

**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, April 27, 2020 6:30 p.m. at 900 Saddletree Court, Shavano Park City Council Chambers.**

**SUPPLEMENTAL NOTICE OF MEETING BY LIVESTREAM / TELEPHONE  
CONFERENCE:**

**THIS MEETING WILL BE CLOSED TO IN-PERSON ATTENDANCE BY  
THE PUBLIC.**

**In accordance with Order of the Office of the Governor issued March 16th, 2020, the governor has suspended various provisions of the Open Meetings Act pursuant to his state disaster authority, which now authorizes the participation of a meeting by live-video stream or telephone.** The City of Shavano Park will conduct the Regular Meeting on Monday, April 27, 2020 at 6:30 p.m. at 900 Saddletree Court, Shavano Park Council Chambers in part by Livestream / telephone conference in order to advance the public health goal of limiting face-to-face meetings (also called “social distancing”) and slow down the spread of the Coronavirus (COVID-19).

**Livestream.** The livestream of the meeting is available via the Youtube website from your computer, tablet or smartphone at: <https://youtu.be/z3XbwS25Zg0>.

**Telephone Participation.** The public toll-free dial-in number to participate in the telephonic meeting is 1-877-568-4106 and requires access code 430-899-573. Participants should mute their phone when not speaking. If you have issues accessing Telephone Participation or Livestream, please call City Secretary Zina Tedford at 210-787-0366.

**The telephone participation will be available to join at 6:00 pm (30 minutes prior to the meeting).**

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

The meeting agenda and agenda packet are posted online at [www.shavanopark.org](http://www.shavanopark.org).

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

## **1. CALL MEETING TO ORDER**

## **2. PLEDGE OF ALLEGIANCE AND INVOCATION**

## **3. CITIZENS TO BE HEARD**

The City Council welcomes “Citizens to be Heard.” If you wish to speak, you must follow these guidelines. **As a courtesy to your fellow citizens and out of respect to our fellow citizens, we request that if you wish to speak that you follow these guidelines.**

- **The public toll-free dial-in number to participate in the Citizens to be Heard is 1-866-899-4679 and requires access code 492-574-237.**
- The Mayor will recognize those citizens who have signed up prior to the start of the meeting.
- Pursuant to Resolution No. R-2019-011 citizens are given three minutes (3:00) 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 - World Neurofibromatosis (NF) Awareness Day**

**5.2. Proclamation - City of Shavano Park First Responders**

**5.3. Proclamation - Healthcare Providers**

**5.4. Proclamation - City of Shavano Park Public Works**

## **6. REGULAR AGENDA ITEMS**

**6.1. Discussion / Action - Coronavirus Update - City Manager**

**6.2. Discussion / Action – Ordinance O-2020-008 considering an action to extend by 30 days the declaration of local disaster passed and approved by Ordinance O-2020-007 by the City Council of the City of Shavano Park; establishing rules and regulations for the duration of the disaster; restricting certain activities; establishing penalties for violations (final). Possible Executive Session pursuant to Texas Government Code, § 551.071, Consultation with Attorney - City Manager / City Attorney**

**6.3. Discussion / Action - Resolution R-2020-010 declaring the City of Shavano Park a Second Amendment Sanctuary City - Alderman Colemere**

**6.4. Discussion / Action - Board of Adjustment Composition - Mayor Pro Tem Ross**

**6.5. Discussion / Action - Possible amendments to the City of Shavano Park Code of Ordinances, Chapter 36 - Zoning, regarding allowed uses of accessory buildings - Mayor Pro Tem Ross**

**6.6. Discussion /Action - Future Elections at Shavano Park City Hall - Mayor Pro Tem**

**6.7. Discussion / Action - Resolution R-2020-005 Revisions to Employee Handbook - City Secretary**

**6.8. Discussion / action - Annual review / salary of the City Manager - Possible Executive Session pursuant to Texas Government Code §551.074, Personnel Matters**

## **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, March 23, 2020**

**8.2. Approval - Special City Council Minutes, March 30, 2020**

**8.3. Approval - Ordinance O-2020-006 amending the FY 2019-20 Budget to adjust revenues, expenditures and utilization of fund balance to include resourcing the pavilion, playscapes, walking trail, equipment upgrades and other items within the General Fund, Water Utility Fund, Crime Control and Prevention District Fund, Capital Improvement/Replacement Fund and Water Utility Capital Replacement Fund (final reading)**

**8.4. Approval - Selection of septic Tank replacement contractor for City Hall**

**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 23rd day of April 2020 at 9:05 a.m. at a place convenient and readily accessible to the general public at all times, and to the City's website, [www.shavanopark.org](http://www.shavanopark.org), in compliance with Chapter 551, Texas Government Code

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Zina Tedford  
City Secretary

## **POTENTIAL FUTURE AGENDA ITEMS**

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

- a. Presentation / Discussion – Phase II Drainage Study results – May**
- b. Annual Budget Calendar - Annual May**
- c. Annual appointment of members to the Higher Education Facilities Corporation Board - Annual May**
- d. Annual update on bond revenue opportunities by Bond Counsel – Annual May**
- e. Discussion - Use of Werling Associates for Salary Study**
- f. Ordinance O-2020-002 amending the City of Shavano Park Code of Ordinances, Chapter 24: Signs to clarify requirements within Sign Ordinance (final reading) – TBD’ed**
- g. Ordinance amending Chapter 36 Zoning regarding the allowed uses of accessory buildings - June**
- h. Correction of scrivener error in Ordinance 100-12-03 regarding side setback requirements in Willow Wood Planned Unit Development - June**
- i. Resolution adopting City Policy - City Publications – Open**
- j. Approval of Financial Account Signatures - Annual June**
- k. Annual Compensation Review - Annual June Workshop**
- l. Shavano Park Commercial and Residential Development Semi-annual Presentation - Bitterblue, Inc. / Denton Communities – February / August**
- m. City Council adoption of organizational chart - Annual August**
- n. Annual Report on Republic Service Recycling and CPI Fee adjustments - Annual September**
- o. Resolution adopting the Crime Control and Prevention Budget of the City of Shavano Park Crime Control & Prevention for FY - Annual September**

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

**jj. FY 2019 - 20 Budget Amendment (Annual February or March)**

**kk. Set City Manager Annual Performance and Salary Review for April – Annual March**

**ll. City Manager Annual Review / Salary for April - Annual April**



## ***PROCLAMATION***

**Whereas**, The Children’s Tumor Foundation is observing May 17, 2020 as World Neurofibromatosis (NF) Awareness Day to educate the public about this rare genetic disorder; and

**Whereas**, Although over 2 million people around the world are living with NF and 1 in every 3,000 births is diagnosed with NF, it is still is relatively unknown to the public; and

**Whereas**, NF affects all populations equally, regardless of race, ethnicity or gender; and

**Whereas**, NF causes tumors to grow on nerves throughout the body and also can affect development of the brain, cardiovascular system, bones and skin; and

**Whereas**, The disorder can lead to blindness, deafness, bone abnormalities, disfigurement, learning disabilities, disabling pain, and cancer; and

**Whereas**, The Children’s Tumor Foundation leads efforts to promote and financially sponsor world-class medical research aimed at finding effective treatments and, ultimately, a cure for NF; and

**Whereas**, The Children’s Tumor Foundation is actively fostering collaborative partnerships in both science and industry to speed the drug research and development process through a number of consortia called Synodos; and

**Whereas**, The Children’s Tumor Foundation works to improve access to quality patient healthcare through its national NF Clinic Network; and

**Whereas**, The Children’s Tumor Foundation provides patient and family support through its information resources, youth programs, and local chapter activities; and

**Whereas**, Much remains to be done in raising public awareness of NF to help promote early diagnosis, proper management and treatment, prevention of complications, and support for research.

***NOW, THEREFORE BE IT PROCLAIMED***, on behalf of the City Council of the City of Shavano Park, Texas I, in recognition of this important initiative, do hereby proclaim May 17, 2020 as “World Neurofibromatosis (NF) Awareness Day.”

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**Robert Werner**  
**Mayor**

## ***PROCLAMATION***

**WHEREAS**, the novel coronavirus (COVID-19) has been recognized globally as a contagious respiratory virus; and

**WHEREAS**, the Shavano Park City Council declared a Local State of Disaster and Public Health Emergency in the City of Shavano Park joining Governor Abbott's March 19, 2020 Executive Order; and

**WHEREAS**, first responders include 911 dispatchers, law-enforcement officers, professional and volunteer firefighters, professional and volunteer emergency medical technicians (EMTs), paramedics, personnel, emergency management professionals, search and rescue teams and members of other organizations in the public safety sector; and

**WHEREAS**, first responders are the first and best defense against all emergencies that may threaten our communities; and

**WHEREAS**, the members of first responder organization's undergo extensive education, and training, and make significant personal sacrifices in order to achieve the expertise required to respond to emergency situations; and

**WHEREAS**, the City of Shavano Park is protected by numerous Fire /EMS and Police first responders who continue excellence in service during this COVID-19 pandemic.

**NOW, THEREFORE**, I, Robert Werner, Mayor of the City of Shavano Park, Texas, on behalf of the City Council and citizens of the City of Shavano Park, during this critical time, hereby urge all citizens and others nationwide to express encouragement and appreciation for the services performed by both professional and volunteer first responders.

Dated this the 7<sup>th</sup> day of April, 2020.

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Robert Werner  
Mayor

## ***PROCLAMATION***

**WHEREAS**, health care providers have dedicated themselves to public service by helping to ensure good health; and

**WHEREAS**, the public depends on health care providers commitment to provide selfless and compassionate care; and

**WHEREAS**, the novel coronavirus (COVID-19) has been recognized globally as a contagious respiratory virus; and

**WHEREAS**, the Shavano Park City Council declared a Local State of Disaster and Public Health Emergency in the City of Shavano Park joining Governor Abbott's March 19, 2020 Executive Order; and

**WHEREAS**, life as we know may have changed due to the COVID-19 pandemic, but the core character of health care providers has not; and

**WHEREAS**, within the City of Shavano Park resided three Assisted Living Facilities and one Community Home, and we recognize the importance of these facilities and incredibly challenging times faced by health care providers.

**NOW, THEREFORE BE PROCLAIMED**, I, Robert Werner, Mayor of the City of Shavano Park Texas, on behalf of the City Council and citizens of the City of Shavano Park, during this critical time, hereby urge all citizens and others nationwide to express encouragement and appreciation for the services performed by health care providers.

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Robert Werner  
Mayor

## ***PROCLAMATION***

**WHEREAS**, the novel coronavirus (COVID-19) has been recognized globally as a contagious respiratory virus; and

**WHEREAS**, the Shavano Park City Council declared a Local State of Disaster and Public Health Emergency in the City of Shavano Park joining Governor Abbott's March 19, 2020 Executive Order; and

**WHEREAS**, local governments must use all preventative and mitigation measures, which will require access to available services, personnel, and equipment to respond to COVID-19; and

**WHEREAS**, Public Works / Water Department services provided in our community are essential in our everyday lives; and

**WHEREAS**, during this pandemic, the continued maintenance of the City's infrastructure is critical to keeping our community healthy and safe; and

**WHEREAS**, the City of Shavano Park's infrastructure are maintained by the Public Works / Water Department personnel that continue to provide excellence in service during this COVID-19 pandemic.

**NOW, THEREFORE**, I, Robert Werner, Mayor of the City of Shavano Park, Texas, on behalf of the City Council and citizens of the City of Shavano Park, during this critical time, hereby urge all citizens and others nationwide to express encouragement and appreciation for the services performed by Public Works / Water Departments.

Dated this the 7<sup>th</sup> day of April, 2020.

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Robert Werner  
Mayor

## CITY COUNCIL STAFF SUMMARY

Meeting Date: Apr 27, 2020

Agenda item: 6.1 / 6.2

Prepared by: Bill Hill

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:**

**6.1 Discussion /Action - Coronavirus Update - City Manager**

**6.2 Discussion / Action – Ordinance O-2020-008 considering an action to extend by 30 days the declaration of local disaster passed and approved by Ordinance O-2020-007 by the City Council of the City of Shavano Park; establishing rules and regulations for the duration of the disaster; restricting certain activities; establishing penalties for violations (final). Possible Executive Session pursuant to Texas Government Code, § 551.071, Consultation with Attorney - City Manager / City Attorney**

X

**Attachments for Reference:**

- 1) Ordinance O-2020-008 – Extending 30 days
- 2) Ordinance O-2020-007 – Extending 30 days  
Mayor’s Declaration of Disaster and Public Health  
Emergency and accompanying letter

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### **BACKGROUND / HISTORY: Updates highlighted**

5.1 The virus that causes COVID-19 is easily transmitted, especially in group settings, and it is essential that the spread of the virus be slowed to protect the ability of public and private health care providers to handle an influx of patients and safeguard public health and safety.

Governor Abbott issued an executive order effective midnight March 19, 2020 until April 3, 2020 limiting social gatherings to 10 people, prohibiting eating/drinking in restaurants and bars while still allowing takeout, and closing gyms, banning people from visiting nursing homes, and temporarily closing schools. The Governor has issued a number of additional orders concerning various directives and is likely to extend his March 19<sup>th</sup> order.

On March 23rd, County Judge Nelson Wolff issued Executive NW-03 “Stay at Home Work Safe Measures.” It states, “All persons may only leave their residences to engage in allowable activities which shall include Exempted Activities or Exempted Businesses... but must implement all social distancing requirements and adopt other mitigating measures. All public or private gatherings of any number of people occurring outside a single household are hereafter prohibited, except as otherwise provided.”

Any and all limitations and restrictions from Governor Abbott and Judge Wolff apply to the City of Shavano Park.

On March 23rd, City of Shavano Park Mayor Bob Werner issued a City of Shavano Park Declaration of a Local Disaster and Public Health Emergency with an accompanying letter (see attachment 2). The declaration of a Local State of Disaster and Public Health Emergency activates the City of Shavano Park Emergency Management Plan and provides for certain rules and regulations as stated in Exhibit A of the Ordinance.

The City of Shavano Park front doors are locked and all in-person public access is limited by exception. Staff manning continues near normal; however, the City Manager and Directors have implemented certain operational procedures for our employees. These are implemented out of an abundance of caution to avoid introducing COVID-19 (Coronavirus) to our employees and potentially to the residents they serve daily.

We will continue to update the community as necessary on other potential changes to procedures and protocols based on COVID-19 developments that may impact the City of Shavano Park.

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## **DISCUSSION:**

5.2 Pursuant to §418.108(b) of the Texas Government Code, the State of Disaster and Public Health Emergency declared by Mayor Werner shall continue for seven days, unless continued or renewed by the City Council. On March 30<sup>th</sup>, City Council met and extended the declaration by ordinance by 30 days.

This proposed Ordinance extends the State of Disaster and Public Health Emergency by 30 days or upon expiration or cancellation of the state of emergency by Governor Abbott.

Because of the risk posed by the rapid spread of the virus, and the need to protect the most vulnerable members of the community, this Declaration in accordance with United States Centers for Disease Control and Prevention (CDC) recommendations prohibits all indoor public and private gatherings and outdoor gatherings within an enclosed space of 10 persons or more anywhere in the City of Shavano Park beginning at 11:59 PM on March 30, 2020 and continuing for thirty (30) days, unless extended consistent with requirements of state law. See paragraph 5 of Exhibit A to the ordinance for definitions and further guidance.

CoSP Ordinances allow approval with one reading in an emergency.

Ordinance Sec. 2-64

(d) Any ordinance necessary to protect the public's peace, health, safety and general welfare, may be passed in emergency and become effective at once upon one reading of the City Council, upon the approval of a majority vote of the City Council members at said reading. Such findings of an emergency shall be recorded in the minutes of the meeting at which the first reading of the proposed ordinance is to take place.

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**COURSES OF ACTION:** Approve as presented or modified; or disapprove.

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**FINANCIAL IMPACT:** Varies; extension of declaration allows the City to seek reimbursement for qualifying expenses

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**MOTION REQUESTED:**

1. To approve consideration that the Ordinance being considered constitutes an emergency and may be approved in one reading.
2. To approve Ordinance **O-2020-008** of the City Council of the City of Shavano Park extending a declaration of local disaster; establishing rules and regulations for the duration of the disaster; restricting certain activities; establishing penalties for violations.

**ORDINANCE NO. O-2020 -008**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SHAVANO PARK EXTENDING A DECLARATION OF LOCAL DISASTER AND PUBLIC HEALTH EMERGENCY ISSUED ON MARCH 23, 2020 BY MAYOR BOB WERNER, AND THE COORESPONDING ADDENDUM ISSUED ON MARCH 30, 2020 UNTIL MAY 27, 2020 TO CONTINUE ACTIVE PREPAREDNESS AND RESPONSE FOR COVID-19 CONTINGENCIES.**

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**WHEREAS**, Executive Order GA-14 issued March 31, 2020, effective at 11:59 p.m. on April 2, 2020, Texas Governor Greg Abbott ordered that in accordance with guidance from DSHS Commissioner Dr. Hellerstedt, and to achieve the goals established by the President to reduce the spread of COVID-19, every person in Texas shall, except where necessary to provide or obtain essential services, minimize social gatherings and minimize in-person contact with people who are not in the same household.

**WHEREAS**, on March 23, 2020, the Mayor of the City of Shavano Park, initially declared a 7-day local state of disaster and public health emergency consistent with the Texas Disaster Act of 1975 to address contingencies related to the COVID-19 outbreak; and

**WHEREAS**, on March 30, 2020 the City Council of the City of Shavano Park extended the Declaration of a local state of disaster and public health emergency; and

**WHEREAS**, extension of the Declaration will provide the City with the ability to continue to respond and address contingencies associated with the COVID-19 as they arise; and

**WHEREAS**, the City Council of the City of Shavano Park has determined that the Declaration of a local state of disaster and public health emergency should be extended;

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

1. The Declaration of local state of disaster and public health emergency issued by Mayor Bob Werner on March 23, 2020, including its corresponding Addendum issued on March 30, 2020, is hereby renewed and extended for an additional period of thirty days from the effective date, or upon the expiration or cancellation of the state of emergency by Governor Abbott, including all rules and regulations attached hereto as Exhibit A.
2. This Ordinance shall be in force and effect from its first and final passage, and publication as required by law.

**PASSED AND APPROVED** by the City Council of Shavano Park this the 27<sup>th</sup> day of April 2020.

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Robert Werner  
Mayor

ATTEST: \_\_\_\_\_  
Zina Tedford, City Secretary



## **EXHIBIT A**

### **Declaration Regarding Public and Private Gatherings**

1. The virus that causes COVID-19 is easily transmitted, especially in group settings, and it is essential that the spread of the virus be slowed to protect the ability of public and private health care providers to handle an influx of patients and safeguard public health and safety.
2. Because of the risk of the rapid spread of the virus, and the need to protect the most vulnerable members of the community, this Declaration in accordance with United States Centers for Disease Control and Prevention (CDC) recommendations prohibits all indoor public and private gatherings and outdoor gatherings within an enclosed space of 10 persons or more anywhere in the City of Shavano Park beginning at 11:59 PM on March 30, 2020 and continuing for thirty (30) days, unless extended consistent with requirements of state law.
3. For all other gatherings, it is strongly recommended that social distancing protocols established by the United States Centers for Disease Control and Prevention (CDC) and found within the "Implementation of Mitigation Strategies for Communities with Local COVID-19 Transmission" issued by the United States Centers for Disease Control and Prevention ("CDC") on or around March 15, 2020 (available online at <https://www.cdc.gov/coronavirus/2019-ncov/downloads/community-mitigationstrategy.pdf>, including canceling, rescheduling, or not attending events with more than 10 persons).
4. Further, organizations should follow recommendations of the CDC to especially include those that serve high-risk populations (defined below) should follow CDC guidance for social distancing.
5. Definitions and further guidance:
  - a. For purposes of this Declaration, a "Mass Gathering" is any event or convening, subject to the exceptions and clarifications below, that brings together or is likely to bring together ten (10) or more persons at the same time in a single room or other single confined or enclosed space, such as, by way of example and without limitation, an auditorium, theatre, stadium (indoor or outdoor), arena or event center, meeting hall, conference center, large cafeteria, or any other confined indoor or confined outdoor space.
  - b. Bars, restaurants, food courts, gyms, theaters and massage parlors shall close.
  - c. A food establishment, as defined below, may only provide take out, delivery, drive- in, room service, or drive-through services consistent with state and local laws. Any food establishment that provides services under this section must adhere to social distancing requires for any waiting area or queue.
  - d. This Declaration also does not prohibit gatherings of people in multiple, separate enclosed spaces in a single building, so long as 10 people are not present in any single space at the same time. This Declaration also does not prohibit use of enclosed spaces where 10 or more people may be present at different times during the day, so long as 10 or more people are not

present in the space at the same time. For any gathering covered by this subsection c., compliance with Social Distancing Recommendations, including providing hand sanitizer and tissues and increasing cleaning of commonly touched surfaces is strongly encouraged.

e. For purposes of clarity, a "Mass Gathering" does not include the following: (i) places of worship; (ii) office space, banks or financial institutions, hotels, or residential buildings; (iii) grocery stores, gas stations, or places of employment that provide critical infrastructure or essential services where large numbers of people are present but it is unusual for them to be within 6 feet of one another for extended periods; (iv) jails, and transit facilities (v) hospitals, medical facilities and shelters; (vi) government buildings providing essential services. In all such settings, it is recommended that the public follow social distancing recommendations, and harm reduction measures such as hand sanitizer and tissues should be provided when possible.

f. People shall not visit nursing homes or retirement or long-term care facilities unless to provide critical assistance.

6. In accordance with Texas Government Code §418.173, a person who knowingly or intentionally violates this declaration commits an offense, punishable by a fine up to \$1,000.00 or confinement in jail for a term that does not exceed 180 days.

7. The Local Health Authority and Director of Health may update restrictions set out in this Exhibit as necessary to respond to the evolving circumstances of this outbreak during the duration of the Mayor's Declaration of Public Health Emergency and any extension by the Shavano Park City Council.

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SHAVANO PARK EXTENDING A DECLARATION OF LOCAL DISASTER; ESTABLISHING RULES AND REGULATIONS FOR THE DURATION OF THE DISASTER; RESTRICTING CERTAIN ACTIVITIES; ESTABLISHING PENALTIES FOR VIOLATIONS.**

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**WHEREAS**, pursuant to Chapter 418 of the Texas Government Code, the Texas Disaster Act of 1975, as the presiding officer of the City of Shavano Park City Council, the City's governing body, the Mayor is designated as the emergency management director of the City of Shavano Park and may exercise the powers granted of the Governor on an appropriate local scale; and

**WHEREAS**, Governor Abbott issued an executive order effective midnight March 19, 2020 until April 3, 2020 limiting social gatherings to 10 people, prohibiting eating and drinking in restaurants and bars while still allowing takeout, closing gyms, banning people from visiting nursing homes, and temporarily closing schools; and

**WHEREAS**, the Mayor of the City of Shavano Park, has urged citizens to not hoard goods from local stores out of care, concern, and respect for their neighbors; and

**WHEREAS**, the Mayor has made a Declaration of Public Health Emergency, and further declared all rules and regulations that may inhibit or prevent prompt response to this threat suspended for the duration of the incident; and

**WHEREAS**, the Mayor, under the Texas Disaster Act of 1975 has authorized the use of all available resources of state government and political subdivisions to assist the City's response to this situation; and

**WHEREAS**, the Mayor has determined that extraordinary and immediate measures must be taken to respond quickly; prevent and alleviate the suffering of people exposed to and those infected with the virus as well as those that could potentially be infected or impacted by COVID-19; and

**WHEREAS**, the City of Shavano Park has implemented certain operational procedures for our employees and out of an abundance of caution to avoid introducing COVID-19 (Coronavirus) to our employees and potentially to the residents they serve on a daily basis;

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

1. Pursuant to §418.108(b) of the Texas Government Code, that the Local State of Disaster and Public Health Emergency declared by the Mayor of Shavano Park is hereby renewed and extended for a period of thirty days from the effective date, or upon the expiration or cancellation of the state of emergency by Governor Abbott, including all rules and regulations attached hereto as Exhibit A.
2. Pursuant to §418.108(b) of the Texas Government Code, this declaration of a Local State of Disaster and Public Health Emergency shall be given prompt and general publicity and shall be filed promptly with the City Secretary.

3. Pursuant to §418.108(d) of the Government Code, this declaration of a Local State of Disaster and Public Health Emergency activates the City of Shavano Park Emergency Management Plan.
4. All ordinances or parts thereof, which are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters herein.
5. This Ordinance shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.
6. If any provision of this Ordinance or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Ordinance and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City Council hereby declares that this Ordinance would have been enacted without such invalid provision
7. It is officially found, determined, and declared that the meeting at which this Ordinance is adopted complies with Chapter 551, Texas Government Code, except as such statutes were suspended by Governor Greg Abbott on March 16, 2020.
8. This Ordinance shall be in force and effect from its first and final passage, and publication as required by law.

**PASSED AND APPROVED** by the City Council of Shavano Park this the 30<sup>th</sup> day of March 2020.

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Robert Werner  
Mayor

ATTEST:

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Zina Tedford  
City Secretary

## **EXHIBIT A**

### **Declaration Regarding Public and Private Gatherings**

1. The virus that causes COVID-19 is easily transmitted, especially in group settings, and it is essential that the spread of the virus be slowed to protect the ability of public and private health care providers to handle an influx of patients and safeguard public health and safety.
2. Because of the risk of the rapid spread of the virus, and the need to protect the most vulnerable members of the community, this Declaration in accordance with United States Centers for Disease Control and Prevention (CDC) recommendations prohibits all indoor public and private gatherings and outdoor gatherings within an enclosed space of 10 persons or more anywhere in the City of Shavano Park beginning at 11:59 PM on March 30, 2020 and continuing for thirty (30) days, unless extended consistent with requirements of state law.
3. For all other gatherings, it is strongly recommended that social distancing protocols established by the United States Centers for Disease Control and Prevention (CDC) and found within the "Implementation of Mitigation Strategies for Communities with Local COVID-19 Transmission" issued by the United States Centers for Disease Control and Prevention ("CDC") on or around March 15, 2020 (available online at <https://www.cdc.gov/coronavirus/2019-ncov/downloads/community-mitigationstrategy.pdf>, including canceling, rescheduling, or not attending events with more than 10 persons).
4. Further, organizations should follow recommendations of the CDC to especially include those that serve high-risk populations (defined below) should follow CDC guidance for social distancing.
5. Definitions and further guidance:
  - a. For purposes of this Declaration, a "Mass Gathering" is any event or convening, subject to the exceptions and clarifications below, that brings together or is likely to bring together ten (10) or more persons at the same time in a single room or other single confined or enclosed space, such as, by way of example and without limitation, an auditorium, theatre, stadium (indoor or outdoor), arena or event center, meeting hall, conference center, large cafeteria, or any other confined indoor or confined outdoor space.
  - b. Bars, restaurants, food courts, gyms, theaters and massage parlors shall close.
  - c. A food establishment, as defined below, may only provide take out, delivery, drive- in, room service, or drive-through services consistent with state and local laws. Any food establishment that provides services under this section must adhere to social distancing requires for any waiting area or queue.
  - d. This Declaration also does not prohibit gatherings of people in multiple, separate enclosed spaces in a single building, so long as 10 people are not present in any single space at the same time. This Declaration also does not prohibit use of enclosed spaces where 10 or more people may be present at different times during the day, so long as 10 or more people are not present in the space at the same time. For any gathering covered by this subsection c.,

compliance with Social Distancing Recommendations, including providing hand sanitizer and tissues and increasing cleaning of commonly touched surfaces is strongly encouraged.

e. For purposes of clarity, a "Mass Gathering" does not include the following: (i) places of worship; (ii) office space, banks or financial institutions, hotels, or residential buildings; (iii) grocery stores, gas stations, or places of employment that provide critical infrastructure or essential services where large numbers of people are present but it is unusual for them to be within 6 feet of one another for extended periods; (iv) jails, and transit facilities (v) hospitals, medical facilities and shelters; (vi) government buildings providing essential services. In all such settings, it is recommended that the public follow social distancing recommendations, and harm reduction measures such as hand sanitizer and tissues should be provided when possible.

f. People shall not visit nursing homes or retirement or long-term care facilities unless to provide critical assistance.

6. In accordance with Texas Government Code §418.173, a person who knowingly or intentionally violates this declaration commits an offense, punishable by a fine up to \$1,000.00 or confinement in jail for a term that does not exceed 180 days.

7. The Local Health Authority and Director of Health may update restrictions set out in this Exhibit as necessary to respond to the evolving circumstances of this outbreak during the duration of the Mayor's Declaration of Public Health Emergency and any extension by the Shavano Park City Council.

## CITY COUNCIL STAFF SUMMARY

Meeting Date: April 27, 2020

Agenda item: 6.3

Prepared by: Mike Colemere

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:** Resolution R-2000-010 declaring the City of Shavano Park a Second Amendment Sanctuary City - Ald. Colemere

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**BACKGROUND:** The Second Amendment to the U.S. Constitution is a fundamental right. A number of states and local jurisdictions are moving with new laws and regulations that are pushing, if not outright exceeding the limits of constitutionality. The right of gun ownership under the Second Amendment and the Constitution of the State of Texas is a guaranteed right of the people to keep and bear arms. A declaration for a sanctuary city is a call to halt encroachment on these rights across the State and the Country

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### **DISCUSSION:**

Approving a resolution would symbolically declare the City of Shavano Park as a “Second Amendment Sanctuary City.” This makes a statement that we as a free independent community shall uphold and will legally defend our Second Amendment rights with peaceful action. It is not a condoning of any form of gun violence but voices a stand against the overreach of the government.

While there is no real legal evidence that the declaration of “a Sanctuary City” has any official weight, it does make a statement and supports a clear intention. It is a statement that hopes to draw a line in the sand that we will not willingly further give up constitutional rights.

A proposed resolution has been drafted and attached. An article with other examples of Ordinances and Resolutions is attached or can be viewed at:

<https://gunrightswatch.com/news/2019/11/03/texas/texas-growing-second-amendment-sanctuary-movement-current-map/>

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**COURSES OF ACTION:** Approve the Resolution; approve with amendments; or provide additional guidance.

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**FINANCIAL IMPACT:** None

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**MOTION REQUESTED:** Approve by roll call Resolution R-2020-010 declaring The City of Shavano Park to be a Second Amendment Sanctuary City of the great State of Texas.



## RESOLUTION NO. R-2020-010

### **A RESOLUTION DECLARING THE CITY OF SHAVANO PARK TEXAS TO BE A SECOND AMENDMENT SANCTUARY CITY; AND SUPPORTING EFFORTS OF THE CITY ADMINISTRATION TO ENFORCE THE RIGHTS AND LIBERTIES GRANTED BY THE SECOND AMENDMENT TO THE UNITED STATES CONSTITUTION.**

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**WHEREAS**, the Constitution of the United States is the supreme law of our nation; and

**WHEREAS**, the Second Amendment to the United States Constitution States" A *well-regulated militia, being necessary to the security of a free state, the right of the people to keep and bear arms, shall not be infringed.* "; and

**WHEREAS**, the Texas Constitution, Article 1, Section 23 states "Every citizen shall have the right to keep and bear arms in the lawful defense of himself or the State"; and

**WHEREAS**, the members of the Shavano Park City Council took an oath to support and defend the United States Constitution, the Constitution of the State of Texas, and the Laws of the State of Texas;

**WHEREAS**, it is the desire of the City of Shavano Park to declare its support for the Second Amendment, to the United States Constitution, and the Texas Constitution, protecting citizens inalienable and individual rights to keep and bear arms; and

**THEREFORE BE IT RESOLVED** by the City Council of the City of Shavano Park, Texas by the authority granted to the City Council by the laws of Texas and the people of Shavano Park, Texas to stand and defend their rights and liberties, which are guaranteed by the United States and Texas Constitutions, we hereby declare this Resolution as follows:

**SECTION 1.** The City of Shavano Park shall be designated as a Second Amendment Sanctuary City.

**SECTION 2.** The City Council of the City of Shavano Park shall support efforts by its Police Chief, Police Department and City staff through all legal means to enforce the rights and liberties granted to the citizens and visitors to the City of Shavano Park by the Second Amendment of the United States Constitution.

**SECTION 4.** It is hereby officially found and determined that the meeting at which this Resolution 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.

**FURTHERMORE**, any regulation that violates the Bill of Rights to the Constitution of the United States of America shall be regarded by the citizens of Shavano Park to be unconstitutional, and therefore by necessity, unenforceable and invalid, furthermore, WE, the citizens of the City of Shavano Park , Texas through this Resolution hereby declare our rights, our freedom and our liberty as guaranteed by the Constitution of the United State of America.

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Robert Werner  
Mayor

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Zina Tedford  
City Secretary



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## Newsletter Signup

Gun Rights Watch is planning on releasing our newsletter in email format shortly. Sign up now and be an early bird!

Name:

Email:

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Submit

## From Our Blog

Second Amendment Sanctuaries: What They Are, Aren't, and Will Be (article/second-amendment-sanctuaries-what-they-are-aren-t-and-will-be/)

Canadian Censorship of Fact-Based Report on Guns Reveals Anti-Gun Bias, Part Two (article/canadian-censorship-of-fact-based-report-on-guns-reveals-anti-gun-bias-part-two/)

Gun Owners' Message To Law Enforcement (article/gun-owners-message-to-law-enforcement/)

Canadian Censorship of Fact-Based Report on Guns Reveals Anti-Gun Bias, Part One (article/canadian-censorship-of-fact-based-report-on-guns-reveals-anti-gun-bias-part-one/)

## Texas' Growing Second Amendment Sanctuary Movement Current Map

With two more counties added this week, many more counties are now considering their options.

Published Sunday, November 3, 2019 7:00 pm  
Gun Rights Watch article by Gun Rights Watch - Chief Editor  
(mailto:admin@gunrightswatch.com)

2.7K

### Texas Second Amendment Sanctuary Counties Map

As of 12/9/2019



- No Action
- Progress
- Voting Soon
- Passed Resolution
- Failed to Pass

**Texas Counties that have enacted or are considering enacting Second Amendment Sanctuary County or other resolutions for the right to keep and bear arms**

Orange counties are confirmed to have the beginnings of an effort to get a Second Amendment Sanctuary Resolution introduced to their Commissioners in the near future. They need your help to get it passed!

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### The Latest Rundown on the Current Status of Texas' Second Amendment Sanctuary Counties

Earlier this year, Gun Rights Watch reported on a handful of Second Amendment Sanctuary movements going on in the western border regions of Texas. These were primarily focused on the need for protection of citizens against a large number of foreign nationals unlawfully entering the country via the poorly protected southern border in those areas. That part of the state leans a bit more left than the rest of the state, however, and two of those attempts eventually failed by slim margins.

Since then, localities in other parts of the state have taken notice and have begun passing similar measures. Backed by growing coalitions of activists for the right to keep and bear arms, these resolutions have been both increasing in frequency and an improved success rate.

Here's a list of counties and municipalities that have passed resolutions so far, and what we know at the time of this writing about other locations trying to do the same.



The State of Constitutional Carry in the US (article/the-state-of-constitutional-carry-in-the-us/)

Why California Will Lose the Linton v. Becerra Gun Rights Case (article/why-california-will-lose-the-linton-v.-becerra-gun-rights-case/)

The History of Gun Control in America, Part Four: 1980 to Now (article/the-history-of-gun-control-in-america-part-four-1980-to-now/)

## 2020 Gun Laws (Updated)


USCCA

Don't get arrested for not knowing the law - free state gun laws guide

OPEN



(fba/void-the-foid-gear/10/)



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(fba/basic-banner-ad-for-david-campbell/6/)



**ILLINOIS STATE RIFLE ASSOCIATION**

Dedicated to education, safety training and support of Illinois firearm owners

(fba/isra/7/)

## Edwards County

Not widely reported, the Edwards County Facebook page posted a pair of photos and a list of statistics ([https://www.facebook.com/plugins/post.php?href=https%3A%2F%2Fwww.facebook.com%2Fpermalink.php%3Fstory\\_fbid%3D165759456768](https://www.facebook.com/plugins/post.php?href=https%3A%2F%2Fwww.facebook.com%2Fpermalink.php%3Fstory_fbid%3D165759456768)) on gun deaths in the US back on June 12th, 2018. The two photos were of the Second Amendment Sanctuary resolution that had just been passed. Information about the meeting to vote on the resolution appears to be hard to find, although comments suggest that one Commissioner may have voted against it.

Copies of the resolution appear below:

### RESOLUTION SUPPORTING THE SECOND AMENDMENT TO THE UNITED STATES CONSTITUTION and DECLARING EDWARDS COUNTY A SANCTUARY COUNTY FOR GUN OWNERS

WHEREAS, Edwards County is a political subdivision of the State of Texas and the United States, and

WHEREAS, the Edwards County Commissioners' Court believe in the Rule of Law under the United States Constitution; and

WHEREAS, These rights are retained by the People and protected by the Constitution of these United States, and the Constitution of the State of Texas, and

WHEREAS, the Second Amendment to the Constitution of the United States of America states "A well-regulated Militia being necessary to the security of a free State, the right of the People to keep and bear Arms, shall not be infringed," and

WHEREAS, the Ninth Amendment to the Constitution of the United States of America states "the enumeration in the Constitution of certain rights, shall not be construed to deny or disparage others retained by the people," protects ancillary rights that are closely related to the right to keep and bear arms protected by the Second Amendment: including the right to manufacture, transfer, buy and sell firearms, firearm accessories and ammunition. Hereinafter these shall be referred to as "ancillary firearm rights," and

WHEREAS, the Tenth Amendment to the Constitution of the United States of America states "The powers not delegated to the United States by the Constitution, nor prohibited by it to the States, are reserved to the States respectively, or to the people," and

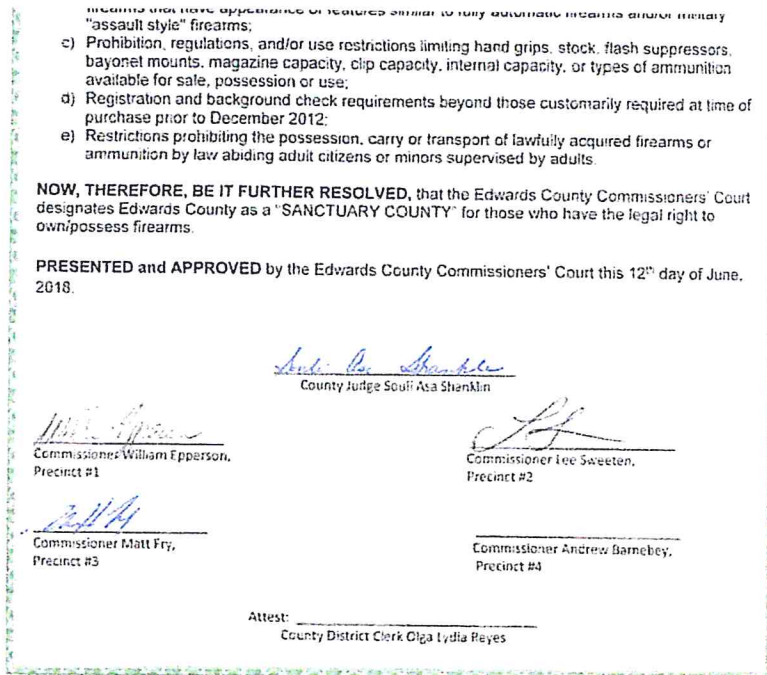
WHEREAS, Article 1, Section 23 of the Texas State Constitution states, "RIGHT TO KEEP AND BEAR ARMS: REGULATION OF WEARING OF ARMS. Every citizen shall have the right to keep and bear arms in the lawful defense of himself or the State; but the Legislature shall have power, by law, to regulate the wearing of arms, with a view to prevent crime."

NOW, THEREFORE, BE IT RESOLVED, by the Edwards County Commissioners' Court that any regulation of the right to keep and bear arms or ancillary firearms rights that violate the Second, Ninth, or Tenth Amendments to the Constitution of the United States of America, and/or Article 1, Section 23 of the Texas State Constitution as articulated herein, shall be regarded by the Edwards County Commissioners' Court as unconstitutional, a transgression of the Supreme Law of the Land and its spirit of Liberty, and therefore by necessity void ab initio, and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Edwards County Commissioners' Court resolves by this instrument that:

The Edwards County Commissioners' Court shall not authorize or appropriate funds, resources employees, for the purpose of enforcing any element of such acts, laws, orders, mandates, rules or regulations that infringe on the right by People to keep and bear arms, including, but not limited to the following:

- a) Registration requirements for existing lawfully owned firearms;
- b) Prohibitions, regulations, and/or use restrictions related to ownership of non-fully automatic firearms, including but not limited to semi-automatic firearms; including semi-automatic firearms that have appearance or features similar to fully automatic firearms and/or military



#### From our earlier update:

**Hudspeth County** (see our story here ([news/2019/07/20/texas/west-texas-counties-under-siege-declare-second-amendment-sanctuaries/](https://www.gunrightswatch.com/news/2019/07/20/texas/west-texas-counties-under-siege-declare-second-amendment-sanctuaries/)))

**March 2019:** Hudspeth County became the first county in Texas to pass a Second Amendment Sanctuary Resolution on March 12th when Sheriff Arvin West spoke to reporters and floated the idea, citing the gradual loss of freedoms being enacted by the federal government and the repeated incursions across the border along with an associated rise in the crime rate. The County Commissioners agreed to hear a proposal and voted in favor despite having to turn down federal funds for border security as a consequence of doing so.

**Presidio County** (see our story here ([news/2019/07/20/texas/west-texas-counties-under-siege-declare-second-amendment-sanctuaries/](https://www.gunrightswatch.com/news/2019/07/20/texas/west-texas-counties-under-siege-declare-second-amendment-sanctuaries/)))

**July 2019:** Presidio County was the next to take up the cause as newspaper stories of border incursions as well as break-ins, trespassing, thefts, and assaults became more commonplace throughout the large county. With a far more heightened level of press coverage this time, homeowners and business owners from the area crowded a tiny courtroom on July 10th with news teams in attendance as an all-Democrat County Commission passed a resolution protecting gun rights by a 4 to 5 vote.

**Jeff Davis County** (not yet passed)

It was reported on Marfa Public Radio (<https://marfapublicradio.org/blog/jeff-davis-county-officials-table-decision-on-second-amendment-resolution/>) that the effort to pass a Second Amendment Sanctuary Resolution on August 12th had been tabled, with the Commissioners there taking more time to learn more about what a potential measure of this nature might mean legally for the county. Watchers hopeful for the vote to happen on September 9th were disappointed when discussions on the topic failed to materialize, but the anticipation was once again renewed on September 19th when the Jeff Davis County Mountain Dispatch published a story (<https://www.mountaindispatchnow.com/news/sanctuary-issue-remains-hot-topic-county-officals>) explaining that talks about the resolution were still underway. In most counties across the country where this has happened, the inaction is usually the result of disagreements over wording. It's far too early at this time to call this decision dead in the water.

#### Brewster County (failed)

On September 18th, Commissioners in Brewster County voted 3 to 2 against a sanctuary resolution, largely using arguments from neighboring Jeff Davis County.

Marfa Public Radio reported on the meeting (<https://marfapublicradio.org/blog/brewster-county-commissioners-vote-down-second-amendment-sanctuary-resolution/>) the following day.

Brewster County Commissioner Sara Colando said,



"I worry that it might actually harm us, by declaring a sanctuary. That term is not defined in any legal sense."

Brewster County Sheriff Ronny Dodson and Brewster County Republican Party Chairman Monica McBride presented the resolution proposal, after which Sheriff Dodson gave a short speech in support of the Second Amendment in broad terms, pointing out that the residents of the county need firearms for self-defense. Dodson owns a gun shop and commented that is he a bit of a gun enthusiast. he added,

"There's no way that the guys we have can protect everybody's home in this county at one time. It's just impossible."

### Mitchell County

Information is lacking at this time, but several (<https://news.unclesamsmisguidedchildren.com/parker-county-now-the-6th-texas-county-to-declare-itself-a-2a-sanctuary/>) news (<https://libertyunyielding.com/2019/10/30/texas-county-declares-itself-a-sanctuary-county-but-not-in-the-way-you-think/>) outlets (<https://www.star-telegram.com/news/politics-government/article236737293.html>) have reported in passing that Mitchell County passed its own Second Amendment Sanctuary resolution. We're also hearing from other unconfirmed sources that it happened on September 23rd.

USSAnews.com also reported,

"On Monday, Parker County, Texas voted unanimously to become a Second Amendment Sanctuary. They join 5 other counties, Hudspeth, Presidio, Edwards, **Mitchell**, Parker, and Hood, that have stated they will back their Sheriffs in not enforcing unconstitutional laws."

Until GRW finds information contradicting these reports, we will assume their veracity and keep Mitchell green on our map.

### Hood County

The Hood County Commissioners on October 8th passed a resolution declaring the county a "Second Amendment sanctuary county" for gun owners by banning the enforcement of any unconstitutional firearm laws that might be passed in the future by the state or federal government.

The measure was the proposal of Hood County Sheriff Roger Deeds, who gave a short but impassioned speech (<https://www.facebook.com/CriswellCampaign/videos/2342343399322975/UzpfSTIyOTkoMzk/>) about gun rights in the county's courthouse. A few weeks ago, the Sheriff was quoted as saying,

"I have people ask me all the time, 'What are you going to do to protect my gun? Are you gonna work with the feds to take my AR-15? We're not. We're not going to do that. I'm going to work with the court. We're going to try to pass a 'sanctuary county' bill."

State Rep. Mike Lang (R-Granbury), chair of the House Freedom Caucus, stated after the vote,

"I overwhelmingly support this initiative and it would not have been possible without the courageous support of Hood County Sheriff Roger Deeds who has championed the issue and who would ultimately, along with the people, be the one to ensure the measure is enforced."

Channel 5 of Dallas/Forth Worth reported (<https://www.nbdfw.com/news/local/Hood-County-Passes-Resolution-to-Become-2nd-Amendment-Sanctuary-562576101.html>) about the text of the resolution, which says that County commissioners took an oath to support and defend the U.S. and Texas, as long as the laws are constitutional. It adds,

"Commissioners Court affirms its support for the duly elected Sheriff of Hood County, Texas, in the exercise of his sound discretion, and affirms its resolve to support decisions by our Sheriff to not enforce any unconstitutional firearms restrictions against any citizen."

### Parker County

The Weatherford Democrat reports

([https://www.weatherforddemocrat.com/news/local\\_news/commissioners-designate-county-a-second-amendment-sanctuary/article\\_9d82c315-c0ac-5ecc-815d-c1a690f7fec2.html](https://www.weatherforddemocrat.com/news/local_news/commissioners-designate-county-a-second-amendment-sanctuary/article_9d82c315-c0ac-5ecc-815d-c1a690f7fec2.html))

(fbclid=IwAR3AJp9aqNphxf4n7YfeRdILRdtR4\_KEkWyxok82aenAoXTwb9dPBup2d6Y) that Parker County passed a Second Amendment Sanctuary resolution last Monday, October 28th. The proposal was put forth by Precinct 1 Commissioner George Conley, who stated at the time,

"They have already warned us that this is what they've planned on doing, so we have been warned. It seems to me that it's OK to have sanctuary cities, but it's not OK to have a sanctuary county, so that's why I put this on here to see if we want to step out there and do that."

Roughly a dozen people spoke both for and against the resolution, split more or less evenly. In the end, though, the County Commissioners voted unanimously to approve it. The full text of the resolution is below.

#### RESOLUTION DECLARING PARKER COUNTY TO BE A SECOND AMENDMENT SANCTUARY COUNTY

WHEREAS, it is the desire of the Parker County Commissioners to declare its support for the Second Amendment to United States Constitution and the Texas Constitution protecting citizens' inalienable and individual right to keep an bear arms; and,

WHEREAS, the members of the Parker County Commissioners Court took an oath to support and defend the United States Constitution, the Constitution of the State of Texas, and the laws of the State of Texas (insofar as they are constitutional);

NOW THEREFORE, BE IT RESOLVED by the Commissioners Court of the County of Parker, by the authority granted to Commissioners Court by the laws of the State of Texas and the people of Parker County, Texas, to stand and defend rights and liberties, which are guaranteed by the United States and Texas constitutions, we hereby declare this resolution as follows:

Second Amendment Preservation Resolution Designating Parker County a Second Amendment Sanctuary Count

BE IT FURTHER RESOLVED that this Commissioners Court affirms its support for the duly elected Sheriff of Parker County, Texas, in the exercise of his sound discretion, and affirms its resolve to support decisions made by our Sheriff not to enforce any unconstitutional firearms restrictions against any citizen.

BE IT FURTHER RESOLVED that this Commissioners Court will not authorize or appropriate government funds, resources, employees, agencies, contractors, buildings, detention centers, or offices for the purpose of enforcing law that unconstitutionally infringes on the right of the people to keep and bear arms.

### Smith County

TexasScorecard.com reports (<https://texasscorecard.com/local/smith-county-declares-second-amendment-sanctuary/>) that for the second time in two days, another Second Amendment Sanctuary resolution was passed on Tuesday, October 29th in Smith County. Former Smith County Commissioner JoAnn Fleming, who runs the group Grassroots America - We The People issued a flyer that morning supporting the resolution and passed it around. It contained a statement from Smith County Sheriff Larry Smith, with this message:

"I believe the County Sheriff is the last line of defense between the federal government and the citizens of the United States; therefore, if elected Sheriff of Smith County, Texas, I, Larry R. Smith, pledge to the People of Smith County, Texas, that I will at all times support and defend the People's liberties as defined by the United States Constitution and the Bill of Rights; this strongly includes, but is not limited to, the First and Second Amendments. I will defend the People against acts by agents or agencies which may attempt to enforce unconstitutional federal acts in the contravention of state law and in direct violation of the Tenth Amendment. Outside agencies working in Smith County, Texas, will adhere to the rule of law and will not violate the Constitutional protections of citizens under my jurisdiction."

Gun owners of America worked to promote the passage of the resolution and posted about it on their [Facebook page](https://www.facebook.com/GunOwners/posts/10156872308861701)

(<https://www.facebook.com/GunOwners/posts/10156872308861701>) afterward.

CBS19 wrote about it when it passed, and credited us

(<https://www.cbs19.tv/article/news/local/smith-county-adopts-second-amendment-sanctuary-county-resolution/501-49e3179d-f71e-4a8b-9bad-dd39c7c22220>) with tracking Second Amendment Sanctuary resolutions in Texas.

Smith County Commissioners voted 4 to 1 to adopt the resolution reaffirming the right to keep and bear arms. The only Democrat Commissioner voted against the gun rights declaration, the full text of which is below:



## RESOLUTION

*At a regular meeting of the Smith County Commissioners' Court held at the Smith County Courthouse Annex, Tyler, Texas, at which a quorum was present, the following Resolution was adopted*

WHEREAS, The Constitution of the United States is the supreme law of our nation. The Second Amendment to the Constitution states "A well-regulated militia being necessary to the security of a free State, the right of the people to keep and bear arms shall not be infringed"; and

WHEREAS, the Texas Constitution, Article 1, Section 23, states "Every citizen shall have the right to keep and bear arms in the lawful defense of himself or the State." Due to dual sovereignty structure of the Constitution, the Federal government has no authority to enforce State laws and the States cannot be compelled to enforce federal laws; and

WHEREAS, the last protectors of the U.S. Constitution are the County Sheriff's and "We the People of the United States of America" and our ability to fulfill that role successfully rests on our Second Amendment rights. We, the People of Smith County, Texas, through this resolution hereby declare our rights, our freedom and our liberty as guaranteed by the Constitution of the United States of America; and

WHEREAS, it is the desire of the Smith County Commissioners Court to declare its support of the Second Amendment to the United States Constitution and the Texas Constitution protecting citizens' inalienable and individual right to keep and bear arms. The members of Smith County Commissioners took an oath to support and defend the United States Constitution, the Constitution of the State of Texas and the laws of the State of Texas (insofar as that they are constitutional); and

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the County of Smith, by the authority granted to the Commissioners by the laws of the State of Texas and people of Smith County, Texas to stand and defend their rights and liberties, which are guaranteed by the United States and Texas Constitutions, we hereby declare:

### Smith County a Second Amendment "Sanctuary County"

BE IT FURTHER RESOLVED that this Commissioners Court affirms its support for the duly elected Sheriff of Smith County, Texas in the exercise of his sound discretion and affirms its resolve to support decisions by our Sheriff to uphold the laws of the State of Texas and to uphold the Constitution of the State of Texas and The United States.

BE IT FURTHER RESOLVED that this Commissioners Court will not authorize or appropriate government funds, resources, employees, agencies, contractors, buildings, detention centers or offices for the purpose of enforcing laws that have been found to unconstitutionally infringe on the rights of Citizens.

WITNESS OUR HANDS THIS 29<sup>th</sup> day of October, A.D. 2019

*Nathaniel Moran*

Nathaniel Moran  
County Judge

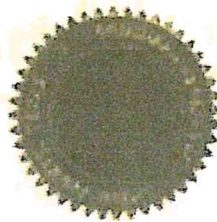
*Jeff Warr*  
Jeff Warr  
Commissioner, Precinct 1

*Cary Nix*  
Cary Nix  
Commissioner, Precinct 2

*Terry Phillips*  
Terry Phillips  
Commissioner, Precinct 3

*Opposed*  
Katie Hargrove  
Commissioner, Precinct 4

*Larry R. Smith*  
Larry R. Smith  
Smith County Sheriff



### Ellis County

In Waxahachie, Texas on Tuesday, November 5th, a resolution was unanimously approved (<https://www.midlothianmirror.com/news/20191106/ellis-commissioners-resolve-to-uphold-gun-rights>) by the Ellis County Commissioners' Court at 2:00 pm in

the Ellis County Historic Courthouse confirming and supporting the Second Amendment to the US Constitution, protecting their citizens' individual right to keep and bear arms. The vote was 4-0, with one commissioner not in attendance.

Ellis County Sheriff Chuck Edge had previously expressed his support for the resolution, as well as another candidate for Sheriff, Brad Norman.

Side note: This resolution follows the July removal of restrictions on carrying firearms within the courthouse building by licensed CCW holders.

A total of twelve Ellis County residents participated in the session, urging the court to approve of the resolution. One local resident, Kathy Ponce, said,

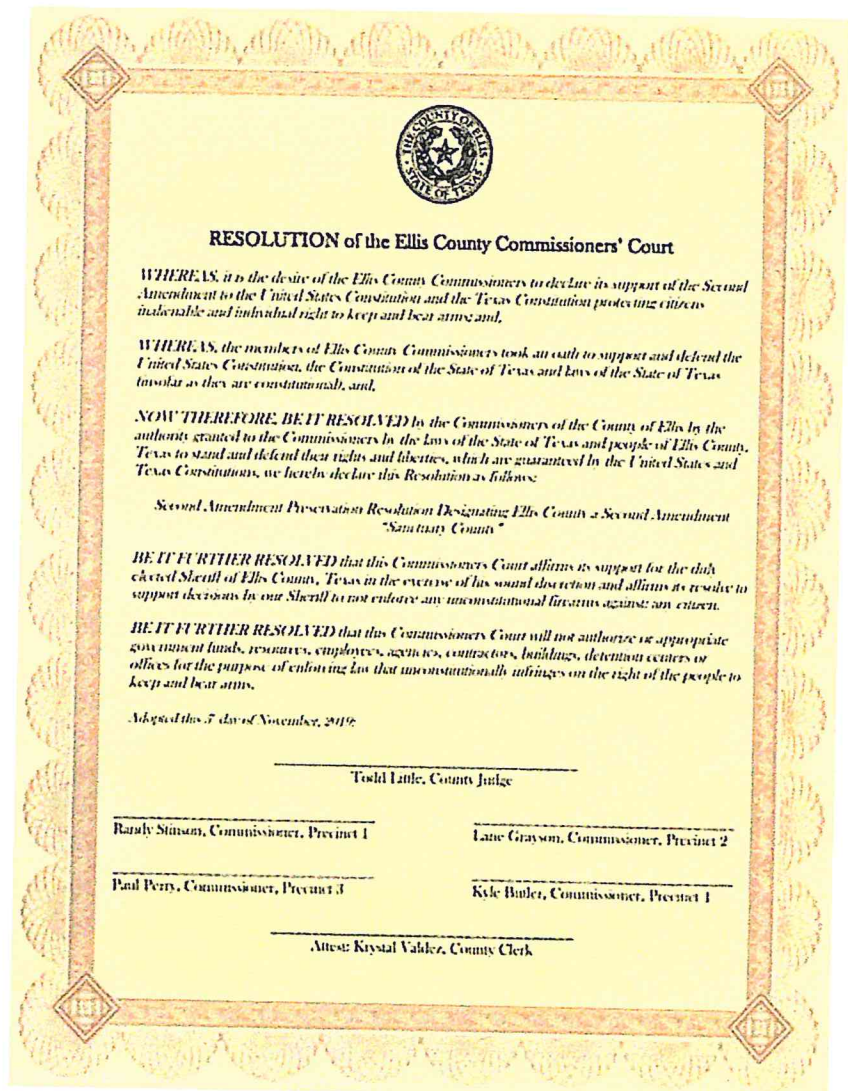
"Our gun rights are being taken away daily. The Second Amendment shall not be infringed upon."

After the decision, Ellis County Judge Todd Little said,

"I pledged to the Ellis County citizens to always fight for their Second Amendment rights, today was about the people, and the commitment to defend their freedoms."

Commissioner Paul Perry added on by stressing the importance of government officials making it clear that they stand by the Constitution.

A copy of the resolution is below.



## Second Amendment Sanctuary Cities:

City of Chester

The Anti-Red Flag Ordinance



Previously unreported by us, the tiny City of Chester (pop: 361) in Eastern Texas' Tyler County became the first locality of any kind to pass a Second Amendment Sanctuary ordinance in 2019, aimed especially at Red Flag laws. The ordinance actually makes it illegal (<https://www.tylercountybooster.com/index.php/meetings/2516-chester-becomes-a-sanctuary-city-for-gun-owners>) to call in a red flag alert on others, creating an 'Anti-Red Flag Ordinance'.

The full text of the new law was not available to us, but it ends with,

"In effect, the City of Chester, Texas creates a Sanctuary City for Legal Gun Owners ... Texas Licensed Hunters, Firearm Collections, Arsenals, Christians and those persons bearing arms under the Second Amendment."

The measure was introduced by Mayor Floyd Petri and was approved unanimously by the Chester City Council on February 4th. The Mayor had held a town hall 2 days prior to the vote to discuss the idea with residents, who were in broad favor of the bill. Former Mayor Elton Lawrence, Chester's previous mayor, was also in attendance and confirmed that he too supported Petri's proposal.

#### Second Amendment Support Resolution

Following up on their earlier ordinance, the Chester City Council next took a further step (<https://www.tylercountybooster.com/index.php/meetings/2535-chester-passes-resolution-supporting-2a-rights/>) towards protecting gun rights on March 4th by unanimously passing a resolution supporting the sanctity of the Second Amendment and goes on to demand that Congress upholds its duty to the people by fulfilling their, "Oath of office to preserve, protect and defend the Constitution."

#### City of Big Spring

Officially, Big Spring voted *down* their Second Amendment Sanctuary resolution by a 2 to 4 vote (<https://www.pressreader.com/usa/big-spring-herald/20191009/281479278167972>) on Tuesday, October 9th — but only because they had already passed the same resolution back in 2014 and the City Council felt it wasn't necessary to pass another one. The measure was presented by Mayor Shannon Thomason on his Facebook page (<https://www.facebook.com/ShannonT4BigSpring/posts/1111105402433522>), to widespread approval by city residents.

#### Upcoming Second Amendment Sanctuary resolution votes:

Kaufman County (voting Tuesday, November 12th)

The Kaufman County GOP's website tells us that they have internally approved a resolution and will present it (<https://www.kaufmancountygop.com/kaufman-county-republican-party-executive-committee-2nd-amendment/>) for a vote on November 12th. Indications would lead us to believe that it is likely to pass.

Stephens County (voting Tuesday, November 12th)

Word just came to us via activists in the state that Stephens County already has a Second Amendment Sanctuary resolution vote planned for next week. We'll update with more information as we get it.

Palo Pinto County (voting Tuesday, November 12th)

We just found out that making Palo Pinto County voting on whether the county should become a Second Amendment Sanctuary County is on the agenda for the county commissioners' scheduled Tuesday session.

#### Second Amendment Sanctuary resolution movements in progress:

- Jeff Davis County (see above)
- Reeves County (information came via word of mouth to GRW)
- Llano County (via the Llano County 2A Sanctuary Facebook page (<https://www.facebook.com/Llano-County-2A-Sanctuary-105605060801737/>))

Special thanks to Stacy Leigh Roberts for pointing us in the right direction in obtaining some of this information.

As always, GRW advises residents to check with local police or the Sheriff's Office before violating any gun control laws.

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## CITY COUNCIL STAFF SUMMARY

Meeting Date: March 23, 2020

Agenda item: 6.4

Prepared by: Mayor Pro Tem Ross

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:**

**Discussion /Action - Board of Adjustment Composition - Mayor Pro Tem Ross**

X

**Attachments for Reference:** 1) Attorney Memo

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### **BACKGROUND / HISTORY:**

Over the years we have had issues with decisions made by the BOA. No one yet has taken us to court over said issues, although concerns and threats of lawsuits have been made. As a council, we have attempted to mitigate the possibly with required board training from our City Attorney. Because State Law establishes the BoA function, the City does not have the authority to overturn or modify a decision of the BoA.

Some examples of overreach include:

A homeowner had converted the garage to living space, the house was sold without a garage. City refused a permit because the building would be in the setback. BoA allowed the new owner to build a garage, part of which was still in the setback. The justification given was that our ordinances required homes to have attached 2-car garages, so BoA allowed it. There was a hardship to the next door neighbor, because the encroachment was allowed.

That same neighbor, who now looks at a garage closer than it should be, had requested a variance to build a detached accessory building, the building would be farther front of the main house, violating our ordinances, so the City refused a permit. BoA also denied his request. He was then forced to build as an attached addition to the house.

Most recently a new homeowner appealed to the BoA to build front fencing in an area that does not allow front fencing. The City denied the request, BoA allowed it. There was no hardship to the property owner and now neighbors who wanted front fencing previously, and who were denied a permit, are unhappy. Others see the front fence as a weakening of their neighborhood rules and the approval in this case will open the door to additional front fencing requests, changing the character of the neighborhood.

It was brought to my attention by Alderman Colemere, that the law does not require a BoA committee be formed, only that the appeal process be a formal city function. The Council can accept the responsibility without the need of a separate committee.

Some members of the committee have expressed their opinion of their role to be “to always side with the homeowner petitioner” because they are our neighbors. The state has specific legal guidance on the hardship required to allow a variance, a petitioner being our neighbor is not part of the guidance.

Sec. 36-131. – Variances.

(d) *Criteria for granting variances.* No variance can be granted unless:

- (1) Such variance will not be contrary to public interest.
- (2) Such variance will not authorize the operation of a use other than those uses specifically authorized for the district in which the property for which the variance sought is located.
- (3) Such variance will not substantially or permanently injure the appropriate use of adjacent conforming property in the same district.
- (4) Such variance will not alter the essential character of the district in which it is located or the property for which the variance is sought.
- (5) Such variance will be in harmony with the spirit and purposes of this chapter.
- (6) The plight of the owner of the property for which the variance is sought is due to unique circumstances existing on the property, and the unique circumstances were not created by the owner of the property and are not merely financial, and are not due to or the result of general conditions in the district in which the property is located.
- (7) The variance will not substantially weaken the general purposes of this chapter or the regulations herein established for the specified district.
- (8) The variance will not adversely affect the public health, safety or welfare of the public.

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#### **DISCUSSION:**

We have very few appeals, less than one a year in recent years. What is the best way to assure that when we have an appeal, that it is handled following the law without allowing arbitrary decision making?

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**COURSES OF ACTION:** To be discussed

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**FINANCIAL IMPACT:** N/A unless we are involved in a lawsuit

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**MOTION REQUESTED:**

11675 Jollyville Road  
Suite 300  
Austin, Texas 78759



Phone: (512) 250-0411  
Fax: (512) 250-0749  
TexasMunicipalLawyers.com

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*Confidential / Privileged Attorney-Client Communication*

**MEMORANDUM**

**TO:** Bill Hill, Shavano Park City Manager  
**FROM:** Jonathan Kaplan, Associate  
**DATE:** March 4, 2020  
**RE:** **Municipal Board of Adjustment Requirement**

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**I. BACKGROUND**

The legal question presented was whether the City of Shavano Park needs to have an independent Board of Adjustment and what constitutes a hardship in order to support a variance.

**I. ISSUES**

- I. Must a municipality have a separate Board of Adjustment to hear cases and what are its membership options?
- II. What factors must a Board of Adjustment consider to find a “hardship?”

**II. ANALYSIS**

**I. Must a municipality have a separate Board of Adjustment to hear cases and what are its membership options?**

A city is permitted to establish a Board of Adjustment to allow for waivers from the strict application of its zoning ordinances under Tex. Loc. Gov't Code §211.008(a).

Sec. 211.008. BOARD OF ADJUSTMENT.

- (a) The governing body of a municipality may provide for the appointment of a board of adjustment. In the regulations adopted under this subchapter, the governing body may authorize the board of adjustment, in appropriate cases and subject to appropriate conditions and safeguards, to make special exceptions to the terms of the zoning ordinance that are consistent with the general purpose and intent of the ordinance and in accordance with any applicable rules contained in the ordinance.

While the establishment of a Board of Adjustment is not mandatory, if a city chooses to establish one, it must be a separate board and not made up of members of its City Council under Tex. Loc. Gov't Code §211.008(b).

Sec. 211.008. BOARD OF ADJUSTMENT.

- (b) A board of adjustment must consist of at least five members to be appointed for terms of two years. The governing body must provide the procedure for appointment. The governing body may authorize each member of the governing body, including the mayor, to appoint one member to the board. The appointing authority may remove a board member for cause, as found by the appointing authority, on a written charge after a public hearing. A vacancy on the board shall be filled for the unexpired term.

The exception to this is that the city council of a Type A general-law municipality may, by ordinance, grant the members of the city council itself the authority to act as a zoning board of adjustment.<sup>1</sup>

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<sup>1</sup> Tex. Loc. Gov't Code §211.008.



Sec. 211.008. BOARD OF ADJUSTMENT.

(g) The governing body of a Type A general-law municipality by ordinance may grant the members of the governing body the authority to act as a board of adjustment under this chapter.<sup>2</sup>

The City of Shavano Park is a Type A general-law municipality, and therefore may have its Council act as a Board of Adjustment.

The Board of Adjustment functions are administrative, fact-finding, and quasi-judicial in nature.<sup>3</sup> Considerations in favor of to having Council serve as the Board of Adjustment include:

1. In smaller cities such as Shavano Park, finding qualified members to serve for what might be only a few cases a year or less (the City of Shavano Park has had 2 cases heard since 2017) may be difficult.
2. More control by Council over decisions.
3. More direct link between Council constituents and the people that they elect to serve them.

Factors against having Council serve as the Board of Adjustment include:

1. The City Council passes ordinances. Municipal employees appointed or hired by the City Council interpret the zoning ordinances. It may be awkward to have the city council hearing the appeals from its own ordinances and its own interpretations of ordinances.

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<sup>2</sup> Tex. Loc. Gov't Code §5.001.

<sup>3</sup> Op. Tex. Att'y Gen. No. JM-493 (1986), citing *Texas Consol. Theaters, Inc. v. Pittillo*, 204 S.W.2d 396 (Tex.Civ.App.-Waco 1947, no writ).

2. There is a benefit in having a separate body, with each member appointed for a certain term, making decisions on what, at the time, may be emotional and controversial issues and insulating City Council from those decisions.
3. The appearance of undue political pressure is diminished. There is also less of a chance that a court may become confused and review the decision as though it were a regular decision of a city council since it will appear to be an appeal from a City Council itself, rather than a decision of a Board of Adjustment. A Board of Adjustment decision is entitled to greater deference than a decision from Council. Tex. Loc. Gov't Code §211.011(g) specifically states a court may not apply a different standard of review to a decision to a Board of Adjustment that is composed of members of the City Council--but the chance for confusion may still exist.
4. Additionally, a member of the city council of the municipality who serves on the Board of Adjustment may not appeal a decision of an officer or employee of the municipality. If the city council appoints itself as the Board of Adjustment, individual city council members/board of adjustment members will have no way to appeal a zoning or permitting decision made by one of its own employees.

It is highly recommended that use of a separate Board of Adjustment be continued. The absence of a Board of Adjustment may threaten the integrity of the zoning plan, as stated in the holding of the case Thomas v. City of San Marcos, 477 S.W.2d 322 (Austin 1972, no writ). In Thomas, the court held that “the Board of adjustment is a body authorized to ameliorate exceptional instances which, if not relieved, could endanger integrity of a zoning plan.”

A separate Board of Adjustment may provide flexibility in the City’s overall zoning plan which may prevent problems when actual hardships exist and allow for slight deviations.

## **II. What factors must a Board of Adjustment consider to determine whether a “hardship” exists?**

The Board of Adjustment is authorized to grant variances to the terms of the zoning ordinance as will not be contrary to the public interest, where, owing to special conditions, a literal enforcement of the provisions of the ordinance will result in unnecessary hardship, and so that the spirit of the ordinance shall be observed and substantial justice done.<sup>4</sup>

A request for a variance is a request that the zoning ordinance not be literally applied to a particular piece of property. To prevail in receiving a variance, the applicant must demonstrate that a literal enforcement of the ordinance would result in unnecessary hardship. The applicant must show that the hardship is:

1. Unique, oppressive, not common to other property, and not against the public interest.<sup>5</sup>
2. Not merely that the property cannot be utilized for its highest and best use.<sup>6</sup>
3. Not merely financial.<sup>7</sup>
4. Not self-imposed.<sup>8</sup>
5. Not simply a hindrance to the developer's goals.<sup>9</sup>

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<sup>4</sup> Tex. Loc. Gov't Code §211.009(a)(3).

<sup>5</sup> *Moody v. City of University Park*, 278 S.W.2d 912 (Dallas 1955, writ ref'd n.r.e.) and *Zoning Board of Adjustment v. Marshall*, 387 S.W.2d 714 (San Antonio 1965, writ ref'd n.r.e.).

