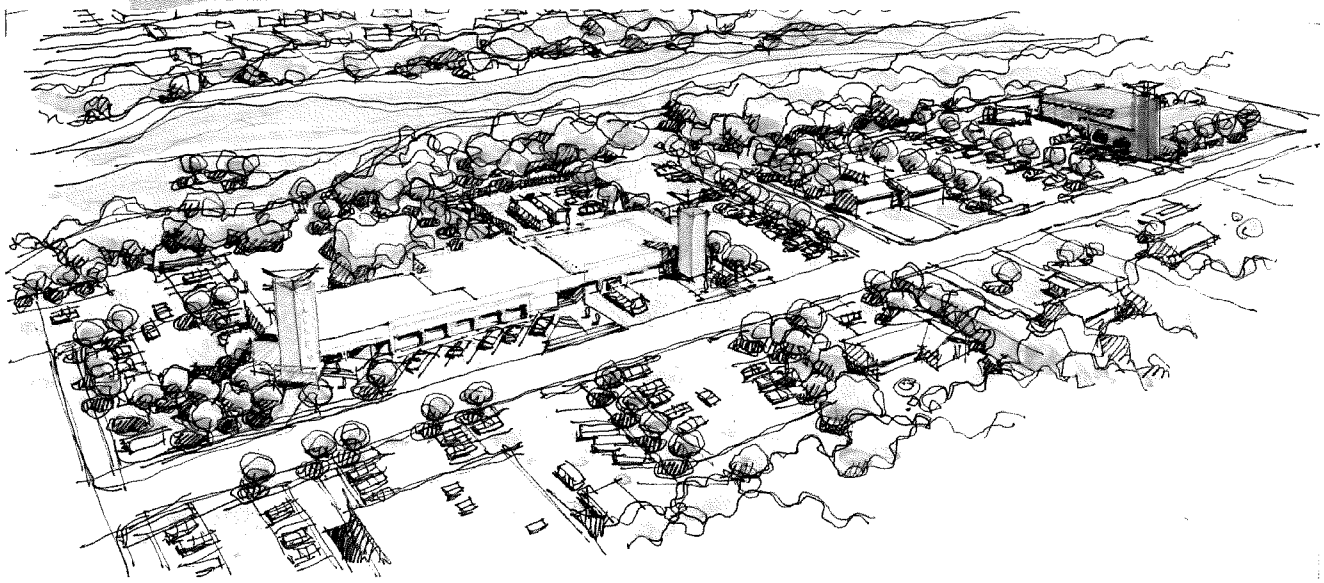
CITY OF LEON VALLEY

Municipal Facility Design Concept

Rendering by Alamo Architects



ANNUAL OPERATING BUDGET FY 2013

AS REQUIRED BY H.B. 3195 80TH LEGISLATIVE SESSION STATE OF TEXAS

"This budget will raise more total property taxes than last year's budget by $29,155 or .9690% and of that amount $35,725 is tax revenue to be raised from new property added to the roll this year."

City Overview

The City, incorporated in 1952, is a residential community located in south central Texas in the northwest portion of the San Antonio Metropolitan Statistical Area. The City is located in Bexar County, Texas. Bexar County's economy is based on military, tourism, agriculture, limestone mining, medical facilities, and manufacturing. The City has a land area of 3.5 square miles and is surrounded on all sides by the City of San Antonio. Most City residents are employed within the greater San Antonio Metropolitan Statistical Area. A full range of services is provided to residents and businesses, including police and fire protection, construction and maintenance of streets and infrastructure, recreational activities, and water and sewer utilities. The City population, based upon the 2010 census, is 10,866. The City is empowered to levy a property tax on both real and personal property located within its boundaries.

The City is operated under the council-manager form of government. Policy making and legislative authority are vested in the City Council, which consists of a mayor and a five-member council. The Council is elected on a non-partisan basis at large. Council members are elected to a two-year staggered term. The Mayor is elected at large to a two-year term. The City Council is responsible for, among other things, passing ordinances, adopting the budget, appointing committees and the hiring of a City Manager. The City Manager is responsible for carrying out the policies and ordinances of the governing Council, overseeing the day-to-day operations of the City, and appointing the heads of the City's departments.

The budget serves as the foundation of the City's financial planning and control. As prepared and submitted for consideration, it addresses the goals of the City, establishes priorities, determines the level of funding commitment, and serves as a day-to-day operations guide.

For fiscal year 2013, the City will establish a budget for twelve separate funds. Activities of the General Fund, Water and Sewer (Enterprise) Fund, Debt Service Fund, CIED Fund, Capital Project Fund, Community Center Fund, Building Security Fund, Child Safety Fund, Street Maintenance Tax, Municipal Court Technology Fund, Police Forfeiture Fund and Grant Fund are included in this annual budget.

The largest of these funds is the ***General Fund.*** The services funded in the General Fund include Police, Fire, Public Works, Parks, Community and Economic Development, Library, and Administrative Services. Major revenue sources include property taxes, sales taxes, charges for services, intergovernmental revenues and interest from investment of idle funds.

The second largest fund is the ***Water and Sewer Fund.*** The Water and Sewer Fund provides a mechanism for the provisions of water storage and distribution and sewer collection services to residents. Additionally, the City of Leon Valley has a contract with the San Antonio Water System (SAWS) for the treatment and transportation of wastewater.

The remaining funds are categorized as Special Revenue Funds. The Special Revenue Funds are:

The ***Community Center Fund.*** This fund accounts for expenditure of revenues derived from a tax imposed on visitors to local hotels and motels as well as revenues from the rental of the Conference and Community Centers. Its budget goes toward activities to promote Leon Valley as a tourist destination.

The ***Debt Service Fund.*** This fund provides necessary funds to retire the City's general obligation debt.

The ***CIED Fund.*** On January 30, 2012 the Board of Trustees of CPS Energy voted to terminate the CIED Fund Program effective February 1, 2012 and allow CPS Energy staff to work with the City of Leon Valley on a method to transfer the outstanding CIED Fund program balance to the City. The outstanding balance due to the City of Leon Valley is $1,519,671.60. These funds will be paid to the City in four quarterly installments with the first installment being wired to the City in August 2012.

The ***Capital Project Fund.*** This fund will account for the expenditures of the General Obligation Bonds, Series 2012. On May 12, 2012 the citizens of Leon Valley voted to authorize the City to issue General Obligation Bonds, Series 2012 for (I) designing, acquiring, improving, renovating, demolishing, expanding, and equipping a Public Safety and Support Complex to house police, fire, municipal court, and City administration services departments, and expenses incidental and necessary to the foregoing (including necessary utility relocation, acquisition of easements, right-of-way, and other real property interests, landscaping, and streetscape modification and improvements) and (ii) pay the costs of their issuance.

Other ***Special Revenue Funds***. These include the Child Safety, Building Security, Municipal Court Technology, Street Maintenance Tax, Police Forfeiture and Grant Funds. These funds account for specific revenues that are legally restricted to expenditures for those particular purposes.

The City also maintains a five-year Capital Acquisition Plan (CAP) to provide for capital outlay expenditures. Each fiscal year, the CAP is reviewed and analyzed by the City Manager and City staff to determine needs for office and other machinery and equipment, vehicles, building improvements, land and improvements other than buildings. The five-year CAP is authorized by City Council during the City's annual budget adoption process. As items are funded only when deemed necessary, capital outlay details and amounts vary between a budget year.

CAPITAL ACQUISITION PLANS

The following are the proposed capital expenditures by fund for FY 13. A detail listing along with narratives for each capital purchase can be found at the end of the budget document under the tab *Capital Acquisition Plan.*

Police (Funded from Forfeiture Fund)

Police vehicle (2)	$ 70,000
SUV Vehicle	$ 28,000
TOTAL	**$ 98,000**

Fire Department

Hose, adapters & nozzles	$ 4,000
Flood warning system (Phase 2)	$ 15,000
Remote radio controllers (4)	$ 4,000
Air Packs (2)	$ 12,000
Inspector or Command Vehicle	$ 30,000
Hose Tester	$ 3,000
Rescue Air Bag System	$ 18,508
Alternate EOC Upgrades	$ 20,000
TOTAL	**$106,508**

Public Works

Sidewalks	$ 20,000
Sullair air compressor	$ 6,000
Tractor Cutter	$ 3,500
Pickup truck	$ 20,000
TOTAL	**$ 49,500**

Library

Library expansion	$165,000
Books	$ 20,000
TOTAL	**$185,000**

Water and Sewer

Pickup truck	$ 20,500
Sullair air compressor	$ 6,000
TOTAL	**$ 26,500**

User's Guide to the Budget Document

Overview
The City of Leon Valley develops a Balanced Budget with guidance from the Mayor and City Council, City Departments, and its citizens. In accordance with state law and generally accepted accounting standards, the City of Leon Valley adopts a Balanced Budget for each fiscal year. The fiscal year for the City of Leon Valley begins October 1 and ends September 30.

This section is designed to assist the reader in the use and comprehension of the City of Leon Valley's Budget Document. The Annual Budget serves as a policy document, financial plan, an operations guide and a communications device. It is utilized by City Council and City Staff to monitor revenue and expenditures.

Budget Tabs
The budget is arranged in three sections that are separated by the following respective tabs. Below is a brief description of the materials found in each of the sections.

- User's Guide
- Departmental Appropriations
- Capital Acquisition Plan

User's Guide - This section is used to provide the reader a summary of what is contained in the budget document.

Departmental Appropriations - This section is organized by department and provides the reader with a better understanding of the kind of services provided by each department. Individual department summaries contain organization chart, department description, mission statement, program narrative with accomplishes and objectives, personnel, performance measures, and department appropriations.

Capital Acquisition Plan (CAP) - This section contains the Five Year Capital Acquisition Plan organized by department. The intent of the CAP is to enable the City to make long range judgements on the needs of the City each fiscal year and apply available resources to these needs to the extent possible. The CAP is funded each fiscal year by the Available Reserve, which is the amount left in the fund reserve at the end of the previous fiscal year less a minimum fund balance of $800,000 for General Fund and $350,000 for the Enterprise Fund.

Budget Amendments
The City Manager is authorized to transfer budget amounts between line items within a department however, any transfer or supplemental appropriation that amends the total expenditures of a department or total budget requires City Council approval. Actual expenditures may not legally exceed budgeted appropriations at the department level.

Budget Basis
Governmental Funds (General, Special Revenue, and Debt Service) are prepared and accounted on a modified accrual basis using a current financial resource measurement focus. Briefly this means that revenues are recognized in the period in which they are both measurable and available and expenditures are recognized when incurred.

The Enterprise Fund (Water and Sewer) is prepared and accounted for using the full accrual method of accounting for both revenue and expense similar to a commercial enterprise. The revenues are recognized when they are earned and their expenses are recognized when they are incurred.

Budget Controls
Budgetary compliance is a significant tool for managing and controlling governmental activities, as well as ensuring conformance with the City's budgetary limits and specifications. The objective of budgetary control is to ensure compliance with legal provisions embodied in the annual appropriated budget adopted by City Council. The budget is adopted each fiscal year. The fiscal year for the City of Leon Valley starts on October 1 and ends on September 30 of each year. Budgetary preparation and control is exercised at the departmental level.

Accounting Basis
The Comprehensive Annual Financial Report (CAFR) shows the status of the City's finances on a basis of generally accepted accounting principles (GAAP).
Governmental funds (General Fund, Special Revenue and Debt Service) are accounted for on a modified accrual basis using a current financial resources measurement focus. Revenues are recognized in the period in which they are both measurable and available and expenditures are recognized when incurred except for interest on general long-term debt which is recognized when due. Sales and property taxes are considered "measurable" when in the hands of intermediary collecting governments and are recognized as revenue at that time.

Enterprise Funds (Water and Sewer) have an economic resources measurement focus and use the full accrual method of accounting for both revenue and expenses similar to a commercial enterprise.

Fund Accounting
The City's accounts are organized on the basis of funds and account groups, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for by providing a separate set of self balancing accounts which are comprised of each funds' assets, liabilities, fund equity, revenues, and expenditures or expenses as appropriate.

Governmental resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled.

Fund Types

Governmental Fund Types

General Fund - The General Fund accounts for the resources used to finance the fundamental operations of the City. It is the basic fund of the City and covers all activities for which a separate fund has not been established.

Special Revenue Funds - These funds are used to account for specific revenue sources which are legally restricted to expenditures for specified activities.

Community Center Fund - to account for the expenditures of funds received primarily from a hotel-motel tax base to be used for the Community Civic Center and Conference Center.

Grant Fund - to account for the expenditures of funds received from various grant monies for specific programs.

Child Safety Fund - to account for expenditures for the drug awareness and prevention program, school crossing guards, and other child safety programs.

Building Security Fund - to account for revenues received from building security fees and the corresponding restricted expenditures.

Court Technology Fund - to account for revenue received from court technology fees and the corresponding restricted expenditures.

Street Maintenance Tax - to account for revenue received from a 1/4% city sales and use tax that is for municipal street maintenance.

Police Forfeiture Fund - to account for revenues received from seized assets and the corresponding restricted expenditures.

Debt Service Funds - These funds are used to account for the accumulation of resources and the payment of principal and interest on general long-term debt of the City other than Revenue Bonds.

Enterprise Fund

The Enterprise Fund accounts for operations which are intended to be self-supported through user charges. The City operates water and sewer services on this basis.

FUND NARRATIVE

The General Fund accounts for the resources used to finance the fundamental operations of the City. It is the basic fund of the City and covers all activities except for those in which a separate fund has been established. The General Fund contains such services as business office, finance, city manager and council, police, fire, EMS, library, streets, parks, and community development.

In addition to property and sales taxes, the General Fund also includes revenues derived from fines, fees for services, franchise fees, payments from other governments, and miscellaneous revenue sources.

GENERAL FUND
SUMMARY OF REVENUES AND EXPENDITURES

	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATED 2011-2012	BUDGET 2012-2013
BEGINNING FUND BALANCE	$ 2,228,211	$ 2,339,045	$ 2,339,045	$ 2,174,166
REVENUES				
Ad Valorem Taxes	3,119,772	3,057,097	3,098,200	3,086,388
Sales Taxes	1,750,031	1,795,645	1,793,342	1,793,342
Franchise Fees	728,548	706,236	725,827	725,827
Licenses, Permits, Fees and Fines	1,194,300	1,190,346	997,437	1,026,965
Grants	16,649	-	6,122	-
Other	127,526	156,084	107,044	120,243
TOTAL REVENUES	6,936,825	6,905,408	6,727,972	6,752,765
OTHER FUNDING SOURCES				
Transfers In	-	-	-	27,216
Capital Reserve	-	384,282	233,709	341,008
Capital Reserve-Non-Capital	-	8,500	8,500	45,000
Park Land Reserve	-	-	-	-
TOTAL OTHER FUNDING SOURCES	-	392,782	242,209	413,224
TOTAL RESOURCES AVAILABLE	6,936,825	7,298,190	6,970,181	7,165,989
EXPENDITURES				
Personnel Services	5,455,155	5,539,736	5,336,790	5,524,350
Supplies	361,151	420,700	379,856	407,998
Contractual Services	957,888	911,971	924,496	881,716
Capital Outlay	33,798	384,282	233,709	341,008
TOTAL EXPENDITURES	6,807,992	7,256,689	6,874,851	7,155,072
OTHER FINANCING USES				
Transfers Out	18,000	18,000	18,000	10,000
TOTAL OTHER FINANCING USES	18,000	18,000	18,000	10,000
TOTAL EXPENDITURES AND OTHER USES	6,825,992	7,274,689	6,892,851	7,165,072
ENDING FUND BALANCE	$ 2,339,045	$ 1,969,764	$ 2,174,166	$ 1,789,075

Schedule of Revenues Continued	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATED 2011-2012	BUDGET 2012-2013
Grants				
EMS/Trauma System	11,196	-	6,122	-
Loan Star Library Grant	5,453	-	-	-
Total Grants	16,649	-	6,122	-
Other				
Library Non Resident Users	1,630	1,327	1,630	1,630
Interest Income	6,271	7,069	4,500	4,500
Sprint Tower Lease		13,200	13,200	13,200
Library Memorial Donations	935	235	195	2,000
Sale of Surplus Property	3,576	10,000	10,000	10,000
Special Events	3,568	3,423	6,000	6,000
LVEDC Services Contract	38,019	40,830	38,019	41,153
Towing Contract	-	-	3,500	11,760
Miscellaneous	73,527	80,000	30,000	30,000
Total Other	127,526	156,084	107,044	120,243
TOTAL REVENUES	$ 6,936,825	$ 6,905,408	$ 6,727,972	$ 6,752,765

GENERAL FUND
SCHEDULE OF EXPENDITURES BY DEPARTMENT

	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATED 2011-2012	BUDGET 2012-2013
Business Office	$ 172,840	$ 189,985	$ 185,914	$ 166,311
Finance	206,870	227,277	219,659	214,447
City Manager and Council	412,797	366,125	330,625	306,627
Police	2,113,748	2,146,262	2,146,262	2,142,438
Fire	2,014,586	2,138,627	2,060,713	2,210,409
Public Works	1,041,859	1,120,835	1,063,139	1,111,763
Community Development	346,538	380,160	349,031	310,470
Economic Development	117,952	129,282	86,644	124,757
Special Events	18,030	13,750	10,056	17,599
Parks and Recreation	102,914	116,559	108,996	111,940
Library	259,858	427,827	313,812	438,311
TOTAL EXPENDITURES	$ 6,807,992	$ 7,256,689	$ 6,874,851	$ 7,155,072

DEPARTMENT DESCRIPTION AND MISSION

The Business Office is responsible for the day-to-day receipting and processing of City revenue and the functions of the Municipal Court. The mission of the Business Office is to provide excellent customer service to our residents, visitors and court defendants and to support the community by providing efficient services through the promotion of justice.

