animals	0	0	0	0	0	0
Deadly Conduct	0	0	0	0	0	1
D.U.I. - Minor	0	0	0	0	1	0
D.W.I. / D.U.I.	2	2	10	6	4	6
Driving while License Suspended / Invalid	0	0	2	4	0	2
Endangerment of Child	0	0	0	0	1	0
Evading Arrest	0	0	1	3	0	3
Failure to Identify	0	0	0	0	1	0
Family Violence	1	1	3	1	3	2
Fraud / Forgery / False Reports / Tamper w/ Govt. Record	0	0	0	2	0	4
Harassment / Retaliation / Terroristic Threat	0	0	0	0	2	1
M.I.P. Alcohol / Tobacco	0	0	0	0	0	1
Murder	0	0	0	0	0	0
Narcotics Violation (class B and up)	4	4	12	10	16	30
Narcotics Violation (class C)	3	3	14	18	43	42
Possession of Prohibited Weapon / Unlawful Carry	0	0	1	0	1	3
Public Intoxication	0	0	1	0	3	4
Resisting Arrest	0	0	0	0	1	0
Robbery	0	0	0	0	1	0
Sexual Assault	0	0	0	0	0	1
Solicitation of a Minor / Indecency with a Minor	0	0	0	1	0	1
Suicide	1	1	0	0	0	0
Theft	1	1	9	11	22	17
Theft of Mail	1	1	0	0	1	4
Theft of Motor Vehicle / Unauthorized Use of Motor Veh.	0	0	0	0	2	2
Total Criminal Calls Handled	14	14	88	98	161	249

PUBLIC WORKS DEPARTMENT
Monthly Report JANUARY 2020

UTILITY

- Flush all dead end mains
- Replaced 28 meters with new boxes and back filled.
- Advanced Water Well cleaned and re-televised Well #1 to the depth of 614 ft, after successfully removing a pipe blocking the camera
- PWD and Office Manager attended training with TCEQ regarding new online reporting
- Attended a meeting with TxDOT regarding water line relocation
- EAA yearend pumping reports were submitted
- Working with outside experts to figure out the Trinity well electrolysis and water quality

STREETS

- Finish Crack sealing Lockhill Selma

DRAINAGE

- Meet with Bitter blue and Engineers regarding the drainage of the swale backing up to BM
- Investigated 2 drainage issues/complaint from this week

FACILITIES

- Meeting with TCEQ to look through files regarding septic tank at City Hall.
- Repaired water leak between Fire Department and Public Works Buildings
- PWD/ Bexar 911 Facilities Manager - Met with Septic tank engr to proceed with proposal and design
- Worked on design for the water/sewer for the new pavilion and restrooms

OTHER

- Participated in the Chipper day for residents
- Hector Barrera Construction started the construction for the trail on the municipal track. PW staff assisted with mulching the trees that were trimmed.
- Interviews are set up for 3 PW/W superintendent candidates
- Juan completed certified flagger and traffic control training

Water Utility	JANUARY	MO	FY
# of Gallons Pumped		8,033,288	45,424,821
# of Gallons Pumped from Trinity		1,137	380,612
Total Pumped		8,034,425	45,805,433
 # of Gallons Sold		7,394,000	44,977,000
Water Losses in gallons		654,525	2,163,726
Flushing		6,500	44,863
% of Loss		8.20%	6.32%
 Water Revenue		\$26,196.78	\$199,756.84
EAA Fees Collected		\$3,697.00	\$26,444.50
Water Service Fees		\$4,887.74	\$41,252.00
Debt Service Collected		\$15,760.84	\$62,975.62
Late Fees		\$0.00	\$882.01
Cellular Fees		\$2.67	\$5.34
 Water Used by City		152,000	1,156,000
Water Cost Used by City		-\$2,235.44	\$5,686.54
 # of Water Complaints		0	0
# of Bill Adjustments		4	4
# of Locates		10	55

CITY COUNCIL STAFF SUMMARY

Meeting Date: February 24, 2020

Agenda item: 7.6.

Prepared by: Brenda Morey

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Presentation of January 2020 Monthly Reports

X

Attachments for Reference:

- a) January 2020 Power Point Presentation
- b) January 2020 Revenue & Expenditure Report
- c) January 2020 Monthly Check Register

BACKGROUND / HISTORY: The information provided is for the FY 2019-20 budget period, month ending January 31, 2020. The “Current Budget” column contains the original adopted budget. This summary highlights a number of key points related to the current month’s activity for the General Fund and for Water Utility Fund. Staff is also prepared to present the power point briefing attached at the council meeting.

DISCUSSION:

10 - General Fund (Page 1 of Revenue and Expenditure Report)

As of January 31, 2020, General Fund revenues total \$3,394,087 or 62.18% of the budget. General Fund expenditures total \$1,784,148 or 32.68% of the budget with 4 months or 33.33% of the year complete.

Revenues (GF) (Page 2 & 3)

- Current M&O Property tax (10-599-1010) collections for the month are \$871,597. The City has received 80.57% of its annual budgeted amount to date. This percentage is consistent with the same period, prior year of 80.42%
- Sales Tax revenue received this month totaled \$37,938 for taxes collected on November sales reported by monthly filers. The City is ahead of budget in this line item at 34.62% of revenue collected.
- Franchise Fees are paid quarterly and generally received two months after the quarter. The City received the refuse fees payment and one of the cable fees payments a bit early, in January.
- Permits and Licenses revenues total \$26,782 for the month, with \$21,657 in building permits and \$3,995 in plan review fees.
- Court fees for the month are \$11,706, this is less than the amount recognized in January 2019 of \$13,358.
- Police/Fire revenues total \$10,378 for the month and includes \$10,128 of collections from the EMS third party biller.
- Administrative Income (7050) – is at 58.62% of budget collected four months into the fiscal year. TML Health is crediting the City with a renewal discount of \$574/month for October 2019 - January 2020, which accounts for substantially all the account balance to date.

Expenditures (GF) (Pages 4-14)

-The Council (600) is at 44.08% spent, \$15,535 cumulative year to date. This month's expenditures were for the Council members Chromebooks, to replace the aging iPads.

-The Administration Department (601) is ahead of target with \$78,441 spent this month or 37.03% of the annual budget utilized to date. Capital Improvements (8080) reflects a progress and the final billings for the CH restrooms project.

-The Court Department (602) expenditures for the month are \$7,013 for 37.84% of the year to date budget spent, as the annual charges in October for Incode software in 4075 for \$4,432, as well as the full liability (3050) and property (3070) insurance expenditures continue to keep the department over budget.

-The Public Works Department (603) expenditures for the month are \$31,604 with 23.31% of the annual budget utilized. No significant/unusual expenditures this month.

-The Fire Department (604) is on track for day-to-day operations with the budget at \$118,298 for the month, 29.70% total spent year to date. Vehicle Maintenance (5020) includes the cost of annual maintenance on the engine, platform and brush trucks as well as repairs to the engine's CAFS system. PPE Maintenance (6060) includes the cost of bunker gear coat and pants for one of the new firefighters. Utilities – Water (7044) - there was a leak that was repaired so the Water Utility will be reviewing the meter activity to determine a credit.

-The Police Department (605) is ahead of budget for day-to-day expenses. Expenditures for the month are \$133,210 with 36.03% of the budget spent. Uniforms (2080) include body armor for the new captain as well as replacement uniform pieces for the staff. Vehicle Maintenance (5020) includes \$2,356 for Unit 519 tune up, engine, brake and AC repairs along with oil changes, tires, registration renewals etc. Firearms Equipment/Supplies (6035) includes the cost of twelve cases of training ammo for the upcoming department qualification.

-The Development Services Department (606) maintains the Professional Services paid for engineering, outside permit inspection, sanitary, and health inspection services with total expenses of \$7,945 or 38.34% of the annual budgeted amount.

20-WATER FUND

As of January 31, 2020, the Water Fund total revenues are \$364,496 or 35.12% of the total annual budgeted amount. Water Fund (Water department & Debt Service) expenses total \$245,857 or 23.69% of adopted budget.

Revenues (Water)

-Water consumption (5015) billed in January 2020 for the month of December 2019 is \$18,826. Due to an Incode/Beacon communication/integration issue, a small percentage of the monthly bills were estimated for November consumption. The issue has been addressed and actual readings

were taken for December consumption billed in January. While the January revenue from December consumption generated \$1,342 less than the prior year's December consumption, with some of the usage also accounting for the previous month's estimates, the volume of gallons will not be discussed here.

-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 33.41% and 33.63% respectively.

-The EAA Pass Thru (5036) fees are charged to customers based on usage, \$2,913 was recorded for the month and 36.59% of the annual budgeted amount has been recognized to date.

Expenses (Water)

Water department (606) expenses for the day-to-day operations are below budget with \$34,381 spent this month or 28.93% utilized. Well site #7 (6067) includes an adjustment of \$3,450 to move the cost of chemical feed equipment from 6072 Water System Maintenance.

Debt service payments are scheduled for February (principal and interest) and August (interest only).

PAYROLL

The City is on a bi-weekly payroll; there have been 9 pay periods out of 26 so approximately 34.62% should be expensed in the line items directly related to salaries. Workers Comp Insurance (1037) is at 22.96% which is expensed quarterly, with the next calculation and posting in March. There were vacancies throughout the City during the first quarter of the fiscal year – three positions in fire and two each in police and public works, which reduced the base for the expense calculation. At January 31, 2020, the City has one position vacant – in public works. TMRS (1040) expenditures for departments is at approximately 32.65%, below budget but in line with the related salaries and overtime accounts due to the position vacancies mentioned earlier. Health insurance related line items are at approximately 30.95%, below budget due to position vacancies.

Overtime in the Police Department is at 114.30% spent to maintain staffing levels while covering over paid time off (sick/vacation/holiday) and position vacancies, covering shifts while officers attended the mandatory training as well as continuing the additional holiday season patrols in the Paesanos area thru New Year's.

COURSES OF ACTION: None related to the report - informational.

FINANCIAL IMPACT: N/A

STAFF RECOMMENDATION: N/A



Monthly Financial Report

(January 31, 2020)

**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	January 31, 2020
General Fund (10)	\$ 4,208,728
Water Fund (20)	966,468
Debt Service Fund (30)	328,962
Crime Control District Fund (40)	610,481
PEG Funds (42)	107,449
Oak Wilt Fund (45)	100,562
Street Maintenance Fund (48)	488,056
Court Security/Technology (50)	58,845
Child Safety Fund (52)	3,085
LEOSE Fund (53)	(997)
GF Capital Replacement Fund (70)	2,395,346
Pet Documentation and Rescue Fund (75)	2,376
Total Cash & Investments **	\$ 9,269,361

***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		January 31, 2020
OPERATING BANK ACCOUNTS		
Frost Bank	\$	2,563,399
SAVINGS & BANK ACCOUNTS		
Frost Bank		3,521,056
POOLS		
Tex Star	\$ 2,212,467	
Texpool	210,891	
SUBTOTAL - POOLS		2,423,358
CERTIFICATES OF DEPOSIT		
Security Service Credit Union	\$ 256,884	
United SA Credit Union	252,524	
Generation Credit Union	252,140	
SUBTOTAL - CERTIFICATES OF DEPOSIT		761,548
Total Cash & Investments **	\$	9,269,361

***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 January 2020 are \$2,805,715 and are ahead of budget at 80.57%, normal for this time frame
- January 2020 Sales Tax revenue was \$37,938.
(Collections are for November 2019 sales from monthly filers.)
- Building Permits and Licenses revenue for the month was \$26,782 with \$21,657 collected in building permit fees and \$3,995 from plan review fees.
- Major Projects/Improvements in FY 2019-20

	<u>Budget</u>	<u>Expended</u>	<u>Balance</u>	<u>Status</u>
Northwest Military				
conduit relocation	\$ 47,000	\$ -	\$ 47,000	Not started
Widen rear Fire Station				
driveway	\$ 16,000	\$ -	\$ 16,000	Planning
NIBRS Upgrade -				
grant funded - SPPD	\$ 43,000	\$ 15,199	\$ 27,801	In process

Unassigned General Fund fund balance at September 30, 2019 = \$2,676,488 (Audited)
Unassigned General Fund fund balance at September 30, 2018 = \$2,648,513 (Audited)

10 - General Fund Revenues

Together We Can!



	FY 2019-20 ADOPTED BUDGET	FY 2019-20 JANUARY 2020	FY 2019-20 YEAR TO DATE	FY 2019-20 % BUDGET COLLECTED
CURRENT PROPERTY TAXES	\$ 3,482,353	\$ 871,597	\$ 2,805,715	80.57%
DEL. TAXES & PENALTIES	54,500	29,094	40,378	74.09%
SALES TAX	465,000	37,938	161,000	34.62%
MIXED BEVERAGE	23,000	5,270	10,111	43.96%
FRANCHISE REVENUES	482,500	13,475	139,737	28.96%
PERMITS & LICENSES	372,000	26,782	112,347	30.20%
COURT FEES	172,750	11,706	41,604	24.08%
POLICE/FIRE REVENUES	168,900	10,378	46,007	27.24%
MISC/INTEREST/GRANTS	202,404	8,666	37,187	18.37%
TRANSFERS IN	35,440	-	-	0.00%
TOTAL REVENUES	\$ 5,458,847	\$ 1,014,906	\$ 3,394,086	62.18%

10- General Fund Expenditures

Together We Can!



	FY 2019-20 ADOPTED BUDGET	FY 2019-20 JANUARY 2020	FY 2019-20 YEAR TO DATE	FY 2019-20 % BUDGET SPENT
CITY COUNCIL	\$ 35,247	\$ 1,820	\$ 15,535	44.07%
ADMINISTRATION	937,091	78,441	346,978	37.03%
COURT	90,970	7,013	34,419	37.84%
PUBLIC WORKS	599,307	31,604	139,681	23.31%
FIRE DEPARTMENT	1,932,711	118,298	574,111	29.70%
POLICE DEPARTMENT	1,779,346	133,210	641,153	36.03%
DEVELOPMENT SERVICES	84,175	7,945	32,270	38.34%
TOTAL EXPENDITURES	\$ 5,458,847	\$ 378,331	\$ 1,784,147	32.68%
REVENUES OVER/(UNDER) EXPENDITURES	\$ -	\$ 636,575	\$ 1,609,939	

Expenditures total \$1,784,147 through January 2020 or 32.68% of budget spent with 33.33% of budget complete (4 months).

20 - Water Fund Overview



Together We Can!

- Total revenues through January are \$364,496 for a total 35.12% of budget, including transfers in.
- Water consumption revenue for the month of January 2020 (actual December 2019 usage) is lower in comparison to the prior year by \$1,342
- Water Department expenses are below budget thru the month of January at \$245,857 with a total of 28.93% of the adopted budget spent with 33.33% of year complete.
- The next debt service payment will occur in February 2020 for principal and interest.
- Major Projects/Improvements in FY 2019-20:

	<u>Budget</u>	<u>Expended</u>	<u>Balance</u>	<u>Status</u>
Water meter replacement	\$ 14,400	\$ 6,964	\$ 7,436	In process
Replace spider water lines in one cul de sac	\$ 12,000	\$ -	\$ 12,000	Not started

20 - Utility Fund Revenues & Expenses

Together We Can!



	FY 2019-20 ADOPTED BUDGET	FY 2019-20 JANUARY 2020	FY 2019-20 YEAR TO DATE	FY 2019-20 % OF BUDGET
				<u>COLLECTED</u>
WATER CONSUMPTION	\$ 627,000	\$ 18,826	\$ 231,459	36.92%
DEBT SERVICE	188,317	15,738	62,908	33.41%
WATER SERVICE FEE	58,092	4,888	19,538	33.63%
EAA PASS THRU CHARGE	83,681	2,913	30,615	36.59%
MISC/INTEREST/GRANTS	66,400	3,929	19,975	30.08%
TRANSFERS IN	14,400	-	-	0.00%
TOTAL REVENUES	\$ 1,037,890	\$ 46,294	\$ 364,495	35.12%
				<u>SPENT</u>
WATER DEPARTMENT	\$ 849,856	34,381	245,857	28.93%
DEBT SERVICE	188,034	-	-	0.00%
TOTAL EXPENSES	\$ 1,037,890	\$ 34,381	\$ 245,857	23.69%
REVENUES OVER/(UNDER) EXPENSES	\$ -	\$ 11,913	\$ 118,638	

Special Revenue Funds

Together We Can!



40- Crime Control Prevention District

	FY 2019-20 ADOPTED BUDGET	FY 2019-20 JANUARY 2020	FY 2019-20 YEAR TO DATE	FY 2019-20 % OF BUDGET
BEGINNING FUND BALANCE	\$ 598,768	\$ 620,994	\$ 598,768	
Crime Control Sales Tax	\$ 116,250	\$ 9,404	\$ 39,245	COLLECTED 33.76%
Interest/Misc.	7,500	551	2,383	31.77%
TOTAL REVENUES	\$ 123,750	\$ 9,955	\$ 41,628	33.64%
Fire Expenditures	\$ 8,058	\$ -	\$ 624	SPENT 7.74%
Police Expenditures	77,843	-	8,823	11.33%
TOTAL EXPENDITURES	\$ 85,901	\$ -	\$ 9,447	11.00%
REVENUES OVER/(UNDER) EXPENDITURES	\$ 37,849	\$ 9,955	\$ 32,181	
PROJECTED ENDING FUND BALANCE	\$ 636,617	\$ 630,949	\$ 630,949	



40 – Crime Control Prevention District

- Supported by dedicated sales tax and interest income on invested balances.
- Major Projects/Improvements in FY 2019-20:

	<u>Budget</u>	<u>Expended</u>	<u>Balance</u>	<u>Status</u>
National Night Out	\$ 5,500	\$ 2,413	\$ 3,087	In process
Ticket writers/printers	\$ 13,796	\$ -	\$ 13,796	Planning
Shotgun locks/mounts	\$ 10,500	\$ -	\$ 10,500	Not started
Tasers	\$ 9,265	\$ 624	\$ 8,641	In process
Static radar signs	\$ 21,000	\$ -	\$ 21,000	Planning

Special Revenue Funds

Together We Can!



42- PEG Fund

	FY 2019-20 ADOPTED BUDGET	FY 2019-20 JANUARY 2020	FY 2019-20 YEAR TO DATE	FY 2019-20 % OF BUDGET
BEGINNING FUND BALANCE	<u>\$ 106,887</u>	<u>\$ 110,539</u>	<u>\$ 106,887</u>	
Franchise Fee- PEG	\$ 16,000	\$ 888	\$ 4,986	<u>COLLECTED</u> 31.16%
Misc/Interest	<u>1,200</u>	<u>97</u>	<u>421</u>	35.08%
TOTAL REVENUES	\$ 17,200	\$ 985	\$ 5,407	31.44%
PEG Expenditures	<u>19,300</u>	<u>-</u>	<u>770</u>	<u>SPENT</u> 3.99%
REVENUES OVER/(UNDER) EXPENDITURES	\$ (2,100)	\$ 985	\$ 4,637	
PROJECTED ENDING FUND BALANCE	<u><u>\$ 104,787</u></u>	<u><u>\$ 111,524</u></u>	<u><u>\$ 111,524</u></u>	

Special Revenue Funds

Together We Can!



45- Oak Wilt Fund

	FY 2019-20 ADOPTED BUDGET	FY 2019-20 JANUARY 2020	FY 2019-20 YEAR TO DATE	FY 2019-20 % OF BUDGET
BEGINNING FUND BALANCE	\$ 96,477	\$ 98,182	\$ 96,477	
Tree Trimming Permits Revenue	\$ 11,000	\$ 2,380	\$ 4,085	<u>COLLECTED</u> 37.14%
Oak Wilt Expenditures	500	-	-	<u>SPENT</u> 0.00%
REVENUES OVER/(UNDER) EXPENDITURES	\$ 10,500	\$ 2,380	\$ 4,085	
PROJECTED ENDING FUND BALANCE	\$ 106,977	\$ 100,562	\$ 100,562	

Special Revenue Funds

Together We Can!



48- Street Maintenance Fund

	FY 2019-20 ADOPTED BUDGET	FY 2019-20 JANUARY 2020	FY 2019-20 YEAR TO DATE	FY 2019-20 % OF BUDGET
BEGINNING FUND BALANCE	\$ 469,261	\$ 500,026	\$ 469,261	
Sales Tax Revenues	\$ 116,250	\$ 9,484	\$ 40,249	COLLECTED 34.62%
Materials/Supplies	\$ 50,000	\$ -	\$ -	SPENT 0.00%
REVENUES OVER/(UNDER) EXPENDITURES	\$ 66,250	\$ 9,484	\$ 40,249	
PROJECTED ENDING FUND BALANCE	\$ 535,511	\$ 509,510	\$ 509,510	



70- Capital Replacement Fund

	FY 2019-20 ADOPTED BUDGET	FY 2019-20 JANUARY 2020	FY 2019-20 YEAR TO DATE	FY 2019-20 % OF BUDGET
BEGINNING FUND BALANCE	\$ 2,513,388	\$ 2,450,677	\$ 2,513,388	
Interest Income	\$ 35,000	\$ 2,223	\$ 9,961	COLLECTED 28.46%
Transfers In - General Fund	297,582	-	-	0.00%
TOTAL REVENUES	\$ 332,582	\$ 2,223	\$ 9,961	3.00%
Administration	\$ 64,000	\$ 45	\$ 12,997	20.31%
Public Works	39,500	-	37,893	95.93%
Drainage	728,000	57,509	77,113	10.59%
Fire	8,000	-	-	0.00%
TOTAL EXPENDITURES	\$ 839,500	\$ 57,554	\$ 128,003	15.25%
REVENUES OVER/(UNDER) EXPENDITURES	\$ (506,918)	\$ (55,331)	\$ (118,042)	
PROJECTED ENDING FUND BALANCE	\$ 2,006,470	\$ 2,395,346	\$ 2,395,346	



70 – Capital Replacement Fund Overview

- Supported via budgeted transfers from the General Fund and interest earnings on invested balances.
- Major Projects/Improvements in FY 2019-20:

	<u>Budget</u>	<u>Expended</u>	<u>Balance</u>	<u>Status</u>
City Hall septic replacement	\$ 50,000	\$ -	\$ 50,000	Planning
City Hall HVAC replacement	\$ 8,000	\$ 8,898	\$ (898)	Completed
Heavy duty chipper	\$ 27,000	\$ 25,513	\$ 1,487	Completed
Grasshopper mower	\$ 12,500	\$ 12,381	\$ 119	Completed
Drainage projects	\$ 728,000	\$ 77,113	\$ 650,887	In process
Fire - gear extractor	\$ 8,000	\$ -	\$ 8,000	Planning



Questions

10 -GENERAL FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>5,458,847.00</u>	<u>1,014,906.32</u>	<u>3,394,086.55</u>	<u>2,064,760.45</u>	<u>62.18</u>
TOTAL REVENUES	<u>5,458,847.00</u>	<u>1,014,906.32</u>	<u>3,394,086.55</u>	<u>2,064,760.45</u>	<u>62.18</u>
<u>EXPENDITURE SUMMARY</u>					
CITY COUNCIL	35,247.00	1,819.83	15,535.15	19,711.85	44.08
ADMINISTRATION	937,091.00	78,441.48	346,978.01	590,112.99	37.03
COURT	90,970.00	7,013.29	34,419.17	56,550.83	37.84
PUBLIC WORKS	599,307.00	31,604.35	139,681.48	459,625.52	23.31
FIRE DEPARTMENT	1,932,711.00	118,298.09	574,111.39	1,358,599.61	29.70
POLICE DEPARTMENT	1,779,346.00	133,210.43	641,152.73	1,138,193.27	36.03
DEVELOPMENT SERVICES	<u>84,175.00</u>	<u>7,945.25</u>	<u>32,270.25</u>	<u>51,904.75</u>	<u>38.34</u>
TOTAL EXPENDITURES	<u>5,458,847.00</u>	<u>378,332.72</u>	<u>1,784,148.18</u>	<u>3,674,698.82</u>	<u>32.68</u>
REVENUES OVER/(UNDER) EXPENDITURES	0.00	636,573.60	1,609,938.37	(1,609,938.37)	0.00

10 -GENERAL FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

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	3,482,353.00	871,596.56	2,805,715.10	676,637.90	80.57
10-599-1020 DELINQUENT ADVALOREM TAXES	45,000.00	28,371.18	37,331.56	7,668.44	82.96
10-599-1030 PENALTY & INTEREST REVENUE	9,500.00	723.11	3,045.54	6,454.46	32.06
10-599-1040 MUNICIPAL SALES TAX	465,000.00	37,937.58	160,999.64	304,000.36	34.62
10-599-1060 MIXED BEVERAGE TAX	<u>23,000.00</u>	<u>5,269.72</u>	<u>10,110.97</u>	<u>12,889.03</u>	<u>43.96</u>
TOTAL TAXES	4,024,853.00	943,898.15	3,017,202.81	1,007,650.19	74.96
<u>FRANCHISE REVENUES</u>					
10-599-2020 FRANCHISE FEES - ELECTRIC	310,000.00	0.00	87,695.27	222,304.73	28.29
10-599-2022 FRANCHISE FEES - GAS	30,000.00	0.00	3,940.33	26,059.67	13.13
10-599-2024 FRANCHISE FEES - CABLE	85,000.00	4,439.50	24,929.76	60,070.24	29.33
10-599-2026 FRANCHISE FEES - PHONE	9,500.00	13.49	5,553.02	3,946.98	58.45
10-599-2027 FRANCHISE FEES - SAWS	16,000.00	0.00	0.00	16,000.00	0.00
10-599-2028 FRANCHISE FEES - REFUSE	<u>32,000.00</u>	<u>9,022.49</u>	<u>17,618.67</u>	<u>14,381.33</u>	<u>55.06</u>
TOTAL FRANCHISE REVENUES	482,500.00	13,475.48	139,737.05	342,762.95	28.96
<u>PERMITS & LICENSES</u>					
10-599-3010 BUILDING PERMITS	295,000.00	21,656.89	94,865.73	200,134.27	32.16
10-599-3012 PLAN REVIEW FEES	46,000.00	3,994.88	11,264.72	34,735.28	24.49
10-599-3018 CERT OF OCCUPANCY PERMITS	6,000.00	300.00	1,600.00	4,400.00	26.67
10-599-3020 PLATTING FEES	2,000.00	0.00	0.00	2,000.00	0.00
10-599-3025 VARIANCE/RE-ZONE FEES	1,000.00	0.00	1,050.00 (50.00)	105.00
10-599-3040 CONTRACTORS' LICENSES	3,000.00	324.75	951.00	2,049.00	31.70
10-599-3045 INSPECTION FEES	7,000.00	505.39	2,105.39	4,894.61	30.08
10-599-3048 COMMERCIAL SIGN PERMITS	1,500.00	0.00	100.00	1,400.00	6.67
10-599-3050 GARAGE SALE & OTHER PERMITS	1,500.00	0.00	110.00	1,390.00	7.33
10-599-3055 HEALTH INSPECTIONS	4,000.00	0.00	300.00	3,700.00	7.50
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	372,000.00	26,781.91	112,346.84	259,653.16	30.20
<u>COURT FEES</u>					
10-599-4010 MUNICIPAL COURT FINES	140,000.00	10,064.61	35,976.21	104,023.79	25.70
10-599-4021 ARREST FEES	5,000.00	449.10	1,601.18	3,398.82	32.02
10-599-4028 STATE COURT COST ALLOCATION	6,000.00	0.00	0.00	6,000.00	0.00
10-599-4030 WARRANT FEES	21,000.00	1,141.00	3,825.00	17,175.00	18.21
10-599-4036 JUDICIAL FEE - CITY	<u>750.00</u>	<u>50.90</u>	<u>201.73</u>	<u>548.27</u>	<u>26.90</u>
TOTAL COURT FEES	172,750.00	11,705.61	41,604.12	131,145.88	24.08
<u>POLICE/FIRE REVENUES</u>					
10-599-6010 POLICE REPORT REVENUE	400.00	0.00	36.00	364.00	9.00
10-599-6030 POLICE DEPT. REVENUE	3,500.00	250.00	735.00	2,765.00	21.00
10-599-6060 EMS FEES	<u>165,000.00</u>	<u>10,128.11</u>	<u>45,236.48</u>	<u>119,763.52</u>	<u>27.42</u>
TOTAL POLICE/FIRE REVENUES	168,900.00	10,378.11	46,007.48	122,892.52	27.24

10 -GENERAL FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>MISC./GRANTS/INTEREST</u>					
10-599-7000 INTEREST INCOME	81,194.00	4,934.35	19,255.51	61,938.49	23.72
10-599-7021 FEDERAL GRANTS	38,010.00	0.00	0.00	38,010.00	0.00
10-599-7025 US DOJ VEST GRANT	2,500.00	0.00	604.45	1,895.55	24.18
10-599-7030 FORESTRY SERVICE GRANT	10,000.00	0.00	0.00	10,000.00	0.00
10-599-7037 STRAC	7,000.00	0.00	0.00	7,000.00	0.00
10-599-7040 PUBLIC RECORDS REVENUE	50.00	0.00	0.20	49.80	0.40
10-599-7050 ADMINISTRATIVE INCOME	4,000.00	574.13	2,344.90	1,655.10	58.62
10-599-7060 CC SERVICE FEES	4,000.00	429.31	1,404.50	2,595.50	35.11
10-599-7070 RECYCLING REVENUE	3,500.00	576.69	1,346.63	2,153.37	38.48
10-599-7075 SITE LEASE/LICENSE FEES	26,150.00	2,152.58	8,610.32	17,539.68	32.93
10-599-7086 DONATIONS- ADMINISTRATION	6,000.00	0.00	2,000.00	4,000.00	33.33
10-599-7090 SALE OF CITY ASSETS	<u>20,000.00</u>	<u>0.00</u>	<u>1,621.74</u>	<u>18,378.26</u>	<u>8.11</u>
TOTAL MISC./GRANTS/INTEREST	202,404.00	8,667.06	37,188.25	165,215.75	18.37
<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	4,990.00	0.00	0.00	4,990.00	0.00
10-599-8050 TRF IN -COURT RESTRICTED	<u>8,400.00</u>	<u>0.00</u>	<u>0.00</u>	<u>8,400.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	35,440.00	0.00	0.00	35,440.00	0.00
TOTAL NON-DEPARTMENTAL	5,458,847.00	1,014,906.32	3,394,086.55	2,064,760.45	62.18
TOTAL REVENUES	5,458,847.00	1,014,906.32	3,394,086.55	2,064,760.45	62.18
	=====	=====	=====	=====	=====

