



CITY OF LEON VALLEY
CITY COUNCIL SPECIAL MEETING
Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, Texas 78238
Tuesday, July 19, 2016

AGENDA

1. **5:30 P.M.** Call to order, Determine a Quorum is Present.
2. Conduct a workshop on the Proposed Fiscal Year 2017 Budgets and associated Capital Plans. During the workshop the City Manager will present a PowerPoint Presentation on the following Proposed Fiscal Year 2017 Budgets: **M&C #2016-07-19-01 (K. Kuenstler)**

General Fund
Water and Sewer (Enterprise) Fund
Grant Fund
Crime Control and Prevention District
Building Security Fund
Child Safety Fund

Municipal Court Technology Fund
Debt Service Fund
Community Center Fund
Street Maintenance Tax Fund
Capital Project Fund
Police Forfeiture Fund

3. **Citizens to Be Heard and Time for Objections to the Consent Agenda.** "Citizens to be heard" is for the City Council to receive information on issues that may be of concern to the public. The purpose of this provision of the Open Meetings Act is to ensure that the public is always given appropriate notice of the items that will be discussed by the Council. Should a member of the public bring an item to the Council, for which the subject was not posted on the agenda of that meeting, the Council may receive the information but cannot act upon it during the meeting. Council may direct staff to contact the requestor or ask that the issue be placed on a future agenda for discussion by the Council.

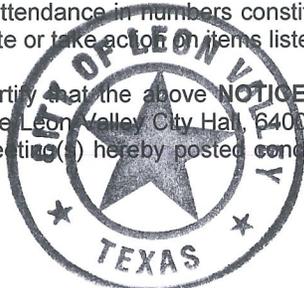
Note: City Council may not debate any non-agenda issue, nor may any action be taken on any non-agenda issue at this time; however City Council may present any factual response to items brought up by citizens. [Attorney General Opinion – JC 0169]

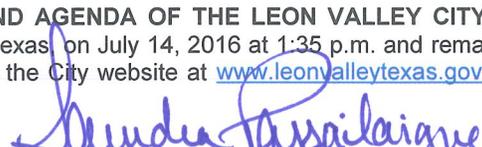
4. **Adjournment.**

Executive Session. The City Council of the City of Leon Valley reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed on the posted agenda, above, as authorized by the Texas Government Code, Sections 551.071 (consultation with attorney), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), and 551.087 (economic development).

Attendance by Other Elected or Appointed Officials: It is anticipated that members other City boards, commissions and/or committees may attend the open meeting in numbers that may constitute a quorum. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of any other boards, commissions and/or committees of the City, whose members may be in attendance in numbers constituting a quorum. These members of other City boards, commissions, and/or committees may not deliberate or take action on items listed on the agenda. [Attorney General Opinion – No. GA-0957 (2012)].

I hereby certify that the above **NOTICE OF PUBLIC MEETING(S) AND AGENDA OF THE LEON VALLEY CITY COUNCIL** was posted at the Leon Valley City Hall, 6400 El Verde Road, Leon Valley, Texas on July 14, 2016 at 1:35 p.m. and remained posted until after the meeting(s) hereby posted concluded. This notice is posted on the City website at www.leonvalleytexas.gov. This building is




SAUNDRA PASSAILAIGUE, TRMC
City Secretary

MAYOR AND COUNCIL COMMUNICATION

DATE: July 19, 2016 **M&C # 2016-07-19-01**
FROM: Kelly Kuenstler, City Manager
TO: Mayor and Council
SUBJECT: Conduct a workshop on the Proposed Fiscal Year 2017 Budgets and associated Capital Plans.

PURPOSE

Conduct a workshop on the Proposed Fiscal Year 2017 Budgets and associated Capital Plans. During the workshop the City Manager will present a PowerPoint Presentation on the following Proposed Fiscal Year 2017 Budgets:

- General Fund
- Water and Sewer (Enterprise) Fund
- Grant Fund
- Crime Control and Prevention District
- Building Security Fund
- Child Safety Fund
- Municipal Court Technology Fund
- Debt Service Fund
- Community Center Fund
- Street Maintenance Tax Fund
- Police Forfeiture Fund

SEE LEON VALLEY

Social - The budget serves as the foundation of the City's financial planning and control. It addresses the goals of the City, establishes priorities, determines the level of funding commitment, and serves as a day-to-day operations guide. The City establishes a budget for eleven separate funds. Activities of the General Fund, Water and Sewer (Enterprise) Fund, Grant Fund, Crime Control and Prevention District, Building Security Fund, Child Safety Fund, Municipal Court Technology Fund, Debt Service Fund, Community Center Fund, Street Maintenance Fund and Police Forfeiture are included in the annual budget.

Economic - Utilizing taxpayer monies to maximize public safety, City Administration and City programs/services allow the City to actively pursue Economic Development opportunities.

Environmental -The City's El Verde by 2020 initiative continues to be supported through careful allocation of budgetary dollars that promotes sustainability.

FISCAL IMPACT

The Proposed Budget presented provides the funding mechanism for City operations.

STRATEGIC GOALS

N/A

RECOMMENDATION

Conduct a workshop on the Proposed Budgets listed above.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE
City Secretary

FY 2017 Proposed Budget Workshop

July 19, 2016

General Fund

Overview

- Budget is balanced
- Our City remains in sound financial condition with good financial reserves
- For FY 2017, we are projecting a balance in the General Fund of approximately
 - \$1,949,801 in the Capital Reserve Fund
 - \$900,000 in the Emergency Fund
 - Estimated total of \$2,849,801

Overview

- The Emergency Fund alone represents six (6) weeks operating income
- The combined fund balance represents approximately four (4) months of operating income

Revenue Highlights

- Operating Revenues - \$8,117,180
- To fund the FY 2017 General Fund Budget, we are proposing a tax rate of \$0.561615 cent per \$100 of valuation
 - This is the same tax rate as FY 2016
- The tax components are as follows:
 - \$0.471173 for Maintenance and Operations
 - \$0.090442 for Interest and Sinking (I&S) Fund Debt Service

Revenue Highlights

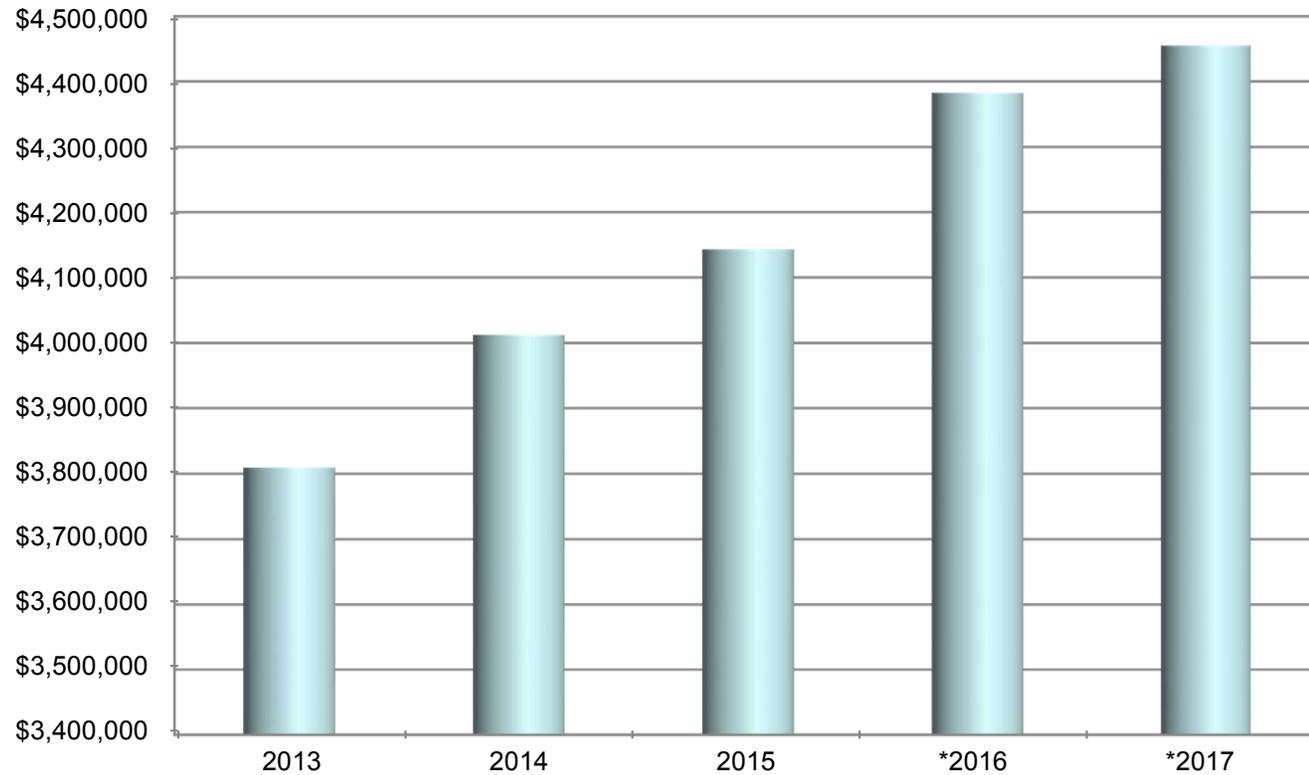
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- Once again we are seeing an increase in tax value
 - Tax year 2016 market value increase 65,358,816
 - Tax year 2015 market value increase 105,990,346
- It is yet to be determined the amount we will lose to appeals
 - Lost 23,449,918 to appeals in FY 2016
- Appeals will be greater than last year
- Increased Ad Valorem Tax revenue by \$64,095
 - After we receive the effective and rollback tax rate calculation, this may change