PROGRAM NARRATIVE

Accomplishments for FY 2011-2012:

- ✯ Provided excellent customer service.

Objectives for FY 2012-2013:

- ✯ Continue to effectively collect on warrants.
- ✯ Ensure employee professional growth through training.
- ✯ Provide the highest level of professional and efficient customer service.

EXPENDITURES	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATED 2011-2012	BUDGET 2012-2013
Personnel Services	$ 70,980	$ 79,221	$ 64,736	$ 74,991
Supplies	10,775	9,600	8,300	8,330
Contractual Services	91,085	101,164	112,878	82,990
Capital Outlay	-	-	-	-
TOTAL Department Budget	$ 172,840	$ 189,985	$ 185,914	$ 166,311

STAFFING	GRADE	BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013
Senior Clerk	7	0.60	0.60	0.60	0.55
Assistant Deputy Court Clerk	5	0.60	0.60	0.60	0.55
Deputy Court Clerk	4	0.55	0.55	0.55	0.5
TOTAL		1.75	1.75	1.75	1.60

DEPARTMENT DESCRIPTION AND MISSION

To optimally manage the City's finances through its accounting, purchasing and billing functions in order to ensure the proper safeguarding and preservation of City assets. The Finance Department accomplishes this mission by ensuring all the financial operations and transactions of the City which includes accounts payable, payroll, cash management, grant administration, internal audit, purchasing, utility system billings and collections are adequately managed and accounted for in accordance with Generally Accepted Accounting Principles, Governmental Accounting Standards Board Pronouncements and other legally mandated standards as required by Federal, State and City laws. The Finance Department assists the City Manager with developing and compiling the City's annual operating budget and is also responsible for compiling the City's financial statements and Comprehensive Annual Financial Report (CAFR).

PROGRAM NARRATIVE

Accomplishments for FY 2011-2012:

- ✯ Prepared, submitted and was awarded for the City's Comprehensive Annual Financial Report (CAFR) for the fiscal year ended September 30, 2011 the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) Program.
- ✯ Improved information reporting and budgeting with "On-Line Budgeting" for all departments.
- ✯ Assisted City Manager with preparation of annual budget.
- ✯ Coordinated and assisted external auditor with annual audit.
- ✯ Successfully migrated to a new email host.
- ✯ Purchased and conducted training on iPad for Council packet delivery.
- ✯ Prepared and solicited Request for Proposals for auditing services.
- ✯ Migrated to Linebarger for the collection of delinquent EMS accounts.

Objectives for FY 2012-2013:

- ✯ Prepare and submit fiscal year 2012 CAFR to GFOA for judging in GFOA's Certificate of Achievement for Excellence in Financial Reporting Program.
- ✯ Continue to improve information reporting, budgeting and forecasting.
- ✯ Continue to draft internal control manual.
- ✯ Assist City Manager with preparation of annual budget.
- ✯ Coordinate and assist external auditor with annual audit.

EXPENDITURES	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATED 2011-2012	BUDGET 2012-2013
Personnel Services	$ 134,535	$ 140,036	$ 138,763	$ 132,072
Supplies	5,559	8,517	7,807	6,800
Contractual Services	66,776	73,724	73,089	75,575
Capital Outlay	-	5,000	-	-
TOTAL Department Budget	$ 206,870	$ 227,277	$ 219,659	$ 214,447

STAFFING	GRADE	BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013
Finance Director	11	0.60	0.60	0.55	0.50
Assistant Finance Director	7	0.60	0.60	0.55	0.50
Purchasing Agent	5	0.60	0.60	0.55	0.50
Acct Payable/Payroll Clerk	5	0.60	0.60	0.55	0.50
TOTAL		2.40	2.40	2.20	2.00

DEPARTMENT DESCRIPTION AND MISSION

CITY MISSION STATEMENT

The City of Leon Valley will provide our community with a superior quality of life by balancing social equity, environmental stewardship, and economic development to achieve sustainability.

VISION STATEMENT

The City of Leon Valley will be a sustainable community by balancing Social Equity, Economic Development and Environmental Stewardship (S.E.E.).

Social Equity
The City will promote a superior quality of life by responding to citizens in a fair and prompt manner, by providing outstanding public safety services, high quality educational, recreational, historical and cultural amenities and superb infrastructure. The City will encourage collaborative participation by its residents, businesses and stakeholders.

Economic Development
The City will provide a diverse and versatile business environment that supports a healthy economy. The city will exhibit a distinctive and welcoming identity at its boundaries and throughout the community. The City will attract, expand and retain viable businesses to promote development and redevelopment, including a town-centered design, pedestrian friendly connections and world class public transit.

Environmental Stewardship
The City will become carbon-neutral by conserving and preserving natural resources and by expanding recycling initiatives and enhancing our environment with earth-friendly practices.

Goals:
- ✯ Develop a business climate that provides the right mix of amenities to attract and retain business within the City of Leon Valley;
- ✯ Seek ways to increase communication with and involvement of the citizens;
- ✯ Develop strategies to mitigate traffic congestion throughout Leon Valley;
- ✯ Develop a system of parks, facilities, and recreational activities to enhance the quality of life; and
- ✯ Effectively manage the City's infrastructure and capital needs.

The City Secretary's Office promotes an open and responsive government through proper noticing, recording, preservation of the City's legislative actions and history and of its official documents, supporting administrative needs of the City Council and the City Manager, providing access to public information, conducting fair and impartial city elections, and providing responsive customer service to our diverse external and internal customer base.

The Department of Human Resources is responsible for the administration and management of the City's comprehensive Human Resources program to meet the City's needs for recruitment, risk management, training, benefit programs, management of workers' compensation, property, and liability claims, and workforce planning.

PROGRAM NARRATIVE

Accomplishments for FY 2011-2012

- The City of Leon Valley's website was completely renovated, using a content management software, resulting in a more attractive and user-friendly web presence which allows staff to continually refresh and update information with immediacy as may be required to meet the needs of the City and the Community.
- Coordinated the recognition of city volunteer members and programs with the City Council and staff. With eleven volunteer committees, city council ad-hoc committees, commission, boards and groups, and volunteers are a vital part of Leon Valley. This year's recognition event included Police Department Reserve Officers who form an important component of the City's policing capabilities.
- The Human Resources Department, using a formal bidding process, coordinated the review for health insurance broker and for group health, dental, and life insurance bids.
- The Human Resources Department coordinated the Employee Benefits Committee, with representatives from all departments to consider employee needs in the city provided benefit programs.
- The Human Resources Department facilitated the Council's process for the successful recruitment of a new City Manager and a new Economic Development Director.
- Department staffing needs were addressed using a multi-source approach using third party agencies, contractors, temp hires, and direct hires to insure timely response to staffing vacancies and keeping within budget.
- Continued to provide excellent customer service to all internal and external customers.

Objectives for FY 2012-2013:

- ✯ Complete annual codification of the Code of Ordinances and continue updating web listing of ordinances approved by Council during codification intervals.
- ✯ Oversee legal requirements for all City elections, promoting communications to keep voters informed and coordinating joint elections with Bexar County.
- ✯ Continue "green" communication efforts to keep the public and employees informed with use of electronic messaging through updated website, emails, Leon Valley ENews, and timely messages on the City's marquees.
- ✯ Continue coordinating records management retention to include electronic records-keeping to optimize limited storage and ensure that records are maintained in a usable and accessible condition.
- ✯ Continue to process requests for public information with all departments and research ways to make information more readily available to the public using the City's website, when and where possible.
- ✯ Continue to promote effective training and current safety programs with the goal of reducing insurance claims: health, workers compensation, and property/liability claims.
- ✯ Maintain up to date employment policies to ensure compliance with applicable Federal, State and local laws - FMLA policy, driving, drug and alcohol, electronic communications, and new health program mandates.
- ✯ Optimize recruiting and selection process utilizing outside agencies to help fill positions when necessary and supporting efforts for cross-training to insure maintenance of efficient office operations.

EXPENDITURES	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATED 2011-2012	BUDGET 2012-2013
Personnel Services	$ 191,521	$ 191,638	$ 191,876	$ 178,673
Supplies	11,692	17,150	16,912	14,600
Contractual Services	209,584	117,337	117,337	113,354
Capital Outlay	-	40,000	4,500	-
TOTAL Department Budget	$ 412,797	$ 366,125	$ 330,625	$ 306,627

STAFFING	GRADE	BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013
City Manager	N/C	0.60	0.60	0.55	0.50
City Secretary	11	0.60	0.60	0.60	0.50
Human Resource Director	11	0.60	0.60	0.55	0.50
Administrative Assistant	4	0.60	0.60	0.60	0.50
TOTAL		2.40	2.40	2.30	2.00

FOOTNOTE: N/C - Not Classified

DEPARTMENT DESCRIPTION AND MISSION

The Police Department's role is to ensure the safety of all citizens, property owners, employees and visitors by fairly and impartially upholding the Constitution and laws of the United States of America, the State of Texas, and the Ordinances of the City of Leon Valley. The Police Department is able to accomplish its mission with five divisions: Administration/Records, Uniform Patrol, Communications, Criminal Investigations, and Narcotics Task Force. Supplementary support is provided by the Drug Enforcement Agency Narcotics Task Force and Police Reserve Officers.

POLICE SUMMARY — GENERAL FUND

EXPENDITURES	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATED 2011-2012	BUDGET 2012-2013
Personnel Services	$ 1,983,112	$ 2,024,704	$ 2,014,865	$ 2,003,730
Supplies	76,329	72,925	81,380	87,925
Contractual Services	54,307	48,633	50,017	50,783
Capital Outlay	-	-	-	-
TOTAL Department Budget	$ 2,113,748	$ 2,146,262	$ 2,146,262	$ 2,142,438

STAFFING	GRADE	BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013
Police Chief	13	1.00	1.00	1.00	1.00
Crime Prevention Officer	10	0.80	0.80	0.80	0.80
Patrol Sergeant	9	3.00	3.00	3.00	3.00
Corporal	8	0.00	0.00	0.00	3.00
Warrant Officer	8	0.50	0.50	0.70	0.00
Detective	7	3.00	3.00	3.00	3.00
Patrol Officer	7	14.00	14.00	14.00	11.00
Narcotics Officer	7	1.00	1.00	1.00	1.00
Communications Supervisor	7	1.00	1.00	1.00	1.00
Records Clerk	5	1.00	1.00	1.00	1.00
Dispatcher	5	6.00	6.00	6.00	6.00
TOTAL		30.30	30.30	30.50	29.80

DIVISION DESCRIPTION AND MISSION

The Administration Department strives to run the most effective and economically efficient department. We endeavor to enhance public understanding and support of police services, activities, and programs.

PROGRAM NARRATIVE

Accomplishments for FY 2011-2012:

- ✯ Utilized the Police Forfeiture Funds to purchase equipment for the Police Department. One new patrol vehicle and a traffic control trailer was purchased utilizing this fund.
- ✯ Provided the best possible police protection to the citizens.
- ✯ Maintained the current response time of three minutes for life threatening emergency service calls.
- ✯ Maintained a high visibility and availability factor.
- ✯ Continued to provide the community with crime awareness information.
- ✯ Made several presentations to our residential and business communities in reference to crime prevention.
- ✯ Held a successful open house breakfast which show cased the Police Department functions and the various services provided as well as crime prevention measures.

Objectives for FY 2012-2013:

- ✯ Continue to utilize the forfeiture fund to provide equipment for the Officers.
- ✯ Continue to maintain a presence in our neighborhoods and remain pro-active to the needs of our Citizens.
- ✯ Continue to explore avenues to keep our residents informed about activities in their neighborhoods.
- ✯ Continue to inform the residents about crime prevention.

EXPENDITURES	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATED 2011-2012	BUDGET 2012-2013
Personnel Services	$ 214,249	$ 217,555	$ 218,533	$ 211,899
Supplies	1,535	1,900	1,928	1,900
Contractual Services	31,487	28,472	29,856	31,597
Capital Outlay	-	-	-	-
TOTAL Department Budget	$ 247,271	$ 247,927	$ 250,317	$ 245,396

STAFFING	GRADE	BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013
Police Chief	13	1.00	1.00	1.00	1.00
Communications Supervisor	7	1.00	1.00	1.00	1.00
Records Clerk	5	1.00	1.00	1.00	1.00
TOTAL		3.00	3.00	3.00	3.00

DIVISION DESCRIPTION AND MISSION

The Police Department Patrol Division includes seventeen sworn officers who uphold the law, deter crime and protect the public. They provide routine patrol, conduct premise inspections, apprehend and arrest violators of the law and enforce traffic laws and local City Ordinances. Patrol officers are the first at the scene of a crime and can properly protect, preserve and in some cases collect evidence which significantly improves the possibility that an investigator will bring the case to a successful conclusion.

PROGRAM NARRATIVE

Accomplishments for FY 2011-2012:

- ✯ Aggressively enforced City Ordinances.
- ✯ Provided our citizens with residential Patrol-By Program.
- ✯ Actively recruited, trained, and then utilized Reserve Officers.
- ✯ Provided excellent customer service to our residents and visitors alike.

Objectives of FY 2012-2013:

- ✯ Maintain a proactive patrol force thus reducing the opportunity to commit a crime.
- ✯ Continue to provide our residents with Residential Patrol-By Program.
- ✯ Continue to recruit and retain qualified applicants for our Reserve Officer program.
- ✯ Respond aggressively to citizens complaints of traffic violation in neighborhoods and school zones.
- ✯ Continue our participation in the San Antonio Police Department High Intensity Drug Trafficking Area Task Force as well as the Drug Enforcement Administrations State and Local Task Force, and as part of these relationships, continue working with all facets of Federal, State and Local governments.
- ✯ Continue to remain pro-active in graffiti cases.

