CITY OF

LEON VALLEY

PROPOSED ANNUAL OPERATING BUDGET FY 2014

LEON VALLEY
TEXAS
SMALL TOWN HOSPITALITY. BIG CITY ADVANTAGES.

August 6, 2013

Honorable Mayor and City Council:

Submitted herewith is the proposed annual budget for Fiscal Year (FY) 2014. It provides revenue sufficient to meet budgeted expenditures for operations, capital improvements, equipment replacement, and debt service for the next fiscal year. City Staff prepared the proposed budget in a very prudent conservative manner that addresses the need for fiscal constraint during the continuing tough (but improving) economic climate. This proposed budget can be best summarized as a basic service budget that concentrates resources on the day-to-day services of the City such as police, fire and public works.

City Staff has been diligent in proposing budget items that were only absolutely necessary to maintain the current level of services. We are proposing a balanced budget with sufficient revenue to meet budgeted expenditures. Total General Fund Revenue is budgeted at $7,452,963 and Expenditures are appropriated at $7,451,954. To fund the FY 2014 General Fund Budget, we are recommending a tax rate of $0.582915 cent per $100 of valuation. The tax components are as follows: $0.476752 for Maintenance and Operations and $0.106163 for Interest and Sinking Fund Debt Service. This is a $0.008633 cent increase over the FY 2013 tax rate of $0.574282. The slight tax rate increase funds the debt service payments required for the General Obligation Bonds issued for the Public Safety and Support Facility Improvements approved by the voters in May 2012. The tax rate increase to support the bonds is within the $0.05 cents specified in the financing plan approved by the voters.

Our City remains in sound financial condition with good financial reserves. For FY 2014, we are projecting a total unappropriated fund balance of $2,442,580 — approximately $1,542,580 in the Capital Reserve Fund and $900,000 in the Committed Fund Balance. The combined fund balance represents approximately four months of operating income. The Appraisal District lists the City FY 2014 certified freeze adjusted tax roll at $597,669,962, which represents a 2.81% increase or $16,326,898 increase over the FY 2013 tax roll. The freeze taxable value for FY 2013 amounted to $73,363,030 and in FY 2014 that amount decreased to $72,515,846, a decrease of $847,184.

REVENUE HIGHLIGHTS

- The General Fund proposed FY 2014 revenues are budgeted at $7,474,197, a decrease of $71,702 over FY 2013.The decrease is attributable to one time revenues for the Library expansion in the amounts of $130,000 from the Friends of the Library and $200,000 contribution from the CIED Fund. When comparing General Fund operating revenues only, FY 2014 revenues are budgeted at $6,949,668, an increase of $196,903 over FY 2013 operating revenues of

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$6,752,765. The General Fund is showing a pattern of growth in revenue to the City reflecting the improving economic conditions.

- The City is also experiencing an increase in sales tax. Sales tax for FY 2014 is budgeted at $1,827,143, an increase of 3% over FY 2012 actual revenue of $1,773,925.

- The revenue from the Licenses, Permits, Fees and Fines category is proposed at $1,011,551 for FY 2014, a slight decrease of $15,414 from FY 2013.

- The Water and Sewer Fund operating revenues for FY 2014 are budgeted at $3,208,800. This is a decrease of $55,642 from FY 2013. There are no proposed increases in the Water and Sewer Rates for FY 2014.

EXPENDITURE HIGHLIGHTS

- General Fund operating expenditures are proposed at $7,451,954, a decrease of $97,552 from the FY 2013 amended budget that is attributable to a decrease in capital and savings related to the transition to the new VoIP phone system.

- Capital expenditures are budgeted at $474,529, a decrease of $246,389 compared to the FY 2013 budget.

❖ **Administration:**

- We are proposing full funding of a receptionist position to help improve customer service.

- The budget funds a Salary Market Compensation Analysis in the amount of $35,000. This analysis will help the City determine the market range for salaries for all City employees.

- Funds in the amount of $15,000 are appropriated to complete an update of the 2010 Strategic Plan.

- $20,000 is budgeted to provide funding support for a new Leon Valley Festival in FY 2014 that is under consideration by the Festival Committee.

❖ **Public Safety**

- This budget funds the new command structure for the Fire Department. Certain positions have been reclassified to supervisory levels to accommodate the command structure and to better utilize existing resources. Funds were realigned to make this change with no net increase or fiscal impact to the budget.

- Funds are appropriated in the amount of $170,000 for the purchase of a new ambulance that will replace the 1997 model currently in service.

- $114,000 is budgeted in the Police Department Forfeiture Fund for the replacement of three patrol vehicles.

❖ **Public Works**

- Funds are appropriated in the amount of $120,000 to repaint the interior and exterior of the Huebner Road Ground Storage Tank.

- The budget includes an appropriation of $100,000 dedicated to improvements to Raymond Rimkus Park.

- Funds in the amount of $110,000 are appropriated for the replacement of a motor grader and a riding mower.

- $20,000 is included for installation of new sidewalks in the City.

- We are appropriating $35,000 in the Street Maintenance Fund to replace the existing street name signs with new signage that incorporates the new City Logo as a part of the City's Branding Initiative. A total of 272 street name signs will be replaced in FY 2014.

OTHER FUNDS EXPENDITURE HIGHLIGHTS

- Water and Sewer operating expenditures for FY 2014 are budgeted at $3,196,580, a decrease of $85,909 from FY 2013. Capital is budgeted at $120,000, a decrease of $148,092 when comparing FY 2013 amended budget to FY 2014 proposed budget.

- The Building Security, Child Safety, Municipal Court Technology, Debt Service and Police Forfeiture Funds proposed budgets total $942,340.

- The CPS Energy CIED Fund is budgeted at $1,219,684. Of that amount $630,287 is unappropriated, meaning that the funds are in reserve and can be used only for future projects authorized by the City Council. The Projects approved in FY 2013 for this fund and still ongoing are the Bandera Road Gateway monuments and the Hike and Bike Trails Grant 20% cash match.

- The Community Center proposed operating budget totals $158,312, an increase of $23,598 from FY 2013.

- The Street Maintenance Sales Tax Fund proposed budget totals $955,799.

EMPLOYEE BENEFITS & COMPENSATION

- The proposed budget does not fund a Cost of Living Adjustment (COLA) for City Employees. As mentioned earlier, we are recommending a Salary Market Compensation Analysis that will be used to adjust the employee pay plan.

- We are recommending the continuation of the merit pay program. Under the merit pay program, employees with employment service between 1-8 years and performance evaluations that meet the City's work standards are eligible for a merit pay salary adjustment up to 5%. Approximately 60% of City Employees qualify for the merit pay program.

- The budget funds the continuation of longevity pay. Under this program, employees receive $4 per month of each year of service to the City. All city employees qualify for this benefit.

- The budget provides funding for the Texas Municipal Retirement System (TMRS) contribution rate that will decrease as of January 1, 2014 from 17.06% to 16.56%.

- As we present the proposed budget, we have not received the final cost for the City's Health Insurance program. We budgeted a 10% increase in the proposed budget and we anticipate a modest increase beyond the 10%. The anticipated increase (when finalized) will be funded through surplus funds projected in the budget.

Conclusion: City Staff is committed to working with the Mayor & City Council over the next few months to develop the final adopted budget. We have scheduled public hearings for the adoption of the budget. In addition, we are proposing to schedule a number of budget work sessions to present the specifics and detailed information on the proposed budget. Herewith is the proposed schedule leading to final adoption of the budget:

- August 20, 2013 — Budget Work Session to present detailed Departmental Budgets

- September 3, 2013 — 1st Public Hearing on Proposed Tax Rate
  Budget Work Session to discuss Departmental Budgets

- September 10, 2013 — 2nd Public Hearing on Proposed Tax Rate

- September 17, 2013 — Public Hearing & Adoption of the Budget & Formal Adoption of the Tax Rate

I would like to thank the Department Directors for their assistance in the development of this document. Special thanks are due to Finance Director Vickie Wallace for her critical role in the completion of this budget. I believe that we have developed a good budget that will provide for continued provision of quality services while also being good stewards of the resources our residents and businesses have provided us.

Respectfully submitted,

Manuel Longoria Jr.
City Manager

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.

IN ACCORDANCE WITH SB 656

This budget will raise more total property taxes than last year's budget by $150,812 or 4.9639% and of that amount $31,021 is tax revenue to be raised from new property added to the roll this year.

Property Tax Comparison:

	FY 2013	FY 2014
Adopted and Proposed Tax Rate	$0.574828	$0.582915
Effective Tax Rate	$0.537834	$0.557453
Effective Operating Rate	$0.474744	$0.462652
Maximum Operating Rate	$0.512723	$0.499664
Debt Tax Rate	$0.097530	$0.106163
Rollback Tax Rate	$0.610253	$0.605827

Fiscal year 2014 City debt obligations secured by property taxes is $9,415,000.

Record Vote on Tax Rate: (Scheduled for September 17, 2013)

Councilmembers:

Ruiz _____
Reyna _____
Diaz _____
Dean _____
Biever _____

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 2011-2012	BUDGET *2012-2013	ESTIMATED 2012-2013	BUDGET 2013-2014
BEGINNING FUND BALANCE	$ 2,381,679	$ 2,287,256	$ 2,287,256	$ 2,044,866
REVENUES				
Ad Valorem Taxes	3,128,035	3,086,388	3,153,200	3,237,200
Sales Taxes	1,802,128	1,793,342	1,855,346	1,855,346
Franchise Fees	708,434	725,827	723,081	707,181
Licenses, Permits, Fees and Fines	994,608	1,026,965	964,591	1,011,551
Grants	6,122	-	4,524	-
Other	95,454	120,243	241,316	138,390
TOTAL REVENUES	6,734,781	6,752,765	6,942,058	6,949,668
OTHER FUNDING SOURCES				
Transfers In	-	27,216	227,216	-
Capital Reserve	-	720,918	720,918	474,529
Capital Reserve-Non-Capital	-	45,000	45,000	50,000
Park Land Reserve	-	-	-	-
TOTAL OTHER FUNDING SOURCES	-	793,134	993,134	524,529
TOTAL RESOURCES AVAILABLE	6,734,781	7,545,899	7,935,192	7,474,197
EXPENDITURES				
Personnel Services	5,261,220	5,524,350	5,401,419	5,576,558
Supplies	413,805	409,022	400,612	410,926
Contractual Services	929,523	885,216	878,715	976,941
Capital Outlay	106,656	720,918	720,918	474,529
TOTAL EXPENDITURES	6,711,204	7,539,506	7,401,664	7,438,954
OTHER FINANCING USES				
Transfers Out	18,000	10,000	10,000	13,000
TOTAL OTHER FINANCING USES	18,000	10,000	10,000	13,000
TOTAL EXPENDITURES AND OTHER USES	6,729,204	7,549,506	7,411,664	7,451,954
ENDING FUND BALANCE	$ 2,387,256	$ 1,517,731	$ 2,044,866	$ 1,542,580

* $100,000 was allocated to the Man-Made Natural Disaster Emergencies Committed Reserve.