10 -GENERAL FUND
CITY COUNCIL

% OF YEAR COMPLETED: 33.33

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	19.99	280.01	6.66
10-600-2035 COUNCIL/EMPLOYEE APPRECIATI	900.00	0.00	102.90	797.10	11.43
10-600-2037 CITY SPONSORED EVENTS	23,000.00	0.00	12,405.31	10,594.69	53.94
10-600-2040 MEETING SUPPLIES	900.00	0.00	363.36	536.64	40.37
10-600-2080 UNIFORMS	<u>200.00</u>	<u>0.00</u>	<u>61.72</u>	<u>138.28</u>	<u>30.86</u>
TOTAL SUPPLIES	25,300.00	0.00	12,953.28	12,346.72	51.20
<u>SERVICES</u>					
10-600-3018 CITY WIDE CLEAN UP	1,400.00	0.00	0.00	1,400.00	0.00
10-600-3020 ASSOCIATION DUES & PUBS	1,747.00	0.00	600.00	1,147.00	34.34
10-600-3030 TRAINING/EDUCATION	1,800.00	0.00	0.00	1,800.00	0.00
10-600-3040 TRAVEL/LODGING/MEALS	<u>500.00</u>	<u>0.00</u>	<u>162.04</u>	<u>337.96</u>	<u>32.41</u>
TOTAL SERVICES	5,447.00	0.00	762.04	4,684.96	13.99
<u>CONTRACTUAL</u>					
10-600-4088 ELECTION SERVICES	<u>3,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,000.00</u>	<u>0.00</u>
TOTAL CONTRACTUAL	3,000.00	0.00	0.00	3,000.00	0.00
<u>CAPITAL OUTLAY</u>					
10-600-8015 NON-CAPITAL-COMPUTER EQUIPM	<u>1,500.00</u>	<u>1,819.83</u>	<u>1,819.83</u>	(<u>319.83</u>)	<u>121.32</u>
TOTAL CAPITAL OUTLAY	1,500.00	1,819.83	1,819.83	(319.83)	121.32
<hr/>					
TOTAL CITY COUNCIL	35,247.00	1,819.83	15,535.15	19,711.85	44.08

10 -GENERAL FUND
ADMINISTRATION

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
10-601-1010 SALARIES	452,800.00	34,830.68	155,537.00	297,263.00	34.35
10-601-1015 OVERTIME	500.00	52.08	52.08	447.92	10.42
10-601-1020 MEDICARE	6,674.00	494.34	2,214.09	4,459.91	33.17
10-601-1025 TWC (SUI)	1,080.00	0.00	0.00	1,080.00	0.00
10-601-1030 HEALTH INSURANCE	34,320.00	2,860.00	11,440.00	22,880.00	33.33
10-601-1031 HSA	222.00	14.80	59.20	162.80	26.67
10-601-1033 DENTAL INSURANCE	2,771.00	231.01	924.04	1,846.96	33.35
10-601-1035 VISION CARE INSURANCE	528.00	43.94	175.76	352.24	33.29
10-601-1036 LIFE INSURANCE	422.00	35.10	140.40	281.60	33.27
10-601-1037 WORKERS' COMP INSURANCE	1,177.00	0.00	313.33	863.67	26.62
10-601-1040 TMRS RETIREMENT	64,208.00	4,940.97	22,041.39	42,166.61	34.33
10-601-1070 SPECIAL ALLOWANCES	<u>6,975.00</u>	<u>536.56</u>	<u>2,414.52</u>	<u>4,560.48</u>	<u>34.62</u>
TOTAL PERSONNEL	571,677.00	44,039.48	195,311.81	376,365.19	34.16
<u>SUPPLIES</u>					
10-601-2020 GENERAL OFFICE SUPPLIES	6,500.00	284.67	2,871.74	3,628.26	44.18
10-601-2025 BENEFITS CITYWIDE	2,000.00	450.00	450.00	1,550.00	22.50
10-601-2030 POSTAGE/METER RENTAL	11,980.00	916.31	3,782.25	8,197.75	31.57
10-601-2035 EMPLOYEE APPRECIATION	3,000.00	0.00	739.40	2,260.60	24.65
10-601-2050 PRINTING & COPYING	1,000.00	62.00	204.86	795.14	20.49
10-601-2060 MED EXAMS/SCREENING/TESTING	1,260.00	209.61	419.22	840.78	33.27
10-601-2070 JANITORIAL SUPPLIES	<u>0.00</u>	<u>0.00</u>	<u>24.10</u>	<u>(24.10)</u>	<u>0.00</u>
TOTAL SUPPLIES	25,740.00	1,922.59	8,491.57	17,248.43	32.99
<u>SERVICES</u>					
10-601-3010 ADVERTISING EXPENSE	4,000.00	585.25	3,315.50	684.50	82.89
10-601-3012 PROF. SERVICES-ENGINEERS	20,100.00	1,166.58	1,441.58	18,658.42	7.17
10-601-3013 PROFESSIONAL SERVICES	4,450.00	0.00	0.00	4,450.00	0.00
10-601-3015 PROF. SERVICES-LEGAL	48,000.00	5,492.79	20,816.92	27,183.08	43.37
10-601-3016 CODIFICATION EXPENSE	2,500.00	0.00	1,150.00	1,350.00	46.00
10-601-3020 ASSOCIATION DUES & PUBLICAT	4,100.00	568.00	3,048.50	1,051.50	74.35
10-601-3030 TRAINING/EDUCATION	4,500.00	113.50	113.50	4,386.50	2.52
10-601-3040 TRAVEL/MILEAGE/LODGING/PERD	4,500.00	900.67	1,394.62	3,105.38	30.99
10-601-3050 LIABILITY INSURANCE	9,700.00	0.00	9,040.32	659.68	93.20
10-601-3075 BANK/CREDIT CARD FEES	3,500.00	264.30	1,200.31	2,299.69	34.29
10-601-3085 WEBSITE TECHNOLGY	2,400.00	0.00	2,100.00	300.00	87.50
10-601-3087 CITIZENS COMMUNICATION/EDUC	<u>6,000.00</u>	<u>358.17</u>	<u>358.17</u>	<u>5,641.83</u>	<u>5.97</u>
TOTAL SERVICES	113,750.00	9,449.26	43,979.42	69,770.58	38.66
<u>CONTRACTUAL</u>					
10-601-4050 DOCUMENT STORAGE/ARCHIVES	4,000.00	209.50	842.50	3,157.50	21.06
10-601-4060 IT SERVICES	39,600.00	2,871.95	13,824.20	25,775.80	34.91
10-601-4075 COMPUTER SOFTWARE/INCODE	15,840.00	0.00	15,622.57	217.43	98.63
10-601-4083 AUDIT SERVICES	16,300.00	0.00	15,250.00	1,050.00	93.56
10-601-4084 BEXAR COUNTY APPRAISAL DIST	15,847.00	0.00	4,089.00	11,758.00	25.80
10-601-4085 BEXAR COUNTY TAX ASSESSOR	3,620.00	0.00	3,543.98	76.02	97.90
10-601-4086 CONTRACT LABOR	<u>500.00</u>	<u>0.00</u>	<u>1,990.25</u>	<u>(1,490.25)</u>	<u>398.05</u>
TOTAL CONTRACTUAL	95,707.00	3,081.45	55,162.50	40,544.50	57.64

10 -GENERAL FUND
ADMINISTRATION

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>MAINTENANCE</u>					
10-601-5005 EQUIPMENT LEASES	3,700.00	308.85	1,366.28	2,333.72	36.93
10-601-5010 EQUIPMENT MAINT & REPAIR	500.00	301.28	301.28	198.72	60.26
10-601-5015 ELECTRONIC EQPT MAINT	500.00	0.00	0.00	500.00	0.00
10-601-5030 BUILDING MAINTENANCE	<u>17,680.00</u>	<u>479.50</u>	<u>5,901.43</u>	<u>11,778.57</u>	<u>33.38</u>
TOTAL MAINTENANCE	22,380.00	1,089.63	7,568.99	14,811.01	33.82
<u>UTILITIES</u>					
10-601-7042 UTILITIES - PHONE/CELL/VOIP	<u>17,300.00</u>	<u>1,516.82</u>	<u>8,333.88</u>	<u>8,966.12</u>	<u>48.17</u>
TOTAL UTILITIES	17,300.00	1,516.82	8,333.88	8,966.12	48.17
<u>CAPITAL OUTLAY</u>					
10-601-8015 NON-CAPITAL-COMPUTER	1,500.00	0.00	1,577.01 (77.01)	105.13
10-601-8025 NON-CAPITAL-OFFICE FURNITUR	200.00	0.00	0.00	200.00	0.00
10-601-8080 CAPITAL - IMPROVEMENTS	<u>47,000.00</u>	<u>17,342.25</u>	<u>26,552.83</u>	<u>20,447.17</u>	<u>56.50</u>
TOTAL CAPITAL OUTLAY	48,700.00	17,342.25	28,129.84	20,570.16	57.76
<u>INTERFUND TRANSFERS</u>					
10-601-9010 TRANSFERS/CAPITAL REPLACEME	<u>41,837.00</u>	<u>0.00</u>	<u>0.00</u>	<u>41,837.00</u>	<u>0.00</u>
TOTAL INTERFUND TRANSFERS	41,837.00	0.00	0.00	41,837.00	0.00
<hr/>					
TOTAL ADMINISTRATION	937,091.00	78,441.48	346,978.01	590,112.99	37.03

10 -GENERAL FUND
COURT

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
10-602-1010 SALARIES	51,820.00	3,987.20	17,714.80	34,105.20	34.19
10-602-1020 MEDICARE	776.00	59.16	262.92	513.08	33.88
10-602-1025 TWC (SUI)	180.00	0.00	0.00	180.00	0.00
10-602-1036 LIFE INSURANCE	70.00	5.85	23.40	46.60	33.43
10-602-1037 WORKERS' COMP INSURANCE	137.00	0.00	35.91	101.09	26.21
10-602-1040 TMRS RETIREMENT	7,466.00	569.10	2,529.19	4,936.81	33.88
10-602-1070 SPECIAL ALLOWANCES	<u>1,200.00</u>	<u>92.30</u>	<u>415.35</u>	<u>784.65</u>	<u>34.61</u>
TOTAL PERSONNEL	61,649.00	4,713.61	20,981.57	40,667.43	34.03
<u>SUPPLIES</u>					
10-602-2020 OFFICE SUPPLIES	600.00	121.43	143.98	456.02	24.00
10-602-2050 PRINTING & COPYING	<u>1,000.00</u>	<u>573.00</u>	<u>573.00</u>	<u>427.00</u>	<u>57.30</u>
TOTAL SUPPLIES	1,600.00	694.43	716.98	883.02	44.81
<u>SERVICES</u>					
10-602-3015 JUDGE/PROSECUTOR	15,600.00	1,300.00	5,200.00	10,400.00	33.33
10-602-3020 ASSOCIATION DUES & PUBS	300.00	0.00	75.00	225.00	25.00
10-602-3030 TRAINING/EDUCATION	1,000.00	0.00	400.00	600.00	40.00
10-602-3040 TRAVEL/MILEAGE/LODGING/PERD	1,500.00	0.00	187.16	1,312.84	12.48
10-602-3050 LIABILITY INSURANCE	107.00	0.00	99.72	7.28	93.20
10-602-3070 PROPERTY INSURANCE	54.00	0.00	50.33	3.67	93.20
10-602-3075 BANK/CREDIT CARD FEES	<u>1,600.00</u>	<u>210.49</u>	<u>540.63</u>	<u>1,059.37</u>	<u>33.79</u>
TOTAL SERVICES	20,161.00	1,510.49	6,552.84	13,608.16	32.50
<u>CONTRACTUAL</u>					
10-602-4075 COMPUTER SOFTWARE/INCODE	<u>4,530.00</u>	<u>0.00</u>	<u>4,432.49</u>	<u>97.51</u>	<u>97.85</u>
TOTAL CONTRACTUAL	4,530.00	0.00	4,432.49	97.51	97.85
<u>UTILITIES</u>					
10-602-7042 UTILITIES - PHONE/CELL/VOIP	<u>1,130.00</u>	<u>94.76</u>	<u>379.45</u>	<u>750.55</u>	<u>33.58</u>
TOTAL UTILITIES	1,130.00	94.76	379.45	750.55	33.58
<u>CAPITAL OUTLAY</u>					
10-602-8015 NON-CAPITAL-COMPUTER	<u>1,900.00</u>	<u>0.00</u>	<u>1,355.84</u>	<u>544.16</u>	<u>71.36</u>
TOTAL CAPITAL OUTLAY	1,900.00	0.00	1,355.84	544.16	71.36
TOTAL COURT	90,970.00	7,013.29	34,419.17	56,550.83	37.84

10 -GENERAL FUND
PUBLIC WORKS

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
10-603-1010 SALARIES	200,550.00	13,864.38	52,050.71	148,499.29	25.95
10-603-1015 OVERTIME	3,000.00	462.85	1,317.32	1,682.68	43.91
10-603-1020 MEDICARE	3,320.00	210.02	789.19	2,530.81	23.77
10-603-1025 TWC (SUI)	720.00	0.00	1.69	718.31	0.23
10-603-1030 HEALTH INSURANCE	27,456.00	2,002.00	6,292.00	21,164.00	22.92
10-603-1031 HSA	178.00	12.95	40.70	137.30	22.87
10-603-1033 DENTAL INSURANCE	1,536.00	120.84	355.44	1,180.56	23.14
10-603-1035 VISION CARE INSURANCE	365.00	25.35	81.12	283.88	22.22
10-603-1036 LIFE INSURANCE	281.00	19.50	60.46	220.54	21.52
10-603-1037 WORKERS' COMP INSURANCE	5,249.00	0.00	1,291.39	3,957.61	24.60
10-603-1040 TMRS RETIREMENT	31,935.00	2,080.75	7,785.28	24,149.72	24.38
10-603-1070 SPECIAL ALLOWANCES	<u>7,200.00</u>	<u>588.50</u>	<u>2,440.53</u>	<u>4,759.47</u>	<u>33.90</u>
TOTAL PERSONNEL	281,790.00	19,387.14	72,505.83	209,284.17	25.73
<u>SUPPLIES</u>					
10-603-2020 OFFICE SUPPLIES	1,000.00	0.00	212.50	787.50	21.25
10-603-2050 PRINTING & COPYING	175.00	0.00	23.81	151.19	13.61
10-603-2060 MEDICAL EXAMS/SCREENING/TES	200.00	124.40	274.18 (74.18)	137.09
10-603-2070 JANITORIAL SUPPLIES	2,000.00	498.81	1,070.46	929.54	53.52
10-603-2080 UNIFORMS	1,500.00	668.19	698.19	801.81	46.55
10-603-2090 SMALL TOOLS	3,000.00	625.12	2,101.26	898.74	70.04
10-603-2091 SAFETY GEAR	<u>1,000.00</u>	<u>757.85</u>	<u>894.83</u>	<u>105.17</u>	<u>89.48</u>
TOTAL SUPPLIES	8,875.00	2,674.37	5,275.23	3,599.77	59.44
<u>SERVICES</u>					
10-603-3012 PROFESSIONAL - ENGINEERING	5,000.00	0.00	0.00	5,000.00	0.00
10-603-3013 PROFESSIONAL SERVICES	26,700.00	1,216.06	5,300.57	21,399.43	19.85
10-603-3014 PROF SERV - CH & MONUMENTS	20,000.00	0.00	2,463.63	17,536.37	12.32
10-603-3020 ASSOCIATION DUES & PUBS	300.00	0.00	0.00	300.00	0.00
10-603-3030 TRAINING/EDUCATION	300.00	75.00	75.00	225.00	25.00
10-603-3040 TRAVEL/MILEAGE/LODGING/PERD	250.00	0.00	0.00	250.00	0.00
10-603-3050 LIABILITY INSURANCE	3,890.00	0.00	3,625.45	264.55	93.20
10-603-3060 UNIFORM SERVICE	1,500.00	194.86	839.95	660.05	56.00
10-603-3070 PROPERTY INSURANCE	<u>1,930.00</u>	<u>0.00</u>	<u>1,798.74</u>	<u>131.26</u>	<u>93.20</u>
TOTAL SERVICES	59,870.00	1,485.92	14,103.34	45,766.66	23.56
<u>CONTRACTUAL</u>					
10-603-4075 COMPUTER SOFTWARE	<u>600.00</u>	<u>0.00</u>	<u>199.99</u>	<u>400.01</u>	<u>33.33</u>
TOTAL CONTRACTUAL	600.00	0.00	199.99	400.01	33.33
<u>MAINTENANCE</u>					
10-603-5005 EQUIPMENT LEASES	3,000.00	0.00	0.00	3,000.00	0.00
10-603-5010 EQUIPMENT MAINT & REPAIR	12,000.00	51.92	5,326.39	6,673.61	44.39
10-603-5020 VEHICLE MAINTENANCE	7,000.00	35.04	292.12	6,707.88	4.17
10-603-5030 BUILDING MAINTENANCE	11,000.00	1,839.64	4,622.21	6,377.79	42.02
10-603-5060 VEHICLE & EQPT FUELS	<u>5,000.00</u>	<u>490.02</u>	<u>1,797.86</u>	<u>3,202.14</u>	<u>35.96</u>
TOTAL MAINTENANCE	38,000.00	2,416.62	12,038.58	25,961.42	31.68

10 -GENERAL FUND
PUBLIC WORKS

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>DEPT MATERIALS-SERVICES</u>					
10-603-6011 CHEMICALS	750.00	19.97	554.97	195.03	74.00
10-603-6080 STREET MAINTENANCE	75,350.00	0.00	5,609.00	69,741.00	7.44
10-603-6081 SIGN MAINTENANCE	<u>2,000.00</u>	<u>0.00</u>	<u>1,004.10</u>	<u>995.90</u>	<u>50.21</u>
TOTAL DEPT MATERIALS-SERVICES	78,100.00	19.97	7,168.07	70,931.93	9.18
<u>UTILITIES</u>					
10-603-7040 UTILITIES - ELECTRIC	38,000.00	2,599.17	11,335.65	26,664.35	29.83
10-603-7041 UTILITIES - GAS	1,000.00	30.72	126.75	873.25	12.68
10-603-7042 UTILITIES - PHONE	500.00	37.00	148.00	352.00	29.60
10-603-7044 UTILITIES - WATER	12,000.00	505.77	6,308.20	5,691.80	52.57
10-603-7045 STREET LIGHTS	<u>30,000.00</u>	<u>2,400.77</u>	<u>9,747.01</u>	<u>20,252.99</u>	<u>32.49</u>
TOTAL UTILITIES	81,500.00	5,573.43	27,665.61	53,834.39	33.95
<u>CAPITAL OUTLAY</u>					
10-603-8005 OFFICE FURNITURE	300.00	0.00	0.00	300.00	0.00
10-603-8015 NON-CAPITAL-COMPUTER	<u>1,150.00</u>	<u>46.90</u>	<u>724.83</u>	<u>425.17</u>	<u>63.03</u>
TOTAL CAPITAL OUTLAY	1,450.00	46.90	724.83	725.17	49.99
<u>INTERFUND TRANSFERS</u>					
10-603-9010 TRF TO CAPITAL REPLACEMENT	<u>49,122.00</u>	<u>0.00</u>	<u>0.00</u>	<u>49,122.00</u>	<u>0.00</u>
TOTAL INTERFUND TRANSFERS	49,122.00	0.00	0.00	49,122.00	0.00
<hr/>					
TOTAL PUBLIC WORKS	599,307.00	31,604.35	139,681.48	459,625.52	23.31

10 -GENERAL FUND
FIRE DEPARTMENT

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
10-604-1010 SALARIES	1,103,800.00	78,717.97	353,647.97	750,152.03	32.04
10-604-1015 OVERTIME	35,000.00	2,963.43	12,856.29	22,143.71	36.73
10-604-1020 MEDICARE	16,907.00	1,144.23	5,193.73	11,713.27	30.72
10-604-1025 TWC (SUI)	3,060.00	0.00	17.39	3,042.61	0.57
10-604-1030 HEALTH INSURANCE	116,688.00	9,152.00	36,608.00	80,080.00	31.37
10-604-1031 HSA	755.00	44.40	185.00	570.00	24.50
10-604-1033 DENTAL INSURANCE	6,543.00	526.04	2,075.76	4,467.24	31.72
10-604-1035 VISION CARE INSURANCE	1,542.00	125.06	496.86	1,045.14	32.22
10-604-1036 LIFE INSURANCE	1,193.00	93.60	374.40	818.60	31.38
10-604-1037 WORKERS' COMP INSURANCE	30,992.00	0.00	5,819.59	25,172.41	18.78
10-604-1040 TMRS RETIREMENT	162,660.00	11,546.84	51,808.33	110,851.67	31.85
10-604-1070 SPECIAL ALLOWANCES	<u>16,520.00</u>	<u>1,091.84</u>	<u>4,882.10</u>	<u>11,637.90</u>	<u>29.55</u>
TOTAL PERSONNEL	1,495,660.00	105,405.41	473,965.42	1,021,694.58	31.69
<u>SUPPLIES</u>					
10-604-2020 OFFICE SUPPLIES	1,500.00	299.06	414.33	1,085.67	27.62
10-604-2060 MEDICAL EXAMS/SCREENING/TES	1,000.00	0.00	953.55	46.45	95.36
10-604-2070 JANITORIAL SUPPLIES	2,500.00	433.97	791.84	1,708.16	31.67
10-604-2080 UNIFORMS & ACCESSORIES	<u>7,000.00</u>	<u>91.55</u>	<u>4,486.47</u>	<u>2,513.53</u>	<u>64.09</u>
TOTAL SUPPLIES	12,000.00	824.58	6,646.19	5,353.81	55.38
<u>SERVICES</u>					
10-604-3017 PROFESSIONAL - MEDICAL DIRE	5,400.00	450.00	1,800.00	3,600.00	33.33
10-604-3020 ASSOCIATION DUES & PUBS	8,420.00	180.00	4,182.30	4,237.70	49.67
10-604-3030 TRAINING/EDUCATION	7,000.00	490.00	2,472.00	4,528.00	35.31
10-604-3040 TRAVEL/MILEAGE/LODGING/PERD	4,000.00	47.52	1,768.93	2,231.07	44.22
10-604-3050 LIABILITY INSURANCE	22,000.00	0.00	20,503.82	1,496.18	93.20
10-604-3070 PROPERTY INSURANCE	13,000.00	0.00	12,115.89	884.11	93.20
10-604-3080 SPECIAL SERVICES	10,800.00	866.63	3,243.41	7,556.59	30.03
10-604-3090 COMMUNICATIONS SERVICES	<u>4,668.00</u>	<u>357.56</u>	<u>1,430.72</u>	<u>3,237.28</u>	<u>30.65</u>
TOTAL SERVICES	75,288.00	2,391.71	47,517.07	27,770.93	63.11
<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	<u>3,900.00</u>	<u>0.00</u>	<u>1,799.91</u>	<u>2,100.09</u>	<u>46.15</u>
TOTAL CONTRACTUAL	9,900.00	0.00	7,631.91	2,268.09	77.09
<u>MAINTENANCE</u>					
10-604-5010 EQUIPMENT MAINT & REPAIR	4,500.00	0.00	986.25	3,513.75	21.92
10-604-5020 VEHICLE MAINTENANCE	15,000.00	4,825.98	9,375.93	5,624.07	62.51
10-604-5030 BUILDING MAINTENANCE	7,000.00	474.31	1,418.96	5,581.04	20.27
10-604-5060 VEHICLE & EQPT FUELS	<u>10,000.00</u>	<u>983.81</u>	<u>3,843.56</u>	<u>6,156.44</u>	<u>38.44</u>
TOTAL MAINTENANCE	36,500.00	6,284.10	15,624.70	20,875.30	42.81

10 -GENERAL FUND
FIRE DEPARTMENT

% OF YEAR COMPLETED: 33.33

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	287.80	2,702.85	4,297.15	38.61
10-604-6030 INVESTIGATIVE SUPPLIES/PROC	1,500.00	0.00	0.00	1,500.00	0.00
10-604-6040 EMS SUPPLIES	25,340.00	522.85	8,120.14	17,219.86	32.04
10-604-6045 FIRE FIGHTING EQPT SUPPLIES	10,000.00	128.00	1,889.34	8,110.66	18.89
10-604-6060 PPE MAINTENANCE	<u>14,100.00</u>	<u>2,418.00</u>	<u>3,587.25</u>	<u>10,512.75</u>	<u>25.44</u>
TOTAL DEPT MATERIALS-SERVICES	57,940.00	3,356.65	16,299.58	41,640.42	28.13
<u>UTILITIES</u>					
10-604-7044 UTILITIES - WATER	<u>1,400.00</u>	<u>35.64</u>	<u>3,815.67</u>	(<u>2,415.67</u>)	<u>272.55</u>
TOTAL UTILITIES	1,400.00	35.64	3,815.67	(2,415.67)	272.55
<u>CAPITAL OUTLAY</u>					
10-604-8015 NON-CAPITAL-COMPUTER EQUIPM	1,900.00	0.00	1,197.85	702.15	63.04
10-604-8040 CAPITAL - PPE EQUIPMENT	2,500.00	0.00	1,413.00	1,087.00	56.52
10-604-8080 CAPITAL - IMPROVEMENT	<u>16,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>16,000.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	20,400.00	0.00	2,610.85	17,789.15	12.80
<u>INTERFUND TRANSFERS</u>					
10-604-9000 GRANT EXPENDITURES	17,000.00	0.00	0.00	17,000.00	0.00
10-604-9010 TRF TO CAPITAL REPLACEMENT	<u>206,623.00</u>	<u>0.00</u>	<u>0.00</u>	<u>206,623.00</u>	<u>0.00</u>
TOTAL INTERFUND TRANSFERS	223,623.00	0.00	0.00	223,623.00	0.00
<hr/>					
TOTAL FIRE DEPARTMENT	1,932,711.00	118,298.09	574,111.39	1,358,599.61	29.70

10 -GENERAL FUND
POLICE DEPARTMENT

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
10-605-1010 SALARIES	1,129,812.00	86,805.83	376,339.60	753,472.40	33.31
10-605-1015 OVERTIME	16,000.00	1,050.96	18,288.06 (2,288.06)	114.30
10-605-1020 MEDICARE	17,149.00	1,272.57	5,739.76	11,409.24	33.47
10-605-1025 TWC (SUI)	3,420.00	0.00	11.64	3,408.36	0.34
10-605-1030 HEALTH INSURANCE	130,416.00	10,868.00	41,756.00	88,660.00	32.02
10-605-1031 HSA	844.00	70.30	270.10	573.90	32.00
10-605-1033 DENTAL INSURANCE	7,216.00	629.84	2,417.70	4,798.30	33.50
10-605-1035 VISION CARE INSURANCE	1,744.00	148.72	571.22	1,172.78	32.75
10-605-1036 LIFE INSURANCE	1,334.00	111.15	427.05	906.95	32.01
10-605-1037 WORKERS' COMP INSURANCE	28,046.00	0.00	7,856.87	20,189.13	28.01
10-605-1040 TMRS RETIREMENT	164,985.00	12,594.03	56,537.80	108,447.20	34.27
10-605-1070 SPECIAL ALLOWANCES	<u>36,875.00</u>	<u>2,423.06</u>	<u>10,661.46</u>	<u>26,213.54</u>	<u>28.91</u>
TOTAL PERSONNEL	1,537,841.00	115,974.46	520,877.26	1,016,963.74	33.87
<u>SUPPLIES</u>					
10-605-2020 OFFICE SUPPLIES	3,000.00	0.00	342.86	2,657.14	11.43
10-605-2050 PRINTING & COPYING	1,300.00	0.00	729.91	570.09	56.15
10-605-2060 MEDICAL/SCREENING/TESTING/B	500.00	0.00	266.25	233.75	53.25
10-605-2080 UNIFORMS & ACCESSORIES	<u>27,000.00</u>	<u>4,575.05</u>	<u>14,539.49</u>	<u>12,460.51</u>	<u>53.85</u>
TOTAL SUPPLIES	31,800.00	4,575.05	15,878.51	15,921.49	49.93
<u>SERVICES</u>					
10-605-3020 ASSOCIATION DUES & PUBS	2,869.00	248.10	818.81	2,050.19	28.54
10-605-3030 TRAINING/EDUCATION	3,500.00	400.00	1,801.75	1,698.25	51.48
10-605-3040 TRAVEL/MILEAGE/LODGING/PERD	5,000.00	0.00	847.68	4,152.32	16.95
10-605-3050 LIABILITY INSURANCE	17,900.00	0.00	16,682.66	1,217.34	93.20
10-605-3060 UNIFORM MAINTENANCE	6,000.00	596.12	1,527.85	4,472.15	25.46
10-605-3071 PROPERTY INSURANCE	8,400.00	0.00	7,828.73	571.27	93.20
10-605-3072 ANIMAL CONTROL SERVICES	12,500.00	1,000.00	4,000.00	8,500.00	32.00
10-605-3087 CITIZENS COMMUNICATION/ED	400.00	0.00	0.00	400.00	0.00
10-605-3090 COMMUNCIATIONS SERVICES	<u>5,600.00</u>	<u>455.90</u>	<u>1,823.54</u>	<u>3,776.46</u>	<u>32.56</u>
TOTAL SERVICES	62,169.00	2,700.12	35,331.02	26,837.98	56.83
<u>CONTRACTUAL</u>					
10-605-4045 CONTRACT/RADIO FEES COSA	8,000.00	0.00	7,776.00	224.00	97.20
10-605-4075 COMPUTER SOFTWARE/INCODE	<u>15,886.00</u>	<u>33.00</u>	<u>10,160.25</u>	<u>5,725.75</u>	<u>63.96</u>
TOTAL CONTRACTUAL	23,886.00	33.00	17,936.25	5,949.75	75.09
<u>MAINTENANCE</u>					
10-605-5005 EQUIPMENT LEASES	2,000.00	114.86	448.83	1,551.17	22.44
10-605-5010 EQUIPMENT MAINT & REPAIR	3,000.00	0.00	644.89	2,355.11	21.50
10-605-5015 ELECTRONIC EQPT MAINT	5,350.00	113.85	3,457.60	1,892.40	64.63
10-605-5020 VEHICLE MAINTENANCE	23,000.00	3,761.35	11,574.06	11,425.94	50.32
10-605-5060 VEHICLE & EQPT FUELS	<u>30,000.00</u>	<u>2,787.56</u>	<u>11,891.33</u>	<u>18,108.67</u>	<u>39.64</u>
TOTAL MAINTENANCE	63,350.00	6,777.62	28,016.71	35,333.29	44.23