Average Taxable Home Value Increase

<i>Average Home Value Increase</i>		
FY 2016	FY 2017	Increase
\$138,750	\$147,548	\$8,798
Average Tax Increase Due to Appraised Value Increase		
FY 2016	FY 2017	Increase
\$779.24	\$828.65	\$49.41

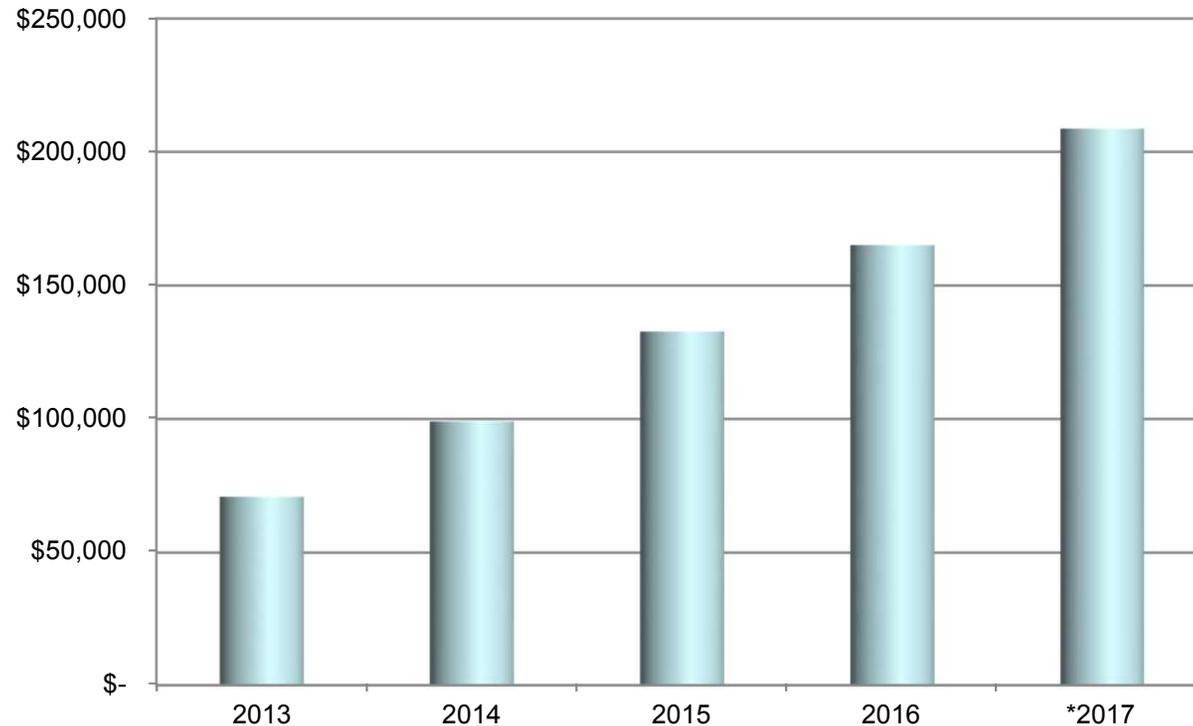
Property Tax Revenues



	2013	2014	2015	*2016	*2017
Revenue	\$3,809,355	\$4,012,433	\$4,143,068	\$4,382,351	\$4,454,859



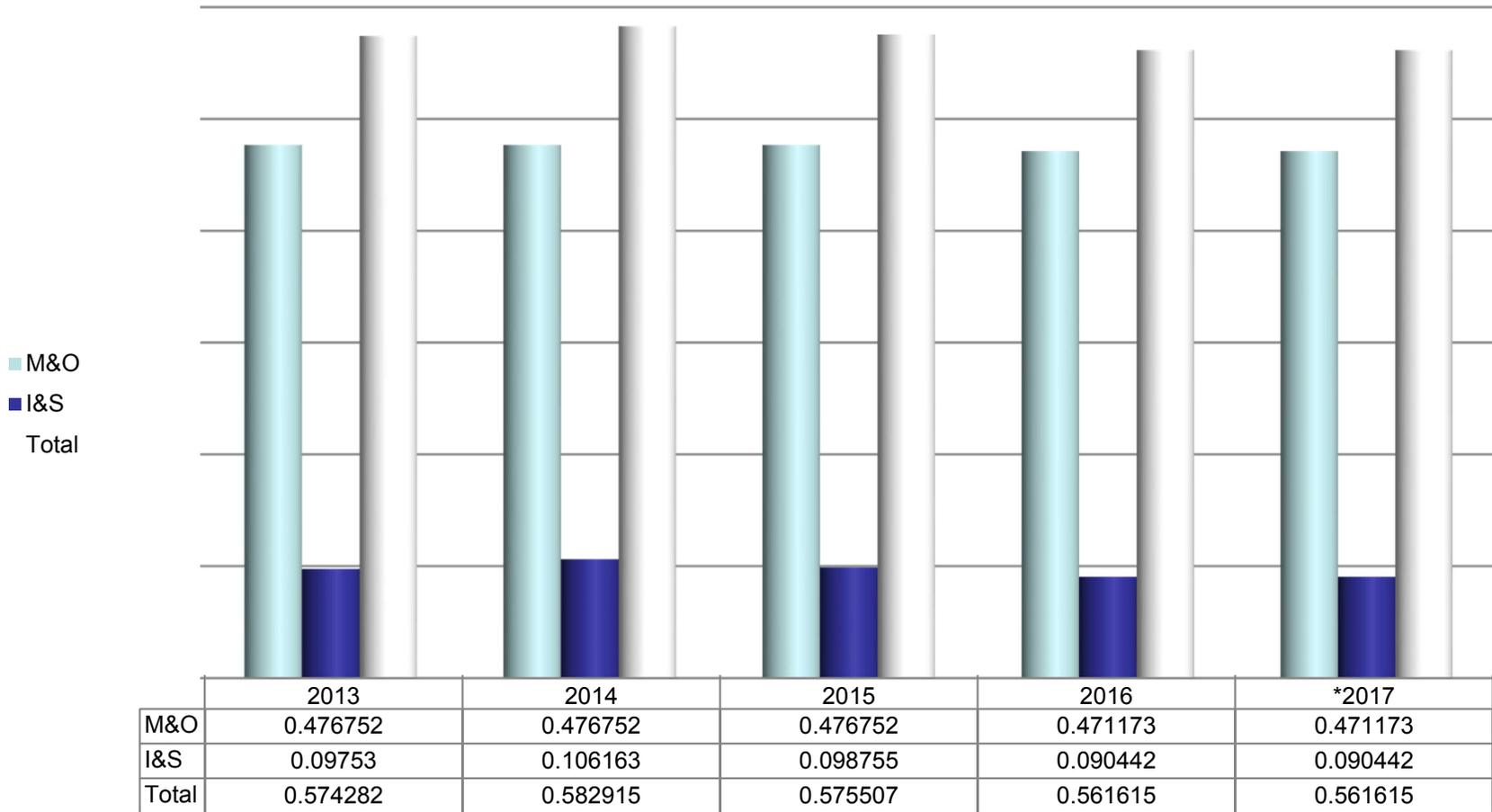
Revenue loss from Property Tax Freeze



	2013	2014	2015	2016	*2017
Freeze Loss	\$70,929	\$99,109	\$132,758	\$165,117	\$208,763



Tax Rate History



Outstanding Debt

Issue	Outstanding as of 9/30	Purpose
2009 Refunding Bonds	\$ 945,000	Refunded the 1998 Certificates of Obligation that were originally issued to fund capital improvements and equipment.
2009 PPFCO	\$ 825,000	To fund the purchase a fire a ladder truck.
2012 GO Bonds	\$ 6,795,000	Funds police, fire and administration complex construction and renovations.
2016 Certificates of Obligation	\$ 1,970,000	Utility projects.