<sup>6</sup> *Board of Adjustment of the City of the City of San Antonio v. Willie*, 511 S.W.2d 591 (Tex.Civ.App.—San Antonio 1974, writ ref'd. n.r.e.).

<sup>7</sup> *Caruthers v. City of Bunker Hill Village*, 290 S.W.2d 340 (Tex. App. 1956).

<sup>8</sup> *Currey v. Kimple*, 577 S.w.2d 508 (Tex.Civ.App.—Texarkana 1979, writ ref'd. n.r.e.)

<sup>9</sup> *Board of Adjustment of the City of the City of San Antonio v. Willie*, 511 S.W.2d 591 (Tex.Civ.App.—San Antonio 1974, writ ref'd. n.r.e.).

The City of Shavano Park restates and further details these requirements in Section 36-131(d) of the Shavano Park City Code.

Sec. 36-131. - Variances.

...

- (d) Criteria for granting variances. No variance can be granted unless:
- (1) Such variance will not be contrary to public interest.
  - (2) Such variance will not authorize the operation of a use other than those uses specifically authorized for the district in which the property for which the variance sought is located.
  - (3) Such variance will not substantially or permanently injure the appropriate use of adjacent conforming property in the same district.
  - (4) Such variance will not alter the essential character of the district in which it is located or the property for which the variance is sought.
  - (5) Such variance will be in harmony with the spirit and purposes of this chapter.
  - (6) The plight of the owner of the property for which the variance is sought is due to unique circumstances existing on the property, and the unique circumstances were not created by the owner of the property and are not merely financial, and are not due to or the result of general conditions in the district in which the property is located.
  - (7) The variance will not substantially weaken the general purposes of this chapter or the regulations herein established for the specified district.
  - (8) The variance will not adversely affect the public health, safety or welfare of the public.

The granting of the variance must be in accord with the spirit of the zoning ordinance itself, so that substantial justice is done.<sup>10</sup> The purpose of a variance is to provide flexibility to the zoning ordinance, but does not give the Board the power to rewrite the zoning ordinance.

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<sup>10</sup> Tex. Loc. Gov't Code §211.009(a)(3)

While the burden is on the applicant to prove the hardship, the finding of a hardship is subjective. If the majority of the Board of Adjustment can find that these factors are met, it is adequate to support a decision in favor of the applicant. It is highly recommended that the Board of Adjustment member making the motion to approve a variance recite into the record each of the factors and reasons supporting the finding of that factor in favor of the applicant.

-----

While the findings of a hardship and other requirements are subjective, based on having been counsel to the San Antonio Board of Adjustment for several years and taken part in hundreds of cases, I recommend the following guidelines:

Cases where hardships are proven and are successfully defended typically involve steeply sloped areas, topographical restraints, unusually small or irregular lot areas. Preservation of trees or other ecological considerations may also qualify if the applicant's stated purpose to preserve them.

Personal circumstances such as financial difficulties or problems with neighbors cannot in themselves be the basis of a hardship. It is important to remember that a granted variance runs with the land, the next owner will also have that variance on their property as well. The problem creating the hardship has to exist with the property, not the owner.

The hardship cannot be created by the owner. The most common cases of self-created hardships in San Antonio were illegally built carports. Residents would convert a garage into a bedroom or storage area and then build a carport to provide cover for their vehicles that encroached into the setback. This was self-created in 2 ways, first because they originally had a garage that was converted into a different use and second because they did so without getting appropriate permits which would have revealed to them that they could not build the carport according to their plan. A hardship should not be granted in these cases. This also goes towards the issue that a hardship cannot be merely financial. The fact that the carport may have cost significant sums of money to build is irrelevant.

A hardship must be unique to the property. The steeply sloped areas on the property mentioned previously would not constitute a hardship if all of the neighboring properties had this characteristic.

It is not the basis of a hardship if the zoning of the property does not allow for a “highest and best use” of the property. There has to be a finding of “no reasonable use.”

Finally, the granting of the hardship cannot alter the character or theme of the adjacent properties or impair their use.

## CITY COUNCIL STAFF SUMMARY

Meeting Date: April 27, 2020

Agenda item: 6.5

Prepared by: Mayor Pro Tem Ross

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:**

**Discussion /Action - Possible amendments to the City of Shavano Park Code of Ordinances, Chapter 36 - Zoning, regarding allowed uses of accessory buildings - Mayor Pro Tem Ross**

X

**Attachments for Reference:**

1) Draft Ordinance P&Z Redline

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### **BACKGROUND / HISTORY:**

Currently our ordinances regarding, allowed uses of accessory buildings, is conflicting. 1). Sec. 36-102 – Special use permits for home occupations prohibits the use of an accessory building as a second dwelling. 2) Section 36-36 – Zoning, provides use regulations in single-family residential districts and provides several authorized uses to include both a single-family residence and accessory buildings on the land. Section 36-36 is the principal authority on this issue as all other sections define or support this section. Sec. 36-1 – Definitions, provides a definition of accessory building and states that an accessory use may be part of the principal building and therefore does not preclude a family member or an additional non-related individual from living there. It also does not preclude the accessory building from being used as a temporary guest quarters for a visiting individual or family related or not related to the owner. An accessory building used as a second dwelling would have all the same amenities a primary dwelling/residence would have, including plumbing, HVAC, electric, a bathroom and kitchen. The ordinance needs to be clarified.

Our City has changed over the last 20 years, as have the lifestyles of many residents. Some families wish to have a second dwelling for their elderly parents or their adult children, this would allow all to have some autonomy and privacy. Others like to travel and would like a second dwelling for a caretaker/house sitter. And still others, would like guest quarters for visitors or office space for a home occupation. Additionally, a separate accessory building/dwelling should be allowed as a long-term rental.

Currently, all of these uses already exist in our city. At least one property I am aware of has two accessory buildings, both with full kitchens and bathrooms. Many have attached quarters shared within the family or rented out.

---

**DISCUSSION:**

P&Z has reviewed this item and gained consensus to clarify the ordinances to allow accessory buildings to be used as dwelling units and to include their use as long-term rentals and home occupation office space.

Currently Shavano Park ordinances limit one single-family residence use to include one non-related person per lot. This would limit use of an accessory building dwelling unit to related persons or one non-related person. P&Z to consider allowing more than one non-related person to dwell in an accessory building and what, if any, unintentional consequences might there be to such consideration?

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**COURSES OF ACTION:**

Discuss the current draft ordinance being considered by P&Z and provide P&Z additional guidance.

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**FINANCIAL IMPACT:** This should increase the collection of permit fees and increase property values, which will generate additional tax revenue, although that is not my reason for presenting this agenda item.

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**MOTION REQUESTED:**

No motion needed



## **CHAPTER 36 – ZONING**

Accessory building regulations in zoning code are as follows. Amendments are in track changes.

### **ARTICLE I. - IN GENERAL**

#### **Sec. 36-1. - Definitions.** (Excerpt of relevant 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; terms not expressly defined herein are to be construed in accordance with customary usage in municipal planning and engineering practices:

*Accessory building or use* means an enclosed four-wall building or use customarily incident to a principal building or principal use; and is subordinate in area, extent and purpose to the comfort, convenience and necessity of occupants of the principal building or principal use served; and contributes to the comfort, convenience and necessity of and is located on the same building lot as the principal building or principal use served. An accessory use may be part of the principal building.

*Dwelling, single-family*, means a building containing only one dwelling unit and occupied by only one family. The term does not include a mobile home.

*Dwelling unit* means a structure or portion of a structure which is arranged, occupied or intended to be occupied as human living quarters.

*Home occupations* means any occupation or activity that is clearly incidental and secondary to the use of the premises for dwelling purposes.

*Family* means any number of individuals living together as a single housekeeping unit, in which not more than two individuals are unrelated by blood, marriage or adoption.

*Single-family residence* means a structure designed for use as one dwelling unit and actually used for permanent or seasonal occupation by the owner, the owner's family or long term rental tenant under a written long-term rental agreement as a principal residence where the owner, owner's family or long term rental tenant intends to maintain a permanent or long-term residence. Short-term rentals are expressly excluded from this definition and shall not constitute single-family residential use.

## ARTICLE II. – DISTRICTS

### Sec. 36-36. - A-1, A-2, A-3, A-4 and A-5 PUD Single-Family Residential Districts.

- (a) *Use regulations.* In A-1, A-2, A-3, A-4 and A-5 PUD Single-Family Residential Districts, no land shall be used and no building shall be erected for or converted to any use other than:
- (1) Single-family residence.
  - (2) Accessory buildings.
    - a. Size limitations.
      - i. The gross floor area of all accessory buildings shall not occupy more than 20 percent of the rear yard.
      - ii. In no case shall any accessory building be built closer than ten feet to the principal main building. The height of an accessory building shall not exceed one story.
    - b. An unattached garage, as described in section 36-36(e) and section 6-91 is regulated as an accessory building.
    - c. An accessory building may be used as a dwelling unit as long as the use is customarily incident to a principal building or principal use (i.e. for habitation, but such habitation does not violate the Single-Family restriction).
    - d. Accessory building may be used for long-term rental.
- (3) Portable construction buildings under the following conditions:
- ...
- (4) Swimming pools pursuant to all applicable City regulations.
  - (5) Private tennis courts pursuant to all applicable City regulations.
  - (6) A porte cochere must be attached to the main building, remain open on three sides and must not project more than 25 feet from the main building. A porch must not project more than ten feet from the main building.
- (b) *Storage or parking of recreational/commercial and covered vehicles/equipment.* Storage or parking of recreational/commercial and covered vehicles/equipment is prohibited in all residential districts. This restriction and the following requirements do not apply when any such vehicle is used for the primary transportation of the owner:
- ...
- (c) *Other use regulations.* See Table No. 1.

Intent is to clarify habitation/home occupation use of an accessory buildings is allowable

- (d) *Exterior architectural features.* Each new structure must possess an exterior in keeping with the residence and general atmosphere of the surrounding area.

. . .

- (e) *Garages and carports.*

- (1) *Garages.* A minimum two-car garage shall be provided at each residence. Residential garage doors are not to exceed ten feet in height. An additional garage may be provided as an accessory building pursuant to regulations in section 36-36(a). No garage shall open onto any street, roadway or cul-de-sac unless the lot in question fronts two streets which will allow the garage to face the street perpendicular to the front of the residential structure. All attached garages shall be rear or 90-degree side loaded. Conversion of an existing garage to another use shall be permitted only where replacement garage space is provided. Doors on secondary garages for the purpose of storing recreational vehicles may be of a height necessary to store the vehicle. Detached garages shall conform to building setback lines and structural regulations and may or may not face the street (final decision is the Building Official's decision);<sup>17</sup> but may not be substantially visible from the street.

- (2) *Carports.* Carports may not, under any circumstances, be substituted for garage space. No carport may open on any street, roadway or cul-de-sac. In situations where a lot fronts two streets and the garage opens to the street perpendicular to the front of the structure, no carport will be allowed. All carports shall conform to all building setback lines, structural regulations and be rear or 90-degree loaded. All carports must be built in conjunction with existing garage space and not as freestanding structures.

- (f) *Fences.*

. . .

- (g) *Height regulations.* No residential building shall exceed the maximum vertical height specified in Tables 1, 2 and 6 of this chapter, and no residential building shall have more than two livable stories.

- (h) *Portable buildings.* Except in A-I District, a single unattached portable building (movable) constructed of light metal, wood or fiberglass used for storage only, not greater than 200 square feet in size may be erected in the rear yard providing the building is suitably screened from adjacent property, is not used temporarily or permanently as a habitation, is unattached and to a solid foundation. The highest point of the building may not exceed 12 feet from foundation. No portable building higher than eight feet in height measured from grade level base foundation to the buildings highest point shall be permitted in the building setbacks. In A-I District no more than two unattached portable buildings described in this subsection shall be permitted.

- (i) *Certain equipment allowed in setbacks.* Notwithstanding any other provision found within the City of Shavano Park Code of Ordinances, HVAC equipment and pool

equipment are allowed within setbacks, so long as an unobstructed width of five feet exists to allow for emergency services access.

. . .

### **Sec. 36-44. - Home occupations.**

- (a) *General.* Home occupations shall be permitted in all residential zoning districts, provided the home occupation is clearly and obviously subordinate to the main use of dwelling for residential purposes and is not prohibited by subsection (c) and complies with the conditions set forth in subsection (b). Standards for controlling home occupations are set forth to minimize annoyance and inconvenience to neighboring property owners within residential areas. These standards are intended to allow reasonable and comfortable enjoyment of adjacent and nearby property by their owners and by occupants of neighboring residential dwellings, while providing opportunities for the pursuit of home-based businesses. Administrative, office and clerical functions performed at a residence by members of the family occupying the dwelling are specifically allowed and are not considered a home occupation.
- (b) *Conditions.*
- (1) The home occupation must be compatible with the residential use of the property and surrounding residential uses and not alter the residential character of the premises by reason of activity, color, design, materials, storage, construction, lighting, sounds, noises, vibrations, dust, odors, noxious fumes, etc., nor shall it unreasonably disturb the peace and quiet of an individual and/or the residential neighborhood, nor interfere with the area radio or television reception;
  - (2) The home occupation must be confined completely within the dwelling and/or a single accessory building, and occupy in total not more than 25 percent of the gross floor area of one floor of the residential dwelling thereof;
  - (3) The home occupation may only be carried on by members of the family occupying the dwelling, with the exception of one other person either by employment or as an independent contractor;
  - (4) The home occupation must not generate pedestrian or vehicular traffic in excess of five visits a day, with not more than two client vehicles at the premises at any one time;
  - (5) The home occupation shall require no exterior structural, electrical or plumbing alterations to the dwelling;
  - (6) The home occupation may not involve outdoor storage or on-premises outdoor signage or advertising;
  - (7) The home occupation must not generate any solid waste or sewage discharge, in volume or type, which is not normally associated with residential use in the neighborhood;

Intent is to clarify habitation/home occupation use of an accessory buildings is allowable

- (8) On-premises parking of commercial vehicles, as defined in section 36-1, used in conjunction with the home occupation is prohibited, except as provided in section 36-36(b)(1) and section 36-36(b)(2); and
- (9) On-premises retail sales are prohibited.
- (c) *Prohibited home occupations.* Examples of prohibited home occupations include the following:
  - (1) Barbershops;
  - (2) Beauty shops;
  - (3) Commercial auto or boat sales, repair or maintenance;
  - (4) Auto painting;
  - (5) Sexually oriented businesses;
  - (6) Restaurants;
  - (7) Catering, or the preparation of food for resale except for Cottage Food Operations as that term is defined by the Tex. Health and Safety Code § 437.001; and
  - (8) Animal hospitals and kennels.

## **ARTICLE IV. – SPECIAL USE PERMITS**

### **Sec. 36-102. - Special use permits for home occupations.**

- (a) Special use permits for a home occupations shall be processed consistent with Article III of this chapter.
- (b) Special use permit requirements.
  - (1) The home occupation must be compatible with the residential use of the property and surrounding residential uses and does not alter the residential character of the premises by reason of activity, color, design, materials, storage, construction, lighting, sounds, noises, vibrations, dust, odors, noxious fumes, etc., nor shall it unreasonably disturb the peace and quiet of an individual and/or the residential neighborhood, nor interfere with area radio or television reception;
  - (2) The home occupation must be confined completely within the dwelling, and/or a single accessory building, and occupy not more than 25 percent of the gross floor area of one floor thereof;
  - ~~(3) Use of accessory buildings in the home occupation is not allowed;~~
  - (34) The home occupation may only be carried on by members of the family occupying the dwelling, with the exception of one other person either by employment or as an independent contractor;

Accessory Building Amendments – vAllowable

Intent is to clarify habitation/home occupation use of an accessory buildings is allowable

- | (45) The home occupation must not generate pedestrian or vehicular traffic in excess of five visits a day;
  - | (56) The home occupation require no visible, structural, electrical or plumbing alterations in the dwelling;
  - | (67) The home occupation may not involve outdoor storage or on-premises outdoor advertising;
  - | (78) The home occupation must not generate any solid waste or sewage discharge, in volume or type, which is not normally associated with residential use in the neighborhood; and
  - | (89) Only one commercial vehicle is allowed to be parked on-premises in the operation of the home occupation.
- (c) Existing Non-Conforming Home Occupations. Any home occupation that was legally in existence as of November 1, 2015 ("the Effective Date") and that is not in full conformity with the provisions herein shall be deemed a legal nonconforming use, provided that the home occupation use was not in violation of any other local, state or federal law or regulation on that date. Proof of the existence of such home occupation use prior to the effective date of this Code may be required by the City. Any legal nonconforming use may continue until not later than December 1, 2017. After that date, nonconforming home occupations are prohibited.

## CITY COUNCIL STAFF SUMMARY

Meeting Date: April 27, 2020

Agenda item: 6.6

Prepared by: Mayor Pro Tem Ross

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:**

**Discussion /Action - Future Elections at Shavano Park City Hall - Mayor Pro Tem**



**Attachments for Reference:**

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### **BACKGROUND / HISTORY:**

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

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

In addition to paying for the service, Shavano Park has had issues with parking, sign clutter, complaints regarding people hawking for candidates, litter, congestion in the lobby making it difficult for residents or businesses to get into to conduct their business. Additional maintenance of our facilities, including bathrooms and our septic system cannot handle the traffic, causing issues for both City Hall and Bexar 911 employees. Staff, PD and Public Works are diverted to handle situations. We were supposed to get reimbursed for some of our expenses, need to find out how much we collected from Bexar Elections.

This last election, Bexar Elections has combined polling sites and added others. During the last election there were plenty of other places for people to vote outside our city – Clark High School, Castle Hills and area neighborhoods, all had no lines and plenty of parking. People in line in SP were told of these other locations and instead of availing themselves of other locations, they stood in long lines and waited up to two hours to vote. But our residents ended up going to other locations! This is no longer a benefit for our citizens or our City. This next presidential election will exceed our City's capacity for parking and bathroom usage and will require staff

time. The problems increase even more during regularly scheduled events held at City Hall like, City Council, P&Z & Court.

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**DISCUSSION:**

Whether or not to allow voting at Shavano Park City Hall.

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**COURSES OF ACTION:**

Don't have voting at City Hall or have it and allocate funds in budget for added staff time and services and expect staff interruptions through early voting and election day.

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**FINANCIAL IMPACT:** Unknown. Staff time, maintenance, supplies, etc. plus costs assessed by Bexar Elections.

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**MOTION REQUESTED:**

Move to discontinue using Shavano Park as a voting site for elections, except May elections that include Shavano Park business.



## CITY COUNCIL STAFF SUMMARY

Meeting Date: April 27, 2020

Agenda item: 6.7

Prepared by: Zina Tedford

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:**

Discussion /action - Adopting Resolution R-2020-005 to amend the City of Shavano Park Employee Handbook – City Secretary

X

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

- 1) 6.7a 2020 Employee Handbook Track Changes
- 2) 6.7b Resolution R-2020-005
- 3) 6.7c Attorney Memo

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**BACKGROUND / HISTORY:** City staff performs an annual review of the handbook to ensure the handbook remains a living document responsive to employee informational needs, managerial needs and legal compliance. The current Employee Handbook was approved by Council on February 25, 2019.

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**DISCUSSION:** Attachment 6.7a is a track changes document from the February 25, 2019 Handbook. Attachment 6.7c is a clean version with all accepted changes from the track changes. This update is not a significant revision of the handbook. Changes included revisions based on City Attorney review, updating the updated organizational chart and 2020 holiday schedule.

Highlights of changes include:

<b>Pages</b>	<b>Section</b>	<b>Change</b>
5	2.6	Harassment
8	2.8	Medical Records Privacy
14	3.7.1	Workers Compensation
26	5.1	Time and Attendance
31	5.7	Emergency Closings
43	5.20	Pregnancy and Parental Leave
49	6.4	Dress, Appearance, and Uniform policy
50	6.6	Drug and Alcohol policy
56	6.8	IT Policies
62	6.9	Social Media Policy
70	7.7	Grievance Filing procedures

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**COURSES OF ACTION:** Approve Resolution R-2020-005, provide further feedback or alternatively take no action.

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**FINANCIAL IMPACT:** N/A

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**STAFF RECOMMENDATION:** Approve Resolution R-2020-005 adopting revisions to the City of Shavano Park Employee Handbook



**CITY OF SHAVANO PARK**

# EMPLOYEE HANDBOOK

Adopted by City Council

April 27, 2020

## ***WELCOME TO THE CITY OF SHAVANO PARK***

### **BACKGROUND**

**City Profile:** On the edge of the Texas Hill Country, the City of Shavano Park is located in the San Antonio Metropolitan Area in northwest Bexar County, approximately 12 miles north of downtown San Antonio. Shavano Park is surrounded by the City of San Antonio. Generally, the City's boundaries are Loop 1604 on the north, Huebner Road on the south, Lockhill Selma on the west and Salado Creek on the east. This City land area size is 3.3 square miles of land. The City is composed of roughly 3,527 residents and has around 160 commercial businesses.

**City History:** The original Town of Shavano was established around 1881 along the Olmos Creek and served as a stagecoach and rail stop between San Antonio and Boerne. The area now occupied by the City of Shavano Park was part of the Stowers Ranch. In 1947, Wallace Rogers and Sons purchased the land for residential development starting in 1948. The city of Shavano Park was incorporated on June 19, 1956 as a general law city. The City has grown considerably from 167 residents in 1956 to roughly 4,030 in the year 2019. Despite its growth the City retains its distinctive generous lots and rural atmosphere.

## SPACE SAVED FOR RESOLUTION

## Table of Contents

<u>Section 1 – Introduction</u>	<u>Page Number</u>
1.1. Purpose	1
1.2. Vision Statement	1
1.3. Mission Statement	1
1.4. Staff Essential Tasks	1
1.5. City Values	2
1.6. Code of Ethics	2
1.7. City Governance and Municipal Management	3
1.8. Organizational Flowchart	3
 <u>Section 2 – General Provisions</u>	
2.1. Purpose of Employment	4
2.2. Employment-At-Will	4
2.3. Management Authority and Administration	4
2.4. Media Spokesperson	5
2.5. Equal Employment Opportunity	5
2.6. Sexual and Other Unlawful Harassment	5
2.7. Americans with Disabilities Act	8
2.8. Medical Records Privacy	8
2.9. Search Policy	9
2.10. Political Activities	9
2.11. Valid Driver's License Requirement	10
 <u>Section 3 – Employee Compensation and Benefits</u>	
3.1. Pay Plan	11
3.2. Allowances and Certificates	11
3.3. Insurance Benefits	11
3.4. Group Health Continuation Coverage (COBRA)	11
3.5. Employee Assistance Program (EAP)	12
3.6. Retirement	13
3.7. Worker's Compensation	13
3.8. Travel Compensation	15
3.9. Deferred Compensation	17
3.10. Tuition Reimbursement Program	17
 <u>Section 4 – Staffing and Development</u>	
4.1. Personnel Records	19
4.2. Recruitment and Selection	19
4.3. Nepotism	20

	<u>Page Number</u>
4.4. Orientation	21
4.5. Assessment Period	21
4.6. Employment Status (Classification)	21
4.7. Training and Development	23
4.8. Outside Employment	23
4.9. Annual Performance Review	23
4.10. Promotion / Demotion / Reassignment / Transfers	24
4.11. Separations / Exit Process	25
 <u>Section 5 – Time and Attendance</u>	
5.1. Time and Attendance	26
5.2. Breaks	26
5.3. Official Holidays	27
5.4. Overtime and Compensatory Time	28
5.5. Police Night Shift Differential Pay	30
5.6. On-Call and Call-Back Compensation	30
5.7. Emergency Closings	31
5.8. Annual Leave	32
5.9. Sick Leave	33
5.10. Family and Medical Leave	34
5.11. Military Leave	38
5.12. Administrative Leave	41
5.13. Jury Duty	41
5.14. Bereavement Leave	41
5.15. Voting Leave	42
5.16. Discretionary Leave	42
5.17. Unpaid Leave	42
5.18. Leave of Absence	43
5.19. Absence without Authorization	43
5.20. Pregnancy and Parental Leave	43
 <u>Section 6 – Employee Policies</u>	
6.1. City Property / Equipment Use Policy	44
6.2. Employee Safety / Accident Reporting Policy	46
6.3. Return to Work / Modified Duty Policy	47
6.4. Dress, Appearance and Uniform Policy	48
6.5. Smoke-free Workplace Policy	50
6.6. Drug and Alcohol Use Policy	50
6.7. Weapons Control and Violence Prevention Policy	55

6.8. IT Policies- Computer Use, Internet Use and Email Use	56
6.9. Social Media Policy	62

## Section 7 – Disciplinary Procedures and Appeals

7.1. Conduct-Expected Behaviors	64
7.2. Adverse Actions	64
7.3. Arrests, Confinements and Indictments	67
7.4. Individual Department Rules and Policies	68
7.5. Disciplinary Procedures, Probation and Dismissal	68
7.6. Performance Counseling	69
7.7. Grievance-Filing Procedures	70
7.8. Complaints Against City Officers	71

## Appendix

Attachment A – Organizational Flowchart
Attachment B – Official Holidays
Attachment C – Developmental Counseling Form



# EMPLOYMENT ACKNOWLEDGEMENT

The City of Shavano Park (the “City”) Employee Handbook describes important information about the City’s personnel policies and procedures, and I understand that I should consult my supervisor and / or my Department Head regarding any questions not answered in the Employee Handbook. I have entered into my employment relationship with the City voluntarily and acknowledge that there is not specified length of employment. Accordingly, either I or the City can terminate the relationship at will, with or without cause, at any time.

With the exception of the City’s employment-at-will policy, all of the information, policies, and benefits described in the Employee Handbook are subject to change. I understand that revised information may supersede, modify, or eliminate existing policies. I agree that any conflicts or ambiguities in City policies and procedures will be decided by the City Manager.

Furthermore, I acknowledge that this Employee Handbook is neither a contract of employment nor a legal document, nor is it a waiver by the City of the employment at-will status of my relationship with the City.

I have received the Employee Handbook, and I understand that it is my responsibility to read and comply with the policies contained in it and any revisions made to it. I also understand that the policies in this Employee Handbook supersedes all prior written and / or oral City policies.

## ACKNOWLEDGEMENT:

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Signature

---

Print Name

---

Date



## **Section 1 – Introduction**

### **1.1 PURPOSE**

This Employee Handbook is designed to provide employees information on the policies of the City of Shavano Park. This handbook also serves to ensure a uniform application of City policies governing employees and replaces all previous employee handbooks or personnel manuals. Employees should read this document carefully to understand the responsibilities, rights and benefits of being an employee of the City of Shavano Park. Should any employee have questions as to the interpretation or understanding of any policy or practice, please make an appointment with your Department Director immediately. It is important that all employees have a full and complete understanding of the City of Shavano Park's personnel policies.

All Forms mentioned in *italics* in this handbook can be found on the City's servers in the shared drive at **S:\1 - Employee Handbook Forms & Policies** or by contacting the Director of Human Resources. **This Employee Handbook does not constitute a contract of employment. Nothing in this handbook is intended to alter the continuing at-will status of employment with the City.**

### **1.2 VISION STATEMENT**

Shavano Park strives to be the premier community in Bexar County, preserving and celebrating its natural setting and small-town traditions amid the surrounding area's urban growth.

### **1.3 MISSION STATEMENT**

The City of Shavano Park provides exceptional leadership and delivers exemplary municipal services in a professional, cost-effective and efficient manner to citizens, business owners and visitors to facilitate economic growth and enable an exceptional quality of life and workplace consistent with our small-town values and character.

### **1.4 STAFF ESSENTIAL TASKS**

- Provide, Efficiently Use, and Protect Fiscal Resources
- Provide and Maintain Infrastructure
- Maintain a Superior Water System
- Provide Police Protection
- Provide Fire / EMS Protection
- Conduct Municipal Planning
- Enforce Ordinances / Standards consistently
- Provide Outstanding Customer Service to citizens, business owners and visitors



### 1.5 CITY VALUES

City employees are expected to uphold the following values:

- Honesty
- Integrity
- Accountability
- Excellence
- Professionalism
- Innovation
- Inclusiveness
- A commitment to open, clear and transparent communications and Government
- Responsiveness and Customer Service

### 1.6 CODE OF ETHICS

Employees of the City of Shavano Park have the trust of citizens who depend on the highest level of service. This level of trust creates a special responsibility for the employees of the City of Shavano Park. Therefore, employees are expected to maintain a high level of ethical standards, to act with integrity in all public relationships and to conduct themselves always in a manner which maintains public confidence. This is accomplished by following the City of Shavano Park's Code of Ethics as presented below.

Employees of the City of Shavano Park shall strive to uphold the Constitution, laws and ordinances of the United States, State of Texas, and the City of Shavano Park Code of Ordinances, and shall strive to be:

- Honest and trustworthy in what they say and write and in all professional relationships;
- Dedicated to providing quality services by being cooperative and constructive, and by making the best and most efficient use of available resources;
- Fair and considerate in the treatment of fellow employees and citizens, addressing concerns and needs with equity, granting no special favors;
- Committed to accomplishing all tasks in a superior way, and abstaining from all job behaviors that may tarnish the image of the City of Shavano Park;
- Cognizant that public and political policy decisions are the responsibility of the City Council; and
- Dedicated to the best customer/citizen services to improve the quality of life in the City of Shavano Park.

This Code of Ethics requires dedication to uphold. Employees and citizens will always be better served by doing what is right rather than what is expedient. Violation of the Code of Ethics, or any law of the State of Texas or the United States in the performance of an employee's duties can lead to discipline up to and including dismissal.



### 1.7 CITY GOVERNANCE AND MUNICIPAL MANAGEMENT

**City Governance:** The City of Shavano Park is a Type “A” General Law City governed by a Mayor and City Council that by election has adopted the City Manager form of government. The Mayor presides at meetings of the City Council and is the Chief Civic Representative of the City. The City Council functions as the legislative branch of the City government, provides policy for the conduct of municipal affairs, enacts ordinances, exercises budgetary authority and maintains oversight of the City government.

**City Manager:** Per Article III, Section 2-63 of the City of Shavano Park Ordinances the City Manager shall be the administrative head of the municipal government under the direction and supervision of the City Council. The City Manager is the Chief Executive Officer of the City of Shavano Park and is responsible for the day to day management of the City. The City Manager shall carry out the policies set by the City Council and enforce the ordinances of the City and the laws of the State of Texas.

**Director of Human Resources:** The City Secretary is the Director of Human Resources and reports directly to the City Manager. City employees should contact the City Secretary when the Director of Human Resources is described in this manual. Employees with finance related questions regarding payroll and insurance may contact the Finance Director for information.

**Department Directors:** Department Directors report directly to the City Manager and are responsible for the enforcement of the provisions of this manual as it relates to the supervision and administration of personnel in their departments. Department Directors will, in addition to their other duties, assure the maintenance of high standards of ethical and moral conduct among their personnel to reflect favorably on the City at all times. Department Directors are likewise responsible for the protection of all information which is created for or primarily used by their respective department. This responsibility includes the protection of computerized information which is placed in the custody of individual employees including authorizing access to all departmental information.

### 1.8 ORGANIZATIONAL FLOWCHART

The organizational chart will be approved annually by City Council and be updated in this handbook subsequent to City Council approval. See Attachment A – “Organizational Chart.”



## **Section 2 – General Provisions**

### **2.1 PURPOSE OF EMPLOYMENT**

The primary objective and purpose of the existence of the Shavano Park municipal government is to provide the most efficient, economical and courteous services possible to our citizens and business partners. Employees have been chosen for their positions because their individual job is very important in the overall mission to provide optimal City services. The City of Shavano Park is assured each employee has the knowledge, skills and abilities needed to help the City reach its primary objective. The City seeks to welcome each employee as an important and productive member of the organization.

### **2.2 EMPLOYMENT AT WILL**

Employment with the City is not for a fixed or definite term. All employment by the City has been and continues to be at-will, except for those positions that may have a written contract approved by the City Council. That means that both the employee and/or **the City have the right to terminate employment at any time, with or without notice, and with or without cause.** This Employee Handbook does not constitute a contract of employment. Nothing in this handbook is intended to alter the continuing at-will status of employment with the City.

### **2.3 MANAGEMENT AUTHORITY AND ADMINISTRATION**

This handbook is approved by the City Council of the City Shavano Park; Amendments to the Employee Handbook must likewise be approved by the City Council. The Handbook policies shall apply to all City employees, provided that the provisions may be varied in the case of an employee with a written employment agreement approved by the City Council. All employees must become familiar with and abide by these policies. General and final authority for personnel administration rests with the City Manager, with the exception of matters reserved to the City Council by State law or Ordinance.

No City of Shavano Park supervisor is authorized to modify this handbook for any employee or to enter into any agreement, oral or written.

**2.3.1 Management Authority.** The City Council may modify, revoke, suspend, interpret, terminate, or change any or all of its policies and procedures, in whole or in part, at any time. Policy administration rests with the City Manager and the City Manager reserves sole authority to administer City operations.



**2.3.2 Departmental Policy and Procedural Requirements.** City departments may develop policies and procedures consistent with City policies and procedures. Department policies and procedures that are operational and that do not relate to those in this handbook, or other approved operational manuals shall be reviewed and approved by the City Manager. Department Directors are responsible for obtaining the necessary review and approval prior to issuing such departmental policies and procedures. Departmental policies and procedures will not become effective until reviewed and approved by the City Manager.

**2.3.3 Miscellaneous.** Policies and procedures apply to all employees of the City, both on and off duty where applicable, unless otherwise indicated, restricted by proper authority, or prohibited by Federal, State and/or Municipal law.

Any statement in a policy and/or procedure found to be illegal, incorrect, and/or not applicable will not affect the validity and intent of the remaining content of such policy or procedure.

Any conflicts, questions, or ambiguities in City or departmental policies and procedures will be resolved by the City Manager. The City Manager may delegate rights and powers granted to him or her under these policies and procedures to the others as deemed appropriate in the City Manager's sole discretion.

## 2.4 MEDIA SPOKESPERSON

The City Manager will be responsible for handling all media inquiries. City Employees are required to refer all media inquiries to the City Manager. Failure to do so may result in discipline up to and including dismissal.

## 2.5 EQUAL EMPLOYMENT OPPORTUNITY

The City is an equal opportunity employer. Discrimination against any person in recruitment, examination, selection, appointment, rate of pay, promotion and transfer, retention, daily working conditions, testing and training, awards, compensation and benefits, disciplinary measures or any other aspect of employment because of age, race, religion, sex, national origin, citizenship, disability, genetics, veteran's status or other unlawful basis, is prohibited.

## 2.6 SEXUAL AND OTHER UNLAWFUL HARASSMENT

All City employees are entitled to a workplace free of unlawful harassment by management, supervisors, co-workers, citizens, and vendors. This means that each employee must be respectful of others and act professionally. City employees are also prohibited from harassing citizens, co-workers, volunteers, elected and appointed officials, vendors, and all other third parties.



**2.6.1 Sexual Harassment.** All types of sexual harassment are prohibited. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or
- submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Sexual harassment does not require sexual attraction or interest. This policy prohibits sexual advances and requests for sexual favors, sexual jokes and innuendo; comments about bodies, sexual prowess, sexual preferences, sexual experiences or sexual deficiencies; leering, whistling, or touching; verbal abuse of a sexual nature, including insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures, including nudity and pornography; and all inappropriate conduct of a sexual nature, whether it be physical, verbal or visual conduct.

**2.6.2 Other Prohibited Harassment.** In addition to the City's prohibition against sexual harassment, harassment on the basis of any other legally protected characteristic is also strictly prohibited. This means that verbal or physical conduct that singles out, denigrates, or shows hostility or aversion toward someone because of race, religion, color, national origin, age, disability, genetics, veteran status, citizenship, or any other characteristic protected by law is also prohibited.

Prohibited conduct includes, but is not limited to, epithets, slurs and negative stereotyping; threatening, intimidating, or hostile conduct; denigrating jokes and comments; and writings or pictures, that single out, denigrate, or show hostility or aversion toward someone on the basis of a protected characteristic. Conduct, comments, or innuendoes that may be perceived by others as offensive are wholly inappropriate and are strictly prohibited.

This policy also prohibits while on duty or at work sending, showing, sharing, or distributing in any form, inappropriate jokes, pictures, comics, stories, etc., including but not limited to via facsimile, e-mail, cell phone or other electronic devices, social media, and/or the Internet, such as YouTube and Facebook. **Online harassment will be treated the same as other types of harassment.** Harassment of any nature, when based on race, religion, color, sex, national origin, age or disability, genetics, veteran status, citizenship or any other characteristic protected by law is prohibited and will not be tolerated.





This policy applies to City employees interacting with other employees, elected and appointed officials, citizens, vendors, volunteers, and other visitors to the workplace.

**2.6.3 Reporting and Handling Procedures.** The City requires that employees report all perceived incidents of harassment, regardless of the offender's identity or position. Any employee who observes or otherwise learns of possible harassment in the workplace or who feels that harassment has occurred or has been subjected to conduct prohibited by this policy must report it immediately to your Department Director, the City Secretary, or the City Manager.

Any supervisor, manager, or Department Director who becomes aware of possible conduct prohibited by City policy must immediately advise the Department Director, City Secretary, or City Manager.

Under this policy, an employee may report to and/or contact the City Manager directly, without regard to the employee's normal chain of command. If an employee has a complaint related to the City Manager, the employee may report the issue to the City Secretary who will forward the complaint to the Mayor. If the City Secretary and City Manager are both involved in the complaint of harassment, the employee may make a written complaint to the Mayor.

**Investigation.** All reports of prohibited conduct will be investigated promptly and confidentially by the City Manager, or designated, as appropriate. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have other relevant knowledge. All employees are required to cooperate with the investigation and to maintain confidentiality.

In case of complaints against the City Manager, the City Council shall designate a third party to undertake the investigation.

**Retaliation Prohibited.** Retaliation against employees who make a good faith charge or report of prohibited conduct or who assist in a complaint investigation is prohibited. Acts of retaliation must be reported immediately as set out above.

**Responsive Action.** Misconduct constituting harassment or retaliation will be dealt with appropriately and promptly. Discipline, up to and including dismissal will be imposed upon any employee who is found to have engaged in conduct prohibited by this policy. Likewise, disciplinary action will be imposed in situations where claims of prohibited conduct were untruthful, fabricated or exaggerated or when employees are untruthful during an investigation.

**Training.** Employees of the City will receive harassment training upon hire with the City and on a regular basis in order to maintain a harassment-free workplace.





### 2.7 AMERICANS WITH DISABILITIES ACT

To ensure compliance with the Americans with Disabilities Act and Americans with Disabilities Act as Amended (ADAAA), the City offers equal employment opportunity to qualified individuals and strictly prohibits discrimination against qualified individuals on the basis of disability.

The City will provide reasonable accommodation to the known physical or mental impairments of an otherwise qualified individual with a disability if such reasonable accommodation will enable the individual to perform the essential functions of the position at issue. The City's obligation under this policy is limited to providing reasonable accommodations that will not result in undue hardship to the City.

Any employee seeking a reasonable accommodation for a disability that affects the employee's ability to perform the essential functions of the position shall make a written request to the City Secretary.

Employees who have a complaint involving potential violations of the Americans with Disabilities Act or ADAAA, including but not limited to harassment, discrimination, or failure to provide a reasonable accommodation, must immediately contact their immediate Supervisor, City Secretary, the City Manager or designee.

### 2.8 MEDICAL RECORDS PRIVACY

Federal law requires that the City maintain all employee medical information in separate, confidential files. Therefore, in addition to personnel files, the City maintains a separate medical file for each employee. Finance Department maintains these confidential medical files.

Examples of information that may be provided to the City by an employee or the employee's health care provider, and maintained in the confidential medical file, include:

- a note to justify an absence;
- a note to request a leave;
- a note to verify the employee's ability to return to work;
- medical records to support a claim for sick pay or disability benefits;
- insurance records;
- workers' compensation records; and
- medical history records



The City does not request genetic information from an applicant, employee, or health care provider. The City discourages health care providers from sending genetic information. Any genetic information inadvertently sent to the City will be returned to the employee or destroyed.

It is important that employees understand that the records are confidential but that the confidentiality may be waived when the employee provides medical information to the supervisor or Finance Director. When an employee provides information to the supervisor, the supervisor shall share the information only on an “as needed” basis with other members of management.

In addition to protecting their own confidential medical information, employees must also respect the privacy and confidentiality of their coworkers’ medical information. Employees are **expected** to use discretion and judgment when dealing with such information and are to refrain from passing along information, gossip, rumors or anything else that may constitute an invasion of a coworker’s privacy or breach of **confidence**.

### **2.9 SEARCH POLICY**

The City may conduct unannounced searches or inspections of the work site, including but not limited to City property used by employees such as lockers, file cabinets, desks, and offices, computer and electronic files, social media sites, cell phones, pagers, text messages, whether secured, unsecured or secured by a lock or password provided by the employee.

All searches must be authorized and conducted under the direction of the City Manager. Employees who refuse to cooperate with a search may be subject to disciplinary action up to and including termination.

### **2.10 POLITICAL ACTIVITIES**

City employees will not be appointed or retained on the basis of their political support or activities. City employees are encouraged to vote and to exercise other prerogatives of citizenship consistent with State and Federal law and these policies. No City employee is prohibited from becoming a candidate for public office. However, City employees may not:

- Use the employee’s position or office to coerce political support from employees or citizens.
- Use the employee’s official authority or influence to interfere with or affect the result of a campaign issue, an election or nomination for public office.
- Use working hours or City property to solicit or receive any subscription, contribution or political service to circulate petitions or campaign literature on behalf of an election issue or candidate for public office in any jurisdiction.



- Hold an appointive or elective office of public trust where service would constitute a direct conflict of interest with City employment, e.g. City of Shavano Park City Council, Boards and Commissions and certain Bexar County offices. Upon being elected or appointed to such an office, an employee must immediately resign or will be dismissed upon failure to do so.

### **2.11 VALID DRIVER'S LICENSE REQUIREMENT**

The City requires that every employee who operates a City owned [or leased] vehicle, or who drives a privately owned vehicle while carrying out job duties, maintain a current valid Texas driver's license and an acceptable driving record as determined by the City.

Driving records will be checked prior to employment and, at City discretion, periodically throughout the course of employment. Applicants and employees are required to provide the City with any authorizations necessary for the City to perform such a check.

When a special classification of driver's license is required to operate City equipment, it is the employee's responsibility to maintain the required license.



### **Section 3 – Employee Compensation and Benefits**

#### **3.1. PAY PLAN**

The City pays wages and salaries based upon the nature of the job performed and are competitive to payment plans for similar positions in the surrounding area. Annual base salaries are determined by the City Council.

#### **3.2. ALLOWANCES AND CERTIFICATES**

Allowances (such as phone or vehicle) are determined each year during the City's budget process. Allowances are available to those employees at the determination of the City Manager and Council during the budget process. Speak with your Department Director or Finance Director for details on City allowances.

Certain qualifications (such as those for Fire, Police and Water Utility professionals) are recognized as beneficial to the City and may be awarded with certificate pay. Certificate pay amounts are determined each year by City Council during the City's budget process. Speak with your Department Director or Finance Director for details regarding City certificate pay.

#### **3.3. INSURANCE BENEFITS**

All regular, full-time employees and their dependents are eligible for enrollment in the City's insurance benefit plans upon employment; coverage begins on the first day of the month following the date of employment. This insurance is effective as long as the employee remains on the fulltime payroll. The details of the City's insurance benefit plans are determined as a part of the City's annual budget process. Inquire with your Department Director or City Secretary for details on the City's current year insurance benefit plans.

#### **3.4. GROUP HEALTH BENEFIT COVERAGE (COBRA)**

COBRA is a Federal law that requires the City of Shavano Park to offer employees and their families the opportunity to extend temporarily their group coverage at group rates in instances where coverage under the employer's group health plan would otherwise terminate. *The employee is responsible for paying for the City's share of the premium in addition to current premium during a continuation of coverage under COBRA.*

Under COBRA, employees may elect COBRA continuation coverage for up to 18 months after termination of employment (unless the employee is terminated due to gross misconduct), or if an



employee's hours are reduced so that the employee no longer qualifies for participation in the group health plan. Under other circumstances, COBRA coverage is available for up to 36 months following a qualifying event. Employees must notify the City within 60 days of the occurrence of the employee's legal separation or divorce and of a covered dependent ceasing to qualify as a dependent under the medical plan.

Detailed COBRA notices are given to employees when an employee becomes eligible for participation in the City's group health plan and again when a qualifying event occurs. For more complete information on COBRA and your health plan, you should review your summary plan description or review a copy of the full health plan with the Finance Director.

### **3.5. EMPLOYEE ASSISTANCE PROGRAM (EAP)**

Employee Assistance Program (EAP) provider is Deer Oaks EAP Services. They provide EAP Services for all employees and their dependents. The EAP benefit covers 6 confidential short-term counseling visits and is at no cost to employees and their families. The City has pre-paid for this benefit for all employees and their dependents.

The EAP benefit is not only free to all employees and their dependents, but it is also confidential. Deer Oaks EAP has considerable expertise and clinical knowledge possessed by its clinicians and numerous convenient locations.

The EAP can assist with many different types of problems. Among these are stress, depression, anxiety, workplace difficulties, substance abuse, marital problems, family or parenting conflicts, grief, violence and unhealthy lifestyles. The EAP can also provide additional assistance with, and tools & referrals for:

- Childcare and Eldercare Resources with Referrals
- Financial and legal issues
- Free Interactive online simple will
- Retiree Assistance
- Moving Resources/Checklist
- ID Recovery

Deer Oaks EAP is available when you need it, 24 hours a day, 365 days a year. Deer Oaks will also coordinate with City of Shavano Park's Health Plan for cases that require treatment under your medical benefit. For additional information or a referral to a provider located nearest you please call EAP toll-free at 1-866-327-2400. Online tools are available at: [www.deeroakseap.com](http://www.deeroakseap.com) with login & password: shavanopark.



City of Shavano Park is committed to the health and well-being of its employees and their family members and encourages the utilization of this important benefit.

### 3.6. RETIREMENT

**3.6.1. Texas Municipal Retirement System.** The City participates in the Texas Municipal Retirement System (TMRS), which provides retirement benefits to eligible employees. All regular full-time employees are required to join TMRS. Employees completing five (5) years of employment will be vested in the TMRS. All regular employees working twenty (20) hours or more per week are required to participate in TMRS. Temporary employees, and part-time employees working less than one-thousand (1,000) hours per year, are not eligible to enroll in the retirement system.

Employees covered under TMRS are required to contribute 7% of the employee's pay to the member's account. The City of Shavano Park matches the employee contribution at a 2 to 1 rate. All amendments and additions to such system enacted by the City Council are continued in full force and effect. Employees are provided retirement benefits upon meeting TMRS eligibility and plan requirements. Specific TMRS plan requirements and provisions can be obtained from the City Secretary or TMRS.

**3.6.2. Social Security.** Your earnings from this job are not covered under Social Security. All employees must sign Form SSA-1945, *Statement Concerning Your Employment in a Job Not Covered by Social Security*, prior to employment. This form explains the potential effects of two provisions in the Social Security law for workers who also receive a pension based on their work in a job not covered by Social Security.

### 3.7. WORKERS' COMPENSATION

Workers' compensation is designed to cover the costs associated with injuries resulting from identifiable and specific accidents, injuries or job-related illnesses occurring during the course and scope of one's employment. It is not designed to cover ordinary diseases of life. All employees and volunteers of the City are covered by workers' compensation insurance.

An employee injured on the job may be eligible for workers' compensation benefits, which may cover the cost of hospitalization, doctors, treatment, prescription drugs and other related expenses, to include possible partial salary continuation.

Injuries not directly related to or caused by a specific accident or incident that occurred in the performance of the employee's job duties for the City, injuries occurring while an employee or volunteer is working or volunteering for an employer or organization other than the City, and/or



injuries occurring during self-employment, are not covered under the City's workers' compensation plan.

### **3.7.1. Accident and Injury Reporting Procedures**

- 1) **If an employee is injured on the job or feels that the employee has an illness or injury caused by work, the employee must stop working and report the condition to the employee's Supervisor.** Failure to report such an injury or illness Resources **no later than twenty-four (24) hours** after learning of the injury was reported or no later than 9 a.m. on Monday for injuries occurring over the weekend may disqualify the employee from receiving benefits.
- 2) The supervisor may refer the employee for medical treatment, if necessary, from either the Shavano Park Fire Department EMS (dial 9-1-1 in emergencies) and/or the approved doctor list, as provided by the Texas Department of Insurance at [www.pswca.org/workers.html](http://www.pswca.org/workers.html). Every injury, regardless of its severity, must be reported by the employee to their Supervisor.
- 3) The employee's supervisor will initiate a thorough investigation into the cause and circumstances of the accident causing the injury, including interviewing all witnesses and preparing a detailed written report explaining the facts of the accident that occurred.
- 4) The supervisor must submit the *Employers First Report of Injury or Illness Form (DWC Form-1)* and any other related information to the Director of Human Resources no later than twenty-four (24) hours after learning of the injury was reported or no later than 9 a.m. on Monday for injuries occurring over the weekend.
- 5) If the employee's supervisor has reason to believe that an injury has been reported that is not directly related to or caused by a specific accident or incident occurring in the performance of the employee's assigned job duties, the supervisor must advise Director of Human Resources of these circumstances. The decision of whether or not an injury will be covered by workers' compensation will be made by the Political Subdivision Workers' Compensation Alliance and not by the City.
- 6) For every doctor's office visit, the employee is required to obtain from his doctor a completed *Fit for Duty Form*, which includes the employee's diagnosis, when the employee is expected to be able to return to work, the employee's restrictions and the date of the employee's next appointment. It is the employee's responsibility to ensure that a copy of the *Fit for Duty Form* is forwarded to their supervisor. Failure of an employee to report an on the job injury to their supervisor may result in disciplinary action, up to and including termination of employment.



**3.7.2. Returning to Work.** The employee is to return to work immediately after treatment unless the employee's physician will permit neither regular duty nor modified duty. The employee must have a written release from the doctor to return to work and the release must specify any restrictions.

The City does not guarantee the availability of a modified duty opportunity. However, the employee must accept any modified duty assignment that is offered, including an assignment in another department.

All modified duty assignments must be approved by the Director of Human Resources to ensure compliance with the City's policies, the physician's restrictions/release and with all applicable laws.

**3.7.3. Reasonable Time Period.** Subject to other restrictions, limitations and earlier terminations as applicable in particular circumstances, the City will hold open an employee's position, following an injury or illness that occurred while performing official job duties or conducting City business, for a reasonable time period if holding the position does not result in undue hardship on the City. At the end of the reasonable period of time, should the employee still be unable for any reason to perform the essential duties of the job, with or without accommodation, the employee's position may be filled and the employee may be considered for a vacant position for which the employee is qualified and released from the physician to perform. If no vacant position is available for which the employee is qualified, if not selected to fill the vacant position or if the employee declines to accept another position, employment with the City will be terminated.

### 3.8. TRAVEL COMPENSATION

The City will pay for, or reimburse, all reasonable and necessary expenses incurred by an employee when the employee travels on City-related business in accordance with this policy. **Before an employee travels to training requests, (CM Directive 16-02) must be completed and approved in advance by the employee's Department Director and City Manager not later than two weeks before date of training session.** All out of state travel must be approved by the City Manager. Department Directors shall ensure travel expenditures comply with procedures as outlined and review and approve all necessary documents concerning travel.

Employees should use the most economical means available when using City funds.

Itemized receipts must be provided for the following expenses:

- Hotel & Lodging
- Event attendance costs
- Training course agenda / itinerary must be provided





Receipts must be an itemized copy from the vendor and not just the credit card slip/balance due. *Failure to submit itemized receipts will render those expenses non-reimbursable.*

**3.8.1. Transportation.** The most efficient and economical mode of travel must be used. Air travel arrangements are to be made by each department. After approval by the City Manager, air travel must be booked at the most discounted fare basis whenever possible. When authorized, an employee

using a personal vehicle on City business shall be paid the IRS mileage reimbursement rate in effect at the time of travel. Compensated mileage will be determined by miles between City Hall and the travel destination rather than between the employees' home and the travel destination. The City does not compensate travel mileage for a trip under 50 total miles. Reimburse mileage will be based on the most direct route from City Hall to destination. Commuting mileage from hotel to destination will not be reimbursed. In instances of approved private vehicle use, reimbursement will also be made for mileage tolls and parking fees. Receipts are required for toll and parking fees, as well as for taxi cabs, limos, and other modes of transportation. The City will pay for rental vehicles upon written approval of the City Manager. The City will not reimburse an employee who uses their own airline miles or other travel benefits for work travel.

**3.8.2. Pay for Travel.** Non-exempt employees are paid their normal hourly pay rate for time spent traveling while conducting City business. If the travel occurs during the normal working hours of a non-exempt employee, even on nonworking days, the time is compensable. Travel time that occurs outside of regular working hours where the employee is a passenger and free to relax does not count as hours worked. However, if the non-exempt employee is required to drive or perform pre-approved work by their Director, then the time is compensable. Home-to-work travel is not compensable hours worked. Travel time as a passenger outside of regular working hours is not considered work time.

**3.8.3. Lodging.** Expenses for lodging are to be at the single room rate, unless an employee is approved in advance for double occupancy. Extra charges for room service will not be paid by the City. An itemized hotel receipt must be provided, including an itemization for any service charges to be paid/ reimbursed by the City. Lodging may be approved by the City Manager for period prior to event depending on the distance required for travel from the City.

**3.8.4. Meal Allowance.** Meals and incidental expenses will only be paid on a per diem basis and based on rates established by the U.S. General Services Administration for the current fiscal year ([www.gsa.gov](http://www.gsa.gov)). If neither the city nor county is listed, the rate for meals and incidental expenses will be the standard CONUS destination rate.



**3.8.5. Non-Allowable Expenses.** Expenses or charges for the following will not be reimbursed and must be paid for by the employee:

- a. In-hotel pay television, movies or other entertainment
- b. Dry cleaning and laundry;
- c. Health club and spas;
- d. Expenses of a spouse;
- e. Alcoholic beverages;
- f. Personal long-distance telephone calls; and
- g. Other items of a personal nature.

**3.8.6. Compliance.** Abuse of this policy, including falsifying expense reports or submitting false claims, will result in disciplinary action, up to and including termination of employment.

### **3.9. DEFERRED COMPENSATION**

Participation in a 457 Deferred Compensation program is offered through the City's relationship with the International City/County Management Association (ICMA) Retirement Corporation.

The program provides regular employees the option to defer part of their salary for payment at a future date. The deferral allows the employee to enjoy a tax savings by reducing their taxable income and therefore their tax liability in the year of the deferral. Deferred income is taxable upon receipt of the benefits. All deductions must be made in accordance with a signed participation agreement. More information on this plan can be obtained from the Finance Director.

### **3.10. TUITION REIMBURSEMENT PROGRAM**

As the budget permits, the City may reimburse a regular full-time employee for tuition, books and fees for pursuing a course of study to improve his/her skills and knowledge in a discipline directly related to his/her position. An employee who is considering such a course of study should meet with the Finance Director for the availability of these benefits for the fiscal year. Department Directors shall determine if a course is directly related to an employee's position and forward a recommendation for reimbursement to the Finance Director. In order to qualify for reimbursement, an employee must present a copy of the receipt showing that the tuition has been paid and a report card showing a final passing grade for the course.

The City may reimburse up to \$150 per course not to exceed four courses per calendar year or \$600 a calendar year towards a trade school to each full-time employee who provides the proper



documentation. Employees cannot “bank” additional courses beyond the four courses per calendar year limit from one calendar year to **another.**

### **3.10.1. Requirements.**

- a. Employee must be pursuing within their current work-related position excluding all prerequisite/basic courses, a college diploma at an accredited college or university or pursuing a GED or a trade school certification.
- b. Must pass the course with at least a “C” grade.
- c. Must be an active employee on City payroll at the time of reimbursement request.
- d. Reimbursement request must be submitted within 30 days of completion of courses.
- e. Eligible items for reimbursement include: Tuition, Official College & university fees such as lab, library, technology, etc., and Books.

### **3.10.2. Procedure.**

- a. After final grades are distributed—submit copy of grades and a copy of all paid invoices and other pertinent documents to the Department Director. The Department Director will forward through the Finance Director, the packet with a recommendation to the City Manager for approval or disapproval,
- b. City Manager will review and approve all submissions delivered from Department Directors.



## **Section 4 – Staffing and Development**

### **4.1. PERSONNEL RECORDS**

The Human Resources Office will maintain all personnel records for active employees. Personnel records of inactive employees will be maintained in accordance with the City's Records Management Policy. Personnel Records for Public Safety employees will be kept in accordance with State and Federal law.

An employee's personnel records are available for inspection by the employee. The employee, the employee's immediate supervisor, the Department Director, the City Manager or their designee, the Mayor and City Council members are authorized to view an employee's personnel file.

Department Directors and other City employees are not permitted to release information regarding a former employee's employment with the City of Shavano Park. Public Information Requests on employee records should be forwarded to the City Secretary and will be handled in accordance with State law.

### **4.2. RECRUITMENT AND SELECTION**

As an Equal Opportunity Employer, the City of Shavano Park will conduct its staffing activities in accordance with State and Federal laws and regulations. The City of Shavano Park will not unlawfully discriminate in either selection or advancement of any employee or prospective employee.

**Job Vacancies.** When a vacancy occurs within a department for any reason, or notice is given of a resignation, the Department Head will furnish Human Resources with the original letter of resignation and the necessary information to hire for the vacancy. Upon job vacancy, the Department Director will coordinate with City Secretary and City Manager to fill position. The City will normally try to fill openings by promotion from within, if qualified internal applicants are available. The position may be posted internally for five days before the position is posted externally. The City Secretary will post and advertise the position on the City's official website, as well as other media as deemed appropriate.

All City employees who meet a job's qualifications are encouraged to apply for the job posting. Individuals, and current employees, applying for a vacant position will be required to complete the official *City of Shavano Park Application for Employment Form*.

Department Directors are encouraged to advertise the vacancy at academic institutions, trade schools, in trade journals and other publications as well as other media as deemed appropriate by



the City Manager which may generate candidates for the vacancy. The City Secretary will assemble the applications/resumes from interested individuals and forward them to the Department Director for evaluation and interviews. The Department Director will forward to the City Secretary all applications including the top three candidates for final processing and background investigation. The Department Director will present recommendations to the City Manager for final determination of an employment offer to a candidate.

### 4.3. NEPOTISM

No person related up to the 2nd degree by marriage or 3rd degree by blood kinship to the City Manager, Mayor, or any member of the City Council, shall be appointed to or employed in any position in the City. No person related up to the 2nd degree by marriage or 3rd degree by blood kinship to any employee of the City of Shavano Park shall be employed in any position within the same department. Figure 4.3 lists blood kinship and marriage degrees of relationship.

**Figure 4.3.** Blood Kinship & Marriage Relationships prohibited by City.

Blood Kinship	1st Degree	Father & Mother, Son & Daughter
	2nd Degree	Grandfather & Grandmother, Brother, Sister, Grandson & Granddaughter
	3rd Degree	Aunt, Uncle, Niece, Nephew, Great Grandson & Great Grand daughter, Great Grandfather & Mother
Marriage	1st Degree	Spouse, Father-in-Law, Mother-in-Law, Daughter-in-Law, Son-in-Law
	2nd Degree	Spouse's Grandfather & Grandfather, Brother-in-Law, Sister-in-Law, Spouses' Grandson & Granddaughter, Brother / Sister's Spouse

In the event of a marriage between two City employees, a promotion, reorganization, or any other situation giving rise to a relationship prohibited by this policy, one or both of the affected employees must immediately seek a transfer to another available position within the City for which the employee is qualified. If a suitable transfer cannot be made within ninety (90) days of the event giving rise to a relationship prohibited by this policy, one or both of the affected employees will be required to resign from employment.



### 4.4. ORIENTATION

Individuals selected for employment with the City of Shavano Park must complete an orientation session. The City Secretary and Finance Director will provide information about employment with the City to include personnel policy information. Meetings will be scheduled with senior staff for additional operational overview.

### 4.5. ASSESSMENT PERIOD

Prior to being designated as a permanent regular employee, an employee shall go through an assessment period of ninety (90) days after first day of employment. The assessment period provides a specific time frame for supervisors to monitor, evaluate and assist an employee in adjustment to service with the City of Shavano Park. The assessment period allows for identification and retention of employees who demonstrate the skills and meet the performance levels required of various positions.

The Department Director and subordinate supervisors are responsible for evaluating the job performance of the new employee using the *Performance Appraisal Form*. Upon commencement of employment, the supervisor and the new employee will review the position job description and the performance evaluation criteria to be used during the assessment period. During the assessment period, the supervisor and the new employee will periodically review work performance and outline satisfactory or unsatisfactory performance. Supervisor must note areas of improvement recommended for continued employment. The employee should be advised before the end of the assessment period whether or not he/she will be retained or terminated. If an employee is to be retained, a *Personnel Action Form* is sufficient notice of retention. If the employee is to be terminated, the *Personnel Action Form* effecting the termination must be accompanied by the appropriate documentation. **Successful completion of the assessment period does not change the at-will status of the employee.**

### 4.6. EMPLOYMENT STATUS (CLASSIFICATION)

The City classifies City employees for the purpose of employment status and benefit eligibility as follows:

- a. **Assessment Period.** A full-time or part-time employee during the performance orientation period of initial employment, promotion, or transfer. This period lasts ninety (90) days.
- b. **Regular full-time.** An employee in a budgeted position with an officially scheduled work week of 40 hours or more each workweek (except for certain Fire and Police shift personnel who have different work cycles) who has successfully completed the initial orientation period. Generally, regular full-time employees are eligible for the City's full benefits package, subject to the terms,



conditions, and waiting periods of each benefit program. Regular full-time employees are required to participate in the Texas Municipal Retirement System (TMRS).

- c. **Regular part-time.** An employee in a budgeted position with an officially scheduled work week of 20 or more hours but less than 40 hours who has successfully completed 3 months of active service with the City. Regular part-time employees who regularly work more than 20 hours per week accrue certain benefits on a pro rata basis and, who work at least 1000 hours in a year, are eligible to participate in Texas Municipal Retirement System.
- d. **Temporary.** An employee who is employed for only a specific time period, for a special assignment, or as an interim replacement. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary and seasonal employees retain that status unless and until notified of a change in writing by the City Secretary. Temporary and seasonal employees receive all legally mandated benefits (such as workers' compensation insurance coverage) but are not eligible for the City's other employment benefits. Temporary employees who are placed with the City but who are actually employed by a temporary staffing agency must look to the temporary staffing agency to determine what benefits are provided. Such employees are not eligible for benefits from the City and are not eligible for participation in TMRS.
- e. **Reserve Firefighters / Police.** An employee who is employed by the City for select shifts in the Fire and Police Departments. A Reserve Policeman or Firefighter does not receive any compensation or earn any benefits for shifts worked. Reserve Policeman or Firefighters do fall under the City's Workers' Compensation while on duty. Hours of employment shall not exceed eight (8) hour per day nor 1,000 hours per year. Members of the Police Reserve Force shall serve at the discretion of the Chief of Police and may be called into active service at any time the Chief of Police and/or Mayor considers it necessary to have additional police officers to preserve the peace and enforce the law. Reserve Policeman should work a minimum of 24 hours in a month to maintain Reserve Police status with the City of Shavano Park.
- f. **Volunteers.** Volunteers are not employed by the City in any capacity. Volunteers elect to donate their time and services as a volunteer for the City without any expectation of compensation. Volunteers are not paid, are not entitled to any benefits, but are covered by worker's compensation.

In addition to being in one of the above categories, each employee is also designated as either exempt or nonexempt from Federal and State wage and hour laws. Employees are informed of their status as exempt or nonexempt at the time of their initial employment, or subsequently if their classification changes for any reason. An employee's exempt or nonexempt classification may be changed only upon written notification by City Secretary.

Employees may also be classified as Shift or Non-Shift employees. Non-Shift employees are nonexempt employees who work during normal City hours of operations (8 a.m. to 5 p.m. Monday through Friday). Shift employees are nonexempt employees who follow a work schedule that is





outside of the typical 8 a.m. to 5 p.m. business day. Ask your supervisor to if you are unsure of your status as a shift or non-shift employee.

### 4.7. TRAINING AND DEVELOPMENT

To meet individual and organizational needs, the City will provide training and development opportunities to encourage performance, prepare employees for new or increased responsibilities, extend opportunity for growth and development, and promotion of the most qualified individuals. To request authorization for training, an employee must complete *Training Authorization Form* as required by 16-02-CM Directive.

### 4.8. OUTSIDE EMPLOYMENT

The acceptance of another job while in the employment of the City of Shavano Park is permissible as long as the following considerations are met:

- a. The full-time employee must notify their supervisor with the *Outside Employment Form* and receive written approval **annually** from the City Manager prior to the acceptance of other employment and whenever the nature of such employment changes. A copy of the written approval shall be kept in the employee's personnel file.
- b. Outside employment may not conflict with the best interest of the City.
- c. Outside employment must be terminated if it adversely affects the employee's attendance or performance of the employee's duties.
- d. An employee who refuses to discontinue outside employment is subject to release, based on prior warning by the supervisor.

### 4.9. ANNUAL PERFORMANCE REVIEW

All employees of the City of Shavano Park will be evaluated on an annual basis. The performance evaluation period will commence on March 1<sup>st</sup> of each calendar year and end on the last day of February of each calendar year. The process for employee evaluation is as follows:

- a. The evaluation period will be for the period beginning March 1st and ending on the last day of February.
- b. Supervisor and employee will meet in March of each year to review the *Performance Appraisal Form*. The form will outline evaluation criteria and job expectations established for the position occupied by the incumbent. Supervisor and employee will sign the *Performance Appraisal Form*.
- c. Department Directors will review and approve the *Performance Appraisal Form*.
- d. Final approval of the City Manager is required.





- e. During the evaluation period, supervisor and employee will periodically review work performance and outline areas of unsatisfactory and satisfactory performance.
- f. During the final month of the evaluation period the supervisor will complete the final performance evaluation for review by the Department Director. If the employee disagrees with the final evaluation, employee may discuss the evaluation with the Department Director.

All records maintained by the Human Resource Office in connection with the performance of individual employees shall be considered confidential. Access to performance records is limited to the employee, his/her immediate supervisors, and individuals authorized by the City Manager.

### **4.10. PROMOTION / DEMOTION / REASSIGNMENT / TRANSFERS**

Dependent on the staffing plan and on available positions, promotions, demotions, reassignments and reclassifications will be made on the basis of skills, abilities and demonstrated performance of City employees.

**4.10.1. Promotion.** Promotion of all employees will be accomplished after careful consideration and thorough review of an employee's qualifications, performance appraisals, work history, and demonstrated abilities. A promotion shall take effect with as little undue disruption of departmental operation as possible. Promoted employees shall serve a ninety (90) day evaluation period effective the date of promotion. Employees who fail to complete the evaluation period shall have their promotion revoked and returned to a position equal to the one held prior to the promotion where possible. All promoted employees shall receive all rights, privileges, benefits and responsibilities attendant to the position. Employees are not eligible for promotion during the evaluation period without special approval from the City Manager.

**4.10.2. Demotion.** Demotion of all employees may be accomplished at any time an employee fails to meet performance standards for his/her position. Before demotion, an employee must be informed of and understand the standards by which he/she is being judged. Before demotion, an employee, if possible, may be counseled and given sufficient time to correct any existing deficiencies.

**4.10.3. Reassignment.** Voluntary reassignments may be requested by an employee. Lateral reassignments may be initiated by a Department Director when the best interest of the City is served by such action.

**4.10.4. Transfers.** To provide maximum opportunity for advancement to all employees and to promote optimum staffing, the City will encourage the transfer of employees between City departments. No acts of discrimination shall result from transfer requests. All employees are eligible to apply for transfers to currently vacant positions.



### 4.11. SEPARATIONS / EXIT PROCESS

A Department Director may recommend the termination of an employee for cause and must furnish the City Manager with an explanation for the recommendation of dismissal. The City Manager will make the final determination on the dismissal of an employee.

**Resignations.** An employee who chooses to resign must submit a resignation in writing to the Department Director at least ten (10) working days before the effective date of the resignation. An employee who gives less than ten (10) working days' notice may forfeit eligibility for rehire and unused annual leave. After approval by the Department Director, the resignation will be forwarded to the City Secretary with any other appropriate documentation.

**Exit Process.** The exit process consists of the following steps:

- a. Inform your supervisor in writing of intent to separate employment with the City.
- b. Department Director/supervisor will ensure that all issued City property, to include all City identification badges and uniforms is returned.
- c. The Department Director will schedule for the employee a meeting with the City Secretary so the employee can receive information on benefits, etc.
- d. In cases where issued equipment is not returned – the City may recover cost through payroll deduction.
- e. **Exit Interview** – regardless of the reason for the separation of employment with the City of Shavano Park, the employee is required to complete an exit interview. The exit interview will be conducted by the City Secretary. Exiting employees will complete the *Exit Interview Form*. After the interview, the City Secretary will be required to complete a report that outlines the discussions held during the exit briefing.

The purpose of the exit interview is to finalize all compensation due to the employee, return city equipment, provide explanation of any continuing benefits (such as contact information for employee retirement, insurance and optional benefit coverages), to review time employed and give the employee the opportunity to provide feedback.



## **Section 5 – Time and Attendance**

### **5.1. TIME AND ATTENDANCE**

Normal working hours for most regular full-time employees, including non-shift employees in the Fire and Police Departments, are Monday through Friday, 8:00 a.m. to 5:00 p.m. with one hour for lunch, for a total of forty (40) hours per work week. Fire Department shift personnel work 48-hour shifts with shift hours from 7:30 a.m. to 7:30 a.m. the following 2nd day. Police Department shift personnel work 12-hour shifts with shift hours from 6 a.m. to 6 p.m., and 6 p.m. to 6 a.m. respectively. Public Works / Water Department employees' normal working hours are 8:00 a.m. to 5:00 p.m. with additional on-call status periods for non-normal working hours as determined by the Department Director.

Employees shall not work in excess of forty (40) hours per work week without the prior approval of a Department Director. Department Directors have authority to slightly modify standard 8:00 a.m. to 5:00 p.m. work day times to accommodate employees.