10 -GENERAL FUND
POLICE DEPARTMENT

% OF YEAR COMPLETED: 33.33

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	651.46	1,286.43	1,713.57	42.88
10-605-6032 POLICE SAFETY SUPPLIES	3,000.00	0.00	1,041.89	1,958.11	34.73
10-605-6035 FIREARMS EQUIPMENT/SUPPLIES	<u>6,500.00</u>	<u>2,152.80</u>	<u>4,198.49</u>	<u>2,301.51</u>	<u>64.59</u>
TOTAL DEPT MATERIALS-SERVICES	12,500.00	2,804.26	6,526.81	5,973.19	52.21
<u>UTILITIES</u>					
10-605-7042 UTILITES- PHONE	<u>4,400.00</u>	<u>345.92</u>	<u>1,387.17</u>	<u>3,012.83</u>	<u>31.53</u>
TOTAL UTILITIES	4,400.00	345.92	1,387.17	3,012.83	31.53
<u>CAPITAL OUTLAY</u>					
10-605-8015 NON-CAPITAL-COMPUTER EQUIP.	<u>400.00</u>	<u>0.00</u>	<u>0.00</u>	<u>400.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	400.00	0.00	0.00	400.00	0.00
<u>INTERFUND TRANSFERS</u>					
10-605-9000 GRANT EXPENDITURES	<u>43,000.00</u>	<u>0.00</u>	<u>15,199.00</u>	<u>27,801.00</u>	<u>35.35</u>
TOTAL INTERFUND TRANSFERS	43,000.00	0.00	15,199.00	27,801.00	35.35
<hr/>					
TOTAL POLICE DEPARTMENT	1,779,346.00	133,210.43	641,152.73	1,138,193.27	36.03

10 -GENERAL FUND
DEVELOPMENT SERVICES

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>SUPPLIES</u>					
10-607-2020 OFFICE SUPPLIES	325.00	0.00	0.00	325.00	0.00
10-607-2050 PRINTING & COPYING	<u>750.00</u>	<u>0.00</u>	<u>0.00</u>	<u>750.00</u>	<u>0.00</u>
TOTAL SUPPLIES	1,075.00	0.00	0.00	1,075.00	0.00
<u>SERVICES</u>					
10-607-3012 PROF -ENGINEERING REVIEW	2,000.00	0.00	0.00	2,000.00	0.00
10-607-3015 PROF -BLDG INSPECTION SERVI	75,000.00	5,765.25	29,040.25	45,959.75	38.72
10-607-3016 PROF -HEALTH INSPECTOR	2,000.00	180.00	720.00	1,280.00	36.00
10-607-3017 PROF -SANITARY INSPECTION S	2,500.00	500.00	1,010.00	1,490.00	40.40
10-607-3020 ASSOCIATION DUES & PUBS	<u>100.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>	<u>0.00</u>
TOTAL SERVICES	81,600.00	6,445.25	30,770.25	50,829.75	37.71
<u>CONTRACTUAL</u>					
10-607-4075 COMPUTER SOFTWARE/MAINTENAN	<u>1,500.00</u>	<u>1,500.00</u>	<u>1,500.00</u>	<u>0.00</u>	<u>100.00</u>
TOTAL CONTRACTUAL	1,500.00	1,500.00	1,500.00	0.00	100.00
TOTAL DEVELOPMENT SERVICES	84,175.00	7,945.25	32,270.25	51,904.75	38.34
TOTAL EXPENDITURES	5,458,847.00	378,332.72	1,784,148.18	3,674,698.82	32.68
REVENUES OVER/(UNDER) EXPENDITURES	0.00	636,573.60	1,609,938.37	(1,609,938.37)	0.00

20 -WATER FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>1,037,890.00</u>	<u>46,293.82</u>	<u>364,495.74</u>	<u>673,394.26</u>	<u>35.12</u>
TOTAL REVENUES	<u>1,037,890.00</u>	<u>46,293.82</u>	<u>364,495.74</u>	<u>673,394.26</u>	<u>35.12</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
WATER DEPARTMENT	849,856.00	34,380.77	245,856.69	603,999.31	28.93
DEBT SERVICE	<u>188,034.00</u>	<u>0.00</u>	<u>0.00</u>	<u>188,034.00</u>	<u>0.00</u>
TOTAL EXPENDITURES	<u>1,037,890.00</u>	<u>34,380.77</u>	<u>245,856.69</u>	<u>792,033.31</u>	<u>23.69</u>
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	11,913.05	118,639.05 (118,639.05)	0.00

20 -WATER FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>NON-DEPARTMENTAL</u>					
<u>WATER SALES</u>					
20-599-5015 WATER CONSUMPTION	627,000.00	18,825.58	231,458.57	395,541.43	36.92
20-599-5016 LATE CHARGES	6,000.00 (25.40)	1,973.34	4,026.66	32.89
20-599-5018 DEBT SERVICE	188,317.00	15,738.26	62,907.88	125,409.12	33.41
20-599-5019 WATER SERVICE FEE	58,092.00	4,887.74	19,538.52	38,553.48	33.63
20-599-5036 EAA PASS THRU CHARGE	<u>83,681.00</u>	<u>2,913.00</u>	<u>30,615.00</u>	<u>53,066.00</u>	<u>36.59</u>
TOTAL WATER SALES	963,090.00	42,339.18	346,493.31	616,596.69	35.98
<u>MISC./GRANTS/INTEREST</u>					
20-599-7000 INTEREST INCOME	12,000.00	679.01	4,484.92	7,515.08	37.37
20-599-7011 OTHER INCOME	0.00	2.67	7.12 (7.12)	0.00
20-599-7012 LEASE OF WATER RIGHTS	10,000.00	0.00	0.00	10,000.00	0.00
20-599-7060 CC SERVICE FEES	1,200.00	178.09	732.78	467.22	61.07
20-599-7075 SITE/TOWER LEASE REVENUE	37,200.00	3,094.87	12,369.37	24,830.63	33.25
20-599-7090 SALE OF FIXED ASSETS	<u>0.00</u>	<u>0.00</u>	<u>408.24 (</u>	<u>408.24)</u>	<u>0.00</u>
TOTAL MISC./GRANTS/INTEREST	60,400.00	3,954.64	18,002.43	42,397.57	29.81
<u>TRANSFERS IN</u>					
20-599-8072 TRF IN-CAPITAL REPLACEMENT	<u>14,400.00</u>	<u>0.00</u>	<u>0.00</u>	<u>14,400.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	14,400.00	0.00	0.00	14,400.00	0.00
TOTAL NON-DEPARTMENTAL	1,037,890.00	46,293.82	364,495.74	673,394.26	35.12
TOTAL REVENUES	<u>1,037,890.00</u>	<u>46,293.82</u>	<u>364,495.74</u>	<u>673,394.26</u>	<u>35.12</u>

20 -WATER FUND
WATER DEPARTMENT

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
20-606-1010 SALARIES	206,130.00	13,652.86	60,696.58	145,433.42	29.45
20-606-1015 OVERTIME	8,000.00	766.80	5,209.82	2,790.18	65.12
20-606-1020 MEDICARE	2,990.00	211.83	971.34	2,018.66	32.49
20-606-1025 TWC (SUI)	720.00	0.00	0.00	720.00	0.00
20-606-1030 HEALTH INSURANCE	27,450.00	2,002.00	8,008.00	19,442.00	29.17
20-606-1031 HSA	170.00	12.95	51.80	118.20	30.47
20-606-1033 DENTAL INSURANCE	1,360.00	106.64	426.56	933.44	31.36
20-606-1035 VISION CARE INSURANCE	330.00	25.35	101.40	228.60	30.73
20-606-1036 LIFE INSURANCE	280.00	19.50	78.00	202.00	27.86
20-606-1037 WORKERS' COMP INSURANCE	6,890.00	0.00	1,325.67	5,564.33	19.24
20-606-1040 TMRS RETIREMENT	28,750.00	2,080.78	9,505.45	19,244.55	33.06
20-606-1070 SPECIAL ALLOWANCES	<u>10,650.00</u>	<u>496.18</u>	<u>2,232.81</u>	<u>8,417.19</u>	<u>20.97</u>
TOTAL PERSONNEL	293,720.00	19,374.89	88,607.43	205,112.57	30.17
<u>SUPPLIES</u>					
20-606-2020 OFFICE SUPPLIES	1,500.00 (8.54)	278.99	1,221.01	18.60
20-606-2030 POSTAGE	3,130.00	151.59	1,313.34	1,816.66	41.96
20-606-2035 EMPLOYEE APPRECIATION	100.00	0.00	22.49	77.51	22.49
20-606-2050 PRINTING & COPYING	600.00	0.00	23.81	576.19	3.97
20-606-2060 MED EXAMS/SCREENING/TESTING	100.00	0.00	0.00	100.00	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	435.49	3,755.25	1,344.75	73.63
20-606-2080 UNIFORMS	1,200.00	234.16	234.16	965.84	19.51
20-606-2090 SMALL TOOLS	2,000.00	3.60	1,834.15	165.85	91.71
20-606-2091 SAFETY SUPPLIES/EQUIPMENT	<u>1,200.00</u>	<u>242.70</u>	<u>655.61</u>	<u>544.39</u>	<u>54.63</u>
TOTAL SUPPLIES	15,030.00	1,059.00	8,117.80	6,912.20	54.01
<u>SERVICES</u>					
20-606-3012 ENGINEERING SERVICES	10,000.00	0.00	831.25	9,168.75	8.31
20-606-3013 PROFESSIONAL SERVICES	2,000.00	0.00	0.00	2,000.00	0.00
20-606-3020 ASSOCIATION DUES & PUBS	2,215.00	300.00	682.00	1,533.00	30.79
20-606-3030 TRAINING/EDUCATION	2,700.00	0.00	585.00	2,115.00	21.67
20-606-3040 TRAVEL/MILEAGE/LODGING/PERD	1,500.00	0.00	65.42	1,434.58	4.36
20-606-3050 INSURANCE - LIABILITY	4,075.00	0.00	3,797.87	277.13	93.20
20-606-3060 UNIFORM SERVICES	2,500.00	194.85	839.88	1,660.12	33.60
20-606-3070 INSURANCE - PROPERTY	1,985.00	0.00	1,850.00	135.00	93.20
20-606-3075 CONSERV. ED./REBATES	100.00	0.00	0.00	100.00	0.00
20-606-3080 SPECIAL SERVICES	500.00	333.25	411.15	88.85	82.23
20-606-3082 WATER ANALYSIS FEES	<u>6,500.00</u>	<u>555.00</u>	<u>2,579.70</u>	<u>3,920.30</u>	<u>39.69</u>
TOTAL SERVICES	34,075.00	1,383.10	11,642.27	22,432.73	34.17
<u>CONTRACTUAL</u>					
20-606-4075 COMPUTER SOFTWARE/INCODE	9,066.00	1,074.87	4,829.04	4,236.96	53.27
20-606-4085 EAA -WATER MANAGEMENT FEES	<u>84,084.00</u>	<u>6,586.52</u>	<u>27,606.11</u>	<u>56,477.89</u>	<u>32.83</u>
TOTAL CONTRACTUAL	93,150.00	7,661.39	32,435.15	60,714.85	34.82

20 -WATER FUND
WATER DEPARTMENT

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>MAINTENANCE</u>					
20-606-5005 EQUIPMENT LEASES	1,500.00	0.00	150.00	1,350.00	10.00
20-606-5010 EQUIPMENT MAINT & REPAIR	5,000.00	0.00	2,582.65	2,417.35	51.65
20-606-5015 ELECTRONIC EQPT MAINTENANCE	500.00	114.79	177.29	322.71	35.46
20-606-5020 VEHICLE MAINTENANCE	3,000.00	220.19	347.81	2,652.19	11.59
20-606-5030 BUILDING MAINTENANCE	2,500.00	221.31	258.43	2,241.57	10.34
20-606-5060 VEHICLE & EQPT FUELS	<u>4,000.00</u>	<u>348.03</u>	<u>1,262.73</u>	<u>2,737.27</u>	<u>31.57</u>
TOTAL MAINTENANCE	16,500.00	904.32	4,778.91	11,721.09	28.96
<u>DEPT MATERIALS-SERVICES</u>					
20-606-6011 CHEMICALS	16,500.00	139.47	5,121.95	11,378.05	31.04
20-606-6050 WATER METERS & BOXES	4,500.00	0.00	1,286.82	3,213.18	28.60
20-606-6055 FIRE HYDRANTS & VALVES	7,000.00	0.00	8,940.59 (1,940.59)	127.72
20-606-6060 HUEBNER STORAGE TANK	5,000.00	0.00	9,698.46 (4,698.46)	193.97
20-606-6061 ELEVATED STORAGE TANK- #1 W	4,750.00	0.00	198.75	4,551.25	4.18
20-606-6062 WELL SITE #2-EAA MONITORED	1,300.00	0.00	0.00	1,300.00	0.00
20-606-6063 WELL SITE #3-NOT OPERATION	1,800.00	0.00	0.00	1,800.00	0.00
20-606-6064 WELL SITE #4-NOT OPERATION	1,300.00	0.00	0.00	1,300.00	0.00
20-606-6065 WELL SITE #5-EDWARDS BLENDI	4,000.00	0.00	223.49	3,776.51	5.59
20-606-6066 WELL SITE #6-MUNI TRACT	4,000.00	0.00	222.89	3,777.11	5.57
20-606-6067 WELL SITE #7	4,000.00	3,450.00	3,672.89	327.11	91.82
20-606-6068 WELL SITE #8	4,000.00	0.00	222.89	3,777.11	5.57
20-606-6069 WELL SITE #9-TRINITY	4,000.00	0.00	562.50	3,437.50	14.06
20-606-6070 SCADA SYSTEM MAINTENANCE	7,000.00	0.00	2,483.20	4,516.80	35.47
20-606-6071 SHAVANO DRIVE PUMP STATION	22,500.00	0.00	8,905.46	13,594.54	39.58
20-606-6072 WATER SYSTEM MAINTENANCE	22,500.00 (2,610.30)	7,553.44	14,946.56	33.57
20-606-6080 STREET MAINT SUPPLIES	<u>1,500.00</u>	<u>0.00</u>	<u>802.00</u>	<u>698.00</u>	<u>53.47</u>
TOTAL DEPT MATERIALS-SERVICES	115,650.00	979.17	49,895.33	65,754.67	43.14
<u>UTILITIES</u>					
20-606-7040 UTILITIES - ELECTRIC	75,000.00	2,846.46	17,728.77	57,271.23	23.64
20-606-7042 UTILITIES - PHONE/CELL	825.00	111.00	444.00	381.00	53.82
20-606-7044 UTILITIES - WATER	<u>300.00</u>	<u>14.96</u>	<u>167.06</u>	<u>132.94</u>	<u>55.69</u>
TOTAL UTILITIES	76,125.00	2,972.42	18,339.83	57,785.17	24.09
<u>CAPITAL OUTLAY</u>					
20-606-8015 NON-CAPITAL - COMPUTERS	750.00	46.48	724.40	25.60	96.59
20-606-8020 NON-CAPITAL MAINTENANCE EQU	1,000.00	0.00	495.24	504.76	49.52
20-606-8080 WATER SYSTEM IMPROVEMENTS	28,700.00	0.00	23,856.67	4,843.33	83.12
20-606-8087 WATER METER REPLACEMENT	<u>14,400.00</u>	<u>0.00</u>	<u>6,963.66</u>	<u>7,436.34</u>	<u>48.36</u>
TOTAL CAPITAL OUTLAY	44,850.00	46.48	32,039.97	12,810.03	71.44
<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>138,706.00</u>	<u>0.00</u>	<u>0.00</u>	<u>138,706.00</u>	<u>0.00</u>
TOTAL INTERFUND TRANSFERS	160,756.00	0.00	0.00	160,756.00	0.00
TOTAL WATER DEPARTMENT	849,856.00	34,380.77	245,856.69	603,999.31	28.93

20 -WATER FUND
DEBT SERVICE

% OF YEAR COMPLETED: 33.33

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	40,073.00	0.00	0.00	40,073.00	0.00
20-607-8015 2009 GO REFUND - INTEREST	801.00	0.00	0.00	801.00	0.00
20-607-8016 2017 GO REFUNDING (2009) PR	70,000.00	0.00	0.00	70,000.00	0.00
20-607-8017 2017 GO REFUNDING (2009) IN	66,400.00	0.00	0.00	66,400.00	0.00
20-607-8030 BOND AGENT FEES	200.00	0.00	0.00	200.00	0.00
20-607-8056 2018 GO REFUNDING (2009) PR	3,083.00	0.00	0.00	3,083.00	0.00
20-607-8057 2018 GO REFUNDING (2009) IN	<u>7,477.00</u>	<u>0.00</u>	<u>0.00</u>	<u>7,477.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	188,034.00	0.00	0.00	188,034.00	0.00
<hr/>					
TOTAL DEBT SERVICE	188,034.00	0.00	0.00	188,034.00	0.00
<hr/>					
TOTAL EXPENDITURES	<u>1,037,890.00</u>	<u>34,380.77</u>	<u>245,856.69</u>	<u>792,033.31</u>	<u>23.69</u>
<hr/>					
REVENUES OVER/(UNDER) EXPENDITURES	<u>0.00</u>	<u>11,913.05</u>	<u>118,639.05</u>	<u>(118,639.05)</u>	<u>0.00</u>
<hr/>					

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2020

30 -DEBT SERVICE FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>199,351.00</u>	<u>42,378.28</u>	<u>133,492.51</u>	<u>65,858.49</u>	<u>66.96</u>
TOTAL REVENUES	<u>199,351.00</u>	<u>42,378.28</u>	<u>133,492.51</u>	<u>65,858.49</u>	<u>66.96</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
DEBT SERVICE	<u>199,351.00</u>	<u>0.00</u>	<u>0.00</u>	<u>199,351.00</u>	<u>0.00</u>
TOTAL EXPENDITURES	<u>199,351.00</u>	<u>0.00</u>	<u>0.00</u>	<u>199,351.00</u>	<u>0.00</u>
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	42,378.28	133,492.51 (133,492.51)	0.00

30 -DEBT SERVICE FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON-DEPARTMENTAL</u>					
<u>TAXES</u>					
30-599-1010 CURRENT ADVALOREM TAXES	121,603.00	40,401.63	130,054.91 (8,451.91)	106.95
30-599-1020 DELINQUENT ADVALOREM TAXES	0.00	1,617.20	2,091.23 (2,091.23)	0.00
30-599-1030 PENALTY & INTEREST	<u>0.00</u>	<u>42.16</u>	<u>166.25</u> (<u>166.25)</u>	<u>0.00</u>
TOTAL TAXES	121,603.00	42,060.99	132,312.39 (10,709.39)	108.81
 <u>TRANSFERS IN</u>					
30-599-8010 INTEREST INCOME	0.00	317.29	1,180.12 (1,180.12)	0.00
30-599-8030 FUND BALANCE - TRANSFER IN	<u>77,748.00</u>	<u>0.00</u>	<u>0.00</u>	<u>77,748.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	77,748.00	317.29	1,180.12	76,567.88	1.52
<hr/>					
TOTAL NON-DEPARTMENTAL	199,351.00	42,378.28	133,492.51	65,858.49	66.96
<hr/>					
TOTAL REVENUES	199,351.00	42,378.28	133,492.51	65,858.49	66.96
	=====	=====	=====	=====	=====

30 -DEBT SERVICE FUND
DEBT SERVICE

% OF YEAR COMPLETED: 33.33

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	154,928.00	0.00	0.00	154,928.00	0.00
30-607-8052 2009 GO REFUNDING-INTEREST	3,099.00	0.00	0.00	3,099.00	0.00
30-607-8054 BOND AGENT FEES	500.00	0.00	0.00	500.00	0.00
30-607-8056 2018 GO REFUNDING (2009) PR	11,918.00	0.00	0.00	11,918.00	0.00
30-607-8057 2018 GO REFUNDING (2009) IN	<u>28,906.00</u>	<u>0.00</u>	<u>0.00</u>	<u>28,906.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	199,351.00	0.00	0.00	199,351.00	0.00
<hr/>					
TOTAL DEBT SERVICE	199,351.00	0.00	0.00	199,351.00	0.00
<hr/>					
TOTAL EXPENDITURES	199,351.00	0.00	0.00	199,351.00	0.00
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	42,378.28	133,492.51 (133,492.51)	0.00
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2020

40 -CRIME CONTROL DISTRICT
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>123,750.00</u>	<u>9,955.18</u>	<u>41,628.73</u>	<u>82,121.27</u>	<u>33.64</u>
TOTAL REVENUES	<u>123,750.00</u>	<u>9,955.18</u>	<u>41,628.73</u>	<u>82,121.27</u>	<u>33.64</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
FIRE DEPARTMENT	8,058.00	0.00	624.00	7,434.00	7.74
POLICE DEPARTMENT	<u>77,843.00</u>	<u>0.00</u>	<u>8,823.70</u>	<u>69,019.30</u>	<u>11.34</u>
TOTAL EXPENDITURES	<u>85,901.00</u>	<u>0.00</u>	<u>9,447.70</u>	<u>76,453.30</u>	<u>11.00</u>
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	37,849.00	9,955.18	32,181.03	5,667.97	85.02

40 -CRIME CONTROL DISTRICT
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON-DEPARTMENTAL</u>					
<u>TAXES</u>					
40-599-1050 SALES - CRIME CONTROL DIST	<u>116,250.00</u>	<u>9,404.06</u>	<u>39,245.45</u>	<u>77,004.55</u>	<u>33.76</u>
TOTAL TAXES	116,250.00	9,404.06	39,245.45	77,004.55	33.76
<u>MISC./GRANTS/INTEREST</u>					
<hr/>					
<u>TRANSFERS IN</u>					
40-599-8005 INTEREST INCOME	<u>7,500.00</u>	<u>551.12</u>	<u>2,383.28</u>	<u>5,116.72</u>	<u>31.78</u>
TOTAL TRANSFERS IN	7,500.00	551.12	2,383.28	5,116.72	31.78
<hr/>					
TOTAL NON-DEPARTMENTAL	123,750.00	9,955.18	41,628.73	82,121.27	33.64
<hr/>					
TOTAL REVENUES	<u>123,750.00</u>	<u>9,955.18</u>	<u>41,628.73</u>	<u>82,121.27</u>	<u>33.64</u>
	=====	=====	=====	=====	=====

40 -CRIME CONTROL DISTRICT
FIRE DEPARTMENT

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>SERVICES</u>					
40-604-3030 TRAINING/EDUCATION	<u>5,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,000.00</u>	<u>0.00</u>
TOTAL SERVICES	5,000.00	0.00	0.00	5,000.00	0.00
<u>CAPITAL OUTLAY</u>					
40-604-8010 ELECTRONIC EQUIPMENT	2,433.00	0.00	0.00	2,433.00	0.00
40-604-8012 NON-CAPITAL - FIREARMS/TASE	<u>625.00</u>	<u>0.00</u>	<u>624.00</u>	<u>1.00</u>	<u>99.84</u>
TOTAL CAPITAL OUTLAY	3,058.00	0.00	624.00	2,434.00	20.41
<u>INTERFUND TRANSFERS</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<hr/>					
TOTAL FIRE DEPARTMENT	8,058.00	0.00	624.00	7,434.00	7.74

40 -CRIME CONTROL DISTRICT
POLICE DEPARTMENT

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>SERVICES</u>					
40-605-3030 TRAINING/EDUCATION	6,400.00	0.00	7.84	6,392.16	0.12
40-605-3087 CITIZENS COMMUNICATION/EDUC	<u>6,000.00</u>	<u>0.00</u>	<u>2,413.08</u>	<u>3,586.92</u>	<u>40.22</u>
TOTAL SERVICES	12,400.00	0.00	2,420.92	9,979.08	19.52
<u>CONTRACTUAL</u>					
40-605-4075 COMPUTER SOFTWARE	<u>4,750.00</u>	<u>0.00</u>	<u>4,567.50</u>	<u>182.50</u>	<u>96.16</u>
TOTAL CONTRACTUAL	4,750.00	0.00	4,567.50	182.50	96.16
<u>CAPITAL OUTLAY</u>					
40-605-8010 ELECTRONIC EQUIPMENT PURCHA	11,363.00	0.00	0.00	11,363.00	0.00
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	1,900.00	0.00	1,835.28	64.72	96.59
40-605-8018 NON-CAPITAL BUILDING	2,300.00	0.00	0.00	2,300.00	0.00
40-605-8030 POLICE EQUIPMENT PURCHASE	<u>31,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>31,500.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	55,703.00	0.00	1,835.28	53,867.72	3.29
<u>INTERFUND TRANSFERS</u>					
40-605-9011 TRANSFER TO - GENERAL FUND	<u>4,990.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,990.00</u>	<u>0.00</u>
TOTAL INTERFUND TRANSFERS	4,990.00	0.00	0.00	4,990.00	0.00
TOTAL POLICE DEPARTMENT	77,843.00	0.00	8,823.70	69,019.30	11.34
TOTAL EXPENDITURES	85,901.00	0.00	9,447.70	76,453.30	11.00
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	37,849.00	9,955.18	32,181.03	5,667.97	85.02
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2020

42 -PEG FUNDS
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>19,300.00</u>	<u>985.20</u>	<u>5,407.72</u>	<u>13,892.28</u>	<u>28.02</u>
TOTAL REVENUES	<u>19,300.00</u>	<u>985.20</u>	<u>5,407.72</u>	<u>13,892.28</u>	<u>28.02</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
ADMINISTRATION	<u>19,300.00</u>	<u>0.00</u>	<u>769.99</u>	<u>18,530.01</u>	<u>3.99</u>
TOTAL EXPENDITURES	<u>19,300.00</u>	<u>0.00</u>	<u>769.99</u>	<u>18,530.01</u>	<u>3.99</u>
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	985.20	4,637.73 (4,637.73)	0.00

42 -PEG FUNDS
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>NON-DEPARTMENTAL</u>					
<u>FRANCHISE REVENUES</u>					
42-599-2024 FRANCHISE - PEG FEES	<u>16,000.00</u>	<u>887.90</u>	<u>4,985.95</u>	<u>11,014.05</u>	<u>31.16</u>
TOTAL FRANCHISE REVENUES	16,000.00	887.90	4,985.95	11,014.05	31.16
<u>MISC./GRANTS/INTEREST</u>					
42-599-7000 INTEREST	<u>1,200.00</u>	<u>97.30</u>	<u>421.77</u>	<u>778.23</u>	<u>35.15</u>
TOTAL MISC./GRANTS/INTEREST	1,200.00	97.30	421.77	778.23	35.15
<u>TRANSFERS IN</u>					
42-599-8099 FUND BALANCE RESERVE	<u>2,100.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,100.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	2,100.00	0.00	0.00	2,100.00	0.00
<hr/>					
TOTAL NON-DEPARTMENTAL	19,300.00	985.20	5,407.72	13,892.28	28.02
<hr/>					
TOTAL REVENUES	19,300.00	985.20	5,407.72	13,892.28	28.02
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2020

42 -PEG FUNDS
ADMINISTRATION

% OF YEAR COMPLETED: 33.33

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>19,300.00</u>	<u>0.00</u>	<u>769.99</u>	<u>18,530.01</u>	<u>3.99</u>
TOTAL CAPITAL OUTLAY	19,300.00	0.00	769.99	18,530.01	3.99
<hr/>					
TOTAL ADMINISTRATION	19,300.00	0.00	769.99	18,530.01	3.99
<hr/>					
TOTAL EXPENDITURES	19,300.00	0.00	769.99	18,530.01	3.99
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	985.20	4,637.73 (4,637.73)	0.00
	=====	=====	=====	=====	=====

45 -OAK WILT FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>11,000.00</u>	<u>2,380.00</u>	<u>4,085.00</u>	<u>6,915.00</u>	<u>37.14</u>
TOTAL REVENUES	<u>11,000.00</u>	<u>2,380.00</u>	<u>4,085.00</u>	<u>6,915.00</u>	<u>37.14</u>
	=====	=====	=====	=====	=====
<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	<u>500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>500.00</u>	<u>0.00</u>
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	10,500.00	2,380.00	4,085.00	6,415.00	38.90

45 -OAK WILT FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON-DEPARTMENTAL</u>					
<u>PERMITS & LICENSES</u>					
45-599-3015 TREE TRIMMING PERMITS	<u>11,000.00</u>	<u>2,380.00</u>	<u>4,085.00</u>	<u>6,915.00</u>	<u>37.14</u>
TOTAL PERMITS & LICENSES	11,000.00	2,380.00	4,085.00	6,915.00	37.14
<u>MISC./GRANTS/INTEREST</u>					
<hr/>					
<u>TRANSFERS IN</u>					
<hr/>					
TOTAL NON-DEPARTMENTAL	11,000.00	2,380.00	4,085.00	6,915.00	37.14
<hr/>					
TOTAL REVENUES	<u>11,000.00</u>	<u>2,380.00</u>	<u>4,085.00</u>	<u>6,915.00</u>	<u>37.14</u>
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2020

45 -OAK WILT FUND
ADMINISTRATION

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>SERVICES</u>					
45-601-3087 CITIZENS COMMUNICATION/EDUC	<u>500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>500.00</u>	<u>0.00</u>
TOTAL SERVICES	500.00	0.00	0.00	500.00	0.00
<u>DEPT MATERIALS-SERVICES</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<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	10,500.00	2,380.00	4,085.00	6,415.00	38.90
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2020

48 -STREET MAINTENANCE FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>116,250.00</u>	<u>9,484.40</u>	<u>40,249.55</u>	<u>76,000.45</u>	<u>34.62</u>
TOTAL REVENUES	<u>116,250.00</u>	<u>9,484.40</u>	<u>40,249.55</u>	<u>76,000.45</u>	<u>34.62</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
PUBLIC WORKS	<u>50,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>50,000.00</u>	<u>0.00</u>
TOTAL EXPENDITURES	<u>50,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>50,000.00</u>	<u>0.00</u>
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	66,250.00	9,484.40	40,249.55	26,000.45	60.75

48 -STREET MAINTENANCE FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
NON-DEPARTMENTAL					
TAXES					
48-599-1040 SALES - STREET MAINTENANCE	<u>116,250.00</u>	<u>9,484.40</u>	<u>40,249.55</u>	<u>76,000.45</u>	<u>34.62</u>
TOTAL TAXES	116,250.00	9,484.40	40,249.55	76,000.45	34.62
<hr/>					
TOTAL NON-DEPARTMENTAL	116,250.00	9,484.40	40,249.55	76,000.45	34.62
<hr/>					
TOTAL REVENUES	116,250.00	9,484.40	40,249.55	76,000.45	34.62
	=====	=====	=====	=====	=====