GENERAL FUND
SCHEDULE OF REVENUES BY SOURCE

	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATED 2012-2013	BUDGET 2013-2014
Ad Valorem Taxes				
Current	$ 3,081,268	$ 3,038,188	$ 3,105,000	$ 3,189,000
Delinquent	21,186	23,800	23,800	23,800
Penalty and Interest	25,581	24,400	24,400	24,400
Total Ad Valorem Taxes	3,128,035	3,086,388	3,153,200	3,237,200
Sales Taxes				
City Sales Tax	1,773,925	1,759,642	1,827,143	1,827,143
Alcoholic Sales Tax	28,203	33,700	28,203	28,203
Total Sales Taxes	1,802,128	1,793,342	1,855,346	1,855,346
Franchise Fees				
City Public Service	412,085	424,300	411,000	411,000
Telecommunications Fee	53,961	69,800	69,800	53,900
San Antonio Water System	887	887	811	811
Waste Management	48,550	52,900	48,550	48,550
Time Warner Cable	190,631	175,350	190,600	190,600
Grey Forest Utilities	2,320	2,590	2,320	2,320
Total Franchise Fees	708,434	725,827	723,081	707,181
Licenses, Permits, Fees and Fines				
Building Department	78,528	59,805	63,000	78,500
Contractor's Registration	-	-	12,000	12,000
Renter's Registration	-	-	7,200	7,200
Animal Licenses and Tags	769	890	769	769
Animal Control Fees	697	500	697	697
Special and Solicitors	250	550	250	250
Zoning and Board of Adjustment	1,640	1,500	2,000	2,000
Subdivision Platting Fees	1,575	1,000	1,575	1,575
Occupation, Liquor, and Food	39,721	37,293	39,700	39,700
Municipal Court Fines	631,468	683,500	600,000	631,460
Recreation Fee	16,095	15,260	16,000	16,000
Fire Inspection Fees	2,525	2,000	2,500	2,500
False Alarm Fees	-	350	350	350
Dispatch Fees	-	-	-	-
Garage Sale Permit Fees	2,117	2,100	2,100	2,100
EMS Fees	215,839	221,680	215,800	215,800
SCCC - Clean Up Fees	2,686	-	-	-
Book Fines	697	537	650	650
Total Licenses, Permits, Fees and Fines	994,608	1,026,965	964,591	1,011,551

Schedule of Revenues Continued	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATED 2012-2013	BUDGET 2013-2014
Grants				
EMS/Trauma System	6,122	-	4,524	-
Loan Star Library Grant	-	-	-	-
Total Grants	6,122	-	4,524	-
Other				
Library Non Resident Users	1,413	1,630	1,413	1,413
Interest Income	5,057	4,500	5,050	5,050
Sprint Tower Lease	13,200	13,200	13,200	13,200
Library Memorial Donations	220	2,000	2,000	2,000
Sale of Surplus Property	-	10,000	10,000	10,000
Special Events	5,838	6,000	3,500	3,500
LVEDC Services Contract	38,019	41,153	41,153	42,227
Towing Contract	3,615	11,760	5,000	6,000
Pool Revenue	-	-	-	25,000
Miscellaneous	28,092	30,000	160,000	30,000
Total Other	95,454	120,243	241,316	138,390
TOTAL REVENUES	$ 6,734,781	$ 6,752,765	$ 6,942,058	$ 6,949,668

GENERAL FUND
SCHEDULE OF EXPENDITURES BY DEPARTMENT

	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATED 2012-2013	BUDGET 2013-2014
Business Office	$ 164,804	$ 166,311	$ 166,311	$ 153,851
Finance	215,125	214,447	214,447	221,330
City Manager and Council	311,706	306,627	306,627	422,382
Police	2,089,746	2,142,438	2,082,994	2,290,301
Fire	2,035,401	2,214,933	2,145,482	2,297,021
Public Works	1,029,180	1,111,763	1,111,763	1,175,699
Community Development	353,927	310,470	310,063	204,987
Economic Development	96,347	124,757	124,524	160,728
Special Events	12,419	17,599	11,189	13,000
Parks and Recreation	91,824	111,940	111,940	212,996
Library	310,725	818,221	816,324	286,659
TOTAL EXPENDITURES	$ 6,711,204	$ 7,539,506	$ 7,401,664	$ 7,438,954

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 2012-2013:

- ☆ Provided excellent customer service.

Objectives for FY 2013-2014:

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

EXPENDITURES	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATED 2012-2013	BUDGET 2013-2014
Personnel Services	$ 63,575	$ 74,991	$ 74,991	$ 78,721
Supplies	7,827	8,330	8,330	8,230
Contractual Services	93,402	82,990	82,990	66,900
Capital Outlay	-	-	-	-
TOTAL Department Budget	$ 164,804	$ 166,311	$ 166,311	$ 153,851

STAFFING	GRADE	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014
Senior Clerk	7	0.60	0.60	0.55	0.55
Assistant Deputy Court Clerk	5	0.60	0.60	0.55	0.55
Deputy Court Clerk	4	0.55	0.55	0.50	0.50
TOTAL		1.75	1.75	1.60	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 2012-2013:

- ☆ 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.
- ☆ Reviewed records management schedule and prepared records that are to destroyed.

Objectives for FY 2013-2014:

- ☆ 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 2011-2012	BUDGET 2012-2013	ESTIMATED 2012-2013	BUDGET 2013-2014
Personnel Services	$ 138,679	$ 132,072	$ 132,072	$ 133,108
Supplies	10,323	6,800	6,800	6,800
Contractual Services	66,123	75,575	75,575	71,422
Capital Outlay	-	-	-	10,000
TOTAL Department Budget	$ 215,125	$ 214,447	$ 214,447	$ 221,330

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 2012-2013

- ☆ Updated the City's Code of Ordinances which will be available to the public via the City's internet site upon receipt and posting of the updated codification.
- ☆ Oversaw the shredding of 500 boxes of outdated records from various City Departments.
- ☆ 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.
- ☆ Established and a receptionist position to answer all incoming city switchboard calls in order to improve customer service interaction and smooth the flow of calls directly to the operating City departments both on the main campus and as direct dial calls to other City campuses.
- ☆ Through a formal bidding process, coordinated the selection of health insurance broker and city group benefits.
- ☆ Department staffing needs were addressed using a multi-source approach using third party agencies, contractors, temp hires, and direct hires to ensure timely response to staffing vacancies and keeping within budget.
- ☆ Continued to provide excellent customer service to all internal and external customers.

Objectives for FY 2013-2014:

- ☆ Begin the transition to electronic records keeping using Texas State Library and Archives Commission approved standards in City Administration and the Municipal Court.
- ☆ 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 2011-2012	BUDGET 2012-2013	ESTIMATED 2012-2013	BUDGET 2013-2014
Personnel Services	$ 190,126	$ 178,673	$ 178,673	$ 207,194
Supplies	10,311	14,600	14,600	18,640
Contractual Services	111,269	113,354	113,354	196,548
Capital Outlay	-	-	-	-
TOTAL Department Budget	$ 311,706	$ 306,627	$ 306,627	$ 422,382

STAFFING	GRADE	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014
City Manager	N/C	0.60	0.55	0.50	0.50
City Secretary	11	0.60	0.60	0.50	0.50
Human Resource Director	11	0.60	0.55	0.50	0.50
Administrative Assistant	4	0.60	0.60	0.50	0.50
Receptionist	4	0.00	0.00	0.00	0.50
TOTAL		2.40	2.30	2.00	2.50

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.

The Police Department also is responsible for Animal Control and Code Enforcement for the City of Leon Valley.

POLICE SUMMARY — GENERAL FUND

EXPENDITURES	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATED 2012-2013	BUDGET 2013-2014
Personnel Services	$ 1,970,936	$ 2,003,730	$ 1,944,286	$ 2,120,394
Supplies	76,111	87,925	87,925	94,700
Contractual Services	42,699	50,783	50,783	75,207
Capital Outlay	-	-	-	-
TOTAL Department Budget	$ 2,089,746	$ 2,142,438	$ 2,082,994	$ 2,290,301

STAFFING	GRADE	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014
Police Chief	13	1.00	1.00	1.00	1.00
Crime Prevention Officer	10	0.80	0.80	0.80	1.00
Patrol Sergeant	9	3.00	3.00	3.00	3.00
Corporal	8	0.00	0.00	3.00	3.00
Warrant Officer	8	0.50	0.70	0.00	0.00
Detective	7	3.00	3.00	3.00	3.00
Patrol Officer	7	14.00	14.00	11.00	11.00
Narcotics Officer	7	1.00	1.00	1.00	1.00
Communications Supervisor	7	1.00	1.00	1.00	1.00
Code Enforcement Officer	7	0.00	0.00	0.00	0.90
Records Clerk	5	1.00	1.00	1.00	1.00
Dispatcher	5	6.00	6.00	6.00	6.00
Animal Control Officer	4	0.00	0.00	0.00	1.00
TOTAL		31.30	31.50	30.80	32.90

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 2012-2013:

- ☆ Utilized the Police Forfeiture Funds to purchase equipment for the Police Department.
- ☆ Provided the best possible police protection to the citizens.
- ☆ Maintained the current response time of three minutes for life threatening emergency service calls.
- ☆ Continued to provide the community with crime awareness information.
- ☆ Made several presentations to our residential and business communities in reference to crime prevention.
- ☆ This is the first year that Code Enforcement and Animal Control have been assigned to the Police Department. The transition has been seamless and positive for the community.