Major Budgeted Items (Funded from the Forfeiture Fund):

- ✯ Patrol vehicles (2) $ 70,000

EXPENDITURES	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATED 2011-2012	BUDGET 2012-2013
Personnel Services	$ 1,158,697	$ 1,178,888	$ 1,186,147	$ 1,154,878
Supplies	72,582	67,900	76,327	82,900
Contractual Services	8,755	9,700	9,700	9,700
Capital Outlay	-		-	
TOTAL Department Budget	$ 1,240,034	$ 1,256,488	$ 1,272,174	$ 1,247,478

STAFFING	GRADE	BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013
Patrol Sergeant	9	3.00	3.00	3.00	3.00
Corporal	8	0.00	0.00	0.00	3.00
Warrant Officer	8	1.00	1.00	1.00	0.00
Patrol Officer	7	14.00	14.00	14.00	11.00
TOTAL		18.00	18.00	18.00	17.00

DIVISION DESCRIPTION AND MISSION

The Communications Department is the nerve center of the Police Department providing all officers with the necessary information and assistance to perform their duties safely. The Communication Center contains and controls computer information links with City, County, State and Federal agencies. Also provides telephone access to the public, 9-1-1 answer point and radio communications with all field units. Their mission is to provide citizens with prompt response and emergency responders with proper information.

PROGRAM NARRATIVE

Accomplishments for FY 2011-2012:

- ✯ Continued to work with the Municipal Court to pursue Leon Valley Municipal Court warrants.
- ✯ Completed the transition to the new 9-1-1 Public Safety Answering Point.
- ✯ Received an excellent rating by the Texas Department of Public Safety's Crime Information Center, on an audit that included all in- house records, computer transactions, and mandatory training for dispatchers and police officers.

Objectives for FY 2012-2013:

- ✯ Continue to provide prompt and efficient service to our callers.

EXPENDITURES	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATED 2011-2012	BUDGET 2012-2013
Personnel Services	$ 263,564	$ 276,015	$ 259,938	$ 271,968
Supplies	577	1,025	1,025	1,025
Contractual Services	8,789	5,125	5,125	4,400
Capital Outlay	-	-	-	-
TOTAL Department Budget	$ 272,930	$ 282,165	$ 266,088	$ 277,393

STAFFING	GRADE	BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013
Dispatcher	5	6.00	6.00	6.00	6.00
TOTAL		6.00	6.00	6.00	6.00

DIVISION DESCRIPTION AND MISSION

To assist in the prosecution of perpetrators through investigation. This achievement requires proof in court that a crime was committed and that the person charged did in fact commit the crime. The Detective, therefore ascertains the facts of the crime and determines who committed it. They will identify and arrest the perpetrators, discover and interview witnesses, and compile physical evidence capable of substantiating the appropriate charge in court. The recovery of stolen property that provides additional evidence of complicity and the return of the stolen property to its rightful owner is a further responsibility separate from its use as evidence.

PROGRAM NARRATIVE

Accomplishments for FY 2011-2012:

- ✯ Detectives obtained all State mandated training courses and completed courses in other topic areas, including courses specifically relating to Investigations.
- ✯ Continued to seize property and money under both Federal and State guidelines, and utilizing these monies for Department projects.
- ✯ Continue to provide positive customer service.

Objectives for FY 2012-2013:

- ✯ Maintain a proactive investigation force thus reducing the opportunity to commit crime.
- ✯ Continue to maintain our professional integrity and reputation with the District Attorney's Office by presenting complete and accurate case filings.
- ✯ Utilize the Investigators in our neighborhoods.

EXPENDITURES	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATED 2011-2012	BUDGET 2012-2013
Personnel Services	$ 276,192	$ 283,127	$ 281,128	$ 289,736
Supplies	1,635	2,100	2,100	2,100
Contractual Services	5,169	5,200	5,200	4,950
Capital Outlay	-	-	-	-
TOTAL Department Budget	$ 282,996	$ 290,427	$ 288,428	$ 296,786

STAFFING	GRADE	BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013
Detective	7	3.00	3.00	3.00	3.00
Crime Prevention Officer	10	0.80	0.80	0.80	0.80
TOTAL		3.80	3.80	3.80	3.80

DIVISION DESCRIPTION AND MISSION

The United States Drug Enforcement Agency – State and Local Task force is a joint Federal/State/Local Task Force who disrupts the illicit drug traffic flow by immobilizing targeted violators and trafficking organizations, gathers intelligence relating to the trafficking in narcotics and dangerous drugs, and conducts undercover operations where appropriate and engage in such other traditional methods of investigation in order that the Task Force activities result in effective prosecution before the courts of the United States and the District Court of the State of Texas.

PROGRAM NARRATIVE

Objectives for FY 2011-2012:

- ✯ The Task Force will continue to pursue their cooperative efforts in their fight against drugs and work closely with our Police Department.

Major Budgeted Items (Funded from the Forfeiture Fund):

✯ Utility vehicle	$ 28,000

EXPENDITURES	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATED 2011-2012	BUDGET 2012-2013
Personnel Services	$ 70,410	$ 69,119	$ 69,119	$ 75,249
Supplies	-	-	-	-
Contractual Services	107	136	136	136
Capital Outlay	-	-	-	-
TOTAL Department Budget	$ 70,517	$ 69,255	$ 69,255	$ 75,385

STAFFING	GRADE	BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013
Narcotics Officer	7	1.00	1.00	1.00	1.00
TOTAL		1.00	1.00	1.00	1.00

DEPARTMENT DESCRIPTION AND MISSION

The primary mission of the Fire Department is to prevent and/or minimize the loss of life and property within the corporate limits of the City by establishing control over fires, sudden medical emergencies and the consequences of natural and manmade disasters. The Fire Department accomplishes this mission with three budgetary divisions: Administration, Operations, and Emergency Medical Services. The Fire Prevention division is budgeted under Operations.

Contemporary fire departments must be "all-risk" emergency response organizations - capable of responding to a wide variety of incidents. Because of this, firefighters must not only be proficient at their primary tasks (firefighting and emergency medical services) but must also be able to perform complex technical rescues, operate efficiently in multi-casualty situations, work in situations involving release of hazardous chemicals, biological agents, radiological materials, explosions, and disasters such as floods. Firefighters are trained in the National Incident Command System, enabling them to effectively interface with other City departments, local agencies, County, State and Federal assets during disaster situations.

FIRE SUMMARY — GENERAL FUND

EXPENDITURES	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATED 2011-2012	BUDGET 2012-2013
Personnel Services	$ 1,786,255	$ 1,802,304	$ 1,695,529	$ 1,853,512
Supplies	43,486	73,125	69,161	75,761
Contractual Services	182,507	155,416	188,314	174,628
Capital Outlay	2,338	107,782	107,709	106,508
TOTAL Department Budget	$ 2,014,586	$ 2,138,627	$ 2,060,713	$ 2,210,409

STAFFING	GRADE	BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013
Fire Chief	13	1.00	1.00	1.00	1.00
Assistant Fire Chief	11	1.00	1.00	1.00	1.00
Captain	9	3.00	3.00	3.00	3.00
Deputy Fire Marshal	8	1.00	1.00	1.00	1.00
Engineer	7	7.00	7.00	7.00	7.00
Firefighter	6	14.00	14.00	14.00	13.00
Secretary	3	0.50	0.50	0.50	0.50
TOTAL		27.50	27.50	27.50	26.50

DIVISION DESCRIPTION AND MISSION

The Administration Division is divided into two functional sections, Administrative Section and Emergency Management Section.

The mission of the Administration section is to manage the City's multifaceted all-risk emergency services including fire suppression, investigation and prevention, emergency management, rescue, hazardous materials, weapons of mass destruction and emergency medical services. The administration of the Fire Department works with the City Manager to establish levels of service, propose new programs or improvements and formulate budget requests.

The mission of the City's Emergency Management Program provides action plans for City emergencies, maintains the Emergency Operations Center (EOC) and other preparedness facilities, maintains emergency warning equipment, and governs overall disaster responses and mitigation capabilities for the City.

The Fire Chief and Assistant Fire Chief are multi-role trained to respond to "all risks" and maintain certifications in structural fire fighting, Emergency Medical Services, various types of technical rescue, hazardous materials/WMD, and arson investigation. The Fire Chief maintains certification as a police officer and the Assistant Fire Chief maintains credentials in emergency management. The Fire Chief and Assistant Chief work 8-hour days, five days/week and are subject to recall during emergencies. In addition to the Chief and Assistant Chief, the Administration Division has a part-time administrative assistant.

PROGRAM NARRATIVE

Accomplishments for FY 2011-2012:

- ✯ Explored and applied for various grants to increase revenue sources and address equipment and staffing needs.
- ✯ Updated Standard Operating Guidelines.
- ✯ Ensured that the department maintained high quality service and provided excellent customer service.
- ✯ Worked with city staff and Facilities Committee to identify needs for fire station expansion or relocation.
- ✯ Installed Phase 1 of the Flood Warning System and moved the warning siren to prepare for Huebner Creek (LC-17) improvements.
- ✯ Updated selected Emergency Management Annexes.
- ✯ Updated and maintained telephone and contact lists.
- ✯ Continued to participate in AACOG regional preparedness planning.
- ✯ Maintained the City's preparedness and response capabilities for disasters through effective response exercises.

Objectives for FY 2012-2013:

- ✯ Apply for various grants to increase revenue sources and address equipment and staffing needs.
- ✯ Continue to update Standard Operating Guidelines.
- ✯ Ensure that the department maintains high quality service and provides excellent customer service.
- ✯ Work with city staff, citizen committee, architect and builder to plan new fire station, oversee construction, and complete move to the new facility.
- ✯ Complete Phase 2 of the Flood Warning System.
- ✯ Update selected Emergency Management Annexes.
- ✯ Plan and implement equipment update at alternate Emergency Operations Center.
- ✯ Update and maintain telephone and contact lists.
- ✯ Continue to participate in AACOG regional preparedness planning.
- ✯ Maintain the City's preparedness and response capabilities for disasters through effective response exercises, conduct at least one tabletop and one full scale exercise.

Major Budgeted Items:

✯ Replacement Flood Warning System, Phase 2	$ 15,000
✯ Replacement Radio Remote Controllers (4)	$ 4,000
✯ Alternate EOC Upgrade	$ 20,000

EXPENDITURES	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATED 2011-2012	BUDGET 2012-2013
Personnel Services	$ 210,791	$ 213,852	$ 211,414	$ 219,810
Supplies	4,420	4,940	6,204	4,914
Contractual Services	35,534	36,639	41,751	37,817
Capital Outlay	-	15,000	14,927	39,000
TOTAL Department Budget	$ 250,745	$ 270,431	$ 274,296	$ 301,541

STAFFING	GRADE	BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013
Fire Chief	13	1.00	1.00	1.00	1.00
Assistant Fire Chief	11	1.00	1.00	1.00	1.00
Secretary	3	0.50	0.50	0.50	0.50
TOTAL		2.50	2.50	2.50	2.50

DIVISION DESCRIPTION AND MISSION

The Operations Division is divided into two functional sections, Operations Section and Fire Prevention Section.

The mission of the Operations section is to provide fire and other emergency services at acceptable levels of customer service and cost. Personnel provide this protection on a day-to-day basis through proper and quality training and by maintaining both themselves and their equipment in a state of readiness. Services provided include fire suppression, vehicle rescue, technical rescue, swift water rescues, hazardous materials response, and Weapons of Mass Destruction response.

The mission of the Fire Prevention section is to administer the City's fire and life safety awareness and enforcement programs through proper community awareness, fire and life safety inspections and investigations.

The Operations section staff includes twenty-four uniformed personnel which are divided into three shifts of eight personnel. Shift personnel work 24 hours and then are off duty for 48 hours. During their off-duty time, personnel are subject to emergency recall. The operations staff is trained for multi roles to respond to "all risks" and maintain certifications in structural fire fighting, Emergency Medical Services, various types of technical rescue and hazardous materials/WMD.

The Fire Prevention section staff consists of one full-time uniformed person that works 8-hour days, five days/week.

The Deputy Fire Marshal is subject to recall during emergencies. The Deputy Fire Marshal is trained for multiple roles to respond to "all risks" and maintains certifications in structural fire fighting, Emergency Medical Services, Peace Officer, Fire Investigation and Building Codes & Inspections as well as various types of technical rescues and hazardous materials/WMD.

The Fire Department provided safety information or instruction to approximately 3,302 people in FY11. The following pie charts illustrate the numbers and types of fire prevention activities provided for fiscal year 2011:

PROGRAM NARRATIVE

Accomplishments for FY 2011-2012:

- ✯ Maintained high quality services and excellent customer service.
- ✯ Maintained an average response time under 4.5 minutes (4:26).
- ✯ Maintained a high level of preparedness through training.
- ✯ Improved preparedness for Hazardous Materials and Weapons of Mass Destruction (WMD) responses.
- ✯ Continued to participate in STRAC Regional Communications and Rescue Teams.
- ✯ Continued to participate with the Bexar County Haz-Mat/WMD Team.
- ✯ Trained and drilled new members in firefighting, rescue, and hazardous materials.
- ✯ Maintained code enforcement in new construction through plan review & new construction site inspections.
- ✯ Held Fire Prevention Poster Contests and trained Leon Valley Elementary students and Driggers Elementary students in fire safety.
- ✯ Maintained quality and quantity of inspections.
- ✯ Provided excellent customer service to businesses, contractors and residents.

Objectives for FY 2012-2013:

- ✯ Maintain high level of preparedness through training.
- ✯ Maintain preparedness for Hazardous Materials and Weapons of Mass Destruction (WMD) responses.
- ✯ Continue to participate with the Bexar County Haz-Mat/WMD Team.
- ✯ Continue to participate in STRAC Regional Communications and Rescue Teams.
- ✯ Train & drill new members in firefighting, rescue and hazardous materials.
- ✯ Maintain code enforcement in new construction through plan review & new construction site inspections.
- ✯ Hold Fire Prevention Poster Contests and train Leon Valley Elementary students and Driggers Elementary students in fire safety.
- ✯ Maintain quality and quantity of inspections.
- ✯ Provide excellent customer service to businesses, contractors and residents.

Major Budgeted Items:

✯ Self Contained Breathing Apparatus (2)	$ 12,000
✯ Hose, Nozzles, Adapters	$ 4,000
✯ Replacement Hose Tester	$ 3,000
✯ Replacement Rescue Air Bag System	$ 18,508
✯ Fire Inspections/Investigation Truck	$ 30,000

EXPENDITURES	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATED 2011-2012	BUDGET 2012-2013
Personnel Services	$ 1,531,532	$ 1,588,452	$ 1,484,115	$ 1,633,702
Supplies	39,066	33,738	27,971	31,237
Contractual Services	72,149	50,986	76,581	67,891
Capital Outlay	2,338	62,980	62,980	67,508
TOTAL Department Budget	$ 1,645,085	$ 1,736,156	$ 1,651,647	$ 1,800,338

STAFFING	GRADE	BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013
Captain	9	3.00	3.00	3.00	3.00
Deputy Fire Marshal	8	1.00	1.00	1.00	1.00
Engineer	7	7.00	7.00	7.00	7.00
Firefighter	6	14.00	14.00	14.00	13.00
TOTAL		25.00	25.00	25.00	24.00

DIVISION DESCRIPTION AND MISSION

To provide a Fire Department-based full-service Emergency Medical Service with Advanced Life Support capabilities. Strive to maintain superior services at reasonable costs with quality patient care as our number one goal.

The Emergency Medical Services staff is the same staff utilized and assigned in the Operations Division. All of the staff are trained Emergency Medical Technicians, and most are trained to the Paramedic level. Paramedics receive training in Advanced Cardiac Life Support (ACLS), Basic Trauma Life Support (BTLS), Pediatric Pre-hospital Provider Course (PPPC) and other EMS specialty classes.

PROGRAM NARRATIVE

Accomplishments for FY 2011-2012:

- ✯ Maintained high quality patient care.
- ✯ Target response time was 4 minutes; actual average response time was 4:06.
- ✯ Revised medical protocols and Standard Operating Procedures.
- ✯ Maintained quality training, through Continuing Education and monthly skills training.
- ✯ Received trauma grant to enhance EMS equipment.

