CITY OF LEON VALLEY

PROPOSED ANNUAL OPERATING BUDGET

FY 2016

LEON VALLEY
DEEP ROOTS. BIG IDEAS.

September 15, 2015

Honorable Mayor and City Council:

Submitted herewith is the proposed annual budget for Fiscal Year (FY) 2016. We are proposing a balanced budget as required by State law. 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 manner that concentrates resources on the day-to-day basic services of the City such as police, fire and public works.

The highlights of this budget include an increase in Property Tax revenue related to higher property values; increase in franchise tax revenue due to the .5% of the CPS Energy Franchise fee that was allocated to the CIED Fund being redirected to the General Fund.

Total General Fund Operating Revenue is budgeted at $7,875,304 and Operating Expenditures are budgeted at $7,875,304. Capital expenditures are budgeted at $457,320 and one time expenditures at $89,465, for a total of $8,422,089 being budgeted for expenditures. Funding for capital and the one time expenditures will come from the capital reserve and not current year operating revenues. To fund the FY 2016 General Fund Budget, we are recommending a tax rate of $0.561615 cent per $100 of valuation. This is a decrease of $0.013892 from the tax rate for FY 2015 of $0.575507. The tax components are as follows: $0.471173 for Maintenance and Operations and $0.090442 for Interest and Sinking (I&S) Fund Debt Service.

This budget appropriates monies with slight increases in the base budget (current level of services) for the day-to-day operations of the City. In FY 2016, the new capital facilities—the Fire Station, Police Department and Municipal Complex facilities will be fully operational. Funds are included in the budget for furniture, fixtures and equipment (FF&E) for the final phase.

Our City remains in sound financial condition with good financial reserves. For FY 2016, we are projecting approximately $2,308,427 in the Capital Reserve Fund and $900,000 in the Emergency Fund, for an estimated total of $3,208,427. The Emergency Fund alone represents 6 weeks operating income. Included in the Capital Reserve number above is an estimated $599,000 that will be coming from the CIED Fund once it is closed out in FY 2016.

In 2005 Leon Valley voted to freeze taxes on individuals over 65 years old. This means that when an individual turns 65 the value of their home and the amount of taxes they are paying are frozen for Leon Valley. That is why there are two components to the taxable value calculation. When calculating taxable freeze adjusted, the taxable value that is

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frozen must be subtracted and the dollars that are calculated for the freeze portion are then added to the amount of dollars that the City will receive from ad valorem taxes.

The Appraisal District lists the City FY 2016 certified freeze adjusted tax roll at $669,310,514, which represents a 9.06% increase or $55,628,016 increase over the FY 2015 tax roll. The freeze taxable value for FY 2016 amounts to $78,671,207 and in FY 2015 that amount was $77,327,376, an increase of $1,343,831.

REVENUE HIGHLIGHTS

The General Fund proposed FY 2016 revenues are budgeted at $7, 875,304, an increase of $436,724 over FY 2015. Sales Tax revenue is budgeted at $2,277,100, an increase of $152,910 over FY 2015 budget. Franchise fees are budgeted at $959,929, an increase of $119,831 over FY 2016 budget. The increase is mainly attributable to the increase in the CPS Franchise fee and the additional .5% that was previously allocated to the CIED Fund.

On November 5, 2013 the voters approved a 1/8 percent local sales and use tax to support a Crime Control and Prevention District. The Crime Control and Prevention District is a special purpose district created for the purpose of improving crime prevention. Revenue for FY 2016 is budgeted at $248,500.

The Water and Sewer revenues for FY 2016 are budgeted at $3,613,800. This is an increase of $31,631 from FY 2015. The increase is attributable only to an increase in sewer treatment fees that is a pass through for SAWS.

In the Water Utility Enterprise Fund activity, we are not proposing a rate increase at this time. However, a rate increase will be necessary to support debt of the water wells project after the debt service is known.

EXPENDITURE HIGHLIGHTS

General Fund expenditures are proposed at $8,422,427, an increase of $518,729 over FY 2016. The new expenses include an increase in workers' compensation insurance; a 1.5% Cost of Living for all employees; the final cost of rental for the relocation of the administrative staff during the final phase of construction of the municipal facility; and funds to redesign the trail for the LC-17 Project for a 39 inch Heritage Red Oak tree. Capital expenditures are budgeted at $457,320 an increase of $318,320 compared to the FY 2015 budget.

Water and Sewer operating expenditures for FY 2016 are budgeted at $3,627542, an increase of $112,659 FY 2015, which is attributable to an increase in worker's compensation insurance; a 1.5% Cost of living increase for all employees; and $200,00 for Storm Water Projects. Capital is budgeted at $384,500, a decrease of $436,299 when comparing FY 2015 amended budget to FY 2016 proposed budget.

Other budgeted items of note include:

- Funding for a new police officer position is included in the newly created Crime Prevention and Control District. This item is supported through a new sales tax that was approved by the voters in November 2013.
- $120,000 is budgeted for new furnishing for City Hall.
- $15,000 for a paperless agenda system.
- $37,503 for City Hall access control system.
- $10,000 for fitness equipment for the new Fitness Center located at the Police Department.
- $5,000 for an ice maker, stove, vent hood and refrigerator for City Hall.
- $45,477 for an access control and video surveillance system for the Fire Department.
- $51,500 for park improvements that include the replacement of engineered mulch in play areas, walking path material for the Silo Park, playground amenities, solar panel repairs for the restrooms and benches for the Silo Park.
- $15,000 for a server recording system for Communications.
- $120,000 is included for repair and installation of sidewalks in the City.
- $40,000 for the pool management contract. This will allow the City pool to operate for the summer 2016 swim season.
- $87,395 to support July 4th Celebration and other City special events activities.
- $30,000 for relocation of administrative staff during the final phase of construction of the municipal facility.
- $20,000 is funded to purchase new books in the Library.
- $150,000 is included to replace sewer mains city-wide.
- $56,000 is funded to purchase a sewer jet machine.
- $200,000 for various Storm Water Projects.
- $140,100 is funded in the Police Forfeiture to purchase three patrol vehicles.

OTHER FUNDS HIGHLIGHTS

The Grant Fund, Building Security, Child Safety, Municipal Court Technology, Debt Service and Police Forfeiture Funds proposed budgets total $907,216, an increase of $29,450 from FY 2015.

The Community Center proposed operating budget totals $195,200, an increase of $15,037 from FY 2015.

The Street Maintenance Sales Tax Fund proposed budget totals $1, 284,918, a decrease of $108,888 from FY 2015.

The Crime Control and Prevention District proposed budget totals $248,500 and funds a new officer and personnel expenses.

EMPLOYEE BENEFITS & COMPENSATION

The budget funds the Merit Pay System, which allows each employee a 2% merit increase on their date of hire if they qualify.

The budget funds the continuation of longevity pay. Under this program, employees receive $4 per month for 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. The TMRS rate will decrease as of January 1, 2016 from 15.88% to 14.17%.

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

The proposed budget funds a 1.5% Cost of Living increase for all employees.

Special thanks to the Department Directors and City employees for their assistance in the development of this document. Much appreciation is due to Finance Director Vickie Wallace for her diligence in overseeing the development of the budget. We look forward to discussing this budget plan with you and the community.

Respectfully submitted,

Hank Brummett
City Manager

City of Leon Valley, Texas
Annual Operating Budget
Fiscal Year 2015-2016

This budget will raise more revenue from property taxes than last year's budget by $366,325 or 11.2041% and of that amount $15,699 is tax revenue to be raised from new property added to the roll this year.

The members of the governing body voted on the budget as follows:

FOR:
AGAINST:
PRESENT and not voting:
ABSENT:

Property Tax Comparison:

	FY 2015	FY 2016
Adopted and Proposed Tax Rate	$0.575507	$0.561615
Effective Tax Rate	$0.562998	$0.526647
Effective Operating Rate	$0.460499	$0.436272
Maximum Operating Rate	$0.497338	$0.471173
Debt Tax Rate	$0.098755	$0.090442
Rollback Tax Rate	$0.596093	$0.561615

Fiscal year 2016 City debt obligations secured by property taxes is $8,565,000.

User's Guide to the Budget Document

Overview

This section is designed to assist the reader in the use and comprehension on 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 on the materials found in each of the sections.

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

Users'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 the Assigned Fund Balance of $900,000 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. Actual expenditures may not legally exceed budgeted appropriations.

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) are 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 1st and ends on September 30th 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 account are organized on the basis of funds and accounts 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.

Capital Projects Fund - to account for expenditures on General Obligation Bonds, Series, 2012. Which were issued for (1) designing, acquiring, improving, renovating, demolishing, and expanding a Public Safety and Support Complex to house police, fire, municipal court, and City administration services.

Debt Service Funds - These funds are 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 that Revenue Bonds.

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

Community Center - to account for the expenditures of funds received primarily from a hotel-motel tax base to be used for the Community Civic 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 Sales Tax - accounts for sales tax collections for street maintenance.

Crime Control and Prevention District - account for sales tax collections for crime control and prevention.

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

Enterprise Fund

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

FUND NARRATIVE

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

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

GENERAL FUND
SUMMARY OF REVENUES AND EXPENDITURES

	ACTUAL 2013-2014	BUDGET 2014-2015	ESTIMATED 2014-2015	BUDGET 2015-2016
BEGINNING FUND BALANCE	$ 2,581,706	$ 2,756,058	$ 2,756,058	$ 2,256,212
REVENUES				
Ad Valorem Taxes	3,286,957	3,316,280	3,400,183	3,690,905
Sales Taxes	2,245,559	2,124,190	2,127,190	2,277,100
Franchise Fees	857,932	840,098	889,929	959,929
Licenses, Permits, Fees and Fines	966,174	997,375	810,150	810,150
Grants	5,323	-	-	7,700
Other	196,255	160,637	128,937	129,520
TOTAL REVENUES	7,558,201	7,438,580	7,356,389	7,875,304
OTHER FUNDING SOURCES				
Transfers In	-	-	-	599,000
Capital Reserve	-	336,479	336,479	457,320
Capital Reserve-Non-Capital	-	60,000	60,000	89,465
Park Land Reserve	-	-	-	-
TOTAL OTHER FUNDING SOURCES	-	396,479	396,479	1,145,785
TOTAL RESOURCES AVAILABLE	7,558,201	7,835,059	7,752,868	9,021,089
EXPENDITURES				
Personnel Services	5,339,869	5,885,280	5,885,280	6,079,150
Supplies	529,236	474,445	467,285	548,906
Contractual Services	915,704	1,197,156	1,172,191	1,319,713
Capital Outlay	344,042	139,000	124,000	457,320
TOTAL EXPENDITURES	7,128,851	7,695,881	7,648,756	8,405,089
OTHER FINANCING USES				
Transfers Out	254,997	207,479	207,479	17,000
TOTAL OTHER FINANCING USES	254,997	207,479	207,479	17,000
TOTAL EXPENDITURES AND OTHER USES	7,383,848	7,903,360	7,856,235	8,422,089
ENDING FUND BALANCE	$ 2,756,058	$ 2,291,278	$ 2,256,212	$ 2,308,427

GENERAL FUND
SCHEDULE OF REVENUES BY SOURCE

	ACTUAL 2013-2014	BUDGET 2014-2015	ESTIMATED 2014-2015	BUDGET 2015-2016
Ad Valorem Taxes				
Current	$ 3,222,998	$ 3,269,580	$ 3,353,483	$ 3,635,905
Delinquent	37,916	22,000	22,000	30,000
Penalty and Interest	26,043	24,700	24,700	25,000
Total Ad Valorem Taxes	3,286,957	3,316,280	3,400,183	3,690,905
Sales Taxes				
City Sales Tax	2,213,244	2,095,190	2,095,190	2,245,100
Alcoholic Sales Tax	32,315	29,000	32,000	32,000
Total Sales Taxes	2,245,559	2,124,190	2,127,190	2,277,100
Franchise Fees				
City Public Service	529,705	550,000	600,000	670,000
Telecommunications Fee	48,318	49,800	48,300	48,300
San Antonio Water System	-	811	811	811
Waste Management	48,680	48,250	48,600	48,600
Time Warner Cable	227,861	188,850	188,850	188,850
Grey Forest Utilities	3,368	2,387	3,368	3,368
Total Franchise Fees	857,932	840,098	889,929	959,929
Licenses, Permits, Fees and Fines				
Building Department	88,418	83,100	88,400	88,400
Contractor's Registration	21,345	20,000	20,000	20,000
Renter's Registration	5,460	4,000	5,400	5,400
Animal Licenses and Tags	605	875	800	800
Animal Control Fees	2,271	1,200	1,200	1,200
Special and Solicitors	150	150	150	150
Zoning and Board of Adjustment	2,550	2,000	2,000	2,000
Subdivision Platting Fees	300	1,000	300	300
Occupation, Liquor, and Food	37,102	37,300	37,100	37,100
Municipal Court Fines	545,269	547,300	355,500	355,500
Recreation Fee	15,515	15,000	15,000	15,000
Fire Inspection Fees	2,263	2,500	2,200	2,200
False Alarm Fees	-	350	-	-
Dispatch Fees	-	-	-	-
Garage Sale Permit Fees	1,744	1,800	1,200	1,200
EMS Fees	242,415	280,300	280,300	280,300
Book Fines	767	500	600	600
Total Licenses, Permits, Fees and Fines	966,174	997,375	810,150	810,150

