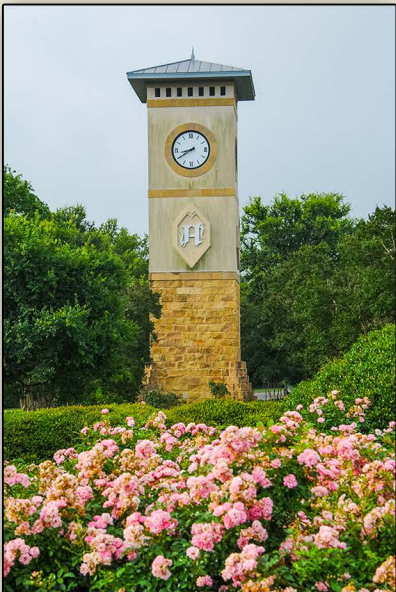




# 2020 Shavano Park, Texas Adopted Budget



*City Living with Country Charm*





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Shavano Park  
Texas**

For the Fiscal Year Beginning

**October 1, 2018**

*Christopher P. Morrill*

Executive Director

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements and we will be submitting it to GFOA to determine its eligibility for another award.



**This budget will raise more revenue from property taxes than last year's budget by an amount of \$186,863, which is a 5.41% increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$83,985.**

**Record Vote on**

**Budget:**

**Tax Rate Ratify:**

**Mayor**

**Bob Werner**

**(Votes only in event of a tie)**

**Council Members**

**Michele Ross (Pro Tem)**

**For**

**For**

**Michael Colemere**

**For**

**For**

**Bob Heintzelman**

**For**

**For**

**Maggi Kautz**

**For**

**For**

**Lee Powers**

**For**

**For**

**Property Tax Comparison:**

	<b><u>FY 2019</u></b>	<b><u>FY 2020</u></b>
<b>Adopted Tax Rate</b>	<b>0.287742</b>	<b>0.287742</b>
<b>Effective Tax Rate</b>	<b>0.289630</b>	<b>0.290355</b>
<b>Effective Maintenance &amp; Operations</b>	<b>0.275167</b>	<b>0.277608</b>
<b>Rollback Tax Rate</b>	<b>0.313104</b>	<b>0.310584</b>
<b>Debt Tax Rate (I&amp;S)</b>	<b>0.014463</b>	<b>0.012747</b>

**Total debt obligation for the City of Shavano Park secured by property taxes: \$3,430,000.**



## **COUNCIL OF THE CITY OF SHAVANO PARK**

**BOB WERNER**

**MAYOR**

**MICHELE BUNTING ROSS**

**MAYOR PRO TEM**

**MICHAEL COLEMERE**

**ALDERMAN**

**BOB HEINTZELMAN**

**ALDERMAN**

**MAGGI KAUTZ**

**ALDERMAN**

**LEE POWERS**

**ALDERMAN**

**BILL HILL**

**CITY MANAGER**

**ZINA TEDFORD**

**CITY SECRETARY**

**BRENDA MOREY**

**FINANCE DIRECTOR**



## **VISION**

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

## **MISSION**

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

**CITY OF SHAVANO PARK**

**FISCAL YEAR 2019-2020 CITY COUNCIL ADOPTED BUDGET**

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# CITY OF SHAVANO PARK



September 23, 2019

Honorable Mayor, City Council, and Citizens:

This memorandum summarizes Shavano Park's Fiscal Year (FY) 2019-20 Operating Budget and highlights key points that are important to you and the community. The Budget is balanced as required by law and is consistent with the mission, vision and strategic goals of the City of Shavano Park. This Budget reflects our commitment to provide excellent municipal services to citizens, businesses and visitors while maintaining stringent fiscal controls.

The Budget adopts a tax rate of \$0.287742 cent per \$100 of valuation. Based upon the assumed level of revenue, the Budget allocates resources to meet target expenditures for operations, capital improvements, equipment replacement, and debt service. While meeting our funding requirements, the budget accounts for Council objectives, the compensation study recommendations, several new purchases, and a number of capital replacement requirements. The budgeted General Fund expenditures are approximately \$5.46M while the total sum of expenditures for all funds is approximately \$7.76M.

## **BUDGET OVERVIEW**

- This is a requirement based budget (prioritized based upon essential needs and objectives)
- Required Directors to justify their budget requests to the City Manager and City Council
- Includes line item detail and definitions for each line item
- Properly maintains required and separate funds for accountability and transparency
- Provide funds for the Capital Improvement Replacement Fund

**STRATEGIC GOALS:** Council established eight Strategic Goals with supporting objectives that account for current and future requirements. These objectives are accounted for within the budget.

- Provide excellent municipal services while anticipating future requirements
- Protect and provide a city-wide safe environment
- Protect City property values, enhance resources and maintain fiscal discipline
- Maintain excellent infrastructure (buildings, streets and utilities)
- Enhance and support commercial business activities and opportunities
- Enhance the City image and maintain a rural atmosphere
- Promote effective communications and outreach with citizens
- Mitigate storm water runoff

## **MAJOR REVENUES**

**Taxable Assessed Value / New Improvements:** The total taxable assessed value of property including property in tax freeze is \$1,324,452,185 and represents a \$73,452,802 increase or 5.96%. Of that amount, the total taxable value of new improvements and personal property was \$29,187,620. “New” means the item was not on the 2018 appraisal roll. The average Taxable Homestead Value is \$714,124 up \$27,278 from last year (about 4% increase). The City’s portion of tax on average taxable homestead value is approximately \$2,065/year (an \$88 increase at last year’s rate).

**Advalorem Taxes (Property Taxes):** This budget proposes City Council adopt a FY 2019-20 budget tax rate of \$0.287742 / \$100 of valuation, which is no change from last year’s tax rate. Total revenue collected from property taxes will be approximately \$186,863 or 5.4% more than last year (assuming last year’s rate). Additional revenue available for the General Fund is approximately \$199,202 or 6.0%.

**Freeze Taxable Value:** The total freeze taxable value (homeowners age 65 or older or disabled) for 2019 tax values amounted to \$369,384,737, which is an increase of 11.2% over the 2018 freeze adjusted taxable value of \$332,072,074 and 27.88% of the net taxable values. There are 1383 residential properties in Shavano Park and of those 582 (42%) qualify for the Over 65 Tax Freeze.

**Effective Tax Rate:** The effective tax rate is the tax rate that will generate the same amount of property taxes as the previous year based only on the same properties that are on the tax roll both years. This is the comparison used in the Truth-in-Taxation calculations to determine if there is an actual tax rate increase. The tax rate of \$0.287742 / \$100 is lower than the “2019 Effective Tax Rate” of \$0.290355 / \$100 needed to generate the same amount of taxes from the same property that was on last year’s tax roll.

**Rollback Rate:** The rollback tax rate provides about the same amount of tax revenue as the previous year for day-to-day operations, plus an extra 8% increase for those operations, and sufficient funds to pay debt in the coming year. The tax rate of \$0.287742 / \$100 is well below the “Rollback Rate” of \$0.310584 / \$100.

**Sales Tax:** There are a small number of retail sale companies operating in Shavano Park. Last year, the City anticipated the opening of new retail stores that would produce additional sales tax revenue, but these stores openings were delayed. Two additional retail stores are anticipated to open in 2020. This budget assumes General Fund sales tax revenues of \$465,000, which is slightly higher than last year’s budgeted revenues (\$460,000).

### **Other Revenues:**

- Permit Fees. Last year, residential and commercial development (and permit fees) decreased from 2018. Next year, we anticipate continued decrease in the level of residential and new commercial development. Also, Council approved an ordinance which reduced residential permit fees. These factors will result in less permit revenue and this budget projects a lower amount of revenue collected. In the near future, permit fee revenue is predicted to drop further once the remaining undeveloped property is built out.
- Franchise revenues are expected to increase slightly over last year, except for phone which will decrease.
- EMS Fees. Last year, EMS Fees increased sharply and this budget projects a continued increase.
- Other revenues are expected to generally remain level.



## **EXPENDITURES**

**Personnel:** Council accepted the 2019 Compensation Study update from Werling Associates, Inc. and this budget accounts for the recommended 3.25% salary raise recommendation and pay grade change recommendations for several positions. The budget accounts for a 3.5% change in our employee health benefits provided by the Texas Municipal League Health Benefits Pool. The budget includes an increase of the defined contribution of \$19 per employee/month which is an increase from \$553 to \$572 per employee (total cost increase is budgeted for \$11,200). This Budget proposes that the City continues to fund the Texas Municipal Retirement System at the full funding rate of 13.95%.

**Capital Expenditures Change:** In December 2017, the City Auditors recommended and the City adopted a change to how funds are expended from the Capital Replacement Fund. Previously, funds allocated in the Capital Replacement Fund were transferred to the General Fund and then items were purchased from the General Fund. City Auditors recommended that Capital Equipment be expended directly from the Capital Replacement Fund (similar to how we expend from the Crime Control Prevention District Fund). Over time, this will eliminate large fluctuations in the General Fund Operating Budget created by large purchases (e.g. a purchase of a \$1,200,000 fire truck or a \$600,000 drainage project purchased out of the General Fund would significantly increase that year's budget). As a result of this change, most Departments have seen a drop in expenditures. Capital expenditures will be detailed in the Capital Replacement Fund.

**General Fund:** General Fund (GF) expenditures increased in personnel salaries and benefits, but remain generally constant in other day to day operations across all departments. Below is a brief review of requirements and highlighted changes for departments. Additional detail on changes can be located in front of each of the department's budget comparison report or in the budget for line item comparison.

**Administration:** The Administration Department budget requirements are slightly higher than last year and includes \$47,000 to move the fiber and other IT lines between City Hall and the Fire Department / Public Works. This budget includes \$6,000 funding within the Capital Replacement Fund for computer replacement as the end of life for computers using the Windows 7 operating system, proposes the replacement of one HVAC unit (to be purchased only if required) and \$50,000 (City's Share) for a new City Hall septic tank.

**Public Works:** The Public Works Department operating expenses are projected to increase slightly. The Budget includes funds for increased salaries, the street maintenance and restriping program, professional tree maintenance on municipal property and continued landscaping and maintenance of City Hall. From the Capital Replacement Fund, this budget funds the purchase of a replacement of a heavy duty wood chipper (\$327,000) and a zero turn mower (\$12,500). Additionally from the Capital Replacement Fund under Public Works, this budget proposes \$728,000 for drainage improvement projects and planning. Note: the planned work from FY2018-19 was mostly deferred until this budget year.

**Fire:** The Fire Department operating expenses are projected to remain generally stable and include the widening of the rear driveway for improved access of the new Fire Truck. Capital items funded from the Capital Replacement Fund includes \$8,000 for a bunker gear extractor (washing machine). The budget proposes the purchase one Taser (\$625) and one electronic ticket writer and printer (\$2,433) for use during Fire's law enforcement activities and additional training from the Crime Control Prevention District Fund.



**Police:** The Police Department operating expenses are projected to remain stable, The budget includes a number of purchases funded from the Crime Control Prevention District Fund: four static radar stations, two each for DeZavala and Lockhill Selma Roads (\$21,000), six ticket writers with one printer (\$11,363), six shotgun vehicle lock mounts (\$10,500), the continued funding of the Taser program over 5 years (\$8,640) as well as training and outreach expenditures.

**Capital Improvement/Replacement Fund:** The budget includes a “transfer-in” of \$297,582 from General Fund revenues to fund the future purchases of Capital Improvements and Equipment in accordance with the Capital Replacement Schedule. Expenditures in support of the Departments included: Administrative (\$41,837); Fire (\$206,623); and Public Works (\$44,122) and Drainage (\$5,000). A number of updates were made to the replacement schedule to improve accuracy and prepare for the future.

**Water Fund:** The budget includes a large increase in the debt service fee to fully support the Water Utility’s annual debt service, a small increase in water consumption revenues, an increase in operating expenditures and a reduction in Capital Equipment purchases. Significant costs from last year not budgeted this year include the unforecasted requirements to repair/replace the MIOX system, two pumps and the sand filters for well #9. This budget includes \$12,000 to loop the water lines within one cul-de-sac to improve water flow (there are 8 other cul-de-sacs anticipated for similar improvement). The Budget also includes transferring \$138,706 to the Water Capital Replacement Fund for future infrastructure, vehicles / equipment replacement.

**Street Maintenance Fund:** This past year, the City expects to receive revenues of approximately \$107,500 and projects approximately \$116,250 during the FY 2019-20 budget year. There are \$50,000 proposed expenditures included in this budget. Over time, the City will save funds in advance to address street maintenance requirements. Anticipated requirements include the repair of deteriorating streets in the old section of Shavano Park (Saddletree Road, Shavano Drive, and Fawn Drive), as well as the future resurfacing DeZavala Road, and Lockhill Selma Road.

**Court Restricted Fund:** The budget includes \$50,000 from court security funds for the installation of bullet resistant glass and hardening the walls in the Court Clerk’s office and \$4,200 police security during the monthly court sessions. A transfer of \$4,200 to the General Fund in support of the Municipal Court Incode software from the technology funds is also planned. Court restricted funds have very limited use and we have a \$55,544 fund balance.

**Debt:** The City of Shavano Park’s total debt obligation is \$3,430,000 with \$2,194,553 of this supported by water revenue.

I wish to extend my appreciation to each member of City Council for the contributions put forth by attending budget workshops, reviewing budget documents and providing guidance developing the adopted budget. I would also like to express my appreciation to the City Staff for their input and hard work in striving to maintain high levels of service to our residents.

*“Here to Serve!”*



Bill Hill  
City Manager

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# ADOPTED BUDGET CALENDAR FOR FY 2019-20

## 2019

15-30 April	Receive Preliminary Property Tax Report; pass to Council
4 April – 9 May	Budget Kick Off with Departments - FY 2019 -20 Goals, Objectives, Unfunded Requirements
14-24 May	Department Budget Meetings - FY 2019-20 Goals, Objectives, Unfunded Requirements
<b>Monday 6 May</b>	Brief Water Advisory Committee FY 2019-20 Goals and Objectives
<b>Monday 10 June</b>	Water Advisory Committee Meeting / Budget Workshop (Revenues, G&O)
<b>Wednesday 12 June</b>	Council Workshop 5:00pm – Set Initial Goals, Objectives, and Budget Guidance
3-14 June	Prepare Revenues for Preliminary Budget
<b>Monday 24 June</b>	Council Workshop - Budget Basics and Staff Analysis of Council Objectives / Salary Study Presentation 4:30pm (before regular City Council meeting)
<b>Monday 8 July</b>	Water Advisory Committee Meeting - Budget Workshop - Water Fund Expenses
<b>Tuesday 9 July</b>	Budget Work Shop 4:00pm – Capital Replacement Funds; Expense Estimates
25 July	Bexar County Appraisal District Provides Certified Tax Roll; pass to Council
~ July 25 - 2 August	Bexar County Tax Assessor Collector Calculates & Provides Effective and Roll Back Rates
<b>Tuesday 30 July (T)</b>	Water Advisory Committee Meeting - Approve Initial Water Fund Budget
<b>Thursday 8 August</b>	Special Council Meeting 5:30pm - <ul style="list-style-type: none"><li>- City Manager Submits Proposed FY 2019-20 Budget (No anticipated Council action)</li><li>- Receive Effective and Rollback Calculation</li></ul>
<b>Wednesday 14 August</b>	Special Council Meeting / Workshop 5:30pm <ul style="list-style-type: none"><li>- Discuss tax rate; if proposed tax rate will exceed the rollback rate or the effective rate (whichever is lower), take record vote and schedule Public Hearings.</li></ul>
<b>Tuesday 20 August</b>	Special Council Budget Workshop 5:30pm
Wednesday 21 August	Publish Notice of 2019 Tax Year Proposed Tax Rate (Effective & Rollback) (Dates of Public Hearings Published in News Paper)
<b>Monday 26 August</b>	Budget Work Shop 5:30pm / Regular Council Meeting
Wednesday 28 August	Publication Notice of 1 <sup>st</sup> and 2 <sup>nd</sup> Budget Reading
<b>Monday 16 September</b>	Special Council Meeting 6:30pm – <ul style="list-style-type: none"><li>- 1<sup>st</sup> Reading of Budget/Public Hearing</li><li>- Schedule and announce meeting to adopt tax rate 3-14 days from this date.</li></ul>
<b>Monday 23 September</b>	Regular Council Meeting – <ul style="list-style-type: none"><li>- 2<sup>nd</sup> Reading of Budget/Public Hearing</li><li>- Adopt Budget by Ordinance</li><li>- Levy Tax Rate by Resolution and take record vote</li></ul>

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# **BUDGET BASICS**

## **Budget Process**

The budget process is the key to the development of the City of Shavano Park's strategic plan, allowing City Council and the departments the opportunity to reassess goals and objectives and the means for accomplishing them. While the budget is reviewed and approved by the Council, its preparation begins much earlier, reassessing projected revenues, reserves and expenditures for the current year and future years.

## **What is the City Budget?**

The budget is one of the key policy documents in any city. It includes the financial planning and legal authority to obligate public funds.

Also, the budget provides policy direction by the City Council to the staff and the community about the role of the city and its services and programs. The budget estimates expected revenue and expenditures needed from each fund to meet the Council's policy objectives relating to the type, quantity and quality of services provided to the community.

According to the Government Finance Officers Association (GFOA), a municipal budget should serve as a policy document, a financial plan, an operations guide, and a communications device. The budget is designed to serve the following purposes:

### **A Policy Document**

The budget functions as a policy document in that the decisions made within the budget will reflect the general principles or plans that guide actions taken for the future. As a policy document, the budget makes specific attempts to link desired goals and policy direction to the actual day-to-day activities of the city staff.

City Councils adopt a variety of policy statements that are all woven into a budget. These include but are not limited to budget development policy guidance in a budget message, the financial policies, goals and priorities, and mission statements.

### **An Operations Guide**

The final budget should provide a clear presentation of each department's goals and objectives and articulate how those goals relate to the City's overall goals, objectives, and priorities. Each department's budget should also describe the level of service or activity necessary to meet the community's needs.

### **A Communications Tool**

The budget should include presentations that allow the reader to quickly grasp major issues, trends and choices. It should include an overview of significant budgetary trends, issues and resource choices that result in the allocation of funds to meet service needs and accomplish the City's highest priority goals.

### **A Financial Plan**

The budget is a Texas State law requirement of all cities. The budget must be adopted as a balanced budget and must be in place prior to the expenditure of any City funds. It is considered the legal authority to expend public monies, and controls those expenditures by limiting the amount of appropriation at the fund or departmental level. The budget must also provide an explanation of major revenue sources, the assumptions used in forecasting, and a discussion used for revenue trends affecting the City.

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## **BASIS OF ACCOUNTING AND BUDGETING**

The budgetary and accounting policies contained in the budget document conform to generally accepted accounting principles (GAAP) as established by the Governmental Accounting Standards Board (GASB). The accounting and financial reporting treatment that applies to a fund is determined by its measurement focus: Modified Accrual Basis or Accrual Basis.

### **Governmental Funds**

The governmental fund types use the modified accrual basis of accounting. Under this basis of accounting, revenues are budgeted when they are measurable and available and expenditures are budgeted in the period in which the liability is incurred, which is in accordance with GAAP. “Measurable” means the amount of the transaction that can be determined and “available” means the collectible period. The City considers the majority of its major revenues available when collected. Expenditures are recorded when the related fund liability is incurred. Principal and interest on general long-term debt are recorded as liabilities when due.

Those revenues susceptible to accrual under the modified accrual method are property taxes and other taxes, intergovernmental revenue, and interest revenue. Licenses and permits, including fines and forfeiture revenues, are not susceptible to accrual because generally they are not measurable until received.

The fund balance approach of governmental funds or working capital approach can be identified as current assets less current liabilities. Governmental funds budget capital outlays as expenditures, but do not budget for non-cash expenditures such as accruals for sick and vacation liabilities and depreciation.

### **Proprietary Funds**

The proprietary funds use the accrual basis of accounting. Under this basis of accounting, revenues are recognized in the period in which they are earned and expenses are recognized when incurred. Proprietary funds also record depreciation and amortization of debt. For the purposes of this budget presentation, depreciation is not displayed and capital purchases and bond principal payments are included as expenses.

### **Budget Principles**

The budget principles vary from organization to organization, depending upon the local needs and concerns of citizens. Other factors also affect budget principles, such as the state of the local economy, the needs of the organization, the demands of the public for increased services, unfunded mandates and requirements of federal and state regulatory agencies. The budget prepared by the City takes a conservative perspective with regard to both revenues and expenditures. Although historical comparisons and trends are very useful, current data trends will sometimes take precedence over prior year trends.

Revenues are often anticipated either at or slightly above prior levels, unless there are other known factors that will significantly affect anticipated revenues either up or down. In addition, day to day expenditures are handled in the same manner. Additional budget assumptions are being considered as follows:

- Efficiently use and protect fiscal resources
- The quality of service will remain at existing levels with incremental improvements
- Staffing will not exceed existing levels (51)
- Current expenditures will not exceed current revenues (balanced budget)
- General Fund targets a fund balance at approximately 50% ( ~\$2.7M)
- Unassigned fund balance should be used for emergencies, one-time expenditures
- Excess Debt Service fund balance will continue to be used to pay down debt
- The scheduled yearly contribution to the Capital Replacement Fund used for future capital purchases will be fully funded

## **Budget Adjustments**

The City budget may be adjusted under Section 2-180 of the City of Shavano Park Code of Ordinances. Under Section 2-180, the City Manager has the authority to transfer balances within departments and programs. A Department Director may request a budget adjustment between line items, or categories of items, through the Finance Director and City Manager. The City Council must authorize all budget adjustments over \$10,000. In addition, the City Council may authorize three types of adjustments:

*Supplemental Appropriations.* If the City Manager certifies that revenues are available in excess of those estimated in the budget, an amendment ordinance may be prepared for City Council approval. Budget amendment ordinances are usually considered administrative and only require one reading. In general, the supplemental appropriations are evaluated using the following criteria:

- Why was the item not budgeted in the normal budget process?
- Why can't an adjustment be done within the Department to remedy the condition?

*Emergency Appropriations.* To meet public emergency affecting life, health, property or the public peace.

*Reduction of Appropriations.* If at any time during the fiscal year it appears probable that expected revenues will be insufficient to finance expenditures for which appropriations have been authorized, the City Council may adopt an ordinance to reduce appropriations.

All budget adjustments require approval as outlined in the table that follows this paragraph. All budget adjustments will be included in the Finance Director's monthly financial report to City Council.

Category	Amount	Authority to Approve			
		Department Head	Finance Director	City Manager	Council
Within Budget Category	< \$5,000	X	X		
	\$5,000-\$10,000		X	X	
Between Budget Categories within Department	\$1,000-\$5,000		X		
	\$5,000-\$10,000			X	
	Over \$10,000				X (Ordinance)
Between Departments	ALL			X	X (Ordinance)
Supplemental Appropriations*	ALL				X (Ordinance)
Emergency Appropriations	ALL			X	X (Ordinance)

\*City staff must identify revenue to cover any increase in expenditures.

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# Financial Management Policy

The Financial Management Policy compiles all of the City's financial policies into one document. These statements are the tools used to ensure that the City is financially able to meet its current and future service needs. These policy statements safeguard the fiscal stability required to achieve the City's objectives and ensure long-term financial health.

## Financial Objectives

### Revenues

The City shall strive to maintain a balanced and diversified revenue system to protect the City from fluctuations in any one source due to changes in economic conditions, which adversely impact that source. One time/unpredictable revenue sources should not be utilized for ongoing expenses/expenditures.

### **Primary Sources of Revenue:**

**Ad Valorem Property Taxes** - The City shall endeavor to reduce its reliance on property tax revenues by revenue diversification, implementation and continued use of user fees and economic development. The City shall also strive to stabilize its tax rate and minimize tax rate increases.

**Sales Taxes** - the City's portion of sales taxes percentage generated within the City limits is 2%, of which .5% goes directly to VIA. The breakdown of the remaining 1.5% is 1% City, .25% Crime Control District, and .25% for Street Maintenance Tax.

**User Fees** - specific charges established by the City for the purpose of covering City's operational and construction costs. Fees include but are not limited to: franchise, licenses, permits, EMS services, court fines, water, and impact fees.

**Grants** - should seek, apply for and effectively administer federal, state and local grants, which support the City's current priorities and policy objectives. The potential for incurring ongoing costs will be considered prior to applying for a grant.

**Investments** - Invest and manage the City's cash to ensure its safety, provide necessary liquidity needs of the City and to achieve the highest possible yield.

### Expenditures

The City shall identify priority of must-fund services, establish and define appropriate service levels and administer the expenditure of available resources to ensure fiscal stability and the effective and efficient delivery of those services.

## **Fund Balance**

Fund balance, as defined in GASB Statement 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, is reported in the governmental fund financial statements according to five classifications that comprise a hierarchy based on the extent to which the City is bound to honor certain constraints on the use of financial resources with the governmental funds. The City approved a Fund Balance policy by ordinance #400-03-11 on October 6, 2011 following the Statement 54 guidelines. The ordinance is as follows:

Purpose – To provide a stable financial environment for the City of Shavano Park's operations that allows the City to provide quality services to its residents in a fiscally responsible manner designated to keep services and taxes as consistent as possible over time. This fund balance policy is meant to serve as the framework upon which consistent operations may be built and sustained.

### Definitions and policies-

- (1) Non-spendable fund balance includes amounts not in spendable form, such as inventory, or amounts required to be maintained intact legally or contractually, (e.g., inventory, prepaid items).
  - At the end of each fiscal year the City will report the portion of the fund balance that is not in spendable form as Non-Spendable Fund Balance on the financial statements.
- (2) Restricted fund balance includes amounts constrained for a specific purpose by external parties (e.g., Debt Service Fund, Crime Control District Fund, Court Restricted Fund, Capital Projects Fund, State and Federal grant funds).
  - At the end of each fiscal year, the City will report "restricted" fund balance for amounts that have applicable legal restrictions per GASB Statement 54.
- (3) Committed fund balance includes amounts constrained for a specific purpose by a government using its highest level of decision making authority.
  - The amount designated for Oak Wilt shall be classified as a Committed Fund Balance.
- (4) Assigned fund balance includes General Fund amounts constrained for a specific purpose by a governing body or by an official that has been delegated authority to assign amounts.
  - In accordance with GASB Statement 54, funds that are intended to be used for a specific propose but have not received the formal approval action at the governing body level may be recorded as Assigned Fund Balance. Likewise, redeploying assigned resources to an alternative use does not require formal action by the governing body. GASB Statement 54 states that resources can be assigned by the governing body or by another internal body or person whom the governing body gives authority to do so.

Therefore having considered the requirements to assign fund balance, it is the policy of the City that the City Manager will have the authority to assign fund balance of this organization based on intentions for use of fund balance communicated by the City Council.

(5) Unassigned fund balance. This is the residual classification for the government's General Fund and includes all spendable amounts not contained in the other classifications, therefore, not subject to any constraints. Unassigned amounts are available for any purpose. These are the current resources available for which there are no government self-imposed limitations or set spending plan. Unassigned fund balance can be used for emergency expenditures not previously considered. In addition, the resources classified as Unassigned can be used to cover expenditures for revenues not yet received.

- At the end of each fiscal year, the City will report as Unassigned Fund Balance for the General Fund the amount in excess of any funds that are otherwise legally restricted and the Committed Fund Balance. This amount is to be used for accumulating funding for capital projects, equipment replacement, and/or for budgetary shortfalls and unexpected expenditures. Appropriation from the Unassigned General Fund balance shall require the approval of the City Council.

It is the goal of the City to achieve and maintain an unassigned General Fund balance equal to 25 percent to 50 percent of budgeted expenditures. The City considers a balance of less than 20 percent to be a cause for concern, barring unusual or deliberate circumstances, and a balance of more than 50 percent as excessive. An amount in excess of 50 percent is to be considered for reservation to accumulate funding for capital projects and equipment, and/or to reduce the tax levy requirements, and shall be determined in conjunction with the annual budget process. In the event that the unassigned General Fund balance is less than the policy anticipates, the City shall plan to adjust budget resources in the subsequent fiscal years to restore the balance.

Appropriations from unassigned General Fund balance shall require the approval of the City Council and shall be only for one-time expenditures, such as capital purchases, and not for ongoing expenditures unless a viable plan designated to sustain the expenditures is simultaneously adopted.

(6) Spending order. The City Council will utilize funds in the following spending order:

- Restricted
- Committed
- Assigned
- Unassigned

## **Capital Expenditures and Improvements**

The City's current fund balance policy includes the funding mechanism for capital replacement. Council annually reviews and monitors the condition of the City's capital equipment and infrastructure, setting priorities for its replacement and renovation based on needs, funding alternatives and availability of resources within the budget process.

## **Debt Management**

The City has established guidelines for debt financing that will provide needed capital equipment and infrastructure improvements, while minimizing the impact of debt payments on current and future revenues. The Council has the power, except as prohibited by law, to borrow money by whatever method it may deem to be in the public interest.

It is the objective of the Council to limit the debt issue to 1%-3% of valuations when possible.

The City will pay cash for capital improvements within the financial affordability of each fund versus issuing debt when funding capital expenditures and capital improvements. Sources of this cash shall include, but not be limited to, sales tax, utility system revenues, developer fees, inter-local agreements, and state and federal grants. Debt will not be used to fund current operating expenditures.

### **Types of Debt Sales:**

**Competitive Sales-** choose the bid that results in the lowest effective interest cost for the issuer.

**Negotiated Sales-** interest rates and underwriting spread are determined through negotiation with the underwriter, who has been previously selected to market the bonds.

**Private Placements-** a limited distribution to one or several investors.

### **Type of Debt Instruments:**

**General Obligation Bonds (GOs)** - Require voter approval and are secured by a promise to levy taxes in an amount necessary to pay annual debt services. The bonds must be issued for projects that are in accordance with the wording in the bond propositions.

**Certificates of Obligation (COs)** - Usually require no voter authorization (petition provision in State law). A notice of intent to issue is required. They can be secured solely by ad valorem taxes, issued for limited purposes such as land acquisition, judgment funding or purchase of heavy equipment or secured by an ad valorem tax and a revenue pledge, issued for any lawful purpose just as GOs.

**Contractual Obligations** - Require no authorization process and are used solely for the acquisition of personal property and are secured by ad valorem taxes or other pledgeable revenue.

**Tax Notes** - Require authorization by an ordinance and adoption by City Council and have a maximum maturity of 7 years, issued to fund public improvements; purchase of materials, supplies, equipment, machinery, buildings, and land; contractual obligations incurred for professional services; pay operating or current expenses; and cash flow shortfall.

**Revenue Bonds** - Require authorization by an ordinance and adoption by City Council and are generally payable from a designated source of revenue. Typically issued for revenue producing operating systems/projects, water utility systems, parks improvements, and special projects.

### **Economic Development**

Initiate, encourage and participate in economic development efforts to create job opportunities and strengthen the local economy and tax base.

### **Fiscal Monitoring**

Analyze financial data and prepare reports that reflect the City's financial performance and economic condition.

### **Accounting, Auditing and Financial Reporting**

Comply with prevailing federal, state and local statutes and regulations. Conform to generally accepted accounting principles as promulgated by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants (AICPA). Follow the guidance of the Governmental Finance Officers Association (GFOA), and the Texas Comptroller of Public Accounts' Transparency Stars Program.

### **Internal Control**

Maintain an environment to provide management with reasonable assurance that assets are safeguarded against loss from unauthorized use or disposition.

### **Risk Management**

Prevent and/or reduce financial impact of claims and losses to the City through prevention/education and transfer of liability/insurance.

### **Budget**

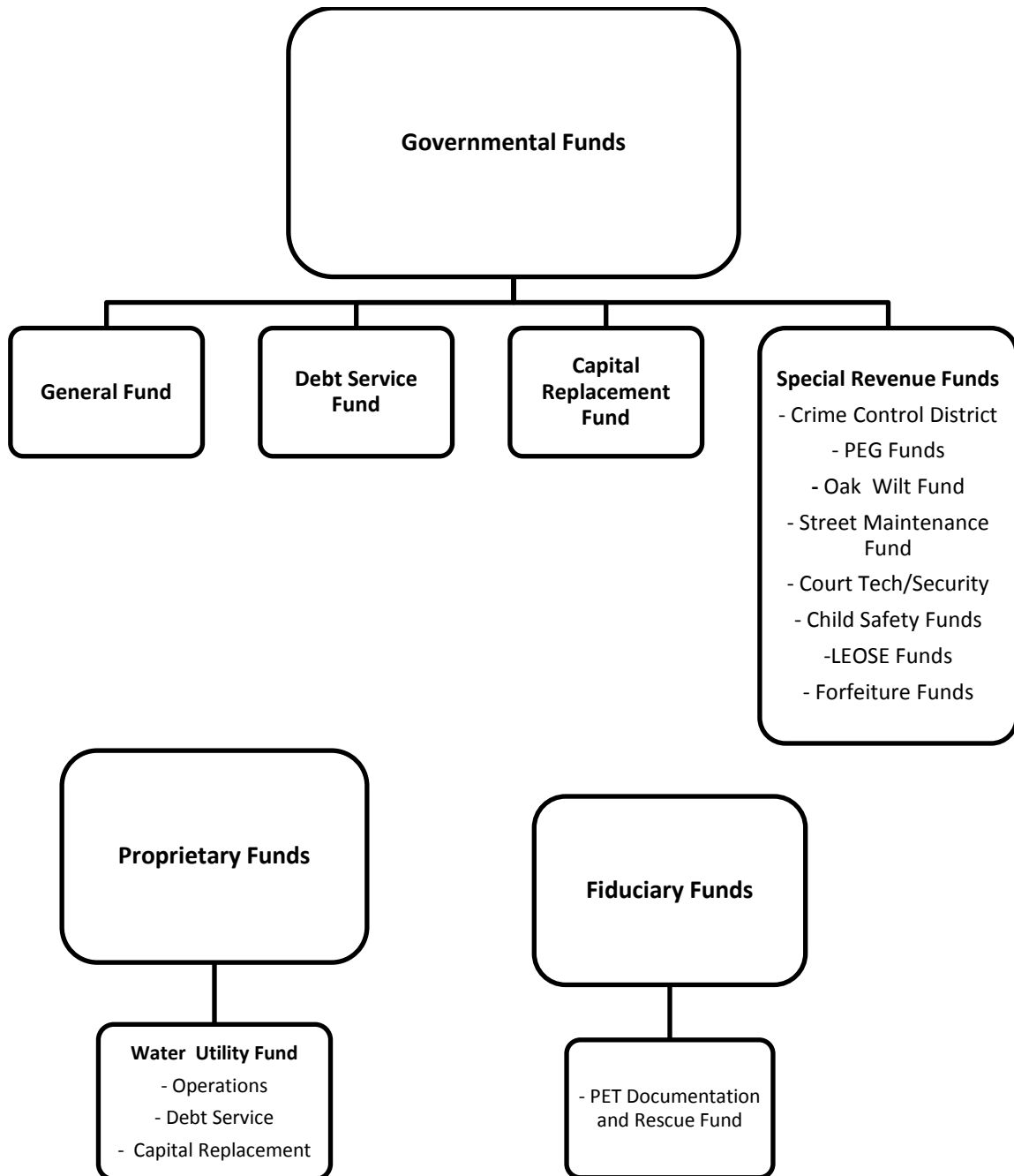
Develop and maintain a balanced budget (defined as a term signifying budgeted expenditures being offset by budgeted revenues), which presents a clear understanding of goals, service levels and performance standards. The document shall, to the extent possible, be "user-friendly" for citizens.

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# City of Shavano Park

## Fund Structure Flow Chart



## **Fund Structure**

The City accounts for revenue and expenditures based on the fund, an accounting system used by nonprofit organizations and agencies, particularly governments. The main purpose of the fund system is to ensure moneys are received and expended in compliance with legal requirements. Funds are also established to ensure accountability and proper tracking of revenues and expenditures for designated purposes. All funds described are governed by annual appropriations approved by the City Council and recorded as such. The budgetary accounting for City of Shavano Park financial activities is reflected within the following funds: Governmental Funds, Proprietary Funds, and Fiduciary Funds which comprise of approximately 13 separate funds.

### **Governmental Funds**

Governmental funds are used to account for general government operations and include the following funds:

#### **Major Funds**

The City currently has two funds that are classified as Major: the General Fund and the Capital Replacement Fund.

##### **10 - General Fund**

Accounts for all financial resources except those required to be accounted for in another fund. The General Fund is usually referred to as the operating fund and is used to finance the day-to-day operations of the City. It is the largest part of the City's financial operation and is always considered a major fund. Revenues are obtained from taxes, franchise fees, licenses and permits, charges for services, intergovernmental revenues, fines, and interest.

##### **70 – Capital Replacement Fund**

This fund is used to account for the acquisition and/or replacement of larger capital items and projects, such as fire equipment, police patrol vehicles, street reconstruction, and drainage projects. Funds are set aside from either current revenues or from unassigned fund balance per the fund balance policy adopted in October 2011 and are designated during the budget process for future use. It is classified as a major fund due to the amount of assets recorded in it.

#### **Non-Major Funds (Special Revenue)**

The City has a number of Special Revenue Funds which account for the proceeds of specific revenue sources (other than expendable trusts and major capital projects) that are legally restricted to expenditures for specified purposes either by federal, state or local action.

#### **40 - Crime Control District**

Sales tax revenues of one-fourth of one percent are used to finance the costs of crime control and crime prevention programs, including the costs for personnel, administration, expansion, enhancement, and capital expenditures. This tax expires every five years after it takes effect; voters must vote to continue in an election held for that purpose.

#### **42 – Public Education and Governmental Programming Fund (PEG)**

Fees paid to the City by state-issued cable/video franchises under Chapter 66 of the Texas Utilities Code. These fees are to be used only for the purchase of capital items such as buildings, equipment, cameras related to PEG's. No operating costs can be compensated with these dollars.

#### **45 – Oak Wilt Fund**

Revenues from tree trimming permits and fines collected for noncompliance are designated by ordinance to be placed in a separate fund to assist City residents in defraying costs to prevent the spread of oak wilt, if such event should occur.

#### **48 – Street Maintenance Fund**

Sales tax revenues of one-fourth of one percent are used only to maintain and repair municipal streets that existed on the date of the election to adopt the tax. It may not be used to build new streets. This tax expires every four years after it takes effect. Voters must vote to continue with this sales tax in an election held for that purpose.

#### **50 – Court Technology & Security Fund**

Court Technology fund is allowed by the state statute through a municipal ordinance to collect a court fee designated to finance the purchase and maintenance of Court technology.

Court Security fund is also allowed by state statute through a municipal ordinance to collect a security fee designated to be used for security personnel, services and items related to buildings that house the operations of Municipal Court.

#### **52 – Child Safety Fund**

Funds are collected at the county level through a fee on vehicle registration and divided, after certain expenses, amongst municipalities based on population. The funds are to be utilized to support programs designed to enhance child safety, health, or nutrition, including child abuse prevention and intervention and drug and alcohol abuse prevention.

### **53 – Law Enforcement Officers Standards Education Fund (LEOSE)**

Funds received from the Texas Comptroller to be utilized for continuing education for full time law enforcement officers.

### **54 – Forfeiture Funds**

Under Code of Criminal Procedure Chapter 59 Forfeiture of contraband allows for any proceeds forfeited to be utilized for purchases related to law enforcement.

## **Debt Service**

### **30 – Debt Service Fund**

The City's Debt Service Fund accounts for the accumulation of ad valorem tax - Interest and Sinking (I&S), intergovernmental revenue for the payment of long-term debt principal, interest, and related costs.

## **Proprietary Funds**

Proprietary funds are used to account for the City's activities that are similar to commercial enterprise operations.

### **Business-Type Activities**

#### **20 – Water Utility Fund**

The Utility Fund consists of the operating budgets for Water operations in the City and generates revenues from the water services. Water rates must be sufficiently set to pay the total operations, maintenance, debt, and depreciation of the fund.

#### **72 – Capital Replacement Fund**

This fund accounts for the acquisition and/or replacement of larger capital items and projects related to water operations and infrastructure. Funds are set aside from either current revenues or from unrestricted net assets. This fund was created October 2016 to assist in tracking for accounting and budgeting purposes.

## **Fiduciary Funds**

Fiduciary funds are used to report assets held in a trustee or agency capacity for others and cannot be used to support the government's own programs.

### **75 – PET Documentation and Rescue Fund**

The PET Documentation Fund was established by ordinance in August 2007 for the funds related to the program.

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## Chart of Accounts & Account Classification System

All account numbers begin with two digits indicating the fund. (See previous Fund Structure section)

Assets then have a five digit object code beginning with “1” and following in ascending order by liquidity. Liabilities have an object code beginning with “2”, and fund balance accounts have an object code beginning with “3”.

<u>Assets</u>		<u>Liabilities &amp; Fund Balances</u>	
<u>Fund</u>	<u>Object Code</u>	<u>Fund</u>	<u>Object Code</u>
XX -	1XXXX	XX -	2XXXX
		XX -	3XXXX

Revenue accounts follow the fund number with a seven digit object code starting with “599-” then four digits which indicates the revenue category and source.

<u>Revenues</u>		
<u>Fund</u>	<u>Object Code</u>	<u>Category</u>
XX-	599-1XXX	Taxes
XX-	599-2XXX	Franchise Fees
XX-	599-3XXX	Permits & Licenses
XX-	599-4XXX	Court Fees
XX-	599-5XXX	Water Sales
XX-	599-6XXX	Police/Fire
XX-	599-7XXX	Misc./Grants/Interest
XX-	599-8XXX	Transfers In

Expenditures/expenses follow the fund number with a three digit department code, followed by a 4 digit code beginning with “1” thru “9” delineating the categories.

**Expenditures/Expenses**

<u>Fund</u>	<u>Department</u>	<u>Object Code</u>	<u>Category</u>
XX-	XXX-	1XXX	Personnel
XX-	XXX-	2XXX	General Supplies/Materials
XX-	XXX-	3XXX	Services
XX-	XXX-	4XXX	Contractual
XX-	XXX-	5XXX	Equipment/Building Maintenance
XX-	XXX-	6XXX	Department Specific Materials
XX-	XXX-	7XXX	Utilities
XX-	XXX-	8XXX	Capital Outlay
XX-	XXX-	9XXX	Grant Funded and Transfers Out

## **Object Code Classification Definitions for Expenditures**

### **1010 SALARIES**

Salaries and wages paid to full, part-time, seasonal, and temporary employees filling council approved positions based on approved salary pay scale.

### **1015 OVERTIME**

Pay received by employees for hours exceeding their regular hour work period in accordance with federal wage and hour laws.

### **1020 MEDICARE**

City's portion of mandatory contributions into the Federal Social Security System at the rate of 1.45% to Medicare.

### **1025 UNEMPLOYMENT**

The City's unemployment tax, assessed by the Texas Workforce Commission, is based on an employee's first \$9,000 of compensation per calendar year and is computed in accordance with Chapter 204, Subgroup F of the Texas Unemployment Compensation Act.

### **1030 HEALTH INSURANCE**

Includes the City's portion of health insurance premiums paid for full-time employees and the portion paid towards dependents. The City contributes a set amount per employee, with any difference between the premium and defined contribution amount applied to dependent coverage, deposited to Health Reimbursement Account (HRA) or Health Savings Account (HSA) at the employee's option.

### **1031 HEALTH SAVINGS ACCOUNT (HSA)**

Charges related to management of the health insurance HRA and HSA funding.

### **1033 DENTAL**

The City covers an employee's full dental insurance premium and provides 25% towards dependent dental insurance.