Objectives for FY 2012-2013:

- ✯ Maintain high quality patient care in a professional, compassionate manner.
- ✯ Maintain average response time under 4 minutes.
- ✯ Revise medical protocols as necessary.
- ✯ Maintain quality training, through Continuing Education and monthly skills training.

EXPENDITURES	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATED 2011-2012	BUDGET 2012-2013
Personnel Services	$ 43,932	$ -	$ -	$ -
Supplies	-	34,447	34,986	39,610
Contractual Services	74,824	67,791	69,982	68,920
Capital Outlay	-	29,802	29,802	-
TOTAL Department Budget	$ 118,756	$ 132,040	$ 134,770	$ 108,530

STAFFING	GRADE	BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013
		*	*	*	*
TOTAL		*	*	*	*

FOOTNOTE: * - Assigned to Operations

DIVISION DESCRIPTION AND MISSION

The mission of this department is to construct, operate, maintain and repair the City's infrastructure including streets, sidewalks, curbs, drains, right-of-ways, traffic control systems and signage, marquees, buildings and other facilities and to provide support services to other City departments and to the public. Included is the operation of environmental activities such as solid waste disposal, used oil recycling, drought management, right-of-way mowing, street sweeping and mosquito control. Also included is supervision of franchised utilities, telecommunication companies and developer construction of public infrastructure.

This department provides personnel and support facilities for activities such as subdivision and building plan review, code enforcement lot cleaning (or fence maintenance), janitorial services, vehicle maintenance, traffic counts and special activities (Christmas, Earthwise Living, Community Center, Fourth of July, etc.). This department also administers TxDOT projects.

PROGRAM NARRATIVE

Accomplishments for FY 2011-2012:

- ✯ Completed FY 2012 Budget.
- ✯ Continued to monitored EPA Plume Project and well testing.
- ✯ Conducted semiannual Spring and Fall trash and large item pickup.
- ✯ Repaired/replaced various street signs through the city.
- ✯ Cleared debris, mowed grass, trimmed and maintained all city buildings, park, creeks, drainage ditches and right of ways.
- ✯ Assisted Police Department and Fire Department as needed.
- ✯ Continued energy savings program, lights, filters, water, reseal windows, etc.
- ✯ Repaired erosion damage along Huebner Creek and low water crossings.
- ✯ Repaired and maintained streets throughout City with Asphalt Zipper.
- ✯ Repaired and maintained sidewalks.
- ✯ Continued high visibility sign replacement program.
- ✯ Completed two street sweeping programs.
- ✯ Repaired exercise equipment on trail in park.
- ✯ Support for city events.
- ✯ Installed surveillance camera to discourage graffiti at various locations.
- ✯ Removed fallen trees, trim overgrown for emergency vehicle clearance.
- ✯ Replaced vegetation that died during drought.
- ✯ Replaced all lighting in the Conference Center.
- ✯ Responded to various service requests from residents or city.
- ✯ Started Green Program.
- ✯ Scanned paper maps for permanent reference.

Objectives for FY 2012-2013:

- ✯ Complete Welcome Packet for residents and businesses.
- ✯ Continue to monitor EPA Plume Project and well testing
- ✯ Conduct semiannual Spring and Fall trash and large item pickup.
- ✯ Repair/replace various street signs through the city
- ✯ Maintenance to clear debris, mow grass, trim and maintain all city buildings, park, creeks, drainage ditches and right of ways
- ✯ Assist Police Department and Fire Department as needed.
- ✯ Continue energy savings program, lights, filters, water, reseal windows, etc.
- ✯ Repair any erosion damage along Huebner Creek and low water crossings.
- ✯ Replace materials after water leak repairs.
- ✯ Street maintenance using sales tax revenue funds throughout City with Asphalt Zipper.
- ✯ Repair and maintain curbs and sidewalks.
- ✯ Continue the high visibility sign replacement program.
- ✯ Plan for the four street sweeping programs.
- ✯ Repair exercise equipment on trail in park.
- ✯ Support for city events.
- ✯ Maintain surveillance camera to discourage graffiti at various locations.
- ✯ Remove fallen trees, trim overgrown for emergency vehicle clearance.
- ✯ Replace vegetation that die during forecasted drought.
- ✯ Continue supervision of telecommunications contractors.
- ✯ Complete capital purchases.
- ✯ Support El Verde 2020.
- ✯ Support Tree Program
- ✯ Continue EPA required energy audit with necessary upgrades to achieve compliance for 5% Energy Savings. Submit annual report.
- ✯ Assure the continued maintenance programs for all city property.
- ✯ Continue support and assistance to other departments in city
- ✯ Continue pothole repair program throughout city.
- ✯ Support Bexar County with Huebner Creek project.
- ✯ Support EPA Projects
- ✯ Open pool for Summer use with new operators.

Major Budgeted Items:

✯ Repair and Replace sidewalks	$20,000
✯ Tractor Shredder	$20,500

EXPENDITURES	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATED 2011-2012	BUDGET 2012-2013
Personnel Services	$ 736,372	$ 717,235	$ 713,118	$ 699,963
Supplies	158,446	164,800	135,410	152,300
Contractual Services	142,818	193,300	169,111	210,000
Capital Outlay	4,223	45,500	45,500	49,500
TOTAL Department Budget	$ 1,041,859	$ 1,120,835	$ 1,063,139	$ 1,111,763

STAFFING	GRADE	BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013
Director of Public Works	13	0.50	0.50	0.40	0.40
Assistant Director	11	0.50	0.50	0.40	0.40
Administrative Assistant	6	0.50	0.50	0.40	0.40
Building Operations Foreman	7	1.00	1.00	1.00	0.90
Construction Foreman	7	0.85	0.85	0.77	0.50
Shop Foreman	7	1.00	1.00	1.00	0.80
Crew Leader	5	2.85	2.85	2.77	2.30
Laborer IV	4	2.55	2.55	2.31	1.50
Laborer III	4	3.00	3.00	3.00	3.70
Mechanic	4	1.00	1.00	1.00	0.80
Laborer I	1	1.00	1.00	1.00	0.90
TOTAL		14.75	14.75	14.05	12.60

DEPARTMENT DESCRIPTION AND MISSION

To promote and foster a wholesome, active, community environment and to protect the health, safety and welfare of citizens in a proactive and neighborhood based formula, through public education and positive behavior reinforcement.

The Community Development Department is a multi-faceted team tasked with the responsibilities of flood plain management, zoning, planning and subdivision administration, building inspections, health inspections, code compliance, animal control, public events/workshops and public information. The team is committed to providing a wholesome, active, community environment in Leon Valley. The public health, safety, and welfare of Leon Valley will be advanced in a proactive neighborhood-based initiative through public education and positive behavior reinforcement.

PROGRAM NARRATIVE

Accomplishments for FY 2011-2012:

- ✯ Maintained exemplary customer service rating with survey.
- ✯ Utilized Sustainability, Gateway and Commercial/Industrial Overlay Standards with projects for Diamond Shine Carwash, Ancira Winton renovation, Garza Shopping Center (Eckhert Road), and storefront and sign renovations for Greenblum Investments (Leon Valley Shopping Center and Crossways/Town Center Shopping Center).
- ✯ Facilitation of the Tree Advisory Board and successful 3rd Annual Arbor Day held. Tree Challenge in progress with regular giveaways in Spring and Fall months and new programming being considered for a Neighborwoods Program to continue tree planting efforts.
- ✯ Business completed with ADHOC sign committee formed to consider revisions to temporary sign requirements in the sign code. Recommendations were forwarded to City Council and were approved.
- ✯ Bi-monthly publication of the Leon Valley Lion's Roar completed and in progress.
- ✯ Completed and presented a draft of the proposed Property Maintenance Code. Further revision and analysis of the proposed Ordinance and current enforcement methodologies will continue through FY2011-2012.
- ✯ The Letter of Map Revision (LOMR) for Drain 1A in Seneca West area was completed and approved.
- ✯ Updated the Building Permit fees and forms.

Objectives for FY 2012-2013:

- ✯ Bandera Road Beautification installation of Monuments and Landscaping on Bandera Road.
- ✯ Further revision and analysis of the proposed Property Maintenance Ordinance and current enforcement methodologies will be investigated in FY2012-2013.

- ✯ Finalize the 2010 Census numbers and submit a Resolution to City Council.
- ✯ Consider and implement a Neighborwoods Program to support the Tree Challenge.
- ✯ Explore alternatives for permitting and payment online.
- ✯ Continue bi-monthly publication of the Lion's Roar newsletter.
- ✯ Complete Annual Community Development Customer Service Survey
- ✯ Promote and consider a green building ordinance and program with consideration to LEED standards.

EXPENDITURES	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATED 2011-2012	BUDGET 2012-2013
Personnel Services	$ 188,413	$ 207,512	$ 180,182	$ 182,218
Supplies	9,540	9,200	9,700	8,000
Contractual Services	148,585	147,448	143,149	120,252
Capital Outlay	-	16,000	16,000	-
TOTAL Department Budget	$ 346,538	$ 380,160	$ 349,031	$ 310,470

STAFFING	GRADE	BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013
Development Director	11	1.00	1.00	1.00	0.80
Administrative Assistant	4	1.00	1.00	1.00	0.80
Animal Control Officer	4	1.00	1.00	1.00	1.00
Code Enforcement Officer	5	1.00	1.00	0.92	0.90
TOTAL		4.00	4.00	3.92	3.50

DEPARTMENT DESCRIPTION AND MISSION

The Economic Development Department (EDD) serves as the City of Leon Valley's business arm. EDD focuses on four areas of activity: 1) promote the development and expansion of new and existing business enterprises within Leon Valley; 2) provide staff support for the Leon Valley Economic Development Corporation (LVEDC); 3) serve as the City liaison for the Business Owners' and Managers' Association (BOMA); and 4) develop and coordinate partnerships with various government agencies and business groups to develop local businesses.

The mission of the Economic Development Department is to facilitate economic development activities that assist in developing and sustaining businesses to create a strong local economy, in an effort to provide a better quality of life for the citizens of Leon Valley, as well as focusing on redevelopment to enhance the community, revitalize the Bandera Road corridor, and increase sales revenue.

PROGRAM NARRATIVE

Accomplishments for FY 2011-2012:

- ✯ Hired new director.
- ✯ Established working theme for economic development activity – Leon Valley is Open for Business
- ✯ Provided information on the LVEDC to various local and non-local businesses.
- ✯ Implemented plan to visit restaurants in Leon Valley.
- ✯ Ensured timely reporting to State and Federal agencies.
- ✯ Began work to produce inventory of vacant commercial property in Leon Valley.
- ✯ Continued development of professional relationships with area businesses.
- ✯ Established relationship with Office of the Governor – Economic Development & Tourism Regional Offices, including the South Texas Region Office.
- ✯ Established relationship with CPS Energy Economic Development.
- ✯ Established relationship with UTSA Small Business Development Center.
- ✯ Established relationship and membership with Texas Economic Development Council.
- ✯ Began work to develop partnership with Leon Valley Area Chamber of Commerce.
- ✯ Registered for State prospect leads.
- ✯ Began monthly dialogue with Mayor, LVEDC President and City Manager.
- ✯ Began work with LVEDC and BOMA to implement a "buy local" program.
- ✯ Continued dialogue with Fiesta Dodge property representatives regarding possible development project leads for property.

Objectives for FY 2012-2013:

- ✯ Support and assist City Manager with strategies to accomplish the City's overall 2013 objectives.
- ✯ Retain, expand and attract businesses.
- ✯ Facilitate LVEDC activities.
- ✯ Support BOMA.
- ✯ Facilitate beautification activities for Bandera Road corridor.
- ✯ Develop and maintain contacts from the International Council of Shopping Centers (ICSC) RECON.

EXPENDITURES	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATED 2011-2012	BUDGET 2012-2013
Personnel Services	$ 108,527	$ 111,647	$ 61,786	$ 114,814
Supplies	2,741	4,500	5,000	1,339
Contractual Services	6,684	13,135	19,858	8,604
Capital Outlay	-	-	-	-
TOTAL Department Budget	$ 117,952	$ 129,282	$ 86,644	$ 124,757

STAFFING	GRADE	BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013
Development Director	11	0.70	0.81	0.81	1.00
Administrative Assistant	4	0.50	0.50	0.84	1.00
TOTAL		1.20	1.31	1.65	2.00

DEPARTMENT DESCRIPTION AND MISSION

The Community Development Department conducts the majority of the City's Special Events, sponsored by the City and in collaboration with the City's Community Events Committee. The following are programmed events, Taste of Leon Valley, July 4th Celebration, Los Leones Art Festival, Holiday Tree Lighting Ceremony, Beethoven Concert, the Grandparents' Day Concert, Pet Parade and Rabies Clinic. Additionally, the Public Works Department conducts the annual Earthwise Living Day event.

The mission of the Special Event program is to provide a sense of community, recreation and entertainment to enhance the quality of life of the Leon Valley citizenry, and to promote tourism of the City.

EXPENDITURES	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATED 2011-2012	BUDGET 2012-2013
Personnel Services	$ 743	$ -	$ -	$ -
Supplies	10,899	13,750	10,056	17,599
Contractual Services	-	-	-	-
Capital Outlay	6,388	-	-	-
TOTAL Department Budget	$ 18,030	$ 13,750	$ 10,056	$ 17,599

STAFFING	GRADE	BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013
		0.00	0.00	0.00	0.00
TOTAL		0.00	0.00	0.00	0.00

DEPARTMENT DESCRIPTION AND MISSION

The Parks Department provides for operating, constructing and maintaining the City's park facilities. The mission of the Parks Department is to maintain these facilities in good condition, creating a clean and safe park environment. This department works with the reservation clerk for rentals in the park, makes deposits refund inspections, arranges for deposit refunds, and coordinates with the park commission and large users such as John Marshall High School.

PROGRAM NARRATIVE

Accomplishments for FY 2011-2012:

- ✯ Secured soccer goals to prevent abuse.
- ✯ Maintained soccer, softball and volleyball fields and tennis courts.
- ✯ Maintained restrooms, water fountains, lights and removed graffiti.
- ✯ Tilled soil and planted small garden in park.
- ✯ Maintained leaks on sprinkler system, hose bibs, protect pipes from freeze.
- ✯ Maintained play ground area and restore fluff fall zone material.
- ✯ Upgraded walking trail.
- ✯ Flood debris cleanup.
- ✯ Removed approximately 50 dead trees.
- ✯ Planted a majority of restoration trees.
- ✯ Replaced vegetation as needed.
- ✯ Replaced and repainted picnic tables throughout and replaced several BBQ pits.
- ✯ Replaced both swimming pool pumps motor, filters, repaired drainpipe, repaired gate fence and removed graffiti. Supervised major repairs to the Grass Valley pool.
- ✯ Installed new concrete slab for new bleachers with covers for baseball field.

Objectives for FY 2012-2013:

- ✯ Replacement of BBQ pits as needed.
- ✯ Control erosion by the parking lot drive.
- ✯ Mow grass, creeks and trim trees.
- ✯ Repair sidewalks and walkways.
- ✯ Maintain new trail system.
- ✯ Continue to support City events.
- ✯ Restore grass in bare spots.
- ✯ Plant trees for Green project.
- ✯ Control erosion at Huebner Creek below low water crossing.
- ✯ Repair privacy fence behind Sunlight.
- ✯ Clean out the 2.3 purchased acres for additional park space.

EXPENDITURES	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATED 2011-2012	BUDGET 2012-2013
Personnel Services	$ 69,729	$ 70,559	$ 81,055	$ 81,940
Supplies	18,608	26,000	16,172	15,000
Contractual Services	14,577	20,000	11,769	15,000
Capital Outlay	-	-	-	-
TOTAL Department Budget	$ 102,914	$ 116,559	$ 108,996	$ 111,940

STAFFING	GRADE	BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013
Laborer III	4	1.50	1.50	1.50	1.50
TOTAL		1.50	1.50	1.50	1.50

DEPARTMENT DESCRIPTION AND MISSION

This department provides Public Library services for all ages in the community. Personalized service to the resident is a primary goal. Lifelong learning with an emphasis on technology as an information tool is a major function of the Library. It is our continued mission to encourage and promote cultural and community sustaining events.