48 -STREET MAINTENANCE FUND
PUBLIC WORKS

% OF YEAR COMPLETED: 33.33

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>0.00</u>	<u>0.00</u>	<u>50,000.00</u>	<u>0.00</u>
TOTAL DEPT MATERIALS-SERVICES	50,000.00	0.00	0.00	50,000.00	0.00
<hr/>					
TOTAL PUBLIC WORKS	50,000.00	0.00	0.00	50,000.00	0.00
<hr/>					
TOTAL EXPENDITURES	50,000.00	0.00	0.00	50,000.00	0.00
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	66,250.00	9,484.40	40,249.55	26,000.45	60.75
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2020

50 -COURT RESTRICTED FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>58,400.00</u>	<u>816.24</u>	<u>2,587.25</u>	<u>55,812.75</u>	<u>4.43</u>
TOTAL REVENUES	<u>58,400.00</u>	<u>816.24</u>	<u>2,587.25</u>	<u>55,812.75</u>	<u>4.43</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
OPERATING EXPENSES	<u>58,400.00</u>	<u>0.00</u>	<u>0.00</u>	<u>58,400.00</u>	<u>0.00</u>
TOTAL EXPENDITURES	<u>58,400.00</u>	<u>0.00</u>	<u>0.00</u>	<u>58,400.00</u>	<u>0.00</u>
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	816.24	2,587.25 (2,587.25)	0.00

50 -COURT RESTRICTED FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

REVENUES	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	12.50	23.60	76.40	23.60
50-599-4023 COURT SECURITY REVENUE	3,200.00	329.05	1,083.29	2,116.71	33.85
50-599-4024 TRUANCY PREVENTION FUND	0.00	70.00	70.00 (70.00)	0.00
50-599-4025 COURT TECHNOLOGY REVENUE	4,200.00	403.29	1,408.96	2,791.04	33.55
50-599-4026 JURY FUND	<u>0.00</u>	<u>1.40</u>	<u>1.40</u> (<u>1.40)</u>	<u>0.00</u>
TOTAL COURT FEES	7,500.00	816.24	2,587.25	4,912.75	34.50
<u>TRANSFERS IN</u>					
50-599-8099 FUND BALANCE RESERVE	<u>50,900.00</u>	<u>0.00</u>	<u>0.00</u>	<u>50,900.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	50,900.00	0.00	0.00	50,900.00	0.00
<hr/>					
TOTAL NON-DEPARTMENTAL	58,400.00	816.24	2,587.25	55,812.75	4.43
<hr/>					
TOTAL REVENUES	58,400.00	816.24	2,587.25	55,812.75	4.43
	=====	=====	=====	=====	=====

50 -COURT RESTRICTED FUND
OPERATING EXPENSES

% OF YEAR COMPLETED: 33.33

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	50,000.00	0.00	0.00	50,000.00	0.00
TOTAL CAPITAL OUTLAY	50,000.00	0.00	0.00	50,000.00	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	58,400.00	0.00	0.00	58,400.00	0.00
TOTAL EXPENDITURES	58,400.00	0.00	0.00	58,400.00	0.00
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	816.24	2,587.25 (2,587.25)	0.00

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2020

52 -CHILD SAFETY FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
NON DEPARTMENTAL	<u>5,000.00</u>	<u>301.56</u>	<u>1,173.78</u>	<u>3,826.22</u>	<u>23.48</u>
TOTAL REVENUES	<u>5,000.00</u>	<u>301.56</u>	<u>1,173.78</u>	<u>3,826.22</u>	<u>23.48</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
FIRE DEPARTMENT	2,000.00	0.00	607.36	1,392.64	30.37
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	<u>5,000.00</u>	<u>0.00</u>	<u>607.36</u>	<u>4,392.64</u>	<u>12.15</u>
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	301.56	566.42 (566.42)	0.00

52 -CHILD SAFETY FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON DEPARTMENTAL</u>					
<u>MISC./GRANTS/INTEREST</u>					
52-599-7010 SCHOOL CROSSING GUARD FUNDS	<u>4,000.00</u>	<u>301.56</u>	<u>1,173.78</u>	<u>2,826.22</u>	<u>29.34</u>
TOTAL MISC./GRANTS/INTEREST	4,000.00	301.56	1,173.78	2,826.22	29.34
<u>TRANSFERS IN</u>					
52-599-8089 FUND BALANCE RESERVE	<u>1,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	1,000.00	0.00	0.00	1,000.00	0.00
<hr/>					
TOTAL NON DEPARTMENTAL	5,000.00	301.56	1,173.78	3,826.22	23.48
<hr/>					
TOTAL REVENUES	<u>5,000.00</u>	<u>301.56</u>	<u>1,173.78</u>	<u>3,826.22</u>	<u>23.48</u>
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2020

52 -CHILD SAFETY FUND
FIRE DEPARTMENT

% OF YEAR COMPLETED: 33.33

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>607.36</u>	<u>1,392.64</u>	<u>30.37</u>
TOTAL SERVICES	2,000.00	0.00	607.36	1,392.64	30.37
<hr/>					
TOTAL FIRE DEPARTMENT	2,000.00	0.00	607.36	1,392.64	30.37

52 -CHILD SAFETY FUND
POLICE DEPARTMENT

% OF YEAR COMPLETED: 33.33

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	607.36	4,392.64	12.15
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	301.56	566.42 (566.42)	0.00
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2020

53 -LEOSE
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>1,550.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,550.00</u>	<u>0.00</u>
TOTAL REVENUES	<u>1,550.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,550.00</u>	<u>0.00</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
POLICE DEPARTMENT	<u>1,550.00</u>	<u>100.00</u>	<u>1,100.00</u>	<u>450.00</u>	<u>70.97</u>
TOTAL EXPENDITURES	<u>1,550.00</u>	<u>100.00</u>	<u>1,100.00</u>	<u>450.00</u>	<u>70.97</u>
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00 (100.00) (1,100.00)	1,100.00	0.00

53 -LEOSE
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
NON-DEPARTMENTAL					
POLICE/FIRE REVENUES					
53-599-6020 LEOSE FUNDS	<u>1,550.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,550.00</u>	<u>0.00</u>
TOTAL POLICE/FIRE REVENUES	1,550.00	0.00	0.00	1,550.00	0.00
TRANSFERS IN					
<hr/>					
TOTAL NON-DEPARTMENTAL	1,550.00	0.00	0.00	1,550.00	0.00
<hr/>					
TOTAL REVENUES	<u>1,550.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,550.00</u>	<u>0.00</u>
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2020

53 -LEOSE
POLICE DEPARTMENT

% OF YEAR COMPLETED: 33.33

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>100.00</u>	<u>1,100.00</u>	<u>450.00</u>	<u>70.97</u>
TOTAL SERVICES	1,550.00	100.00	1,100.00	450.00	70.97
<hr/>					
TOTAL POLICE DEPARTMENT	1,550.00	100.00	1,100.00	450.00	70.97
<hr/>					
TOTAL EXPENDITURES	1,550.00	100.00	1,100.00	450.00	70.97
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00 (100.00) (1,100.00)	1,100.00	0.00
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2020

70 -CAPITAL REPLACEMENT FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
OTHER SOURCES	<u>839,500.00</u>	<u>2,222.98</u>	<u>9,960.64</u>	<u>829,539.36</u>	<u>1.19</u>
TOTAL REVENUES	<u>839,500.00</u>	<u>2,222.98</u>	<u>9,960.64</u>	<u>829,539.36</u>	<u>1.19</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
ADMIN	64,000.00	45.02	12,997.21	51,002.79	20.31
PUBLIC WORKS	767,500.00	57,509.02	115,006.01	652,493.99	14.98
FIRE	<u>8,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>8,000.00</u>	<u>0.00</u>
TOTAL EXPENDITURES	<u>839,500.00</u>	<u>57,554.04</u>	<u>128,003.22</u>	<u>711,496.78</u>	<u>15.25</u>
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00 (55,331.06) (118,042.58)	118,042.58	0.00

70 -CAPITAL REPLACEMENT FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>OTHER SOURCES</u>					
<u>MISC./GRANTS/INTEREST</u>					
<hr/>					
<u>TRANSFERS IN</u>					
70-599-8010 INTEREST INCOME	35,000.00	2,222.98	9,960.64	25,039.36	28.46
70-599-8020 TRF IN - GENERAL FUND	297,582.00	0.00	0.00	297,582.00	0.00
70-599-8099 FUND BALANCE RESERVE	<u>506,918.00</u>	<u>0.00</u>	<u>0.00</u>	<u>506,918.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	839,500.00	2,222.98	9,960.64	829,539.36	1.19
<hr/>					
TOTAL OTHER SOURCES	839,500.00	2,222.98	9,960.64	829,539.36	1.19
<hr/>					
TOTAL REVENUES	839,500.00	2,222.98	9,960.64	829,539.36	1.19
<hr/>					
<u>=====</u>					

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2020

70 -CAPITAL REPLACEMENT FUND
COUNCIL

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>CONTRACTUAL</u>					

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2020

70 -CAPITAL REPLACEMENT FUND
ADMIN

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
70-601-8015 COMPUTER EQUIPMENT	6,000.00	45.02	4,099.21	1,900.79	68.32
70-601-8081 CAPITAL - BUILDING	<u>58,000.00</u>	<u>0.00</u>	<u>8,898.00</u>	<u>49,102.00</u>	<u>15.34</u>
TOTAL CAPITAL OUTLAY	64,000.00	45.02	12,997.21	51,002.79	20.31
<hr/>					
<u>INTERFUND TRANSFEERS</u>					
<hr/>					
TOTAL ADMIN	64,000.00	45.02	12,997.21	51,002.79	20.31

70 -CAPITAL REPLACEMENT FUND
PUBLIC WORKS

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
70-603-8060 CAPITAL - EQUIPMENT	39,500.00	0.00	37,893.46	1,606.54	95.93
70-603-8080 CAPITAL-IMPROVEMENT PROJECT	<u>728,000.00</u>	<u>57,509.02</u>	<u>77,112.55</u>	<u>650,887.45</u>	<u>10.59</u>
TOTAL CAPITAL OUTLAY	767,500.00	57,509.02	115,006.01	652,493.99	14.98
<hr/>					
<u>INTERFUND TRANSFERS</u>					
<hr/>					
TOTAL PUBLIC WORKS	767,500.00	57,509.02	115,006.01	652,493.99	14.98

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2020

70 -CAPITAL REPLACEMENT FUND
FIRE

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
70-604-8040 CAPITAL - PPE EQUIPMENT	<u>8,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>8,000.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	8,000.00	0.00	0.00	8,000.00	0.00
<u>INTERFUND TRANSFEERS</u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
<hr/>					
TOTAL FIRE	8,000.00	0.00	0.00	8,000.00	0.00

70 -CAPITAL REPLACEMENT FUND
POLICE

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>CONTRACTUAL</u>					
<u>INTERFUND TRANSFERS</u>					
TOTAL EXPENDITURES	839,500.00	57,554.04	128,003.22	711,496.78	15.25
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00 (55,331.06) (118,042.58)	118,042.58	0.00
	=====	=====	=====	=====	=====

72 -WATER CAPITAL REPLACEMENT
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>138,706.00</u>	<u>0.00</u>	<u>0.00</u>	<u>138,706.00</u>	<u>0.00</u>
TOTAL REVENUES	<u>138,706.00</u>	<u>0.00</u>	<u>0.00</u>	<u>138,706.00</u>	<u>0.00</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
WATER DEPARTMENT	<u>14,400.00</u>	<u>0.00</u>	<u>0.00</u>	<u>14,400.00</u>	<u>0.00</u>
TOTAL EXPENDITURES	<u>14,400.00</u>	<u>0.00</u>	<u>0.00</u>	<u>14,400.00</u>	<u>0.00</u>
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	<u>124,306.00</u>	<u>0.00</u>	<u>0.00</u>	<u>124,306.00</u>	<u>0.00</u>
REVENUES & OTHER SOURCES OVER/ (UNDER) EXPENDITURES & OTHER (USES)	<u>124,306.00</u>	<u>0.00</u>	<u>0.00</u>	<u>124,306.00</u>	<u>0.00</u>
	=====	=====	=====	=====	=====

72 -WATER CAPITAL REPLACEMENT
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON-DEPARTMENTAL</u>					
<u>TRANSFERS IN</u>					
72-599-8020 TRANSFER FROM WATER FUND	<u>138,706.00</u>	<u>0.00</u>	<u>0.00</u>	<u>138,706.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	138,706.00	0.00	0.00	138,706.00	0.00
<hr/>					
TOTAL NON-DEPARTMENTAL	138,706.00	0.00	0.00	138,706.00	0.00
<hr/>					
TOTAL REVENUES	138,706.00	0.00	0.00	138,706.00	0.00
	=====	=====	=====	=====	=====

72 -WATER CAPITAL REPLACEMENT
WATER DEPARTMENT

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>CONTRACTUAL</u>					
<u>CAPITAL OUTLAY</u>					
<u>INTERFUND TRANSFERS</u>					
72-606-9020 TRANSFER TO WATER UTILITY	14,400.00	0.00	0.00	14,400.00	0.00
TOTAL INTERFUND TRANSFERS	14,400.00	0.00	0.00	14,400.00	0.00
TOTAL WATER DEPARTMENT	14,400.00	0.00	0.00	14,400.00	0.00
TOTAL EXPENDITURES	14,400.00	0.00	0.00	14,400.00	0.00
REVENUES OVER/ (UNDER) EXPENDITURES	124,306.00	0.00	0.00	124,306.00	0.00
<u>OTHER FINANCING SOURCES</u>					
REVENUES & OTHER SOURCES OVER/ (UNDER) EXPENDITURES & OTHER USES	124,306.00	0.00	0.00	124,306.00	0.00

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2020

75 -PET DOC & RESCUE FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ADMINISTRATION	<u>2,326.00</u>	<u>2.15</u>	<u>9.50</u>	<u>2,316.50</u>	<u>0.41</u>
TOTAL REVENUES	<u>2,326.00</u>	<u>2.15</u>	<u>9.50</u>	<u>2,316.50</u>	<u>0.41</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
ADMINISTRATION	<u>2,326.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,326.00</u>	<u>0.00</u>
TOTAL EXPENDITURES	<u>2,326.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,326.00</u>	<u>0.00</u>
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	2.15	9.50 (9.50)	0.00

75 -PET DOC & RESCUE FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>ADMINISTRATION</u>					
<u>MISC./GRANTS/INTEREST</u>					
75-599-7000 INTEREST INCOME	<u>0.00</u>	<u>2.15</u>	<u>9.50</u>	(<u>9.50</u>)	<u>0.00</u>
TOTAL MISC./GRANTS/INTEREST	0.00	2.15	9.50	(9.50)	0.00
<u>TRANSFERS IN</u>					
75-599-8099 FUND BALANCE RESERVE	<u>2,326.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,326.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	2,326.00	0.00	0.00	2,326.00	0.00
<hr/>					
TOTAL ADMINISTRATION	2,326.00	2.15	9.50	2,316.50	0.41
<hr/>					
TOTAL REVENUES	<u>2,326.00</u>	<u>2.15</u>	<u>9.50</u>	<u>2,316.50</u>	<u>0.41</u>
	=====	=====	=====	=====	=====

75 -PET DOC & RESCUE FUND
ADMINISTRATION

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>PERSONNEL</u>					
75-607-1010 EXPENSES	<u>2,326.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,326.00</u>	<u>0.00</u>
TOTAL PERSONNEL	2,326.00	0.00	0.00	2,326.00	0.00
<hr/>					
TOTAL ADMINISTRATION	2,326.00	0.00	0.00	2,326.00	0.00
<hr/>					
TOTAL EXPENDITURES	2,326.00	0.00	0.00	2,326.00	0.00
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	2.15	9.50 (9.50)	0.00
	=====	=====	=====	=====	=====

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
1/03/20	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	NON-DEPARTMENTAL	8,008.36
1/03/20	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	NON-DEPARTMENTAL	7,970.08
1/03/20	PEREZ, LUIS ALFREDO	Bond Refund:165577F -01	GENERAL FUND	NON-DEPARTMENTAL	200.00
1/03/20	TEXAS COMPTROLLER OF PUBLIC ACCOUNTS	COURT FINES	GENERAL FUND	NON-DEPARTMENTAL	22,071.77
1/03/20	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	CITY ADMINISTRATION	2,466.85
1/03/20	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	CITY ADMINISTRATION	2,466.85
1/03/20	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	MUNICIPAL COURT	284.55
1/03/20	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	MUNICIPAL COURT	284.55
1/03/20	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	835.88
1/03/20	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	1,008.09
1/03/20	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	FIRE DEPARTMENT	6,182.15
1/03/20	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	FIRE DEPARTMENT	5,421.96
1/03/20	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	POLICE DEPARTMENT	6,190.02
1/03/20	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	POLICE DEPARTMENT	6,701.66
1/03/20	TMRS	EMPLOYEE AND EMPLOYER CONT	WATER FUND	NON-DEPARTMENTAL	565.72
1/03/20	TMRS	EMPLOYEE AND EMPLOYER CONT	WATER FUND	NON-DEPARTMENTAL	523.07
1/03/20	TMRS	EMPLOYEE AND EMPLOYER CONT	WATER FUND	WATER DEPARTMENT	1,127.40
1/03/20	TMRS	EMPLOYEE AND EMPLOYER CONT	WATER FUND	WATER DEPARTMENT	1,042.38
1/06/20	BILL POWELL dba BILL POWELL HOME IMPRO	BATHROOM REMODEL CITY HALL	GENERAL FUND	CITY ADMINISTRATION	4,876.00
1/08/20	FROST NATIONAL BANK 941 TAX	FEDERAL WITHHOLDING	GENERAL FUND	NON-DEPARTMENTAL	12,542.92
1/08/20	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	NON-DEPARTMENTAL	1,596.92
1/08/20	CITY OF SHAVANO PARK GF/PAYROLL	GENERAL FUND DUE TO PAYROL	GENERAL FUND	NON-DEPARTMENTAL	84,048.09
1/08/20	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	CITY ADMINISTRATION	246.79
1/08/20	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	MUNICIPAL COURT	29.58
1/08/20	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	102.07
1/08/20	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	FIRE DEPARTMENT	581.46
1/08/20	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	POLICE DEPARTMENT	637.02
1/08/20	FROST NATIONAL BANK 941 TAX	FEDERAL WITHHOLDING	WATER FUND	NON-DEPARTMENTAL	719.88
1/08/20	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	WATER FUND	NON-DEPARTMENTAL	109.95
1/08/20	CITY OF SHAVANO PARK GF/PAYROLL	WATER FUND DUE TO PAYROLL	WATER FUND	NON-DEPARTMENTAL	5,874.85
1/08/20	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	WATER FUND	WATER DEPARTMENT	109.95
1/09/20	TX CSDU	00089527162015EM5059	GENERAL FUND	NON-DEPARTMENTAL	69.23
1/09/20	ICMA - VANTAGEPOINT TRANSFER-457	ICMA-FLAT AMOUNTS	GENERAL FUND	NON-DEPARTMENTAL	2,085.00
1/09/20	CIVIL SYSTEMS INC	CIVIL SYSTEMS INC	GENERAL FUND	NON-DEPARTMENTAL	5.75-
1/09/20	CIVIL SYSTEMS INC	DEC 15 - DEC 31	GENERAL FUND	NON-DEPARTMENTAL	17.25-
1/09/20	ALAMO AREA COUNCIL OF GOVERNMENTS	2020 DUES WERNER	GENERAL FUND	CITY COUNCIL	600.00
1/09/20	AMG PRINTING & MAILING	*HOLIDAY 2019* FLYERS	GENERAL FUND	CITY COUNCIL	433.11
1/09/20	BIZDOC, INC.	MONTHLY COPIER DECEMBER	GENERAL FUND	CITY ADMINISTRATION	370.44
1/09/20	ZINA TEDFORD	TMCCP CONF IN FRISCO TX	GENERAL FUND	CITY ADMINISTRATION	415.56
1/09/20	ZINA TEDFORD	TWLI SEMINAR PFLUGERVILLE	GENERAL FUND	CITY ADMINISTRATION	168.00
1/09/20	INTRUDER ALERT SYSTEMS	ALARM MONITORING	GENERAL FUND	CITY ADMINISTRATION	35.95
1/09/20	BARCOM TECHNOLOGY	FEBRUARY CONTRACT FEES	GENERAL FUND	CITY ADMINISTRATION	1,920.00
1/09/20	BARCOM TECHNOLOGY	FEBRUARY BACK UP FEES	GENERAL FUND	CITY ADMINISTRATION	741.95
1/09/20	BARCOM TECHNOLOGY	DECEMBER IT TICKETS	GENERAL FUND	CITY ADMINISTRATION	210.00
1/09/20	BOJORQUEZ LAW FIRM	GENERAL	GENERAL FUND	CITY ADMINISTRATION	582.00
1/09/20	BOJORQUEZ LAW FIRM	LAND USE	GENERAL FUND	CITY ADMINISTRATION	578.00
1/09/20	BOJORQUEZ LAW FIRM	P & Z	GENERAL FUND	CITY ADMINISTRATION	900.00
1/09/20	BOJORQUEZ LAW FIRM	OPEN RECORDS	GENERAL FUND	CITY ADMINISTRATION	1,247.00
1/09/20	DARRELL S. DULLNIG	PROSECUTOR *JANUARY COUR	GENERAL FUND	MUNICIPAL COURT	650.00
1/09/20	DEWINNE EQUIPMENT CO.	CHAINSaws	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	45.98
1/09/20	DEWINNE EQUIPMENT CO.	REPAIR: PRESSURE WASHER	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	750.33
1/09/20	DEWINNE EQUIPMENT CO.	TAMPER REPAIR	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	54.30
1/09/20	INTRUDER ALERT SYSTEMS	ALARM BATTERY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	35.00
1/09/20	INTRUDER ALERT SYSTEMS	ALARM MONITORING	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	49.95
1/09/20	INTERSTATE BATTERIES	BATTERY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	16.45
1/09/20	CITY OF SHAVANO PARK WATER DEPT.	CITY OF SHAVANO PARK WATER	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	1.79

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
1/09/20	CITY OF SHAVANO PARK WATER DEPT.	CITY OF SHAVANO PARK WATER	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	3.56
1/09/20	AT&T MOBILITY	FIRSTNET PHONES	GENERAL FUND	FIRE DEPARTMENT	8.78
1/09/20	INTERSTATE BATTERIES	BATTERIES	GENERAL FUND	FIRE DEPARTMENT	32.90
1/09/20	AMAZON.COM SERVICES INC	TABLET, PA SYSTEM	GENERAL FUND	FIRE DEPARTMENT	1,413.00
1/09/20	IH-10 WEST TACTICAL FIREARMS LLC	UNIFORM HOTCHKISS	GENERAL FUND	FIRE DEPARTMENT	33.95
1/09/20	IH-10 WEST TACTICAL FIREARMS LLC	UNIFORMS WOODRUFF	GENERAL FUND	FIRE DEPARTMENT	317.75
1/09/20	BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	799.18
1/09/20	BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	124.00
1/09/20	DAILEY WELLS COMMUNICATIONS, INC.	DAILEY WELLS COMMUNICATION	GENERAL FUND	FIRE DEPARTMENT	1,657.50
1/09/20	CITY OF SHAVANO PARK WATER DEPT.	CITY OF SHAVANO PARK WATER	GENERAL FUND	FIRE DEPARTMENT	226.02
1/09/20	TYLER TECHNOLOGIES, INC. INCODE DIVIS	NIBRS UPGRADE	GENERAL FUND	POLICE DEPARTMENT	15,199.00
1/09/20	GOODYEAR AUTO SERVICE CTR.	OIL CHANGE, A/C MAINT UNIT	GENERAL FUND	POLICE DEPARTMENT	132.65
1/09/20	GOODYEAR AUTO SERVICE CTR.	TIRES, UNIT 519	GENERAL FUND	POLICE DEPARTMENT	231.10
1/09/20	GOODYEAR AUTO SERVICE CTR.	TIRES UNIT 520	GENERAL FUND	POLICE DEPARTMENT	171.11
1/09/20	GOODYEAR AUTO SERVICE CTR.	REPAIRS, INSPECTION UNIT 5	GENERAL FUND	POLICE DEPARTMENT	70.32
1/09/20	GOODYEAR AUTO SERVICE CTR.	OIL CHANGE UNIT 519	GENERAL FUND	POLICE DEPARTMENT	42.45
1/09/20	GOODYEAR AUTO SERVICE CTR.	A/C REPAIR UNIT 519	GENERAL FUND	POLICE DEPARTMENT	69.95
1/09/20	GOODYEAR AUTO SERVICE CTR.	OIL CHANGE UNIT 520	GENERAL FUND	POLICE DEPARTMENT	117.40
1/09/20	BIZDOC, INC.	MONTHLY COPIER DECEMBER	GENERAL FUND	POLICE DEPARTMENT	108.40
1/09/20	GT DISTRIBUTORS, INC.	TRAINING AMMO	GENERAL FUND	POLICE DEPARTMENT	89.70
1/09/20	BELDEN'S AUTOMOTIVE	REPAIRS UNIT 509	GENERAL FUND	POLICE DEPARTMENT	1,917.41
1/09/20	MAURA KATHLEEN PHELAN	ELEMENTS OF CRIMES BOOK	GENERAL FUND	POLICE DEPARTMENT	110.71
1/09/20	KENDALL COUNTY SHERIFF'S OFFICE	6 OFFICERS DEATH/SUICIDE	GENERAL FUND	POLICE DEPARTMENT	150.00
1/09/20	ALTEX ELECTRONICS, LTD.	COMPUTER REPAIRS	GENERAL FUND	POLICE DEPARTMENT	252.90
1/09/20	AIRWAVE RADIO INC.	RADIO REPAIR	GENERAL FUND	POLICE DEPARTMENT	1,083.90
1/09/20	COWBOY CLEANERS	DRY CLEANING	GENERAL FUND	POLICE DEPARTMENT	596.12
1/09/20	MICHAEL D. HARRISON	ANIMAL CONTROL	GENERAL FUND	POLICE DEPARTMENT	1,000.00
1/09/20	DAILEY WELLS COMMUNICATIONS, INC.	REPAIRS; POLICE RADIOS	GENERAL FUND	POLICE DEPARTMENT	90.00
1/09/20	CIVIL SYSTEMS INC	CIVIL SYSTEMS INC	GENERAL FUND	DEVELOPMENT SERVICES	504.50
1/09/20	CIVIL SYSTEMS INC	DEC 15 - DEC 31	GENERAL FUND	DEVELOPMENT SERVICES	696.25
1/09/20	ICMA - VANTAGEPOINT TRANSFER-457	ICMA-FLAT AMOUNTS	WATER FUND	NON-DEPARTMENTAL	160.00
1/09/20	OEGERLE, PATRICK	1-0055-01	WATER FUND	NON-DEPARTMENTAL	250.00
1/09/20	MARTINEZ, J.D. & MIL	1-0139-03	WATER FUND	NON-DEPARTMENTAL	250.00
1/09/20	DUNN, SCOTT	1-0193-01	WATER FUND	NON-DEPARTMENTAL	250.00
1/09/20	SPEARS, KAY	1-0237-06	WATER FUND	NON-DEPARTMENTAL	250.00
1/09/20	CATALINI, KEVIN & ER	1-0282-01	WATER FUND	NON-DEPARTMENTAL	250.00
1/09/20	RABEL, ADAM	1-0551-01	WATER FUND	NON-DEPARTMENTAL	250.00
1/09/20	EDWARDS AQUIFER AUTHORITY	EDWARDS AQUIFER	WATER FUND	WATER DEPARTMENT	3,920.55
1/09/20	EDWARDS AQUIFER AUTHORITY	EDWARDS AQUIFER AUTHORITY	WATER FUND	WATER DEPARTMENT	2,665.97
1/09/20	TYLER TECHNOLOGIES, INC. INCODE DIVIS	UTILITY SUPPORT- JAN	WATER FUND	WATER DEPARTMENT	128.00
1/09/20	Hach Company	CHLORINE	WATER FUND	WATER DEPARTMENT	424.93
1/09/20	Hach Company	CHLORINE	WATER FUND	WATER DEPARTMENT	1,444.94
1/09/20	CITY OF SHAVANO PARK WATER DEPT.	CITY OF SHAVANO PARK WATER	WATER FUND	WATER DEPARTMENT	1.79
1/09/20	AMAZON.COM SERVICES INC	PATROL -3 PC	CRIME CONTROL DIST	POLICE DEPARTMENT	169.98
1/09/20	ALTEX ELECTRONICS, LTD.	USB	CRIME CONTROL DIST	POLICE DEPARTMENT	7.49
1/09/20	AMAZON.COM SERVICES INC	TABLET, PA SYSTEM	PEG FUNDS	ADMINISTRATION	769.99
1/13/20	PITNEY BOWES - PURCHASE POWER	POSTAGE MACHINE LEASE	GENERAL FUND	CITY ADMINISTRATION	170.13
1/13/20	STEPHEN P. TAKAS, JR.	JUDGE *JANUARY COURT	GENERAL FUND	MUNICIPAL COURT	650.00
1/13/20	PITNEY BOWES - PURCHASE POWER	UTILITY BILLS POSTAGE	WATER FUND	WATER DEPARTMENT	353.55
1/16/20	OMNIBASE SERVICES OF TEXAS LP	COURT COLLECTIONS	GENERAL FUND	NON-DEPARTMENTAL	248.00
1/16/20	LINEBARGER, GOGGAN, BLAIR & SAMPSON, L	COURT COLLECTIONS	GENERAL FUND	NON-DEPARTMENTAL	448.50
1/16/20	TIME WARNER CABLE	CABLE/TV	GENERAL FUND	CITY ADMINISTRATION	87.06
1/16/20	GE MONEY BANK	EMPLOYEE LUNCHEON SUPPLIES	GENERAL FUND	CITY ADMINISTRATION	35.46
1/16/20	AT&T	PHONE/FAX	GENERAL FUND	CITY ADMINISTRATION	66.73
1/16/20	NEIGHBORHOOD NEWS	JANUARY RR	GENERAL FUND	CITY ADMINISTRATION	672.69
1/16/20	SAN ANTONIO EXPRESS NEWS	PUBLIC NOTICE	GENERAL FUND	CITY ADMINISTRATION	184.25