Objectives for FY 2013-2014:

- ☆ Continue to utilize the forfeiture fund to provide equipment and training 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.
- ☆ Continue to be aggressive in the enforcement of Code violations.

EXPENDITURES	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATED 2012-2013	BUDGET 2013-2014
Personnel Services	$ 208,164	$ 211,899	$ 204,355	$ 319,099
Supplies	2,089	1,900	1,900	6,500
Contractual Services	29,294	31,597	31,597	56,971
Capital Outlay	-	-	-	-
TOTAL Department Budget	$ 239,547	$ 245,396	$ 237,852	$ 382,570

STAFFING	GRADE	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014
Police Chief	13	1.00	1.00	1.00	1.00
Communications Supervisor	7	1.00	1.00	1.00	1.00
Code Enforcement Officer	7	0.00	0.00	0.00	0.90
Records Clerk	5	1.00	1.00	1.00	1.00
Animal Control Officer	4	0.00	0.00	0.00	1.00
TOTAL		3.00	3.00	3.00	4.90

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 2012-2013:

- ☆ 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 2013-2014:

- ☆ 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 (3) $ 114,000

EXPENDITURES	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATED 2012-2013	BUDGET 2013-2014
Personnel Services	$ 1,155,960	$ 1,154,878	$ 1,105,547	$ 1,142,723
Supplies	71,876	82,900	82,900	83,400
Contractual Services	8,024	9,700	9,700	9,700
Capital Outlay	-		-	
TOTAL Department Budget	$ 1,235,860	$ 1,247,478	$ 1,198,147	$ 1,235,823

STAFFING	GRADE	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014
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 2012-2013:

- ☆ Was audited by the Texas Department of Public Safety's Crime Information Center and received an excellent audit as it pertains to security awareness.

Objectives for FY 2013-2014:

- ☆ Continue to provide prompt and efficient service to our callers.
- ☆ Provide continuing education to our Dispatchers so they may advance in the certification levels.

EXPENDITURES	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATED 2012-2013	BUDGET 2013-2014
Personnel Services	$ 258,240	$ 271,968	$ 273,110	$ 275,114
Supplies	1,268	1,025	1,025	2,200
Contractual Services	2,914	4,400	4,400	2,900
Capital Outlay	-	-	-	-
TOTAL Department Budget	$ 262,422	$ 277,393	$ 278,535	$ 280,214

STAFFING	GRADE	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014
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 2012-2013:

- ☆ 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 2013-2014:

- ☆ 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 to assist in patrolling Leon Valley.

EXPENDITURES	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATED 2012-2013	BUDGET 2013-2014
Personnel Services	$ 279,695	$ 289,736	$ 286,151	$ 308,164
Supplies	767	2,100	2,100	2,600
Contractual Services	2,467	4,950	4,950	5,500
Capital Outlay	-	-	-	-
TOTAL Department Budget	$ 282,929	$ 296,786	$ 293,201	$ 316,264

STAFFING	GRADE	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014
Detective	7	3.00	3.00	3.00	3.00
Crime Prevention Officer	10	0.80	0.80	0.80	1.00
TOTAL		3.80	3.80	3.80	4.00

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 2012-2013:

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

EXPENDITURES	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATED 2012-2013	BUDGET 2013-2014
Personnel Services	$ 68,877	$ 75,249	$ 75,123	$ 75,294
Supplies	111	-	-	-
Contractual Services	-	136	136	136
Capital Outlay	-	-	-	-
TOTAL Department Budget	$ 68,988	$ 75,385	$ 75,259	$ 75,430

STAFFING	GRADE	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014
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.

EXPENDITURES	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATED 2012-2013	BUDGET 2013-2014
Personnel Services	$ 1,686,986	$ 1,853,512	$ 1,790,025	$ 1,856,028
Supplies	105,651	76,785	76,785	75,761
Contractual Services	176,316	178,128	172,164	174,752
Capital Outlay	66,448	106,508	106,508	190,480
TOTAL Department Budget	$ 2,035,401	$ 2,214,933	$ 2,145,482	$ 2,297,021

STAFFING	GRADE	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014
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
Lieutenant	8	0.00	0.00	0.00	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	13.00	10.00
Secretary	3	0.50	0.50	0.50	0.50
TOTAL		27.50	27.50	26.50	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 2012-2013:

- ☆ Effectively transferred fire department management responsibilities to Interim Fire Chief and Interim Assistant Fire Chief.
- ☆ Updated Standard Operating Guidelines.
- ☆ Ensured that the fire department maintained high quality service and provided excellent customer service.
- ☆ Worked with city staff to identify needs for fire station expansion or relocation.
- ☆ Installed Phase II of the Flood Warning System.
- ☆ Continued to participate in AACOG regional preparedness planning.
- ☆ Updated and maintained telephone and contact lists.

Objectives for FY 2013-2014:

- ✯ 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 services and provides excellent customer service.
- ✯ Update Emergency Management Annexes, specifically to match new fire station, and city complex.
- ✯ Designate and secure agreement for alternate emergency operation center.
- ✯ Update and maintain telephone and contact list.
- ✯ Continue to participate in AACOG regional preparedness planning.
- ✯ Maintains the City's preparedness and response capabilities for disasters through effective response exercises, conduct at least one tabletop and one full scale exercise.

EXPENDITURES	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATED 2012-2013	BUDGET 2013-2014
Personnel Services	$ 211,202	$ 219,810	$ 146,172	$ 216,467
Supplies	5,142	4,914	4,914	4,914
Contractual Services	39,138	37,817	35,851	35,346
Capital Outlay	14,927	39,000	39,000	-
TOTAL Department Budget	$ 270,409	$ 301,541	$ 225,937	$ 256,727

STAFFING	GRADE	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014
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 2012-2013:

- ☆ Maintained high quality services and excellent customer service.
- ☆ Maintained an average response time under 5 minutes.
- ☆ Maintained a high level of preparedness through the establishment of a new firefighting training program.
- ☆ Maintained code enforcement in new construction through plan review and new construction site inspections.
- ☆ Maintained quality and quantity of inspections.
- ☆ Maintained excellence in fire prevention program through education of children at three elementary schools and seven day cares.
- ☆ Provided excellent customer service to businesses, contractors and residents.

Objectives for FY 2013-2014:

- ☆ Maintain high level of preparedness through training.
- ☆ Design and implement new fire fighting training program.
- ☆ Design and implement new EMS training program.
- ☆ Improve morale through refocus on training, team-building, improved communication, and re-prioritization of resources that effectively communicate the goals of the department to the staff.
- ☆ Design and implement new weekly schedule.
- ☆ Maintain quality and quantity of inspections.
- ☆ Provide excellent customer service to businesses, contractors and residents.

Major Budgeted Items:

☆ Hose, Adapters, and Nozzles	$4,000
☆ Large Diameter Hose Roller	$5,680
☆ Firefighter Bunker Gear	$5,200
☆ Day Room Seating	$5,600

EXPENDITURES	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATED 2012-2013	BUDGET 2013-2014
Personnel Services	$ 1,475,784	$ 1,633,702	$ 1,643,853	$ 1,639,561
Supplies	59,813	31,237	31,237	31,237
Contractual Services	71,730	67,891	67,812	70,830
Capital Outlay	24,551	67,508	67,508	190,480
TOTAL Department Budget	$ 1,631,878	$ 1,800,338	$ 1,810,410	$ 1,932,108

STAFFING	GRADE	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014
Captain	9	3.00	3.00	3.00	3.00
Lieutenant	8	0.00	0.00	0.00	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	13.00	10.00
TOTAL		25.00	25.00	24.00	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 2012-2013:

- ☆ Maintained high quality patient care.
- ☆ Revised medical protocols and Standard Operating Guidelines.
- ☆ Maintained quality training, through continuing education and monthly skills testing.
- ☆ Received trauma grant to enhance EMS equipment.

Objectives for FY 2013-2014:

- ☆ Maintained high quality patient care in a professional, compassionate manner
- ☆ Revised medical protocols and Standard Operating Guidelines as necessary
- ☆ Maintain average response time under four minutes
- ☆ Establish and maintain new continuing education training program

Major Budgeted Items:

- ☆ Ambulance $170,000

EXPENDITURES	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATED 2012-2013	BUDGET 2013-2014
Personnel Services	$ -	$ -	$ -	$ -
Supplies	40,696	40,634	40,634	39,610
Contractual Services	65,448	72,420	68,501	68,576
Capital Outlay	26,970	-	-	-
TOTAL Department Budget	$ 133,114	$ 113,054	$ 109,135	$ 108,186

STAFFING	GRADE	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014
		*	*	*	*
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 2012-2013:

- ✯ Completed FY 2013 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.

Objectives for FY 2013-2014:

- ☆ 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.
- ☆ Continue pothole repair program throughout city.
- ☆ Support Bexar County with Huebner Creek project.
- ☆ Support EPA Projects.
- ☆ Open pool for Summer use.