Schedule of Revenues Continued	ACTUAL 2013-2014	BUDGET 2014-2015	ESTIMATED 2014-2015	BUDGET 2015-2016
Grants				
EMS/Trauma System	5,323	-	-	7,700
Loan Star Library Grant	-	-	-	-
Total Grants	5,323	-	-	7,700
Other				
Library Non Resident Users	1,978	1,300	1,300	1,300
Interest Income	1,533	3,800	1,500	1,500
Sprint Tower Lease	14,080	14,520	14,520	14,520
Library Memorial Donations	745	200	200	200
Sale of Surplus Property	11,475	10,000	10,000	10,000
Special Events	38,643	49,400	20,000	20,000
LVEDC Services Contract	38,880	45,417	45,417	46,000
Towing Contract	6,135	6,000	6,000	6,000
Pool Revenue	-	-	-	-
Miscellaneous	82,787	30,000	30,000	30,000
Total Other	196,255	160,637	128,937	129,520
TOTAL REVENUES	$ 7,558,201	$ 7,438,580	$ 7,356,389	$ 7,875,304

GENERAL FUND
SCHEDULE OF EXPENDITURES BY DEPARTMENT

	ACTUAL 2013-2014	BUDGET 2014-2015	ESTIMATED 2014-2015	BUDGET 2015-2016
Business Office	$ 126,763	$ 165,153	$ 165,153	$ 165,817
Finance	205,490	220,127	220,127	224,673
City Manager and Council	411,411	545,248	545,248	808,469
Police	1,912,815	2,050,550	2,050,550	1,909,089
Fire	2,164,865	2,237,002	2,227,897	2,290,208
Public Works	1,161,832	1,185,350	1,173,650	1,335,138
Community Development	201,261	212,660	212,660	219,740
Economic Development	147,563	145,775	142,775	247,498
Special Events	73,076	97,568	97,568	112,845
Parks and Recreation	204,023	183,736	168,736	238,372
Library	288,871	359,193	350,873	363,310
Communications	230,881	293,519	293,519	489,930
TOTAL EXPENDITURES	$ 7,128,851	$ 7,695,881	$ 7,648,756	$ 8,405,089

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 2014-2015:

- ☆ Provided excellent customer service.
- ☆ Improved the efficiency of Court operations.
- ☆ Successfully crossed trained all Court personnel.
- ☆ Implemented a new process for the use of forms to provide a better audit trail.

Objectives for FY 2015-2016:

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

EXPENDITURES	ACTUAL 2013-2014	BUDGET 2014-2015	ESTIMATED 2014-2015	BUDGET 2015-2016
Personnel Services	$ 67,247	$ 79,471	$ 79,471	$ 80,535
Supplies	6,954	9,130	9,130	9,130
Contractual Services	52,562	76,552	76,552	76,152
Capital Outlay	-	-	-	-
TOTAL Department Budget	$ 126,763	$ 165,153	$ 165,153	$ 165,817

STAFFING	BUDGET 2012-2013	BUDGET 2013-2014	BUDGET 2014-2015	BUDGET 2015-2016
Senior Clerk	0.55	0.55	0.55	0.55
Assistant Deputy Court Clerk	0.55	0.55	0.55	0.55
Deputy Court Clerk	0.50	0.50	0.50	0.50
TOTAL	1.60	1.60	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 2014-2015:

- ☆ Prepared, submitted and was awarded the City's Comprehensive Annual Financial Report (CAFR) for the fiscal year ended September 30, 2013 the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) Program.
- ☆ Performed annual review of internal controls and updated as needed.
- ☆ 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 be destroyed.

Objectives for FY 2015-2016:

- ☆ Prepare and submit fiscal year 2014 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 review and update internal controls.
- ☆ Assist City Manager with preparation of annual budget.
- ☆ Coordinate and assist external auditor with annual audit.

EXPENDITURES	ACTUAL 2013-2014	BUDGET 2014-2015	ESTIMATED 2014-2015	BUDGET 2015-2016
Personnel Services	$ 132,923	$ 142,822	$ 142,822	$ 147,068
Supplies	5,624	5,600	5,600	5,900
Contractual Services	66,943	71,705	71,705	71,705
Capital Outlay	-	-	-	-
TOTAL Department Budget	$ 205,490	$ 220,127	$ 220,127	$ 224,673

STAFFING	BUDGET 2012-2013	BUDGET 2013-2014	BUDGET 2014-2015	BUDGET 2015-2016
Finance Director	0.50	0.50	0.50	0.50
Assistant Finance Director	0.50	0.50	0.50	0.50
Purchasing Agent	0.50	0.50	0.50	0.50
Acct Payable/Payroll Clerk	0.50	0.50	0.50	0.50
TOTAL	2.00	2.00	2.00	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 2014-2015

- ☆ 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.
- ☆ Established a Communication Director position to enhance the outsource of City information in a more effective manner to the residence of Leon Valley and to improve the city's Telecommunications area.
- ☆ Established an Assistant Police Chief position to aide in executing enhanced community crime awareness.
- ☆ 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.
- ☆ Achieved the Council direction to place the Home Rule Charter on the ballot for the general election.
- ☆ Successfully completed phase one and two of the three phase Municipal Facility Project.
- ☆ Completed the Evers Road Reconstruction Project.
- ☆ Successfully implemented the Trap Neuter and Return (TNR) Program.
- ☆ Was able to successfully recruit the San Antonio Aquarium in an effort to improve economic development within the City.

Objectives for FY 2015-2016:

- ☆ 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. 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.
- ☆ 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.
- ☆ Update the Employee Personnel Manual.
- ☆ 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.
- ☆ Completion of phase three of the Municipal Facility Project
- ☆ Updating the Leon Valley Strategic Plan Update.
- ☆ Continue to enhance area code enforcement by looking at innovative approaches to keeping our city beautiful.
- ☆ Continuing a strong relationship with the Fiesta Dodge property management team.
- ☆ Working on a Records Management and paperless Workflow System.

EXPENDITURES	ACTUAL 2013-2014	BUDGET 2014-2015	ESTIMATED 2014-2015	BUDGET 2015-2016
Personnel Services	$ 218,692	$ 271,660	$ 271,660	$ 337,767
Supplies	14,522	42,440	42,440	54,226
Contractual Services	178,197	231,148	231,148	228,973
Capital Outlay	-	-	-	187,503
TOTAL Department Budget	$ 411,411	$ 545,248	$ 545,248	$ 808,469

STAFFING	BUDGET 2012-2013	BUDGET 2013-2014	BUDGET 2014-2015	BUDGET 2015-2016
City Manager	0.50	0.50	0.50	0.50
City Secretary	0.50	0.50	0.50	0.50
HR Director/ACM	0.50	0.50	0.50	0.50
Executive Assistant to CM	0.50	0.50	0.50	0.50
Receptionist	0.00	0.50	0.50	0.00
IT Specialist	0.00	0.00	0.50	0.00
Animal Control Officer	0.00	0.00	0.00	1.00
Code Enforcement Officer	0.00	0.00	0.00	0.90
TOTAL	2.00	2.50	3.00	3.90

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 four divisions: Administration/Records, Uniform Patrol, Criminal Investigations and Narcotics Task Force. Supplementary support is provided by the Drug Enforcement Agency Narcotics Task Force and Police Reserve Officers.

EXPENDITURES	ACTUAL 2013-2014	BUDGET 2014-2015	ESTIMATED 2014-2015	BUDGET 2015-2016
Personnel Services	$ 1,764,081	$ 1,834,186	$ 1,834,186	$ 1,734,025
Supplies	77,900	93,950	93,950	91,650
Contractual Services	70,834	104,114	104,114	83,414
Capital Outlay	-	18,300	18,300	-
TOTAL Department Budget	$ 1,912,815	$ 2,050,550	$ 2,050,550	$ 1,909,089

STAFFING	BUDGET 2012-2013	BUDGET 2013-2014	BUDGET 2014-2015	BUDGET 2015-2016
Police Chief	1.00	1.00	1.00	1.00
Assistant Police Chief	0.00	0.00	1.00	1.00
Crime Prevention Officer	0.80	1.00	0.00	0.00
Patrol Sergeant	3.00	3.00	3.00	3.00
Corporal	0.00	3.00	3.00	3.00
Detective	3.00	3.00	3.00	3.00
Patrol Officer	14.00	11.00	12.00	12.00
Narcotics Officer	1.00	1.00	1.00	2.00
Administrative Assistant	0.00	0.00	1.00	1.00
Code Enforcement Officer	0.00	0.90	0.90	0.00
Records Clerk	1.00	1.00	1.00	0.00
Dispatcher	6.00	6.00	6.00	0.00
Communicatipons Supervisor	1.00	1.00	0.00	0.00
Animal Control Officer	0.00	1.00	1.00	0.00
TOTAL	30.80	32.90	33.90	26.00

Summary includes officer paid in the Crime Control and Prevention Budget

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 2014-2015:

- ☆ 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.
- ☆ Completed operational transition to 800 megahertz digital radio system.

Objectives for FY 2015-2016:

- ☆ 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.

EXPENDITURES	ACTUAL 2013-2014	BUDGET 2014-2015	ESTIMATED 2014-2015	BUDGET 2015-2016
Personnel Services	$ 293,587	$ 331,812	$ 331,812	$ 178,758
Supplies	3,675	7,250	7,250	4,950
Contractual Services	64,860	69,228	69,228	47,228
Capital Outlay	-	18,300	18,300	-
TOTAL Department Budget	$ 362,122	$ 426,590	$ 426,590	$ 230,936

STAFFING	BUDGET 2012-2013	BUDGET 2013-2014	BUDGET 2014-2015	BUDGET 2015-2016
Police Chief	1.00	1.00	1.00	1.00
Administrative Assistant	0.00	0.00	1.00	1.00
Communications Supervisor	1.00	1.00	0.00	0.00
Code Enforcement Officer	0.00	0.90	0.90	0.00
Records Clerk	1.00	1.00	1.00	0.00
Animal Control Officer	0.00	1.00	1.00	0.00
TOTAL	3.00	4.90	4.90	2.00

DIVISION DESCRIPTION AND MISSION

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

PROGRAM NARRATIVE

Accomplishments for FY 2014-2015:

- ☆ 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 2015-2016:

- ☆ 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.