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
1/16/20	SAN ANTONIO EXPRESS NEWS	PUBLIC NOTICE	GENERAL FUND	CITY ADMINISTRATION	372.75
1/16/20	JASON RUBIO	FALL 2019	GENERAL FUND	CITY ADMINISTRATION	450.00
1/16/20	UNIFIRST	FLOOR MATS	GENERAL FUND	CITY ADMINISTRATION	37.05
1/16/20	UNIFIRST	JANITORIAL SUPPLIES	GENERAL FUND	CITY ADMINISTRATION	37.05
1/16/20	UNIFIRST	SOAP	GENERAL FUND	CITY ADMINISTRATION	202.80
1/16/20	UNIFIRST	FLOOR MATS	GENERAL FUND	CITY ADMINISTRATION	37.05
1/16/20	UNIFIRST	FLOOR MATS	GENERAL FUND	CITY ADMINISTRATION	37.05
1/16/20	KFW ENGINEERS	P&Z PROJECTS	GENERAL FUND	CITY ADMINISTRATION	75.00
1/16/20	BILL POWELL dba BILL POWELL HOME IMPRO	BATHROOM REMODEL	GENERAL FUND	CITY ADMINISTRATION	12,466.25
1/16/20	TEXAS MUNICIPAL CLERKS CERTIF PROGRAM	LAW & PROCEDURE 6TH EDITIO	GENERAL FUND	CITY ADMINISTRATION	56.50
1/16/20	SORCERERS APPRINTICE	BUSINESS CARDS	GENERAL FUND	CITY ADMINISTRATION	62.00
1/16/20	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	CITY ADMINISTRATION	107.77
1/16/20	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	CITY ADMINISTRATION	38.69
1/16/20	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	CITY ADMINISTRATION	11.82
1/16/20	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	CITY ADMINISTRATION	26.73
1/16/20	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	CITY ADMINISTRATION	239.94
1/16/20	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	CITY ADMINISTRATION	354.88
1/16/20	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	CITY ADMINISTRATION	92.22
1/16/20	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	CITY ADMINISTRATION	64.16
1/16/20	ORKIN, INC.	PEST CONTROL	GENERAL FUND	CITY ADMINISTRATION	124.06
1/16/20	SAFESITE, INC.	RECORD STORAGE	GENERAL FUND	CITY ADMINISTRATION	209.50
1/16/20	AT&T	PHONE/FAX	GENERAL FUND	MUNICIPAL COURT	94.76
1/16/20	SORCERERS APPRINTICE	COURT DOCUMENTS NEW FEES	GENERAL FUND	MUNICIPAL COURT	573.00
1/16/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	73.44
1/16/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	2,440.32
1/16/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	8.86
1/16/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	9.22
1/16/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	663.52
1/16/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	10.92
1/16/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	1,669.36
1/16/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	280.54
1/16/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	30.49
1/16/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	9.79
1/16/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	172.81
1/16/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	8.75
1/16/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	11.75
1/16/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	51.88
1/16/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	10.72
1/16/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	11.57
1/16/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	48.78
1/16/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	12.79
1/16/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	10.26
1/16/20	AT&T MOBILITY	FIRSTNET	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	37.00
1/16/20	US BANK VOYAGER FLEET SYSTEM	FLEET FUEL	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	55.15
1/16/20	HANK STORBECK GARAGE, INC.	STATE INSPECTION	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	7.00
1/16/20	UNIFIRST	UNIFORM HATS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	110.14
1/16/20	UNIFIRST	UNIFORMS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	55.82
1/16/20	UNIFIRST	JANITORIAL SUPPLIES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	15.72
1/16/20	UNIFIRST	UNIFORMS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	37.42
1/16/20	UNIFIRST	UNIFORMS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	71.11
1/16/20	UNIFIRST	JANITORIAL SUPPLIES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	54.06
1/16/20	UNIFIRST	UNIFORMS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	36.73
1/16/20	JANI KING OF SAN ANTONIO	JANITORIAL SERVICES JANUAR	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	663.48
1/16/20	MCE TECHNOLOGY LLC	ASPHALT REMOVER	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	175.00
1/16/20	MCE TECHNOLOGY LLC	ASPHALT REMOVER	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	95.00
1/16/20	T MOBILE	SECURITY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	35.04

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
1/16/20	TEXAS MATERIALS GROUP INC	MANHOLE REPAIRS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	317.72
1/16/20	NORTHERN TOOL AND EQUIPMENT CO.	HITCH PIN	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	122.47
1/16/20	CITY OF SHAVANO PARK WATER DEPT.	WATER BILL	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	18.53
1/16/20	CITY OF SHAVANO PARK WATER DEPT.	WATER BILL	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	456.92
1/16/20	GE MONEY BANK	OFFICE SUPPLIES/HYDRATION	GENERAL FUND	FIRE DEPARTMENT	81.50
1/16/20	GE MONEY BANK	OFFICE SUPPLIES/HYDRATION	GENERAL FUND	FIRE DEPARTMENT	130.24
1/16/20	GE MONEY BANK	OFFICE SUPPLIES/HYDRATION	GENERAL FUND	FIRE DEPARTMENT	103.32
1/16/20	GE MONEY BANK	CLEANING SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	27.96
1/16/20	AT&T MOBILITY	FIRSTNET	GENERAL FUND	FIRE DEPARTMENT	259.00
1/16/20	AT&T	PHONE/FAX	GENERAL FUND	FIRE DEPARTMENT	89.76
1/16/20	O'REILLY AUTO PARTS	FUEL ADDITIVE	GENERAL FUND	FIRE DEPARTMENT	41.97
1/16/20	TEXAS MED CLINIC	SWOBODA	GENERAL FUND	FIRE DEPARTMENT	116.00
1/16/20	SOUTHWEST PUBLIC SAFETY	REPAIRS TO FLASHLIGHTS	GENERAL FUND	FIRE DEPARTMENT	128.20
1/16/20	LOWE'S COMPANIES INC.	STATION WASHER	GENERAL FUND	FIRE DEPARTMENT	648.84
1/16/20	US BANK VOYAGER FLEET SYSTEM	FLEET FUEL	GENERAL FUND	FIRE DEPARTMENT	366.18
1/16/20	WELSCO Inc.	OXYGEN	GENERAL FUND	FIRE DEPARTMENT	45.50
1/16/20	THE UPS STORE #4997	PRODUCT RETURN	GENERAL FUND	FIRE DEPARTMENT	16.47
1/16/20	THE UPS STORE #4997	AIR TEST SHIPMENT	GENERAL FUND	FIRE DEPARTMENT	12.62
1/16/20	RALPH N. TERPOLILLI	MEDICAL DIRECTION	GENERAL FUND	FIRE DEPARTMENT	450.00
1/16/20	RESCUE RESCUE, LLC	REPAIRS E139	GENERAL FUND	FIRE DEPARTMENT	680.95
1/16/20	CE SOLUTIONS	EMS CE TRAINING	GENERAL FUND	FIRE DEPARTMENT	394.00
1/16/20	WITMER PUBLIC SAFETY GRP	HELMET TETRAHEDRONS	GENERAL FUND	FIRE DEPARTMENT	34.06
1/16/20	WITMER PUBLIC SAFETY GRP	HELMET GOGGLES	GENERAL FUND	FIRE DEPARTMENT	280.00
1/16/20	WITMER PUBLIC SAFETY GRP	HELMET SHIELDS	GENERAL FUND	FIRE DEPARTMENT	98.97
1/16/20	DALE ALEXANDER	MAINTENANCE ON VEHICLES	GENERAL FUND	FIRE DEPARTMENT	3,806.21
1/16/20	GALLS	UNIFORM DOVER	GENERAL FUND	FIRE DEPARTMENT	74.99
1/16/20	GALLS	UNIFORMS DOVER	GENERAL FUND	FIRE DEPARTMENT	19.94
1/16/20	GALLS	NAME STRIPS	GENERAL FUND	FIRE DEPARTMENT	33.87
1/16/20	ZOLL MEDICAL CORPORATION	MEDICAL SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	213.60
1/16/20	SHAVANO PARK, PETTY CASH	B LICENSE HOTCHKISS	GENERAL FUND	FIRE DEPARTMENT	11.00
1/16/20	CITY OF SHAVANO PARK WATER DEPT.	WATER BILL	GENERAL FUND	FIRE DEPARTMENT	1,699.90
1/16/20	AT&T	PHONE/FAX	GENERAL FUND	POLICE DEPARTMENT	124.32
1/16/20	TEXAS POLICE CHIEFS ASSOCIATION FOUNDA	ASSOC DUES R LACY	GENERAL FUND	POLICE DEPARTMENT	248.10
1/16/20	VERIZON	MDT'S	GENERAL FUND	POLICE DEPARTMENT	222.79
1/16/20	VERIZON	MDT'S	GENERAL FUND	POLICE DEPARTMENT	455.88
1/16/20	US BANK VOYAGER FLEET SYSTEM	FLEET FUEL	GENERAL FUND	POLICE DEPARTMENT	2,690.24
1/16/20	POLICE EXECUTIVE RESEARCH FORUM	MEMBERSHIP DUES 2020	GENERAL FUND	POLICE DEPARTMENT	220.00
1/16/20	SAM HOUSTON STATE UNIVERSITY	LEADERSHIP PROGRAM	GENERAL FUND	POLICE DEPARTMENT	295.00
1/16/20	LASER LABS INC	ELECTRONIC TRAFFIC TINTMET	GENERAL FUND	POLICE DEPARTMENT	71.95
1/16/20	OPERATIONAL SUPPORT SVC INC	CERTIFICATION CLASS	GENERAL FUND	POLICE DEPARTMENT	66.75
1/16/20	LEXISNEXIS RISK SOLUTIONS	INVESTIGATIONS	GENERAL FUND	POLICE DEPARTMENT	33.00
1/16/20	GALLS	EMBROIDERY	GENERAL FUND	POLICE DEPARTMENT	8.79
1/16/20	GALLS	UNIFORM PHELPS	GENERAL FUND	POLICE DEPARTMENT	148.18
1/16/20	GALLS	UNIFORMS PHELPS	GENERAL FUND	POLICE DEPARTMENT	252.54
1/16/20	GALLS	UNIFORM CHIEF LACY	GENERAL FUND	POLICE DEPARTMENT	8.79
1/16/20	GALLS	UNIFORM PANTS LACY	GENERAL FUND	POLICE DEPARTMENT	74.99
1/16/20	GALLS	UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	179.96
1/16/20	GALLS	UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	129.95
1/16/20	GALLS	UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	134.97
1/16/20	GALLS	UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	149.97
1/16/20	GALLS	GLOVES	GENERAL FUND	POLICE DEPARTMENT	360.00
1/16/20	GALLS	UNIFORM CHIEF LACY	GENERAL FUND	POLICE DEPARTMENT	590.07
1/16/20	GALLS	UNIFORMS WADE	GENERAL FUND	POLICE DEPARTMENT	35.16
1/16/20	GALLS	EMBROIDERY	GENERAL FUND	POLICE DEPARTMENT	35.16
1/16/20	GALLS	PANTS CHIEF LACY	GENERAL FUND	POLICE DEPARTMENT	74.99
1/16/20	GALLS	UNIFORM PANTS CHIEF LACY	GENERAL FUND	POLICE DEPARTMENT	270.00

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
1/16/20	GALLS	SABA GLOVE CASE	GENERAL FUND	POLICE DEPARTMENT	14.40
1/16/20	GALLS	RETURNED PANTS	GENERAL FUND	POLICE DEPARTMENT	135.00-
1/16/20	GALLS	UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	72.00
1/16/20	GALLS	UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	91.98
1/16/20	NARDIS PUBLIC SAFETY	BODY ARMOR PHELPS	GENERAL FUND	POLICE DEPARTMENT	874.92
1/16/20	NARDIS PUBLIC SAFETY	UNIFORMS PHELPS	GENERAL FUND	POLICE DEPARTMENT	72.99
1/16/20	NARDIS PUBLIC SAFETY	SHIRTS CHIEF LACY	GENERAL FUND	POLICE DEPARTMENT	154.98
1/16/20	NARDIS PUBLIC SAFETY	UNIFORM GARZA	GENERAL FUND	POLICE DEPARTMENT	30.00
1/16/20	NARDIS PUBLIC SAFETY	UNIFORMS PHELPS	GENERAL FUND	POLICE DEPARTMENT	218.97
1/16/20	NARDIS PUBLIC SAFETY	UNIFORM BADGES	GENERAL FUND	POLICE DEPARTMENT	502.99
1/16/20	NARDIS PUBLIC SAFETY	UNIFORMS FOR CAPT. FOX	GENERAL FUND	POLICE DEPARTMENT	319.95
1/16/20	NARDIS PUBLIC SAFETY	BODY ARMOR	GENERAL FUND	POLICE DEPARTMENT	874.92
1/16/20	THE POLICE AND SHERIFFS PRESS, INC.	IDENTIFICATION	GENERAL FUND	POLICE DEPARTMENT	32.55
1/16/20	THE POLICE AND SHERIFFS PRESS, INC.	ID CARD	GENERAL FUND	POLICE DEPARTMENT	17.55
1/16/20	TCEQ	SEPTIC FEES Q1	GENERAL FUND	DEVELOPMENT SERVICES	10.00
1/16/20	MONTY JOE MCGUFFIN	HEALTH / SEPTIC INSPECTION	GENERAL FUND	DEVELOPMENT SERVICES	120.00
1/16/20	MONTY JOE MCGUFFIN	HEALTH / SEPTIC INSPECTION	GENERAL FUND	DEVELOPMENT SERVICES	250.00
1/16/20	KFW ENGINEERS	P&Z PROJECTS	GENERAL FUND	DEVELOPMENT SERVICES	900.00
1/16/20	BRUCE C. BEALOR	PERMIT INSPECTIONS/ REVIEW	GENERAL FUND	DEVELOPMENT SERVICES	5,100.00
1/16/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	WATER FUND	WATER DEPARTMENT	22.76
1/16/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	WATER FUND	WATER DEPARTMENT	304.75
1/16/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	WATER FUND	WATER DEPARTMENT	274.81
1/16/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	WATER FUND	WATER DEPARTMENT	761.03
1/16/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	WATER FUND	WATER DEPARTMENT	24.82
1/16/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	WATER FUND	WATER DEPARTMENT	148.75
1/16/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	WATER FUND	WATER DEPARTMENT	1,091.42
1/16/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	WATER FUND	WATER DEPARTMENT	551.65
1/16/20	AT&T MOBILITY	FIRSTNET PHONES	WATER FUND	WATER DEPARTMENT	111.00
1/16/20	TCEQ	STORMWATER PERMIT	WATER FUND	WATER DEPARTMENT	100.00
1/16/20	LOWE'S COMPANIES INC.	TAPE	WATER FUND	WATER DEPARTMENT	8.54
1/16/20	ADVANCED WATER WELL TECHNOLOGIES	WELL MAINTENANCE	WATER FUND	WATER DEPARTMENT	6,965.00
1/16/20	ADVANCED WATER WELL TECHNOLOGIES	WELL PERFORMANCE TEST	WATER FUND	WATER DEPARTMENT	562.50
1/16/20	US BANK VOYAGER FLEET SYSTEM	FLEET FUEL	WATER FUND	WATER DEPARTMENT	52.58
1/16/20	WELSCO Inc.	OXYGEN AND ACETYLENE	WATER FUND	WATER DEPARTMENT	538.17
1/16/20	UNIFIRST	UNIFORM HATS	WATER FUND	WATER DEPARTMENT	110.13
1/16/20	UNIFIRST	UNIFORMS	WATER FUND	WATER DEPARTMENT	55.81
1/16/20	UNIFIRST	UNIFORMS	WATER FUND	WATER DEPARTMENT	37.41
1/16/20	UNIFIRST	UNIFORMS	WATER FUND	WATER DEPARTMENT	71.10
1/16/20	UNIFIRST	UNIFORMS	WATER FUND	WATER DEPARTMENT	36.73
1/16/20	KFW ENGINEERS	P&Z PROJECTS	WATER FUND	WATER DEPARTMENT	831.25
1/16/20	T MOBILE	SECURITY	WATER FUND	WATER DEPARTMENT	35.04
1/16/20	LAWSON PRODUCTS INC	CABINETS	WATER FUND	WATER DEPARTMENT	435.16
1/16/20	FERGUSON WATERWORKS	PIPE	WATER FUND	WATER DEPARTMENT	2,530.15
1/16/20	BADGER METER, INC.	BEACON MBL HOSTING	WATER FUND	WATER DEPARTMENT	46.16
1/16/20	CITY OF SHAVANO PARK WATER DEPT.	WATER BILL	WATER FUND	WATER DEPARTMENT	18.53
1/16/20	POLLUTION CONTROL SERVICES	COLIFORM	WATER FUND	WATER DEPARTMENT	58.00
1/22/20	FROST NATIONAL BANK 941 TAX	FEDERAL WITHHOLDING	GENERAL FUND	NON-DEPARTMENTAL	12,072.62
1/22/20	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	NON-DEPARTMENTAL	1,583.40
1/22/20	CITY OF SHAVANO PARK GF/PAYROLL	GENERAL FUND DUE TO PAYROL	GENERAL FUND	NON-DEPARTMENTAL	83,605.39
1/22/20	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	CITY ADMINISTRATION	247.55
1/22/20	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	MUNICIPAL COURT	29.58
1/22/20	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	107.95
1/22/20	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	FIRE DEPARTMENT	562.77
1/22/20	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	POLICE DEPARTMENT	635.55
1/22/20	FROST NATIONAL BANK 941 TAX	FEDERAL WITHHOLDING	WATER FUND	NON-DEPARTMENTAL	661.44
1/22/20	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	WATER FUND	NON-DEPARTMENTAL	101.88

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
1/22/20	CITY OF SHAVANO PARK GF/PAYROLL	WATER FUND DUE TO PAYROLL	WATER FUND	NON-DEPARTMENTAL	5,424.12
1/22/20	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	WATER FUND	WATER DEPARTMENT	101.88
1/23/20	TML MULTISTATE IEBP	PLAN 2 CHILD BUY DOWN	GENERAL FUND	NON-DEPARTMENTAL	69.45
1/23/20	TML MULTISTATE IEBP	PLAN 2 CHILD BUY DOWN	GENERAL FUND	NON-DEPARTMENTAL	69.45
1/23/20	TML MULTISTATE IEBP	P85-70-40 FAMILY BUYDOWN	GENERAL FUND	NON-DEPARTMENTAL	309.78
1/23/20	TML MULTISTATE IEBP	P85-70-40 FAMILY BUYDOWN	GENERAL FUND	NON-DEPARTMENTAL	309.78
1/23/20	TML MULTISTATE IEBP	3-P85-20-30 CHILD BUY DOWN	GENERAL FUND	NON-DEPARTMENTAL	283.72
1/23/20	TML MULTISTATE IEBP	3-P85-20-30 CHILD BUY DOWN	GENERAL FUND	NON-DEPARTMENTAL	283.72
1/23/20	TML MULTISTATE IEBP	4-P85-50-30 - FAMILY BUY	GENERAL FUND	NON-DEPARTMENTAL	380.16
1/23/20	TML MULTISTATE IEBP	4-P85-50-30 - FAMILY BUY	GENERAL FUND	NON-DEPARTMENTAL	380.16
1/23/20	TML MULTISTATE IEBP	7-P85-150-40 - CHILD BUY D	GENERAL FUND	NON-DEPARTMENTAL	24.37
1/23/20	TML MULTISTATE IEBP	7-P85-150-40 - CHILD BUY D	GENERAL FUND	NON-DEPARTMENTAL	24.37
1/23/20	TML MULTISTATE IEBP	7-P85-150-40 - FAMILY BUY	GENERAL FUND	NON-DEPARTMENTAL	608.97
1/23/20	TML MULTISTATE IEBP	7-P85-150-40 - FAMILY BUY	GENERAL FUND	NON-DEPARTMENTAL	608.97
1/23/20	TML MULTISTATE IEBP	8-P85-250-30 - CHILD HRA	GENERAL FUND	NON-DEPARTMENTAL	121.54
1/23/20	TML MULTISTATE IEBP	8-P85-250-30 - CHILD HRA	GENERAL FUND	NON-DEPARTMENTAL	121.54
1/23/20	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	GENERAL FUND	NON-DEPARTMENTAL	468.19
1/23/20	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	GENERAL FUND	NON-DEPARTMENTAL	715.87
1/23/20	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY HSA	GENERAL FUND	NON-DEPARTMENTAL	311.84
1/23/20	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY HSA	GENERAL FUND	NON-DEPARTMENTAL	311.84
1/23/20	TML MULTISTATE IEBP	ADJUSTMENT 1/24/20	GENERAL FUND	NON-DEPARTMENTAL	221.58
1/23/20	TML MULTISTATE IEBP	DENTAL-EMPLOYEE CHILD	GENERAL FUND	NON-DEPARTMENTAL	61.25
1/23/20	TML MULTISTATE IEBP	DENTAL-EMPLOYEE CHILD	GENERAL FUND	NON-DEPARTMENTAL	61.25
1/23/20	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	NON-DEPARTMENTAL	322.06
1/23/20	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	NON-DEPARTMENTAL	350.46
1/23/20	TML MULTISTATE IEBP	DENTAL-EMPLOYEE SPOUSE	GENERAL FUND	NON-DEPARTMENTAL	14.40
1/23/20	TML MULTISTATE IEBP	DENTAL-EMPLOYEE SPOUSE	GENERAL FUND	NON-DEPARTMENTAL	14.40
1/23/20	TML MULTISTATE IEBP	HSA Contribution	GENERAL FUND	NON-DEPARTMENTAL	721.44
1/23/20	TML MULTISTATE IEBP	HSA Contribution	GENERAL FUND	NON-DEPARTMENTAL	754.77
1/23/20	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	NON-DEPARTMENTAL	7.22
1/23/20	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	NON-DEPARTMENTAL	7.22
1/23/20	TML MULTISTATE IEBP	LIFE-VOLUNTARY	GENERAL FUND	NON-DEPARTMENTAL	187.17
1/23/20	TML MULTISTATE IEBP	LIFE-VOLUNTARY	GENERAL FUND	NON-DEPARTMENTAL	192.57
1/23/20	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	NON-DEPARTMENTAL	76.51
1/23/20	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	NON-DEPARTMENTAL	83.26
1/23/20	TML MULTISTATE IEBP	PLAN 2 CHILD BUY DOWN	GENERAL FUND	CITY ADMINISTRATION	286.00
1/23/20	TML MULTISTATE IEBP	PLAN 2 CHILD BUY DOWN	GENERAL FUND	CITY ADMINISTRATION	286.00
1/23/20	TML MULTISTATE IEBP	4-P85-50-30 EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	225.82
1/23/20	TML MULTISTATE IEBP	4-P85-50-30 EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	225.82
1/23/20	TML MULTISTATE IEBP	4-P85-50-30 EMP-HRA FUNDS	GENERAL FUND	CITY ADMINISTRATION	60.18
1/23/20	TML MULTISTATE IEBP	4-P85-50-30 EMP-HRA FUNDS	GENERAL FUND	CITY ADMINISTRATION	60.18
1/23/20	TML MULTISTATE IEBP	8-P85-250-30 - CHILD BUY D	GENERAL FUND	CITY ADMINISTRATION	281.46
1/23/20	TML MULTISTATE IEBP	8-P85-250-30 - CHILD BUY D	GENERAL FUND	CITY ADMINISTRATION	281.46
1/23/20	TML MULTISTATE IEBP	8-P85-250-30 - CHILD HRA	GENERAL FUND	CITY ADMINISTRATION	159.92
1/23/20	TML MULTISTATE IEBP	8-P85-250-30 - CHILD HRA	GENERAL FUND	CITY ADMINISTRATION	159.92
1/23/20	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY HSA	GENERAL FUND	CITY ADMINISTRATION	159.92
1/23/20	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY HSA	GENERAL FUND	CITY ADMINISTRATION	159.92
1/23/20	TML MULTISTATE IEBP	8-P85-250-30 CHILD-HSA FUN	GENERAL FUND	CITY ADMINISTRATION	4.54
1/23/20	TML MULTISTATE IEBP	8-P85-250-30 CHILD-HSA FUN	GENERAL FUND	CITY ADMINISTRATION	4.54
1/23/20	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	GENERAL FUND	CITY ADMINISTRATION	126.08
1/23/20	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	GENERAL FUND	CITY ADMINISTRATION	126.08
1/23/20	TML MULTISTATE IEBP	8-P85-250-30 FAMILY-HSA FU	GENERAL FUND	CITY ADMINISTRATION	126.08
1/23/20	TML MULTISTATE IEBP	8-P85-250-30 FAMILY-HSA FU	GENERAL FUND	CITY ADMINISTRATION	126.08
1/23/20	TML MULTISTATE IEBP	DENTAL-EMPLOYEE CHILD	GENERAL FUND	CITY ADMINISTRATION	18.30
1/23/20	TML MULTISTATE IEBP	DENTAL-EMPLOYEE CHILD	GENERAL FUND	CITY ADMINISTRATION	18.30
1/23/20	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	14.22

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
1/23/20	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	14.22
1/23/20	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	CITY ADMINISTRATION	63.96
1/23/20	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	CITY ADMINISTRATION	63.96
1/23/20	TML MULTISTATE IEBP	DENTAL-EMPLOYEE SPOUSE	GENERAL FUND	CITY ADMINISTRATION	19.01
1/23/20	TML MULTISTATE IEBP	DENTAL-EMPLOYEE SPOUSE	GENERAL FUND	CITY ADMINISTRATION	19.01
1/23/20	TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	CITY ADMINISTRATION	7.40
1/23/20	TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	CITY ADMINISTRATION	7.40
1/23/20	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	14.65
1/23/20	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	14.65
1/23/20	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	CITY ADMINISTRATION	2.93
1/23/20	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	CITY ADMINISTRATION	2.93
1/23/20	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	6.76
1/23/20	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	6.76
1/23/20	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	CITY ADMINISTRATION	15.21
1/23/20	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	CITY ADMINISTRATION	15.21
1/23/20	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	MUNICIPAL COURT	2.93
1/23/20	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	MUNICIPAL COURT	2.93
1/23/20	TML MULTISTATE IEBP	PLAN EE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	201.96
1/23/20	TML MULTISTATE IEBP	PLAN EE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	201.96
1/23/20	TML MULTISTATE IEBP	2 EMP-HRA FUNDS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	84.04
1/23/20	TML MULTISTATE IEBP	2 EMP-HRA FUNDS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	84.04
1/23/20	TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	176.36
1/23/20	TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	176.36
1/23/20	TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	109.66
1/23/20	TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	109.66
1/23/20	TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	159.92
1/23/20	TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	159.92
1/23/20	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	148.83
1/23/20	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	148.83
1/23/20	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	126.08
1/23/20	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	126.08
1/23/20	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	28.44
1/23/20	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	28.44
1/23/20	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	32.42
1/23/20	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	32.42
1/23/20	TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	6.52
1/23/20	TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	6.52
1/23/20	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	7.33
1/23/20	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	7.33
1/23/20	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	3.00
1/23/20	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	3.00
1/23/20	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	10.14
1/23/20	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	10.14
1/23/20	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	2.64
1/23/20	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	2.64
1/23/20	TML MULTISTATE IEBP	4-P85-50-30 EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	225.82
1/23/20	TML MULTISTATE IEBP	4-P85-50-30 EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	225.82
1/23/20	TML MULTISTATE IEBP	4-P85-50-30 - FAMILY BUY	GENERAL FUND	FIRE DEPARTMENT	286.00
1/23/20	TML MULTISTATE IEBP	4-P85-50-30 - FAMILY BUY	GENERAL FUND	FIRE DEPARTMENT	286.00
1/23/20	TML MULTISTATE IEBP	4-P85-50-30 EMP-HRA FUNDS	GENERAL FUND	FIRE DEPARTMENT	60.18
1/23/20	TML MULTISTATE IEBP	4-P85-50-30 EMP-HRA FUNDS	GENERAL FUND	FIRE DEPARTMENT	60.18
1/23/20	TML MULTISTATE IEBP	7-P85-150-40 - CHILD BUY D	GENERAL FUND	FIRE DEPARTMENT	286.00
1/23/20	TML MULTISTATE IEBP	7-P85-150-40 - CHILD BUY D	GENERAL FUND	FIRE DEPARTMENT	286.00
1/23/20	TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	GENERAL FUND	FIRE DEPARTMENT	176.35
1/23/20	TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	GENERAL FUND	FIRE DEPARTMENT	176.35
1/23/20	TML MULTISTATE IEBP	7-P85-150-40 - FAMILY BUY	GENERAL FUND	FIRE DEPARTMENT	572.00