EXPENDITURES	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATED 2012-2013	BUDGET 2013-2014
Personnel Services	$ 704,979	$ 699,963	$ 699,963	$ 669,049
Supplies	132,953	152,300	152,300	147,000
Contractual Services	168,482	210,000	210,000	229,650
Capital Outlay	22,766	49,500	49,500	130,000
TOTAL Department Budget	$ 1,029,180	$ 1,111,763	$ 1,111,763	$ 1,175,699

STAFFING	GRADE	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014
Director of Public Works	13	0.50	0.40	0.40	0.40
Prpojects Coordinator	11	0.00	0.00	0.00	0.40
Assistant Director	11	0.50	0.40	0.40	0.00
Administrative Assistant	6	0.50	0.40	0.40	0.40
Building Operations Foreman	7	1.00	1.00	0.90	0.90
Construction Foreman	7	0.85	0.77	0.50	0.50
Shop Foreman	7	1.00	1.00	0.80	0.80
Crew Leader	5	2.85	2.77	2.30	2.30
Laborer IV	4	2.55	2.31	1.50	1.50
Laborer III	4	3.00	3.00	3.70	2.70
Mechanic	4	1.00	1.00	0.80	0.80
Laborer I	1	1.00	1.00	0.90	0.90
TOTAL		14.75	14.05	12.60	11.60

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, 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 2012-2013:

- ☆ Preliminary permitting for installation of Monuments and Landscaping on Bandera Road submitted to the Texas Department of Transportation to initiate Bandera Road Beautification.
- ☆ Code Enforcement and Animal Control was moved to the Police Department for additional resources and management.
- ☆ Finalized the 2010 Census numbers and submitted a correction to the United States Census.
- ☆ Implemented a Neighbor Woods Program to support the Tree Challenge.
- ☆ Researched implementation of online Building Permitting and Payment services.
- ☆ Transferred all Community and Conference Center staff and inquiries to City Hall.
- ☆ Continued bi-monthly publication of the Lion's Roar newsletter.
- ☆ Completed the Neighborhood Area reviews for the 2013 Master Plan revisions.
- ☆ Applied for additional street lighting in certain areas for Hodges, Monte Robles and Forest Oaks subdivisions.
- ☆ Initiated and began collecting a Contractor Business Registration Permit and fee.

Objectives for FY 2013-2014:

- ☆ Complete the Bandera Road Beautification project for installation of monument signs on Bandera Road.
- ☆ Clarify 2010 Census data for the 2nd submission to the U.S. Census and upon approval submit the official Census to the City Council for adoption.
- ☆ Complete revisions to the 2013 Master Plan document including demographic, statistical and map updates and commercial and residential area updates.
- ☆ Initiate the Building Permitting and Payment online services.
- ☆ Complete additional streetlight installation for Hodges, Monte Robles and Forest Oaks in collaboration with CPS Energy.

- ★ Review records management schedule and document permit and inspection records that are to terminated/shredded.
- ★ Maintain Building Department, assigned Boards and Commissions and customer service standards.

EXPENDITURES	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATED 2012-2013	BUDGET 2013-2014
Personnel Services	$ 184,035	$ 182,218	$ 182,218	$ 104,961
Supplies	9,331	8,000	8,000	5,400
Contractual Services	143,119	120,252	119,845	94,626
Capital Outlay	17,442	-	-	-
TOTAL Department Budget	$ 353,927	$ 310,470	$ 310,063	$ 204,987

STAFFING	GRADE	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014
Development Director	11	1.00	1.00	0.80	0.80
Administrative Assistant	4	1.00	1.00	0.80	0.80
TOTAL		2.00	2.00	1.60	1.60

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 2012-2013:

- ☆ Completed work on production of list of businesses in Leon Valley.
- ☆ Completed work on production of list of vacant commercial property in Leon Valley.
- ☆ Began work to produce list of home-based businesses in Leon Valley.
- ☆ Began work to develop a welcome package for new businesses.
- ☆ Updated Community Profile for City of Leon Valley website.
- ☆ Continued promoting working theme for economic development activity – Leon Valley is Open for Business.
- ☆ Began column to promote economic development initiatives in The Lion's Roar.
- ☆ Updated Economic Development Department web page.
- ☆ Began monthly business feature on website.
- ☆ Provided information on the LVEDC to various local and non-local businesses.
- ☆ Continued development of professional relationships with area businesses.
- ☆ Submitted proposal for a prospect lead to the Office of the Governor – Economic Development & Tourism Regional Offices.
- ☆ Continued to develop partnership with Leon Valley Area Chamber of Commerce.
- ☆ Continued regular dialogue with Mayor, LVEDC President and City Manager.
- ☆ Continued quarterly meetings between City Council and LVEDC Board of Directors.
- ☆ Facilitated updates and revisions to the LVEDC Policies and Guidelines for Funding and application form.
- ☆ Began dialogue with new Fiesta Dodge property owners regarding possible development project leads for property, and established a development agreement with the owners which included a $125,000 contribution to the City.

- ☆ Served as staff liaison for Branding Committee and coordinated activities with consultant.
- ☆ Attended ICSE RECon.
- ☆ Participated in IEDC Economic Development Marketing and Attraction course as an instructor for Internal Marketing.

Objectives for FY 2013-2014:

- ☆ Support and assist City Manager with strategies to accomplish the City's overall 2014 objectives.
- ☆ Retain, expand and attract businesses to Leon Valley.
- ☆ Facilitate LVEDC activities including the development of a strategic plan for economic development for Leon Valley.
- ☆ Continue to facilitate beautification activities for Bandera Road corridor.
- ☆ Develop and maintain contacts from the International Council of Shopping Centers (ICSC) RECon.
- ☆ Continue building relationships and partnerships with national, state, and local groups to assist the Leon Valley business community.
- ☆ Develop economic development program and incentive guidelines/policy for Leon Valley.
- ☆ Facilitate update of community and retail profiles for Leon Valley.
- ☆ Update Economic Development Department website to include a web page for LVEDC and post updated profiles, reports, and lists of businesses and vacant commercial properties.
- ☆ Facilitate branding activities for City.
- ☆ Continue to promote economic development initiatives to community.

EXPENDITURES	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATED 2012-2013	BUDGET 2013-2014
Personnel Services	$ 63,785	$ 114,814	$ 114,814	$ 119,556
Supplies	3,366	1,339	1,339	2,720
Contractual Services	29,196	8,604	8,371	14,403
Capital Outlay	-	-	-	24,049
TOTAL Department Budget	$ 96,347	$ 124,757	$ 124,524	$ 160,728

STAFFING	GRADE	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014
Development Director	11	0.81	0.81	1.00	1.00
Administrative Assistant	4	0.50	0.84	1.00	1.00
TOTAL		1.31	1.65	2.00	2.00

DEPARTMENT DESCRIPTION AND MISSION

The City's sponsors several special events in collaboration with the City's Community Events Committee. The following are programmed City events, July 4th Celebration, Los Leones Art Festival, Holiday Tree Lighting Ceremony, Beethoven Concert, Grandparents' Day Concert, Earthwise Living Day, Pet Parade and Bi-Annual Rabies Vaccination Clinics.

City will be exploring and implementing a large-scale City Festival. Details are to be announced as determined by the Leon Valley Festival Committee created for this purpose.

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 2011-2012	BUDGET 2012-2013	ESTIMATED 2012-2013	BUDGET 2013-2014
Personnel Services	$ -	$ -	$ -	$ -
Supplies	12,419	17,599	11,189	13,000
Contractual Services	-	-	-	-
Capital Outlay	-	-	-	-
TOTAL Department Budget	$ 12,419	$ 17,599	$ 11,189	$ 13,000

STAFFING	GRADE	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014
		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 2012-2013:

- ☆ 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 25 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 2013-2014:

- ☆ 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 2011-2012	BUDGET 2012-2013	ESTIMATED 2012-2013	BUDGET 2013-2014
Personnel Services	$ 67,429	$ 81,940	$ 81,940	$ 83,496
Supplies	12,455	15,000	15,000	15,000
Contractual Services	11,940	15,000	15,000	14,500
Capital Outlay	-	-	-	100,000
TOTAL Department Budget	$ 91,824	$ 111,940	$ 111,940	$ 212,996

STAFFING	GRADE	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014
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 2012-2013:

- ☆ 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, 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 2013-2014:

- ☆ 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, 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:

✯ Books	$ 20,000

EXPENDITURES	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATED 2012-2013	BUDGET 2013-2014
Personnel Services	$ 190,690	$ 202,437	$ 202,437	$ 204,051
Supplies	33,058	20,344	18,344	23,675
Contractual Services	86,977	30,530	30,633	38,933
Capital Outlay	-	564,910	564,910	20,000
TOTAL Department Budget	$ 310,725	$ 818,221	$ 816,324	$ 286,659

STAFFING	GRADE	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014
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 2011-2012	BUDGET 2012-2013	ESTIMATED 2012-2013	BUDGET 2013-2014
OPERATING REVENUES				
Water Sales	$ 894,385	$ 1,031,492	$ 879,931	$ 976,000
Water Supply Fee	132,389	175,150	122,675	140,000
Sewer Sales	1,574,115	1,612,000	1,595,656	1,647,000
Connection & Platting	825	2,500	2,500	2,500
Customer Penalties	47,807	43,300	49,166	43,300
Tapping Fees	8,680	16,000	14,810	16,000
Storm Water Fees	381,188	384,000	384,000	384,000
TOTAL OPERATING REVENUES	3,039,389	3,264,442	3,048,738	3,208,800
OPERATING EXPENSES				
General & Administrative	530,290	630,599	630,599	660,876
Water System	928,582	888,927	888,927	889,316
Sewer System	1,340,705	1,395,192	1,395,192	1,265,409
Storm Water	251,297	367,771	367,771	380,979
Depreciation	168,099	-	-	-
TOTAL OPERATING EXPENSES	3,218,973	3,282,489	3,282,489	3,196,580
NET OPERATING INCOME (LOSS)	(179,584)	(18,047)	(233,751)	12,220
NON-OPERATING REVENUES (EXPENSES)				
Interest Income and Other	61,576	48,800	68,116	48,800
Water Supply Reserve	-	241,592	241,592	-
Non-operating transfer out	-	-	-	-
TOTAL NON-OPERATING REVENUES (EXPENSES)	61,576	290,392	309,708	48,800
NET INCOME (LOSS) (Excluding Depreciation)	(118,008)	272,345	75,957	61,020
CHANGES IN WORKING CAPITAL				
NET INCOME (LOSS)	(118,008)	272,345	75,957	61,020
SOURCES (USES) OF WORKING CAPITAL				
Additions to Fixed Assets	-	(268,092)	(26,500)	(120,000)
TOTAL SOURCES (USES) OF WORKING CAPITAL	-	(268,092)	(26,500)	(120,000)
NET INCREASE (DECREASE) IN WORKING CAPITAL	(118,008)	4,253	49,457	(58,980)
BEGINNING FUND BALANCE	1,734,224	1,616,216	1,616,216	1,665,673
ENDING FUND BALANCE	$ 1,616,216	$ 1,620,469	$ 1,665,673	$ 1,606,693