EXPENDITURES	ACTUAL 2013-2014	BUDGET 2014-2015	ESTIMATED 2014-2015	BUDGET 2015-2016
Personnel Services	$ 1,135,696	$ 1,193,154	$ 1,193,154	$ 1,169,918
Supplies	73,440	84,000	84,000	84,000
Contractual Services	5,060	29,400	29,400	30,700
Capital Outlay	-	-	-	-
TOTAL Department Budget	$ 1,214,196	$ 1,306,554	$ 1,306,554	$ 1,284,618

STAFFING	BUDGET 2012-2013	BUDGET 2013-2014	BUDGET 2014-2015	BUDGET 2015-2016
Patrol Sergeant	3.00	3.00	3.00	3.00
Corporal	0.00	3.00	3.00	3.00
Patrol Officer	14.00	11.00	12.00	12.00
TOTAL	17.00	17.00	18.00	18.00

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 2014-2015:

- ✯ 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 2015-2016:

- ✯ 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 2013-2014	BUDGET 2014-2015	ESTIMATED 2014-2015	BUDGET 2015-2016
Personnel Services	$ 261,033	$ 231,246	$ 231,246	$ 238,371
Supplies	676	2,700	2,700	2,700
Contractual Services	914	5,350	5,350	5,350
Capital Outlay	-	-	-	-
TOTAL Department Budget	$ 262,623	$ 239,296	$ 239,296	$ 246,421

STAFFING	BUDGET 2012-2013	BUDGET 2013-2014	BUDGET 2014-2015	BUDGET 2015-2016
Detective	3.00	3.00	3.00	3.00
Crime Prevention Officer	0.80	1.00	0.00	0.00
TOTAL	3.80	4.00	3.00	3.00

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 2015-2016:

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

EXPENDITURES	ACTUAL 2013-2014	BUDGET 2014-2015	ESTIMATED 2014-2015	BUDGET 2015-2016
Personnel Services	$ 73,765	$ 77,974	$ 77,974	$ 146,978
Supplies	109	-	-	-
Contractual Services	-	136	136	136
Capital Outlay	-	-	-	-
TOTAL Department Budget	$ 73,874	$ 78,110	$ 78,110	$ 147,114

STAFFING	BUDGET 2012-2013	BUDGET 2013-2014	BUDGET 2014-2015	BUDGET 2015-2016
Narcotics Officer	1.00	1.00	1.00	2.00
TOTAL	1.00	1.00	1.00	2.00

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 2013-2014	BUDGET 2014-2015	ESTIMATED 2014-2015	BUDGET 2015-2016
Personnel Services	$ 1,757,236	$ 1,919,329	$ 1,919,329	$ 1,979,441
Supplies	119,229	75,761	74,761	76,761
Contractual Services	117,663	181,212	173,107	179,129
Capital Outlay	170,737	60,700	60,700	54,877
TOTAL Department Budget	$ 2,164,865	$ 2,237,002	$ 2,227,897	$ 2,290,208

STAFFING	BUDGET 2012-2013	BUDGET 2013-2014	BUDGET 2014-2015	BUDGET 20145-2016
Fire Chief	1.00	1.00	1.00	1.00
Assistant Fire Chief	1.00	1.00	1.00	1.00
Captain	3.00	3.00	3.00	3.00
Lieutenant	0.00	3.00	3.00	3.00
Deputy Fire Marshal	1.00	1.00	1.00	1.00
Engineer	7.00	7.00	7.00	7.00
Firefighter	13.00	10.00	10.00	10.00
Secretary	0.50	0.50	0.50	0.50
TOTAL	26.50	26.50	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 2014-2015:

- ☆ Effectively lowered the ISO rating score of the City to a Class 3 from a Class 4.
- ☆ Completed supervision of transition into new fire station.
- ☆ Completed operational transition to 800 megahertz digital radio system.
- ☆ Received Lone Star Achievement Award for most innovative fire prevention program.
- ☆ Awarded Firewise recognition for third year by the National Fire Protection Assoc.
- ☆ Updated Standard Operating Guidelines.
- ☆ Ensured that the fire department maintained high quality service and provided excellent customer service.
- ☆ Continued to participate in regional emergency preparedness planning.

Objectives for FY 2015-2016:

- ☆ 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.
- ☆ Continue to participate in regional emergency 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.
- ☆ Work to enhance the effectiveness of the city's flood control and management measures through prevention, education, and preparedness.

EXPENDITURES	ACTUAL 2013-2014	BUDGET 2014-2015	ESTIMATED 2014-2015	BUDGET 2015-2016
Personnel Services	$ 201,667	$ 224,354	$ 224,354	$ 227,905
Supplies	5,520	4,914	4,914	5,914
Contractual Services	33,444	36,223	27,105	31,923
Capital Outlay	-	51,300	51,300	45,477
TOTAL Department Budget	$ 240,631	$ 316,791	$ 307,673	$ 311,219

STAFFING	BUDGET 2012-2013	BUDGET 2013-2014	BUDGET 2014-2015	BUDGET 2015-2016
Fire Chief	1.00	1.00	1.00	1.00
Assistant Fire Chief	1.00	1.00	1.00	1.00
Secretary	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.

PROGRAM NARRATIVE

Accomplishments for FY 2014-2015:

- ☆ 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.
- ☆ 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.
- ☆ Maintained code enforcement in new construction through plan review and new construction site inspections.
- ☆ Provided excellent customer service to businesses, contractors, and residents.

Objectives for FY 2015-2016:

- ☆ Maintain high level of preparedness through training
- ☆ Implement mutual aid training program
- ☆ Conduct live fire training evolution
- ☆ Implement Field Training Officer program
- ☆ Maintain quality and quantity of inspections
- ☆ Provide excellent customer service to businesses and residents.

EXPENDITURES	ACTUAL 2013-2014	BUDGET 2014-2015	ESTIMATED 2014-2015	BUDGET 2015-2016
Personnel Services	$ 1,527,928	$ 1,694,975	$ 1,694,975	$ 1,751,536
Supplies	35,905	31,237	30,237	31,237
Contractual Services	76,939	76,413	77,851	78,630
Capital Outlay	170,737	9,400	9,400	9,400
TOTAL Department Budget	$ 1,811,509	$ 1,812,025	$ 1,812,463	$ 1,870,803

STAFFING	BUDGET 2012-2013	BUDGET 2013-2014	BUDGET 2014-2015	BUDGET 2015-2016
Captain	3.00	3.00	3.00	3.00
Lieutenant	0.00	3.00	3.00	3.00
Deputy Fire Marshal	1.00	1.00	1.00	1.00
Engineer	7.00	7.00	7.00	7.00
Firefighter	13.00	10.00	10.00	10.00
TOTAL	24.00	24.00	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 2014-2015:

- ☆ 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 2015-2016:

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

EXPENDITURES	ACTUAL 2013-2014	BUDGET 2014-2015	ESTIMATED 2014-2015	BUDGET 2015-2016
Personnel Services	$ 27,641	$ -	$ -	$ -
Supplies	77,804	39,610	39,610	39,610
Contractual Services	7,280	68,576	68,151	68,576
Capital Outlay	-	-	-	-
TOTAL Department Budget	$ 112,725	$ 108,186	$ 107,761	$ 108,186

STAFFING	BUDGET 2012-2013	BUDGET 2013-2014	BUDGET 2014-2015	BUDGET 2015-2016
	*	*	*	*
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 2014-2015:

- ☆ Completed FY 2015 Budget.
- ☆ Continued to monitored EPA Plume Project and well testing.
- ☆ Provide staff support to Citizen Advisory Group
- ☆ Conducted semiannual Spring and Fall trash and large item pickup.
- ☆ Repaired/replaced all street name signs and 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 and Departments, Library and City Hall as needed.
- ☆ Assisted with construction of the new Fire Station and remodel of City Hall
- ☆ 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.
- ☆ Repaired and maintained sidewalks.
- ☆ Rehabilitated Community Garden, re-netted soccer goals and tennis courts, and resurfaced softball field.
- ☆ Provided support for city events.
- ☆ Removed fallen trees, trim overgrown for emergency vehicle clearance.
- ☆ Implemented mapping on new software system for service requests.
- ☆ Responded to various service requests from residents or city.
- ☆ Started construction of new Silo Park
- ☆ Assisted in move from City Hall to rental facilities
- ☆ Open pool and provide maintenance support for Summer use.
- ☆ Completed street maintenance program goals.

Objectives for FY 2015-2016:

- ☆ Continue to monitor EPA Plume Project and well testing.
- ☆ Provide staff support to Citizen Advisory Group.
- ☆ 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.
- ☆ Repair and maintain curbs and sidewalks.
- ☆ Finish construction of new Silo Park.
- ☆ Provide support services for city events.
- ☆ Remove fallen trees, trim overgrown for emergency vehicle clearance.
- ☆ Replace dead trees and other vegetation in public areas.
- ☆ Provide support for renovation/remodeling of City Hall bond program.
- ☆ Continue supervision of telecommunications contractors.
- ☆ Support El Verde 2020.
- ☆ Support Tree Program.
- ☆ 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.
- ☆ Open pool and provide maintenance support for Summer use.
- ☆ Complete FY 16 street maintenance program goals.
- ☆ Crack seal Huebner Road and residential streets.
- ☆ Develop street inventory and ranking program.
- ☆ Apply for CDBG funding and, if awarded, complete the Timberhill/Huebner Road drainage project.
- ☆ Apply for AACOG grant for new brush chipper.

EXPENDITURES	ACTUAL 2013-2014	BUDGET 2014-2015	ESTIMATED 2014-2015	BUDGET 2015-2016
Personnel Services	$ 659,706	$ 742,935	$ 742,935	$ 759,423
Supplies	140,811	145,500	141,500	172,300
Contractual Services	258,439	276,915	269,215	283,415
Capital Outlay	102,876	20,000	20,000	120,000
TOTAL Department Budget	$ 1,161,832	$ 1,185,350	$ 1,173,650	$ 1,335,138

STAFFING	BUDGET 2012-2013	BUDGET 2013-2014	BUDGET 2014-2015	BUDGET 2015-2016
Director of Public Works	0.40	0.40	0.40	0.40
Assistant Director	0.40	0.00	0.40	0.40
Projects Manager	0.00	0.40	0.00	0.00
Administrative Assistant	0.40	0.40	0.00	0.00
Building Operations Foreman	0.90	0.90	0.90	0.90
Construction Foreman	0.50	0.50	0.50	0.50
Shop Foreman	0.80	0.80	0.80	0.80
Crew Leader	2.30	2.30	2.30	2.30
Laborer IV	1.50	1.50	1.50	1.50
Laborer III	3.70	2.70	2.70	3.70
Mechanic	0.80	0.80	0.80	0.80
Laborer I	0.90	0.90	0.90	0.90
TOTAL	12.60	11.60	11.20	12.20

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 2014-2015:

- ✯ Facilitated installation of Monuments and Landscaping on Bandera Road.
- ✯ Implemented online Building Permitting and Payment services.
- ✯ Continued bi-monthly publication of the Lion's Roar newsletter with inquiry into upgrade in the newsletter and production services.
- ✯ Reviewed records management schedule and document permit and inspection records and had them shredded.
- ✯ Amended the Zoning Ordinance to include regulations for Non-Chartered Financial Institutions.
- ✯ Reviewed and issued permitting for the new municipal facilities, phase 1 - Fire Station).
- ✯ Completed Annual licensing and registration mail-outs.

Objectives for FY 2015-2016:

- ✯ Complete revisions to the 2013 Master Plan document including demographic, statistical and map updates and commercial and residential area updates.
- ✯ Increase the Certificate of Occupancy fee to be competitive with surrounding cities.
- ✯ Collaborate with the City Attorney's Office to create additional regulations for Boarding Homes and off-street parking in residential districts.
- ✯ Complete annual Customer Service Survey.
- ✯ Complete annual licensing and registration mail-outs.

- ✯ 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 2013-2014	BUDGET 2014-2015	ESTIMATED 2014-2015	BUDGET 2015-2016
Personnel Services	$ 102,514	$ 110,882	$ 110,882	$ 110,097
Supplies	2,869	5,400	5,400	5,400
Contractual Services	95,878	96,378	96,378	104,243
Capital Outlay	-	-	-	-
TOTAL Department Budget	$ 201,261	$ 212,660	$ 212,660	$ 219,740

STAFFING	BUDGET 2012-2013	BUDGET 2013-2014	BUDGET 2014-2015	BUDGET 2015-2016
Development Director	0.80	0.80	0.80	0.80
Administrative Assistant	0.80	0.80	0.80	0.80
TOTAL	1.60	1.60	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 with the Leon Valley business community; and 4) develop and coordinate partnerships with various government agencies and business groups to develop and retain 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 tax revenue.

PROGRAM NARRATIVE

Accomplishments for FY 2014-2015:

- ☆ Attended ICSC RECon in Las Vegas.
- ☆ Attended ICSC Texas in Dallas.
- ☆ Provided staff support to the LVEDC and their activities to develop an Economic Development Retail and Redevelopment Plan for Leon Valley.
- ☆ Coordinated Leon Valley Fiesta Medals project.
- ☆ Coordinated City of Leon Valley Movies in the Park.
- ☆ Updated business list.
- ☆ Coordinated and continued promoting new City of Leon Valley logo and tag line – Deep Roots. Big Ideas.
- ☆ Continued column to promote economic development initiatives in The Lion's Roar.
- ☆ Provided information on the LVEDC to various local and non-local businesses.
- ☆ Continued to provide research and analytical assistance to the LVEDC on strategic plan development and business retention & expansion program.
- ☆ Continued development of professional relationships with area businesses.
- ☆ 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.
- ☆ Continued dialogue with Fiesta Dodge property owners and property managers. regarding possible development project leads for property, including attraction of the San Antonio Aquarium.
- ☆ Began work with developers on a hotel project.
- ☆ Began work with consultant on a website for the LVEDC.