PROGRAM NARRATIVE

Accomplishments for FY 2011-2012:

- ✯ Continued personal and specialized customer service to residents of all ages.
- ✯ Offered author and storyteller visits and programming featuring "Live at the Library" performances for the education and entertainment of residents.
- ✯ Researched foundation information for Children's Wing Expansion grants.
- ✯ Improved Library web presence with new services and easier use.
- ✯ Evaluated items in the collection with past usage and current space constraints as a focus.
- ✯ Supported El Verde 2020 as a collection and information focus to the community.
- ✯ Applied for and received a Lone Star Grant as a toll for collection focus to the community.
- ✯ Continued very successful Precious Minds New Connections parenting Grant classes in partnership with Northside Education Foundation and Urban Ministries.
- ✯ Offered assistance with e-books and e-book services through the Library Online Catalog and web page: www.leonvalley.lib.tx.us investigating subscription service for small libraries that is not disadvantageous to libraries our size.
- ✯ Maintained City of Leon Valley and EPA Superfund Information area for after business hours usage by residents.
- ✯ Continue participation in community sustaining and cultural events, for example, Leon Valley Fourth of July, Pet Parade, Taste of Leon Valley, Breakfast with Santa and others as may occur.
- ✯ All staff trained in usage of Stat Pad defibrillator and continued work on Emergency Management certifications.
- ✯ Assisted the Friends of the Library with grant funded opportunities for improved Library services and facilities.

Objectives for FY 2012-2013:

- ✯ Continue to offer personal and specialized customer service to residents of all ages.
- ✯ Offer author, artist and storyteller visits featuring "Live at the Library" performances for the education and entertainment of residents.
- ✯ Research and apply for grants to fund the Children's Wing Expansion. Work with grant writer as funding may allow.

- ✯ Continue collection evaluation with past usage and current space constraints as a focus.
- ✯ Support El Verde 2020 as a collection and information focus for residents.
- ✯ Expand e-book services as a priority through the Library Online Catalog and web page.
- ✯ Maintain City of Leon Valley and EPA Superfund Information area for after business hours usage by resident
- ✯ Apply for any available program / collection enrichment grants as may be available through public or private sources.
- ✯ Continue the very successful Precious Minds, New Connections Parenting Grant classes in partnership with Northside Education Foundation and Urban Ministries.
- ✯ Continue participation and support of community sustaining and cultural events, for example, Leon Valley Fourth of July Parade, Pet Parade, Taste of Leon Valley, City and Homestead Anniversary celebrations, Breakfast with Santa and others as may occur.
- ✯ Maintain Stat Pad defibrillator certifications. Continue work on Emergency Management certifications.
- ✯ Assist the Friends of the Library with grant funded opportunities for improved Library Services and facilities.

Major Budgeted Items:

✯ Library Expansion	$165,000
✯ Books	$ 20,000

EXPENDITURES	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATED 2011-2012	BUDGET 2012-2013
Personnel Services	$ 184,968	$ 194,880	$ 194,880	$ 202,437
Supplies	13,076	21,133	19,958	20,344
Contractual Services	40,965	41,814	38,974	30,530
Capital Outlay	20,849	170,000	60,000	185,000
TOTAL Department Budget	$ 259,858	$ 427,827	$ 313,812	$ 438,311

STAFFING	GRADE	BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013
Librarian	11	1.00	1.00	1.00	1.00
Library Technician	6	1.00	1.00	1.00	1.00
Library Clerk	3	1.00	1.00	1.00	1.00
Library Clerk	^	0.40	0.40	0.40	0.40
Summer Hires	^	0.10	0.10	0.10	0.10
TOTAL		3.50	3.50	3.50	3.50

FOOTNOTE: ^ - Part-time Personnel

WATER AND SEWER FUND

FUND DESCRIPTION

The Enterprise Fund's function is to account for the operation of the City's Water and Sewer System. Water and sewer operations are intended to be self-supporting through user charges. The fund has four departments: General Administration, Water System, Sewer System, and Storm Water.

WATER AND SEWER FUND
INCOME STATEMENT AND CHANGES IN WORKING CAPITAL

	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATED 2011-2012	BUDGET 2012-2013
OPERATING REVENUES				
Water Sales	$ 936,110	$ 934,258	$ 865,962	$ 1,031,492
Water Supply Fee	145,848	157,636	127,581	175,150
Sewer Sales	1,591,623	1,541,447	1,507,652	1,612,000
Connection & Platting	2,850	2,500	875	2,500
Customer Penalties	44,605	43,300	57,758	43,300
Tapping Fees	18,100	21,000	5,025	16,000
Storm Water Fees	376,462	384,000	370,791	384,000
TOTAL OPERATING REVENUES	3,115,598	3,084,141	2,935,644	3,264,442
OPERATING EXPENSES				
General & Administrative	522,579	572,998	525,364	630,599
Water System	797,990	828,041	844,363	888,927
Sewer System	1,115,645	1,424,716	1,244,509	1,395,192
Storm Water	186,345	343,073	325,399	367,771
Depreciation	174,253	-	-	-
TOTAL OPERATING EXPENSES	2,796,812	3,168,828	2,939,635	3,282,489
NET OPERATING INCOME (LOSS)	318,786	(84,687)	(3,991)	(18,047)
NON-OPERATING REVENUES (EXPENSES)				
Interest Income and Other	141,534	16,000	48,800	48,800
Water Supply Reserve	-	137,500	91,000	-
Non-operating transfer out	-	-	-	-
TOTAL NON-OPERATING REVENUES (EXPENSES)	141,534	153,500	139,800	48,800
NET INCOME (LOSS) (Excluding Depreciation)	460,320	68,813	135,809	30,753
CHANGES IN WORKING CAPITAL				
NET INCOME (LOSS)	460,320	68,813	135,809	30,753
SOURCES (USES) OF WORKING CAPITAL				
Additions to Fixed Assets	-	(218,000)	(60,500)	(26,500)
TOTAL SOURCES (USES) OF WORKING CAPITAL	-	(218,000)	(60,500)	(26,500)
NET INCREASE (DECREASE) IN WORKING CAPITAL	460,320	(149,187)	75,309	4,253
BEGINNING FUND BALANCE	1,327,351	1,787,671	1,787,671	1,862,980
ENDING FUND BALANCE	$ 1,787,671	$ 1,638,484	$ 1,862,980	$ 1,867,233

WATER AND SEWER FUND
SCHEDULE OF OPERATING REVENUES BY SOURCE

	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATED 2011-2012	BUDGET 2012-2013
OPERATING REVENUES				
Water Sales				
Metered Water	$ 877,282	$ 871,303	$ 798,025	$ 900,000
Edwards Aquifer Fee	57,324	61,955	66,937	130,492
Bulk Water	1,504	1,000	1,000	1,000
Water Supply Fee	145,848	157,636	127,581	175,150
Total Water Sales	1,081,958	1,091,894	993,543	1,206,642
Sewer Sales				
City Service (SAWS)	1,581,296	1,529,447	1,499,200	1,600,000
City Surcharge	10,326	12,000	8,452	12,000
Total Sewer Sales	1,591,623	1,541,447	1,507,652	1,612,000
Storm Water				
Storm Water Fees	277,310	276,000	271,414	276,000
Storm Water Fee-SAWS Billing	99,152	108,000	99,377	108,000
Total Storm Water Fees	376,462	384,000	370,791	384,000
Connection Fees				
Connection Fees	2,850	2,500	875	2,500
Total Connection Fees	2,850	2,500	875	2,500
Customer Fees				
Customer Penalties	33,671	32,800	46,500	32,800
Customer Disconnection Fees	6,820	6,500	7,033	4,000
Storm Water Penalties	4,114	4,000	4,225	6,500
Total Customer Fees	44,605	43,300	57,758	43,300
Tapping Fees				
Water Tap Fees	18,100	20,000	5,025	15,000
Sewer Tap Fees	-	1,000	-	1,000
Total Tapping Fees	18,100	21,000	5,025	16,000
TOTAL OPERATING REVENUES	$ 3,115,598	$ 3,084,141	$ 2,935,644	$ 3,264,442

WATER AND SEWER FUND
SCHEDULE OF NON-OPERATING REVENUES (EXPENSES)

	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATED 2011-2012	BUDGET 2012-2013
Non-Operating Revenues				
Interest Income	$ 3,827	$ 4,000	$ 3,800	$ 3,800
Impact Fees	81,254	10,000	10,000	10,000
Miscellaneous Income	44,353	2,000	35,000	35,000
Sprint Tower Lease	12,100	-	-	-
Total Non-Operating Revenues	141,534	16,000	48,800	48,800
Non-Operating Expenses				
Transfer out	-	-	-	-
Total Non-Operating Expenses	-	-	-	-
TOTAL NON-OPERATING REVENUES (EXPENSES)	$ 141,534	$ 16,000	$ 48,800	$ 48,800

WATER AND SEWER FUND
SCHEDULE OF SOURCES (USES) OF WORKING CAPITAL AND DEPRECIATION

	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATED 2011-2012	BUDGET 2012-2013
Additions to Fixed Assets				
General & Administrative	-	20,000	-	-
Water System	-	198,000	60,500	26,500
Sewer System	-	-	-	-
Storm Water	-	-	-	-
Total Additions to Fixed Assets	$ -	$ 218,000	$ 60,500	$ 26,500

WATER AND SEWER FUND
SCHEDULE OF OPERATING EXPENSES BY COST CATEGORY

	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATED 2011-2012	BUDGET 2012-2013
Personnel Services	$ 853,028	$ 977,897	$ 1,015,280	$ 1,137,431
Supplies	106,912	153,500	160,650	159,269
Contractual Services	1,662,620	2,037,431	1,763,705	1,985,789
TOTAL EXPENDITURES	$ 2,622,559	$ 3,168,828	$ 2,939,635	$ 3,282,489

DEPARTMENT DESCRIPTION AND MISSION

The Administrative Department provides upper management and administration to water and sewer system operations, provides policy guidance and procedures for distributing potable water to the City's water customers in accordance with requirements of the State and other regulatory agencies, and provides direction for operations and maintenance of City wide sanitary sewer collection system.

EXPENSES	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATED 2011-2012	BUDGET 2012-2013
Personnel Services	$ 407,886	$ 448,365	$ 438,352	$ 506,992
Supplies	28,728	33,000	30,000	33,769
Contractual Services	85,965	91,633	57,012	89,838
Capital Outlay	-	20,000	-	-
TOTAL Department Budget	$ 522,579	$ 592,998	$ 525,364	$ 630,599

STAFFING	GRADE	BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013
Director of Public Works	13	0.50	0.50	0.50	0.50
Assist. Director of Public Wks	11	0.50	0.50	0.50	0.50
Administrative Assistant	6	0.40	0.40	0.50	0.50
City Manager	N/C	0.40	0.40	0.40	0.40
City Secretary	11	0.40	0.40	0.40	0.40
Human Resource Director	11	0.40	0.40	0.40	0.40
Finance Director	12	0.40	0.40	0.40	0.40
Assistant Finance Director	7	0.40	0.40	0.40	0.40
Purchasing Agent	5	0.40	0.40	0.40	0.40
Account Payable/Payroll Clerk	5	0.40	0.40	0.40	0.40
Senior Court Clerk	7	0.40	0.40	0.40	0.40
Assistant Court Clerk	5	0.40	0.40	0.40	0.40
Deputy Court Clerk	4	1.40	1.40	1.40	1.40
Administrative Assistant	4	0.40	0.40	0.40	0.40
TOTAL		6.80	6.80	6.90	6.90

FOOTNOTE: @ - Capital outlay is reflected on the fund statement as a use of working capital rather than as an expense.

DEPARTMENT DESCRIPTION AND MISSION

This department provides 24 hour support for operations and maintenance of the Leon Valley public water supply and distribution system. The mission is to deliver adequate supplies of potable water to approximately 2,300 customers in accordance with Texas Commission on Environmental Quality (TCEQ) and State Fire Insurance Commission regulations. Included is the maintenance of records, reports and support for the water system, and support for the billing department in the reading of meters, customer turn on/off and new meter installations. Repair of the fire hydrants is coordinated with the Fire Department. The department looks for meters that are not registering properly and conducts a meter repair and replacement program. The department is also responsible for finding and correcting unaccounted for water loss. Leak detection and repair are ongoing functions. Personnel are also involved in Edwards Aquifer Authority (EAA) critical period management plan operations.

PROGRAM NARRATIVE

Accomplishments for FY 2011-2012:

- ✯ Replaced fire hydrants as needed.
- ✯ Installed replacement of new meters to upgraded touch read meters throughout for meter replacement program.
- ✯ Installed replacement water lines as needed.
- ✯ Installed replacement curb stops.
- ✯ Maintained the three elevated storage tanks.
- ✯ Tested the Cathodic Protection System on the Huebner Road elevated tank.
- ✯ Tested the Back flow Protection Device for the Recycled Water System.
- ✯ Maintained the Grass Hill and Huebner Chlorine control system.
- ✯ Conducted the annual TCEQ tank inspection.
- ✯ Supported the EPA and the San Antonio Health District with proper water samples for analysis.
- ✯ Repaired leaks under driveways, sidewalks, etc. and replaced materials as needed.
- ✯ Installed blow offs on dead end mains and removed dead end mains as needed.
- ✯ Looped water main lines to remove dead ends.
- ✯ Replaced Huebner well motor.
- ✯ Replaced sensor on ground storage tank at Grasshill Well.
- ✯ Implemented the GPS location system of all water valves and fire hydrants.

Objectives for FY 2012-2013:

- ✯ Maintain the three elevated storage tanks.
- ✯ Maintain above ground storage tanks.
- ✯ Continue the water meter repair/replacement program.
- ✯ Install looped water main lines to remove dead ends.

- ✯ Replace fire hydrants as needed.
- ✯ Install replacement of new meters to upgraded touch read meters throughout for meter replacement program.
- ✯ Install replacement water lines as needed.
- ✯ Install replacement curb stops.
- ✯ Test the Cathodic Protection System on Huebner Road elevated tank.
- ✯ Test the Back flow Protection Device for the Recycled Water System.
- ✯ Maintain the Grass Hill and Huebner Chlorine control system.
- ✯ Conduct the annual TCEQ tank inspection.
- ✯ Support the EPA and San Antonio Health District with proper water samples for analysis.
- ✯ Repair all leaks under driveways, sidewalks, etc. and replace materials as needed.
- ✯ Install blow offs on dead end mains and replace dead end mains as needed.
- ✯ Identify area of city to loop water main lines to remove dead ends.

MAJOR BUDGETED ITEMS:

✯ Replace Phone System	$ 30,000
✯ Pick-up Truck	$ 20,500

EXPENDITURES	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATED 2011-2012	BUDGET 2012-2013
Personnel Services	$ 256,092	$ 283,893	$ 311,410	$ 325,763
Supplies	60,304	82,000	70,805	87,000
Contractual Services	481,595	462,148	462,148	476,164
Capital Outlay	-	198,000	60,500	26,500
TOTAL Department Budget	$ 797,990	$ 1,026,041	$ 904,863	$ 915,427

STAFFING	GRADE	BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013
Water Foreman	7	0.80	0.80	0.80	0.80
Construction Foreman	7	0.08	0.08	0.08	0.20
Shop Foreman	7	0.00	0.00	0.00	0.20
Crew Leader	5	0.88	0.88	0.88	1.00
Utility Billings Clerk	5	0.80	0.80	0.78	0.78
Laborer IV	4	0.23	0.23	0.23	0.60
Mechanic	4	0.00	0.00	0.00	0.20
Utility Maintenance	4	1.60	1.60	1.60	1.60
TOTAL		4.38	4.38	4.36	5.38

DEPARTMENT DESCRIPTION AND MISSION

This department provides 24 hour personnel for operations and maintenance of the sanitary sewer collection system. Included in their responsibilities is the reconstruction of existing sewer mains and services, preparation of required reports, development of long range plans for system replacements, supervision of new construction by developers, support of Finance Department billing operations, clearance of sewer blockages, sewer main cleaning, and providing support of other utility operations.