### **1035 VISION**

The City covers an employee's full vision insurance premium and provides 25% towards dependent vision insurance.

### **1036 LIFE/ADD INSURANCE**

Includes City's portion of Life/Accidental Death & Dismemberment coverage for employees.

**1037 WORKER'S COMP**

Premiums paid to Texas Municipal League Intergovernmental Risk Pool (TML) for insurance coverage relating to on-the-job injuries.

**1040 TMRS**

The City participates in the Texas Municipal Retirement System (TMRS) for all positions performing 1,000 plus hours of service per fiscal year. The City's contribution rate changes in January of each year, is based on the participating employee's compensation and is 13.95% as of January 1, 2019.

**1070 CERTIFICATE PAY/SPECIAL ALLOWANCES**

A fixed amount set by the City for approved certifications held by full-time employees. May also include a mileage and cell phone allowance for certain departments.

**2020 OFFICE SUPPLIES**

Disposable supplies for general office use such as paper, pads, pens, pencils, ink cartridges, etc. and computer related items costing less than \$250 such as keyboards, mouse, travel drives.

**2025 BENEFITS CITYWIDE**

Expenditures related to tuition reimbursement for approved coursework, subject to a maximum annual reimbursement per class, per employee.

**2030 POSTAGE/METER RENTAL**

All material related to postage and delivery for city business, i.e. postage, courier services, express mail, bulk mail permit, and certain invoiced shipping charges.

**2035 COUNCIL/EMPLOYEE APPRECIATION**

Includes costs to promote Council/employee relations, functions, picnics, awards, proclamations, etc.

**2040 MEETING EXPENSE**

Materials, supplies, food, drinks, and other items for official council, city, and training meetings.

**2050 PRINTING/COPYING**

Costs associated with printing of card stock, door hangers, forms, business cards, utility bills, warrant notices, ticket books etc.

**2060 MEDICAL EXAMS/EMPLOYEE DRUG SCREENING/BACKGROUND CHECKS/TESTING**

Costs directly related for pre-employment drug screens, physicals, on-the-job accidents drug screens, background and driver license checks, written testing, and immunizations for needed positions.



## **2070 JANITORIAL/BUILDING SUPPLIES**

Items related to general building operations such as toilet paper, soaps, paper towels, light bulbs, cleaning products.

## **2080 UNIFORMS AND CLOTHING**

Costs to maintain/replace uniforms, badges, belts, boots, hats, etc., required to be worn in the course of specific employee's job.

## **2090 SMALL TOOLS**

Articles normally of small unit value costing less than \$500, which includes items such as testers, chain saw blades, shovels, weed eater heads, small hand tools, pocket chlorimeters, and batteries.

## **2091 SAFETY SUPPLIES/EQUIPMENT**

Equipment and supplies necessary for safety such as; gloves, safety vests, first aid kits, glasses, ice, dehydration drinks, hard hats, and rain slickers.

## **3010 ADVERTISING (LEGAL NOTICES)**

Cost for publication such as legal advertising, public notices, and recruiting.

## **3012 ENGINEERING AND CONSULTING**

Fees paid for professional services provided by engineering firms for various miscellaneous requirements not related to debt services projects. Also fees paid for professional service provided by outside providers for plan reviews.

## **3013 PROFESSIONAL SERVICES**

To include professional service performed for architectural, information technology, financial services, and those not relating to other specified categories approved by the City.

## **3015 PROFESSIONAL – LEGAL SERVICES/JUDGE/ PROSECUTOR/BUILDING INSPECTION**

Costs of legal services provided by attorneys for City day to day operations. Monthly fees paid to Municipal Court Judge and Prosecutor for services performed in Municipal Court. Monthly fees paid to independent firm for inspections of new homes/commercial properties, remodeling and various repair projects.

## **3016 CODIFICATION/HEALTH INSPECTION SERVICES**

Fees paid to update the code of ordinances books and online when new ordinances/codes are passed by Council. Monthly fees paid to independent party to perform annual health inspections.

## **3017 PROFESSIONAL – SANITARY INSPECTION**

Fees paid to independent party to perform sanitary inspections.

### **3020 ASSOCIATION DUES/SUBSCRIPTIONS/PUBLICATIONS**

Costs for subscriptions, professional publications and reference books, annual memberships, dues, and licenses with professional organizations and associations.

### **3030 TRAINING/EDUCATION**

Costs associated with tuition and registration of all professional meetings, seminars including education reimbursement, continuing education, and class "C" & "D" water licenses.

### **3040 TRAVEL/MILEAGE/LODGING**

Travel costs, lodging and meals while attending outside training and educational functions.

### **3050 & 3070 GENERAL LIABILITY AND PROPERTY INSURANCE**

Premiums paid to TML for general comprehensive liability, real and personal property, automobile/automobile physical damage liability, law enforcement liability, errors and omissions.

### **3060 UNIFORM SERVICE**

Costs to maintain/supply uniforms provided by an outside service provider required to be worn in the course of specific employee's job.

### **3072 ANIMAL CONTROL OPERATING SUPPLIES/SERVICES**

Includes supplies needed for animal control duties such as traps, snake poles/tubes, protective handling gloves costing less than \$250 per item. Services provided by veterinarian for confinement and medical needs.

### **3075 BANK SERVICE FEES**

Fees charged for banking services performed by the City depository and fees associated with accepting credit cards and equipment.

### **3085 WEBSITE TECHNOLOGY**

Costs associated with maintaining City web site, hosting, programming and posting; in addition to additional professional services for upgrades.

### **3087 CITIZENS COMMUNICATION/EDUCATION**

Costs related to publications either electronically or paper for citizens communications such as directory, e-newsletter, monthly printed newsletter, online survey services, special mailers. Costs associated supplies for citizen functions such as National Night Out, Town Hall meetings.

### **3090 COMMUNICATION EQUIPMENT**

All materials and services required for the proper maintenance and repair of communication equipment such as hand held radios including the purchase of new equipment costing less than \$500.

**4045 CONTRACT - RADIO FEES**

Fees paid to City of San Antonio for radio frequency tower use.

**4060 IT SERVICES**

Includes fees paid to the City's outside information technology contractor as well as warranties, licenses and other contractual items needed to maintain the City's information technology network.

**4075 COMPUTER SOFTWARE/MAINTENANCE**

Includes supplies and software as well as yearly license fees for the operation of computers, finance software, police software and printers thru various vendors such as; INCODE, Microsoft, Brazos Technology, Cardinal, and Badger.

**4083 AUDIT SERVICES**

Fees paid for the annual audit of the City's financial records as performed by a certified public accounting firm.

**4084 TAX APPRAISAL FEES**

Professional fees paid to Bexar County Appraisal District for the legally mandated appraisal services necessary to value property for ad valorem tax purposes.

**4085 TAX COLLECTOR (General Fund)  
EAA – WATER MANAGEMENT FEES (Water Utility Fund)**

General Fund - Professional fees paid to Bexar County Tax Assessor Collector for the collection and processing of statements for ad valorem taxes for the City. The charge is 1% on all funds collected by tax collector.

Water Utility Fund - amounts paid to the Edwards Aquifer Authority for monthly water management fees.

**4086 CONTRACT LABOR**

Amounts paid to outside parties for non-employee related services, typically on a short term, interim basis.

**4088 ELECTION EXPENSE**

All costs related to City elections as invoiced by the Bexar County Election Department and the related legal notices.

#### **4099 WATER RIGHTS/LEASE PAYMENTS**

Amounts paid by the Water Utility under signed water lease agreements.

#### **5005 EQUIPMENT LEASES**

Leasing of minor equipment for normal operations and routine maintenance requirements both permanent and temporary. i.e. copiers, lifts, power/air tools, skidsteers, excavators, etc.

#### **5010 EQUIPMENT MAINTENANCE & REPAIR**

Includes parts, supplies used in normal operation and routine maintenance of all equipment, i.e. pumps, motors, fittings, valves, repair clamps, lamps, curb stop replacements repairs to backhoe, bobcat, etc. equipment.

#### **5015 ELECTRONIC EQUIPMENT MAINTENANCE**

Electronic office equipment needing repair costing less than \$200 in the normal daily routine, i.e. printers, communication equipment, typewriters, calculator repair, computer replacement parts.

#### **5020 VEHICLE MAINTENANCE**

Includes supplies used in normal operation and routine maintenance of motor vehicles, i.e. oil change, radiator flush, wiper blades, flat tire repair, including tire replacement.

#### **5030 BUILDING AND GROUNDS MAINTENANCE**

Accounts for general maintenance and repair of buildings and structures including supplies, HVAC, plumbing, and electrical, fire extinguisher recharge, and repairs performed by others.

#### **5060 VEHICLE & EQUIPMENT FUEL**

Fuel i.e. gasoline, diesel, off road diesel, butane, natural gas for vehicles, machinery, and equipment.

#### **6011 CHEMICALS**

Items routinely needed for disinfection of water system and maintenance of the grounds such as but not limited to chlorine, salt, insecticides, fertilizer, ant killer, mosquito dunks, bleach, propane, lime and any other items that would be required as needed.

#### **6030 INVESTIGATIVE SUPPLIES/PROCESSING**

Items routinely purchased related to performing criminal investigations and evidence processing. Items such as finger print powder, tape, testing equipment, evidence bags.

#### **6032 POLICE PERSONAL PROTECTIVE EQUIPMENT (PPE) SUPPLIES/MAINTENANCE**

Basic supplies and replacement of PPE utilized by police officers such as Self Aid Buddy Aid kits, traffic cones, helmets, gas masks, ballistic shields, gloves, equipment, helmets, boots costing less than \$500.

#### **6035 FIREARMS EQUIPMENT**

Ammunition and firearms supplies used for training/carried by public safety personnel, including supplies for cleaning and protection of equipment.

#### **6040 EMS SUPPLIES**

General medical supplies related to operating ambulance services such as bandages, medicines, latex gloves, splints, syringes, disposal of biohazards etc.

#### **6045 FIRE FIGHTING/EQUIPMENT SUPPLIES**

Basic supplies related to maintenance and replacement for the firefighting equipment not considered an asset replacement such as hoses, nozzles, fittings, small hand tools, foam, etc.

#### **6050 WATER METERS & BOXES**

Includes the purchase of new meters and meter boxes for day to day operations, general maintenance, and new service.

#### **6055 FIRE HYDRANTS AND VALVES**

Includes the purchase of fire hydrants, valves, and or parts for new, replacement, and/or repairs.

#### **6060 HUEBNER STORAGE TANK (Water Utility) FIRE PPE SUPPLIES/MAINTENANCE (General Fund)**

Water Utility - 500,000 gallon water storage tank maintenance to include but not limited to supplies such as pipes, fittings, valves, meters, registers, chemical pumps, electrical parts, water measuring devices, etc. for maintenance, repair and/or replacement of items within the tank as well as required yearly tank inspections.

General Fund - basic supplies and replacement of Personal Protective Equipment utilized by fire fighters such as SCBAs, air testing equipment, repair to bunker pants, helmets, boots, etc.

#### **6061 WELL SITE #1 – ELEVATED/GROUND STORAGE TANKS**

A well site at Shavano Drive with a 150,000 gallon water storage tower, an 110,000 gallon ground storage tank for water blending, a MIOX/Sand Filter treatment facility which treats the Trinity water prior to blending in the ground storage tank. Includes, but not limited to, supplies such as pipes, meters, registers, fittings, valves, chemical pumps, electrical parts, water measuring devices, salt and filters etc. for maintenance, repair and/or replacement of items within the tanks as well as the required yearly tank inspections.

**6062 WELL SITE #2 – EAA MONITORED**

Monitoring site of the Edwards Aquifer located at Fawn Drive. The site is used by the Edwards Aquifer Authority and United States Geological Survey (USGS) to monitor water levels and for possible contaminants within the aquifer. The City only maintains the area for this well.

**6063 WELL SITE #3 –**

Site located at Cliffside Drive currently not in operation.

**6064 WELL SITE #4 –**

Site located at Cliffside Drive currently not in operation.

**6065 WELL SITE #5 - EDWARDS BLENDING**

Edwards Aquifer Supply Well located at Broken Bough which blends with Trinity Aquifer at well site 1. To include maintenance and/or repair, replacement of water pipes, pumps, meter, registers, valves, fittings, clamps, electrical parts and other items necessary for daily maintenance.

**6066 WELL SITE #6 – MUNICIPAL TRACT**

A water resource from the Edwards Aquifer located at Bike Way Lane. To include maintenance and/or repair, replacement of water pipes, pumps, meter, registers, valves, fittings, clamps, electrical parts and other items necessary for maintenance.

**6067 WELL SITE #7**

A water resource from the Edwards Aquifer located at Hunters Stream Street in San Antonio, Texas. To include maintenance and/or repair, replacement of water pipes, pumps, meter, registers, valves, fittings, clamps, electrical parts and other items necessary for maintenance.

**6068 WELL SITE #8**

A water resource from the Edwards Aquifer located at Hunters Stream Street in San Antonio, Texas. To include maintenance and/or repair, replacement of water pipes, pumps, meter, registers, valves, fittings, clamps, electrical parts and other items necessary for maintenance.

**6069 WELL SITE #9 – TRINITY**

A Trinity Aquifer water resource located at Wagon Trail Road. To include maintenance and/or repair, replacement of water pipes, pumps, meter, registers, valves, fittings, clamps, electrical parts, landscaping and other items necessary for daily maintenance.

**6070 SCADA SYSTEM/MAINTENANCE**

Designed to allow for 24 hour continuous operation of the water system. Includes maintenance and repairs made to the electronics that monitor the system to include, CPU's, PLC's, level indicators, transmitters, circuit boards, computers, and monitoring devices.

**6071 SHAVANO DRIVE PUMP STATION**

Maintenance and repair of well site #1's pumps, VFDs, and water distribution system.

**6072 WATER SYSTEM MAINTENANCE**

Maintenance and repair of water distribution system lines and service lines. To include supplies such as pipe, clamps, fittings, valves, and other items necessary for repairs.

**6080 STREET MAINTENANCE/SUPPLIES/BEDDING MATERIAL**

Maintenance of City dedicated streets, roadways, and sidewalks, including hot mix asphalt, gravel, rock, rebar, crack seal, concrete, form boards, and cold mix. Expenses associated to general repairs due to age, maintenance, and water line repairs.

**6081 SIGN MAINTENANCE**

Includes all materials/services used in replacement/addition/maintenance of signs, signals, and street markings, barricades, traffic/safety cones.

**7040 ELECTRIC**

Costs for electricity for City facilities.

**7041 NATURAL GAS**

Costs for natural gas for City facilities.

**7042 PHONE/CELL**

Costs related to telephone service, pagers, cell and other communications services via land, VOIP, and wireless.

**7044 WATER**

Costs for water service at all City facilities.

**7045 STREET LIGHTS**

Costs for electricity for City street lights.

**NON-CAPITAL OUTLAY** - An expenditure that is an acquisition or an improvement (as distinguished from a repair) that is less than \$4,999 that will have a life of more than a year but will not be capitalized per purposes of financial statements. Items to be detailed and approved by Council.

**8010 NON CAPITAL - ELECTRONIC EQUIPMENT**

Includes items such as vehicle/equipment radios, radars, mobile data terminals (MDT) and printers and various electronic equipment not related to office equipment approved by the City Council and with values of less than \$4,999.

**8015 NON CAPITAL - OFFICE COMPUTER EQUIPMENT**

Includes items such as computers, printers, fax machines, monitors approved by the City Council and with values of less than \$4,999

**8020 NON CAPITAL - MAINTENANCE EQUIPMENT**

Items such as weed eaters, chain saws, water pumps, generators, push mowers and are approved by the City Council and with values of less than \$4,999.

**8025 NON CAPITAL - OFFICE FURNITURE AND EQUIPMENT**

Includes items such as office furniture, file cabinets, computers, refrigerators, microwave approved by the City Council and with values of less than \$4,999.

**CAPITAL OUTLAY** - An expenditure that is an acquisition or an improvement (as distinguished from a repair) of \$5,000 or more that will have a life of more than a year that will be capitalized. Items to be detailed and approved by Council.

**8030 CAPITAL - ELECTRONIC EQUIPMENT**

Includes items such as vehicle/equipment radios, radars, mobile data terminals (MDT) and printers and various electronic equipment not related to office equipment approved by the City Council and with values of more than \$5,000

**8045 CAPITAL - COMPUTER EQUIPMENT**

Includes items such as servers, printers, and copy/fax machines approved by the City Council with values of more than \$5,000.

**8050 CAPITAL - VEHICLES**

Expenditure towards acquisition of a motor vehicle of \$5,000 or more that will have a life of more than a year that will be capitalized and is approved by Council.

**8060 CAPITAL - EQUIPMENT**

Expenditure towards acquisition of equipment such as backhoe, trencher, skid loader of \$5,000 or more that will have a life of more than a year that will be capitalized and is approved by Council.

**8080 CAPITAL – IMPROVEMENT PROJECTS**

Expenditure towards major repair/reconstruction/relocation/new projects not otherwise included in existing category for more than \$5,000.

**8085 CAPITAL – STREETS**

Expenditure towards major repair or reconstruction of existing streets beyond just general maintenance approved by Council costing more than \$5,000.



## **8081 CAPITAL - BUILDINGS**

Expenditure towards acquisition of buildings of \$5,000 or more that will have a life of more than a year that will be capitalized and is approved by Council.

## **OTHER LINE ITEMS**

### **9000 GRANT EXPENDITURES**

Expenditures financed via grants are separated from normal operations and maintenance items.

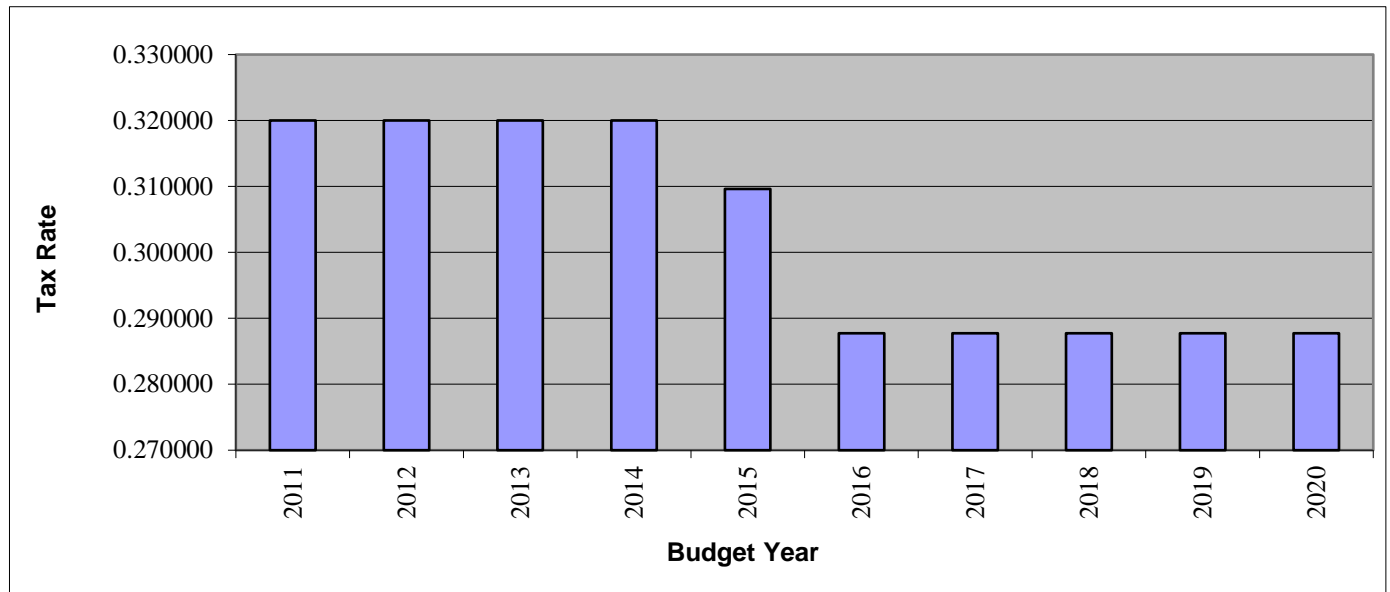
### **9010 TRANSFER TO OTHER FUNDS**

Reallocation of City assets from one fund to another, generally for a specific, defined purpose.

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## City of Shavano Park Historical Ad Valorem Tax Rates

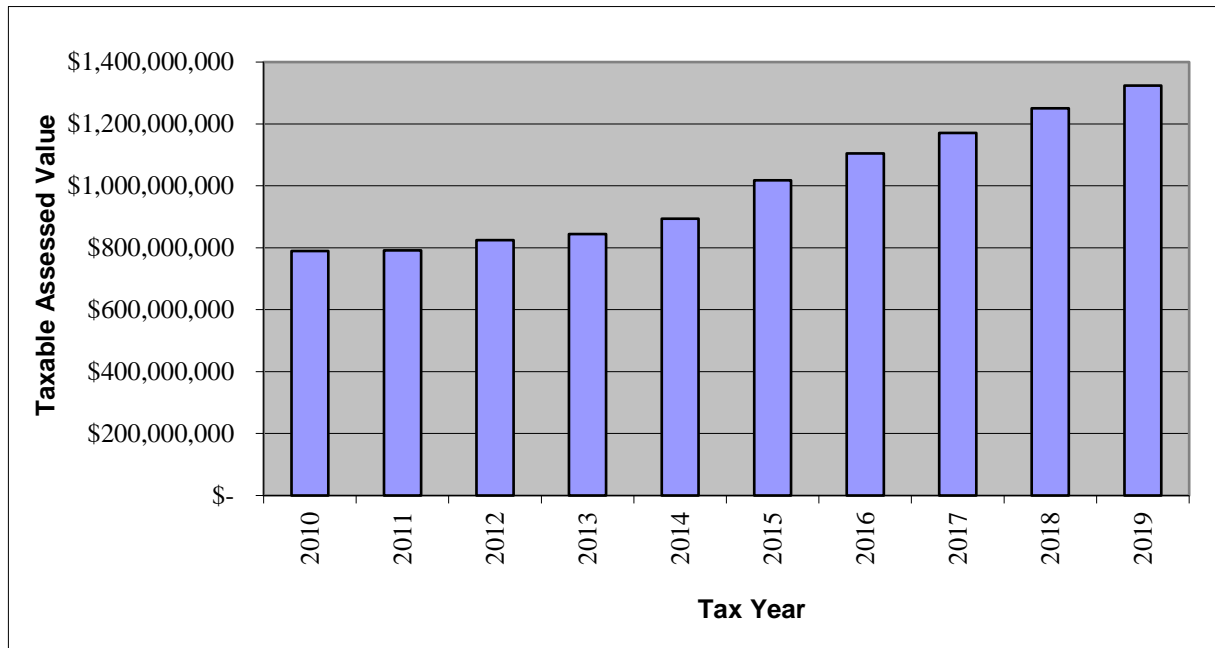
Budget Year	Tax Year		M&O	I&S	Total Tax Rate	Change	%	Taxes on \$717,490 Home Valuation	Change
2011	2010		0.29087	0.02913	<b>0.320000</b>	(0.0048)	-1.50%	<b>2,296</b>	<b>65</b>
2012	2011		0.28173	0.03827	<b>0.320000</b>	0.0000	0.00%	<b>2,296</b>	<b>0</b>
2013	2012		0.28243	0.03757	<b>0.320000</b>	0.0000	0.00%	<b>2,296</b>	<b>0</b>
2014	2013		0.27244	0.04756	<b>0.320000</b>	0.0000	0.00%	<b>2,296</b>	<b>0</b>
2015	2014		0.290429	0.019188	<b>0.309617</b>	(0.0104)	-3.35%	<b>2,222</b>	<b>(74)</b>
2016	2015		0.264066	0.023676	<b>0.287742</b>	(0.0219)	-7.60%	<b>2,065</b>	<b>(157)</b>
2017	2016		0.272352	0.015390	<b>0.287742</b>	0.0000	0.00%	<b>2,065</b>	<b>0</b>
2018	2017		0.274870	0.012872	<b>0.287742</b>	0.0000	0.00%	<b>2,065</b>	<b>0</b>
2019	2018		0.273279	0.014463	<b>0.287742</b>	0.0000	0.00%	<b>2,065</b>	<b>0</b>
2020	2019	Adopted	0.274995	0.012747	<b>0.287742</b>	0.0000	0.00%	<b>2,065</b>	<b>0</b>



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## City of Shavano Park Historical Taxable Assessed Value

Budget Year Ending	Tax Year	Taxable Assessed Value Including Freeze	Change from Prior Valuation	%
2011	2010	\$ 789,548,590	\$ 3,683,395	0.47%
2012	2011	\$ 791,642,564	\$ 2,093,974	0.27%
2013	2012	\$ 824,544,198	\$ 32,901,634	4.16%
2014	2013	\$ 844,730,323	\$ 20,186,125	2.45%
2015	2014	\$ 894,520,940	\$ 49,790,617	5.89%
2016	2015	\$ 1,017,973,298	\$ 123,452,358	13.80%
2017	2016	\$ 1,104,407,608	\$ 86,434,310	8.49%
2018	2017	\$ 1,170,636,184	\$ 66,228,576	6.00%
2019	2018	\$ 1,250,999,383	\$ 80,363,199	6.86%
2020	2019	\$ 1,324,452,185 **	\$ 73,452,802	5.87%



\*\* Certified grand total reported from Bexar Appraisal District as of July 19, 2019. Includes all freeze taxable values as well as properties under protest. Excludes exemption amounts.

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# City of Shavano Park

## Analysis of Tax Rates - FY 2018-19 vs. FY 2019-20

	FY 2018-19 Assessment	FY 2019-20 Current Rate	FY 2019-20 Rollback Rate	FY 2019-20 Effective Rate	FY 2019-20 Adopted
Total Taxable Assessed Value (Freeze not Included)	\$ 916,480,009	\$ 953,976,758	\$ 953,976,758	\$ 953,976,758	\$ 953,976,758
Total Tax Rate (Per \$100)	0.287742	0.287742	0.310584	0.290355	0.287742
Levy on Properties not subject to Ceiling Limit	\$ 2,637,098	\$ 2,744,992	\$ 2,962,899	\$ 2,769,919	\$ 2,744,992
Add Back: Actual Tax on Properties under Ceiling Limit	819,811	898,780	898,780	898,780	898,780
<b>Total City Tax Levy</b>	\$ 3,456,909	\$ 3,643,772	\$ 3,861,679	\$ 3,668,699	\$ 3,643,772
Less: Debt Service Portion (I&S) Collection	(132,551)	(121,603)	(121,603)	(121,603)	(121,603)
Less: Debt Service from Properties under Ceiling Limit	(41,207)	(39,816)	(36,888)	(39,458)	(39,816)
<b>Tax Levy Available to General Fund (M&amp;O) @ 100% *</b>	\$ 3,283,151	\$ 3,482,353	\$ 3,703,188	\$ 3,507,638	\$ 3,482,353
<b>Revenue Difference from FY 2018-19 for General Fund</b>		\$ 199,202	\$ 420,037	\$ 224,487	\$ 199,202
Tax Rate Comparison FY 2018-19 vs. FY 2019-20		\$ -	\$ 0.022842	\$ 0.002613	\$ -

\* Council guidance was to utilize 100% collection rate for budget purposes in FY 2019-20.

	FY 2018-19 Assessment	FY 2019-20 Current Rate	FY 2019-20 Rollback Rate	FY 2019-20 Effective Rate	FY 2019-20 Adopted
Rate Effects on Average Taxable Homestead Value	\$ 686,846	\$ 717,490	\$ 717,490	\$ 717,490	\$ 717,490
Total Tax Rate (Per \$100)	0.287742	0.287742	0.310584	0.290355	0.287742
Total City Tax Levy	\$ 1,976	\$ 2,065	\$ 2,228	\$ 2,083	\$ 2,065
Difference In City Tax Paid FY 2018-19 vs. FY 2019-20 **		\$ 88	\$ 252	\$ 107	\$ 88

\*\* Difference for individual tax payers may be more or less depending on the specific appraised property values.

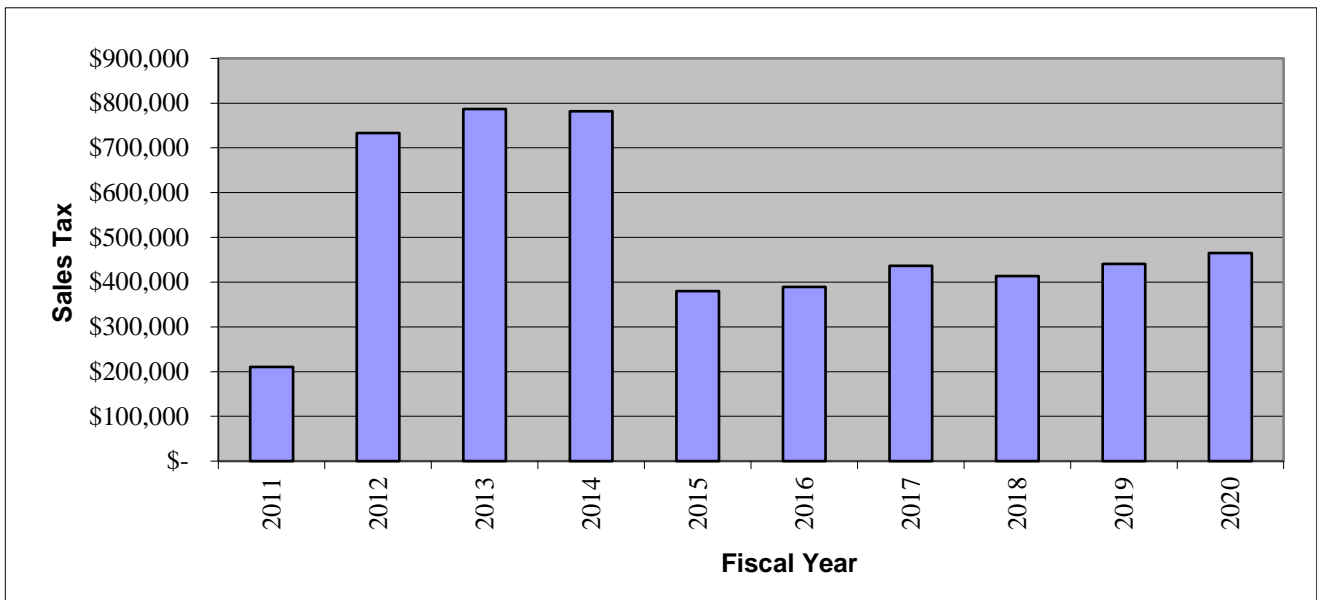
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## City of Shavano Park Historical Sales Tax Rates

<b>Total</b>	<b>8.25%</b>
<b>State</b>	<b>6.25%</b>
<b>General Fund</b>	<b>1.00%</b>
<b>Street Maintenance Fund</b>	<b>0.25%</b>
<b>Crime Control District</b>	<b>0.25%</b>
<b>VIA</b>	<b>0.50%</b>

### General Fund Sales Tax Collections Only

<b>Budget Year</b>	<b>Sales Tax Collected</b>	<b>Change from Prior Year</b>	<b>%</b>
2011	\$ 210,371	\$ 32,541	18.299%
2012	\$ 733,107	\$ 522,736	248.483%
2013	\$ 786,838	\$ 53,731	7.329%
2014	\$ 781,683	\$ (5,155)	-0.655%
2015	\$ 379,771	\$ (401,912)	-51.416%
2016	\$ 388,949	\$ 9,178	2.417%
2017	\$ 436,447	\$ 47,498	12.212%
2018	\$ 413,230	\$ (23,217)	-5.320%
2019 Estimated	\$ 440,600	\$ 27,370	6.623%
2020 Adopted	\$ 465,000	\$ 24,400	5.538%

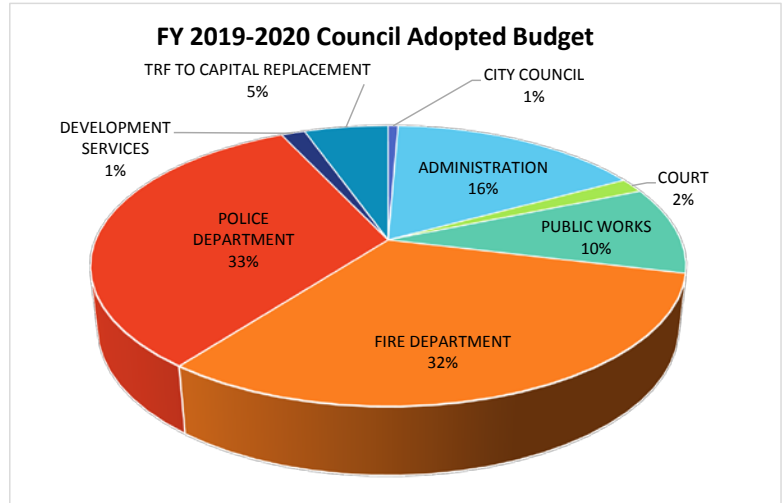


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## Historical General Fund Operational Expenditures by Department

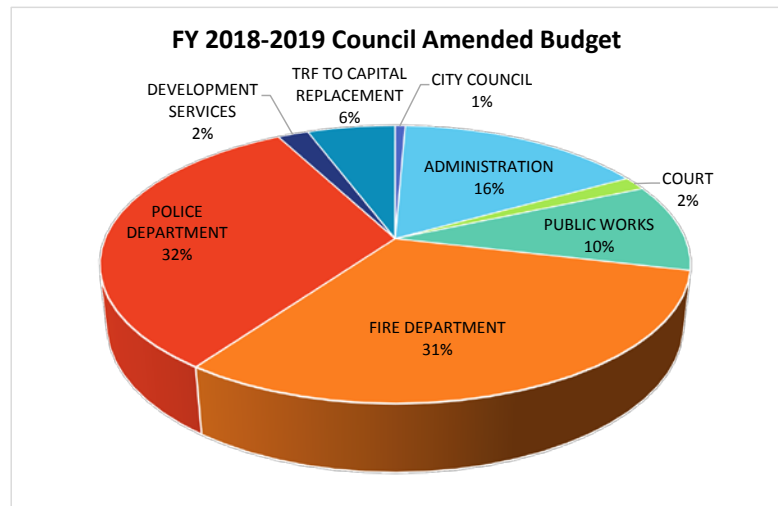
### FY 2019-2020 Council Adopted Budget

CITY COUNCIL	\$ 35,247	0.66%
ADMINISTRATION	895,254	16.73%
COURT	90,970	1.70%
PUBLIC WORKS	550,185	10.28%
FIRE DEPARTMENT	1,726,088	32.25%
POLICE DEPARTMENT	1,779,346	33.25%
DEVELOPMENT SERVICES	84,175	1.57%
TRF TO CAPITAL REPLACEMENT	297,582	5.56%
<b>Total Expenditures &amp; Transfers Out</b>	<b>\$ 5,458,847</b>	



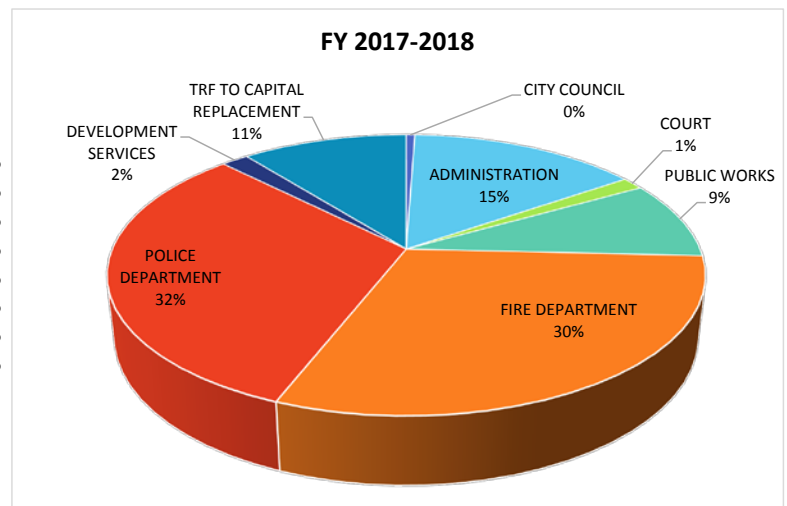
### FY 2018-2019 Council Amended Budget (UNAUDITED)

CITY COUNCIL	\$ 35,650	0.67%
ADMINISTRATION	866,820	16.20%
COURT	84,239	1.57%
PUBLIC WORKS	547,072	10.22%
FIRE DEPARTMENT	1,672,424	31.25%
POLICE DEPARTMENT	1,730,561	32.33%
DEVELOPMENT SERVICES	107,500	2.01%
TRF TO CAPITAL REPLACEMENT	307,756	5.75%
<b>Total Expenditures &amp; Transfers Out</b>	<b>\$ 5,352,022</b>	



### FY 2017-2018

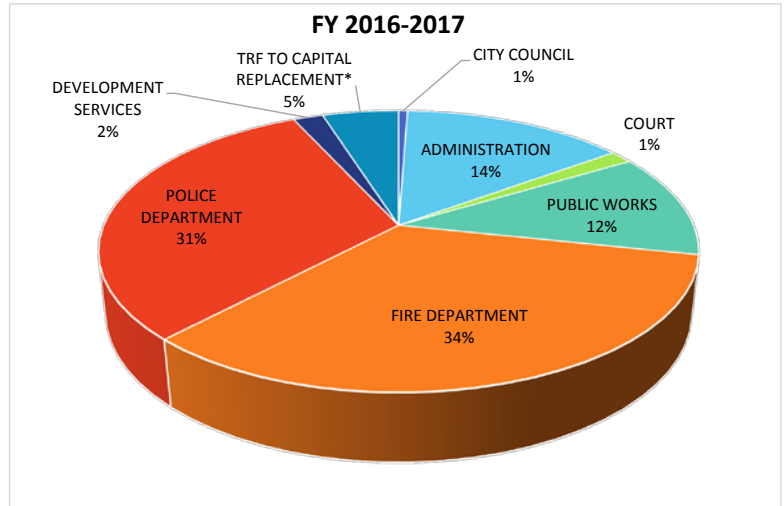
CITY COUNCIL	\$ 32,751	0.56%
ADMINISTRATION	872,623	14.82%
COURT	83,869	1.42%
PUBLIC WORKS	529,449	8.99%
FIRE DEPARTMENT	1,777,143	30.18%
POLICE DEPARTMENT	1,860,974	31.60%
DEVELOPMENT SERVICES	102,599	1.74%
TRF TO CAPITAL REPLACEMENT	629,635	10.69%
<b>Total Expenditures &amp; Transfers Out</b>	<b>\$ 5,889,043</b>	



## Historical General Fund Operational Expenditures by Department Cont.

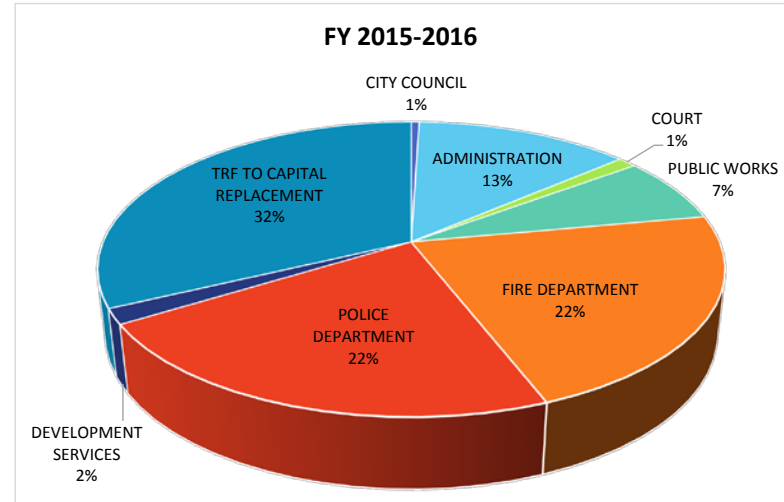
### FY 2016-2017

CITY COUNCIL	\$ 29,388	0.57%
ADMINISTRATION	734,748	14.36%
COURT	75,504	1.48%
PUBLIC WORKS	611,130	11.94%
FIRE DEPARTMENT	1,724,821	33.70%
POLICE DEPARTMENT	1,593,543	31.13%
DEVELOPMENT SERVICES	98,089	1.92%
TRF TO CAPITAL REPLACEMENT*	251,032	4.90%
<b>Total Expenditures &amp; Transfers Out</b>	<b>\$ 5,118,255</b>	



### FY 2015-2016

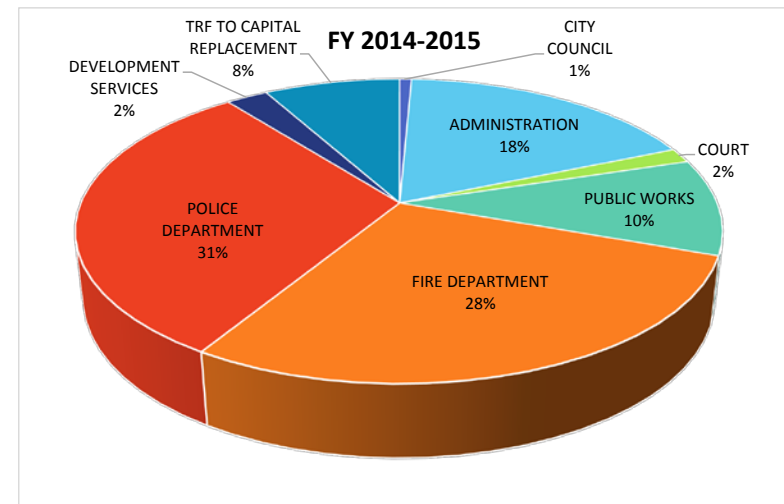
CITY COUNCIL	28,949	0.49%
ADMINISTRATION	785,588	13.23%
COURT	67,435	1.14%
PUBLIC WORKS	428,524	7.22%
FIRE DEPARTMENT	1,306,320	22.01%
POLICE DEPARTMENT	1,314,059	22.14%
DEVELOPMENT SERVICES	99,671	1.68%
TRF TO CAPITAL REPLACEMENT	1,905,486	32.10%
<b>Total Expenditures &amp; Transfers Out</b>	<b>5,936,032</b>	



\*Includes \$1,643,749 transfer from Fund Balance

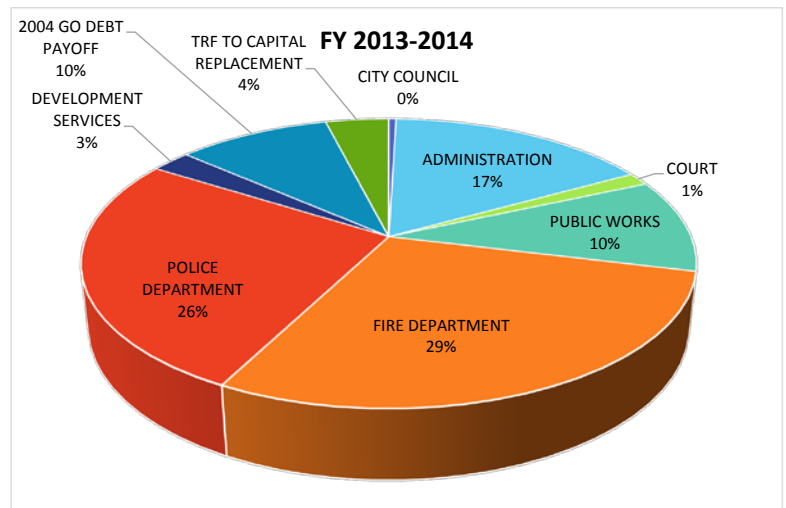
### FY 2014-2015

CITY COUNCIL	30,380	0.70%
ADMINISTRATION	779,172	17.95%
COURT	67,346	1.55%
PUBLIC WORKS	446,338	10.28%
FIRE DEPARTMENT	1,227,296	28.28%
POLICE DEPARTMENT	1,330,536	30.65%
DEVELOPMENT SERVICES	107,925	2.49%
TRF TO CAPITAL REPLACEMENT	351,406	8.10%
<b>Total Expenditures &amp; Transfers Out</b>	<b>4,340,399</b>	



## Historical General Fund Operational Expenses by Department Cont.

<b>FY 2013-2014</b>		
CITY COUNCIL	20,362	0.47%
ADMINISTRATION	718,161	16.47%
COURT	62,219	1.43%
PUBLIC WORKS	456,473	10.47%
FIRE DEPARTMENT	1,255,704	28.79%
POLICE DEPARTMENT	1,148,824	26.34%
DEVELOPMENT SERVICES	107,904	2.47%
2004 GO DEBT PAYOFF	418,554	9.60%
TRF TO CAPITAL REPLACEMENT	172,808	3.96%
<b>Total Expenditures &amp; Transfers Out</b>	<b>4,361,009</b>	

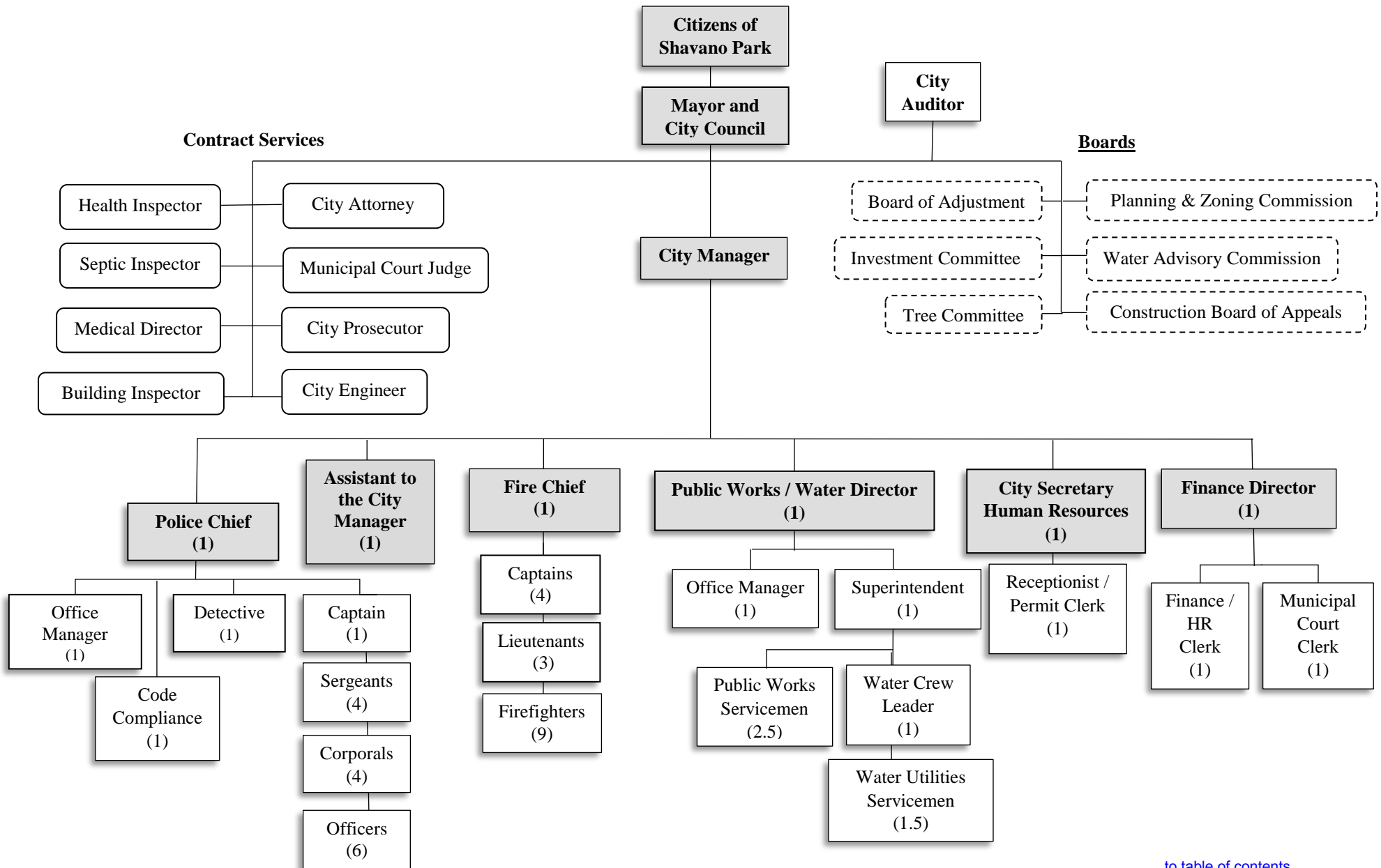


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# ORGANIZATIONAL FLOWCHART

Approved by Council on August 26, 2019.