WATER AND SEWER FUND
SCHEDULE OF OPERATING REVENUES BY SOURCE

	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATED 2012-2013	BUDGET 2013-2014
OPERATING REVENUES				
Water Sales				
Metered Water	$ 823,915	$ 900,000	$ 777,932	$ 875,000
Edwards Aquifer Fee	70,411	130,492	100,999	100,000
Bulk Water	59	1,000	1,000	1,000
Water Supply Fee	132,389	175,150	122,675	140,000
Total Water Sales	1,026,774	1,206,642	1,002,606	1,116,000
Sewer Sales				
City Service (SAWS)	1,565,259	1,600,000	1,585,867	1,635,000
City Surcharge	8,856	12,000	9,789	12,000
Total Sewer Sales	1,574,115	1,612,000	1,595,656	1,647,000
Storm Water				
Storm Water Fees	273,473	276,000	276,000	276,000
Storm Water Fee-SAWS Billing	107,715	108,000	108,000	108,000
Total Storm Water Fees	381,188	384,000	384,000	384,000
Connection Fees				
Connection Fees	825	2,500	2,500	2,500
Total Connection Fees	825	2,500	2,500	2,500
Customer Fees				
Customer Penalties	37,380	32,800	36,753	32,800
Customer Disconnection Fees	6,620	4,000	8,643	6,500
Storm Water Penalties	3,807	6,500	3,770	4,000
Total Customer Fees	47,807	43,300	49,166	43,300
Tapping Fees				
Water Tap Fees	8,680	15,000	13,810	15,000
Sewer Tap Fees	-	1,000	1,000	1,000
Total Tapping Fees	8,680	16,000	14,810	16,000
TOTAL OPERATING REVENUES	$ 3,039,389	$ 3,264,442	$ 3,048,738	$ 3,208,800

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

	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATED 2012-2013	BUDGET 2013-2014
Non-Operating Revenues				
Interest Income	$ 3,374	$ 3,800	$ 3,116	$ 3,800
Impact Fees	22,593	10,000	10,000	10,000
Miscellaneous Income	35,609	35,000	55,000	35,000
Sprint Tower Lease	-	-	-	-
Total Non-Operating Revenues	61,576	48,800	68,116	48,800
Non-Operating Expenses				
Transfer out	-	-	-	-
Total Non-Operating Expenses	-	-	-	-
TOTAL NON-OPERATING REVENUES (EXPENSES)	$ 61,576	$ 48,800	$ 68,116	$ 48,800

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

	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATED 2012-2013	BUDGET 2013-2014
Additions to Fixed Assets				
General & Administrative	-	-	-	-
Water System	-	268,092	268,092	120,000
Sewer System	-	-	-	-
Storm Water	-	-	-	-
Total Additions to Fixed Assets	$ -	$ 268,092	$ 268,092	$ 120,000

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 2011-2012	BUDGET 2012-2013	ESTIMATED 2012-2013	BUDGET 2013-2014
Personnel Services	$ 434,288	$ 506,992	$ 506,992	$ 538,774
Supplies	24,391	33,769	33,769	33,750
Contractual Services	71,611	89,838	89,838	88,352
Capital Outlay	-	-	-	-
TOTAL Department Budget	$ 530,290	$ 630,599	$ 630,599	$ 660,876

STAFFING	GRADE	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014
Director of Public Works	13	0.50	0.50	0.50	0.50
Project Coordinator	11	0.00	0.00	0.00	0.50
Assist. Director of Public Wks	11	0.50	0.50	0.50	0.00
Administrative Assistant	6	0.40	0.50	0.50	0.50
City Manager	N/C	0.40	0.40	0.45	0.45
City Secretary	11	0.40	0.40	0.50	0.50
Human Resource Director	11	0.40	0.40	0.45	0.45
Finance Director	12	0.40	0.40	0.45	0.45
Assistant Finance Director	7	0.40	0.40	0.45	0.45
Purchasing Agent	5	0.40	0.40	0.45	0.45
Account Payable/Payroll Clerk	5	0.40	0.40	0.45	0.45
Senior Court Clerk	7	0.40	0.40	0.45	0.45
Assistant Court Clerk	5	0.40	0.40	0.45	0.45
Deputy Court Clerk	4	1.40	1.40	1.45	1.45
Administrative Assistant	4	0.40	0.40	0.50	0.50
Receptionist	4	0.00	0.00	0.00	0.50
TOTAL		6.80	6.90	7.55	8.05

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 2012-2013:

- ☆ Replaced fire hydrants as needed.
- ☆ Installed new meters to upgraded touch read meters under the meter replacement program.
- ☆ Installed replacement water lines as needed.
- ☆ Installed replacement curb stops.
- ☆ Maintained the three elevated storage tanks.
- ☆ Tested backflow protection device for Recycled Water System.
- ☆ Maintained the Grass Hill and Huebner Chlorine control system.
- ☆ Conducted 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.
- ☆ Scanned paper maps for permanent reference.

Objectives for FY 2013-2014:

- ☆ 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 meters to upgraded touch read meters for meter replacement program.
- ☆ Install replacement water lines as needed.
- ☆ Install replacement curb stops.
- ☆ Test backflow protection device for Recycled Water System.
- ☆ Maintain the Grass Hill and Huebner Chlorine control system.
- ☆ Conduct annual TCEQ tank inspection.
- ☆ Support 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.
- ☆ Replace old water mains.
- ☆ Loop water lines from Forest Meadow to Seneca.
- ☆ Repair and replace identified problems in both water and sewer.

EXPENDITURES	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATED 2012-2013	BUDGET 2013-2014
Personnel Services	$ 283,773	$ 325,763	$ 325,763	$ 330,222
Supplies	59,615	87,000	87,000	82,500
Contractual Services	585,194	476,164	476,164	476,594
Capital Outlay	-	268,092	268,092	120,000
TOTAL Department Budget	$ 928,582	$ 1,157,019	$ 1,157,019	$ 1,009,316

STAFFING	GRADE	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014
Water Foreman	7	0.80	0.80	0.80	0.80
Construction Foreman	7	0.08	0.08	0.20	0.20
Shop Foreman	7	0.00	0.00	0.20	0.20
Crew Leader	5	0.88	0.88	1.00	1.00
Utility Billings Clerk	5	0.80	0.78	0.78	0.78
Laborer IV	4	0.23	0.23	0.60	0.60
Mechanic	4	0.00	0.00	0.20	0.20
Utility Maintenance	4	1.60	1.60	1.60	1.60
TOTAL		4.38	4.36	5.38	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 2012-2013:

- ☆ Run sewer camera for video and sewer jet machine to clear lines.
- ☆ Maintained sewer lines.
- ☆ Conducted annual Sewer Program.
- ☆ Assisted public with Sewer Locates.

Objectives for FY 2013-2014:

- ☆ Televise video of sewer mains; commercial and residential.
- ☆ Run sewer camera for video and sewer jet machine to clear lines.
- ☆ Maintain sewer lines, point repairs, line replacements and install clean outs.
- ☆ Continue GPS mapping of sewer manholes.
- ☆ Replace concrete sewer lines.

EXPENSES	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATED 2012-2013	BUDGET 2013-2014
Personnel Services	$ 84,888	$ 125,905	$ 125,905	$ 127,259
Supplies	54	15,000	15,000	4,751
Contractual Services	1,255,763	1,254,287	1,254,287	1,133,399
Capital Outlay	-	-	-	-
TOTAL Department Budget	$ 1,340,705	$ 1,395,192	$ 1,395,192	$ 1,265,409

STAFFING	GRADE	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014
Water Foreman	7	0.20	0.20	0.20	0.20
Construction Foreman	7	0.08	0.08	0.20	0.20
Crew Leader	5	0.30	0.28	0.40	0.40
Laborer IV	4	0.23	0.23	0.60	0.60
Utility Billings Clerk	5	0.18	0.12	0.12	0.12
Utility Maintenance	4	0.40	0.40	0.40	0.40
TOTAL		1.38	1.30	1.92	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 2012-2013:

- ✯ Developed a mapping program system programing GPS coordinates.
- ✯ 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.
- ✯ Developed maintenance program for public parking areas.

Objectives for FY 2013-2014:

- ✯ Continue de-silting program.
- ✯ Inspect existing septic systems.
- ✯ Implement maintenance program for public parking areas.
- ✯ De-silt Zarzamora Creek.
- ✯ Inspection Construction activity.
- ✯ Conduct public education.
- ✯ Continue maintenance of storm drains.
- ✯ Conduct four street sweepings of the City.
- ✯ Develop Storm Water programs.

