ORD. NO. 2013-09-12

AN ORDINANCE 2013-09-17-12

APPROVING THE BUDGETS AND ASSOCIATED CAPITAL ACQUISITION PLANS OF THE CITY OF LEON VALLEY, TEXAS FOR THE FISCAL YEAR OF 2014 AND THE SAME FILED WITH THE CITY SECRETARY AND THE BEXAR COUNTY CLERK

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS, THAT:

1. The following Budgets and associated Capital Acquisition Plans for the City of Leon Valley, Texas, for the Fiscal Year 2014, a true copy of which are on file in the office of the City Secretary and made a part hereof by reference, are hereby adopted and approved and ordered filed in the office of the City Secretary and the Bexar County Clerk.

   GENERAL FUND AND CAPITAL ACQUISITION PLAN
   WATER AND SEWER FUND AND CAPITAL ACQUISITION PLAN
   COMMUNITY CENTER FUND AND CAPITAL ACQUISITION PLAN
   GRANT FUND
   CIED FUND
   CHILD SAFETY FUND
   BUILDING SECURITY FUND
   MUNICIPAL COURT TECHNOLOGIES FUND
   STREET MAINTENANCE SALES TAX
   DEBT SERVICE FUND
   CAPITAL PROJECT FUND
   POLICE FORFEITURE TRUST FUND AND CAPITAL ACQUISITION PLAN

2. No expenditure of the funds of the City shall be made during said fiscal year except in strict compliance with such adopted budget.

PASSED and **APPROVED** this 17th day of September, 2013.

Chris Riley
Mayor

ATTEST:

Leticia Callanen
Leticia Callanen, Interim City Secretary

Approved as to form:

City Attorney

MAYOR AND COUNCIL COMMUNICATION

M&C #2013-09-17-12

DATE: September 17, 2013

TO: MAYOR AND CITY COUNCIL

SUBJECT: CONDUCT A PUBLIC HEARING AND CONSIDER ACTION ON ATTACHED ORDINANCE APPROVING AND ADOPTING FISCAL YEAR 2013-2014 BUDGETS AND ASSOCIATED CAPITAL ACQUISITION PLANS

PURPOSE

Each year before adopting the budgets the City Council must conduct a public hearing on the budgets and formally adopt the budgets by approving the attached Ordinance for the Fiscal Year 2014 Budgets and associated Capital Acquisition Plans for the City of Leon Valley, Texas.

FISCAL IMPACT

The attached document provides the funding mechanism for City operations.

RECOMMENDATION

It is recommended that a public hearing be conducted and that the City Council then vote to adopt the attached Budgets and Capital Acquisition Plans for Fiscal Year 2014.

S.E.E. IMPACT STATEMENT

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

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

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

APPROVED: ✓ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS: _____

_____

ATTEST: Leticia Callanen

Leticia Callanen, Interim City Secretary

City of Leon Valley
Fiscal Year 2014
Formal Budget Adoption
September 17, 2013

LEONVALLEY

Budget Action Items

- Item 12: Public Hearing & Formal Adoption of FY 2014 Budget

- Item 13: State Mandated Statement that FY 2014 Budget will raise more property tax than previous year

- Item 14: Sets the Property Tax to Fund the Budget

LEONVALLEY

Budget Summary

Adopts Property Tax Rate of:

- $0.582915 cent per $100 of valuation for FY 2014

- The tax components are as follows
  - $0.476752 for Maintenance and Operations
  - $0.106163 for Interest and Sinking Fund Debt Service

- Increase of $0.008633 only for debt service only

LEONVALLEY

Authorized Positions

Administration	Total Number of Positions
City Manager	1
City Secretary	1
Human Resource Director	1
Administrative Assistant	1
Receptionist	1
Total # Administration Positions	**5**
Finance	
Finance Director	1
Assistant Finance Director	1
Purchasing Agent	1
Utility Billing Clerk	1
Municipal Court	
Senior Court Clerk	1
Assistant Court Clerk	1
Deputy Court Clerk	2
Total # Finance Positions	**8**

Community Development	Total Number of Positions
Community Development Director	1
Admin Asst.	1
Comm. & Conf. Center Admin Asst.	1
Total # Comm. Dev Positions	**3**
Economic Development Department	
Economic Development Director	1
Admin Asst.	1
Total # Economic Dev. Positions	**2**
Library	
Library Director	1
Library Aide	1
Library Technician	1
PT Library Aide	2
Total # Library Positions	**5**