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## HISTORICAL STAFFING LEVELS

						City Council Adopted
	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>FY 2018-19</u>	<u>FY 2019-20</u>
<b>10-General Fund</b>						
GENERAL ADMINISTRATION - 601						
City Manager	1	1	1	1	1	1
City Secretary	1	1	1	1	1	1
Finance Director	1	1	1	1	1	1
HR/Finance Clerk	1	1	1	1	1	1
Permit Clerk	1	1	1	1	1	1
Planner/Information Systems Manager	1	1	1	0	0	0
Assistant to the City Manager	0	0	0	1	1	1
Department Total	6	6	6	6	6	6
MUNICIPAL COURT - 602						
Court Clerk	1	1	1	1	1	1
PUBLIC WORKS - 603						
Director of Public Works 50/50	0.5	0.5	0.5	0.5	0.5	0.5
Public Works/Water Office Manager 50/50	0.5	0.5	0.5	0.5	0.5	0.5
Public Works/Water Superintendent 50/50	0	0	0	0.5	0.5	0.5
Public Works/Water Foreman 50/50	0.5	0.5	0.5	0	0	0
Public Works Servicemen	2.5	2.5	2.5	2.5	2.5	2.5
Department Total	4	4	4	4	4	4
FIRE DEPARTMENT - 604						
Fire Chief	1	1	1	1	1	1
Fire Admin/Lieutenant	0	0	1	1	1	0
Captain	2	2	1	1	0	0
Fire Captain	1	1	2	2	3	4
Fire Lieutenant	3	3	3	3	3	3
Fire Fighter	10	10	9	9	9	9
Department Total	17	17	17	17	17	17
Paramedic Certification	8	8	10	10	10	10

Note: Paramedic certification positions are not additional personnel, but are included within above the Fire Department categories.

## HISTORICAL STAFFING LEVELS

City  
Council  
Adopted

2014/2015   2015/2016   2016/2017   2017/2018   FY 2018-19   FY 2019-20

### 10-General Fund (continued)

#### POLICE 605

Police Chief	1	1	1	1	1	1
Police Office Manager	1	1	1	1	1	1
Police Captain	0	0	0	1	1	1
Police Lieutenant	1	1	1	0	0	0
Police Investigator/Sergeant	1	1	1	1	1	1
Police Sergeant	4	4	4	4	4	4
Police Corporal	4	4	4	4	4	4
Police Officer	4	4	4	6	6	6
Police Officer/Code Enforcement	1	1	1	1	1	1
Department Total	17	17	17	19	19	19
General Fund Total	45	45	45	47	47	47

### 20 - Water Fund

#### WATER - 606

Director of Public Works 50/50	0.5	0.5	0.5	0.5	0.5	0.5
Public Works/Water Office Manager 50/50	0.5	0.5	0.5	0.5	0.5	0.5
Public Works/Water Superintendent 50/50	0	0	0	0.5	0.5	0.5
Public Works/Water Foreman	0.5	0.5	0.5	0	0	0
Water Crew Leader	0	0	0	0	1	1
Water Servicemen	2.5	2.5	2.5	2.5	1.5	1.5
Water Fund Total	4	4	4	4	4	4
<b>CITY - WIDE TOTAL</b>	<b>49</b>	<b>49</b>	<b>49</b>	<b>51</b>	<b>51</b>	<b>51</b>

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**CITY OF SHAVANO PARK**  
**COMBINED FUND SUMMARY**

	FY 2015 - 16 ACTUAL	FY 2016 - 17 ACTUAL	FY 2017 - 18 ACTUAL	FY 2018 - 19 ADOPTED	FY 2018 - 19 AMENDED	FY 2019 - 20 ADOPTED
<b>REVENUES &amp; OTHER FINANCING SOURCES</b>						
GENERAL FUND	\$ 4,536,031	\$ 5,633,531	\$ 5,465,938	\$ 5,213,342	\$ 5,300,022	\$ 5,458,847
WATER UTILITY FUND	850,739	964,822	945,883	865,519	865,519	1,023,490
CRIME CONTROL FUND	247,272	112,526	111,282	121,000	121,000	123,750
PEG FUND	15,392	15,239	17,382	16,500	16,500	17,200
OAK WILT FUND	37,710	13,700	12,915	10,500	10,500	11,000
STREET MAINTENANCE FUND	97,237	109,112	103,308	115,000	115,000	116,250
COURT TECHNOLOGY/SECURITY FUND	8,739	8,366	8,084	7,700	7,700	7,500
CHILD SAFETY FUND	3,928	3,487	4,222	4,200	4,200	4,000
LEOSE FUND	1,595	1,570	1,552	1,550	1,550	1,550
POLICE FORFEITURE FUND	1	18	-	-	-	-
GENERAL CAPITAL IMPROVEMENT/REPLACEMENT FUND	1,905,699	261,149	666,063	265,756	357,756	332,582
PET DOCUMENTATION & RESCUE FUND	-	7	25	-	-	-
DEBT SERVICE FUND	237,936	174,495	145,303	132,551	1,232,934	121,603
<b>TOTAL REVENUES &amp; OTHER FINANCING SOURCES</b>	<b>\$ 7,942,279</b>	<b>\$ 7,298,022</b>	<b>\$ 7,481,957</b>	<b>\$ 6,753,618</b>	<b>\$ 8,032,681</b>	<b>\$ 7,217,772</b>
LESS INTERFUND TRANSFERS	(37,088)	(856,327)	(1,109,785)	(266,206)	(341,806)	(333,022)
<b>NET REVENUES</b>	<b>\$ 7,905,191</b>	<b>\$ 6,441,695</b>	<b>\$ 6,372,172</b>	<b>\$ 6,487,412</b>	<b>\$ 7,690,875</b>	<b>\$ 6,884,750</b>
<b>EXPENDITURES &amp; OTHER FINANCING USES</b>						
GENERAL FUND	\$ 5,936,032	\$ 5,118,256	\$ 5,889,042	\$ 5,213,342	\$ 5,352,022	\$ 5,458,847
WATER UTILITY FUND	994,797	1,281,286	849,327	822,353	831,853	899,184
CRIME CONTROL FUND	90,120	222,326	251,609	84,565	88,165	85,901
PEG FUND	-	-	35,784	1,600	1,600	19,300
OAK WILT FUND	-	-	-	500	500	500
STREET MAINTENANCE FUND	-	-	-	-	50,000	50,000
COURT TECHNOLOGY/SECURITY FUND	5,046	4,013	8,749	18,400	8,400	58,400
CHILD SAFETY FUND	3,530	3,627	5,244	5,000	5,000	5,000
LEOSE FUND	3,469	3,871	2,065	1,550	1,550	1,550
POLICE FORFEITURE FUND	-	6,244	-	-	-	-
GENERAL CAPITAL IMPROVEMENT/REPLACEMENT FUND	173,882	300,620	302,210	1,052,690	2,212,174	839,500
PET DOCUMENTATION & RESCUE FUND	-	-	-	-	-	2,326
DEBT SERVICE FUND	207,714	203,345	202,381	208,897	1,309,280	199,351
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING USES</b>	<b>\$ 7,414,590</b>	<b>\$ 7,143,588</b>	<b>\$ 7,546,411</b>	<b>\$ 7,408,897</b>	<b>\$ 9,860,544</b>	<b>\$ 7,619,859</b>
LESS INTERFUND TRANSFERS	(37,088)	(856,327)	(1,109,785)	(266,206)	(341,806)	(333,022)
<b>NET EXPENDITURES</b>	<b>\$ 7,377,502</b>	<b>\$ 6,287,261</b>	<b>\$ 6,436,626</b>	<b>\$ 7,142,691</b>	<b>\$ 9,518,738</b>	<b>\$ 7,286,837</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$ 527,689</b>	<b>\$ 154,434</b>	<b>\$ (64,454)</b>	<b>\$ (655,279)</b>	<b>\$ (1,827,863)</b>	<b>\$ (402,087)</b>
<b>BEGINNING COMBINED FUND BALANCE</b>	<b>10,330,795</b>	<b>10,858,484</b>	<b>11,131,714</b>	<b>11,066,314</b>	<b>11,066,314</b>	<b>9,238,451</b>
<b>PRIOR PERIOD ADJUSTMENT</b>	<b>-</b>	<b>118,796</b>	<b>(946)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ENDING COMBINED FUND BALANCE</b>	<b>\$ 10,858,484</b>	<b>\$ 11,131,714</b>	<b>\$ 11,066,314</b>	<b>\$ 10,411,035</b>	<b>\$ 9,238,451</b>	<b>\$ 8,836,364</b>

**CITY OF SHAVANO PARK**  
**ADOPTED BUDGET SUMMARY BY FUND**  
**FY 2019 - 20**

	GENERAL CAPITAL														COURT				POLICE		PET DOC. &		TOTAL
	GENERAL	WATER	CRIME CONTROL	IMPROVEMENT/ REPLACEMENT	PEG FUND	OAK WILT	STREET MAINTENANCE	TECHNOLOGY & SECURITY	CHILD SAFETY	LEOSE	FORFEITURE	RESCUE	DEBT SERVICE										
REVENUES AND OTHER FINANCING SOURCES:																							
PROPERTY TAX	\$ 3,536,853	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 121,603	\$ 3,658,456					
SALES TAX	465,000	-	116,250	-	-	-	-	116,250	-	-	-	-	-	-	-	-	-	697,500					
OTHER TAXES	23,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	23,000					
FRANCHISE FEES	482,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	482,500					
CHARGES FOR SERVICES	-	963,090	-	-	-	-	-	-	-	4,000	-	-	-	-	-	-	-	967,090					
PERMITS/LICENSES	372,000	-	-	-	16,000	11,000	-	-	-	-	-	-	-	-	-	-	-	399,000					
COURT FEES	172,750	-	-	-	-	-	-	7,500	-	-	-	-	-	-	-	-	-	180,250					
POLICE/FIRE REVENUE	168,900	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	168,900					
INTEREST	81,194	12,000	7,500	35,000	1,200	-	-	-	-	-	-	-	-	-	-	-	-	136,894					
MISCELLANEOUS/GRANTS	121,210	48,400	-	-	-	-	-	-	-	-	1,550	-	-	-	-	-	-	171,160					
INTERFUND TRANSFERS	35,440	-	-	297,582	-	-	-	-	-	-	-	-	-	-	-	-	-	333,022					
TOTAL REVENUES AND SOURCES	\$ 5,458,847	\$ 1,023,490	\$ 123,750	\$ 332,582	\$ 17,200	\$ 11,000	\$ 116,250	\$ 7,500	\$ 4,000	\$ 1,550	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 121,603	\$ 7,217,772					
EXPENDITURES AND OTHER FINANCING USES:																							
GENERAL GOVERNMENT	\$ 1,056,513	\$ -	\$ -	\$ 64,000	\$ 19,300	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,326	\$ -	\$ -	\$ -	\$ -	\$ 1,142,639					
JUDICIAL	90,970	-	-	-	-	-	-	58,400	-	-	-	-	-	-	-	-	-	149,370					
PUBLIC WORKS	599,307	711,150	-	767,500	-	-	50,000	-	-	-	-	-	-	-	-	-	-	2,127,957					
PUBLIC SAFETY	3,712,057	-	85,901	8,000	-	-	-	-	5,000	1,550	-	-	-	-	-	-	-	3,812,508					
DEBT SERVICE	-	188,034	-	-	-	-	-	-	-	-	-	-	-	-	-	-	199,351	387,385					
TOTAL EXPENDITURES AND USES	\$ 5,458,847	\$ 899,184	\$ 85,901	\$ 839,500	\$ 19,300	\$ 500	\$ 50,000	\$ 58,400	\$ 5,000	\$ 1,550	\$ -	\$ 2,326	\$ 199,351	\$ -	\$ -	\$ -	\$ 7,619,859						
REVENUES AND SOURCES OVER (UNDER) EXPENDITURES AND USES	\$ -	\$ 124,306	\$ 37,849	\$ (506,918)	\$ (2,100)	\$ 10,500	\$ 66,250	\$ (50,900)	\$ (1,000)	\$ -	\$ -	\$ (2,326)	\$ (77,748)	\$ -	\$ -	\$ -	\$ (402,087)						
BEGINNING FUND BALANCE	2,597,013	3,403,167	582,878	1,784,677	104,541	93,247	469,600	56,224	2,977	-	-	2,326	141,801	-	-	-	9,238,451						
ENDING FUND BALANCE	\$ 2,597,013	\$ 3,527,473	\$ 620,727	\$ 1,277,759	\$ 102,441	\$ 103,747	\$ 535,850	\$ 5,324	\$ 1,977	\$ -	\$ -	\$ -	\$ 64,053	\$ -	\$ -	\$ -	\$ 8,836,364						

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# **Strategic Goals and Objectives**

## **Strategic Vision**

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

## **Mission**

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

## **Values**

- Honesty
- Integrity
- Accountability
- Excellence
- Professionalism
- Innovation
- Inclusiveness
- Open, clear, proactive and transparent communications and Government
- Responsiveness and Customer Service

## **Essential Task List**

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

## **Strategic Goals**

1. Provide excellent municipal services while anticipating future requirements
2. Protect and provide a city-wide safe and secure environment
3. Preserve City property values, protect fiscal resources and maintain financial discipline
4. Maintain excellent infrastructure (buildings, streets and utilities)
5. Enhance and support commercial business activities and opportunities
6. Enhance the City image and maintain a rural atmosphere
7. Promote effective communications and outreach with citizens
8. Mitigate storm water runoff

## **Objectives**

### **1. Provide excellent municipal services while anticipating future requirements**

- Provide exceptional customer service to citizens and visitors
- Enforce ordinances / policies consistently
- Engage residents to participate in municipal planning
- Review Contracts / Professional Services and request RFQs as appropriate
- Fully fund Capital Replacement requirements as scheduled

### **2. Protect and provide a city-wide safe and secure environment**

- Effectively conduct “Community Policing” to keep Shavano Park citizens safe
- Actively respond to citizen concerns
- Proactively enforce city ordinances, criminal statutes and Texas Transportation Code provisions
- Proactively pursue reduction of neighborhood crime across the city
- Consistently maintain average police and fire response times to 3-4 minutes
- Routinely emphasize friendly “customer service” and image of City while patrolling
- Effectively communicate to citizens police security efforts in crime control measures and trends
- Fully implement the standard procedures for the new Fire Engine 139 and ensure safe access across the City
- 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



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

- Investigate revenue enhancement options
- Continue growth of the Oak Wilt Fund
- Strive to earn the Texas Comptroller Transparency Star Award
- Earn Government Finance Officers Association Budget Award
- Maintain Reserves in accordance with our Fund Balance Policy

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

- Complete a city-wide street assessment, maintenance, and replacement schedule
- Continue to implement asphalt preservation applications east side of NW Military from De Zavala to Cliffside Road; applications include crack seal and seal coat to assist in maintaining pavement conditions.
- Implement environmentally friendly parking options in partnership with TxDOT and otherwise promote natural parking south of City Hall.
- Maintain essential public water infrastructure to include a capital replacement program
  - Continue to take corrective action on dead end main issues to lessen flushing and reduce loss ratio rate.
- Complete assessment of city requirements for NW Military MPO project scheduled for 2020
- Complete planning with TxDOT for relocation and improvements to portions of the water mains on NW Military prior/ job bid for MPO project
- Assess City requirements for relocation and improvements to portions of the water mains on NW Military and to determine funding sources to resource
- Investigate alternatives to increase productivity and life expectancy of the Trinity Well pump, motor, and ground storage tank
- Complete the plan to remodel the City Hall public bathrooms.
- Widen rear driveway to allow for better access of ladder truck to rear of truck bays

5. Enhance and support commercial business activities and opportunities

- Continue to survey Shavano Park businesses concerning city support
- Continue to maintain an updated business directory supplement and include in the Shavano Park resident directory

6. Enhance the City Image while maintaining a rural atmosphere

- Emphasize friendly customer service and make opportunities to engage with public
- Continue to coordinate with Bitterblue for completion of sidewalk trail north from Lockhill Selma to Salado Creek
- Consider a City/Community partnership in securing a City pavilion / playscape

6. Enhance the City Image while maintaining a rural atmosphere (continued)

- Implement recommendations concerning access from Cliffside to the San Antonio Linear Park and trail system
- Continue Tree City USA recognition
- Continue and promote Firewise recognition
- Develop a plan and implement a second rain garden at City Hall and consider plans for other locations
- Develop and implement a landscaping plan for the City Monument at City Hall and other city properties
- Maintain and promote National Wildlife Federation recognition as a Community Wildlife Habitat

7. Promote effective communications and outreach with citizens

- Maintain and continue to improve the City Communications Plan
- Conduct five City sponsored events (Arbor Day, Independence Day, National Night Out, December Celebration, Picnic in the Park)
- Support the City of Shavano Park celebration of Fiesta in coordination with Arbor Day with Fiesta Metals
- Maintain City website and evaluate additional website applications
- Conduct written engagements with Citizens (Water System, Town Plan, RR Stickers, Key Numbers, i-INFO)
- Continue to conduct website surveys
- Survey residents concerning the value of the Community Directory and consider options for publishing in 2021
- Decide and consider options for comprehensive Town Plan for 2018

8. Mitigate storm water runoff

- Support the mitigation of stormwater problems throughout the City
- Complete Drainage plan culverts at Chimney Rock, Windmill and Bent Oak.
- 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
- Assess the implementation of the previously approved prioritized plan to address City drainage issues; revise the plan and implement as it is feasible
- Continue drainage improvements
- Provide maintenance of our storm water to include inlets and channels, ensuring proper drainage into our watersheds to include brush clearing projects
- Examine Lockhill Selma pooling of water

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## 10 - GENERAL FUND

	FY 2018-19 AMENDED BUDGET	FY 2019-20 CITY COUNCIL ADOPTED BUDGET	DIFFERENCE
<b>BEGINNING FUND BALANCE</b>	\$ 2,649,013	\$ 2,597,013	
<b>TOTAL REVENUES AND OTHER SOURCES</b>	\$ 5,300,022 *	\$ 5,458,847	\$ 158,825
<b>DEPARTMENT EXPENDITURES AND OTHER USES:</b>			
CITY COUNCIL	\$ 35,650	\$ 35,247	\$ (403)
ADMINISTRATION	918,898	937,091	18,193
COURT	84,239	90,970	6,731
PUBLIC WORKS	594,644	599,307	4,663
FIRE DEPARTMENT	1,880,530	1,932,711	52,181
POLICE DEPARTMENT	1,730,561	1,779,346	48,785
DEVELOPMENT SERVICES	107,500	84,175	(23,325)
<b>TOTAL EXPENDITURES AND OTHER USES</b>	<b>\$ 5,352,022</b>	<b>\$ 5,458,847</b>	<b>\$ 106,825</b>
<b>TOTAL REVENUES AND OTHER SOURCES OVER (LESS) THAN EXPENDITURES AND OTHER USES</b>	<b>\$ (52,000)</b>	<b>\$ -</b>	<b>\$ 52,000</b>
<b>ENDING FUND BALANCE, PROJECTED</b>	<b>\$ 2,597,013</b>	<b>\$ 2,597,013</b>	

\* Does not include budgeted use of \$52,000 of fund balance to cover expenditures and excess fund balance transfer.

### OTHER REQUIRED STATUTORY DISCLOSURES:

The City of Shavano Park does not incur expenditures to directly or indirectly influence or attempt to influence the outcome of legislation or administrative action. Therefore, there have been no amounts budgeted for that purpose for FY 2019 -20, nor are any such expenditures reflected within the City's financial records.

Expenditures pertaining to publication of legally required notices in a newspaper -

Actual expenditures for FY 2019	\$ 3,849
Amount budgeted for FY 2020	\$ 4,500

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## General Fund - Fund Balance Funding %

FY 2019-20 CITY COUNCIL ADOPTED BUDGET	PROJECTED 9-30-2019 FUND BALANCE (UNAUDITED)	EXCESS(DEFICIT) UNASSIGNED FUND BALANCE AS A % OF BUDGET
<u>\$</u>	<u>\$</u>	
<u>\$ 5,458,847</u>	<u>\$ 2,597,013</u>	

### Fund Balance % of Budget

20%	\$ 1,091,769	\$ 1,505,244
25%	\$ 1,364,712	\$ 1,232,301
30%	\$ 1,637,654	\$ 959,359
40%	\$ 2,183,539	\$ 413,474
45%	\$ 2,456,481	\$ 140,532
50%	\$ 2,729,424	\$ (132,411)
75%	\$ 4,094,135	\$ (1,497,122)
80%	\$ 4,367,078	\$ (1,770,065)
85%	\$ 4,640,020	\$ (2,043,007)
95%	\$ 5,185,905	\$ (2,588,892)
100%	\$ 5,458,847	\$ (2,861,834)

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## 10 -GENERAL FUND

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	(----- 2018-2019 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	2019-2020 ADOPTED BUDGET
REVENUES							
NON-DEPARTMENTAL =====							
<u>TAXES</u>							
10-599-1010 CURRENT ADVALOREM TAXES	2,610,966	2,913,974	3,078,356	3,283,152	3,236,549	3,240,000	3,482,353
10-599-1020 DELINQUENT ADVALOREM TAXES	25,378	67,737	( 40,362)	55,300	41,072	42,000	45,000
10-599-1030 PENALTY & INTEREST REVENUE	8,875	8,042	11,752	8,000	19,605	20,000	9,500
10-599-1040 MUNICIPAL SALES TAX	388,949	436,447	413,230	460,000	407,399	440,606	465,000
10-599-1060 MIXED BEVERAGE TAX	<u>18,535</u>	<u>19,230</u>	<u>20,647</u>	<u>22,000</u>	<u>20,991</u>	<u>20,991</u>	<u>23,000</u>
TOTAL TAXES	3,052,703	3,445,430	3,483,622	3,828,452	3,725,617	3,763,597	4,024,853
<u>FRANCHISE REVENUES</u>							
10-599-2020 FRANCHISE FEES - ELECTRIC	270,026	283,708	294,509	295,000	276,636	276,636	310,000
10-599-2022 FRANCHISE FEES - GAS	25,494	25,482	28,983	30,000	27,152	27,152	30,000
10-599-2024 FRANCHISE FEES - CABLE	76,923	77,142	80,636	80,000	83,204	83,204	85,000
10-599-2026 FRANCHISE FEES - PHONE	24,932	24,684	25,138	25,000	23,036	23,100	9,500
10-599-2027 FRANCHISE FEES - SAWS	10,962	11,635	13,950	14,000	11,723	11,723	16,000
10-599-2028 FRANCHISE FEES - REFUSE	<u>29,072</u>	<u>31,105</u>	<u>31,620</u>	<u>32,000</u>	<u>30,662</u>	<u>30,662</u>	<u>32,000</u>
TOTAL FRANCHISE REVENUES	437,409	453,756	474,837	476,000	452,413	452,477	482,500
<u>PERMITS &amp; LICENSES</u>							
10-599-3010 BUILDING PERMITS	376,677	478,524	350,102	338,575	287,041	310,000	295,000
10-599-3012 PLAN REVIEW FEES	59,370	63,403	59,885	55,000	38,577	44,000	46,000
10-599-3018 CERT OF OCCUPANCY PERMITS	6,740	6,400	10,400	6,000	4,000	5,000	6,000
10-599-3020 PLATTING FEES	8,822	11,242	2,965	2,000	2,250	2,250	2,000
10-599-3025 VARIANCE/RE-ZONE FEES	3,040	1,850	1,100	2,000	0	1,000	1,000
10-599-3040 CONTRACTORS' LICENSES	0	1,610	6,555	5,000	1,178	1,300	3,000
10-599-3045 INSPECTION FEES	10,705	9,470	9,550	10,000	4,880	7,000	7,000
10-599-3048 COMMERCIAL SIGN PERMITS	0	1,700	2,300	500	2,150	2,200	1,500
10-599-3050 GARAGE SALE & OTHER PERMITS	1,720	1,253	450	1,000	1,490	1,550	1,500
10-599-3055 HEALTH INSPECTIONS	3,400	4,900	3,050	4,000	2,600	3,000	4,000
10-599-3060 DEVELOPMENT FEES	<u>52,972</u>	<u>18,005</u>	<u>64,440</u>	<u>5,000</u>	<u>0</u>	<u>0</u>	<u>5,000</u>
TOTAL PERMITS & LICENSES	523,446	598,356	510,797	429,075	344,166	377,300	372,000
<u>COURT FEES</u>							
10-599-4010 MUNICIPAL COURT FINES	162,155	155,342	135,445	150,000	122,016	133,000	140,000
10-599-4021 ARREST FEES	4,969	4,960	4,872	5,000	4,286	4,500	5,000
10-599-4028 STATE COURT COST ALLOCATION	6,818	6,467	6,367	6,000	0	5,000	6,000
10-599-4030 WARRANT FEES	27,724	23,850	20,349	20,000	16,180	18,000	21,000
10-599-4036 JUDICIAL FEE - CITY	<u>727</u>	<u>708</u>	<u>682</u>	<u>1,000</u>	<u>593</u>	<u>650</u>	<u>750</u>
TOTAL COURT FEES	202,393	191,327	167,715	182,000	143,075	161,150	172,750

## 10 -GENERAL FUND

	2015-2016	2016-2017	2017-2018	(----- 2018-2019 -----)	2019-2020		
REVENUES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	ADOPTED BUDGET
<b>POLICE/FIRE REVENUES</b>							
10-599-6010 POLICE REPORT REVENUE	448	365	428	400	352	400	400
10-599-6020 POLICE DEPT - UNCLAIMED FUN	0	0	0	0	76	76	0
10-599-6030 POLICE DEPT. REVENUE	7,750	4,525	3,534	4,000	2,925	3,300	3,500
10-599-6060 EMS FEES	<u>68,606</u>	<u>111,170</u>	<u>119,207</u>	<u>138,600</u>	<u>141,804</u>	<u>152,000</u>	<u>165,000</u>
TOTAL POLICE/FIRE REVENUES	76,804	116,061	123,169	143,000	145,157	155,776	168,900
<b>MISC./GRANTS/INTEREST</b>							
10-599-7000 INTEREST INCOME	10,328	22,191	54,646	65,831	77,670	83,000	81,194
10-599-7021 FEDERAL GRANTS	0	6,370	13,250	11,880	11,880	11,800	38,010
NIBRS	0	0.00					38,010
10-599-7025 US DOJ VEST GRANT	1,097	2,781	2,260	4,000	1,712	2,100	2,500
REIMBURSED 50% EA VEST	5	500.00					2,500
10-599-7030 FORESTRY SERVICE GRANT	625	0	3,645	10,000	8,499	8,499	10,000
10-599-7036 TEXAS COMM. ON FIRE PROTECT	0	625	0	0	0	0	0
10-599-7037 STRAC	10,229	7,790	11,115	7,000	10,392	10,392	7,000
10-599-7040 PUBLIC RECORDS REVENUE	18	1	21	50	6	10	50
10-599-7050 ADMINISTRATIVE INCOME	16,693	90,642	4,169	4,000	3,214	3,400	4,000
VARIOUS MISC COLLECTION	0	0.00					4,000
10-599-7060 CC SERVICE FEES	0	4,260	4,632	4,000	4,091	4,400	4,000
10-599-7070 RECYCLING REVENUE	2,161	2,536	3,295	2,500	3,468	3,800	3,500
10-599-7075 SITE LEASE/LICENSE FEES	40,619	42,185	43,816	45,084	41,610	45,513	26,150
T-MOBILE	0	1,667.00					0
CCATT-AT&T	0	0.00					26,150
10-599-7084 DONATIONS- FIRE DEPARTMENT	0	0	64	50	0	0	0
10-599-7085 DONATIONS- POLICE DEPARTMEN	0	255	550	50	50	50	0
10-599-7086 DONATIONS- ADMINISTRATION	7,905	8,393	7,180	8,000	4,871	5,000	6,000
10-599-7087 DONATIONS - BEAUTIFICATION	0	0	0	0	1,000	1,000	0
10-599-7090 SALE OF CITY ASSETS	15,038	23,245	39,464	45,000	39,447	39,447	20,000
OTHER MISC EQUIPMENT	1	20,000.00					20,000
10-599-7097 INSURANCE PROCEEDS	<u>3,909</u>	<u>12,030</u>	<u>37,543</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL MISC./GRANTS/INTEREST	108,621	223,304	225,649	207,445	207,910	218,411	202,404
<b>TRANSFERS IN</b>							
10-599-8020 TRF IN -WATER FUND	22,050	79,312	22,050	22,050	22,050	22,050	22,050
10-599-8040 TRF IN -CRIME CONTROL	82,459	215,106	210,054	3,600	3,600	3,600	4,990
10-599-8050 TRF IN -COURT RESTRICTED	5,046	4,013	8,749	8,400	8,400	8,400	8,400
INCODE - COURT	0	0.00					4,200
COURT SECURITY - SPPD	0	0.00					4,200
10-599-8054 TRF IN -FORFEITURE FUNDS	0	6,244	0	0	0	0	0
10-599-8070 TRF IN -CAPITAL REPLACEMENT	25,100	300,620	239,297	0	0	0	0
10-599-8090 PRIOR PERIOD ADJUSTMENT	0	118,796	0	0	0	0	0
10-599-8099 FUND BALANCE RESERVE	<u>0</u>	<u>0</u>	<u>0</u>	<u>52,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL TRANSFERS IN	134,655	724,091	480,150	86,050	34,050	34,050	35,440
<b>TOTAL NON-DEPARTMENTAL</b>							
	4,536,030	5,752,324	5,465,938	5,352,022	5,052,387	5,162,761	5,458,847
<b>TOTAL REVENUES</b>							
	<u>4,536,030</u>	<u>5,752,324</u>	<u>5,465,938</u>	<u>5,352,022</u>	<u>5,052,387</u>	<u>5,162,761</u>	<u>5,458,847</u>

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## Council - 600

### Major Budget Changes:

Decrease in Travel/Lodging/Meals (3040) as the annual TML conference is in San Antonio.

#### Supplies:

-2037 City Sponsored Events	\$ 23,000
Added an event with \$2,000 budget - Picnic in the Park	

#### Capital Outlay:

- 8015 Non-Capital - Computer Equipment	
Ipad/tablet purchases	\$ 1,500

10 -GENERAL FUND  
CITY COUNCIL

				(----- 2018-2019 -----)			2019-2020
	2015-2016	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	ADOPTED
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET
<u>SUPPLIES</u>							
10-600-2020 GENERAL OFFICE SUPPLIES	95	308	464	300	49	100	300
10-600-2035 COUNCIL/EMPLOYEE APPRECIATI	758	950	892	1,000	461	500	900
10-600-2037 CITY SPONSORED EVENTS	20,239	18,590	19,284	21,000	25,122	25,500	23,000
EVENTS (3)	3 7,000.00						21,000
EVENT (1)	1 2,000.00						2,000
10-600-2040 MEETING SUPPLIES	522	733	893	1,000	1,504	1,600	900
COUNCIL MEETINGS	6 75.00						450
GENERAL SUPPLIES	0 0.00						450
10-600-2080 UNIFORMS	0	0	0	600	347	400	200
CITY APPAREL	0 0.00						200
TOTAL SUPPLIES	21,614	20,582	21,533	23,900	27,482	28,100	25,300
<u>SERVICES</u>							
10-600-3018 CITY WIDE CLEAN UP	1,278	1,628	1,400	1,400	796	800	1,400
SHRED	2 700.00						1,400
10-600-3020 ASSOCIATION DUES & PUBS	1,528	1,628	1,628	1,750	1,747	1,747	1,747
TML -MEMBERSHIP	0 0.00						1,132
AACOG	0 0.00						600
ARBOR DAY FOUNDATION	0 0.00						15
10-600-3030 TRAINING/EDUCATION	1,475	1,546	1,580	2,000	1,765	1,765	1,800
VARIOUS SEMINARS	9 200.00						1,800
10-600-3040 TRAVEL/LODGING/MEALS	289	1,587	3,269	3,500	4,479	4,479	500
LODGING ~ 10	0 0.00						0
MILEAGE	0 0.00						0
MEAL EXPENSE REIMBURSEM	0 0.00						500
10-600-3080 SPECIAL SERVICES	0	0	0	0	0	0	0
TOTAL SERVICES	4,570	6,389	7,877	8,650	8,787	8,791	5,447
<u>CONTRACTUAL</u>							
10-600-4088 ELECTION SERVICES	2,233	1,841	2,913	2,500	4,835	4,835	3,000
TOTAL CONTRACTUAL	2,233	1,841	2,913	2,500	4,835	4,835	3,000
<u>CAPITAL OUTLAY</u>							
10-600-8010 NON-CAP-ELECTRONIC EQUIPMEN	0	576	0	0	0	0	0
10-600-8015 NON-CAPITAL-COMPUTER EQUIPM	530	0	428	600	443	443	1,500
IPAD/TABLET	0 0.00						1,500
TOTAL CAPITAL OUTLAY	530	576	428	600	443	443	1,500
TOTAL CITY COUNCIL	28,947	29,388	32,751	35,650	41,547	42,169	35,247

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## **Administration Department – 601**

### **Goals:**

- Effectively communicate with residents, businesses, visitors and other stakeholders
- Provide exceptional customer service and effective administration of services
- Efficiently use and protect fiscal resources through sound financial practices
- Conduct effective master planning to posture the City now and for the future
- Provide planning, research, and support to City Staff and Council
- Upgrade City IT infrastructure in coordination with IT contractor

### **Objectives:**

#### **Effectively communicate with residents, businesses, visitors and other stakeholders**

- Maintain an informative, effective, and user-friendly website
- Survey Shavano Park businesses concerning City services; Update Business Directory
- Continue implementation of the City Communications Plan
- Develop an internal publications policy
- Post select Roadrunner articles on social media

#### **Provide exceptional customer service and effective administration of services**

- Hire and maintain an exceptionally talented team based upon the resources available
- Provide excellent Human Resources services to staff
- Review and update the Employee Handbook as needed
- Provide training and professional development opportunities to staff
- Implement an emergency power supply (generators) for City Hall
- Implement a plan to harden the windows and the walls of the permit clerk/receptionist's office and the administrative office entryway to increase security in the office, in coordination with the Municipal Court.

#### **Efficiently use and protect fiscal resources through sound financial practices**

- Provide City Council and Staff with timely, accurate financial information
- Earn the Texas Comptroller Transparency Award for Traditional Finances
- Earn Government Finance Officers Association Distinguished Budget Presentation Award
- Complete the City's FY19 annual financial audit with no audit adjustments

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

- Engage residents to participate in municipal planning
- Assist Council in considering options for implementing the 2018 comprehensive plan (Town Plan)
- Complete assessment of city requirements for 2020 NW Military Highway MPO project and develop funding options.

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

- Continue to provide quality City presentations
- Consistently enforce ordinances and policies
- Continue work to complete the sidewalks (Hike and Bike trail) north along Lockhill Selma to N. Loop 1604 as well as options to connect to the Salado Creek Trail System.
- Review Contracts /Professional Services and request RFQs/RFPs as appropriate
- Maintain Tree City USA recognition
- Maintain Scenic City recognition
- Provide effective Staff planning and support to the City Sponsored events
- Install a water softener and hot water heater to service the admin kitchen and bathrooms
- Participate in 2020 ChildSafe Cardboard Kids program to promote child abuse awareness in Bexar County and challenge other Bexar County municipalities to do so as well.

#### Maintain City IT infrastructure in coordination with IT contractor

- Improve the accessibility of City communications by growing digital presence
- Continue City participation in Multi-State Information Sharing & Analysis Center (MS-ISAC)
- Migrate to SQL 2017 Standard for INCODE and Police RMS databases
- Relocate communications conduit under NW Military Highway before June 2020 TxDOT deadline
- Transition Windows 7 computers to Windows 10 to ensure network security due to Windows 7's January 14, 2020 end of support
- Renew cloud email security service licenses
- Renew firewall licenses
- Re-compete the City's contract for internet & phone service
- Assess primary office printer
- Assess options and perform a cost/benefit analysis for digital and web-based permitting process

<b>ADMINISTRATION PERFORMANCE MEASURES:</b>				
<b>Description:</b>	<b>Actual FY16-17</b>	<b>Actual FY17-18</b>	<b>Projected FY18-19</b>	<b>Target FY19-20</b>
Number of Public Meetings Held	53	46	51	50
Number of New Employees On-boarded	8	4	7	5
City Maintenance & Operation Budget per Capita	\$1,267.07	\$1,353.18	\$1,247.66	\$1,258.85
Tax Rate (per \$100 valuation)	\$0.287742	\$0.287742	\$0.287742	\$0.287742
% of Unreserved General Fund Balance	63.12%	50.37%	48.52%	50.00%

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

## Administration - 601

### Major Budget Changes:

#### Personnel Salary/Benefits:

No change in personnel. Council provided consensus guidance for a 3.25% raise and pay grade changes for three positions in the department. The budget accounts for a 3.5% increase in the employee health benefits provided by the Texas Municipal League Health Benefits Pool, increasing the defined contribution by \$19 per employee/month from \$553 to \$572.

#### Services:

-3012 Prof. Services - Engineers	\$	20,100
Includes \$20,000 for NW Military engineering		
- 3013 Professional Services	\$	4,450
Job description update and City Manager 360 review completed in prior year \$2,550 reduction		

#### Contractual:

- 4075 Computer Software/Incode - five Windows 10 licenses due to Windows 7 end of life, SQL database migration, 5% increase in all Incode products	\$	15,840
Increase of \$3,150		

#### Maintenance:

- 5030 Building Maintenance, \$13,920 reduction	\$	19,180
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#### Capital Outlay:

- 8015 Non-Capital - Computer		
Computer/Monitor w/RAM	\$	1,500
- 8080 Capital - Improvements - Northwest Military conduit relocation	\$	47,000

<b>Interfund Transfers- Capital Replacement (- 9010)</b>	\$	41,837
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Funds included in this line item are dollars being set aside for future capital replacement. Additional information and further break down can be located in the Capital Replacement Fund portion of the budget. Decrease of \$10,241 from prior year's budget.