Issue	Maturity Date
2009 Refunding Bonds	08/01/2018
2009 PPFCO	08/01/2029
2012 GO Bonds	08/01/2032
2016 Certificates of Obligation	08/01/2046

Revenue Highlights

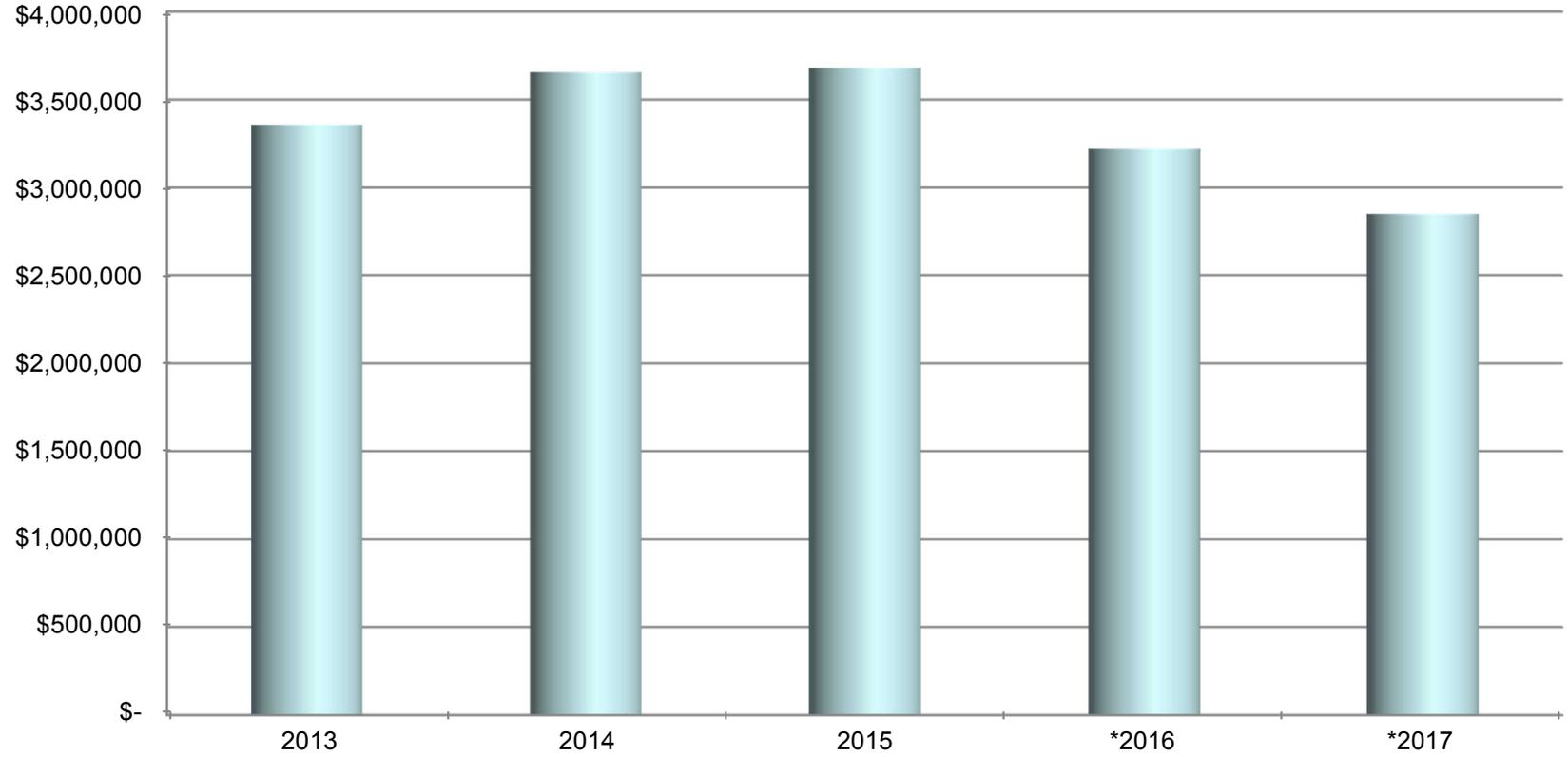
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- Franchise fees reflect a slight increase due to CPS franchise fees and court revenue
- On May 7, 2016, the Council approved a credit card processing fee of 5% for individuals who pay fines, fees and other related municipal court fees with a credit card
 - We are estimating the revenue to be generated from this fee to be \$35,000 annually

Expenditure Highlights

- Operating Expenditures - \$8,048,020
 - An increase of \$86,615 in operating expenditures
- Capital Expenditures - \$438,044
 - A decrease of \$575,914
 - Spending on Capital is lower due to purchase of a Fire Engine in FY 2016 - \$480,920

Fund Balance History



	2013	2014	2015	*2016	*2017
Fund Balance	\$3,356,717	\$3,656,058	\$3,679,498	\$3,218,685	\$2,849,801



General Fund Budget Summary

SOURCE	FY 14-15 ACTUAL	FY 15-16 BUDGET	FY 15-16 ESTIMATED	FY 16-17 BUDGET
REVENUES	\$ 7,623,046	\$ 7,875,304	8,049,193	\$ 8,117,180
TOTAL OPERATING REVENUES	7,623,046	7,875,304	8,049,193	8,117,180
OTHER FINANCING SOURCES				
Capital Reserve	-	1,013,958	990,518	438,044
Other Reserve Uses		89,465	89,465	230,000
Transfers In	-	599,000	665,031	-
TOTAL OTHER FINANCING SOURCES	-	1,702,423	1,745,014	668,044
TOTAL RESOURCES AVAILABLE	7,623,046	9,577,727	9,794,207	8,785,224
EXPENDITURES				
Operations	7,305,455	7,958,405	7,652,460	8,048,020
Capital Outlay	10,393	1,013,958	990,518	438,044
Operating Transfers Out	257,479	17,000	17,000	-
Debt Service:				
Principal	-		-	-
Bond Issuance Costs	-		-	-
TOTAL EXPENDITURES	7,573,327	8,989,363	8,659,978	8,486,064
Ending Fund Balance	\$ 2,779,498	\$ 2,264,439	\$ 2,318,685	\$ 1,949,801



General Fund Operating Revenue Summary

SOURCE	FY 14-15 ACTUAL	FY 15-16 BUDGET	FY 16-17 BUDGET	Increase (Decrease)
Property Taxes	\$ 3,434,382	\$ 3,690,905	\$3,755,000	\$ 64,095
Sales Tax	2,242,189	2,277,100	2,258,100	(19,000)
Franchise Fees	898,466	959,929	978,334	18,405
Licenses, Permits, Fees and Fines	885,449	810,150	903,390	93,240
Other and Grants	162,560	137,220	222,356	85,136
TOTAL REVENUES	\$ 7,623,046	\$ 7,875,304	\$8,117,180	\$ 241,876

General Government Expenditures

SOURCE	FY 14-15 ACTUAL	FY 15-16 BUDGET	FY 16-17 BUDGET	Increase (Decrease)
* Personnel Services	\$ 480,253	\$ 576,006	\$ 491,480	\$ (84,526)
Supplies	37,485	69,256	43,100	(26,156)
Contractual Services	372,304	376,830	290,572	(86,258)
Capital	10,393	187,503	71,454	(116,049)
TOTAL	\$ 900,435	\$ 1,209,595	\$ 896,606	\$ (312,989)

* Deleted a position in the Court. Moved Animal Control and Code Enforcement to Public Works.