For time recording purposes, Department Directors are required to log the actual hours worked by each employee within their department. This log will be the basis for processing payroll and compensation for employees. The Department Director or designee validates the number of hours worked by all employees for compensation to be received. Each Department Director or designee is responsible for ensuring that all hours worked and leave time taken are reported in the individual department's records and the employee's personnel file.

Employees are required to be at their place of work in accordance with departmental work schedules. Any employee who fails to report, is habitually tardy, leaves the work place without prior authorization or misuses leave may be subject to disciplinary action. All departments shall maintain attendance records and Department Directors are responsible to submit this documentation to the Finance Office during the payroll period. The Finance Office shall have the responsibility to account for leave accruals and leave utilized by City employees.

### **5.2. BREAKS**

The City allows rest breaks as authorized by an employee's immediate supervisor during the course of each work day to prevent undue fatigue and comply with applicable laws.

**Rest Breaks.** Full-time employees may, depending on individual departmental work schedules and the discretion of their supervisor, take up to two fifteen-minute, paid breaks each day, one



during the first part of the work day and the other during the latter part of the work day. Breaks may not be combined. Time spent on rest breaks will be compensated as hours worked. An

employee is expected to be punctual in starting and ending breaks and will be subject to disciplinary action for tardiness.

**Meal Periods.** Full-time employees (excluding most Police and Fire Department employees) are normally provided a one-hour unpaid meal break near the middle of the workday. Meal periods may be staggered by the Department Director in order to minimize departmental interruption. Supervisors will provide employees with the starting and ending times for their specific meal periods. Employees will be relieved from work responsibilities during unpaid meal breaks. Employees may not extend meal breaks beyond their assigned period.

**Break Time for New Mothers.** Nursing mothers will be provided with reasonable unpaid break time to express breast milk for up to one year after the birth of a child in accordance with applicable law. If an employee needs time beyond the usual lunch and break times, the employee may use vacation or make up time as approved by supervisor. Employees and supervisors are expected to agree, in advance, upon a break schedule and how the time will be counted or made up. A private room will be provided for nursing mothers to use. Employees who have a private office may use it if they prefer.

**Supervisor Responsibility.** Supervisors are responsible for scheduling the time for employee rest and lactation breaks and should take into consideration the work load and nature of the job performed. Whenever necessary, the supervisor may change the frequency and length of rest breaks.

**Practices Not Permitted.** The following practices are not permitted uses of rest breaks:

- combining two daily breaks into one thirty (30) minute rest break;
- "banking" rest period time from day to day;
- saving rest period time to extend lunch periods or shorten the scheduled work day; or
- requesting compensatory time off or overtime pay for work performed during rest period time.

### 5.3. OFFICIAL HOLIDAYS

The Official Holidays will be approved annually by City Council and be updated in this handbook subsequent to City Council approval. See Attachment B – "Official Holidays. If a holiday falls on a Saturday, it will be observed on the preceding Friday. If a holiday falls on a Sunday, it will be observed on the following Monday.



**Ineligibility for Holiday Pay.** Non-Police and Fire employees who are absent without authorized leave on the day immediately preceding or following a scheduled holiday will not be paid for the holiday unless a doctor's note is provided to Department Director.

**Holiday Occurring During Vacation Leave.** A holiday that falls within an employee's vacation period will be counted as holiday in lieu of a day of vacation.

**Separating Employees.** Except in extraordinary situations, separating employees will not be allowed to use a holiday as their final day of employment. Exceptions must be scheduled and authorized in advance by the Department Director.

**Other Religious Holidays.** Employees may request an approved absence to celebrate a religious holiday that is not a scheduled City holiday. If approved, the employee must charge the time to vacation, compensatory time, or an excused absence without pay.

**Holiday Pay During Workers' Compensation Leave.** An employee on worker's compensation leave will receive holiday pay.

**Fire and Police Holiday Compensation Time.** Police Officers and Firefighters who are shift employees (ask your supervisor if you are not sure of your status) accrue 8 hours of holiday time for each City Holiday. This holiday time can be accrued to a maximum of 168 hours. Any holiday time accrued below the 168-hour cap can carry over into the next calendar year. Holiday compensation time should be used prior to using vacation leave in most situations. Holiday compensation time, when used by a Fire or Police shift employee, counts towards hours worked for the purposes of overtime. This holiday compensation occurs whether or not the employee was on duty for the holiday for any reason other than an unauthorized absence. If a Police or Fire employee is absent without authorization during a holiday, they do not receive the holiday time accrual.

## 5.4. OVERTIME AND COMPENSATORY TIME

**5.4.1. Overtime.** The City's policy is to keep overtime to a minimum. All overtime shall, except in emergencies, have prior written approval by the Department Director. Overtime compensation is paid to all non-exempt employees in accordance with Federal and State wage and hour requirements. Exempt employees are not paid overtime compensation.

**Non-exempt.** When the City's operating requirements or other needs cannot be met during regular working hours, non-exempt employees may be scheduled to work overtime, at the request of the Department Director. When possible, advance notification of mandatory overtime assignments



will be provided. Overtime assignments will be distributed as equitably as practical to all nonexempt employees qualified to perform the required work. Refusal or other failure to work mandatory overtime may result in disciplinary action up to and including termination of employment. Overtime work is otherwise subject to the same attendance policies as straight time work.

Official City Holidays falling during the normal work week, Monday-Friday, are counted as hours worked towards overtime pay for non-shift employees. Holiday Compensation Time for Police and Fire shift employees are counted as hours worked towards overtime pay. No other forms of leave besides Jury Duty (page 35) is considered towards overtime pay.

Generally, except for Fire Department shift employees and Police Department employees engaged in law enforcement activities, overtime pay for non-exempt employees is at the rate of 1-1/2 times the employee's regular hourly rate of pay for hours actually worked in excess of 40 in the City's workweek. (The City's workweek begins at 8:00 a.m. on Monday and ends at 8:00 a.m. the following Monday.) An employee's regular hourly rate includes all pay incentives, such as longevity, assignment pay, etc. Fire personnel are paid overtime based on a work cycle of 27 days and Police personnel are paid overtime based on a work cycle of 14 days under Section 207(k) of the FLSA.

**5.4.2. Compensatory time.** Compensatory time off (Comp time) may be awarded by the Department Director in lieu of overtime for employees who worked more than forty (40) hours in a work week and agree to accept compensatory time off in lieu of overtime pay. Compensatory time is awarded at a rate of one and one-half (1 ½) times the number of hours worked in excess of forty (40) hours. Compensatory time used during the week is taken at a 1:1 ratio. The City discourages the accumulation of compensatory time because of its potential burden to City finances. Compensatory time off may be awarded in all overtime situations for nonexempt employees except in the following situations: after hours call-backs; public emergency; or with the approval of the City Manager. Compensatory time is ideally suited for times when several hours are needed during the working day for personal business which is approved by the Department Director. Compensatory time is not available to exempt employees.

Employees may bank up to 40 hours maximum of accrued compensatory time.

**Payment of Compensatory Time.** All employees who are reclassified from a non-exempt position to an exempt position will be paid all accrued comp time upon approval of the reclassification and will cease to be eligible for any additional overtime and /or comp time. Upon leaving employment with the City, a non-exempt employee will be paid for unused comp time at the employee's current hourly rate.



**Flex-time Work Schedule.** In situations where overtime payment is not feasible due to budgetary constraints, the Department Director or supervisor must consider flexing the employee's work schedule in an effort to minimize the need for overtime compensation. Flexing must be completed within the same workweek or work cycle that the overtime was worked and must be accurately reflected on the affected employee's time record.

**Exempt employees.** Executive, administrative, and professional employees, as defined in the FLSA, are exempt from the overtime provisions of FLSA and are expected to render necessary and reasonable overtime services without additional compensation. The salaries of these positions are established with this assumption in mind. Extra hours worked by executive, administrative and professional employees may be used as a factor in granting flexible leave hours. Each City job description designates whether persons hired in that classification are exempt from or covered by (non-exempt) the overtime provisions of the FLSA.

### 5.5. POLICE NIGHT SHIFT DIFFERENTIAL PAY

In addition to base pay, Police Officers shall be entitled to receive shift differential pay in an amount set out in the City Budget per pay period if they are regularly scheduled to work more 80 hours or more for that pay period between the hours of 6:00pm and 6:00am.

If an officer works a full pay period between 6:00pm and 6:00am and is needed to assist with day shift coverage they will continue to receive shift differential for that pay period.

Alternatively, if an officer works a full pay period between a 6:00am and 6:00pm and is needed to assist with night shift coverage they will likewise continue to receive shift differential for that pay period. There will be double payment of night shift differential pay for a full pay period to both the regular night shift officer using approved leave and the regular day shift officer covering for that pay period.

All shift differential hours and pay must be pre-approved by the Police Chief and will be accumulated, recorded and paid in compliance with the approved budget.

### 5.6. ON-CALL AND CALL-BACK COMPENSATION

The City provides for after-hour service needs by allowing some departmental operations to designate certain non-exempt employees to be on-call. Employees designated to be on-call are expected to respond to departmental after-hour service needs as required by procedures established by their Department.





**Return to work provisions.** After regularly scheduled working hours, on-call employees are free to pursue personal activities but must respond to a call back (via paging, phone, or radio) within designated guidelines set by their Department. Employees designated as on-call must be fit, both mentally and physically, to accomplish on-call services needed within the time frame required. An employee is considered officially scheduled and designated as on-call only when approved by the supervisor in accordance with procedures established by the Department.

**Compensation.** On-call status is not considered time worked and is not compensable unless the employee actually responds to a call back. On-call employees called back to the workplace will be compensated for call-back time at a rate of one and one-half (1½) times their base rate **if the call-back time results in hours worked in excess of 40 hours in a 7-day work period**. Employees will be compensated only for actual hours worked during a call-back. Employees who have worked a less than forty (40) hours during the work week, will be compensated at their base rate of pay for the call-back time worked. Holiday leave and jury duty leave count towards the 40 hours worked for 1½ times call-back compensation.

**Departmental Policies.** Each Department has its own internal procedures for handling on-call services. Departments may establish guidelines for varying levels of response to call-back situations depending upon the nature and importance of the services to be completed.

### 5.7. EMERGENCY CLOSINGS

Except for extraordinary circumstances, City offices *do not close*. All City employees, whether exempt or nonexempt, are expected to make a sincere effort to report to work during inclement weather conditions or other emergency situations.

If an employee determines that the weather conditions constitute a danger to life and/or property, the employee must notify their Department Director and make arrangements to report to work if weather conditions improve. Any leave taken due to inclement weather can be flexed or charged to vacation or comp time. Regular full-time and part-time nonexempt employees who are unable to flex their time and who have accrued no vacation or compensatory time will not be paid for time missed.

When weather or other conditions are such that the City Manager declares certain City offices/departments officially closed, all affected personnel, i.e., those non-essential employees who were scheduled to work during the time of closure, will be granted “administrative leave” for the time the office/department is closed. Essential personnel required to be on the job regardless of adverse weather or other conditions are designated by the Department Director and/or City Manager. Essential personnel who fail to report to work may be subject to disciplinary action up to and including termination of employment. Employees are required to sign an acknowledgement form that they have received notice of their designation of essential or non-essential status.





## 5.8. ANNUAL LEAVE

The City of Shavano Park allows full-time employees to accrue and take leave for vacation, illness or other personal matters. This leave accrues bi-weekly following completion of the initial ninety (90) day assessment period. Unused balances may be carried over to the next calendar year up to a maximum of 160 hours. Annual leave is paid out at the time of the employee's separation, with

up to 160 hours paid. Annual leave hours over 160 hours at the time of separation will not be paid out and must be used or forfeited. 24-hour-shift employees (non-exempt) in the Fire Department may accrue up to 224 hours to carry over to the next calendar year and/or be paid out at time of separation.

The City will not pay unused annual leave hours in cases where an employee fails to provide a two (2) week notice to the City that they are leaving employment or **if the employee is dismissed for performance or disciplinary reasons.**

In no event shall any employee have more than 160 hours or (224 hours for 24-hour shift employees) annual leave banked at the end of any calendar year.

All full-time regular employees shall accrue annual leave at their regular rate of pay as follows:

<b>ALL FULL-TIME REGULAR EMPLOYEES</b>		
<b>Years of Service</b>	<b>Hours per Pay Period</b>	<b>Total Accumulated Hours per Year</b>
0 – 3 Months	0	--
4 months to less than 1 year	3.08	Varies based upon Hire Date
1 – 4 years (end of year)	3.08	80
5 – 9 years (end of year)	4.62	120
10 years and over	6.16	160

All 24-hour-shift employees (non-exempt) shall accrue annual leave at their regular rate as follows:

<b>ALL 24-HOUR-SHIFT EMPLOYEES</b>		
<b>Years of Service</b>	<b>Hours per Pay Period</b>	<b>Total Accumulated Hours per Year</b>
0 – 3 Months	0	--
4 months to less than 1 year	4.31	Varies based upon Hire Date
1 – 4 years (end of year)	4.31	112
5 – 9 years (end of year)	6.46	168
10 years and over	8.62	224



An employee is allowed up to take up to two (2) calendar weeks of annual leave (including holidays) as a block without approval of the City Manager's Office. Any continuous block of leave over two (2) weeks must be authorized by the City Manager's Office. Official holidays which occur during an employee's vacation leave will not be charged to the employee's annual leave.

Leave processing will be done in compliance with the following established procedures:

1. Leave must be requested by using the City's *Leave Request Form*. Forms are available from the Department Director and the Director of Human Resources.
2. Department Directors may approve/disapprove the annual leave request. If the request is disapproved, the Department Director must specify why on the request form.
3. If a conflict arises in request for vacation time, Department Director will determine a resolution based upon mission requirements.
4. After approval by a Department Director, a copy of the leave form will be forwarded to the Finance Office with the bi-weekly time sheet.

City employees whose vacation leave is excess of 80 hours for regular full-time (or 144 hours for non-exempt employees assigned to a 24-hour shift schedule), can opt to donate a portion of their vacation leave to the Sick Leave Pool established by the City under *City Policy No. 12*. For questions on how to contribute or withdrawal from the Sick Leave Pool contact the Director of Human Resources.

### 5.9. SICK LEAVE

Sick leave is not mandated or required by law. The City provides sick leave to prevent a loss of income because of a non-job-related illness or injury for the employee or to care for another person in their household (including maternity and paternity care) to the extent of the total number of

hours the employee has accumulated. Intent is not to use sick leave as vacation time. Sick leave for doctor's appointments should include only time related to the appointment. Employees should attempt to schedule doctor's appointments to minimize absence from work. Pay for each hour of sick leave utilized will be calculated at the employee's straight time hourly rate.

An employee scheduled for overtime work and is absent due to illness or injury shall not be entitled to sick pay for that scheduled overtime period. Sick leave will not count towards overtime hours worked; an employee must physically work for the work period. Sick leave will not count toward the physical hours worked requirement.

Sick leave shall be accrued by a full-time employee on the basis of four (4) hours of sick leave per pay period for a total of thirteen (13) days per year. Sick leave accrual is capped at 720 hours for



non-shift employees. Firefighters shall accrue 5.6 hours sick leave per pay period. The sick leave accrual cap for shift employees in the Fire and Police Departments is capped at 1008 hours.

Sick leave used during the assessment period requires medical documentation by an attending health care provider. Sick leave resulting in an employee missing work may also require a doctor's note at the Department Director's discretion.

If an employee's accrued sick leave has been exhausted, annual leave will be used as sick leave upon request of the employee. An employee also has the option of withdrawing leave from the Sick Leave Pool established by *City Policy No. 12*. For questions on how to contribute or withdrawal from the Sick Leave Pool contact the Director of Human Resources.

When absence due to illness exceeds the amount of total paid leave earned and authorized, the pay of an employee shall be discontinued until the employee returns to work. (The employee will be placed on unpaid leave after the paid leave runs out.)

Sick leave cannot be advanced. Employees who become ill during annual leave may request the annual leave be temporarily terminated and time charged to sick leave, provided a doctor's statement of illness is submitted to the Department Director upon returning.

Sick leave does not vest. Any sick leave balances remaining at the time of an employee's separation will be forfeited and not paid.

### 5.10. FAMILY AND MEDICAL LEAVE

The City shall provide authorized leave for family and medical reasons to eligible employees in accordance with the provision of the "Family Medical Leave Act" (FMLA) of 1993 and any subsequent amendments.

**Eligibility.** In order to be eligible for leave under the FMLA, an employee must:

- Have been employed for at least 12 months at any time by the City of Shavano Park prior to the commencement of the leave (12 months need not be consecutive);
- Have worked for the City at least 1,250 hours during the 12-month period immediately prior to the commencement of the leave; and,
- Have a qualifying condition, as defined in below.
- Temporary employees are **not** eligible for family leave.

**Qualifying Condition.**

- Birth or placement for adoption or foster care of a child (only within 12 months of the birth or placement);



- The employee's own serious health condition that makes the employee unable to perform the functions of his/her job; or
- A serious health condition of a spouse, child (including step-child), or parent; or any qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty; or
- To care for a covered service member with a serious injury or illness if the employee is the spouse, child, or parent or next of kin of the service member.

### **Definition of Family Members.**

- "*Child*" is a biological, adopted, foster, legal ward, child of a person standing in the place of a parent, or a step-son or -daughter who is under 18 years old or who is over 18 years old and incapable of self-care because of a mental and/or physical disability.
- "*Parent*" is the biological, legal adoptive or stepparent of an employee or an individual who had day-to-day responsibilities to care for and financially supported the employee when he/she was a child. The term does not include parents-in-law.
- "*Spouse*" is a husband or wife as defined by State law, including a common law marriage. Common law spouses must provide the City with an affidavit from each spouse testifying to the marriage relationship.

**Serious Health Condition.** A serious health condition is an illness, injury, impairment or physical or mental condition that requires either inpatient care or continuing treatment by a health care provider as further described in the FMLA regulations.

**Limitations/Restrictions.** Leave may be taken on an intermittent or reduced basis for the birth or adoption of a child only if the arrangement is agreed to by the department head. However, leave for serious health conditions – either of an eligible family member of the employee or the employee himself or herself – may be taken intermittently or on a reduced schedule if medically necessary, provided that the other conditions of these policies are met.

**Calculation of 12-Month Period.** The 12-month period during which an employee may use a maximum of 12 workweeks of this type of leave is measured forward from the date on which the employee's first Family and Medical Leave Act (FMLA) leave begins.

**Maximum Duration.** The total cumulative maximum period of time which an employee may be absent from work on family leave during any 12-month period is 12 weeks, regardless of whether all or a portion of the leave period is paid or unpaid. An employee will be required to use accrued sick, vacation, and/or other leave on the books at the time that the family leave commences, the



employee must exhaust those leave balances before being eligible for unpaid family leave. Duration for eligible employees under military care giver leave is 26 work weeks.

Once the employee's leave balances have been exhausted, the city will then provide enough unpaid family leave to total 12 weeks.

**Benefits while on FMLA Leave.** During approved FMLA leave the City will continue to pay the City's portion of the employee's health insurance premium regardless of whether the family leave is paid or unpaid. The employee must continue to make any normal contributions to the cost of dependent coverage. Employees are to coordinate with the Human Resource Department for timely payment.

Annual leave, sick leave, and retirement benefits will not accrue during an employee's *unpaid* FMLA leave status. The employee will not receive bereavement leave pay, holiday pay, or jury leave pay during *unpaid* FMLA leave status.

**Part-Time/Variable Hour Employees.** If an employee works a part-time schedule, the amount of leave to which the employee is entitled is determined on a pro rata or proportional basis, provided that the other requirements for eligibility are met.

**Notice.** When an eligible FMLA circumstance occurs for an employee, the employee must contact The Human Resources Department and complete a *Request for Family Medical Leave*, with the leave request specifying the first date of absence or expected absence. The HR Department once informed will provide the employee with a "Notice of Eligibly and Rights and Responsibilities" form to direct the employee of any additional requirements. In the case of leave for the birth or placement of a child, an employee must provide at least 30 days' advance notice before the date on which the leave is expected to begin. If the employee is unable to provide 30 days' notice, he or she must provide as much notice as is practicable, usually within one or two business days of the date on which the employee is aware of the need to request leave. In the case of leave for a serious medical condition, if the leave is foreseeable, based on planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to disrupt the city's operations.

### **City Designation of FMLA**

The notice requirement discussed above generated by an employee does not deny the City's ability to notify an employee of their potential eligibility of FMLA and requirements. As such if an employee requests use of accrued leave, and a condition of FMLA exists, then the City may designate the leave as family leave and will notify the employee of additional action needed.



Department supervisors are responsible for notifying the HR Department immediately when an employee is away from work for a family and medical leave qualifying event.

**Certification of Condition.** An employee requesting a paid or unpaid family leave of absence for extended illness or temporary disability will be expected to provide the supplied “Certification of Health Care Provider for Employee’s Serious Health Condition”, or “Certification of Health Care Provider for Family Members’ Serious Health Condition” and any additional documentation required. The City may request re-certification during an employee’s approved FMLA leave, as appropriate for the particular leave situation. An employee is responsible for communicating with the City regarding his/her leave and provide medical status reports or information on re-certification if necessary.

**Second, Third Opinions.** If the City has reason to doubt the validity of a medical certification provided by an employee’s health care provider, the City may require the employee to obtain a second opinion at the City’s expense from a health care provider chosen by the City. If the first and second opinions differ, a third opinion from a health care provider chosen jointly by the City and the employee may be requested at the City’s expense. The third opinion is final and binding.

**Request for Leave without Pay Immediately Following Family and Medical Leave.** If an employee requests additional unpaid leave beyond the 12-week maximum allowable under the family and medical leave provisions of these policies, any extension granted will be under the terms set out in the section 5.17 and 5.18 of the Employee Handbook. Employees should read the referenced section carefully and understand the differences between these two types of leaves before requesting an extension.

**Documentation.** All documentation regarding family leave will be filed in the employee's medical file, which is maintained separate from the personnel files, and is accessible to a limited number of persons, and only on a "need-to-know" basis.

**Contact with City.** During approved FMLA leave, the City may require an employee to periodically report to the HR Department about the employee’s status and intent to return to work.

**Return to Work/Assurances.** After completion of an approved family leave period, an employee will be returned either to the same position he or she held before the leave began or to a position equivalent to the previously held position in pay, benefits, and other terms and conditions of employment. This policy may be modified for "key employees" as defined below.



**Key Employee Exemption.** A “key employee” is a salaried employee (exempt from the minimum wage and overtime requirements of the Federal Labor Standards Act as an executive, administrative or professional employee) who is among the highest paid 10 percent of all the City of Shavano Park’s employees. The determination whether an employee is among the highest paid

10 percent of the City’s employees is determined from the time the employee first gives notice of the need for leave. Where restoration of a key employee to his/her position at the end of his/her leave will cause substantial and grievous economic injury to the City’s operations, the City may refuse to reinstate a key employee. The employee will be notified in writing of his/her status when they request leave under FMLA.

**Employee Status After Leave.** Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one that is virtually identical in terms of pay, benefits and working conditions. The City Manager also has the option to extend the employee’s designated FMLA leave as necessary. Furthermore, this policy will be administered consistently with the City’s obligations under FMLA and ADAAA, including considering an extended leave as a reasonable accommodation, without an undue hardship to City, as determined by the City Manager.

### 5.11. MILITARY LEAVE

The City complies with all State and Federal laws relating to employees in reserve or active military service and does not discriminate against employees who serve in the military. Temporary

employees with the City are generally ineligible for extended paid military leave in excess of 15 days, reemployment rights, or any other military leave benefits under this policy.

This policy covers employees who serve in the uniformed services in a voluntary or involuntary basis, including active duty, active duty for training, initial active duty for training, inactive duty training, and full-time National Guard duty.

**Notice to City of Need for Leave.** Employees must provide as much advance written or verbal notice to the City as possible for all military duty (unless giving notice is impossible, unreasonable, or precluded by military necessity). Absent unusual circumstances, such notice must be given to the City no later than 24 hours after the employee receives the military orders. To be eligible for paid military leave, employees must complete and submit a *Request for Leave/Absence Form* along with the official documents setting forth the purpose of the leave and, if known, its duration. The





*Request for Leave/Absence Form* must be turned into the Department Director and the City Secretary as far in advance of the leave as possible.

**5.11.1. Paid and Unpaid Leave for Training and Duty.** Employees will be paid for military absences of up to a maximum of 15 work days per calendar year. Shift employees will be transitioned to a 40-hour work week during military absences. This leave may be used when an employee is engaged in National Guard or U.S. armed forces reserve training or active military duty ordered or approved by proper military authority. The paid leave days may be consecutive or scattered throughout the year.

**Other Paid Leave.** Employees who have exhausted all available paid military leave may, at their option, use any other available paid leave time (i.e., vacation leave, holiday leave and compensatory time) to cover their absence from work.

**Unpaid Leave.** After an employee has exhausted all available paid military leave (including any other paid leave time that the employee chooses to use to cover a military absence), the employee will be placed on leave without pay.

**5.11.2. Benefits.** The City will continue to provide employees on paid military leave with most City benefits.

**Medical and Dental.** While an employee is on paid military leave (or any military leave of less than 31 days), the City will continue to pay its portion of the monthly premium for group health benefits. When military leave is unpaid, the employee may elect to continue group health coverage for up to 24 months following separation of employment or until the employee's reemployment rights expire, whichever event occurs first, for the employee and eligible dependents.

Upon an employee's return to employment following military service, the City will provide health insurance coverage immediately. In addition, a returning employee will not be subjected to exclusions from coverage unless the exclusions apply to injuries or conditions that were incurred as a result of military service.

**Other Benefits.** While on paid military leave, employees continue to accrue vacation, sick leave and other benefits provided to other employees on paid leave. The City will also continue to pay the premium for any City-provided life insurance while the employee is on paid military leave. While on unpaid military leave, employees are generally ineligible for most City-provided benefits. Benefits, such as vacation and sick leave, do not accrue while an employee is on unpaid leave, including unpaid military leave. While on unpaid military leave, benefit accruals will be





suspended and will resume upon the employee's return to active employment. Once an employee returns to work following an unpaid leave, the employee will be treated as though continuously employed for purposes of determining benefits based on length of service, such as vacation accrual and longevity pay.

**TMRS.** Typically, an employee's period of uniformed service is deemed to constitute service for purposes of vesting and benefit accrual. Thus, employees earn service credit for time spent on active duty military leave. Service time is credited when an employee returns to work. To qualify for service credit, an employee must: return to work for the City within 90 days after discharge; receive an honorable discharge; and timely complete the necessary application. In order to receive monetary credit, an employee has the lesser of 5 years or 3 times the length of the military service to make up any TMRS contributions that were missed while on military leave.

**5.11.3. Returning from Leave.** A person returning from service must report back to work or apply for reemployment within the time constraints prescribed by USERRA. The City shall reemploy a returning veteran according to the provisions of USERRA.

**Deadline to Notify City of Intent to Return to Work.** The deadline for an employee to return to work and/or notify the City that the employee intends to return to work following military leave depends upon how long the employee's military service lasted:

- a) For service of less than 31 days, employees have 8 hours following their release from service to report for their next scheduled work period
- b) For service between 31 days and 180 days, employees have 14 days following their release from service to apply for reemployment.
- c) For service of more than 180 days, employees have 90 days following their release from service to apply for reemployment.

These deadlines may be extended for 2 years or more when an employee suffers service-related injuries that prevent the employee from applying for reemployment or when circumstances beyond the employee's control make reporting within the time limits impossible or unreasonable.

**Required Documentation.** To qualify to return to work, an employee returning from leave must provide documentation of the length and character of his/her military service. Also, evidence of discharge or release under honorable conditions must be submitted to the City if the military leave lasted more than 31 calendar days.



### **5.12. ADMINISTRATIVE LEAVE**

Department Directors may grant administrative leave with pay and actual expenses to attend professional conferences, conventions or short schools in the interest of the City as approved by the City Manager. Employees on such leave must comply with the City's Travel Policy found in Section 6. Administrative leave will count towards an employee's physical hours worked for the week.

### **5.13. JURY DUTY**

Employees will be excused from work for required court duty as a juror or witness and be paid at the employee's full base rate (up to a maximum of 2 weeks of jury duty per year). Jury duty will not be charged against an employee's personal or sick leave time. Jury duty leave will count towards overtime.

In order to qualify for jury duty leave, you must report for work on any day, or part of a day (that falls in the regularly scheduled work week) when the court excuses you. Check with your supervisor by telephone when in doubt whether you should return for the balance of your shift.

The employee must provide a copy of the court summons to their supervisor promptly so scheduled arrangements can be made. You should keep your supervisor regularly informed of when you expect to return to work.

When your jury duty is complete, provide your supervisor a copy of the statement from the bailiff regarding the number of hours or days you served. All compensation received by the employee from the Court for jury duty service must be remitted to the City. Speak with the Finance Director to arrange repayment to the City.

### **5.14. BEREAVEMENT LEAVE**

All full-time employees who have completed their assessment period may be granted funeral leave for a period not to exceed three (3) working days per occurrence. Any additional time off is unpaid or the employee may use accrued vacation time. For the purpose of authorizing bereavement leave "family" is defined as current spouse, child, parent, brother, sister, grandparent, grandchild, by blood or marriage; or anyone living in the same household as the employee.

The City Manager shall have the discretion to grant bereavement leave to employees who have not completed the assessment period.



An employee may be required to provide proof of death/funeral/family relationship in support of bereavement leave. Bereavement leave pay is paid at the employee's base rate at the time of absence. It does not include overtime or any special forms of compensation. Paid time off for bereavement leave is not counted as hours worked for purposes of determining overtime.

Employees who wish to take bereavement leave must notify their supervisor immediately. Employees who wish to attend funerals for other than those defined in this policy must use vacation, compensatory time, or unpaid leave.

### **5.15. VOTING LEAVE**

Employees are encouraged to exercise their right to vote in elections. Employees will be permitted a reasonable time to vote during the working hours by their Department Director. Employees must report back to their supervisor after voting. Employees shall take advantage of early voting opportunities, especially when City Hall is an early voting location.

### **5.16. DISCRETIONARY LEAVE**

The City Manager may approve discretionary leave for exempt employees who may perform official duties outside the normal work schedule. Discretionary leave may not be provided on an

hour-for-hour basis. No more than thirty (30) hours of discretionary leave may be accumulated and this leave must be used within forty-five (45) days of approval.

### **5.17. UNPAID LEAVE**

The granting of unpaid leave is subject to the approval of the Department Director and/or the City Manager. A written request must be submitted for unpaid leave consideration. If unpaid leave is awarded and exceeds two (2) weeks in any month, service credit for all employment privileges will cease until the employee returns from leave. Employees on unpaid leave for a period exceeding fifteen (15) consecutive work days will be responsible for the cost of their total monthly premium of the group insurance. Unpaid leave will only be awarded if an employee has exhausted all other forms of leave.

If an employee fails to return to work on the date specified in the request for unpaid leave, the employee will be considered to have resigned effective the specified return date. An employee on unpaid leave cannot accrue or use sick or annual leave and will not be paid for holidays which may fall during the leave.



### **5.18. LEAVE OF ABSENCE**

Regular full-time employees may be granted a leave of absence for illness, disability, educational purposes, military duty, or for any legitimate purpose. Employees must justify to the Department Director why they are requesting a leave of absence. Leaves of thirty (30) work days or less may be approved by the Department Director. Leaves of more than thirty (30) work days must be

approved by the Department Director and the City Manager. Extensions may be granted by the City Manager.

### **5.19. ABSENCE WITHOUT AUTHORIZATION**

Employees who are absent without receiving approval will be considered absent without authorization. Employees who are absent without authorization are subject to disciplinary action up to and including termination.

Unauthorized absence from work for a period of 2 consecutive work days will be considered by the City Manager as a resignation.

### **5.20. PREGNANCY AND PARENTAL LEAVE**

An employee shall be entitled to non-compensated parental leave. Each pregnant employee shall be treated the same as other similarly situated employees regarding requests for sick leave and for accommodations related to performing the essential functions of the job. At least 10 working days advance written notice of cessation of work shall be required, except in emergencies or in response to doctor's orders. Pregnant employees and employees with illnesses or disabilities arising from

pregnancy or maternity shall be entitled to benefits on the same basis as employees with other types of illnesses or disabilities. Available vacation, sick leave, or disability benefits may be used for the time during which the employee is medically unable to work. The employee may be entitled to resume work following the end of her pregnancy when she is able to perform her job duties and has obtained a physician's release to return to duty.



## **Section 6 – Employee Policies**

### **6.1. CITY PROPERTY / EQUIPMENT USE POLICY**

The City provides employees with adequate tools, equipment, vehicles and facilities for the job being performed, and the City requires all employees to observe safe work practices and lawful, careful and courteous operation of vehicles and equipment. Any City-provided safety equipment must be used at all times appropriate to its use.

From time to time, the City may issue various equipment or other property to employees, e.g., credit cards, keys, tools, security passes, manuals, written materials, telephone cards, uniforms, cellular telephones, computers, and computer-related equipment. Employees are responsible for items issued to them by the City, as well as for items otherwise in their possession or control or used by them in the performance of their duties. Before an employee separates from the City the employee must return all City property to their supervisor. Failure to do so is considered theft of public property.

Employees must notify their supervisor immediately if any vehicle, equipment, machinery, tools, etc. appears to be damaged or defective, or are in need of repair. The appropriate supervisor can answer questions about an employee's responsibility for maintenance and care of equipment used on the job. The improper, careless, negligent, destructive, unauthorized, or unsafe use or operation of equipment will likely result in disciplinary action.

**Personal Use Prohibited.** City property, materials, supplies, tools, equipment or vehicles may not be removed from the premises or used for personal business.

**Take Home Vehicles.** A City vehicle may be assigned to a position or employee when the employee is required to report directly to an incident or scene and/or it is more economical than payment of a car allowance or mileage reimbursement. To be eligible for assignment of a take home vehicle, an employee must be subject to emergency call back during off duty hours to locations other than the employee's normal work station. No personal use of a take-home vehicle is permitted except to commute to and from home or work. A City vehicle is not to be used for personal business such as going to the bank, grocery store, etc. without prior written approval of the City Manager or

Department Director. *No alcoholic beverages are allowed in City vehicles.* No passengers may be transported in take-home vehicles except as required by official duties.

The City's vehicles are classified as either "exempt" or "non-exempt" as prescribed by law. Employees to whom a "non-exempt" vehicle is assigned for take-home will likely incur a Federal income tax liability for the fringe benefit of commuting to and from work. Most pickups, vans and



automobiles are classified as "non-exempt" vehicles. Police and fire vehicles used by employees on call 24-hours are normally exempt from the fringe benefit tax liability.

**Use of City Vehicles.** City-owned or leased vehicles may be used only for official City business. City owned or leased vehicles may only be driven by authorized City employees. If an employee drives a personal vehicle, or a City-owned, rented or leased vehicle on the job or while carrying out City-related business, the employee must comply with the following:

- Drivers must have a valid State of Texas driver's license appropriate for the vehicle operated, must maintain a satisfactory driving record, and must inform their supervisor of any change in status.
- Always observe all posted laws and speed limits.
- Always wear seat belts when the vehicle is in operation.
- No passengers other than City employees or others on City business may ride in a City vehicle unless otherwise approved in advance by the Department Director.
- No personal use of City-provided vehicles is allowed without the prior, specific approval of the Department Director.
- All maintenance and use records for City vehicles must be completed as directed by the employee's supervisor.
- Report any broken, missing, or worn parts, tires, etc., or any needed maintenance of City vehicles to the appropriate supervisor immediately.
- All drivers must be eligible for coverage under the City's insurance policy. □ All drivers must maintain current vehicle registration.
- At no time may an employee under the influence of alcohol or a presence in the system of illegal drugs drive a city vehicle or a personal vehicle while conducting city business.
- Employees involved in an accident while operating a city vehicle, or while operating a personal vehicle on city business, must immediately notify the proper law enforcement agency (if applicable) and the appropriate supervisor, department director, and/or city manager. Accident reports, along with any law enforcement report, must be filed by the employee with the department director and the City Secretary.

The City may, at any time, check the driving record of a City employee who drives as part of the job duties to determine that the necessary qualifications are maintained as a City driver.

Employees must cooperate in giving the City whatever authorization is required for this purpose.

The above is not a complete and exhaustive list of vehicles use policies. Violations of any of the specific items listed, as well as the improper, careless, negligent, destructive, unauthorized, or unsafe use or operation of a vehicle, may result in loss of driving privilege or disciplinary action.



**Personal Property.** All employees shall be solely responsible for their personal property at all times

### 6.2. EMPLOYEE SAFETY / ACCIDENT REPORTING POLICY

The City is interested in all employees' safety and well-being. Accordingly, the City has developed safety rules and regulations. Each employee is required to obey safety rules and to exercise caution in all work activities. From time to time employees will be updated and review safety procedures in an effort to increase awareness of the importance of safety on the job. Employees can prevent accidents and injuries by obeying the safety rules of your job, by remaining alert, and by THINKING SAFETY at all times. If an employee sees something that the employee believes is an unsafe act or an unsafe condition, the employee should immediately report it to a supervisor or to management.

*The following safety rules apply at all times, and some specific job descriptions and/or departments may contain additional operational safety guidelines. Each employee must be familiar with such rules and comply with them at all times.*

- Use prescribed protective equipment such as eye protection, hearing protection, hard hats, safety shoes, gloves, shields, etc. when those items are appropriate to the task being performed.
- Walk, do not run. Wipe spills and pick up fallen objects and debris. Keep floor surfaces clear of hazards and other obstacles, electric cords, etc. For your comfort and safety, wear shoes with non-slip soles, in good condition and with enclosed toes. Do not wear sandals, sneakers, moccasins or tennis shoes on any job site where feet could be injured.
- To avoid back injuries, use correct lifting methods. Get someone to help you with heavy (or difficult to handle) items.
- Be aware of sharp tools. Use safety devices where provided, and do not alter or remove them in any way. Report hazards to management immediately.
- **Material Safety Data Sheets (MSDS Sheets)** - You will be shown the location of the City's Material Safety Data Sheets by your Department Director. MSDS sheets provide valuable information about various chemicals and other agents that you may encounter in your work. They will explain possible reactions to exposure, and steps you should take if it occurs. Review this information from time to time.
- **Fire** - Be alert for causes and report smoke, heat or unusual odors immediately. Alert other people in the area to the possibility of danger in order to evacuate, if necessary. Verify the location and call 9-1-1. Use proper portable extinguishers for small fires.
- Do not put fingers, hands, feet or clothing in moving machinery.
- Do not carry items in a manner that obscures your vision.
- Do not block access to fire extinguishers.
- Do not touch open or loose electrical circuits.





- Report unusual vibrations, smells, or noises coming from equipment.
- Do not wear rings or jewelry while operating machinery.
- Do not perform maintenance or repairs on running equipment.
- Do not remove or alter warning tags or safety devices.
- Never leave nails or spikes protruding from planks or boards.
- Perform routine maintenance at all scheduled intervals.
- Do not use compressed air for cleaning clothing or floors.

**Accident Reporting.** All accidents and injuries, however slight or seemingly inconsequential, **must immediately be reported** to employee supervisor or the City Secretary. Supervisor must complete the *Employer's First Report of Injury or Illness Form (DWC-1)* to report the incident. Failure to report any accident or injury within 24 hours of its occurrence may lead to disciplinary action, up to and including termination of employment. Such reports are necessary so that the City can remain in compliance with applicable laws and begin workers' compensation benefit procedures where appropriate.

Employees who violate these safety standards, or departmental safety standards, who cause or exacerbate hazardous or dangerous situations, or who fail to report or, where appropriate, correct such situations, will likely be subject to immediate disciplinary action, up to and including termination of employment.

### 6.3. RETURN TO WORK / MODIFIED DUTY POLICY

The City of Shavano Park has a Return-To-Work / Modified Duty program applicable to all fulltime employees. After medical treatment, if the employee is unable to return to work the next day, the employee should request a written statement of any restrictions he/she may have in performing their tasks and an expected return-to-work date from the physician. The employee is required to provide this information to his or her Department Director/Supervisor as soon as possible.

The City may modify duty assignments available to ill or injured employees who are unable to perform their regular job duties. The decision to offer an employee a modified duty assignment is made in the City's sole discretion. A modified duty assignment may be in the employee's own or another department in the City. Factors considered by the City in making its decision include, but are not limited to: the nature of the employee's illness or injury; the medical release provided in support of modified duty; the risk that a modified duty assignment may result in aggravation of the employee's injury or illness; the type of modified duty work available; the length of the employee's employment with the City; the employee's performance and disciplinary history; and whether the illness or injury occurred on or off duty. In making modified duty assignments, the City will normally give priority to employees whose injury or illness is work-related.





Employees who are released for and given a modified duty assignment may not perform work duties in violation of their medical release. An employee, who violates the terms of the medical release while on a modified duty assignment may lose the modified duty assignment and, in addition, may be disciplined up to and including termination of employment.

Modified duty will not normally extend beyond seven (7) calendar days without an evaluation by the employee's treating physician and a recommendation from the Department Director and Human Resources to the City Manager. Only the City Manager may approve an extension of a modified duty assignment. Employees still unable to return to regular duty within the time limit established for modified duty must re-qualify for modified duty through evaluation by their treating physician or revert to workers' compensation indemnity payment, accumulated sick leave, or vacation benefits, if available.

An employee who is released for and offered modified duty by the City, but who elects not to accept such an assignment, will be ineligible for paid sick leave benefits under the City's Sick Leave policy and salary continuation benefits under workers' compensation but may still be entitled to unpaid leave under the City's policies.

During a modified duty assignment, employees will typically work an 8-hour workday, Monday through Friday. This means that 24-hour shift employees, as well as other employees who work a non-traditional schedule, will usually be temporarily reassigned to an 8-hour workday, Monday through Friday, for the duration of their modified duty assignment.

An employee's salary during any modified duty assignment shall be at the same rate as the salary received prior to the injury.

All modified duty requests and assignments will be reviewed by and coordinated through Human Resources. Human Resources will work with the employee's department in making its decision whether modified duty work will be offered. Before returning to regular job duties following a modified duty assignment, the employee must provide a full release from the physician to return to work and coordinate the return through Human Resources.

#### **6.4. DRESS, APPEARANCE AND UNIFORM POLICY**

Employees must, at all times, dress appropriately and professionally and present a clean and neat appearance while at work and while representing the City or conducting City business. The City allows business casual dress in the work place year-round, in accordance with this policy. Department Directors are strongly encouraged to allow their employees to participate in business casual dress, as practical. Department Directors and supervisors are responsible for enforcing this policy in their respective departments in order to maintain acceptable dress and appearance.



Professional business attire or a required uniform is to be worn when there is a need to present a more formal professional appearance for meetings or special events. Employees must remember that they are professionals 100% of the time and are dressing for business, not for pleasure. Attire must always reflect a professional business attitude and presence. Police and Fire Department employees may be covered under Departmental policies regarding appropriate dress and appearance.

**The following are inappropriate:**

- bare shoulders or tank tops;
- clothing with unclear or obscene messages or that endorses alcohol, tobacco products, drugs, pornography, or offensive material of any kind;
- wrinkled, ripped and tattered clothing;
- visible tattoos are allowed except on the hand, face, neck areas of the body. Hand tattoos of a wedding band tattoo on the left ring finger which symbolizes marriage are allowed as long as it can be covered by a traditional wedding band ring. Visible tattoos deemed derogatory, indecent, extremist, sexist, racist, gang-affiliated or vulgar are not allowed. The acceptability of an employee's particular visible tattoo is the discretion of the Department Director and the City Manager. The Department Director or City Manager may require that an employee's tattoo be covered during City work hours to ensure the professional presentation of staff to the residents of the City of Shavano Park.
- nose rings/studs, eyebrow rings/studs, tongue studs or similar type facial jewelry.
- visible brandings

**Hair.** Hair styles and hair colors must be appropriate to the employee's position and extremes of any type are unacceptable. For example, green hair, mohawk style haircuts, and severely spiked hair are not allowed. Hair, including facial hair, must be clean and neatly groomed at all times.

**Uniforms.** The City supplies Fire, Police, and Public Works personnel with appropriate uniforms. Employees in jobs that require a uniform will be told how and where the uniforms can be obtained by their department supervisor. The City will provide replacement uniforms as necessary. Uniforms must be clean and neat. City-owned or authorized uniforms may not be used outside of work, for personal use or by any third party. City uniforms may be used by City employees in connection with outside employment only with the Department Director's prior written authorization.

Employees who are provided with uniforms are required to wear their uniforms when on duty and keep them in good, clean and serviceable condition. No part of the uniform shall be worn by itself. An employee must wear the entire uniform when on duty. No part of the uniform shall be worn when off duty, except to and from work and City related events.

When an employee leaves City employment, uniforms and any other City equipment which the employee possesses must be returned in good condition before final pay will be authorized. The



cost of lost or damaged City property and unreturned uniforms will be deducted from the employee's final pay check.

**Enforcement.** In all cases, the City will make the determination as to acceptable dress, appearance and grooming. Employees should direct questions about appropriate appearance or dress to your supervisor, Department Director, and/or the City Secretary.

Employees in violation of this policy may be sent home. Under such circumstances, nonexempt employees will not be paid for work time missed, and exempt employees will be required to make up the work time missed. Employees whose grooming or personal appearance violates this policy may be disciplined, up to and including termination of employment.

### 6.5. SMOKE-FREE WORKPLACE POLICY

Smoking is prohibited **at any time** in City facilities, in City vehicles, while using City equipment, and as otherwise directed by your supervisor.

Smoking means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarettes, pipe or any other lighted or heated tobacco or plant product intended for inhalation, in any manner or in any form. This includes e-cigarettes or other devices that deliver nicotine.

### 6.6. DRUG AND ALCOHOL USE POLICY

The City desires to provide an alcohol and drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory and safe manner.

**Prohibition Against Alcohol and Illegal and Unauthorized Drugs.** While on City premises, while on duty, while conducting City-related business or other activities off premises, while driving a City-owned or leased vehicle, or while operating or using other City-owned or leased property or equipment, no employee may use, possess, distribute, sell, or be under the influence of alcohol (except under the limited circumstances described below), inhalants, illegal drugs, including drugs which are legally obtainable but which were not legally obtained, and prescribed or over-the-counter drugs which are not being used as prescribed or as intended by the manufacturer.

The use of alcohol by a City employee during a business lunch is prohibited. Further, an employee on duty or conducting City business, including City-related business entertainment, may not drive his or her own personal vehicle while under the influence of alcohol. No employee in his or her



work-related capacity should ever be impaired because of the excessive use of alcohol. Absent specific approval by the City Manager, City employees may not bring alcoholic beverages on City premises, including parking lots adjacent to City work areas, and may not store or transport alcohol in a City-owned or leased vehicle.

**Prohibition Against Illegal and Unauthorized Drug-Related Paraphernalia.** This policy also prohibits the use, possession, distribution and sale of drug-related paraphernalia while on City premises, while on duty, while conducting City-related business or other activities off premises, while driving a City-owned or leased vehicle, or while operating or using other City-owned or leased property or equipment. Drug-related paraphernalia includes material and/or equipment designed for use in testing, packaging, storing, injecting, ingesting, inhaling or otherwise introducing illegal or unauthorized drugs into the body.

**Permissive Use of Prescribed and Over-The-Counter Drugs.** The legal use of prescribed and over-the-counter drugs is permitted while on City premises, while on duty, while conducting City related business or other activities off premises, while driving a City-owned or leased vehicle, or while operating or using other City-owned or leased property or equipment only if it does not impair an employee's ability to perform the essential functions of the job (or operate the vehicle, property or other equipment) effectively and in a safe manner that does not endanger the employee, citizens or other individuals in the workplace. Examples of impairment include, but are not limited to, drowsiness, dizziness, confusion, or feeling shaky.

**Police and Fire Department Employees.** Certain City Police and Fire Department employees may be required to be in possession of alcohol and/or drugs in carrying out their job duties. Such employees will be exempted from certain portions of this policy under certain limited conditions. Additional guidelines may be established by Police Department operating procedures.

**Mandatory Disclosure by Employees.** Employees taking prescription medication and/or over-the-counter medication must report such use to either their Department Head or to the City Manager if there is a reasonable likelihood the medication will impair the employee's ability to perform the essential functions of his or her job (or operate a vehicle, property or other equipment, if applicable) effectively and in a safe manner that does not endanger the employee, citizens or other individuals in the workplace. Examples of impairment include, but are not limited to, slurred speech, drowsiness, dizziness, confusion, or feeling shaky.

**On-Call Employees.** Employees scheduled to be on call are expected to be fit for duty upon reporting to work. Any employee scheduled to be on call, and is called out, is governed by this policy. Sometimes, an employee who is not scheduled to be on call may nevertheless be called out. If this or any other situation occurs where the employee called out is under the influence of alcohol or has a presence in the system of drugs, such that reporting to work would result in a violation of



this policy, the employee must so advise the appropriate supervisor on duty. The employee will not be required to report to work.

**Mandatory Reporting of Arrests and Convictions.** Employees must notify their immediate supervisor and the Department Director, in writing, of any alcohol or drug-related arrest and/or convictions or deferred adjudication (including those entered into on a plea of no contest), for a violation occurring off duty and/or in the workplace no later than twenty-four (24) hours after the arrest and/or conviction.

**Off-Duty Conduct.** The City may take disciplinary action, up to and including termination of employment, if an employee's off-duty use of or involvement with drugs or alcohol is damaging to the City's reputation or business, is inconsistent with the employee's job duties, or when such off-duty use or involvement adversely affects the employee's job performance. Any employee reporting to work under the influence of illegal drugs or alcohol (.02 blood alcohol level or higher) may be disciplined, up to and including termination.

### **Rehabilitation/Treatment.**

1. The City desires to assist employees who voluntarily request assistance with alcohol or drug dependency. For City support and assistance, however, an employee must acknowledge the problem and seek and accept counseling and/or rehabilitation before it impairs job performance and/or jeopardizes the employee's employment. Employees should contact either their Department Director or the Director of Human Resources when requesting support and assistance.
2. Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take a leave of absence to participate in a rehabilitation or treatment program. (An employee may not enroll in a rehabilitation or treatment program in lieu of disciplinary action.) The leave of absence may be granted in the City's sole discretion. Factors considered by the City in deciding whether to grant leave include: the length of the employee's employment with the City; the employee's prior work and disciplinary history; the employee's agreement to abstain from the use of the problem substance and follow all other requirements of the rehabilitation/treatment program; the reputation of the program and the likelihood of a successful outcome; the employee's compliance with City policies, rules, and prohibitions relating to conduct in the workplace; and the resulting hardship on the City due to the employee's absence. Unless otherwise required by law, it is the City's policy to grant such a leave of absence only once during the course of an employee's employment with the City.
3. The cost of any rehabilitation or treatment may be covered under the City's group health insurance policy. In any case, the employee is responsible for all costs associated with any rehabilitation or treatment program.



4. During time off for a City-approved rehabilitation or treatment program, the employee must use any available vacation leave, sick leave, compensatory time off, or other accrued paid leave time.
5. If the employee successfully completes the prescribed rehabilitation or treatment, the City will make reasonable efforts to return the employee to the prior position or one of similar pay and
6. status. However, employment with the City following a City-approved leave for rehabilitation or treatment is conditioned on the following:
  - Initial negative test for drugs and/or alcohol before returning to work;
  - A written release to return to work from the City-approved rehabilitation or treatment facility/program;
  - Periodic and timely confirmation of the employee's on-going cooperation and successful participation in any follow-up or ongoing counseling, testing, or other treatment required in connection with the City-approved rehabilitation or treatment program, if applicable;

The employee must sign a formal written agreement to abide by the above conditions, as well as any other conditions deemed appropriate by the Director of Human Resources. The employee must meet with the Director of Human Resources to discuss the terms of continued employment and sign a formal agreement before returning to work.

**Policy Violations.** Violations of this policy will generally lead to disciplinary action, up to and including immediate termination of employment and/or required participation in a substance abuse rehabilitation or treatment program. The Police and Fire Departments may have stricter disciplinary rules regarding violation of this policy. Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor or the Director of Human Resources to receive assistance or referrals to appropriate resources in the community.

### TESTING

**Types of Tests.** Testing may include one or more of the following: urinalysis, hair testing, breathalyzer, intoxilyzer, blood, or other generally-accepted testing procedure.

**Testing of Applicants.** All applicants who are applying for a safety or security sensitive position to whom a conditional offer of employment has been made will be required to submit to testing for alcohol and illegal and unauthorized drugs. A positive test result, refusal to test, or attempts to alter or tamper with a sample or any other part of the test, may render the applicant ineligible for consideration of employment or future employment with the City. Illegal drugs include drugs that are legal in other states but are illegal in Texas.





### **Testing of Employees.**

1. Employees may be tested for alcohol and/or illegal and unauthorized drugs after a workplace injury or accident or “near miss,” when reasonable suspicion exists, or in connection with any required treatment or rehabilitation.
2. Police and Fire Department employees are also subject to any applicable Departmental rules and regulations regarding illegal and unauthorized drug and alcohol testing.
3. For purposes of this policy, reasonable suspicion is a belief based on articulable observations (e.g., observation of alcohol or drug use, apparent physical state of impairment, incoherent mental state, changes in personal behavior that are otherwise unexplainable, deteriorating work performance that is not attributable to other factors, a work-related accident or injury, evidence of possession of substances or objects which appear to be illegal or unauthorized drugs or drug paraphernalia) sufficient to lead a supervisor to suspect that the employee is under the influence of illegal or unauthorized drugs or alcohol. Supervisors who refer an employee for reasonable suspicion testing must document the specific factors that support reasonable suspicion testing (e.g., the who, what, when, where of the employee’s behavior and other symptoms, statements from other employees or third parties, and other evidence supporting the reasonable suspicion testing).
4. Tests will be paid for by the City. To the extent possible, testing will normally be done during the employee’s normal work time.
5. Any employee who refuses to be tested, or who attempts to alter or tamper with a sample or any other part of the testing process, will be subject to disciplinary action up to and including termination.
6. A positive test result is a violation of the City’s Drug and Alcohol Use Policy and may result in disciplinary action up to and including termination of employment. Any employee who is terminated for violation of the City’s Drug and Alcohol Use Policy is ineligible for future employment with the City.

### **Testing Procedures.**

1. All testing must normally be authorized in advance by both the employee’s Department Director and the Director of Human Resources. If the Department Director is unavailable within a reasonable period of time, the Director of Human Resources may, with sole discretion, authorize the testing of an employee. If the Director of Human Resources is unavailable within a reasonable period of time, the Department Director may, with sole discretion, authorize the testing of an employee. For reasonable suspicion testing, testing may not be authorized without the supervisor’s documentation of the articulable factors which led the supervisor to suspect that the employee is under the influence of illegal or unauthorized drugs or alcohol. Testing should be arranged as soon as possible after the supervisor’s articulable observations.



- 2.If an employee's conduct resulted in a work place accident, injury or "near miss," or reasonable suspicion exists to believe that the employee has violated the City's Drug and Alcohol Use Policy, the employee will be provided with transportation to the testing facility. A supervisor or other designated City representative may be required to stay with the employee during the testing process.
- 3.The City may, in its discretion, reassign the employee or put the employee on administrative leave until the test results are received. The City will make arrangements to have the employee transported home after the testing.
- 4.All substance abuse testing will be performed by an approved laboratory or healthcare provider chosen by the City. All positive test results will be subject to confirmation testing.
- 5.Test results will be maintained in a confidential file separate and apart from the employee's personnel file. Any medical-related information will be confidential and accessible only by the City Secretary; supervisors and managers on a need to know basis, including those who have a need to know about necessary restrictions on the work or duties of an employee and any necessary accommodation; first aid and safety personnel when appropriate; government officials; insurance companies as may be necessary to provide health or life insurance to employees; by court order or as otherwise legally mandated; and as necessary to protect the interests of the City.

### 6.7. WEAPONS CONTROL AND VIOLENCE PREVENTION POLICY

The City strives to provide a safe and secure working environment for its employees. This policy is designed to help prevent incidents of violence from occurring in the workplace and to provide for the appropriate response when and if such incidents do occur.

**Prohibited Conduct.** This policy prohibits violence of any sort, including verbal and physical abuse, threats, stalking, harassment, horseplay, and any unwelcome physical touching (sexual or otherwise). This misconduct towards any fellow employee, whether the misconduct occurs on duty or off-duty, is prohibited. The City has a zero-tolerance policy for this type of misconduct.

**Weapons Banned.** Unless specifically authorized by the City Manager, no employee, other than a City licensed peace officer, shall carry or possess a firearm or other weapon on City property. Employees are also prohibited from carrying a weapon while on duty or at any time while engaging in City-related business. Prohibited weapons include firearms, clubs, explosive devices, and knives with blades exceeding 5 ½ inches. Employees do not have an expectation of privacy and the City retains the right to search for firearms or other weapons on City property, including employee vehicles parked on City property. Employees may have a legal weapon only on the City parking lot if it is locked in the employee's vehicle. Employees with a handgun carry license must report they are licensed to carry to their Department Director.





Additional policies for off-duty firearm carry by Police Officers will be established by the Police Department.

**Duty to Warn.** Each City employee must immediately notify his/her supervisor, Department Director, the City Secretary and /or the Police Department of any act of violence or of any threat involving a City employee that the employee has witnessed, received, or has been told that another person has witnessed or received. Even without an actual threat, each City employee must also report any behavior that the employee regards as threatening or violent when that behavior is job related or might be carried out on City property, a City-controlled site or City job site, or when that behavior is in any manner connected to City employment or activity. Each employee is responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons threatened or the target of the threatening behavior. A supervisor who is made aware of such a threat or other conduct must immediately notify his/her Department Director and the City Secretary.

**Protective Orders.** Employees who apply for or obtain a protective or restraining order which lists City locations as being protected areas must immediately provide to the City Secretary and the City's Police Department a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent. City employees must immediately advise their Department Director and the City Secretary of any protective or restraining order issued against them.

**Confidentiality.** To the extent possible, while accomplishing the purposes of this policy, the City will respect the privacy of reporting employees and will treat information and reports confidentially. Such information will be released or distributed only to appropriate law enforcement personnel, City management, and others on a need-to-know basis and as may otherwise be required by law.

**Documentation.** When appropriate, threats and incidents of violence will be documented. Documentation will be maintained by the City Secretary and/or the Police Department.

**Policy Violations.** Violations of this policy may lead to disciplinary action, up to and including termination of employment. Policy violations may also result in arrest and prosecution.

### 6.8. IT POLICIES

As more City activities move to computers and online, the security of your files becomes critical to the overall security of the City. Just like City Hall is locked down every night and every employee is familiar with the automated security system, it is important that all City employees familiarize themselves with their computer and the City's IT security policies. Shavano Park has three IT policies to guide your digital activities at the city: **Computer Use Policy, Internet Use**



**Policy, and Email Use Policy.** Remember when on City Email there is no expectation of privacy and the data becomes the City's Data. Use of City computers to access the internet or electronic

mail (i.e., "email") is a privilege not a right. The City provides computers and internet/email access for the express purpose of conducting City business and performing municipal tasks.

**Appropriate Use:** Employees are encouraged to use appropriately the City internet, network and email to further the goals and objectives of the City of Shavano Park. The types of activities that are encouraged include:

1. Communicating with fellow employees, business partners of the City, customers and clients within the context of an individual's assigned responsibilities;
2. Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities; and
3. Participating in educational or professional development activities.

**EMPLOYEES SHOULD KNOW THAT ALL CITY BUSINESS RELATED E-MAIL IS SUBJECT TO THE TEXAS PUBLIC INFORMATION ACT WHETHER OR NOT THE EMAIL IS ON A PUBLIC OR PRIVATE EMAIL SERVICE, PHONE, COMPUTER,**

**Cybersecurity Awareness Training:** All employees who are issued a domain account are required to annually complete Cybersecurity Awareness Training provided by the City. Evidence of completion of this training must be reported to the Assistant to the City Manager by May 1st of each year. Failure to complete the training may result in temporary suspension of an employee's computer, internet and email access until training is complete. This annual training is required by Chapter 2054 of the Texas Government Code.

**Failure to Comply:** Violations of these policies will be treated as allegations of wrongdoing at the City of Shavano Park. Allegations of misconduct will be adjudicated according to established policy and procedures. Sanctions for inappropriate use of the computer may include, but are not limited to, one or more of the following:

1. Temporary or permanent revocation of access to some or all computing and networking resources and facilities;
2. Disciplinary action up to and including termination according to applicable City policies;
3. Reimbursement of costs incurred by inappropriate or unauthorized use; and/or
4. Legal action according to applicable laws and contractual agreements.



**Reporting Misuse:** Any allegations of misuse should be promptly reported to the Assistant to the City Manager.

**Disclaimer:** The City assumes no liability for any direct or indirect damages arising from an employee's connection to the internet, a city computer or use of email. Users are solely responsible for any material that they access and disseminate through the internet or City intranet. You are all encouraged to use your computer, internet and email access responsibly.

### COMPUTER USE POLICY

The goal of this policy is to ensure that the information you place on the computer stays secure and safe. This policy also ensures that you do not harm City equipment by installing malicious software or otherwise leaving the network's security compromised.

**City Property Disclaimer:** Department supervisors will determine which staff require the use of a computer. Whether you regularly use, or only temporarily access a computer, the computer is City property. Abuse or misuse of a City computer is the same as abuse or misuse of any other City property and may be punished accordingly.

**Computer Security Policies:** All City network computers are centrally controlled and governed by network security policies. These network policies are automatically applied to City computers and may change from time to time. If you have questions about these network policies contact the Assistant to the City Manager.

**Prohibited Use:** Computer use must comply with all Federal and Texas laws, all City policies and contracts. This includes, but is not limited to, the following:

1. No one shall use any City computer or network facility without proper authorization from their Departmental Supervisor. No one shall assist in, encourage, or conceal from Management any unauthorized use, or attempt at unauthorized use, of any of the City's computers or network facilities.
2. No one shall connect any computer, laptop or tablet to the City's network unless it meets technical and security standards established by the Assistant to the City Manager.
3. No City employee shall purchase for City use any computer, laptop, tablet or other IT-related device without first approval by the Assistant to the City Manager
4. No one, without specific authorization, shall read, alter, or delete any other person's computer files. Remember, all files saved on a City computer or server become property of the City.
5. No one shall knowingly endanger the security of any City computer or network facility. This includes, but is not limited to, downloading or installing malicious software, disabling computer antivirus software, willfully ignoring antivirus software or otherwise subverting the City's network security controls.



6. No one without proper authorization from the Assistant to the City Manager shall modify or reconfigure the security settings of any City computer or server.
7. Employees shall not utilize the City's computer or network processing power for bitcoin mining or any other complex computer computations whose purpose is the personal monetary gain or award.
8. Employees shall not delete log files on City computers or servers.
9. Employees shall not use their computers or City funded accounts to harass or otherwise interfere with a City employee. This prohibition includes but is not limited to harassment stemming from an employee's race, ethnicity, color, gender, age, or marital status.
10. Employees shall not send threatening messages to any other person or institution.
11. Employees shall not store personal information (i.e., that information not directly related to City business) on City computers or within their City email accounts. Officers and employees shall regularly remove any personal data (i.e., that which is not prepared for or by the City for conducting City business) from City computers and internet / email accounts
12. Employees shall not operate a private business, do work for another employer, or conduct political campaigns on City computers or using City email accounts. This prohibition does not apply to the preparation and generation of election notices and related documents required by law.

**Monitoring:** The City monitors all computer and internet activity occurring on City equipment or accounts. When an employee utilizes a City-issued computer and/or the resources of the City network there is no expectation of employee privacy. The City has the right to view and inspect all City computers, including information accessed, downloaded, viewed, sent or received over the internet or by email. Use of City computers and internet or email accounts constitutes consent by the City officer or employee for City inspection of those computers and internet or email accounts, and data transmitted thereon. If the City discovers activities which do not comply with applicable law or City policy, logs retrieved may be used to document the wrongful content in accordance with due process.

### INTERNET USE POLICY

The goals of this policy are to outline the appropriate and inappropriate use of the City of Shavano Park's internet access. Use of these services is subject to the following conditions. Should you have any questions regarding this Internet Use Policy, please contact the Assistant to the City Manager.

**Inappropriate Use:** Individual internet use must not interfere with others productive use of internet resources. Users must not violate the network policies of any network accessed through their account. Internet use must comply with all Federal and Texas laws, and all City policies and contracts. This includes, but is not limited to, the following:

1. The internet may not be used for any illegal or unlawful purposes, including, but not limited to, copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, illegal gambling, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading computer viruses).



2. The Internet may not be used in any way that violates City policies, rules or mission of the City, misrepresents the City or violates any City policy.
3. City computers are to be used primarily for conducting City business. Incidental and infrequent personal use of City computers and City internet/email access is allowable provided that it does not hinder or interfere with conducting City business. Personal use of the internet is allowed within reason to conduct and facilitate typical daily personal interactions, information access and brief, appropriate diversions during break periods. The City allows limited personal use for communication with family friends, independent learning, and public service. The City prohibits use for mass unsolicited mailings, access by non-employees to City of Shavano Park resources or network facilities, uploading and downloading of files for personal use, access to pornographic sites, gaming, competitive commercial activity unless pre-approved, and the dissemination of chain letters.
4. Individuals may not establish City computers as participants in any peer-to-peer network.
5. Individuals may not view, copy, alter, or destroy data, software documentation, or data communications belonging to the City or another individual without authorized permission.
6. In the interest of maintaining network performance, users should not send unreasonably large electronic mail attachments or video files not needed for business purposes.
7. Individuals will only use City approved services for voice communication over the internet.

**Security:** Account and password information is not be shared with non-City employees for any reason. Employees must be deliberate and careful when sharing account or password information with another employee for the purposes of practical collaboration or troubleshooting. Once this information is shared though, employees are encouraged to change their passwords. Attempting to obtain another user's account password without their permission is strictly prohibited. A user must contact the Assistant to the City Manager to obtain a password reset if they have reason to believe that any unauthorized person has learned their password. Users must take all necessary precautions to prevent unauthorized access to City network.

**Monitoring and Filtering:** The City monitors all Internet activity occurring on City equipment or accounts. The City currently employs filtering to limit access to sites on the internet and this filter is updated from time to time. An employee has no reasonable expectation that access to an IP-address for personal purposes is protected or otherwise ensured. If the City discovers activities which do not comply with applicable law or City policy, records retrieved may be used to document the wrongful content in accordance with due process.



### E-MAIL USE POLICY

E-Mail is an important business communications tool at the City of Shavano Park. However, use of the City electronic mail systems and services are a privilege, not a right, and therefore must be used with respect and in accordance with the goals of the City. The objective of this policy is to outline appropriate and inappropriate use of the City's e-mail systems and services in order to minimize disruptions to services and activities, as well as comply with applicable policies and laws. This policy applies to all e-mail systems and services owned by the City, all e-mail account users/holders at the City and all City e-mail records. Employees are prohibited from using their personal email accounts to conduct City business. When corresponding about City business via email, all City personnel must include the City's standardized email stationary and signature within the emailed message. If an employee receives a city email at a private email address, the employee should immediately forward the email to his or her email address for storage.

**Account Activation/Termination:** E-mail access at the City is controlled through individual accounts and passwords. It is the responsibility of the employee to protect the confidentiality of his or her account and password information. E-mail accounts will not be granted to non-employees. E-mail access will be terminated when the employee terminates their association with the City. The City is under no obligation to store or forward the contents of an individual's e-mail inbox/outbox after the term of employment has ceased.

**General Expectations of End Users:** The City often delivers official communications via e-mail. As a result, employees of the City with email accounts are expected to check their e-mail in a consistent and timely manner so that they are aware of important City announcements and updates, as well as for fulfilling business and role-oriented tasks. E-mail users are responsible for mailbox management, including organization and cleaning. E-mail is archived for at server level per City Policy #7 Records Retention. The Assistant to the City Manager can be contacted to help set up organization and retention of email. E-mail users are expected to remember that e-mail sent from the City's e-mail accounts reflects on the City. Please comply with normal standards of professional and personal courtesy and conduct.

Employees are to use extreme caution when communicating confidential or sensitive information via email. Keep in mind that all email messages sent outside the City become the property of the receiver. **A good rule is to not communicate anything that you wouldn't feel comfortable being made public.** Demonstrate particular care when using the "Reply" and "Reply All" command during email correspondence to ensure the resulting message is not delivered to unintended recipients.

**Security:** Opening email attachments or links from unknown email addresses is highly discouraged, as attachments and links are the primary source of malicious software and hackers.



Suspicious emails should be treated with utmost caution. Employees suspicious of an email or otherwise unsure of its contents should contact the Assistant to the City Manager for assistance.

**Inappropriate Use:** E-mail use at the City will comply with all applicable laws, all City policies and contracts. The following activities are deemed inappropriate uses of the City's email systems and services and are prohibited:

1. Use of email for illegal or unlawful purposes, including copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading of computer viruses).
2. Use of email in any way that violates the City's policies, rules, or administrative orders.
3. Viewing, copying, altering, or deletion of email accounts or files belonging to the City or another employee without authorized permission of that employee or a supervisor.
4. Attempting to obtain another employee's email account password without their consent.
5. Personal use of City email.
6. Employees shall not use a city issued email address to sign up or register for a personal accounts.

**Monitoring:** The e-mail systems and services used at the City are owned by the City, and are therefore its property. This gives the City the right to monitor any and all email traffic passing through the network. If the City discovers or has good reason to suspect an employee is engaging in activities that do not comply with applicable laws or this policy, email records may be retrieved and used to document the activity in accordance with due process.

### 6.9. SOCIAL MEDIA POLICY

An employee's use of social media, both on and off duty must not interfere with or conflict with the employee's duties or job performance, reflect negatively on the City or violate any City policy. The intent of these standards is to regulate the creation and distribution of information concerning the City, its employees and citizens through electronic media, including, but not limited to online forums, and internet social media and blogging sites. This policy is designed to protect the City's reputation and ensure that the employee's online communications positively reflect the City as the employer.

Personal use of the Internet carries responsibilities requiring responsible and ethical use. The City may monitor an employee's access, use, and postings to the Internet, including those posted from personal computers, to ensure compliance with internal policies, support the performance of internal investigations, assist management of information systems, and for all other lawful purposes. The City expects all employees to follow the Guidelines below when posting information on the Internet, regardless if done during or after work hours.