10 -GENERAL FUND  
ADMINISTRATION

	2015-2016	2016-2017	2017-2018	(----- 2018-2019 -----)	2019-2020	
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	ADOPTED BUDGET	
				Y-T-D ACTUAL	PROJECTED YEAR END	
<b>PERSONNEL</b>						
10-601-1010 SALARIES	354,081	391,812	407,650	424,184	426,000	452,800
10-601-1015 OVERTIME	0	0	0	1,000	369	500
10-601-1020 MEDICARE	5,016	5,574	5,696	6,267	5,540	6,674
10-601-1025 TWC (SUI)	1,013	67	1,134	1,242	54	1,080
10-601-1030 HEALTH INSURANCE	23,625	27,404	33,050	33,180	30,415	34,320
10-601-1031 HSA	200	222	220	222	163	222
10-601-1033 DENTAL INSURANCE	2,144	2,529	2,589	2,716	2,541	2,771
10-601-1035 VISION CARE INSURANCE	481	527	497	528	483	528
10-601-1036 LIFE INSURANCE	425	478	471	477	438	422
10-601-1037 WORKERS' COMP INSURANCE	954	1,056	1,128	1,242	842	1,177
10-601-1040 TMRS RETIREMENT	49,527	54,698	56,887	60,286	55,649	64,208
10-601-1070 SPECIAL ALLOWANCES	6,375	6,375	6,375	6,975	6,416	6,975
TOTAL PERSONNEL	443,840	490,742	515,698	538,319	496,794	571,677
<b>SUPPLIES</b>						
10-601-2020 GENERAL OFFICE SUPPLIES	6,505	6,991	7,400	7,000	7,003	6,500
10-601-2025 BENEFITS CITYWIDE	3,450	1,613	2,411	3,000	2,398	2,000
TUITION REIMBURSEMENT 0	0.00					2,000
10-601-2030 POSTAGE/METER RENTAL	10,551	12,372	11,856	12,000	9,455	11,980
ROADRUNNER POSTAGE 12	675.00					8,100
POSTAGE METER LEASE 4	170.00					680
METER REFILLS 0	0.00					3,000
COURIER SERVICES 0	0.00					200
10-601-2035 EMPLOYEE APPRECIATION	1,888	1,284	2,479	2,500	2,111	3,000
10-601-2050 PRINTING & COPYING	755	998	989	1,000	1,296	1,000
10-601-2060 MED EXAMS/SCREENING/TESTING	213	787	1,147	2,750	869	1,260
DRUG SCREENS/PHYS/BACK 0	0.00					500
EAP - DEER OAKS 4	190.00					760
10-601-2070 JANITORIAL SUPPLIES	0	0	0	0	0	0
10-601-2080 UNIFORMS	0	767	0	0	0	0
TOTAL SUPPLIES	23,362	24,812	26,282	28,250	23,133	25,740
<b>SERVICES</b>						
10-601-3010 ADVERTISING EXPENSE	6,694	6,709	3,796	5,000	2,861	4,000
10-601-3012 PROF. SERVICES-ENGINEERS	0	0	3,200	10,000	3,553	20,100
NW MILITARY 1	20,000.00					20,000
FIBER LINE PLANS 1	100.00					100
10-601-3013 PROFESSIONAL SERVICES	18,428	5,000	18,718	7,000	3,263	4,450
SALARY SURVEY - YRLY MA 0	0.00					2,500
CONTINUING DISCLOSURE - 0	0.00					1,500
SA AREA WAGE SURVEY 0	0.00					450
10-601-3015 PROF. SERVICES-LEGAL	66,350	34,501	36,186	50,000	61,912	48,000
10-601-3016 CODIFICATION EXPENSE	4,264	4,726	5,225	2,500	1,150	2,500
10-601-3020 ASSOCIATION DUES & PUBLICATIONS	3,879	3,949	3,222	4,000	4,142	4,100
TCMA 0	0.00					275

10 -GENERAL FUND  
ADMINISTRATION

		(----- 2018-2019 -----)						2019-2020
EXPENDITURES		2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	ADOPTED BUDGET
GFOAT	0	0.00						75
GFOA	0	0.00						505
ICMA	0	0.00						1,695
TMCA	0	0.00						100
TEXAS-COOP	0	0.00						100
TMHRA	0	0.00						150
OTHER DUES/PUBLICATIONS	0	0.00						1,200
10-601-3030 TRAINING/EDUCATION		4,462	4,449	4,434	5,500	3,189	4,500	4,500
	0	0.00						4,500
TML CONFERENCE - 2	0	0.00						0
GFOAT FALL/SPRING CONFE	0	0.00						0
TMCA CONFERENCE	0	0.00						0
NUTS/BOLTS OF HR	0	0.00						0
FLSA SEMINAR	0	0.00						0
TCMA SPRING	0	0.00						0
VARIOUS DAY SEMINARS	0	0.00						0
10-601-3040 TRAVEL/MILEAGE/LODGING/PERD		6,360	4,738	6,671	5,000	4,384	4,500	4,500
10-601-3050 LIABILITY INSURANCE		4,010	6,268	9,142	9,000	12,440	12,440	9,700
10-601-3070 PROPERTY INSURANCE		0	0	0	0	0	0	0
10-601-3075 BANK/CREDIT CARD FEES		6,284	6,958	4,384	5,000	2,853	3,500	3,500
10-601-3080 SPECIAL SERVICES		0	0	0	0	1,756	1,756	0
10-601-3085 WEBSITE TECHNOLGY		5,228	2,100	2,400	2,400	2,400	2,400	2,400
ANNUAL MAINTENANCE	0	0.00						2,100
WEB PHOTOGRAPHY	0	0.00						300
10-601-3087 CITIZENS COMMUNICATION/EDUC		4,715	3,339	4,397	8,040	7,633	7,900	6,000
VARIOUS PUBLIC MAILINGS	0	0.00						2,664
SURVEY MONKEY	0	0.00						336
DIRECTORY - CITY/BUSINE	0	0.00						0
PARKING STICKERS	0	0.00						0
FIESTA MEDALS	0	0.00						3,000
TOTAL SERVICES		130,674	82,737	101,774	113,440	111,536	129,659	113,750
<u>CONTRACTUAL</u>								
10-601-4050 DOCUMENT STORAGE/ARCHIVES		3,323	4,663	4,454	4,000	4,465	4,800	4,000
MONTHLY STORAGE	0	0.00						2,000
ARCHIVE SERVICES	0	0.00						2,000
10-601-4060 IT SERVICES		33,000	26,544	32,857	37,300	37,331	37,331	39,600
IT - MONTHLY SERVICE	12	1,925.00						23,100
ANIT-VIRUS	0	0.00						0
CLOUD BACKUPS (2.5TB)	0	0.00						8,800
VARIOUS NON-CONTRACT	0	0.00						4,000
EMAIL SECURITY	0	0.00						1,500
FIREWALL LICENSE	0	0.00						2,200
10-601-4075 COMPUTER SOFTWARE/INCODE		15,436	13,654	12,607	12,699	12,694	12,694	15,840
INCODE - GL	0	0.00						1,856
INCODE - GL IMPORT	0	0.00						188
INCODE - AP	0	0.00						1,325
INCODE - PAYROLL	0	0.00						2,246

10 -GENERAL FUND  
ADMINISTRATION

		(----- 2018-2019 -----)					2019-2020	
EXPENDITURES		2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	ADOPTED BUDGET
INCODE - CASH RECEIPTS		0	0.00					1,065
INCODE - ACUSERV		0	0.00					455
INCODE - BASIC NETWORK		0	0.00					1,273
INCODE - FIXED ASSETS		0	0.00					398
INCODE - POSITIVE PAY		0	0.00					483
ADOBE-CREATIVE-PHOTOSHOP		0	0.00					130
TYLER ONLINE		0	0.00					1,902
LESS ALLOCATED TO COURT		0	0.00				(	1,231)
WIN 10 LICENSES		5	200.00					1,000
SQL MIGRATION (SHARE WI		0	0.00					4,750
10-601-4083 AUDIT SERVICES		16,500	16,900	16,000	16,150	15,500	15,500	16,300
10-601-4084 BEXAR COUNTY APPRAISAL DIST		14,335	14,668	16,182	15,847	11,850	15,776	15,847
10-601-4085 BEXAR COUNTY TAX ASSESSOR		2,927	2,970	3,237	3,375	3,385	3,385	3,620
10-601-4086 CONTRACT LABOR		23,751	( 332)	14,316	0	1,867	2,200	500
TOTAL CONTRACTUAL		109,270	79,066	99,653	89,371	87,092	91,686	95,707
MAINTENANCE								
10-601-5005 EQUIPMENT LEASES		4,974	4,600	4,183	3,600	3,713	4,000	3,700
MONTHLY COPY FEES		0	0.00					3,700
10-601-5010 EQUIPMENT MAINT & REPAIR		0	100	0	500	0	0	500
10-601-5015 ELECTRONIC EQPT MAINT		1,632	112	0	1,000	724	0	500
10-601-5030 BUILDING MAINTENANCE		17,252	27,769	45,642	33,100	36,177	40,000	17,680
SECURITY SYSTEM		0	0.00					480
PEST CONTROL		0	0.00					1,400
FIRE EXTINGUISHERS		0	0.00					1,500
SEPTIC MAINTENANCE		0	0.00					1,500
FLOOR MATS		0	0.00					1,800
VARIOUS MINOR REPAIRS		0	0.00					9,000
SUPPLIES		0	0.00					2,000
TOTAL MAINTENANCE		23,858	32,581	49,825	38,200	40,614	44,000	22,380
UTILITIES								
10-601-7042 UTILITIES - PHONE/CELL/VOIP		16,675	15,651	16,636	17,540	14,974	17,540	17,300
ISP CONTRACT		0	0.00					16,100
TIME WARNER		0	0.00					1,200
TOTAL UTILITIES		16,675	15,651	16,636	17,540	14,974	17,540	17,300
CAPITAL OUTLAY								
10-601-8010 NON-CAPITAL-ELECTRONIC EQUI		0	0	1,376	0	0	0	0
10-601-8015 NON-CAPITAL-COMPUTER		323	1,475	6,216	1,500	841	1,000	1,500
COMPUTER/MONITOR w/RAM		0	0.00					1,500
10-601-8025 NON-CAPITAL-OFFICE FURNITUR		4,086	0	0	200	156	156	200
10-601-8045 CAPITAL - COMPUTER EQUIPMEN		13,500	0	0	0	0	0	0
10-601-8080 CAPITAL - IMPROVEMENTS		0	7,684	55,164	40,000	12,405	49,500	47,000
CONDUIT RELOCATION		0	0.00					47,000
TOTAL CAPITAL OUTLAY		17,910	9,159	62,756	41,700	13,402	50,656	48,700

10 -GENERAL FUND  
ADMINISTRATION

	2015-2016	2016-2017	2017-2018	(----- 2018-2019 -----)	2019-2020	
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	ADOPTED BUDGET	
				Y-T-D ACTUAL	PROJECTED YEAR END	
<u>INTERFUND TRANSFERS</u>						
10-601-9010 TRANSFERS/CAPITAL REPLACEME	34,000	10,000	43,415	52,078	52,078	41,837
CITY HALL AC UNITS	0	0.00				800
UPGRADE VARIOUS IT	0	0.00				7,975
CITY HALL ROOF	0	0.00				5,000
SEPTIC TANK REPLACEMENT	0	0.00				12,112
EMERGENCY BACKUP POWER	0	0.00				9,000
TELEPHONE SYSTEM	0	0.00				6,200
CITY HALL SPRINKLER/EME	0	0.00				750
10-601-9018 TRANSFER TO OAK WILT	20,000	0	0	0	0	0
10-601-9020 MUNICIPAL TRACT (TOWN PLAN)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL INTERFUND TRANSFERS	54,000	10,000	43,415	52,078	52,078	41,837
TOTAL ADMINISTRATION	819,588	744,748	916,038	918,898	839,623	937,091



## Municipal Court – 602



### **Mission Statement**

The City of Shavano Park Municipal Court provides an independent forum for the fair and impartial administration of justice during the application and enforcement of the rules and laws of the United States, the State of Texas and the City of Shavano Park, in order to preserve the rule of law and to protect the rights and liberties guaranteed by the Constitution and laws of the United States and this State.

### **Goals:**

- Preserve the rule of law and protect the rights and liberties guaranteed by the Constitution and laws of the United States and this State.
- A smoothly run Municipal Court, efficiently processing the Judge's standing orders in a timely manner
- Prompt and accurate processing of Class C misdemeanor charges and collections of fines
- Assist defendants during normal daily business hours by following the Judge's standing orders and supplying correct information when requested
- Encourage and support Municipal Court staff with their professional advancement.

### **Objectives:**

- Accurately process payments
- Attend 12 hours of continuing education to maintain Level II Court Clerk Certification (Court Clerk) and Level I Court Clerk Certification (back up Court Clerk).
- Update Standard Operating Process Manual
- Implement a plan to harden the windows and the walls to increase security in the office in conjunction with receptionist office area/administrative entryway.
- Investigate and perform a cost/benefit analysis of the auto call/text feature through Incode for court date reminders.

<b>MUNICIPAL COURT PERFORMANCE MEASURES:</b>					
<b>Description:</b>	<b>Actual FY15-16</b>	<b>Actual FY16-17</b>	<b>Actual FY17-18</b>	<b>Projected FY18-19</b>	<b>Target FY19-20</b>
Citations Filed	2,127	1,801	1,626	1,458	1,450
Citations Resolved	2,287	1,717	1,565	1,509	1,500
Warrants Issued	772	714	601	477	475
Warrants Cleared	1,083	717	637	590	550
Warrant Fines & Fees Collected	\$ 144,044	\$ 130,658	\$ 114,582	\$ 117,000	\$ 115,000
Total Revenue Received	\$ 207,439	\$ 199,693	\$ 175,798	\$ 174,150	\$ 179,250
Total Expenditures	\$ 72,481	\$ 79,517	\$ 92,617	\$ 90,277	\$ 140,975

The City of Shavano Park Municipal Court meets one afternoon a month and employs one full time Court Clerk.

**Major Budget Changes:**

**Personnel Salary/Benefits:**

No change in personnel. Council provided consensus guidance for 3.25% raise and a two pay grade increase for the Court Clerk. The Court Clerk does not participate in the City provided medical, dental or vision insurance programs.

No significant changes have been made to the day to day operations.

**Capital Outlay:**

- 8015 - Non-capital - computer equipment	\$	1,900
Replace computer and monitor		

10 -GENERAL FUND  
COURT

	2015-2016	2016-2017	2017-2018	(----- 2018-2019 -----)	2019-2020		
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	ADOPTED BUDGET
<b>PERSONNEL</b>							
10-602-1010 SALARIES	36,545	43,111	44,483	45,917	42,324	45,900	51,820
10-602-1015 OVERTIME	0	0	0	1,000	0	0	0
10-602-1020 MEDICARE	530	625	645	698	629	680	776
10-602-1025 TWC (SUI)	171	9	162	207	9	9	180
10-602-1030 HEALTH INSURANCE	0	0	0	0	0	0	0
10-602-1035 VISION CARE INSURANCE	7	0	0	0	0	0	0
10-602-1036 LIFE INSURANCE	76	80	80	80	73	80	70
10-602-1037 WORKERS' COMP INSURANCE	97	114	121	139	91	120	137
10-602-1040 TMRS RETIREMENT	5,021	5,923	6,112	6,713	6,026	6,570	7,466
10-602-1070 SPECIAL ALLOWANCES	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,200</u>	<u>1,061</u>	<u>1,200</u>	<u>1,200</u>
TOTAL PERSONNEL	42,447	49,862	51,602	55,954	50,214	54,559	61,649
<b>SUPPLIES</b>							
10-602-2020 OFFICE SUPPLIES	580	600	707	600	322	500	600
10-602-2050 PRINTING & COPYING	<u>1,065</u>	<u>1,075</u>	<u>843</u>	<u>1,000</u>	<u>360</u>	<u>800</u>	<u>1,000</u>
TOTAL SUPPLIES	1,645	1,675	1,551	1,600	682	1,300	1,600
<b>SERVICES</b>							
10-602-3015 JUDGE/PROSECUTOR	14,400	15,600	15,600	16,800	14,300	15,600	15,600
JUDGE 0	0.00						7,800
PROSECUTOR 0	0.00						7,800
10-602-3020 ASSOCIATION DUES & PUBS	246	96	613	200	300	300	300
T.M.C.A. 0	0.00						300
10-602-3030 TRAINING/EDUCATION	131	550	770	1,000	800	800	1,000
0	0.00						1,000
TMCEC 0	0.00						0
LEGISLATIVE UPDATE 0	0.00						0
COURT CASE MANAGMENT 0	0.00						0
REGIONAL CLERKS SEMINAR 0	0.00						0
10-602-3040 TRAVEL/MILEAGE/LODGING/PERD	666	1,050	912	1,000	1,705	1,705	1,500
10-602-3050 LIABILITY INSURANCE	80	84	98	100	102	102	107
10-602-3070 PROPERTY INSURANCE	40	42	49	50	51	51	54
10-602-3075 BANK/CREDIT CARD FEES	<u>2,912</u>	<u>1,464</u>	<u>1,369</u>	<u>2,000</u>	<u>1,273</u>	<u>1,600</u>	<u>1,600</u>
TOTAL SERVICES	18,475	18,885	19,410	21,150	18,531	20,158	20,161
<b>CONTRACTUAL</b>							
10-602-4075 COMPUTER SOFTWARE/INCODE	3,770	4,013	4,128	4,325	4,324	4,324	4,530
INCODE - COURT 0	0.00						2,121
INCODE - TICKET INTERFA 0	0.00						1,178
INCODE - GL/CASH 0	<u>0.00</u>						<u>1,231</u>
TOTAL CONTRACTUAL	3,770	4,013	4,128	4,325	4,324	4,324	4,530

10 -GENERAL FUND  
COURT

	2015-2016	2016-2017	2017-2018	(----- 2018-2019 -----)	2019-2020
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	ADOPTED BUDGET
				Y-T-D ACTUAL	PROJECTED YEAR END
<u>UTILITIES</u>					
10-602-7042 UTILITIES - PHONE/CELL/VOIP	929	1,069	1,041	1,020	1,139
TOTAL UTILITIES	929	1,069	1,041	1,020	1,139
<u>CAPITAL OUTLAY</u>					
10-602-8010 NON CAPITAL-ELECTRONIC EQUI	0	0	4,736	0	0
10-602-8015 NON-CAPITAL-COMPUTER	169	0	1,401	0	0
COURT 2 COMPUTER	1 1,500.00				
COURT MONITOR	1 400.00				
10-602-8025 NON-CAPITAL - OFFICE FURNIT	0	0	0	190	163
TOTAL CAPITAL OUTLAY	169	0	6,137	190	163
TOTAL COURT	67,435	75,504	83,869	84,239	81,831
					90,970

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## **Public Works Department – 603**

### **Mission Statement**

The Shavano Park Public Works Department conducts master planning and continuously provides essential public infrastructure services in a prompt, courteous, safe, efficient, and cost-effective manner to the citizens and business owners of Shavano Park in order to meet current and long-term infrastructure services.

### **Goals:**

- Maintain all facilities grounds and public Right of Way (R.O.W.)
- Maintain excellent transportation infrastructure (street repairs and transportation maintenance)
- Maintain excellent building facilities and work for energy efficiency
- Improve employee proficiency to include educational training and development opportunities
- Mitigate storm water runoff (improve drainage culverts and infrastructure)
- Maintain strategic partnerships with governmental agencies, and consulting organizations to leverage resources essential to improving quality of service, and efficiency
- Provide excellent municipal services while anticipating future requirements

### **Objectives:**

#### **Maintain all facilities grounds and public Right of Way (R.O.W.)**

- Implement a tree maintenance program around City Hall and ROW Islands (Ottawa Run, Warbler Way, End Gate, and Cliffside)
- Continue to provide ground maintenance for the City Hall building, municipal tract, garden areas and islands throughout Shavano Park as well as maintain the integrity of the monuments throughout the City.
- Consider landscaping improvements to 1 or all 4 trees in front of City Hall in the concrete
- Implement options for landscaping around the NW Military Highway and DeZavala monuments
- Provide ground maintenance for trails within the City, clean up and improve the Salado Creek access point on Cliffside
- Implement environmentally friendly parking options in partnership with TxDOT and otherwise promote natural parking south of City Hall.

#### **Maintain excellent transportation infrastructure (street repairs and transportation maintenance)**

- Continue to implement asphalt preservation applications east side of NW Military from DeZavala to Cliffside Rd; applications include crack seal and seal coat to assist in maintaining pavement conditions
- Restripe DeZavala and Lockhill Selma
- Provide a full street evaluation, propose a 5 to 10 year street maintenance program and consider future improvements.
- Partner with TxDOT to provide a clean right of way (ROW) along NW Military Hwy, an improved State highway and safer traffic flow
- Initiate a pothole repair program, create a form to be available and submitted online
- Complete assessment of city requirements for NW Military MPO project scheduled for 2020

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

- Complete planning with TxDOT for relocation and improvements to portions of the water mains on NW Military prior/ job bid for MPO project
- Assess City requirements for relocation and improvements to portions of the water mains on NW Military and to determine funding sources to resource

Maintain excellent building facilities and work for energy efficiency

- Continue to investigate energy efficient ideas to help ensure City facilities are energy efficient
- Clean City Hall floor surfaces yearly
- Replace additional HVAC units for City Hall as required – (Original Equipment 2001)
- Coordinate installation of larger septic tanks at City Hall/Bexar 911 facilities

Improve employee proficiency to include educational training and development opportunities.

- Provide effective safety and occupational training opportunities to prevent lost time
- Maintain a zero (0) lost time accident rate, initiate lost accident tally board.
- Continue the preventative maintenance program for Public Works vehicles to include daily, weekly and monthly checks
- Continue preventative maintenance program with Case Equipment for all equipment.
- Improve work order communication and efficiency with field staff

Mitigate storm water runoff (improve drainage culverts and infrastructure)

- Coordinate with City Engineer on drainage projects from KFW's study (2017)
- Conduct brush clearing projects as needed and within capability to improve storm water drainage. (Shavano Estates)
- Storm Drainage – Develop a plan and initiate the cleaning of existing culverts and bridge crossings
- Assess the implementation of the previously approved prioritized plan to address City drainage issues; revise the plan and implement as it is feasible
- Assess the Preliminary Engineering Reports for Turkey Creek and Elm Spring/City Hall studies.
- Complete Drainage plan culverts at Chimney Rock, Windmill and Bent Oak.
- Develop a plan and implement a second rain garden at City Hall and consider plans for other locations
- Provide maintenance of our storm water system, including inlets and channels, ensuring proper drainage into our watersheds to include brush clearing projects
- Examine Lockhill Selma pooling of water

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

- Continue to provide assistance to CPS / AT&T during the utility pole replacement during 2019/2020
- Provide locates in a timely manner to ensure less risk of utilities being damaged
- Coordinate with TxDOT the utilities that will need relocated along NW Military prior to the MPO project start (Fall 2020) (Relocate City Hall to Fire Department fiber communications)
- Coordinate as required with other service providers (City Public Service, San Antonio Water System, Bexar County, Cable providers, etc.)

Provide excellent municipal services while anticipating future requirements

- Respond in a prompt manner to earn the trust of residents
- Refine and improve the capital equipment schedule
- Assess Public Works requirements vs. resources for consideration of organizational structure / manning change or increased contracting arrangements for presentation to City Manager / Council
- Replace 2001 chipper due to age with trade in values of existing chipper and undersized/underutilized smaller chipper.
- Replace 2012 Gravelly mower with new Grasshopper, reallocate Gravelly mower to fire department.

PUBLIC WORKS PERFORMANCE MEASURES:				
Description:	Actual FY16-17	Actual FY17-18	Projected FY18-19	Target FY19-20
Street Repairs (tons of hot mix asphalt):				
In-house	19	60	36	30
Contracted	not applicable	100	200	200
Miles of Streets Crack Sealed	7	7	7	7
Pot Holes Repaired (bags of cold mix used)	not available	12	18	25
Number of Signs Replaced	9	58	33	15
Number of Storm Drain Inlets/Channels Cleared	4	8	26	10

Street repairs encompass large areas, generally over 3ft by 3ft section. Pot holes are those repairs smaller than the 3ft by 3ft section.

One ton of hot mix asphalt will fill an area of nine square yards at two inches deep.

A pot hole that is 3ft by 3ft and two inches deep will need four bags of cold mix to fill/repair it.



## Public Works - 603

### Major Budget Changes

#### Personnel Salary/Benefits

No change in personnel. Council provided consensus guidance for 3.25% raise and several pay grade changes. The budget accounts for a 3.5% increase in our employee health benefits provided by the Texas Municipal League Health Benefits Pool, which increases the defined contribution of \$19 per employee/month from \$553 to \$572 per employee/month.

#### Services

- 3013 Professional Services		
Tree Services - Municipal Properties	\$	10,000
Landscape maintenance at City Hall	\$	5,000
Janitorial Services @ City Hall	\$	8,200
City Hall -Carpet and Tile Cleaning	\$	3,500
-3014 Professional Services - City Hall & Monument Landscaping	\$	20,000
New account, includes exterior lighting		

#### Maintenance

- 5030 Building Maintenance	\$	11,000
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#### Dept. Materials - Services

- 6080 Street Maintenance	\$	75,350
\$44,350 for street striping and \$31,000 for general maintenance		

<b>Utilities</b>	\$	78,100
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Planned reduction as LED lights are being incorporated

#### Capital Outlay

- 8015 Non-Capital Computer		
Computer (shared with Water) and Monitor	\$	1,150
Purchases funded via Capital Replacement Fund are recorded in that fund		

<b>Interfund Transfers- Capital Replacement (- 9010)</b>	\$	49,122
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Funds included in this line item are dollars being setting aside for future capital replacement. Additional information and further break downs can be located in the Capital Replacement Fund portion of the budget.

10 -GENERAL FUND  
PUBLIC WORKS

	2015-2016	2016-2017	2017-2018	(----- 2018-2019 -----)	2019-2020		
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	ADOPTED BUDGET
<u>PERSONNEL</u>							
10-603-1010 SALARIES	140,799	149,572	174,145	191,706	150,429	163,000	200,550
10-603-1015 OVERTIME	4,099	3,240	1,223	4,000	1,946	3,200	3,000
10-603-1020 MEDICARE	2,122	2,222	2,578	3,290	2,235	2,500	3,320
10-603-1025 TWC (SUI)	693	36	817	828	43	52	720
10-603-1030 HEALTH INSURANCE	18,420	18,903	24,116	26,544	20,527	22,200	27,456
10-603-1031 HSA	131	132	143	178	114	140	178
10-603-1033 DENTAL INSURANCE	1,139	1,273	1,368	1,536	1,137	1,230	1,536
10-603-1035 VISION CARE INSURANCE	295	302	324	365	270	290	365
10-603-1036 LIFE INSURANCE	266	277	298	318	253	275	281
10-603-1037 WORKERS' COMP INSURANCE	4,416	5,136	5,753	8,240	4,045	6,200	5,249
10-603-1040 TMRS RETIREMENT	20,756	21,684	25,160	31,644	22,102	24,200	31,935
10-603-1070 SPECIAL ALLOWANCES	<u>3,750</u>	<u>6,508</u>	<u>7,374</u>	<u>7,200</u>	<u>6,837</u>	<u>7,300</u>	<u>7,200</u>
TOTAL PERSONNEL	196,885	209,286	243,299	275,849	209,939	230,587	281,790
<u>SUPPLIES</u>							
10-603-2020 OFFICE SUPPLIES	497	467	1,256	1,000	529	750	1,000
10-603-2040 OTHER SUPPLIES	0	0	0	0	0	0	0
10-603-2050 PRINTING & COPYING	40	73	0	150	117	150	175
10-603-2060 MEDICAL EXAMS/SCREENING/TES	146	225	164	175	1,121	1,121	200
10-603-2070 JANITORIAL SUPPLIES	2,775	2,518	2,525	2,000	2,719	2,498	2,000
10-603-2080 UNIFORMS	371	685	1,016	1,500	461	900	1,500
10-603-2090 SMALL TOOLS	1,391	2,340	2,693	3,000	3,650	3,751	3,000
10-603-2091 SAFETY GEAR	<u>1,192</u>	<u>889</u>	<u>1,378</u>	<u>1,400</u>	<u>1,317</u>	<u>1,350</u>	<u>1,000</u>
TOTAL SUPPLIES	6,411	7,198	9,033	9,225	9,913	10,520	8,875
<u>SERVICES</u>							
10-603-3010 ADVERTISING	0	0	0	0	0	0	0
10-603-3012 PROFESSIONAL - ENGINEERING	0	30,975	23,925	10,000	10,161	10,161	5,000
MS4	0						0
GENERAL	0						5,000
10-603-3013 PROFESSIONAL SERVICES	42,553	18,808	16,112	45,500	18,499	32,000	26,700
TREE SERVICE/MUNICIPAL P	0						10,000
LANDSCAPE MAINT @ CITY	0						5,000
JANITORIAL SERVICES-CIT	0						8,200
CITY HALL - CARPET-TILE	0						3,500
10-603-3014 PROF SERV - CH & MONUMENTS	0	0	0	0	0	0	20,000
LANDSCAPING/LIGHTING	0						20,000
10-603-3020 ASSOCIATION DUES & PUBS	0	100	0	195	400	400	300
MS4	0						100
GENERAL	0						200
10-603-3030 TRAINING/EDUCATION	824	229	455	300	750	750	300
10-603-3040 TRAVEL/MILEAGE/LODGING/PERD	0	0	30	250	0	0	250
10-603-3050 LIABILITY INSURANCE	2,702	2,836	3,457	3,630	3,702	3,702	3,890
10-603-3060 UNIFORM SERVICE	1,469	1,887	1,016	1,500	1,666	1,800	1,500
10-603-3070 PROPERTY INSURANCE	<u>1,333</u>	<u>1,399</u>	<u>1,705</u>	<u>1,800</u>	<u>1,836</u>	<u>1,836</u>	<u>1,930</u>
TOTAL SERVICES	48,881	56,234	46,700	63,175	37,014	50,649	59,870

10 -GENERAL FUND  
PUBLIC WORKS

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	(----- 2018-2019 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	2019-2020 ADOPTED BUDGET
EXPENDITURES							
<b>CONTRACTUAL</b>							
10-603-4075 COMPUTER SOFTWARE	0	0	0	0	0	0	600
WIN 10 LICENSES (6 w/WA 3	200.00						600
10-603-4086 CONTRACT LABOR	<u>9,746</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,194</u>	<u>2,194</u>	<u>0</u>
TOTAL CONTRACTUAL	9,746	0	0	0	2,194	2,194	600
<b>MAINTENANCE</b>							
10-603-5005 EQUIPMENT LEASES	1,015	1,429	3,467	3,000	4,057	4,100	3,000
10-603-5010 EQUIPMENT MAINT & REPAIR	9,347	15,534	16,550	12,000	10,243	11,000	12,000
10-603-5015 ELECTRONIC EQPT MAINT	0	316	0	0	0	0	0
10-603-5020 VEHICLE MAINTENANCE	6,998	13,511	8,600	8,000	6,558	7,000	7,000
10-603-5030 BUILDING MAINTENANCE	11,155	9,398	13,217	10,000	13,215	13,500	11,000
SECURITY SYSTEM 0	0.00						1,000
JANITORIAL SUPPLIES-MAT 0	0.00						1,000
VARIOUS 0	0.00						6,000
LIGHTS 0	0.00						3,000
10-603-5060 VEHICLE & EQPT FUELS	<u>2,610</u>	<u>3,581</u>	<u>6,520</u>	<u>5,000</u>	<u>5,539</u>	<u>6,000</u>	<u>5,000</u>
TOTAL MAINTENANCE	31,124	43,769	48,354	38,000	39,612	41,600	38,000
<b>DEPT MATERIALS-SERVICES</b>							
10-603-6011 CHEMICALS	927	295	718	1,000	810	810	750
10-603-6055 FIRE HYDRANTS	0	0	1,993	0	0	0	0
RISER REPAIRS ~ 6 HYDRA 0	0.00						0
10-603-6080 STREET MAINTENANCE	14,751	40,645	19,660	35,000	20,002	33,500	75,350
MAINTENANCE 0	0.00						31,000
STRIPING 0	0.00						44,350
10-603-6081 SIGN MAINTENANCE	2,859	9,279	2,912	2,000	2,008	2,008	2,000
GENERAL SIGN MAINTENANC 0	0.00						2,000
10-603-6085 STRIPING	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL DEPT MATERIALS-SERVICES	18,538	50,219	25,283	38,000	22,820	36,318	78,100
<b>UTILITIES</b>							
10-603-7040 UTILITIES - ELECTRIC	37,734	37,847	39,738	40,000	34,838	38,000	38,000
10-603-7041 UTILITIES - GAS	1,146	1,025	1,340	1,800	285	500	1,000
10-603-7042 UTILITIES - PHONE	0	934	434	500	468	500	500
10-603-7044 UTILITIES - WATER	9,808	11,287	15,241	8,600	13,171	13,750	12,000
10-603-7045 STREET LIGHTS	<u>34,655</u>	<u>35,163</u>	<u>34,018</u>	<u>30,000</u>	<u>25,960</u>	<u>28,300</u>	<u>30,000</u>
TOTAL UTILITIES	83,342	86,256	90,772	80,900	74,723	81,050	81,500

10 -GENERAL FUND  
PUBLIC WORKS

				(----- 2018-2019 -----)			2019-2020
EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	ADOPTED BUDGET
<u>CAPITAL OUTLAY</u>							
10-603-8005 OFFICE FURNITURE	0	0	0	300	410	410	300
10-603-8010 NON-CAPITAL-ELECTRONIC EQUI	0	6,209	0	0	0	0	0
10-603-8015 NON-CAPITAL-COMPUTER	0	1,288	579	400	397	397	1,150
COMPUTER/MONITOR 1	400.00						400
COMPUTER - PW OFFICE AT 1	750.00						750
10-603-8020 NON-CAPITAL-MAINTENANCE EQU	0	2,497	3,540	8,723	7,391	7,391	0
10-603-8060 CAPITAL - EQUIPMENT	33,599	137,362	61,889	0	0	0	0
10-603-8080 CAPITAL IMPROVEMENT PROJECT	0	0	0	7,500	7,500	7,500	0
10-603-8081 CAPITAL - BUILDINGS	<u>0</u>	<u>10,813</u>	<u>0</u>	<u>25,000</u>	<u>25,597</u>	<u>25,597</u>	<u>0</u>
TOTAL CAPITAL OUTLAY	33,599	158,168	66,008	41,923	41,295	41,295	1,450
<u>INTERFUND TRANSFERS</u>							
10-603-9010 TRF TO CAPITAL REPLACEMENT	1,090,972	41,479	163,877	47,572	42,572	42,572	49,122
EMERGENCY BACKUP POWER 0	0.00						5,000
FUTURE EQUIPMENT REPLAC 0	0.00						39,122
DRAINAGE DEVELOPMENT 0	<u>0.00</u>						<u>5,000</u>
TOTAL INTERFUND TRANSFERS	1,090,972	41,479	163,877	47,572	42,572	42,572	49,122
<hr/>							
TOTAL PUBLIC WORKS	1,519,497	652,609	693,326	594,644	480,083	536,785	599,307

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## Fire Department - 604



### **Mission Statement**

The City of Shavano Park Fire Department continuously works to prevent and suppresses fires, educates and rescues citizens, provides emergency medical services, promote public safety and foster community relations to the residences and businesses within Shavano Park in order to provide first-class protection to our citizens, business owners and visitors.

### **Goals:**

- Develop an organization to effectively administer and manage the resources of the Fire Department
- Develop a system for minimizing the impact of disaster and other emergencies on life and property
- Provide an effective Emergency Medical Service system
- Provide an effective Fire Suppression and Prevention Program

### **Objectives:**

- Effectively communicate the Department's mission and vision to employees, partners and stakeholders
- Recognize and scale to changing budgetary, fiscal, and regulatory conditions
- Seek to improve operational efficiency and effectiveness by shaping, enhancing, and adapting to changing circumstances
- Seek to maintain / improve our current ISO rating of 2
- Cultivate and strengthen relationships with stakeholders, governing bodies, and our customers
- Foster a culture that emphasizes and enhances employee health and safety
- Promote a highly motivated and well-trained workforce
- Strive to complete the Texas Best Practice program
- Strive to maintain an average response time under 4 minutes
- Investigate options for a long-term cancer screening plan for fire fighters
- Initiate a training program to certify all existing firefighters as aerial apparatus operators
- Reorganize the rank structure to include Battalion Chiefs for improved ISO credit
- Develop a plan to house female firefighter for future hiring possibilities
- Continue compliance and code enforcement of tree ordinance
- Purchase/replace extractor washing machine for firefighting gear
- Purchase backup generator to power FD Offices, and truck bays
- Promote administrator to Captain/EMS Director
- Develop/implement commendation program for fire personnel
- Widen rear driveway to allow for better access of ladder truck to rear of truck bays

<b>FIRE &amp; EMS PERFORMANCE MEASURES:</b>				
<b>Description:</b>	<b>Actual FY16-17</b>	<b>Actual FY17-18</b>	<b>To date FY18-19</b>	<b>Target FY19-20</b>
Overall Average Response Time (Minutes)	4:07	4:16	4:02	4:00
Total Number of EMS Responses	449	560	330	500
Number of EMS Transports	246	305	158	275
Number of Fire Calls for Service	21	31	19	25
Total Number of Responses	968	1,012	576	1,000

## FIRE DEPARTMENT - 604

### Major Budget Changes

#### Personnel Salary/Benefits

Reorganization in personnel to move the Administrative Lieutenant to Captain, to align with actual responsibilities. Council provided consensus guidance for a 3.25% raise recommendation. The budget accounts for a 3.5% increase in employee health benefits provided by the Texas Municipal League Health Benefits Pool, which increases the defined contribution by \$19 per employee/month from \$553 to \$572 per employee/month.

No significant changes have been made to the day to day operations.

Medication prices expected to increase 30-35% due to new DEA requirements.

Reduction in Contract Labor (4086) as the Fire Chief position was filled.

#### **Capital Outlay**

- 8015 Non-capital - computer equipment		
Computer and monitor	\$	1,900
-8040 PPE Equipment		
Replacement SCBA monitoring tablet	\$	2,500
- 8080 Improvements		
Widen rear driveway to better accommodate platform apparatus access to the garage bays	\$	16,000

<b>Interfund Transfers - Capital Replacement (- 9010)</b>	<b>\$</b>	<b>206,623</b>
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Funds included in this line item are dollars being setting aside for future capital replacement. Additional information and further break downs are located within the budget document in the Capital Replacement Fund.