LEONVALLEY

Authorized Positions

Continued

Public Works	Total Number of Positions
Public Works Director	1
Special Projects Manager	1
Asst to the Director	1
Administrative Asst.	1
Construction	
Foreman	1
Crew leader	1
Laborer IV	3
Utility	
Foreman	1
Crew Leader	1
Laborer IV	2
Maintenance / Park	
Foreman	1
Crew leader	2
Laborer III	5
Laborer I	1
Shop Mechanics	
Mechanic	1
Auto Prevention Main Laborer	1
Total # Public Works Position	**24**

Police Department	Total Number of Positions
Police Chief	1
Community Resource Officer	1
Patrol Sergeant	3
Patrol Corporal	3
Detectives	3
Patrol Officers	12
Communications	
Communication Supervisor	1
Records Clerk	1
Dispatchers	6
PT School Crossing Guards	3
Code Enforcement	
Code Enforcement Officer	1
Animal Control Officer	1
Total # Police Positions	**36**

Fire Department	
Fire Chief	1
Asst. Fire Chief	1
PT Administrative Asst.	1
Fire Captains	3
Lieutenants	3
Fire Engineers	3
Firefighter Paramedics	15
Total # Fire Positions	**27**

Total # Full-Time Positions	**102**
Total # Part-Time Postions	**6**
Total # Positions	**108**

LEONVALLEY

General Fund

Budget Summary

SOURCE	FY 11-12 ACTUAL	FY 12-13 BUDGET	FY 13-14 BUDGET
REVENUES	$ 6,734,781	$ 6,752,765	$ 6,949,668
TOTAL OPERATING REVENUES	**6,734,781**	**6,752,765**	**6,949,668**
OTHER FINANCING SOURCES			
Capital Reserve	-	720,918	474,529
Other Reserve Uses		45,000	50,000
Transfers In	-	227,216	-
TOTAL OTHER FINANCING SOURCES	**-**	**993,134**	**524,529**
TOTAL RESOURCES AVAILABLE	**6,734,781**	**7,745,899**	**7,474,197**
EXPENDITURES			
Operations	6,604,548	6,818,588	6,979,596
Capital Outlay	106,656	720,918	474,529
Operating Transfers Out	18,000	10,000	13,000
Debt Service:			
Principal	-	-	-
Bond Issuance Costs	-	-	-
TOTAL EXPENDITURES	**6,729,204**	**7,549,506**	**7,467,125**
REVENUES OVER (UNDER) EXPENDITURES	5,577	196,393	7,072
Ending Fund Balance	$ 2,387,256	$ 2,044,866	$ 1,527,409

LEONVALLEY

Water and Sewer

Budget Summary

SOURCE	FY 11-12 ACTUAL	FY 12-13 BUDGET	FY 13-14 BUDGET
REVENUES			
Operating Revenues	$ 3,039,389	$ 3,264,442	$ 3,208,800
Non-Operating Revenues	61,576	48,800	48,800
TOTAL REVENUES	**3,100,965**	**3,313,242**	**3,257,600**
OTHER FINANCING SOURCES			
Water Rights Reserve	-	241,592	260,000
TOTAL OTHER FINANCING SOURCES	-	**241,592**	**260,000**
TOTAL RESOURCES AVAILABLE	**3,100,965**	**3,554,834**	**3,517,600**
OPERATING EXPENDITURES			
Operations	3,050,874	3,282,489	3,199,941
Capital Outlay	-	268,092	380,000
Depreciation	168,099	-	-
TOTAL EXPENDITURES	**3,218,973**	**3,550,581**	**3,579,941**
NET INCREASE (DECREASE) IN WORKING CAPITAL	(118,008)	4,253	(62,341)
Ending Fund Balance	$ 1,616,216	$ 1,620,469	$ 1,361,740

LEONVALLEY

CIED Fund

Budget Summary

SOURCE	FY 11-12 ACTUAL	FY 12-13 BUDGET	FY 13-14 BUDGET
REVENUES			
CIED Program Proceeds	$ 379,931	$1,139,753	$ -
TOTAL REVENUES	**379,931**	**1,139,753**	**-**
TOTAL RESOURCES AVAILABLE	**379,931**	**1,139,753**	**-**
Expenditures			
Operations	-	-	-
Capital Outlay	-	1,492,455	1,219,684
Non-Operating	-	27,216	-
TOTAL EXPENDITURES	**-**	**1,519,671**	**1,219,684**