“Social media” includes: wikis, tweets and twittering, Facebook, Myspace, LinkedIn, blogs, and other online journals and diaries; bulletin boards and chat rooms, microblogging and all other social networking sites, instant messaging and the posting of video on YouTube and similar media.

This policy should be read and interpreted in conjunction with other City policies, including but not limited to, policies prohibiting harassment, discrimination, offensive conduct or inappropriate behavior and the City’s Computer Use, Internet Use and Email Use policies. Violations of the City’s Social Networking Policy may lead to disciplinary action, up to and including termination.

### **Employee Guidelines**

- b. Never disclose any confidential information concerning another employee of the City in a blog or other posting to the Internet. Posting of confidential information may violate State law and subject the user to criminal penalty. All requests for City documents must be processed through the Public Information Act.
- c. Employees must abide by all Federal and State laws and policies of the City with regard to information sent through the Internet.
- d. If the employee’s social networking includes any information related to the City, the employee must make it clear to the readers that the views expressed are the employee’s alone and not reflective of the views of the City.
- e. Employees are encouraged to act responsibly on and off duty, and to exercise good judgment when using social media.
- f. Respect coworkers and the City. Do not put anything on your blog or post any information and/or pictures on the Internet that may defame, embarrass, insult, demean or damage the reputation of the City or any of its employees.
- g. Do not put anything in your blog or post any information and/or pictures that may constitute violation of the City’s Harassment policy. Do not post any pornographic pictures of any type that could identify you as an employee of the City.





## **Section 7 – Disciplinary Procedures and Appeals**

### **7.1. CONDUCT-EXPECTED BEHAVIORS**

The establishment of standards of discipline and conduct is under the jurisdiction of the City Manager with the responsibility for observance of the standards by all employees delegated to management and supervisory personnel.

It is the duty of each employee to maintain cooperation, efficiency and economy in their work for the City. Department Directors and supervisors shall plan, organize and direct the work of their subordinates to achieve departmental objectives. All employees are expected to perform satisfactorily the job duties for which they have been employed, to maintain appropriate personal conduct on the job, to render courteous and efficient service to the public, to be mindful of safety practices, and to exercise the utmost care in the use of City property.

### **7.2. ADVERSE ACTIONS**

The City may deny or reject any application, appointment or promotion, or suspend, demote or remove any employee, at any time that the City Manager determines that such action will fail to promote the efficiency of the City's services.

**Specific Factors:** Factors that may be used in making a determination as to any applicant or employee as a basis for adverse action include but are not limited to the following. This list is not exhaustive. The City Manager may determine that other actions of the employee that are not listed warrant an adverse action. Please reference other sections of this handbook for other activities considered an adverse action.

#### **7.2.1. Dishonesty**

- a. Lying or giving false testimony;
- b. False statements, incomplete statements, deception, or fraud in applications, examinations or representations made for appointment or promotion;
- c. Failure to disclose to the City Council, City Manager or other appropriate supervisory personnel any matter which the employee knows, or reasonably should know, is relevant to his/her own employment, the employment by the City of any other person, or which otherwise substantially affects the efficiency and/or integrity of City functions;
- d. Doing personal work or performing other personal tasks or errands while on duty for the City, or otherwise failing to devote full time, energy and best efforts to City employment;
- e. Stealing or taking employer property or other employees' property without proper authorization;



- f. Misuse of employer or other employees' funds or property;
- g. Cheating, forging or willfully falsifying reports, records, or documents, misuse of leave of absence;
- h. Providing keys, combinations and/or passwords to unauthorized persons; or
- i. Any other action detrimental to the employer or fellow employees.

### **7.2.2. Disturbance**

- a. Fighting;
- b. Using profane, abusive or threatening language;
- c. Horseplay;
- d. Causing injury to fellow employees through deliberate action or gross negligence; e. Spreading false reports;
- f. Maliciously gossiping and/or spreading rumors; or
- g. Otherwise disrupting harmonious relationships between employees.

### **7.2.3. Unauthorized / Misuse of City Equipment**

- a. Using, possessing, taking or providing any City equipment, credentials, or services for other than official City business without proper authority;
- b. Reckless driving and/or misuse of City equipment;
- c. Not taking precaution or proper care when using City equipment.
- d. Deliberate damage or destruction of City equipment or property;
- e. Altering, removing or destroying City records;
- f. Advocacy of or participating in unlawful trespass or seizure of City property;
- g. Unauthorized removal, use or appropriation of property belonging to the City or to another City employee; or
- h. Unauthorized loaning of keys, or permitting duplication thereof, to any City property or equipment, or otherwise permitting other person(s) to make unauthorized use, removal or appropriation of City property or equipment.

### **7.2.4. Misconduct**

- a. Any criminal offense or other misconduct which could have an adverse effect on the employer or on the confidence of the public in the integrity of the City government, or on the relationship of the employee and other employees.
- b. Conduct subversive to the proper order, discipline and morale of City employees; conduct unbecoming; unexcused failure to obey City work rules, policies or procedures;
- c. Failure to follow departmental and City organization chain of command;
- d. Engaging in any job-related misconduct not otherwise described herein when an employee knows, or reasonably should know, that such conduct has caused or reasonably can be expected



- e. to cause, a significant impairment in the efficiency of the City in general or of such employee in particular.

### **7.2.5. Courtesy**

- a. Failure to maintain an objectively reasonable level of cooperation with supervisors, elected and appointed officials, volunteers and coworkers; or
- b. Failure to treat members of the public with courtesy and respect at all times while on duty.

### **7.2.6. Abuse of Drug or Alcohol**

- a. Reporting to work or being “on-call” in unfit condition, being under the influence of intoxicants or under the influence of controlled substance or dangerous drugs, including marijuana, narcotics, or intoxicating drugs of any kind; or
- b. Drinking intoxicants or taking into the body of an unlawful controlled substance or dangerous drug, including marijuana during working hours, or possessing intoxicants or unlawfully possessing controlled substances, including marijuana, narcotics, or dangerous drugs, on City property or in City vehicles.

### **7.2.7. Statutory or Job Qualification**

- a. Failure to meet or maintain any statutory or job qualification which would make the individual fit for the job; or
- b. Failure to meet and maintain requirements of the individual’s job description.
- c. Incompetence stemming from an inability or unwillingness to perform assigned work satisfactorily.

### **7.2.8. Unsatisfactory Attendance**

- a. Unauthorized absence and/or tardiness; or
- b. An absence of two (2) days or more without notification to the City Manager shall constitute a voluntary abandonment of employment.

### **7.2.9. Indifference toward Work**

- a. Failure to remain at work, inefficiency, carelessness, loafing while on duty, wasting work time, unauthorized absence from the work area while on duty, or sleeping on the job;
- b. Careless, unsafe or otherwise improper use of personal property or equipment while on duty, or of City property or equipment at any time;
- c. Performing personal business during working hours, abuse of eating and/or rest period, sleeping or being inattentive during working hours, interfering with work of others, mistreatment of the public or other employees;



- d. Use of personal cell phone while on duty operating City machinery or vehicle unless for City business or for family emergencies; or
- e. Failure consistently to meet objectively reasonable standards of performance.

### **7.2.10. Insubordination**

- a. Insubordination is defined as willful failure or refusal to perform assigned work or fully comply with instructions, directions, or orders as requested by the immediate supervisor or Department Director.
- b. If the employee believes the instruction, direction, or order is improper, the employee should obey the order or instruction or direction and report the incident to their Department Director or the City Secretary.
- c. If an employee believes an instruction, direction or order would cause injury to self or others they may refuse the order and must immediately report the incident to their Department Director or the City Secretary.

### **7.2.11. Violation of Safety Rules**

- a. Smoking in prohibited areas;
- b. Improper removal of safety guards, fire extinguishers or other equipment designed to protect employees; or
- c. Failure to use safety equipment or to follow safety rules or failure to report an on-the job injury, vehicle accident, or unsafe condition.

### **7.2.12. Weapons**

The control of, or possession by, any employee of a handgun or other weapon and/or ammunition is strictly prohibited in a City vehicle or in any City buildings. This subsection shall not be applicable to certified licensed peace officers.

## **7.3. ARRESTS, CONFINEMENTS AND INDICTMENTS**

City employees are subject to disciplinary action and/or job restrictions for violations of law. This policy applies to acts prohibited by law that result in charges being filed, arrest, confinement, indictment, and/or conviction, as well as to acts prohibited by law not resulting in charges filed, arrest, confinement, or indictment.

Employees must immediately notify their Department Director within twenty-four (24) hours if they are arrested, charged, indicted, convicted, receive deferred adjudication, or plead no contest to any class "C" misdemeanor or above. Employees who do not drive as a part of their job duties with the City are not required to report minor traffic violations.



In most instances, the City will conduct its own investigation and take appropriate action. An employee arrested, charged, or indicted for a felony or misdemeanor, or accused by information of official misconduct or other serious criminal violation may be placed on administrative leave (with or without pay) until the charge, indictment or information is dismissed or fully adjudicated without trial, and if tried, until the trial and appeal (if any) are completed and all related administrative matters are concluded. Such a determination will be made by the City Manager.

If the indictment or information is dismissed, the employee is acquitted, or the conviction is reversed on appeal, an employee on administrative leave may be reinstated to the position held before being placed on administrative leave. If an employee was placed on administrative leave without pay, upon reinstatement they will receive back all pay missed while on administrative leave.

#### **7.4. INDIVIDUAL DEPARTMENTAL RULES AND POLICIES**

With the approval of the City Manager, departments may have written personnel policies and procedures which are separate from or in addition to the policies and procedures listed in this manual. Departmental personnel policies and procedures are to be followed; however, no departmental personnel policy or procedure shall be inconsistent with the Employee Handbook. Should a conflict arise, the Employee Handbook will supersede the conflicting departmental policy or procedure.

#### **7.5. DISCIPLINARY PROCEDURES, PROBATION AND DISMISSAL**

The following disciplinary procedures are merely suggestions. In every case where disciplinary action is needed, the action taken will be tailored to fit the specific offense or violation for which it is intended. The specific situation and the performance record of the individual involved will always be taken into consideration. Nothing in the suggested procedures are intended to imply the procedures must be followed in any particular order. The City reserves the right to dismiss an employee at any time. Every disciplinary action taken will be recorded to provide documentation that rules are enforced equitably and in accordance with stated policy.

**Verbal Reprimand:** Best suited to minor rule infraction or incident of substandard performance. A supervisor will explain exactly what the employee did wrong and why it is important the incident not be repeated. Supervisors shall keep a record of the verbal reprimand that shall be kept in the employee's personnel file.

**Written Reprimand:** A written reprimand is a formal disciplinary action in which an employee's inappropriate actions are detailed in writing which will serve to caution the employee that similar conduct will result in further disciplinary action. Supervisor shall detail the event in a report that shall be signed by the employee, the supervisor, and the City Manager. Space will also be provided



for written comments from the employee. A copy of the written reprimand shall be kept in the employee's personnel file.

**Disciplinary Probation:** A Department Director may authorize, with the approval of the City Manager, the placement of an employee on disciplinary probation as a disciplinary measure for a serious violation of department and City policies and procedures. The assessment period allows time for the employee to show improvement on the problem(s) specified at the time of the

probation. The probation will be initiated by a written document signed by both the supervisor and the employee which:

- a. Identifies the problem(s);
- b. Indicates the necessary improvement;
- c. Specifies the length of the assessment period; and
- d. Informs the employee of further disciplinary action which could result from failure to show satisfactory improvement within the specified assessment period.

Any employee who is on disciplinary probation is not eligible for merit increases, transfer, or promotion.

**Dismissal:** A Department Director may dismiss an employee, with the approval of the City Manager, at any time.

### 7.6. PERFORMANCE COUNSELING

Any employee who exhibits substandard work performance will be given the opportunity to improve the performance level. Department Directors and supervisors will attempt to counsel substandard performers using the following guidelines:

**Initial Counseling:** For the first indication of substandard work performance, the supervisor should advise the employee of his/her unsatisfactory performance and recommend specific areas of improvement. A written record may be retained within the employee's department.

**Written Documentation:** For a second indication of substandard performance, the supervisor will state in writing:

- a. The specific deficiencies observed in the employee's performance;
- b. The necessary improvements;
- c. The period of time in which improvement must occur; and
- d. Further action which may result if the employee fails to show satisfactory improvement.



A Developmental Counseling Form (see Attachment C) shall be signed by both the employee and the supervisor and a copy shall be maintained within the department and the original forwarded to the City Manager. If the employee refuses to sign, the supervisor must have a witness sign to show a copy was given to the employee.

### 7.7. GRIEVANCE-FILING PROCEDURES

An employee **or former employee** who has a complaint about a disciplinary action taken against him/her which results in lost compensation or termination has the right to file a grievance in accordance with the procedures outlined below. No employee will be discriminated against, harassed, intimidated, nor suffer reprisal as a result of filing a grievance or participating in the investigation of a grievance by providing information, testimony, or arising in an investigation in any way.

Employees or **former employees** should present their own case. The Department Director (or immediate supervisor if appropriate) shall advise and aid the employee in a fair and objective manner. The employee may use legal counsel if he/she desires. However, the employee shall advise the Department Director in advance and in writing that he/she chooses to do so.

- a. Within ten (10) business days of becoming aggrieved, the employee **or former employee** shall submit his grievance to the City Manager in writing. The employee **or former employee** shall include all pertinent facts, details, restitution sought, and possible solutions.
- b. The City Manager shall determine whether the grievance falls within the scope of an allowable grievance and if so shall set a date for a formal hearing on the matter if it is determined that grievance is appropriate.
- c. The hearing shall be held within ten (10) days of the written filing to the City Manager, if possible, unless the employee requests additional time.
- d. The hearing shall consist of:
  1. Two Department Directors from a department outside of the grievant's origination.
  2. One person in the employ of the City appointed by the employee
  3. The City shall be represented by the City Attorney
- e. Each side will be given equal opportunity to present their case. Presentations shall be limited to relevant facts that are generally capable of being substantiated. Hearsay<sup>1</sup> will not be allowed

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<sup>1</sup> **Hearsay** is defined as a statement made outside the hearing introduced to prove the truth of the matter asserted therein.



- f. or considered. The panel shall make a written recommendation to the City Manager who then shall rule on the grievance.
- g. The hearing panel may recommend any action including, but not limited to, an increase or decrease in disciplinary action given to an employee following the hearing.
- h. The City Manager may take any action including but not limited to an increase or decrease in disciplinary action given to an employee following the recommendation from the hearing panel.
- i. The judgment of the City Manager shall be final and shall be given in writing within ten (10) business days of the close of the hearing.
- j. A summary of the proceeding along with each decision shall be placed in the personnel file of the individual. The City Secretary will maintain the complete file of the proceedings in a file designated for such purposes.

### **7.8. COMPLAINTS AGAINST CITY OFFICERS**

All complaints against City Officers shall be filed in compliance with Chapter 2, Article V, Section 2-66 of the City of Shavano Park City Ordinances. Inquire with the City Secretary if you need assistance finding the ordinance.

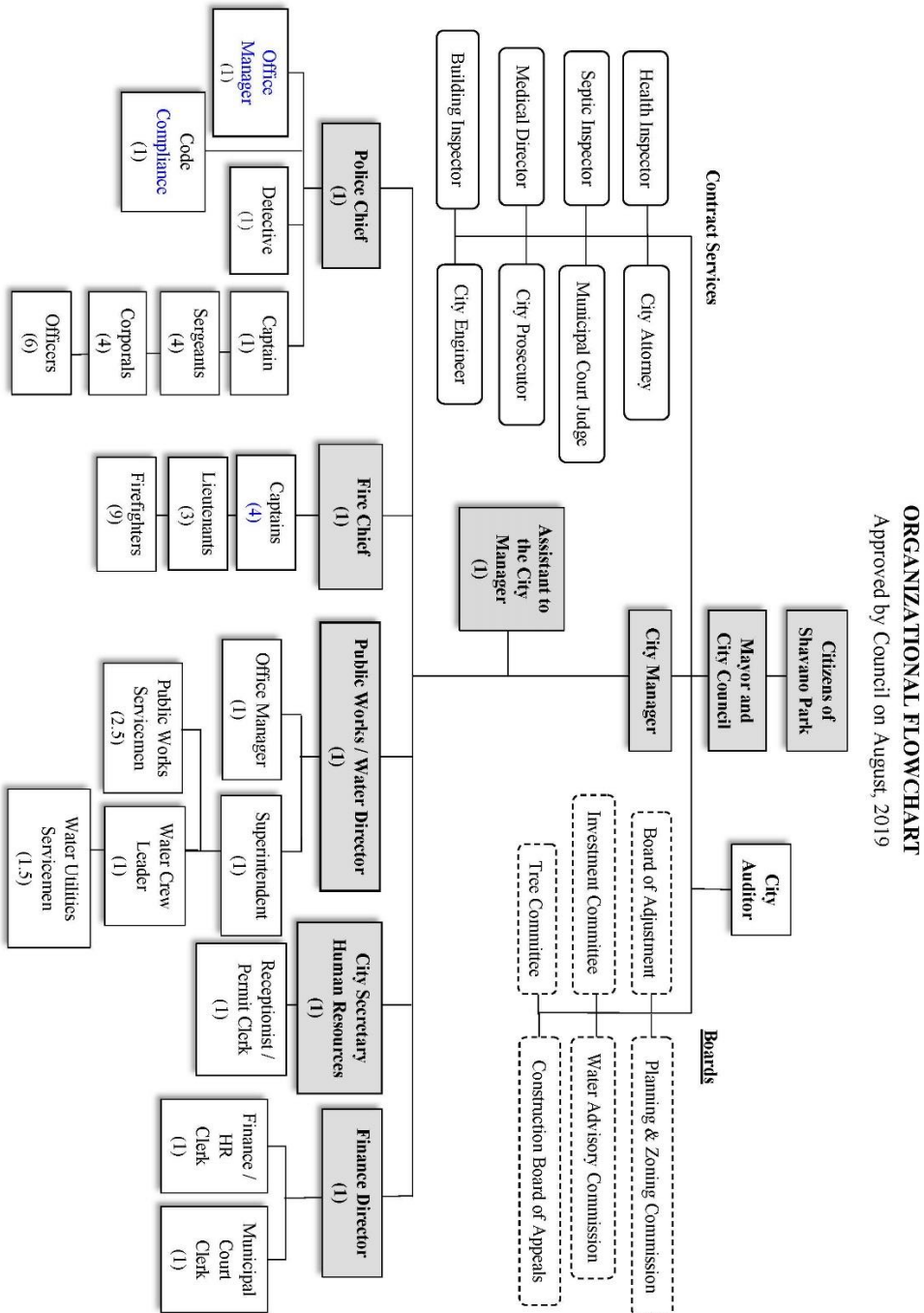




## ATTACHMENT A

### ORGANIZATIONAL FLOWCHART

Approved by Council on August 19, 2019





## **ATTACHMENT B**

### **OFFICIAL HOLIDAYS**

Approved by Council on November 2, 2019

**Official Holidays** – The following legal holidays will be observed as official holidays of the City of Shavano Park. If a holiday falls on a Saturday, it will be observed on the preceding Friday. If a holiday falls on a Sunday, it will normally be observed on the following Monday.

2020 HOLIDAYS	DATE	DATE OBSERVED
New Year's Day	January 1 <sup>st</sup>	<b>Wednesday, January 1<sup>st</sup></b>
Martin Luther King Jr. Day	3 <sup>rd</sup> Monday in January	<b>Monday, January 20<sup>th</sup></b>
President's Day	3 <sup>rd</sup> Monday in February	<b>Monday, February 17<sup>th</sup></b>
Good Friday	Friday before Easter	<b>Friday, April 10<sup>th</sup></b>
Battle of the Flowers	Friday of Fiesta Week	<b>Friday, April 24<sup>th</sup></b>
Memorial Day	Last Monday in May	<b>Monday, May 25<sup>th</sup></b>
Independence Day	July 4 <sup>th</sup>	<b>Friday, July 3<sup>rd</sup></b>
Labor Day	1 <sup>st</sup> Monday in September	<b>Monday, September 7<sup>th</sup></b>
*Patriots' Day	September 11 <sup>th</sup>	<b>Friday, September 11<sup>th</sup></b>
Veterans Day	November 11 <sup>th</sup>	<b>Wednesday, November 11<sup>th</sup></b>
Thanksgiving Day	4 <sup>th</sup> Thursday in November	<b>Thursday, November 26<sup>th</sup></b>
Day After Thanksgiving	4 <sup>th</sup> Friday in November	<b>Friday, November 27<sup>th</sup></b>
Christmas Eve	December 24 <sup>th</sup>	<b>Thursday, December 24<sup>th</sup></b>
Christmas Day	December 25 <sup>th</sup>	<b>Friday, December 25<sup>th</sup></b>

\*State law entitles firefighters to a paid day off from work on September 11<sup>th</sup> (Patriot's Day) with the option of using a personal paid vacation day or switching a paid holiday. The firefighter is entitled the holiday only if their supervisor does not require them to work that day to maintain minimum staffing necessary for public safety. See Section 5.3 for further details on the City's policies concerning Official Holidays.



## ATTACHMENT C

DEVELOPMENTAL COUNSELING FORM					
The proponent is the City Manager					
DATA REQUIRED BY THE PRIVACY ACT OF 1974					
AUTHORITY:	Code of Ordinances, City of Shavano Park				
PRINCIPAL PURPOSE:	To assist leaders in conducting and recording counseling data pertaining to subordinates.				
ROUTINE USES:	The COSP Routine Uses set forth in the personnel manual apply to this system.				
DISCLOSURE:	Disclosure is voluntary.				
PART 1 - ADMINISTRATIVE DATA					
Name (Last, First, MI)		Position		Date of Counseling	
Department			Name and Title of Counselor		
PART II - BACKGROUND INFORMATION					
<b>Purpose of Counseling:</b> <i>(Leader states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling, and includes the leader's facts and observations prior to the counseling.)</i>					
PART III - SUMMARY OF COUNSELING					
Complete this section during or immediately subsequent to counseling.					
Key Points of Discussion:					
OTHER INSTRUCTIONS					
This form will be destroyed upon: reassignment (other than rehabilitative transfers), separation, or upon retirement.					



## Shavano Park Employee Handbook

**Plan of Action** *(Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The action specific enough to modify or maintain the subordinate's behavior and include a specified time line for implementation and assessment.)*

**Session Closing:** *(The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees/disagrees and provides remarks if appropriate.)*

Individual counseled: ☐ I agree ☐ disagree with the information above.

Individual counseled remarks:

Signature of Individual Counseled: \_\_\_\_\_

Date: \_\_\_\_\_

**Leader Responsibilities:** *(Leader's responsibilities in implementing the plan of action.)*

Signature of Counselor: \_\_\_\_\_

Date: \_\_\_\_\_

### PART IV - ASSESSMENT OF THE PLAN OF ACTION

**Assessment:** *(Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled. This section provides useful information for follow-up counseling.)*

Counselor: \_\_\_\_\_

Individual Counseled: \_\_\_\_\_

Date of Assessment: \_\_\_\_\_

**Note: Both the counselor and the individual counseled should retain a record of the counseling.**



# Shavano Park Employee Handbook

**RESOLUTION NO. R-2020-005**

**A RESOLUTION AMENDING THE CITY OF SHAVANO PARK EMPLOYEE HANDBOOK**

**WHEREAS**, The City of Shavano Park has the authority to adopt personnel rules and regulations concerning personnel matters, including but not limited to: probationary periods, vacation and sick leave regulations, compensation, health insurance, professional conduct, performance evaluations, work schedules, and other personnel matters; and

**WHEREAS**, the City Council of the City of Shavano Park has determined that it is desirable and in the public interest to adopt an amended employee handbook to address employment and personnel matters to apply to City employees.

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

1. The City of Shavano Park hereby amends the City of Shavano Park Employee Handbook, dated March 23, 2020, a copy of which is attached hereto and incorporated by reference herein.

**PASSED AND APPROVED** on by the City Council of the City of Shavano Park this the 23<sup>rd</sup> day of March, 2020.

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**BOB WERNER, MAYOR**

Attest:

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**ZINA TEDFORD, City Secretary**

## CITY COUNCIL STAFF SUMMARY

Meeting Date: April 27, 2020

Agenda item: 6.8

Prepared by: Mayor Werner

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:**

**Discussion / action - Annual review / salary of the City Manager - Possible Executive Session pursuant to Texas Government Code §551.074, Personnel Matters**

X

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

- 1) Review Template
- 2) City Manager Performance Accomplishments

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**BACKGROUND / HISTORY:** The periodic assessment of the City Manager is a key element to effective and efficient municipal government operations. A fair and balanced evaluation process is important for objectively assessing performance and providing guidance to improve performance as necessary.

City Council conducts an annual assessment of the City Manager each spring (traditionally in April).

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### **DISCUSSION:**

#### **Review Schedule:**

- Mar 23<sup>rd</sup> - City Council reviews format and timeline; agrees on review date
- April 3<sup>rd</sup> - City Manager passes to Council annual Performance Accomplishments
- April 17<sup>th</sup> - Mayor / Alderman complete the review and pass to City Secretary
- April 20<sup>th</sup> - Mayor begins assembly of reviews for presentation
- April 23<sup>th</sup> - Mayor distributes assembly of reviews to Alderman
- April 27<sup>th</sup> - Council / City Manager Review

The review template is attached (Attachment 1). This format accounts for the City Manager duties and responsibilities as outlined in the Texas Local Government Code and the City of Shavano Park, Texas Code of Ordinances.

The City Manager has used the review form and listed out performance accomplishments in each review area for your consideration (Attachment #2).

Additionally, Council may want to review the status of City Objectives as established in the yearly budgets. For the first 50% of this review period, the City and City Manager were striving to accomplish objectives set forth in the FY 2019 Budget. For the second 50% of this review period, the City and City Manager were striving to accomplish objectives set forth in the FY

2020 Budget. The City Manager has provided a general status on the City Council approved objectives for both FY 2019 and 2020 for consideration (Attachments 3 and 4).

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**COURSES OF ACTION:** Council will provide CM their annual review

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**FINANCIAL IMPACT:** N/A; Compensation recommendations possible

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**MOTION REQUESTED:** N/A





## City Manager Assessment

The periodic assessment of the City Manager is a key element to effective and efficient municipal government operations. A fair and balanced evaluation process is important for objectively assessing performance and providing guidance to improve performance as necessary.

The duties and responsibilities of the City Manager of Shavano Park are included in the Texas Local Government Code and the City of Shavano Park, Texas Code of Ordinances. This assessment form allows Council to assess the Manager's performance of his statutory duties, point out where improvement is needed and provide encouragement to continue performing well those duties in which he excels.

The form allows for assessment the City Manager in five broad statutory categories and performance objectives within that category, with the standards of "did not meet expectations", "marginally met expectations but improvement needed", "achieves expectations", "exceeded expectations" and "outstanding". Each category allows narrative comments to support the assessment values assigned each performance objective. Finally, there is a narrative block which allows the Alderman to identify City Manager strengths and achievements during the assessment period and identify any areas the City Manager needs improvement in for the next assessment period.

### Scoring Scale: Narrative Description

### Score

<b>OUTSTANDING</b> – The City Manager far exceeded the requirements of the job, task, or project. Performance consistently shows outstanding achievement far above expectations	4
<b>EXCEEDED EXPECTATIONS</b> – The City Manager exceeded the requirements to achieve success in all of the aspects of the category or performance objective	3
<b>ACHIEVES EXPECTATIONS</b> - The City Manager accomplished the requirements for the category or performance objective in all aspects	2
<b>MARGINALLY MET EXPECTATIONS BUT IMPROVEMENT NEEDED</b> – Adequate accomplishment of most aspects of the requirements for the category or performance objectives, but standard of achievement was below expectations or there were significant deficiencies noted in that area of City management	1
<b>DID NOT MEET EXPECTATIONS</b> – The City Manager's performance of the requirements for the category or performance objectives did not accomplish the goal of "efficient administration of City affairs" within that category or performance objective	0

<b>CATEGORY OR PERFORMANCE OBJECTIVE</b>	
<b>EFFICIENT ADMINISTRATION OF CITY AFFAIRS § 2-63(e)(1)</b>	<b>SCORE</b>
<ul style="list-style-type: none"> <li>Effectively supports the established City Goals and Objectives</li> </ul>	
<ul style="list-style-type: none"> <li>Engages in and promotes strategic planning</li> </ul>	
<ul style="list-style-type: none"> <li>Sets a professional example by handling affairs of the public office in a fair and impartial manner</li> </ul>	
<ul style="list-style-type: none"> <li>Supports City Commissions, Boards and Committees in their efficient operations § 2-85 &amp; 112</li> </ul>	
<ul style="list-style-type: none"> <li>Ensures effective records management and information continuity § 2-63(e)(3)</li> </ul>	
<ul style="list-style-type: none"> <li>Supervises advertisement and submission of contracts § 2-63(e)(7) &amp; (14)</li> </ul>	
<b>ENFORCES ALL APPLICABLE LAWS AND ORDINANCES § 2-63(e)(2)</b>	<b>SCORE</b>
<ul style="list-style-type: none"> <li>Implements governing body actions in accordance with the intent of Council</li> </ul>	
<ul style="list-style-type: none"> <li>Understands, supports, and enforces local government's laws, policies, and ordinances</li> </ul>	
<ul style="list-style-type: none"> <li>Reviews ordinances and policy procedures periodically to suggest improvements to their effectiveness</li> </ul>	
<b>EXERCISES EFFICIENT SUPERVISION AND CONTROL OVER DEPARTMENT HEADS § 2-63(e)(9)</b>	<b>SCORE</b>
<ul style="list-style-type: none"> <li>Builds teamwork; develops leaders; drives excellence in performance</li> </ul>	
<ul style="list-style-type: none"> <li>Appoints and removes department heads with Council advice and consent. Appoints and removes City employees timely, fairly and with cause § 2-63(e)(8)</li> </ul>	
<ul style="list-style-type: none"> <li>Provides effective guidance and supervises department heads</li> </ul>	
<ul style="list-style-type: none"> <li>Provides excellent public safety and emergency services</li> </ul>	
<ul style="list-style-type: none"> <li>Provides excellent infrastructure and water services</li> </ul>	
<b>PLAN AND EXECUTE CITY BUDGET AND MANAGE CITY FINANCIAL AFFAIRS § 2-63(e)(12)</b>	<b>SCORE</b>
<ul style="list-style-type: none"> <li>Prepare and submit the City Manager's Proposed Budget in a transparent, timely manner that is balanced and provides services at a level directed by council</li> </ul>	
<ul style="list-style-type: none"> <li>Ensure all franchise agreements are in favor of the City are faithfully kept and timely reports violations to Council § 2-63(e)(11)</li> </ul>	
<ul style="list-style-type: none"> <li>Submits timely, accurate, clear and transparent financial reports to Council § 2-63(e)(13)</li> </ul>	
<ul style="list-style-type: none"> <li>Efficiently manages revenues and disbursements of the City, to include payroll § 2-63(e)(4), (5), (6), &amp; (15)</li> </ul>	
<b>KEEPS COUNCIL INFORMED OF PERTINENT CITY BUSINESS § 2-63(e)(10)</b>	<b>SCORE</b>
<ul style="list-style-type: none"> <li>Provides Council with timely information about occurrences, events and plans for the City</li> </ul>	
<ul style="list-style-type: none"> <li>Timely responds to Council and Aldermen requests for information</li> </ul>	
<ul style="list-style-type: none"> <li>Effectively prepares for and attends Council meetings § 2-63(e)(10)</li> </ul>	
<ul style="list-style-type: none"> <li>Demonstrates a dedication to service to the community and its citizens and strives to understand their interests and concerns</li> </ul>	

**What would you identify as the City Manager's strengths expressed in terms of the principle results achieved during this assessment period:**

**What performance areas would you identify for improvements during the next assessment period:**

\_\_\_\_\_  
Alderman's Signature

\_\_\_\_\_  
Date Signed

City Manager's Comments

\_\_\_\_\_  
City Manager's Signature

\_\_\_\_\_  
Date Signed

## PERFORMANCE ACCOMPLISHMENTS (2017-18 ASSESSMENT)

HILL, WILLIAM (Bill)

Duty Title. CITY MANAGER

April 1, 2019 – March 31, 2020

Sec. 2-63. City Manager (Powers and Duties). The City Manager shall be the administrative officer of the City who shall serve under the direction and supervision of the City Council and shall be responsible to the City Council for the proper administration for the affairs of the City in accordance with Tex. Local Government Code § 25.021.

### **1. EFFICIENT ADMINISTRATION OF CITY AFFAIRS § 2-63(e)(1)**

#### **a. Effectively supports the established City Goals and Objectives**

1. Successfully supported the accomplishment of or have initiated most all designated City Council Objectives both from FY 2018-19 and FY 2019-20.
2. See attachments for the applicable summary status of each objectives within the two budget documents. The justification details are located within this document below.

#### **b. Engages in and promotes strategic planning**

1. Initiated implementation of several areas within the 2018 Town Plan (Municipal Tract trails, pavilion, playscapes, drainage, NW Military Hwy, sidewalks).
2. As the City Budget Officer, personally led the FY2019-20 Budget development process. The budget as a strategic document includes long term goals supported by yearly objectives.
3. Effectively led the effort to initiate implementation of Phase I Drainage Plan with a more detailed evaluation of Phase II requirements (Engineering work 90% completed).
4. Updated the City's zoning map

#### **c. Sets a professional example by handling affairs of the public office in a fair and impartial manner**

1. I set a positive and professional example in my day to day activities.
2. I treat everybody with dignity and respect.
3. I treat each issue objectively and supported outcomes.
4. Established and maintained a positive working climate focused on high standards, mission accomplishment and accountability while ensuring for the care and welfare of all personnel and citizens.

#### **d. Supports City Commissions, Boards and Committees in their efficient operations § 2-85 & 112**

1. Attended nearly 100% of Planning and Zoning Commission, Water Advisory Committee, Tree Committee, Investment Committee, and Board of Adjustment Meetings.
2. Supported each meeting. Personally prepared or supervised the preparation of supporting materials to ensure members were provided the information required to make informed decisions. Ensured Committee / Board packets were provided in a timely manner.
3. Coordinated each agenda with the Board or Committee Chairman as appropriate.
4. Well educated on all topics of discussions and facilitated many of those discussions as appropriate.
5. Followed up questions and answers with the Committees as appropriate
6. Reviewed for accuracy the Boards and Committees minutes.

e. Ensures effective records management and information continuity § 2-63(e)(3)

1. Completed Windows 10 transition for all City computers under budget and on time
2. Completed upgrade of Financial and Police SQL databases from version 2008 to 2017 with zero data integrity loss
3. Transitioned to new internet and phone service provider with minimal interruption: doubled internet bandwidth speed from 100MB to 200MB (symmetrical) while saving \$1,032 annually
4. Upgraded City Hall Wi-Fi Access Points
5. Coordinated free overhaul / upgrade of the City's website by Revize (should be deployed within a month)
6. Maintained City Youtube, Facebook, Twitter and Nextdoor accounts
7. Built seven webpages for City Events: [www.shavanopark.org/residents/events.php](http://www.shavanopark.org/residents/events.php)
8. Built EMS billing webpage: [www.shavanopark.org/departments/ems.php](http://www.shavanopark.org/departments/ems.php)
9. Built Investment Committee webpage: [www.shavanopark.org/government/invest\\_cmte.php](http://www.shavanopark.org/government/invest_cmte.php)
10. In accordance with our records management policy, Staff completed twice a year a review of all current and historic documents and in some cases scheduled them for destruction or organized for storage in permanent or semi-permanent off-site location.
11. Continued a program that scans and archives our historic documents, Ordinances, Plats, PUDS, etc.
12. Assists in the effective maintenance of the City of Shavano Park Codes of Ordinances
13. I continue to personally drive the effort and gathered much of the historic information that has enabled us to record a comprehensive history of Shavano Park and to build a digital based archives of that history.

f. Supervises advertisement and submission of contracts § 2-63(e)(7) & (14)

1. Effectively completed the RFQ and renewing of our several Contracts.
2. Transitioned to new City Attorney with little disruption of City operations.
3. Implementation of a new cloud-based backup system.
4. Staff continues to maintain an accurate City Contract Listing in Excel spreadsheet with links to current contract documents and status.

**2. ENFORCES ALL APPLICABLE LAWS AND ORDINANCES § 2-63(e)(2)**

a. Implements governing body actions in accordance with the intent of Council

1. To my knowledge, all governing body actions have been fully implemented within the intent of Council.
2. Have not made any exceptions to ordinances that I'm aware of.
3. Reinforced discipline (doing the right thing) by all staff

b. Understands, supports, and enforces local government's laws, policies, and ordinances

1. I work very closely with the Fire Chief, Public Works Director, Police Chief, the Code Enforcement Officer, and the Building Inspector to address numerous questions regarding ordinance compliance and citizen complaints.
2. I am fully familiar with all City Policies and Ordinances.
3. To my knowledge, all policies and ordinances have been fully implemented.
4. Have not made any exceptions to ordinances that I'm aware of.

c. Reviews ordinances and policy procedures periodically to suggest improvements to their effectiveness

1. Initiated a number of corrections to inconsistent ordinances and gained Council approval
2. Updated the City's Small Cell Node Ordinance which is now used as a CPS model.

### 3. EXERCISES EFFICIENT SUPERVISION AND CONTROL OVER DEPARTMENT HEADS § 2-63(e)(9)

#### a. Builds teamwork; develops leaders; drives excellence in performance

1. **Teamwork.** Achieved cohesion and effectiveness through Communication, Coordination, Cooperation, and Collaboration (4x C's). Developed and fostered the necessary interface with Citizens, business owners, developers, Mayor, Council, Committees, Work Groups, CoSA, SAWS, VIA, CPS Energy, Republic Services, TXDOT, AACOG, other agencies, and appropriate stakeholders to facilitate the CoSP planning and support tasks and missions.
  - Facilitate the staff working well as a team!!!
  - Work hard to avoid a zero defect environment, while at the same time maintaining high performance standards.
2. **Leadership.** Led and developed staff to anticipate potential requirements that proactively plans and prepares to respond to all mission requirements. Mentored and developed Directors and staff employees to improve effectiveness and efficiency as well as accept increased responsibilities. Emphasized values and high standards in ethics. Maintain a sense of trust within the citizens of CoSP, Staff, and with City Council and Committees.
3. Drove **excellence** in performance by focusing on:
  - ✓ **Security and Safety Readiness.** Reinforced discipline (doing the right thing) and safe operations from start to finish
  - ✓ **Mission-focused Resourcing.** Led the CoSP Staff to be disciplined and responsive stewards of resources while accomplishing prioritized mission requirements.
  - ✓ **Staff Customer Support and Responsiveness.** Emphasized and demanded that CoSP Staff be responsive, respectful, and flexible to the needs of our Citizens, Council, and to business partners.
    - Was effectively responsive and accountable to the citizens for our actions
    - Personally answered directly back to citizen concerns.
  - ✓ **Partnering. Created and maintained effective partnerships**
    - Successfully partnered with TxDOT in collaboration for NW Military Hwy improvement
    - Participated in Bexar County Suburban Cities Council
    - Participated in Greater Bexar Council Coalition of Cities
    - Attended AACOG as required; built relationships and understanding context of contemporary municipal issues.
    - Worked effectively with Bitterblue Inc. / Denton Communities.
    - Worked effectively with SAWS.
    - Collaborated effectively with VIA and CPS Energy when required

#### b. Appoints and removes department heads with Council advice and consent. Appoints and removes City employees timely, fairly and with cause§ 2-63(e)(8)

1. No transition occurred in Department heads during this rating period
2. Supported the Police Chief, Fire Chief, and Public Works Director with the transition out and hiring of several new employees.

c. Provides effective guidance and supervises department heads

1. Updated the Employee Handbook once to maintain relevant and applicable policy and guidance across the staff (Annual review pending April meeting)
2. Annually during the budget process, directed an effort with department heads to draft Directorate level goals and objectives for the upcoming year.
3. Coordinated, integrated, synchronized, directed, and supervised the City of Shavano Park (CoSP) Directors to focus in execution of the mission in order to provide citizens a high quality of service and the City Council maximum flexibility to govern. The results can be specifically seen in the many accomplishments of Police, Fire, and Public Works below and accomplished objectives.

d. Provides excellent public safety and emergency services

Coronavirus Protection and Mitigation

1. Implementing protection and mitigation actions across all departments
2. Effectively communicated City posture
3. Implemented ability to conduct meeting live-stream and remote
4. Developed contingency plans for manning

Police

1. Police Department continues to maintain the Texas Police Chiefs Best Practices recognition and continues to keep up training requirements. On Feb 22<sup>nd</sup> 2018, they were the #146th of 2,667 agencies in Texas that have achieved that status.
2. Efforts by Police Department contributed to an 2019 overall crime reduction of 10.2%, 64.6% reduction since 2016
3. A total of 3,221 traffic contacts were conducted during 2019
4. While on patrol, officers made 1,496 citizen/community policing contacts and 430 vacation house checks (2019)
5. Maintained a [Police "Transparency" hub](#) on website – Built in with SPPD to provide one stop shop for a variety of police reports, commendations and complaint forms and links on how to request public information.
6. Police officers continue to increase time in each residential neighborhood for greater visibility and enforcement, driving 146,935 miles during 2019 which equals 45,918 trips around the city
7. Police continued cooperative event with the U.S. Drug Enforcement Administration for their Drug Take Back program, conducted 2 times a year. The drugs were transported to DEA for disposal at no cost to the city
8. Police Department completed 2,481 training hours during the 01 Jan 19 to 31 Dec 19 time period (up from 2,282 in 2018).
9. Police Department continues community involvement with Coffee with a Cop meetings, participation in Arbor Day, Independence Day, National Night Out, and participates in numerous talks with HOA meetings, local residents, businesses and schools
10. Deployed grant funded rifle protective armor and interview room recording system. One additional grants was approved requesting NIBRS IT network security and enhancement with expected completion in midyear 2020.

Fire

1. Fire Department maintained the ISO rating of two (2); placing Shavano Park among the best in Texas
2. Fire purchased and placement into service the city's first ladder truck.

3. Fire Department continued to work on the Texas Fire Chief's Texas Best Practice requirements. Note: Recent changes at the state level executive board may delay and create more changes to the program.
4. Fire Re-Certified the cities FireWise Program
5. Fire Department received a perfect score on their bi-annual Texas Commission on Fire Protection (TCFP) inspection
7. Fire Department received a perfect score on their bi-annual Texas Department of State Health Services (DSHS) inspection for EMS services
9. Fire Department invested significant time and resources to educate and train our fire officers to operate more effectively on and off the fire ground through their officer development program. The department completed a total of 4,539 hours of fire and EMS training over the last year
10. Fire Department provided community fire education opportunities to the public at all city sponsored events, the elementary school, assisted living facilities and daycares (over 1,000 contact hours)
11. Fire Department contributed to the safety and welfare of the community by responding to 936 fire and EMS calls over the past year. Successfully fought one fire within the City in the past year.

**e. Provides excellent infrastructure and water services**

**Infrastructure:**

1. Met monthly with TxDOT and NW Mil Hwy expansion Project Manager / Public Awareness / Drainage Engineers representing Shavano Park's interests regarding the expansion project now slated for 2021.
2. PW completed crack sealing of DeZavala Rd, Lockhill Selma, and initiated old Shavano South by starting on Cliffside.
3. Executed with Fire and PW support the Texas A & M with Fire Wise grant and expanded the shaded fuel break through the Municipal Tract
4. CM and PW continued coordination of pole replacements with CPS (45 of 93 installed)
5. PW completed 18 major patches around the City
6. PW purchased and employed a new skid-steer
7. PW implemented a tree maintenance program for traffic islands and 200-400 blk Cliffside
8. Entered into a new landscaping and ground maintenance contract for City Hall
9. Completed the replacement of the City Hall Roof

**Water:**

1. Completed a water rate analysis during this period which led to a water rate increase
2. Oversaw numerous improvements and repairs of the water system infrastructure
3. Planned for, coordinated, supported and attended Water Advisory Committee meetings
4. Eliminated last remaining temporary water lease

**Storm Water Drainage**

1. Submitted a new MS4 permit to TCEQ
2. PW completed Drainage Area 2 Project (Cow Pond)
3. Coordinated for three low water crossing culvert projects (Project will go out to bid in April)
4. Coordinated with Bentley Manor Residents, Pape Dawson and Bitterblue to build a berm and swale to prevent the flooding of Talmadge Lane homes



#### **4. PLAN AND EXECUTE CITY BUDGET AND MANAGE CITY FINANCIAL AFFAIRS § 2-63(e)(12)**

a. Prepare and submit the City Manager's Proposed Budget in a transparent, timely manner that is balanced and provides services at a level directed by council

1. The City maintained its excellent AAA Bond rating.
2. Coordinated and developed with staff and Council an accurate and quality FY 2019-20 budget that reflects actual expenses programmed based upon mission requirements and council objectives.
3. Focused on methods to improve quality, costs, and effectiveness
4. Incorporated performance measures for each department in this year's budget (first time).
5. Incorporated the effect of capital purchases on operations into the FY20 budget document (first time)
6. Effectively executed the FY2018-19 and the FY 2019-20 Budgets
7. Earned the 2019 GFOA Distinguished Budget Award with 2020 pending.
8. Continued to implement the necessary steps that will enable us to earn the Texas Comptroller Budget Transparency Award in the future.
9. Continued to update the Capital Replacement Fund.
10. Updated the Investment Policy in February 2020 as required on an annual basis.

b. Ensure all franchise agreements are in favor of the City are faithfully kept and timely reports violations to Council § 2-63(e)(11)

1. Monitored and tracked all franchise agreements
2. There were no violations of franchise agreements and report to council was not required.

c. Submits timely, accurate, clear and transparent financial reports to Council § 2-63(e)(13)

1. I ensured that detailed monthly financial reports were submitted and delivered to Council as part of the City Council meetings. No monthly report was required to be briefed during a council meeting.
2. I reviewed and edited every financial report and staff summary.

d. Efficiently manages revenues and disbursements of the City, to include payroll § 2-63(e)(4), (5), (6), & (15)

1. I efficiently managed revenues and disbursements of the City, to include payroll by personally providing oversight into the daily operations and payroll.
2. Personally reviewed and signed every check, check requests over \$1000, and all department payroll submissions.
3. Zero reported issues with revenues, disbursements or payroll.
4. Earned an unqualified audit report with no material findings.

#### **5. KEEPS COUNCIL INFORMED OF PERTINENT CITY BUSINESS § 2-63(e)(10)**

a. Provides Council with timely information about occurrences, events and plans for the City

1. Routinely and frequently provided updates to City Council on a wide range of actions and situations affecting the City of Shavano Park.
2. Provided a weekly update to Council that summarized key activities and accomplishments.
3. Transparency. Continue transparency in operations to continue building confidence and trust.

b. Timely responds to Council and Aldermen requests for information

1. I believe I have responded almost immediately to every Aldermen's request for information or support.
2. I believe my responses were effective and accurate.
3. In many cases, I tried to provide proactive information.

4. I shared responses with the entire Council

c. Effectively prepares for and attends Council meetings § 2-63(e)(10)

1. I planned in advance how to support each meeting. Personally prepared or supervised the preparation of supporting materials to ensure Aldermen were provided the information required to make an informed decision. Ensured Council packets were provided in a timely manner.
2. Coordinated each agenda with the Mayor.
3. Was personally well educated on all topics of discussions and facilitated many of those discussions as appropriate.
4. Followed up questions and answers with the Council as appropriate.
5. Assisted in the effective completion of Council minutes.

d. Demonstrates a dedication to service to the community and its citizens and strives to understand their interests and concerns

1. I exhibit a high level of dedication and commitment to the service of the community and its citizens.
2. I make a concerted effort to understand both sides of an ongoing challenge or concern.
3. Initiated surveys of citizens for feedback for Business Satisfaction.
4. I understood the City's strategic objectives and ongoing priorities and effectively assisted in effective communications – be it good or bad news.
5. I have strived to positively tell the Shavano Park story in a positive light.
6. Proactively informed all stakeholders on relevant actions in order to maintain confidence and trust.
7. Maintained and continued improvements on City website (Code Enforcement and Animal Control pages updated as an example).
8. Effectively used i-INFO, YouTube, Nextdoor, Twitter, and Facebook to communicate key City messages.
9. 328 citizens have now signed up for i-INFO notices (415 for Trash/Brush/Recycling and 382 for Water Outages). Between 3/28/2018 and 3/27/2019, Shavano Park sent a total of 395 i-INFO messages, to a total of 46,158 address recipients. Awaiting Update to numbers.
10. Updated and Maintain the CoSP Business Directory (2019).

Personal Goals – Not on Review Form

**6. PERSONAL GROWTH.** I continued to develop and prepare myself professionally to meet the changing needs of the City of Shavano Park. I learn and improve in some aspect every day!

**7. FITNESS.** I maintain a high level of fitness (physical / mental / spiritual) and moral / ethical conduct while performing all duties in a highly professional manner. I live up to my core values.

## 2018-19 Strategic Goals and Objectives

Council:

In September **2018**, Council approved City Council objectives developed during the budget cycle. Since the rating period is April 1 to March 31 each year, objectives ranged over two budget (objectives cycle) spanning six months each. Highlighted in blue below are the objectives completed for this rating period. Green are ongoing will be reviewed next year and purple are Council

Blue Highlight – Proposed City Manager Objective for last rating period (though March 31, 2018)

Green Highlight – Proposed City Manager Objectives for rating period (after April 1, 2018)

Purple Highlight – Council Action required / Objective

### 1. Provide excellent municipal services while anticipating future requirements

- Provide exceptional customer service to citizens and visitors (Yes / I believe we do an exception job serving our citizens and visitors, but is a continuous requirement)
- Enforce ordinances / policies consistently (Yes / Completed, but is a continuous requirement)
- Engage residents to participate in municipal planning (Yes / Successfully completed with the highlight of the 2018 Town Plan)
- Review Contracts / Professional Services and request RFQs as appropriate (Yes / Ongoing)
- Fully fund Capital Replacement requirements as scheduled (Council Decision, but Yes this was achieved the last two years)

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

- Effectively conduct “Community Policing” to keep Shavano Park citizens safe (Yes / Successfully completed, but is a continuous requirement)
- Actively respond to citizen concerns (Yes / Completed, but is a continuous requirement)
- Proactively enforce city ordinances, criminal statutes and Texas Transportation Code provisions (Yes / Completed, but is a continuous requirement)
- Proactively pursue reduction of neighborhood crime across the city (Yes / Completed, but is a continuous requirement)
- Consistently maintain average police and fire response times to 3-4 minutes (Yes / Completed)
- Routinely emphasize friendly “customer service” and image of City while patrolling (Yes / Completed, but is a continuous requirement)
- Effectively communicate to citizens police security efforts in crime control measures and trends (Yes / Completed, but is a continuous requirement)

- Begin the planning for the replacement of Engine 139B (Fire) (Yes / Completed and scheduled for delivery next month or so)
- Continue fire safety measures / improvements by reducing the risk of a forest fire for all municipal areas in coordination with the Texas A&M Forest Service (Yes / Completed clearing 50 feet buffer from DeZavala)
- Consider becoming a Court of Record (Council Decision)

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

- Investigate revenue enhancement options (Council / CM as opportunities arise)
- Continue growth of the Oak Wilt Fund (Yes / Fund continues to build)
- Strive to earn the Texas Comptroller Transparency Star Award (Working / Ongoing and making progress)
- Earn Government Finance Officers Association Budget Award (Yes FY 2018 / FY 2019 Budget Pending)
- Maintain Reserves IAW our Fund Balance Policy (Council , but Yes / Completed with Budget Amendment)

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

- Complete a city-wide street assessment, maintenance, and replacement schedule (PW Director has Initiated)
- Continue to implement asphalt preservation applications east side of NW Military from Loop 1604 to De Zavala (including DeZavala); applications include crack seal and seal coat to assist in maintaining pavement conditions (DeZavala 90% Completed)
- Implement environmentally friendly parking options (City Hall South) (Yes, Concept Executed and Ongoing at each requirement)
- Maintain essential public water infrastructure to include a capital replacement program (Yes, Ongoing)
  - Continue to take corrective action on dead end main issues to lessen flushing and reduce loss ratio rate. (Yes, Ongoing)
- Complete assessment of city requirements for NW Military MPO project scheduled for 2020 (Ongoing and assessment should be finished approximately August)
- Complete planning with TxDOT for relocation and improvements to portions of the water mains on NW Military prior/ job bid for MPO project (Ongoing and should be finished in the Fall 2019)
- Assess City requirements for relocation and improvements to portions of the water mains on NW Military and to determine funding sources (ongoing in coordination with TxDOT and assessment should be finished approximately August)
- Investigate alternatives to increase productivity and life expectancy of the Trinity Well pump, motor, and ground storage tank (Monitoring, but have not started)

- Develop and implement a plan to remodel the City Hall public bathrooms (Initial assessment made; to be completed 2<sup>nd</sup> half)

#### 5. Enhance and support commercial business activities and opportunities

- Continue to survey Shavano Park businesses concerning city support (Business Survey ongoing)
- Continue to maintain an updated business directory supplement and include in the Shavano Park resident directory (Yes / Completed)

#### 6. Enhance the City Image while maintaining a rural atmosphere

- Emphasize friendly customer service and make opportunities to engage with public (Yes, Ongoing continuously; November TxDOT meetings with individual NW Mil Hwy Property owners; December NW Military Public meeting)
- Continue to coordinate with Bitterblue for completion of sidewalk trail north from Lockhill Selma to Salado Creek (Coordination continues; this may take several years to complete)
- Secure the donation of a pavilion to the City (Council Committee formed)
- Solicit the donation of a play scape to the City (Council Committee formed)
- Consider security options to include a controlled access gate along the trail from Cliffside to the San Antonio Linear Park and trail system (Tasked to P&Z; staff in support and coordination ongoing)
- Enter into an agreement with the Willow Wood HOA for the maintenance of the pedestrian easement between the Willow Wood and the Pond Hill Villas neighborhoods (To be completed in the second half of year)
- Maintain Tree City USA recognition (Yes, Completed)
- Consider permanent green space on the municipal tract (Council Action Required)
- Maintain Firewise recognition (Yes, Completed)
- Explore options for second rain garden (Tentative location ID'ed between PW Director and City Manager)
- Develop and implement a landscaping plan for the City Monument at City Hall (Council and Citizen's Committee formed; action ongoing)

#### 7. Promote effective communications and outreach with citizens

- Maintain and continue to improve the City Communications Plan (Yes, Ongoing)
- Conduct four City sponsored events (Arbor Day, Independence Day, National Night Out, December Celebration) (Yes 3 of 4 Completed, Planning ongoing for Independence Day)
- Support the City of Shavano Park celebration of Fiesta in coordination with Arbor Day with Fiesta Metals (Yes, Completed and currently ongoing)
- Maintain City website and evaluate additional website applications (Yes, Ongoing)
- Conduct written engagements with Citizens (Town Plan, RR Stickers, Key Numbers, i-

- INFO) (Yes, Ongoing and Several specific letters mailed regarding drainage)
- Continue to conduct website surveys (Yes, Ongoing with plans to survey Cliffside Trailhead; Several specific surveys conducted regarding drainage)
- Decide and consider options for comprehensive Town Plan for 2018 (Town Plan approved by City Council on October 22, 2018 and several potential initiatives being considered by City Council)

#### 8. Mitigate storm water runoff

- Assess and complete Drainage plan culverts at Fawn Drive and Chimney Rock. (Fawn Drive deferred; Engineer Planning Chimney Rock at 95%; awaiting completion of Bent Oak to let contract)
- Assess Phase II Drainage plan culverts and complete improvements based upon assessment for Windmill and Bent Oak (Windmill at 95% Engineering; Finalizing Bent Oak with property owner before letting contract)
- Initiate a Preliminary Engineering Report to determine the options and a more refined cost estimate for remaining drainage areas as presented in the KFW Engineering Drainage Study (Yes, initiated by KFW Engineering)
- Assess the implementation of the previously approved prioritized plan to address City drainage issues; revise the plan and implement as it is feasible (Ongoing; working right of entry agreements with 52 residents)
- Continue drainage improvements (Ongoing)
- Provide maintenance of our storm water to include inlets and channels, ensuring proper drainage into our watersheds to include brush clearing projects (Yes / Completed Bent Oak and Storm Water Drains in Shavano Creek)
- Examine Lockhill Selma pooling of water and street cleaning practices in coordination with the Bentley Manor HOA. (Assessing)

Council:

In September **2019**, Council approved City Council objectives developed during the budget cycle. Since the rating period is April 1 to March 31 each year, objectives ranged over two budget (objectives cycle) spanning six months each. Highlighted in blue below are the objectives completed for this rating period. Green are ongoing will be reviewed next year and purple are Council

Blue Highlight – City Objective Status for last rating period (though March 31, 2020)

Green Highlight – City Objectives for the next rating period (after April 1, 2020)

Purple Highlight – Council Action required / Objective

## FY 2020 Objectives

### 1. Provide excellent municipal services while anticipating future requirements

- Provide exceptional customer service to citizens and visitors (Yes / I believe we do an exception job serving our citizens and visitors, but is a continuous requirement)
- Enforce ordinances / policies consistently (Yes / Completed, but is a continuous requirement)
- Engage residents to participate in municipal planning (Yes / Successfully completed with the highlight of the 2018 Town Plan)
- Review Contracts / Professional Services and request RFQs as appropriate (Yes / Ongoing)
- Fully fund Capital Replacement requirements as scheduled (Council Decision, but Yes this was achieved the last two years)

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

- Effectively conduct “Community Policing” to keep Shavano Park citizens safe (Yes / Successfully completed, but is a continuous requirement)
- Actively respond to citizen concerns (Yes / Completed, but is a continuous requirement)
- Proactively enforce city ordinances, criminal statutes and Texas Transportation Code provisions (Yes / Completed, but is a continuous requirement)
- Proactively pursue reduction of neighborhood crime across the city (Yes / Completed, but is a continuous requirement)
- Consistently maintain average police and fire response times to 3-4 minutes (Yes / Completed)
- Routinely emphasize friendly “customer service” and image of City while patrolling (Yes / Completed, but is a continuous requirement)
- Effectively communicate to citizens police security efforts in crime control measures and trends (Yes / Completed, but is a continuous requirement)
- Fully implement the standard procedures for the new Fire Engine 139 and ensure safe access across the City (Yes / Completed, the new ladder truck is fully integrated into the force)
- Continue fire safety measures / improvements by reducing the risk of a forest fire for all municipal areas in coordination with the Texas A&M Forest Service (Yes, completed additional 2 acres of clearing plus all the clearing in support of the nature trail)

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



- Investigate revenue enhancement options (Council / CM as opportunities arise)
- Continue growth of the Oak Wilt Fund (Yes / Fund continues to build)
- Strive to earn the Texas Comptroller Transparency Star Award (Working / Ongoing and making progress)
- Earn Government Finance Officers Association Budget Award (Yes FY 2018 / FY 2019 Budget Pending)
- Maintain Reserves IAW our Fund Balance Policy (Council , but Yes / Completed with Budget Amendment)

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

- Complete a city-wide street assessment, maintenance, and replacement schedule (PW Director has initiated with some progress made)
- Continue to implement asphalt preservation applications east side of NW Military from De Zavala to Cliffside Road; applications include crack seal and seal coat to assist in maintaining pavement conditions. (Lockhill Selma Complete; Cliffside 50%; remainder ongoing)
- Implement environmentally friendly parking options in partnership with TxDOT and otherwise promote natural parking south of City Hall. (Yes, concept executed and ongoing at each requirement)
- Maintain essential public water infrastructure to include a capital replacement program. (Yes, Ongoing)
  - Identify cul-de-sac dead end mains, including gross cost estimate for each and prioritization for addressing. Complete remediation of at least one such dead end main each year until all resolved (not initiated this year yet)
- Complete assessment of city requirements for NW Military MPO project scheduled for 2020 (Completed)
- Complete planning with TxDOT for relocation and improvements to portions of the water mains on NW Military prior/ job bid for MPO project (Completed with ongoing planning continuing)
- Assess City requirements for relocation and improvements to portions of the water mains on NW Military and to determine funding sources to resource (Completed with ongoing planning continuing)
- Investigate alternatives to increase productivity and life expectancy of the Trinity Well pump, motor, and ground storage tank (Ongoing)
- Complete the plan to remodel the City Hall public bathrooms. (Completed)
- Widen rear driveway to allow for better access of ladder truck to rear of truck bays (Ongoing)

#### 5. Enhance and support commercial business activities and opportunities

- Continue to survey Shavano Park businesses concerning city support (Completed)
- Continue to maintain an updated business directory supplement and include in the Shavano Park resident directory (Completed)



6. Enhance the City Image while maintaining a rural atmosphere

- Emphasize friendly customer service and make opportunities to engage with public (Maintains excellent friendly customer service and completed numerous engagements with public – this is a continuous service requirement)
- Continue to coordinate with Bitterblue for completion of sidewalk trail north from Lockhill Selma to Salado Creek; (Coordination continues; this may take several years to complete) Continue to study and monitor Cliffside trail while improving trail safety. (monitoring ongoing)
- Consider a City/Community partnership in securing a City pavilion / playscape (Council formed a CAC Committee and decision was made to use City funds)
- Implement recommendations concerning access from Cliffside to the San Antonio Linear Park and trail system (Completed; trail improved; no parking signs installed)
- Continue Tree City USA recognition (Awarded again, but with upgraded “Growth” award)
- Continue and promote Firewise recognition (Successfully recognized)
- Develop a plan and implement a second rain garden at City Hall and consider plans for other locations (not initiated; planned for summer)
- Develop and implement a landscaping plan for the City Monument at City Hall and other city properties (Completed and ongoing)
- Maintain and promote National Wildlife Federation recognition as a Community Wildlife Habitat (Ongoing)

7. Promote effective communications and outreach with citizens

- Maintain and continue to improve the City Communications Plan (Yes, Ongoing)
- Conduct five City sponsored events (Arbor Day, Independence Day, National Night Out, December Celebration, Picnic in the Park) (Conducted National Night Out and December Holiday event; planning for Arbor Day; Picnic in the Park and Independence Day ongoing with events TBD’ed)
- Support the City of Shavano Park celebration of Fiesta in coordination with Arbor Day with Fiesta Metals (Conducted a Fiesta Metal design contest; Order complete and metals on site)
- Maintain City website and evaluate additional website applications (Website updated in numerous ways; minor redesign ready to go live in April)
- Conduct written engagements with Citizens (Water System, Town Plan, RR Stickers, Key Numbers, i-INFO) (Yes, Ongoing with numerous engagement with citizens)
- Continue to conduct website surveys (on going as needed)
- Survey residents concerning the value of the Community Directory and consider options for publishing in 2021 (not initiated; planned for summer)
- Decide and consider options for comprehensive Town Plan for 2018 (Trail completed; Pavilion and Playscapes ongoing; bathroom / storage in planning; NW Mil Hwy improvement planning continues)

## 8. Mitigate storm water runoff

- Support the mitigation of stormwater problems throughout the City (Significant coordination completed in regard to the completion of the Talmadge Lane berm; Other planning continues)
- Complete Drainage plan culverts at Chimney Rock, Windmill and Bent Oak. (Plan Complete; project goes out to bid in April / May for completion this summer)
- Initiate a Preliminary Engineering Report to determine the options and a more refined cost estimate for remaining drainage areas as presented in the KFW Engineering Drainage Study (Engineer expected to present findings to City Council in May)
- Assess the implementation of the previously approved prioritized plan to address City drainage issues; revise the plan and implement as it is feasible (ongoing)
- Continue drainage improvements (ongoing)
- Provide maintenance of our storm water system, including inlets and channels, ensuring proper drainage into our watersheds to include brush clearing projects (ongoing)
- Examine Lockhill Selma pooling of water (ongoing)

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

Page 1

Printed: 02-03-2020

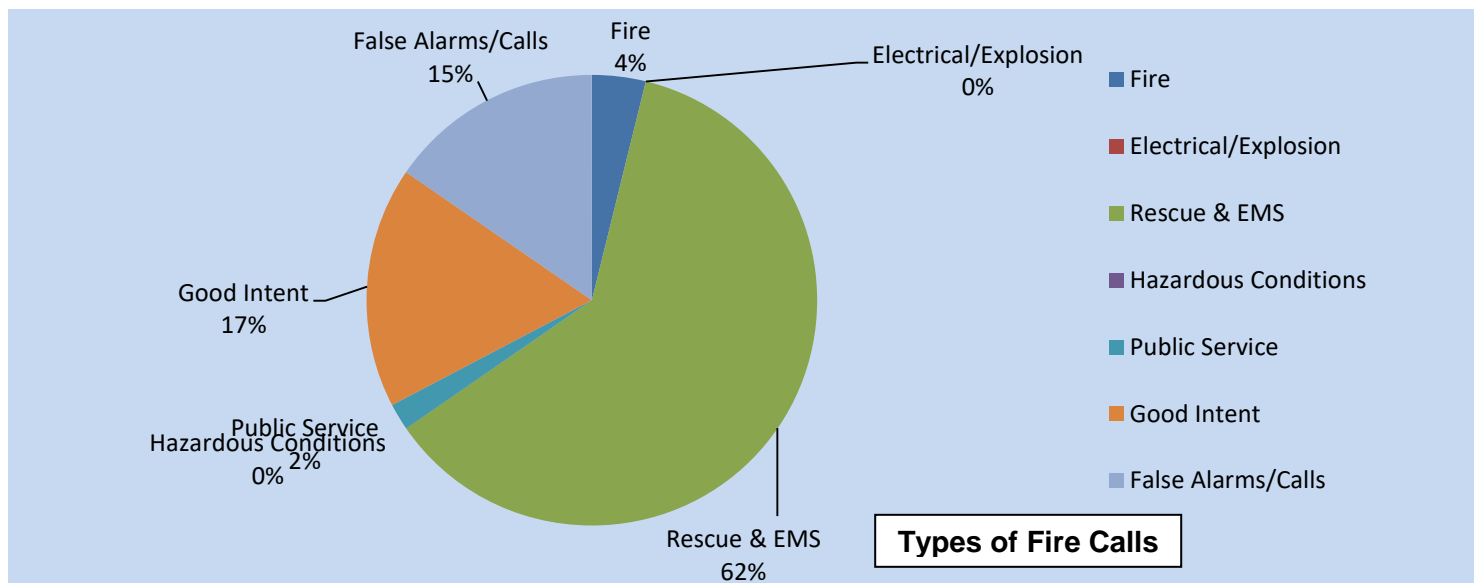
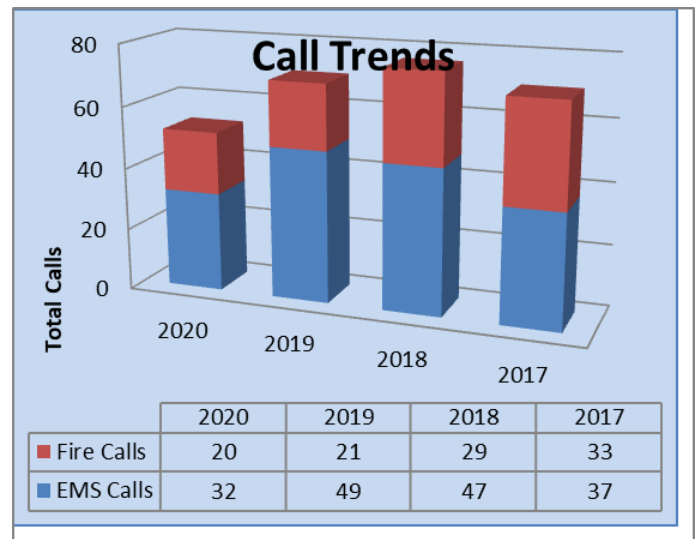
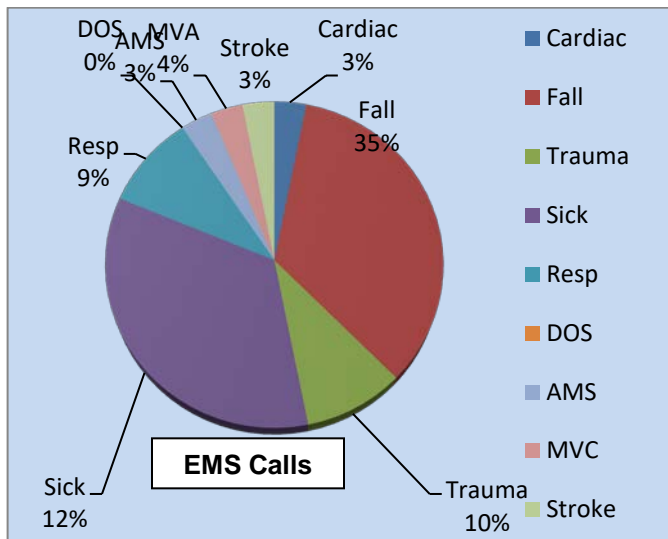
	[Designated period: 01/01/20 to 01/31/20]			[Prior period: 01/01/19 to 01/31/19]		
	Code	Prms	Valuation	Fees Paid	Units	
	Code	Prms	Valuation	Fees Paid	Units	
<b>NEW RESIDENTIAL HOUSEKEEPING BLDGS:</b>						
SINGLE FAMILY HOUSES DETACHED	101		.00	.00	0	1
SINGLE FAMILY HOUSES ATTACHED	102		.00	.00	0	0
IF - IMPROVEMENTS	105	1	.00	267.09	1	1
<b>RESIDENTIAL NON-HOUSEKEEPING BLDGS:</b>						
HOTELS, MOTELS & TOURIST CABINS	213		.00	.00	0	0
OTHER NON-HOUSEKEEPING SHELTER	214		.00	.00	0	4
<b>NEW NON-RESIDENTIAL BUILDINGS:</b>						
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
<b>ADDITIONS, ALTERATIONS, &amp; CONVERSION</b>						
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
<b>DEMOLITION AND RAZING OF BUILDINGS</b>						
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
<b>TOTALS FOR PERMITS SHOWN ABOVE</b>						
Totals of other permits in the period	49	1	1,598,393.40	25,551.77	65	55
			2,960.00	200.00	1	5
<b>TOTAL FOR ALL PERMITS IN THE PERIOD</b>						
	50		1,601,353.40	25,751.77	66	60