10 -GENERAL FUND  
FIRE DEPARTMENT

FIRE DEPARTMENT				(----- 2018-2019 -----)	2018-2019 -----)		2019-2020
	2015-2016	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	ADOPTED
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET
<u>PERSONNEL</u>							
10-604-1010 SALARIES	833,099	996,280	1,006,779	1,072,232	948,646	1,028,000	1,103,800
10-604-1015 OVERTIME	16,695	26,090	39,333	35,000	46,554	52,000	35,000
10-604-1020 MEDICARE	11,935	14,517	14,938	16,297	14,101	15,900	16,907
10-604-1025 TWC (SUI)	3,158	155	2,923	3,519	153	153	3,060
10-604-1030 HEALTH INSURANCE	89,550	86,242	108,461	112,812	98,987	108,400	116,688
10-604-1031 HSA	651	662	594	755	531	575	755
10-604-1033 DENTAL INSURANCE	6,143	6,719	6,479	6,543	5,752	6,300	6,543
10-604-1035 VISION CARE INSURANCE	1,591	1,616	1,553	1,542	1,362	1,490	1,542
10-604-1036 LIFE INSURANCE	1,285	1,320	1,331	1,353	1,218	1,330	1,193
10-604-1037 WORKERS' COMP INSURANCE	16,186	19,647	22,707	25,602	16,699	22,700	30,992
10-604-1040 TMRS RETIREMENT	115,383	141,721	146,136	156,781	140,215	152,800	162,660
10-604-1070 SPECIAL ALLOWANCES	<u>2,808</u>	<u>9,077</u>	<u>17,469</u>	<u>14,400</u>	<u>14,295</u>	<u>15,500</u>	<u>16,520</u>
TOTAL PERSONNEL	1,098,486	1,304,044	1,368,703	1,446,836	1,288,514	1,405,148	1,495,660
<u>SUPPLIES</u>							
10-604-2020 OFFICE SUPPLIES	1,563	1,836	1,377	1,500	1,480	1,500	1,500
10-604-2060 MEDICAL EXAMS/SCREENING/TES	638	1,339	619	2,000	353	700	1,000
DRUG TESTING	0	0.00					200
HEALTH SCREENING	0	0.00					400
IMMUNIZATIONS	0	0.00					250
FIRE FIGHTER CANDIDATE	0	0.00					150
10-604-2070 JANITORIAL SUPPLIES	2,352	2,018	2,799	2,500	1,749	2,400	2,500
10-604-2080 UNIFORMS & ACCESSORIES	6,508	6,832	5,597	7,000	6,746	6,800	7,000
UNIFORMS - (17) FIRE FI	<u>0.00</u>						<u>7,000</u>
TOTAL SUPPLIES	11,062	12,025	10,392	13,000	10,328	11,400	12,000
<u>SERVICES</u>							
10-604-3017 PROFESSIONAL - MEDICAL DIRE	4,200	4,500	4,805	5,900	4,950	5,400	5,400
MEDICAL DIRECTOR 12	400.00						4,800
OTHER PROF. SERV.	0	0.00					200
EMERGENCY MANAGEMENT PL	0	0.00					400
10-604-3020 ASSOCIATION DUES & PUBS	5,435	6,169	7,255	8,420	5,858	7,300	8,420
TCFP DUES & CERT FEES	0	0.00					4,045
STRAC DUES	0	0.00					200
ICC CODE BOOK UPDATE	0	0.00					200
NATIONAL FIRE CODE UPDA	0	0.00					1,300
TX AMBULANCE ASSOC.	0	0.00					250
TDSHS RECERT FEES & CE	0	0.00					1,150
NFPA MEMBERSHIP	0	0.00					150
ALAMO AREA FIRE CHIEFS	0	0.00					25
TX FIRE CHIEFS/BEST PRA	0	0.00					500
UT/UNIV. HOSPITAL INF C	0	0.00					600
10-604-3030 TRAINING/EDUCATION	5,905	7,415	5,208	9,040	5,482	7,000	7,000
CE SOLUTIONS - EMS	0	0.00					2,000
CE - FIRE FIGHTERS	0	0.00					2,500



10 -GENERAL FUND  
FIRE DEPARTMENT

				(----- 2018-2019 -----)			2019-2020	
EXPENDITURES		2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	ADOPTED BUDGET
FIRERMS & EPCR TESTING	0	0.00						2,500
10-604-3040 TRAVEL/MILEAGE/LODGING/PERD		1,686	2,272	3,475	4,000	2,598	2,598	4,000
TRAVEL-MILEAGE-LODGING	0	0.00						3,500
FOOD FOR TRAINING/MEETI	0	0.00						500
10-604-3050 LIABILITY INSURANCE		13,218	13,873	16,910	18,100	19,653	19,653	22,000
10-604-3070 PROPERTY INSURANCE		6,573	6,899	8,409	9,000	11,310	11,310	13,000
10-604-3080 SPECIAL SERVICES		2,227	1,727	2,710	12,860	10,807	12,800	10,800
EMERGICON	12	900.00						10,800
10-604-3090 COMMUNICATIONS SERVICES		3,800	4,126	4,072	4,668	4,121	4,668	4,668
DATA CARDS-MDTS	12	264.00						3,168
AT&T PHONE SERVICE	12	105.00						1,260
AT&T MDT SERVICE	12	20.00						240
TOTAL SERVICES		43,043	46,980	52,844	71,988	64,780	70,729	75,288
<u>CONTRACTUAL</u>								
10-604-4045 RADIO ACCESS FEES - COSA		5,832	5,832	5,832	6,000	5,832	5,832	6,000
COSA/HARRIS RADIO	0	0.00						6,000
HARRIS RADIO MAINT.	0	0.00						0
10-604-4075 COMPUTER SOFTWARE/MAINTENAN		220	0	216	500	0	0	3,900
GENERAL	0	0.00						500
WIN 10 LICENSES	17	200.00						3,400
10-604-4086 CONTRACT LABOR		0	0	0	15,900	15,902	15,902	0
TOTAL CONTRACTUAL		6,052	5,832	6,048	22,400	21,734	21,734	9,900
604-4075	COMPUTER SOFTWARE/MAINTENANEXT YEAR NOTES:							
	Software updates per Curtis. Upgrading computers and tablets to Windows 10 from Windows 7.							
<u>MAINTENANCE</u>								
10-604-5010 EQUIPMENT MAINT & REPAIR		4,446	4,331	4,224	4,500	4,213	4,500	4,500
FIRE EQUIPMENT	0	0.00						3,000
EMS	0	0.00						750
VARIOUS EQUIPMENT	0	0.00						750
10-604-5020 VEHICLE MAINTENANCE		20,558	20,453	21,063	20,000	32,113	32,500	15,000
FIRE ENGINES	2	4,000.00						8,000
EMS UNITS	2	2,000.00						4,000
BRUSH, SUPPORT, CHIEF T	3	1,000.00						3,000
10-604-5030 BUILDING MAINTENANCE		10,175	8,078	6,036	7,000	6,824	7,000	7,000
FIRE STATION	0	0.00						5,500
LIVING QUARTERS	0	0.00						1,500
10-604-5060 VEHICLE & EQPT FUELS		7,839	9,206	11,214	10,000	8,524	10,000	10,000
TOTAL MAINTENANCE		43,019	42,068	42,538	41,500	51,675	54,000	36,500

10 -GENERAL FUND  
FIRE DEPARTMENT

				(----- 2018-2019 -----)			2019-2020	
EXPENDITURES		2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	ADOPTED BUDGET
<u>DEPT MATERIALS-SERVICES</u>								
10-604-6015 ELECTRONIC EQPT MAINT		5,978	5,015	10,048	7,000	5,997	7,000	7,000
STRAC TABLET EPCR USER	2	800.00						1,600
RADIO TOWER MAINTENANCE	0	0.00						300
MDT MAINTENANCE	0	0.00						1,500
ZOLL CARDIAC MONITOR CA	2	500.00						1,000
GAS MONITORING	0	0.00						400
MISC VARIOUS EQUIPMENT	0	0.00						2,200
10-604-6030 INVESTIGATIVE SUPPLIES/PROC		120	968	328	1,500	28	750	1,500
10-604-6040 EMS SUPPLIES		20,998	21,120	24,664	23,000	21,470	22,500	25,340
EMS OXYGEN	12	120.00						1,440
DISPOSABLE MEDICAL SUPP	0	0.00						13,500
MEDICATIONS	0	0.00						9,000
BIO HAZARD WASTE DISPOS	0	0.00						1,400
10-604-6045 FIRE FIGHTING EQPT SUPPLIES		14,887	5,548	9,675	12,000	11,724	11,800	10,000
FIRE HOSE REPLACEMENT	1	3,000.00						3,000
SMALL EQUIPMENT REPLACE	1	2,000.00						2,000
FIRE NOZZLE REPLACEMENT	1	2,000.00						2,000
CLASS A & B FOAM	0	0.00						1,000
VARIOUS SUPPLIES	0	0.00						2,000
10-604-6060 PPE MAINTENENCE		15,572	14,191	13,571	14,100	9,923	12,500	14,100
GEAR REPLACEMENT	5	2,000.00						10,000
NEW GEAR	0	0.00						2,000
REPAIRS	0	0.00						1,000
AIR QUALITY TESTING	0	0.00						500
MISC. PPE	0	0.00						600
TOTAL DEPT MATERIALS-SERVICES		57,556	46,842	58,286	57,600	49,142	54,550	57,940
604-6040	EMS SUPPLIES	NEXT YEAR NOTES: We have been told by our vendors to anticipate a 30-35% increase in medication prices due to new DEA regulations. Additionally, the new DEA requirements will require serial numbers on packaging eliminating the ability to purchase single units.						
<u>UTILITIES</u>								
10-604-7044 UTILITIES - WATER		1,744	1,629	1,404	1,600	1,302	1,600	1,400
TOTAL UTILITIES		1,744	1,629	1,404	1,600	1,302	1,600	1,400

10 -GENERAL FUND  
FIRE DEPARTMENT

	2015-2016	2016-2017	2017-2018	(----- 2018-2019 -----)	2019-2020
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	ADOPTED BUDGET
				Y-T-D ACTUAL	PROJECTED YEAR END
<u>CAPITAL OUTLAY</u>					
10-604-8010 NON-CAPITAL-ELECTRONIC EQUI	18,006	17,043	16,600	0	0
10-604-8012 NON-CAPITAL-FIRE ARMS/TASER	0	0	797	0	0
10-604-8015 NON-CAPITAL-COMPUTER EQUIPM	8,168	394	468	500	0
COMPUTER/MONITOR	0	0.00			400
COMPUTER	1	1,500.00			1,500
10-604-8020 NON-CAPITAL MAINTENANCE EQP	0	156	0	0	0
10-604-8025 NON CAPITAL-OFFICE FURN/EQU	0	648	269	0	407
10-604-8035 FIRE FIGHTING EQPT PURCH	0	1,273	0	0	0
10-604-8040 CAPITAL - PPE EQUIPMENT	0	0	0	0	0
10-604-8050 CAPITAL - VEHICLE	0	179,939	186,490	0	0
10-604-8060 CAPITAL - EQUIPMENT	0	50,828	21,575	0	0
10-604-8080 CAPITAL - IMPROVEMENT	0	8,065	0	0	0
WIDEN REAR DRIVEWAY	0	0.00			16,000
10-604-8081 CAPITAL - BUILDINGS	<u>13,727</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL CAPITAL OUTLAY	39,902	258,347	226,200	500	407
604-8040 CAPITAL - PPE EQUIPMENT					
NEXT YEAR NOTES: Purchase replacement Tablet that was stolen. This Tablet was to be used for monitoring SCBA's on fire ground. This tablet was part of the original purchase plan when purchasing the SCBA's.					
<u>INTERFUND TRANSFERS</u>					
10-604-9000 GRANT EXPENDITURES	5,457	7,054	10,728	17,000	13,854
STRAC GRANT - EMS	0	0.00			
TEXAS FOREST SERVICE	0	0.00			
10-604-9010 TRF TO CAPITAL REPLACEMENT	780,514	199,553	422,343	208,106	208,106
EQUIPMENT REPLACEMENT	0	0.00			
EMERGENCY BACKUP POWER	0	0.00			
APPARATUS	0	<u>0.00</u>			
TOTAL INTERFUND TRANSFERS	785,971	206,607	433,071	225,106	221,960
TOTAL FIRE DEPARTMENT	2,086,834	1,924,374	2,199,486	1,880,530	1,709,843
					1,841,528
					1,932,711

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## Police Department - 605



### **Mission Statement**

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

### **Goals:**

- Effectively conduct Community-Oriented Policing to provide safety and security of the citizens and visitors of Shavano Park
- Provide proactive enforcement of traffic code, criminal statutes, and city ordinances
- Increase safety of citizens and officers through technology and training
- Reduce potential legal liabilities for City and employees by having a trained and prepared police force
- Publish and execute an annual training plan to increase professional development of employees, improve job performance, and mitigate safety hazards

### **Objectives:**

- Maintain crime rates across the City
- Maintain average police response times to less than 4 minutes
- Continue to assess manning needs for Police Department
- Purchase one desk computer for patrol crime reporting
- Replace 6 ticket writers and 1 ticket printer, (\$11,363)
- Change job title of "Police Secretary" to "Police Office Manager," to align with all that position's tasks
- Continue providing staff quality in-service and outside training opportunities
- Continue to seek positive methods for enhancing Community Policing
- Improve citizen/officer interaction through increasing public contact by use of various social media and web opportunities
- Assess emerging technology for officer safety and efficiency
- Publish monthly crime update
- Update 5 year historical crime assessment
- Continue to pursue grant opportunities
- Purchase six shotgun vehicle lock mounts (\$10,500)
- Purchase and install four traffic notification signs, two each on DeZavala Road and Lockhill-Selma Road at a total cost of \$21,000.

<b>POLICE DEPARTMENT PERFORMANCE MEASURES:</b>				
<b>Description:</b>	<b>Calendar Year 2016</b>	<b>Calendar Year 2017</b>	<b>Calendar Year 2018</b>	<b>Target 2019</b>
Calls for Service	2,721	2,797	2,645	2,700
Response Time	not measured	not measured	not measured	4 minutes
Citations Written	1,465	1,220	1,114	1,100
Warnings Issued	3,660	1,995	1,986	2,000
# of Offense Reports Generated	249	161	98	100
Number of patrol officers per 1,000 population	3.25	3.69	3.69	3.69

## Police Department - 605

### Major Budget Changes

#### Personnel Salary/Benefits:

No change in personnel. Council provided consensus guidance for the 3.25% raise recommendation and pay grade change for the Police Department Office Manager. The budget accounts for a 3.5% increase in employee health benefits provided by the Texas Municipal League Health Benefits Pool, which increases the defined contribution by \$19 per employee/month from \$553 to \$572 per employee/month.

A portion of Salaries, Medicare, and TMRS are being supplemented from the Court Restricted Fund (Security) to cover the manpower needed during the monthly Municipal Court sessions, estimated at three hours per officer for three officers per session.

No significant changes have been made to the day to day operations.

#### Capital Outlay:

As the Police Department capital outlay expenditures are financed via the Crime Control District, those items are being budgeted in that fund.

#### Grant Expenditures:

\$ 43,000

The Department was awarded a \$38,010 NIBRS grant to update its record management system. Total expenditures expected to be \$43,000. Difference funded by a transfer from the Crime Control and Prevention District Fund.

10 -GENERAL FUND  
POLICE DEPARTMENT

	(----- 2018-2019 -----)						2019-2020
EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	ADOPTED BUDGET
<u>PERSONNEL</u>							
10-605-1010 SALARIES	780,492	959,239	1,072,728	1,110,817	1,010,390	1,101,500	1,129,812
10-605-1015 OVERTIME	6,643	9,874	13,585	16,000	11,486	16,000	16,000
10-605-1020 MEDICARE	11,330	14,001	15,743	16,930	14,973	16,700	17,149
10-605-1025 TWC (SUI)	3,081	351	3,078	3,933	233	233	3,420
10-605-1030 HEALTH INSURANCE	90,675	88,000	124,463	126,084	114,195	124,150	130,416
10-605-1031 HSA	699	726	799	844	736	800	844
10-605-1033 DENTAL INSURANCE	5,397	6,482	7,551	7,289	6,654	7,450	7,216
10-605-1035 VISION CARE INSURANCE	1,555	1,639	1,776	1,704	1,555	1,700	1,744
10-605-1036 LIFE INSURANCE	1,278	1,381	1,540	1,512	1,371	1,500	1,334
10-605-1037 WORKERS' COMP INSURANCE	18,527	23,085	28,335	32,499	21,648	28,300	28,046
10-605-1040 TMRS RETIREMENT	109,554	136,169	153,641	162,879	146,319	160,500	164,985
10-605-1070 SPECIAL ALLOWANCES	<u>10,200</u>	<u>21,925</u>	<u>31,894</u>	<u>37,775</u>	<u>31,613</u>	<u>36,000</u>	<u>36,875</u>
TOTAL PERSONNEL	1,039,431	1,262,872	1,455,134	1,518,266	1,361,173	1,494,833	1,537,841
<u>SUPPLIES</u>							
10-605-2020 OFFICE SUPPLIES	2,199	2,198	2,541	3,000	2,709	3,000	3,000
10-605-2050 PRINTING & COPYING	1,112	1,266	1,297	1,300	1,383	1,383	1,300
FORMS, MIRANDA, LEGISLA 0	0.00						1,300
10-605-2060 MEDICAL/SCREENING/TESTING/B	510	417	264	1,000	368	500	500
PSYCHOLOGICAL EVALUATIO 0	0.00						200
DRUG SCREEN-PYHSICALS 0	0.00						300
10-605-2070 JANITORIAL/BUILDING SUPPLIE	499	496	490	0	0	0	0
10-605-2080 UNIFORMS & ACCESSORIES	13,601	24,525	25,286	27,000	24,897	25,500	27,000
UNIFORMS 0	0.00						19,000
8- BULLET PROOF VESTS 0	<u>0.00</u>						<u>8,000</u>
TOTAL SUPPLIES	17,921	28,901	29,878	32,300	29,356	30,383	31,800
<u>SERVICES</u>							
10-605-3020 ASSOCIATION DUES & PUBS	744	1,235	6,023	5,870	2,202	2,500	2,869
NATIONAL ASSN. OF POLIC 0	0.00						60
TX POLICE CHIEF ASSN. - 0	0.00						50
TEXAS POLICE ASSOCIATIO 0	0.00						30
CRIMINAL LAW & TRAFFIC 0	0.00						1,200
TX POLICE CHIEF ASSN - 0	0.00						350
NOTARY PUBLIC - RENEWAL 0	0.00						130
TX BEST PRACTICE FEE 0	0.00						500
PERF 0	0.00						360
SHRM 0	0.00						189
10-605-3030 TRAINING/EDUCATION	581	1,714	2,013	3,500	150	2,000	3,500
0	0.00						3,500
FIREARMS TRAINING 22 OF 0	0.00						0
~ 20 VARIOUS TRAINING C 0	0.00						0
TML CONFERENCE 0	0.00						0
10-605-3040 TRAVEL/MILEAGE/LODGING/PERD	364	1,286	2,653	4,000	4,962	4,962	5,000
0	0.00						5,000

10 -GENERAL FUND  
POLICE DEPARTMENT

EXPENDITURES	(----- 2018-2019 -----)						2019-2020
	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	ADOPTED BUDGET
10-605-3050 LIABILITY INSURANCE	10,908	12,448	17,343	16,000	17,029	17,029	17,900
10-605-3060 UNIFORM MAINTENANCE	2,273	2,715	3,862	6,000	3,259	3,900	6,000
21 OFFICERS AT ~\$350 EA 0	0.00						6,000
10-605-3071 PROPERTY INSURANCE	5,423	5,692	6,938	7,300	7,960	7,960	8,400
10-605-3072 ANIMAL CONTROL SERVICES	12,000	12,000	12,000	12,500	11,000	12,000	12,500
DEZAVALA SHAVANO VET CL 12	1,000.00						12,000
ANIMAL CONTROL EQUIPMEN 0	0.00						500
10-605-3087 CITIZENS COMMUNICATION/ED	0	200	610	400	400	400	400
10-605-3090 COMMUNCIATIONS SERVICES	4,399	4,391	5,985	4,600	5,130	5,594	5,600
MDT SERVICES 0	0.00						5,600
TOTAL SERVICES	36,692	41,681	57,427	60,170	52,092	56,345	62,169
<b>CONTRACTUAL</b>							
10-605-4035 CONTRACT/DISPATCH SERVICES	30,000	0	0	0	0	0	0
10-605-4045 CONTRACT/RADIO FEES COSA	6,696	6,696	7,776	9,600	7,992	7,992	8,000
10-605-4075 COMPUTER SOFTWARE/INCODE	12,275	12,577	13,403	13,595	13,060	13,500	15,886
INCODE - TDEX INTERFACE 0	0.00						621
INCODE - CALLS FOR SERV 0	0.00						708
INCODE - PUBLIC SAFETY 0	0.00						7,543
BRAZOS TECHNOLOGY 0	0.00						2,610
LEADS ONLINE 0	0.00						1,758
PRODUCTIVITY (TCLEDDS) 0	0.00						500
ACCURINT (LEXIS-NEXIS) 0	0.00						396
WIN 10 LICENSES 6	200.00						1,200
ADOBE LICENSE (standard 2	160.00						320
ADOBE LICENSE (PRO) 1	230.00						230
TOTAL CONTRACTUAL	48,971	19,273	21,179	23,195	21,052	21,492	23,886
<b>MAINTENANCE</b>							
10-605-5005 EQUIPMENT LEASES	3,333	1,895	2,168	3,100	1,663	1,700	2,000
MONTHLY COPY FEES - PER 0	0.00						2,000
10-605-5010 EQUIPMENT MAINT & REPAIR	2,530	962	2,836	3,000	894	2,000	3,000
10-605-5015 ELECTRONIC EQPT MAINT	7,798	9,288	3,791	5,350	734	1,750	5,350
MIDWEST RADAR-CERTIFICA 0	0.00						350
DAILY WELLS - RAIDO REP 0	0.00						2,000
COPTRAX/TECH SUPPORT/RE 0	0.00						3,000
10-605-5020 VEHICLE MAINTENANCE	15,164	24,689	34,697	23,000	24,629	25,000	23,000
10-605-5060 VEHICLE & EQPT FUELS	27,123	29,746	35,968	30,000	28,837	32,500	30,000
TOTAL MAINTENANCE	55,948	66,581	79,460	64,450	56,757	62,950	63,350



10 -GENERAL FUND  
POLICE DEPARTMENT

	2015-2016	2016-2017	2017-2018	(----- 2018-2019 -----)	2019-2020		
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	ADOPTED BUDGET
<u>DEPT MATERIALS-SERVICES</u>							
10-605-6030 INVESTIGATIVE SUPPLIES	1,670	3,462	2,224	3,000	2,935	3,000	3,000
10-605-6032 POLICE SAFETY SUPPLIES	2,229	2,250	2,250	3,400	2,943	3,000	3,000
FLARES	0	0.00					450
SABA	0	0.00					1,700
GLOVES, TRAFFIC CONES,	0	0.00					850
10-605-6035 FIREARMS EQUIPMENT/SUPPLIES	5,036	5,109	5,969	6,000	1,697	4,500	6,500
AMMUNITION	0	0.00					4,500
TARGETS/SHOOTING PADS	0	0.00					1,500
CLEANING SUPPLIES	0	0.00					500
TOTAL DEPT MATERIALS-SERVICES	8,935	10,821	10,443	12,400	7,574	10,500	12,500
<u>UTILITIES</u>							
10-605-7042 UTILITES- PHONE	4,587	5,498	4,474	4,300	3,797	4,400	4,400
CELL PHONES	0	0.00					2,900
AT&T DISPATCH LINE	0	0.00					1,500
TOTAL UTILITIES	4,587	5,498	4,474	4,300	3,797	4,400	4,400
<u>CAPITAL OUTLAY</u>							
10-605-8010 NON-CAPITAL-ELECTRONIC EQUI	3,290	23,851	20,397	0	0	0	0
10-605-8012 NON CAPITAL-FIRE ARMS/TASER	0	16,219	8,640	0	0	0	0
10-605-8015 NON-CAPITAL-COMPUTER EQUIP.	0	3,842	9,706	0	0	0	400
COMPUTER/MONITOR	1	400.00					400
10-605-8020 NON-CAPITAL MAINT. EQUIPMEN	0	4,012	0	0	0	0	0
10-605-8025 NON-CAPITAL - OFFICE FURNIT	0	0	3,107	0	0	0	0
10-605-8030 CAPITAL - ELECTRONIC EQUIPM	12,231	54,754	0	0	0	0	0
10-605-8040 CAPITAL - PER PROTECTIVE EQ	0	0	0	0	0	0	0
10-605-8045 CAPITAL - COMPUTER EQUIPMEN	10,085	7,213	0	0	0	0	0
10-605-8050 CAPITAL - VEHICLES	75,967	42,044	147,129	0	0	0	0
10-605-8081 CAPITAL - BUILDING	0	5,980	0	0	0	0	0
TOTAL CAPITAL OUTLAY	101,573	157,916	188,979	0	0	0	400
<u>INTERFUND TRANSFERS</u>							
10-605-9000 GRANT EXPENDITURES	0	0	14,000	15,480	16,279	16,279	43,000
NIBRS UPGRADE MANDATE	0	0.00					43,000
TOTAL INTERFUND TRANSFERS	0	0	14,000	15,480	16,279	16,279	43,000
TOTAL POLICE DEPARTMENT	1,314,060	1,593,543	1,860,974	1,730,561	1,548,080	1,697,182	1,779,346

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## Development Services - 607

### Major Budget Changes

#### Personnel Salary/Benefits

There are no personnel located within this department. Services are performed by outside contractors.

Decline in Building Inspection Services expenditures (3015) coincides with decline in permitting revenues.

No significant change in the day to day operations of this department.

10 -GENERAL FUND  
DEVELOPMENT SERVICES

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	(----- 2018-2019 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	2019-2020 ADOPTED BUDGET
<b>EXPENDITURES</b>							
<b>SUPPLIES</b>							
10-607-2020 OFFICE SUPPLIES	0	0	340	0	0	0	325
PLAN STORAGE BIN 1	325.00						325
10-607-2050 PRINTING & COPYING	<u>675</u>	<u>207</u>	<u>1,096</u>	<u>1,000</u>	<u>80</u>	<u>450</u>	<u>750</u>
TOTAL SUPPLIES	675	207	1,436	1,000	80	450	1,075
<b>SERVICES</b>							
10-607-3012 PROF -ENGINEERING REVIEW	11,530	1,400	0	5,000	0	1,000	2,000
10-607-3015 PROF -BLDG INSPECTION SERVI	81,606	91,292	94,603	95,000	69,060	76,000	75,000
10-607-3016 PROF -HEALTH INSPECTOR	2,220	2,040	2,160	2,000	1,800	2,160	2,000
10-607-3017 PROF -SANITARY INSPECTION S	2,340	1,750	3,000	3,000	1,570	2,400	2,500
10-607-3020 ASSOCIATION DUES & PUBS	0	0	0	0	0	0	100
2018 I-CODES 1	<u>100.00</u>						<u>100</u>
TOTAL SERVICES	97,696	96,482	99,763	105,000	72,430	81,560	81,600
<b>CONTRACTUAL</b>							
10-607-4075 COMPUTER SOFTWARE/MAINTENAN	<u>1,300</u>	<u>1,400</u>	<u>1,400</u>	<u>1,500</u>	<u>1,400</u>	<u>1,400</u>	<u>1,500</u>
TOTAL CONTRACTUAL	1,300	1,400	1,400	1,500	1,400	1,400	1,500
<b>TOTAL DEVELOPMENT SERVICES</b>							
	99,671	98,089	102,599	107,500	73,910	83,410	84,175
<b>TOTAL EXPENDITURES</b>							
	5,936,031	5,118,254	5,889,043	5,352,022	4,768,138	5,232,448	5,458,847
	=====	=====	=====	=====	=====	=====	=====
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>							
	( 1,400,001)	634,070	( 423,105)	0	284,250	( 69,687)	0
	=====	=====	=====	=====	=====	=====	=====

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## 30 - DEBT SERVICE FUND

**Fund Purpose.** This fund accounts for the property taxes levied for payment of principal and interest on all general long-term debt of the City.

**Fund Description.** The debt service fund accounts for the accumulation of the interest and sinking (I&S) portion of ad valorem taxes for the payment of principal, interest and related costs.

The general obligation bonds are payable out of the City's ad valorem tax revenues. The City Council having authorized the levy, assessment and collection of ad valorem taxes sufficient to pay the annual debt service amounts as provided in the bond ordinance, solely for the benefit of said bonds. The bond ordinance stipulates that "said interest and sinking fund shall be kept separate and apart from all other funds and accounts of said City, and shall be used only for the paying the interest on and principal of said bonds."

As of September 30, 2019, the City's long-term debt consists of the three outstanding bonds:

- 1) **General Obligation Refunding Bonds, Series 2009.** The bond's current principal outstanding is \$195,000 with \$3,900 in interest for a total debt service of \$198,900.
  - \$40,873 (or 20.55%) of the debt service is supported by water revenues.
  - \$158,027 (or 79.45%) of the debt service is supported by ad valorem taxes.
- 2) **General Obligation Refunding Bond, Series 2017.** The bond's current principal outstanding is \$1,875,000 with \$817,800 in interest for a total debt service of \$2,692,800.
  - 100% of the debt service is supported by water revenues.
- 3) **General Obligation Refunding Bond, Series 2018.** The bond's current principal outstanding is \$1,360,000 with \$114,184 in interest for a total debt service of \$1,504,184.
  - \$309,110 (or 20.55%) of the debt service is supported by water revenues.
  - \$1,195,074 (or 79.45%) of the debt service is supported by ad valorem taxes.

The Debt Service Fund therefore supports \$1,353,101 in future debt service requirements.

The Water Debt Service Fund supports the remaining bond debt. See page 108 for information on the Water Fund portion of the debt.

**Fund Changes.** This budget provides \$121,603 in revenues from ad valorem taxes, \$40,000 from fund balance and \$37,748 in certified prior year excess ad valorem tax collections\*. A total of \$199,351 will be expensed for debt service in fiscal year 2019 – 2020.

The City of Shavano Park's fiscal year 2019 – 2020 debt service ratio is 0.035 or 3.5%. In other words 3.5% of the City's revenues this budget year are spent on debt service. This ratio demonstrates the City of Shavano Park is strong financially and that existing debt levels do not significantly impact current operations.

The debt service ratio is a widely accepted measure of sound financial management, and a useful tool to understand the City's fiscal integrity. Debt service ratio is the ratio of debt service expenditures as a percent of a municipality's own source revenue (I&S portion of ad valorem taxes in addition to general fund revenues). The Government Finance Officers Association considers a debt service ratio exceeding 20% as a warning signal for municipalities. A ratio of 10% or less is considered acceptable.

**Legal Debt Margin Information.** The City is a Type A general law municipality and under Article XI, Section 4, of the Texas Constitution the maximum ad valorem tax rate is limited to \$1.50 per \$100 Taxable Assessed Valuation for all City purposes. The Texas Attorney General has adopted an administrative policy that generally prohibits the issuance of debt by a municipality, such as the City, if its issuance produces debt service requirements exceeding that which can be paid from \$1.00 of the foregoing \$1.50 maximum rate calculated at 90% collection.

Per the City's Financial Advisors using the Texas Attorney General's guideline for general law Cities, the City's legal debt margin is based on a tax rate of \$1.00 per \$100 of net assessed property value with projected 90% collection of the tax levy. For the fiscal year 2019 – 2020 budget, the City's legal debt margin is \$11,847,156. This means the City could issue debt (bonds) up to an amount that generates a maximum debt service requirements of less than \$11,847,156.

The General Law Cities calculation of the legal debt margin for the City of Shavano Park is below:

**Estimated Net Assessed Value:** \$ 1,316,350,691

For the Texas Constitution Legal Debt Margin for Shavano Park – Divide the estimated net assessed value by \$100 and multiply by the Texas Attorney General general rule tax rate of \$1.00. Then subtract the maximum annual debt service requirement amount for existing General Obligation (G.O.) debt.

\$11,847,156	City of Shavano Park's maximum legal debt service requirement (based on tax rate of \$1.00 per \$100 value and 90% collection)
\$ 390,304	City of Shavano Park's maximum annual debt requirements for existing G.O. debt (will occur in fiscal year end 2024)
<hr/>	
\$11,456,852	City of Shavano Park's FY20 Debt Margin

According to the City's Financial Advisor, a debt margin of \$11,456,852 translates into additional debt capacity of approximately \$170 million in bonds (depending on factors such as number of debt issues and the interest environment).

\* The City has adopted the tax freeze for residents who are 65 years of age or older or disabled. As a result of this action, when the property tax rates are calculated for debt service (I&S) these property valuations are not included when determining the necessary tax rate to pay current year debt payments. However the frozen tax amounts paid during that year are proportioned out by the M&O and I&S ratios based on the adopted tax rate, creating excess ad valorem collections. This excess amount is then used to reduce the amount of funds to be collected when calculating the subsequent year's I&S rate.

## 30 - DEBT SERVICE FUND

	FY 2018-19 AMENDED BUDGET	FY 2019-20 CITY COUNCIL ADOPTED BUDGET	DIFFERENCE
<b>BEGINNING FUND BALANCE</b>	\$ 218,147	\$ 141,801	
REVENUES	\$ 1,232,934 **	\$ 121,603 ***	\$ 1,111,331
EXPENDITURES	\$ 1,309,280	\$ 199,351	\$ 1,109,929
TOTAL REVENUES LESS THAN EXPENDITURES	\$ (76,346)	\$ (77,748)	
<b>ENDING FUND BALANCE, PROJECTED</b>	<u>\$ 141,801</u>	<u>\$ 64,053</u>	

Note: The City refinanced a debt issue in FY 2018-19, causing the large difference in revenues and expenditures when comparing the two years.

\*\* Revenues do not include the transfer of \$26,346 from prior year excess collection and \$50,000 from Fund Balance

\*\*\* Revenues do not include the transfer of \$37,748 from prior year excess collection and \$40,000 from Fund Balance.

DEBT SERVICE *	FUNDING	TOTAL PRINCIPAL	TOTAL INTEREST
General Obligation Refunding Bonds, Series 2017 (2009 CO)	Water Supported	\$ 1,875,000	\$ 817,800
General Obligation Refunding Bonds, Series 2009 (Split)	Water Supported	40,072	801
	Tax Supported	154,928	3,099
General Obligation Refunding Bonds, Series 2018 (Split)	Water Supported	279,480	29,630
	Tax Supported	1,080,520	114,554
		<u>\$ 3,430,000</u>	<u>\$ 965,884</u>

\* Refer to debt service schedules for detail of payments by year.

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## 30 -DEBT SERVICE FUND

	2015-2016	2016-2017	2017-2018	(----- 2018-2019 -----)	2019-2020		
REVENUES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	ADOPTED BUDGET
<hr/>							
NON-DEPARTMENTAL							
=====							
<u>TAXES</u>							
30-599-1010 CURRENT ADVALOREM TAXES	234,098	164,662	144,157	132,551	171,290	172,000	121,603
30-599-1020 DELINQUENT ADVALOREM TAXES	2,802	7,756	( 3,217)	0	4,912	5,500	0
30-599-1030 PENALTY & INTEREST	<u>789</u>	<u>540</u>	<u>573</u>	<u>0</u>	<u>1,302</u>	<u>1,400</u>	<u>0</u>
TOTAL TAXES	237,688	172,958	141,513	132,551	177,504	178,900	121,603
<u>TRANSFERS IN</u>							
30-599-8001 PROCEEDS OF LONG TERM DEBT	0	0	0	1,100,383	849	1,100,383	0
30-599-8010 INTEREST INCOME	247	1,537	3,789	0	4,367	4,400	0
30-599-8030 FUND BALANCE - TRANSFER IN	0	0	0	76,346	0	0	77,748
2018 CERTIFIED EXCESS C 0	0.00						37,748
FUNDS TO REDUCE DEBT 0	<u>0.00</u>						<u>40,000</u>
TOTAL TRANSFERS IN	247	1,537	3,789	1,176,729	5,216	1,104,783	77,748
<hr/>							
TOTAL NON-DEPARTMENTAL	237,935	174,495	145,302	1,309,280	182,719	1,283,683	199,351
<hr/>							
TOTAL REVENUES	237,935	174,495	145,302	1,309,280	182,719	1,283,683	199,351
	=====	=====	=====	=====	=====	=====	=====

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30 -DEBT SERVICE FUND  
DEBT SERVICE

	2015-2016	2016-2017	2017-2018	(----- 2018-2019 -----)	2019-2020		
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	ADOPTED BUDGET
<u>CAPITAL OUTLAY</u>							
30-607-8050 2009 GO REFUNDING-PRINCIPAL	139,038	139,038	143,010	154,927	154,928	154,928	154,928
30-607-8052 2009 GO REFUNDING-INTEREST	68,526	64,007	59,071	53,470	9,296	9,296	3,099
30-607-8054 BOND AGENT FEES	150	300	300	500	150	300	500
30-607-8055 BOND ISSUE COSTS	0	0	0	29,556	0	29,556	0
30-607-8056 2018 GO REFUNDING (2009) PR	0	0	0	0	19,863	19,863	11,918
30-607-8057 2018 GO REFUNDING (2009) IN	0	0	0	0	21,522	21,522	28,906
30-607-8090 PMT TO REFUNDING AGENT ESCR	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,070,827</u>	<u>0</u>	<u>1,070,827</u>	<u>0</u>
TOTAL CAPITAL OUTLAY	207,713	203,345	202,381	1,309,280	205,758	1,306,292	199,351
TOTAL DEBT SERVICE	207,713	203,345	202,381	1,309,280	205,758	1,306,292	199,351
TOTAL EXPENDITURES	<u>207,713</u>	<u>203,345</u>	<u>202,381</u>	<u>1,309,280</u>	<u>205,758</u>	<u>1,306,292</u>	<u>199,351</u>
REVENUE OVER/(UNDER) EXPENDITURES	<u>30,222</u>	<u>( 28,850)</u>	<u>( 57,079)</u>	<u>0</u>	<u>( 23,038)</u>	<u>( 22,609)</u>	<u>0</u>

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# BOND DEBT SERVICE

City of Shavano Park, Texas  
 General Obligation Refunding Bonds, Series 2009  
 Original Issue Amount: \$2,795,000  
 Maturities 2021 - 2026 refunded by Series 2018  
 Paying Agent: Wells Fargo  
 \*\*\*PAYMENT SOURCE: 79.45% GENERAL FUND\*\*\*

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
02/15/2020	154,927.50	4.000%	3,098.55	158,026.05	
09/30/2020					158,026.05
	154,927.50		3,098.55	158,026.05	158,026.05

# BOND DEBT SERVICE

City of Shavano Park, Texas  
 General Obligation Refunding Bonds, Series 2018  
 Original Issue Amount: \$1,385,000  
 Callable 2/15/2023 (not eligible for tax-exempt advance refunding)  
 Paying Agent: First National Bank Texas  
 \*\*\*PAYMENT SOURCE: 79.45% GENERAL FUND\*\*\*

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
02/15/2020	11,917.50	2.690%	14,532.99	26,450.49	
08/15/2020			14,372.70	14,372.70	
09/30/2020					40,823.19
02/15/2021	170,817.50	2.690%	14,372.70	185,190.20	
08/15/2021			12,075.21	12,075.21	
09/30/2021					197,265.41
02/15/2022	178,762.50	2.690%	12,075.21	190,837.71	
08/15/2022			9,670.85	9,670.85	
09/30/2022					200,508.56
02/15/2023	182,735.00	2.690%	9,670.85	192,405.85	
08/15/2023			7,213.07	7,213.07	
09/30/2023					199,618.92
02/15/2024	190,680.00	2.690%	7,213.07	197,893.07	
08/15/2024			4,648.42	4,648.42	
09/30/2024					202,541.49
02/15/2025	194,652.50	2.690%	4,648.42	199,300.92	
08/15/2025			2,030.34	2,030.34	
09/30/2025					201,331.26
02/15/2026	150,955.00	2.690%	2,030.34	152,985.34	
09/30/2026					152,985.34
	1,080,520.00		114,554.17	1,195,074.17	1,195,074.17

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## 20 - WATER FUND

	FY 2018-19 AMENDED BUDGET	FY 2019-20 CITY COUNCIL ADOPTED BUDGET	DIFFERENCE
<b>UNRESTRICTED</b>	\$ 475,634	\$ 483,999	
<b>COMMITTED FOR CAPITAL REPLACEMENT</b>	520,769	546,070	
<b>BEGINNING FUND BALANCE</b>	<u>\$ 996,403</u>	<u>\$ 1,030,069</u>	
 REVENUES	 <u>\$ 865,519</u>	 <u>\$ 1,023,490</u>	 \$ 157,971
DEPARTMENT EXPENSES AND OTHER USES:			
WATER DEPARTMENT OPERATIONS	\$ 622,588	\$ 689,100	\$ 66,512
TRANSFER TO GENERAL FUND	22,050	22,050	-
DEBT SERVICE	187,215	188,034	819
<b>TOTAL EXPENSES</b>	<u>\$ 831,853</u>	<u>\$ 899,184</u>	<u>\$ 67,331</u>
 Income/(Loss)	 \$ 33,666	 \$ 124,306	
<b>ESTIMATED UNRESTRICTED</b>	<u>\$ 483,999</u>	<u>\$ 498,379</u>	
<b>COMMITTED FOR CAPITAL REPLACEMENT</b>	<u>546,070</u>	<u>655,996</u>	\$ 109,926
<b>ENDING FUND BALANCE, PROJECTED BUDGET</b>	<u><u>\$ 1,030,069</u></u>	<u><u>\$ 1,154,375</u></u>	
 CAPITAL REPLACEMENT	 <u>71,946</u> **	 <u>138,706</u> **	 <u>\$ 66,760</u>

\*\* Capital replacement reflects the funds set aside for future capital outlay. This is not a true expenses.

Notes: Fund Balance amounts do not include the Net Investment in Capital Assets, \$2,373,098  
at September 30, 2018

While the Utility uses the 72 Fund - Water Capital Replacement to assist in the tracking of amounts set aside for equipment and water plant replacement, the amounts reflected here are consolidated to include both the 20 Fund - Water Utility and the 72 Fund - Water Capital Replacement with interfund activity eliminated.

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## 20 -WATER FUND

	2015-2016	2016-2017	2017-2018	(----- 2018-2019 -----)	2019-2020		
REVENUES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	ADOPTED BUDGET
NON-DEPARTMENTAL							
=====							
<u>WATER SALES</u>							
20-599-5015 WATER CONSUMPTION	585,411	658,287	661,864	621,347	382,729	525,000	627,000
20-599-5016 LATE CHARGES	8,357	4,412	6,010	6,000	5,385	5,900	6,000
20-599-5018 DEBT SERVICE	53,382	53,555	53,530	53,453	60,388	77,000	188,317
20-599-5019 WATER SERVICE FEE	57,980	58,605	58,646	58,092	54,302	59,500	58,092
20-599-5036 EAA PASS THRU CHARGE	79,313	87,732	89,139	83,319	53,500	70,000	83,681
20-599-5037 CONNECTION/DISCONNECT FEE	0	2,800	0	0	0	0	0
20-599-5040 TAPPING FEES	0	750	0	0	1,800	1,800	0
TOTAL WATER SALES	784,443	866,141	869,190	822,211	558,104	739,200	963,090
<u>MISC./GRANTS/INTEREST</u>							
20-599-7000 INTEREST INCOME	3,139	6,852	11,822	9,500	13,597	15,000	12,000
20-599-7011 OTHER INCOME	3,406	40	49	0	1,130	1,500	0
20-599-7012 LEASE OF WATER RIGHTS	7,043	7,000	10,000	17,108	7,500	10,000	10,000
20-599-7040 ASR LEASE PROGRAM	36,000	24,000	24,000	0	0	0	0
20-599-7060 CC SERVICE FEES	0	337	788	1,200	1,114	1,400	1,200
20-599-7075 SITE/TOWER LEASE REVENUE	14,320	14,749	15,491	15,500	14,343	15,650	37,200
SPRINT	0	0.00					16,100
T-MOBILE (FROM GF)	0	0.00					21,100
20-599-7090 SALE OF FIXED ASSETS	0	( 18,787)	4,705	0	641	641	0
20-599-7097 INSURANCE PROCEEDS	2,390	45,707	9,838	0	0	0	0
TOTAL MISC./GRANTS/INTEREST	66,297	79,897	76,693	43,308	38,324	44,191	60,400
<u>TRANSFERS IN</u>							
20-599-8072 TRF IN-CAPITAL REPLACEMENT	0	0	37,048	38,280	46,645	46,645	14,400
WATER METER REPLACEMENT 50	288.00						14,400
20-599-8090 PRIOR PERIOD ADJUSTMENT	0	0	( 4,839)	0	0	0	0
20-599-8099 TRF IN - RESERVES	0	0	0	0	0	0	0
TOTAL TRANSFERS IN	0	0	32,209	38,280	46,645	46,645	14,400
TOTAL NON-DEPARTMENTAL	850,740	946,038	978,092	903,799	643,073	830,036	1,037,890
TOTAL REVENUES	850,740	946,038	978,092	903,799	643,073	830,036	1,037,890
	=====	=====	=====	=====	=====	=====	=====

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## Water Utility Department - 606

### **Mission Statement**

The City of Shavano Park Water Utility Department continuously provides safe and reliable drinking water and maintains essential public water infrastructure for the service connections within Shavano Park in order to provide long-term first-class water utility support to our citizens.

### **Goals:**

- Continually provide safe and reliable drinking water through efficient treatment and delivery of water, meet or exceed environmental and public health standards
- Resource and maintain appropriate equipment and assets
- Improve employee proficiency to include educational training and development opportunities
- Improve water system functions to achieve an efficient operation level while meeting State requirements
- Provide and maintain essential public water infrastructure services while anticipating future requirements

### **Objectives:**

Continually provide safe and reliable drinking water through efficient treatment and delivery of water, exceeding environmental and public health standards

- Maintain 100% compliance of all State and Federal regulations and laws associated with a water system
- Maintain a Superior Water System rating
- Ensure State requirements are met by having all employees of the Water Department certified and licensed in groundwater operations
- Educate the public while implementing the backflow prevention program approved by Council in accordance with an appropriate strategy
- Inventory all backflow devices within the water system

Resource and maintain appropriate equipment and assets

- Maintain enough money in reserve to handle emergencies, and cushion for low water consumption years (approx. \$500K)
- Annually re-evaluate adequacy of Edwards water rights and Trinity resources
- Continue to replace meters that have registered approximately 2 million gallons
- Actively apply for grants/funding for other equipment that would make crews more efficient
- Continue working with KFW (City Engineer) to initiate a geographic information system (GIS) program to include utilities, streets, and drainage information
- Continue preparing a schedule based on needs to replace all undersized water mains within the system
- Based on power supply needs, initiate applying for grants to pay a portion of or all costs for installation of emergency power supply (generators) for City buildings
- Actively support a water rate study to determine if the tiered water rates should be restructured

Improve employee quality to include educational training and development opportunities.

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

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

- Investigate alternatives to increase productivity and life expectancy of the Trinity Well pump, motor, and ground storage tank
- Continue to take corrective action on dead end main issues to lessen flushing and reduce loss ratio rate
- Work with TxDOT on preliminary reports for relocating portions of the water mains on NW Military prior to job bid for MPO project
- Identify cul-de-sac dead end mains, including gross cost estimate for each and prioritization for addressing. Complete remediation of at least one such dead end main each year until all resolved
- Stay current on new and proposed TCEQ water system requirements.
- Propose updates for Shavano Park Ordinances to meet all TCEQ and pertinent Edwards Aquifer Authority requirements
- Achieve annual water loss of less than 5%
- Respond to all water system complaints within one service day. Provide summary of complaints and resolutions to Water Advisory Committee
- Raise/install 5 fire hydrants with valves to proper height for Fire Department access per year
- Prepare drainage culvert to install boxes for crossing the creek to Well site # 8
- Consider outsourcing printing water utility bills
- Televis and investigate options of some or all wells not in production, evaluate possibilities to place back in production or plug. (Wells #1, #2, #3, and #4)

Provide and Maintain essential public water infrastructure and services while anticipating future requirements.

- Develop and execute a fiscally responsible budget that meets mission requirements
- Update the capital equipment replacement schedule. (Water system, pumps, motors, VFD's, water mains, and hydrants)
- Maintain quality of new SCADA system and entire water system as changes and repairs are accomplished; update computers operating systems to Windows 10.