Non-appropriated balance of $630,287

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Community Center

Budget Summary

SOURCE	FY 11-12 ACTUAL	FY 12-13 BUDGET	FY 13-14 BUDGET
REVENUES			
Hotel Taxes	$ 82,409	$ 75,746	$ 83,082
Rental Fees	75,525	74,053	83,551
TOTAL REVENUES	**157,934**	**149,799**	**166,633**
OTHER FINANCING SOURCES			
Fund Balance	-	-	10,000
CDBG Reimbursement	-	-	-
TOTAL OTHER FINANCING SOURCES	**-**	**-**	**10,000**
TOTAL RESOURCES AVAILABLE	**157,934**	**149,799**	**176,633**
Expenditures			
Operations	116,675	134,714	158,600
Capital Outlay	4,988	-	10,000
Non-Operating	-	-	-
TOTAL EXPENDITURES	**121,663**	**134,714**	**168,600**
Ending Fund Balance	$ 80,578	$ 95,663	$ 119,897

Street Maintenance Sales Tax

Budget Summary

SOURCE	FY 11-12 ACTUAL	FY 12-13 BUDGET	FY 13-14 BUDGET
BEGINNING FUND BALANCE	$ 504,272	$ 401,699	$ 498,749
REVENUES			
Sales Tax	$ 443,738	$ 439,560	$ 457,050
TOTAL REVENUES	**443,738**	**439,560**	**457,050**
OTHER FINANCING SOURCES **(USES)**			
Fund Balance	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-
TOTAL RESOURCES AVAILABLE	**948,010**	**841,259**	**955,799**
EXPENDITURES			
Street Maintenance	546,311	830,254	955,799
TOTAL EXPENDITURES	**546,311**	**830,254**	**955,799**
Ending Fund Balance	$ 401,699	$ 11,005	$ -

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Special Revenue Funds

- Grant Fund
- Building Security Fund
- Child Safety Fund
- Municipal Court Technology Fund
- Debt Service Fund
- Police Forfeiture Fund

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Special Revenue Funds

Budget Summary

SOURCE	FY 11-12 ACTUAL	FY 12-13 BUDGET	FY 13-14 BUDGET
REVENUES			
Special Revenue Funds	$ 576,550	$ 664,019	$ 691,041
TOTAL REVENUES	**576,550**	**664,019**	**691,041**
OTHER FINANCING SOURCES **(USES)**			
Fund Balance	-	259,908	238,357
Transfer In	18,000	10,000	13,000
Bond Proceeds	-	-	-
Bond Refunding	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	**18,000**	**269,908**	**251,357**
TOTAL RESOURCES AVAILABLE	**594,550**	**933,927**	**942,398**
EXPENDITURES			
Special Revenue Funds	603,957	933,927	942,398
TOTAL EXPENDITURES	**$ 603,957**	**$ 933,927**	**$ 942,398**

LEONVALLEY

Holiday Closure

On September 10th City Council instructed staff to analyze the implementation of a Holiday Closure Schedule

- Saves **$17,620** from the city's personal leave liability
- Aligns with Strategic Goal of providing efficient use of City resources
  - For the same timeframe last year the cashiers only serviced about half of its normal daily customer count
    - From 66 customers to 33
- Supports the Vision of Environmental Stewardship
  - Nominal water and utility savings
  - Minimizing staff's carbon emissions
  - Minimizing trash compilation
- Employee morale booster

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Staff Recommendation

- City Offices will be closed from Wednesday, December 25, 2013 through Thursday, January 1, 2014
- City Offices will reopen Friday, January 2, 2014
- The Closure would include:
  - Christmas Day, the day after Christmas, and New Years Day
  - One Flex day
  - Two mandated personal leave days
- Several departments will be open to ensure ongoing provision of key services to the residents of Leon Valley; to include the Police and Fire Departments

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Staff Recommendation

Continued

- For the two mandated personal leave days employees have the option of using a combination personal leave, and/or comp time
- Staff will proceed to implement the Holiday Closure Schedule through approval of the budget

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Conclusion

- City is in good financial condition
- The Budget is balance
- Current level of services are maintained
- We maintain good financial reserves
- Necessary capital equipment is funded
- We continue to make improvement in Employee Benefits & Compensation
- Thank you to Vickie Wallace, Department Heads and the City Council
- Staff recommends approval of the Budget

City of Leon Valley
Fiscal Year 2014
Formal Budget Adoption
September 17, 2013

LEONVALLEY