# Shavano Park Fire Department

## Summary of Events for March 2020

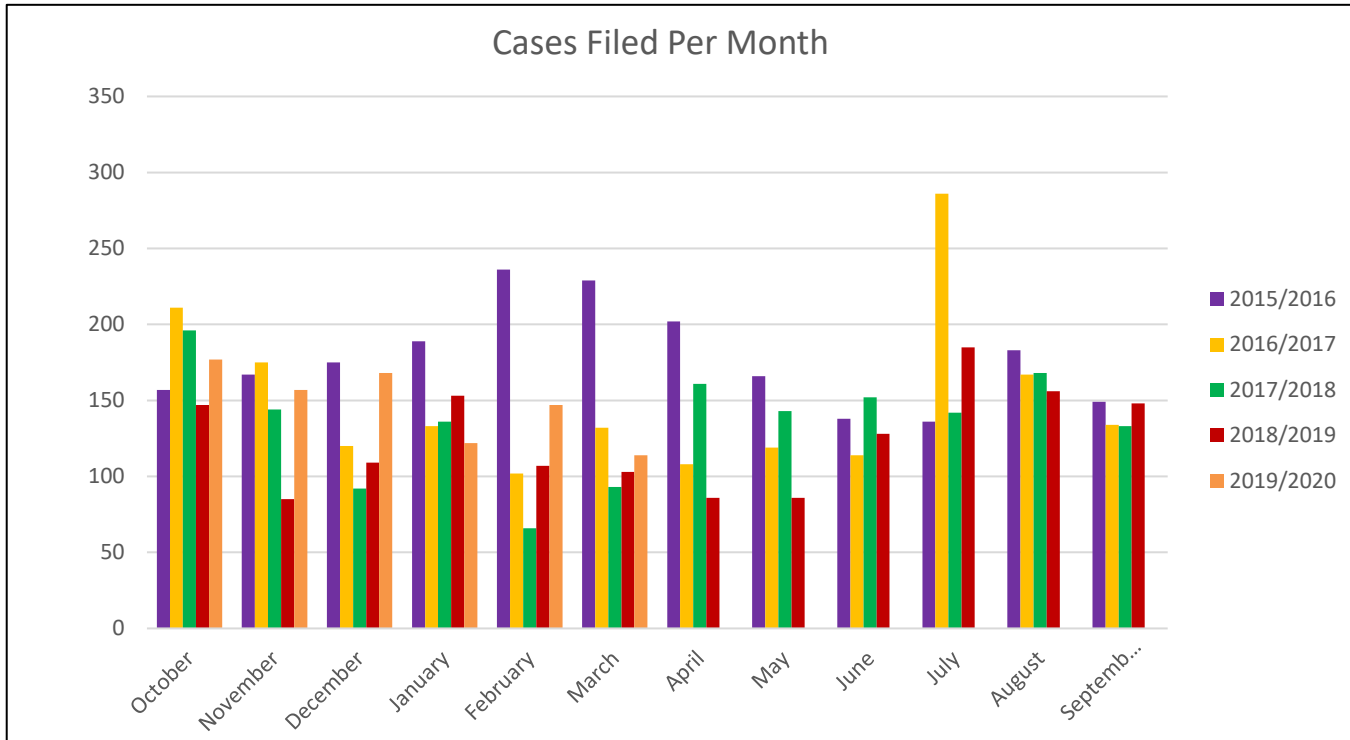


- Shavano Park FD responded to **52** requests for service in March.
- This is a **25 decrease** from the previous **March**.
- Shavano Park FD responded to **4** automatic aid requests from Leon Valley, Bexar-Bulverde, and Leon Springs FD.
- Shavano Park FD received **5** automatic aid responses for Castle Hills FD and Hollywood Park FD.
- Shavano Park FD Responded/stood-by for **1** mutual aid requests from other departments
- The average response time for calls within Shavano Park is **4 minutes 21 seconds** this month.
- Fire Fighters completed a total of **210 hours of fire** and **128 hours of EMS** training in the month of February.
- Certified Fire Inspector inspected **5** commercial buildings.
- Fire crews performed **0** pre-incident fire inspections.
- Certified Plans Examiners reviewed **4** sets of commercial building/renovation plans/changes to previously submitted plans



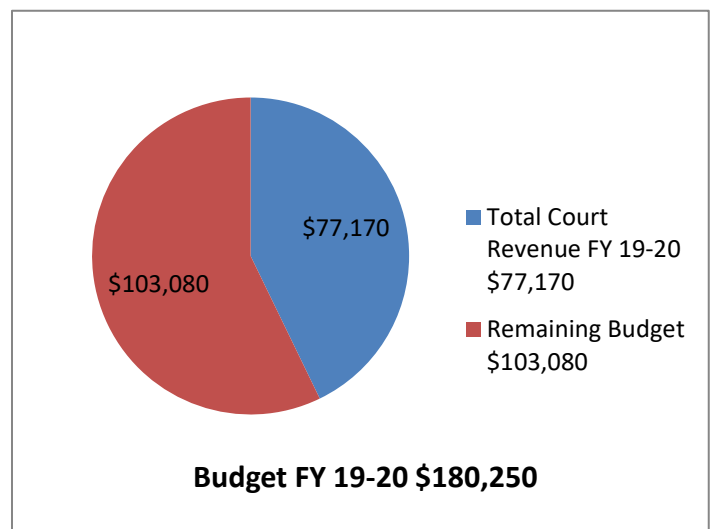
# City of Shavano Park

## Municipal Court Activity March 2020



Cases Resolved	Current Month	Prior Year
Fine	55	60
Not Guilty By Judge	0	0
Guilty	16	20
Dismissed	0	0
Compliance Dismissal	8	23
Defensive Driving	16	7
Deferred Disposition	27	23
Proof of Insurance	1	1
<b>TOTAL</b>	<b>123</b>	<b>134</b>

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	17,307	17,093
March	15,672	17,252
April	-	17,824
May	-	9,646
June	-	14,172
July	-	11,303
August	-	15,757
September	-	13,203
	<b>\$ 77,170</b>	<b>\$ 163,297</b>



**Monthly Activity Report  
City of Shavano Park Police Department  
March 2020**

**Activity Report: 150 incidents were responded to by the Police Department.  
514 total incidents were responded to by the Department for 2020.**

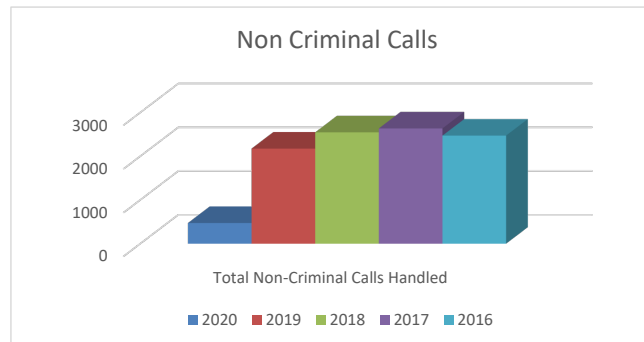
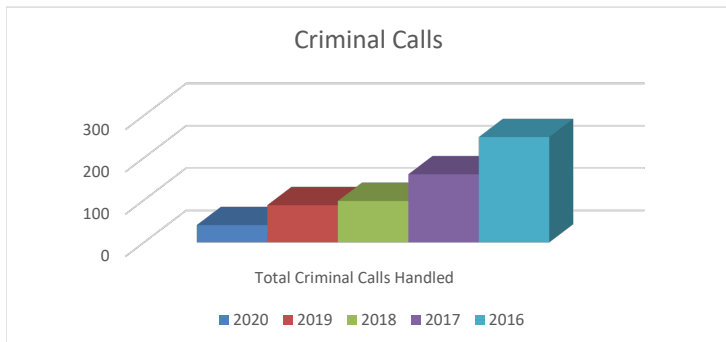
Criminal Calls	March	Calendar Year				
		2020	2019	2018	2017	2016
Alcohol Beverage Code Violations	0	0	0	1	0	0
Arrest of Wanted Persons (Outside Agency)	0	2	15	19	21	31
Assault	2	3	0	3	1	3
Burglary Building	0	1	5	1	3	17
Burglary of Habitation	0	0	0	5	4	
Burglary Vehicle	2	2	8	8	13	50
Criminal Mischief / Reckless Damage	0	0	7	5	15	19
Criminal Mischief Mail Box	1	1	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.	1	3	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	3	3	1	3	2
Fraud / Forgery / False Reports / Tamper w/ Govt. Record	0	1	0	2	0	4
Harassment / Retaliation / Terroristic Threat	0	1	0	0	2	1
M.I.P. Alcohol / Tobacco	0	1	0	0	0	1
Murder	0	0	0	0	0	0
Narcotics Violation (class B and up)	2	6	12	10	16	30
Narcotics Violation (class C)	1	4	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	1	0	0	0	1
Solicitation of a Minor / Indecency with a Minor	0	0	0	1	0	1
Suicide	0	1	0	0	0	0
Theft	3	8	9	11	22	17
Theft of Mail	0	1	0	0	1	4
Theft of Motor Vehicle / Unauthorized Use of Motor Veh.	1	2	0	0	2	2
<b>Total Criminal Calls Handled</b>	<b>14</b>	<b>41</b>	<b>88</b>	<b>98</b>	<b>161</b>	<b>249</b>

**Monthly Activity Report**  
**City of Shavano Park Police Department**  
**March 2020**

**Non-Criminal Calls**

	March	Calendar Year				
		2020	2019	2018	2017	2016
Accidents Major (With Injuries)	0	1	8	7	10	7
Accidents Minor (Non-Injury)	2	14	74	69	50	62
Alarm Call	34	115	505	498	557	536
Animal Calls / Complaints	8	32	147	171	143	148
Assist Fire Department / EMS	28	113	426	444	388	339
Assist Other Law Enforcement Agencies	7	21	89	94	81	59
Assist the Public	6	24	105	77	106	93
City Ordinance Violations	3	5	34	374	420	386
solicitor 2    tree 1						
Criminal Trespass Warning	0	1	10	5	7	0
Deceased Person / Natural / Unattended	1	6	15	20	17	22
Disturbance / Keep the Peace	5	15	46	59	56	81
Emergency Detention	1	2	9	4	10	13
Health & Safety Violations	0	0	0	0	0	0
Information Reports	9	26	164	213	195	176
Missing Person / Runaway	1	2	4	0	1	2
Recovered Property / Found Property	0	1	9	8	21	28
Suspicious Activity, Circumstances, Persons, Vehicles	13	35	194	214	285	288
Traffic Hazard	3	5	72	47	49	62
Welfare Concern	1	9	65	58	52	38
911 Hang-up Calls	14	46	199	185	188	132
<b>Total Non-Criminal Calls Handled</b>	<b>136</b>	<b>473</b>	<b>2175</b>	<b>2547</b>	<b>2636</b>	<b>2472</b>
<b>Officer Initiated Contacts</b>						
Community Policing Contacts / Crime Prevention	116	217	1496	2620	2630	3817
Out of Town / Patrol-By Reports	33	83	430	410	480	551
<b>Total Officer Initiated Contacts</b>	<b>149</b>	<b>300</b>	<b>1926</b>	<b>3030</b>	<b>3110</b>	<b>4368</b>

There was no reported gang activity for March 2020. For 2020 there have been no reported gang activity.



## March 2020 Breakdown

### Assault

1. 4100 blk. N. Loop 1604 W. - simple assault
2. 4000 blk. N. Loop 1604 W. - assault with pepper spray

### Burglary of Vehicle

1. 100 blk. Post Oak Way - no forced entry, no items taken
2. 100 blk. Pepper Bush Lane - no forced entry, items taken

### Criminal Mischief

1. 16100 blk. N.W. Military Hwy. - mail scattered

### DWI

1. 15000 blk. N.W. Military Hwy. - driving while under the influence

### Family Violence

1. 100 blk. Warbler Way - assault / domestic

### Narcotics Violations (Class B and up)

1. 3800 blk. DeZavala Road - possession of controlled substance
2. 4500 blk. Lockhill-Selma Road - possession of controlled substance

### Narcotics Violations (Class C)

1. 15000 blk. N.W. Military Hwy. - possession of drug paraphernalia

### Theft

1. 3200 blk. N. Loop 1604 W. - cash removed from purse
2. 13200 blk. Huebner Road - beer run
3. 4100 blk. N. Loop 1604 W. - attempted beer run; cited and issued CTW

### Theft of Motor Vehicle

1. 100 blk. Tuscarora Trail - theft of motor vehicle / unsecured / recovered

Mileage	March	Calendar Year				
		2020	2019	2018	2017	2016
Total Monthly / Annual Mileage	13881	40145	146935	144563	144779	151041

## March 2020

Officer	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	Total A
Warnings	3	6	0	12	20	0	13	1	10	5	16	7	36	5	0	134
Citations	0	1	0	4	30	2	19	0	8	7	22	2	6	5	0	106
Cases	8	11	15	13	6	4	17	1	15	21	6	9	18	5	1	150
Activity Totals	11	18	15	29	56	6	49	2	33	33	44	18	60	15	1	390
Vehicles Stopped	3	7	0	14	29	2	24	1	13	10	30	9	31	7	0	180
Community Policing	0	17	0	0	21	0	35	2	3	26	0	8	4	0	0	116

Cantu   Casares   Flores   Garza   Harper   Martinez   Nakazono   Page   Phelps   Quintanilla   Rangel   Torres   Trimble   Villaneuva   Wade

Officer	P	Q	R	S	T	U	V	W	X	Y	Z	Total B
Warnings												0
Citations												0
Cases												0
Activity Totals	0	0	0	0	0	0	0	0	0	0	0	0
Vehicles Stopped												0
Community Policing												0

Grand Total
134
106
150
390
180
116



**PUBLIC WORKS DEPARTMENT**  
**Monthly Report - MARCH 2020**

**WATER UTILITY**

- Well #5 blew the seals on the motor, well was pulled and motor replaced. Water samples tested clear. Well is back in op.
- Staff met with TxDOT to get the final sections of waterline replacement identified
- Well 6 air relief valve was replaced
- Well 9 televised , report submitted for review to engineer
- well 6 was pulled to determine what caused pump faulting. Well operations resumed within 1 week
- PWD working design of water lines with KFW

**STREETS**

- Crews patched 2 potholes at 302 Cliffside

**DRAINAGE**

- Staff set out barricades at all low water crossings in preparation of storms

**FACILITIES**

- Continued placing mulch and millings along the trail, stacked rocks along the edge.
- Staff met with Playwell crews to layout all facilities
- PWD met with septic tank engineer to finalize plans, and to advertise to bid.

**OTHER**

- Director attended TWUA annual school/conference in Corpus Christi - Special Topics for Managers
- Juan completed Basic Water training at TWUA annual school in Corpus Christi
- PWD finalized the new dump truck order, per TCEQ grant

Water Utility	MARCH	MO	FY
# of Gallons Pumped		7,705,683	60,613,561
# of Gallons Pumped from Trinity		0	380,612
Total Pumped		7,705,683	60,994,173
# of Gallons Sold	without Fire use	10,338,000	62,391,000
Water Lossed in gallons		368,846	2,719,572
Flushing	with Fire flushing	2,263,471	2,314,834
% of Loss		4.79%	4.46%
Water Revenue		\$47,614.76	\$275,174.81
EAA Fees Collected		\$5,716.00	\$35,698.50
Water Service Fees		\$4,895.08	\$51,042.16
Debt Service Collected		\$15,783.42	\$94,542.44
Late Fees		\$1,269.80	\$3,122.81
Cellular Fees		\$2.67	\$10.69
Water Used by City		1,183,000	2,689,000
Water Cost Used by City		\$13,360.58	\$19,561.33
# of Water Complaints		3	6
# of Bill Adjustments		0	5
# of Locates		23	97

## CITY COUNCIL STAFF SUMMARY

Meeting Date: April 27, 2020

Agenda item: 7.6.

Prepared by: Brenda Morey

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:**

Presentation of March 2020 Monthly Reports

X

### **Attachments for Reference:**

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

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**BACKGROUND / HISTORY:** The information provided is for the FY 2019-20 budget period, month ending March 31, 2020. The “Current Budget” column contains the original adopted budget and does not include the proposed budget amendment as it does not have final approval. 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.

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### **DISCUSSION:**

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

As of March 31, 2020, General Fund revenues total \$3,967,805 or 72.69% of the budget. General Fund expenditures total \$2,576,705 or 47.20% of the budget with 6 months or 50.00% of the year complete.

#### **Revenues (GF)** (Page 2 & 3)

- Current M&O Property tax (10-599-1010) collections for the month are \$40,998. The City has received 88.10% of its annual budgeted amount to date. This percentage is consistent, but slightly ahead of the same period, prior year of 87.07%
- Sales Tax revenue received this month totaled \$34,997 for taxes collected on January 2020 sales reported for monthly filers. The City is ahead of budget in this line item at 56.74% of revenue collected. Expecting to see COVID impact on the May settlement, which is based on March taxable sales.
- Franchise Fees are paid quarterly and generally received two months after the quarter end. May is the next due date for these receipts.
- Permits and Licenses revenues total \$22,244 for the month, with \$19,643 in building permits and \$1,106 in plan review fees.
- Court fees for the month are \$14,593, this is less than the amount recognized in March 2019 of \$16,487. The March court date was cancelled due to the virus, along with the April date. Tentative plan to hold Municipal Court in May.
- Police/Fire revenues total \$15,117 for the month and includes \$15,037 of collections from the EMS third party biller.
- Administrative Income (7050) – is at 87.33% of budget collected six months into the fiscal year. TML Health is crediting the City with a renewal discount of \$574/month

for October 2019 - March 2020, which accounts for substantially all the account balance to date.

**Expenditures (GF) (Pages 4-14)**

- The Council (600) is at 49.29% spent, \$17,373 cumulative year to date. Main expenditures incurred this month were for Arbor Day t-shirts and Picnic in the Park flyers that, due to timing, could not be canceled when the events were postponed.

-The Administration Department (601) is ahead of target with \$86,782 spent this month or 53.77% of the annual budget utilized to date. Prof. Services – Engineers reflects the first progress billing for the NW Military utility design contract. Prof. Services – Legal (3015) includes \$1,400 for COVID-19 related questions/research posed to the City attorney. Codification expense (3016) reflects supplement 18 update – 154 pages. Liability insurance (3050) includes the deductible for currently outstanding litigation being handled by TML-IRP. IT Services (4060) includes \$3,417 for the annual firewall and email license renewal, in addition to the normal monthly contract and back up fees. Building maintenance (5030) includes \$570 to repair SPPD's restroom and \$500 for a portable AC unit for the server room, all other are normal monthly expenditures.

-The Court Department (602) expenditures for the month are \$6,577 for 52.38% 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 \$35,621 with 36.32% of the annual budget utilized. Janitorial supplies (2070) expenses show significant increase as prices have risen for products to address COVID-19 as well as purchasing extra supplies for daily cleaning/sanitizing. Equipment Maint & Repair (5010) reflects the annual preventive maintenance on the ditch witch, backhoe and skid steer. Building Maintenance (5030) includes \$1,100 for cabinets and \$525 for 3 additional outlets as the PW office was re-organized to be more functional for the office manager and superintendent to be more efficient in the shared workspace.

-The Fire Department (604) is below budget for day-to-day operations at \$134,541 for the month, 43.09% total spent year to date. EMS Supplies (6040) reflects AED pads purchase of \$812 plus normal restocking. Fire Fighting Eqpt Supplies includes the purchase of 4 handline nozzles. PPE Maintenance (6060) reflects the purchase of replacement bunker gear, pants & coat, for two firefighters. Utilities – Water (7044) - there was an additional 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 \$132,541 with 51.25% of the budget spent. Uniforms (2080) includes \$1,144 for 4 vest carriers, several dress uniform pieces, and annual awards. Training/Education (3030) reflects the refund of canceled TML leadership course. Vehicle Maintenance (5020) includes \$720 for unit 516 repairs – replace spark plugs, ignition coil, intake manifold gasket and purge valve, as well as oil changes for several units. Firearms Equipment/Supplies (6035) reflects the purchase of both on-duty and training ammunition.

-The Development Services Department (607) maintains the Professional Services paid for engineering, outside permit inspection, sanitary, and health inspection services with total expenses of \$8,219 or 54.17% of the annual budgeted amount.

## **20-WATER FUND**

As of March 31, 2020, the Water Fund total revenues are \$483,420 or 46.58% of the total annual budgeted amount. Water Fund (Water department & Debt Service) expenses total \$508,049 or 48.95% of adopted budget.

### **Revenues (Water)**

-Water consumption (5015) billed in March 2020 for the month of February 2020 is \$27,783. Total consumption for the month is approximately 1,334,000 gallons more than the same month, prior year or \$8,826 of revenue due to a drier than normal month.

-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 50.14% and 50.46% respectively.

-The EAA Pass Thru (5036) fees are charged to customers based on usage, \$3,538 was recorded for the month and 45.21% 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 \$69,171 spent this month or 41.96% utilized. Engineering Services (3012) includes \$6,150 for consultant engineer services relating to the Trinity Well assessment. Equipment Maint & Repair (5010) reflects the repair of radios & circuit board. Well Site #5 – Edwards Blending (6065) includes \$1,500 for a camera survey and \$1,600 to super chlorinate the well & related equipment. Capital – Well #5 (8095) reflects the cost to troubleshoot well issues and replace the motor.

The next debt service payments are due in August, for interest only.

## **PAYROLL**

The City is on a bi-weekly payroll; there have been 13 pay periods out of 26 so approximately 50.00% should be expensed in the line items directly related to salaries. Workers Comp Insurance (1037) is at 43.37% of budget. There were vacancies throughout the City during the first half 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 April 1, 2020, the City is fully staffed, with the hiring of a new patrol officer in SPPD. TMRS (1040) expenditures for departments is at approximately 47.64%, 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 47.28%, below budget due to position vacancies.

Overtime in the Police Department is at 132.02% spent to maintain staffing levels while covering over paid time off (sick/vacation/holiday), position vacancies, covering shifts while officers attended the mandatory training as well, continuing the additional holiday season patrols in the Paesanos area thru New Year's and for the recently enacted targeted patrols to increase presence in certain neighborhoods.

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

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**FINANCIAL IMPACT:** N/A

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**STAFF RECOMMENDATION:** N/A



## Monthly Financial Report (March 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	March 31, 2020
General Fund (10)	\$ 4,049,233
Water Fund ( 20)	804,818
Debt Service Fund (30)	157,227
Crime Control District Fund (40)	612,312
PEG Funds (42)	110,927
Oak Wilt Fund ( 45)	100,702
Street Maintenance Fund (48)	513,761
Court Security/Technology (50)	60,819
Child Safety Fund ( 52)	2,548
LEOSE Fund (53)	548
GF Capital Replacement Fund (70)	2,363,939
Pet Documentation and Rescue Fund (75)	2,380
<b>Total Cash &amp; Investments **</b>	<b>\$ 8,779,214</b>

**\*Total cash and investments represents all Funds per general ledger, not cash at bank.**

**\*\* Not to be considered a reflection of the required quarterly investment report per the Public Funds Investment Act.**



# Total Cash & Investment Update \*

*Together We Can!*



SECURITY TYPE		March 31, 2020
<b>OPERATING BANK ACCOUNTS</b>		
Frost Bank	\$	2,106,386
<b>SAVINGS &amp; BANK ACCOUNTS</b>		
Frost Bank		3,478,828
<b>POOLS</b>		
Tex Star	\$ 2,217,017	
Texpool	211,337	
<b>SUBTOTAL - POOLS</b>		<b>2,428,354</b>
<b>CERTIFICATES OF DEPOSIT</b>		
Security Service Credit Union	\$ 258,626	
United SA Credit Union	254,038	
Generation Credit Union	252,982	
<b>SUBTOTAL - CERTIFICATES OF DEPOSIT</b>		<b>765,646</b>
<b>Total Cash &amp; Investments **</b>	<b>\$</b>	<b>8,779,214</b>

**\*Total cash and investments represents holdings in all Funds.**

**\*\* Not to be considered a reflection of the required quarterly investment report per the Public Funds Investment Act.**

# 10- General Fund Overview



*Together We Can!*

- General Fund current property tax collections through March 2020 are \$3,067,969 and are ahead of budget at 88.10%, normal for this time frame
- March 2020 Sales Tax revenue was \$34,996.  
(Collections are for January 2020 sales from monthly filers.)
- Building Permits and Licenses revenue for the month was \$22,244 with \$19,643 collected in building permit 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	Planning
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 MARCH 2020	FY 2019-20 YEAR TO DATE	FY 2019-20 % BUDGET COLLECTED
CURRENT PROPERTY TAXES	\$ 3,482,353	\$ 40,998	\$ 3,067,968	88.10%
DEL. TAXES & PENALTIES	54,500	(6,182)	41,482	76.11%
SALES TAX	465,000	34,996	263,819	56.74%
MIXED BEVERAGE	23,000	-	10,111	43.96%
FRANCHISE REVENUES	482,500	-	227,542	47.16%
PERMITS & LICENSES	372,000	22,244	158,275	42.55%
COURT FEES	172,750	14,593	72,608	42.03%
POLICE/FIRE REVENUES	168,900	15,117	69,729	41.28%
MISC/INTEREST/GRANTS	202,404	10,282	56,271	27.80%
TRANSFERS IN	35,440	-	-	0.00%
<b>TOTAL REVENUES</b>	<b>\$ 5,458,847</b>	<b>\$ 132,048</b>	<b>\$ 3,967,805</b>	<b>72.69%</b>

# 10- General Fund Expenditures

*Together We Can!*



	FY 2019-20 ADOPTED BUDGET	FY 2019-20 MARCH 2020	FY 2019-20 YEAR TO DATE	FY 2019-20 % BUDGET SPENT
CITY COUNCIL	\$ 35,247	\$ 1,721	\$ 17,373	49.29%
ADMINISTRATION	937,091	86,783	503,833	53.77%
COURT	90,970	6,577	47,649	52.38%
PUBLIC WORKS	599,307	35,621	217,688	36.32%
FIRE DEPARTMENT	1,932,711	134,541	832,872	43.09%
POLICE DEPARTMENT	1,779,346	132,541	911,834	51.25%
DEVELOPMENT SERVICES	84,175	8,219	45,601	54.17%
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,458,847</b>	<b>\$ 406,003</b>	<b>\$ 2,576,850</b>	<b>47.21%</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>\$ -</b>	<b>\$ (273,955)</b>	<b>\$ 1,390,955</b>	

Expenditures total \$2,576,850 through March 2020 or 47.21% of budget spent with 50.0% of budget complete (6 months).

# 20 - Water Fund Overview



*Together We Can!*

- Total revenues through February are \$483,420 for a total 46.58% of budget, including transfers in.
- Total March 2020 billing for February water consumption is approximately 1,334,000 gallons more than the same period, prior year.
- Water consumption revenue for the month of March 2020 (actual February 2020 usage) is higher in comparison to the same period, prior year by \$8,826.
- Water Department expenses are below budget thru the month of March at \$356,584 with a total of 41.96% of the adopted budget spent with 50.0% of year complete.
- 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 MARCH 2020	FY 2019-20 YEAR TO DATE	FY 2019-20 % OF BUDGET
				<u>COLLECTED</u>
WATER CONSUMPTION	\$ 627,000	\$ 27,783	\$ 284,803	45.42%
DEBT SERVICE	188,317	15,783	94,429	50.14%
WATER SERVICE FEE	58,092	4,895	29,312	50.46%
EAA PASS THRU CHARGE	83,681	3,538	37,830	45.21%
MISC/INTEREST/GRANTS	66,400	6,291	30,082	45.30%
TRANSFERS IN	14,400	-	6,964	48.36%
<b>TOTAL REVENUES</b>	<b>\$ 1,037,890</b>	<b>\$ 58,290</b>	<b>\$ 483,420</b>	<b>46.58%</b>
				<u>SPENT</u>
WATER DEPARTMENT	\$ 849,856	69,171	356,584	41.96%
DEBT SERVICE	188,034	-	151,465	80.55%
<b>TOTAL EXPENSES</b>	<b>\$ 1,037,890</b>	<b>\$ 69,171</b>	<b>\$ 508,049</b>	<b>48.95%</b>
<b>REVENUES OVER/(UNDER) EXPENSES</b>	<b>\$ -</b>	<b>\$ (10,881)</b>	<b>\$ (24,629)</b>	

# Special Revenue Funds

*Together We Can!*



## 40- Crime Control Prevention District

	FY 2019-20 ADOPTED BUDGET	FY 2019-20 MARCH 2020	FY 2019-20 YEAR TO DATE	FY 2019-20 % OF BUDGET
<b>BEGINNING FUND BALANCE</b>	\$ 598,768	\$ 627,598	\$ 598,768	
Crime Control Sales Tax	\$ 116,250	\$ 8,752	\$ 64,964	<b>COLLECTED</b> 55.88%
Interest/Misc.	7,500	556	3,460	46.13%
<b>TOTAL REVENUES</b>	<b>\$ 123,750</b>	<b>\$ 9,308</b>	<b>\$ 68,424</b>	<b>55.29%</b>
Fire Expenditures	\$ 8,058	\$ -	\$ 624	<b>SPENT</b> 7.74%
Police Expenditures	77,843	4,126	33,788	43.41%
<b>TOTAL EXPENDITURES</b>	<b>\$ 85,901</b>	<b>\$ 4,126</b>	<b>\$ 34,412</b>	<b>40.06%</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>\$ 37,849</b>	<b>\$ 5,182</b>	<b>\$ 34,012</b>	
<b>PROJECTED ENDING FUND BALANCE</b>	<b>\$ 636,617</b>	<b>\$ 632,780</b>	<b>\$ 632,780</b>	



## 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	\$ 24,382	\$ (3,382)	In process



# Special Revenue Funds

*Together We Can!*



## 42- PEG Fund

	FY 2019-20 ADOPTED BUDGET	FY 2019-20 MARCH 2020	FY 2019-20 YEAR TO DATE	FY 2019-20 % OF BUDGET
<b>BEGINNING FUND BALANCE</b>	\$ 106,887	\$ 114,959	\$ 106,887	
Franchise Fee- PEG	\$ 16,000	\$ -	\$ 8,329	<u>COLLECTED</u> 52.06%
Misc/Interest	1,200	101	614	51.17%
<b>TOTAL REVENUES</b>	<b>\$ 17,200</b>	<b>\$ 101</b>	<b>\$ 8,943</b>	<b>51.99%</b>
PEG Expenditures	19,300	57	827	<u>SPENT</u> 4.28%
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>\$ (2,100)</b>	<b>\$ 44</b>	<b>\$ 8,116</b>	
<b>PROJECTED ENDING FUND BALANCE</b>	<b>\$ 104,787</b>	<b>\$ 115,003</b>	<b>\$ 115,003</b>	

# Special Revenue Funds

*Together We Can!*



## 45- Oak Wilt Fund

	FY 2019-20 ADOPTED BUDGET	FY 2019-20 MARCH 2020	FY 2019-20 YEAR TO DATE	FY 2019-20 % OF BUDGET
<b>BEGINNING FUND BALANCE</b>	\$ 96,477	\$ 100,667	\$ 96,477	
Tree Trimming Permits Revenue	\$ 11,000	\$ 35	\$ 4,225	<u>COLLECTED</u> 38.41%
Oak Wilt Expenditures	<u>500</u>	<u>-</u>	<u>-</u>	<u>SPENT</u> 0.00%
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>\$ 10,500</b>	<b>\$ 35</b>	<b>\$ 4,225</b>	
<b>PROJECTED ENDING FUND BALANCE</b>	<u><u>\$ 106,977</u></u>	<u><u>\$ 100,702</u></u>	<u><u>\$ 100,702</u></u>	

# Special Revenue Funds

*Together We Can!*



## 48- Street Maintenance Fund

	FY 2019-20 ADOPTED BUDGET	FY 2019-20 MARCH 2020	FY 2019-20 YEAR TO DATE	FY 2019-20 % OF BUDGET
<b>BEGINNING FUND BALANCE</b>	\$ 469,261	\$ 526,466	\$ 469,261	
Sales Tax Revenues	\$ 116,250	\$ 8,749	\$ 65,954	COLLECTED 56.73%
Materials/Supplies	\$ 50,000	\$ -	\$ -	SPENT 0.00%
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	\$ 66,250	\$ 8,749	\$ 65,954	
<b>PROJECTED ENDING FUND BALANCE</b>	\$ 535,511	\$ 535,215	\$ 535,215	

# Governmental Fund



*Together We Can!*

## 70- Capital Replacement Fund

	FY 2019-20 ADOPTED BUDGET	FY 2019-20 MARCH 2020	FY 2019-20 YEAR TO DATE	FY 2019-20 % OF BUDGET
<b>BEGINNING FUND BALANCE</b>	<u>\$ 2,513,388</u>	<u>\$ 2,369,410</u>	<u>\$ 2,513,388</u>	
Interest Income	\$ 35,000	\$ 2,150	\$ 14,134	COLLECTED 40.38%
Transfers In - General Fund	<u>297,582</u>	<u>-</u>	<u>-</u>	0.00%
<b>TOTAL REVENUES</b>	<u><b>\$ 332,582</b></u>	<u><b>\$ 2,150</b></u>	<u><b>\$ 14,134</b></u>	<b>4.25%</b>
Council	\$ -	\$ 920	\$ 23,469	█ #DIV/0!
Administration	64,000	3	16,516	25.81%
Pavilion/Playscapes	-	6,698	6,698	█ #DIV/0!
Public Works	39,500	-	37,893	95.93%
Drainage	728,000	-	79,007	10.85%
Fire	8,000	-	-	0.00%
<b>TOTAL EXPENDITURES</b>	<u><b>\$ 839,500</b></u>	<u><b>\$ 7,621</b></u>	<u><b>\$ 163,583</b></u>	19.49%
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<u><b>\$ (506,918)</b></u>	<u><b>\$ (5,471)</b></u>	<u><b>\$ (149,449)</b></u>	
<b>PROJECTED ENDING FUND BALANCE</b>	<u><u>\$ 2,006,470</u></u>	<u><u>\$ 2,363,939</u></u>	<u><u>\$ 2,363,939</u></u>	



## 70 – Capital Replacement Fund Overview

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

	<u>Budget</u>	<u>Expended</u>	<u>Balance</u>	<u>Status</u>
City Hall septic replacement	\$ 50,000	\$ 3,450	\$ 46,550	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	\$ 79,008	\$ 648,992	In process
Fire - gear extractor	\$ 8,000	\$ -	\$ 8,000	In process
Muni tract hiking trail	Pending	\$ 23,469		In process
Muni tract pavilion/playscapes	Pending	\$ 6,698		In process



## Questions

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

10 -GENERAL FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

	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>132,048.36</u>	<u>3,967,805.47</u>	<u>1,491,041.53</u>	<u>72.69</u>
TOTAL REVENUES	<u>5,458,847.00</u>	<u>132,048.36</u>	<u>3,967,805.47</u>	<u>1,491,041.53</u>	<u>72.69</u>
<u>EXPENDITURE SUMMARY</u>					
CITY COUNCIL	35,247.00	1,721.38	17,372.98	17,874.02	49.29
ADMINISTRATION	937,091.00	86,782.16	503,833.47	433,257.53	53.77
COURT	90,970.00	6,576.99	47,648.61	43,321.39	52.38
PUBLIC WORKS	599,307.00	35,621.41	217,687.82	381,619.18	36.32
FIRE DEPARTMENT	1,932,711.00	134,541.02	832,872.54	1,099,838.46	43.09
POLICE DEPARTMENT	1,779,346.00	132,540.84	911,834.25	867,511.75	51.25
DEVELOPMENT SERVICES	<u>84,175.00</u>	<u>8,219.25</u>	<u>45,600.67</u>	<u>38,574.33</u>	<u>54.17</u>
TOTAL EXPENDITURES	<u>5,458,847.00</u>	<u>406,003.05</u>	<u>2,576,850.34</u>	<u>2,881,996.66</u>	<u>47.21</u>
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	( 273,954.69)	1,390,955.13	( 1,390,955.13)	0.00

10 -GENERAL FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>NON-DEPARTMENTAL</u>					
<u>TAXES</u>					
10-599-1010 CURRENT ADVALOREM TAXES	3,482,353.00	40,997.81	3,067,968.88	414,384.12	88.10
10-599-1020 DELINQUENT ADVALOREM TAXES	45,000.00 (	7,440.85)	32,750.57	12,249.43	72.78
10-599-1030 PENALTY & INTEREST REVENUE	9,500.00	1,258.78	8,730.86	769.14	91.90
10-599-1040 MUNICIPAL SALES TAX	465,000.00	34,996.20	263,819.32	201,180.68	56.74
10-599-1060 MIXED BEVERAGE TAX	<u>23,000.00</u>	<u>0.00</u>	<u>10,110.97</u>	<u>12,889.03</u>	<u>43.96</u>
TOTAL TAXES	4,024,853.00	69,811.94	3,383,380.60	641,472.40	84.06
<u>FRANCHISE REVENUES</u>					
10-599-2020 FRANCHISE FEES - ELECTRIC	310,000.00	0.00	142,910.56	167,089.44	46.10
10-599-2022 FRANCHISE FEES - GAS	30,000.00	0.00	14,480.38	15,519.62	48.27
10-599-2024 FRANCHISE FEES - CABLE	85,000.00	0.00	41,644.88	43,355.12	48.99
10-599-2026 FRANCHISE FEES - PHONE	9,500.00	0.00	10,887.72 (	1,387.72)	114.61
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>0.00</u>	<u>17,618.67</u>	<u>14,381.33</u>	<u>55.06</u>
TOTAL FRANCHISE REVENUES	482,500.00	0.00	227,542.21	254,957.79	47.16
<u>PERMITS &amp; LICENSES</u>					
10-599-3010 BUILDING PERMITS	295,000.00	19,643.34	135,868.11	159,131.89	46.06
10-599-3012 PLAN REVIEW FEES	46,000.00	1,106.24	12,690.96	33,309.04	27.59
10-599-3018 CERT OF OCCUPANCY PERMITS	6,000.00	0.00	2,000.00	4,000.00	33.33
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	134.50	1,270.25	1,729.75	42.34
10-599-3045 INSPECTION FEES	7,000.00	400.00	2,655.39	4,344.61	37.93
10-599-3048 COMMERCIAL SIGN PERMITS	1,500.00	300.00	1,000.00	500.00	66.67
10-599-3050 GARAGE SALE & OTHER PERMITS	1,500.00	160.00	440.00	1,060.00	29.33
10-599-3055 HEALTH INSPECTIONS	4,000.00	500.00	1,300.00	2,700.00	32.50
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	22,244.08	158,274.71	213,725.29	42.55
<u>COURT FEES</u>					
10-599-4010 MUNICIPAL COURT FINES	140,000.00	12,294.11	61,999.84	78,000.16	44.29
10-599-4021 ARREST FEES	5,000.00	401.31	2,389.35	2,610.65	47.79
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	1,870.00	7,950.10	13,049.90	37.86
10-599-4036 JUDICIAL FEE - CITY	<u>750.00</u>	<u>27.74</u>	<u>268.83</u>	<u>481.17</u>	<u>35.84</u>
TOTAL COURT FEES	172,750.00	14,593.16	72,608.12	100,141.88	42.03
<u>POLICE/FIRE REVENUES</u>					
10-599-6010 POLICE REPORT REVENUE	400.00	30.00	66.00	334.00	16.50
10-599-6030 POLICE DEPT. REVENUE	3,500.00	50.00	1,101.00	2,399.00	31.46
10-599-6060 EMS FEES	<u>165,000.00</u>	<u>15,037.23</u>	<u>68,562.01</u>	<u>96,437.99</u>	<u>41.55</u>
TOTAL POLICE/FIRE REVENUES	168,900.00	15,117.23	69,729.01	99,170.99	41.28



10 -GENERAL FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

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	5,709.79	29,940.49	51,253.51	36.88
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	492.39	1,096.84	1,403.16	43.87
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	3,493.16	506.84	87.33
10-599-7060 CC SERVICE FEES	4,000.00	325.89	1,985.20	2,014.80	49.63
10-599-7070 RECYCLING REVENUE	3,500.00	377.17	2,073.72	1,426.28	59.25
10-599-7075 SITE LEASE/LICENSE FEES	26,150.00	2,152.58	12,915.48	13,234.52	49.39
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	20,000.00	650.00	2,271.74	17,728.26	11.36
10-599-7097 INSURANCE PROCEEDS	<u>0.00</u>	<u>0.00</u>	<u>493.99</u>	<u>(493.99)</u>	<u>0.00</u>
TOTAL MISC./GRANTS/INTEREST	202,404.00	10,281.95	56,270.82	146,133.18	27.80
<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	132,048.36	3,967,805.47	1,491,041.53	72.69
TOTAL REVENUES	<u>5,458,847.00</u>	<u>132,048.36</u>	<u>3,967,805.47</u>	<u>1,491,041.53</u>	<u>72.69</u>

10 -GENERAL FUND  
CITY COUNCIL

% OF YEAR COMPLETED: 50.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>SUPPLIES</u>					
10-600-2020 GENERAL OFFICE SUPPLIES	300.00	51.99	71.98	228.02	23.99
10-600-2035 COUNCIL/EMPLOYEE APPRECIATI	900.00	11.00	113.90	786.10	12.66
10-600-2037 CITY SPONSORED EVENTS	23,000.00	1,294.12	13,714.91	9,285.09	59.63
10-600-2040 MEETING SUPPLIES	900.00	274.27	673.60	226.40	74.84
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	1,631.38	14,636.11	10,663.89	57.85
<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>90.00</u>	<u>155.00</u>	<u>2,845.00</u>	<u>5.17</u>
TOTAL CONTRACTUAL	3,000.00	90.00	155.00	2,845.00	5.17
<u>CAPITAL OUTLAY</u>					
10-600-8015 NON-CAPITAL-COMPUTER EQUIPM	<u>1,500.00</u>	<u>0.00</u>	<u>1,819.83</u> (	<u>319.83)</u>	<u>121.32</u>
TOTAL CAPITAL OUTLAY	1,500.00	0.00	1,819.83 (	319.83)	121.32
<hr/>					
TOTAL CITY COUNCIL	35,247.00	1,721.38	17,372.98	17,874.02	49.29

10 -GENERAL FUND  
ADMINISTRATION

% OF YEAR COMPLETED: 50.00

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	225,198.36	227,601.64	49.73
10-601-1015 OVERTIME	500.00	0.00	52.08	447.92	10.42
10-601-1020 MEDICARE	6,674.00	495.80	3,207.90	3,466.10	48.07
10-601-1025 TWC (SUI)	1,080.00	864.00	864.00	216.00	80.00
10-601-1030 HEALTH INSURANCE	34,320.00	2,860.00	17,160.00	17,160.00	50.00
10-601-1031 HSA	222.00	18.50	96.20	125.80	43.33
10-601-1033 DENTAL INSURANCE	2,771.00	226.41	1,376.86	1,394.14	49.69
10-601-1035 VISION CARE INSURANCE	528.00	43.94	263.64	264.36	49.93
10-601-1036 LIFE INSURANCE	422.00	35.10	210.60	211.40	49.91
10-601-1037 WORKERS' COMP INSURANCE	1,177.00	271.33	584.66	592.34	49.67
10-601-1040 TMRS RETIREMENT	64,208.00	4,933.70	31,908.79	32,299.21	49.70
10-601-1070 SPECIAL ALLOWANCES	<u>6,975.00</u>	<u>536.56</u>	<u>3,487.64</u>	<u>3,487.36</u>	<u>50.00</u>
TOTAL PERSONNEL	571,677.00	45,116.02	284,410.73	287,266.27	49.75
<u>SUPPLIES</u>					
10-601-2020 GENERAL OFFICE SUPPLIES	6,500.00	503.44	3,745.93	2,754.07	57.63
10-601-2025 BENEFITS CITYWIDE	2,000.00	0.00	450.00	1,550.00	22.50
10-601-2030 POSTAGE/METER RENTAL	11,980.00	885.68	5,384.48	6,595.52	44.95
10-601-2035 EMPLOYEE APPRECIATION	3,000.00	0.00	772.17	2,227.83	25.74
10-601-2050 PRINTING & COPYING	1,000.00	219.00	423.86	576.14	42.39
10-601-2060 MED EXAMS/SCREENING/TESTING	1,260.00	209.61	628.83	631.17	49.91
10-601-2070 JANITORIAL SUPPLIES	<u>0.00</u>	<u>524.63</u>	<u>548.73</u>	<u>( 548.73)</u>	<u>0.00</u>
TOTAL SUPPLIES	25,740.00	2,342.36	11,954.00	13,786.00	46.44
<u>SERVICES</u>					
10-601-3010 ADVERTISING EXPENSE	4,000.00	929.00	4,745.25	( 745.25)	118.63
10-601-3012 PROF. SERVICES-ENGINEERS	20,100.00	9,320.00	10,986.58	9,113.42	54.66
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	6,294.22	37,604.93	10,395.07	78.34
10-601-3016 CODIFICATION EXPENSE	2,500.00	3,865.00	5,015.00	( 2,515.00)	200.60
10-601-3020 ASSOCIATION DUES & PUBLICAT	4,100.00	219.00	3,432.50	667.50	83.72
10-601-3030 TRAINING/EDUCATION	4,500.00	962.50	1,556.00	2,944.00	34.58
10-601-3040 TRAVEL/MILEAGE/LODGING/PERD	4,500.00	464.25	2,594.41	1,905.59	57.65
10-601-3050 LIABILITY INSURANCE	9,700.00	2,500.00	12,187.57	( 2,487.57)	125.65
10-601-3075 BANK/CREDIT CARD FEES	3,500.00	87.64	1,564.68	1,935.32	44.71
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>0.00</u>	<u>3,348.17</u>	<u>2,651.83</u>	<u>55.80</u>
TOTAL SERVICES	113,750.00	24,641.61	85,135.09	28,614.91	74.84
<u>CONTRACTUAL</u>					
10-601-4050 DOCUMENT STORAGE/ARCHIVES	4,000.00	198.50	1,339.50	2,660.50	33.49
10-601-4060 IT SERVICES	39,600.00	6,525.96	24,715.20	14,884.80	62.41
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	4,089.00	8,178.00	7,669.00	51.61
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	10,813.46	70,639.50	25,067.50	73.81

10 -GENERAL FUND  
ADMINISTRATION

% OF YEAR COMPLETED: 50.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>MAINTENANCE</u>					
10-601-5005 EQUIPMENT LEASES	3,700.00	456.60	2,283.69	1,416.31	61.72
10-601-5010 EQUIPMENT MAINT & REPAIR	500.00	0.00	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>1,894.46</u>	<u>9,923.10</u>	<u>7,756.90</u>	<u>56.13</u>
TOTAL MAINTENANCE	22,380.00	2,351.06	12,508.07	9,871.93	55.89
<u>UTILITIES</u>					
10-601-7042 UTILITIES - PHONE/CELL/VOIP	<u>17,300.00</u>	<u>1,517.65</u>	<u>11,056.24</u>	<u>6,243.76</u>	<u>63.91</u>
TOTAL UTILITIES	17,300.00	1,517.65	11,056.24	6,243.76	63.91
<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>0.00</u>	<u>26,552.83</u>	<u>20,447.17</u>	<u>56.50</u>
TOTAL CAPITAL OUTLAY	48,700.00	0.00	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
TOTAL ADMINISTRATION	937,091.00	86,782.16	503,833.47	433,257.53	53.77

10 -GENERAL FUND  
COURT

% OF YEAR COMPLETED: 50.00

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	25,689.20	26,130.80	49.57
10-602-1020 MEDICARE	776.00	59.16	381.24	394.76	49.13
10-602-1025 TWC (SUI)	180.00	144.00	144.00	36.00	80.00
10-602-1036 LIFE INSURANCE	70.00	5.85	35.10	34.90	50.14
10-602-1037 WORKERS' COMP INSURANCE	137.00	31.28	67.19	69.81	49.04
10-602-1040 TMRS RETIREMENT	7,466.00	569.10	3,667.39	3,798.61	49.12
10-602-1070 SPECIAL ALLOWANCES	<u>1,200.00</u>	<u>92.30</u>	<u>599.95</u>	<u>600.05</u>	<u>50.00</u>
TOTAL PERSONNEL	61,649.00	4,888.89	30,584.07	31,064.93	49.61
<u>SUPPLIES</u>					
10-602-2020 OFFICE SUPPLIES	600.00	131.15	278.12	321.88	46.35
10-602-2050 PRINTING & COPYING	<u>1,000.00</u>	<u>0.00</u>	<u>746.95</u>	<u>253.05</u>	<u>74.70</u>
TOTAL SUPPLIES	1,600.00	131.15	1,025.07	574.93	64.07
<u>SERVICES</u>					
10-602-3015 JUDGE/PROSECUTOR	15,600.00	1,300.00	7,800.00	7,800.00	50.00
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	600.00	400.00	60.00
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>105.58</u>	<u>762.64</u>	<u>837.36</u>	<u>47.67</u>
TOTAL SERVICES	20,161.00	1,405.58	9,574.85	10,586.15	47.49
<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>151.37</u>	<u>676.29</u>	<u>453.71</u>	<u>59.85</u>
TOTAL UTILITIES	1,130.00	151.37	676.29	453.71	59.85
<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	6,576.99	47,648.61	43,321.39	52.38

10 -GENERAL FUND  
PUBLIC WORKS

% OF YEAR COMPLETED: 50.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
10-603-1010 SALARIES	200,550.00	15,574.48	81,489.59	119,060.41	40.63
10-603-1015 OVERTIME	3,000.00	118.29	1,635.07	1,364.93	54.50
10-603-1020 MEDICARE	3,320.00	229.53	1,225.54	2,094.46	36.91
10-603-1025 TWC (SUI)	720.00	631.83	633.52	86.48	87.99
10-603-1030 HEALTH INSURANCE	27,456.00	2,288.00	10,582.00	16,874.00	38.54
10-603-1031 HSA	178.00	14.80	68.45	109.55	38.46
10-603-1033 DENTAL INSURANCE	1,536.00	135.06	611.34	924.66	39.80
10-603-1035 VISION CARE INSURANCE	365.00	30.42	136.89	228.11	37.50
10-603-1036 LIFE INSURANCE	281.00	22.43	102.39	178.61	36.44
10-603-1037 WORKERS' COMP INSURANCE	5,249.00	1,512.49	2,803.88	2,445.12	53.42
10-603-1040 TMRS RETIREMENT	31,935.00	2,280.90	12,110.19	19,824.81	37.92
10-603-1070 SPECIAL ALLOWANCES	<u>7,200.00</u>	<u>657.72</u>	<u>3,686.75</u>	<u>3,513.25</u>	<u>51.20</u>
TOTAL PERSONNEL	281,790.00	23,495.95	115,085.61	166,704.39	40.84
<u>SUPPLIES</u>					
10-603-2020 OFFICE SUPPLIES	1,000.00	119.19	585.18	414.82	58.52
10-603-2050 PRINTING & COPYING	175.00	0.00	23.81	151.19	13.61
10-603-2060 MEDICAL EXAMS/SCREENING/TES	200.00	0.00	324.18 (	124.18)	162.09
10-603-2070 JANITORIAL SUPPLIES	2,000.00	1,301.65	2,457.11 (	457.11)	122.86
10-603-2080 UNIFORMS	1,500.00	0.00	698.19	801.81	46.55
10-603-2090 SMALL TOOLS	3,000.00 (	8.54)	2,876.51	123.49	95.88
10-603-2091 SAFETY GEAR	<u>1,000.00</u>	<u>101.54</u>	<u>996.37</u>	<u>3.63</u>	<u>99.64</u>
TOTAL SUPPLIES	8,875.00	1,513.84	7,961.35	913.65	89.71
<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	552.58	7,206.96	19,493.04	26.99
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	0.00	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	271.89	1,292.95	207.05	86.20
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	824.47	16,462.73	43,407.27	27.50
<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	1,357.33	6,830.79	5,169.21	56.92
10-603-5015 ELECTRONIC EQPT MAINT	0.00	0.00	62.50 (	62.50)	0.00
10-603-5020 VEHICLE MAINTENANCE	7,000.00	35.04	397.51	6,602.49	5.68
10-603-5030 BUILDING MAINTENANCE	11,000.00	1,582.53	6,464.64	4,535.36	58.77
10-603-5060 VEHICLE & EQPT FUELS	<u>5,000.00</u>	<u>710.99</u>	<u>3,478.95</u>	<u>1,521.05</u>	<u>69.58</u>
TOTAL MAINTENANCE	38,000.00	3,685.89	17,234.39	20,765.61	45.35

10 -GENERAL FUND  
PUBLIC WORKS

% OF YEAR COMPLETED: 50.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>DEPT MATERIALS-SERVICES</u>					
10-603-6011 CHEMICALS	750.00	259.15	1,013.12 (	263.12)	135.08
10-603-6080 STREET MAINTENANCE	75,350.00	342.00	18,235.54	57,114.46	24.20
10-603-6081 SIGN MAINTENANCE	<u>2,000.00</u>	<u>0.00</u>	<u>1,541.57</u>	<u>458.43</u>	<u>77.08</u>
TOTAL DEPT MATERIALS-SERVICES	78,100.00	601.15	20,790.23	57,309.77	26.62
<u>UTILITIES</u>					
10-603-7040 UTILITIES - ELECTRIC	38,000.00	2,423.60	16,786.12	21,213.88	44.17
10-603-7041 UTILITIES - GAS	1,000.00	21.64	175.53	824.47	17.55
10-603-7042 UTILITIES - PHONE	500.00	37.00	222.00	278.00	44.40
10-603-7044 UTILITIES - WATER	12,000.00	571.62	7,377.28	4,622.72	61.48
10-603-7045 STREET LIGHTS	<u>30,000.00</u>	<u>2,446.25</u>	<u>14,667.76</u>	<u>15,332.24</u>	<u>48.89</u>
TOTAL UTILITIES	81,500.00	5,500.11	39,228.69	42,271.31	48.13
<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>0.00</u>	<u>724.83</u>	<u>425.17</u>	<u>63.03</u>
TOTAL CAPITAL OUTLAY	1,450.00	0.00	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
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TOTAL PUBLIC WORKS	599,307.00	35,621.41	217,687.82	381,619.18	36.32

10 -GENERAL FUND  
FIRE DEPARTMENT

% OF YEAR COMPLETED: 50.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
10-604-1010 SALARIES	1,103,800.00	81,166.84	517,112.63	586,687.37	46.85
10-604-1015 OVERTIME	35,000.00	2,935.01	18,413.72	16,586.28	52.61
10-604-1020 MEDICARE	16,907.00	1,182.51	7,568.56	9,338.44	44.77
10-604-1025 TWC (SUI)	3,060.00	2,448.00	2,465.39	594.61	80.57
10-604-1030 HEALTH INSURANCE	116,688.00	9,724.00	56,056.00	60,632.00	48.04
10-604-1031 HSA	755.00	48.10	281.20	473.80	37.25
10-604-1033 DENTAL INSURANCE	6,543.00	568.68	3,213.12	3,329.88	49.11
10-604-1035 VISION CARE INSURANCE	1,542.00	135.20	767.26	774.74	49.76
10-604-1036 LIFE INSURANCE	1,193.00	99.45	573.30	619.70	48.06
10-604-1037 WORKERS' COMP INSURANCE	30,992.00	5,123.13	10,942.72	20,049.28	35.31
10-604-1040 TMRS RETIREMENT	162,660.00	11,891.02	75,704.56	86,955.44	46.54
10-604-1070 SPECIAL ALLOWANCES	<u>16,520.00</u>	<u>1,138.78</u>	<u>7,159.66</u>	<u>9,360.34</u>	<u>43.34</u>
TOTAL PERSONNEL	1,495,660.00	116,460.72	700,258.12	795,401.88	46.82
<u>SUPPLIES</u>					
10-604-2020 OFFICE SUPPLIES	1,500.00	16.48	499.81	1,000.19	33.32
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	387.42	1,925.92	574.08	77.04
10-604-2080 UNIFORMS & ACCESSORIES	<u>7,000.00</u>	<u>464.55</u>	<u>5,619.62</u>	<u>1,380.38</u>	<u>80.28</u>
TOTAL SUPPLIES	12,000.00	868.45	8,998.90	3,001.10	74.99
<u>SERVICES</u>					
10-604-3017 PROFESSIONAL - MEDICAL DIRE	5,400.00	450.00	2,700.00	2,700.00	50.00
10-604-3020 ASSOCIATION DUES & PUBS	8,420.00	0.00	4,182.30	4,237.70	49.67
10-604-3030 TRAINING/EDUCATION	7,000.00	956.00	3,501.05	3,498.95	50.02
10-604-3040 TRAVEL/MILEAGE/LODGING/PERD	4,000.00	85.74	1,854.67	2,145.33	46.37
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	1,088.24	4,959.44	5,840.56	45.92
10-604-3090 COMMUNICATIONS SERVICES	<u>4,668.00</u>	<u>431.38</u>	<u>2,280.36</u>	<u>2,387.64</u>	<u>48.85</u>
TOTAL SERVICES	75,288.00	3,011.36	52,097.53	23,190.47	69.20
<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	754.39	10,248.30	4,751.70	68.32
10-604-5030 BUILDING MAINTENANCE	7,000.00	728.84	2,245.69	4,754.31	32.08
10-604-5060 VEHICLE & EQPT FUELS	<u>10,000.00</u>	<u>632.98</u>	<u>5,613.22</u>	<u>4,386.78</u>	<u>56.13</u>
TOTAL MAINTENANCE	36,500.00	2,116.21	19,093.46	17,406.54	52.31



10 -GENERAL FUND  
FIRE DEPARTMENT

% OF YEAR COMPLETED: 50.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>DEPT MATERIALS-SERVICES</u>					
10-604-6015 ELECTRONIC EQPT MAINT	7,000.00	460.78	3,268.82	3,731.18	46.70
10-604-6030 INVESTIGATIVE SUPPLIES/PROC	1,500.00	398.10	558.09	941.91	37.21
10-604-6040 EMS SUPPLIES	25,340.00	2,648.28	15,176.04	10,163.96	59.89
10-604-6045 FIRE FIGHTING EQPT SUPPLIES	10,000.00	3,649.00	6,303.45	3,696.55	63.03
10-604-6060 PPE MAINTENANCE	<u>14,100.00</u>	<u>4,852.99</u>	<u>8,984.57</u>	<u>5,115.43</u>	<u>63.72</u>
TOTAL DEPT MATERIALS-SERVICES	57,940.00	12,009.15	34,290.97	23,649.03	59.18
<u>UTILITIES</u>					
10-604-7044 UTILITIES - WATER	<u>1,400.00</u>	<u>75.13</u>	<u>3,890.80</u>	( <u>2,490.80</u> )	<u>277.91</u>
TOTAL UTILITIES	1,400.00	75.13	3,890.80	(2,490.80)	277.91
<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	4,000.00	13,000.00	23.53
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	4,000.00	219,623.00	1.79
TOTAL FIRE DEPARTMENT	1,932,711.00	134,541.02	832,872.54	1,099,838.46	43.09

10 -GENERAL FUND  
POLICE DEPARTMENT

% OF YEAR COMPLETED: 50.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
10-605-1010 SALARIES	1,129,812.00	82,547.22	550,704.48	579,107.52	48.74
10-605-1015 OVERTIME	16,000.00	1,380.15	21,122.61	( 5,122.61)	132.02
10-605-1020 MEDICARE	17,149.00	1,217.82	8,313.18	8,835.82	48.48
10-605-1025 TWC (SUI)	3,420.00	2,736.00	2,747.64	672.36	80.34
10-605-1030 HEALTH INSURANCE	130,416.00	10,296.00	62,920.00	67,496.00	48.25
10-605-1031 HSA	844.00	66.60	407.00	437.00	48.22
10-605-1033 DENTAL INSURANCE	7,216.00	601.40	3,648.94	3,567.06	50.57
10-605-1035 VISION CARE INSURANCE	1,744.00	141.96	861.90	882.10	49.42
10-605-1036 LIFE INSURANCE	1,334.00	105.30	643.50	690.50	48.24
10-605-1037 WORKERS' COMP INSURANCE	28,046.00	6,801.81	14,658.68	13,387.32	52.27
10-605-1040 TMRS RETIREMENT	164,985.00	12,067.33	81,997.90	82,987.10	49.70
10-605-1070 SPECIAL ALLOWANCES	<u>36,875.00</u>	<u>2,576.92</u>	<u>15,972.02</u>	<u>20,902.98</u>	<u>43.31</u>
TOTAL PERSONNEL	1,537,841.00	120,538.51	763,997.85	773,843.15	49.68
<u>SUPPLIES</u>					
10-605-2020 OFFICE SUPPLIES	3,000.00	225.67	616.91	2,383.09	20.56
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	50.00	361.55	138.45	72.31
10-605-2080 UNIFORMS & ACCESSORIES	<u>27,000.00</u>	<u>3,141.23</u>	<u>18,148.62</u>	<u>8,851.38</u>	<u>67.22</u>
TOTAL SUPPLIES	31,800.00	3,416.90	19,856.99	11,943.01	62.44
<u>SERVICES</u>					
10-605-3020 ASSOCIATION DUES & PUBS	2,869.00	0.00	898.81	1,970.19	31.33
10-605-3030 TRAINING/EDUCATION	3,500.00	( 765.00)	1,164.39	2,335.61	33.27
10-605-3040 TRAVEL/MILEAGE/LODGING/PERD	5,000.00	0.00	1,867.08	3,132.92	37.34
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	898.56	2,821.69	3,178.31	47.03
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	6,500.00	6,000.00	52.00
10-605-3087 CITIZENS COMMUNICATION/ED	400.00	105.07	110.48	289.52	27.62
10-605-3090 COMMUNCIATIONS SERVICES	<u>5,600.00</u>	<u>455.88</u>	<u>2,606.60</u>	<u>2,993.40</u>	<u>46.55</u>
TOTAL SERVICES	62,169.00	1,694.51	40,480.44	21,688.56	65.11
<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>12,234.13</u>	<u>3,651.87</u>	<u>77.01</u>
TOTAL CONTRACTUAL	23,886.00	33.00	20,010.13	3,875.87	83.77
<u>MAINTENANCE</u>					
10-605-5005 EQUIPMENT LEASES	2,000.00	162.05	862.64	1,137.36	43.13
10-605-5010 EQUIPMENT MAINT & REPAIR	3,000.00	495.47	1,140.36	1,859.64	38.01
10-605-5015 ELECTRONIC EQPT MAINT	5,350.00	0.00	3,934.60	1,415.40	73.54
10-605-5020 VEHICLE MAINTENANCE	23,000.00	1,258.64	17,781.74	5,218.26	77.31
10-605-5060 VEHICLE & EQPT FUELS	<u>30,000.00</u>	<u>2,455.36</u>	<u>17,074.44</u>	<u>12,925.56</u>	<u>56.91</u>
TOTAL MAINTENANCE	63,350.00	4,371.52	40,793.78	22,556.22	64.39

10 -GENERAL FUND  
POLICE DEPARTMENT

% OF YEAR COMPLETED: 50.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>DEPT MATERIALS-SERVICES</u>					
10-605-6030 INVESTIGATIVE SUPPLIES	3,000.00	355.26	1,641.69	1,358.31	54.72
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>1,699.64</u>	<u>6,458.13</u>	<u>41.87</u>	<u>99.36</u>
TOTAL DEPT MATERIALS-SERVICES	12,500.00	2,054.90	9,141.71	3,358.29	73.13
<u>UTILITIES</u>					
10-605-7042 UTILITES- PHONE	<u>4,400.00</u>	<u>431.50</u>	<u>2,354.35</u>	<u>2,045.65</u>	<u>53.51</u>
TOTAL UTILITIES	4,400.00	431.50	2,354.35	2,045.65	53.51
<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
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TOTAL POLICE DEPARTMENT	1,779,346.00	132,540.84	911,834.25	867,511.75	51.25

10 -GENERAL FUND  
DEVELOPMENT SERVICES

% OF YEAR COMPLETED: 50.00

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	13.42	311.58	4.13
10-607-2050 PRINTING & COPYING	<u>750.00</u>	<u>0.00</u>	<u>67.00</u>	<u>683.00</u>	<u>8.93</u>
TOTAL SUPPLIES	1,075.00	0.00	80.42	994.58	7.48
<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	6,239.25	40,310.25	34,689.75	53.75
10-607-3016 PROF -HEALTH INSPECTOR	2,000.00	480.00	1,200.00	800.00	60.00
10-607-3017 PROF -SANITARY INSPECTION S	2,500.00	1,500.00	2,510.00 (	10.00)	100.40
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	8,219.25	44,020.25	37,579.75	53.95
<u>CONTRACTUAL</u>					
10-607-4075 COMPUTER SOFTWARE/MAINTENAN	<u>1,500.00</u>	<u>0.00</u>	<u>1,500.00</u>	<u>0.00</u>	<u>100.00</u>
TOTAL CONTRACTUAL	1,500.00	0.00	1,500.00	0.00	100.00
TOTAL DEVELOPMENT SERVICES	84,175.00	8,219.25	45,600.67	38,574.33	54.17
TOTAL EXPENDITURES	5,458,847.00	406,003.05	2,576,850.34	2,881,996.66	47.21
REVENUES OVER/(UNDER) EXPENDITURES	0.00 (	273,954.69)	1,390,955.13	( 1,390,955.13)	0.00

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

20 -WATER FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

	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>58,289.75</u>	<u>483,420.25</u>	<u>554,469.75</u>	<u>46.58</u>
TOTAL REVENUES	<u>1,037,890.00</u>	<u>58,289.75</u>	<u>483,420.25</u>	<u>554,469.75</u>	<u>46.58</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
WATER DEPARTMENT	849,856.00	69,170.78	356,584.46	493,271.54	41.96
DEBT SERVICE	<u>188,034.00</u>	<u>0.00</u>	<u>151,465.46</u>	<u>36,568.54</u>	<u>80.55</u>
TOTAL EXPENDITURES	<u>1,037,890.00</u>	<u>69,170.78</u>	<u>508,049.92</u>	<u>529,840.08</u>	<u>48.95</u>
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00 (	10,881.03) (	24,629.67)	24,629.67	0.00

20 -WATER FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

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	27,782.81	284,803.20	342,196.80	45.42
20-599-5016 LATE CHARGES	6,000.00	965.44	2,938.78	3,061.22	48.98
20-599-5018 DEBT SERVICE	188,317.00	15,783.42	94,429.56	93,887.44	50.14
20-599-5019 WATER SERVICE FEE	58,092.00	4,895.08	29,311.76	28,780.24	50.46
20-599-5036 EAA PASS THRU CHARGE	<u>83,681.00</u>	<u>3,538.00</u>	<u>37,830.50</u>	<u>45,850.50</u>	<u>45.21</u>
TOTAL WATER SALES	963,090.00	52,964.75	449,313.80	513,776.20	46.65
<u>MISC./GRANTS/INTEREST</u>					
20-599-7000 INTEREST INCOME	12,000.00	2,150.53	7,223.49	4,776.51	60.20
20-599-7011 OTHER INCOME	0.00	2.67	12.46 (	12.46)	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	76.93	939.49	260.51	78.29
20-599-7075 SITE/TOWER LEASE REVENUE	37,200.00	3,094.87	18,559.11	18,640.89	49.89
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	5,325.00	27,142.79	33,257.21	44.94
<u>TRANSFERS IN</u>					
20-599-8072 TRF IN-CAPITAL 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 TRANSFERS IN	14,400.00	0.00	6,963.66	7,436.34	48.36
TOTAL NON-DEPARTMENTAL	1,037,890.00	58,289.75	483,420.25	554,469.75	46.58
TOTAL REVENUES	<u>1,037,890.00</u>	<u>58,289.75</u>	<u>483,420.25</u>	<u>554,469.75</u>	<u>46.58</u>

20 -WATER FUND  
WATER DEPARTMENT

% OF YEAR COMPLETED: 50.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
20-606-1010 SALARIES	206,130.00	15,362.96	89,606.35	116,523.65	43.47
20-606-1015 OVERTIME	8,000.00	368.91	5,675.85	2,324.15	70.95
20-606-1020 MEDICARE	2,990.00	229.03	1,400.94	1,589.06	46.85
20-606-1025 TWC (SUI)	720.00	432.00	432.00	288.00	60.00
20-606-1030 HEALTH INSURANCE	27,450.00	2,288.00	12,298.00	15,152.00	44.80
20-606-1031 HSA	170.00	14.80	79.55	90.45	46.79
20-606-1033 DENTAL INSURANCE	1,360.00	120.86	654.06	705.94	48.09
20-606-1035 VISION CARE INSURANCE	330.00	30.42	157.17	172.83	47.63
20-606-1036 LIFE INSURANCE	280.00	22.43	119.93	160.07	42.83
20-606-1037 WORKERS' COMP INSURANCE	6,890.00	1,057.27	2,382.94	4,507.06	34.59
20-606-1040 TMRS RETIREMENT	28,750.00	2,263.82	13,741.83	15,008.17	47.80
20-606-1070 SPECIAL ALLOWANCES	<u>10,650.00</u>	<u>496.18</u>	<u>3,225.17</u>	<u>7,424.83</u>	<u>30.28</u>
TOTAL PERSONNEL	293,720.00	22,686.68	129,773.79	163,946.21	44.18
<u>SUPPLIES</u>					
20-606-2020 OFFICE SUPPLIES	1,500.00	341.78	766.64	733.36	51.11
20-606-2030 POSTAGE	3,130.00	262.38	1,816.75	1,313.25	58.04
20-606-2035 EMPLOYEE APPRECIATION	100.00	0.00	22.49	77.51	22.49
20-606-2050 PRINTING & COPYING	600.00	401.94	425.75	174.25	70.96
20-606-2060 MED EXAMS/SCREENING/TESTING	100.00	0.00	0.00	100.00	0.00
20-606-2070 JANITORIAL SUPPLIES	100.00	69.75	69.75	30.25	69.75
20-606-2075 BANK/CREDITCARD FEES	5,100.00	464.66	5,243.42	( 143.42)	102.81
20-606-2080 UNIFORMS	1,200.00	0.00	409.14	790.86	34.10
20-606-2090 SMALL TOOLS	2,000.00	141.54	1,975.69	24.31	98.78
20-606-2091 SAFETY SUPPLIES/EQUIPMENT	<u>1,200.00</u>	<u>0.00</u>	<u>655.61</u>	<u>544.39</u>	<u>54.63</u>
TOTAL SUPPLIES	15,030.00	1,682.05	11,385.24	3,644.76	75.75
<u>SERVICES</u>					
20-606-3012 ENGINEERING SERVICES	10,000.00	6,872.50	7,703.75	2,296.25	77.04
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	70.00	752.00	1,463.00	33.95
20-606-3030 TRAINING/EDUCATION	2,700.00	375.00	1,725.00	975.00	63.89
20-606-3040 TRAVEL/MILEAGE/LODGING/PERD	1,500.00	57.84	123.26	1,376.74	8.22
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	218.62	1,221.65	1,278.35	48.87
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	21.85	451.05	48.95	90.21
20-606-3082 WATER ANALYSIS FEES	<u>6,500.00</u>	<u>50.00</u>	<u>2,687.70</u>	<u>3,812.30</u>	<u>41.35</u>
TOTAL SERVICES	34,075.00	7,665.81	20,312.28	13,762.72	59.61
<u>CONTRACTUAL</u>					
20-606-4075 COMPUTER SOFTWARE/INCODE	9,066.00	277.16	5,330.02	3,735.98	58.79
20-606-4085 EAA -WATER MANAGEMENT FEES	<u>84,084.00</u>	<u>6,586.52</u>	<u>40,779.15</u>	<u>43,304.85</u>	<u>48.50</u>
TOTAL CONTRACTUAL	93,150.00	6,863.68	46,109.17	47,040.83	49.50