<b>WATER UTILITY FUND PERFORMANCE MEASURES:</b>				
<b>Description:</b>	<b>Actual FY16-17</b>	<b>Actual FY17-18</b>	<b>Projected FY18-19</b>	<b>Target FY19-20</b>
Number of Water Meters Installed	23	39	76	50
Number of Fire Hydrants Maintained or Repaired	N/A	5	10	5
Number of Dead End Mains Flushed	17	17	15	14
Number of Taste and Odor Complaints	24	31	25	0
Lost Water Ratio	5.23%	4.46%	6.62%	5.00%

The Shavano Park Water Utility has approximately 700 customers and provides water service only, no sanitary sewer.



## Water Department - 606

### Major Budget Changes:

#### Personnel Salary/Benefits:

No change in personnel. Council provided consensus guidance for the 3.25% raise recommendation and pay grade change recommendation for Public Works/Water Superintendent, Water Crew Leader, Office Manager and Servicemen. The budget accounts for a 3.5% increase in our employee health benefits provided by the Texas Municipal League Health Benefits Pool, which increases the defined contribution by \$19 per employee/month from \$553 to \$572.

No significant changes have been made to the day to day operations.

**Supplies:** \$ 15,030

Increase of \$630 in Postage

**Services:** \$ 34,075

Increase of \$5,000 for general engineering services

Increase of \$5,000 for NW Military engineering services

Increase of \$2,000 to outsource the water bill printing

**Contractual:** \$ 93,150

Reduction of \$12,077, the last lease agreement expired and will not be renewed.

**Maintenance:** \$ 16,500

\$1,000 increase, amounts were redistributed among the accounts

**Dept. Materials - Services:** \$ 115,650

Increase of \$43,745 includes additional \$4,000 for fire hydrants/valves, additional \$4,000 for SCADA computer updates, assessment of Well #1, #2, #3 and #4 viability to return to service, fall protection in the storage tanks and addressing the orange water along Wagon Trail.

**Utilities:** \$ 76,125

Increase of \$5,025 as budget for Electric expense (7040) adjusted to the average for the last three years

**Capital Outlay:** \$ 39,090

Reduction of \$16,365, mini-excavator and skid steer were purchased in the prior year.

- 8080 Water System Improvements

Replace spider water lines in cul-de-sac \$12,000

Other projects \$16,700

- 8081 Water Meter Replacement

Funding comes from the capital replacement funds set aside from the water service fees charged to customers. \$14,400

**Interfund Transfers- Capital Replacement (9010)** \$ 160,756

- 9010 Transfer to General Fund

Contribution toward general City operations \$22,050

- 9020 Transfer to Capital Replacement Fund, Fund 72

Amounts set aside for future capital repair/replacement of infrastructure, vehicles, and equipment \$138,706

20 -WATER FUND  
WATER DEPARTMENT

EXPENDITURES	(----- 2018-2019 -----)						2019-2020
	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	ADOPTED BUDGET
<u>PERSONNEL</u>							
20-606-1010 SALARIES	150,066	148,231	169,239	185,260	160,752	175,000	206,130
20-606-1015 OVERTIME	17,067	8,280	8,741	7,000	10,566	13,000	8,000
20-606-1020 MEDICARE	2,485	2,398	2,617	2,615	2,523	2,800	2,990
20-606-1025 TWC (SUI)	684	55	508	828	27	36	720
20-606-1030 HEALTH INSURANCE	22,530	19,442	22,453	25,991	23,160	25,200	27,450
20-606-1031 HSA	161	142	135	178	134	178	170
20-606-1033 DENTAL INSURANCE	1,377	1,361	1,284	1,480	1,266	1,400	1,360
20-606-1035 VISION CARE INSURANCE	357	319	309	325	301	365	330
20-606-1036 LIFE INSURANCE	322	301	298	318	278	318	280
20-606-1037 WORKERS' COMP INSURANCE	4,528	4,398	5,218	6,551	3,733	5,500	6,890
20-606-1040 TMRS RETIREMENT	0	22,423	25,154	25,157	24,770	27,000	28,750
20-606-1070 SPECIAL ALLOWANCES	<u>8,285</u>	<u>6,658</u>	<u>8,666</u>	<u>11,400</u>	<u>7,108</u>	<u>7,600</u>	<u>10,650</u>
TOTAL PERSONNEL	207,863	214,007	244,619	267,103	234,618	258,397	293,720
<u>SUPPLIES</u>							
20-606-2020 OFFICE SUPPLIES	1,596	1,724	1,463	1,400	1,450	1,700	1,500
20-606-2030 POSTAGE	3,043	3,018	2,776	2,500	2,899	3,300	3,130
POSTAGE 12	240.00						2,880
ANNUAL BULK MAIL PERMIT 0	0.00						250
20-606-2035 EMPLOYEE APPRECIATION	0	0	0	0	0	0	100
20-606-2050 PRINTING & COPYING	931	722	459	600	971	975	600
20-606-2060 MED EXAMS/SCREENING/TESTING	39	544	147	0	45	45	100
20-606-2070 JANITORIAL SUPPLIES	0	0	384	100	0	100	100
20-606-2075 BANK/CREDITCARD FEES	5,950	5,485	7,001	5,100	4,970	6,000	5,100
MONTHLY 12	425.00						5,100
20-606-2080 UNIFORMS	843	1,102	743	1,200	864	1,200	1,200
BOOTS - ANNUAL ALLOWANC 4	200.00						800
RAINWARE/ WINTER COATS/ 0	0.00						400
20-606-2090 SMALL TOOLS	1,060	1,314	1,929	2,000	2,670	2,670	2,000
20-606-2091 SAFETY SUPPLIES/EQUIPMENT	<u>993</u>	<u>1,818</u>	<u>1,212</u>	<u>1,200</u>	<u>1,152</u>	<u>1,200</u>	<u>1,200</u>
TOTAL SUPPLIES	14,456	15,727	16,113	14,100	15,020	17,190	15,030
<u>SERVICES</u>							
20-606-3012 ENGINEERING SERVICES	3,710	6,000	191	0	4,635	4,635	10,000
BASIC MISC SERVICES 0	0.00						5,000
NM MILITARY 0	0.00						5,000
20-606-3013 PROFESSIONAL SERVICES	0	0	0	0	0	0	2,000
WATER BILL PRINT-OUTSOU 0	0.00						2,000
20-606-3020 ASSOCIATION DUES & PUBS	716	895	996	2,215	1,057	1,500	2,215
TWUA 0	0.00						360
S.A.R.A. ANNUAL FEE 0	0.00						200
S.A.R.A DUES - SEPARATE 0	0.00						200
REG WTR RES DEV (RWRD) 0	0.00						300
AWWA - AMER WTR WKS ASS 0	0.00						100
Stormwater Impact Fee 0	0.00						100

20 -WATER FUND  
WATER DEPARTMENT

		(----- 2018-2019 -----)						2019-2020
		2015-2016	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	ADOPTED
EXPENDITURES		ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET
TRWA - TX RURAL WATER A	0	0.00						325
WATER LICENSE RENEWALS	5	111.00						555
TX MUNI UTILITIES ASSN	0	0.00						75
20-606-3030 TRAINING/EDUCATION		4,655	2,859	2,583	3,000	2,251	2,700	2,700
20-606-3040 TRAVEL/MILEAGE/LODGING/PERD		1,678	1,387	1,779	1,438	1,534	1,534	1,500
20-606-3050 INSURANCE - LIABILITY		2,880	3,022	6,183	3,795	3,870	3,870	4,075
20-606-3060 UNIFORM SERVICES		1,383	1,533	1,556	3,000	1,569	1,750	2,500
20-606-3070 INSURANCE - PROPERTY		1,432	1,503	1,832	1,850	1,887	1,887	1,985
20-606-3075 CONSERV. ED./REBATES		0	0	0	100	0	0	100
20-606-3080 SPECIAL SERVICES		10	0	138	300	218	250	500
SA HAZARDOUS MAT'L PERM	0	0.00						300
ONE CALL LOCATES	0	0.00						200
20-606-3082 WATER ANALYSIS FEES		3,949	7,421	5,074	6,500	4,683	5,800	6,500
WATER ANALYSIS FEES	0	0.00						2,145
TCEQ ANNUAL WATER TESTI	0	0.00						2,500
DSHS CENTRAL LAB - TCEQ	0	0.00						1,805
TIER II REPORT FEES - A	0	0.00						50
TOTAL SERVICES		20,413	24,620	20,332	22,198	21,703	23,926	34,075
<u>CONTRACTUAL</u>								
20-606-4075 COMPUTER SOFTWARE/INCODE		5,138	7,597	6,083	10,292	6,914	7,300	9,066
INCODE-UTILITYSOFTWARE	0	0.00						2,960
INCODE-METER READER INT	0	0.00						640
INCODE-BILLPAY WEB HOST	0	0.00						1,200
INCODE-BILL PAY ONLINE	0	0.00						340
INCODE - HAND HELD METE	0	0.00						606
BEACON SERVICE AGREEMEN	0	0.00						900
BEACON MOBILE READER	2	360.00						720
BEACON METER SOFTWARE	0	0.00						525
SCADA ANTIVIRUS - 2 COM	0	0.00						75
GIS LICENSE	0	0.00						500
WIN 10 LICENSES (6 w/PW	3	200.00						600
20-606-4085 EAA -WATER MANAGEMENT FEES		75,735	75,726	69,765	84,084	72,872	79,900	84,084
MONTHLY EAA FEES	1,001	40.00						40,040
MONTHLY HABITAT FEE	1,001	44.00						44,044
20-606-4086 CONTRACT LABOR		5,513	100	0	0	0	0	0
20-606-4099 WATER RIGHTS/LEASE PAYMENTS		47,969	33,292	78,227	10,851	12,282	12,282	0
PURCHASE 13 AC/FT	5,000	0.00						0
TOTAL CONTRACTUAL		134,355	116,715	154,074	105,227	92,067	99,482	93,150

20 -WATER FUND  
WATER DEPARTMENT

	(----- 2018-2019 -----)						2019-2020
EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	ADOPTED BUDGET
<b><u>MAINTENANCE</u></b>							
20-606-5005 EQUIPMENT LEASES	1,647	1,883	1,954	1,500	600	1,500	1,500
20-606-5010 EQUIPMENT MAINT & REPAIR	6,862	8,937	3,492	6,500	1,042	3,500	5,000
20-606-5015 ELECTRONIC EQPT MAINTENANCE	370	89	0	500	150	150	500
20-606-5020 VEHICLE MAINTENANCE	5,441	1,914	4,039	2,000	4,883	5,100	3,000
20-606-5030 BUILDING MAINTENANCE	1,118	2,962	2,170	2,000	1,265	2,500	2,500
GENERAL	0	0.00					2,500
20-606-5060 VEHICLE & EQPT FUELS	<u>3,833</u>	<u>4,282</u>	<u>3,340</u>	<u>3,000</u>	<u>4,185</u>	<u>5,200</u>	<u>4,000</u>
TOTAL MAINTENANCE	19,271	20,067	14,995	15,500	12,126	17,950	16,500
<b><u>DEPT MATERIALS-SERVICES</u></b>							
20-606-6011 CHEMICALS	19,678	17,163	19,295	17,000	15,439	16,000	16,500
20-606-6050 WATER METERS & BOXES	( 5,967)	2,193	5,224	4,500	4,693	4,693	4,500
MAINTENANCE-METER/BOX R	0	0.00					4,500
20-606-6055 FIRE HYDRANTS & VALVES	2,918	1,691	3,367	3,000	11,951	11,951	7,000
HYDRANTS AND VALVES	0	0.00					7,000
20-606-6060 HUEBNER STORAGE TANK	10,922	20,988	15,232	6,000	1,499	3,500	5,000
GENERAL	0	0.00					5,000
20-606-6061 ELEVATED STORAGE TANK- #1 W	5,076	11,598	3,286	3,000	3,846	5,000	4,750
GENERAL	0	0.00					4,750
20-606-6062 WELL SITE #2-EAA MONITORED	432	75	0	100	0	0	1,300
20-606-6063 WELL SITE #3-NOT OPERATION	0	0	0	0	0	0	1,800
20-606-6064 WELL SITE #4-NOT OPERATION	0	0	0	0	0	0	1,300
20-606-6065 WELL SITE #5-EDWARDS BLENDI	1,400	4,214	26,282	3,000	627	1,000	4,000
20-606-6066 WELL SITE #6-MUNI TRACT	2,040	9,299	8,887	1,000	3,720	4,000	4,000
20-606-6067 WELL SITE #7	1,006	6,873	5,907	5,000	3,802	5,000	4,000
GENERAL	0	0.00					4,000
20-606-6068 WELL SITE #8	2,209	9,092	2,132	3,500	2,344	3,500	4,000
GENERAL	0	0.00					4,000
20-606-6069 WELL SITE #9-TRINITY	40,087	182,801	2,408	2,000	279	2,000	4,000
20-606-6070 SCADA SYSTEM MAINTENANCE	9,224	1,233	4,967	2,000	2,339	3,000	7,000
SCADA COMPUTER UPDATES	0	0.00					4,000
ANNUAL MAINTENANCE CONT	0	0.00					3,000
20-606-6071 SHAVANO DRIVE PUMP STATION	56,681	21,239	33,710	7,000	21,196	22,000	22,500
20-606-6072 WATER SYSTEM MAINTENANCE	21,181	20,101	( 34,398)	13,305	20,967	22,000	22,500
20-606-6080 STREET MAINT SUPPLIES	<u>187</u>	<u>3,294</u>	<u>1,099</u>	<u>1,500</u>	<u>58</u>	<u>1,200</u>	<u>1,500</u>
TOTAL DEPT MATERIALS-SERVICES	167,074	311,854	97,398	71,905	92,759	104,844	115,650
<b><u>UTILITIES</u></b>							
20-606-7040 UTILITIES - ELECTRIC	66,188	79,063	78,782	70,000	51,086	62,000	75,000
20-606-7042 UTILITIES - PHONE/CELL	0	814	810	800	585	800	825
20-606-7044 UTILITIES - WATER	<u>320</u>	<u>348</u>	<u>254</u>	<u>300</u>	<u>165</u>	<u>300</u>	<u>300</u>
TOTAL UTILITIES	66,508	80,225	79,847	71,100	51,836	63,100	76,125

20 -WATER FUND  
WATER DEPARTMENT

WATER DEPARTMENT	2015-2016	2016-2017	2017-2018	(----- 2018-2019 -----)	2019-2020		
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	ADOPTED BUDGET
<u>CAPITAL OUTLAY</u>							
20-606-8010 NON-CAP ELECTRONIC EQUIPMEN	0	6,091	0	0	0	0	0
20-606-8015 NON-CAPITAL - COMPUTERS	0	0	0	0	0	0	750
COMPUTER AT CH OFFICE 1 1	750.00						750
20-606-8020 NON-CAPITAL MAINTENANCE EQU	8,214	2,408	6,210	1,000	0	1,000	1,000
RESPIRATORS (MASK-CARTR 1	500.00						500
PARTS/TOOL BOX - VEHICL 1	500.00						500
20-606-8045 CAPITAL-COMPUTER EQUIPMENT	0	11,000	0	0	0	0	0
20-606-8050 CAPITAL - VEHICLES	0	0	0	0	0	0	0
20-606-8060 CAPITAL- EQUIPMENT	0	30,000	4,906	31,175	31,175	31,175	0
20-606-8080 WATER SYSTEM IMPROVEMENTS	0	253,149	44,674	19,500	26,724	26,724	28,700
REPL SPIDERS IN CUL DE 0	0.00						12,000
PROJECTS 0	0.00						16,700
20-606-8081 CAPITAL - BUILDING	0	15,237	0	0	0	0	0
20-606-8085 CAPITAL-WATER TOWER/STORAGE	192,258	11,976	0	0	0	0	0
20-606-8087 WATER METER REPLACEMENT	0	2,575	5,748	3,780	3,185	3,185	14,400
METERS 50	288.00						14,400
TOTAL CAPITAL OUTLAY	200,472	332,434	61,537	55,455	61,084	62,084	44,850
<u>INTERFUND TRANSFERS</u>							
20-606-9000 EOY ASSET RECLASS	( 192,258)	( 316,938)	( 138,963)	0	0	0	0
20-606-9010 TRF TO GENERAL FUND	22,050	79,312	22,050	22,050	22,050	22,050	22,050
20-606-9020 TRF TO CAPITAL REP. FUND 72	0	0	109,487	71,946	0	71,946	138,706
INFRASTRUCTURE 0	0.00						73,000
VEHICLES/EQUIPMENT 0	0.00						32,706
METER REPLACEMENT 0	0.00						8,000
WATER LINE RELOCATION 0	0.00						25,000
20-606-9050 BAD DEBT EXPENSE	0	0	0	0	0	0	0
20-606-9090 DEPRECIATION EXPENSE	195,206	203,800	190,805	0	0	0	0
20-606-9095 PENSION EXPENSE	21,989	6,066	2,883	0	0	0	0
TOTAL INTERFUND TRANSFERS	46,987	( 27,760)	186,262	93,996	22,050	93,996	160,756
TOTAL WATER DEPARTMENT	877,401	1,087,891	875,177	716,584	603,263	740,969	849,856

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## 20 WATER UTILITY FUND -DEBT SERVICE - 607

As of September 30, 2019, the City's long-term debt supported by water revenues includes:

- 1) **General Obligation Refunding Bonds, Series 2009.** The bond's current principal outstanding is \$195,000 with \$3,900 in interest for a total debt service of \$198,900.
  - \$40,873 (or 20.55%) of the debt service is supported by water revenues.
  - \$158,027 (or 79.45%) of the debt service is supported by ad valorem taxes.
- 2) **General Obligation Refunding Bond, Series 2017.** The bond's current principal outstanding is \$1,875,000 with \$817,800 in interest for a total debt service of \$2,692,800.
  - 100% of the debt service is supported by water revenues.
- 3) **General Obligation Refunding Bond, Series 2018.** The bond's current principal outstanding is \$1,360,000 with \$114,184 in interest for a total debt service of \$1,504,184.
  - \$309,110 (or 20.55%) of the debt service is supported by water revenues.
  - \$1,195,074 (or 79.45%) of the debt service is supported by ad valorem taxes.

The Water Fund's total future debt service is \$3,042,783 based on outstanding principal of \$2,194,552.

See the Debt Service Fund (see page 90) for details on the ad valorem supported tax debt service.

**Fund Changes.** This budget expends \$188,034 for debt service. Principal payments are budgeted as an expense and are reclassified at year end for financial reporting purposes.

**Debt Service Ratio.** The City of Shavano Park's fiscal year 2019 – 2020 Water Fund debt service ratio is 0.184 or 18.4%. In other words around 18.4% of the Utility's revenues are spent on debt service.

Debt service ratio is a widely accepted measure of sound financial management, and a useful tool to understand the City's fiscal integrity. Debt service ratio is the ratio of debt service expenditures as a percent of a fund's own source revenue. The Government Finance Officers Association considers a debt service ratio exceeding 20% as a warning signal. A ratio of 10% or less is considered acceptable.

Beginning with the July 2019 water consumption, the Utility increased its debt service fee from \$6.40 per account per month to \$22.58 to fully cover the annual debt service.

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# BOND DEBT SERVICE

City of Shavano Park, Texas  
 General Obligation Refunding Bonds, Series 2009  
 Original Issue Amount: \$2,795,000  
 Maturities 2021 - 2026 refunded by Series 2018  
 Paying Agent: Wells Fargo  
 \*\*\*PAYMENT SOURCE: 20.55% WATER\*\*\*

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
02/15/2020	40,072.50	4.000%	801.45	40,873.95	
09/30/2020					40,873.95
	40,072.50		801.45	40,873.95	40,873.95

# BOND DEBT SERVICE

City of Shavano Park, Texas  
 General Obligation Refunding Bonds, Series 2017  
 Original Issue Amount: \$1,925,000  
 Callable 2/15/2027 (not eligible for tax-exempt advance refunding)  
 Paying Agent: Bank of Texas  
 Payment Source: 100% Water

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
02/15/2020	70,000.00	2.000%	33,550.00	103,550.00	
08/15/2020			32,850.00	32,850.00	
09/30/2020					136,400.00
02/15/2021	70,000.00	2.000%	32,850.00	102,850.00	
08/15/2021			32,150.00	32,150.00	
09/30/2021					135,000.00
02/15/2022	70,000.00	2.000%	32,150.00	102,150.00	
08/15/2022			31,450.00	31,450.00	
09/30/2022					133,600.00
02/15/2023	70,000.00	2.000%	31,450.00	101,450.00	
08/15/2023			30,750.00	30,750.00	
09/30/2023					132,200.00
02/15/2024	75,000.00	3.000%	30,750.00	105,750.00	
08/15/2024			29,625.00	29,625.00	
09/30/2024					135,375.00
02/15/2025	75,000.00	3.000%	29,625.00	104,625.00	
08/15/2025			28,500.00	28,500.00	
09/30/2025					133,125.00
02/15/2026	80,000.00	3.000%	28,500.00	108,500.00	
08/15/2026			27,300.00	27,300.00	
09/30/2026					135,800.00
02/15/2027	80,000.00	4.000%	27,300.00	107,300.00	
08/15/2027			25,700.00	25,700.00	
09/30/2027					133,000.00
02/15/2028	85,000.00	4.000%	25,700.00	110,700.00	
08/15/2028			24,000.00	24,000.00	
09/30/2028					134,700.00
02/15/2029	90,000.00	4.000%	24,000.00	114,000.00	
08/15/2029			22,200.00	22,200.00	
09/30/2029					136,200.00
02/15/2030	90,000.00	4.000%	22,200.00	112,200.00	
08/15/2030			20,400.00	20,400.00	
09/30/2030					132,600.00
02/15/2031	95,000.00	4.000%	20,400.00	115,400.00	
08/15/2031			18,500.00	18,500.00	
09/30/2031					133,900.00
02/15/2032	100,000.00	4.000%	18,500.00	118,500.00	
08/15/2032			16,500.00	16,500.00	
09/30/2032					135,000.00
02/15/2033	100,000.00	4.000%	16,500.00	116,500.00	
08/15/2033			14,500.00	14,500.00	
09/30/2033					131,000.00
02/15/2034	110,000.00	4.000%	14,500.00	124,500.00	
08/15/2034			12,300.00	12,300.00	
09/30/2034					136,800.00
02/15/2035	115,000.00	4.000%	12,300.00	127,300.00	
08/15/2035			10,000.00	10,000.00	
09/30/2035					137,300.00
02/15/2036	120,000.00	4.000%	10,000.00	130,000.00	
08/15/2036			7,600.00	7,600.00	
09/30/2036					137,600.00



# BOND DEBT SERVICE

City of Shavano Park, Texas  
 General Obligation Refunding Bonds, Series 2017  
 Original Issue Amount: \$1,925,000  
 Callable 2/15/2027 (not eligible for tax-exempt advance refunding)  
 Paying Agent: Bank of Texas  
 Payment Source: 100% Water

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
02/15/2037	120,000.00	4.000%	7,600.00	127,600.00	
08/15/2037			5,200.00	5,200.00	
09/30/2037					132,800.00
02/15/2038	130,000.00	4.000%	5,200.00	135,200.00	
08/15/2038			2,600.00	2,600.00	
09/30/2038					137,800.00
02/15/2039	130,000.00	4.000%	2,600.00	132,600.00	
09/30/2039					132,600.00
	1,875,000.00		817,800.00	2,692,800.00	2,692,800.00

# BOND DEBT SERVICE

City of Shavano Park, Texas  
 General Obligation Refunding Bonds, Series 2018  
 Original Issue Amount: \$1,385,000  
 Callable 2/15/2023 (not eligible for tax-exempt advance refunding)  
 Paying Agent: First National Bank Texas  
 \*\*\*PAYMENT SOURCE: 20.55% WATER\*\*\*

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
02/15/2020	3,082.50	2.690%	3,759.01	6,841.51	
08/15/2020			3,717.55	3,717.55	
09/30/2020					10,559.06
02/15/2021	44,182.50	2.690%	3,717.55	47,900.05	
08/15/2021			3,123.29	3,123.29	
09/30/2021					51,023.34
02/15/2022	46,237.50	2.690%	3,123.29	49,360.79	
08/15/2022			2,501.40	2,501.40	
09/30/2022					51,862.19
02/15/2023	47,265.00	2.690%	2,501.40	49,766.40	
08/15/2023			1,865.68	1,865.68	
09/30/2023					51,632.08
02/15/2024	49,320.00	2.690%	1,865.68	51,185.68	
08/15/2024			1,202.33	1,202.33	
09/30/2024					52,388.01
02/15/2025	50,347.50	2.690%	1,202.33	51,549.83	
08/15/2025			525.16	525.16	
09/30/2025					52,074.99
02/15/2026	39,045.00	2.690%	525.16	39,570.16	
09/30/2026					39,570.16
	279,480.00		29,629.83	309,109.83	309,109.83

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20 -WATER FUND  
DEBT SERVICE

DEBT SERVICE	2015-2016	2016-2017	2017-2018	(----- 2018-2019 -----)	2019-2020		
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	ADOPTED BUDGET
<u>CAPITAL OUTLAY</u>							
20-607-8000 BOND PRINCIPAL EOY	( 85,963)	( 120,963)	( 101,990)	0	0	0	0
20-607-8011 ACCRUED BOND INTEREST	0	( 3,571)	( 427)	0	0	0	0
20-607-8012 2009 CO - PRINCIPAL	50,000	55,000	0	0	0	0	0
20-607-8013 2009 CO - INTEREST	96,830	72,883	0	0	0	0	0
20-607-8014 2009 GO REFUND - PRINCIPAL	35,963	35,963	36,990	40,073	40,073	40,073	40,073
20-607-8015 2009 GO REFUND - INTEREST	17,724	16,556	15,279	13,830	2,404	2,404	801
20-607-8016 2017 GO REFUNDING (2009) PR	0	30,000	65,000	65,000	65,000	65,000	70,000
20-607-8017 2017 GO REFUNDING (2009) IN	0	10,215	70,288	68,163	68,163	68,163	66,400
20-607-8020 BOND UNAMORTIZED LOSS	2,693	2,027	( 1,702)	0	0	0	0
20-607-8030 BOND AGENT FEES	150	150	200	150	400	400	200
20-607-8035 BOND ISSUANCE COSTS	0	76,349	0	0	0	0	0
20-607-8056 2018 GO REFUNDING (2009) PR	0	0	0	0	5,138	5,138	3,083
20-607-8057 2018 GO REFUNDING (2009) IN	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>5,567</u>	<u>5,567</u>	<u>7,477</u>
TOTAL CAPITAL OUTLAY	117,397	174,609	83,637	187,215	186,744	186,745	188,034
TOTAL DEBT SERVICE	117,397	174,609	83,637	187,215	186,744	186,745	188,034
TOTAL EXPENDITURES	994,798	1,262,499	958,814	903,799	790,007	927,714	1,037,890
REVENUE OVER/ (UNDER) EXPENDITURES	( 144,058)	( 316,462)	19,278	0	( 146,933)	( 97,678)	0

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**CITY OF SHAVANO PARK**  
**FY 2019 - 20 ADOPTED WATER FUND EQUIPMENT REPLACEMENT SCHEDULE**

	Year Model	Estimated Replacement Cost	Estimated FY To Replace	Total Life (yrs)	Committed Balance 09/30/2019	Adopted Funding 09/30/2020	Committed Additional Future Yrs Funding	Total Committed Balance
<b><u>Meter Replacement Program</u></b>								
706 meters at \$288 per brass meter	various	\$ 203,328	various	10	\$ 95,257	\$ 8,000	\$ 100,071	\$ 203,328
<b><u>Water Distribution System</u></b>								
	various	TBD	unknown		\$ -	\$ 20,000	\$ -	\$ 20,000
<b><u>Raw Water Supply System (Wells to Tanks)</u></b>								
	various	TBD	unknown		\$ -	\$ 5,000	\$ -	\$ 5,000
<b><u>Water Line Relocation</u></b>								
		TBD	TBD		\$ -	\$ 25,000	\$ -	\$ 25,000
<b><u>Vehicles/Equipment</u></b>								
Case Bobcat skid loader (one third-W/two thirds-PW)	2019	20,000	2034	15	\$ -	\$ 1,202	\$ 18,798	\$ 20,000
Mini excavator (50/50)	2018	20,000	2034	15	-	1,202	18,798	20,000
Case Backhoe (\$66,100 - 50/50)	2017	33,050	2042	25	1,830	1,202	30,018	33,050
Public Works Director Truck (\$40,000 - 50/50)	Future	20,000	2021	15	8,000	6,000	6,000	20,000
Vactron	2017	60,000	2047	30	3,432	1,800	54,768	60,000
F250 Ford Utility Truck #1	2014	40,000	2029	15	4,975	3,300	31,725	40,000
Ford F350 Flatbed/Tilt Bed '08 (3492) (\$60,000 - 50/50)	2001	30,000	2026	25	4,129	3,500	22,371	30,000
Chevrolet Silverado HD3500 (2283) (\$45,000 50/50)	2013	22,500	2028	15	4,739	1,800	15,961	22,500
5 yd International Dump Truck (\$80,000, 50/50)	2006	40,000	2031	25	7,206	2,500	30,294	40,000
Ingersol Rand Air Compressor (50/50)	2006	4,000	2026	20	2,289	200	1,511	4,000
SCADA System Main	2017	235,000	2037	20	38,284	10,000	186,716	235,000
<b>Vehicle/Equipment Sub Totals</b>		<b>\$ 524,550</b>			<b>\$ 74,884</b>	<b>\$ 32,706</b>	<b>\$ 416,960</b>	<b>\$ 524,550</b>
<b><u>General Buildings</u></b>								
PW/W Shop (50/50)	UNK	\$ 75,000					\$ 75,000	\$ 75,000
Vehicle Covered Parking (50/50)	2017	\$ 10,000					\$ 10,000	\$ 10,000
PW/W Administration Building (50/50)	2015	\$ 75,000					\$ 75,000	\$ 75,000
<b><u>Huebner Plant</u></b>								
Electric Panel	2013	\$ 20,000	2028	15				
500K Gallon Ground Storage Tank								
Repaint	2013	65,000	2023	10				
New construction \$750,000	1992							
Cathodic Protection	UNK	15,000	TBD	30				
60 HP Booster Pump/motor #1	2013	18,000	2023	10				
60 HP Booster Pump/motor #2	2013	18,000	2023	10				
125 HP Booster Pump/motor	2013	20,000	2023	10				
VFD Yaskawa P7 #1	2013	12,000	2028	15				
VFD Yaskawa P7 #2	2013	12,000	2028	15				
VFD Yaskawa P7 #3	2013	12,000	2028	15				
AC Unit	2013	5,000	2023	10				
Drive Shaft Motor (Detroit)	1992	40,000	TBD	25				
<b>Huebner Plant- Equipment subtotal</b>		<b>\$ 237,000</b>			<b>\$ 129,668</b>	<b>\$ 4,600</b>	<b>\$ 102,732</b>	<b>\$ 237,000</b>
VFD Building	2013	10,000	2063	50	-	-	10,000	10,000
Fence	1992	10,000	2042	50	-	-	10,000	10,000
<b>Huebner Plant- total</b>		<b>\$ 257,000</b>			<b>\$ 129,668</b>	<b>\$ 4,600</b>	<b>\$ 122,732</b>	<b>\$ 257,000</b>

**CITY OF SHAVANO PARK**  
**FY 2019 - 20 ADOPTED WATER FUND EQUIPMENT REPLACEMENT SCHEDULE**

	Year Model	Estimated Replacement Cost	Estimated FY To Replace	Total Life (yrs)	Committed Balance 09/30/2019	Adopted Funding 09/30/2020	Committed Additional Future Yrs Funding	Total Committed Balance
<b>Well #1</b>								
Elevated Storage Tank (150K Gallons) (new \$450,000)								
Repaint, cost saving to paint vs replace	2016	\$ 200,000	2046	30				
Cathodic Protection	2016	15,000	2046	30				
Ground Storage Tank (110K Gallons) (new \$110,000)								
Repaint, cost saving to paint vs replace	2010	50,000	2030	20				
Cathodic Protection	2017	12,000	2047	30				
20 HP Goulds booster pump/motor - #1	2017	6,000	2027	10				
20 HP Goulds booster pump/motor - #2	2018	6,000	2028	10				
VFD Yaskawa iQ1000 #1	2016	8,000	2026	10				
VFD Yaskawa iQ1000 #2	2016	8,000	2026	10				
Electric Panel	2013	15,000	2028	15				
Mioxx System								
Filtration system	2013	45,000	2033	20				
mioxx - cells and all cabinet components	2013	80,000	2023	10				
Chlorine tank	2013	500	2028	15				
Air compressor to actuate the sand filter valves	2018	500	2028	10				
chlorine pump #1 - New	2017	5,500	2027	10				
Chlorine Pump #2 - refurbished	2017	5,500	2027	10				
Kinetico water softener	2013	3,000	2023	10				
Chiller	2013	1,500	TBD	5				
Turbidity Meter	2013	1,500	TBD	5				
Sand Filters	2013	100,000	2033	20				
Sand Filters - media	2019	12,000	2022	3				
Back Wash Filters	2013	5,000	2033	20				
Back Wash Tank	2013	25,000	2053	40				
Well #1 - Open hole		15,000						
<b>Well #1 Equipment subtotal</b>		<b>\$ 620,000</b>			<b>\$ 116,573</b>	<b>\$ 15,000</b>	<b>\$ 488,427</b>	<b>\$ 620,000</b>
Mioxx Building	2013	\$ 20,000	2113	100			\$ 20,000	\$ 20,000
Chlorine Bulk storage building	2017	10,000	2117	100			10,000	10,000
Drying Beds	2017	8,000	2117	100			8,000	8,000
Verizon Building	1990	20,000	2090	100			20,000	20,000
Fence	2018	16,000	2048	30			16,000	16,000
<b>Well #1 total</b>		<b>\$ 694,000</b>			<b>\$ 116,573</b>	<b>\$ 15,000</b>	<b>\$ 562,427</b>	<b>\$ 694,000</b>

**CITY OF SHAVANO PARK**  
**FY 2019 - 20 ADOPTED WATER FUND EQUIPMENT REPLACEMENT SCHEDULE**

	Year Model	Estimated Replacement Cost	Estimated FY To Replace	Total Life (yrs)	Committed Balance 09/30/2019	Adopted Funding 09/30/2020	Committed Additional Future Yrs Funding	Total Committed Balance
<b>Well #5</b>								
Electric Panel	2005	\$ 15,000	2025	20				
Pump and Motor (All components in the well)	2018	35,000	2028	10				
Chlorine Equipment								
Scales	2014	2,200	2024	10				
Regulator	2018	1,600	2028	10				
Injector	2018	500	2028	10				
Pump	2014	1,800	2024	10				
Leak Detector	2014	500	2024	10				
Meter	2017	1,500	2027	10				
<b>Well #5 Equipment subtotal</b>		<b>\$ 58,100</b>			<b>\$ 6,237</b>	<b>\$ 2,200</b>	<b>\$ 49,663</b>	<b>\$ 58,100</b>
Chlorine Building	2014	5,000	2064	50			5,000	5,000
Fence	1990	3,000	2040	50			3,000	3,000
<b>Well #5 total</b>		<b>\$ 66,100</b>			<b>\$ 6,237</b>	<b>\$ 2,200</b>	<b>\$ 57,663</b>	<b>\$ 66,100</b>
<b>Well #6</b>								
Electric Panel	2005	\$ 15,000	2025	20				
Pump and Motor (All components in the well)	2018	35,000	2028	10				
Chlorine Equipment								
Scales	2014	2,200	2024	10				
Regulator	2014	1,600	2024	10				
Injector	2014	500	2024	10				
Pump	2014	1,800	2024	10				
Leak Detector	2014	500	2024	10				
Meter	2017	1,500	2027	10				
<b>Well #6 Equipment subtotal</b>		<b>\$ 58,100</b>			<b>\$ 17,940</b>	<b>\$ 1,700</b>	<b>\$ 38,460</b>	<b>\$ 58,100</b>
Chlorine Building	2006	5,000	2056	50			5,000	5,000
Fence	1995	500	2045	50			500	500
<b>Well #6 total</b>		<b>\$ 63,600</b>			<b>\$ 17,940</b>	<b>\$ 1,700</b>	<b>\$ 43,960</b>	<b>\$ 63,600</b>
<b>Well #7</b>								
Electric Panel	1983	\$ 15,000	TBD	20				
Pump and Motor (All components in the well)								
Pump	1999	55,000	TBD	20				
250 HP Motor	1999	25,000	TBD	20				
Misc components	1999	20,000	TBD	20				
Chlorine Equipment								
Scales	2018	2,200	2028	10				
Regulator	2017	1,600	2027	10				
Injector	2017	500	2027	10				
Pump	2018	1,800	2028	10				
Leak Detector	2013	500	2023	10				
Meter	UNK	5,000		10				
<b>Well #7 Equipment subtotal</b>		<b>\$ 126,600</b>			<b>\$ 29,857</b>	<b>\$ 16,300</b>	<b>\$ 80,443</b>	<b>\$ 126,600</b>
Well House	1983	10,000	2033	50			10,000	10,000
Chlorine Building	2007	5,000	2057	50			5,000	5,000
Fence	1983	5,000	2033	50			5,000	5,000
<b>Well #7 total</b>		<b>\$ 146,600</b>			<b>\$ 29,857</b>	<b>\$ 16,300</b>	<b>\$ 100,443</b>	<b>\$ 146,600</b>

**CITY OF SHAVANO PARK**  
**FY 2019 - 20 ADOPTED WATER FUND EQUIPMENT REPLACEMENT SCHEDULE**

	Year Model	Estimated Replacement Cost	Estimated FY To Replace	Total Life (yrs)	Committed Balance 09/30/2019	Adopted Funding 09/30/2020	Committed Additional Future Yrs Funding	Total Committed Balance
<b>Well #8</b>								
Electric Panel	2007	\$ 15,000	2027	20				
VFD	2007	15,000	2022	15				
VFD AC unit	2019	9,500	2029	10				
Pump and Motor (All components in the well)								
Pump	1983	55,000	TBD	20				
250 HP Motor	2010	25,000	2030	20				
Misc Components	1983	20,000	TBD	20				
Chlorine Equipment								
Scales	2017	2,200	2027	10				
Regulator	2013	1,600	2023	10				
Injector	2013	500	2023	10				
Pump	2018	1,800	2028	10				
Leak Detector	2013	500	2023	10				
Meter	2017	5,000	2027	10				
Drive Shaft Motor (John Deere)	2010	25,000	2030	20				
<b>Well #8 Equipment subtotal</b>		<u>\$ 176,100</u>			<u>\$ 49,127</u>	<u>\$ 5,600</u>	<u>\$ 121,373</u>	<u>\$ 176,100</u>
Well House	1983	10,000	2033	50			10,000	10,000
Chlorine Building	2007	5,000	2057	50			5,000	5,000
Fence	1983	16,000	2033	50			16,000	16,000
<b>Well #8 total</b>		<u>\$ 207,100</u>			<u>\$ 49,127</u>	<u>\$ 5,600</u>	<u>\$ 152,373</u>	<u>\$ 207,100</u>
<b>Well #9</b>								
Electric Panel	2013	\$ 20,000	2033	20				
Pump and Motor (All components in the well)	2017	65,000	2027	10				
Meter	2017	3,000	2027	10				
<b>Well #9 Equipment subtotal</b>		<u>\$ 88,000</u>			<u>\$ 26,527</u>	<u>\$ 2,600</u>	<u>\$ 58,873</u>	<u>\$ 88,000</u>
Fence	2014	20,000	2064	50			20,000	20,000
<b>Well #9 total</b>		<u>\$ 108,000</u>			<u>\$ 26,527</u>	<u>\$ 2,600</u>	<u>\$ 78,873</u>	<u>\$ 108,000</u>
<b>TOTAL</b>		<u>\$ 2,430,278</u>			<u>\$ 546,070</u>	<u>\$ 138,706</u>	<u>\$ 1,795,502</u>	<u>\$ 2,480,278</u>

72 -WATER CAPITAL REPLACEMENT

	2015-2016	2016-2017	2017-2018	(----- 2018-2019 -----)	2019-2020		
REVENUES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	ADOPTED BUDGET
<hr/>							
NON-DEPARTMENTAL							
=====							
<u>TRANSFERS IN</u>							
72-599-8010 INTEREST INCOME	0	0	0	0	0	0	0
72-599-8020 TRANSFER FROM WATER FUND	0	0	109,487	71,946	0	71,946	138,706
72-599-8099 FUND BALANCE RESERVE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL TRANSFERS IN	0	0	109,487	71,946	0	71,946	138,706
<hr/>							
TOTAL NON-DEPARTMENTAL	0	0	109,487	71,946	0	71,946	138,706
<hr/>							
TOTAL REVENUES	0	0	109,487	71,946	0	71,946	138,706
	=====	=====	=====	=====	=====	=====	=====



72 -WATER CAPITAL REPLACEMENT  
WATER DEPARTMENT

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	(----- 2018-2019 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	2019-2020 ADOPTED BUDGET
EXPENDITURES							
<u>CONTRACTUAL</u>							
72-606-4050 VEHICLE PURCHASE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL CONTRACTUAL	0	0	0	0	0	0	0
<u>CAPITAL OUTLAY</u>							
72-606-8060 CAPITAL - EQUIPMENT	0	0	0	0	0	0	0
72-606-8087 WATER METER REPLACEMENT	<u>0</u>	<u>0</u>	<u>37,048</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL CAPITAL OUTLAY	0	0	37,048	0	0	0	0
<u>INTERFUND TRANSFERS</u>							
72-606-9020 TRANSFER TO WATER UTILITY	0	0	0	38,280	46,645	46,645	14,400
WATER METER REPLACEMENT 50	<u>288.00</u>						<u>14,400</u>
TOTAL INTERFUND TRANSFERS	0	0	0	38,280	46,645	46,645	14,400
TOTAL WATER DEPARTMENT	0	0	37,048	38,280	46,645	46,645	14,400
TOTAL EXPENDITURES	0 =====	0 =====	37,048 =====	38,280 =====	46,645 =====	46,645 =====	14,400 =====
REVENUE OVER/ (UNDER) EXPENDITURES	0 =====	0 =====	72,439 =====	33,666 =====	( 46,645) =====	25,301 =====	124,306 =====
OTHER FINANCING SOURCES & USES							
<u>OTHER SOURCES</u>							
72-599-9010 TRANSFER FROM GENERAL FUND	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL OTHER SOURCES	0	0	0	0	0	0	0
TOTAL OTHER SOURCES & USES	0	0	0	0	0	0	0
REVENUE & OTHER SOURCES OVER/ (UNDER) EXPENDITURES & OTHER (USES)	0	0	72,439	33,666	( 46,645)	25,301	124,306

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## 70 - GENERAL CAPITAL IMPROVEMENT / REPLACEMENT FUND

**Fund Description.** The General Capital Improvement / Replacement Fund is used to account for the acquisition and/or replacement of larger capital items and projects, such as fire equipment and apparatus, public works equipment, street reconstruction and drainage projects. Funds are set aside from either current revenues or from unassigned fund balance per the fund balance policy adopted in October 2011 and are designated during the budget process for future use. At the discretion of City Council unassigned General Fund fund balance is considered for capital projects and equipment when the unassigned balance is more than 50 percent of the budgeted expenditures.