PROGRAM NARRATIVE

Accomplishments for FY 2011-2012:

- ✯ Run sewer camera for video and sewer jet machine to clear lines.
- ✯ Maintained sewer lines.
- ✯ Assisted public with sewer locates.

Objectives for FY 2012-2013:

- ✯ Run sewer camera for video and sewer jet machine to clear lines.
- ✯ Maintain sewer lines, point repairs, line replacements and install clean outs.
- ✯ Begin GPS mapping of sewer manholes.

EXPENSES	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATED 2011-2012	BUDGET 2012-2013
Personnel Services	$ 80,764	$ 91,566	$ 97,566	$ 125,905
Supplies	3,294	15,000	15,000	15,000
Contractual Services	1,031,586	1,318,150	1,131,943	1,254,287
Capital Outlay	-	-	-	-
TOTAL Department Budget	$ 1,115,645	$ 1,424,716	$ 1,244,509	$ 1,395,192

STAFFING	GRADE	BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013
Water Foreman	7	0.20	0.20	0.20	0.20
Construction Foreman	7	0.08	0.08	0.08	0.20
Crew Leader	5	0.30	0.30	0.28	0.40
Laborer IV	4	0.23	0.23	0.23	0.60
Utility Billings Clerk	5	0.18	0.18	0.12	0.12
Utility Maintenance	4	0.40	0.40	0.40	0.40
TOTAL		1.38	1.38	1.30	1.92

FOOTNOTE: @ - Capital outlay is reflected on the fund statement as a use of working capital rather than as an expense.

DEPARTMENT DESCRIPTION AND MISSION

The City of Leon Valley has prepared a **Storm Water Management Program** in accordance with the requirements of the Texas General Permit and submitted the required Notice of Intent (NOI) in accordance with Part II, D, 1.

The goal of this program is to reduce the discharge of pollutants to the maximum extent practicable, to protect water quality, and to satisfy the appropriate requirements of the Texas Commission on Environmental Quality (TCEQ) Phase II program under the provisions of Section 402 of the Clean Water Act (CWA) and Chapter 26 of the Texas Water Code (TWC). The program also identifies Leon Valley's legal authority to implement the general permit.

This program describes the manner in which the permit will be administered and provides the basis for the city's development of a budget and fee collection system. The city's authority is explicitly stated in Chapter 30 of the Texas Administrative Code 205.5(a), and Section 26.040 of the Texas Water Code for the Texas Storm Water Discharges from Small MS4s – TCEQ Docket No. 2006-0428-WO TPDES General Permit To Discharge Under the Texas Pollutant Discharge Elimination System TXR040000. This program will commence in February 11, 2008 for a period of five Years.

PROGRAM NARRATIVE

Accomplishments for FY 2011-2012:

- ✯ Conducted four street sweepings of the City.
- ✯ Identified construction activity for proper storm water runoff control.
- ✯ Participate in educational activities, such as Earthwise Living Day.
- ✯ Inspect existing septic systems to assure proper functioning.

Objectives for FY 2012-2013:

- ✯ Continue de-silting program.
- ✯ Inspect existing septic systems.
- ✯ Inspect Construction activity.
- ✯ Conduct public education.
- ✯ Continue maintenance of storm drains.
- ✯ Conduct four street sweepings of the City.

EXPENSES	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATED 2011-2012	BUDGET 2012-2013
Personnel Services	$ 108,286	$ 154,073	$ 167,952	$ 178,771
Supplies	14,585	23,500	44,845	23,500
Contractual Services	63,474	165,500	112,602	165,500
Capital Outlay	-	-	-	-
TOTAL Department Budget	$ 186,345	$ 343,073	$ 325,399	$ 367,771

STAFFING	GRADE	BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013
City Manager	N/C	0.00	0.05	0.05	0.05
Human Resource Director	11	0.00	0.05	0.05	0.05
Finance Director	12	0.00	0.05	0.05	0.05
Assistant Finance Director	7	0.00	0.05	0.05	0.05
Purchasing Agent	5	0.00	0.05	0.05	0.05
Account Payable/Payroll Clerk	5	0.00	0.05	0.05	0.05
Deputy Court Clerk	4	0.00	0.05	0.05	0.05
Director of Public Works	13	0.00	0.10	0.10	0.10
Assist. Director of Public Wks	11	0.00	0.10	0.10	0.10
Administrative Assistant	6	0.00	0.10	0.10	0.10
Billing Clerk	5	0.00	0.10	0.10	0.10
Storm Water Clerk	4	0.00	1.00	1.00	1.00
Code Enforcement	5	0.00	0.08	0.08	0.10
Construction Foreman	7	0.00	0.08	0.08	0.10
Building Operation Foreman	7	0.00	0.08	0.08	0.10
Crew Leader	5	0.00	0.16	0.16	0.30
Laborer IV	4	0.00	0.24	0.24	0.30
Laborer III	4	0.00	0.40	0.40	0.60
Laborer I	1	0.00	0.08	0.08	0.10
TOTAL		0.00	2.87	2.87	3.35

FOOTNOTE: @ - Capital outlay is reflected on the fund statement as a use of working capital rather than as an expense.

GRANT FUND

FUND NARRATIVE

This fund is used to account for the expenditures of grant monies received for specific programs.

GRANT FUND
SUMMARY OF REVENUES AND EXPENDITURES

	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATED 2011-2012	BUDGET 2012-2013
BEGINNING FUND BALANCE	$ 7,804	$ 6,088	$ 6,088	$ 2,987
REVENUES				
Grants	2,732	4,149	-	-
TOTAL REVENUES	2,732	4,149	-	-
TOTAL RESOURCES AVAILABLE	10,536	10,237	6,088	2,987
EXPENDITURES				
Personnel Services	-	-	-	-
Supplies	-	-	-	-
Contractual Services	4,448	4,149	3,101	2,987
Capital Outlay	-	-	-	-
TOTAL EXPENDITURES	4,448	4,149	3,101	2,987
ENDING FUND BALANCE	$ 6,088	$ 6,088	$ 2,987	$ -

PROGRAM DESCRIPTION

Senate Bill 1135, passed by the 74th Texas Legislature, directs the Comptroller of Public Accounts to make an annual allocation from the Law Enforcement Officer Standards and Education (LEOSE) account to qualified law enforcement agencies. Twenty percent of the account is allocated equally among the qualified agencies. The remaining eighty percent is allocated based on the number of eligible law enforcement positions each agency had as of January 1 of the preceding calendar year.

Funds must only be spent on expenses related to the continuing education of qualified persons. Eligible expenses are not limited to tuition or registration fees; they may include equipment (such as TV's and VCR's), subscriptions, or travel expense if they are related to continuing education.

This program includes funds for the Leon Valley Police Department.

EXPENDITURES	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATED 2011-2012	BUDGET 2012-2013
Personnel Services	$ -	$ -	$ -	$ -
Supplies	-	-	-	-
Contractual Services	3,626	3,555	2,984	2,987
Capital Outlay	-	-	-	-
TOTAL Department Budget	$ 3,626	$ 3,555	$ 2,984	$ 2,987

STAFFING	GRADE	BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013
		0.0	0.0	0.0	0.0
TOTAL		0.0	0.0	0.0	0.0

PROGRAM DESCRIPTION

Senate Bill 1135, passed by the 74th Texas Legislature, directs the Comptroller of Public Accounts to make an annual allocation from the Law Enforcement Officer Standards and Education (LEOSE) account to qualified law enforcement agencies. Twenty percent of the account is allocated equally among the qualified agencies. The remaining eighty percent is allocated based on the number of eligible law enforcement positions each agency had as of January 1 of the preceding calendar year.

Funds must only be spent on expenses related to the continuing education of qualified persons. Eligible expenses are not limited to tuition or registration fees; they may include equipment (such as TV's and VCR's), subscriptions, or travel expense if they are related to continuing education.

This program includes funds for the Leon Valley Fire Department.

EXPENDITURES	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATED 2011-2012	BUDGET 2012-2013
Personnel Services	$ -	$ -	$ -	$ -
Supplies	-	-	-	-
Contractual Services	822	594	117	-
Capital Outlay	-	-	-	-
TOTAL Department Budget	$ 822	$ 594	$ 117	$ -

STAFFING	GRADE	BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013
		0.0	0.0	0.0	0.0
TOTAL		0.0	0.0	0.0	0.0

CIED FUND

DEPARTMENT DESCRIPTION AND MISSION

On January 30, 2012 the Board of Trustees of CPS Energy voted to terminate the CIED Fund Program effective February 1, 2012 and allow CPS Energy staff to work with the City of Leon Valley on a method to transfer the outstanding CIED Fund program balance to the City. The outstanding balance due to the City of Leon Valley is $1,519,671.60. These funds will be paid to the City in four quarterly installments with the first installment being wired to the City in August 2012.

CIED FUND
SUMMARY OF REVENUES AND EXPENDITURES

	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATED 2011-2012	BUDGET 2012-2013
BEGINNING FUND BALANCE	$ -	$ -	$ -	$ 379,918
REVENUES				
CIED REVENUES	-	-	379,918	1,139,753
TOTAL REVENUES	-	-	379,918	1,139,753
TOTAL RESOURCES AVAILABLE	-	-	379,918	1,519,671
EXPENDITURES				
Personnel Services	-	-	-	-
Supplies	-	-	-	-
Contractual Services	-	-	-	1,492,455
Capital Outlay	-	-	-	-
TOTAL EXPENDITURES	-	-	-	1,492,455
OTHER FINANCING USES				
Transfers Out	-	-	-	27,216
TOTAL OTHER FINANCING USES	-	-	-	27,216
TOTAL EXPENDITURES & OTHER USES	-	-	-	1,519,671
ENDING FUND BALANCE	$ -	$ -	$ 379,918	$ -

CIED FUND

EXPENDITURES	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATED 2011-2012	BUDGET 2012-2013
Personnel Services				
Supplies	-	-	-	-
Contractual Services		-	-	1,492,455
Capital Outlay	-	-	-	-
TOTAL Department Budget	$ -	$ -	$ -	$ 1,492,455

STAFFING	GRADE	BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013
		0.00	0.00	0.00	0.00
TOTAL		0.00	0.00	0.00	0.00

BUILDING SECURITY FUND

FUND DESCRIPTION AND MISSION

This fund is used to account for security fee proceeds received through Municipal Court operations. Security fee proceeds can only be used to finance the direct cost of personnel services, supplies, contractual services, and capital outlay items directly related to building security.

BUILDING SECURITY FUND
SUMMARY OF REVENUES AND EXPENDITURES

	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATED 2011-2012	BUDGET 2012-2013
BEGINNING FUND BALANCE	$ 3,335	$ 4,027	$ 4,027	$ 182
REVENUES				
Building Security Fees	18,542	19,800	13,500	13,500
TOTAL REVENUES	18,542	19,800	13,500	13,500
OTHER FINANCING SOURCES				
Transfers in	3,000	3,000	4,000	10,000
TOTAL OTHER FINANCING SOURCES	3,000	3,000	4,000	10,000
TOTAL RESOURCES AVAILABLE	24,877	26,827	21,527	23,682
EXPENDITURES				
Personnel Services	20,817	21,883	21,345	21,788
Supplies	-	-	-	-
Contractual Services	33	-	-	-
Capital Outlay	-	-	-	-
TOTAL EXPENDITURES	20,850	21,883	21,345	21,788
TOTAL EXPENDITURES & OTHER USES	20,850	21,883	21,345	21,788
ENDING FUND BALANCE	$ 4,027	$ 4,944	$ 182	$ 1,894

BUILDING SECURITY FUND

EXPENDITURES	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATED 2011-2012	BUDGET 2012-2013
Personnel Services	$ 20,817	$ 21,883	$ 21,345	$ 21,788
Supplies	-	-	-	-
Contractual Services	33	-	-	-
Capital Outlay	-	-	-	-
TOTAL Department Budget	$ 20,850	$ 21,883	$ 21,345	$ 21,788

STAFFING	GRADE	BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013
Warrant Officer	8	0.40	0.40	0.50	0.32
TOTAL		0.40	0.40	0.50	0.32

CHILD SAFETY FUND

FUND DESCRIPTION AND MISSION

The Child Safety Fund Program provides materials, literature and activities for our local youth aimed at preventing drug abuse. The program provides school crossing guards to assist children in crossing safely on our busy streets. The Fire Department provides educational classes to children including fire prevention, swimming pool safety, and other general health and safety programs.

CHILD SAFETY FUND
SUMMARY OF REVENUES, EXPENSES AND CHANGES IN RETAINED EARNINGS

	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATED 2011-2012	BUDGET 2012-2013
BEGINNING FUND BALANCE	$ 21,686	$ 23,877	$ 23,877	$ 22,352
REVENUES				
Child Safety Fees	14,718	12,200	11,600	11,600
TOTAL REVENUES	14,718	12,200	11,600	11,600
OTHER FINANCING SOURCES				
Transfers In	15,000	10,000	14,000	-
TOTAL OTHER FINANCING SOURCES	15,000	10,000	14,000	-
TOTAL RESOURCES AVAILABLE	51,404	46,077	49,477	33,952
EXPENDITURES				
Personnel Services	27,381	33,428	27,125	33,731
Supplies	-	-	-	-
Contractual Services	146	-	-	-
Capital Outlay	-	-	-	-
TOTAL EXPENDITURES	27,527	33,428	27,125	33,731
TOTAL EXPENDITURES & OTHER USES	27,527	33,428	27,125	33,731
ENDING FUND BALANCE	$ 23,877	$ 12,649	$ 22,352	$ 221

DEPARTMENT DESCRIPTION AND NARRATIVE

The Crime Prevention Officer provides educational programs for the youth in our community. Youth programs focus on drug awareness, Halloween safety, and bicycle safety.

EXPENDITURES	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATED 2011-2012	BUDGET 2012-2013
Personnel Services	$ 15,686	$ 16,724	$ 16,757	$ 17,027
Supplies	-	-	-	-
Contractual Services	146	-	-	-
Capital Outlay	-	-	-	-
TOTAL Department Budget	$ 15,832	$ 16,724	$ 16,757	$ 17,027

STAFFING	GRADE	BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013
Crime Prevention Officer	10	0.20	0.20	0.20	0.20
TOTAL		0.20	0.20	0.20	0.20

DEPARTMENT DESCRIPTION AND MISSION

The school crossing guards assist children in crossing at two locations - Huebner Road at Leon Valley Elementary and Evers Road at Grass Valley. Their mission is to protect our children at the City's school crossings.

EXPENDITURES	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATED 2011-2012	BUDGET 2012-2013
Personnel Services	$ 11,695	$ 16,704	$ 10,368	$ 16,704
Supplies	-	-	-	-
Contractual Services	-	-	-	-
Capital Outlay	-	-	-	-
TOTAL Department Budget	$ 11,695	$ 16,704	$ 10,368	$ 16,704

STAFFING	GRADE	BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013
School Crossing Guards	^	0.7	0.7	0.7	0.7
TOTAL		0.7	0.7	0.7	0.7

FOOTNOTE: ^ - Part-Time Personnel

MUNICIPAL COURT TECHNOLOGY FUND

FUND DESCRIPTION AND MISSION

To enhance technology within the Municipal Court system.