20 -WATER FUND  
WATER DEPARTMENT

% OF YEAR COMPLETED: 50.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>MAINTENANCE</u>					
20-606-5005 EQUIPMENT LEASES	1,500.00	0.00	150.00	1,350.00	10.00
20-606-5010 EQUIPMENT MAINT & REPAIR	5,000.00	1,610.26	4,192.91	807.09	83.86
20-606-5015 ELECTRONIC EQPT MAINTENANCE	500.00	0.00	177.29	322.71	35.46
20-606-5020 VEHICLE MAINTENANCE	3,000.00	49.54	432.39	2,567.61	14.41
20-606-5030 BUILDING MAINTENANCE	2,500.00	0.00	258.43	2,241.57	10.34
20-606-5060 VEHICLE & EQPT FUELS	<u>4,000.00</u>	<u>134.98</u>	<u>1,929.71</u>	<u>2,070.29</u>	<u>48.24</u>
TOTAL MAINTENANCE	16,500.00	1,794.78	7,140.73	9,359.27	43.28
<u>DEPT MATERIALS-SERVICES</u>					
20-606-6011 CHEMICALS	16,500.00	326.50	5,448.45	11,051.55	33.02
20-606-6050 WATER METERS & BOXES	4,500.00	0.00	1,460.20	3,039.80	32.45
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	10,288.46 (	5,288.46)	205.77
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	910.48	389.52	70.04
20-606-6065 WELL SITE #5-EDWARDS BLENDI	4,000.00	3,808.34	4,031.83 (	31.83)	100.80
20-606-6066 WELL SITE #6-MUNI TRACT	4,000.00	1,547.74	1,770.63	2,229.37	44.27
20-606-6067 WELL SITE #7	4,000.00	225.00	3,897.89	102.11	97.45
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	4,822.45	2,177.55	68.89
20-606-6071 SHAVANO DRIVE PUMP STATION	22,500.00	483.32	9,388.78	13,111.22	41.73
20-606-6072 WATER SYSTEM MAINTENANCE	22,500.00	704.61	11,372.00	11,128.00	50.54
20-606-6080 STREET MAINT SUPPLIES	<u>1,500.00</u>	<u>0.00</u>	<u>2,406.00 (</u>	<u>906.00)</u>	<u>160.40</u>
TOTAL DEPT MATERIALS-SERVICES	115,650.00	7,095.51	65,721.90	49,928.10	56.83
<u>UTILITIES</u>					
20-606-7040 UTILITIES - ELECTRIC	75,000.00	4,080.07	24,855.23	50,144.77	33.14
20-606-7042 UTILITIES - PHONE/CELL	825.00	111.00	666.00	159.00	80.73
20-606-7044 UTILITIES - WATER	<u>300.00</u>	<u>34.70</u>	<u>218.51</u>	<u>81.49</u>	<u>72.84</u>
TOTAL UTILITIES	76,125.00	4,225.77	25,739.74	50,385.26	33.81
<u>CAPITAL OUTLAY</u>					
20-606-8015 NON-CAPITAL - COMPUTERS	750.00	0.00	724.40	25.60	96.59
20-606-8020 NON-CAPITAL MAINTENANCE EQU	1,000.00	0.00	840.24	159.76	84.02
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	14,400.00	0.00	6,963.66	7,436.34	48.36
20-606-8095 CAPITAL - WELL #5	<u>0.00</u>	<u>17,156.50</u>	<u>17,156.50 (</u>	<u>17,156.50)</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	44,850.00	17,156.50	49,541.47 (	4,691.47)	110.46
<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	138,706.00	0.00	0.00	138,706.00	0.00
20-606-9050 BAD DEBT EXPENSE	<u>0.00</u>	<u>0.00</u>	<u>860.14 (</u>	<u>860.14)</u>	<u>0.00</u>
TOTAL INTERFUND TRANSFERS	160,756.00	0.00	860.14	159,895.86	0.54
TOTAL WATER DEPARTMENT	849,856.00	69,170.78	356,584.46	493,271.54	41.96



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

20 -WATER FUND  
DEBT SERVICE

% OF YEAR COMPLETED: 50.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>CAPITAL OUTLAY</u>					
20-607-8014 2009 GO REFUND - PRINCIPAL	40,073.00	0.00	40,072.50	0.50	100.00
20-607-8015 2009 GO REFUND - INTEREST	801.00	0.00	801.45 (	0.45)	100.06
20-607-8016 2017 GO REFUNDING (2009) PR	70,000.00	0.00	70,000.00	0.00	100.00
20-607-8017 2017 GO REFUNDING (2009) IN	66,400.00	0.00	33,550.00	32,850.00	50.53
20-607-8030 BOND AGENT FEES	200.00	0.00	200.00	0.00	100.00
20-607-8056 2018 GO REFUNDING (2009) PR	3,083.00	0.00	3,082.50	0.50	99.98
20-607-8057 2018 GO REFUNDING (2009) IN	<u>7,477.00</u>	<u>0.00</u>	<u>3,759.01</u>	<u>3,717.99</u>	<u>50.27</u>
TOTAL CAPITAL OUTLAY	188,034.00	0.00	151,465.46	36,568.54	80.55
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TOTAL DEBT SERVICE	188,034.00	0.00	151,465.46	36,568.54	80.55
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TOTAL EXPENDITURES	1,037,890.00	69,170.78	508,049.92	529,840.08	48.95
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00 (	10,881.03) (	24,629.67)	24,629.67	0.00
	=====	=====	=====	=====	=====

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

30 -DEBT SERVICE FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>199,351.00</u>	<u>1,769.68</u>	<u>146,233.88</u>	<u>53,117.12</u>	<u>73.35</u>
TOTAL REVENUES	<u>199,351.00</u>	<u>1,769.68</u>	<u>146,233.88</u>	<u>53,117.12</u>	<u>73.35</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
DEBT SERVICE	<u>199,351.00</u>	<u>0.00</u>	<u>184,476.54</u>	<u>14,874.46</u>	<u>92.54</u>
TOTAL EXPENDITURES	<u>199,351.00</u>	<u>0.00</u>	<u>184,476.54</u>	<u>14,874.46</u>	<u>92.54</u>
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	1,769.68 (	38,242.66)	38,242.66	0.00

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

30 -DEBT SERVICE FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>NON-DEPARTMENTAL</u>					
<u>TAXES</u>					
30-599-1010 CURRENT ADVALOREM TAXES	121,603.00	1,900.40	142,211.33 (	20,608.33)	116.95
30-599-1020 DELINQUENT ADVALOREM TAXES	0.00 (	361.97)	1,904.87 (	1,904.87)	0.00
30-599-1030 PENALTY & INTEREST	<u>0.00</u>	<u>56.41</u>	<u>450.28</u> (	<u>450.28)</u>	<u>0.00</u>
TOTAL TAXES	121,603.00	1,594.84	144,566.48 (	22,963.48)	118.88
<u>TRANSFERS IN</u>					
30-599-8010 INTEREST INCOME	0.00	174.84	1,667.40 (	1,667.40)	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	174.84	1,667.40	76,080.60	2.14
TOTAL NON-DEPARTMENTAL	199,351.00	1,769.68	146,233.88	53,117.12	73.35
TOTAL REVENUES	199,351.00 =====	1,769.68 =====	146,233.88 =====	53,117.12 =====	73.35 =====

30 -DEBT SERVICE FUND  
DEBT SERVICE

% OF YEAR COMPLETED: 50.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
30-607-8050 2009 GO REFUNDING-PRINCIPAL	154,928.00	0.00	154,927.50	0.50	100.00
30-607-8052 2009 GO REFUNDING-INTEREST	3,099.00	0.00	3,098.55	0.45	99.99
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	11,917.50	0.50	100.00
30-607-8057 2018 GO REFUNDING (2009) IN	<u>28,906.00</u>	<u>0.00</u>	<u>14,532.99</u>	<u>14,373.01</u>	<u>50.28</u>
TOTAL CAPITAL OUTLAY	199,351.00	0.00	184,476.54	14,874.46	92.54
<hr/>					
TOTAL DEBT SERVICE	199,351.00	0.00	184,476.54	14,874.46	92.54
<hr/>					
TOTAL EXPENDITURES	199,351.00	0.00	184,476.54	14,874.46	92.54
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	1,769.68	( 38,242.66)	38,242.66	0.00
	=====	=====	=====	=====	=====

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

40 -CRIME CONTROL DISTRICT  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>123,750.00</u>	<u>9,307.93</u>	<u>68,423.80</u>	<u>55,326.20</u>	<u>55.29</u>
TOTAL REVENUES	<u>123,750.00</u>	<u>9,307.93</u>	<u>68,423.80</u>	<u>55,326.20</u>	<u>55.29</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>4,126.32</u>	<u>33,788.00</u>	<u>44,055.00</u>	<u>43.41</u>
TOTAL EXPENDITURES	<u>85,901.00</u>	<u>4,126.32</u>	<u>34,412.00</u>	<u>51,489.00</u>	<u>40.06</u>
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	37,849.00	5,181.61	34,011.80	3,837.20	89.86

40 -CRIME CONTROL DISTRICT  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

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>8,752.45</u>	<u>64,964.23</u>	<u>51,285.77</u>	<u>55.88</u>
TOTAL TAXES	116,250.00	8,752.45	64,964.23	51,285.77	55.88
<u>MISC./GRANTS/INTEREST</u>					
<hr/>					
<u>TRANSFERS IN</u>					
40-599-8005 INTEREST INCOME	<u>7,500.00</u>	<u>555.48</u>	<u>3,459.57</u>	<u>4,040.43</u>	<u>46.13</u>
TOTAL TRANSFERS IN	7,500.00	555.48	3,459.57	4,040.43	46.13
<hr/>					
TOTAL NON-DEPARTMENTAL	123,750.00	9,307.93	68,423.80	55,326.20	55.29
<hr/>					
TOTAL REVENUES	<u>123,750.00</u>	<u>9,307.93</u>	<u>68,423.80</u>	<u>55,326.20</u>	<u>55.29</u>
	=====	=====	=====	=====	=====

40 -CRIME CONTROL DISTRICT  
FIRE DEPARTMENT

% OF YEAR COMPLETED: 50.00

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>					
<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: 50.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>SERVICES</u>					
40-605-3030 TRAINING/EDUCATION	6,400.00	100.00	107.84	6,292.16	1.69
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	100.00	2,520.92	9,879.08	20.33
<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	1,851.26	48.74	97.43
40-605-8018 NON-CAPITAL BUILDING	2,300.00	466.32	466.32	1,833.68	20.27
40-605-8030 POLICE EQUIPMENT PURCHASE	<u>31,500.00</u>	<u>3,560.00</u>	<u>24,382.00</u>	<u>7,118.00</u>	<u>77.40</u>
TOTAL CAPITAL OUTLAY	55,703.00	4,026.32	26,699.58	29,003.42	47.93
<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	4,126.32	33,788.00	44,055.00	43.41
TOTAL EXPENDITURES	85,901.00	4,126.32	34,412.00	51,489.00	40.06
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	37,849.00	5,181.61	34,011.80	3,837.20	89.86
	=====	=====	=====	=====	=====



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

42 -PEG FUNDS  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>19,300.00</u>	<u>100.56</u>	<u>8,943.28</u>	<u>10,356.72</u>	<u>46.34</u>
TOTAL REVENUES	<u>19,300.00</u>	<u>100.56</u>	<u>8,943.28</u>	<u>10,356.72</u>	<u>46.34</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
ADMINISTRATION	<u>19,300.00</u>	<u>56.89</u>	<u>826.88</u>	<u>18,473.12</u>	<u>4.28</u>
TOTAL EXPENDITURES	<u>19,300.00</u>	<u>56.89</u>	<u>826.88</u>	<u>18,473.12</u>	<u>4.28</u>
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	43.67	8,116.40 (	8,116.40)	0.00

42 -PEG FUNDS  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

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>0.00</u>	<u>8,328.97</u>	<u>7,671.03</u>	<u>52.06</u>
TOTAL FRANCHISE REVENUES	16,000.00	0.00	8,328.97	7,671.03	52.06
<u>MISC./GRANTS/INTEREST</u>					
42-599-7000 INTEREST	<u>1,200.00</u>	<u>100.56</u>	<u>614.31</u>	<u>585.69</u>	<u>51.19</u>
TOTAL MISC./GRANTS/INTEREST	1,200.00	100.56	614.31	585.69	51.19
<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	100.56	8,943.28	10,356.72	46.34
<hr/>					
TOTAL REVENUES	19,300.00	100.56	8,943.28	10,356.72	46.34
	=====	=====	=====	=====	=====

42 -PEG FUNDS  
ADMINISTRATION

% OF YEAR COMPLETED: 50.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
42-601-8030 CAPITAL-ELECTRONIC EQUIPMEN	<u>19,300.00</u>	<u>56.89</u>	<u>826.88</u>	<u>18,473.12</u>	<u>4.28</u>
TOTAL CAPITAL OUTLAY	19,300.00	56.89	826.88	18,473.12	4.28
<hr/>					
TOTAL ADMINISTRATION	19,300.00	56.89	826.88	18,473.12	4.28
<hr/>					
TOTAL EXPENDITURES	19,300.00	56.89	826.88	18,473.12	4.28
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	43.67	8,116.40 (	8,116.40)	0.00
	=====	=====	=====	=====	=====

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

45 -OAK WILT FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>11,000.00</u>	<u>35.00</u>	<u>4,225.00</u>	<u>6,775.00</u>	<u>38.41</u>
TOTAL REVENUES	<u>11,000.00</u>	<u>35.00</u>	<u>4,225.00</u>	<u>6,775.00</u>	<u>38.41</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	35.00	4,225.00	6,275.00	40.24

45 -OAK WILT FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON-DEPARTMENTAL</u>					
<u>PERMITS &amp; LICENSES</u>					
45-599-3015 TREE TRIMMING PERMITS	<u>11,000.00</u>	<u>35.00</u>	<u>4,225.00</u>	<u>6,775.00</u>	<u>38.41</u>
TOTAL PERMITS & LICENSES	11,000.00	35.00	4,225.00	6,775.00	38.41
<u>MISC./GRANTS/INTEREST</u>					
<hr/>					
<u>TRANSFERS IN</u>					
<hr/>					
TOTAL NON-DEPARTMENTAL	11,000.00	35.00	4,225.00	6,775.00	38.41
<hr/>					
TOTAL REVENUES	<u>11,000.00</u>	<u>35.00</u>	<u>4,225.00</u>	<u>6,775.00</u>	<u>38.41</u>
	=====	=====	=====	=====	=====

45 -OAK WILT FUND  
ADMINISTRATION

% OF YEAR COMPLETED: 50.00

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	35.00	4,225.00	6,275.00	40.24
	=====	=====	=====	=====	=====

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

48 -STREET MAINTENANCE FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>116,250.00</u>	<u>8,749.06</u>	<u>65,954.48</u>	<u>50,295.52</u>	<u>56.74</u>
TOTAL REVENUES	<u>116,250.00</u>	<u>8,749.06</u>	<u>65,954.48</u>	<u>50,295.52</u>	<u>56.74</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	8,749.06	65,954.48	295.52	99.55

48 -STREET MAINTENANCE FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

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>8,749.06</u>	<u>65,954.48</u>	<u>50,295.52</u>	<u>56.74</u>
TOTAL TAXES	116,250.00	8,749.06	65,954.48	50,295.52	56.74
<hr/>					
TOTAL NON-DEPARTMENTAL	116,250.00	8,749.06	65,954.48	50,295.52	56.74
<hr/>					
TOTAL REVENUES	116,250.00	8,749.06	65,954.48	50,295.52	56.74
	=====	=====	=====	=====	=====



48 -STREET MAINTENANCE FUND  
PUBLIC WORKS

% OF YEAR COMPLETED: 50.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
DEPT MATERIALS-SERVICES					
48-603-6080 STREET MAINTENANCE	<u>50,000.00</u>	<u>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
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TOTAL EXPENDITURES	50,000.00	0.00	0.00	50,000.00	0.00
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	66,250.00	8,749.06	65,954.48	295.52	99.55
	=====	=====	=====	=====	=====

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

50 -COURT RESTRICTED FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>58,400.00</u>	<u>1,078.52</u>	<u>4,561.93</u>	<u>53,838.07</u>	<u>7.81</u>
TOTAL REVENUES	<u>58,400.00</u>	<u>1,078.52</u>	<u>4,561.93</u>	<u>53,838.07</u>	<u>7.81</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	1,078.52	4,561.93 (	4,561.93)	0.00

50 -COURT RESTRICTED FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

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	42.20	57.80	42.20
50-599-4023 COURT SECURITY REVENUE	3,200.00	398.54	1,829.44	1,370.56	57.17
50-599-4024 TRUANCY PREVENTION FUND	0.00	265.14	489.04 (	489.04)	0.00
50-599-4025 COURT TECHNOLOGY REVENUE	4,200.00	397.04	2,191.47	2,008.53	52.18
50-599-4026 JURY FUND	<u>0.00</u>	<u>5.30</u>	<u>9.78</u> (	<u>9.78)</u>	<u>0.00</u>
TOTAL COURT FEES	7,500.00	1,078.52	4,561.93	2,938.07	60.83
 <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	1,078.52	4,561.93	53,838.07	7.81
<hr/>					
TOTAL REVENUES	58,400.00	1,078.52	4,561.93	53,838.07	7.81
	=====	=====	=====	=====	=====

50 -COURT RESTRICTED FUND  
OPERATING EXPENSES

% OF YEAR COMPLETED: 50.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>SERVICES</u>					
<u>MAINTENANCE</u>					
<u>CAPITAL OUTLAY</u>					
50-602-8080 CAPITAL IMPROVEMENTS	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	1,078.52	4,561.93 (	4,561.93)	0.00

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

52 -CHILD SAFETY FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
NON DEPARTMENTAL	<u>5,000.00</u>	<u>322.89</u>	<u>1,823.25</u>	<u>3,176.75</u>	<u>36.47</u>
TOTAL REVENUES	<u>5,000.00</u>	<u>322.89</u>	<u>1,823.25</u>	<u>3,176.75</u>	<u>36.47</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>1,187.02</u>	<u>1,187.02</u>	<u>1,812.98</u>	<u>39.57</u>
TOTAL EXPENDITURES	<u>5,000.00</u>	<u>1,187.02</u>	<u>1,794.38</u>	<u>3,205.62</u>	<u>35.89</u>
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00 (	864.13)	28.87 (	28.87)	0.00

52 -CHILD SAFETY FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

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>322.89</u>	<u>1,823.25</u>	<u>2,176.75</u>	<u>45.58</u>
TOTAL MISC./GRANTS/INTEREST	4,000.00	322.89	1,823.25	2,176.75	45.58
<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	322.89	1,823.25	3,176.75	36.47
<hr/>					
TOTAL REVENUES	<u>5,000.00</u>	<u>322.89</u>	<u>1,823.25</u>	<u>3,176.75</u>	<u>36.47</u>
	=====	=====	=====	=====	=====

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

52 -CHILD SAFETY FUND  
FIRE DEPARTMENT

% OF YEAR COMPLETED: 50.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>SERVICES</u>					
52-604-3087 CITIZENS COMMUNICATION/EDUC	<u>2,000.00</u>	<u>0.00</u>	<u>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: 50.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>SERVICES</u>					
52-605-3087 CITIZENS COMMUNICATION/EDUC	<u>3,000.00</u>	<u>1,187.02</u>	<u>1,187.02</u>	<u>1,812.98</u>	<u>39.57</u>
TOTAL SERVICES	3,000.00	1,187.02	1,187.02	1,812.98	39.57
<hr/>					
TOTAL POLICE DEPARTMENT	3,000.00	1,187.02	1,187.02	1,812.98	39.57
<hr/>					
TOTAL EXPENDITURES	5,000.00	1,187.02	1,794.38	3,205.62	35.89
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00 (	864.13)	28.87 (	28.87)	0.00
	=====	=====	=====	=====	=====



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

53 -LEOSE  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>1,550.00</u>	<u>0.00</u>	<u>1,630.07</u>	<u>( 80.07)</u>	<u>105.17</u>
TOTAL REVENUES	<u>1,550.00</u>	<u>0.00</u>	<u>1,630.07</u>	<u>( 80.07)</u>	<u>105.17</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
POLICE DEPARTMENT	<u>1,550.00</u>	<u>35.00</u>	<u>1,185.00</u>	<u>365.00</u>	<u>76.45</u>
TOTAL EXPENDITURES	<u>1,550.00</u>	<u>35.00</u>	<u>1,185.00</u>	<u>365.00</u>	<u>76.45</u>
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	( 35.00)	445.07	( 445.07)	0.00

53 -LEOSE  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON-DEPARTMENTAL</u>					
<u>POLICE/FIRE REVENUES</u>					
53-599-6020 LEOSE FUNDS	<u>1,550.00</u>	<u>0.00</u>	<u>1,630.07</u>	( <u>80.07</u> )	<u>105.17</u>
TOTAL POLICE/FIRE REVENUES	1,550.00	0.00	1,630.07	( 80.07)	105.17
<u>TRANSFERS IN</u>					
<hr/>					
TOTAL NON-DEPARTMENTAL	1,550.00	0.00	1,630.07	( 80.07)	105.17
<hr/>					
TOTAL REVENUES	<u>1,550.00</u>	<u>0.00</u>	<u>1,630.07</u>	( <u>80.07</u> )	<u>105.17</u>
	=====	=====	=====	=====	=====

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

53 -LEOSE  
POLICE DEPARTMENT

% OF YEAR COMPLETED: 50.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>SERVICES</u>					
53-605-3030 TRAINING/EDUCATION	<u>1,550.00</u>	<u>35.00</u>	<u>1,185.00</u>	<u>365.00</u>	<u>76.45</u>
TOTAL SERVICES	1,550.00	35.00	1,185.00	365.00	76.45
<hr/>					
TOTAL POLICE DEPARTMENT	1,550.00	35.00	1,185.00	365.00	76.45
<hr/>					
TOTAL EXPENDITURES	1,550.00	35.00	1,185.00	365.00	76.45
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00 (	35.00)	445.07 (	445.07)	0.00
	=====	=====	=====	=====	=====

70 -CAPITAL REPLACEMENT FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
OTHER SOURCES	<u>839,500.00</u>	<u>2,150.50</u>	<u>14,134.40</u>	<u>825,365.60</u>	<u>1.68</u>
TOTAL REVENUES	<u>839,500.00</u>	<u>2,150.50</u>	<u>14,134.40</u>	<u>825,365.60</u>	<u>1.68</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
COUNCIL	0.00	920.00	23,468.63 (	23,468.63)	0.00
ADMIN	64,000.00	6,700.75	23,213.46	40,786.54	36.27
PUBLIC WORKS	767,500.00	0.00	116,901.01	650,598.99	15.23
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>7,620.75</u>	<u>163,583.10</u>	<u>675,916.90</u>	<u>19.49</u>
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00 (	5,470.25) (	149,448.70)	149,448.70	0.00

70 -CAPITAL REPLACEMENT FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

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	2,150.50	14,134.40	20,865.60	40.38
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	2,150.50	14,134.40	825,365.60	1.68
<hr/>					
TOTAL OTHER SOURCES	839,500.00	2,150.50	14,134.40	825,365.60	1.68
<hr/>					
TOTAL REVENUES	839,500.00	2,150.50	14,134.40	825,365.60	1.68
<hr/>					

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

70 -CAPITAL REPLACEMENT FUND  
COUNCIL

% OF YEAR COMPLETED: 50.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CONTRACTUAL</u>					
70-600-4030 HIKE AND BIKE TRAILS	<u>0.00</u>	<u>920.00</u>	<u>23,468.63</u> (	<u>23,468.63)</u>	<u>0.00</u>
TOTAL CONTRACTUAL	0.00	920.00	23,468.63 (	23,468.63)	0.00
<hr/>					
TOTAL COUNCIL	0.00	920.00	23,468.63 (	23,468.63)	0.00

70 -CAPITAL REPLACEMENT FUND  
ADMIN

% OF YEAR COMPLETED: 50.00

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	3.00	4,167.71	1,832.29	69.46
70-601-8080 CAPITAL IMPROVEMENTS	0.00	6,697.75	6,697.75 (	6,697.75)	0.00
70-601-8081 CAPITAL - BUILDING	<u>58,000.00</u>	<u>0.00</u>	<u>12,348.00</u>	<u>45,652.00</u>	<u>21.29</u>
TOTAL CAPITAL OUTLAY	64,000.00	6,700.75	23,213.46	40,786.54	36.27
<u>INTERFUND TRANSFERS</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>					
TOTAL ADMIN	64,000.00	6,700.75	23,213.46	40,786.54	36.27

70 -CAPITAL REPLACEMENT FUND  
PUBLIC WORKS

% OF YEAR COMPLETED: 50.00

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>0.00</u>	<u>79,007.55</u>	<u>648,992.45</u>	<u>10.85</u>
TOTAL CAPITAL OUTLAY	767,500.00	0.00	116,901.01	650,598.99	15.23
<u>INTERFUND TRANSFERS</u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
<hr/>					
TOTAL PUBLIC WORKS	767,500.00	0.00	116,901.01	650,598.99	15.23



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

70 -CAPITAL REPLACEMENT FUND  
FIRE

% OF YEAR COMPLETED: 50.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
70-604-8040 CAPITAL - PPE EQUIPMENT	<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: 50.00

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	7,620.75	163,583.10	675,916.90	19.49
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	( 5,470.25)	( 149,448.70)	149,448.70	0.00
	=====	=====	=====	=====	=====

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

72 -WATER CAPITAL REPLACEMENT  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

	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>6,963.66</u>	<u>7,436.34</u>	<u>48.36</u>
TOTAL EXPENDITURES	<u>14,400.00</u>	<u>0.00</u>	<u>6,963.66</u>	<u>7,436.34</u>	<u>48.36</u>
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	<u>124,306.00</u>	<u>0.00</u>	<u>( 6,963.66)</u>	<u>131,269.66</u>	<u>5.60-</u>
REVENUES & OTHER SOURCES OVER/ (UNDER) EXPENDITURES & OTHER (USES)	<u>124,306.00</u>	<u>0.00</u>	<u>( 6,963.66)</u>	<u>131,269.66</u>	<u>5.60-</u>
	=====	=====	=====	=====	=====

72 -WATER CAPITAL REPLACEMENT  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

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: 50.00

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	6,963.66	7,436.34	48.36
TOTAL INTERFUND TRANSFERS	14,400.00	0.00	6,963.66	7,436.34	48.36
TOTAL WATER DEPARTMENT	14,400.00	0.00	6,963.66	7,436.34	48.36
TOTAL EXPENDITURES	14,400.00	0.00	6,963.66	7,436.34	48.36
REVENUES OVER/(UNDER) EXPENDITURES	124,306.00	0.00	( 6,963.66)	131,269.66	5.60-
<u>OTHER FINANCING SOURCES</u>					
REVENUES & OTHER SOURCES OVER/ (UNDER) EXPENDITURES & OTHER USES	124,306.00	0.00	( 6,963.66)	131,269.66	5.60-

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

75 -PET DOC & RESCUE FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ADMINISTRATION	<u>2,326.00</u>	<u>2.16</u>	<u>13.66</u>	<u>2,312.34</u>	<u>0.59</u>
TOTAL REVENUES	<u>2,326.00</u>	<u>2.16</u>	<u>13.66</u>	<u>2,312.34</u>	<u>0.59</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	2.16	13.66 (	13.66)	0.00

75 -PET DOC & RESCUE FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 50.00

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>2.16</u>	<u>13.66</u>	( <u>13.66</u> )	<u>0.00</u>
TOTAL MISC./GRANTS/INTEREST	0.00	2.16	13.66	( 13.66)	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	2.16	13.66	2,312.34	0.59
<hr/>					
TOTAL REVENUES	<u>2,326.00</u>	<u>2.16</u>	<u>13.66</u>	<u>2,312.34</u>	<u>0.59</u>
	=====	=====	=====	=====	=====

75 -PET DOC & RESCUE FUND  
ADMINISTRATION

% OF YEAR COMPLETED: 50.00

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	2.16	13.66 (	13.66)	0.00
	=====	=====	=====	=====	=====



DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
3/03/20	FROST NATIONAL BANK 941 TAX	FEDERAL WITHHOLDING	GENERAL FUND	NON-DEPARTMENTAL	12,349.31
3/03/20	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	NON-DEPARTMENTAL	1,613.97
3/03/20	CITY OF SHAVANO PARK GF/PAYROLL	GENERAL FUND DUE TO PAYROL	GENERAL FUND	NON-DEPARTMENTAL	85,079.22
3/03/20	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	CITY ADMINISTRATION	247.90
3/03/20	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	MUNICIPAL COURT	29.58
3/03/20	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	111.07
3/03/20	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	FIRE DEPARTMENT	615.14
3/03/20	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	POLICE DEPARTMENT	610.28
3/03/20	FROST NATIONAL BANK 941 TAX	FEDERAL WITHHOLDING	WATER FUND	NON-DEPARTMENTAL	689.65
3/03/20	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	WATER FUND	NON-DEPARTMENTAL	112.64
3/03/20	CITY OF SHAVANO PARK GF/PAYROLL	WATER FUND DUE TO PAYROLL	WATER FUND	NON-DEPARTMENTAL	5,984.86
3/03/20	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	WATER FUND	WATER DEPARTMENT	112.64
3/04/20	TX CSDU	00089527162015EM5059	GENERAL FUND	NON-DEPARTMENTAL	69.23
3/04/20	ACH***ICMA - VANTAGEPOINT TRANSFER-457	ICMA-FLAT AMOUNTS	GENERAL FUND	NON-DEPARTMENTAL	2,085.00
3/04/20	CIVIL SYSTEMS INC	FEB 15 THRU FEB 29	GENERAL FUND	NON-DEPARTMENTAL	23.00-
3/04/20	CIVIL SYSTEMS INC	FEB 15 THRU FEB 29	GENERAL FUND	NON-DEPARTMENTAL	15.75-
3/04/20	O'REILLY AUTO PARTS	REPAIRS; GRAVLY MOWER	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	6.66
3/04/20	O'REILLY AUTO PARTS	ABSORBANT	GENERAL FUND	FIRE DEPARTMENT	64.90
3/04/20	CIVIL SYSTEMS INC	FEB 15 THRU FEB 29	GENERAL FUND	DEVELOPMENT SERVICES	338.50
3/04/20	ACH***ICMA - VANTAGEPOINT TRANSFER-457	ICMA-FLAT AMOUNTS	WATER FUND	NON-DEPARTMENTAL	160.00
3/04/20	HEAT SAFETY EQUIPMENT	FIT TEST	WATER FUND	WATER DEPARTMENT	235.00
3/05/20	TX DEPARTMENT OF STATE HEALTH SERVICES	EMS LICENSE RENEWAL	GENERAL FUND	FIRE DEPARTMENT	96.00
3/09/20	AMAZON.COM SERVICES INC	LAPTOP CASES FOR COUNCIL	GENERAL FUND	CITY COUNCIL	35.97
3/09/20	BEXAR APPRAISAL DISTRICT	2ND QTR 2020	GENERAL FUND	CITY ADMINISTRATION	4,089.00
3/09/20	BIZDOC, INC.	REPAIRS PERMIT PRINTER	GENERAL FUND	CITY ADMINISTRATION	62.50
3/09/20	BIZDOC, INC.	BIZDOC, INC.	GENERAL FUND	CITY ADMINISTRATION	5.67
3/09/20	BIZDOC, INC.	COPIER FEES	GENERAL FUND	CITY ADMINISTRATION	392.64
3/09/20	ACH***UNIFIRST	FLOOR MATS	GENERAL FUND	CITY ADMINISTRATION	84.24
3/09/20	ACH***UNIFIRST	UNIFIRST	GENERAL FUND	CITY ADMINISTRATION	37.05
3/09/20	ACH***UNIFIRST	FLOOR MATS	GENERAL FUND	CITY ADMINISTRATION	37.05
3/09/20	ACH***UNIFIRST	FLOOR MATS	GENERAL FUND	CITY ADMINISTRATION	37.05
3/09/20	ACH***UNIFIRST	FLOOR MATS	GENERAL FUND	CITY ADMINISTRATION	37.05
3/09/20	ACH***UNIFIRST	FLOOR MATS	GENERAL FUND	CITY ADMINISTRATION	37.05
3/09/20	ACH***KFW ENGINEERS	NW MILITARY HWY	GENERAL FUND	CITY ADMINISTRATION	225.00
3/09/20	FIRETROL PROTECTION SYSTEMS INC	REPAIRS; FIRE ALARM	GENERAL FUND	CITY ADMINISTRATION	650.00
3/09/20	ACH***BARCOM TECHNOLOGY	REPAIRS; SERVER	GENERAL FUND	CITY ADMINISTRATION	1,338.09
3/09/20	ACH***BARCOM TECHNOLOGY	RMS SERVER BACK UP	GENERAL FUND	CITY ADMINISTRATION	300.00
3/09/20	ACH***BARCOM TECHNOLOGY	CONTRACT FEES	GENERAL FUND	CITY ADMINISTRATION	2,010.00
3/09/20	ACH***BARCOM TECHNOLOGY	BACKUP FEES	GENERAL FUND	CITY ADMINISTRATION	861.95
3/09/20	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	CITY ADMINISTRATION	64.16
3/09/20	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	CITY ADMINISTRATION	17.24
3/09/20	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	CITY ADMINISTRATION	74.99
3/09/20	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	CITY ADMINISTRATION	26.48-
3/09/20	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	CITY ADMINISTRATION	96.58
3/09/20	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	CITY ADMINISTRATION	48.11
3/09/20	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	CITY ADMINISTRATION	8.49
3/09/20	ACH***ORKIN, INC.	PEST CONTROL	GENERAL FUND	CITY ADMINISTRATION	124.06
3/09/20	STEPHEN P. TAKAS, JR.	JUDGE FOR MARCH COURT	GENERAL FUND	MUNICIPAL COURT	650.00
3/09/20	DARRELL S. DULLNIG	PROSECUTOR FOR MARCH COURT	GENERAL FUND	MUNICIPAL COURT	650.00
3/09/20	SORCERERS APPRINTICE	FLYERS	GENERAL FUND	MUNICIPAL COURT	63.00
3/09/20	DEWINNE EQUIPMENT CO.	EQUIP MAINTENANCE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	140.41
3/09/20	DEWINNE EQUIPMENT CO.	EQUIP MAINTENANCE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	73.48
3/09/20	BIZDOC, INC.	REPAIRS PW PRINTER	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	62.50
3/09/20	ULINE SHIPPING SUPPLY SPECIALISTS	STORAGE TUBES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	113.05
3/09/20	ACH***US BANK VOYAGER FLEET SYSTEM	FLEET FUEL	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	48.17
3/09/20	TRADESMAN LLC	REPAIRS; CLIFFSIDE DR	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	1,950.00

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
3/09/20	SAFELANE TRAFFIC SUPPLY LLC	WEDGES FOR SECKET	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	14.97
3/09/20	SAFELANE TRAFFIC SUPPLY LLC	BOLTS, NUTS, WASHERS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	52.50
3/09/20	ACH***UNIFIRST	UNIFORMS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	39.96
3/09/20	ACH***UNIFIRST	UNIFORMS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	39.96
3/09/20	ACH***UNIFIRST	UNIFORMS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	39.96
3/09/20	ACH***UNIFIRST	UNIFORMS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	39.96
3/09/20	ACH***UNIFIRST	UNIFORMS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	39.96
3/09/20	ACH***UNIFIRST	UNIFORMS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	43.28
3/09/20	SUN COAST RESOURCES, INC	FLEET FUEL	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	579.06
3/09/20	TEXAS MATERIALS GROUP INC	ASPHALT	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	686.40
3/09/20	VM-3 SERVICES INC.	WIPER TOWELS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	85.00
3/09/20	CINTAS CORPORATION #2	FIRST AID	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	17.95
3/09/20	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	130.58
3/09/20	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	9.86
3/09/20	ACH***US BANK VOYAGER FLEET SYSTEM	FLEET FUEL	GENERAL FUND	FIRE DEPARTMENT	496.56
3/09/20	HANK STORBECK GARAGE, INC.	VEHICLE INSPECTION	GENERAL FUND	FIRE DEPARTMENT	7.00
3/09/20	HANK STORBECK GARAGE, INC.	VEHICLE INSPECTION	GENERAL FUND	FIRE DEPARTMENT	7.00
3/09/20	RALPH N. TERPOLILLI	MEDICAL DIRECTON	GENERAL FUND	FIRE DEPARTMENT	450.00
3/09/20	SUN COAST RESOURCES, INC	FLEET FUEL	GENERAL FUND	FIRE DEPARTMENT	273.83
3/09/20	THOMAS C GROSE	BOOTS	GENERAL FUND	FIRE DEPARTMENT	136.95
3/09/20	WITMER PUBLIC SAFETY GRP	REPLACEMENT HOSE STRAPS	GENERAL FUND	FIRE DEPARTMENT	314.97
3/09/20	WITMER PUBLIC SAFETY GRP	STRUCTURAL GEAR MAINT	GENERAL FUND	FIRE DEPARTMENT	150.58
3/09/20	WITMER PUBLIC SAFETY GRP	SPANNER WRENCH	GENERAL FUND	FIRE DEPARTMENT	75.58
3/09/20	VM-3 SERVICES INC.	CLEANING SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	367.46
3/09/20	VM-3 SERVICES INC.	CLEANING SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	58.75
3/09/20	VM-3 SERVICES INC.	CLEANING SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	129.96
3/09/20	ACH***BOUND TREE MEDICAL LLC	080618MPN01	GENERAL FUND	FIRE DEPARTMENT	656.39-
3/09/20	ACH***BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	1,951.22
3/09/20	ACH***BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	931.38
3/09/20	ACH***BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	50.99
3/09/20	ACH***BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	258.89
3/09/20	HEAT SAFETY EQUIPMENT	FIT TESTING	GENERAL FUND	FIRE DEPARTMENT	80.00
3/09/20	GOODYEAR AUTO SERVICE CTR.	REPAIRS UNIT 518	GENERAL FUND	POLICE DEPARTMENT	159.50
3/09/20	GOODYEAR AUTO SERVICE CTR.	BATTERY, OIL CHANGE UNIT51	GENERAL FUND	POLICE DEPARTMENT	608.80
3/09/20	GOODYEAR AUTO SERVICE CTR.	RAPAIRS UNIT 512	GENERAL FUND	POLICE DEPARTMENT	369.95
3/09/20	GOODYEAR AUTO SERVICE CTR.	OIL CHANGE UNIT 519	GENERAL FUND	POLICE DEPARTMENT	117.40
3/09/20	BIZDOC, INC.	COPIER FEES	GENERAL FUND	POLICE DEPARTMENT	251.76
3/09/20	ACH***US BANK VOYAGER FLEET SYSTEM	FLEET FUEL	GENERAL FUND	POLICE DEPARTMENT	2,727.75
3/09/20	PRECISION CAMERA LP	MEMORY CARD CASE	GENERAL FUND	POLICE DEPARTMENT	15.98
3/09/20	NARDIS GUN CLUB	ANIMAL CONTROL EQUIP	GENERAL FUND	POLICE DEPARTMENT	530.00
3/09/20	NARDIS GUN CLUB	ANIMAL CONTROL EQUIP	GENERAL FUND	POLICE DEPARTMENT	500.00
3/09/20	NARDIS GUN CLUB	ANIMAL CONTROL EQUIP	GENERAL FUND	POLICE DEPARTMENT	30.00
3/09/20	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	30.98
3/09/20	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	17.40
3/09/20	ACH***LEXISNEXIS RISK SOLUTIONS	INVESTIGATION TOOL	GENERAL FUND	POLICE DEPARTMENT	33.00
3/09/20	GALLS	UNIFORM PCS FOR PHELPS	GENERAL FUND	POLICE DEPARTMENT	169.74
3/09/20	GALLS	UNIFORM PATCHES	GENERAL FUND	POLICE DEPARTMENT	2.69
3/09/20	GALLS	UNIFORM PATCHES	GENERAL FUND	POLICE DEPARTMENT	8.07
3/09/20	GALLS	UNIFORM PATCHES	GENERAL FUND	POLICE DEPARTMENT	13.45
3/09/20	GALLS	UNIFORM PATCHES	GENERAL FUND	POLICE DEPARTMENT	2.00
3/09/20	GALLS	EMBROIDERY *HARPER	GENERAL FUND	POLICE DEPARTMENT	8.07
3/09/20	ACH***MICHAEL D. HARRISON	ANIMAL CONTROL	GENERAL FUND	POLICE DEPARTMENT	1,000.00
3/09/20	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	DEVELOPMENT SERVICES	13.42
3/09/20	QUICK COURIER	PLAN REVIEW	GENERAL FUND	DEVELOPMENT SERVICES	10.00
3/09/20	QUICK COURIER	PLAN REVIEW	GENERAL FUND	DEVELOPMENT SERVICES	12.00
3/09/20	EDWARDS AQUIFER AUTHORITY	EDWARD AQUIFER	WATER FUND	WATER DEPARTMENT	3,920.55
3/09/20	EDWARDS AQUIFER AUTHORITY	EDWARDS AQUIFER AUTHORITY	WATER FUND	WATER DEPARTMENT	2,665.97

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
3/09/20	ACH***TYLER TECHNOLOGIES	MONTHLY UTILITY BILLING	WATER FUND	WATER DEPARTMENT	128.00
3/09/20	ULINE SHIPPING SUPPLY SPECIALISTS	STORAGE TUBES	WATER FUND	WATER DEPARTMENT	113.06
3/09/20	ACH***US BANK VOYAGER FLEET SYSTEM	FLEET FUEL	WATER FUND	WATER DEPARTMENT	88.97
3/09/20	ACH***UNIFIRST	UNIFORMS	WATER FUND	WATER DEPARTMENT	76.54
3/09/20	ACH***UNIFIRST	UNIFORMS	WATER FUND	WATER DEPARTMENT	39.96
3/09/20	ACH***UNIFIRST	UNIFORMS	WATER FUND	WATER DEPARTMENT	39.96
3/09/20	ACH***UNIFIRST	UNIFORMS	WATER FUND	WATER DEPARTMENT	39.96
3/09/20	ACH***UNIFIRST	UNIFORMS	WATER FUND	WATER DEPARTMENT	39.96
3/09/20	ACH***UNIFIRST	UNIFORMS	WATER FUND	WATER DEPARTMENT	43.27
3/09/20	THE UPS STORE #4997	GRANT FILING	WATER FUND	WATER DEPARTMENT	12.48
3/09/20	BUCKHORN LLC	SOIL	WATER FUND	WATER DEPARTMENT	802.00
3/09/20	SUN COAST RESOURCES, INC	FLEET FUEL	WATER FUND	WATER DEPARTMENT	301.86
3/09/20	OFFICE DEPOT	OFFICE SUPPLIES	WATER FUND	WATER DEPARTMENT	17.12
3/09/20	OFFICE DEPOT	OFFICE SUPPLIES	WATER FUND	WATER DEPARTMENT	15.69
3/09/20	FERGUSON WATERWORKS	REPAIRS; HYDRANTS	WATER FUND	WATER DEPARTMENT	874.59
3/09/20	FERGUSON WATERWORKS	REPAIRS; HYDRANTS	WATER FUND	WATER DEPARTMENT	1,471.46
3/09/20	FERGUSON WATERWORKS	HYDRANT PARTS	WATER FUND	WATER DEPARTMENT	767.90
3/09/20	ACH***BADGER METER, INC.	METERS	WATER FUND	WATER DEPARTMENT	173.38
3/09/20	ALAMO AREA COUNCIL OF GOVERNMENTS	CLASS *PHELPS, CANTU	LEOSE	POLICE DEPARTMENT	50.00
3/09/20	TCOLE	COURT SECURITY CERT	LEOSE	POLICE DEPARTMENT	35.00
3/09/20	AMAZON.COM SERVICES INC	RAM FOR OFFICE COMPUTERS	CAPITAL REPLACEMEN	ADMINISTRATION	65.50
3/09/20	ACH***KFW ENGINEERS	TASK ORDER 6 AREA 3,4	CAPITAL REPLACEMEN	PUBLIC WORKS	1,895.00
3/10/20	SEAL RITE	SPOIL REMOVAL	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	2,775.00
3/10/20	TX DEPARTMENT OF STATE HEALTH SERVICES	TX DEPARTMENT OF STATE HEA	GENERAL FUND	FIRE DEPARTMENT	34.00
3/10/20	AT&T MOBILITY	FIRSTNET	WATER FUND	WATER DEPARTMENT	111.00
3/17/20	FROST NATIONAL BANK 941 TAX	FEDERAL WITHHOLDING	GENERAL FUND	NON-DEPARTMENTAL	11,850.20
3/17/20	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	NON-DEPARTMENTAL	1,570.86
3/17/20	CITY OF SHAVANO PARK GF/PAYROLL	GENERAL FUND DUE TO PAYROL	GENERAL FUND	NON-DEPARTMENTAL	82,858.97
3/17/20	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	CITY ADMINISTRATION	247.90
3/17/20	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	MUNICIPAL COURT	29.58
3/17/20	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	118.46
3/17/20	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	FIRE DEPARTMENT	567.37
3/17/20	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	POLICE DEPARTMENT	607.54
3/17/20	FROST NATIONAL BANK 941 TAX	FEDERAL WITHHOLDING	WATER FUND	NON-DEPARTMENTAL	711.80
3/17/20	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	WATER FUND	NON-DEPARTMENTAL	116.38
3/17/20	CITY OF SHAVANO PARK GF/PAYROLL	WATER FUND DUE TO PAYROLL	WATER FUND	NON-DEPARTMENTAL	6,197.23
3/17/20	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	WATER FUND	WATER DEPARTMENT	116.39
3/18/20	TX CSDU	00089527162015EM5059	GENERAL FUND	NON-DEPARTMENTAL	69.23
3/18/20	ACH***ICMA - VANTAGEPOINT TRANSFER-457	ICMA-FLAT AMOUNTS	GENERAL FUND	NON-DEPARTMENTAL	2,085.00
3/18/20	LINEBARGER, GOGGAN, BLAIR & SAMPSON, L	COURT COLLECTIONS	GENERAL FUND	NON-DEPARTMENTAL	688.80
3/18/20	AMAZON.COM SERVICES INC	LAPTOP CASES	GENERAL FUND	CITY COUNCIL	25.98
3/18/20	AT&T	PHONE/ FAX	GENERAL FUND	CITY ADMINISTRATION	141.44
3/18/20	ACH***SAN ANTONIO EXPRESS NEWS	LEGAL NOTICE	GENERAL FUND	CITY ADMINISTRATION	132.25
3/18/20	ACH***SAN ANTONIO EXPRESS NEWS	LEGAL NOTICE	GENERAL FUND	CITY ADMINISTRATION	126.75
3/18/20	ACH***SAN ANTONIO EXPRESS NEWS	LEGAL NOTICE	GENERAL FUND	CITY ADMINISTRATION	90.00
3/18/20	ACH***SAN ANTONIO EXPRESS NEWS	LEGAL NOTICE	GENERAL FUND	CITY ADMINISTRATION	151.75
3/18/20	HOLTS MECHANICAL	REPAIRS: A/C UNITS IN PD	GENERAL FUND	CITY ADMINISTRATION	919.00
3/18/20	ACH***BOJORQUEZ LAW FIRM	LEGAL SERVICES - FEBRUARY	GENERAL FUND	CITY ADMINISTRATION	10,493.79
3/18/20	SORCERERS APPRINTICE	LEAVE FORMS	GENERAL FUND	CITY ADMINISTRATION	168.00
3/18/20	AT&T	PHONE/ FAX	GENERAL FUND	MUNICIPAL COURT	151.37
3/18/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	73.32
3/18/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	2,474.50
3/18/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	9.64
3/18/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	9.24
3/18/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	567.91
3/18/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	10.00

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
3/18/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	1,721.07
3/18/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	262.55
3/18/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	17.14
3/18/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	9.93
3/18/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	270.27
3/18/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	8.75
3/18/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	11.00
3/18/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	17.18
3/18/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	10.51
3/18/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	10.90
3/18/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	22.19
3/18/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	12.48
3/18/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	9.93
3/18/20	AT&T MOBILITY	FIRSTNET	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	37.00
3/18/20	HOME DEPOT CREDIT SERVICE	MAILBOX AND INSTALL EQUIP	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	323.79
3/18/20	HOME DEPOT CREDIT SERVICE	SHOVELS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	281.82
3/18/20	HOME DEPOT CREDIT SERVICE	DUMP TRUCK REPAIR	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	35.31
3/18/20	HOME DEPOT CREDIT SERVICE	DUMP TRUCK REPAIR	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	47.28
3/18/20	B. RHODES ELECTRIC, INC.	ADDED 3 OUTLETS TO PW OFFI	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	525.00
3/18/20	CITY OF SHAVANO PARK WATER DEPT.	CITY OF SHAVANO PARK WATER	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	35.64
3/18/20	CITY OF SHAVANO PARK WATER DEPT.	CITY OF SHAVANO PARK WATER	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	16.75
3/18/20	CITY OF SHAVANO PARK WATER DEPT.	CITY OF SHAVANO PARK WATER	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	445.07
3/18/20	AT&T MOBILITY	FIRSTNET	GENERAL FUND	FIRE DEPARTMENT	259.00
3/18/20	HOME DEPOT CREDIT SERVICE	STATION SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	97.89
3/18/20	HOME DEPOT CREDIT SERVICE	HYDRANT PAINT SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	48.72
3/18/20	HOME DEPOT CREDIT SERVICE	HOME DEPOT CREDIT SERVICE	GENERAL FUND	FIRE DEPARTMENT	43.20-
3/18/20	HOME DEPOT CREDIT SERVICE	JANITORIAL SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	39.91
3/18/20	HOME DEPOT CREDIT SERVICE	JANITORIAL SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	43.20
3/18/20	AT&T	PHONE/ FAX	GENERAL FUND	FIRE DEPARTMENT	164.06
3/18/20	ALAMO AREA COUNCIL OF GOVERNMENTS	TCIC/TLETS	GENERAL FUND	FIRE DEPARTMENT	70.00
3/18/20	WELSCO Inc.	MEDICAL OXYGEN	GENERAL FUND	FIRE DEPARTMENT	45.50
3/18/20	WELSCO Inc.	MEDICAL OXYGEN	GENERAL FUND	FIRE DEPARTMENT	45.50
3/18/20	WELSCO Inc.	MEDICAL OXYGEN	GENERAL FUND	FIRE DEPARTMENT	45.50
3/18/20	AT&T MOBILITY	PD CELL PHONES	GENERAL FUND	POLICE DEPARTMENT	411.36
3/18/20	AT&T	PHONE/ FAX	GENERAL FUND	POLICE DEPARTMENT	124.29
3/18/20	WILLIAM R LACY	SEMINAR HUNTSVILLE	GENERAL FUND	POLICE DEPARTMENT	469.80
3/18/20	COWBOY CLEANERS	DRY CLEANING	GENERAL FUND	POLICE DEPARTMENT	485.60
3/18/20	MONTY JOE MCGUFFIN	HEALTH / SEPTIC INSPECTIO	GENERAL FUND	DEVELOPMENT SERVICES	240.00
3/18/20	MONTY JOE MCGUFFIN	HEALTH / SEPTIC INSPECTIO	GENERAL FUND	DEVELOPMENT SERVICES	500.00
3/18/20	ACH***BRUCE C. BEALOR	PERMIT INSPECTIONS	GENERAL FUND	DEVELOPMENT SERVICES	3,900.00
3/18/20	ACH***ICMA - VANTAGEPOINT TRANSFER-457	ICMA-FLAT AMOUNTS	WATER FUND	NON-DEPARTMENTAL	160.00
3/18/20	WALKER, DONALD & SOF	1-0053-02	WATER FUND	NON-DEPARTMENTAL	250.00
3/18/20	GUPTA, SACHIN	1-0458-02	WATER FUND	NON-DEPARTMENTAL	250.00
3/18/20	RILEY, TIM	1-0509-02	WATER FUND	NON-DEPARTMENTAL	250.00
3/18/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	WATER FUND	WATER DEPARTMENT	11.30
3/18/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	WATER FUND	WATER DEPARTMENT	248.75
3/18/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	WATER FUND	WATER DEPARTMENT	190.90
3/18/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	WATER FUND	WATER DEPARTMENT	464.64
3/18/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	WATER FUND	WATER DEPARTMENT	23.16
3/18/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	WATER FUND	WATER DEPARTMENT	168.75
3/18/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	WATER FUND	WATER DEPARTMENT	912.71
3/18/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	WATER FUND	WATER DEPARTMENT	496.75
3/18/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	WATER FUND	WATER DEPARTMENT	461.37
3/18/20	ACH***PITNEY BOWES - PURCHASE POWER	MARCH UTILITY BILLS	WATER FUND	WATER DEPARTMENT	229.60
3/18/20	ADVANCED WATER WELL TECHNOLOGIES	REPAIRS: WELL PUMPS	WATER FUND	WATER DEPARTMENT	1,500.00
3/18/20	ADVANCED WATER WELL TECHNOLOGIES	REPAIRS: WELL PUMPS	WATER FUND	WATER DEPARTMENT	17,156.50

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
3/18/20	ADVANCED WATER WELL TECHNOLOGIES	PHASE MONITOR MAINT.	WATER FUND	WATER DEPARTMENT	1,064.40
3/18/20	ALBERT URESTI TAX ASSESSOR COLLECTOR	VEHICLE REGISTRATION	WATER FUND	WATER DEPARTMENT	7.50
3/18/20	TEXAS STATE RENTALS	HIKE & BIKE TRAIL	WATER FUND	WATER DEPARTMENT	910.48
3/18/20	BUCKHORN LLC	SOIL	WATER FUND	WATER DEPARTMENT	802.00
3/18/20	TEXAS EXCAVATION SAFETY SYSTEM	LOCATOR TICKETS	WATER FUND	WATER DEPARTMENT	18.05
3/18/20	MARK ROETZEL	WELL 9 ASSESSMENT	WATER FUND	WATER DEPARTMENT	3,975.00
3/18/20	B. RHODES ELECTRIC, INC.	RELAYS	WATER FUND	WATER DEPARTMENT	483.34
3/18/20	B. RHODES ELECTRIC, INC.	RELAYS	WATER FUND	WATER DEPARTMENT	483.34
3/18/20	B. RHODES ELECTRIC, INC.	RELAYS	WATER FUND	WATER DEPARTMENT	483.32
3/18/20	ACH***BADGER METER, INC.	BEACON HOSTING, CELL SVC	WATER FUND	WATER DEPARTMENT	95.82
3/18/20	HEAT SAFETY EQUIPMENT	FIT TESTS	WATER FUND	WATER DEPARTMENT	110.00
3/18/20	CITY OF SHAVANO PARK WATER DEPT.	CITY OF SHAVANO PARK WATER	WATER FUND	WATER DEPARTMENT	16.75
3/18/20	POLLUTION CONTROL SERVICES	WATER TESTING	WATER FUND	WATER DEPARTMENT	58.00
3/18/20	HOME DEPOT CREDIT SERVICE	REBAR	CAPITAL REPLACEMEN	COUNCIL	95.00
3/18/20	TEXAS STATE RENTALS	HIKE & BIKE	CAPITAL REPLACEMEN	COUNCIL	920.00
3/18/20	HOME DEPOT CREDIT SERVICE	w843809715	CAPITAL REPLACEMEN	ADMINISTRATION	123.98-
3/18/20	ACH***BADGER METER, INC.	METER FOR PAVILION	CAPITAL REPLACEMEN	ADMINISTRATION	2,145.72
3/19/20	ACH***DEER OAKS EAP SERVICES LLC	EAP SERVICES APR THRU JUN	GENERAL FUND	CITY ADMINISTRATION	209.61
3/20/20	ACH***TML MULTISTATE IEBP	P85-70-40 FAMILY BUYDOWN	GENERAL FUND	NON-DEPARTMENTAL	309.78
3/20/20	ACH***TML MULTISTATE IEBP	P85-70-40 FAMILY BUYDOWN	GENERAL FUND	NON-DEPARTMENTAL	309.78
3/20/20	ACH***TML MULTISTATE IEBP	3-P85-20-30 CHILD BUY DOWN	GENERAL FUND	NON-DEPARTMENTAL	283.72
3/20/20	ACH***TML MULTISTATE IEBP	3-P85-20-30 CHILD BUY DOWN	GENERAL FUND	NON-DEPARTMENTAL	283.72
3/20/20	ACH***TML MULTISTATE IEBP	4-P85-50-30 - FAMILY BUY	GENERAL FUND	NON-DEPARTMENTAL	380.16
3/20/20	ACH***TML MULTISTATE IEBP	4-P85-50-30 - FAMILY BUY	GENERAL FUND	NON-DEPARTMENTAL	380.16
3/20/20	ACH***TML MULTISTATE IEBP	7-P85-150-40 - CHILD BUY D	GENERAL FUND	NON-DEPARTMENTAL	24.37
3/20/20	ACH***TML MULTISTATE IEBP	7-P85-150-40 - CHILD BUY D	GENERAL FUND	NON-DEPARTMENTAL	24.37
3/20/20	ACH***TML MULTISTATE IEBP	7-P85-150-40 - FAMILY BUY	GENERAL FUND	NON-DEPARTMENTAL	468.44
3/20/20	ACH***TML MULTISTATE IEBP	7-P85-150-40 - FAMILY BUY	GENERAL FUND	NON-DEPARTMENTAL	468.44
3/20/20	ACH***TML MULTISTATE IEBP	7-P85-150-40 SPOUSE BUY DO	GENERAL FUND	NON-DEPARTMENTAL	61.76
3/20/20	ACH***TML MULTISTATE IEBP	7-P85-150-40 SPOUSE BUY DO	GENERAL FUND	NON-DEPARTMENTAL	60.89
3/20/20	ACH***TML MULTISTATE IEBP	8-P85-250-30 - CHILD HRA	GENERAL FUND	NON-DEPARTMENTAL	121.54
3/20/20	ACH***TML MULTISTATE IEBP	8-P85-250-30 - CHILD HRA	GENERAL FUND	NON-DEPARTMENTAL	121.54
3/20/20	ACH***TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	GENERAL FUND	NON-DEPARTMENTAL	653.95
3/20/20	ACH***TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	GENERAL FUND	NON-DEPARTMENTAL	653.95
3/20/20	ACH***TML MULTISTATE IEBP	8-P85-250-30 - FAMILY HSA	GENERAL FUND	NON-DEPARTMENTAL	311.84
3/20/20	ACH***TML MULTISTATE IEBP	8-P85-250-30 - FAMILY HSA	GENERAL FUND	NON-DEPARTMENTAL	311.84
3/20/20	ACH***TML MULTISTATE IEBP	ADJUSTMENT 03/01/2020	GENERAL FUND	NON-DEPARTMENTAL	168.23
3/20/20	ACH***TML MULTISTATE IEBP	DENTAL-EMPLOYEE CHILD	GENERAL FUND	NON-DEPARTMENTAL	61.25
3/20/20	ACH***TML MULTISTATE IEBP	DENTAL-EMPLOYEE CHILD	GENERAL FUND	NON-DEPARTMENTAL	61.25
3/20/20	ACH***TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	NON-DEPARTMENTAL	287.98
3/20/20	ACH***TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	NON-DEPARTMENTAL	287.98
3/20/20	ACH***TML MULTISTATE IEBP	DENTAL-EMPLOYEE SPOUSE	GENERAL FUND	NON-DEPARTMENTAL	28.80
3/20/20	ACH***TML MULTISTATE IEBP	DENTAL-EMPLOYEE SPOUSE	GENERAL FUND	NON-DEPARTMENTAL	28.80
3/20/20	ACH***TML MULTISTATE IEBP	HSA Contribution	GENERAL FUND	NON-DEPARTMENTAL	938.23
3/20/20	ACH***TML MULTISTATE IEBP	HSA Contribution	GENERAL FUND	NON-DEPARTMENTAL	936.94
3/20/20	ACH***TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	NON-DEPARTMENTAL	7.22
3/20/20	ACH***TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	NON-DEPARTMENTAL	7.22
3/20/20	ACH***TML MULTISTATE IEBP	LIFE-VOLUNTARY	GENERAL FUND	NON-DEPARTMENTAL	191.22
3/20/20	ACH***TML MULTISTATE IEBP	LIFE-VOLUNTARY	GENERAL FUND	NON-DEPARTMENTAL	191.22
3/20/20	ACH***TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	NON-DEPARTMENTAL	82.87
3/20/20	ACH***TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	NON-DEPARTMENTAL	82.81
3/20/20	ACH***TML MULTISTATE IEBP	4-P85-50-30 EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	225.82
3/20/20	ACH***TML MULTISTATE IEBP	4-P85-50-30 EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	225.82
3/20/20	ACH***TML MULTISTATE IEBP	4-P85-50-30 EMP-HRA FUNDS	GENERAL FUND	CITY ADMINISTRATION	60.18
3/20/20	ACH***TML MULTISTATE IEBP	4-P85-50-30 EMP-HRA FUNDS	GENERAL FUND	CITY ADMINISTRATION	60.18
3/20/20	ACH***TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	GENERAL FUND	CITY ADMINISTRATION	176.35

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
3/20/20	ACH***TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	GENERAL FUND	CITY ADMINISTRATION	176.35
3/20/20	ACH***TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	GENERAL FUND	CITY ADMINISTRATION	109.65
3/20/20	ACH***TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	GENERAL FUND	CITY ADMINISTRATION	109.65
3/20/20	ACH***TML MULTISTATE IEBP	8-P85-250-30 - CHILD BUY D	GENERAL FUND	CITY ADMINISTRATION	281.46
3/20/20	ACH***TML MULTISTATE IEBP	8-P85-250-30 - CHILD BUY D	GENERAL FUND	CITY ADMINISTRATION	281.46
3/20/20	ACH***TML MULTISTATE IEBP	8-P85-250-30 - CHILD HRA	GENERAL FUND	CITY ADMINISTRATION	159.92
3/20/20	ACH***TML MULTISTATE IEBP	8-P85-250-30 - CHILD HRA	GENERAL FUND	CITY ADMINISTRATION	159.92
3/20/20	ACH***TML MULTISTATE IEBP	8-P85-250-30 - FAMILY HSA	GENERAL FUND	CITY ADMINISTRATION	159.92
3/20/20	ACH***TML MULTISTATE IEBP	8-P85-250-30 - FAMILY HSA	GENERAL FUND	CITY ADMINISTRATION	159.92
3/20/20	ACH***TML MULTISTATE IEBP	8-P85-250-30 CHILD-HSA FUN	GENERAL FUND	CITY ADMINISTRATION	4.54
3/20/20	ACH***TML MULTISTATE IEBP	8-P85-250-30 CHILD-HSA FUN	GENERAL FUND	CITY ADMINISTRATION	4.54
3/20/20	ACH***TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	GENERAL FUND	CITY ADMINISTRATION	126.08
3/20/20	ACH***TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	GENERAL FUND	CITY ADMINISTRATION	126.08
3/20/20	ACH***TML MULTISTATE IEBP	8-P85-250-30 FAMILY-HSA FU	GENERAL FUND	CITY ADMINISTRATION	126.08
3/20/20	ACH***TML MULTISTATE IEBP	8-P85-250-30 FAMILY-HSA FU	GENERAL FUND	CITY ADMINISTRATION	126.08
3/20/20	ACH***TML MULTISTATE IEBP	DENTAL-EMPLOYEE CHILD	GENERAL FUND	CITY ADMINISTRATION	18.30
3/20/20	ACH***TML MULTISTATE IEBP	DENTAL-EMPLOYEE CHILD	GENERAL FUND	CITY ADMINISTRATION	18.30
3/20/20	ACH***TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	14.22
3/20/20	ACH***TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	14.22
3/20/20	ACH***TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	CITY ADMINISTRATION	42.64
3/20/20	ACH***TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	CITY ADMINISTRATION	42.64
3/20/20	ACH***TML MULTISTATE IEBP	DENTAL-EMPLOYEE SPOUSE	GENERAL FUND	CITY ADMINISTRATION	38.02
3/20/20	ACH***TML MULTISTATE IEBP	DENTAL-EMPLOYEE SPOUSE	GENERAL FUND	CITY ADMINISTRATION	38.02
3/20/20	ACH***TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	CITY ADMINISTRATION	9.25
3/20/20	ACH***TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	CITY ADMINISTRATION	9.25
3/20/20	ACH***TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	14.65
3/20/20	ACH***TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	14.65
3/20/20	ACH***TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	CITY ADMINISTRATION	2.93
3/20/20	ACH***TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	CITY ADMINISTRATION	2.93
3/20/20	ACH***TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	6.76
3/20/20	ACH***TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	6.76
3/20/20	ACH***TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	CITY ADMINISTRATION	15.21
3/20/20	ACH***TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	CITY ADMINISTRATION	15.21
3/20/20	ACH***TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	MUNICIPAL COURT	2.93
3/20/20	ACH***TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	MUNICIPAL COURT	2.93
3/20/20	ACH***TML MULTISTATE IEBP	PLAN EE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	201.96
3/20/20	ACH***TML MULTISTATE IEBP	PLAN EE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	201.96
3/20/20	ACH***TML MULTISTATE IEBP	2 EMP-HRA FUNDS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	84.04
3/20/20	ACH***TML MULTISTATE IEBP	2 EMP-HRA FUNDS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	84.04
3/20/20	ACH***TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	176.36
3/20/20	ACH***TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	176.36
3/20/20	ACH***TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	109.66
3/20/20	ACH***TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	109.66
3/20/20	ACH***TML MULTISTATE IEBP	7-P85-150-40 SPOUSE BUY DO	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	147.21
3/20/20	ACH***TML MULTISTATE IEBP	7-P85-150-40 SPOUSE BUY DO	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	145.14
3/20/20	ACH***TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	159.92
3/20/20	ACH***TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	159.92
3/20/20	ACH***TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	148.83
3/20/20	ACH***TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	148.83
3/20/20	ACH***TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	126.08
3/20/20	ACH***TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	126.08
3/20/20	ACH***TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	35.76
3/20/20	ACH***TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	35.65
3/20/20	ACH***TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	32.42
3/20/20	ACH***TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	32.42
3/20/20	ACH***TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	7.47

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
3/20/20	ACH***TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	7.46
3/20/20	ACH***TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	8.84
3/20/20	ACH***TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	8.81
3/20/20	ACH***TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	3.00
3/20/20	ACH***TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	3.00
3/20/20	ACH***TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	10.14
3/20/20	ACH***TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	10.14
3/20/20	ACH***TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	5.25
3/20/20	ACH***TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	5.22
3/20/20	ACH***TML MULTISTATE IEBP	4-P85-50-30 EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	225.82
3/20/20	ACH***TML MULTISTATE IEBP	4-P85-50-30 EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	225.82
3/20/20	ACH***TML MULTISTATE IEBP	4-P85-50-30 - FAMILY BUY	GENERAL FUND	FIRE DEPARTMENT	286.00
3/20/20	ACH***TML MULTISTATE IEBP	4-P85-50-30 - FAMILY BUY	GENERAL FUND	FIRE DEPARTMENT	286.00
3/20/20	ACH***TML MULTISTATE IEBP	4-P85-50-30 EMP-HRA FUNDS	GENERAL FUND	FIRE DEPARTMENT	60.18
3/20/20	ACH***TML MULTISTATE IEBP	4-P85-50-30 EMP-HRA FUNDS	GENERAL FUND	FIRE DEPARTMENT	60.18
3/20/20	ACH***TML MULTISTATE IEBP	7-P85-150-40 - CHILD BUY D	GENERAL FUND	FIRE DEPARTMENT	286.00
3/20/20	ACH***TML MULTISTATE IEBP	7-P85-150-40 - CHILD BUY D	GENERAL FUND	FIRE DEPARTMENT	286.00
3/20/20	ACH***TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	GENERAL FUND	FIRE DEPARTMENT	176.35
3/20/20	ACH***TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	GENERAL FUND	FIRE DEPARTMENT	176.35
3/20/20	ACH***TML MULTISTATE IEBP	7-P85-150-40 - FAMILY BUY	GENERAL FUND	FIRE DEPARTMENT	572.00
3/20/20	ACH***TML MULTISTATE IEBP	7-P85-150-40 - FAMILY BUY	GENERAL FUND	FIRE DEPARTMENT	572.00
3/20/20	ACH***TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	GENERAL FUND	FIRE DEPARTMENT	109.65
3/20/20	ACH***TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	GENERAL FUND	FIRE DEPARTMENT	109.65
3/20/20	ACH***TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY	GENERAL FUND	FIRE DEPARTMENT	1,439.28
3/20/20	ACH***TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY	GENERAL FUND	FIRE DEPARTMENT	1,439.28
3/20/20	ACH***TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	GENERAL FUND	FIRE DEPARTMENT	572.00
3/20/20	ACH***TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	GENERAL FUND	FIRE DEPARTMENT	572.00
3/20/20	ACH***TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	GENERAL FUND	FIRE DEPARTMENT	1,134.72
3/20/20	ACH***TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	GENERAL FUND	FIRE DEPARTMENT	1,134.72
3/20/20	ACH***TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	156.42
3/20/20	ACH***TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	156.42
3/20/20	ACH***TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	FIRE DEPARTMENT	127.92
3/20/20	ACH***TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	FIRE DEPARTMENT	127.92
3/20/20	ACH***TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	FIRE DEPARTMENT	24.05
3/20/20	ACH***TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	FIRE DEPARTMENT	24.05
3/20/20	ACH***TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	41.02
3/20/20	ACH***TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	41.02
3/20/20	ACH***TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	FIRE DEPARTMENT	8.79
3/20/20	ACH***TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	FIRE DEPARTMENT	8.79
3/20/20	ACH***TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	37.18
3/20/20	ACH***TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	37.18
3/20/20	ACH***TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	FIRE DEPARTMENT	30.42
3/20/20	ACH***TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	FIRE DEPARTMENT	30.42
3/20/20	ACH***TML MULTISTATE IEBP	P85-70-40 FAMILY BUYDOWN	GENERAL FUND	POLICE DEPARTMENT	286.00
3/20/20	ACH***TML MULTISTATE IEBP	P85-70-40 FAMILY BUYDOWN	GENERAL FUND	POLICE DEPARTMENT	286.00
3/20/20	ACH***TML MULTISTATE IEBP	3-P85-20-30 CHILD BUY DOWN	GENERAL FUND	POLICE DEPARTMENT	572.00
3/20/20	ACH***TML MULTISTATE IEBP	3-P85-20-30 CHILD BUY DOWN	GENERAL FUND	POLICE DEPARTMENT	572.00
3/20/20	ACH***TML MULTISTATE IEBP	3 -P85-20-30 EE ONLY	GENERAL FUND	POLICE DEPARTMENT	486.20
3/20/20	ACH***TML MULTISTATE IEBP	3 -P85-20-30 EE ONLY	GENERAL FUND	POLICE DEPARTMENT	486.20
3/20/20	ACH***TML MULTISTATE IEBP	3 P85-2-30 HRA FUNDS	GENERAL FUND	POLICE DEPARTMENT	85.80
3/20/20	ACH***TML MULTISTATE IEBP	3 P85-2-30 HRA FUNDS	GENERAL FUND	POLICE DEPARTMENT	85.80
3/20/20	ACH***TML MULTISTATE IEBP	4-P85-50-30 EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	451.64
3/20/20	ACH***TML MULTISTATE IEBP	4-P85-50-30 EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	451.64
3/20/20	ACH***TML MULTISTATE IEBP	4-P85-50-30 EMP-HRA FUNDS	GENERAL FUND	POLICE DEPARTMENT	120.36
3/20/20	ACH***TML MULTISTATE IEBP	4-P85-50-30 EMP-HRA FUNDS	GENERAL FUND	POLICE DEPARTMENT	120.36
3/20/20	ACH***TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	GENERAL FUND	POLICE DEPARTMENT	176.35