Objectives for FY 2015-2016:

- ☆ Support and assist City Manager with strategies to accomplish the City's overall 2016 objectives
- ☆ Expand, retain and attract businesses to Leon Valley
- ☆ Continue to facilitate LVEDC activities including the development and implementation of a strategic plan for economic development and a business retention and expansion program for Leon Valley
- ☆ 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
- ☆ Continue to facilitate update of community and retail profiles for Leon Valley
- ☆ Complete work with the LVEDC to develop a website and post updated profiles, reports, and lists of businesses and vacant commercial properties
- ☆ Continue to facilitate hotel project development
- ☆ Continue to facilitate branding activities for City
- ☆ Continue to promote economic development initiatives to community

EXPENDITURES	ACTUAL 2013-2014	BUDGET 2014-2015	ESTIMATED 2014-2015	BUDGET 2015-2016
Personnel Services	$ 110,632	$ 127,082	$ 127,082	$ 130,230
Supplies	2,228	4,700	4,700	5,025
Contractual Services	10,654	13,993	10,993	112,243
Capital Outlay	24,049	-	-	-
TOTAL Department Budget	$ 147,563	$ 145,775	$ 142,775	$ 247,498

STAFFING	BUDGET 2012-2013	BUDGET 2013-2014	BUDGET 2014-2015	BUDGET 2015-2016
Development Director	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00
TOTAL	2.00	2.00	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.

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.

PROGRAM NARRATIVE

Accomplishments for FY 2014-2015:

- ☆ Expanded the July 4th Parade and Festivities for all day activities and fireworks to end the evening.
- ☆ Planned and prepared for the 1st Annual Leon Valley Jazz Festival.
- ☆ Hosted the 5th Annual Arbor Day with first-time 5K Walk/Run.
- ☆ The EWL Committee held a successful Earthwise Living Day featuring *Vocal Trash* and various booths with local "green" partners and programs.
- ☆ Maintained successful partnership with NISD for Los Leones Art Event.
- ☆ All events facilitated for positive effect on community building and City identity with the goal of creating a *sense of place* and celebrating the community's strengths and accomplishments.

Objectives for FY 2015-2016:

- ☆ Explore alternatives for an Easter related activity.
- ☆ Plan and execute the next the July 4th Parade, Festivities and Fireworks.
- ☆ Plan and execute 2nd Annual Leon Valley Jazz Festival.
- ☆ Host the 6th Annual Arbor Day and 5K Walk/Run.
- ☆ Continue partnerships (i.e. EWL, NISD) for successful events, concerts and similar activities.
- ☆ Evaluate continuation of the Pet Parade - attendance has dwindled.

EXPENDITURES	ACTUAL 2013-2014	BUDGET 2014-2015	ESTIMATED 2014-2015	BUDGET 2015-2016
Personnel Services	$ 10,188	$ 12,118	$ 12,118	$ 12,445
Supplies	62,888	50,450	50,450	77,900
Contractual Services	-	35,000	35,000	22,500
Capital Outlay	-	-	-	-
TOTAL Department Budget	$ 73,076	$ 97,568	$ 97,568	$ 112,845

STAFFING	BUDGET 2012-2013	BUDGET 2013-2014	BUDGET 2014-2015	BUDGET 2015-2016
	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 2014-2015:

- ☆ Replaced soccer fence netting and repainted posts.
- ☆ Repainted restrooms, installed new water fountains, and removed graffiti.
- ☆ Completely renovated Community Garden.
- ☆ Removed trash and debris on weekly basis.
- ☆ Repaired leaks on sprinkler system, hose bibs, protect pipes from freeze.
- ☆ Powerwashed and maintained play ground area and restored fluff fall zone material.
- ☆ Provided flood debris cleanup.
- ☆ Removed dead trees.
- ☆ Maintained swimming pool, repaired gate fence and removed graffiti.
- ☆ Installed sun covers for benches in playground area.
- ☆ Provided support and assistance with new hike & bike trail.
- ☆ Created new Silo Park off Huebner Road.
- ☆ Provide staff support to Park Commission.
- ☆ Provide management and program oversight to City pool contractor.

Objectives for FY 2015-2016:

- ☆ Revise Park ordinance.
- ☆ Complete Silo Park.
- ☆ Replace barbecue pits in Raymond Rimkus Park as needed.
- ☆ Mow grass, creeks and trim trees.
- ☆ Repair sidewalks and walkways.
- ☆ Maintain walking path 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.
- ☆ Provide support and assistance for new Hike & Bike Trail.
- ☆ Repair athletic field surface.
- ☆ Create park at Shadow Mist parkland property.
- ☆ Provide exercise area behind Community Center for senior fitness.
- ☆ Provide management and program oversight to City pool contractor.
- ☆ Provide staff support to Park Commission.

EXPENDITURES	ACTUAL 2013-2014	BUDGET 2014-2015	ESTIMATED 2014-2015	BUDGET 2015-2016
Personnel Services	$ 78,277	$ 88,146	$ 88,146	$ 91,182
Supplies	62,314	15,000	15,000	19,000
Contractual Services	17,052	60,590	60,590	76,690
Capital Outlay	46,380	20,000	5,000	51,500
TOTAL Department Budget	$ 204,023	$ 183,736	$ 168,736	$ 238,372

STAFFING	BUDGET 2012-2013	BUDGET 2013-2014	BUDGET 2014-2015	BUDGET 2015-2016
Laborer III	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 2014-2015:

- ☆ 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 of all ages.
- ☆ Successfully assisted Friends of the Library with Children's Wing Expansion and furnishings grants.
- ☆ Opened and introduced the new Children's Wing and remodeled Main Library to the community with celebrations and specialized programs.
- ☆ Improved Library web presence with new services, databases and easier use.
- ☆ Evaluated collection items with past usage and current space constraints as a focus.
- ☆ Supported El Verde 2020 and sustainable living as a collection and information focus to the community.
- ☆ Expanded e-book services to the community through the most affordable means.
- ☆ Continued support of Precious Minds New Connections Parenting Grant classes in partnership with Northside Education Foundation and Urban Ministries.
- ☆ Continued participation in civic and community sustaining events, for example: Leon Valley Fourth of July, Pet Parade, Earthwise Living Day, Arbor Day and Breakfast with Santa.
- ☆ Assisted the Friends of the Library with grant funded opportunities for improved Library services.

Objectives for FY 2015-2016:

- ☆ Continue to offer personal and specialized customer service to residents of all ages.
- ☆ Offer author, artist, musician and storyteller visits featuring "Live at the Library" performances for the education and entertainment of residents of all ages.
- ☆ Expand children's services to take full advantage of the space in the lovely new Children's Wing.
- ☆ Expand Young Adult collection and services for teens in the community.

- ☆ 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.

EXPENDITURES	ACTUAL 2013-2014	BUDGET 2014-2015	ESTIMATED 2014-2015	BUDGET 2015-2016
Personnel Services	$ 210,324	$ 268,630	$ 268,630	$ 272,747
Supplies	32,641	24,314	22,154	24,314
Contractual Services	45,906	46,249	40,089	46,249
Capital Outlay	-	20,000	20,000	20,000
TOTAL Department Budget	$ 288,871	$ 359,193	$ 350,873	$ 363,310

STAFFING	BUDGET 2012-2013	BUDGET 2013-2014	BUDGET 2014-2015	BUDGET 2015-2016
Librarian	1.00	1.00	1.00	1.00
Assistant Librarian	0.00	0.00	1.00	1.00
Library Technician	1.00	1.00	1.00	1.00
Library Clerk	1.40	1.40	1.50	1.50
Summer Hires	0.10	0.10	0.10	0.10
TOTAL	3.50	3.50	4.60	4.60

DEPARTMENT DESCRIPTION AND MISSION

Our mission is to provide the best quality, public safety communications services available to the men and women of the police, fire, and ambulance services which we serve, as well as to all the citizens who rely on us each and every day, at any hour, to quickly and courteously answer their 9-1-1 calls for emergency assistance.

We, at the Leon Valley Communications Department, are the **FIRST** of the first responders. We are committed to answering all 9-1-1 and non-emergency calls with professionalism, integrity and compassion while efficiently dispatching police, fire and emergency medical services. Customer service is essential to our success, so we strive to treat each caller with empathy and respect. Our dedicated and highly trained professionals routinely offer life-saving medical instructions in addition to providing accurate public safety information. Leon Valley 9-1-1: always there, always ready.

PROGRAM NARRATIVE

Accomplishments for FY 2014-2015:

- ✯ Successfully completed Security Awareness audit by the Texas Department of Public Safety's Crime Information Center.
- ✯ Implemented Crime Report (CR) Monthly Newsletter Binder/Log Book.
- ✯ Implemented DPS required OMNIXX double check report verification process.
- ✯ Devised a plan for installing a redundant Flood Warning Siren Activation Point in conjunction with LVFD and IT.
- ✯ Installed Privacy Screen Protectors to reduce unauthorized viewing of CJIS data.
- ✯ Performed Internal and External Stakeholder SWOT (Strengths, Weakness, Opportunities, and Threats) Analysis of Communications Department.
- ✯ Designed Communications Department Webpage.
- ✯ Reduced annual expenses by discontinuation of obsolete service agreement.
- ✯ Got 2 TAC (Terminal Agency Coordinators) certified.
- ✯ Assigned senior dispatcher as Training and Curriculum Coordinator.

Objectives for FY 2015-2016:

- ✯ Achieve EMD Certification for all Dispatch Personnel.
- ✯ Challenge each Dispatcher to advance their Tele communicator Certification by one level.
- ✯ Get IT Staff CJIS trained and certified.
- ✯ Develop Dispatcher Training Manual.
- ✯ Design individual training plans for each dispatcher tailored around their ICP's (Individual Career Plans).
- ✯ Revise dispatch schedule to address customer service complaints and provide built-in shift coverage for 70% of Dispatch shifts.
- ✯ Continued bi-monthly publication of the Lion's Roar newsletter with inquiry into upgrade in the newsletter and production service

EXPENDITURES	ACTUAL 2013-2014	BUDGET 2014-2015	ESTIMATED 2014-2015	BUDGET 2015-2016
Personnel Services	$ 228,049	$ 288,019	$ 288,019	$ 424,190
Supplies	1,256	2,200	2,200	7,300
Contractual Services	1,576	3,300	3,300	35,000
Capital Outlay	-	-	-	23,440
TOTAL Department Budget	$ 230,881	$ 293,519	$ 293,519	$ 489,930

STAFFING	BUDGET 2012-2013	BUDGET 2013-2014	BUDGET 2014-2015	BUDGET 2015-2016
Communications Director	0.00	0.00	0.00	1.00
IT Specialist	0.00	0.00	0.50	0.50
Dispatcher	6.00	6.00	6.00	6.00
Receptionist	0.00	0.00	0.00	0.50
TOTAL	6.00	6.00	6.50	8.00

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 2013-2014	BUDGET 2014-2015	ESTIMATED 2014-2015	BUDGET 2015-2016
OPERATING REVENUES				
Water Sales	$ 926,026	$ 1,070,000	$ 869,638	$ 1,070,000
Water Supply Fee	132,142	140,000	110,104	140,000
Sewer Sales	1,747,193	1,880,369	1,750,848	1,912,000
Connection & Platting	750	2,500	750	2,500
Customer Penalties	43,803	43,300	37,574	43,300
Tapping Fees	15,807	16,000	19,000	16,000
Storm Water Fees	388,019	384,000	384,200	384,000
TOTAL OPERATING REVENUES	3,253,740	3,536,169	3,172,114	3,567,800
OPERATING EXPENSES				
General & Administrative	597,816	768,340	768,340	698,946
Water System	888,351	949,382	933,382	958,237
Sewer System	1,446,992	1,449,990	1,449,990	1,516,659
Storm Water	261,754	347,171	347,171	453,700
Depreciation	170,859	-	-	-
TOTAL OPERATING EXPENSES	3,365,772	3,514,883	3,498,883	3,627,542
NET OPERATING INCOME (LOSS)	(112,032)	21,286	(326,769)	(59,742)
NON-OPERATING REVENUES (EXPENSES)				
Interest Income and Other	166,831	46,000	46,000	46,000
Water Supply Reserve	-	225,000	225,000	-
Non-operating Transfer Out	(20,000)	(70,000)	(70,000)	-
Storm Water Fund Balance				181,368
TOTAL NON-OPERATING REVENUES (EXPENSES)	146,831	201,000	201,000	227,368
NET INCOME (LOSS) (Excluding Depreciation)	34,799	222,286	(125,769)	167,626
CHANGES IN WORKING CAPITAL				
NET INCOME (LOSS)	34,799	222,286	(125,769)	167,626
SOURCES (USES) OF WORKING CAPITAL				
Additions to Fixed Assets	-	(820,799)	(342,895)	(384,500)
TOTAL SOURCES (USES) OF WORKING CAPITAL	-	(820,799)	(342,895)	(384,500)
NET INCREASE (DECREASE) IN WORKING CAPITAL	34,799	(598,513)	(468,664)	(216,874)
BEGINNING FUND BALANCE	1,488,324	1,523,123	1,523,123	1,054,459
ENDING FUND BALANCE	$ 1,523,123	$ 924,610	$ 1,054,459	$ 837,585