EXPENSES	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATED 2012-2013	BUDGET 2013-2014
Personnel Services	$ 155,171	$ 178,771	$ 178,771	$ 197,479
Supplies	31,472	23,500	23,500	18,500
Contractual Services	64,654	165,500	165,500	165,000
Capital Outlay	-	-	-	-
TOTAL Department Budget	$ 251,297	$ 367,771	$ 367,771	$ 380,979

STAFFING	GRADE	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014
City Manager	N/C	0.05	0.05	0.05	0.05
Human Resource Director	11	0.05	0.05	0.05	0.05
Finance Director	12	0.05	0.05	0.05	0.05
Assistant Finance Director	7	0.05	0.05	0.05	0.05
Purchasing Agent	5	0.05	0.05	0.05	0.05
Account Payable/Payroll Clerk	5	0.05	0.05	0.05	0.05
Deputy Court Clerk	4	0.05	0.05	0.05	0.05
Director of Public Works	13	0.10	0.10	0.10	0.10
Project Coordinator	11	0.00	0.00	0.00	0.10
Assist. Director of Public Wks	11	0.10	0.10	0.10	0.00
Administrative Assistant	6	0.10	0.10	0.10	0.10
Billing Clerk	5	0.10	0.10	0.10	0.10
Assiatant to Public Works Dir	8	1.00	1.00	1.00	1.00
Code Enforcement	5	0.08	0.08	0.10	0.10
Construction Foreman	7	0.08	0.08	0.10	0.10
Building Operation Foreman	7	0.08	0.08	0.10	0.10
Crew Leader	5	0.16	0.16	0.30	0.30
Laborer IV	4	0.24	0.24	0.30	0.30
Laborer III	4	0.40	0.40	0.60	0.60
Laborer I	1	0.08	0.08	0.10	0.10
TOTAL		2.87	2.87	3.35	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 2011-2012	BUDGET 2012-2013	ESTIMATED 2012-2013	BUDGET 2013-2014
BEGINNING FUND BALANCE	$ 6,088	$ 2,638	$ 2,638	$ -
REVENUES				
Grants	-	-	-	-
TOTAL REVENUES	-	-	-	-
TOTAL RESOURCES AVAILABLE	6,088	2,638	2,638	-
EXPENDITURES				
Personnel Services	-	-	-	-
Supplies	-	-	-	-
Contractual Services	3,450	2,987	2,638	-
Capital Outlay	-	-	-	-
TOTAL EXPENDITURES	3,450	2,987	2,638	-
ENDING FUND BALANCE	$ 2,638	$ (349)	$ -	$ -

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 2011-2012	BUDGET 2012-2013	ESTIMATED 2012-2013	BUDGET 2013-2014
Personnel Services	$ -	$ -	$ -	$ -
Supplies	-	-	-	-
Contractual Services	3,333	2,987	2,638	-
Capital Outlay	-	-	-	-
TOTAL Department Budget	$ 3,333	$ 2,987	$ 2,638	$ -

STAFFING	GRADE	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014
		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 2011-2012	BUDGET 2012-2013	ESTIMATED 2012-2013	BUDGET 2013-2014
Personnel Services	$ -	$ -	$ -	$ -
Supplies	-	-	-	-
Contractual Services	117	-	-	-
Capital Outlay	-	-	-	-
TOTAL Department Budget	$ 117	$ -	$ -	$ -

STAFFING	GRADE	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014
		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 2011-2012	BUDGET 2012-2013	ESTIMATED 2012-2013	BUDGET 2013-2014
BEGINNING FUND BALANCE	$ -	$ 379,931	$ 379,931	$ 1,219,684
REVENUES				
CIED REVENUES	379,931	1,139,753	1,139,753	-
TOTAL REVENUES	379,931	1,139,753	1,139,753	-
TOTAL RESOURCES AVAILABLE	-	1,519,684	1,139,753	1,219,684
EXPENDITURES				
Personnel Services	-	-	-	-
Supplies	-	-	-	-
Contractual Services	-	1,492,455	300,000	1,219,684
Capital Outlay	-	-	-	-
TOTAL EXPENDITURES	-	1,492,455	300,000	1,219,684
OTHER FINANCING USES				
Transfers Out	-	27,216	-	-
TOTAL OTHER FINANCING USES	-	27,216	-	-
TOTAL EXPENDITURES & OTHER USES	-	1,519,671	300,000	1,219,684
ENDING FUND BALANCE	$ 379,931	$ 13	$ 1,219,684	$ -

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 2011-2012	BUDGET 2012-2013	ESTIMATED 2012-2013	BUDGET 2013-2014
BEGINNING FUND BALANCE	$ 4,027	$ 705	$ 2,417	$ 129
REVENUES				
Building Security Fees	14,366	13,500	9,500	9,500
TOTAL REVENUES	14,366	13,500	9,500	9,500
OTHER FINANCING SOURCES				
Transfers in	3,000	10,000	10,000	13,000
TOTAL OTHER FINANCING SOURCES	3,000	10,000	10,000	13,000
TOTAL RESOURCES AVAILABLE	21,393	24,205	21,917	22,629
EXPENDITURES				
Personnel Services	20,654	21,788	21,788	21,782
Supplies	34	-	-	-
Contractual Services	-	-	-	-
Capital Outlay	-	-	-	-
TOTAL EXPENDITURES	20,688	21,788	21,788	21,782
TOTAL EXPENDITURES & OTHER USES	20,688	21,788	21,788	21,782
ENDING FUND BALANCE	$ 705	$ 2,417	$ 129	$ 847

BUILDING SECURITY FUND

EXPENDITURES	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATED 2012-2013	BUDGET 2013-2014
Personnel Services	$ 20,654	$ 21,788	$ 21,788	$ 21,782
Supplies	34	-	-	-
Contractual Services	-	-	-	-
Capital Outlay	-	-	-	-
TOTAL Department Budget	$ 20,688	$ 21,788	$ 21,788	$ 21,782

STAFFING	GRADE	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014
Warrant Officer	8	0.40	0.50	0.32	0.32
TOTAL		0.40	0.50	0.32	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 2011-2012	BUDGET 2012-2013	ESTIMATED 2012-2013	BUDGET 2013-2014
BEGINNING FUND BALANCE	$ 23,877	$ 24,210	$ 24,210	$ 2,079
REVENUES				
Child Safety Fees	12,895	11,600	11,600	11,600
TOTAL REVENUES	12,895	11,600	11,600	11,600
OTHER FINANCING SOURCES				
Transfers In	15,000	-	-	-
TOTAL OTHER FINANCING SOURCES	15,000	-	-	-
TOTAL RESOURCES AVAILABLE	51,772	35,810	35,810	13,679
EXPENDITURES				
Personnel Services	27,562	33,731	33,731	12,378
Supplies	-	-	-	-
Contractual Services	-	-	-	-
Capital Outlay	-	-	-	-
TOTAL EXPENDITURES	27,562	33,731	33,731	12,378
TOTAL EXPENDITURES & OTHER USES	27,562	33,731	33,731	12,378
ENDING FUND BALANCE	$ 24,210	$ 2,079	$ 2,079	$ 1,301

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 2011-2012	BUDGET 2012-2013	ESTIMATED 2012-2013	BUDGET 2013-2014
Personnel Services	$ 16,892	$ 17,027	$ 17,027	$ -
Supplies	-	-	-	-
Contractual Services	-	-	-	-
Capital Outlay	-	-	-	-
TOTAL Department Budget	$ 16,892	$ 17,027	$ 17,027	$ -

STAFFING	GRADE	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014
Crime Prevention Officer	10	0.20	0.20	0.20	0.00
TOTAL		0.20	0.20	0.20	0.00

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 2011-2012	BUDGET 2012-2013	ESTIMATED 2012-2013	BUDGET 2013-2014
Personnel Services	$ 10,670	$ 16,704	$ 16,704	$ 12,378
Supplies	-	-	-	-
Contractual Services	-	-	-	-
Capital Outlay	-	-	-	-
TOTAL Department Budget	$ 10,670	$ 16,704	$ 16,704	$ 12,378

STAFFING	GRADE	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014
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 2011-2012	BUDGET 2012-2013	ESTIMATED 2012-2013	BUDGET 2013-2014
BEGINNING FUND BALANCE	$ 62,240	$ 59,306	$ 59,306	$ 18,306
REVENUES				
Court Technology Fees	19,169	18,700	12,200	12,200
TOTAL REVENUES	19,169	18,700	12,200	12,200
TOTAL RESOURCES AVAILABLE	81,409	78,006	71,506	30,506
EXPENDITURES				
Personnel Services	-	-	-	-
Supplies	2,512	-	-	-
Contractual Services	19,029	23,200	23,200	20,000
Capital Outlay	562	30,000	30,000	10,000
TOTAL EXPENDITURES	22,103	53,200	53,200	30,000
ENDING FUND BALANCE	$ 59,306	$ 24,806	$ 18,306	$ 506

MUNICIPAL COURT TECHNOLOGY FUND

EXPENDITURES	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATED 2012-2013	BUDGET 2013-2014
Personnel Services	$ -	$ -	$ -	$ -
Supplies	2,512	-	-	-
Contractual Services	19,029	23,200	23,200	20,000
Capital Outlay	562	30,000	30,000	10,000
TOTAL Department Budget	$ 22,103	$ 53,200	$ 53,200	$ 30,000

STAFFING	GRADE	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014
		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 9/30/13	PURPOSE
2009 Refunding Bonds	$1,530,000	Refunded the 1998 Certificates of Obligation that were originally issued to fund capital improvements and equipment.
2009 PPFCO	$ 910,000	To fund the purchase a fire ladder truck.
2012 GO Bonds	$6,975,000	Funds police, fire and administration complex construction and renovations.

DEBT SERVICE FUND
SUMMARY OF REVENUES AND EXPENDITURES

	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATED 2012-2013	BUDGET 2013-2014
BEGINNING FUND BALANCE	$ 178,907	$ 180,625	$ 180,625	$ 184,325
REVENUES				
Ad Valorem Taxes	416,046	620,219	620,219	657,741
Principal Income	-	-	-	-
Interest Income	-	-	-	-
TOTAL REVENUES	416,046	620,219	620,219	657,741
OTHER FINANCING SOURCES				
Transfers In	-	-	-	-
Bond Proceeds	-	-	-	-
TOTAL OTHER FINANCING SOURCES	-	-	-	-
TOTAL RESOURCES AVAILABLE	594,953	800,844	800,844	842,066
EXPENDITURES				
Bond Principal	310,000	345,000	345,000	420,000
Interest	103,328	270,019	270,019	257,122
Fees	1,000	1,500	1,500	1,500
Bond Issuance Costs	-	-	-	-
TOTAL EXPENDITURES	414,328	616,519	616,519	678,622
OTHER FINANCING SOURCES (USES)				
Bond Refunding	-	-	-	-
Residual Equity Transfer	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-
TOTAL EXPENDITURES AND OTHER USES	414,328	616,519	616,519	678,622
ENDING FUND BALANCE	$ 180,625	$ 184,325	$ 184,325	$ 163,444

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

	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATED 2012-2013	BUDGET 2013-2014
Ad Valorem Taxes				
Current	$ 409,416	$ 615,019	$ 615,019	$ 652,541
Delinquent	3,055	2,000	2,000	2,000
Penalty and Interest	3,575	3,200	3,200	3,200
Total Ad Valorem Taxes	$ 416,046	$ 620,219	$ 620,219	$ 657,741
TOTAL REVENUES	$ 416,046	$ 620,219	$ 620,219	$ 657,741

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 2012-2013:

- ✯ Improved customer service and representative availability by utilizing all Community Development staff for inquiries and rentals.
- ✯ Conducted the annual holiday festivities and concert.
- ✯ Conducted annual hosting of July 4th Parade and Festivities
- ✯ Continued contract services for advertisement of the Community Center and Conference Centers via the internet and virtual tour.
- ✯ Partnered with NISD for Annual Los Leones Art Festival hosted at the Community and Conference Center and Grounds.
- ✯ Upgraded antiquated burglar and fire alarm system monitoring to cellular and reduced average monthly cost.