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
1/23/20	TML MULTISTATE IEBP	7-P85-150-40 - FAMILY BUY	GENERAL FUND	FIRE DEPARTMENT	572.00
1/23/20	TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	GENERAL FUND	FIRE DEPARTMENT	109.65
1/23/20	TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	GENERAL FUND	FIRE DEPARTMENT	109.65
1/23/20	TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY	GENERAL FUND	FIRE DEPARTMENT	1,439.28
1/23/20	TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY	GENERAL FUND	FIRE DEPARTMENT	1,439.28
1/23/20	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	GENERAL FUND	FIRE DEPARTMENT	286.00
1/23/20	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	GENERAL FUND	FIRE DEPARTMENT	572.00
1/23/20	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	GENERAL FUND	FIRE DEPARTMENT	1,134.72
1/23/20	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	GENERAL FUND	FIRE DEPARTMENT	1,134.72
1/23/20	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	156.42
1/23/20	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	156.42
1/23/20	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	FIRE DEPARTMENT	106.60
1/23/20	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	FIRE DEPARTMENT	127.92
1/23/20	TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	FIRE DEPARTMENT	22.20
1/23/20	TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	FIRE DEPARTMENT	24.05
1/23/20	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	38.09
1/23/20	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	41.02
1/23/20	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	FIRE DEPARTMENT	8.79
1/23/20	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	FIRE DEPARTMENT	8.79
1/23/20	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	37.18
1/23/20	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	37.18
1/23/20	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	FIRE DEPARTMENT	25.35
1/23/20	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	FIRE DEPARTMENT	30.42
1/23/20	TEXAS COMMISSION ON FIRE PROTECTION	Texas Commission on Fire P	GENERAL FUND	FIRE DEPARTMENT	85.00
1/23/20	TML MULTISTATE IEBP	P85-70-40 FAMILY BUYDOWN	GENERAL FUND	POLICE DEPARTMENT	286.00
1/23/20	TML MULTISTATE IEBP	P85-70-40 FAMILY BUYDOWN	GENERAL FUND	POLICE DEPARTMENT	286.00
1/23/20	TML MULTISTATE IEBP	3-P85-20-30 CHILD BUY DOWN	GENERAL FUND	POLICE DEPARTMENT	572.00
1/23/20	TML MULTISTATE IEBP	3-P85-20-30 CHILD BUY DOWN	GENERAL FUND	POLICE DEPARTMENT	572.00
1/23/20	TML MULTISTATE IEBP	3 -P85-20-30 EE ONLY	GENERAL FUND	POLICE DEPARTMENT	486.20
1/23/20	TML MULTISTATE IEBP	3 -P85-20-30 EE ONLY	GENERAL FUND	POLICE DEPARTMENT	486.20
1/23/20	TML MULTISTATE IEBP	3 P85-2-30 HRA FUNDS	GENERAL FUND	POLICE DEPARTMENT	85.80
1/23/20	TML MULTISTATE IEBP	3 P85-2-30 HRA FUNDS	GENERAL FUND	POLICE DEPARTMENT	85.80
1/23/20	TML MULTISTATE IEBP	4-P85-50-30 EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	451.64
1/23/20	TML MULTISTATE IEBP	4-P85-50-30 EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	451.64
1/23/20	TML MULTISTATE IEBP	4-P85-50-30 EMP-HRA FUNDS	GENERAL FUND	POLICE DEPARTMENT	120.36
1/23/20	TML MULTISTATE IEBP	4-P85-50-30 EMP-HRA FUNDS	GENERAL FUND	POLICE DEPARTMENT	120.36
1/23/20	TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	GENERAL FUND	POLICE DEPARTMENT	176.35
1/23/20	TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	GENERAL FUND	POLICE DEPARTMENT	176.35
1/23/20	TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	GENERAL FUND	POLICE DEPARTMENT	109.65
1/23/20	TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	GENERAL FUND	POLICE DEPARTMENT	109.65
1/23/20	TML MULTISTATE IEBP	8-P85-250-30 - CHILD BUY D	GENERAL FUND	POLICE DEPARTMENT	562.92
1/23/20	TML MULTISTATE IEBP	8-P85-250-30 - CHILD BUY D	GENERAL FUND	POLICE DEPARTMENT	562.92
1/23/20	TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY	GENERAL FUND	POLICE DEPARTMENT	1,279.36
1/23/20	TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY	GENERAL FUND	POLICE DEPARTMENT	1,279.36
1/23/20	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	GENERAL FUND	POLICE DEPARTMENT	286.00
1/23/20	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	GENERAL FUND	POLICE DEPARTMENT	286.00
1/23/20	TML MULTISTATE IEBP	8-P85-250-30 CHILD-HSA FUN	GENERAL FUND	POLICE DEPARTMENT	9.08
1/23/20	TML MULTISTATE IEBP	8-P85-250-30 CHILD-HSA FUN	GENERAL FUND	POLICE DEPARTMENT	9.08
1/23/20	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	GENERAL FUND	POLICE DEPARTMENT	1,008.64
1/23/20	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	GENERAL FUND	POLICE DEPARTMENT	1,008.64
1/23/20	TML MULTISTATE IEBP	DENTAL-EMPLOYEE CHILD	GENERAL FUND	POLICE DEPARTMENT	73.20
1/23/20	TML MULTISTATE IEBP	DENTAL-EMPLOYEE CHILD	GENERAL FUND	POLICE DEPARTMENT	73.20
1/23/20	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	156.42
1/23/20	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	156.42
1/23/20	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	POLICE DEPARTMENT	85.28
1/23/20	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	POLICE DEPARTMENT	85.28

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
1/23/20	TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	POLICE DEPARTMENT	35.15
1/23/20	TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	POLICE DEPARTMENT	35.15
1/23/20	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	43.95
1/23/20	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	43.95
1/23/20	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	POLICE DEPARTMENT	11.72
1/23/20	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	POLICE DEPARTMENT	11.72
1/23/20	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	43.94
1/23/20	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	43.94
1/23/20	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	POLICE DEPARTMENT	30.42
1/23/20	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	POLICE DEPARTMENT	30.42
1/23/20	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	WATER FUND	NON-DEPARTMENTAL	89.09
1/23/20	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	WATER FUND	NON-DEPARTMENTAL	89.09
1/23/20	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	WATER FUND	NON-DEPARTMENTAL	10.22
1/23/20	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	WATER FUND	NON-DEPARTMENTAL	10.22
1/23/20	TML MULTISTATE IEBP	HSA Contribution	WATER FUND	NON-DEPARTMENTAL	96.54
1/23/20	TML MULTISTATE IEBP	HSA Contribution	WATER FUND	NON-DEPARTMENTAL	96.54
1/23/20	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	WATER FUND	NON-DEPARTMENTAL	2.38
1/23/20	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	WATER FUND	NON-DEPARTMENTAL	2.38
1/23/20	TML MULTISTATE IEBP	LIFE-VOLUNTARY	WATER FUND	NON-DEPARTMENTAL	10.80
1/23/20	TML MULTISTATE IEBP	LIFE-VOLUNTARY	WATER FUND	NON-DEPARTMENTAL	10.80
1/23/20	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	WATER FUND	NON-DEPARTMENTAL	2.43
1/23/20	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	WATER FUND	NON-DEPARTMENTAL	2.43
1/23/20	TML MULTISTATE IEBP	3 -P85-20-30 EE ONLY	WATER FUND	WATER DEPARTMENT	243.10
1/23/20	TML MULTISTATE IEBP	3 -P85-20-30 EE ONLY	WATER FUND	WATER DEPARTMENT	243.10
1/23/20	TML MULTISTATE IEBP	3 P85-2-30 HRA FUNDS	WATER FUND	WATER DEPARTMENT	42.90
1/23/20	TML MULTISTATE IEBP	3 P85-2-30 HRA FUNDS	WATER FUND	WATER DEPARTMENT	42.90
1/23/20	TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	WATER FUND	WATER DEPARTMENT	176.34
1/23/20	TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	WATER FUND	WATER DEPARTMENT	176.34
1/23/20	TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	WATER FUND	WATER DEPARTMENT	109.64
1/23/20	TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	WATER FUND	WATER DEPARTMENT	109.64
1/23/20	TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY	WATER FUND	WATER DEPARTMENT	159.92
1/23/20	TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY	WATER FUND	WATER DEPARTMENT	159.92
1/23/20	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	WATER FUND	WATER DEPARTMENT	137.17
1/23/20	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	WATER FUND	WATER DEPARTMENT	137.17
1/23/20	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	WATER FUND	WATER DEPARTMENT	126.08
1/23/20	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	WATER FUND	WATER DEPARTMENT	126.08
1/23/20	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	42.66
1/23/20	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	42.66
1/23/20	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	WATER FUND	WATER DEPARTMENT	10.22
1/23/20	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	WATER FUND	WATER DEPARTMENT	10.22
1/23/20	TML MULTISTATE IEBP	HRA/HSA FEE	WATER FUND	WATER DEPARTMENT	6.43
1/23/20	TML MULTISTATE IEBP	HRA/HSA FEE	WATER FUND	WATER DEPARTMENT	6.43
1/23/20	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	1.46
1/23/20	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	1.46
1/23/20	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	WATER FUND	WATER DEPARTMENT	8.72
1/23/20	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	WATER FUND	WATER DEPARTMENT	8.72
1/23/20	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	10.14
1/23/20	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	10.14
1/23/20	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	WATER FUND	WATER DEPARTMENT	2.43
1/23/20	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	WATER FUND	WATER DEPARTMENT	2.43
1/24/20	TX CSDU	00089527162015EM5059	GENERAL FUND	NON-DEPARTMENTAL	69.23
1/24/20	COLONIAL SUPPLEMENTAL INS	COLONIAL-AFTER TAX	GENERAL FUND	NON-DEPARTMENTAL	501.35
1/24/20	COLONIAL SUPPLEMENTAL INS	COLONIAL-AFTER TAX	GENERAL FUND	NON-DEPARTMENTAL	501.35
1/24/20	COLONIAL SUPPLEMENTAL INS	COLONIAL-PRE-TAX	GENERAL FUND	NON-DEPARTMENTAL	716.08
1/24/20	COLONIAL SUPPLEMENTAL INS	COLONIAL-PRE-TAX	GENERAL FUND	NON-DEPARTMENTAL	716.08
1/24/20	ICMA - VANTAGEPOINT TRANSFER-457	ICMA-FLAT AMOUNTS	GENERAL FUND	NON-DEPARTMENTAL	2,085.00

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
1/24/20	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	NON-DEPARTMENTAL	7,984.16
1/24/20	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	NON-DEPARTMENTAL	7,938.64
1/24/20	'TRAFFIC PAYMENT GROUP	'TRAFFIC PAYMENT GROUP',":	GENERAL FUND	NON-DEPARTMENTAL	507.10
1/24/20	CIVIL SYSTEMS INC	JAN 1 THRU JAN 15	GENERAL FUND	NON-DEPARTMENTAL	11.50-
1/24/20	AFLAC	AFLAC - AFTER TAX	GENERAL FUND	NON-DEPARTMENTAL	113.89
1/24/20	AFLAC	AFLAC - AFTER TAX	GENERAL FUND	NON-DEPARTMENTAL	113.89
1/24/20	AFLAC	AFLAC - PRE-TAX	GENERAL FUND	NON-DEPARTMENTAL	156.49
1/24/20	AFLAC	AFLAC - PRE-TAX	GENERAL FUND	NON-DEPARTMENTAL	156.49
1/24/20	AFLAC	ADJUSTMENT ON VILLANUEVA	GENERAL FUND	NON-DEPARTMENTAL	1.30-
1/24/20	PRE-PAID LEGAL SERVICES, INC.	PREPAID LEGAL SERVICES	GENERAL FUND	NON-DEPARTMENTAL	225.86
1/24/20	PRE-PAID LEGAL SERVICES, INC.	PREPAID LEGAL SERVICES	GENERAL FUND	NON-DEPARTMENTAL	225.86
1/24/20	AMERICAN FIDELITY ASSURANCE	AMERICAN FIDELITY LIFE DUE	GENERAL FUND	NON-DEPARTMENTAL	51.00
1/24/20	AMERICAN FIDELITY ASSURANCE	AMERICAN FIDELITY LIFE DUE	GENERAL FUND	NON-DEPARTMENTAL	51.00
1/24/20	HOME DEPOT CREDIT SERVICE	HOLIDAY 2019*TOTES, LIGHTS	GENERAL FUND	CITY COUNCIL	67.68
1/24/20	HOME DEPOT CREDIT SERVICE	HOLIDAY**STRING LIGHTS	GENERAL FUND	CITY COUNCIL	76.63
1/24/20	TIME WARNER CABLE	INTERNET/ PHONE	GENERAL FUND	CITY ADMINISTRATION	1,363.01
1/24/20	TIME WARNER CABLE	CABLE/ TV	GENERAL FUND	CITY ADMINISTRATION	87.08
1/24/20	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	CITY ADMINISTRATION	2,466.85
1/24/20	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	CITY ADMINISTRATION	2,474.12
1/24/20	DEER OAKS EAP SERVICES LLC	EAP JAN THRU MAR	GENERAL FUND	CITY ADMINISTRATION	209.61
1/24/20	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	MUNICIPAL COURT	284.55
1/24/20	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	MUNICIPAL COURT	284.55
1/24/20	HOME DEPOT CREDIT SERVICE	REPAIRS: PW BUILDING	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	522.65
1/24/20	HOME DEPOT CREDIT SERVICE	OUTDOOR ITEMS CITY HALL	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	192.71
1/24/20	HOME DEPOT CREDIT SERVICE	PARTS OVEN INSTALL	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	86.69
1/24/20	HOME DEPOT CREDIT SERVICE	SMALL TOOLS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	220.71
1/24/20	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	1,012.10
1/24/20	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	1,068.65
1/24/20	EDD LEIGH	GAS LINE TEST	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	170.00
1/24/20	CLEAN SCAPES, LP	LANDSCAPING JANUARY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	552.58
1/24/20	AT&T MOBILITY	FIRSTNET PHONES	GENERAL FUND	FIRE DEPARTMENT	8.80
1/24/20	HOME DEPOT CREDIT SERVICE	STORAGE TOTES	GENERAL FUND	FIRE DEPARTMENT	35.96
1/24/20	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	FIRE DEPARTMENT	5,843.65
1/24/20	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	FIRE DEPARTMENT	5,703.19
1/24/20	VALVOLINE INC	STATE INSPECTION C139	GENERAL FUND	FIRE DEPARTMENT	7.00
1/24/20	MCE TECHNOLOGY LLC	CLEANING SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	49.00
1/24/20	METRO FIRE APARATUS SPECIALISTS INC.	BUNKER GEAR -HOTCHKISS	GENERAL FUND	FIRE DEPARTMENT	2,418.00
1/24/20	MY-LOR INC.	ACCOUNTABILITY TAGS	GENERAL FUND	FIRE DEPARTMENT	22.65
1/24/20	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	POLICE DEPARTMENT	6,304.08
1/24/20	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	POLICE DEPARTMENT	6,289.96
1/24/20	TCOLE	MILITARY CREDIT APPLICATIO	GENERAL FUND	POLICE DEPARTMENT	105.00
1/24/20	CIVIL SYSTEMS INC	JAN 1 THRU JAN 15	GENERAL FUND	DEVELOPMENT SERVICES	1,007.75
1/24/20	MARK DYKES	PERMIT MD LICENSE	GENERAL FUND	DEVELOPMENT SERVICES	1,500.00
1/24/20	COLONIAL SUPPLEMENTAL INS	COLONIAL-AFTER TAX	WATER FUND	NON-DEPARTMENTAL	35.02
1/24/20	COLONIAL SUPPLEMENTAL INS	COLONIAL-AFTER TAX	WATER FUND	NON-DEPARTMENTAL	35.02
1/24/20	COLONIAL SUPPLEMENTAL INS	COLONIAL-PRE-TAX	WATER FUND	NON-DEPARTMENTAL	52.10
1/24/20	COLONIAL SUPPLEMENTAL INS	COLONIAL-PRE-TAX	WATER FUND	NON-DEPARTMENTAL	52.10
1/24/20	ICMA - VANTAGEPOINT TRANSFER-457	ICMA-FLAT AMOUNTS	WATER FUND	NON-DEPARTMENTAL	160.00
1/24/20	TMRS	EMPLOYEE AND EMPLOYER CONT	WATER FUND	NON-DEPARTMENTAL	541.53
1/24/20	TMRS	EMPLOYEE AND EMPLOYER CONT	WATER FUND	NON-DEPARTMENTAL	502.59
1/24/20	PRE-PAID LEGAL SERVICES, INC.	PREPAID LEGAL SERVICES	WATER FUND	NON-DEPARTMENTAL	31.22
1/24/20	PRE-PAID LEGAL SERVICES, INC.	PREPAID LEGAL SERVICES	WATER FUND	NON-DEPARTMENTAL	31.22
1/24/20	HOME DEPOT CREDIT SERVICE	HOLIDAY 2019*TOTES, LIGHTS	WATER FUND	WATER DEPARTMENT	18.68
1/24/20	TMRS	EMPLOYEE AND EMPLOYER CONT	WATER FUND	WATER DEPARTMENT	1,079.18
1/24/20	TMRS	EMPLOYEE AND EMPLOYER CONT	WATER FUND	WATER DEPARTMENT	1,001.60
1/24/20	PITNEY BOWES - PURCHASE POWER	DEC WATER BILLS POSTAGE	WATER FUND	WATER DEPARTMENT	225.40

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
1/24/20	PITNEY BOWES - PURCHASE POWER	UTILITY BILLS DECEMBER	WATER FUND	WATER DEPARTMENT	229.25
1/24/20	PITNEY BOWES - PURCHASE POWER	FINANCE CHARGES DEC-JAN BI	WATER FUND	WATER DEPARTMENT	49.44
1/24/20	DPC INDUSTRIES	CHLORINE	WATER FUND	WATER DEPARTMENT	130.00
1/24/20	TEXAS EXCAVATION SAFETY SYSTEM	LOCATOR TICKETS	WATER FUND	WATER DEPARTMENT	21.85
1/24/20	ALAMO AREA COUNCIL OF GOVERNMENTS	HARD OF HEARING CLASS	LEOSE	POLICE DEPARTMENT	80.00
1/24/20	KFW ENGINEERS	TASK ORDER 5 DRAIN 5	CAPITAL REPLACEMEN	PUBLIC WORKS	810.75
1/24/20	KFW ENGINEERS	TASK ORDER 6- AREA 3,4	CAPITAL REPLACEMEN	PUBLIC WORKS	26,298.27
1/31/20	FROST - VISA DEBIT CARD	FROST - TX MUNICIPAL CLERK	GENERAL FUND	CITY ADMINISTRATION	55.00
1/31/20	FROST - VISA DEBIT CARD	FROST - TML	GENERAL FUND	CITY ADMINISTRATION	168.00
1/31/20	FROST - VISA DEBIT CARD	FROST - TML	GENERAL FUND	CITY ADMINISTRATION	408.00
1/31/20	FROST - VISA DEBIT CARD	FROST - USPS	GENERAL FUND	CITY ADMINISTRATION	77.00
1/31/20	FROST - VISA DEBIT CARD	FROST - SURVEY MONKEY	GENERAL FUND	CITY ADMINISTRATION	358.17
1/31/20	FROST - VISA DEBIT CARD	COURTYARD	GENERAL FUND	CITY ADMINISTRATION	114.13
1/31/20	FROST - VISA DEBIT CARD	RESERVATIONS.COM	GENERAL FUND	CITY ADMINISTRATION	14.99
1/31/20	FROST - VISA DEBIT CARD	SERVICE FEE	GENERAL FUND	CITY ADMINISTRATION	19.99
1/31/20	FROST - VISA DEBIT CARD	FROST - ADOBE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	46.90
1/31/20	FROST - VISA DEBIT CARD	FROST - BOOT BARN	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	644.97
1/31/20	FROST - VISA DEBIT CARD	FROST - SERNA	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	124.40
1/31/20	FROST - VISA DEBIT CARD	FROST - ATSSA	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	75.00
1/31/20	FROST - VISA DEBIT CARD	FROST -BEXAR VEHREG	GENERAL FUND	FIRE DEPARTMENT	7.50
1/31/20	FROST - VISA DEBIT CARD	FROST -BEXAR VEHREG	GENERAL FUND	FIRE DEPARTMENT	2.00
1/31/20	FROST - VISA DEBIT CARD	FROST - THE RUGGED STORE	GENERAL FUND	FIRE DEPARTMENT	81.00
1/31/20	FROST - VISA DEBIT CARD	FROST - ADOBE	WATER FUND	WATER DEPARTMENT	46.48
1/31/20	FROST - VISA DEBIT CARD	FROST - BOOT BARN	WATER FUND	WATER DEPARTMENT	189.99

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	GONZALEZ-GALVEZ, ELIZABETH	US REFUNDS	WATER FUND	NON-DEPARTMENTAL	156.67
				TOTAL:	544,107.59

===== FUND TOTALS =====

10	GENERAL FUND	466,058.93
20	WATER FUND	49,912.18
40	CRIME CONTROL DISTRICT	177.47
42	PEG FUNDS	769.99
53	LEOSE	80.00
70	CAPITAL REPLACEMENT FUND	27,109.02

GRAND TOTAL:		544,107.59

TOTAL PAGES: 12

SELECTION CRITERIA

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: 1/01/2020 THRU 1/31/2020

PAYROLL SELECTION

PAYROLL EXPENSES: NO
EXPENSE TYPE: N/A
CHECK DATE: 0/00/0000 THRU 99/99/9999

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

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

1. CALL MEETING TO ORDER

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

PRESENT: ABSENT:

Alderman Colemere

Alderman Kautz

Mayor Pro Tem Ross

Alderman Heintzelman

Alderman Powers

Mayor Werner

2. PLEDGE OF ALLEGIANCE AND INVOCATION

Alderman Heintzelman led the Pledge of Allegiance to the Flag. Mayor Werner led the invocation.

3. CITIZENS TO BE HEARD

No one signed up to address City Council.

4. CITY COUNCIL COMMENT

City Council wished all a Happy New Year and thanked everyone for attending.

5. PRESENTATIONS, COMMENDATIONS AND ANNOUNCEMENTS

5.1. Proclamation - Monarch Pledge

Mayor Werner thanked all citizens for participating in the Monarch Pledge.

6. REGULAR AGENDA ITEMS

6.1. Discussion / action - Accepting the FY 2019 Financial Statement Audit - Finance Director

Finance Director Morey and Phil Vaughn presented the FY 2019 Financial Statement Audit.

Alderman Colemere made a motion to accept the FY 2019 Financial Statement Audit as presented.

Alderman Heintzelman seconded the motion.

The motion to accept the FY 2019 Financial Statement Audit as presented was accepted with a unanimous vote.

p

6.2. Public Hearing - The purpose of the public hearing is to receive comments from members of the public regarding proposed amendments to the City of Shavano Park Code of Ordinances, including changes to Chapter 24 to update and clarify changes within Sign Ordinance

Public hearing opened at 6:40 p.m.

City Manager Hill presented a brief overview of the proposed amendments to the City of Shavano Park Code of Ordinances, including changes to Chapter 24 to update and clarify changes within Sign Ordinance.

Public hearing closed at 6:48 p.m.

6.3. Discussion - Possible amendments to the City of Shavano Park Code of Ordinances, Chapter 24: Signs to clarify requirements within Sign Ordinance. Possible Executive Session pursuant to Texas Government Code, § 551.071, Consultation with Attorney - City Manager / City Attorney

Alderman Heintzelman made a motion to adjourn into Executive Session.
Alderman Powers seconded the motion.

The open meeting closed at 6:55 p.m.

The open meeting reconvened at 7:16 p.m.

No action was taken on this item.

6.4. Presentation / discussion - 2019 Annual Crime Report - Police Chief

Chief Lacy presented the 2019 Annual Crime Report.

6.5. Discussion / action - Engineer Task Order to produce planning documents for City of Shavano Park utility movement - City Manager / City Engineer

Mayor Pro Tem Ross made a motion to authorize the City Manager to issue the task order to the City Engineer to begin working the design in sequence with the TxDot plans.

Alderman Colemere seconded the motion.

The motion to authorize the City Manager to issue the task order to the City Engineer to begin working the design in sequence with the TxDot plans carried with a unanimous vote.

6.6. Discussion / action - Appointment of Council Appointed Positions (Website) - City Manager

Mayor Pro Ross made a motion continue with the Revize for the website redesign and terminate the agreement with Civil Systems for contractor registration.

Alderman Kautz seconded the motion.

The motion continues with the Revize for the website redesign and terminate the agreement with Civil Systems for contractor registration carried with a unanimous vote.

6.7. Discussion / action - Ordinance O-2020-001 amending the City of Shavano Park Code of Ordinances, Fee Schedule to update Fees (first reading) - City Manager

Alderman Powers made a motion to approve Ordinance O-2020-001 amending the City of Shavano Park Code of Ordinances, Fee Schedule to update Fees as an administrative ordinance.
Alderman Kautz seconded the motion.

The motion to approve Ordinance O-2020-001 amending the City of Shavano Park Code of Ordinances, Fee Schedule to update Fees as an administrative ordinance carried with a unanimous vote.

6.8. Discussion / action - Transfer portions of Fund Balance to Capital Replacement / Improvement Fund - Finance Director

The City Council consensus was to take no action to transfer fund balance from the General Fund to the Capital Replacement / Improvement Fund.

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 Minutes, December 9, 2019

8.2. Accept - Planning & Zoning Commission Meeting Minutes, December 4, 2019

8.3. Approve - Resolution R-2020-001 ordering the 2020 General Election in the City of Shavano Park, Texas for the purpose of electing three (3) Alderman

8.4. Approve - Resolution R-2020-002 re-authorizing the City to post notices at the entrances to buildings owned or leased by the City of Shavano Park advising the public of the prohibition of carrying a handgun on court facilities in buildings that house the municipal court and court offices making license holders aware of the court facilities

8.5. Approve – Resolution R-2020-003 designating authorized parties for approving electronic payments from all banking depository accounts

8.6. Approve - Schedule the Annual City-Wide Garage Sale

8.7. Accept - Quarterly and Annual Investment Reports, ending September 30, 2019

Alderman Colemere made a motion to approve Consent Agenda Items 8.1 – 8.7 as presented.

Mayor Pro Tem Ross seconded the motion.

The motion to approve Consent Agenda Items 8.1 – 8.7 as presented carried with a unanimous vote.

9. ADJOURNMENT

Mayor Pro Tem Ross made a motion to adjourn the meeting.

Alderman Kautz seconded the motion.

The meeting adjourned at 8:12 p.m.

Robert Werner
Mayor

Zina Tedford
City Secretary

1. **Call to order**

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

PRESENT:

Albert Aleman

Carla Laws

William Stipek

Jason Linahan

Kerry Dike

Shawn Fitzpatrick

Damon Perrin

ABSENT:

Konrad Kuykendall

Bill Simmons

2. **Vote under Section 36-69 of the Shavano Park City Code (“Code”) concerning a finding that each of the items following item 2 on the agenda are “planning issues” or otherwise prescribed Planning & Zoning Commission duties under 36-69(l) of the Code or the severance of one or more of such items for an individual vote on such item or items.**

Upon a motion made by Commissioner Laws and a second made by Commissioner Fitzpatrick, the Planning & Zoning Commission voted six (6) for and none (0) opposed to approve the agenda as it was provided as Planning & Zoning Commission issues. The motion carried.

3. **Citizens to be Heard**

No one signed up to address the Planning & Zoning Commission.

4. **Consent Agenda:**

A. Approval - Planning & Zoning Commission minutes, December 4, 2019

Upon a motion made by Commissioner Perrin and a second made by Commissioner Stipek, the Planning & Zoning Commission voted six (6) for and none (0) opposed to approve the Planning & Zoning Commission December 4, 2019 minutes as presented. The motion carried.

5. **Discussion / action - Possible amendments to the City of Shavano Park Code of Ordinances, Chapter 24 – Signs, regarding banner signs, monument signs and allowed signage in residential and business zoning districts. Possible Executive Session pursuant to Texas Government Code, § 551.071, Consultation with Attorney - City Manager**

The Planning & Zoning Commission reviewed the proposed amendments to the City of Shavano Park Code of Ordinances, Chapter 24 – Signs, regarding banner signs, monument signs and allowed signage in residential and business zoning districts based on comments and suggestions from the December 4th meeting. The Planning & Zoning Commission reviewed the document and recommended additional changes. Staff will incorporate comments and will present an updated version for the Planning & Zoning Commission to review.

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

City Manager Hill provided an overview of items considered at the previous City Council Meeting.

7. **Chairman Announcements:**

- A. Advise members to contact City staff to add new or old agenda items.
- B. Advise members of pending agenda items, as follows:
 - i. February, 2020 – Possible action item for possible amendments to Chapter 24 – Signs regarding banner signs and allowed signage in residential and business zoning districts.
 - ii. February, 2020 - Amendments to Chapter 36 regarding MXD & PUD site plan approval to comply with the 30-day shot clocks from Texas Legislature.
 - iii. February, 2020 – Semiannual presentation by Denton Communities regarding residential and commercial development in Shavano Park and surrounding areas and discussion concerning the same.

8. **Adjournment**

Upon a motion made by Commissioner Dike and a second made by Commissioner Perrin, the Planning & Zoning Commission voted six (6) for and none (0) opposed to adjourn the meeting. The meeting adjourned at 8:37 p.m.

Albert Aleman
Chairman

Zina Tedford
City Secretary

Racial Profiling Report | Full

Reporting Date: 02/06/2020

Agency Name: SHAVANO PARK POLICE DEPT.
TCOLE Agency Number: 029220

Chief Administrator: WILLIAM R. LACY

Agency Contact Information:
Phone: (210) 492-9248
Email: rlacy@shavanopark.org

Mailing Address:
900 SADDLETREE CT
SHAVANO PARK, TX 78231-1523

This Agency filed a full report

SHAVANO PARK POLICE DEPT has adopted a detailed written policy on racial profiling. Our policy:

- 1.) clearly defines acts constituting racial profiling;
- 2.) strictly prohibit peace officers employed by the SHAVANO PARK POLICE DEPT. from engaging in racial profiling;
- 3.) implements a process by which an individual may file a complaint with the SHAVANO PARK POLICE DEPT. if the individual believes that a peace officer employed by the SHAVANO PARK POLICE DEPT. has engaged in racial profiling with respect to the individual;
- 4.) provides public education relating to the agency's complaint process;
- 5.) requires appropriate corrective action to be taken against a peace officer employed by the SHAVANO PARK POLICE DEPT. who, after an investigation, is shown to have engaged in racial profiling in violation of the SHAVANO PARK POLICE DEPT. policy adopted under this article;
- 6.) require collection of information relating to motor vehicle stops in which a citation is issued and to arrests made as a result of those stops, including information relating to:
 - a.) the race or ethnicity of the individual detained;
 - b.) whether a search was conducted and, if so, whether the individual detained consented to the search; and
 - c.) whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual; and
- 7.) require the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision(6) to:
 - a.) the Commission on Law Enforcement; and
 - b.) the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

Executed by: Karen Garcia, Office Manager

Date: 02/06/2020

Total stops: 1169

Gender

Female	468
Male	701

Race / Ethnicity

Black	134
Asian / Pacific Islander	36
Hispanic / Latino	682
White	302
Alaska Native / American	15

Was race or ethnicity known prior to stop?

Yes	1
No	1168

Reason for stop?

Violation of law	24
Preexisting knowledge	67
Moving traffic violation	2
Vehicle traffic violation	1076

Street address or approximate location of the stop

City street	1169
US highway	0
County road	0
State highway	0
Private property or other	0

Was a search conducted?

Yes	7
No	1162

Reason for Search?

consent	1
contraband	0
probable	6
inventory	0

ncident to arrest	0
Was Contraband discovered?	
Yes	4
No	1065
Description of contraband	
Drugs	0
Currency	0
Weapons	0
Alcohol	0
Stolen property	0
Other	4
Result of the stop	
Verbal warning	0
Written warning	2083
Citation	1208
Written warning and arrest	0
Citation and arrest	0
Arrest	0
Arrest based on	
Violation of Penal Code	0
Violation of Traffic Law	0
Violation of City Ordinance	0
Outstanding Warrant	0
Was physical force resulting in bodily injury used during stop?	
Yes	0
No	1169

Submitted electronically to the



The Texas Commission on Law
Enforcement

CITY COUNCIL STAFF SUMMARY

Meeting Date: February 24, 2020

Agenda item: 8.4

Prepared by: Brenda Morey

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Discussion / possible action – Resolution R-2020-006 Adopting the City of Shavano Investment Policy – Finance Director

☒

Attachments for Reference:

- a) R-2020-006 Resolution
- b) Proposed 2020 Investment Policy

BACKGROUND / HISTORY: The Public Funds Investment Act (PFIA), Section 2256.005a requires the City to adopt an investment policy and investment strategy by rule, order, ordinance or resolution. Attached is a PDF copy of the City of Shavano Park's investment policy adopted February 25, 2019 with the proposed changes redlined.