Funds are scheduled by cost and projected purchase date. As a large capital purchase nears its projected date of replacement or purchase, funds are prioritized for the expenditure. The accumulation of the Capital Improvement / Replacement Fund will allow the City to make the required improvements / replacements in the year required without acquiring additional debt.

**Fund Purpose.** The purpose of this fund is to spread out the burdensome costs of capital items over a number of budget cycles. This allows the City to maintain a balanced budget from year-to-year even when large capital expenditures are required or allows the purchase of required equipment in a down revenue year.

**Fund Revenues.** This budget includes \$297,582 in transfers from the General Fund for future capital improvement and vehicle/equipment replacement. In addition this budget anticipates \$35,000 in interest income as revenue for the fund.

**Fund Expenses.** This budget includes \$839,500 in expenditures for capital improvement and equipment replacement. These items are organized by City Department and major City endeavors identified in the 2010 and 2018 Town Plans. A summary of each designation is below:

**Administration:** This budget expends \$64,000 for the following capital needs: (1) City Hall air conditioner replacement, (2) City Hall septic tank replacement and (3) computer replacement. A comprehensive listing of this equipment and its replacement schedule is on page 124. The long-term operating costs anticipated for the Administration capital expenditures are as follows:

<b>FY 2020 Capital Item</b>	<b>Long-term Operating Costs Anticipated</b>
City Hall air conditioner replacement	No additional operational costs.
City hall septic tank replacement	Reduction in maintenance time and costs.
Computer replacement	No additional operational costs.

**Public Works:** This budget expends \$39,500 for the following capital needs: (1) replacement of current wood chipper with a heavy duty chipper, (2) replacement of current grass mower. A comprehensive listing of this equipment and its replacement schedule is on page 124. The long-term operating costs anticipated for the Public Works capital expenditures are as follows:

<b>FY 2020 Capital Item</b>	<b>Long-term Operating Costs Anticipated</b>
Heavy Duty Chipper replacement	Reduction in maintenance time and costs.
Grass Mower replacement	Reduction in maintenance time and costs.

**Fire:** This budget expends \$8,000 for the following capital need: replacement of a gear extractor washing machine. A comprehensive listing of this equipment and its replacement schedule is on page 125. Note that in Fiscal Year 2018 – 2019 the City purchased an Aerial Platform Fire truck for \$1,165,000 to replace a 20-year old Fire Engine and replaced all its SCBAs. The long-term operating costs anticipated for the Fire Department capital expenditures are as follows:

<b>FY 2020 Capital Item</b>	<b>Long-term Operating Costs Anticipated</b>
Gear Extractor Washing Machine replacement	Reduction in maintenance time and costs.

**Police:** The City customarily budgets capital purchases for the Police Department in the Crime Control & Prevention District Fund. For this fund’s details and a comprehensive listing of police capital equipment and its replacement schedule see page 133.

**Street Maintenance:** This designation is for the construction or major redevelopment of the current streets in the City. Anticipated requirements include the repair of deteriorating streets in the old section of Shavano Park (Saddletree Road, Shavano Drive, and Fawn Drive), as well as the future resurfacing DeZavala Road, and Lockhill Selma Road. There are no planned expenditures under this category this budget year, but a Public Works Department objective for Fiscal Year 2019-2020 is to provide a full street evaluation, propose a 5 to 10 year street maintenance program and consider future improvements. In addition to monies designated for street maintenance in this fund, the City possesses a Street Maintenance Fund which receives a portion of sales tax revenues (see page 144 for fund details).

**Drainage Projects:** This fund designates \$1,375,864 for drainage projects and this budget allocates \$728,000 in expenditures on drainage projects in Fiscal Year 2020. Such projects include several drainage channels throughout the City that have been identified as known problem areas. The status of the drainage areas identified in the Master Drainage Plan (2017) and projects approved by Council are as follows:

- **Area 1 - Kinnan Way berm - [Complete](#).**
- **Area 2 - Wagon Trail depression pump – [Complete](#).**
- **Area 3 – Turkey Creek area – Preliminary Engineering Report in progress.**
- **Area 4.1 – Elm Spring area – Preliminary Engineering Report in progress.**

- **Area 4.2 – De Zavala / Ripple Creek area** – Preliminary Engineering Report in progress.
- **Area 5 – Bent Oak clearing** – [Complete](#).
- **Area 5 – Windmill culvert** – Project ready to go to bid.
- **Area 5 – Bent Oak culvert** – Near consensus with residents for Temporary Construction Access Easement Agreements.
- **Area 12 – Chimney Rock culvert** – Project ready to go to bid.

The Preliminary Engineering Report for Turkey Creek, Elm Spring and the De Zavala / Ripple Creek areas is underway with the field survey work already completed.

Windmill and Chimney Rock culvert projects have construction access easement agreements signed with all properties impacted by the project. These two culvert projects are ready to go to bid. Bent Oak culvert is near consensus with impacted property owners, but further negotiation is needed. Staff is confident construction access agreements will be signed and all three culvert projects will be able to move forward in the near future. The long-term operating costs anticipated for the Drainage project capital expenditures are as follows:

<b>FY 2020 Capital Item</b>	<b>Long-term Operating Costs Anticipated</b>
Drainage culverts at Chimney Rock, Windmill and Bent Oak	New regular maintenance duty for Public Works staff.

**Town Plan Items:** These projects are special items identified in the 2018 Town Plan: NW Military Highway Improvements, Hike and Bike Trails and the Municipal Tract.

- **NW Military Highway.** Funds are programed to offset costs associated with the planned improvement of NW Military Highway in the year 2020. There are no planned expenditures under this category this budget year.
- **Sidewalks / Pathways.** Funds are projected for use in establishing an access point to the Salado Creek trail way or other potential sidewalk projects. There are no planned expenditures under this category this budget year.
- **Muni-tract.** Funds are set aside for any future improvements to the Municipal Tract. There are no planned expenditures under this category this budget year.

## 70 - GENERAL CAPITAL IMPROVEMENT/REPLACEMENT FUND

	FY 2018-19 AMENDED BUDGET	FY 2019-20 CITY COUNCIL ADOPTED BUDGET	DIFFERENCE
<b>FUND BALANCE, BY DESIGNATION:</b>			
ADMIN	\$ 175,036	\$ 132,114	
PW	203,934	168,270	
FIRE	1,488,987	543,584	
STREETS	250,000	250,000	
DRAINAGE	1,429,850	1,375,864	
NW MILITARY	25,000	25,000	
MUNICIPAL TRACT	2,955	2,955	
SIDEWALK PATHWAYS	35,000	35,000	
UNDESIGNATED	28,333	-	
<b>TOTAL BEGINNING FUND BALANCE</b>	<b>\$ 3,639,095</b>	<b>\$ 2,532,787</b>	
REVENUES AND OTHER SOURCES	\$ 357,756 *	\$ 332,582 *	\$ (25,174)
EXPENDITURES AND OTHER USES	<u>2,212,174 **</u>	<u>839,500</u>	\$ (1,372,674)
<b>TOTAL REVENUES AND OTHER SOURCES MORE/(LESS) THAN EXPENDITURES AND OTHER USES</b>	<b>\$ (1,854,418)</b>	<b>\$ (506,918)</b>	
<b>ENDING FUND BALANCE, PROJECTED</b>	<b>\$ 1,784,677</b>	<b>\$ 2,025,869</b>	

\* Does not include budgeted use of \$1,854,418 and \$506,918, respectively, of fund balance to cover expenditures.

\*\* Due to unforeseen delays, the drainage construction projects did not proceed as expected and will be re-budgeted for FY 2019-20. Actual FY 2018-19 expenditures will be significantly less than budgeted.

**CITY OF SHAVANO PARK**  
**FY 2019 - 20 ADOPTED GENERAL FUND EQUIPMENT REPLACEMENT SCHEDULE**

	Year Model	Estimated Replacement Cost	Estimated Year To Replace	Total Life (yrs)	Committed Balance At 09/30/2019	Adopted Funding FY2020	Additional Future Yrs Funding	Total Committed Balance
<b>Administrative</b>								
Upgrade - Incode to Invision	Future	\$ 60,000	2026	5	\$ 14,500	\$ 6,500	\$ 39,000	\$ 60,000
City Hall Septic Tank Enlargement/Replacement (w/ Bexar 911)	Future	50,000	2020	20	37,888	12,112	-	50,000
Application Server	2012	13,000	2023	7	8,832	1,042	3,126	13,000
Email Server	2015	13,000	2023	7	4,666	2,083	6,251	13,000
Firewall Server	2013	7,000	2021	7	7,000	-	-	7,000
Windows 7 - end of life								
Hardware upgrade - 3 devices @ \$1,500 each	Various	6,000	2020	5	7,650	(1,650)	-	6,000
Telephone system, from landline to VOIP	Future	31,000	2024	4	-	6,200	24,800	31,000
A/C Units - City Hall (4)	2001	40,000	Varies	15	40,000	-	-	40,000
A/C Units - City Hall (3)	2017	16,000	Varies	15	2,666	500	12,834	16,000
A/C Units - City Hall (1)	2018	8,000	Varies	10	800	300	6,900	8,000
City Hall Roof	2019	100,000	2039	20	-	5,000	95,000	100,000
City Hall Sprinkler System & Emergency Lighting (Lighting FY 2017-18)		8,000	TBD		-	750	7,250	8,000
Backup Power Supply/Auxiliary Power Unit (CH w/Crime Control)		25,000	2020		16,000	9,000	-	25,000
Sub Totals		\$ 377,000			\$ 140,002	\$ 41,837	\$ 195,161	\$ 377,000
<b>Public Works</b>								
Ford F250 Crew Cab	2018	\$ 45,000	2034	15	764	2,765	41,471	45,000
Ford F350 Small Dump/Tilt Bed (3492) (\$60,000 - 50/50)	2001	30,000	2026	15	25,000	715	4,285	30,000
Ford XL F350 Pickup/Lift Gate (0612)	2008	36,000	2023	15	30,390	1,403	4,207	36,000
Chevrolet Silverado HD3500 (2283) (\$45,000 - 50/50)	2013	22,500	2028	15	22,500	-	0	22,500
Hotsy 225 Gallon Tank/Washer/Trailer (0193)	2009	10,000	2023	10	5,000	1,000	4,000	10,000
Case skid loader(two thirds/one third)	2019	40,000	2038	18	-	2,000	38,000	40,000
Morbark 2070 XL Brush Chipper (0134)	2001	18,100	2020	20	17,100	1,000	-	18,100
Beaver Chipper, 4"	2012	19,000	2027	15	2,111	6,789	10,100	19,000
Roller (ASCO)	2016	27,000	2034	18	3,600	1,200	22,200	27,000
Trailer (Magnum) for roller	2016	9,000	2024	8	2,250	1,000	5,750	9,000
Gravely Mower Rapid XZ	2012	12,500	2020	8	-	12,500	-	12,500
Case Backhoe (\$66,100 - 50/50)	2017	33,050	2042	25	1,322	1,000	30,728	33,050
Crack Seal Machine - Trailer Mounted - CL200 Cimline	2017	50,000	2033	15	3,333	3,000	43,667	50,000
Zero turning mower Maxtorque 898cc	2017	12,000	2025	8	2,400	1,600	8,000	12,000
Mini-excavator (50/50)	2018	20,000	2039	20	-	1,000	19,000	20,000
Public Works Director Truck (\$40,000 - 50/50)	Future	20,000	2022	15	10,000	1,000	9,000	20,000
5 yd International Dump Truck (\$80,000, 50/50)	2006	40,000	2031	25	30,000	900	9,100	40,000
Landscape Trailer	2018	5,000	2038	20	-	250	4,750	5,000
Backup Power Supply/Auxiliary Power Unit (\$50,000, joint with SPFD)	Future	25,000	2021	TBD	12,500	5,000	7,500	25,000
Sub Totals		\$ 474,150			\$ 168,270	\$ 44,122	\$ 261,758	\$ 474,150

**CITY OF SHAVANO PARK**  
**FY 2019 - 20 ADOPTED GENERAL FUND EQUIPMENT REPLACEMENT SCHEDULE**

	Year Model	Estimated Replacement Cost	Estimated Year To Replace	Total Life (yrs)	Committed Balance At 09/30/2019	Adopted Funding FY2020	Additional Future Yrs Funding	Total Committed Balance
<b>Fire Department</b>								
Hallmark Trailer-Wells Cargo (1086)	2004	\$ 8,000	2032	10	\$ 8,000	\$ -	\$ -	\$ 8,000
Ambulance (4617)	2017	180,000	2027	10	18,000	18,000	144,000	180,000
Ambulance (1796) remount box on new cab/chassis	2018	140,000	2028	10	-	14,000	126,000	140,000
Hall-Mark Fire Apparatus E-One Typhon Pumper (7377)	2012	700,000	2033	20	213,234	34,769	451,997	700,000
Pierce 2017 Platform Apparatus (purchased 2019)	2017	1,200,000	2039	20	-	60,000	1,140,000	1,200,000
Ford F350 Pickup (5691)	2010	35,000	2022	12	16,000	6,000	13,000	35,000
Ford F550 Fire Brush Truck (5797)	2010	86,000	2026	15	22,678	9,000	54,322	86,000
Chevy Tahoe LS - Command 1752	2014	35,000	2025	10	14,000	3,000	18,000	35,000
Max Air Trailer Mounted Breathing Air System Complete	2005/17	20,000	2037	20	(0)	250	19,750	20,000
Communication System (hand held/mobile mounted radios)	2012	150,000	2022	10	94,748	18,000	37,252	150,000
Cardiac Monitor-Defibrillator	2012	35,000	2022	10	22,300	4,233	8,467	35,000
Cardiac Monitor-Defibrillator	2012	35,000	2022	10	22,300	4,233	8,467	35,000
Stryker - Stretcher	2017	18,000	2027	10	3,600	1,800	12,600	18,000
Stryker - Stretcher	2018	18,000	2028	10	1,800	1,800	14,400	18,000
Roof on Living Quarters (metal)	2016	20,000	2056	40	-	500	19,500	20,000
SCBA units (12)	2018	125,000	2034	15	-	8,000	117,000	125,000
Thermal Imaging Cameras	2017	10,000	2025	7	2,856	1,100	6,044	10,000
Thermal Imaging Cameras	2017	10,000	2025	7	2,856	1,100	6,044	10,000
Mobile Computers (13)	Various	39,000	Various	7	7,800	4,000	27,200	39,000
A/C systems (Bays 1 5-ton split unit)	2010	10,000	2022	12	10,000	-	-	10,000
A/C systems (Living Quarters 2 5-ton units)	2000	10,000	TBD	10	10,000	-	-	10,000
Zoll Auto Pulse (1)	2012	18,000	2022	10	18,000	-	-	18,000
Zoll Auto Pulse (1)	2012	18,000	2022	10	9,000	3,000	6,000	18,000
Generac Emergency Generator 25KW (Gas)( Bay Doors & Radios)	2015	25,000	2035	20	3,750	1,250	20,000	25,000
Amkus Rescue Tool Complete	2006	25,000	2021	15	17,750	2,125	5,125	25,000
Skyline 40LB Extractor	2004	8,000	2020	15	4,287	3,713	-	8,000
StairPro Stair Master (1)	2006	4,500	2021	15	3,375	500	625	4,500
StairPro Stair Master (1)	2006	4,500	2021	15	2,250	750	1,500	4,500
Communication System (Radio Repeater Complete) VHF	1990	48,500	Various	30	-	500	48,000	48,500
Backup Power Supply/Auxiliary Power Unit (\$50,000, joint with SPPW)	Future	25,000	2021	TBD	10,000	5,000	10,000	25,000
Sub Totals		\$ 3,060,500			\$ 538,584	\$ 206,623	\$ 2,315,293	\$ 3,060,500
Total Capital Replacement Funds		\$ 3,911,650			\$ 846,856	\$ 292,582	\$ 2,772,212	\$ 3,911,650

## 70 -CAPITAL REPLACEMENT FUND

	2015-2016	2016-2017	2017-2018	(----- 2018-2019 -----)	2019-2020		
REVENUES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	ADOPTED BUDGET
<hr/>							
OTHER SOURCES							
=====							
<u>MISC./GRANTS/INTEREST</u>							
70-599-7090 SALE OF CITY ASSETS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>35,000</u>	<u>35,000</u>	<u>0</u>
TOTAL MISC./GRANTS/INTEREST	0	0	0	0	35,000	35,000	0
<u>TRANSFERS IN</u>							
70-599-8010 INTEREST INCOME	213	10,117	36,427	50,000	55,012	58,000	35,000
70-599-8020 TRF IN - GENERAL FUND	1,905,486	251,032	629,635	307,756	302,756	302,756	297,582
ADMINISTRATION 0	0.00						41,837
FIRE VEHICLES/EQUIPMENT 0	0.00						206,623
PUBLIC WORKS VEHICLES/E 0	0.00						44,122
DRAINAGE DEVELOPMENT 0	0.00						5,000
70-599-8026 TRF IN - CRIME CONTROL FUND	0	0	0	0	0	0	0
70-599-8099 FUND BALANCE RESERVE	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,854,418</u>	<u>0</u>	<u>0</u>	<u>506,918</u>
TOTAL TRANSFERS IN	1,905,699	261,149	666,062	2,212,174	357,768	360,756	839,500
<hr/>							
TOTAL OTHER SOURCES	1,905,699	261,149	666,062	2,212,174	392,768	395,756	839,500
<hr/>							
TOTAL REVENUES	<u>1,905,699</u>	<u>261,149</u>	<u>666,062</u>	<u>2,212,174</u>	<u>392,768</u>	<u>395,756</u>	<u>839,500</u>
	=====	=====	=====	=====	=====	=====	=====



70 -CAPITAL REPLACEMENT FUND  
COUNCIL

EXPENDITURES	(----- 2018-2019 -----)						2019-2020
	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	ADOPTED BUDGET
<hr/>							
<u>CONTRACTUAL</u>							
70-600-4010 TP - NW MILITARY HWY	0	0	0	0	0	0	0
70-600-4020 TP - MUNI TRACT DEVELOPMENT	0	0	0	0	0	0	0
MUNICIPAL TRACT-SURVEY      0	0.00						0
70-600-4030 TP - HIKE AND BIKE TRAILS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL CONTRACTUAL	0	0	0	0	0	0	0
<hr/>							
TOTAL COUNCIL	0	0	0	0	0	0	0

70 -CAPITAL REPLACEMENT FUND  
ADMIN

				(----- 2018-2019 -----)			2019-2020
	2015-2016	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	ADOPTED
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET
<u>CAPITAL OUTLAY</u>							
70-601-8015 COMPUTER EQUIPMENT	0	0	0	0	0	0	6,000
COMPUTER REPLACEMENT 4	1,500.00						6,000
70-601-8080 CAPITAL IMPROVEMENTS	0	0	0	15,330	0	0	0
MUNICIPAL TRACT 0	0.00						0
70-601-8081 CAPITAL - BUILDING	0	0	0	103,000	87,112	87,112	58,000
CITY HALL HVAC 1	8,000.00						8,000
CITY HALL SEPTIC REPLAC 0	0.00						50,000
TOTAL CAPITAL OUTLAY	0	0	0	118,330	87,112	87,112	64,000
<u>INTERFUND TRANSFERS</u>							
70-601-9010 TRANSFER TO - GENERAL FUND	0	7,684	48,799	0	0	0	0
TOTAL INTERFUND TRANSFERS	0	7,684	48,799	0	0	0	0
TOTAL ADMIN	0	7,684	48,799	118,330	87,112	87,112	64,000

70 -CAPITAL REPLACEMENT FUND  
PUBLIC WORKS

EXPENDITURES	(----- 2018-2019 -----)						2019-2020
	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	ADOPTED BUDGET
<u>CAPITAL OUTLAY</u>							
70-603-8050 CAPITAL - VEHICLES	0	0	0	40,000	39,236	39,236	0
70-603-8060 CAPITAL - EQUIPMENT	0	0	0	43,060	42,964	42,964	39,500
HEAVY DUTY CHIPPER	1 27,000.00						27,000
GRASSHOPPER MOWER	1 12,500.00						12,500
70-603-8080 CAPITAL-IMPROVEMENT PROJECT	0	0	62,914	729,500	44,905	50,000	728,000
WINDMILL CULVERT	0 0.00						164,500
BENT OAK CULVERT	0 0.00						230,500
CHIMNEY ROCK CULVERT	0 0.00						183,000
ENGINEERING	0 0.00						150,000
70-603-8081 CAPITAL - BUILDING	0	0	0	0	0	0	0
70-603-8085 CAPITAL - STREETS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL CAPITAL OUTLAY	0	0	62,914	812,560	127,105	132,200	767,500
<u>INTERFUND TRANSFERS</u>							
70-603-9010 TRANSFER TO - GENERAL FUND	<u>0</u>	<u>48,455</u>	<u>35,527</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL INTERFUND TRANSFERS	0	48,455	35,527	0	0	0	0
<hr/>							
TOTAL PUBLIC WORKS	0	48,455	98,441	812,560	127,105	132,200	767,500

70 -CAPITAL REPLACEMENT FUND  
FIRE

FIRE	(----- 2018-2019 -----)						2019-2020
	2015-2016	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	ADOPTED
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET
<u>CAPITAL OUTLAY</u>							
70-604-8040 CAPITAL - PPE EQUIPMENT	0	0	0	116,319	116,318	116,318	8,000
GEAR EXTRACTOR 1	8,000.00						8,000
70-604-8050 CAPITAL - APPARATUS	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,164,965</u>	<u>1,164,965</u>	<u>1,164,965</u>	<u>0</u>
TOTAL CAPITAL OUTLAY	0	0	0	1,281,284	1,281,284	1,281,283	8,000
<u>INTERFUND TRANSFERS</u>							
70-604-9010 TRANSFER TO - GENERAL FUND	<u>4,000</u>	<u>244,481</u>	<u>154,971</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL INTERFUND TRANSFERS	4,000	244,481	154,971	0	0	0	0
TOTAL FIRE	4,000	244,481	154,971	1,281,284	1,281,284	1,281,283	8,000

70 -CAPITAL REPLACEMENT FUND  
POLICE

	2015-2016	2016-2017	2017-2018	(----- 2018-2019 -----)	2019-2020
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	ADOPTED BUDGET
				Y-T-D ACTUAL	PROJECTED YEAR END
<hr/>					
<u>CONTRACTUAL</u>					
70-605-4020 PATROL VEHICLE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL CONTRACTUAL	0	0	0	0	0
<u>INTERFUND TRANSFERS</u>					
70-605-9018 TRF TO CRIME CONTROL DIST.	<u>148,782</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL INTERFUND TRANSFERS	148,782	0	0	0	0
<hr/>					
TOTAL POLICE	148,782	0	0	0	0
<hr/>					
TOTAL EXPENDITURES	<u>152,782</u>	<u>300,620</u>	<u>302,211</u>	<u>2,212,174</u>	<u>1,495,500</u>
		</			

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## 40 -CRIME CONTROL AND PREVENTION DISTRICT FUND

	FY 2018-19 AMENDED BUDGET	FY 2019-20 CITY COUNCIL ADOPTED BUDGET	DIFFERENCE
<b>BEGINNING FUND BALANCE</b>	\$ 550,043	\$ 582,878	
<b>REVENUE AND OTHER SOURCES</b>	\$ 121,000	\$ 123,750	\$ 2,750
<b>EXPENDITURES AND OTHER USES</b>	88,165	85,901	(2,264)
<b>TOTAL REVENUES AND OTHER SOURCES OVER THAN EXPENDITURES AND OTHER USES</b>	\$ 32,835	\$ 37,849	\$ 5,014
<b>ENDING FUND BALANCE, PROJECTED BUDGET</b>	\$ 582,878	\$ 620,727	

Included in above ending fund balance amount:

Planned Equipment Replacement	\$ 440,396	\$ 481,414
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Capital and non-capital purchases are budgeted for the Fire and Police Departments. Larger items include four traffic notification signs (2 each on DeZavala and Lockhill-Selma) for \$21,000, replacing/updating electronic ticket writers and the related printers \$13,796, six shotgun locks/mounts \$10,500 and Tasers \$9,265.

\$ 58,761

Proposed operating expenditures are included for training, National Night Out supplies, database migration and Neighborhood Watch supplies

\$ 22,150

National Incident-Based Reporting System (NIBRS) grant - local funding  
Transfer to General Fund

\$ 4,990

# CITY OF SHAVANO PARK

## FY 2019 - 20 ADOPTED CRIME CONTROL & PREVENTION DISTRICT - POLICE DEPARTMENT EQUIPMENT REPLACEMENT SCHEDULE

Description	Year Model	Estimated Replacement Cost	Scheduled Year To Replace	Total Life (yrs)	Committed Balance Thru 09/30/2019	Adopted Funding FY2020	Additional Funding Future Yrs	Total Funding
Chevy Tahoe (2368) Chief	2013	***			\$ 50,000	\$ (50,000)	\$ -	\$ -
Chevy Tahoe (1003) CID	2013	***			50,000	(50,000)	-	-
Ford Explorer (2434)	2015	65,000	2021	5	35,137	14,932	14,931	65,000
Ford Explorer (2433)	2015	65,000	2021	5	35,137	14,932	14,931	65,000
Chevy 1500 Silverado - Code Compliance (8590)	2015	50,000	2026	10	17,856	6,428	25,716	50,000
Ford Explorer (4064)	2016	65,000	2022	5	30,141	11,620	23,239	65,000
Ford Explorer (4065)	2016	65,000	2022	5	30,141	11,620	23,239	65,000
Ford Explorer (2961)	2017	65,000	2023	5	20,000	11,250	33,750	65,000
Ford Explorer (7362)	2017	65,000	2024	5	10,000	11,000	44,000	65,000
Ford Explorer (7363)	2017	65,000	2024	5	10,000	11,000	44,000	65,000
Ford Explorer (9988)	2017	65,000	2024	5	30,313	6,937	27,750	65,000
Communication System (radios)	2012	162,500	2021	10	98,329	32,085	32,086	162,500
Windows 7 - end of life:								
Software upgrade - 5 devices @ \$200 each	Various	-	2020	5	5,100	(5,100)	-	-
Back up Power Supply/Auxiliary Power Unit - CH	Future	25,000	2020	TBD	12,500	12,500	-	25,000
Police Department Video Server	2016	13,000	2023	6	5,742	1,814	5,444	13,000
<b>Total *</b>		<b>\$ 770,500</b>			<b>\$ 440,396</b>	<b>\$ 41,018</b>	<b>\$ 289,086</b>	<b>\$ 770,500</b>

\*\*\* The City does not currently plan to purchase new Explorers for the Police Chief and Investigator but will re-allocate vehicles for this purpose from the patrol fleet as the units are replaced.

## 40 -CRIME CONTROL DISTRICT

	2015-2016	2016-2017	2017-2018	(----- 2018-2019 -----)	2019-2020		
REVENUES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	ADOPTED BUDGET
<hr/>							
NON-DEPARTMENTAL =====							
<u>TAXES</u>							
40-599-1050 SALES - CRIME CONTROL DIST	<u>98,423</u>	<u>109,944</u>	<u>103,244</u>	<u>115,000</u>	<u>102,008</u>	<u>110,100</u>	<u>116,250</u>
TOTAL TAXES	98,423	109,944	103,244	115,000	102,008	110,100	116,250
<u>MISC./GRANTS/INTEREST</u>							
40-599-7085 POLICE DEPT - DONATIONS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL MISC./GRANTS/INTEREST	0	0	0	0	0	0	0
<u>TRANSFERS IN</u>							
40-599-8005 INTEREST INCOME	67	2,582	8,038	6,000	8,877	9,600	7,500
40-599-8070 TRF IN - CAPITAL FUND	148,782	0	0	0	0	0	0
40-599-8090 PRIOR PERIOD ADJUSTMENT	0	0	0	0	0	0	0
40-599-8099 FUND BALANCE RESERVE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL TRANSFERS IN	148,849	2,582	8,038	6,000	8,877	9,600	7,500
<hr/>							
TOTAL NON-DEPARTMENTAL	247,272	112,526	111,282	121,000	110,885	119,700	123,750
<hr/>							
TOTAL REVENUES	<u>247,272</u>	<u>112,526</u>	<u>111,282</u>	<u>121,000</u>	<u>110,885</u>	<u>119,700</u>	<u>123,750</u>
	=====	=====	=====	=====	=====	=====	=====



40 -CRIME CONTROL DISTRICT  
FIRE DEPARTMENT

	2015-2016	2016-2017	2017-2018	(----- 2018-2019 -----)	2019-2020
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	ADOPTED BUDGET
<u>SERVICES</u>					
40-604-3030 TRAINING/EDUCATION	0	0	0	0	5,000
TOTAL SERVICES	0	0	0	0	5,000
<u>CAPITAL OUTLAY</u>					
40-604-8010 ELECTRONIC EQUIPMENT	0	0	0	0	2,433
TICKET WRITER & PRINTER 0	0.00				2,433
40-604-8012 NON-CAPITAL - FIREARMS/TASE	0	0	0	625	625
TASER PROGRAM - YEAR 2 0	0.00				625
TOTAL CAPITAL OUTLAY	0	0	0	625	3,058
<u>INTERFUND TRANSFERS</u>					
40-604-9011 TRANSFER OUT - GENERAL FUND	0	0	6,612	0	0
TOTAL INTERFUND TRANSFERS	0	0	6,612	0	0
TOTAL FIRE DEPARTMENT	0	0	6,612	625	8,058

40 -CRIME CONTROL DISTRICT  
POLICE DEPARTMENT

		2015-2016	2016-2017	2017-2018	(----- 2018-2019 -----)	2019-2020		
EXPENDITURES		ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	ADOPTED BUDGET
<u>SERVICES</u>								
40-605-3030 TRAINING/EDUCATION		2,042	1,987	2,526	5,300	2,157	3,200	6,400
TAPEIT	0	0.00						1,500
VARIOUS CLASSES	15	200.00						3,000
MIDWEST RADAR OFFICER C	0	0.00						600
CHIEF LEADERSHIP TRAINI	0	0.00						1,300
40-605-3087 CITIZENS COMMUNICATION/EDUC		5,619	5,233	5,483	5,500	5,770	5,770	6,000
NATIONAL NIGHT OUT - SU	0	0.00						5,500
NEIGHBORHOOD WATCH - SI	0	0.00						500
TOTAL SERVICES		7,661	7,220	8,009	10,800	7,927	8,970	12,400
<u>CONTRACTUAL</u>								
40-605-4075 COMPUTER SOFTWARE		0	0	0	0	0	0	4,750
SQL MIGRATION 1/2 PD 1/	0	0.00						4,750
TOTAL CONTRACTUAL		0	0	0	0	0	0	4,750
<u>CAPITAL OUTLAY</u>								
40-605-8010 ELECTRONIC EQUIPMENT PURCHA		0	0	0	5,000	2,029	5,000	11,363
TICKETWRITER X6, PRINTE	0	0.00						11,363
40-605-8012 NON CAPITAL - FIRE ARMS/TAS		0	0	0	8,640	8,640	8,640	8,640
TASER 5 YR PROGRAM	0	0.00						8,640
40-605-8015 NON-CAPITAL - COMPUTER EQUI		0	0	0	7,200	6,528	6,528	1,900
DESKTOP COMPUTER (PATRO	1	1,900.00						1,900
40-605-8018 NON-CAPITAL BUILDING		0	0	0	1,300	0	0	2,300
KITCHEN CABINET/COUNTER	0	0.00						1,000
SPPD/CH ALARM REPLACEME	0	0.00						1,300
40-605-8020 POLICE VEHICLE		0	0	0	0	0	0	0
40-605-8025 NON-CAPITAL - OFFICE FURNIT		0	0	0	1,000	1,000	1,000	0
40-605-8030 POLICE EQUIPMENT PURCHASE		0	0	0	0	0	0	31,500
6 SHOTGUN LOCKS/MOUNTS	0	0.00						10,500
DEZAVALA - STATIC RADAR	0	0.00						10,500
LOCKHILL SELMA STATIC R	0	0.00						10,500
40-605-8042 CAPITAL - FIREARMS		0	0	0	25,000	23,089	23,100	0
40-605-8045 CAPITAL - COMPUTER EQUIPMEN		0	0	0	25,000	19,959	22,000	0
40-605-8050 CAPITAL - VEHICLES		0	0	33,546	0	0	0	0
40-605-8080 POLICE EQPT, CAP REPL FUND		0	0	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	33,546	73,140	61,245	66,268	55,703

40 -CRIME CONTROL DISTRICT  
POLICE DEPARTMENT

	2015-2016	2016-2017	2017-2018	(----- 2018-2019 -----)	2019-2020		
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	ADOPTED BUDGET
<u>INTERFUND TRANSFERS</u>							
40-605-9010 TRF TO- EQUIP REPL FUND	0	0	0	0	0	0	0
40-605-9011 TRANSFER TO - GENERAL FUND	82,459	215,106	203,442	3,600	3,600	3,600	4,990
NIBRS - LOCAL FUNDS 0	<u>0.00</u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u>4,990</u>
TOTAL INTERFUND TRANSFERS	82,459	215,106	203,442	3,600	3,600	3,600	4,990
TOTAL POLICE DEPARTMENT	90,120	222,326	244,997	87,540	72,773	78,838	77,843
TOTAL EXPENDITURES	90,120	222,326	251,609	88,165	73,397	79,462	85,901
	=====	=====	=====	=====	=====	=====	=====
REVENUE OVER/(UNDER) EXPENDITURES	157,152	( 109,800)	( 140,327)	32,835	37,488	40,238	37,849
	=====	=====	=====	=====	=====	=====	=====

## 42- PUBLIC EDUCATION AND GOVERNMENTAL PROGRAMMING FUNDS (PEG)

	FY 2018-19 AMENDED BUDGET	FY 2019-20 CITY COUNCIL ADOPTED BUDGET	DIFFERENCE
<b>BEGINNING FUND BALANCE</b>	<u>\$ 89,641</u>	<u>\$ 104,541</u>	
REVENUES	\$ 16,500	\$ 17,200 *	\$ 700
EXPENDITURES	\$ 1,600	\$ 19,300	\$ 17,700
<b>ENDING FUND BALANCE, PROJECTED</b>	<u><u>\$ 104,541</u></u>	<u><u>\$ 102,441</u></u>	

Funds can be utilized on capital purchases within the guidelines of Texas Utilities Code Chapter 66.

\* Does not include budgeted use of \$2,100 of fund balance to cover expenditures

### CAPITAL OUTLAY:

The proposed budget includes \$15,000 for video teleconferencing equipment, \$1,400 for a replacement podium with a built in microphone, \$1,200 for acoustic sealing devices, \$900 for a portable public address system and \$800 for replacement microphones. \$ 19,300

42 -PEG FUNDS

	2015-2016	2016-2017	2017-2018	(----- 2018-2019 -----)	2019-2020		
REVENUES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	ADOPTED BUDGET
<hr/>							
NON-DEPARTMENTAL							
=====							
<u>FRANCHISE REVENUES</u>							
42-599-2024 FRANCHISE - PEG FEES	<u>15,385</u>	<u>15,212</u>	<u>16,127</u>	<u>15,500</u>	<u>16,641</u>	<u>16,641</u>	<u>16,000</u>
TOTAL FRANCHISE REVENUES	15,385	15,212	16,127	15,500	16,641	16,641	16,000
<u>MISC./GRANTS/INTEREST</u>							
42-599-7000 INTEREST	<u>7</u>	<u>27</u>	<u>1,255</u>	<u>1,000</u>	<u>1,503</u>	<u>1,650</u>	<u>1,200</u>
TOTAL MISC./GRANTS/INTEREST	7	27	1,255	1,000	1,503	1,650	1,200
<u>TRANSFERS IN</u>							
42-599-8090 PRIOR PERIOD ADJUSTMENT	0	0	3,893	0	0	0	0
42-599-8099 FUND BALANCE RESERVE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,100</u>
TOTAL TRANSFERS IN	0	0	3,893	0	0	0	2,100
<hr/>							
TOTAL NON-DEPARTMENTAL	15,392	15,239	21,275	16,500	18,143	18,291	19,300
<hr/>							
TOTAL REVENUES	<u>15,392</u>	<u>15,239</u>	<u>21,275</u>	<u>16,500</u>	<u>18,143</u>	<u>18,291</u>	<u>19,300</u>
	=====	=====	=====	=====	=====	=====	=====

42 -PEG FUNDS  
ADMINISTRATION

		(----- 2018-2019 -----)						2019-2020
		2015-2016	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	ADOPTED
EXPENDITURES		ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET
<hr/>								
<u>CAPITAL OUTLAY</u>								
42-601-8030 CAPITAL-ELECTRONIC EQUIPMEN		0	0	35,784	1,600	1,021	1,021	19,300
REPLACEMENT MICROPHONES	2	400.00						800
PODIUM WITH BUILT-IN MI	1	1,400.00						1,400
PORTABLE PA SYSTEM	1	900.00						900
ACCOUSTIC SEALING	0	0.00						1,200
VIDEO TELECONFERENCING	0	0.00						15,000
TOTAL CAPITAL OUTLAY		0	0	35,784	1,600	1,021	1,021	19,300
<hr/>								
TOTAL ADMINISTRATION		0	0	35,784	1,600	1,021	1,021	19,300
<hr/>								
TOTAL EXPENDITURES		0	0	35,784	1,600	1,021	1,021	19,300
		=====	=====	=====	=====	=====	=====	=====
REVENUE OVER/ (UNDER) EXPENDITURES		15,392	15,239	( 14,509)	14,900	17,123	17,270	0
		=====	=====	=====	=====	=====	=====	=====

## 45- OAK WILT FUND

	FY 2018-19 AMENDED BUDGET	FY 2019-20 CITY COUNCIL ADOPTED BUDGET	DIFFERENCE
<b>BEGINNING FUND BALANCE</b>	<u>\$ 83,247</u>	<u>\$ 93,247</u>	
REVENUES	\$ 10,500	\$ 11,000	\$ 500
EXPENDITURES	\$ 500	\$ 500	\$ -
<b>ENDING FUND BALANCE, PROJECTED BUDGET</b>	<u><u>\$ 93,247</u></u>	<u><u>\$ 103,747</u></u>	

45 -OAK WILT FUND

	2015-2016	2016-2017	2017-2018	(----- 2018-2019 -----)	2019-2020		
REVENUES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	ADOPTED BUDGET
<hr/>							
NON-DEPARTMENTAL							
=====							
<u>PERMITS &amp; LICENSES</u>							
45-599-3015 TREE TRIMMING PERMITS	<u>17,710</u>	<u>13,700</u>	<u>12,915</u>	<u>10,500</u>	<u>10,885</u>	<u>12,250</u>	<u>11,000</u>
TOTAL PERMITS & LICENSES	17,710	13,700	12,915	10,500	10,885	12,250	11,000
<u>MISC./GRANTS/INTEREST</u>							
45-599-7030 TEXAS FORESTRY GRANT	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL MISC./GRANTS/INTEREST	0	0	0	0	0	0	0
<u>TRANSFERS IN</u>							
45-599-8005 INTEREST	0	0	0	0	0	0	0
45-599-8010 TRF IN - GENERAL FUND	20,000	0	0	0	0	0	0
45-599-8099 FUND BALANCE RESERVE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL TRANSFERS IN	20,000	0	0	0	0	0	0
<hr/>							
TOTAL NON-DEPARTMENTAL	37,710	13,700	12,915	10,500	10,885	12,250	11,000
<hr/>							
TOTAL REVENUES	<u>37,710</u>	<u>13,700</u>	<u>12,915</u>	<u>10,500</u>	<u>10,885</u>	<u>12,250</u>	<u>11,000</u>
	=====	=====	=====	=====	=====	=====	=====



45 -OAK WILT FUND  
ADMINISTRATION

	2015-2016	2016-2017	2017-2018	(----- 2018-2019 -----)	2019-2020		
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	ADOPTED BUDGET
<hr/>							
<u>SERVICES</u>							
45-601-3012 PROFESSIONAL SERVICES	0	0	0	0	0	0	0
45-601-3087 CITIZENS COMMUNICATION/EDUC	<u>0</u>	<u>0</u>	<u>0</u>	<u>500</u>	<u>0</u>	<u>0</u>	<u>500</u>
TOTAL SERVICES	0	0	0	500	0	0	500
<u>DEPT MATERIALS-SERVICES</u>							
45-601-6085 SUPPLIES/MATERIAL/CHEMICALS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL DEPT MATERIALS-SERVICES	0	0	0	0	0	0	0
<hr/>							
TOTAL ADMINISTRATION	0	0	0	500	0	0	500
<hr/>							
TOTAL EXPENDITURES	0	0	0	500	0	0	500
	=====	=====	=====	=====	=====	=====	=====
REVENUE OVER/(UNDER) EXPENDITURES	37,710	13,700	12,915	10,000	10,885	12,250	10,500
	=====	=====	=====	=====	=====	=====	=====

## 48 - STREET MAINTENANCE FUND

	FY 2018-19 AMENDED BUDGET	FY 2019-20 CITY COUNCIL ADOPTED BUDGET	DIFFERENCE
<b>BEGINNING FUND BALANCE</b>	\$ 404,600	\$ 469,600	
REVENUES	\$ 115,000	\$ 116,250	\$ 1,250
EXPENDITURES	\$ 50,000	\$ 50,000	\$ -
<b>ENDING FUND BALANCE, PROJECTED</b>	<u>\$ 469,600</u>	<u>\$ 535,850</u>	

Street Maintenance Fund was approved by voters in May 2014 and began receiving sales tax revenues October 1, 2014. It was re-approved by the voters in May 2018.

### **FUTURE POTENTIAL PROJECTS**

Resurface Shavano Dr.  
 Resurface Fawn Dr.  
 Resurface Saddletree  
 Resurface Lockhill Selma Road  
 Resurface DeZavala Road

48 -STREET MAINTENANCE FUND

	2015-2016	2016-2017	2017-2018	(----- 2018-2019 -----)	2019-2020		
REVENUES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	ADOPTED BUDGET
<hr/>							
NON-DEPARTMENTAL							
=====							
TAXES							
48-599-1040 SALES - STREET MAINTENANCE	<u>97,237</u>	<u>109,112</u>	<u>103,307</u>	<u>115,000</u>	<u>101,850</u>	<u>110,200</u>	<u>116,250</u>
TOTAL TAXES	97,237	109,112	103,307	115,000	101,850	110,200	116,250
<hr/>							
TOTAL NON-DEPARTMENTAL	97,237	109,112	103,307	115,000	101,850	110,200	116,250
<hr/>							
TOTAL REVENUES	97,237	109,112	103,307	115,000	101,850	110,200	116,250
	=====	=====	=====	=====	=====	=====	=====

48 -STREET MAINTENANCE FUND  
PUBLIC WORKS

				(----- 2018-2019 -----)			2019-2020	
EXPENDITURES		2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	ADOPTED BUDGET
<hr/>								
DEPT MATERIALS-SERVICES								
48-603-6080 STREET MAINTENANCE		<u>0</u>	<u>0</u>	<u>0</u>	<u>50,000</u>	<u>49,998</u>	<u>49,998</u>	<u>50,000</u>
TOTAL DEPT MATERIALS-SERVICES		0	0	0	50,000	49,998	49,998	50,000
603-6080	STREET MAINTENANCE	NEXT YEAR NOTES: SADDLETREE, CHIMNEY ROCK, FAWN						
<hr/>								
TOTAL PUBLIC WORKS		0	0	0	50,000	49,998	49,998	50,000
<hr/>								
TOTAL EXPENDITURES		<u>0</u> =====	<u>0</u> =====	<u>0</u> =====	<u>50,000</u> =====	<u>49,998</u> =====	<u>49,998</u> =====	<u>50,000</u> =====
REVENUE OVER/ (UNDER) EXPENDITURES		<u>97,237</u> =====	<u>109,112</u> =====	<u>103,307</u> =====	<u>65,000</u> =====	<u>51,852</u> =====	<u>60,202</u> =====	<u>66,250</u> =====

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## 50 - COURT TECHNOLOGY & SECURITY FUND

	FY 2018-19 AMENDED BUDGET	FY 2019-20 CITY COUNCIL ADOPTED BUDGET	DIFFERENCE
<b>COURT TECHNOLOGY &amp; EFFICIENCY</b>			
<b>BEGINNING FUND BALANCE</b>	\$ 1,444	\$ 1,544	
REVENUES	\$ 4,300	\$ 4,300	\$ -
EXPENDITURES	\$ 4,200	\$ 4,200	\$ -
<b>ENDING FUND BALANCE, PROJECTED</b>	<u>\$ 1,544</u>	<u>\$ 1,644</u>	

The annual maintenance fees related to court software are substantially equal to revenues. A 'Transfer In' is recorded in the General Fund which offsets the expenditures.