COMMUNITY CENTER FUND

Objectives for FY 2013-2014:

- ☆ Host the annual holiday festivities and concert and possibly embellish the events with a large community festival.
- ☆ Host the annual 4th of July Parade.
- ☆ Continue to explore additional revenue sources for the Community and Conference Centers.
- ☆ Continue marketing and advertisement of the Community and Conference Centers.
- ☆ Partner with NISD for the Annual Los Leones Art Festival hosted at the Community and Conference Centers.

COMMUNITY CENTER FUND
SUMMARY OF REVENUES AND EXPENDITURES

	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATED 2012-2013	BUDGET 2013-2014
BEGINNING FUND BALANCE	$ 44,307	$ 80,578	$ 80,578	$ 111,864
REVENUES				
Hotel/Motel Taxes	82,409	75,746	83,000	83,082
Rental Fees	75,525	74,053	83,000	83,551
TOTAL REVENUES	157,934	149,799	166,000	166,633
OTHER FINANCING SOURCES				
Transfers in	-	-	-	-
Other-CDBG Grant Reimbursement	-	-	-	-
TOTAL OTHER FINANCING SOURCES	-	-	-	-
TOTAL RESOURCES AVAILABLE	202,241	230,377	246,578	278,497
EXPENDITURES				
Personnel Services	76,245	82,164	82,164	86,382
Supplies	2,231	5,400	5,400	5,400
Contractual Services	38,199	47,150	47,150	66,530
Capital Outlay	4,988	-	-	-
TOTAL EXPENDITURES	121,663	134,714	134,714	158,312
TOTAL EXPENDITURES AND OTHER USES	121,663	134,714	134,714	158,312
ENDING FUND BALANCE	$ 80,578	$ 95,663	$ 111,864	$ 120,185

COMMUNITY CENTER FUND

EXPENDITURES	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATED 2012-2013	BUDGET 2013-2014
Personnel Services	$ 76,245	$ 82,164	$ 82,164	$ 86,382
Supplies	2,231	5,400	5,400	5,400
Contractual Services	38,199	47,150	47,150	66,530
Capital Outlay	4,988	-	-	-
TOTAL Department Budget	$ 121,663	$ 134,714	$ 134,714	$ 158,312

STAFFING	GRADE	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014
Community Development Director	11	0.19	0.19	0.20	0.20
Administrative Assistant	4	2.00	2.00	1.20	1.20
Events Coordinator	4	0.50	0.00	0.00	0.00
Laborer III	4	0.50	0.20	0.20	0.20
TOTAL		3.19	2.39	1.60	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 2011-2012	BUDGET 2012-2013	ESTIMATED 2012-2013	BUDGET 2013-2014
BEGINNING FUND BALANCE	$ 504,272	$ 401,699	$ 401,699	$ 498,749
REVENUES	443,738	439,560	457,050	457,050
TOTAL REVENUES	443,738	439,560	457,050	457,050
TOTAL RESOURCES AVAILABLE	948,010	841,259	858,749	955,799
EXPENDITURES				
Personnel Services	-	-	-	-
Supplies	-	-	-	-
Contractual Services	546,311	830,254	360,000	955,799
Capital Outlay	-	-	-	-
TOTAL EXPENDITURES	546,311	830,254	360,000	955,799
OTHER FINANCING SOURCES(USES)				
Transfer in	-	-	-	-
Transfer out	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-
ENDING FUND BALANCE	$ 401,699	$ 11,005	$ 498,749	$ -

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 2011-2012	BUDGET 2012-2013	ESTIMATED 2012-2013	BUDGET 2013-2014
BEGINNING FUND BALANCE	$ 7,000,000	$ 7,000,924	$ 7,000,000	$ 6,807,000
REVENUES	924	10,000	7,000	5,000
TOTAL REVENUES	924	10,000	7,000	5,000
TOTAL RESOURCES AVAILABLE	7,000,924	7,010,924	7,007,000	6,812,000
EXPENDITURES				
Personnel Services	-	-	-	-
Supplies	-	-	-	-
Contractual Services	-	-	-	-
Capital Outlay	-	7,000,000	200,000	6,812,000
TOTAL EXPENDITURES	-	7,000,000	200,000	6,812,000
TOTAL EXPENDITURES & OTHER USES	-	7,000,000	200,000	6,812,000
ENDING FUND BALANCE	$ 7,000,924	$ 10,924	$ 6,807,000	$ -

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 2011-2012	BUDGET 2012-2013	ESTIMATED 2012-2013	BUDGET 2013-2014
BEGINNING FUND BALANCE	$ 495,515	$ 493,763	$ 493,763	$ 333,061
REVENUES				
Seizures	113,545	-	45,000	-
Interest/Miscellaneous	529		-	
TOTAL REVENUES	114,074	-	45,000	-
TOTAL RESOURCES AVAILABLE	609,589	493,763	538,763	333,061
EXPENDITURES				
Personnel Services	4,311	15,550	15,550	15,550
Supplies	33,768	32,144	32,144	10,000
Contractual Services	29,138	60,008	60,008	60,008
Capital Outlay	48,609	98,000	98,000	114,000
TOTAL EXPENDITURES	115,826	205,702	205,702	199,558
ENDING FUND BALANCE	$ 493,763	$ 288,061	$ 333,061	$ 133,503

EXPENDITURES	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATED 2012-2013	BUDGET 2013-2014
Personnel Services	$ -	$ -	$ -	$ -
Supplies	-	-	-	-
Contractual Services	-	-	-	-
Capital Outlay	-	-	-	-
TOTAL Department Budget	$ -	$ -	$ -	$ -

STAFFING	GRADE	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014
		0.0	0.0	0.0	0.0
TOTAL		0.0	0.0	0.0	0.0

EXPENDITURES	ACTUAL 2011-2012	BUDGET 2012-2013	ESTIMATED 2012-2013	BUDGET 2013-2014
Personnel Services	$ 4,311	$ 15,550	$ 15,550	$ 15,550
Supplies	33,768	32,144	32,144	10,000
Contractual Services	29,138	60,008	60,008	60,008
Capital Outlay	48,609	98,000	98,000	114,000
TOTAL Department Budget	$ 115,826	$ 205,702	$ 205,702	$ 199,558

STAFFING	GRADE	BUDGET 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014
		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 2014

Business Office

Item	Acquisition Date	*Purchase Type*	*FY 13-14*	*FY 14-15*	*FY 15-16*	*FY 16-17*	*FY 17-18*	Non *Funded*
TOTAL			$ -	$ -	$ -	$ -	$ -	$ -

Finance Department

Item	Acquisition Date	*Purchase Type*	*FY 13-14*	*FY 14-15*	*FY 15-16*	*FY 16-17*	*FY 17-18*	Non *Funded*
Replace Main Printer (IBM 6400)	2000	Replacement	10,000					
TOTAL			$ 10,000	$ -	$ -	$ -	$ -	$ -

Manager and Council

Item	Acquisition Date	*Purchase Type*	*FY 13-14*	*FY 14-15*	*FY 15-16*	*FY 16-17*	*FY 17-18*	Non *Funded*
				-				
TOTAL			$ -	$ -		$ -	$ -	$ -

City of Leon Valley
Finance
Request for Capital
Fiscal Year 2014

Item Description:
Replace main printer for City Hall. IBM 6400 purchased in 2000.

Description of Benefit from Purchase in Improved Service or Lower Cost:
Printer is 14 years old.

NUMBER OF ITEMS	1
COST PER ITEM	10,000
ADDITIONAL COST PER ITEM	
TOTAL	$10,000

Police Department

Item	Acquisition Date	Purchase Type	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	Non Funded
Dictaphone system	2006	Replacement			30,000			
BpBr circuited duplexer	2006	Replacement			3,000			
Master III base/repeater station	2006	Replacement			5,000			
Repeater station-G.E. Master III	2006	Replacement			5,000			
Duplexer for repeater-Channel #2	2006	Replacement			3,000			
Generator	2000	Replacement			24,000			
Mobile Data Terminals	2001	Replacement				7,000		
TOTAL			$ -	$ -	$ 70,000	$ 7,000	$ -	$ -

Fire Department

Item	Acquisition Date	Purchase Type	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	Non Funded
1997 ambulance	1997	Replacement	170,000					
1977 Brush truck	1983	Replacement						125,000
Hose, adapters & nozzles	Variable	Replacement	4,000					
Large diameter hose roller	New	New	5,680					
Day room seating	1990	Replacement	5,600					
Bunker gear (2 sets)	2003	Replacement	5,200					
Hose, adapters & nozzles	Variable	Replacement		4,000				
1991 pumper fire truck	1991	Replacement		600,000				
SCBA	Variable	Replacement			12,000			
Hose, adapters & nozzles	Variable	Replacement			4,000			
Chief Vehicle	2000	Replacement			30,000			
Hose, adapters & nozzles	Variable	Replacement				4,000		
Hose, adapters & nozzles	Variable	Replacement					4,000	
Physio-Control	2008	Replacement					32,000	
TOTAL			**$ 190,480**	**$ 604,000**	**$ 46,000**	**$ -**	**$ 4,000**	**$ 125,000**

City of Leon Valley
Fire
Request for Capital
Fiscal Year 2014

Item Description:
Ambulance, 1997 Ford/National, Type 1 (F710)

Purchased 1997
City Asset # 540-67

This vehicle is 15 years old. It is a reserve unit, having been on first-run service for seven years, then on second-run. Mileage: 49213

Description of Benefit from Purchase in Improved Service or Lower Cost:
Replacement of aging equipment. This ambulance will soon exceed planned service life (15 years).
Replacement of this unit allows rotation of the first-out unit into second-out service.
Planned rotation sequence for ambulances is 5 years.