WATER AND SEWER FUND
SCHEDULE OF OPERATING REVENUES BY SOURCE

	ACTUAL 2013-2014	BUDGET 2014-2015	ESTIMATED 2014-2015	BUDGET 2015-2016
OPERATING REVENUES				
Water Sales				
Metered Water	$ 811,379	$ 875,000	$ 710,491	$ 875,000
Edwards Aquifer Fee	114,640	194,000	159,147	194,000
Bulk Water	7	1,000	-	1,000
Water Supply Fee	132,142	140,000	110,104	140,000
Total Water Sales	1,058,168	1,210,000	979,742	1,210,000
Sewer Sales				
City Service (SAWS)	1,734,129	1,868,369	1,737,545	1,900,000
City Surcharge	13,064	12,000	13,303	12,000
Total Sewer Sales	1,747,193	1,880,369	1,750,848	1,912,000
Storm Water				
Storm Water Fees	279,759	276,000	276,000	276,000
Storm Water Fee-SAWS Billing	108,260	108,000	108,200	108,000
Total Storm Water Fees	388,019	384,000	384,200	384,000
Connection Fees				
Connection Fees	750	2,500	750	2,500
Total Connection Fees	750	2,500	750	2,500
Customer Fees				
Customer Penalties	33,506	32,800	27,268	32,800
Customer Disconnection Fees	6,920	6,500	6,306	6,500
Storm Water Penalties	3,376	4,000	4,000	4,000
Total Customer Fees	43,803	43,300	37,574	43,300
Tapping Fees				
Water Tap Fees	15,807	15,000	19,000	15,000
Sewer Tap Fees	-	1,000	-	1,000
Total Tapping Fees	15,807	16,000	19,000	16,000
TOTAL OPERATING REVENUES	$ 3,253,740	$ 3,536,169	$ 3,172,114	$ 3,567,800

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

	ACTUAL 2013-2014	BUDGET 2014-2015	ESTIMATED 2014-2015	BUDGET 2015-2016
Non-Operating Revenues				
Interest Income	$ 889	$ 1,000	$ 1,000	$ 1,000
Impact Fees	21,552	10,000	10,000	10,000
Miscellaneous Income	144,390	35,000	35,000	35,000
Total Non-Operating Revenues	166,831	46,000	46,000	46,000
Non-Operating Expenses				
Transfer out	(20,000)	(70,000)	(70,000)	-
Total Non-Operating Expenses	(20,000)	(70,000)	(70,000)	-
TOTAL NON-OPERATING REVENUES (EXPENSES)	$ 146,831	$ (24,000)	$ (24,000)	$ 46,000

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

	ACTUAL 2013-2014	BUDGET 2014-2015	ESTIMATED 2014-2015	BUDGET 2015-2016
Additions to Fixed Assets				
General & Administrative	-	-	-	-
Water System	-	695,799	317,895	63,500
Sewer System	-	-	-	206,000
Storm Water	-	125,000	125,000	115,000
Total Additions to Fixed Assets	$ -	$ 820,799	$ 442,895	$ 384,500

WATER AND SEWER FUND
SCHEDULE OF OPERATING EXPENSES BY COST CATEGORY

	ACTUAL 2013-2014	BUDGET 2014-2015	ESTIMATED 2014-2015	BUDGET 2015-2016
Personnel Services	$ 1,101,559	$ 1,238,392	$ 1,238,392	$ 1,223,112
Supplies	90,332	136,950	130,950	134,850
Contractual Services	2,003,021	2,139,541	2,129,541	2,269,580
TOTAL EXPENDITURES	$ 3,194,913	$ 3,514,883	$ 3,498,883	$ 3,627,542

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 2013-2014	BUDGET 2014-2015	ESTIMATED 2014-2015	BUDGET 2015-2016
Personnel Services	$ 501,126	$ 611,238	$ 611,238	$ 587,044
Supplies	18,364	33,750	33,750	30,150
Contractual Services	78,326	123,352	123,352	81,752
Capital Outlay	-	-	-	-
TOTAL Department Budget	$ 597,816	$ 768,340	$ 768,340	$ 698,946

STAFFING	BUDGET 2012-2013	BUDGET 2013-2014	BUDGET 2014-2015	BUDGET 2015-2016
Director of Public Works	0.50	0.50	0.50	0.50
Assist. Director of Public Wks	0.50	0.00	0.50	0.50
Projects Manager	0.00	0.50	0.00	0.00
Administrative Assistant	0.50	0.50	0.00	0.00
City Manager	0.45	0.45	0.45	0.45
City Secretary	0.50	0.50	0.50	0.50
Human Resource Director	0.45	0.45	0.45	0.45
Finance Director	0.45	0.45	0.45	0.45
Assistant Finance Director	0.45	0.45	0.45	0.45
Purchasing Agent	0.45	0.45	0.45	0.45
Account Payable/Payroll Clerk	0.45	0.45	0.45	0.45
Senior Court Clerk	0.45	0.45	0.45	0.45
Assistant Court Clerk	0.45	0.45	0.45	0.45
Deputy Court Clerk	1.45	1.45	1.45	1.45
Executive Assistant to CM	0.50	0.50	0.50	0.50
Receptionist	0.00	0.50	0.50	0.50
IT Specialist	0.00	0.00	0.50	0.50
TOTAL	7.55	8.05	8.05	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 2014-2015:

- ☆ Moved the billing clerk to the Public Works department, to act as Billing Clerk, Administrative Assistant, Earthwise Living Day Staff liaison, and Stormwater Administrator.
- ☆ Replaced and installed new fire hydrants as needed.
- ☆ Installed new meters to upgraded touch read meters under the meter replacement program.
- ☆ Installed replacement water lines and curb stops as needed.
- ☆ Installed new water lines to loop water system, eliminating the need to blow off end valves.
- ☆ Installed mid-block fire hydrants in the Linkwood Addition neighborhood.
- ☆ Maintained the three elevated storage tanks and one groundwater storage tank.
- ☆ Tested backflow protection device for Recycled Water System.
- ☆ Installed new cathodic protection equipment on Taylor elevated water tank.
- ☆ Maintained the Grass Hill and Huebner Chlorine control system.
- ☆ Conducted annual TCEQ tank inspection.
- ☆ Complied with TCEQ, EPA and the San Antonio Health District by providing proper water samples for analysis.
- ☆ Repaired leaks under driveways, sidewalks, etc. and replaced materials as needed.
- ☆ Constructed detention pond at Huebner water well site.
- ☆ Updated water and sewer maps.
- ☆ Completed a leak detection survey of entire water system.
- ☆ Prepared capital Improvements Plan (CIP) for installation of two new water wells, repair of existing wells, rehabilitation of elevated and above ground storage tanks, and replacement of water and sewer mains.
- ☆ Conducted water and sewer rate study to plan for funding of CIP.

Objectives for FY 2015-2016:

- ☆ Maintain the three elevated storage tanks.
- ☆ Fund construction of one new water well and rehabilitation of existing well.
- ☆ Continue the water meter repair/replacement program.
- ☆ Install looped water main lines to remove dead ends.
- ☆ Replace fire hydrants as needed with newer "quick-connect" type hydrants.
- ☆ 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.
- ☆ Identify area of city to loop water main lines to remove dead ends.
- ☆ Identify water and sewer mains and rank for replacement.
- ☆ Replaced Canterfield and Sun Valley subdivision fire hydrants and added cut off valves.

EXPENDITURES	ACTUAL 2013-2014	BUDGET 2014-2015	ESTIMATED 2014-2015	BUDGET 2015-2016
Personnel Services	$ 333,115	$ 346,752	$ 346,752	$ 356,857
Supplies	59,756	77,500	71,500	79,000
Contractual Services	495,480	525,130	515,130	522,380
Capital Outlay	-	695,799	317,895	63,500
TOTAL Department Budget	$ 888,351	$ 1,645,181	$ 1,251,277	$ 1,021,737

STAFFING	BUDGET 2012-2013	BUDGET 2013-2014	BUDGET 2014-2015	BUDGET 2015-2016
Water Foreman	0.80	0.80	0.80	0.80
Construction Foreman	0.20	0.20	0.20	0.20
Shop Foreman	0.20	0.20	0.20	0.20
Crew Leader	1.00	1.00	1.00	1.00
Utility Billings Clerk	0.78	0.78	0.78	0.78
Laborer IV	0.60	0.60	0.60	0.60
Mechanic	0.20	0.20	0.20	0.20
Utility Maintenance	1.60	1.60	1.60	1.60
TOTAL	5.38	5.38	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 2014-2015:

- ✯ Run sewer camera for video and sewer jet machine to clear lines.
- ✯ Maintained sewer lines.
- ✯ Conducted annual Sewer Program.
- ✯ Conduct low-flow toilet replacement program.
- ✯ Assisted public with Sewer Locates.

Objectives for FY 2015-2016:

- ✯ 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 15,000 feet of sewer mains.
- ✯ Continue low-flow toilet replacement program.

EXPENSES	ACTUAL 2013-2014	BUDGET 2014-2015	ESTIMATED 2014-2015	BUDGET 2015-2016
Personnel Services	$ 118,196	$ 133,811	$ 133,811	$ 135,638
Supplies	156	4,700	4,700	4,700
Contractual Services	1,328,639	1,311,479	1,311,479	1,376,321
Capital Outlay	-	-	-	206,000
TOTAL Department Budget	$ 1,446,992	$ 1,449,990	$ 1,449,990	$ 1,722,659

STAFFING	BUDGET 2012-2013	BUDGET 2013-2014	BUDGET 2014-2015	BUDGET 2015-2016
Water Foreman	0.20	0.20	0.20	0.20
Construction Foreman	0.20	0.20	0.20	0.20
Crew Leader	0.40	0.40	0.40	0.40
Laborer IV	0.60	0.60	0.60	0.60
Utility Billings Clerk	0.12	0.12	0.12	0.12
Utility Maintenance	0.40	0.40	0.40	0.40
TOTAL	1.92	1.92	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 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.

PROGRAM NARRATIVE

Accomplishments for FY 2014-2015:

- ☆ Developed a mapping program system programing GPS coordinates.
- ☆ Completed quarterly street sweeping program.
- ☆ Identified construction activity for proper storm water runoff control.
- ☆ Participate in educational activities, such as Earthwise Living Day and Basura Bash.
- ☆ Install medallions on storm drain inlets.
- ☆ Developed maintenance program for public parking areas.
- ☆ Mow and maintain Zarzamora and Huebner Creeks.
- ☆ Mowed and maintained storm drain inlet/outlets.
- ☆ Constructed detention pond behind 6320 Bandera.
- ☆ Provide staff support to Stormwater Committee.

Objectives for FY 2015-2016:

- ☆ Continue mow and de-silting program for both creeks.
- ☆ Inspect existing septic systems.
- ☆ Implement maintenance program for public parking areas.
- ☆ De-silt Huebner Creek.
- ☆ Inspection Construction activity.
- ☆ Conduct public education.
- ☆ Continue maintenance of storm drains.
- ☆ Conduct quarterly street sweeping program.
- ☆ Develop Storm Water programs.
- ☆ Identify areas of the City for flood remediation
- ☆ Mowed and maintained storm drain inlet/outlets.
- ☆ Install medallions on storm drain inlets.

Objectives for FY 2015-2016 (continued):

- ☆ Provide staff support to Stormwater Committee
- ☆ Provide oversight and reporting to TCEQ for the oil recycling center.