General Government Business Office Contractual Category Expenditures

Business Office /Court	2016	2017	Difference
<u>Professional services</u>			
Jury Trials	3,600	3,600	-
Judges Fees	23,400	23,400	-
Prosecutor for Court and Appeals to Bexar County	31,900	-	(31,900)
Linebarger Fines and Fees Collection/Court	1,000	500	(500)
Software Updates	3,000	3,000	-
Credit Card Fees	6,048	6,048	-
EAP and Cafeteria Plan	182	182	-
Cintas	500	500	-
	\$ 69,630	\$ 37,230	\$ (32,400)
Utilities - Telephone	102	102	-
Utilities - Gas, Water, Electric	2,300	8,400	6,100
Printing	1,000	1,800	800
Travel - Training	3,120	3,120	-
TOTAL	\$ 76,152	\$ 50,652	\$ (25,500)

General Government Finance Contractual Category Expenditures

Finance	2016	2017	Difference
<u>Professional Services</u>			
External Audit Fees (General Fund)	7,375	7,500	125
Bexar Appraisal District Dues	22,480	23,000	520
Ad Valorem Tax Collection Fee (Bexar County)	7,000	7,600	600
SEC Rule Reporting	1,500	1,500	-
Employee Public Bond	350	375	25
Bank Analysis Fees (General Fund Portion)	5,900	5,900	-
Software Updates	15,000	16,000	1,000
Remote back-up	800	800	-
EAP and Cafeteria Plan	300	300	-
Bank Courier Fees	1,000	1,000	-
	\$61,705	\$63,975	\$ 2,270
Utilities - Telephone	200	200	-
Utilities - Gas, Water, Electric	2,300	8,400	6,100
Printing	1,500	2,000	500
Advertising	4,000	4,000	-
Travel - Training	2,000	4,000	2,000
TOTAL	\$71,705	\$82,575	\$ 10,870

General Government Manager and Council Contractual Category Expenditures

City Manager and Council	FY 2016	FY 2017	Difference
Professional Services			
City Attorney/TML (non-retainer requests & projects)	51,428	15,000	(36,428)
Veterinary Services/ Paws Rescue Ranch	6,525	-	(6,525)
Spanish Translator for Election Documents	1,300	1,000	(300)
Annual Codification for City Web	375	375	-
Recodification Project (including legal review)	17,600	-	(17,600)
EAP and Cafeteria Plan	425	425	-
DPS Agency	48	96	48
Records Destruction	1,400	1,400	-
COBRA	1,500	1,500	-
Fire Inspection of City Hall Extinguishers	200	670	470
	\$ 80,801	\$ 20,466	\$ (60,335)
Contractual Services			
Bexar County Elections	15,000	15,000	-
Social Security Contract	35	35	-
Pest Control (quarterly treatment)	1,580	1,580	-
City Hall Office Cleaning Services	15,600	17,532	1,932
IKON Office Solutions	4,200	4,200	-
Techlead	1,800	1,800	-
Pitney Bowes - Maintenance for Mailing Base	1,750	1,750	-
Administration Office Space Rental	30,000	-	(30,000)
ACA (Affordable Care Act) Reporting	10,000	1,500	(8,500)
Bonds- CM, ACM, CS, Mayor & all Council	1,580	2,160	580
Update to MAC '13 in with Office	-	9,000	9,000
Accela Minutes & Agendas	-	6,600	6,600
City Council Streaming Services	-	8,340	8,340
	\$ 81,545	\$ 69,497	\$ (12,048)
Utilities - Telephone	18,412	15,312	(3,100)
Utilities - Gas, Water, Electric	2,490	6,600	4,110
Printing	6,700	3,000	(3,700)
Advertising	8,750	4,500	(4,250)
Repairs and Maintenance - External	1,500	1,800	300
Equipment Rental	500	-	(500)
Travel - Training	23,150	31,275	8,125
Membership, Dues, Licenses	4,550	4,270	(280)
Subscription to Publications	575	625	50
GRAND TOTAL	\$ 228,973	\$ 157,345	\$ (71,628)



General Government

- Capital Acquisition Plan items included:
 - \$20,000 for a Human Resources paperless system
 - \$4,000 for two cash counters
 - \$7,980 phase one and two for security cameras in the front portion of the municipal building
 - \$3,000 for fitness equipment
 - \$36,474 for fencing the back parking lot

Police Expenditures

SOURCE	FY 14-15 ACTUAL	FY 15-16 BUDGET	FY 16-17 BUDGET	Increase (Decrease)
Personnel Services	\$1,659,584	\$1,734,025	\$1,768,522	\$ 34,497
Supplies	122,269	91,650	83,500	(8,150)
Contractual Services	72,456	83,414	66,022	(17,392)
Capital	-	-	-	-
TOTAL	\$1,854,309	\$1,909,089	\$1,918,044	\$ 8,955

Police

Contractual Category Expenditures

Police Department	FY 2016	FY 2017	Difference
Professional Services			
EAP and Cafeteria Plan	3,175	3,280	105
New Hire Expenses	5,961	1,000	(4,961)
	\$ 9,136	\$ 4,280	\$ (4,856)
Contractual Services			
Copier	1,000	1,000	-
Computer Maintenance	400	400	-
CAD/RMS Service Contract	3,200	5,200	2,000
Leads Online	900	1,400	500
Crime Reports	500	1,500	1,000
800mzh Radio Airtime	16,000	16,000	-
DDC Membership	700	-	(700)
Voyager	-	3,400	3,400
Forensic Testing	-	4,000	4,000
	\$ 22,700	\$ 32,900	\$ 10,200
Utilities - Telephone	17,000	5,000	(12,000)
Utilities - Gas, Water, Electric	13,200	9,000	(4,200)
Printing	4,500	2,200	(2,300)
Advertising	-	-	-
Repairs and Maintenance - External	10,900	5,000	(5,900)
Equipment Rental	-	-	-
Travel - Training	3,000	6,500	3,500
Membership, Dues, Licenses	1,836	-	(1,836)
Subscription to Publications	1,142	1,142	-
TOTAL	\$ 83,414	\$ 66,022	\$ (17,392)

Police

- Capital Acquisition Plan items included:
 - \$19,905 for covered parking for police vehicles (Police Forfeiture Fund)

Fire Expenditures

SOURCE	FY 14-15 ACTUAL	FY 15-16 BUDGET	FY 16-17 BUDGET	Increase (Decrease)
Personnel Services	\$1,935,449	\$1,985,793	\$2,099,084	\$ 113,291
Supplies	88,465	76,761	80,604	3,843
Contractual Services	178,468	179,129	168,848	(10,281)
Capital	-	574,015	38,890	(535,125)
TOTAL	\$2,202,382	\$2,815,698	\$2,387,426	\$ (428,272)

Fire

Contractual Category Expenditures

Fire Department	FY 2016	FY 2017	Difference
Professional Services			
Xerox Firehouse Incident Reporting Software	\$ 2,316	\$ 2,316	-
Medical Waste Disposal	\$ 1,071	\$ 1,071	-
Medical Control	\$ 27,000	\$ 15,000	(12,000)
Physio-Control - 12-lead ECG service	\$ 6,970	\$ 6,970	-
Intermedix EMS Billing Services	\$ 11,000	\$ 11,000	-
Linebarger Legal Services	\$ 4,200	\$ 4,200	-
	\$ 52,557	\$ 40,557	\$ (12,000)
Contractual Services			
Professional Tech Services	\$ 772	\$ 772	-
David K. Young Consulting	\$ 360	\$ 360	-
Logical Management Solutions	\$ 926	\$ 926	-
Pest Control	\$ 600	\$ 600	-
Stericycle	\$ 430	\$ 430	-
	\$ 3,088	\$ 3,088	\$ -
Utilities - Telephone	\$ 5,000	\$ 5,000	-
Utilities - Gas, Water, Electric	\$ 18,418	\$ 28,487	10,069
Printing	\$ 319	\$ 319	-
Advertising	\$ 750	\$ 750	-
Repairs and Maintenance - External	\$ 78,372	\$ 70,372	(8,000)
Equipment Rental	\$ -	\$ -	-
Travel - Training	\$ 10,383	\$ 9,383	(1,000)
Membership, Dues, Licenses	\$ 5,800	\$ 6,450	650
Subscription to Publications	\$ 4,442	\$ 4,442	-
TOTAL	\$ 179,129	\$ 168,848	\$ (10,281)

Fire

- Major items included:
 - \$59,248 for a 40 hour a week Deputy Fire Marshall position in the Fire Department
- Capital Acquisition Plan items included:
 - \$6,390 for bunker gear
 - \$11,000 for a flood notification siren
 - \$4,000 for hoses, adapters and nozzles
 - \$17,500 for fencing at the Fire Station

Public Works Expenditures

SOURCE	FY 14-15 ACTUAL	FY 15-16 BUDGET	FY 16-17 BUDGET	Increase (Decrease)
Personnel Services	\$ 739,868	\$ 796,301	\$ 924,026	\$ 127,725
Supplies	164,266	172,300	215,500	43,200
Contractual Services	243,485	283,415	504,869	221,454
Capital	-	157,500	251,000	93,500
TOTAL	\$1,147,619	\$1,409,516	\$1,895,395	\$ 485,879