MUNICIPAL COURT TECHNOLOGY FUND
SUMMARY OF REVENUES AND EXPENDITURES

	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATED 2011-2012	BUDGET 2012-2013
BEGINNING FUND BALANCE	$ 62,276	$ 62,276	$ 62,240	$ 57,740
REVENUES				
Court Technology Fees	24,716	26,402	18,700	18,700
TOTAL REVENUES	24,716	26,402	18,700	18,700
TOTAL RESOURCES AVAILABLE	86,992	88,678	80,940	76,440
EXPENDITURES				
Personnel Services	-	-	-	-
Supplies	369	-	-	-
Contractual Services	22,703	23,200	23,200	23,200
Capital Outlay	1,680	30,000	-	30,000
TOTAL EXPENDITURES	24,752	53,200	23,200	53,200
ENDING FUND BALANCE	$ 62,240	$ 35,478	$ 57,740	$ 23,240

MUNICIPAL COURT TECHNOLOGY FUND

EXPENDITURES	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATED 2011-2012	BUDGET 2012-2013
Personnel Services	$ -	$ -	$ -	$ -
Supplies	369	-	-	-
Contractual Services	22,703	23,200	-	-
Capital Outlay	1,680	30,000	-	-
TOTAL Department Budget	$ 24,752	$ 53,200	$ -	$ -

STAFFING	GRADE	BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013
		0.00	0.00	0.00	0.00
TOTAL		0.00	0.00	0.00	0.00

DEBT SERVICE FUND

FUND DESCRIPTION

The Debt Service Fund is used to account for the accumulation of resources for and the payment of principal and interest on general long-term debt of the City other than revenue bonds. An ad valorem property tax rate is calculated by the City annually. Property taxes are levied on January 1 each year on all taxable property within the City. The taxes become payable on October 1 following the levy date and delinquent on February 1 of the subsequent year. The annual tax levy must be sufficient in amount to meet current year debt payment requirements.

Outstanding debt issues for FY 2013 are:

ISSUE	OUTSTANDING AS OF 9/30/12	PURPOSE
2009 Refunding Bonds	$1,810,000	Refunded the 1998 Certificates of Obligation that were originally issued to fund capital improvements and equipment.
2009 PPFCO	$ 950,000	To fund the purchase a fire ladder truck.
2012 GO Bonds	$7,000,000	Funds police, fire and administration complex construction and renovations.

DEBT SERVICE FUND
SUMMARY OF REVENUES AND EXPENDITURES

	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATED 2011-2012	BUDGET 2012-2013
BEGINNING FUND BALANCE	$ 165,926	$ 178,907	$ 178,907	$ 139,338
REVENUES				
Ad Valorem Taxes	426,258	375,759	375,759	620,219
Principal Income	-	-	-	-
Interest Income	-	-	-	-
TOTAL REVENUES	426,258	375,759	375,759	620,219
OTHER FINANCING SOURCES				
Transfers In	-	-	-	-
Bond Proceeds	-	-	-	-
TOTAL OTHER FINANCING SOURCES	-	-	-	-
TOTAL RESOURCES AVAILABLE	592,184	554,666	554,666	759,557
EXPENDITURES				
Bond Principal	300,000	310,000	310,000	345,000
Interest	112,278	103,328	103,328	270,019
Fees	1,000	2,000	2,000	1,500
Bond Issuance Costs	-	-	-	-
TOTAL EXPENDITURES	413,278	415,328	415,328	616,519
OTHER FINANCING SOURCES (USES)				
Bond Refunding	-	-	-	-
Residual Equity Transfer	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-
TOTAL EXPENDITURES AND OTHER USES	413,278	415,328	415,328	616,519
ENDING FUND BALANCE	$ 178,907	$ 139,338	$ 139,338	$ 143,038

DEBT SERVICE FUND
SUMMARY OF REVENUES AND EXPENDITURES
SCHEDULE OF REVENUES BY SOURCE

	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATED 2011-2012	BUDGET 2012-2013
Ad Valorem Taxes				
Current	$ 412,987	$ 370,559	$ 370,559	$ 615,019
Delinquent	8,558	2,000	2,000	2,000
Penalty and Interest	4,713	3,200	3,200	3,200
Total Ad Valorem Taxes	$ 426,258	$ 375,759	$ 375,759	$ 620,219
TOTAL REVENUES	$ 426,258	$ 375,759	$ 375,759	$ 620,219

COMMUNITY CENTER FUND

DEPARTMENT DESCRIPTION AND MISSION

The Community Center Fund is comprised of the operations of two multipurpose centers: the Community Center, and the Conference Center. These Centers are rented to the general public for a fee, and are also used for City sponsored events. The rental revenues off-set operational expenses, and a portion of the revenue is also retained for the long term maintenance of the facilities. The Hotel tax revenue fund also supports the Centers' operations.

The Centers are versatile facilities in a park-like setting, and are used for a variety of activities such as civic, private and social functions. The Conference Center was designed specifically for business conferences and events, but is versatile enough to accommodate social events as well. The Conference Center is designed for events up to 150 people, and the Community Center can accommodate up to 300 people. The Centers are also used to host the City's civic events.

The mission of the Leon Valley Community and Conference Centers is to provide a multipurpose venue for area community groups such as senior citizens, civic organizations and others, and to attract clients on a fee basis for use of the facilities for various events such as weddings, graduations, reunions, and special events.

PROGRAM NARRATIVE

Accomplishments for FY 2011-2012:

- ✯ Hosted the 2nd Annual Taste of Leon Valley event, Sunday, May 20, 2012.
- ✯ Moved Community and Conference Center operations to the Community Development Department for improved customer service and representative availability.
- ✯ Hosting Annual July 4th Parade on Wednesday, July 4th.
- ✯ Collaborated with Public Works to take over cleaning of the Centers to keep services internal and to provide additional income opportunities to Public Works employees.
- ✯ Contracted services for advertisement of the Community Center through a virtual tour.
- ✯ Successful partnership and collaboration with Northside ISD for Los Leones Art Festival hosted at the Community and Conference Center and Grounds.

COMMUNITY CENTER FUND

Objectives for FY 2012-2013:

- ✯ Develop new marketing strategies in an effort to generate more revenues.
- ✯ Maximize facility efficiency, cleanliness and maintenance for safety purposes, and for the enhancement of the clients' rental experience.
- ✯ Investigate an enterprise–based program for booking and reserving the facilities.
- ✯ Enhance opportunity for rentals by expanding advertising.

COMMUNITY CENTER FUND
SUMMARY OF REVENUES AND EXPENDITURES

	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATED 2011-2012	BUDGET 2012-2013
BEGINNING FUND BALANCE	$ 19,569	$ 44,307	$ 44,307	$ 51,426
REVENUES				
Hotel/Motel Taxes	74,287	66,701	74,000	75,746
Rental Fees	68,681	74,000	68,000	74,053
TOTAL REVENUES	142,968	140,701	142,000	149,799
OTHER FINANCING SOURCES				
Transfers in	-	-	-	-
Other-CDBG Grant Reimbursement	128,098	-	-	-
TOTAL OTHER FINANCING SOURCES	128,098	-	-	-
TOTAL RESOURCES AVAILABLE	290,635	185,008	186,307	201,225
EXPENDITURES				
Personnel Services	87,185	81,381	81,381	82,164
Supplies	2,425	6,900	6,900	5,400
Contractual Services	38,620	41,600	41,600	47,150
Capital Outlay	118,098	5,000	5,000	-
TOTAL EXPENDITURES	246,328	134,881	134,881	134,714
TOTAL EXPENDITURES AND OTHER USES	246,328	134,881	134,881	134,714
ENDING FUND BALANCE	$ 44,307	$ 50,127	$ 51,426	$ 66,511

COMMUNITY CENTER FUND

EXPENDITURES	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATED 2011-2012	BUDGET 2012-2013
Personnel Services	$ 87,185	$ 81,381	$ 81,381	$ 82,164
Supplies	2,425	6,900	6,900	5,400
Contractual Services	38,620	41,600	41,600	47,150
Capital Outlay	118,098	5,000	5,000	-
TOTAL Department Budget	$ 246,328	$ 134,881	$ 134,881	$ 134,714

STAFFING	GRADE	BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013
Community Development Director	11	0.19	0.19	0.19	0.20
Administrative Assistant	4	1.00	2.00	2.00	1.20
Events Coordinator	4	0.50	0.50	0.00	0.00
Laborer III	4	0.50	0.50	0.20	0.20
TOTAL		2.19	3.19	2.39	1.60

STREET MAINTENANCE TAX

FUND DESCRIPTION AND MISSION

The City held an election on November 6, 2007 under Chapter 327 of the Texas Tax Code to adopt an additional 1/4% city sales and use tax for Municipal Street Maintenance. The tax was re-authorized on November 8, 2011. State law requires the creation of a separate fund for these funds.

The sales tax may be used only to maintain and repair municipal streets that existed on the date of the election to adopt the tax.

STREET MAINTENANCE TAX FUND
SUMMARY OF REVENUES AND EXPENDITURES

	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATED 2011-2012	BUDGET 2012-2013
BEGINNING FUND BALANCE	$ 575,300	$ 504,272	$ 504,272	$ 397,521
REVENUES	429,403	439,560	439,560	439,560
TOTAL REVENUES	429,403	439,560	439,560	439,560
TOTAL RESOURCES AVAILABLE	1,004,703	943,832	943,832	837,081
EXPENDITURES				
Personnel Services	-	-	-	-
Supplies	-	-	-	-
Contractual Services	500,431	546,311	546,311	830,254
Capital Outlay	-	-	-	-
TOTAL EXPENDITURES	500,431	546,311	546,311	830,254
OTHER FINANCING SOURCES(USES)				
Transfer in	-	-	-	-
Transfer out	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-
ENDING FUND BALANCE	$ 504,272	$ 397,521	$ 397,521	$ 6,827

CAPITAL PROJECT FUND

DEPARTMENT DESCRIPTION AND MISSION

This fund will account for the expenditures of the General Obligation Bonds, Series 2012. On May 12, 2012 the citizens of Leon Valley voted to authorize the City to issue General Obligation Bonds, Series 2012 for (I) designing, acquiring, improving, renovating, demolishing, expanding, and equipping a Public Safety and Support Complex to house police, fire, municipal court, and City administration services departments, and expenses incidental and necessary to the foregoing (including necessary utility relocation, acquisition of easements, right-of-way, and other real property interests, landscaping, and streetscape modification and improvements) and (ii) pay the costs of their issuance.

CAPITAL PROJECT FUND
SUMMARY OF REVENUES AND EXPENDITURES

	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATED 2011-2012	BUDGET 2012-2013
BEGINNING FUND BALANCE	$ -	$ 7,000,000	$ 7,000,000	$ 7,000,000
REVENUES	-	-	-	10,000
TOTAL REVENUES	-	-	-	10,000
TOTAL RESOURCES AVAILABLE	-	7,000,000	7,000,000	7,010,000
EXPENDITURES				
Personnel Services	-	-	-	-
Supplies	-	-	-	-
Contractual Services	-	-	-	-
Capital Outlay	-	-	-	7,000,000
TOTAL EXPENDITURES	-	-	-	7,000,000
TOTAL EXPENDITURES & OTHER USES	-	-	-	7,000,000
ENDING FUND BALANCE	$ -	$ 7,000,000	$ 7,000,000	$ 10,000

POLICE FORFEITURE TRUST FUND

FUND DESCRIPTION AND MISSION

This fund is used to account for proceeds of criminal asset forfeitures. State law requires the creation of a separate fund for these assets. Forfeiture funds can only be used for law enforcement purposes.

POLICE FORFEITURE TRUST FUND
SUMMARY OF REVENUES AND EXPENDITURES

	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATED 2011-2012	BUDGET 2012-2013
BEGINNING FUND BALANCE	$ 582,388	$ 495,515	$ 495,515	$ 467,644
REVENUES				
Seizures	51,149	-	108,062	-
Interest/Miscellaneous	527		325	
TOTAL REVENUES	51,676	-	108,387	-
TOTAL RESOURCES AVAILABLE	634,064	495,515	603,902	467,644
EXPENDITURES				
Personnel Services	5,405	15,550	15,550	15,550
Supplies	22,522	10,000	10,000	10,000
Contractual Services	10,855	60,008	60,008	60,008
Capital Outlay	99,767	50,700	50,700	98,000
TOTAL EXPENDITURES	138,549	136,258	136,258	183,558
ENDING FUND BALANCE	$ 495,515	$ 359,257	$ 467,644	$ 284,086

EXPENDITURES	ACTUAL 2010-2011	BUDGET 2011-2012	ESTIMATED 2011-2012	BUDGET 2012-2013
Personnel Services	$ 5,405	$ 15,550	$ 15,550	$ 15,550
Supplies	22,522	10,000	10,000	10,000
Contractual Services	10,855	60,008	60,008	60,008
Capital Outlay	99,767	50,700	50,700	98,000
TOTAL Department Budget	$ 138,549	$ 136,258	$ 136,258	$ 183,558

STAFFING	GRADE	BUDGET 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013
		0.0	0.0	0.0	0.0
TOTAL		0.0	0.0	0.0	0.0

CITY OF LEON VALLEY
GENERAL FUND CAPITAL ACQUISITION PLAN
FY 2013

Business Office

Item	Acquisition Date	*Purchase Type*	*FY 12-13*	*FY 13-14*	*FY 14-15*	*FY 15-16*	*FY 16-17*	Non *Funded*
TOTAL			$ -	$ -	$ -	$ -	$ -	$ -

Finance Department

Item	Acquisition Date	*Purchase Type*	*FY 12-13*	*FY 13-14*	*FY 14-15*	*FY 15-16*	*FY 16-17*	Non *Funded*
Replace Main Printer (IBM 6400)	2000	Replacement						
TOTAL			$ -	$ -	$ -	$ -	$ -	$ -

Manager and Council

Item	Acquisition Date	*Purchase Type*	*FY 12-13*	*FY 13-14*	*FY 14-15*	*FY 15-16*	*FY 16-17*	Non *Funded*
Electronic Document Management System	New	New		62,400				
TOTAL			$ -	$ 62,400		$ -	$ -	$ -

Police Department

Item	Acquisition Date	Purchase Type	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	Non Funded
Dictaphone system	2006	Replacement				30,000		
Transmitter	2006	Replacement				10,000		
Reject filter for municipal frequency	2006	Replacement				5,000		
BpBr circuited duplexer	2006	Replacement				6,000		
Radio base station-Grass Hill	2006	Replacement				16,000		
Master III base/repeater station	2006	Replacement				8,000		
Repeater station-G.E. Master III	2006	Replacement				7,000		
Duplexer for repeater-Channel #2	2006	Replacement				5,000		
Mobile Data Terminals	2001	Replacement				7,000		
Radio base station-Grass Hill (Ch #1)	2006	Replacement				15,000		
BpBr circuit duplexer	2006	Replacement				15,000		
Band pass reject duplexer	1997	Replacement					3,000	
TOTAL			$ -	$ -	$ -	$ 124,000	$ 3,000	$ -

Fire Department

Item	Acquisition Date	Purchase Type	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	Non Funded
1997 ambulance	1997	Replacement						175,000
1991 pumper fire truck	1991	Replacement						750,000
1977 Brush truck	1983	Replacement						125,000
Hose, adapters & nozzles	Variable	Replacement	4,000					
Flood Warning System Phase 2	2006	Replacement	15,000					
Radio remote controllers (4)	1978	Replacement	4,000					
Air Packs (2)	Variable	Replacement	12,000					
Inspector or Command Truck	2002	Replacement	30,000					
Hose Tester	1989	Replacement	3,000					
Rescue Air Bag System	1997	Replacement	18,508					
Alternate EOC Upgrades		New	20,000					
3-Scoop stretchers	2001	Replacement				1,600		
Hose, adapters & nozzles	2016	Replacement				4,000		
Building improvements (front deck)	1981	Replacement		25,000				
TOTAL			**$ 106,508**	**$ 25,000**	**$ -**	**$ 5,600**	**$ -**	**$ 1,050,000**

City of Leon Valley
Fire Department
Request for Capital
Fiscal Year 2013

Item Description:
Hose, Nozzles, Adapters

Description of Benefit from Purchase in Improved Service or Lower Cost:
This annual capital expense is for replacement of fire hose, nozzles that must be replaced due to wear or testing failure.