### CAPITAL

No requests

### COURT SECURITY

<b>BEGINNING FUND BALANCE</b>	\$ 55,480	\$ 54,680	
REVENUES	\$ 3,400 *	\$ 3,200 ***	\$ (200)
EXPENDITURES AND OTHER USES	\$ 24,200 **	\$ 54,200	\$ 30,000
<b>ENDING FUND BALANCE, PROJECTED</b>	<u>\$ 34,680</u>	<u>\$ 3,680</u>	

\* Does not include budgeted use of \$20,800 of fund balance to cover expenditures

\*\* Budgeted expenditures included \$20,000 for the bullet resistance glass and steel panels project. Due to difficulty finding vendors, the project has been expanded and re-proposed for FY2020.

\*\*\* Does not include budgeted use of \$50,900 of fund balance to cover expenditures.

Planned expenditures include \$50,000 to add bullet resistance glass and steel panels to the Municipal Court/Administrative/Permit office area and \$4,200 for court security provided by Shavano Park Police Department.

50 -COURT RESTRICTED FUND

	2015-2016	2016-2017	2017-2018	(----- 2018-2019 -----)	2019-2020		
REVENUES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	ADOPTED BUDGET
<hr/>							
NON-DEPARTMENTAL							
=====							
<hr/>							
COURT FEES							
50-599-4022 COURT EFFICIENCY REVENUE	130	61	104	100	69	75	100
50-599-4023 COURT SECURITY REVENUE	3,690	3,559	3,419	3,400	2,979	3,200	3,200
50-599-4025 COURT TECHNOLOGY REVENUE	<u>4,920</u>	<u>4,746</u>	<u>4,559</u>	<u>4,200</u>	<u>3,972</u>	<u>4,200</u>	<u>4,200</u>
TOTAL COURT FEES	8,739	8,366	8,083	7,700	7,020	7,475	7,500
<hr/>							
TRANSFERS IN							
50-599-8010 INTEREST INCOME	0	0	0	0	0	0	0
50-599-8099 FUND BALANCE RESERVE	<u>0</u>	<u>0</u>	<u>0</u>	<u>20,700</u>	<u>0</u>	<u>0</u>	<u>50,900</u>
TOTAL TRANSFERS IN	0	0	0	20,700	0	0	50,900
<hr/>							
TOTAL NON-DEPARTMENTAL	8,739	8,366	8,083	28,400	7,020	7,475	58,400
<hr/>							
TOTAL REVENUES	8,739	8,366	8,083	28,400	7,020	7,475	58,400
	=====	=====	=====	=====	=====	=====	=====

50 -COURT RESTRICTED FUND  
OPERATING EXPENSES

				(----- 2018-2019 -----)	2019-2020		
EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	ADOPTED BUDGET
<hr/>							
<u>SERVICES</u>							
50-602-3030 TRAINING/EDUCATION	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL SERVICES	0	0	0	0	0	0	0
<u>MAINTENANCE</u>							
50-602-5015 ELECTRONIC EQUIPMENT REPAIR	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL MAINTENANCE	0	0	0	0	0	0	0
<u>CAPITAL OUTLAY</u>							
50-602-8010 ELECTRONIC EQUIP PURCHASE	0	0	0	0	0	0	0
50-602-8080 CAPITAL IMPROVEMENTS	0	0	0	20,000	0	0	50,000
BULLET RESISTANT GLASS/ 0	<u>0.00</u>						<u>50,000</u>
TOTAL CAPITAL OUTLAY	0	0	0	20,000	0	0	50,000
<u>INTERFUND TRANSFERS</u>							
50-602-9010 TRANSFER TO GENERAL FUND	5,046	4,013	8,749	8,400	8,400	8,400	8,400
COURT - INCODE 1	4,200.00						4,200
COURT SECURITY - SPDP 0	<u>0.00</u>						<u>4,200</u>
TOTAL INTERFUND TRANSFERS	5,046	4,013	8,749	8,400	8,400	8,400	8,400
<hr/>							
TOTAL OPERATING EXPENSES	5,046	4,013	8,749	28,400	8,400	8,400	58,400
<hr/>							
TOTAL EXPENDITURES	<u>5,046</u>	<u>4,013</u>	<u>8,749</u>	<u>28,400</u>	<u>8,400</u>	<u>8,400</u>	<u>58,400</u>
<hr/>							
REVENUE OVER/ (UNDER) EXPENDITURES	<u>3,693</u>	<u>4,353</u>	<u>( 665)</u>	<u>0</u>	<u>( 1,380)</u>	<u>( 925)</u>	<u>0</u>

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## 52 - CHILD SAFETY FUND

	FY 2018-19 AMENDED BUDGET	FY 2019-20 CITY COUNCIL ADOPTED BUDGET	DIFFERENCE
<b>BEGINNING FUND BALANCE</b>	\$ 3,777	\$ 2,977	
<b>REVENUES</b>	\$ 4,200 *	\$ 4,000 **	\$ (200)
<b>EXPENDITURES:</b>			
FIRE DEPARTMENT	\$ 2,000	\$ 2,000	\$ -
POLICE DEPARTMENT	3,000	3,000	\$ -
<b>TOTAL EXPENDITURES</b>	\$ 5,000	\$ 5,000	
<b>TOTAL REVENUES LESS THAN EXPENDITURES</b>	\$ (800)	\$ (1,000)	
<b>ENDING FUND BALANCE, PROJECTED</b>	\$ 2,977	\$ 1,977	

\* Does not include budgeted use of \$800 of fund balance to cover expenditures.

\*\* Does not include budgeted use of \$1,000 of fund balance to cover expenditures.

As the City has no school guard crossing expenditures, funds can only be utilized for education and materials related to child safety.



52 -CHILD SAFETY FUND

	2015-2016	2016-2017	2017-2018	(----- 2018-2019 -----)	2019-2020		
REVENUES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	ADOPTED BUDGET
<hr/>							
NON DEPARTMENTAL							
=====							
MISC./GRANTS/INTEREST							
52-599-7010 SCHOOL CROSSING GUARD FUNDS	<u>3,928</u>	<u>3,487</u>	<u>4,221</u>	<u>4,200</u>	<u>3,643</u>	<u>4,000</u>	<u>4,000</u>
TOTAL MISC./GRANTS/INTEREST	3,928	3,487	4,221	4,200	3,643	4,000	4,000
TRANSFERS IN							
52-599-8010 INTEREST	0	0	0	0	0	0	0
52-599-8089 FUND BALANCE RESERVE	<u>0</u>	<u>0</u>	<u>0</u>	<u>800</u>	<u>0</u>	<u>0</u>	<u>1,000</u>
TOTAL TRANSFERS IN	0	0	0	800	0	0	1,000
<hr/>							
TOTAL NON DEPARTMENTAL	3,928	3,487	4,221	5,000	3,643	4,000	5,000
<hr/>							
TOTAL REVENUES	<u>3,928</u>	<u>3,487</u>	<u>4,221</u>	<u>5,000</u>	<u>3,643</u>	<u>4,000</u>	<u>5,000</u>
	=====	=====	=====	=====	=====	=====	=====

52 -CHILD SAFETY FUND  
FIRE DEPARTMENT

	2015-2016	2016-2017	2017-2018	(----- 2018-2019 -----)	2019-2020
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	ADOPTED BUDGET
				Y-T-D ACTUAL	PROJECTED YEAR END
<u>SERVICES</u>					
52-604-3087 CITIZENS COMMUNICATION/EDUC	1,519	1,182	3,044	2,000	1,683
CHILD SAFETY/ED/FIRE WI 0	<u>0.00</u>				
TOTAL SERVICES	1,519	1,182	3,044	2,000	1,683
<hr/>					
TOTAL FIRE DEPARTMENT	1,519	1,182	3,044	2,000	1,683

52 -CHILD SAFETY FUND  
POLICE DEPARTMENT

EXPENDITURES	(----- 2018-2019 -----)						2019-2020
	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	ADOPTED BUDGET
<u>SERVICES</u>							
52-605-3087 CITIZENS COMMUNICATION/EDUC	2,011	2,445	2,200	3,000	1,165	2,000	3,000
CHILD SAFETY/EDUCATION 0	<u>0.00</u>						<u>3,000</u>
TOTAL SERVICES	2,011	2,445	2,200	3,000	1,165	2,000	3,000
<hr/>							
TOTAL POLICE DEPARTMENT	2,011	2,445	2,200	3,000	1,165	2,000	3,000
<hr/>							
TOTAL EXPENDITURES	3,530	3,627	5,244	5,000	2,848	3,683	5,000
	=====	=====	=====	=====	=====	=====	=====
REVENUE OVER/(UNDER) EXPENDITURES	398	( 140)	( 1,022)	0	795	317	0
	=====	=====	=====	=====	=====	=====	=====

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## 53 - LAW ENFORCEMENT OFFICERS STANDARDS EDUCATION (LEOSE)

	<b>FY 2018-19 AMENDED BUDGET</b>	<b>FY 2019-20 CITY COUNCIL ADOPTED BUDGET</b>	<b>DIFFERENCE</b>
<b>BEGINNING FUND BALANCE</b>	\$ -	\$ -	
REVENUES	\$ 1,550	\$ 1,550	\$ -
EXPENDITURES	\$ 1,550	\$ 1,550	\$ -
<b>TOTAL REVENUES MORE THAN EXPENDITURES</b>	\$ -	\$ -	
<b>ENDING FUND BALANCE, PROJECTED</b>	<u>\$ -</u>	<u>\$ -</u>	

Training/Education and Travel/Mileage expenditures in the General Fund Police Department are supplemented with current LEOSE funds.

Theses funds can only be utilized on Full Time Police Officers for training expenses.

53 -LEOSE

	2015-2016	2016-2017	2017-2018	(----- 2018-2019 -----)	2019-2020		
REVENUES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	ADOPTED BUDGET
<hr/>							
NON-DEPARTMENTAL							
=====							
<u>POLICE/FIRE REVENUES</u>							
53-599-6020 LEOSE FUNDS	<u>1,583</u>	<u>1,563</u>	<u>1,552</u>	<u>1,550</u>	<u>1,653</u>	<u>1,653</u>	<u>1,550</u>
TOTAL POLICE/FIRE REVENUES	1,583	1,563	1,552	1,550	1,653	1,653	1,550
<u>TRANSFERS IN</u>							
53-599-8010 INTEREST	11	7	0	0	0	0	0
53-599-8089 FUND BALANCE RESERVE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL TRANSFERS IN	11	7	0	0	0	0	0
<hr/>							
TOTAL NON-DEPARTMENTAL	1,594	1,570	1,552	1,550	1,653	1,653	1,550
<hr/>							
TOTAL REVENUES	<u>1,594</u>	<u>1,570</u>	<u>1,552</u>	<u>1,550</u>	<u>1,653</u>	<u>1,653</u>	<u>1,550</u>
	=====	=====	=====	=====	=====	=====	=====

53 -LEOSE  
POLICE DEPARTMENT

	2015-2016	2016-2017	2017-2018	(----- 2018-2019 -----)	2019-2020		
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	ADOPTED BUDGET
<u>SERVICES</u>							
53-605-3030 TRAINING/EDUCATION	<u>3,469</u>	<u>3,871</u>	<u>2,065</u>	<u>1,550</u>	<u>1,550</u>	<u>1,550</u>	<u>1,550</u>
TOTAL SERVICES	3,469	3,871	2,065	1,550	1,550	1,550	1,550
TOTAL POLICE DEPARTMENT	3,469	3,871	2,065	1,550	1,550	1,550	1,550
TOTAL EXPENDITURES	3,469	3,871	2,065	1,550	1,550	1,550	1,550
	=====	=====	=====	=====	=====	=====	=====
REVENUE OVER/(UNDER) EXPENDITURES	( 1,874)	( 2,300)	( 513)	0	103	103	0
	=====	=====	=====	=====	=====	=====	=====

## 54 - POLICE FORFEITURE FUNDS

	FY 2018-19 AMENDED BUDGET	FY 2019-20 CITY COUNCIL ADOPTED BUDGET	DIFFERENCE
<b>BEGINNING FUND BALANCE</b>	\$ -	\$ -	
REVENUES	\$ -	\$ -	\$ -
EXPENDITURES	\$ -	\$ -	\$ -
<b>ENDING FUND BALANCE, PROJECTED</b>	<u>\$ -</u>	<u>\$ -</u>	

Funds collected can only be spent on equipment for police use.

54 -POLICE FORFEITURE

	2015-2016	2016-2017	2017-2018	(----- 2018-2019 -----)	2019-2020		
REVENUES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	ADOPTED BUDGET
<hr/>							
NON-DEPARTMENTAL							
=====							
<hr/>							
<u>POLICE/FIRE REVENUES</u>							
54-599-6025 POLICE FORFEITURE FUNDS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>428</u>	<u>428</u>	<u>0</u>
TOTAL POLICE/FIRE REVENUES	0	0	0	0	428	428	0
<hr/>							
<u>TRANSFERS IN</u>							
54-599-8005 INTEREST	<u>1</u>	<u>19</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL TRANSFERS IN	1	19	0	0	0	0	0
<hr/>							
TOTAL NON-DEPARTMENTAL	1	19	0	0	428	428	0
<hr/>							
TOTAL REVENUES	1	19	0	0	428	428	0
	=====	=====	=====	=====	=====	=====	=====



54 -POLICE FORFEITURE  
POLICE DEPARTMENT

	2015-2016	2016-2017	2017-2018	(----- 2018-2019 -----)	2019-2020
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	ADOPTED BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
54-605-8025 EQUIPMENT	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL CAPITAL OUTLAY	0	0	0	0	0
<hr/>					
<u>INTERFUND TRANSFERS</u>					
54-605-9010 TRANSFER TO GENERAL FUND	<u>0</u>	<u>6,244</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL INTERFUND TRANSFERS	0	6,244	0	0	0
<hr/>					
TOTAL POLICE DEPARTMENT	0	6,244	0	0	0
<hr/>					
TOTAL EXPENDITURES	<u>0</u> =====	<u>6,244</u> =====	<u>0</u> =====	<u>0</u> =====	<u>0</u> =====
<hr/>					
REVENUE OVER/ (UNDER) EXPENDITURES	<u>1</u> =====	<u>( 6,226)</u> =====	<u>0</u> =====	<u>0</u> =====	<u>0</u> =====

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## 75 - PET DOCUMENTATION AND RESCUE FUND

	<b>FY 2018-19 AMENDED BUDGET</b>	<b>FY 2019-20 CITY COUNCIL ADOPTED BUDGET</b>	<b>DIFFERENCE</b>
<b>BEGINNING FUND BALANCE</b>	\$ 2,326	\$ 2,326	
REVENUES	\$ -	\$ -	\$ -
EXPENDITURES	\$ -	\$ 2,326	\$ 2,326
<b>ENDING FUND BALANCE, PROJECTED</b>	<u>\$ 2,326</u>	<u>\$ -</u>	

The City will coordinate with the animal control service provider to ensure funds are spent in accordance with the donor stipulations.

75 -PET DOC & RESCUE FUND

	2015-2016	2016-2017	2017-2018	(----- 2018-2019 -----)	2019-2020		
REVENUES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	ADOPTED BUDGET
<hr/>							
ADMINISTRATION							
=====							
MISC./GRANTS/INTEREST							
75-599-7000 INTEREST INCOME	<u>0</u>	<u>7</u>	<u>25</u>	<u>0</u>	<u>38</u>	<u>41</u>	<u>0</u>
TOTAL MISC./GRANTS/INTEREST	0	7	25	0	38	41	0
TRANSFERS IN							
75-599-8099 FUND BALANCE RESERVE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,326</u>
TOTAL TRANSFERS IN	0	0	0	0	0	0	2,326
<hr/>							
TOTAL ADMINISTRATION	0	7	25	0	38	41	2,326
<hr/>							
TOTAL REVENUES	0	7	25	0	38	41	2,326
	=====	=====	=====	=====	=====	=====	=====

75 -PET DOC & RESCUE FUND  
ADMINISTRATION

	2015-2016	2016-2017	2017-2018	(----- 2018-2019 -----)	2019-2020		
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	ADOPTED BUDGET
<hr/>							
<u>PERSONNEL</u>							
75-607-1010 EXPENSES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,326</u>
TOTAL PERSONNEL	0	0	0	0	0	0	2,326
<hr/>							
TOTAL ADMINISTRATION	0	0	0	0	0	0	2,326
<hr/>							
TOTAL EXPENDITURES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,326</u>
	=====	=====	=====	=====	=====	=====	=====
<hr/>							
REVENUE OVER/ (UNDER) EXPENDITURES	<u>0</u>	<u>7</u>	<u>25</u>	<u>0</u>	<u>38</u>	<u>41</u>	<u>0</u>
	=====	=====	=====	=====	=====	=====	=====

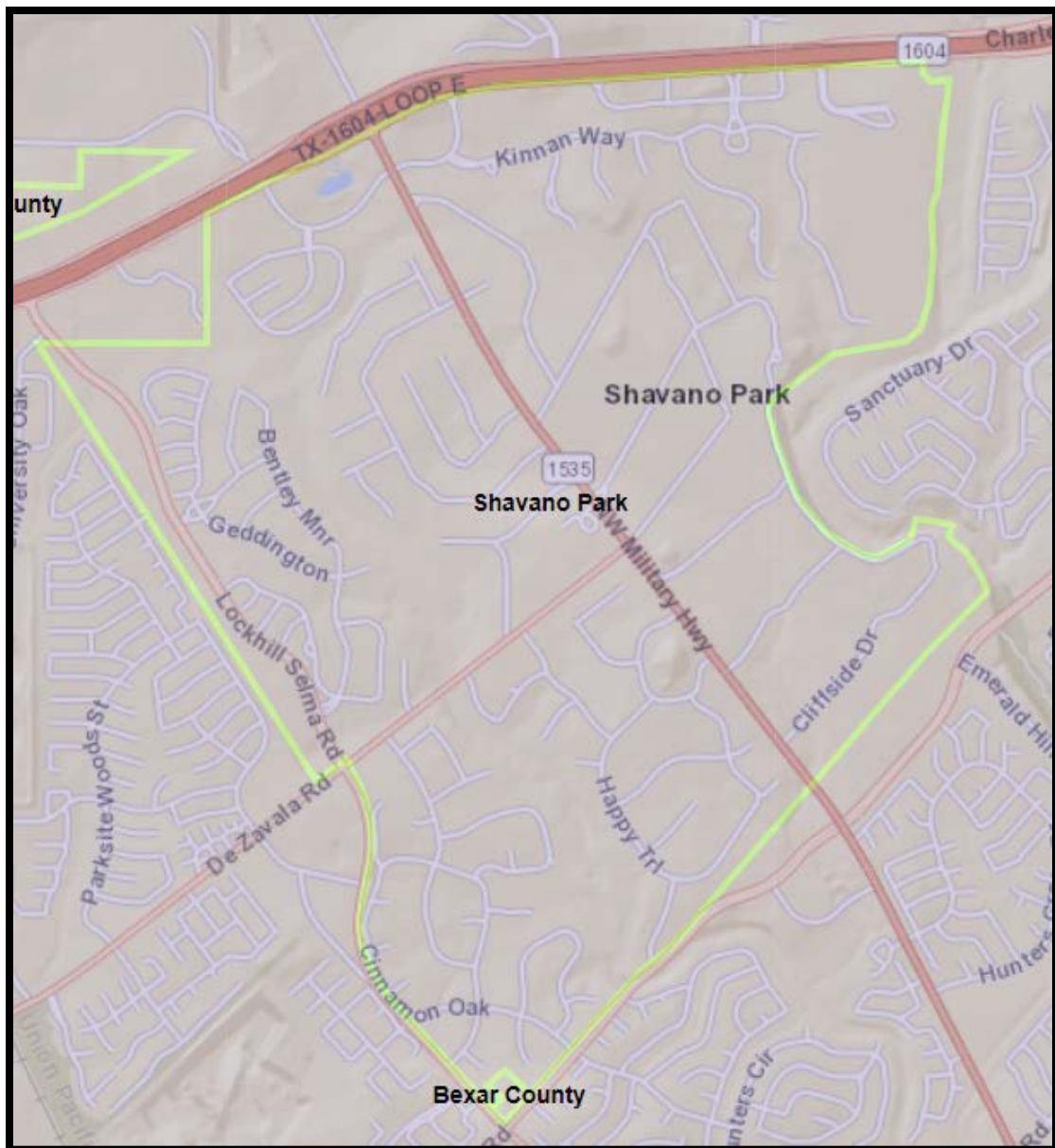
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## COMMUNITY PROFILE

The City of Shavano Park (originally known just as Shavano) is located in northwest Bexar County at the edge of the Texas Hill Country, approximately twelve miles north of downtown San Antonio, and along the Olmos and Salado Creeks.

The City of Shavano Park is a Type A General Law City operating under a Council/City Manager form of government consisting of five council members and a Mayor.

The City of Shavano Park is completely surrounded by the City of San Antonio. The City's boundaries are generally Loop 1604 to the north, Huebner Road to the south, Lockhill Selma to the west and Salado Creek to the east. The City encompasses approximately 3.3 square miles of land and has an estimated 3,926 residents.



## **Demographic Analysis**

Residents are the most important aspect of our community. Demographic and other information regarding our City's residents provides a fundamental understanding of the nature of our community.

### **Population Growth**

Shavano Park has experienced a 29% increase in population between the years of 2010 and 2018. Our population has grown through implementation of our annexation program adopted in 1999 and development of new neighborhoods. These new neighborhoods are nearly built out and the City is dedicated to sustaining large lots with single family homes, so the City's population is expected to remain stable in the future. The City's zoning prohibits multi-family developments.

#### **Population, 1970-2018**

Year	Population	Change	% Change
1970	881		
1980	1,448	567	64%
1990	1,708	260	18%
2000	1,754	46	3%
2010	3,035	1,281	73%
2018	3,926	891	29%

Source: United States Census Bureau

**Growth factors** include the City's location in the majestic and beautiful foothills of the Hill Country in northern Bexar County, proximity to three major highways (Loop 1604, IH 10, and Wurzbach Parkway), the prestigious Northside Independent School District, easy commutes to employment centers and the airport, and plentiful shopping nearby.

### **Demographic Characteristics**

Shavano Park is a highly educated community with a strong presence of military veterans and their families.

<i>Social Characteristics</i>	Shavano Park		Texas
Population	3,926		
Median Age	48.4		
High school degree or higher	(X)	97.7%	82.8%
Bachelor's degree or higher	(X)	73.7%	28.7%
Military veterans	309	7.9%	5.89%

*Source: United States Census Bureau, American Community Survey 2017 Estimates*

Shavano Park is an affluent community in a prime location with easy access to nearby businesses, parks, and the highway system of the greater San Antonio metropolitan area.

<i>Economic Characteristics</i>	Shavano Park	Bexar County
Number of Businesses	167	147, 956
Median household income (in U.S. dollars)	\$195,298	\$53,999

Source: United States Census Bureau, American Community Survey 2017 Estimates

Shavano Park is comprised of strong residential neighborhoods. These property values are high because the community is safe, secure, has large lots, and enjoys outstanding municipal services.

<i>Housing Characteristics</i>	Shavano Park	Bexar County
Total single family homes	1,375	
Average value (in U.S. dollars)	\$736,751	\$205,964

Source: The Bexar County Appraisal District, Certified Totals from 2019



**1950 Real Estate Advertisement**

## Glossary

**ACCRUAL BASIS** -The recording of the financial effects of transactions and other events and circumstances on a government that have cash consequences in the periods in which those transactions, events and circumstances occur, rather than only in the periods in which cash is received or paid by the government.

**ACTIVITY** - A specific and distinguishable service performed by one or more organizational components of a government to accomplish a function for which the government is responsible. (e.g., police is an activity within the public safety function).

**AD VALOREM TAX**- A tax based on value (e.g., a property tax).

**AGENCY FUND** - A fund normally used to account for assets held by a government as an agent for individuals, private organizations or other governments and/or other funds.

**AMORTIZATION** -Allocation of the cost of an intangible asset as an operational cost over the estimated useful life of an asset. The book value of an asset is reduced due to usage and a large expense is spread proportionately over a fixed period of time.

**APPROPRIATION**- A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation usually is limited in amount and time it may be expended.

**ASSESSED VALUATION**- A valuation set upon real estate or other property by a government as a basis for levying taxes.

**BALANCED BUDGET**- A budgeting term used to signify budgeted expenditures are offset by budgeted revenues. In some instances reserves set aside for a specific use could be included to offset budgeted expenditures; i.e. election equipment reserves set aside in previous fiscal years to replace outdated equipment in a future fiscal year.

**BASIS OF ACCOUNTING**- A term used when revenues, expenditures, expenses, and transfers-and the related assets and liabilities-are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the nature of the measurement, on either the cash or the accrual method.

**BUDGET AMENDMENT**- A term used to refer to a change to the budget after adoption. Additional revenue or fund balance/retained earnings appropriations to fund expenditures not included in the original adopted budget.

**BUDGET TRANSFER**- A term used to refer to the reallocation of appropriated funds between revenue or expenditure accounts within a department.

**CAPITAL EXPENDITURES** -Expenditures resulting in the acquisition of or addition to the government's general fixed assets

**CAPITAL IMPROVEMENT PROGRAM**- (CIP) A term used to refer to a group of related infrastructure improvements planned for the future. The program can be either a five or a ten year plan.



**CAPITAL LEASE** -An agreement that conveys the right to use property, plant or equipment, usually for a stated period of time, that meets one or more of the criteria set forth in SFAS No. 13 for lease capitalization.

**CAPITAL PROJECTS FUND**- A fund created to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds).

**CASH BASIS**- A basis of accounting under which transactions are recognized only when cash is received or disbursed.

**DEBT SERVICE FUND**-A fund established to account for the accumulation of resources for and the payment of general long-term debt principal and interest (sometimes referred to as a Sinking Fund)

**DEBT SERVICE FUND REQUIREMENTS** -The resources which must be provided for a debt service fund so that all principal and interest payments can be made in full and on schedule.

**DEBT SERVICE REQUIREMENTS** -The amount of money required to pay interest on outstanding debt, serial maturities of principal for serial bonds and required contributions to accumulate monies for future retirement of term bonds.

**DEFERRED REVENUE** -Amounts for which asset recognition criteria have been met, but for which revenue recognition criteria have not been met. Under the modified accrual basis of accounting, amounts that are measurable but not available are an example of deferred revenue.

**DELINQUENT TAXES** -Taxes remaining unpaid on and after the date to which a penalty for nonpayment is attached. Even though the penalty may be subsequently waived and a portion of the taxes may be abated or canceled, the unpaid balances continue to be delinquent taxes until abated, canceled, paid or converted into tax liens.

**DEPRECIATION**- Allocation of the cost of a tangible fixed or capital asset as an operational cost over the projected useful life of an asset. The book value of an asset is reduced due to usage and a large expense is spread proportionately over a fixed period of time.

**ENTERPRISE FUND** (1) A fund established to account for operations financed and operated in a manner similar to private business enterprises (e.g., water, gas and electric utilities; airports; parking garages; or transit systems). In this case, the governing body intends that costs (i.e., expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. (2) A fund established because the governing body has decided that periodic determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management control, accountability or purposes.

**EXPENDITURES**- Decreases in net financial resources. Expenditures include current operating expenses requiring the present or future use of net current assets, debt service and capital outlays, and intergovernmental grants, entitlements and shared revenues.

**EXPENSES** -Reduction in net financial resources which represents the operational cost of doing business.

**FISCAL YEAR**- A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. The City's fiscal year is October thru September.

**FRANCHISE-** A special privilege granted by a government, permitting the continued use of public property, such as city streets, and usually involving the elements of monopoly and regulation.

**FUND-** A fiscal and accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities and residual equities, or balances, and changes therein, are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions or limitations.

**FUND BALANCE-** The difference between fund assets and fund liabilities of governmental and similar trust funds

**FUND BALANCE-RESERVED FOR DEBT SERVICE-** An account used to segregate a portion of fund balance for resources legally restricted to the payment of general long-term debt principal and interest maturing in future years.

**FUND BALANCE-RESERVE FOR ENCUMBRANCES-** An account used to segregate a portion of fund balance for expenditures upon vendor performance.

**FUND BALANCE-RESERVE -FOR PREPAID ITEMS-** An account used to segregate a portion of fund balance to indicate that prepaid items do not represent expendable financial resources even though they are a component of net current assets.

**FUND TYPE-** Any one of seven categories into which all funds are classified in governmental accounting. The seven fund types are: general, special revenue, debt service, capital projects, enterprise, internal service, and trust and agency.

**GENERAL FUND (GF)-** The fund used to account for all financial resources, except those required to be accounted for in another fund.

**GENERAL LONG-TERM DEBT** -Long-term debt expected to be repaid from governmental funds.

**GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP)** - Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an entity. GAAP encompass the conventions, rules and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provide a standard by which to measure financial presentations. The primary authoritative body on the application of GAAP to state and local governments is the Governmental Accounting Standards Board (GASB).

**GOVERNMENTAL FUND TYPES** -Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities-except those accounted for in proprietary funds and fiduciary funds. In essence, the funds are an accounting segregation of financial resources. Expendable assets are assigned to the particular fund type according to the purposes for which they may or must be used. Current liabilities are assigned to the fund type from which they are to be paid. The difference between the assets and liabilities of governmental fund types is referred to as fund balance. The measurement focus in these fund types is on the determination of financial position and changes in financial position (sources, used and balances of financial resources), rather than on net income determination. The statement of revenues, expenditures and changes in fund balance is the primary governmental fund type operating statement. It may be supported or supplemented by more detailed

schedules of revenues, expenditures, transfers and other changes in fund balance. Under current GAAP, there are four governmental fund types: general, special revenue, debt service and capital projects.

**INTERFUND TRANSFERS** - All inter-fund transactions except loans, quasi-external transactions and reimbursements.

**INTERGOVERNMENTAL REVENUES** - Revenues from other governments in the forms of grants, entitlements, shared revenues or payment in lieu of taxes (PILOT).

**INTERNAL SERVICE FUND** - A fund used to account for the financing of goods or services provided by one department or agency to other departments or agencies of a government, or to other governments, on a cost-reimbursement basis.

**INTEREST AND SINKING (I&S)** – The debt rate (I&S) is the component of the adopted tax rate of the taxing unit that will impose the amount of taxed needed to fund the unit's debt service for the year.

**LEVY** - (1) (Verb) to impose taxes, special assessments or service charges for the support of government activities. (2) (Noun) the total amount of taxes, special assessments or service charges imposed by a government.

**LIABILITIES** - Probable future sacrifices of economic benefits, arising from present obligations of a particular entity to transfer or provide services to other entities in the future as a result of past transactions or events.

**MAJOR FUND** - A governmental fund or enterprise fund reported as a separate column in the basic fund financial statements. The general fund is always a major fund. Otherwise, major funds are funds whose revenues, expenditures/expenses, assets, or liabilities (excluding extraordinary items) are at least 10% of corresponding totals for all governmental or enterprise funds and at least 5% of the aggregate amount for all governmental and enterprise funds for the same item. Any other government or enterprise fund may be reported as a major fund if the government's officials believe that fund is particularly important to financial statement users.

**MAINTENANCE** - The act of keeping capital assets in a state of good repair. It includes preventative maintenance, normal periodic repairs; replacement of parts, structural components and so forth and other activities needed to maintain the asset so that it continues to provide normal services and achieves its optimum life.

**MAINTENANCE & OPERATION (M&O)** - The component of the adopted tax rate of the taxing unit that will impose the amount of taxes needed to fund maintenance and operation expenditures in the General Fund for the year.

**MODIFIED ACCRUAL BASIS** - The accrual basis of accounting adapted to the governmental fund-type measurement focus. Under it, revenues and other financial resources increments (e.g., bond issue proceeds) are recognized when they become susceptible to accrual that is when they become both "measurable" and "available to finance expenditures of the current." "Available" means collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recognized when the fund liability is incurred except for (1) inventories of materials and supplies that may be considered expenditure either when purchased or when used, and (2) prepaid insurance and similar items that may be considered expenditures either when paid for or when consumed. All

governmental funds, expendable trust funds and agency funds are accounted for using the modified accrual basis accounting.

**OBJECT** - As used in expenditure classification, applies to the article purchased or the service obtained, rather than to the purpose for which the article or service was purchased or obtained (e.g., personal services, contractual services, materials and supplies).

**ORDINANCE** - A formal legislative enactment by the governing body of a municipality. If it is not in conflict with any higher form of law, such as state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Ordinarily, the statutes will specify or imply those legislative actions that must be by ordinance and those that may be by resolution. Revenue-raising measures, such as the imposition of taxes, special assessments and service charges, universally require ordinances.

**ORGANIZATIONAL-UNIT CLASSIFICATION (ORG UNIT)** - Expenditure classification according to responsibility centers within a government's organizational structure. Classification of expenditures by organizational unit is essential to fulfilling stewardship responsibility for individual government resources.

**PROPRIETARY FUND TYPES** - Sometimes referred to as income determination or commercial-type funds, the classification used to account for a government's ongoing organizations and activities that are similar to those often found in the private sector (i.e., enterprise and internal service funds). All assets, liabilities, equities, revenues, expenses and transfers relating to the government's business and quasi-business activities are accounted for through proprietary funds. The GAAP used are generally those applicable to similar businesses in the private sector and the measurement focus is on determination of net income, financial position and changes in financial position. However, where the GASB has issued pronouncements applicable to those entities and activities, they should be guided by these pronouncements.

**RESERVED** - An element of the equity section of the governmental fund balance sheet comprised of three major fund balance elements: reserved; unreserved, designated; and unreserved, undesignated. When used in association with the governmental funds, the term "reserved" should be limited to describing the portion of fund balance that is (1) not available for appropriation or expenditure and/or (2) is segregated legally for a specific future use. A common example of the first type of reservation within the governmental funds is "reserved for inventories." Another example, "reserved for loans receivable," represents amounts expected to be collected in the future. Therefore, this receivable is not available for expenditure or appropriation at the balance sheet date. In this instance, the loans receivable amount is not associated with revenue recognition. However, if outstanding receivables (e.g., property taxes) are related to revenue that is not available, deferred revenue should be reported, not a reservation of fund balance. "Reserved for Encumbrances" is a common example of the second reserve type. This type of reserve is legally earmarked for a specific purpose. Generally, the reservations are based on third party restrictions (e.g., contract with vendor).

**RETAINED EARNINGS**- An equity account reflecting the accumulated earnings of an enterprise or internal service fund.

**REVENUES**- (1) Increases in the net current assets of a governmental fund type from other than expenditure refunds and residual equity transfers. Also, general long-term debt proceeds and operating

transfers are classified as "other financing sources" rather than as revenues. (2) Increases in the net total assets of a proprietary fund type from other than expense refunds, capital contributions and residual equity transfers. Also, operating transfers in are classified separately from revenues.

**SPECIAL REVENUE FUND-** A fund used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditure for specified purposes. GAAP only requires the use of special revenue funds when legally mandated.

**TAX RATE** -The amount of tax (M&O and I&S combined) stated in terms of a unit of the tax base (e.g., 25 mills per dollar of assessed valuation of taxable property.) Adopted by Ordinance by the governing body.

**TAX ROLL** -The official list showing the amount of taxes levied against each taxpayer or property. Frequently, the tax roll and the assessment roll are combined, but even in these cases the two can be distinguished.

**TRUST FUNDS-** Funds used to account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and/or other funds. These include (a) expendable trust funds, (b) nonexpendable trust funds, (c) pension trust funds, and (d) agency funds.

**UNRESERVED** -The equity section of the governmental fund balance sheet is comprised of three major fund balance elements: reserved; unreserved, designated; and unreserved, undesignated. (Also reference Unreserved, Designated and Unreserved, Undesignated.)

**UNRESERVED, DESIGNATED-** A designation of unreserved fund balance established by a government to indicate tentative plans for the use of current financial resources in the future. Examples of designations include equipment replacement and contingencies. These designations should not cause the government to report a deficit unreserved, undesignated fund balance. In addition, a government should not report a deficit unreserved, designated fund balance. In effect, a government cannot designate resources that are not available for expenditure.

**UNRESERVED, UNDESIGNATED-** An unreserved, undesignated fund balance represents financial resources available to finance expenditures other than those tentatively planned by the government.

**VEHICLE REPLACEMENT PLAN (VRP)-** A term used to refer to a plan of vehicle fleet replacements over the next ten years.

**WORKING CAPITAL** -The difference between current assets and current liabilities of enterprise funds.

**ORDINANCE No. O-2019-010**

**AN ORDINANCE APPROVING AND ADOPTING A BUDGET FOR THE CITY OF SHAVANO PARK, TEXAS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2019, AND ENDING SEPTEMBER 30, 2020; MAKING APPROPRIATIONS FOR EACH FUND AND DEPARTMENT; ESTABLISHING A SINKING FUND FOR EXISTING CITY FINANCIAL OBLIGATIONS; PROVIDING FOR THE LEVYING AND COLLECTION OF A SUFFICIENT TAX TO PAY THE INTEREST ON SUCH SINKING FUND OBLIGATIONS; REPEALING CONFLICTING ORDINANCES; PROVIDING A SAVINGS AND SEVERABILITY CLAUSE; AND DECLARING AN EFFECTIVE DATE**

**WHEREAS**, Section 102.002 of the Texas Local Government Code requires the City of Shavano Park, Texas (the “City”) to prepare an annual budget;

**WHEREAS**, the City Manager of the City has submitted, in accordance with state law, such budget for the City for the fiscal year beginning October 1, 2019, and ending September 30, 2020;

**WHEREAS**, said budget has been filed with the City Secretary and has been available for inspection by any taxpayer at the City Secretary’s office and on the City’s website;

**WHEREAS**, proper and timely notice that public hearings on such proposed budget, stating the date, time, place and subject matter of said public hearings was given and made in accordance with the law and within the time limits set forth by law; and

**WHEREAS**, said public hearings were held in accordance with such notice.

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

**Section 1.** The City hereby approves and adopts the budget, attached as Exhibit A, in all respects as the City’s annual budget for the fiscal year beginning October 1, 2019, and ending September 30, 2020.

**Section 2.** The City Secretary is directed to maintain a certified copy of this Ordinance with a true copy of the attached budget.

**Section 3.** The City Secretary is also directed to post the adopted budget and the budget cover page on the City’s website.

**Section 4.** The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Ordinance for all purposes and are adopted as a part of the judgment and findings of the Council.

**Section 5.** 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 resolved herein.

**Section 6.** This Ordinance shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

**Section 7.** 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 hereby declares that this Ordinance would have been enacted without such invalid provision.

**Section 8.** It is officially found, determined, and declared that the meeting at which this Ordinance is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Ordinance, was given, all as required by Chapter 551, as amended, Texas Government Code.

**Section 9.** This Ordinance shall be effective upon passage and publication as required by State and local law.

**PASSED AND APPROVED** this the 16<sup>th</sup> day of September 2019 for the first reading.

**PASSED AND APPROVED** this the 23<sup>rd</sup> day of September 2019 for the second reading.

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Robert Werner  
Mayor

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

## RESOLUTION No. R-2019-010

**A RESOLUTION OF THE CITY OF SHAVANO PARK, TEXAS LEVYING AD VALOREM TAXES FOR USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT OF THE CITY FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2019 AND ENDING SEPTEMBER 30, 2020 PROVIDING FOR APPORTIONING EACH LEVY FOR SPECIFIC PURPOSES; AND PROVIDING WHEN TAXES SHALL BECOME DUE AND WHEN SAME SHALL BECOME DELINQUENT IF NOT PAID**

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**Whereas**, pursuant to Ordinance No. 2019-010, the City Council of the City of Shavano Park, Texas, approved the municipal budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020; and

**Whereas**, it is necessary that a resolution be passed levying an ad valorem tax on property both real, personal and mixed, within the corporate limits of the City of Shavano Park, Texas in accordance with such budget and the Texas Tax Code;

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

**SECTION ONE:** There is hereby levied and there shall be collected for the use and support of the municipal government of the City of Shavano Park (herein the "City") and to provide an Interest and Sinking fund for the 2019-2020 Fiscal Year, upon all property, real, personal, and mixed, within the corporate limits of said City on January 1, 2019 subject to taxation, a tax of **\$0.287742** on each \$100 valuation of property, said tax being so levied and apportioned to the specific purposes here set forth:

- 1) For the maintenance and support of the general government (General Fund), **\$0.274995** on each \$100 valuation of property; and
- 2) For interest and sinking fund, **\$0.012747** on each \$100 valuation of property.

**SECTION TWO:** THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.

**SECTION THREE:** That taxes levied under this Resolution shall be due October 1, 2019 and if not paid before February 1, 2020 shall immediately become delinquent.

**SECTION FOUR:** All taxes shall become a lien upon property against which assessed, and the Bexar County Tax Assessor - Collector as the assessor and collector of the City is hereby authorized and empowered to enforce the collection of such taxes according to the Constitution and laws of the State of Texas and resolutions of the City, and shall, by virtue of the tax rolls, fix and establish a lien by levying upon such property, whether real or personal, for the payment of said taxes, penalty and interest, and the interest and penalty collected from such delinquent taxes shall be apportioned to the general fund of the City. All delinquent taxes shall bear interest from the date of the delinquency at the rate as prescribed by state law.

**SECTION FIVE:** That this Resolution shall take effect and be in force from and after its passage.

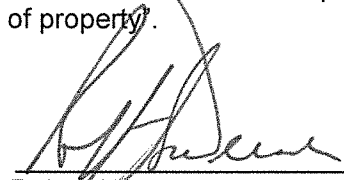
**SECTION SIX:** In case any section, phrase, or sentence of this Resolution shall be declared invalid for any reasons by a court of competent jurisdiction, such holding or finding shall not have the effect or result of invalidating any other section or part of this Resolution.

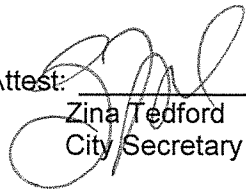
**SECTION SEVEN:** It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business



to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, Texas Government Code, as amended.

**PASSED AND APPROVED THIS THE 23rd DAY OF SEPTEMBER, 2019** by the following motion "To approve the total tax rate of \$0.287742, for a breakdown of Maintenance and Operation of \$0.274995 and Interest and Sinking of \$0.012747 on each \$100 valuation of property".

  
\_\_\_\_\_  
Robert Werner  
MAYOR

Attest:  \_\_\_\_\_  
Zina Tedford  
City Secretary