The Local Government Code of the State of Texas (Local Government Code, Chapter 105.011) governs local government depositories and authorizes cities to receive and consider applications (bids/proposals) for banking services from financial institutions outside the city limits, when consideration of such financial institutions is in the best interest of the city.

The Investment Committee is comprised of George Fillis, Mark Standeford, Lee Matecko, City Manager Bill Hill, and Finance Director Brenda Morey.

DISCUSSION: The Investment Committee met January 29 and February 19, 2020, to review and suggest updates to the City's Investment policy as well as review quarterly investments and reports.

The Committee reviewed the 2019 investment policy and made the following suggested edits:

- Page 5, first paragraph, middle of third line, change the 'is' to 'are'
- Page 5, first paragraph, fourth line, remove the 's' from Investments and add an 's' to Officer, to reflect 'Investment Officers'
- Page 8, last paragraph, fourth line, change the 'my' to 'may'
- Page 12, fourth paragraph, justify the format.

Note also the adopted date will be updated to February 24, 2020.

COURSES OF ACTION:

1. Approve the proposed City of Shavano Investment Policy by resolution.
2. Advise Staff and Committee to meet for further discussion/recommendations.

FINANCIAL IMPACT: N/A

STAFF RECOMMENDATION: Approve Resolution R-2020-006 adopting the City of Shavano Investment Policy with the edits as presented.

**A RESOLUTION AMENDING AND ADOPTING THE CITY OF SHAVANO PARK
INVESTMENT POLICY**

WHEREAS, Chapter 2256 of the Texas Government Code, commonly known as the "Public Funds Investment Act," requires the City to adopt an investment policy by rule, order, ordinance, or resolution; and

WHEREAS, The Public Funds Investment Act (Section 2256.005 a) requires the governing body to review and adopt that investment policy not less than annually, recording any changes made thereto; and

WHEREAS, the City of Shavano Park has chosen to revise the Investment Policy with respect to insurance and collateral, and the Policy is attached as Exhibit A.

WHEREAS, the Local Government Code of the State of Texas (Local Government Code, Chapter 105.011) governs local government depositories; and

WHEREAS, the Local Government Code authorizes the City to receive and consider applications (proposals/bids) for banking services from financial institutions outside the City limits: and

WHEREAS, the City Council has concluded that consideration of such financial institutions is in the best interest of the City;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED BY THE CITY COUNCIL OF THE CITY OF SHAVANO PARK, TEXAS:

That the City Council has complied with the requirements of the Public Funds Investment Act and the Local Government Code Chapter 105 and the Investment Policy attached hereto as Exhibit A, is hereby adopted in its entirety as the Investment Policy of the City.

PASSED AND APPROVED by the City Council of the City of Shavano Park this the 24th day of February, 2020

Robert Werner
MAYOR

Attest: _____
Zina Tedford,
City Secretary

City of Shavano Park Texas

Investment Policy

Adopted February 24, 2020

Table of Contents

INTRODUCTION 2

INVESTMENT STRATEGY 2

INVESTMENT POLICY 3

 SCOPE..... 3

 OBJECTIVES 3

 Safety 3

 Liquidity 4

 Diversification 4

 Yield..... 4

RESPONSIBILITY AND CONTROL..... 4

REPORTING 7

INVESTMENT PORTFOLIO..... 8

SELECTION OF BANKS AND DEALERS 11

SAFEKEEPING AND CUSTODY..... 14

INVESTMENT POLICY ADOPTION 16

INTRODUCTION

The purpose of this document is to set forth specific investment policy and strategy guidelines for the City of Shavano Park in order to achieve the objectives of safety, liquidity, diversification, and yield for all investment activity. The City Council of the City of Shavano Park shall review and adopt, by resolution, its investment strategies and policy not less than annually. The resolution shall include a record of changes made to either the investment policy or strategy. This policy serves to satisfy the statutory requirement (specifically the Public Funds Investment Act, "the ACT", Chapter 2256 Texas Government Code) to define, adopt and review a formal investment strategy and policy.

INVESTMENT STRATEGY

The City of Shavano Park maintains portfolios which utilize five specific investment strategy considerations designed to address the unique characteristics of the fund groups represented in the portfolios:

- A. Operating funds and commingled pools containing operating funds have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. The secondary objective is to create a portfolio structure which will experience minimal volatility (i.e. risk) during economic cycles. This may be accomplished by purchasing high-quality, short to medium-term securities which will complement each other in a laddered or barbell maturity structure. The dollar weighted average maturity of 365 days or less will be calculated using the stated final maturity date of each security.
- B. Debt service funds shall have as the primary objective the assurance of investment liquidity adequate to cover the debt service obligation on the required payment date. Securities purchased shall not have a stated final maturity date which exceeds the debt service payment date.
- C. Debt service reserve funds shall have as the primary objective the ability to generate a dependable revenue stream to the appropriate debt service fund from securities with a low degree of volatility. Securities should be of high quality and, except as may be required by the bond ordinance specific to an individual issue, of short to intermediate-term maturities. Volatility shall be further controlled through the purchase of securities carrying the highest coupon available, within the desired maturity and quality range, without paying a premium, if at all possible.
- D. Special projects or special purpose fund portfolios will have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. These portfolios should include at least 10% in highly liquid securities to allow for flexibility and unanticipated project outlays. The stated final maturity dates of securities held should not exceed the estimated, project completion date.

- E. Operating funds reserved fund balance shall have as the primary objective the capability of adding yield to the portfolio without causing any cash flow inadequacies. The City's intent is to maintain a reserve fund balance of four to six months of operating expenditures to ensure that during economic shortfalls funds are available to sustain the City's needs. The weighted average maturity of these securities shall be no more than 2 years and at least 15% of the funds will be liquid.

INVESTMENT POLICY

SCOPE

This investment policy applies to all financial assets of the City of Shavano Park. These funds are accounted for in the City's Comprehensive Annual Financial Report (CAFR) and include:

- General Fund
- Special Revenue Funds
- Debt Service Funds
- Capital Projects Funds
- Proprietary Funds
- All Other Funds

OBJECTIVES

The City of Shavano Park shall manage and invest its cash with four objectives, listed in order of priority: Safety, Liquidity, Diversification, and Yield. The safety of the principal invested always remains the primary objective. All investments shall be designed and managed in a manner responsive to the public trust and consistent with State and Local law.

The City shall maintain a comprehensive cash management program which includes collection of accounts receivable, vendor payment in accordance with invoice terms and prudent investment of available cash. Cash management is defined as the process of managing monies in order to ensure maximum cash availability and maximum yield on short-term investment of pooled idle cash.

Safety

The primary objective of the City's investment activity is the preservation of capital in the overall portfolio. Each investment transaction shall be conducted in a manner to avoid capital losses, whether they are from securities defaults or erosion of market value.

Liquidity

The City's investment portfolio shall be structured such that the City is able to meet all obligations in a timely manner. This shall be achieved by matching investment maturities with forecasted cash flow requirements and by investing in securities with active secondary markets.

Diversification

In order to minimize investment and market risk, the City will diversify its investments by market sector (security type) and maturity. The portfolio will be designed to avoid unreasonable risks within one market sector or from an individual financial institution.

Yield

The City's cash management portfolio shall be designed with the objective of regularly exceeding the average rate of return on U.S. Treasury Bills at a maturity level comparable to the City's weighted average maturity in days. The investment program shall seek to augment returns above this threshold consistent with risk limitations identified herein and prudent investment policies.

RESPONSIBILITY AND CONTROL

Investment Committee

Members

A five member Investment Committee, shall consist of the City Manager, Finance Director and three outside committee members as selected by Council.

Scope

The Investment Committee shall meet at least semi-annual or other time frame to determine operational strategies and to monitor results. Include in its deliberation such topics as: performance reports, economic outlook, portfolio, diversification, maturity structure, potential risk to the City's funds, authorized brokers and dealers and the target rate of return on the investment portfolio. The committee may make recommendations to the Investment Officer and the Council.

Procedures

The Investment Committee shall establish its own rules of procedures as it is not required to conform to open meetings act. Meeting summations shall be provided to all members of the investment committee.

Delegation of Authority

Authority to manage the City's investment program is derived from a resolution of the City Council. The Finance Director and City Manager or any person designated by the City Council shall act as Investment Officers for the City and ~~are~~ responsible for investment decisions and activities. The Investment Officers shall establish written procedures for the operation of the investment program, consistent with this investment policy.

Training

The Investment Officers and the other members of the Investment Committee shall attend at least one training session relating to investment responsibilities under the Act within 12 months after assuming duties; a training session not less than once in a two-year period that begins on the first day of the City of Shavano Park's fiscal year and consists of the two consecutive years after that date; each initial training session shall contain not less than 10 hours of training, and subsequent training sessions not less than eight hours of instruction.

Training requirements for "Other" members of the Investment Committee may be waived by City Council for highly qualified professionals as so designated at the time of appointment.

Such training from an independent source shall be approved or endorsed by either, Government Finance Officers Association of Texas, the Government Treasurers Organization of Texas, the Texas Municipal League or the Alamo Area Council of Governments. All expenses incurred for the required training will be paid or reimbursed by the City in accordance with the current travel and training policy in force.

Internal Controls

The Investment Officers are responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by the investment officers.

Accordingly, the Investment Officers shall establish a process for annual independent review by an external qualified entity(s) to assure compliance with policies and procedures. This can be part of the annual audit. The results of this review shall be reported to the City Council. The internal controls shall address the following points:

- A. Control of collusion
- B. Separation of transaction authority from accounting and record keeping.

- C. Custodial safekeeping
- D. Avoidance of physical delivery securities.
- E. Clear delegation of authority to subordinate staff members.
- F. Written confirmation for telephone (voice) transactions for investments and wire transfers.
- G. Development of a wire transfer agreement with the depository bank or third party custodian.

Prudence

The standard of prudence to be applied by the investment officer shall be the "prudent investor" rule, which states: "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived." In determining whether an investment officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:

- A. The investment of all funds under the City's control, over which the officer had responsibility rather than a consideration as to the prudence of a single investment.
- B. Whether the investment decision was consistent with the written investment policy of the City.

The Investment Officers and those delegated investment authority under this Policy, when acting in accordance with the written procedures and in accord with the Prudent Person Rule, shall be relieved of personal liability in the management of the portfolio provided that deviations from expectations for a specific security's credit risk or market price change or portfolio shifts are reported in a timely manner and that appropriate action is taken to control adverse market effects.

Public Trust

All participants in the City's investment process shall seek to act responsibly as custodians of the public trust. Investment officials shall avoid any transaction which might impair public confidence in the City's ability to govern effectively.

Ethics and Conflicts of Interest

The Investment Committee and City staff involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair the ability to make impartial investment decisions. City staff shall disclose to the City Manager any material financial interests in financial institutions that conduct business with the City and they shall further disclose positions that could be related to the performance of the City's portfolio. City staff shall subordinate their personal financial transactions to those of the City, particularly with regard to timing of purchases and sales.

An investment officer of the City who has a personal business relationship with an organization seeking to sell an investment to the City shall file a statement disclosing that personal business interest. An investment officer who is related within second degree by affinity or consanguinity to an individual seeking to sell an investment to the City shall file a statement disclosing that relationship. A statement required under this subsection must be filed with the Texas Ethics Commission and the governing body of the entity.

REPORTING

Quarterly Reporting

The Investment Officer shall submit quarterly reports to the City Council containing sufficient information to permit an informed outside reader to evaluate the performance of the investment program and consistent with statutory requirements. All reports shall be in compliance with the Act. Market prices for market evaluations will be obtained from an independent source.

Annual Report

Within 90 days of the end of the fiscal year, the Investment Officer shall present an annual report on the investment program and investment activity. This report may be presented as a component of the fourth quarter report to the City Council.

Methods

The quarterly investment report shall include a succinct management summary that provides a clear picture of the status of the current investment portfolio and transactions made over the last quarter. This management summary will be prepared in a manner which will allow the City to ascertain whether investment activities during the reporting period have conformed to

the investment policy. The report will be provided to the City Council and will include the following:

- A. A listing of individual securities held at the end of the reporting period. This list will include the name of the fund or pooled group fund for which each individual investment was acquired.
- B. Unrealized gains or losses resulting from appreciation or depreciation by listing the beginning and ending book and market value of securities for the period. Market values shall be obtained from financial institutions or portfolio reporting services independent from the broker/dealer from whom the security was purchased.
- C. Additions and changes to the market value during the period.
- D. Fully accrued interest for the reporting period.
- E. Average weighted yield to maturity of portfolio on entity investments as compared to applicable benchmarks.
- F. Listing of investments by maturity date.
- G. The percentage of the total portfolio which each type of investment represents.
- H. Statement of compliance of the City's investment portfolio with State law and the investment strategy and policy approved by the City Council.

INVESTMENT PORTFOLIO

Active Portfolio Management

The City shall pursue an active versus a passive portfolio management philosophy. That is, securities may be sold before they mature if market conditions present an opportunity for the City to benefit from the trade. The investment officer will routinely monitor the contents of the portfolio, the available markets, and the relative value of competing instruments and will adjust the portfolio accordingly.

Investments

Assets of the City of Shavano Park may be invested in the following instruments; provided, however, that at no time shall assets of the City be invested in any instrument or security not authorized for investment under the Act, as the Act may from time to time be amended. The City is not required to liquidate investments that were authorized investments at the time of purchase.

I. Authorized

- A. Obligations, including letters of credit, of the United States of America, its agencies and instrumentalities which have a liquid market with a readily determinable market value.
- B. Direct obligations of the State of Texas and agencies thereof. Total investment in this instrument shall not exceed 90% of the overall portfolio.
- C. Other obligations, the principle of and interest on which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, the State of Texas or United States of America or their respective agencies and instrumentalities including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States.
- D. Obligations of the States (other than Texas), agencies thereof, Counties, Cities and other political subdivisions of any state having been rated as to investment quality by a nationally recognized investment rating firm and having received a rating of not less than "A" or its equivalent. Total investment in this instrument shall not exceed 25% of the overall portfolio.
- E. Certificates of Deposit by a Depository Institution that has its main office or branch office in the State of Texas, guaranteed or insured by the Federal Deposit Insurance Corporation or its successor or the National Credit Union Share Insurance Fund or its successor; secured by obligations described in A through D above, including mortgage backed securities directly issued by a federal agency or instrumentality that have a market value of not less than the principal amount of the certificates, but excluding those mortgage backed securities of the nature described by Section 2256.009 (b) of the Texas Government Code and made in accordance with the conditions as specified by Section 2256.010 of the Texas Government Code. Total investment in CD's shall not exceed 80% of the overall portfolio.
- F. Fully collateralized direct repurchase agreements with a defined termination date secured by a combination of cash and obligations of the United States or its agencies and instrumentalities pledged to the City, held in the City's name, and deposited at the time the investment is made with the entity or with a third party, selected by the City. Repurchase agreements must be purchased through a primary government securities dealer, as defined by the Federal Reserve, or a financial institution domiciled in Texas. A Master Repurchase Agreement must be signed by the bank/dealer prior to investment in a repurchase agreement. The term of any reverse security repurchased agreement may not exceed 90 days after the date the reverse security repurchase agreement is delivered. Money received under the terms of a reverse security repurchase agreement shall be used to acquire additional investments, but the term of the authorized investments acquired must mature not later than the expiration date stated in the reverse security repurchase agreement. Total investment in repurchase agreements shall not exceed 10% of the overall portfolio.
- G. Joint pools of political subdivisions in the State of Texas which invest in instruments and follow practices as specified by Section 2256.016 of the Texas Government Code. Investment in such pools shall be limited to 90% of the City's entire portfolio. A pool must be continuously rated no lower than AAA or AAA-m or at an equivalent rating by at least one nationally recognized rating service.

II. Un-Authorized

The City's investment policy specifically prohibits investments in the securities listed below:

- A. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal.
- B. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest.
- C. Collateralized mortgage obligations that have a stated final maturity date of greater than 10 years.
- D. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.
- E. Securities Lending Program
- F. Bankers' Acceptance Commercial Paper

Holding Period

The City of Shavano Park intends to match the holding periods of investment funds with liquidity needs of the City. In no case will the average maturity of investments of the City's operating funds exceed one year. The maximum final stated maturity of any investment shall not exceed five years. The maximum weighted average maturity (WAM) of the overall portfolio shall not exceed 270 days.

Investments in all funds shall be managed in such a way that the market price losses resulting from interest rate volatility would be offset by coupon income and current income received from the volume of the portfolio during a twelve-month period.

The Investment Officer will monitor rating changes in investments acquired with public funds that require a minimum rating and shall take all prudent measures that are consistent with its investment policy to liquidate an investment that does not have the minimum rating thereby making that investment an unauthorized investment.

Risk and Diversification

The City of Shavano Park recognizes that investment risks can result from issuer defaults, market priced changes or various technical complications leading to temporary illiquidity. Risk is controlled through portfolio diversification which shall be achieved by the following general guidelines.

- A. Risk of issuer default is controlled by limiting investments to those instruments allowed by the Act, which are described herein.
- B. Risk of market price changes shall be controlled by avoiding over-concentration of assets in a specific maturity sector, limitation of average maturity of operating funds investments to one year and avoidance of over-concentration of assets in specific instruments other than U.S. Treasury Securities and Insured or Collateralized Certificates of Deposits.

C. Risk of illiquidity due to technical complications shall be controlled by the selection of securities dealers as described herein.

The Table below summarizes the authorized investments and their maximum allocation as a percentage of the overall investment portfolio:

Security Type	Maximum Allocation
A. Obligations of the US Government, Agencies/Instrumentalities	90%
B. Obligations of the State of Texas, Agencies/Instrumentalities	50%
C. Obligations of other States, County, Cities and political subdivision	25%
D. Certificate of Deposits with branch(s) in the State of Texas (Max. of \$250K per institution, insured or collateralized)	80%
E. Collateralized direct repurchase agreements	10%
F. Constant dollar Investment Pools (Ex. TexPool, TexStar)	90%
G. Money Market Mutual Fund (AAA rated or equivalent)	50%

SELECTION OF BANKS, BROKER/DEALERS, AND INVESTMENT ADVISORS

Depository

City Council shall, by ordinance, “select and designate one or more banking institutions as the depository for the monies and funds of the City” in accordance with the requirement of Tex. Loc. Gov’t Code Ch. 105. At least every five years, a Depository shall be selected for a contract term of three years with two one-year renewal options through the City's banking services procurement process, which shall include a formal request for proposal

(RFP).

Due to the limited number of financial institutions located within the City, the City has concluded that consideration of banking services (bids/proposals) from financial institutions outside the City limits are in the best interest of the City and, therefore, will accept depository applications from institutions both inside and outside the City limits.

In selecting a depository, the credit worthiness of institutions shall be considered and the Investment Officer shall conduct a comprehensive review of prospective depositories' credit characteristics and financial history.

Certificates of Deposit

Banks seeking to establish eligibility for the City's competitive certificate of deposit purchase program shall submit for review annual financial statements, evidence of federal insurance and other information as required by the Investment Officer.

Investment Advisor

The Council may, at its discretion, contract with an investment management firm properly registered under the Investment Advisors Act of 1940 (15 U.S.C. Section 80b-1 et seq.) and with the Texas State Securities Board to provide for investment and management of its public funds or other funds under its control.

Formatted: Justified

Securities Dealers

All investments made by the City will be made through the City's banking services bank or a primary dealer. The Investment Committee will review the list of authorized broker/dealers annually. A list of at least three broker/dealers will be maintained in order to assure competitive bidding. Brokers and dealers who office in the San Antonio and Austin metropolitan area are preferred. Investment officials shall not knowingly conduct business with any firm with whom public entities have sustained losses on investments. All Securities dealers shall provide the City with references from public entities which they are now serving.

All financial institutions and brokers/dealers who desire to become qualified bidders for investment transactions must supply the following as appropriate:

- audited financial statements each year,
- proof of National Association of Securities Dealers (NASD) certification and provision of CRD number,
- proof of current registration with the State Securities Commission and
- completed broker/dealer questionnaire
- certification of having read the City's investment policy signed by a qualified

representative of the organization

- acknowledgement that the organization has implemented reasonable procedures and controls in an effort to preclude imprudent investment activities arising out of investment transactions conducted between the City and the organization.

Qualified representative means a person who holds a position with a business organization, who is authorized to act on behalf of the business organization and who is one of the following:

- A. For a business organization doing business that is regulated by or registered with a securities commission, a person who is registered under the rules of the National Association of Securities Dealers;
- B. For state or federal bank, a savings bank, or a state or federal credit union, a member of the loan committee for the bank or branch of the bank or a person authorized by corporate resolution to act on behalf of and bind the banking institution; or
- C. For an investment pool, the person authorized by the elected official or board with authority to administer the activities of the investment pool to sign the certification on behalf of the investment pool.

Investment Pools

A thorough investigation of the pool is required prior to investing, and on a continual basis. All investment pools must have available the following information in order to be eligible to receive funds:

- the types of investments in which money is allowed to be invested
- the maximum average dollar-weighted maturity allowed, based on the stated maturity date, of the pool
- the maximum stated maturity date any investment security within the portfolio has
- the objectives of the pool
- the size of the pool
- the names of the members of the advisory board of the pool and the dates their terms expire > the custodian bank that will safe keep the pool's assets
- whether the intent of the pool is to maintain a net asset value of one dollar and the risk of market price fluctuation
- whether the only source of payment is the assets of the pool at market value or whether there is a secondary source of payment, such as insurance or guarantees,

and a description of the secondary source of payment

- the name and address of the independent auditor of the pool
- the requirements to be satisfied for an entity to deposit funds in and withdraw funds from the pool and any deadlines or other operating policies required for the entity to invest funds in and withdraw funds from the pool
- the performance history of the pool, including yield, average dollar weighted maturities and expense ratios
- a description of interest calculations and how interest is distributed, and how gains and losses are treated

An annual review of the financial condition of each investment pool(s) will be conducted by the Investment Committee.

SAFEKEEPING AND CUSTODY

Insurance or Collateral

All deposits and investments of City funds other than direct purchase of U.S. Treasuries or Agencies shall be secured by pledged collateral. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 102% of market value of principal and accrued interest on the deposits or investments less an amount insured by the FDIC or the National Credit Union Share Insurance Fund (NCUSIF) as administered by the National Credit Union Administration (NCUA). Evidence of the pledged collateral shall be maintained by the Finance Director or a third party financial institution. Repurchase agreements shall be documented by a specific agreement noting the collateral pledge in each agreement. Collateral shall be reviewed weekly to assure that the market value of the pledged securities is adequate.

Safekeeping Agreement

Collateral pledged to secure deposits of the City shall be held by a safekeeping institution in accordance with a Safekeeping Agreement which clearly defines the procedural steps for gaining access to the collateral should the City of Shavano Park determine that the City's funds are in jeopardy. The safekeeping institution, or Trustee, shall be the Federal Reserve Bank or an institution not affiliated with the firm pledging the collateral. The safekeeping agreement shall include the signatures of authorized representatives of the City of Shavano Park, the firm pledging the collateral, and the Trustee.

Collateral Defined

The City of Shavano Park shall accept only the following securities as collateral:

- A. FDIC and NCUSIF insurance coverage
- B. A bond, certificate of indebtedness, or Treasury Note of the United States, or other evidence of indebtedness of the United States that is guaranteed as to principal and interest by the United States.
- C. Obligations, the principal and interest on which, are unconditionally guaranteed or insured by the State of Texas.
- D. A bond of the State of Texas or of a county, city or other political subdivision of the State of Texas having been rated as investment grade (investment rating no less than "AA" or its equivalent) by a nationally recognized rating agency with a remaining maturity of ten (10) years or less.
- E. A letter of credit issued by a federal home loan bank.

Subject to Audit

All collateral shall be subject to inspection and audit by the Investment Officer or the City's independent auditors.

Delivery vs. Payment

Treasury Bills, Notes, Bonds, Repurchase Agreements and Government Agencies' securities shall be purchased using the delivery vs. payment method. That is, funds shall not be wired or paid until verification has been made that the correct security was received by the Trustee. The security shall be held in the name of the City or held on behalf of the City. The Trustee's records shall assure the notation of the City's ownership of or explicit claim on the securities. The original copy of all safekeeping receipts shall be delivered to the City.

Competitive Bidding

All investment transactions, including certificates of deposit, will be made on a competitive basis to assure that the City is receiving fair market prices. Bids for certificates of deposits may be solicited orally, in writing, electronically or in any combination of those methods.

INVESTMENT POLICY ADOPTION

The City of Shavano Park Investment Policy shall be adopted by resolution of the City Council. The policy shall be reviewed for effectiveness on an annual basis by the Investment Committee and any modifications will be recommended for approval to the City Council. The City Council shall review these investment policies and strategies not less than annually.

CITY COUNCIL STAFF SUMMARY

Meeting Date: 2/24/2020

Agenda item: 8.6

Prepared by: Brenda Morey

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Accept – Quarterly investment report, period ending December 31, 2019

X

Attachments for Reference:

- a) Quarterly Investment Report, December 31, 2019
- b) Frost Bank Pledged Securities, December 31, 2019
- c) Cash and Investment Balances by Fund, December 31, 2019

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 the annual audit.

DISCUSSION: Attachment a) is the required Quarterly Investment Report for the three months ending December 31, 2019. The reported amounts are the bank balances and do not reflect outstanding checks that have not been presented for payment or deposits in transit.

The City's investment policy requires reporting the portfolio percentage by investments. The following is the breakdown by Security Type.

<u>Investment Portfolio:</u>	<u>Balances</u>	<u>Portfolio %</u>
Pools	\$2,420,161	76.1%
CD's	\$ 761,114	23.9%

Attachment b) is the Pledged Securities report from BNY Mellon Bank as of December 31, 2019. Total depository funds at Frost were fully collateralized with pledged securities of \$5,390,051 and FDIC coverage of \$250,000.

<u>Depository</u>	<u>Balances</u>
Frost Accounts	\$5,416,895

Attachment c) represents the actual Cash and Investment Balances by all Funds per the general ledger as of December 31, 2019, totaling \$8,591,946. The variance between the reported totals in this report and the Quarterly Investment Report is due to outstanding checks not yet presented for payment and deposits in transit at month end.

COURSES OF ACTION: Accept – December 31, 2019 Quarterly Investment Report or provide guidance as appropriate.

FINANCIAL IMPACT: N/A

STAFF RECOMMENDATION: Accept – December 31, 2019 Quarterly Investment Report

City of Shavano Park, Texas
Quarterly Investment Report
 Period Ending December 31, 2019

	Portfolio Type	Beginning 10/1/2019	Total Deposits / (Withdrawals)	Interest	Ending 12/31/2019	Annualized Rate for the Period	Rate at 12/31/2019	Days To Maturity	Maturity Date
GENERAL FUND 10									
TexStar	Pool	\$ 2,003,848.17	\$ -	\$ 8,488.61	\$ 2,012,336.78	1.6777%	1.5661%	1	n/a
TexPool	Pool	104,710.36	-	459.38	105,169.74	1.7372%	1.6104%	1	n/a
Security Service Credit Union	CD	127,575.61	-	867.10	128,442.71	2.7200%	2.7200%	85	3/25/20
United Federal Credit Union	CD	125,509.96	-	752.49	126,262.45	2.4000%	2.4000%	510	5/24/21
Generations Credit Union	CD	250,436.03	-	1,269.59	251,705.62	2.0300%	2.0300%	226	8/13/20

Total - General Fund Investments

\$ 2,612,080.13 \$ - \$ 11,837.17 \$ 2,623,917.30

WATER FUND 20									
TexStar	Pool	\$ 119,036.06	\$ -	\$ 504.28	\$ 119,540.34	1.6777%	1.5661%	1	n/a
TexPool	Pool	374.41	-	1.84	376.25	1.7372%	1.6104%	1	n/a
Security Service Credit Union	CD	127,575.61	-	867.10	128,442.71	2.7200%	2.7200%	85	3/25/20
United Federal Credit Union	CD	125,509.96	-	752.49	126,262.45	2.4000%	2.4000%	510	5/24/21

Total - Water Fund Investments

\$ 372,496.04 \$ - \$ 2,125.71 \$ 374,621.75

DEBT SERVICE FUND 30									
TexStar	Pool	\$ 77,351.35	\$ -	\$ 327.65	\$ 77,679.00	1.6777%	1.5661%	1	n/a
TexPool	Pool	104,600.70	-	458.78	105,059.48	1.7372%	1.6104%	1	n/a

Total - Debt Service Fund Investments

\$ 181,952.05 \$ - \$ 786.43 \$ 182,738.48

GENERAL FUND 10	Depository	\$ 743,960.52	\$ 906,626.80	\$ 2,483.99	\$ 1,653,071.31	1.3667%	1.2000%	1	n/a
WATER FUND 20	Depository	474,265.70	79,144.46	1,680.20	555,090.36	1.3667%	1.2000%	1	n/a
DEBT SERVICE FUND 30	Depository	13,490.93	34,080.26	76.40	47,647.59	1.3667%	1.2000%	1	n/a
GENERAL CAPITAL REPLACEMENT 70	Depository	2,547,388.23	(104,350.39)	7,737.66	2,450,775.50	1.3667%	1.2000%	1	n/a
CRIME CONTROL DISTRICT 40	Depository	579,174.01	19,697.23	1,832.16	600,703.40	1.3667%	1.2000%	1	n/a
PEG FEE 42	Depository	102,810.75	4,098.05	324.47	107,233.27	1.3667%	1.2000%	1	n/a
MISCELLANEOUS SPECIAL REVENUE FUNDS	Depository	2,366.60	-	7.35	2,373.95	1.3667%	1.2000%	1	n/a

Total - Depository Accounts

\$ 4,463,456.74 \$ 939,296.41 \$ 14,142.23 \$ 5,416,895.38

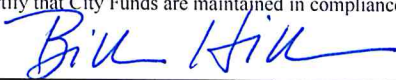
All Funds - Investments and Depository Accounts

\$ 7,629,984.96 \$ 939,296.41 \$ 28,891.54 \$ 8,598,172.91

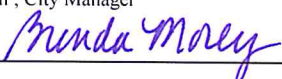
The amounts reflected hereon are the financial institution balance and will not reflect outstanding checks that have not been presented for payment or deposits in transit at December 31, 2019.