NUMBER OF ITEMS	1
COST PER ITEM	$170,000
ADDITIONAL COST PER ITEM	
TOTAL	$170,000

City of Leon Valley
Fire
Request for Capital
Fiscal Year 2014

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
Request for Capital
Fiscal Year 2014

Item Description:
Hose Roller, Large Diameter Hose.

Proposed 2013 new capital purchase.

Description of Benefit from Purchase in Improved Service or Lower Cost:
Increases efficiency and safety of firefighters when loading large diameter hose.

Helps counter short staffing, increase efficiency by reducing number of personnel needed to drain and roll LDH. Only two crewmembers are needed to roll and load hose.

Reduces possibility of back strain and injury, especially when crewmembers are exhausted from firefighting.

NUMBER OF ITEMS	1
COST PER ITEM	$5,680
ADDITIONAL COST PER ITEM	
TOTAL	$5,680

City of Leon Valley
Fire
Request for Capital
Fiscal Year 2014

Item Description:
Seating for Dayroom - Lounge chairs (8)

Description of Benefit from Purchase in Improved Service or Lower Cost:
Current seating is exhibiting signs of wear, and has been recovered once.
This furniture is in constant use.

NUMBER OF ITEMS	8
COST PER ITEM	$700
ADDITIONAL COST	
TOTAL	$5,600

City of Leon Valley
Fire
Request for Capital
Fiscal Year 2014

Item Description:
Replacement Firefighter Bunker Gear.
Purchased 2003

Description of Benefit from Purchase in Improved Service or Lower Cost:
The firefighting bunker gear is the essential protective gear worn by firefighters in structural firefighting. The department has two sets of gear that are scheduled to end their 10 year service life and are in need of replacement.

NUMBER OF ITEMS	2
COST PER ITEM	$2,600
ADDITIONAL COST PER ITEM	
TOTAL	$5,200

Public Works

Item	Acquisition Date	Purchase Type	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	Non Funded
Champion motor grader	1992	Replacement	100,000					
Riding Mower	2003	Replacement	10,000					
New sidewalks	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		
New sidewalks	New	New				20,000		
New sidewalks	New	New					20,000	
Gator	2010	Replacement					9,000	
TOTAL			**$ 130,000**	**$ 130,000**	**$ 176,000**	**$ 46,100**	**$ 29,000**	**$ -**

City of Leon Valley
Public Works
Request for Capital
Fiscal Year 2014

Item Description:
Motor grader

Description of Benefit from Purchase in Improved Service or Lower Cost:
This piece of equipment is worn out. It was purchased in 1992, and needs to be replaced.

NUMBER OF ITEMS	1
COST PER ITEM	$ 100,000
ADDITIONAL COST PER ITEM	$0
TOTAL	$100,000

City of Leon Valley
Public Works
Request for Capital
Fiscal Year 2014

Item Description:
Riding Lawn Mower. 29-35 HP Engine, 72" cutting deck.

Description of Benefit from Purchase in Improved Service or Lower Cost:
This piece of equipment is worn out, maintenance is constant on 10 year old model. and needs to be replaced.

NUMBER OF ITEMS	1
COST PER ITEM	$10,000
ADDITIONAL COST PER ITEM	$0
TOTAL	$10,000

City of Leon Valley
Public Works
Request for Capital
Fiscal Year 2014

Item Description:
Install new sidewalks in the 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	$0
TOTAL	$20,000

Development

Item	*Acquisition Date*	*Purchase Type*	*FY 13-14*	*FY 14-15*	*FY 15-16*	*FY 16-17*	*FY 17-18*	Non *Funded*
TOTAL			$ -	$ -	$ -	$ -	$ -	$ -

Economic Development

Item	*Acquisition Date*	*Purchase Type*	*FY 13-14*	*FY 14-15*	*FY 15-16*	*FY 16-17*	*FY 17-18*	Non *Funded*
Hybrid Vehicle	New	New	24,049					
TOTAL			**$ 24,049**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

City of Leon Valley
Economic Development
Request for Capital
Fiscal Year 2014

Item Description:
Hybrid Vehicle

Description of Benefit from Purchase in Improved Service or Lower Cost:
Vehicle to be used as transportation for staff to conduct visits to update business listing and commercial property vacancies listing, and general economic development activities throughout the community and area.
Vehicle to be used to transport supplies, records and other items to other City facilities and area businesses.
Department car with City of Leon Valley logo driving around city promotes visibility and accessibility to City staff.
Easily identifiable vehicle enables staff to conduct site visits with more credibility.
Vehicle not only serves as transportation, but, also as a means to promote business friendly attitude of City by having staff more visible in the community.
Goal of purchase is to stimulate increased business inquiries and contact.

NUMBER OF ITEMS	1
COST PER ITEM	24,049
ADDITIONAL COST PER ITEM	-
TOTAL	$24,049

Parks

Item	Acquisition Date	Purchase Type	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	Non Funded
Park Improvements	New	New	100,000					
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			**$ 100,000**	**$ -**	**$ -**	**$ 17,200**	**$ 9,500**	**$ -**

City of Leon Valley
Parks and Recreation
Request for Capital
Fiscal Year 2014

Item Description:
This project will be an overall face lift for the Park and will entail the replacement of BBQ pits, picnic tables, painting, play equipment, signage, and trail improvement.

Description of Benefit from Purchase in Improved Service or Lower Cost:
Many of the picnic tables have worn boards and the BBQ pits are rusted and in need of replacement. The trail through the Park is in need of repair or replacement.

NUMBER OF ITEMS	Varies
COST PER ITEM	Varies
ADDITIONAL COST PER ITEM	
TOTAL	$100,000

Library

Item	Acquisition Date	Purchase Type	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 18-19	Non Funded
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		
Library materials-all formats all ages	New	New					20,000	
Library materials-all formats all ages	New	New						
TOTAL			**$ 20,000**	**$ 20,000**	**$ 20,000**	**$ 20,000**	**$ 20,000**	**$ -**

TOTAL BY FISCAL YEAR	**$ 474,529**	**$ 754,000**	**$ 312,000**	**$ 90,300**	**$ 62,500**	**$ 125,000**

City of Leon Valley
Library
Request for Capital
Fiscal Year 2014

Item Description:
Library Materials for all types of materials and for customers of all ages. Additions to the library collections in all areas is important to keep current in both fiction and non-fiction areas. Proposed purchases are print materials in regular and large type for adults, print materials for other reading levels youth and preschool. We plan to update audio books in CD and electronic format for adults and young adults. Electronic books in audio and e-books formats for adults and young adults will be added. This year slightly more emphasis will be placed on materials youth due to the additional shelf space afforded by the new square footage in the Children's Wing.

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
ENTERPRISE FUND CAPITAL ACQUISITION PLAN
FY 2014

Item	Acquisition Date	*Purchase Type*	*FY 13-14*	*FY 14-15*	*FY 15-16*	*FY 16-17*	*FY 17-18*	Non *Funded*
Paint Huebner water tank	1999	Replacement	120,000					
Well fencing-Huebner well	1996	Replacement			8,000			
Grass Hill storage building	1997	Replacement				7,000		
Tank R&R-GH ground storage tank	1995	Replacement					10,000	
TOTAL BY FISCAL YEAR			**$ 120,000**	**$ -**	**$ 8,000**	**$ 7,000**	**$ 10,000**	**$ -**

City of Leon Valley
Water and Sewer
Request for Capital
Fiscal Year 2014

Item Description:
Tank Painting - Huebner Tank.

Description of Benefit from Purchase in Improved Service or Lower Cost:
TCEQ recommends tank painting every 10 years. This tank was sand blasted and painted in 1999.

NUMBER OF ITEMS	1
COST PER ITEM	$120,000
ADDITIONAL COST PER ITEM	$0
TOTAL	$120,000

CITY OF LEON VALLEY
COMMUNITY CENTER FUND CAPITAL ACQUISITION PLAN
FY 2014

Item	Acquisition Date	*Purchase Type*	*FY 13-14*	*FY 14-15*	*FY 15-16*	*FY 16-17*	*FY 17-18*	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 2014

Item	Acquisition Date	*Purchase Type*	*FY 13-14*	*FY 14-15*	*FY 15-16*	*FY 16-17*	*FY 17-18*	Non *Funded*
Police vehicles (3)	Variable	Replacement	114,000					
Police vehicles (3)	Variable	Replacement		114,000				
Police vehicles (3)	Variable	Replacement			120,000			
Police vehicles (3)	Variable	Replacement				120,000		
Police vehicles (3)	Variable	Replacement					120,000	
TOTAL BY FISCAL YEAR			**$ 114,000**	**$ 114,000**	**$ 120,000**	**$ 120,000**	**$ 120,000**	**$ -**

City of Leon Valley
Police Forfeiture Fund
Request for Capital
Fiscal Year 2014

Item Description:
Patrol Vehicles

Description of Benefit from Purchase in Improved Service or Lower Cost:
Replacement of three 2010 vehicles. Each vehicle will have at least 60,000 miles when replaced, one will have 75,000.

NUMBER OF ITEMS	3
COST PER ITEM	38,000
ADDITIONAL COST PER ITEM	-
TOTAL	$114,000