NUMBER OF ITEMS	Various
COST PER ITEM	4,000
ADDITIONAL COST PER ITEM	-
TOTAL	$4,000

City of Leon Valley
Fire Department
Request for Capital
Fiscal Year 2013

Item Description:
Flood Warning System (FWS) Replacement, Second Half of Project.

This basic FWS is composed of a stream sensor, radio transmitter and receiver, control station and a siren controller and siren.

System was purchased and installed in 2000 for $25,000.

(This is the second half of the system replacement; last FY $15,000 was budgeted.)

Description of Benefit from Purchase in Improved Service or Lower Cost:
Upgrade/replacement of equipment for public safety reasons.
Stream sensors and transmitter have been problematic. This system that monitors and transmits actual water level and rate of rise.

This purchase consists of additional sensors for different parts of Huebner Creek for accurate sensing of floods.

This system interfaces with other stream sensors used in the area by COSA and SARA.

NUMBER OF ITEMS	Various
COST PER ITEM	15,000
ADDITIONAL COST PER ITEM	-
TOTAL	$15,000

City of Leon Valley
Fire Department
Request for Capital
Fiscal Year 2013

Item Description:
Controller, Radio Remote GE Master Controllers. These radio controllers were purchased in 1978 and 1988.

Description of Benefit from Purchase in Improved Service or Lower Cost:
Radio controllers allow access to radio repeater inside the station.
Replacement of aging equipment.
Ten year expected service life.

Locations:

- Chief Office
- Asst. Chief Office
- Dormitory
- Captain's Office

NUMBER OF ITEMS	4
COST PER ITEM	1,000
ADDITIONAL COST PER ITEM	-
TOTAL	$4,000

City of Leon Valley
Fire Department
Request for Capital
Fiscal Year 2013

Item Description:
Self Contained Breathing Apparatus (SCBA).
Two SCBA are scheduled for replacement each FY.

The new SCBA to be NFPA and CBRNE-compliant.
Includes 2 Cylinders, Voice amp and bracket.
45-minute High-pressure carbon cylinders.

Description of Benefit from Purchase in Improved Service or Lower Cost:
Replacement of aging equipment.
10-year expected life.
Scott 75 4.5 with Pac-Alert integrated PASS (SEMSII), NFPA, CBRN, EZ-Flo Regulator
HUD, AV-3000 Mask/Kevlar

SCBA w/Cylinder	2,793
45-min. Carbon Cyl	850
Facepiece AV3000	170
Voice Amp Bracket	315
Voice Amp Bracket	17
SEMS	1,855
	$ 6,000

NUMBER OF ITEMS	2
COST PER ITEM	6,000
ADDITIONAL COST PER ITEM	-
TOTAL	$12,000

City of Leon Valley
Fire Department
Request for Capital
Fiscal Year 2013

Item Description:
Truck, Pickup/Utility, Ford F250. Purchased used in 2002. Current mileage is 66,072.
4-door, 4WD vehicle with emergency lighting, tow hitch.

Description of Benefit from Purchase in Improved Service or Lower Cost:
Replacement of aging equipment. This vehicle has exceeded planned service life (10 years).

This vehicle is 11 years old. It is used to transport the Deputy Fire Marshal, so it sees daily use. Vehicle is also used for fire investigations and general FD transport use, including moving rescue boat and various response trailers.

F-250 V8, gasoline, 4x4 Crew Cab, Auto, Air, XL, Heavy Suspension Package, 10,000/9,900 GVWR, Split Bench Seats, Bed Liner, Back Up Alarm, Floor Mats.

NUMBER OF ITEMS	1
COST PER ITEM	30,000
ADDITIONAL COST PER ITEM	-
TOTAL	$30,000

City of Leon Valley
Fire Department
Request for Capital
Fiscal Year 2013

Item Description:
Hose Tester, Rice Model #FH3, 1 HP, 4-outlets.
This item was purchased in 1989 at a cost of 2,000. The unit is used to test fire hose.

Description of Benefit from Purchase in Improved Service or Lower Cost:
Replacement of aging equipment.

NUMBER OF ITEMS	1
COST PER ITEM	3,000
ADDITIONAL COST PER ITEM	-
TOTAL	$3,000

City of Leon Valley
Fire Department
Request for Capital
Fiscal Year 2013

Item Description:
Air Bag Rescue System. This item was purchased in 1997 at a cost of $6,325. The air bags are used to lift or spread heavy objects during rescue operations. Currently assigned E-1.

Description of Benefit from Purchase in Improved Service or Lower Cost:
Replacement of aging equipment. This is a rubber composite product.

Low Pressure Kit, Paratech, 6-ton $6,535	6,535
Control Regulator, Master $2,385	2,385
High Pressure Bag 32x32 $2,255 x 2	4,510
High Pressure Bag 15x42 $1,180	1,180
High Pressure Bag 20x20 $910 x 2	1,820
High Pressure Bag 12x12 $585 x 2	1,170
High Pressure Bag 6x6 $295 x 2	590
Hoses 6 each $53 each	318
	$ 18,508

NUMBER OF ITEMS	1
COST PER ITEM	18,508
ADDITIONAL COST PER ITEM	-
TOTAL	$18,508

City of Leon Valley
Fire Department
Request for Capital
Fiscal Year 2013

Item Description:
Alternate EOC room Upgrades:

- Replace radios
- Replace computers
- Replace tone alert equipment/consoles
- Replace telephones

Description of Benefit from Purchase in Improved Service or Lower Cost:
The alternate EOC has fallen into disrepair and all equipment is outdated and not functioning.
The alternate EOC provides backup facilities if the main EOC is not available or is compromised.
The project includes replacing all communications equipment and installing new computers.

NUMBER OF ITEMS	Various
COST PER ITEM	20,000
ADDITIONAL COST PER ITEM	-
TOTAL	$20,000

Public Works

Item	*Acquisition Date*	*Purchase Type*	*FY 12-13*	*FY 13-14*	*FY 14-15*	*FY 15-16*	*FY 16-17*	Non *Funded*
Champion motor grader	1992	Replacement						160,000
New sidewalks	New	New	20,000					
Sullair air compressor (50-50 split w/Water)	1992(USED)	Replacement	6,000					
Tractor Cutter	1998	Replacement	3,500					
Pick-Up Truck	New	New	20,000					
Mauldin lay down machine	1989	Replacement		50,000				
Backhoe	1999	Replacement		60,000				
New sidewalks	New	New		20,000				
Vibratory trench roller	1999	Replacement			26,000			
R&R Public Service Center bldg.	1984	Replacement			100,000			
Public Service Center fence	1984	Replacement			30,000			
New sidewalks	New	New			20,000			
Auto lift	2001	Replacement				6,100		
Paver haul trailer	1997	Replacement				20,000		
TOTAL			$ 49,500	$ 130,000	$ 176,000	$ 26,100	$ -	$ 160,000

City of Leon Valley
Public Works
Request for Capital
Fiscal Year 2013

Item Description:
City annual goal of installing 500 feet of (new/replacement sidewalks).
Constructed of base material, number 3 steel rebar and 2500 psi concrete.

Description of Benefit from Purchase in Improved Service or Lower Cost:
Benefit to residents and will be safe sidewalks in neighborhoods for children or older residents who may use a cane walking devise, motorized vehicle or wheelchair for mobility.

NUMBER OF ITEMS	500 Linear Feet
COST PER ITEM	20,000
ADDITIONAL COST PER ITEM	-
TOTAL	$20,000

City of Leon Valley
Public Works
Request for Capital
Fiscal Year 2013

Item Description:
Air Compressor for major construction and street jobs. Used by all departments to break concrete and asphalt products when large jack hammers are needed to break concrete and asphalt products.

Description of Benefit from Purchase in Improved Service or Lower Cost:
Replace 1985 Sullair Compressor DPQ185 bought used in 1992. This piece of equipment is hard to start and keep running, parts are getting harder to locate, used by all departments and a vital tool in our maintenance department. Costs to be split between Public Works and the Water and Sewer Department.

NUMBER OF ITEMS	1
COST PER ITEM	6,000
ADDITIONAL COST PER ITEM	-
TOTAL	$6,000

City of Leon Valley
Public Works
Request for Capital
Fiscal Year 2013

Item Description:
6' Heavy Duty Rotary Cutter with a slip clutch assembly.

Description of Benefit from Purchase in Improved Service or Lower Cost:
Cutter used behind mowing tractor.
To replace old cutter currently used to mow large areas. i.e. Huebner Creek and other drainage areas.

NUMBER OF ITEMS	1
COST PER ITEM	3,000
ADDITIONAL COST PER ITEM	500
TOTAL	$3,500

City of Leon Valley
Public Works
Request for Capital
Fiscal Year 2013

Item Description:
Pick-up Truck

Description of Benefit from Purchase in Improved Service or Lower Cost:
This vehicle is a new acquisition and will be used for Bandera Road maintenance.

NUMBER OF ITEMS	1
COST PER ITEM	20,000
ADDITIONAL COST PER ITEM	-
TOTAL	$20,000

Development

Item	*Acquisition Date*	*Purchase Type*	*FY 12-13*	*FY 13-14*	*FY 14-15*	*FY 15-16*	*FY 16-17*	Non *Funded*
TOTAL			$ -	$ -	$ -	$ -	$ -	$ -

Parks

Item	Acquisition Date	Purchase Type	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	Non Funded
Multi-purpose play structure	1996	Replacement				12,000		
Large BBQ smoker	1986	Replacement				3,500		
4 ft. slide - pink & yellow	1996	Replacement				1,700		
Playground Equipment	1997	Replacement					7,000	
R&R footpath (expansion area)	1997	New					2,500	
TOTAL			$ -	$ -	$ -	$ 17,200	$ 9,500	$ -

Library

Item	*Acquisition Date*	*Purchase Type*	*FY 12-13*	*FY 13-14*	*FY 14-15*	*FY 15-16*	*FY 16-17*	Non *Funded*
Library materials-all formats all ages	New	New	20,000					
Library Expension	New	New	165,000					
Library materials-all formats all ages	New	New		20,000				
Library materials-all formats all ages	New	New			20,000			
Library materials-all formats all ages	New	New				20,000		
Library materials-all formats all ages	New	New					20,000	
TOTAL			**$ 185,000**	**$ 20,000**	**$ 20,000**	**$ 20,000**	**$ 20,000**	**$ -**

TOTAL BY FISCAL YEAR	**$ 341,008**	**$ 237,400**	**$ 196,000**	**$ 192,900**	**$ 32,500**	**$ 1,210,000**

City of Leon Valley
Library
Request for Capital
Fiscal Year 2013

Item Description:
Library Materials for all types of materials and for customers of all ages.

Description of Benefit from Purchase in Improved Service or Lower Cost:
The materials budget will allow for the purchase of current and replacement materials to keep the Library Collection up to date with current materials necessary for excellent public service.

NUMBER OF ITEMS	Varies
COST PER ITEM	Varies
ADDITIONAL COST PER ITEM	
TOTAL	$20,000

City of Leon Valley
Library
Request for Capital
Fiscal Year 2013

Item Description:
Children's Wing Expansion of 4,000 square feet.

Description of Benefit from Purchase in Improved Service or Lower Cost:
Completion of this long planned children's addition will alleviate cramped and crowded conditions in the Library. The additional dedicated space for the youth collection display, study, reading and programming will improve the overall quality of library services available. The resulting space will be ADA accessible. The re-purposing of the existing Library space will increase collection shelving and reading space for adults as a secondary project benefit.

NUMBER OF ITEMS	Varies
COST PER ITEM	
ADDITIONAL COST PER ITEM	
TOTAL	$165,000

CITY OF LEON VALLEY
ENTERPRISE FUND CAPITAL ACQUISITION PLAN
FY 2013

Item	Acquisition Date	*Purchase Type*	*FY 12-13*	*FY 13-14*	*FY 14-15*	*FY 15-16*	*FY 16-17*	Non *Funded*
Pickup truck	2003	Replacement	20,500					
Sullair air compressor (50-50 split w/General)	1992(USED)	Replacement	6,000					
Paint Huebner water tank	1999	Replacement		120,000				
Well fencing-Huebner well	1996	Replacement				8,000		
Grass Hill storage building	1997	Replacement					7,000	
TOTAL BY FISCAL YEAR			$ 26,500	$ 120,000	$ -	$ 8,000	$ 7,000	$ -

City of Leon Valley
Water and Sewer Fund
Request for Capital
Fiscal Year 2013

Item Description:
Replace 1994 1/2 ton pickup, long wide bed, two wheel drive, automatic transmission, A/C and Heater radio installed, white color, tool box (side to side) behind cab.

Description of Benefit from Purchase in Improved Service or Lower Cost:
Replace 1994 1/2 ton pickup used in the Water System department of Public Works.

NUMBER OF ITEMS	1
COST PER ITEM	20,000
ADDITIONAL COST PER ITEM	500
TOTAL	$20,500

City of Leon Valley
Water and Sewer Fund
Request for Capital
Fiscal Year 2013

Item Description:
Air Compressor for major construction and street jobs. Used by all departments to break concrete and asphalt products when large jack hammers are needed to break concrete and asphalt products.

Description of Benefit from Purchase in Improved Service or Lower Cost:
Replace 1985 Sullair Compressor DPQ185 bought used in 1992. This piece of equipment is hard to start and keep running, parts are getting harder to locate, used by all departments and a vital tool in our maintenance department. Costs to be split between Public Works and the Water and Sewer Department.

NUMBER OF ITEMS	1
COST PER ITEM	6,000
ADDITIONAL COST PER ITEM	-
TOTAL	$6,000

CITY OF LEON VALLEY
COMMUNITY CENTER FUND CAPITAL ACQUISITION PLAN
FY 2013

Item	Acquisition Date	*Purchase Type*	*FY 12-13*	*FY 13-14*	*FY 14-15*	*FY 15-16*	*FY 16-17*	Non *Funded*
Chairs	2001	Replacement				8,500		
Telephone system	2001	Replacement				4,000		
Tables	2001	Replacement				8,500		
Sound system	2001	Replacement				7,000		
TOTAL BY FISCAL YEAR			$ -	$ -	$ -	$ 28,000	$ -	$ -

CITY OF LEON VALLEY
POLICE FORFEITURE CAPITAL ACQUISITION PLAN
FY 2013

Item	Acquisition Date	*Purchase Type*	*FY 12-13*	*FY 13-14*	*FY 14-15*	*FY 15-16*	*FY 16-17*	Non *Funded*
Police vehicles (2)	Variable	Replacement	70,000					
SUV vehicle	Variable	Replacement	28,000					
Police vehicles (3)	Variable	Replacement		93,000				
Police vehicles (3)	Variable	Replacement			96,000			
Police vehicles (3)	Variable	Replacement				99,000		
Police vehicles (3)	Variable	Replacement					102,000	
TOTAL BY FISCAL YEAR			**$ 98,000**	**$ 93,000**	**$ 96,000**	**$ 99,000**	**$ 102,000**	**$ -**

City of Leon Valley
Police Forfeiture Fund
Request for Capital
Fiscal Year 2013

Item Description:
Marked Police Vehicles.

Description of Benefit from Purchase in Improved Service or Lower Cost:
These two vehicles will replace a 2008 and 2009 Ford Crown Victoria.
At the time of replacement, these vehicles should have approximately
65,000 - 70,000 miles.

NUMBER OF ITEMS	2
COST PER ITEM	35,000
ADDITIONAL COST PER ITEM	-
TOTAL	$70,000

City of Leon Valley
Police Forfeiture Fund
Request for Capital
Fiscal Year 2013

Item Description:
Unmarked vehicle used by Officer assigned to DEA.

Description of Benefit from Purchase in Improved Service or Lower Cost:
This vehicle will replace a 2006 Chevrolet Trailblazer.
At the time of replacement, this vehicle will have approximately
250,000 miles.

NUMBER OF ITEMS	1
COST PER ITEM	28,000
ADDITIONAL COST PER ITEM	-
TOTAL	$28,000