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
3/20/20	ACH***TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	GENERAL FUND	POLICE DEPARTMENT	176.35
3/20/20	ACH***TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	GENERAL FUND	POLICE DEPARTMENT	109.65
3/20/20	ACH***TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	GENERAL FUND	POLICE DEPARTMENT	109.65
3/20/20	ACH***TML MULTISTATE IEBP	8-P85-250-30 - CHILD BUY D	GENERAL FUND	POLICE DEPARTMENT	562.92
3/20/20	ACH***TML MULTISTATE IEBP	8-P85-250-30 - CHILD BUY D	GENERAL FUND	POLICE DEPARTMENT	562.92
3/20/20	ACH***TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY	GENERAL FUND	POLICE DEPARTMENT	1,119.44
3/20/20	ACH***TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY	GENERAL FUND	POLICE DEPARTMENT	1,119.44
3/20/20	ACH***TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	GENERAL FUND	POLICE DEPARTMENT	286.00
3/20/20	ACH***TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	GENERAL FUND	POLICE DEPARTMENT	286.00
3/20/20	ACH***TML MULTISTATE IEBP	8-P85-250-30 CHILD-HSA FUN	GENERAL FUND	POLICE DEPARTMENT	9.08
3/20/20	ACH***TML MULTISTATE IEBP	8-P85-250-30 CHILD-HSA FUN	GENERAL FUND	POLICE DEPARTMENT	9.08
3/20/20	ACH***TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	GENERAL FUND	POLICE DEPARTMENT	882.56
3/20/20	ACH***TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	GENERAL FUND	POLICE DEPARTMENT	882.56
3/20/20	ACH***TML MULTISTATE IEBP	DENTAL-EMPLOYEE CHILD	GENERAL FUND	POLICE DEPARTMENT	73.20
3/20/20	ACH***TML MULTISTATE IEBP	DENTAL-EMPLOYEE CHILD	GENERAL FUND	POLICE DEPARTMENT	73.20
3/20/20	ACH***TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	142.20
3/20/20	ACH***TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	142.20
3/20/20	ACH***TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	POLICE DEPARTMENT	85.28
3/20/20	ACH***TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	POLICE DEPARTMENT	85.28
3/20/20	ACH***TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	POLICE DEPARTMENT	33.30
3/20/20	ACH***TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	POLICE DEPARTMENT	33.30
3/20/20	ACH***TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	41.02
3/20/20	ACH***TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	41.02
3/20/20	ACH***TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	POLICE DEPARTMENT	11.72
3/20/20	ACH***TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	POLICE DEPARTMENT	11.72
3/20/20	ACH***TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	40.56
3/20/20	ACH***TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	40.56
3/20/20	ACH***TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	POLICE DEPARTMENT	30.42
3/20/20	ACH***TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	POLICE DEPARTMENT	30.42
3/20/20	ACH***TML MULTISTATE IEBP	7-P85-150-40 SPOUSE BUY DO	WATER FUND	NON-DEPARTMENTAL	58.22
3/20/20	ACH***TML MULTISTATE IEBP	7-P85-150-40 SPOUSE BUY DO	WATER FUND	NON-DEPARTMENTAL	59.09
3/20/20	ACH***TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	WATER FUND	NON-DEPARTMENTAL	89.09
3/20/20	ACH***TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	WATER FUND	NON-DEPARTMENTAL	89.09
3/20/20	ACH***TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	WATER FUND	NON-DEPARTMENTAL	10.22
3/20/20	ACH***TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	WATER FUND	NON-DEPARTMENTAL	10.22
3/20/20	ACH***TML MULTISTATE IEBP	HSA Contribution	WATER FUND	NON-DEPARTMENTAL	183.08
3/20/20	ACH***TML MULTISTATE IEBP	HSA Contribution	WATER FUND	NON-DEPARTMENTAL	184.37
3/20/20	ACH***TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	WATER FUND	NON-DEPARTMENTAL	2.38
3/20/20	ACH***TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	WATER FUND	NON-DEPARTMENTAL	2.38
3/20/20	ACH***TML MULTISTATE IEBP	LIFE-VOLUNTARY	WATER FUND	NON-DEPARTMENTAL	10.80
3/20/20	ACH***TML MULTISTATE IEBP	LIFE-VOLUNTARY	WATER FUND	NON-DEPARTMENTAL	10.80
3/20/20	ACH***TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	WATER FUND	NON-DEPARTMENTAL	6.52
3/20/20	ACH***TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	WATER FUND	NON-DEPARTMENTAL	6.58
3/20/20	ACH***TML MULTISTATE IEBP	3 -P85-20-30 EE ONLY	WATER FUND	WATER DEPARTMENT	243.10
3/20/20	ACH***TML MULTISTATE IEBP	3 -P85-20-30 EE ONLY	WATER FUND	WATER DEPARTMENT	243.10
3/20/20	ACH***TML MULTISTATE IEBP	3 P85-2-30 HRA FUNDS	WATER FUND	WATER DEPARTMENT	42.90
3/20/20	ACH***TML MULTISTATE IEBP	3 P85-2-30 HRA FUNDS	WATER FUND	WATER DEPARTMENT	42.90
3/20/20	ACH***TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	WATER FUND	WATER DEPARTMENT	176.34
3/20/20	ACH***TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	WATER FUND	WATER DEPARTMENT	176.34
3/20/20	ACH***TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	WATER FUND	WATER DEPARTMENT	109.64
3/20/20	ACH***TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	WATER FUND	WATER DEPARTMENT	109.64
3/20/20	ACH***TML MULTISTATE IEBP	7-P85-150-40 SPOUSE BUY DO	WATER FUND	WATER DEPARTMENT	138.79
3/20/20	ACH***TML MULTISTATE IEBP	7-P85-150-40 SPOUSE BUY DO	WATER FUND	WATER DEPARTMENT	140.86
3/20/20	ACH***TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY	WATER FUND	WATER DEPARTMENT	159.92
3/20/20	ACH***TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY	WATER FUND	WATER DEPARTMENT	159.92
3/20/20	ACH***TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	WATER FUND	WATER DEPARTMENT	137.17



DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
3/20/20	ACH***TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	WATER FUND	WATER DEPARTMENT	137.17
3/20/20	ACH***TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	WATER FUND	WATER DEPARTMENT	126.08
3/20/20	ACH***TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	WATER FUND	WATER DEPARTMENT	126.08
3/20/20	ACH***TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	49.56
3/20/20	ACH***TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	49.67
3/20/20	ACH***TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	WATER FUND	WATER DEPARTMENT	10.22
3/20/20	ACH***TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	WATER FUND	WATER DEPARTMENT	10.22
3/20/20	ACH***TML MULTISTATE IEBP	HRA/HSA FEE	WATER FUND	WATER DEPARTMENT	7.33
3/20/20	ACH***TML MULTISTATE IEBP	HRA/HSA FEE	WATER FUND	WATER DEPARTMENT	7.34
3/20/20	ACH***TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	2.88
3/20/20	ACH***TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	2.91
3/20/20	ACH***TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	WATER FUND	WATER DEPARTMENT	8.72
3/20/20	ACH***TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	WATER FUND	WATER DEPARTMENT	8.72
3/20/20	ACH***TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	10.14
3/20/20	ACH***TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	10.14
3/20/20	ACH***TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	WATER FUND	WATER DEPARTMENT	4.89
3/20/20	ACH***TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	WATER FUND	WATER DEPARTMENT	4.92
3/23/20	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	NON-DEPARTMENTAL	8,068.17
3/23/20	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	NON-DEPARTMENTAL	7,859.85
3/23/20	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	CITY ADMINISTRATION	2,466.85
3/23/20	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	CITY ADMINISTRATION	2,466.85
3/23/20	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	MUNICIPAL COURT	284.55
3/23/20	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	MUNICIPAL COURT	284.55
3/23/20	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	1,104.93
3/23/20	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	1,175.97
3/23/20	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	FIRE DEPARTMENT	6,175.34
3/23/20	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	FIRE DEPARTMENT	5,715.68
3/23/20	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	POLICE DEPARTMENT	6,046.89
3/23/20	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	POLICE DEPARTMENT	6,020.44
3/23/20	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	WATER FUND	NON-DEPARTMENTAL	558.94
3/23/20	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	WATER FUND	NON-DEPARTMENTAL	577.03
3/23/20	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	WATER FUND	WATER DEPARTMENT	1,113.87
3/23/20	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	WATER FUND	WATER DEPARTMENT	1,149.95
3/24/20	ACH***COLONIAL SUPPLEMENTAL INS	COLONIAL-AFTER TAX	GENERAL FUND	NON-DEPARTMENTAL	531.78
3/24/20	ACH***COLONIAL SUPPLEMENTAL INS	COLONIAL-AFTER TAX	GENERAL FUND	NON-DEPARTMENTAL	531.78
3/24/20	ACH***COLONIAL SUPPLEMENTAL INS	COLONIAL-PRE-TAX	GENERAL FUND	NON-DEPARTMENTAL	716.08
3/24/20	ACH***COLONIAL SUPPLEMENTAL INS	COLONIAL-PRE-TAX	GENERAL FUND	NON-DEPARTMENTAL	716.08
3/24/20	ACH***AFLAC	AFLAC - AFTER TAX	GENERAL FUND	NON-DEPARTMENTAL	112.59
3/24/20	ACH***AFLAC	AFLAC - AFTER TAX	GENERAL FUND	NON-DEPARTMENTAL	109.99
3/24/20	ACH***AFLAC	AFLAC - PRE-TAX	GENERAL FUND	NON-DEPARTMENTAL	156.49
3/24/20	ACH***AFLAC	AFLAC - PRE-TAX	GENERAL FUND	NON-DEPARTMENTAL	156.49
3/24/20	ACH***AFLAC	ADJUSTMENT	GENERAL FUND	NON-DEPARTMENTAL	3.90
3/24/20	PRE-PAID LEGAL SERVICES, INC.	PREPAID LEGAL SERVICES	GENERAL FUND	NON-DEPARTMENTAL	212.91
3/24/20	PRE-PAID LEGAL SERVICES, INC.	PREPAID LEGAL SERVICES	GENERAL FUND	NON-DEPARTMENTAL	212.91
3/24/20	AMERICAN FIDELITY ASSURANCE	AMERICAN FIDELITY LIFE DUE	GENERAL FUND	NON-DEPARTMENTAL	51.00
3/24/20	AMERICAN FIDELITY ASSURANCE	AMERICAN FIDELITY LIFE DUE	GENERAL FUND	NON-DEPARTMENTAL	51.00
3/24/20	ACH***COLONIAL SUPPLEMENTAL INS	COLONIAL-AFTER TAX	WATER FUND	NON-DEPARTMENTAL	35.02
3/24/20	ACH***COLONIAL SUPPLEMENTAL INS	COLONIAL-AFTER TAX	WATER FUND	NON-DEPARTMENTAL	35.02
3/24/20	ACH***COLONIAL SUPPLEMENTAL INS	COLONIAL-PRE-TAX	WATER FUND	NON-DEPARTMENTAL	52.10
3/24/20	ACH***COLONIAL SUPPLEMENTAL INS	COLONIAL-PRE-TAX	WATER FUND	NON-DEPARTMENTAL	52.10
3/24/20	PRE-PAID LEGAL SERVICES, INC.	PREPAID LEGAL SERVICES	WATER FUND	NON-DEPARTMENTAL	31.22
3/24/20	PRE-PAID LEGAL SERVICES, INC.	PREPAID LEGAL SERVICES	WATER FUND	NON-DEPARTMENTAL	31.22
3/31/20	TX CSDU	00089527162015EM5059	GENERAL FUND	NON-DEPARTMENTAL	69.23
3/31/20	ACH***ICMA - VANTAGEPOINT TRANSFER-457	ICMA-FLAT AMOUNTS	GENERAL FUND	NON-DEPARTMENTAL	2,085.00
3/31/20	FROST - VISA DEBIT CARD	FROST-LOGMEIN *ONLINE MTG	GENERAL FUND	CITY COUNCIL	197.31
3/31/20	FROST - VISA DEBIT CARD	FROST-GO DADDY *SSL FOR R	GENERAL FUND	CITY ADMINISTRATION	79.99

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
3/31/20	FROST - VISA DEBIT CARD	FROST-TARGET *JANITORIAL S	GENERAL FUND	CITY ADMINISTRATION	53.45
3/31/20	FROST - VISA DEBIT CARD	FROST-HOMES2 *HOTEL TWLI M	GENERAL FUND	CITY ADMINISTRATION	139.23
3/31/20	FROST - VISA DEBIT CARD	FROST-TRAIN HR *WEBINAR	GENERAL FUND	CITY ADMINISTRATION	145.00
3/31/20	FROST - VISA DEBIT CARD	FROST-TXMUNICIPALCLERK* MA	GENERAL FUND	CITY ADMINISTRATION	167.50
3/31/20	FROST - VISA DEBIT CARD	FROST-SHRM *DUES FOR JC	GENERAL FUND	CITY ADMINISTRATION	219.00
3/31/20	FROST - VISA DEBIT CARD	FROST-TML *TCMA CONFERENCE	GENERAL FUND	CITY ADMINISTRATION	1,010.00
3/31/20	FROST - VISA DEBIT CARD	CREDIT FOR HOTEL CHARGES	GENERAL FUND	CITY ADMINISTRATION	34.98-
3/31/20	FROST - VISA DEBIT CARD	FROST-BEXAR REG *VEH REGI	GENERAL FUND	FIRE DEPARTMENT	9.50
3/31/20	FROST - VISA DEBIT CARD	FROST-FAIRFIELD INN*DRYCLE	GENERAL FUND	POLICE DEPARTMENT	9.63
3/31/20	FROST - VISA DEBIT CARD	FROST - MARLOW WHITE *UNIF	GENERAL FUND	POLICE DEPARTMENT	604.20
3/31/20	FROST - VISA DEBIT CARD	CANCELLED TML TRAINING	GENERAL FUND	POLICE DEPARTMENT	765.00-
3/31/20	ACH***ICMA - VANTAGEPOINT TRANSFER-457	ICMA-FLAT AMOUNTS	WATER FUND	NON-DEPARTMENTAL	160.00
3/31/20	FROST - VISA DEBIT CARD	FROST - ULINE *MAILING	WATER FUND	WATER DEPARTMENT	226.11
3/31/20	FROST - VISA DEBIT CARD	FROST-TCEQ *ANNUAL REPORT	WATER FUND	WATER DEPARTMENT	50.00

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	GUPTA, SACHIN	US REFUNDS	WATER FUND	NON-DEPARTMENTAL	250.00
	GUPTA, SACHIN	US REFUNDS	WATER FUND	NON-DEPARTMENTAL	250.00
	FLAKE, MARYGAIL	US REFUNDS	WATER FUND	NON-DEPARTMENTAL	<u>250.00</u>
				TOTAL:	423,359.18

===== FUND TOTALS =====		
10	GENERAL FUND	352,811.21
20	WATER FUND	65,465.73
53	LEOSE	85.00
70	CAPITAL REPLACEMENT FUND	4,997.24
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	GRAND TOTAL:	423,359.18
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## SELECTION CRITERIA

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SELECTION OPTIONS

VENDOR SET: 01-CITY OF SHAVANO PARK  
VENDOR: All  
CLASSIFICATION: All  
BANK CODE: All  
ITEM DATE: 0/00/0000 THRU 99/99/9999  
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00  
GL POST DATE: 0/00/0000 THRU 99/99/9999  
CHECK DATE: 3/01/2020 THRU 3/31/2020

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PAYROLL SELECTION

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

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PRINT OPTIONS

PRINT DATE: Check Date  
SEQUENCE: By Date  
DESCRIPTION: Distribution  
GL ACCTS: YES  
REPORT TITLE: C O U N C I L A/P R E P O R T  
SIGNATURE LINES: 0

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PACKET OPTIONS

INCLUDE REFUNDS: YES  
INCLUDE OPEN ITEM:NO

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## **SUPPLEMENTAL NOTICE OF MEETING BY LIVESTREAM / TELEPHONE CONFERENCE:**

**In accordance with Order of the Office of the Governor issued March 16th, 2020, the governor has suspended various provisions of the Open Meetings Act pursuant to his state disaster authority, which now authorize the participation of a meeting by live-video stream or telephone.** The City of Shavano Park will conduct the Regular Meeting **on Monday, March 23, 2020 immediately following the City of Shavano Park Crime Control and Prevention Meeting scheduled at 6:30 p.m. at 900 Saddletree Court, Shavano Park Council Chambers** in part by Livestream / telephone conference in order to advance the public health goal of limiting face-to-face meetings (also called “social distancing”) and slow down the spread of the Coronavirus (COVID-19).

Telephone Participation. The public toll-free dial-in number to participate in the telephonic meeting is 1-866-899-4679 and requires access code 492-574-237.

Livestream Participation. The livestream available via the GoToMeeting website from your computer, tablet or smartphone at:  
<https://global.gotomeeting.com/join/492574237> or you may also download the GoToMeeting app from Google Play or the Apple App Store. Follow GoToMeeting’s instructions to download and install the app.

The Livestream / telephone conference will be available to join at 6:15 pm (15 minutes prior to the meeting).

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

The meeting agenda and agenda packet are posted online at [www.shavanopark.org](http://www.shavanopark.org).

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

**1. CALL MEETING TO ORDER**

PRESENT:

ABSENT:

Alderman Colemere

Alderman Kautz

Mayor Pro Tem Ross

Alderman Heintzelman

Alderman Powers

Mayor Werner

**2. PLEDGE OF ALLEGIANCE AND INVOCATION**

City Manager Hill led the Pledge of Allegiance to the Flag. Alderman Heintzelman led the Invocation.

**3. CITIZENS TO BE HEARD**

No one signed up address City Council.

**4. CITY COUNCIL COMMENTS**

City Council thanked staff for ensuring communications during this pandemic.

**5. PRESENTATIONS, COMMENDATIONS AND ANNOUNCEMENTS**

**5.1. Annual April City Manager Performance and Salary Review (Mayor Werner)**

Mayor Werner discussed the process to prepare the Annual April City Manager Performance and Salary Review.

**6. REGULAR AGENDA ITEMS**

**6.1. Discussion /Action - Coronavirus Update and Considerations - City Manager**

City Manager Hill presented an updated on the Coronavirus. Mayor Werner signed a Declaration of a Local State of Disaster and Public Health Emergency pursuant to Chapter 418 of the Texas Government Code, the Texas Disaster Act of 1975 as the presiding officer of the City of Shavano Park City Council.

**6.2. Discussion /Action - Ordinance O-2020-006 amending the FY 2019-20 Budget to adjust revenues, expenditures and utilization of fund balance to include resourcing the pavilion, playscapes, walking trail, equipment upgrades and other items within the General Fund, Water Utility Fund, Crime Control and Prevention District Fund, Capital Improvement/Replacement Fund and Water Utility Capital Replacement Fund (first reading) - City Manager / Finance Director**

Mayor Pro Tem Ross made a motion to approve Ordinance O-2020-006 amending the FY 2019-20 Budget to adjust revenues, expenditures and utilization of fund balance to include resourcing the pavilion, playscapes, walking trail, equipment upgrades and other items within the General Fund, Water Utility Fund, Crime Control and Prevention District Fund, Capital Improvement/Replacement Fund and Water Utility Capital Replacement Fund utilizing \$275k

from the General Fund Reserves and \$275k from the Capital Improvement Reserves (first reading).

Alderman Kautz seconded the motion.

The motion to approve to approve Ordinance O-2020-006 amending the FY 2019-20 Budget to adjust revenues, expenditures and utilization of fund balance to include resourcing the pavilion, playscapes, walking trail, equipment upgrades and other items within the General Fund, Water Utility Fund, Crime Control and Prevention District Fund, Capital Improvement/Replacement Fund and Water Utility Capital Replacement Fund (first reading) utilizing \$275k from the General Fund Reserves and \$275k from the Capital Improvement Reserves. passed the following vote:

AYES: 3; NAYES: 2 (Alderman Powers /Colemere)

**6.3. Discussion /Action - Resolution R-2020-008 Neighborhood Watch adopting 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 - Chief Lacy**

Alderman Colemere made a motion to approve Resolution R-2020-008 Neighborhood Watch adopting 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.

Alderman Kautz seconded the motion.

The motion to approve Resolution R-2020-008 Neighborhood Watch adopting 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 carried with a unanimous vote.

**6.4. Discussion / action - Reschedule the Regular City Council Meeting scheduled for May 25, 2020 - City Manager**

Mayor Pro Tem Ross made a motion to reschedule the Regular City Council Meeting scheduled for May 25, 2020 to May 18, 2020.

Alderman Heintzelman seconded the motion.

The motion to reschedule the Regular City Council Meeting scheduled for May 25, 2020 to May 18, 2020 carried with a unanimous vote.

**6.5. Discussion / Action - Resolution R-2020-009 authorizing the application for the SIB loan supporting the relocation of water lines along NW Military Highway during the NW Military Highway improvement project - City Manager**

Mayor Pro Tem made a motion to approve Resolution R-2020-009 authorizing the application for the SIB loan supporting the relocation of water lines along NW Military Highway during the NW Military Highway improvement project.

Alderman Kautz seconded the motion.

The motion to approve Resolution R-2020-009 authorizing the application for the SIB loan supporting the relocation of water lines along NW Military Highway during the NW Military Highway improvement project carried with a unanimous vote.

#### **6.6. Discussion - Resolution R-2020-005 Revisions to Employee Handbook**

City Manager discussed the revisions to the Employee Handbook and that staff will present at the April Meeting.

### **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, February 24, 2019**

#### **8.2. Accept - Planning & Zoning Commission Meeting Minutes, February 5, 2019**

Mayor Pro Tem Ross made a motion to approve Consent Agenda items 8.1 - 8.2 as presented.

Alderman Heintzelman seconded the motion.



The motion to approve Consent Agenda items 8.1 – 8.2 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 7:49 p.m.

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Robert Werner  
Mayor

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Zina Tedford  
City Secretary

**SUPPLEMENTAL NOTICE OF MEETING BY LIVESTREAM / TELEPHONE  
CONFERENCE:**

**THIS MEETING WILL BE CLOSED TO IN-PERSON ATTENDANCE BY  
THE PUBLIC.**

**In accordance with Order of the Office of the Governor issued March 16th, 2020, the governor has suspended various provisions of the Open Meetings Act pursuant to his state disaster authority, which now authorize the participation of a meeting by live-video stream or telephone.** The City of Shavano Park will conduct the Regular Meeting on Monday, March 30, 2020 at 5:00 p.m. at 900 Saddletree Court, Shavano Park Council Chambers in part by Livestream / telephone conference in order to advance the public health goal of limiting face-to-face meetings (also called “social distancing”) and slow down the spread of the Coronavirus (COVID-19).

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**Livestream Participation.** The livestream available via the GoToMeeting website from your computer, tablet or smartphone at:  
<https://www.gotomeet.me/ShavanoPark/march30councilmeeting> or you may also download the GoToMeeting app from Google Play or the Apple App Store. Follow GoToMeeting’s instructions to download and install the app.

The Livestream / telephone conference will be available to join at 4:30 pm (30 minutes prior to the meeting).

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

The meeting agenda and agenda packet are posted online at [www.shavanopark.org](http://www.shavanopark.org).

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

## **1. CALL MEETING TO ORDER**

### **PRESENT:**

Alderman Colemere  
Alderman Kautz  
Alderman Heintzelman  
Alderman Powers  
Mayor Werner

### **ABSENT:**

Mayor Pro Tem Ross

## **2. PLEDGE OF ALLEGIANCE AND INVOCATION**

City Manager Hill led the Pledge of Allegiance to the Flag. Mayor Werner led the Invocation.

## **3. CITIZENS TO BE HEARD**

Citizen Simpson submitted his comments by email

Why is this even necessary? Aren't all the provisions included already included in State and County resolutions and declarations?

You can activate the SPEOC on your own without sweeping declarations.

Why can't I attend in person? Council members are staying at home; chances are there will not be 10 people in attendance. Last time, when I dialed in to the meeting, I could not offer my comments at Citizens to Be Heard because no one responded to my repeated request to present my views and requests.

The City of Shavano Park did not receive any additional comments telephonically or email.

## **4. CITY COUNCIL COMMENTS**

No comments.

## **5. SPECIAL AGENDA ITEMS**

### **5.1. Discussion - Coronavirus Update - City Manager**

City Manager presented a briefing on the coronavirus pandemic. City Manager Hill provided a response to Citizen Simpson's comments.

### **5.2. Discussion / Action – Ordinance O-2020-007 of the City Council of the City of Shavano Park extending a declaration of local disaster; establishing rules and regulations for the duration of the disaster; restricting certain activities; establishing penalties for violations (final). Possible Executive Session pursuant to Texas Government Code, § 551.071, Consultation with Attorney - City Manager / City Attorney**

Alderman Colemere made a motion to approve consideration that the Ordinance being considered constitutes an emergency and may be approved in one reading.

Alderman Kautz seconded the motion.

The motion to approve that the Ordinance being considered constitutes an emergency and may be approved in one reading carried the following vote: AYES: 4; NAYES: 0

Alderman Heintzelman made a motion to approve Ordinance O-2020-007 of the City Council of the City of Shavano Park extending a declaration of local disaster; establishing rules and regulations for the duration of the disaster; restricting certain activities; establishing penalties for violations (final) as an emergency ordinance.

Alderman Colemere seconded the motion.

The motion to approve Ordinance O-2020-007 of the City Council of the City of Shavano Park extending a declaration of local disaster; establishing rules and regulations for the duration of the disaster; restricting certain activities; establishing penalties for violations (final) as an emergency ordinance carried with the following vote; AYES: 4; NAYES: 0

## **6. ADJOURNMENT**

Alderman Powers made a motion to adjourn the meeting

Alderman Colemere seconded the motion.

The meeting adjourned at 5:29 p.m.

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Robert Werner  
Mayor

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Zina Tedford  
City Secretary

## CITY COUNCIL STAFF SUMMARY

Meeting Date: April 27, 2020

Agenda item: 8.3

Prepared by: Brenda Morey

Reviewed by: Bill Hill

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**AGENDA ITEM DESCRIPTION:** Discussion / action - Approval of Ordinance O-2020-006 amending the FY 2019-20 Budget by adjusting the revenues, expenditures and utilization of fund balance to include resourcing the pavilion, playscapes, walking trail, equipment upgrades and other items within the General Fund, Water Utility Fund, Crime Control Prevention District Fund, Capital Improvement/Replacement Fund and the Water Capital Replacement Fund (final reading).

X

**Attachments for Reference:**

- a) Ordinance O-2020-006
- b) Proposed FY 2019-20 Budget Amendment #1,  
Budget Comparison Report (Incode)
- c) Pavilion/Playscapes Funding Options

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**BACKGROUND / HISTORY:** Numerous items require the budget to be amended. See discussion below.

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**DISCUSSION:** Updates in Yellow (only change was the split funding for pavilion/playscapes)

Attached is item b) the “Budget Comparison Report” for the proposed budget amendment related to the General Fund, Water Utility Fund, Crime Control and Prevention District Fund, Capital Replacement Fund and Water Capital Replacement Fund. The Y-T-D Actual column includes all revenues and expenditures/expenses posted as of March 31, 2020. The “Current Budget” column is the original adopted budget. The “Selected Budget” Column includes the amounts to be adjusted. Only the line items that have an amount in the “Difference” column are being amended.

City Staff is proposing the following as amendment #1 to the FY 2019-20 budget:

**General Fund (10):**

1. The City Hall restroom renovation project was started in the prior fiscal year with an amended budget of \$40,000. The initial contract was terminated prior to completion due to noncompliance with contract terms. FY19 expenditures included \$24,520 towards this project. The restrooms were completed under another contractor, with that contract signed in the new fiscal year. Proposed budget amendment of \$26,500 to increase account 10-601-8080 Capital Improvements with the funding from 10-599-8099 Fund Balance Reserve to fund the project completion.
2. At the January 2020 City Council meeting, Council approved an engineering contract for \$48,750 for Northwest Military water utility relocation services. The FY2019-20 budget included \$20,000 in 10-601-3012 Professional Services – Engineers and \$5,000 in 20-606-

3012 Engineering Services, leaving \$23,750 to resource. Proposed amendment to increase 10-601-3012 Professional Services – Engineers and reduce 10-601-8080 Capital Improvements for \$23,750 to re-allocate monies budgeted for moving the fiber lines to the engineering contract. Recent communications indicate the fiber lines will not need to be moved, however, they will need engineered drawings and reinforcement, leaving \$23,250 for this purpose.

3. At the February 2020 City Council meeting, Council approved \$550,000 for a pavilion and playscape area near City Hall with City staff to provide a recommendation for the funding source. City Staff has prepared the proposed budget amendment to use 50% (\$275,000) from fund balance and 50% (\$275,000) from Capital Replacement. A funding option worksheet has been provided as attachment 3, which considers different funding option using the General Fund fund balance and Capital Improvement/Replacement Fund.

If the above amendments are approved, the General Fund's amended FY20 budgeted revenues and expenditures would be \$5,760,347, an increase of \$301,500 from the original adopted budget.

### **Water Utility Fund (20):**

1. Increase meter replacement from 50 to 100 meters. More meters are failing as they have reached and surpassed their useful lives, resulting in zero consumption readings and lost revenues. Increase of \$15,750 (50 meters at \$315 each) in the transfer in from the Water Capital Replacement Fund to cover the additional meters – 20-599-8072 Transfer In – Capital Replacement with a corresponding increase in the expense account 20-606-8087 Water Meter Replacement.
2. Well #5 went down and the motor was replaced at a cost of \$17,686. Staff is recommending utilizing \$3,000 from account 20-606-6065 - Well Site #5 – Edwards Blending and reducing the amount of the transfer to the Capital Replacement Fund for the remaining \$14,686. Reduction in account 20-606-9020 Transfer to Capital Replacement Fund making the new transfer amount \$124,020. The offset account is an increase in 20-606-8095 Capital – Well #5 for \$17,686.
3. The City received a grant from TCEQ to replace its aging, inefficient dump truck that is shared between the Water Utility and Public Works. An amendment of \$46,718 is proposed to reflect the Utility's share of the grant award in account 20-599-7028 TCEQ Grant and the truck purchase in 20-606-8050 Capital – Vehicles. Note: local funding will come from Public Works amounts that have been accumulated for the dump truck replacement in the 70 fund – Capital Replacement.
4. In April 2019, the MIOX System went down, taking the Trinity well out of service. The MIOX system had to be upgraded to return the well to service. This was completed in October

2019 at a cost of \$23,856.67. Proposed amendment to increase expense 20-606-8091 Capital – Well #1 by \$23,500 with the funding provided by a transfer from the 72 fund – Water Capital Replacement 20-599-8072.

If the above amendments are approved, the Water Utility budgeted revenues and expenses would increase by \$85,968 to \$1,123,858, up from an original budget amount of \$1,037,890.

### **Crime Control Prevention District Fund (40)**

1. Proposed amendment to fund the purchase and installation of ruggedized mobile routers in the Shavano Park Police Department patrol vehicles at a cost of \$12,200 in account 40-605-8010. This increase in expenditures is offset by a reduction in the cost of the new ticket writers as a less expensive, more user-friendly option has been determined. Reduction of \$1,533 in 40-604-8010 and \$5,663 in 40-605-8010 due to the change in the ticket writers/printers. After amendments, budget in account 40-604-8010 will be \$900 and in account 40-605-8010 \$17,900.
2. Additional \$3,000 requested to 40-605-3087 Citizens Communication for Neighborhood Watch signage production and installation components as SPPD proposes sponsoring the City's program. The original budget included \$500 for this purpose, bringing the amended amount to \$3,500.
3. SPPD is requesting \$5,000 for the monitoring equipment and installation costs associated with the four new traffic speed signs, two each to be installed on DeZavala and Lockhill-Selma Roads. The original budget included \$21,000 for the speed sign equipment with Public Works completing the installation. After taking delivery of the signs, it was determined that Public Works did not have the necessary equipment and expertise to complete the installation so a contractor, American Signal, was found at an estimated cost of \$3,000 which included coring and installation. As the installation is progressing, the contractor notified SPPD that the signs were sited in heavy rock and needed additional mounting and conduit hardware, increasing cost to \$5,000.

The Crime Control & Prevention District fund had originally budgeted for an excess of revenues over expenditures of \$37,849. With the above proposed amendments, the budgeted excess of revenues over expenditures would decrease to \$24,845, increasing expenditures by \$13,004.

### **70 Capital Replacement Fund:**

1. The City received a grant from TCEQ to replace its aging, inefficient dump truck that is shared between the Utility and Public Works. An amendment of \$28,030 is proposed to reflect the City's share of the grant award in account 70-599-7028 TCEQ Grant, the 20% local funding requirement will come from monies set aside for the truck's replacement and will be reflected in account 70-599-8099 Fund Balance Reserve for \$18,688 and one half of the truck purchase

of \$46,718 in 70-603-8050 Capital – Vehicles. Note: this is a reimbursement type grant so the purchase is made with City/Utility monies before the grant funds are received.

2. At the October 2019 City Council meeting, Council approved the Municipal Tract walking trail plan and directed City staff to utilize funding set aside in the Capital Improvement Fund for that purpose. Amendment of \$30,000 (of the \$35,000 set aside) proposed to increase 70-600-4030 Hike and Bike Trails with the offset to 70-599-8099 Fund Balance Reserve.
3. At the February 2020 City Council meeting, Council approved \$550,000 for a pavilion and playscape area near City Hall with City staff to provide a recommendation for the funding source. A funding option worksheet has been provided as item 6.1c, which considers using General Fund fund balance, Capital Improvement/Replacement Fund amounts or a combination of the two to resource this project. City Staff has prepared the proposed budget amendment using combined General Fund fund balance and Capital Improvement/Replacement drainage funds as the source. This amendment would increase account 70-599-8099 Fund Balance Reserve by \$275,000 with an offsetting increase to account 70-601-8080 Capital Improvements to record the project costs.

If the above are approved, the 70 fund budgeted revenues and expenditures would increase by \$351,718, from \$839,500 to \$1,191,218.

## **72 Water Capital Replacement Fund**

1. Decrease the Transfer-In from the Water Utility Fund (72-599-8020) by \$14,686 to apply that amount toward the Well #5 motor replacement.
2. Increase the Transfer to the Water Utility Fund (72-606-9020) by \$15,750 to cover the cost of the 50 additional meters and by \$23,500 to cover the cost of the MIOX upgrade. Total increase in transfer amount of \$39,250.

If the above are approved, the Water Capital Replacement Fund's excess of budgeted revenues over expenses would be \$70,370, decreasing by \$53,936.

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### **COURSES OF ACTION:**

1. Approve Ordinance O-2020-006 amending the FY 2019-20 Budget as presented.
  2. Modify the proposed budget amendment and approve with changes.
  3. Decline the proposed budget amendment and provide further guidance to staff.
- 

**FINANCIAL IMPACT:** If approved as presented, General Fund budgeted revenues and expenditures would increase \$301,500, the Water Utility Fund budgeted revenues and expenses



would increase \$85,968, Crime Control Prevention District Fund budgeted expenditures would increase \$13,004, Capital Replacement Fund budgeted revenues and expenditures would increase \$351,718, and the Water Capital Replacement Fund budgeted revenues would decrease by \$14,686 and budgeted expenses would increase \$39,250. All other funds would remain unchanged.

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**MOTION REQUESTED:** Approve Ordinance O-2020-006 amending the City of Shavano Park FY 2019-20 Budget as proposed in Exhibit “A” for final reading.

**ORDINANCE NO. O-2020-006**

**AN ORDINANCE APPROVING THE FIRST BUDGET AMENDMENT FOR FISCAL YEAR 2019-20 OF THE CITY OF SHAVANO PARK.**

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

**WHEREAS**, the Council previously adopted a budget for the City's 2019-20 fiscal year; and

**WHEREAS**, Chapter 102 of the Local Government Code provides the City with the authority to make changes in its budget for municipal purposes; and

**WHEREAS**, the City Council hereby finds and determines it necessary to amend the budget for municipal purposes, listed in the original budget; and

**WHEREAS**, the City Council hereby finds and determines that the budget amendment provided for herein is in the best interests of the municipal tax payers.

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

That the City of Shavano Park fiscal year 2019-20 budget shall be amended as reflected in the revised budget attached thereto as Exhibit "A".

**PASSED AND APPROVED** by the City Council of the City of Shavano Park this the 27th day of April, 2020.

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**ROBERT WERNER, MAYOR**

Attest:

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**ZINA TEDFORD, City Secretary**

## 10 -GENERAL FUND

REVENUES	Y-T-D ACTUAL	CURRENT BUDGET	SELECTED BUDGET	DIFFERENCE	BUDGET WORKSPACE
NON-DEPARTMENTAL					
=====					
<u>TAXES</u>					
10-599-1010 CURRENT ADVALOREM TAXES	3,067,969	3,482,353	3,482,353	0	
10-599-1020 DELINQUENT ADVALOREM TAXES	32,751	45,000	45,000	0	
10-599-1030 PENALTY & INTEREST REVENUE	8,731	9,500	9,500	0	
10-599-1040 MUNICIPAL SALES TAX	263,819	465,000	465,000	0	
10-599-1060 MIXED BEVERAGE TAX	<u>10,111</u>	<u>23,000</u>	<u>23,000</u>	<u>0</u>	
TOTAL TAXES	3,383,381	4,024,853	4,024,853	0	
<u>FRANCHISE REVENUES</u>					
10-599-2020 FRANCHISE FEES - ELECTRIC	142,911	310,000	310,000	0	
10-599-2022 FRANCHISE FEES - GAS	14,480	30,000	30,000	0	
10-599-2024 FRANCHISE FEES - CABLE	41,645	85,000	85,000	0	
10-599-2026 FRANCHISE FEES - PHONE	10,888	9,500	9,500	0	
10-599-2027 FRANCHISE FEES - SAWS	0	16,000	16,000	0	
10-599-2028 FRANCHISE FEES - REFUSE	<u>17,619</u>	<u>32,000</u>	<u>32,000</u>	<u>0</u>	
TOTAL FRANCHISE REVENUES	227,542	482,500	482,500	0	
<u>PERMITS &amp; LICENSES</u>					
10-599-3010 BUILDING PERMITS	135,868	295,000	295,000	0	
10-599-3012 PLAN REVIEW FEES	12,691	46,000	46,000	0	
10-599-3018 CERT OF OCCUPANCY PERMITS	2,000	6,000	6,000	0	
10-599-3020 PLATTING FEES	0	2,000	2,000	0	
10-599-3025 VARIANCE/RE-ZONE FEES	1,050	1,000	1,000	0	
10-599-3040 CONTRACTORS' LICENSES	1,270	3,000	3,000	0	
10-599-3045 INSPECTION FEES	2,655	7,000	7,000	0	
10-599-3048 COMMERCIAL SIGN PERMITS	1,000	1,500	1,500	0	
10-599-3050 GARAGE SALE & OTHER PERMITS	440	1,500	1,500	0	
10-599-3055 HEALTH INSPECTIONS	1,300	4,000	4,000	0	
10-599-3060 DEVELOPMENT FEES	<u>0</u>	<u>5,000</u>	<u>5,000</u>	<u>0</u>	
TOTAL PERMITS & LICENSES	158,275	372,000	372,000	0	
<u>COURT FEES</u>					
10-599-4010 MUNICIPAL COURT FINES	62,000	140,000	140,000	0	
10-599-4021 ARREST FEES	2,389	5,000	5,000	0	
10-599-4028 STATE COURT COST ALLOCATION	0	6,000	6,000	0	
10-599-4030 WARRANT FEES	7,950	21,000	21,000	0	
10-599-4036 JUDICIAL FEE - CITY	<u>269</u>	<u>750</u>	<u>750</u>	<u>0</u>	
TOTAL COURT FEES	72,608	172,750	172,750	0	
<u>POLICE/FIRE REVENUES</u>					
10-599-6010 POLICE REPORT REVENUE	66	400	400	0	
10-599-6020 POLICE DEPT - UNCLAIMED FUNDS	0	0	0	0	
10-599-6030 POLICE DEPT. REVENUE	1,101	3,500	3,500	0	
10-599-6060 EMS FEES	<u>68,562</u>	<u>165,000</u>	<u>165,000</u>	<u>0</u>	

## 10 -GENERAL FUND

REVENUES		Y-T-D ACTUAL	CURRENT BUDGET	SELECTED BUDGET	DIFFERENCE	BUDGET WORKSPACE
TOTAL POLICE/FIRE REVENUES		69,729	168,900	168,900	0	
<u>MISC./GRANTS/INTEREST</u>						
10-599-7000 INTEREST INCOME		29,940	81,194	81,194	0	
10-599-7021 FEDERAL GRANTS		0	38,010	38,010	0	
NIBRS	0	0.00		38,010.00		
10-599-7025 US DOJ VEST GRANT		1,097	2,500	2,500	0	
REIMBURSED 50% EA VEST	5	500.00		2,500.00		
10-599-7030 FORESTRY SERVICE GRANT		0	10,000	10,000	0	
10-599-7036 TEXAS COMM. ON FIRE PROTECTION		0	0	0	0	
10-599-7037 STRAC		0	7,000	7,000	0	
10-599-7040 PUBLIC RECORDS REVENUE		0	50	50	0	
10-599-7050 ADMINISTRATIVE INCOME		3,493	4,000	4,000	0	
VARIOUS MISC COLLECTIONS	0	0.00		4,000.00		
10-599-7060 CC SERVICE FEES		1,985	4,000	4,000	0	
10-599-7070 RECYCLING REVENUE		2,074	3,500	3,500	0	
10-599-7075 SITE LEASE/LICENSE FEES		12,915	26,150	26,150	0	
T-MOBILE	0	1,667.00		0.00		
CCATT-AT&T	0	0.00		26,150.00		
10-599-7084 DONATIONS- FIRE DEPARTMENT		0	0	0	0	
10-599-7085 DONATIONS- POLICE DEPARTMENT		0	0	0	0	
10-599-7086 DONATIONS- ADMINISTRATION		2,000	6,000	6,000	0	
10-599-7087 DONATIONS - BEAUTIFICATION		0	0	0	0	
10-599-7090 SALE OF CITY ASSETS		2,272	20,000	20,000	0	
OTHER MISC EQUIPMENT	1	20,000.00		20,000.00		
10-599-7097 INSURANCE PROCEEDS		494	0	0	0	
TOTAL MISC./GRANTS/INTEREST		56,271	202,404	202,404	0	
<u>TRANSFERS IN</u>						
10-599-8020 TRF IN -WATER FUND		0	22,050	22,050	0	
10-599-8040 TRF IN -CRIME CONTROL		0	4,990	4,990	0	
10-599-8050 TRF IN -COURT RESTRICTED		0	8,400	8,400	0	
INCODE - COURT	0	0.00		4,200.00		
COURT SECURITY - SPPD	0	0.00		4,200.00		
10-599-8054 TRF IN -FORFEITURE FUNDS		0	0	0	0	
10-599-8070 TRF IN -CAPITAL REPLACEMENT		0	0	0	0	
10-599-8090 PRIOR PERIOD ADJUSTMENT		0	0	0	0	
10-599-8099 FUND BALANCE RESERVE		0	0	301,500	301,500	
AMEND 1 - CH RESTROOMS	0	0.00		26,500.00		
AMEND #1 - PAVILION/PLAYSCAPES	0	0.00		275,000.00		
TOTAL TRANSFERS IN		0	35,440	336,940	( 301,500)	
TOTAL NON-DEPARTMENTAL		3,967,805	5,458,847	5,760,347	301,500	
TOTAL REVENUES		3,967,805	5,458,847	5,760,347	301,500	=====

10 -GENERAL FUND  
CITY COUNCIL

EXPENDITURES		Y-T-D ACTUAL	CURRENT BUDGET	SELECTED BUDGET	DIFFERENCE	BUDGET WORKSPACE
<u>SUPPLIES</u>						
10-600-2020 GENERAL OFFICE SUPPLIES		72	300	300	0	
10-600-2035 COUNCIL/EMPLOYEE APPRECIATION		114	900	900	0	
10-600-2037 CITY SPONSORED EVENTS		13,715	23,000	23,000	0	
EVENTS (3)	3	7,000.00		21,000.00		
EVENT (1)	1	2,000.00		2,000.00		
10-600-2040 MEETING SUPPLIES		674	900	900	0	
COUNCIL MEETINGS	6	75.00		450.00		
GENERAL SUPPLIES	0	0.00		450.00		
10-600-2080 UNIFORMS		62	200	200	0	
CITY APPAREL	0	0.00		200.00		
TOTAL SUPPLIES		14,636	25,300	25,300	0	
<u>SERVICES</u>						
10-600-3018 CITY WIDE CLEAN UP		0	1,400	1,400	0	
SHRED	2	700.00		1,400.00		
10-600-3020 ASSOCIATION DUES & PUBS		600	1,747	1,747	0	
TML -MEMBERSHIP	0	0.00		1,132.00		
AACOG	0	0.00		600.00		
ARBOR DAY FOUNDATION	0	0.00		15.00		
10-600-3030 TRAINING/EDUCATION		0	1,800	1,800	0	
VARIOUS SEMINARS	9	200.00		1,800.00		
10-600-3040 TRAVEL/LODGING/MEALS		162	500	500	0	
LODGING ~ 10	0	0.00		0.00		
MILEAGE	0	0.00		0.00		
MEAL EXPENSE REIMBURSEMENT	0	0.00		500.00		
10-600-3080 SPECIAL SERVICES		0	0	0	0	
TOTAL SERVICES		762	5,447	5,447	0	
<u>CONTRACTUAL</u>						
10-600-4088 ELECTION SERVICES		155	3,000	3,000	0	
TOTAL CONTRACTUAL		155	3,000	3,000	0	
<u>CAPITAL OUTLAY</u>						
10-600-8010 NON-CAP-ELECTRONIC EQUIPMENT		0	0	0	0	
10-600-8015 NON-CAPITAL-COMPUTER EQUIPMENT		1,820	1,500	1,500	0	
IPAD/TABLET	0	0.00		1,500.00		
TOTAL CAPITAL OUTLAY		1,820	1,500	1,500	0	
TOTAL CITY COUNCIL		17,373	35,247	35,247	0	

10 -GENERAL FUND  
ADMINISTRATION

EXPENDITURES		Y-T-D ACTUAL	CURRENT BUDGET	SELECTED BUDGET	DIFFERENCE	BUDGET WORKSPACE
<b>PERSONNEL</b>						
10-601-1010 SALARIES		225,198	452,800	452,800	0	
10-601-1015 OVERTIME		52	500	500	0	
10-601-1020 MEDICARE		3,208	6,674	6,674	0	
10-601-1025 TWC (SUI)		864	1,080	1,080	0	
10-601-1030 HEALTH INSURANCE		17,160	34,320	34,320	0	
10-601-1031 HSA		96	222	222	0	
10-601-1033 DENTAL INSURANCE		1,377	2,771	2,771	0	
10-601-1035 VISION CARE INSURANCE		264	528	528	0	
10-601-1036 LIFE INSURANCE		211	422	422	0	
10-601-1037 WORKERS' COMP INSURANCE		585	1,177	1,177	0	
10-601-1040 TMRS RETIREMENT		31,909	64,208	64,208	0	
10-601-1070 SPECIAL ALLOWANCES		<u>3,488</u>	<u>6,975</u>	<u>6,975</u>	<u>0</u>	
TOTAL PERSONNEL		284,411	571,677	571,677	0	
<b>SUPPLIES</b>						
10-601-2020 GENERAL OFFICE SUPPLIES		3,746	6,500	6,500	0	
10-601-2025 BENEFITS CITYWIDE		450	2,000	2,000	0	
TUITION REIMBURSEMENT	0	0.00		2,000.00		
10-601-2030 POSTAGE/METER RENTAL		5,384	11,980	11,980	0	
ROADRUNNER POSTAGE	12	675.00		8,100.00		
POSTAGE METER LEASE	4	170.00		680.00		
METER REFILLS	0	0.00		3,000.00		
COURIER SERVICES	0	0.00		200.00		
10-601-2035 EMPLOYEE APPRECIATION		772	3,000	3,000	0	
10-601-2050 PRINTING & COPYING		424	1,000	1,000	0	
10-601-2060 MED EXAMS/SCREENING/TESTING		629	1,260	1,260	0	
DRUG SCREENS/PHYS/BACK GROUND	0	0.00		500.00		
EAP - DEER OAKS	4	190.00		760.00		
10-601-2070 JANITORIAL SUPPLIES		549	0	0	0	
10-601-2080 UNIFORMS		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL SUPPLIES		11,954	25,740	25,740	0	
<b>SERVICES</b>						
10-601-3010 ADVERTISING EXPENSE		4,745	4,000	4,000	0	
10-601-3012 PROF. SERVICES-ENGINEERS		10,987	20,100	43,850	23,750	
NW MILITARY	1	20,000.00		20,000.00		
FIBER LINE PLANS	1	100.00		100.00		
AMEND 1 - ADDL NW MILITARY	0	0.00		23,750.00		
10-601-3013 PROFESSIONAL SERVICES		0	4,450	4,450	0	
SALARY SURVEY - YRLY MAINT	0	0.00		2,500.00		
CONTINUING DISCLOSURE - YEARLY	0	0.00		1,500.00		
SA AREA WAGE SURVEY	0	0.00		450.00		
10-601-3015 PROF. SERVICES-LEGAL		37,605	48,000	48,000	0	
10-601-3016 CODIFICATION EXPENSE		5,015	2,500	2,500	0	
10-601-3020 ASSOCIATION DUES & PUBLICATION		3,433	4,100	4,100	0	
TCMA	0	0.00		275.00		
GFOAT	0	0.00		75.00		

10 -GENERAL FUND  
ADMINISTRATION

EXPENDITURES		Y-T-D ACTUAL	CURRENT BUDGET	SELECTED BUDGET	DIFFERENCE	BUDGET WORKSPACE
GFOA	0	0.00		505.00		
ICMA	0	0.00		1,695.00		
TMCA	0	0.00		100.00		
TEXAS-COOP	0	0.00		100.00		
TMHRA	0	0.00		150.00		
OTHER DUES/PUBLICATIONS	0	0.00		1,200.00		
10-601-3030 TRAINING/EDUCATION		1,556	4,500	4,500	0	
	0	0.00		4,500.00		
TML CONFERENCE - 2	0	0.00		0.00		
GFOAT FALL/SPRING CONFERENCE	0	0.00		0.00		
TMCA CONFERENCE	0	0.00		0.00		
NUTS/BOLTS OF HR	0	0.00		0.00		
FLSA SEMINAR	0	0.00		0.00		
TCMA SPRING	0	0.00		0.00		
VARIOUS DAY SEMINARS	0	0.00		0.00		
10-601-3040 TRAVEL/MILEAGE/LODGING/PERDIEM		2,594	4,500	4,500	0	
10-601-3050 LIABILITY INSURANCE		12,188	9,700	9,700	0	
10-601-3070 PROPERTY INSURANCE		0	0	0	0	
10-601-3075 BANK/CREDIT CARD FEES		1,565	3,500	3,500	0	
10-601-3080 SPECIAL SERVICES		0	0	0	0	
10-601-3085 WEBSITE TECHNOLOGY		2,100	2,400	2,400	0	
ANNUAL MAINTENANCE	0	0.00		2,100.00		
WEB PHOTOGRAPHY	0	0.00		300.00		
10-601-3087 CITIZENS COMMUNICATION/EDUCATION		3,348	6,000	6,000	0	
VARIOUS PUBLIC MAILINGS	0	0.00		2,664.00		
SURVEY MONKEY	0	0.00		336.00		
DIRECTORY - CITY/BUSINESS	0	0.00		0.00		
PARKING STICKERS	0	0.00		0.00		
FIESTA MEDALS	0	0.00		3,000.00		
TOTAL SERVICES		85,135	113,750	137,500	23,750	
<b>CONTRACTUAL</b>						
10-601-4050 DOCUMENT STORAGE/ARCHIVES		1,340	4,000	4,000	0	
MONTHLY STORAGE	0	0.00		2,000.00		
ARCHIVE SERVICES	0	0.00		2,000.00		
10-601-4060 IT SERVICES		24,715	39,600	39,600	0	
IT - MONTHLY SERVICE	12	1,925.00		23,100.00		
ANIT-VIRUS	0	0.00		0.00		
CLOUD BACKUPS (2.5TB)	0	0.00		8,800.00		
VARIOUS NON-CONTRACT	0	0.00		4,000.00		
EMAIL SECURITY	0	0.00		1,500.00		
FIREWALL LICENSE	0	0.00		2,200.00		
10-601-4075 COMPUTER SOFTWARE/INCODE		15,623	15,840	15,840	0	
INCODE - GL	0	0.00		1,856.00		
INCODE - GL IMPORT	0	0.00		188.00		
INCODE - AP	0	0.00		1,325.00		
INCODE - PAYROLL	0	0.00		2,246.00		
INCODE - CASH RECEIPTS	0	0.00		1,065.00		
INCODE - ACUSERV	0	0.00		455.00		
INCODE - BASIC NETWORK	0	0.00		1,273.00		

10 -GENERAL FUND  
ADMINISTRATION

EXPENDITURES		Y-T-D ACTUAL	CURRENT BUDGET	SELECTED BUDGET	DIFFERENCE	BUDGET WORKSPACE
INCODE - FIXED ASSETS	0	0.00		398.00		
INCODE - POSITIVE PAY	0	0.00		483.00		
ADOBE-CREATIVE-PHOTOSHOP	0	0.00		130.00		
TYLER ONLINE	0	0.00		1,902.00		
LESS ALLOCATED TO COURT	0	0.00		( 1,231.00)		
WIN 10 LICENSES	5	200.00		1,000.00		
SQL MIGRATION (SHARE WITH PD)	0	0.00		4,750.00		
10-601-4083 AUDIT SERVICES		15,250	16,300	16,300	0	
10-601-4084 BEXAR COUNTY APPRAISAL DIST		8,178	15,847	15,847	0	
10-601-4085 BEXAR COUNTY TAX ASSESSOR		3,544	3,620	3,620	0	
10-601-4086 CONTRACT LABOR		<u>1,990</u>	<u>500</u>	<u>500</u>	<u>0</u>	
TOTAL CONTRACTUAL		70,640	95,707	95,707	0	
<b>MAINTENANCE</b>						
10-601-5005 EQUIPMENT LEASES		2,284	3,700	3,700	0	
MONTHLY COPY FEES	0	0.00		3,700.00		
10-601-5010 EQUIPMENT MAINT & REPAIR		301	500	500	0	
10-601-5015 ELECTRONIC EQPT MAINT		0	500	500	0	
10-601-5030 BUILDING MAINTENANCE		9,923	17,680	17,680	0	
SECURITY SYSTEM	0	0.00		480.00		
PEST CONTROL	0	0.00		1,400.00		
FIRE EXTINGUISHERS	0	0.00		1,500.00		
SEPTIC MAINTENANCE	0	0.00		1,500.00		
FLOOR MATS	0	0.00		1,800.00		
VARIOUS MINOR REPAIRS	0	0.00		9,000.00		
SUPPLIES	0	<u>0.00</u>		<u>2,000.00</u>		
TOTAL MAINTENANCE		12,508	22,380	22,380	0	
<b>UTILITIES</b>						
10-601-7042 UTILITIES - PHONE/CELL/VOIP		11,056	17,300	17,300	0	
ISP CONTRACT	0	0.00		16,100.00		
TIME WARNER	0	<u>0.00</u>		<u>1,200.00</u>		
TOTAL UTILITIES		11,056	17,300	17,300	0	
<b>CAPITAL OUTLAY</b>						
10-601-8010 NON-CAPITAL-ELECTRONIC EQUIP		0	0	0	0	
10-601-8015 NON-CAPITAL-COMPUTER		1,577	1,500	1,500	0	
COMPUTER/MONITOR w/RAM UPGRADE	0	0.00		1,500.00		
10-601-8025 NON-CAPITAL-OFFICE FURNITURE		0	200	200	0	
10-601-8045 CAPITAL - COMPUTER EQUIPMENT		0	0	0	0	
10-601-8080 CAPITAL - IMPROVEMENTS		26,553	47,000	324,750	277,750	
CONDUIT RELOCATION	0	0.00		47,000.00		
AMEND 1 - FINISH CH RESTROOMS	0	<u>0.00</u>		<u>26,500.00</u>		
AMEND 1 - NW MIL ENGINEERING	0	<u>0.00</u>		<u>( 23,750.00)</u>		
AMEND 1 - PAVILION/PLAYSCAPES	0	<u>0.00</u>		<u>275,000.00</u>		
TOTAL CAPITAL OUTLAY		28,130	48,700	326,450	277,750	



10 -GENERAL FUND  
ADMINISTRATION

EXPENDITURES		Y-T-D ACTUAL	CURRENT BUDGET	SELECTED BUDGET	DIFFERENCE	BUDGET WORKSPACE
<hr/>						
<u>INTERFUND TRANSFERS</u>						
10-601-9010 TRANSFERS/CAPITAL REPLACEMENT		0	41,837	41,837	0	<hr/>
CITY HALL AC UNITS	0	0.00		800.00		
UPGRADE VARIOUS IT	0	0.00		7,975.00		
CITY HALL ROOF	0	0.00		5,000.00		
SEPTIC TANK REPLACEMENT	0	0.00		12,112.00		
EMERGENCY BACKUP POWER W/CCD	0	0.00		9,000.00		
TELEPHONE SYSTEM	0	0.00		6,200.00		
CITY HALL SPRINKLER/EMER LIGHT	0	<u>0.00</u>	<hr/>	<u>750.00</u>		<hr/>
TOTAL INTERFUND TRANSFERS		0	41,837	41,837	0	
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TOTAL ADMINISTRATION		503,833	937,091	1,238,591	301,500	

10 -GENERAL FUND  
COURT

EXPENDITURES	Y-T-D ACTUAL	CURRENT BUDGET	SELECTED BUDGET	DIFFERENCE	BUDGET WORKSPACE
<u>PERSONNEL</u>					
10-602-1010 SALARIES	25,689	51,820	51,820	0	
10-602-1015 OVERTIME	0	0	0	0	
10-602-1020 MEDICARE	381	776	776	0	
10-602-1025 TWC (SUI)	144	180	180	0	
10-602-1030 HEALTH INSURANCE	0	0	0	0	
10-602-1035 VISION CARE INSURANCE	0	0	0	0	
10-602-1036 LIFE INSURANCE	35	70	70	0	
10-602-1037 WORKERS' COMP INSURANCE	67	137	137	0	
10-602-1040 TMRS RETIREMENT	3,667	7,466	7,466	0	
10-602-1070 SPECIAL ALLOWANCES	<u>600</u>	<u>1,200</u>	<u>1,200</u>	<u>0</u>	
TOTAL PERSONNEL	30,584	61,649	61,649	0	
<u>SUPPLIES</u>					
10-602-2020 OFFICE SUPPLIES	278	600	600	0	
10-602-2050 PRINTING & COPYING	<u>747</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>	
TOTAL SUPPLIES	1,025	1,600	1,600	0	
<u>SERVICES</u>					
10-602-3015 JUDGE/PROSECUTOR	7,800	15,600	15,600	0	
JUDGE	0	0.00	7,800.00		
PROSECUTOR	0	0.00	7,800.00		
10-602-3020 ASSOCIATION DUES & PUBS	75	300	300	0	
T.M.C.A.	0	0.00	300.00		
10-602-3030 TRAINING/EDUCATION	600	1,000	1,000	0	
	0	0.00	1,000.00		
TMCEC	0	0.00	0.00		
LEGISLATIVE UPDATE	0	0.00	0.00		
COURT CASE MANAGMENT	0	0.00	0.00		
REGIONAL CLERKS SEMINAR	0	0.00	0.00		
10-602-3040 TRAVEL/MILEAGE/LODGING/PERDIEM	187	1,500	1,500	0	
10-602-3050 LIABILITY INSURANCE	100	107	107	0	
10-602-3070 PROPERTY INSURANCE	50	54	54	0	
10-602-3075 BANK/CREDIT CARD FEES	<u>763</u>	<u>1,600</u>	<u>1,600</u>	<u>0</u>	
TOTAL SERVICES	9,575	20,161	20,161	0	
<u>CONTRACTUAL</u>					
10-602-4075 COMPUTER SOFTWARE/INCODE	4,432	4,530	4,530	0	
INCODE - COURT	0	0.00	2,121.00		
INCODE - TICKET INTERFACE	0	0.00	1,178.00		
INCODE - GL/CASH	0	<u>0.00</u>	<u>1,231.00</u>		
TOTAL CONTRACTUAL	4,432	4,530	4,530	0	

10 -GENERAL FUND  
COURT

EXPENDITURES	Y-T-D ACTUAL	CURRENT BUDGET	SELECTED BUDGET	DIFFERENCE	BUDGET WORKSPACE
<hr/>					
<u>UTILITIES</u>					
10-602-7042 UTILITIES - PHONE/CELL/VOIP	<u>676</u>	<u>1,130</u>	<u>1,130</u>	<u>0</u>	<u></u>
TOTAL UTILITIES	676	1,130	1,130	0	
<hr/>					
<u>CAPITAL OUTLAY</u>					
10-602-8010 NON CAPITAL-ELECTRONIC EQUIP	0	0	0	0	<u></u>
10-602-8015 NON-CAPITAL-COMPUTER	1,356	1,900	1,900	0	<u></u>
COURT 2 COMPUTER 1	1,500.00		1,500.00		
COURT MONITOR 1	400.00		400.00		
10-602-8025 NON-CAPITAL - OFFICE FURNITURE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL CAPITAL OUTLAY	1,356	1,900	1,900	0	
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TOTAL COURT	47,649	90,970	90,970	0	

10 -GENERAL FUND  
PUBLIC WORKS

EXPENDITURES	Y-T-D ACTUAL	CURRENT BUDGET	SELECTED BUDGET	DIFFERENCE	BUDGET WORKSPACE
<u>PERSONNEL</u>					
10-603-1010 SALARIES	81,490	200,550	200,550	0	
10-603-1015 OVERTIME	1,635	3,000	3,000	0	
10-603-1020 MEDICARE	1,226	3,320	3,320	0	
10-603-1025 TWC (SUI)	634	720	720	0	
10-603-1030 HEALTH INSURANCE	10,582	27,456	27,456	0	
10-603-1031 HSA	68	178	178	0	
10-603-1033 DENTAL INSURANCE	611	1,536	1,536	0	
10-603-1035 VISION CARE INSURANCE	137	365	365	0	
10-603-1036 LIFE INSURANCE	102	281	281	0	
10-603-1037 WORKERS' COMP INSURANCE	2,804	5,249	5,249	0	
10-603-1040 TMRS RETIREMENT	12,110	31,935	31,935	0	
10-603-1070 SPECIAL ALLOWANCES	<u>3,687</u>	<u>7,200</u>	<u>7,200</u>	<u>0</u>	
TOTAL PERSONNEL	115,086	281,790	281,790	0	
<u>SUPPLIES</u>					
10-603-2020 OFFICE SUPPLIES	585	1,000	1,000	0	
10-603-2040 OTHER SUPPLIES	0	0	0	0	
10-603-2050 PRINTING & COPYING	24	175	175	0	
10-603-2060 MEDICAL EXAMS/SCREENING/TEST	324	200	200	0	
10-603-2070 JANITORIAL SUPPLIES	2,457	2,000	2,000	0	
10-603-2080 UNIFORMS	698	1,500	1,500	0	
10-603-2090 SMALL TOOLS	2,877	3,000	3,000	0	
10-603-2091 SAFETY GEAR	<u>996</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>	
TOTAL SUPPLIES	7,961	8,875	8,875	0	
<u>SERVICES</u>					
10-603-3010 ADVERTISING	0	0	0	0	
10-603-3012 PROFESSIONAL - ENGINEERING	0	5,000	5,000	0	
MS4	0	0.00	0.00	0.00	
GENERAL	0	0.00	5,000.00		
10-603-3013 PROFESSIONAL SERVICES	7,207	26,700	26,700	0	
TREE SERVICE/MUNICIPAL PROPERTY	0	0.00	10,000.00		
LANDSCAPE MAINT @ CITY HALL	0	0.00	5,000.00		
JANITORIAL SERVICES-CITY HALL	0	0.00	8,200.00		
CITY HALL - CARPET-TILE CLEAN	0	0.00	3,500.00		
10-603-3014 PROF SERV - CH & MONUMENTS	2,464	20,000	20,000	0	
LANDSCAPING/LIGHTING	0	0.00	20,000.00		
10-603-3020 ASSOCIATION DUES & PUBS	0	300	300	0	
MS4	0	0.00	100.00		
GENERAL	0	0.00	200.00		
10-603-3030 TRAINING/EDUCATION	75	300	300	0	
10-603-3040 TRAVEL/MILEAGE/LODGING/PERDIEM	0	250	250	0	
10-603-3050 LIABILITY INSURANCE	3,625	3,890	3,890	0	
10-603-3060 UNIFORM SERVICE	1,293	1,500	1,500	0	
10-603-3070 PROPERTY INSURANCE	<u>1,799</u>	<u>1,930</u>	<u>1,930</u>	<u>0</u>	
TOTAL SERVICES	16,463	59,870	59,870	0	

10 -GENERAL FUND  
PUBLIC WORKS

EXPENDITURES		Y-T-D ACTUAL	CURRENT BUDGET	SELECTED BUDGET	DIFFERENCE	BUDGET WORKSPACE
<u>CONTRACTUAL</u>						
10-603-4075 COMPUTER SOFTWARE		200	600	600	0	
WIN 10 LICENSES (6 w/WATER)	3	200.00		600.00		
10-603-4086 CONTRACT LABOR		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL CONTRACTUAL		200	600	600	0	
<u>MAINTENANCE</u>						
10-603-5005 EQUIPMENT LEASES		0	3,000	3,000	0	
10-603-5010 EQUIPMENT MAINT & REPAIR		6,831	12,000	12,000	0	
10-603-5015 ELECTRONIC EQPT MAINT		63	0	0	0	
10-603-5020 VEHICLE MAINTENANCE		398	7,000	7,000	0	
10-603-5030 BUILDING MAINTENANCE		6,465	11,000	11,000	0	
SECURITY SYSTEM	0	0.00		1,000.00		
JANITORIAL SUPPLIES-MATS	0	0.00		1,000.00		
VARIOUS	0	0.00		6,000.00		
LIGHTS	0	0.00		3,000.00		
10-603-5060 VEHICLE & EQPT FUELS		<u>3,479</u>	<u>5,000</u>	<u>5,000</u>	<u>0</u>	
TOTAL MAINTENANCE		17,234	38,000	38,000	0	
<u>DEPT MATERIALS-SERVICES</u>						
10-603-6011 CHEMICALS		1,013	750	750	0	
10-603-6055 FIRE HYDRANTS		0	0	0	0	
RISER REPAIRS ~ 6 HYDRANTS	0	0.00		0.00		
10-603-6080 STREET MAINTENANCE		18,236	75,350	75,350	0	
MAINTENANCE	0	0.00		31,000.00		
STRIPING	0	0.00		44,350.00		
10-603-6081 SIGN MAINTENANCE		1,542	2,000	2,000	0	
GENERAL SIGN MAINTENANCE	0	0.00		2,000.00		
10-603-6085 STRIPING		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL DEPT MATERIALS-SERVICES		20,790	78,100	78,100	0	
<u>UTILITIES</u>						
10-603-7040 UTILITIES - ELECTRIC		16,786	38,000	38,000	0	
10-603-7041 UTILITIES - GAS		176	1,000	1,000	0	
10-603-7042 UTILITIES - PHONE		222	500	500	0	
10-603-7044 UTILITIES - WATER		7,377	12,000	12,000	0	
10-603-7045 STREET LIGHTS		<u>14,668</u>	<u>30,000</u>	<u>30,000</u>	<u>0</u>	
TOTAL UTILITIES		39,229	81,500	81,500	0	
<u>CAPITAL OUTLAY</u>						
10-603-8005 OFFICE FURNITURE		0	300	300	0	
10-603-8010 NON-CAPITAL-ELECTRONIC EQUIPME		0	0	0	0	
10-603-8015 NON-CAPITAL-COMPUTER		725	1,150	1,150	0	
COMPUTER/MONITOR	1	400.00		400.00		
COMPUTER - PW OFFICE AT CH w/W	1	750.00		750.00		
10-603-8020 NON-CAPITAL-MAINTENANCE EQUIP		0	0	0	0	
10-603-8060 CAPITAL - EQUIPMENT		0	0	0	0	
10-603-8080 CAPITAL IMPROVEMENT PROJECT		0	0	0	0	
10-603-8081 CAPITAL - BUILDINGS		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL CAPITAL OUTLAY		725	1,450	1,450	0	