Public Works

Contractual Category Expenditures

Contractual			
Debris Haul Off	25,000	25,000	-
Copier Service Agreement	2,500	2,500	-
Uniforms	7,500	7,500	-
Computer Servicing	5,000	4,000	(1,000)
School Zone Light Maintenance	120	120	-
ACS Shop Software	300	300	-
Tire Disposal	1,000	1,000	-
PubWorks software	2,800	2,800	-
Map Updates	5,000	10,000	5,000
Fire Extinguisher Servicing	1,100	1,100	-
Other Contractual Services	14,850	12,000	(2,850)
Bandera Road ROW Mowing	28,000	-	(28,000)
A/C Test & Balance City Hall	3,830	-	(3,830)
Slurry Seal Executive Center	4,000	-	(4,000)
City-Wide Tree Removal	-	5,000	5,000
	\$ 101,000	\$ 71,320	\$ (29,680)
Utilities - Telephone	3,615	4,900	1,285
Utilities/Electric, Water	94,300	94,000	(300)
Printing	2,000	2,500	500
Advertising	2,000	2,400	400
Repairs & Maintenance - External	33,000	31,800	(1,200)
Equipment Rental	5,000	3,500	(1,500)
Travel/Training	1,000	7,000	6,000
Memberships, Dues, Licenses	3,500	3,200	(300)
GRAND TOTAL	\$ 283,415	\$ 504,869	\$ 221,454

Public Works Overview

- Major items included:
 - \$230,000 for engineering fees for the Evers Road Bridge
 - The total estimated engineering fees are \$460,000 and are allocated between Storm Water and the General Fund
- Capital Acquisition Plan items included:
 - \$145,000 for sidewalks
 - \$45,000 for a Paver Hauler
 - \$45,000 for an asphalt roller
 - \$16,000 for a heated tack kettle (crack sealing)

Community Development Expenditures

SOURCE	FY 14-15 ACTUAL	FY 15-16 BUDGET	FY 16-17 BUDGET	Increase (Decrease)
Personnel Services	\$ 96,624	\$ 110,097	\$ 113,271	\$ 3,174
Supplies	5,173	5,400	4,900	(500)
Contractual Services	115,812	104,243	99,763	(4,480)
Capital	-	-	-	-
TOTAL	\$ 217,609	\$ 219,740	\$ 217,934	\$ (1,806)

Community Development Contractual Category Expenditures

Community Development Services	FY 2016	FY 2017	Difference
<u>Professional Services</u>			
EAP and Cafeteria Plan	125	192	67
Building & Plumbing Inspections	42,120	45,350	3,230
Engineering Services	5,000	5,500	500
Health Inspections	11,368	11,368	-
Arborist	2,500	2,500	-
Tree Mitigation Project	-	15,000	15,000
	\$ 61,113	\$ 79,910	\$ 18,797
<u>Contractual Services</u>			
Tyler Annual Subscription Software Incode	3,591	3,591	-
ESRI Mapping	400	400	-
Tyler Building Permit Online	1,200	1,200	-
Techlead Annual Email	7,972	-	(7,972)
MyPermit Now (\$5,000 start up cost)	-	8,000	8,000
LC-17	24,015	-	(24,015)
	\$ 37,178	\$ 13,191	\$ (23,987)
Utilities - Telephone	462	462	-
Utilities - Gas, Water, Electric	2,100	2,100	-
Printing	250	500	250
Advertising	850	850	-
Repairs and Maintenance - External	300	300	-
Travel - Training	800	1,500	700
Memberships, Dues & License	540	950	410
Subscription to Publication	650	-	(650)
TOTAL	\$ 104,243	\$ 99,763	\$ (4,480)



Economic Development Expenditures

SOURCE	FY 14-15 ACTUAL	FY 15-16 BUDGET	FY 16-17 BUDGET	Increase (Decrease)
Personnel Services	\$ 113,709	\$ 130,230	\$ 48,081	\$ (82,149)
Supplies	3,989	5,025	4,000	(1,025)
Contractual Services	38,118	112,243	83,140	(29,103)
Capital	-	-		-
TOTAL	\$ 155,816	\$ 247,498	\$ 135,221	\$ (112,277)

Economic Development Contractual Category

Economic Development	FY 2016	FY 2017	Difference
<u>Professional</u>			
Attorney review of incentive Agreements	3,000	-	(3,000)
	\$ 3,000	\$ -	\$ (3,000)
<u>Contractual</u>			
Incentive Rebate	80,000	50,000	(30,000)
Consultant to Develop Community Brochure	1,600	1,000	(600)
Notary Application, Bond, Supplies	500	500	-
Software Updates	500	400	(100)
EAP and Cafeteria Plan	400	240	(160)
	\$ 83,000	\$ 52,140	\$ 83,000
Utilities - Telephone	780	200	(580)
Utilities - Gas, Water, Electric	278	278	-
Advertising	500	400	(100)
Travel -Training	6,600	4,000	(2,600)
Memberships, Dues, Licenses	1,085	1,085	-
Ad Valorem Tax Rebate	17,000	25,037	8,037
TOTAL	\$ 112,243	\$ 83,140	\$ 84,757

Special Events Expenditures

SOURCE	FY 14-15 ACTUAL	FY 15-16 BUDGET	FY 16-17 BUDGET	Increase (Decrease)
Personnel Services	\$ 8,850	\$ 12,445	\$ 19,757	7,312
Supplies	55,515	77,900	61,350	(16,550)
Contractual Services	30,000	22,500		(22,500)
Capital	-	-	-	-
TOTAL	\$ 94,365	\$ 112,845	\$ 81,107	\$ (31,738)

Special Events

- Major items included:
 - \$46,000 to support the July 4th Celebration
 - \$12,000 for the Siclovia Event (\$8,200 for event and \$3,800 for staff overtime)

Parks Expenditures

SOURCE	FY 14-15 ACTUAL	FY 15-16 BUDGET	FY 16-17 BUDGET	Increase (Decrease)
Personnel Services	\$ 63,115	\$ 91,182	\$ 81,065	\$ (10,117)
Supplies	28,859	19,000	30,500	11,500
Contractual Services	50,820	76,690	99,982	23,292
Capital	-	51,500	46,000	(5,500)
TOTAL	\$ 142,794	\$ 238,372	\$ 257,547	\$ 19,175

Parks

Contractual Category Expenditures

Parks and Recreation	FY 2016	FY 2017	Difference
<u>Professional Services</u>			
EAP and Cafeteria Plan	700	700	-
Drainage Study	-	15,000	15,000
	\$ 700	\$ 15,700	\$ 15,000
<u>Contractual</u>			
Tree Removal	3,000	8,000	5,000
Pool Contract	45,000	46,302	1,302
Pool Repairs	2,800	5,000	2,200
	\$ 50,800	\$ 59,302	\$ 8,502
Utilities - Telephone	480	480	-
Utilities - Gas, Electric	13,500	13,900	400
Printing	510	600	90
Repairs and Maintenance	10,700	10,000	(700)
GRAND TOTAL	\$ 76,690	\$ 99,982	\$ 23,292

Parks

- Major items included:
 - \$46,302 for the pool contract
 - \$15,000 drainage study
- Capital Acquisition Plan items included:
 - \$40,000 for improvements and or equipment for Shadow Mist, Ridge, Old Mill Subdivision Parks and the Aquarium Detention Pond Easement Trail
 - \$6,000 Musical Instruments for Raymond Rimkus Park

Library Expenditures

SOURCE	FY 14-15 ACTUAL	FY 15-16 BUDGET	FY 16-17 BUDGET	Increase (Decrease)
Personnel Services	\$ 247,120	\$ 272,747	\$ 276,579	\$ 3,832
Supplies	30,876	24,314	25,114	800
Contractual Services	39,053	46,249	44,414	(1,835)
Capital	-	20,000	30,700	10,700
TOTAL	\$ 317,049	\$ 363,310	\$ 376,807	\$ 13,497

Library

Contractual Category Expenditures

Library	FY 2016	FY 2017	Difference
Professional Services			
Presenters Fees	800	800	-
Programming Fees	550	550	-
	\$ 1,350	\$ 1,350	\$ -
Contractual Services			
Apollo/Biblionix Library System	2,300	2,500	200
Biblionix Overdue Calls	500	500	-
Vallance Security	1,140	1,140	-
Techlead Backup	640	640	-
Amigos Texpress Courier ILL	2,200	2,250	50
Website maintenance	754	1,800	1,046
Fortres Grand Software Updates	200	-	(200)
CINTAS AED Defibrillator	708	-	(708)
Copier service agreement	700	750	50
Ebook content platform	1,000	1,000	-
	\$ 10,142	\$ 10,580	\$ 438
Utilities - Telephone	6,500	4,000	(2,500)
Utilities - Gas, Water, Electric	13,406	14,000	594
Printing	642	642	-
Advertising	250	250	-
Repairs and Maintenance - External	4,400	3,692	(708)
Travel - Training	2,000	2,000	-
Membership, Dues, Licenses	1,600	1,700	100
Subscription to Publications	5,959	6,200	241
GRAND TOTAL	\$ 46,249	\$ 44,414	\$ (1,835)