The weighted average maturity of investment portfolio (excluding Depository accounts): **66** days. The maximum, per policy, is 270 days.

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, City Manager



Brenda Morey, Finance Director

2/24/2020

Tri-Party Collateral Agreement
BNY Mellon as Tri-Party Custodian
Price Report for 31 Dec 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	Maturity	Type	Issuer	Depository	Margin	Margin %
1,136.00	USD	YSLETA TEX INDPT SCH DIST	118.044000	1,340.98	1,362.28	1,238.44	0.018750	1.000000
5.00000	USD	1.00000000000 8II	15-Aug-2042	MUBD	01CPDI	DTC	123.84	110.00 %
11,015.00	USD	WILLIAMSON CNTY TEX	100.349000	11,053.44	11,218.67	10,198.79	0.015000	1.000000
4.00000	USD	1.00000000000 8II	15-Feb-2020	MUBD	01CPAT	DTC	165.22	110.00 %
13,567.00	USD	WALL TEX INDPT SCH DIST	107.555000	14,591.99	14,795.49	13,450.45	0.015000	1.000000
4.00000	USD	1.00000000000 8II	15-Feb-2041	MUBD	01COZ4	DTC	203.50	110.00 %
105,000.00	USD	TEXAS TRANSN COMMN ST HWY FD R	114.018000	119,718.90	121,016.82	110,015.29	0.012361	1.000000
5.00000	USD	1.00000000000 8II	01-Apr-2034	MUBD	039CET	DTC	1,297.92	110.00 %
430,000.00	USD	TEXAS ST	113.414000	487,680.20	492,995.48	448,177.71	0.012361	1.000000
5.00000	USD	1.00000000000 8II	01-Apr-2044	MUBD	01W20P	DTC	5,315.28	110.00 %
25,000.00	USD	TEXAS ST	119.319000	29,829.75	30,138.78	27,398.89	0.012361	1.000000
5.00000	USD	1.00000000000 8II	01-Apr-2034	MUBD	01W20P	DTC	309.03	110.00 %
15,000.00	USD	TEXAS ST	119.588000	17,938.20	18,123.62	16,476.02	0.012361	1.000000
5.00000	USD	1.00000000000 8II	01-Apr-2033	MUBD	01W20P	DTC	185.42	110.00 %
110,000.00	USD	TEXAS ST	123.354000	135,689.40	137,049.12	124,590.11	0.012361	1.000000
5.00000	USD	1.00000000000 8II	01-Oct-2034	MUBD	01W20P	DTC	1,359.72	110.00 %
70,000.00	USD	TEXAS ST	123.354000	86,347.80	87,213.08	79,284.62	0.012361	1.000000
5.00000	USD	1.00000000000 8II	01-Oct-2034	MUBD	01W20P	DTC	865.28	110.00 %
13,060.00	USD	TEXAS ST	123.708000	16,156.26	16,317.70	14,834.27	0.012361	1.000000
5.00000	USD	1.00000000000 8II	01-Oct-2033	MUBD	01W20P	DTC	161.44	110.00 %
110,000.00	USD	TEXAS ST	119.019000	130,920.90	132,280.62	120,255.11	0.012361	1.000000
5.00000	USD	1.00000000000 8II	01-Apr-2035	MUBD	01W20P	DTC	1,359.72	110.00 %
2,870,000.00	USD	TEXAS ST	119.866000	3,440,154.20	3,475,630.59	3,159,664.17	0.012361	1.000000
5.00000	USD	1.00000000000 8II	01-Apr-2031	MUBD	01W20P	DTC	35,476.39	110.00 %
6,554.00	USD	SEALY TEX INDPT SCH DIST	108.926000	7,139.01	7,237.32	6,579.38	0.015000	1.000000
4.00000	USD	1.00000000000 8II	15-Feb-2041	MUBD	01COET	DTC	98.31	110.00 %
13,092.00	USD	SAN ANTONIO TEX INDPT SCH DIST	110.647000	14,485.91	14,682.29	13,347.53	0.015000	1.000000
4.00000	USD	1.00000000000 8II	15-Aug-2041	MUBD	01COBY	DTC	196.38	110.00 %
65,000.00	USD	SAN ANTONIO TEX ELEC & GAS REV	105.350000	68,477.50	69,284.58	62,985.98	0.012417	1.000000
3.00000	USD	1.00000000000 8II	01-Feb-2031	MUBD	02V8X7	DTC	807.08	110.00 %
50,000.00	USD	PROSPER TEX INDPT SCH DIST	116.873000	58,436.50	59,374.00	53,976.36	0.018750	1.000000
5.00000	USD	1.00000000000 8II	15-Feb-2041	MUBD	01COOK	DTC	937.50	110.00 %
17,069.00	USD	PECOS BARSTOW TOYAH TEX INDPT	108.006000	18,435.54	18,643.57	16,948.70	0.012188	1.000000
3.25000	USD	1.00000000000 8II	15-Feb-2031	MUBD	01CNWQ	DTC	208.03	110.00 %
5,296.00	USD	NEW CANEY TEX INDPT SCH DIST	118.750000	6,289.00	6,388.30	5,807.55	0.018750	1.000000
5.00000	USD	1.00000000000 8II	15-Feb-2042	MUBD	01CNKH	DTC	99.30	110.00 %
6,861.00	USD	LIBERTY EYLAU TEX INDPT SCH DI	108.926000	7,473.41	7,576.33	6,887.57	0.015000	1.000000
4.00000	USD	1.00000000000 8II	15-Feb-2041	MUBD	01CMZ2	DTC	102.91	110.00 %
54,272.00	USD	LEWISVILLE TEX INDPT SCH DIST	114.283000	62,023.67	62,837.75	57,125.23	0.015000	1.000000
4.00000	USD	1.00000000000 8II	15-Aug-2026	MUBD	01CMYR	DTC	814.08	110.00 %
10,703.00	USD	KLEIN TEX INDPT SCH DIST	117.886000	12,617.34	12,838.83	11,671.66	0.020694	1.000000
5.00000	USD	1.00000000000 8II	01-Aug-2041	MUBD	01CMPT	DTC	221.49	110.00 %

Tri-Party Collateral Agreement
BNY Mellon as Tri-Party Custodian
Price Report for 31 Dec 2019

FTSH22 - CITY OF SHAVANO PARK/FRS

Par Amount Cpn Rate	Description Currency	Source Account Exchange Rate	Account Mdy	S&P	Fitch	Security Code	Price Maturity	Market Value (USD) Type	Mkt Value + Intr (USD) Issuer	Collateral Value (USD) Depository	Accr Int Factor Margin	Price Factor Margin %
65,000.00	KATY TEX INDPT SCH DIST	REF BDS					123.825000	80,486.25	81,705.00	74,277.27	0.018750	1.000000
5.00000	USD	1.0000000000	8II	Aaa	AAA	486063VK3	15-Feb-2028	MUBD	01CMM2	DTC	1,218.75	7,427.73
17,072.00	HUMBLE TEX INDPT SCH DIST	ULTD					105.283000	17,973.91	18,165.97	16,514.52	0.011250	1.000000
3.00000	USD	1.0000000000	8II	Aaa	AAA	445047EW9	15-Feb-2031	MUBD	01CMFA	DTC	192.06	1,651.45
8,139.00	HAYS TEX CONS INDPT SCH DIST	ULTD					111.070000	9,039.99	9,162.07	8,329.16	0.015000	1.000000
4.00000	USD	1.0000000000	8II	AAA	AAA	421110X93	15-Aug-2036	MUBD	01CM70	DTC	122.08	832.92
11,332.00	FORT WORTH TEX INDPT SCH DIST						106.241000	12,039.23	12,166.72	11,060.65	0.011250	1.000000
3.00000	USD	1.0000000000	8II	Aaa	AAA	3494605M3	15-Feb-2029	MUBD	01CLBX	DTC	127.48	1,106.07
34,959.00	FLORIDA ST BRD ED PUB ED	CAP					101.643000	35,533.38	35,674.18	32,431.08	0.004028	1.000000
5.00000	USD	1.0000000000	8II	Aaa	AAA	34153P2N7	01-Jun-2020	MUBD	02LP79	DTC	140.81	3,243.11
3.00	DENTON CNTY TEX	PERM IMPT					102.095000	3.06	3.13	2.85	0.022917	1.000000
5.00000	USD	1.0000000000	8II	Aaa	AAA	248775L30	15-Jul-2030	MUBD	01CKUF	DTC	0.07	0.28
95,000.00	DALLAS TEX WTRWKS & SWR SYS RE						110.083000	104,578.85	105,518.29	95,925.72	0.009889	1.000000
4.00000	USD	1.0000000000	8II	AAA	AA+	23542JAW5	01-Oct-2041	MUBD	02OB80	DTC	939.44	9,592.57
1.00	CYPRESS-FAIRBANKS TEX INDPT SC						110.182000	1.10	1.12	1.02	0.015000	1.000000
4.00000	USD	1.0000000000	8II	Aaa	AAA	232769CW7	15-Feb-2041	MUBD	01CKRE	DTC	0.01	0.10
34,880.00	CROWLEY TEX INDPT SCH DIST						113.044000	39,429.75	40,007.20	36,370.19	0.016556	1.000000
4.00000	USD	1.0000000000	8II	Aaa	AAA	228130FT2	01-Aug-2043	MUBD	01CKQV	DTC	577.46	3,637.02
5,200.00	CONROE TEX INDPT SCH DIST	ULTD					108.926000	5,664.15	5,742.15	5,220.14	0.015000	1.000000
4.00000	USD	1.0000000000	8II	Aaa	AAA	208418B93	15-Feb-2041	MUBD	01CKMB	DTC	78.00	522.01
335,819.00	BIRDVILLE TEX INDPT SCH DIST	ULTD					115.122000	386,601.55	392,898.16	357,180.14	0.018750	1.000000
5.00000	USD	1.0000000000	8II	AAA	AAA	090874JR0	15-Feb-2040	MUBD	01CK2H	DTC	6,296.61	35,718.01
156,680.00	BEXAR CNTY TEX	LTD TAX REF					109.210000	171,110.23	171,371.36	155,792.15	0.001667	1.000000
4.00000	USD	1.0000000000	8II	Aaa	AAA	088281VG2	15-Jun-2040	MUBD	01CK21	DTC	261.13	15,579.21
17,366.00	ARLINGTON TEX INDPT SCH DIST	ULTD					107.555000	18,678.00	18,938.49	17,216.81	0.015000	1.000000
4.00000	USD	1.0000000000	8II	Aaa	AAA	041826X52	15-Feb-2041	MUBD	01CJSK	DTC	260.49	1,721.68
83,300.00	ALDINE TEX INDPT SCH DIST	ULTD					119.187000	99,282.77	100,844.65	91,676.95	0.018750	1.000000
5.00000	USD	1.0000000000	8II	Aaa	AAA	014393XR8	15-Feb-2042	MUBD	01CJLG	DTC	1,561.88	9,167.70
119,723.00	ALDINE TEX INDPT SCH DIST	ULTD					114.939000	137,608.42	139,853.23	127,139.30	0.018750	1.000000
5.00000	USD	1.0000000000	8II	Aaa	AAA	014393VY5	15-Feb-2041	MUBD	01CJLG	DTC	2,244.81	12,713.93

Tri-Party Collateral Agreement
BNY Mellon as Tri-Party Custodian
Price Report for 31 Dec 2019

FTSH22 - CITY OF SHAVANO PARK/FRS

Par Amount Cpn Rate	Description Currency	Source Account Exchange Rate	Account Mdy	S&P	Fitch	Security Code	Price Maturity	Market Value (USD) Type	Mkt Value + Intr (USD) Issuer	Collateral Value (USD) Depository	Collateral Value (USD) Accrued Interest	Accr Int Factor Margin	Price Factor Margin %
Total													
4,987,099.00								5,864,830.54	5,929,056.93	5,390,051.76	64,226.39	539,005.18	

Account: FTSH22 Account Name: CITY OF SHAVANO PARK/FRS

Start Date: 01-Mar-2018 End Date: 31-Dec-2021
 Repo Repricing Rate: 0.0000% Deal Currency: USD
 Deal Amount: 5,390,051.00 Unwind Amount: 5,390,051.00
 Deal Value -> Today: 5,390,051.00 -> Next Business Day: 5,390,051.00
 Listed Positions: 36 Listed Securities Par 4,987,099.00

1)	Listed Securities Market Value	:	5,864,830.54
2)	+ Listed Securities Accrued Interest	:	64,226.39
3)	= Listed Securities Total Value	:	5,929,056.93
4)	+ Cash Total Pledged	:	0.00
5)	+ Unlisted, Margined Securities Value	:	0.00
6)	- Listed Securities Margin Amount	:	539,005.18
7)	- Cash Collateral Margin Amount	:	0.00
8)	= Total Securities + Cash Coll Value	:	5,390,051.76
9)	= Total Required Collateral Value	:	5,390,051.00

**Tri-Party Collateral Agreement
BNY Mellon as Tri-Party Custodian
Price Report for 31 Dec 2019**

Grand Totals : Number of Accounts:	1		
Deal Amount:	5,390,051.00	Unwind Amount:	5,390,051.00
Deal Value -> Today:	5,390,051.00	-> Next Business Day:	5,390,051.00
Listed Positions:	36	Listed Securities Par Value:	4,987,099.00

1)	Listed Securities Market Value	:	5,864,830.54
2)	+ Listed Securities Accrued Interest	:	64,226.39
3)	= Listed Securities Total Value	:	5,929,056.93
4)	+ Cash Total Pledged	:	0.00
5)	+ Unlisted, Margined Securities Value	:	0.00
6)	- Listed Securities Margin Amount	:	539,005.18
7)	- Cash Collateral Margin Amount	:	0.00
8)	= Total Securities + Cash Coll Value	:	5,390,051.76
9)	= Total Required Collateral Value	:	5,390,051.00

**BROKER DEALER SERVICES DIVISION
PRICING, INDICATIVE DATA AND OTHER DISCLOSURES**

The prices of financial assets and indicative data reported or reflected in reports furnished by the Broker Dealer Services Division (BDS) of The Bank of New York Mellon (BNYM) generally are provided by data providers and ratings agencies ("vendors") used by BDS in the ordinary course of business. Trust receipts will be valued based on the face amount of the underlying financial assets, as set forth therein. Prices and indicative data are not independently verified, and may contain errors or omissions.

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).

Although BNYM will not utilize prices obtained from brokers or dealers in providing services, BNYM may obtain from any broker or dealer prices and other information and data such as offering memoranda, observable and non-observable information and assumptions in order to assist BNYM's vendors in determining prices of particular financial assets.

With respect to certain financial assets that are not widely held or regularly traded, vendors may report prices based on valuation models which reflect underlying non-observable assumptions that may not be accurate or complete and such models and/or prices may not be regularly adjusted.

The prices reported by BDS may differ from the prices reported or used by other divisions of BNYM or its subsidiaries or affiliates, and such differences may or may not be material. Margin values reported in connection with triparty transactions may differ from margin values used by BNYM for its own account or for the account of its subsidiaries, affiliates or other clients.

Unless otherwise agreed in writing, financial assets held as collateral may include financial assets in default, provided that the prices of such financial assets are made available to BNYM by a vendor which BNYM uses generally for valuing such financial assets.

Unless otherwise agreed in writing, financial assets held as collateral may include financial assets issued by your transaction counterparty or its subsidiaries or affiliates.

Average Traded Volume data is obtained from primary or secondary securities exchanges.

Market data, which is subject to availability, may or may not be current.

The information reported or reflected herein is proprietary to its suppliers and is for your internal use only. It may not be copied, reproduced, published, posted, transmitted, displayed, stored, modified, sublicensed, transferred, disclosed or distributed or used for any purpose without BNYM's express written permission or that of its vendors or other third parties, as applicable.

REPORTED PRICES, WHETHER PROVIDED BY VENDORS OR OTHERWISE OBTAINED AS DESCRIBED HEREIN, MAY NOT REFLECT THE ACTUAL AMOUNT THAT CAN BE REALIZED UPON THE SALE OF PARTICULAR FINANCIAL ASSETS.

©2015 The Bank of New York Mellon Corporation. Services provided by The Bank of New York Mellon (member FDIC) and its various subsidiaries and affiliates. All rights reserved.



CITY OF SHAVANO PARK

CASH & INVESTMENT BALANCES BY FUND (fund number)	December 31, 2019
General Fund (10)	\$ 3,632,649
Water Fund (20)	341,936
Water Capital Replacement Fund (72)	534,070
Debt Service Fund (30)	286,583
Crime Control District Fund (40)	600,526
PEG Funds (42)	106,463
Oak Wilt Fund (45)	98,182
Street Maintenance Fund (48)	478,572
Court Security/Technology (50)	58,028
Child Safety Fund (52)	2,784
LEOSE Fund (53)	(897)
GF Capital Replacement Fund (70)	2,450,676
Pet Documentation and Rescue Fund (75)	2,374
Total Cash & Investments *	\$ 8,591,946

* Total cash and investments includes all amounts per the general ledger, not balances at bank. Example reconciling items would be deposits in transit and outstanding checks, not yet presented for payment.

CITY COUNCIL STAFF SUMMARY

Meeting Date: February 24, 2020

Agenda item: 8.7

Prepared by: Marcos Faz

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Approve - Ordinance O-2020-004 amending the City of Shavano Park Code of Ordinances, Fee Schedule to update Fees (Administrative)

X

Attachments for Reference: 1) 8.7a Ordinance O-2020-004

BACKGROUND / HISTORY: This Fee Schedule ordinance includes two separate amendments: Inspection fee, and Passport fees.

The current fee schedule was last updated on January 27, 2020. The fee schedule was updated and included seven separate amendments: Board of Adjustment fee, Construction Board of Appeals fee, City Council Appeals Fee, Fingerprinting fee, Contractor Registration fee, Inspection fee, and EMS fees.

DISCUSSION:

1. **Inspection Fees:** Both the inspection fee for Business Certification of Occupancy and the inspection fee for Shell Building C of O have been updated to reflect the accurate fee that is being charged for the service. Last month's ordinance change from "N/A" to \$0 did not reflect the customary charges of the City. The below fees are the customary charges for Certificate of Occupancy inspections.

<u>Inspection Fees:</u>	
Inspection fee for Business Certification of Occupancy	\$100.00
Inspection fee for Shell Building C of O	\$300.00
Re-inspection fee	\$50.00

2. **Passport Fees.** The City does not perform passport processing services and has no direction from Council to offer these services. City staff recommends that the passport fees be deleted from the Fee Schedule in order to properly reflect the services that the City provides.

Passport Book	Execution Fee	Passport Fee
Minors (16 and older)	\$25.00	\$80.00
Adults (over 16)	\$25.00	\$110.00
Passport Card		
Minors (16 and older)	\$25.00	\$15.00
Adults (over 16)	\$25.00	\$30.00
Passport Book and Passport Card		
Minors (16 and older)	\$25.00	\$95.00
Adults (over 16)	\$25.00	\$140.00
Photo Fee		\$16.22 (\$15.00+\$1.22 tax)
Overnight to Houston Passport Office		\$18.30
Optional Fees Paid to the Department of State		
Expedited Fee		\$60.00
Overnight return delivery fee (to customer's home)		\$14.96

COURSES OF ACTION: Approve Ordinance O-2020-004; or alternatively decline and give further guidance to staff.

FINANCIAL IMPACT:

MOTION REQUESTED: Approve Ordinance O-2020-004 amending the City of Shavano Park Code of Ordinances, Fee Schedule to update Fees.

ORDINANCE NO. O-2020-004

AN ORDINANCE AMENDING APPENDIX A – CITY OF SHAVANO PARK FEE SCHEDULE TO UPDATE INSPECTIONS FEES AND DELETE PASSPORT FEES; PROVIDING A CUMULATIVE & CONFLICTS CLAUSE, PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Shavano Park desires its fees to be fair and equitable; and

WHEREAS, the City Council of the City of Shavano Park desires to improve its fee schedule to accurately represent the services provided by the City; and

WHEREAS, the City of Shavano Park does not offer passport processing services;

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

I CODE AMENDMENT

Appendix A – City of Shavano Park Fee Schedule, Development Services Fees, of the City of Shavano Park Code of Ordinances is hereby amended to read as follows:

Inspection Fees:	
Inspection fee for Business Certificate of Occupancy	<u>\$100.00</u>
Inspection fee for Shell Building C of O	<u>\$300.00</u>
Re-inspection fee	\$50.00

II CODE AMENDMENT

Appendix A – City of Shavano Park Fee Schedule, Public Services, of the City of Shavano Park Code of Ordinances is hereby amended to delete the following in its entirety:

Passport Book	Execution Fee	Passport Fee
Minors (16 and under)	\$25.00	\$80.00
Adults (over 16)	\$25.00	\$110.00
Passport Card	Execution Fee	Passport Fee
Minors (16 and under)	\$25.00	\$15.00

Adults (over 16)	\$25.00	\$30.00
Passport Book and Passport Card	Execution Fee	Passport Fee
Minors (16 and under)	\$25.00	\$95.00
Adults (over 16)	\$25.00	\$140.00
Photo Fee		\$16.22 (\$15.00+\$1.22 tax)
Overnight to Houston Passport Office		\$18.30
Optional Fees Paid to the Department of State		
Expedited Fee		\$60.00
Overnight return delivery fee (to customer's home)		\$14.96

III CUMULATIVE CLAUSE

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

IV SEVERABILITY

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

V PROPER NOTICE AND MEETING

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

VI
EFFECTIVE DATE

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

PASSED AND APPROVED by the City Council of the City of Shavano Park this the 24th day of February, 2020 as an administrative ordinance.

ROBERT WERNER, MAYOR

Attest:

ZINA TEDFORD, CITY SECRETARY

CITY COUNCIL STAFF SUMMARY

Meeting Date: February 24, 2020

Agenda item: 8.8

Prepared by: Marcos Faz

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Approve - Ordinance O-2020-005 amending Sec. 2-179 Fund balance policy (Administrative)

X

Attachments for Reference:

- 1) 8.8a Ord O-2020-005 Fund Balance
- 2) 8.8b City Policy 1 – Track Changes

BACKGROUND / HISTORY: Armstrong, Vaughan & Associates, Certified Public Accountants, performed the audit fieldwork for the FY 2019 financial statements on December 2 and 3, 2019, with two auditors, led by Phil Vaughan, CPA.

DISCUSSION:

During the annual audit conducted by Armstrong, Vaughan & Associates, Certified Public Accountants, the auditors identified that the existing Fund balance policy did not include the language specifying that the amount designated for Capital Replacement shall be classified as a Committed Fund Balance. The auditors recommended to staff that the policy include the language that the amount designated for Capital Replacement shall be classified as a Committed Fund Balance. Committed fund balances represent amounts that can only be used for specific purpose by a resolution of City Council. Committed amounts cannot be used for any other purpose unless the City Council removes those constraints through the same formal action.

COURSES OF ACTION: Approve Ordinance O-2020-005; or alternatively decline and give further guidance to staff.

FINANCIAL IMPACT: N/A

MOTION REQUESTED: Approve Ordinance O-2020-005 amending the City of Shavano Park Code of Ordinances, Fee Schedule to update Fees.

ORDINANCE NO. O-2020-005

AN ORDINANCE AMENDING SECTION 2-179 – FUND BALANCE POLICY – TO ADD AMOUNTS DESIGNATED FOR CAPITAL REPLACEMENT TO BE CLASSIFIED AS A COMMITTED FUND BALANCE; PROVIDING A CUMULATIVE & CONFLICTS CLAUSE, PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Shavano Park desires to ensure the transparency and accountability of all City funds; and

WHEREAS, the City Council of the City of Shavano Park desires to apply the Governmental Accounting Standards Board (GASB) Statement 54 to improve the usefulness of the amount reported in fund balance by providing more structured classifications; and

WHEREAS, the City Council of the City of Shavano Park desires to amend the fund balance policy of the City to clarify the amounts designated for capital replacement to be classified as a committed fund balance; and

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

I

CODE AMENDMENT

Chapter 2, Article VI., Section 2-179(c)(3) of the City of Shavano Park Code of Ordinances is hereby amended to read as follows:

(c) *Definitions and policies.*

. . .

(3) *Committed fund balance* includes amounts constrained for a specific purpose by a government using its highest level of decision making authority.

- The amount designated for Oak Wilt shall be classified as a Committed Fund Balance.
- The amount designated for Capital Replacement shall be classified as a Committed Fund Balance.

. . .

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 by the City Council of the City of Shavano Park this the 24th day of February, 2020 as an administrative ordinance.

ROBERT WERNER, MAYOR

Attest:

ZINA TEDFORD, CITY SECRETARY

CITY COUNCIL STAFF SUMMARY

Meeting Date: February 24, 2020

Agenda item: 8.9

Prepared by: Curtis Leeth

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION: Approval – Fiscal Year 2020 City Surplus List

X

Attachments for Reference: 1) 8.9a FY20 Surplus List

BACKGROUND / HISTORY:

The City of Shavano Park regularly identifies surplus property eligible for surplus. This is the first surplus list of FY20; the last surplus list was approved at the July 22, 2019 City Council Meeting. The following items were successfully auctioned from the July approved list:

ID #	Item	Description	Department	Fate	Revenue	
1	Lexmark T644 Ink Cartridges	Black Toner (32,000 copies)	PW / W	Disposed	\$ -	
2	Computer Monitor	17" Sony LCD Monitor	Fire	Disposed	\$ -	
3	Fire Engine	1998 Ferrara Class A Pumper	Fire	Broker	\$ 35,000.00	
4 - 127	275 gallon round fuel tank	275 gallon round fuel tank	PW / W	Auction	\$ 185.00	
5 - 128	3/4in fuel hose reel w/battery cables	Roughneck hose reel	PW / W	Auction	\$ 80.00	
6 - 129	16in Chainsaw	Echo CS-341 Chainsaw	PW / W	Auction	\$ 85.00	
7 - 130	18in Chainsaw	Stihl MS-290 Chainsaw	PW / W	Auction	\$ 123.00	
8 - 131	Straight shaft weed eater	Echo SRM-28OUT Weed Eater	PW / W	Auction	\$ 63.22	
9 - 132	Billy Goat Blower	Billy Goat Blower F1301h	PW / W	Auction	\$ 155.55	
10 - 133	Echo Backpack blower	Echo Backpack Blower	PW / W	Auction	\$ 146.00	
11 - 134	3/4in Hand fuel pump	Pacer Fuel Pump HPN 2A	PW / W	Auction	\$ 18.00	
12 - 135	Drill Press	Rigid DP15501	PW / W	Auction	\$ 293.48	
13 - 136	Air Compressor	Husky 20gal	PW / W	Auction	\$ 35.00	
14	Aqua Scope Leak Detector w/case	Aqua Scope Leak Detector 2993768	PW / W	Disposed		
15 - 138	Metal Detector w/Case	HeliFlux Magnetic GA52LX	PW / W	Auction	\$ 125.00	
16	1/2" air chipping hammer	Chipping Hammer MCH4 HX Large	PW / W	Disposed		
17 - 140	Reddy Heater (shop heater)	Reddy Heater 55,000btu R55c	PW / W	Auction	\$ 75.00	
18	Battery Backup Server Mounted	APC1500	Admin	Disposed	\$ -	
					\$ 35,000.00	Fire
					\$ 1,384.25	PW/W
					\$ -	Police
					\$ -	Admin
					\$ 36,384.25	Total

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 8.9a for detailed listing of surplus items. Vast majority of these items are IT-related.

Staff intends to use GovDeals.com as an auction outlet to properly dispose of surplus equipment.

COURSES OF ACTION: Approve FY20 Surplus List; or alternatively decline and provide further guidance to staff.

FINANCIAL IMPACT: Revenue gained varies; items will be auctioned to public.

MOTION REQUESTED: Approve FY20 Surplus List.

ID #	GovDeals ID	Item
1		SonicWALL Access Points
2		Server Mounted Battery Backup
3		Server Mounted Battery Backup
4		PC Monitor
5		PC Monitor
6		PC Monitor
7		PC Monitor
8		Office PC (Fire Fighter PC)
9		Office PC (City Secretary PC)
10		Office PC (Court-2 PC)
11		Office PC (PW/W Office Manager PC)
12		Office PC (APHR Clerk PC)
13		Office PC (PD Captain CAD PC)
14		Office PC (PD Secretary PC)
15		Server Mounted Battery Backup
16		Office Printer
17		Podium Microphone
19		160-Watt Two-Way Portable PA System
19		Silt fence (5.5 rolls)
20		PC Monitor
21		PC Monitor
22		PC Monitor
23		PC Monitor
24		PC Monitor
25		Booster Pump
26		Printer
27		Radio parts

Description	Condition
x3 Sonic Point N Dual Radio Access Points	Used / Working
APC 1500	Used / Not Working
APC 1500	Used / Not Working
Dell E2014HC 19"	Used / Working
Dell Dell 1907 FPc 15"	Used / Working
Acer S202HL 19"	Used / Working
Dell E2014HC 19"	Used / Working
Dell Optiplex 3020 (-HDD)	Used / Working
Dell Optiplex 3020 (-HDD)	Used / Working
Dell Optiplex 3020 (-HDD)	Used / Working
Dell Optiplex 3020 (-HDD)	Used / Working
Dell Optiplex 3020 (-HDD)	Used / Working
HP Pavilion P7-1517C (-HDD)	Used / Working
Dell Optiplex 3020 (-HDD)	Used / Working
APC 1500	Used / Not Working
Kyocera Ecosys FS-1370DN	Used / Working
Audio Technica AT8646QM	Used / Working
JBL EON206P	Used / Working
Silt fence	never been used
Dell	Used / Working
Dell	Used / Working
Dell	Used / Working
Dell	Used / Working
Dell	Used / Working
20 HP Goulds pump and motor	Used/working (needs some repairs)
HP Laserjet P1006	Used/working
Hand held/truck mounted radios	Used/working (needs some repairs)

Department	Fate	Revenue
Admin		
Admin		
Admin		
Admin		
Admin		
Admin		
Admin		
Fire		
Admin		
Admin		
Admin		
Admin		
Police		
Admin		
Water		
Admin		
Admin		
Admin		
PW		
PW		
PW		
Water		
Water		
Water		
Water		
Water		
PW/W		

\$	-	Fire
\$	-	PW/W
\$	-	Police
\$	-	Admin
\$	-	Total