EXPENSES	ACTUAL 2013-2014	BUDGET 2014-2015	ESTIMATED 2014-2015	BUDGET 2015-2016
Personnel Services	$ 149,122	$ 146,591	$ 146,591	$ 143,573
Supplies	12,056	21,000	21,000	21,000
Contractual Services	100,577	179,580	179,580	289,127
Capital Outlay	-	125,000	125,000	115,000
TOTAL Department Budget	$ 261,754	$ 472,171	$ 472,171	$ 568,700

STAFFING	BUDGET 2012-2013	BUDGET 2013-2014	BUDGET 2014-2015	BUDGET 2015-2016
City Manager	0.05	0.05	0.05	0.05
HR Director/ACM	0.05	0.05	0.05	0.05
Finance Director	0.05	0.05	0.05	0.05
Assistant Finance Director	0.05	0.05	0.05	0.05
Purchasing Agent	0.05	0.05	0.05	0.05
Account Payable/Payroll Clerk	0.05	0.05	0.05	0.05
Deputy Court Clerk	0.05	0.05	0.05	0.05
Director of Public Works	0.10	0.10	0.10	0.10
Projects Manager	0.00	0.10	0.00	0.00
Assist. Director of Public Wks	0.10	0.00	0.10	0.10
Administrative Assistant	0.10	0.10	0.00	0.00
Billing Clerk	0.10	0.10	0.10	0.10
Storm Water Clerk	1.00	1.00	0.00	0.00
Code Enforcement	0.10	0.10	0.10	0.10
Construction Foreman	0.10	0.10	0.10	0.10
Building Operation Foreman	0.10	0.10	0.10	0.10
Crew Leader	0.30	0.30	0.30	0.30
Laborer IV	0.30	0.30	0.30	0.30
Laborer III	0.60	0.60	0.60	0.60
Laborer I	0.10	0.10	0.10	0.10
TOTAL	3.35	3.35	2.25	2.25

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 2013-2014	BUDGET 2014-2015	ESTIMATED 2014-2015	BUDGET 2015-2016
BEGINNING FUND BALANCE	$ -	$ -	$ -	$ -
REVENUES				
Grants	2,781	2,781	2,781	2,781
TOTAL REVENUES	2,781	2,781	2,781	2,781
TOTAL RESOURCES AVAILABLE	2,781	2,781	2,781	2,781
EXPENDITURES				
Personnel Services	-	-	-	-
Supplies	-	-	-	-
Contractual Services	2,781	2,781	2,781	2,781
Capital Outlay	-	-	-	-
TOTAL EXPENDITURES	2,781	2,781	2,781	2,781
ENDING FUND BALANCE	$ -	$ -	$ -	$ -

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 2013-2014	BUDGET 2014-2015	ESTIMATED 2014-2015	BUDGET 2015-2016
Personnel Services	$ -	$ -	$ -	$ -
Supplies	-	-	-	-
Contractual Services	-	2,066	2,066	2,066
Capital Outlay	-	-	-	-
TOTAL Department Budget	$ -	$ 2,066	$ 2,066	$ 2,066

STAFFING	GRADE	BUDGET 2012-2013	BUDGET 2013-2014	BUDGET 2014-2015	BUDGET 2015-2016
		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 2013-2014	BUDGET 2014-2015	ESTIMATED 2014-2015	BUDGET 2015-2016
Personnel Services	$ -	$ -	$ -	$ -
Supplies	-	-	-	-
Contractual Services	-	715	-	715
Capital Outlay	-	-	-	-
TOTAL Department Budget	$ -	$ 715	$ -	$ 715

STAFFING	GRADE	BUDGET 2012-2013	BUDGET 2013-2014	BUDGET 2014-2015	BUDGET 2015-2016
		0.0	0.0	0.0	0.0
TOTAL		0.0	0.0	0.0	0.0

LEON VALLEY CRIME CONTROL AND PREVENTION DISTRICT

DEPARTMENT DESCRIPTION AND MISSION

The Crime Control and Prevention District is a special purpose district created for the purpose of improving crime prevention and reducing crime. In 1989, the Texas Legislature recognized that smaller cities within large metropolitan areas are greatly impacted by big city crime without the big city resources to fight crime problems they face. The Legislature passed the Crime Control and Prevention District Act to enable cities to create a special district that can collect a sales tax specifically dedicate to crime Control and reduction.

On November 5, 2013 the citizens of Leon Valley voted to create a Crime Control and Prevention District that will be supported through a 1/8 percent local sales and use tax.

CRIME CONTROL AND PREVENTION DISTRICT
SUMMARY OF REVENUES AND EXPENDITURES

	ACTUAL 2013-2014	BUDGET 2014-2015	ESTIMATED 2014-2015	BUDGET 2015-2016
BEGINNING FUND BALANCE	$ -	$ 114,512	$ 114,512	$ 229,565
REVENUES				
Tax Revenue	114,512	261,866	230,000	230,000
TOTAL REVENUES	114,512	261,866	230,000	230,000
OTHER FINANCING SOURCES				
Transfers in	-	-	-	
TOTAL OTHER FINANCING SOURCES	-	-	-	-
TOTAL RESOURCES AVAILABLE	114,512	376,378	344,512	459,565
EXPENDITURES				
Personnel Services	-	180,653	114,947	248,500
Supplies	-	-	-	-
Contractual Services	-	-	-	-
Capital Outlay	-	-	-	-
TOTAL EXPENDITURES	-	180,653	114,947	248,500
TOTAL EXPENDITURES & OTHER USES	-	180,653	114,947	248,500
ENDING FUND BALANCE	$ 114,512	$ 195,725	$ 229,565	$ 211,065

CRIME CONTROL AND PREVENTION DISTRICT

EXPENDITURES	ACTUAL 2013-2014	BUDGET 2014-2015	ESTIMATED 2014-2015	BUDGET 2015-2016
Personnel Services	$ -	$ 180,653	$ 114,947	$ 248,500
Supplies	-	-	-	-
Contractual Services	-	-	-	-
Capital Outlay	-	-	-	-
TOTAL Department Budget	$ -	$ 180,653	$ 114,947	$ 248,500

STAFFING	BUDGET 2012-2013	BUDGET 2013-2014	BUDGET 2014-2015	BUDGET 2015-2016
Assistant Police Chief	0.00	0.00	0.00	1.00
Crime Prevention Officer	0.00	0.00	1.00	0.00
Police Officer	0.00	0.00	1.00	2.00
TOTAL	0.00	0.00	2.00	3.00

BUILDING SECURITY FUND

FUND DESCRIPTION AND MISSION

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

BUILDING SECURITY FUND
SUMMARY OF REVENUES AND EXPENDITURES

	ACTUAL 2013-2014	BUDGET 2014-2015	ESTIMATED 2014-2015	BUDGET 2015-2016
BEGINNING FUND BALANCE	$ 522	$ 4,766	$ 4,766	$ 866
REVENUES				
Building Security Fees	11,703	11,300	7,600	7,600
TOTAL REVENUES	11,703	11,300	7,600	7,600
OTHER FINANCING SOURCES				
Transfers in	13,000	10,000	10,000	17,000
TOTAL OTHER FINANCING SOURCES	13,000	10,000	10,000	17,000
TOTAL RESOURCES AVAILABLE	25,225	26,066	22,366	25,466
EXPENDITURES				
Personnel Services	20,443	23,275	21,500	24,200
Supplies	-	-	-	-
Contractual Services	16	-	-	-
Capital Outlay	-	-	-	-
TOTAL EXPENDITURES	20,459	23,275	21,500	24,200
TOTAL EXPENDITURES & OTHER USES	20,459	23,275	21,500	24,200
ENDING FUND BALANCE	$ 4,766	$ 2,791	$ 866	$ 1,266

BUILDING SECURITY FUND

EXPENDITURES	ACTUAL 2013-2014	BUDGET 2014-2015	ESTIMATED 2014-2015	BUDGET 2015-2016
Personnel Services	$ 20,443	$ 23,275	$ 21,500	$ 24,200
Supplies	-	-	-	-
Contractual Services	16	-	-	-
Capital Outlay	-	-	-	-
TOTAL Department Budget	$ 20,459	$ 23,275	$ 21,500	$ 24,200

STAFFING	BUDGET 2012-2013	BUDGET 2013-2014	BUDGET 2014-2015	BUDGET 2015-2016
Officer	0.32	0.32	0.32	0.32
TOTAL	0.50	0.32	0.32	0.32

CHILD SAFETY FUND

FUND DESCRIPTION AND MISSION

The Child Safety Fund Program provides school crossing guards to assist children in crossing safely on our busy streets.

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

	ACTUAL 2013-2014	BUDGET 2014-2015	ESTIMATED 2014-2015	BUDGET 2015-2016
BEGINNING FUND BALANCE	$ 10,018	$ 12,654	$ 12,654	$ 10,049
REVENUES				
Child Safety Fees	13,089	13,190	12,000	12,000
TOTAL REVENUES	13,089	13,190	12,000	12,000
OTHER FINANCING SOURCES				
Transfers In	-	-	-	-
TOTAL OTHER FINANCING SOURCES	-	-	-	-
TOTAL RESOURCES AVAILABLE	23,107	25,844	24,654	22,049
EXPENDITURES				
Personnel Services	10,453	14,605	14,605	14,714
Supplies	-	-	-	-
Contractual Services	-	-	-	-
Capital Outlay	-	-	-	-
TOTAL EXPENDITURES	10,453	14,605	14,605	14,714
TOTAL EXPENDITURES & OTHER USES	10,453	14,605	14,605	14,714
ENDING FUND BALANCE	$ 12,654	$ 11,239	$ 10,049	$ 7,335

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 2013-2014	BUDGET 2014-2015	ESTIMATED 2014-2015	BUDGET 2015-2016
Personnel Services	$ 10,453	$ 14,605	$ 14,605	$ 14,714
Supplies	-	-	-	-
Contractual Services	-	-	-	-
Capital Outlay	-	-	-	-
TOTAL Department Budget	$ 10,453	$ 14,605	$ 14,605	$ 14,714

STAFFING	GRADE	BUDGET 2012-2013	BUDGET 2013-2014	BUDGET 2014-2015	BUDGET 2015-2016
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 2013-2014	BUDGET 2014-2015	ESTIMATED 2014-2015	BUDGET 2015-2016
BEGINNING FUND BALANCE	$ 50,537	$ 42,500	$ 42,500	$ 2,000
REVENUES				
Court Technology Fees	15,591	15,130	9,500	9,500
TOTAL REVENUES	15,591	15,130	9,500	9,500
TOTAL RESOURCES AVAILABLE	66,128	57,630	52,000	11,500
EXPENDITURES				
Personnel Services	-	-	-	-
Supplies	3,911	-	-	-
Contractual Services	19,717	20,000	20,000	11,500
Capital Outlay	-	-	-	-
TOTAL EXPENDITURES	23,628	20,000	20,000	11,500
OTHER FINANCING USES				
Transfers Out	-	30,000	30,000	-
TOTAL OTHER FINANCING USES	-	30,000	30,000	-
TOTAL EXPENDITURES & OTHER USES	23,628	50,000	50,000	11,500
ENDING FUND BALANCE	$ 42,500	$ 7,630	$ 2,000	$ 0

MUNICIPAL COURT TECHNOLOGY FUND

EXPENDITURES	ACTUAL 2013-2014	BUDGET 2014-2015	ESTIMATED 2014-2015	BUDGET 2015-2016
Personnel Services	$ -	$ -	$ -	$ -
Supplies	3,911	-	-	-
Contractual Services	19,717	20,000	20,000	11,550
Capital Outlay	-	-	-	-
TOTAL Department Budget	$ 23,628	$ 20,000	$ 20,000	$ 11,550

STAFFING	GRADE	BUDGET 2012-2013	BUDGET 2013-2014	BUDGET 2014-2015	BUDGET 2015-2016
		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 2015 are:

ISSUE	OUTSTANDING AS OF 9/30/15	PURPOSE
2009 Refunding Bonds	$945,000	Refunded the 1998 Certificates of Obligation that were originally issued to fund capital improvements and equipment.
2009 PPFCO	$ 825,000	To fund the purchase a fire ladder truck.
2012 GO Bonds	$6,795,000	Funds police, fire and administration complex construction and renovations.