Library

- Capital Acquisition Plan items included:
 - \$12,700 to purchase new books for the Library
 - \$18,000 to replace two 20 year old air handler units at the Library

Communications Expenditures

SOURCE	FY 14-15 ACTUAL	FY 15-16 BUDGET	FY 16-17 BUDGET	Increase (Decrease)
Personnel Services	\$ 271,461	\$ 380,960	\$ 146,387	\$ (234,573)
Supplies	1,058	7,300	3,500	(3,800)
Contractual Services	10,951	35,000	170,090	135,090
Capital	-	23,440		(23,440)
TOTAL	\$ 283,470	\$ 446,700	\$ 319,977	\$ (126,723)

Communications

Contractual Category Expenditures

Communications	FY 2016	FY 2017	Difference
<u>Professional Services</u>			
CAD Annual Agreement	6,600	-	(6,600)
Annual Email Agreement		9,500	9,500
ArtComm Service Agreement		2,000	2,000
Techlead Remote Back-up		220	220
	\$ 6,600	\$ 11,720	\$ 5,120
<u>Contractual Services</u>			
City Website Update with App	6,500	-	(6,500)
Dispatch Contract (City of Helotes)	-	137,970	137,970
	\$ 6,500	\$ 137,970	\$ 131,470
Printing	14,700	17,500	2,800
Repairs and Maintenance - External	1,200	1,200	-
Travel - Training	6,000	1,200	(4,800)
Memberships, Dues, Licenses		500	500
GRAND TOTAL	\$ 35,000	\$ 170,090	\$ 134,590

Water and Sewer Fund (Enterprise Fund)

Overview

- Budget is balanced
- Revenues
 - \$4,035,269
- Operating expenses
 - \$4,026,853
 - Operating expenses in the Water and Sewer Fund increased \$100,811 from FY 2016
- Capital
 - \$196,000

Overview

- Reflected in the budget is the approved rate increase that will fund the new debt issued in FY 2016 for utility projects
- The revenue to retire this new debt is reflected in a user rate increase that will increase the monthly bill for customers as follows:
 - \$7.99 for customers who use 2,500 gallons of water
 - \$26.22 customers who use 5,000 gallons of water

Approved Rate Change Comparison

Rates 2,500 Gallons Used			
Fee	Old Rate	New Rate	Difference
Water	\$ 12.06	\$ 19.15	\$ 7.09
Sewer	\$ 14.36	\$ 15.08	\$ 0.72
EAA	\$ 1.55	\$ 1.55	\$ -
Water Supply	\$ 1.07	\$ 1.25	\$ 0.18
Stormwater	\$ 3.68	\$ 3.68	\$ -
Total	\$ 32.72	\$ 40.71	\$ 7.99
Increase	\$ 7.99		

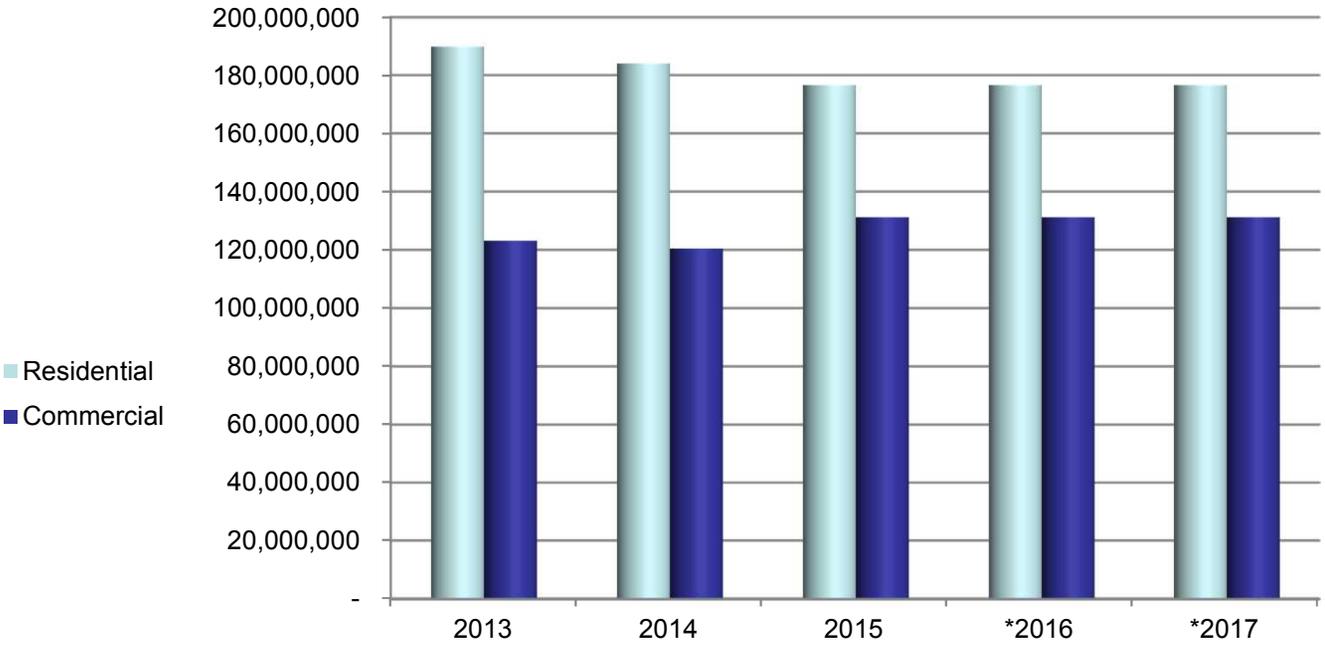
Approved Rate Change Comparison

Rates 5,000 Gallons Used			
Fee	Old Rate	New Rate	Difference
Water	\$ 14.76	\$ 30.84	\$ 16.08
Sewer	\$ 17.16	\$ 26.74	\$ 9.58
EAA	\$ 3.10	\$ 3.10	\$ -
Water Supply	\$ 2.14	\$ 2.50	\$ 0.36
Stormwater	\$ 3.68	\$ 3.68	\$ -
Total	\$ 40.84	\$ 67.06	\$ 26.22
Increase	\$ 26.22		

Approved Rate Change Comparison

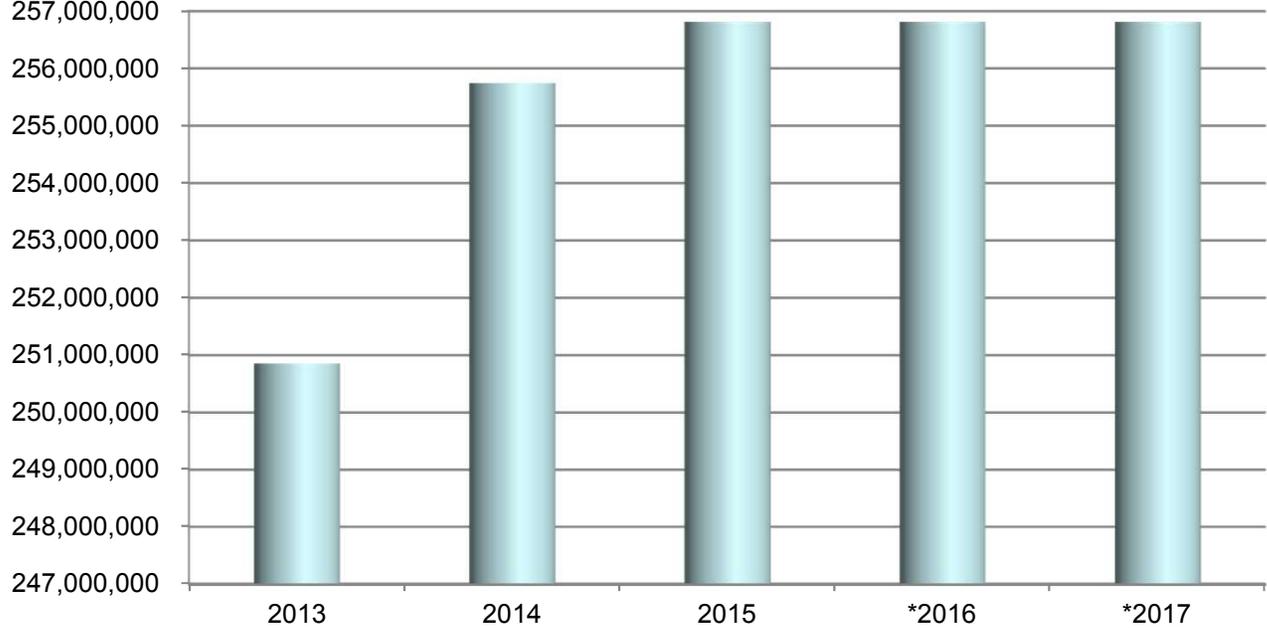
Other Fee Increases			
Fee	Old Rate	New Rate	Difference
Deposit	\$ 45.00	\$ 70.00	\$ 25.00
TCEQ fee	\$ -	\$ 0.20	\$ 0.20
Connect/Disconnect	\$ 20.00	\$ 30.00	\$ 10.00
Meter Plug	\$ -	\$ 75.00	\$ 75.00
Total	\$ 65.00	\$ 175.20	\$ 110.20
Increase	\$ 110.00		