10 -GENERAL FUND  
PUBLIC WORKS

EXPENDITURES		Y-T-D ACTUAL	CURRENT BUDGET	SELECTED BUDGET	DIFFERENCE	BUDGET WORKSPACE
<hr/>						
<u>INTERFUND TRANSFERS</u>						
10-603-9010 TRF TO CAPITAL REPLACEMENT		0	49,122	49,122	0	<hr/>
EMERGENCY BACKUP POWER W FD	0	0.00		5,000.00		
FUTURE EQUIPMENT REPLACEMENT	0	0.00		39,122.00		
DRAINAGE DEVELOPMENT	0	<u>0.00</u>	<hr/>	<u>5,000.00</u>	<hr/>	<hr/>
TOTAL INTERFUND TRANSFERS		0	49,122	49,122	0	
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TOTAL PUBLIC WORKS		217,688	599,307	599,307	0	

10 -GENERAL FUND  
FIRE DEPARTMENT

EXPENDITURES	Y-T-D ACTUAL	CURRENT BUDGET	SELECTED BUDGET	DIFFERENCE	BUDGET WORKSPACE
<u>PERSONNEL</u>					
10-604-1010 SALARIES	517,113	1,103,800	1,103,800	0	
10-604-1015 OVERTIME	18,414	35,000	35,000	0	
10-604-1020 MEDICARE	7,569	16,907	16,907	0	
10-604-1025 TWC (SUI)	2,465	3,060	3,060	0	
10-604-1030 HEALTH INSURANCE	56,056	116,688	116,688	0	
10-604-1031 HSA	281	755	755	0	
10-604-1033 DENTAL INSURANCE	3,213	6,543	6,543	0	
10-604-1035 VISION CARE INSURANCE	767	1,542	1,542	0	
10-604-1036 LIFE INSURANCE	573	1,193	1,193	0	
10-604-1037 WORKERS' COMP INSURANCE	10,943	30,992	30,992	0	
10-604-1040 TMRS RETIREMENT	75,705	162,660	162,660	0	
10-604-1070 SPECIAL ALLOWANCES	<u>7,160</u>	<u>16,520</u>	<u>16,520</u>	<u>0</u>	
TOTAL PERSONNEL	700,258	1,495,660	1,495,660	0	
<u>SUPPLIES</u>					
10-604-2020 OFFICE SUPPLIES	500	1,500	1,500	0	
10-604-2060 MEDICAL EXAMS/SCREENING/TEST	954	1,000	1,000	0	
DRUG TESTING	0	0.00	200.00		
HEALTH SCREENING	0	0.00	400.00		
IMMUNIZATIONS	0	0.00	250.00		
FIRE FIGHTER CANDIDATE TESTING	0	0.00	150.00		
10-604-2070 JANITORIAL SUPPLIES	1,926	2,500	2,500	0	
10-604-2080 UNIFORMS & ACCESSORIES	5,620	7,000	7,000	0	
UNIFORMS - (17) FIRE FIGHTERS	0	<u>0.00</u>	<u>7,000.00</u>		
TOTAL SUPPLIES	8,999	12,000	12,000	0	
<u>SERVICES</u>					
10-604-3017 PROFESSIONAL - MEDICAL DIRECTO	2,700	5,400	5,400	0	
MEDICAL DIRECTOR	12	400.00	4,800.00		
OTHER PROF. SERV.	0	0.00	200.00		
EMERGENCY MANAGEMENT PLAN	0	0.00	400.00		
10-604-3020 ASSOCIATION DUES & PUBS	4,182	8,420	8,420	0	
TCFP DUES & CERT FEES	0	0.00	4,045.00		
STRAC DUES	0	0.00	200.00		
ICC CODE BOOK UPDATE	0	0.00	200.00		
NATIONAL FIRE CODE UPDATE	0	0.00	1,300.00		
TX AMBULANCE ASSOC.	0	0.00	250.00		
TDSHS RECERT FEES & CE	0	0.00	1,150.00		
NFPA MEMBERSHIP	0	0.00	150.00		
ALAMO AREA FIRE CHIEFS	0	0.00	25.00		
TX FIRE CHIEFS/BEST PRACTICES	0	0.00	500.00		
UT/UNIV. HOSPITAL INF CTR	0	0.00	600.00		
10-604-3030 TRAINING/EDUCATION	3,501	7,000	7,000	0	
CE SOLUTIONS - EMS	0	0.00	2,000.00		
CE - FIRE FIGHTERS	0	0.00	2,500.00		
FIRERMS & EPCR TESTING	0	0.00	2,500.00		
10-604-3040 TRAVEL/MILEAGE/LODGING/PERDIEM	1,855	4,000	4,000	0	

10 -GENERAL FUND  
FIRE DEPARTMENT

EXPENDITURES		Y-T-D ACTUAL	CURRENT BUDGET	SELECTED BUDGET	DIFFERENCE	BUDGET WORKSPACE
TRAVEL-MILEAGE-LODGING	0	0.00		3,500.00		
FOOD FOR TRAINING/MEETINGS	0	0.00		500.00		
10-604-3050 LIABILITY INSURANCE		20,504	22,000	22,000	0	
10-604-3070 PROPERTY INSURANCE		12,116	13,000	13,000	0	
10-604-3080 SPECIAL SERVICES		4,959	10,800	10,800	0	
EMERGICON	12	900.00		10,800.00		
10-604-3090 COMMUNICATIONS SERVICES		2,280	4,668	4,668	0	
DATA CARDS-MDTS	12	264.00		3,168.00		
AT&T PHONE SERVICE	12	105.00		1,260.00		
AT&T MDT SERVICE	12	20.00		240.00		
TOTAL SERVICES		52,098	75,288	75,288	0	
<u>CONTRACTUAL</u>						
10-604-4045 RADIO ACCESS FEES - COSA		5,832	6,000	6,000	0	
COSA/HARRIS RADIO	0	0.00		6,000.00		
HARRIS RADIO MAINT.	0	0.00		0.00		
10-604-4075 COMPUTER SOFTWARE/MAINTENANCE		1,800	3,900	3,900	0	
GENERAL	0	0.00		500.00		
WIN 10 LICENSES	17	200.00		3,400.00		
10-604-4086 CONTRACT LABOR		0	0	0	0	
TOTAL CONTRACTUAL		7,632	9,900	9,900	0	
<u>MAINTENANCE</u>						
10-604-5010 EQUIPMENT MAINT & REPAIR		986	4,500	4,500	0	
FIRE EQUIPMENT	0	0.00		3,000.00		
EMS	0	0.00		750.00		
VARIOUS EQUIPMENT	0	0.00		750.00		
10-604-5020 VEHICLE MAINTENANCE		10,248	15,000	15,000	0	
FIRE ENGINES	2	4,000.00		8,000.00		
EMS UNITS	2	2,000.00		4,000.00		
BRUSH, SUPPORT, CHIEF TRUCKS	3	1,000.00		3,000.00		
10-604-5030 BUILDING MAINTENANCE		2,246	7,000	7,000	0	
FIRE STATION	0	0.00		5,500.00		
LIVING QUARTERS	0	0.00		1,500.00		
10-604-5060 VEHICLE & EQPT FUELS		5,613	10,000	10,000	0	
TOTAL MAINTENANCE		19,093	36,500	36,500	0	
<u>DEPT MATERIALS-SERVICES</u>						
10-604-6015 ELECTRONIC EQPT MAINT		3,269	7,000	7,000	0	
STRAC TABLET EPCR USER FEES	2	800.00		1,600.00		
RADIO TOWER MAINTENANCE	0	0.00		300.00		
MDT MAINTENANCE	0	0.00		1,500.00		
ZOLL CARDIAC MONITOR CALB	2	500.00		1,000.00		
GAS MONITORING	0	0.00		400.00		
MISC VARIOUS EQUIPMENT	0	0.00		2,200.00		
10-604-6030 INVESTIGATIVE SUPPLIES/PROCESS		558	1,500	1,500	0	
10-604-6040 EMS SUPPLIES		15,176	25,340	25,340	0	
EMS OXYGEN	12	120.00		1,440.00		
DISPOSABLE MEDICAL SUPPLIES	0	0.00		13,500.00		
MEDICATIONS	0	0.00		9,000.00		



10 -GENERAL FUND  
FIRE DEPARTMENT

EXPENDITURES		Y-T-D ACTUAL	CURRENT BUDGET	SELECTED BUDGET	DIFFERENCE	BUDGET WORKSPACE
BIO HAZARD WASTE DISPOSAL	0	0.00		1,400.00		
10-604-6045 FIRE FIGHTING EQPT SUPPLIES		6,303	10,000	10,000	0	
FIRE HOSE REPLACEMENT	1	3,000.00		3,000.00		
SMALL EQUIPMENT REPLACEMENT	1	2,000.00		2,000.00		
FIRE NOZZLE REPLACEMENT	1	2,000.00		2,000.00		
CLASS A & B FOAM	0	0.00		1,000.00		
VARIOUS SUPPLIES	0	0.00		2,000.00		
10-604-6060 PPE MAINTENANCE		8,985	14,100	14,100	0	
GEAR REPLACEMENT	5	2,000.00		10,000.00		
NEW GEAR	0	0.00		2,000.00		
REPAIRS	0	0.00		1,000.00		
AIR QUALITY TESTING	0	0.00		500.00		
MISC. PPE	0	0.00		600.00		
TOTAL DEPT MATERIALS-SERVICES		34,291	57,940	57,940	0	
<u>UTILITIES</u>						
10-604-7044 UTILITIES - WATER		3,891	1,400	1,400	0	
TOTAL UTILITIES		3,891	1,400	1,400	0	
<u>CAPITAL OUTLAY</u>						
10-604-8010 NON-CAPITAL-ELECTRONIC EQUIP		0	0	0	0	
10-604-8012 NON-CAPITAL-FIRE ARMS/TASERS		0	0	0	0	
10-604-8015 NON-CAPITAL-COMPUTER EQUIPMEN		1,198	1,900	1,900	0	
COMPUTER/MONITOR	0	0.00		400.00		
COMPUTER	1	1,500.00		1,500.00		
10-604-8020 NON-CAPITAL MAINTENANCE EQPT		0	0	0	0	
10-604-8025 NON CAPITAL-OFFICE FURN/EQUP		0	0	0	0	
10-604-8035 FIRE FIGHTING EQPT PURCH		0	0	0	0	
10-604-8040 CAPITAL - PPE EQUIPMENT		1,413	2,500	2,500	0	
10-604-8050 CAPITAL - VEHICLE		0	0	0	0	
10-604-8060 CAPITAL - EQUIPMENT		0	0	0	0	
10-604-8080 CAPITAL - IMPROVEMENT		0	16,000	16,000	0	
WIDEN REAR DRIVEWAY	0	0.00		16,000.00		
10-604-8081 CAPITAL - BUILDINGS		0	0	0	0	
TOTAL CAPITAL OUTLAY		2,611	20,400	20,400	0	
<u>INTERFUND TRANSFERS</u>						
10-604-9000 GRANT EXPENDITURES		4,000	17,000	17,000	0	
STRAC GRANT - EMS	0	0.00		7,000.00		
TEXAS FOREST SERVICE	0	0.00		10,000.00		
10-604-9010 TRF TO CAPITAL REPLACEMENT		0	206,623	206,623	0	
EQUIPMENT REPLACEMENT	0	0.00		61,156.00		
EMERGENCY BACKUP POWER W/PW	0	0.00		5,000.00		
APPARATUS	0	0.00		140,467.00		
TOTAL INTERFUND TRANSFERS		4,000	223,623	223,623	0	
TOTAL FIRE DEPARTMENT		832,873	1,932,711	1,932,711	0	

10 -GENERAL FUND  
POLICE DEPARTMENT

EXPENDITURES	Y-T-D ACTUAL	CURRENT BUDGET	SELECTED BUDGET	DIFFERENCE	BUDGET WORKSPACE
<u>PERSONNEL</u>					
10-605-1010 SALARIES	550,704	1,129,812	1,129,812	0	
10-605-1015 OVERTIME	21,123	16,000	16,000	0	
10-605-1020 MEDICARE	8,313	17,149	17,149	0	
10-605-1025 TWC (SUI)	2,748	3,420	3,420	0	
10-605-1030 HEALTH INSURANCE	62,920	130,416	130,416	0	
10-605-1031 HSA	407	844	844	0	
10-605-1033 DENTAL INSURANCE	3,649	7,216	7,216	0	
10-605-1035 VISION CARE INSURANCE	862	1,744	1,744	0	
10-605-1036 LIFE INSURANCE	644	1,334	1,334	0	
10-605-1037 WORKERS' COMP INSURANCE	14,659	28,046	28,046	0	
10-605-1040 TMRS RETIREMENT	81,998	164,985	164,985	0	
10-605-1070 SPECIAL ALLOWANCES	<u>15,972</u>	<u>36,875</u>	<u>36,875</u>	<u>0</u>	
TOTAL PERSONNEL	763,998	1,537,841	1,537,841	0	
<u>SUPPLIES</u>					
10-605-2020 OFFICE SUPPLIES	617	3,000	3,000	0	
10-605-2050 PRINTING & COPYING	730	1,300	1,300	0	
FORMS, MIRANDA, LEGISLATIVE 0	0.00		1,300.00		
10-605-2060 MEDICAL/SCREENING/TESTING/BACK	362	500	500	0	
PSYCHOLOGICAL EVALUATIONS 0	0.00		200.00		
DRUG SCREEN-PYHSICALS 0	0.00		300.00		
10-605-2070 JANITORIAL/BUILDING SUPPLIES	0	0	0	0	
10-605-2080 UNIFORMS & ACCESSORIES	18,149	27,000	27,000	0	
UNIFORMS 0	0.00		19,000.00		
8- BULLET PROOF VESTS 0	<u>0.00</u>		<u>8,000.00</u>		
TOTAL SUPPLIES	19,857	31,800	31,800	0	
<u>SERVICES</u>					
10-605-3020 ASSOCIATION DUES & PUBS	899	2,869	2,869	0	
NATIONAL ASSN. OF POLICE CHIEF 0	0.00		60.00		
TX POLICE CHIEF ASSN. - CAPT 0	0.00		50.00		
TEXAS POLICE ASSOCIATION 0	0.00		30.00		
CRIMINAL LAW & TRAFFIC MANUALS 0	0.00		1,200.00		
TX POLICE CHIEF ASSN - CHIEF 0	0.00		350.00		
NOTARY PUBLIC - RENEWAL 0	0.00		130.00		
TX BEST PRACTICE FEE 0	0.00		500.00		
PERF 0	0.00		360.00		
SHRM 0	0.00		189.00		
10-605-3030 TRAINING/EDUCATION	1,164	3,500	3,500	0	
0	0.00		3,500.00		
FIREARMS TRAINING 22 OFFICERS 0	0.00		0.00		
~ 20 VARIOUS TRAINING CLASES 0	0.00		0.00		
TML CONFERENCE 0	0.00		0.00		
10-605-3040 TRAVEL/MILEAGE/LODGING/PERDIEM	1,867	5,000	5,000	0	
0	0.00		5,000.00		
10-605-3050 LIABILITY INSURANCE	16,683	17,900	17,900	0	
10-605-3060 UNIFORM MAINTENANCE	2,822	6,000	6,000	0	

10 -GENERAL FUND  
POLICE DEPARTMENT

EXPENDITURES		Y-T-D ACTUAL	CURRENT BUDGET	SELECTED BUDGET	DIFFERENCE	BUDGET WORKSPACE
21 OFFICERS AT ~\$350 EA	0	0.00		6,000.00		
10-605-3071 PROPERTY INSURANCE		7,829	8,400	8,400	0	
10-605-3072 ANIMAL CONTROL SERVICES		6,500	12,500	12,500	0	
DEZAVALA SHAVANO VET CLINIC	12	1,000.00		12,000.00		
ANIMAL CONTROL EQUIPMENT	0	0.00		500.00		
10-605-3087 CITIZENS COMMUNICATION/ED		110	400	400	0	
10-605-3090 COMMUNICATIONS SERVICES		2,607	5,600	5,600	0	
MDT SERVICES	0	0.00		5,600.00		
TOTAL SERVICES		40,480	62,169	62,169	0	
<b>CONTRACTUAL</b>						
10-605-4035 CONTRACT/DISPATCH SERVICES		0	0	0	0	
10-605-4045 CONTRACT/RADIO FEES COSA		7,776	8,000	8,000	0	
10-605-4075 COMPUTER SOFTWARE/INCODE		12,234	15,886	15,886	0	
INCODE - TDEX INTERFACE	0	0.00		621.00		
INCODE - CALLS FOR SERVICE	0	0.00		708.00		
INCODE - PUBLIC SAFETY RECORDS	0	0.00		7,543.00		
BRAZOS TECHNOLOGY	0	0.00		2,610.00		
LEADS ONLINE	0	0.00		1,758.00		
PRODUCTIVITY (TCLEDDS)	0	0.00		500.00		
ACCURINT (LEXIS-NEXIS)	0	0.00		396.00		
WIN 10 LICENSES	6	200.00		1,200.00		
ADOBE LICENSE (standard)	2	160.00		320.00		
ADOBE LICENSE (PRO)	1	230.00		230.00		
TOTAL CONTRACTUAL		20,010	23,886	23,886	0	
<b>MAINTENANCE</b>						
10-605-5005 EQUIPMENT LEASES		863	2,000	2,000	0	
MONTHLY COPY FEES - PER	0	0.00		2,000.00		
10-605-5010 EQUIPMENT MAINT & REPAIR		1,140	3,000	3,000	0	
10-605-5015 ELECTRONIC EQPT MAINT		3,935	5,350	5,350	0	
MIDWEST RADAR-CERTIFICATION	0	0.00		350.00		
DAILY WELLS - RAIDO REPAIRS	0	0.00		2,000.00		
COPTRAX/TECH SUPPORT/REPAIR	0	0.00		3,000.00		
10-605-5020 VEHICLE MAINTENANCE		17,782	23,000	23,000	0	
10-605-5060 VEHICLE & EQPT FUELS		17,074	30,000	30,000	0	
TOTAL MAINTENANCE		40,794	63,350	63,350	0	
<b>DEPT MATERIALS-SERVICES</b>						
10-605-6030 INVESTIGATIVE SUPPLIES		1,642	3,000	3,000	0	
10-605-6032 POLICE SAFETY SUPPLIES		1,042	3,000	3,000	0	
FLARES	0	0.00		450.00		
SABA	0	0.00		1,700.00		
GLOVES, TRAFFIC CONES, MISC.	0	0.00		850.00		
10-605-6035 FIREARMS EQUIPMENT/SUPPLIES		6,458	6,500	6,500	0	
AMMUNITION	0	0.00		4,500.00		
TARGETS/SHOOTING PADS	0	0.00		1,500.00		
CLEANING SUPPLIES	0	0.00		500.00		
TOTAL DEPT MATERIALS-SERVICES		9,142	12,500	12,500	0	

10 -GENERAL FUND  
POLICE DEPARTMENT

EXPENDITURES		Y-T-D ACTUAL	CURRENT BUDGET	SELECTED BUDGET	DIFFERENCE	BUDGET WORKSPACE
<u>UTILITIES</u>						
10-605-7042 UTILITES- PHONE		2,354	4,400	4,400	0	
CELL PHONES	0	0.00		2,900.00		
AT&T DISPATCH LINE	0	0.00		1,500.00		
TOTAL UTILITIES		2,354	4,400	4,400	0	
<u>CAPITAL OUTLAY</u>						
10-605-8010 NON-CAPITAL-ELECTRONIC EQUIP		0	0	0	0	
10-605-8012 NON CAPITAL-FIRE ARMS/TASERS		0	0	0	0	
10-605-8015 NON-CAPITAL-COMPUTER EQUIP.		0	400	400	0	
COMPUTER/MONITOR	1	400.00		400.00		
10-605-8020 NON-CAPITAL MAINT. EQUIPMENT		0	0	0	0	
10-605-8025 NON-CAPITAL - OFFICE FURNITURE		0	0	0	0	
10-605-8030 CAPITAL - ELECTRONIC EQUIPMENT		0	0	0	0	
10-605-8040 CAPITAL - PER PROTECTIVE EQPT		0	0	0	0	
10-605-8045 CAPITAL - COMPUTER EQUIPMENT		0	0	0	0	
10-605-8050 CAPITAL - VEHICLES		0	0	0	0	
10-605-8081 CAPITAL - BUILDING		0	0	0	0	
TOTAL CAPITAL OUTLAY		0	400	400	0	
<u>INTERFUND TRANSFERS</u>						
10-605-9000 GRANT EXPENDITURES		15,199	43,000	43,000	0	
NIBRS UPGRADE MANDATE	0	0.00		43,000.00		
TOTAL INTERFUND TRANSFERS		15,199	43,000	43,000	0	
TOTAL POLICE DEPARTMENT		911,834	1,779,346	1,779,346	0	

10 -GENERAL FUND  
DEVELOPMENT SERVICES

EXPENDITURES		Y-T-D ACTUAL	CURRENT BUDGET	SELECTED BUDGET	DIFFERENCE	BUDGET WORKSPACE
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<u>SUPPLIES</u>						
10-607-2020 OFFICE SUPPLIES		13	325	325	0	
PLAN STORAGE BIN	1	325.00		325.00		
10-607-2050 PRINTING & COPYING		<u>67</u>	<u>750</u>	<u>750</u>	<u>0</u>	
TOTAL SUPPLIES		80	1,075	1,075	0	
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<u>SERVICES</u>						
10-607-3012 PROF -ENGINEERING REVIEW		0	2,000	2,000	0	
10-607-3015 PROF -BLDG INSPECTION SERVICE		40,310	75,000	75,000	0	
10-607-3016 PROF -HEALTH INSPECTOR		1,200	2,000	2,000	0	
10-607-3017 PROF -SANITARY INSPECTION SERV		2,510	2,500	2,500	0	
10-607-3020 ASSOCIATION DUES & PUBS		0	100	100	0	
2018 I-CODES	1	<u>100.00</u>		<u>100.00</u>		
TOTAL SERVICES		44,020	81,600	81,600	0	
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<u>CONTRACTUAL</u>						
10-607-4075 COMPUTER SOFTWARE/MAINTENANCE		<u>1,500</u>	<u>1,500</u>	<u>1,500</u>	<u>0</u>	
TOTAL CONTRACTUAL		1,500	1,500	1,500	0	
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TOTAL DEVELOPMENT SERVICES		45,601	84,175	84,175	0	
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TOTAL EXPENDITURES		2,576,850	5,458,847	5,760,347	301,500	
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REVENUE OVER/ (UNDER) EXPENDITURES		1,390,955	0	0	0	
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## 20 -WATER FUND

REVENUES		Y-T-D ACTUAL	CURRENT BUDGET	SELECTED BUDGET	DIFFERENCE	BUDGET WORKSPACE
NON-DEPARTMENTAL						
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<u>WATER SALES</u>						
20-599-5015 WATER CONSUMPTION		284,803	627,000	627,000	0	
20-599-5016 LATE CHARGES		2,939	6,000	6,000	0	
20-599-5018 DEBT SERVICE		94,430	188,317	188,317	0	
20-599-5019 WATER SERVICE FEE		29,312	58,092	58,092	0	
20-599-5036 EAA PASS THRU CHARGE		37,831	83,681	83,681	0	
20-599-5037 CONNECTION/DISCONNECT FEE		0	0	0	0	
20-599-5040 TAPPING FEES		0	0	0	0	
TOTAL WATER SALES		449,314	963,090	963,090	0	
<u>MISC./GRANTS/INTEREST</u>						
20-599-7000 INTEREST INCOME		7,223	12,000	12,000	0	
20-599-7011 OTHER INCOME		12	0	0	0	
20-599-7012 LEASE OF WATER RIGHTS		0	10,000	10,000	0	
20-599-7028 TCEQ GRANT		0	0	46,718	46,718	
AMEND 1 - 1/2 DUMP TRUCK	0	0.00		46,718.00		
20-599-7060 CC SERVICE FEES		939	1,200	1,200	0	
20-599-7075 SITE/TOWER LEASE REVENUE		18,559	37,200	37,200	0	
SPRINT	0	0.00		16,100.00		
T-MOBILE (FROM GF)	0	0.00		21,100.00		
20-599-7090 SALE OF FIXED ASSETS		408	0	0	0	
20-599-7097 INSURANCE PROCEEDS		0	0	0	0	
TOTAL MISC./GRANTS/INTEREST		27,143	60,400	107,118	( 46,718)	
<u>TRANSFERS IN</u>						
20-599-8072 TRF IN-CAPITAL REPLACEMENT		6,964	14,400	53,650	39,250	
WATER METER REPLACEMENT	50	288.00		14,400.00		
AMEND 1 - MIOX UPGRADE	0	0.00		23,500.00		
AMEND 1 - 50 ADD'L METERS	50	315.00		15,750.00		
20-599-8090 PRIOR PERIOD ADJUSTMENT		0	0	0	0	
20-599-8099 TRF IN - RESERVES		0	0	0	0	
TOTAL TRANSFERS IN		6,964	14,400	53,650	( 39,250)	
TOTAL NON-DEPARTMENTAL		483,420	1,037,890	1,123,858	85,968	
TOTAL REVENUES		483,420	1,037,890	1,123,858	85,968	
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20 -WATER FUND  
WATER DEPARTMENT

EXPENDITURES		Y-T-D ACTUAL	CURRENT BUDGET	SELECTED BUDGET	DIFFERENCE	BUDGET WORKSPACE
<u>PERSONNEL</u>						
20-606-1010 SALARIES		89,606	206,130	206,130	0	
20-606-1015 OVERTIME		5,676	8,000	8,000	0	
20-606-1020 MEDICARE		1,401	2,990	2,990	0	
20-606-1025 TWC (SUI)		432	720	720	0	
20-606-1030 HEALTH INSURANCE		12,298	27,450	27,450	0	
20-606-1031 HSA		80	170	170	0	
20-606-1033 DENTAL INSURANCE		654	1,360	1,360	0	
20-606-1035 VISION CARE INSURANCE		157	330	330	0	
20-606-1036 LIFE INSURANCE		120	280	280	0	
20-606-1037 WORKERS' COMP INSURANCE		2,383	6,890	6,890	0	
20-606-1040 TMRS RETIREMENT		13,742	28,750	28,750	0	
20-606-1070 SPECIAL ALLOWANCES		<u>3,225</u>	<u>10,650</u>	<u>10,650</u>	<u>0</u>	
TOTAL PERSONNEL		129,774	293,720	293,720	0	
<u>SUPPLIES</u>						
20-606-2020 OFFICE SUPPLIES		767	1,500	1,500	0	
20-606-2030 POSTAGE		1,817	3,130	3,130	0	
POSTAGE	12	240.00		2,880.00		
ANNUAL BULK MAIL PERMIT #1024	0	0.00		250.00		
20-606-2035 EMPLOYEE APPRECIATION		22	100	100	0	
20-606-2050 PRINTING & COPYING		426	600	600	0	
20-606-2060 MED EXAMS/SCREENING/TESTING		0	100	100	0	
20-606-2070 JANITORIAL SUPPLIES		70	100	100	0	
20-606-2075 BANK/CREDITCARD FEES		5,243	5,100	5,100	0	
MONTHLY	12	425.00		5,100.00		
20-606-2080 UNIFORMS		409	1,200	1,200	0	
BOOTS - ANNUAL ALLOWANCE	4	200.00		800.00		
RAINWARE/ WINTER COATS/HATS	0	0.00		400.00		
20-606-2090 SMALL TOOLS		1,976	2,000	2,000	0	
20-606-2091 SAFETY SUPPLIES/EQUIPMENT		<u>656</u>	<u>1,200</u>	<u>1,200</u>	<u>0</u>	
TOTAL SUPPLIES		11,385	15,030	15,030	0	
<u>SERVICES</u>						
20-606-3012 ENGINEERING SERVICES		7,704	10,000	10,000	0	
BASIC MISC SERVICES	0	0.00		5,000.00		
NM MILITARY	0	0.00		5,000.00		
20-606-3013 PROFESSIONAL SERVICES		0	2,000	2,000	0	
WATER BILL PRINT-OUTSOURCE	0	0.00		2,000.00		
20-606-3020 ASSOCIATION DUES & PUBS		752	2,215	2,215	0	
TWUA	0	0.00		360.00		
S.A.R.A. ANNUAL FEE	0	0.00		200.00		
S.A.R.A DUES - SEPARATE	0	0.00		200.00		
REG WTR RES DEV (RWRD) DUES	0	0.00		300.00		
AWWA - AMER WTR WKS ASSN	0	0.00		100.00		
Stormwater Impact Fee	0	0.00		100.00		
TRWA - TX RURAL WATER ASSN	0	0.00		325.00		
WATER LICENSE RENEWALS	5	111.00		555.00		

20 -WATER FUND  
WATER DEPARTMENT

EXPENDITURES		Y-T-D ACTUAL	CURRENT BUDGET	SELECTED BUDGET	DIFFERENCE	BUDGET WORKSPACE
TX MUNI UTILITIES ASSN	0	0.00		75.00		
20-606-3030 TRAINING/EDUCATION		1,725	2,700	2,700	0	
20-606-3040 TRAVEL/MILEAGE/LODGING/PERDIEM		123	1,500	1,500	0	
20-606-3050 INSURANCE - LIABILITY		3,798	4,075	4,075	0	
20-606-3060 UNIFORM SERVICES		1,222	2,500	2,500	0	
20-606-3070 INSURANCE - PROPERTY		1,850	1,985	1,985	0	
20-606-3075 CONSERV. ED./REBATES		0	100	100	0	
20-606-3080 SPECIAL SERVICES		451	500	500	0	
SA HAZARDOUS MAT'L PERMITS	0	0.00		300.00		
ONE CALL LOCATES	0	0.00		200.00		
20-606-3082 WATER ANALYSIS FEES		2,688	6,500	6,500	0	
WATER ANALYSIS FEES	0	0.00		2,145.00		
TCEQ ANNUAL WATER TESTING FEE	0	0.00		2,500.00		
DSHS CENTRAL LAB - TCEQ & PCS	0	0.00		1,805.00		
TIER II REPORT FEES - ANNUAL	0	0.00		50.00		
TOTAL SERVICES		20,312	34,075	34,075	0	
<u>CONTRACTUAL</u>						
20-606-4075 COMPUTER SOFTWARE/INCODE		5,330	9,066	9,066	0	
INCODE-UTILITYSOFTWARE	0	0.00		2,960.00		
INCODE-METER READER INTERFACE	0	0.00		640.00		
INCODE-BILLPAY WEB HOST	0	0.00		1,200.00		
INCODE-BILL PAY ONLINE	0	0.00		340.00		
INCODE - HAND HELD METER INTER	0	0.00		606.00		
BEACON SERVICE AGREEMENT	0	0.00		900.00		
BEACON MOBILE READER	2	360.00		720.00		
BEACON METER SOFTWARE	0	0.00		525.00		
SCADA ANTIVIRUS - 2 COMPUTERS	0	0.00		75.00		
GIS LICENSE	0	0.00		500.00		
WIN 10 LICENSES (6 w/PW)	3	200.00		600.00		
20-606-4085 EAA -WATER MANAGEMENT FEES		40,779	84,084	84,084	0	
MONTHLY EAA FEES	1,001	40.00		40,040.00		
MONTHLY HABITAT FEE	1,001	44.00		44,044.00		
20-606-4086 CONTRACT LABOR		0	0	0	0	
20-606-4099 WATER RIGHTS/LEASE PAYMENTS		0	0	0	0	
PURCHASE 13 AC/FT	5,000	0.00		0.00		
TOTAL CONTRACTUAL		46,109	93,150	93,150	0	
<u>MAINTENANCE</u>						
20-606-5005 EQUIPMENT LEASES		150	1,500	1,500	0	
20-606-5010 EQUIPMENT MAINT & REPAIR		4,193	5,000	5,000	0	
20-606-5015 ELECTRONIC EQPT MAINTENANCE		177	500	500	0	
20-606-5020 VEHICLE MAINTENANCE		432	3,000	3,000	0	
20-606-5030 BUILDING MAINTENANCE		258	2,500	2,500	0	
GENERAL	0	0.00		2,500.00		
20-606-5060 VEHICLE & EQPT FUELS		1,930	4,000	4,000	0	
TOTAL MAINTENANCE		7,141	16,500	16,500	0	



20 -WATER FUND  
WATER DEPARTMENT

EXPENDITURES	Y-T-D ACTUAL	CURRENT BUDGET	SELECTED BUDGET	DIFFERENCE	BUDGET WORKSPACE
<u>DEPT MATERIALS-SERVICES</u>					
20-606-6011 CHEMICALS	5,448	16,500	16,500	0	
20-606-6050 WATER METERS & BOXES	1,460	4,500	4,500	0	
MAINTENANCE-METER/BOX REPAIR	0	0.00	4,500.00		
20-606-6055 FIRE HYDRANTS & VALVES	8,941	7,000	7,000	0	
HYDRANTS AND VALVES	0	0.00	7,000.00		
20-606-6060 HUEBNER STORAGE TANK	10,288	5,000	5,000	0	
GENERAL	0	0.00	5,000.00		
20-606-6061 ELEVATED STORAGE TANK- #1 WELL	199	4,750	4,750	0	
GENERAL	0	0.00	4,750.00		
20-606-6062 WELL SITE #2-EAA MONITORED	0	1,300	1,300	0	
20-606-6063 WELL SITE #3-NOT OPERATION	0	1,800	1,800	0	
20-606-6064 WELL SITE #4-NOT OPERATION	910	1,300	1,300	0	
20-606-6065 WELL SITE #5-EDWARDS BLENDING	4,032	4,000	1,000	( 3,000)	
ORIGINAL AMOUNT	0	0.00	4,000.00		
AMEND 1 - APPLY TO MOTOR REPL	0	0.00	( 3,000.00)		
20-606-6066 WELL SITE #6-MUNI TRACT	1,771	4,000	4,000	0	
20-606-6067 WELL SITE #7	3,898	4,000	4,000	0	
GENERAL	0	0.00	4,000.00		
20-606-6068 WELL SITE #8	223	4,000	4,000	0	
GENERAL	0	0.00	4,000.00		
20-606-6069 WELL SITE #9-TRINITY	563	4,000	4,000	0	
20-606-6070 SCADA SYSTEM MAINTENANCE	4,822	7,000	7,000	0	
SCADA COMPUTER UPDATES	0	0.00	4,000.00		
ANNUAL MAINTENANCE CONTRACT	0	0.00	3,000.00		
20-606-6071 SHAVANO DRIVE PUMP STATION	9,389	22,500	22,500	0	
20-606-6072 WATER SYSTEM MAINTENANCE	11,372	22,500	22,500	0	
20-606-6080 STREET MAINT SUPPLIES	2,406	1,500	1,500	0	
TOTAL DEPT MATERIALS-SERVICES	65,722	115,650	112,650	( 3,000)	
<u>UTILITIES</u>					
20-606-7040 UTILITIES - ELECTRIC	24,855	75,000	75,000	0	
20-606-7042 UTILITIES - PHONE/CELL	666	825	825	0	
20-606-7044 UTILITIES - WATER	219	300	300	0	
TOTAL UTILITIES	25,740	76,125	76,125	0	
<u>CAPITAL OUTLAY</u>					
20-606-8010 NON-CAP ELECTRONIC EQUIPMENT	0	0	0	0	
20-606-8015 NON-CAPITAL - COMPUTERS	724	750	750	0	
COMPUTER AT CH OFFICE 1/2	1	750.00	750.00		
20-606-8020 NON-CAPITAL MAINTENANCE EQUIP	840	1,000	1,000	0	
RESPIRATORS (MASK-CARTRIDGE)	1	500.00	500.00		
PARTS/TOOL BOX - VEHICLE	1	500.00	500.00		
20-606-8045 CAPITAL-COMPUTER EQUIPMENT	0	0	0	0	
20-606-8050 CAPITAL - VEHICLES	0	0	46,718	46,718	
AMEND 1 - 1/2 DUMP TRUCK	0	0.00	46,718.00		
20-606-8060 CAPITAL- EQUIPMENT	0	0	0	0	
20-606-8080 WATER SYSTEM IMPROVEMENTS	23,857	28,700	28,700	0	
REPL SPIDERS IN CUL DE SACS	0	0.00	12,000.00		

20 -WATER FUND  
WATER DEPARTMENT

EXPENDITURES		Y-T-D ACTUAL	CURRENT BUDGET	SELECTED BUDGET	DIFFERENCE	BUDGET WORKSPACE
PROJECTS	0	0.00		16,700.00		
20-606-8081 CAPITAL - BUILDING		0	0	0	0	
20-606-8085 CAPITAL-WATER TOWER/STORAGE		0	0	0	0	
20-606-8087 WATER METER REPLACEMENT		6,964	14,400	30,150	15,750	
METERS	50	288.00		14,400.00		
AMEND 1 - 50 ADD'L METERS	50	315.00		15,750.00		
20-606-8091 CAPITAL - WELL #1		0	0	23,500	23,500	
AMEND 1 - MIOX UPGRADE	1	23,500.00		23,500.00		
20-606-8095 CAPITAL - WELL #5		17,157	0	17,686	17,686	
AMEND 1- WELL #5 MOTOR REPL	1	14,686.00		14,686.00		
AMEND 1 - FROM ACCT 6065	0	0.00		3,000.00		
TOTAL CAPITAL OUTLAY		49,541	44,850	148,504	103,654	
INTERFUND TRANSFERS						
20-606-9000 EOY ASSET RECLASS		0	0	0	0	
20-606-9010 TRF TO GENERAL FUND		0	22,050	22,050	0	
20-606-9020 TRF TO CAPITAL REP. FUND 72		0	138,706	124,020	( 14,686)	
INFRASTRUCTURE	0	0.00		73,000.00		
VEHICLES/EQUIPMENT	0	0.00		32,706.00		
METER REPLACEMENT	0	0.00		8,000.00		
WATER LINE RELOCATION	0	0.00		25,000.00		
AMEND 1 - WELL #5 MOTOR REPL	(	14,686.00)		( 14,686.00)		
20-606-9050 BAD DEBT EXPENSE		860	0	0	0	
20-606-9090 DEPRECIATION EXPENSE		0	0	0	0	
20-606-9095 PENSION EXPENSE		0	0	0	0	
TOTAL INTERFUND TRANSFERS		860	160,756	146,070	( 14,686)	
TOTAL WATER DEPARTMENT						
		356,584	849,856	935,824	85,968	

20 -WATER FUND  
DEBT SERVICE

EXPENDITURES	Y-T-D ACTUAL	CURRENT BUDGET	SELECTED BUDGET	DIFFERENCE	BUDGET WORKSPACE
<hr/>					
<u>CAPITAL OUTLAY</u>					
20-607-8000 BOND PRINCIPAL EOY	0	0	0	0	_____
20-607-8011 ACCRUED BOND INTEREST	0	0	0	0	_____
20-607-8012 2009 CO - PRINCIPAL	0	0	0	0	_____
20-607-8013 2009 CO - INTEREST	0	0	0	0	_____
20-607-8014 2009 GO REFUND - PRINCIPAL	40,073	40,073	40,073	0	_____
20-607-8015 2009 GO REFUND - INTEREST	801	801	801	0	_____
20-607-8016 2017 GO REFUNDING (2009) PRINC	70,000	70,000	70,000	0	_____
20-607-8017 2017 GO REFUNDING (2009) INTER	33,550	66,400	66,400	0	_____
20-607-8020 BOND UNAMORTIZED LOSS	0	0	0	0	_____
20-607-8030 BOND AGENT FEES	200	200	200	0	_____
20-607-8035 BOND ISSUANCE COSTS	0	0	0	0	_____
20-607-8056 2018 GO REFUNDING (2009) PRINC	3,083	3,083	3,083	0	_____
20-607-8057 2018 GO REFUNDING (2009) INT	<u>3,759</u>	<u>7,477</u>	<u>7,477</u>	<u>0</u>	=====
TOTAL CAPITAL OUTLAY	151,465	188,034	188,034	0	
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TOTAL DEBT SERVICE	151,465	188,034	188,034	0	
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TOTAL EXPENDITURES	508,050 =====	1,037,890 =====	1,123,858 =====	85,968 =====	=====
REVENUE OVER/(UNDER) EXPENDITURES	( 24,630) =====	0 =====	0 =====	0 =====	=====

40 -CRIME CONTROL DISTRICT

REVENUES	Y-T-D ACTUAL	CURRENT BUDGET	SELECTED BUDGET	DIFFERENCE	BUDGET WORKSPACE
<hr/>					
NON-DEPARTMENTAL =====					
<u>TAXES</u>					
40-599-1050 SALES - CRIME CONTROL DIST	<u>64,964</u>	<u>116,250</u>	<u>116,250</u>	<u>0</u>	<u>          </u>
TOTAL TAXES	64,964	116,250	116,250	0	
<u>MISC./GRANTS/INTEREST</u>					
40-599-7085 POLICE DEPT - DONATIONS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>          </u>
TOTAL MISC./GRANTS/INTEREST	0	0	0	0	
<u>TRANSFERS IN</u>					
40-599-8005 INTEREST INCOME	3,460	7,500	7,500	0	<u>          </u>
40-599-8070 TRF IN - CAPITAL FUND	0	0	0	0	<u>          </u>
40-599-8090 PRIOR PERIOD ADJUSTMENT	0	0	0	0	<u>          </u>
40-599-8099 FUND BALANCE RESERVE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>          </u>
TOTAL TRANSFERS IN	3,460	7,500	7,500	0	
 TOTAL NON-DEPARTMENTAL	<hr/> 68,424	<hr/> 123,750	<hr/> 123,750	<hr/> 0	
<hr/>					
TOTAL REVENUES	<u>68,424</u> =====	<u>123,750</u> =====	<u>123,750</u> =====	<u>0</u> =====	<u>          </u> =====

40 -CRIME CONTROL DISTRICT  
FIRE DEPARTMENT

EXPENDITURES	Y-T-D ACTUAL	CURRENT BUDGET	SELECTED BUDGET	DIFFERENCE	BUDGET WORKSPACE
<hr/>					
<u>SERVICES</u>					
40-604-3030 TRAINING/EDUCATION	<u>0</u>	<u>5,000</u>	<u>5,000</u>	<u>0</u>	<u></u>
TOTAL SERVICES	0	5,000	5,000	0	
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<u>CAPITAL OUTLAY</u>					
40-604-8010 ELECTRONIC EQUIPMENT	0	2,433	900	( 1,533)	
TICKET WRITER & PRINTER 0	0.00		2,433.00		
AMEND 1 - CHNG IN TICKETWRITER 0	0.00		( 1,533.00)		
40-604-8012 NON-CAPITAL - FIREARMS/TASERS	624	625	625	0	
TASER PROGRAM - YEAR 2 OF 5 0	<u>0.00</u>		<u>625.00</u>		
TOTAL CAPITAL OUTLAY	624	3,058	1,525	( 1,533)	
<hr/>					
<u>INTERFUND TRANSFERS</u>					
40-604-9011 TRANSFER OUT - GENERAL FUND	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL INTERFUND TRANSFERS	0	0	0	0	
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TOTAL FIRE DEPARTMENT	624	8,058	6,525	( 1,533)	

40 -CRIME CONTROL DISTRICT  
POLICE DEPARTMENT

EXPENDITURES		Y-T-D ACTUAL	CURRENT BUDGET	SELECTED BUDGET	DIFFERENCE	BUDGET WORKSPACE
<u>SERVICES</u>						
40-605-3030 TRAINING/EDUCATION		108	6,400	6,400	0	
TAPEIT	0	0.00		1,500.00		
VARIOUS CLASSES	15	200.00		3,000.00		
MIDWEST RADAR OFFICER CERT.	0	0.00		600.00		
CHIEF LEADERSHIP TRAINING	0	0.00		1,300.00		
40-605-3087 CITIZENS COMMUNICATION/EDUCATI		2,413	6,000	9,000	3,000	
NATIONAL NIGHT OUT - SUPPLIES	0	0.00		5,500.00		
NEIGHBORHOOD WATCH - SIGNS	0	0.00		500.00		
AMEND 1 - ADDL SIGNAGE	0	0.00		3,000.00		
TOTAL SERVICES		2,521	12,400	15,400	3,000	
<u>CONTRACTUAL</u>						
40-605-4075 COMPUTER SOFTWARE		4,568	4,750	4,750	0	
SQL MIGRATION 1/2 PD 1/2 ADMIN	0	0.00		4,750.00		
TOTAL CONTRACTUAL		4,568	4,750	4,750	0	
<u>CAPITAL OUTLAY</u>						
40-605-8010 ELECTRONIC EQUIPMENT PURCHASE		0	11,363	17,900	6,537	
TICKETWRITER X6, PRINTER X1	0	0.00		11,363.00		
AMEND 1 - MOBILE ROUTERS	0	0.00		12,200.00		
AMEND 1 - CHNG TICKETWRITERS	0	0.00		( 5,663.00)		
40-605-8012 NON CAPITAL - FIRE ARMS/TASERS		0	8,640	8,640	0	
TASER 5 YR PROGRAM	0	0.00		8,640.00		
40-605-8015 NON-CAPITAL - COMPUTER EQUIP		1,851	1,900	1,900	0	
DESKTOP COMPUTER (PATROL)	1	1,900.00		1,900.00		
40-605-8018 NON-CAPITAL BUILDING		466	2,300	2,300	0	
KITCHEN CABINET/COUNTER	0	0.00		1,000.00		
SPPD/CH ALARM REPLACEMENT	0	0.00		1,300.00		
40-605-8020 POLICE VEHICLE		0	0	0	0	
40-605-8025 NON-CAPITAL - OFFICE FURNITURE		0	0	0	0	
40-605-8030 POLICE EQUIPMENT PURCHASE		24,382	31,500	36,500	5,000	
6 SHOTGUN LOCKS/MOUNTS	0	0.00		10,500.00		
DEZAVALA - STATIC RADAR (2)	0	0.00		10,500.00		
LOCKHILL SELMA STATIC RADAR(2)	0	0.00		10,500.00		
AMEND 1 - RADAR SIGN INSTALL	0	0.00		5,000.00		
40-605-8042 CAPITAL - FIREARMS		0	0	0	0	
40-605-8045 CAPITAL - COMPUTER EQUIPMENT		0	0	0	0	
40-605-8050 CAPITAL - VEHICLES		0	0	0	0	
40-605-8080 POLICE EQPT, CAP REPL FUND		0	0	0	0	
TOTAL CAPITAL OUTLAY		26,700	55,703	67,240	11,537	

40 -CRIME CONTROL DISTRICT  
POLICE DEPARTMENT

EXPENDITURES	Y-T-D ACTUAL	CURRENT BUDGET	SELECTED BUDGET	DIFFERENCE	BUDGET WORKSPACE
<u>INTERFUND TRANSFERS</u>					
40-605-9010 TRF TO- EQUIP REPL FUND	0	0	0	0	_____
40-605-9011 TRANSFER TO - GENERAL FUND	0	4,990	4,990	0	_____
NIBRS - LOCAL FUNDS 0	<u>0.00</u>	_____	<u>4,990.00</u>	_____	_____
TOTAL INTERFUND TRANSFERS	0	4,990	4,990	0	_____
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TOTAL POLICE DEPARTMENT	33,788	77,843	92,380	14,537	
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TOTAL EXPENDITURES	34,412 =====	85,901 =====	98,905 =====	13,004 =====	=====
REVENUE OVER/ (UNDER) EXPENDITURES	34,012 =====	37,849 =====	24,845 =====	( 13,004) =====	=====

70 -CAPITAL REPLACEMENT FUND

REVENUES		Y-T-D ACTUAL	CURRENT BUDGET	SELECTED BUDGET	DIFFERENCE	BUDGET WORKSPACE
<hr/>						
OTHER SOURCES						
=====						
MISC./GRANTS/INTEREST						
70-599-7028 TCEQ GRANT		0	0	28,030	28,030	
AMEND 1 - DUMP TRUCK	0	0.00		28,030.00		
70-599-7090 SALE OF CITY ASSETS		0	0	0	0	
TOTAL MISC./GRANTS/INTEREST		0	0	28,030	( 28,030)	
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TRANSFERS IN						
70-599-8010 INTEREST INCOME		14,134	35,000	35,000	0	
70-599-8020 TRF IN - GENERAL FUND		0	297,582	297,582	0	
ADMINISTRATION	0	0.00		41,837.00		
FIRE VEHICLES/EQUIPMENT	0	0.00		206,623.00		
PUBLIC WORKS VEHICLES/EQUIPMEN	0	0.00		44,122.00		
DRAINAGE DEVELOPMENT	0	0.00		5,000.00		
70-599-8026 TRF IN - CRIME CONTROL FUND		0	0	0	0	
70-599-8099 FUND BALANCE RESERVE		0	506,918	830,606	323,688	
ORIGINAL AMOUNT	0	0.00		506,918.00		
AMEND 1 - LOCAL \$ DUMP TRUCK	0	0.00		18,688.00		
AMEND 1 - HIKE PATH	0	0.00		30,000.00		
AMEND 1 - PAVILION/PLAYSCAPES	0	0.00		275,000.00		
TOTAL TRANSFERS IN		14,134	839,500	1,163,188	( 323,688)	
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TOTAL OTHER SOURCES		14,134	839,500	1,191,218	351,718	
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TOTAL REVENUES		14,134	839,500	1,191,218	351,718	
		=====	=====	=====	=====	=====



70 -CAPITAL REPLACEMENT FUND  
COUNCIL

EXPENDITURES		Y-T-D ACTUAL	CURRENT BUDGET	SELECTED BUDGET	DIFFERENCE	BUDGET WORKSPACE
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<u>CONTRACTUAL</u>						
70-600-4010 TP - NW MILITARY HWY		0	0	0	0	
70-600-4020 TP - MUNI TRACT DEVELOPMENT		0	0	0	0	
MUNICIPAL TRACT-SURVEY	0	0.00			0.00	
70-600-4030 HIKE AND BIKE TRAILS		23,469	0	30,000	30,000	
AMEND 1 - HIKE PATH	0	0.00		30,000.00		
TOTAL CONTRACTUAL		23,469	0	30,000	30,000	
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TOTAL COUNCIL		23,469	0	30,000	30,000	

70 -CAPITAL REPLACEMENT FUND  
ADMIN

EXPENDITURES		Y-T-D ACTUAL	CURRENT BUDGET	SELECTED BUDGET	DIFFERENCE	BUDGET WORKSPACE
<hr/>						
<u>CAPITAL OUTLAY</u>						
70-601-8015 COMPUTER EQUIPMENT		4,168	6,000	6,000	0	
COMPUTER REPLACEMENT	4	1,500.00		6,000.00		
70-601-8080 CAPITAL IMPROVEMENTS		6,698	0	275,000	275,000	
AMEND 1 - PAVILION/PLAYSCAPES	0	0.00		275,000.00		
70-601-8081 CAPITAL - BUILDING		12,348	58,000	58,000	0	
CITY HALL HVAC	1	8,000.00		8,000.00		
CITY HALL SEPTIC REPLACEMENT	0	0.00		50,000.00		
TOTAL CAPITAL OUTLAY		23,213	64,000	339,000	275,000	
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<u>INTERFUND TRANSFERS</u>						
70-601-9010 TRANSFER TO - GENERAL FUND		0	0	0	0	
TOTAL INTERFUND TRANSFERS		0	0	0	0	
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TOTAL ADMIN		23,213	64,000	339,000	275,000	

70 -CAPITAL REPLACEMENT FUND  
PUBLIC WORKS

EXPENDITURES		Y-T-D ACTUAL	CURRENT BUDGET	SELECTED BUDGET	DIFFERENCE	BUDGET WORKSPACE
<u>CAPITAL OUTLAY</u>						
70-603-8050 CAPITAL - VEHICLES		0	0	46,718	46,718	
AMEND 1 - DUMP TRUCK (GRANT)	0	0.00		46,718.00		
70-603-8060 CAPITAL - EQUIPMENT		37,893	39,500	39,500	0	
HEAVY DUTY CHIPPER	1	27,000.00		27,000.00		
GRASSHOPPER MOWER	1	12,500.00		12,500.00		
70-603-8080 CAPITAL-IMPROVEMENT PROJECTS		79,008	728,000	728,000	0	
WINDMILL CULVERT	0	0.00		164,500.00		
BENT OAK CULVERT	0	0.00		230,500.00		
CHIMNEY ROCK CULVERT	0	0.00		183,000.00		
ENGINEERING	0	0.00		150,000.00		
70-603-8081 CAPITAL - BUILDING		0	0	0	0	
70-603-8085 CAPITAL - STREETS		0	0	0	0	
TOTAL CAPITAL OUTLAY		116,901	767,500	814,218	46,718	
<u>INTERFUND TRANSFERS</u>						
70-603-9010 TRANSFER TO - GENERAL FUND		0	0	0	0	
TOTAL INTERFUND TRANSFERS		0	0	0	0	
TOTAL PUBLIC WORKS		116,901	767,500	814,218	46,718	

70 -CAPITAL REPLACEMENT FUND  
FIRE

EXPENDITURES		Y-T-D ACTUAL	CURRENT BUDGET	SELECTED BUDGET	DIFFERENCE	BUDGET WORKSPACE
<hr/>						
<u>CAPITAL OUTLAY</u>						
70-604-8040 CAPITAL - PPE EQUIPMENT		0	8,000	8,000	0	
GEAR EXTRACTOR	1	8,000.00		8,000.00		
70-604-8050 CAPITAL - APPARATUS		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL CAPITAL OUTLAY		0	8,000	8,000	0	
<hr/>						
<u>INTERFUND TRANSFERS</u>						
70-604-9010 TRANSFER TO - GENERAL FUND		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL INTERFUND TRANSFERS		0	0	0	0	
<hr/>						
TOTAL FIRE		0	8,000	8,000	0	

70 -CAPITAL REPLACEMENT FUND  
POLICE

EXPENDITURES	Y-T-D ACTUAL	CURRENT BUDGET	SELECTED BUDGET	DIFFERENCE	BUDGET WORKSPACE
<hr/>					
<u>CONTRACTUAL</u>					
70-605-4020 PATROL VEHICLE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL CONTRACTUAL	0	0	0	0	
<u>INTERFUND TRANSFERS</u>					
70-605-9018 TRF TO CRIME CONTROL DIST.	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL INTERFUND TRANSFERS	0	0	0	0	
<hr/>					
TOTAL POLICE	0	0	0	0	
<hr/>					
TOTAL EXPENDITURES	163,583 =====	839,500 =====	1,191,218 =====	351,718 =====	=====
REVENUE OVER/ (UNDER) EXPENDITURES	( 149,449) =====	0 =====	0 =====	0 =====	=====

72 -WATER CAPITAL REPLACEMENT

REVENUES	Y-T-D ACTUAL	CURRENT BUDGET	SELECTED BUDGET	DIFFERENCE	BUDGET WORKSPACE
<hr/>					
NON-DEPARTMENTAL					
=====					
TRANSFERS IN					
72-599-8010 INTEREST INCOME	0	0	0	0	
72-599-8020 TRANSFER FROM WATER FUND	0	138,706	124,020	( 14,686)	
ORIGINAL AMT	0	0.00	138,706.00		
AMEND 1 - WELL #5 MOTOR REPL	0	0.00	( 14,686.00)		
72-599-8099 FUND BALANCE RESERVE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL TRANSFERS IN	0	138,706	124,020	14,686	
	<hr/>				
TOTAL NON-DEPARTMENTAL	0	138,706	124,020	( 14,686)	
<hr/>					
TOTAL REVENUES	0	138,706	124,020	( 14,686)	
	=====	=====	=====	=====	=====

72 -WATER CAPITAL REPLACEMENT  
WATER DEPARTMENT

EXPENDITURES		Y-T-D ACTUAL	CURRENT BUDGET	SELECTED BUDGET	DIFFERENCE	BUDGET WORKSPACE
<u>CONTRACTUAL</u>						
72-606-4050 VEHICLE PURCHASE		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL CONTRACTUAL		0	0	0	0	
<u>CAPITAL OUTLAY</u>						
72-606-8060 CAPITAL - EQUIPMENT		0	0	0	0	
72-606-8087 WATER METER REPLACEMENT		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL CAPITAL OUTLAY		0	0	0	0	
<u>INTERFUND TRANSFERS</u>						
72-606-9020 TRANSFER TO WATER UTILITY		6,964	14,400	53,650	39,250	
WATER METER REPLACEMENT	50	288.00		14,400.00		
AMEND 1 - MIOX UPGRADE	0	0.00		23,500.00		
AMEND 1 - 50 ADD'L METERS	50	<u>315.00</u>		<u>15,750.00</u>		
TOTAL INTERFUND TRANSFERS		6,964	14,400	53,650	39,250	
TOTAL WATER DEPARTMENT		6,964	14,400	53,650	39,250	
TOTAL EXPENDITURES		<u>6,964</u>	<u>14,400</u>	<u>53,650</u>	<u>39,250</u>	
REVENUE OVER/(UNDER) EXPENDITURES		( 6,964)	124,306	70,370	( 53,936)	
<u>OTHER FINANCING SOURCES &amp; USES</u>						
<u>OTHER SOURCES</u>						
72-599-9010 TRANSFER FROM GENERAL FUND		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL OTHER SOURCES		0	0	0	0	
TOTAL OTHER SOURCES & USES		0	0	0	0	
REVENUE & OTHER SOURCES OVER/ (UNDER) EXPENDITURES & OTHER (USES)		( 6,964)	124,306	70,370	( 53,936)	

## CITY OF SHAVANO PARK

### PAVILION/PLAYSCAPE FUNDING OPTIONS

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The City has approved the pavilion/playscape project with a cost of \$550,000.

City Staff has provided the following options for consideration:

#### Option 1: Fund Balance

The City's General Fund has, as of its most recent financial audit, an unassigned fund balance of \$2,676,488. Council, at its discretion, may choose to utilize a portion of the fund balance to pay for the project.

September 30, 2019 Unassigned Fund Balance	\$ 2,676,488
Estimated project costs	<u>550,000</u>
Remaining unassigned Fund Balance	<u>\$ 2,126,488</u>
FY20 General Fund budgeted expenditures	<u>\$ 5,458,847</u>
Fund Balance %	<u><b>38.95%</b></u>

Fund Balance % would still be within City Policy parameters

#### Option 2: Capital Replacement

The City has received development fees for use in construction of capital improvements and purchases related to municipal infrastructure and the protection of the public health, safety and welfare(1). Receipts of development fees have been accumulating in the Capital Replacement Fund. To date, the City has been using these monies for drainage related projects. However, these amounts may be used for other City projects.

September 30, 2019 Committed for Drainage Projects	\$ 1,358,945
FY20 drainage expenditures to date	72,868
Remaining balances on approved contracts	<u>646,073</u>
Available Development Fees funding	\$ 640,005
Project estimate	<u>550,000</u>
Remaining Development Fees	<u><u>\$ 90,005</u></u>

Selection of this option would significantly reduce the amount available for future drainage projects. However, from preliminary engineering reports already completed, most of the additional recommended drainage projects would require significant funding to complete.

- (1) 1999 Master Development Agreement between The Rogers Shavano Ranch, LTD and the City of Shavano Park



### Option 3: Combination

Council may consider a combination of 1 & 2:

For example, fund half of the project from the General Fund and half from accumulated development fees in the Capital Replacement Fund.

September 30, 2019 Unassigned Fund Balance	\$	2,676,488
One half of Estimated project costs		<u>275,000</u>
Remaining unassigned Fund Balance	\$	<u>2,401,488</u>
FY20 General Fund budgeted expenditures	\$	<u>5,458,847</u>
Fund Balance %		<u><b>43.99%</b></u>
Fund Balance % well within City Policy parameters		
Available Development Fees Funding	\$	640,005
Less one half of the estimated project costs		<u>275,000</u>
Amount available for future drainage projects	\$	<u>365,005</u>

## CITY COUNCIL STAFF SUMMARY

Meeting Date: April 27, 2020

Agenda item: 8.4

Prepared by: Brandon Peterson

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:** Selection of Septic Tank Replacement Contractor for City Hall

X

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

- a) Contractors combine Score Sheet
- b) Benke Bid Proposal

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**BACKGROUND / HISTORY:** City Hall was built in 2001 with the intention of adding Bexar Metro 911 facilities in 2003 to the same septic tank system. The system was designed based on 7 people at Bexar Metro 911 and approximately 8 people at City Hall.

City Hall has on average up to 14 people daily and Bexar Metro 911 has 3-10 people. City Hall also hosts multiple meetings on a monthly basis along with court, and voting periodically. Bexar Metro 911 has been allowing the use of their building for training. All the additional flow has placed a strain on the system and it is not been functioning as designed.

Therefore, City staff on multiple occasions is having to get the septic tanks pumped either before or after an event. The septic tank is under sized and is not designed properly to handle the additional events hosted at City Hall.

City staff relocated the septic drain field in 2018 to the bottom of the hill behind City Hall to take the discharge away from City Hall and allow the open field to be utilized for City events.

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**DISCUSSION:** In preparation for the 2019-20 Fiscal Year budget preparation, City staff held a couple meetings with the Bexar Metro 911 Facilities Director and staff to discuss the replacement of the septic system due to the high maintenance and increasing costs.

City staff worked with a septic engineer to get a basic design concept in order to get a budget cost of \$100,000 for the replacement of the septic tank. After getting an approximate cost, Bexar Metro 911 and City agreed to split the cost 50/50 and place in the FY 2019-20 budget.

In February, City staff and Bexar Metro 911 staff met with Septic Systems Express (Frank Aguirre) to get a better understanding of waste collected by both buildings, to ensure adequate size. The design consisted of handling everyday flows, the additional meetings, events with 600 residents, and the future restrooms with the pavilion.

By end of March, the concept was converted to a design with specifications. The project was advertised March 25<sup>th</sup> for two weeks. On March 31st, a pre-bid meeting was held with 2 contractors

in attendance. The City received six bids from contractors licensed and registered in Shavano Park on April 9<sup>th</sup>. A review panel of City and Bexar Metro 911 staff was created to grade the bids based on Contractor qualifications, company performances, complete bids, maintenance contract, and cost. Bexar Metro 911 staff and City staff individually scored the bids based on qualifications, overall company performance, references, requirements all-inclusive in the bids, maintenance contract included, and the proposed cost. Four bids were incomplete or did not include everything within their bid.

City Staff and Bexar Metro 911 recommended Benke Septic the lowest bid of those most responsive to the bid request.

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**COURSES OF ACTION:** Approve Benke Septic to install the replacement septic tank per Septic System Express design and specifications or provide further guidance.

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**FINANCIAL IMPACT:** Benke Septic can replace and relocate the City Hall and Bexar Metro 911 septic tank for \$77,900. This cost will be split between both entities. Shavano Parks cost will be \$38,950.

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**MOTION REQUESTED:** Approve the replacement of City Hall septic tank contract to Benke Septic for \$77,900.

Company Name	Score 1	Score 2	Average
MJ Septic	69	75	72
South Texas Wastewater Treatment	78	75	77
Van Delden	85	70	78
A& R Construction LLC	82	70	76
Rob Wise Construction	79	67	73
Benke Septic	86	80	83

Company Name	Installer Qualifications (5%)	Overall Company performance and referneces (25%)	Adhere to requirements included in bids (20%)	Maintenance Contract (Y/N)	Cost (50%)	Total Score
MJ Septic	5	20	<u>5</u>	Y	39	69
South Texas Wastewater Treatment	5	25	<u>10</u>	N	38	78
Van Delden	5	25	<u>20</u>	Y	35	85
A& R Construction LLC	5	25	<u>12</u>	Y	40	82
Rob Wise Construction	5	25	<u>12</u>	N	37	79
Benke Septic	5	25	<u>20</u>	Y	36	86

Company Name	Installer Qualifications (5%)	Overall Company performance and referneces (25%)	Adhere to requirements included in bids (20%)	Maintenance Contract (Y/N)	Cost (50%)	Total Score
MJ Septic	5	25	<u>5</u>	Y	40	75
South Texas Wastewater Treatment	5	25	<u>5</u>	N	40	75
Van Delden	5	25	<u>20</u>	Y	20	70
A& R Construction LLC	5	25	<u>15</u>	Y	25	70
Rob Wise Construction	5	25	<u>12</u>	N	25	67
Benke Septic	5	25	<u>20</u>	Y	30	80

Company Name	Bid	Maintenance Contract	Maintenace Contract	Total
MJ Septic	\$ 40,100.00	\$ 400.00	2 yr	\$ 40,500.00
South Texas Wastewater Treatment	\$ 44,471.77			\$ 44,471.77
Van Delden	\$ 92,200.00		2 yr	\$ 92,200.00
A& R Construction LLC	\$ 29,049.46	\$ 1,035.00	2 yr	\$ 30,084.46
Rob Wise Construction	\$ 59,650.00			\$ 59,650.00
Benke Septic	\$ 77,900.00		2 yrs	\$ 77,900.00

**Benke Septic Systems, Inc.**  
**6545 Gass Road**  
**San Antonio, TX 78253**

Phone 210/688-3268  
 Fax 210/688-3648  
 Email [benkeseptic@msn.com](mailto:benkeseptic@msn.com)  
[www.benkeseptic.com](http://www.benkeseptic.com)

# Proposal

DATE	ESTIMATE NO.
4/8/2020	210

NAME / ADDRESS
Shavano Park City Hall Brandon Peterson 900 Saddletree Court Shavano Park, TX 78231
E-mail: <a href="mailto:bpeterson@shavanopark.org">bpeterson@shavanopark.org</a>

Ship To
Shavano Park City Hall Brandon Peterson 900 Saddletree Court Shavano Park, TX 78231
Phone: 210-416-0465

DESCRIPTION	TOTAL
<p>*Call for utility locate!</p> <p>*Install 120 ft of 4 inch schedule 40 PVC at an 1/8 inch drop per foot from existing old treatment unit to where new 2000 gallon equalization tank will be installed.</p> <p>*Existing treatment unit will stay in use during installation of new system so it will be necessary to re-route sprinkler line to accommodate construction of new system.</p> <p>*Excavate and install new 2000 gallon flow equalization tank. (single compartment) with a traffic/load bearing lid.</p> <p>*Install inside of the flow equalization tank, two 9SN 4/10 horsepower sewage effluent pumps to be controlled by a dual alternating dosing and alarm control panel. Set to dose at 80 gallons every 6 hours. Install all necessary risers to enable servicing pumps and pumping tank.</p> <p>*Excavate and Install one 1000 gallon single compartment trash tank to receive sewage from flow equalization tank.</p> <p>*Excavate and Install one 1000 gallon per day aerobic treatment unit to include: Pretreatment tank, treatment tank (ClearStream), dual air compressors, housing, and air alarm panel.</p> <p>*Excavate and install (minimum) one 1000 gallon ClearStream pump tank with dual alternating 1/2 horsepower pumps, dual alternating control and alarm panel. Pumps will be sized appropriately and set to design specs. The pump tank will also be fitted with a liquid chlorinator.</p> <p>*The pump tank is to be equipped with a monitoring system (Septic Sitter and assisted by Dynamic Monitors). This is for flow monitoring. Installer to provide and install equipment inside of pump tank according to engineers specs and connect to the Internet connection provided by City Hall. (Total cost is \$4663.40 including shipping and one year of Internet support)</p> <p>*Disposal - Spray area will consist of three zones. Each zone containing three 17 ft full circle sprays. Total Spray area equals 8,172 sq. ft.</p> <p>*Spray fields will be alternated by K-Rain series 6000 valve and the above monitoring device will be connected to the K-Rain indexing valve and installed per manufacturers and design specs. (Dynamic Monitors)</p> <p>*Bid Includes: All tightline connections to and between all new tanks and building.          All electrical connections from electrical breaker boxes (provided by City Hall) adjacent to new aerobic treatment unit.          All rock excavation and hoe ramming          Collapsing and filling old existing treatment unit          2 year service maintenance agreement (from installation date)</p>	77,900.00
Acceptance of Proposal - The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.	<b>TOTAL</b>

SIGNATURE

Benke Septic Systems, Inc.  
6545 Gass Road  
San Antonio, TX 78253

Phone 210/688-3268  
Fax 210/688-3648  
Email [benkeseptic@msn.com](mailto:benkeseptic@msn.com)  
[www.benkeseptic.com](http://www.benkeseptic.com)

# Proposal

DATE	ESTIMATE NO.
4/8/2020	210

NAME / ADDRESS
Shavano Park City Hall Brandon Peterson 900 Saddletree Court Shavano Park, TX 78231
E-mail: <a href="mailto:bpeterson@shavanopark.org">bpeterson@shavanopark.org</a>

Ship To
Shavano Park City Hall Brandon Peterson 900 Saddletree Court Shavano Park, TX 78231
Phone: 210-416-0465

DESCRIPTION	TOTAL
<p>*Backfill: Existing spoils can be used as backfill against concrete tanks (no large rocks). Benke will top off system with 4-6 inches of topsoil and spread over the tank area and construction site area.</p> <p>**Does not include: Sod or landscaping.</p> <p>Repair of any underground piping not clearly marked or exposed.</p> <p>*Add'l Note: As per pre-construction meeting, any limbs that need to be removed to facilitate construction, can be removed with permission from owners. i.e. Brandon</p>	
Acceptance of Proposal - The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.	<b>TOTAL</b> \$77,900.00

SIGNATURE