DEBT SERVICE FUND
SUMMARY OF REVENUES AND EXPENDITURES

	ACTUAL 2013-2014	BUDGET 2014-2015	ESTIMATED 2014-2015	BUDGET 2015-2016
BEGINNING FUND BALANCE	$ 209,391	$ 256,246	$ 256,246	$ 261,446
REVENUES				
Ad Valorem Taxes	725,476	683,397	683,397	683,397
Principal Income	-	-	-	-
Interest Income	-	-	-	-
TOTAL REVENUES	725,476	683,397	683,397	683,397
OTHER FINANCING SOURCES				
Transfers In	-	-	-	-
Bond Proceeds	-	-	-	-
TOTAL OTHER FINANCING SOURCES	-	-	-	-
TOTAL RESOURCES AVAILABLE	934,867	939,643	939,643	944,843
EXPENDITURES				
Bond Principal	420,000	430,000	430,000	445,000
Interest	257,121	245,947	245,947	233,371
Fees	1,500	2,250	2,250	2,250
Bond Issuance Costs	-	-	-	-
TOTAL EXPENDITURES	678,621	678,197	678,197	680,621
OTHER FINANCING SOURCES (USES)				
Bond Refunding	-	-	-	-
Residual Equity Transfer	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-
TOTAL EXPENDITURES AND OTHER USES	678,621	678,197	678,197	680,621
ENDING FUND BALANCE	$ 256,246	$ 261,446	$ 261,446	$ 264,222

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

	ACTUAL 2013-2014	BUDGET 2014-2015	ESTIMATED 2014-2015	BUDGET 2015-2016
Ad Valorem Taxes				
Current	$ 713,939	$ 678,197	$ 678,197	$ 678,197
Delinquent	6,253	2,000	2,000	2,000
Penalty and Interest	5,284	3,200	3,200	3,200
Total Ad Valorem Taxes	$ 725,476	$ 683,397	$ 683,397	$ 683,397
TOTAL REVENUES	$ 725,476	$ 683,397	$ 683,397	$ 683,397

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 2014-2015:

- ☆ Maximized facility efficiency, cleanliness and maintenance for safety purposes, and for the enhancement of the clients' rental experience.
- ☆ New Audio System installed at the Community Center.
- ☆ New refrigerator purchased for the Community Center.
- ☆ Floor upgraded in the Community Center Florotallic Metallic Flooring System with high durability and visual appeal.
- ☆ Installed a ceiling mounted projector with wireless capabilities at the Conference Center.
- ☆ Continued contract services for advertisement of the Community and Conference Centers through a virtual online tour.
- ☆ Maintained Successful partnership and collaboration with Northside ISD for Los Leones Art Festival hosted at the Community and Conference Center and Grounds.

COMMUNITY CENTER FUND

Objectives for FY 2015-2016:

- ☆ Develop new marketing strategies to generate more revenues.
- ☆ Investigate an enterprise–based program for booking and reserving the facilities.
- ☆ Enhance opportunity for rentals by expanding advertising and possible use of the Kinman House for small events.

COMMUNITY CENTER FUND
SUMMARY OF REVENUES AND EXPENDITURES

	ACTUAL 2013-2014	BUDGET 2014-2015	ESTIMATED 2014-2015	BUDGET 2015-2016
BEGINNING FUND BALANCE	$ 124,750	$ 106,145	$ 106,145	$ 107,982
REVENUES				
Hotel/Motel Taxes	95,487	85,000	95,000	95,000
Rental Fees	91,125	75,470	90,000	90,000
TOTAL REVENUES	186,611	160,470	185,000	185,000
OTHER FINANCING SOURCES				
Fund Balance	-	20,000	20,000	-
Other-CDBG Grant Reimbursement	-	-	-	-
TOTAL OTHER FINANCING SOURCES	-	20,000	20,000	-
TOTAL RESOURCES AVAILABLE	311,361	286,615	311,145	292,982
EXPENDITURES				
Personnel Services	83,951	92,133	92,133	96,798
Supplies	281	7,400	7,400	22,400
Contractual Services	47,216	63,630	63,630	54,530
Capital Outlay	53,768	-	-	24,472
TOTAL EXPENDITURES	185,216	163,163	163,163	198,200
OTHER FINANCING USES				
Transfers Out	20,000	20,000	20,000	-
TOTAL OTHER FINANCING USES	20,000	20,000	20,000	-
TOTAL EXPENDITURES AND OTHER USES	205,216	183,163	183,163	198,200
ENDING FUND BALANCE	$ 106,145	$ 83,452	$ 107,982	$ 94,782

COMMUNITY CENTER FUND

EXPENDITURES	ACTUAL 2013-2014	BUDGET 2014-2015	ESTIMATED 2014-2015	BUDGET 2015-2016
Personnel Services	$ 83,951	$ 92,133	$ 92,133	$ 96,798
Supplies	281	7,400	7,400	22,400
Contractual Services	47,216	63,630	63,630	54,530
Capital Outlay	53,768	-	-	24,472
TOTAL Department Budget	$ 185,216	$ 163,163	$ 163,163	$ 198,200

STAFFING	BUDGET 2012-2013	BUDGET 2013-2014	BUDGET 2014-2015	BUDGET 2015-2016
Community Development Director	0.20	0.20	0.20	0.20
Administrative Assistant	1.20	1.20	1.20	1.20
Events Coordinator	0.00	0.00	0.00	0.00
Laborer III	0.20	0.20	0.20	0.20
TOTAL	1.60	1.60	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 2013-2014	BUDGET 2014-2015	ESTIMATED 2014-2015	BUDGET 2015-2016
BEGINNING FUND BALANCE	$ 866,862	$ 1,017,086	$ 1,017,086	$ 675,502
***REVENUES**	554,015	523,472	609,416	609,416
TOTAL REVENUES	554,015	523,472	609,416	609,416
TOTAL RESOURCES AVAILABLE	1,420,877	1,540,558	1,626,502	1,284,918
EXPENDITURES				
Personnel Services	-	-	-	-
Supplies	-	-	-	-
Contractual Services	403,791	1,393,806	951,000	1,284,918
Capital Outlay	-	-	-	-
TOTAL EXPENDITURES	403,791	1,393,806	951,000	1,284,918
OTHER FINANCING SOURCES(USES)				
Transfer in	-	-	-	-
Transfer out	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-
ENDING FUND BALANCE	$ 1,017,086	$ 146,752	$ 675,502	$ -

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 2013-2014	BUDGET 2014-2015	ESTIMATED 2014-2015	BUDGET 2015-2016
BEGINNING FUND BALANCE	$ 6,872,585	$ 4,148,690	$ 4,148,690	$ 1,680,628
REVENUES	2,062	2,000	1,135	500
TOTAL REVENUES	2,062	2,000	1,135	500
OTHER FINANCING SOURCES				
Transfers In	207,770	530,803	530,803	-
TOTAL OTHER FINANCING SOURCES	207,770	530,803	530,803	-
TOTAL RESOURCES AVAILABLE	7,082,417	4,681,493	4,680,628	1,681,128
EXPENDITURES				
Personnel Services	-	-	-	-
Supplies	-	-	-	-
Contractual Services	-	-	-	-
Capital Outlay	2,933,727	5,615,570	3,000,000	1,681,128
TOTAL EXPENDITURES	2,933,727	5,615,570	3,000,000	1,681,128
TOTAL EXPENDITURES & OTHER USES	2,933,727	5,615,570	3,000,000	1,681,128
ENDING FUND BALANCE	$ 4,148,690	$ (934,077)	$ 1,680,628	$ -

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 2013-2014	BUDGET 2014-2015	ESTIMATED 2014-2015	BUDGET 2015-2016
BEGINNING FUND BALANCE	$ 420,234	$ 266,830	$ 266,830	$ 334,932
REVENUES				
Seizures	86,925	-	224,910	-
Interest/Miscellaneous	9,367		100	
TOTAL REVENUES	96,292	-	225,010	-
TOTAL RESOURCES AVAILABLE	516,526	266,830	491,840	334,932
EXPENDITURES				
Personnel Services	500	3,000	1,000	1,000
Supplies	78,017	10,000	10,000	43,800
Contractual Services	15,291	70,908	70,908	-
Capital Outlay	117,690	25,000	25,000	140,100
TOTAL EXPENDITURES	211,498	108,908	106,908	184,900
OTHER FINANCING USES				
Transfers Out	38,198	50,000	50,000	-
TOTAL OTHER FINANCING USES	38,198	50,000	50,000	-
TOTAL EXPENDITURESD AND OTHER USES	249,696	158,908	156,908	184,900
ENDING FUND BALANCE	$ 266,830	$ 107,922	$ 334,932	$ 150,032

EXPENDITURES	ACTUAL 2013-2014	BUDGET 2014-2015	ESTIMATED 2014-2015	BUDGET 2015-2016
Personnel Services	$ 499	$ 3,000	$ 1,000	$ 1,000
Supplies	78,017	10,000	10,000	43,800
Contractual Services	15,291	70,908	70,908	-
Capital Outlay	117,690	25,000	25,000	140,100
TOTAL Department Budget	$ 211,497	$ 108,908	$ 106,908	$ 184,900

STAFFING	GRADE	BUDGET 2012-2013	BUDGET 2013-2014	BUDGET 2014-2015	BUDGET 2015-2016
		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 2016

Business Office

Item	Acquisition Date	*Purchase Type*	*FY 15-16*	*FY 16-17*	*FY 17-18*	*FY 18-19*	*FY 19-20*	Non *Funded*
TOTAL			$ -	$ -	$ -	$ -	$ -	$ -

Finance Department

Item	Acquisition Date	*Purchase Type*	*FY 15-16*	*FY 16-17*	*FY 17-18*	*FY 18-19*	*FY 19-20*	Non *Funded*
TOTAL			$ -	$ -	$ -	$ -	$ -	$ -

Manager and Council

Item	Acquisition Date	*Purchase Type*	*FY 15-16*	*FY 16-17*	*FY 17-18*	*FY 18-19*	*FY 19-20*	Non *Funded*
Agenda Paperless System	New	New	15,000	-				
City Hall Furniture	New	Replacement	120,000					
Access Control	New	New	37,503					
Ice Maker	New	New	3,000					
Stove, Vent Hood & Refrigerator	New	New	2,000					
Various fitness equipment	New	New	10,000					
TOTAL			**$ 187,503**	$ -		$ -	$ -	$ -

City of Leon Valley
Manager and Council
Request for Capital
Fiscal Year 2016

Item Description:
Paperless System.

Description of Benefit from Purchase in Improved Service or Lower Cost:
To reduce the use and storage of paper.

NUMBER OF ITEMS	1
COST PER ITEM	15,000
ADDITIONAL COST PER ITEM	-
TOTAL	$15,000

City of Leon Valley
Manager and Council
Request for Capital
Fiscal Year 2016

Item Description:
Furnishing for City Hall

Description of Benefit from Purchase in Improved Service or Lower Cost:
Furniture for the renovated City Hall. This will include desks, chairs, tables, cabinets, etc.

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

City of Leon Valley
Manager and Council
Request for Capital
Fiscal Year 2016

Item Description:
Access control.

Description of Benefit from Purchase in Improved Service or Lower Cost:
To assure security for the remodeled City Hall.

NUMBER OF ITEMS	Varies
COST PER ITEM	-
ADDITIONAL COST PER ITEM	-
TOTAL	$37,503

City of Leon Valley
Manager and Council
Request for Capital
Fiscal Year 2016

Item Description:
Ice Maker.

Description of Benefit from Purchase in Improved Service or Lower Cost:
Prior to the renovations all ice for various meetings came from the Fire Department's Ice Maker. Now that they are no longer located at the same location as City Hall an Ice Maker is needed.

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

City of Leon Valley
Manager and Council
Request for Capital
Fiscal Year 2016

Item Description:
Stove, vent hood and refrigerator.

Description of Benefit from Purchase in Improved Service or Lower Cost:
Renovations to City Hall now allow for a stove to be placed in the kitchen as well as a vent hood.
The oven will be used for various meetings and events at City Hall. Prior to the renovations the stove at the Fire Department was used.

This will be replacing a refrigerator that was purchased in 2006.

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

City of Leon Valley
Manager and Council
Request for Capital
Fiscal Year 2016

Item Description:
Various fitness equipment for the new Fitness Center City Hall that will be utilized by employees.

Description of Benefit from Purchase in Improved Service or Lower Cost:
The City of Leon Valley has many positions that require a high level of physical fitness such as police, fire and public works crews.
A fitness center will aid the City of Leon Valley by cultivating a culture of health for their employees while addressing medical expenses and utilization, absenteeism, presentism, employee recruitment and retention, and the creation of a positive municipal organizational image.