Water Sold



	2013	2014	2015	*2016	*2017
Residential	189,931,000	184,014,000	176,710,000	176,710,000	176,710,000
Commercial	123,088,895	120,423,155	131,218,294	131,218,294	131,218,294

Sewer Treated in Gallons



	2013	2014	2015	*2016	*2017
Sewer Treated	250,852,455	255,745,280	256,816,555	256,816,555	256,816,555

Water and Sewer Fund Budget Summary

SOURCE	FY 14-15 ACTUAL	FY 15-16 BUDGET	FY 15-16 ESTIMATE	FY 16-17 BUDGET
REVENUES				
Operating Revenues	\$ 3,446,845	\$ 3,567,800	3,480,300	\$ 4,004,629
Non-Operating Revenues	120,677	46,000	30,500	30,640
TOTAL REVENUES	3,567,522	3,613,800	3,510,800	4,035,269
OTHER FINANCING SOURCES				
Water Rights Reserve	-	-	-	140,000
Storm Water Fund Balance		529,200	529,200	-
TxDot Reimbursement				-
TOTAL OTHER FINANCING SOURCES	-	529,200	529,200	140,000
TOTAL RESOURCES AVAILABLE	3,567,522	4,143,000	4,040,000	4,175,269
EXPENSES				
Operations	3,312,573	3,926,042	3,926,042	4,026,853
Capital Outlay	-	733,000	733,000	196,000
Depreciation	168,948	-	-	-
Non-Operating Transfer Out	70,000	-	-	107,141
TOTAL EXPENSES	3,551,521	4,659,042	4,659,042	4,329,994
NET INCREASE (DECREASE) IN WORKING CAPITAL	16,001	(1,045,242)	(1,148,242)	(154,725)
Ending Fund Balance	\$ 2,037,234	\$ 991,992	\$ 888,992	\$ 734,267



Water and Sewer Fund Expenditures by Category

SOURCE	FY 14-15 ACTUAL	FY 15-16 BUDGET	FY 16-17 BUDGET	Increase (Decrease)
Personnel Services	\$ 1,140,493	\$ 1,223,112	\$ 1,307,483	\$ 84,371
Supplies	117,084	134,850	131,250	(3,600)
Contractual Services	2,054,995	2,568,080	2,588,120	20,040
TOTAL	\$ 3,312,573	\$ 3,926,042	\$ 4,026,853	\$ 100,811

Water and Sewer Fund Operating Revenue

SOURCE	FY 14-15 ACTUAL	FY 15-16 BUDGET	FY 16-17 BUDGET	Increase (Decrease)
Water Sales	\$ 1,125,819	\$ 1,210,000	\$ 1,584,747	\$ 374,747
Sewer Sales	1,871,412	1,912,000	1,969,782	57,782
Storm Water	394,273	384,000	391,100	7,100
Other	176,018	107,800	89,640	(18,160)
TOTAL REVENUES	\$ 3,567,522	\$ 3,613,800	\$ 4,035,269	\$ 421,469

Water and Sewer General Administrative Expenditures

SOURCE	FY 14-15 ACTUAL	FY 15-16 BUDGET	FY 16-17 BUDGET	Increase (Decrease)
Personnel Services	\$ 555,466	\$ 587,044	\$ 659,291	\$ 72,247
Supplies	13,640	30,150	30,150	-
Contractual Services	100,247	81,752	68,592	(13,160)
Capital	-	-	-	-
TOTAL	669,353	698,946	758,033	59,087

Water General Administrative Contractual Category Expenditures

General Administrative	2016	2017	Difference
Professional Services			
External Audit Fees (Water)	7,375	7,500	125
Annual Software Updates Incode Billing	15,000	16,000	1,000
Online Utility Billing Payments Fees	2,000	2,000	-
City Attorney Fees (Water Allocation)	21,800	-	(21,800)
Neopost Envelope Stuffer Maintenance	4,000	4,000	-
Sensus Hand Held Meter Reader Support	5,700	5,700	-
Software Program (Sewer Average Report)	3,200	3,500	300
Credit Card Processing Fees	7,531	8,711	1,180
Equipment Rental (Possible)	3,400	3,400	-
Bank Analysis Fees (Water Allocation)	2,000	2,000	-
Postage Meter Permit	980	980	-
Employee Public Bond	350	375	25
EAP and Cafeteria Plan	1,026	1,026	-
	\$74,362	\$55,192	\$ (19,170)
Utilities - Gas, Water, Electric	2,390	8,400	6,010
Printing	4,000	4,000	-
Advertising	1,000	1,000	-
TOTAL	\$81,752	\$68,592	\$ (13,160)

Water Expenditures

SOURCE	FY 14-15 ACTUAL	FY 15-16 BUDGET	FY 16-17 BUDGET	Increase (Decrease)
Personnel Services	\$ 326,738	\$ 356,857	\$ 367,866	\$ 11,009
Supplies	75,668	79,000	79,000	-
Contractual Services	508,853	745,880	536,255	(209,625)
Capital	-	63,500	183,000	119,500
TOTAL	911,259	1,245,237	1,166,121	(79,116)

Water Contractual Category Expenditures

Water	FY 2016	FY 2017	Difference
Professional Services			
EAP and Cafeteria Plan	555	555	-
Engineering Service	249,945	30,000	(219,945)
	\$ 250,500	\$ 30,555	\$ (219,945)
Contractual Services			
Uniforms	6,000	6,000	-
H2O Samples	3,000	3,000	-
Meter Reading Maintenance	10,000	10,000	-
EAA Program and Management Fees	194,000	194,000	-
TCEQ Sampling	10,700	10,700	-
Cathodic Protection	670	670	-
SAWS interconnect	3,545	3,545	-
Water System Fee	5,500	5,500	-
Water Lease Payment	82,395	82,395	-
Annual Meter Replacement Program	10,000	10,000	-
Tank inspections	1,500	2,000	500
Neopost Machine	17,040	17,040	-
SCADA System	500	1,000	500
Incode	450	450	-
	\$ 345,300	\$ 346,300	\$ 1,000
Utilities - Telephone	8,880	13,000	4,120
Utilities/Electric, Water	75,000	80,000	5,000
Printing	2,000	2,000	-
Advertising	1,000	1,200	200
Repairs and Maintenance External	60,000	60,000	-
Equipment Rental	500	500	-
Travel/Training	2,000	2,000	-
Membership, Dues, Licenses	700	700	-
GRAND TOTAL	\$ 745,880	\$ 536,255	\$ (209,625)



Water

- Major items included:
 - \$82,395 for water leases
 - \$194,000 EAA Management Fee
- Capital Acquisition Plan items included:
 - \$43,000 for a vacuum trailer
 - \$140,000 to purchase water rights

Sewer Expenditures

SOURCE	FY 14-15 ACTUAL	FY 15-16 BUDGET	FY 16-17 BUDGET	Increase (Decrease)
Personnel Services	\$ 125,123	\$ 135,638	\$ 140,394	\$ 4,756
Supplies	6,598	4,700	3,100	(1,600)
Contractual Services	1,262,591	1,451,321	1,528,473	77,152
Capital	-	206,000	13,000	(193,000)
TOTAL	1,394,312	1,797,659	1,684,967	(112,692)

Sewer Contractual Category Expenditures

Sewer	FY 2016	FY 2017	Difference
<u>Professional Services</u>			
EAP and Cafeteria Plan	555	555	-
Engineering Service	34,445	35,000	555
	\$ 35,000	\$ 35,555	\$ 555
<u>Contractual</u>			
SAWS Sewer Service	1,388,621	1,462,218	73,597
	\$1,388,621	\$ 1,462,218	\$ 73,597
Advertising	-	1,200	1,200
Repairs and Maintenance External	15,000	15,000	-
Equipment Rental	500	500	-
Sewer Surcharge	12,200	14,000	1,800
GRAND TOTAL	\$1,451,321	\$ 1,528,473	\$ 77,152

Sewer

- Major items included:
 - \$1,462,218 for sewer treatment and transportation (SAWS)
 - \$35,000 for engineering fees
- Capital Acquisition Plan items included:
 - \$13,000 to purchase a push camera

Storm Water Expenditures

SOURCE	FY 14-15 ACTUAL	FY 15-16 BUDGET	FY 16-17 BUDGET	Increase (Decrease)
Personnel Services	\$ 133,166	\$ 143,573	\$ 139,932	\$ (3,641)
Supplies	21,177	21,000	19,000	(2,000)
Contractual Services	183,305	289,127	454,800	165,673
Capital	-	463,500	-	(463,500)
TOTAL	\$ 337,648	\$ 917,200	\$ 613,732	\$ (303,468)

Storm Water Contractual Category Expenditures

Storm water	FY 2016	FY 2017	Difference
<u>Professional Services</u>			
EAP and Cafeteria Plan	800	800	-
Engineering Services	49,247	279,200	229,953
Storm Water Projects	200,000	150,000	(50,000)
	\$ 250,047	\$ 430,000	\$ 179,953
<u>Contractual</u>			
Street Sweeping	16,000	16,000	-
Uniforms	1,500	1,500	-
Mapping	5,000	5,000	-
Grissom Rd Mowing	12,500	-	(12,500)
	\$ 35,000	\$ 22,500	\$ (12,500)
Printing	2,000	1,200	(800)
Travel	2,000	1,000	(1,000)
Memberships, Dues, Subscriptions	80	100	20
GRAND TOTAL	\$ 289,127	\$ 454,800	\$ 165,673

Storm Water

- Major items included:
 - \$279,200 for engineering fees (\$230,000 Evers Road Bridge)
 - \$150,000 for Storm Water projects
 - \$16,000 for street sweeping

Community Center Fund

Community Center Budget Summary

SOURCE	FY 14-15 ACTUAL	FY 15-16 BUDGET	FY 15-16 ESTIMATE	FY 16-17 BUDGET
REVENUES				
Hotel Taxes	\$ 95,573	\$ 95,000	\$ 88,000	\$ 88,000
Rental Fees	86,661	90,000	52,320	81,000
TOTAL REVENUES	182,234	185,000	140,320	169,000
OTHER FINANCING SOURCES				
Fund Balance	-	-	-	-
TOTAL OTHER FINANCING SOURCES	-	-	-	-
TOTAL RESOURCES AVAILABLE	182,234	185,000	140,320	169,000
EXPENDITURES				
Operations	98,356	187,256	187,256	156,444
Capital Outlay	58,578	10,944	10,944	11,500
Non-Operating Transfer	20,000	-	-	-
TOTAL EXPENDITURES	176,934	198,200	198,200	167,944
Ending Fund Balance	\$ 111,437	\$ 98,237	\$ 53,557	\$ 54,613



Community Center Contractual Category Expenditures

Community Center Fund	FY 2016	FY 2017	Difference
<u>Professional Services</u>			
Security Monitoring & Additional Services	9,700	8,000	(1,700)
	\$ 9,700	\$ 8,000	\$ (1,700)
<u>Contractual Services</u>			
Cable/Internet Services	8,000	4,600	(3,400)
	\$ 8,000	\$ 4,600	\$ (5,100)
Utilities - Telephone	10,080	10,080	-
Utilities - Gas, Water, Electric	15,800	17,500	1,700
Printing	250	300	50
Advertising	7,200	7,200	-
Repairs and Maintenance - External	3,500	4,000	500
Travel	3,528	-	(3,528)
TOTAL	\$ 58,058	\$ 51,680	\$ (8,078)

Community Center Budget Overview

- Budget is balanced
 - Operating Revenues - \$169,000
 - Operating Expenditures - \$156,444
 - Capital - \$11,500
- Major capital items included for upgrades to the Community Center
 - \$7,000 to replace exterior steel doors on Community Center
 - \$4,500 to replace awnings on Community Center

Crime Control and Prevention

Crime Control and Prevention Budget Overview

- Budget is balanced
 - Operating expenditures total \$267,930
- This funds the salary and benefits for
 - Assistant Police Chief
 - Two patrol officers
 - Overtime
 - Certification pay

Crime Control and Prevention Budget Summary

SOURCE	FY 14-15 ACTUAL	FY 15-16 BUDGET	FY 15-16 ESTIMATE	FY 16-17 BUDGET
BEGINNING FUND BALANCE	\$ 114,512	\$ 249,283	\$ 249,283	\$ 273,473
REVENUES				
Sales Tax	\$ 258,121	\$ 230,000	\$ 272,690	\$ 272,690
TOTAL REVENUES	258,121	230,000	272,690	272,690
OTHER FINANCING SOURCES (USES)				
Transfer In	-	-	-	-
Fund Balance	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-
TOTAL RESOURCES AVAILABLE	372,633	479,283	521,973	546,163
EXPENDITURES				
Operations	123,350	248,500	248,500	267,930
Capital				-
TOTAL EXPENDITURES	123,350	248,500	248,500	267,930
Ending Fund Balance	\$ 249,283	\$ 230,783	\$ 273,473	\$ 278,233



Crime Control and Prevention Line Item

SOURCE	FY 14-15 ACTUAL	FY 15-16 BUDGET	FY 16-17 BUDGET	Increase (Decrease)
Personnel Services				
Salaries	47,140	136,878	150,215	13,337
Retirement (TMRS)	15,586	27,445	26,884	(561)
Health Insurance	4,614	20,104	25,660	5,556
Workers' Compensation	1,274	1,424	1,424	-
Overtime	21,644	20,000	20,000	-
Social Security (FICA)	7,228	14,179	15,205	1,026
Clothing Allowance	373	-	-	-
Certification Pay	23,827	28,470	28,470	-
Longevity	1,664	-	72	72
TOTAL	\$ 123,350	\$ 248,500	\$ 267,930	\$ 19,430

Street Maintenance Budget Summary

SOURCE	FY 14-15 ACTUAL	FY 15-16 BUDGET	FY 15-16 ESTIMATE	FY 16-17 BUDGET
Beginning Fund Balance	\$ 1,017,086	\$ 646,873	\$ 646,873	\$ 618,705
REVENUES				
Sales Tax	\$ 549,731	\$ 549,416	\$ 562,818	\$ 562,818
Interest	354		500	500
VIA Reimbursement	170,747	60,000	208,514	60,000
TOTAL REVENUES	720,832	609,416	771,832	623,318
TOTAL RESOURCES AVAILABLE	1,737,918	1,256,289	1,418,705	1,242,023
EXPENDITURES				
Street Maintenance	1,091,045	1,284,918	800,000	1,242,023
TOTAL EXPENDITURES	1,091,045	1,284,918	800,000	1,242,023
Ending Fund Balance	\$ 646,873	\$ (28,629)	\$ 618,705	\$ -

Special Revenue Funds

- Grant Fund - \$2,924
 - Law Enforcement Officer Standards and Education (LEOSE) Funds for Law Enforcement Training
- Building Security Fund - \$12,727
 - Court bailiff
- Child Safety Fund - \$14,714
 - School Crossing Guard program
- Municipal Court Technology - \$16,308
 - Court technology related items
- Debt Service - \$778,897

Special Revenue Funds

- Police Forfeiture - \$75,316
 - Seizure Funds

Personnel

- Funds the Merit Pay System, which allows each employee a 2% merit increase on their date of hire, if they qualify
- Funds the continuation of longevity pay
 - \$4 per month for each year of service to the City
- Funds the retirement system
 - Rate decreased by 1.06% 14.17% to 13.11%

Personnel

- As we present the proposed budget, we have not received the final cost for the City's Health Insurance program
- We budgeted a 17% increase in the proposed budget
 - However, we will come back to Council for the appropriate adjustment once we receive the final numbers

Personnel

- The proposed budget includes funding for the City's Medical Insurance Program which provides medical, dental, vision and life insurance coverage
 - The program provides medical insurance to employees at no cost
 - Dependent insurance cost is paid for by the employee

Personnel

Continued

- Christmas Holidays
 - December 23 to January 3
 - Christmas is on a Sunday
 - Holiday would be December 26, 27 and 28
 - New Years is on a Sunday
 - Holiday would be January 2
 - Employees will have to use 3 days of their Personal Leave

Next Steps

- Budget workshop
 - July 19, 2016
- Budget public hearing and formal adoption
 - August 16, 2016
- First public hearing on proposed tax rate
 - August 31, 2016
- Second public hearing on the proposed tax rate
 - September 6, 2016

Next Steps

Continued

- Formal adoption of the tax rate
 - September 20, 2016

FY 2016 Proposed Budget Workshop

July 19, 2016