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

Police Department

Item	Acquisition Date	Purchase Type	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	Non Funded
Mobile Data Terminals	2001	Replacement		7,000				
TOTAL			$ -	$ 7,000	$ -	$ -	$ -	$ -

Fire Department

Item	Acquisition Date	Purchase Type	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	Non Funded
Hose, adapters & nozzles	Variable	Replacement	4,000					
Bunker Gear	Variable	Replacement	5,400					
Access control and video surveillance	new	new	45,477					
1991 Pumper Fire Truck	1991	Replacement		475,000				
SCBA	Variable	Replacement		12,000				
Bunker Gear	Variable	Replacement		5,400				
Hose, adapters & nozzles	Variable	Replacement		4,000				
Hose, adapters & nozzles	Variable	Replacement			4,000			
Physio-Control	2008	Replacement			32,000			
Bunker Gear	Variable	Replacement				5,400		
Hose, adapters & nozzles	Variable	Replacement				4,000		
Bunker Gear	Variable	Replacement					5,400	
Hose, adapters & nozzles	Variable	Replacement					4,000	
TOTAL			**$ 54,877**	**$ 496,400**	**$ 36,000**	**$ 9,400**	**$ 9,400**	**$ -**

City of Leon Valley
Fire Department
Request for Capital
Fiscal Year 2016

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	1
COST PER ITEM	$4,000
ADDITIONAL COST PER ITEM	$0
TOTAL	$4,000

City of Leon Valley
Fire Department
Request for Capital
Fiscal Year 2016

Item Description:
Replacement Firefighter Bunker Gear purchased 2006.

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 three sets of gear that are scheduled to end their 10 year service life and are in need of replacement.

NUMBER OF ITEMS	3
COST PER ITEM	$1,800
ADDITIONAL COST PER ITEM	$0
TOTAL	$5,400

City of Leon Valley
Fire Department
Request for Capital
Fiscal Year 2016

Item Description:
Access control and video surveillance for Fire Station.

Description of Benefit from Purchase in Improved Service or Lower Cost:
To assure security for the new Fire Station.

Fire Station access control	24,065
Fire Station video surveillance	21,412

NUMBER OF ITEMS	2
COST PER ITEM	-
ADDITIONAL COST PER ITEM	-
TOTAL	$45,477

Public Works

Item	Acquisition Date	Purchase Type	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	Non Funded
New sidewalks	New	New	120,000					
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			
New sidewalks	New	New				20,000		
Gator	2010	Replacement					9,000	
TOTAL			**$ 120,000**	**$ 46,100**	**$ 20,000**	**$ 20,000**	**$ 9,000**	**$ -**

City of Leon Valley
Public Works
Request for Capital
Fiscal Year 2016

Item Description:
Additional funds for sidewalks.

Description of Benefit from Purchase in Improved Service or Lower Cost:
To provide ADA compliant sidewalks along Evers Road for handicapped accessibility.

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

Development

Item	Acquisition Date	Purchase Type	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	Non Funded
TOTAL			$ -	$ -	$ -	$ -	$ -	$ -

Economic Development

Item	Acquisition Date	Purchase Type	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	Non Funded
TOTAL			$ -	$ -	$ -	$ -	$ -	$ -

Parks

Item	Acquisition Date	Purchase Type	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	Non Funded
Park improvements	New	New	51,500					
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			**$ 51,500**	**$ 17,200**	**$ 9,500**	**$ -**	**$ -**	**$ -**

City of Leon Valley
Parks
Request for Capital
Fiscal Year 2016

Item Description:
Engineered mulch
Walking path materials for Silo Park
Playground amenities
Solar panel repair
Benches for Silo Park

Description of Benefit from Purchase in Improved Service or Lower Cost:
Engineered mulch required by code for playground surfaces at Raymond Rimkus Park
Complete Silo Park as per City Council
Addition of music center at Raymond Rimkus Park
Solar panel repair reduces electrical costs to City
Complete Silo Park as per City Council

NUMBER OF ITEMS	-
COST PER ITEM	Varies
ADDITIONAL COST PER ITEM	-
TOTAL	$51,500

Library

Item	Acquisition Date	Purchase Type	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	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	
TOTAL			**$ 20,000**	**$ 20,000**	**$ 20,000**	**$ 20,000**	**$ 20,000**	**$ -**

City of Leon Valley
Library
Request for Capital
Fiscal Year 2016

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

Communications

Item	Acquisition Date	Purchase Type	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	Non Funded
311 Call System	New	New	8,440					
NICE Server Recording System	2006	Replacement	15,000					
TOTAL			**$ 23,440**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
TOTAL BY FISCAL YEAR			**$ 457,320**	**$ 586,700**	**$ 85,500**	**$ -**	**$ -**	**$ -**

City of Leon Valley
Communications
Request for Capital
Fiscal Year 2016

Item Description:
Communications and Dispatch equipment for a 311 Call System that will integrate our current databases and reduce customer service request via an intelligent updatable FAQ Section.It is anticipated that the 311 system will reduce the number of Non-Emergency call to 9-1-1 by as much as 25% within the first 12-18 months of utilization. Thus, increasing the Dispatch Personnel's ability to provide improved Emergency service

Description of Benefit from Purchase in Improved Service or Lower Cost:
The request Software and equipment budget will allow for the purchase of current software and equipment to replace or upgrade existing equipment or services for better service delivery to the residents and Emergency Responder's of Leon Valley.

NUMBER OF ITEMS	1
COST PER ITEM	$ 8,440.00
ADDITIONAL COST PER ITEM	
TOTAL	**$8,440**

City of Leon Valley
Communications
Request for Capital
Fiscal Year 2016

Item Description:
The Digital Voice Recording System to replace the NICE Server Recording System, which is outdated and needs to be replaced.

Description of Benefit from Purchase in Improved Service or Lower Cost:
The request Software and equipment budget will allow for the purchase of current software and equipment to replace or upgrade existing equipment or services for better service delivery to the residents and Emergency Responder's of Leon Valley.

NUMBER OF ITEMS	1
COST PER ITEM	$ 15,000.00
ADDITIONAL COST PER ITEM	
TOTAL	**$15,000**

CITY OF LEON VALLEY
ENTERPRISE FUND CAPITAL ACQUISITION PLAN
FY 2016

Item	Acquisition Date	*Purchase Type*	*FY 15-16*	*FY 16-17*	*FY 17-18*	*FY 18-19*	*FY 19-20*	Non *Funded*
Pick-up Truck	2003	Replacement	35,000					
Meters for Production Wells (2)	New	New	15,000					
Sewer Jet Machine	1996	Replacement	56,000					
Replace sewer mains City-wide	New	New	150,000					
Handheld meter readers	2001	Replacement	13,500					
Mowers	Varies	Replacement	15,000					
Detention Pond	New	New	100,000					
Grass Hill storage building	1997	Replacement		7,000				
Replace Sewer Mains City-wide	New	Replacement		150,000				
Above ground Grass Hill Storage Tank	2005	Replacement		465,319				
TOTAL BY FISCAL YEAR			**$ 384,500**	**$ 622,319**	**$ -**	**$ -**	**$ -**	**$ -**

City of Leon Valley
Water and Sewer Fund
Request for Capital
Fiscal Year 2016

Item Description:
New pickup truck, with utility boxes on bed.

Description of Benefit from Purchase in Improved Service or Lower Cost:
Replace 2003 pickup truck used to maintain water and sewer system.

NUMBER OF ITEMS	1
COST PER ITEM	-
ADDITIONAL COST PER ITEM	-
TOTAL	$35,000

City of Leon Valley
Water and Sewer Fund
Request for Capital
Fiscal Year 2016

Item Description:
Magnetic Meters for Production Wells.

Description of Benefit from Purchase in Improved Service or Lower Cost:
To more accurately measure water being pumped from water wells.

NUMBER OF ITEMS	2
COST PER ITEM	7,500
ADDITIONAL COST PER ITEM	-
TOTAL	$15,000

City of Leon Valley
Water and Sewer Fund
Request for Capital
Fiscal Year 2016

Item Description:
Sewer jet machine.

Description of Benefit from Purchase in Improved Service or Lower Cost:
Repalce 1996 sewer jet machine to clean out sewer mains.

NUMBER OF ITEMS	1
COST PER ITEM	56,000
ADDITIONAL COST PER ITEM	-
TOTAL	$56,000

City of Leon Valley
Water and Sewer Fund
Request for Capital
Fiscal Year 2016

Item Description:
Replace 15,000 feet of sewer mains city-wide.

Description of Benefit from Purchase in Improved Service or Lower Cost:
Provide continuous sewer delivery city-wide.

NUMBER OF ITEMS	-
COST PER ITEM	-
ADDITIONAL COST PER ITEM	-
TOTAL	$150,000

City of Leon Valley
Water and Sewer Fund
Request for Capital
Fiscal Year 2016

Item Description:
New handheld meter readers.

Description of Benefit from Purchase in Improved Service or Lower Cost:
Existing handhelds will no longer be serviced if broken.

NUMBER OF ITEMS	3
COST PER ITEM	4,500
ADDITIONAL COST PER ITEM	-
TOTAL	$13,500

City of Leon Valley
Water and Sewer Fund
Request for Capital
Fiscal Year 2016

Item Description:
Two new riding lawnmowers.

Description of Benefit from Purchase in Improved Service or Lower Cost:
Replace 70" and 42" riding lawnmowers that can no longer be serviced.

NUMBER OF ITEMS	2
COST PER ITEM	varies
ADDITIONAL COST PER ITEM	-
TOTAL	$15,000

City of Leon Valley
Water and Sewer Fund/Storm Water
Request for Capital
Fiscal Year 2016

Item Description:
Construct Detention Pond behind 6320 Bandera Road

Description of Benefit from Purchase in Improved Service or Lower Cost:
To alleviate flooding from Bandera and Seneca into Seneca Estates Subdivision

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

CITY OF LEON VALLEY
COMMUNITY CENTER FUND CAPITAL ACQUISITION PLAN
FY 2016

Item	Acquisition Date	*Purchase Type*	*FY 15-16*	*FY 16-17*	*FY 17-18*	*FY 18-19*	*FY 19-20*	Non *Funded*
Ice Maker	2001	Replacement	4,500					
Self Cleaning Oven	2001	Replacement	1,500					
Portable Stage	New	New	18,472					
Remodel Kitchen at Community Center	2001	Replacement		30,000				
TOTAL BY FISCAL YEAR			**$ 24,472**	**$ 30,000**	**$ -**	**$ -**	**$ -**	**$ -**

City of Leon Valley
Community Center Fund
Request for Capital
Fiscal Year 2016

Item Description:
Purchase an ice maker.

Description of Benefit from Purchase in Improved Service or Lower Cost:
Improved customer service to residents, senior citizens, civic organizations and others to attract clients on a fee basis. This is the logical next step in improving the quality of the community center.

NUMBER OF ITEMS	1
COST PER ITEM	4,500
ADDITIONAL COST PER ITEM	-
TOTAL	$4,500

City of Leon Valley
Community Center Fund
Request for Capital
Fiscal Year 2016

Item Description:
Purchase a self cleaning oven.

Description of Benefit from Purchase in Improved Service or Lower Cost:
Improved customer service to residents, senior citizens, civic organizations and others to attract clients on a fee basis. This is the logical next step in improving the quality of the community center.

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

City of Leon Valley
COMMUNITY CENTER FUND
Request for Capital
Fiscal Year 2016

Item Description:
Portable Stage.

Description of Benefit from Purchase in Improved Service or Lower Cost:
Improved customer service to residents, senior citizens, civic organizations and others to attract clients on a fee basis. This is the logical next step in improving the quality of the community center.

NUMBER OF ITEMS	1
COST PER ITEM	18,472
ADDITIONAL COST PER ITEM	-
TOTAL	$18,472

CITY OF LEON VALLEY
POLICE FORFEITURE CAPITAL ACQUISITION PLAN
FY 2016

Item	Acquisition Date	*Purchase Type*	*FY 15-16*	*FY 16-17*	*FY 17-18*	*FY 18-19*	*FY 19-20*	Non *Funded*
Police vehicles (3)	Variable	Replacement	140,100					
Police vehicles (3)	Variable	Replacement		140,100				
Portables Radio Converstion	Variable	Replacement		113,400				
Police vehicles (3)	Variable	Replacement			140,100			
Police vehicles (3)	Variable	Replacement				140,100		
Police vehicles (3)	Variable	Replacement					140,100	
TOTAL BY FISCAL YEAR			**$ 140,100**	**$ 253,500**	**$ 140,100**	**$ 140,100**	**$ 140,100**	**$ -**

City of Leon Valley
Police Forfeiture
Request for Capital
Fiscal Year 2016

Item Description:
Patrol Vehicle

Description of Benefit from Purchase in Improved Service or Lower Cost:
Replacing vehicles that have served their useful, safe life with our City.

NUMBER OF ITEMS	3
COST PER ITEM	46,700
ADDITIONAL COST PER ITEM	-
TOTAL	$140,100